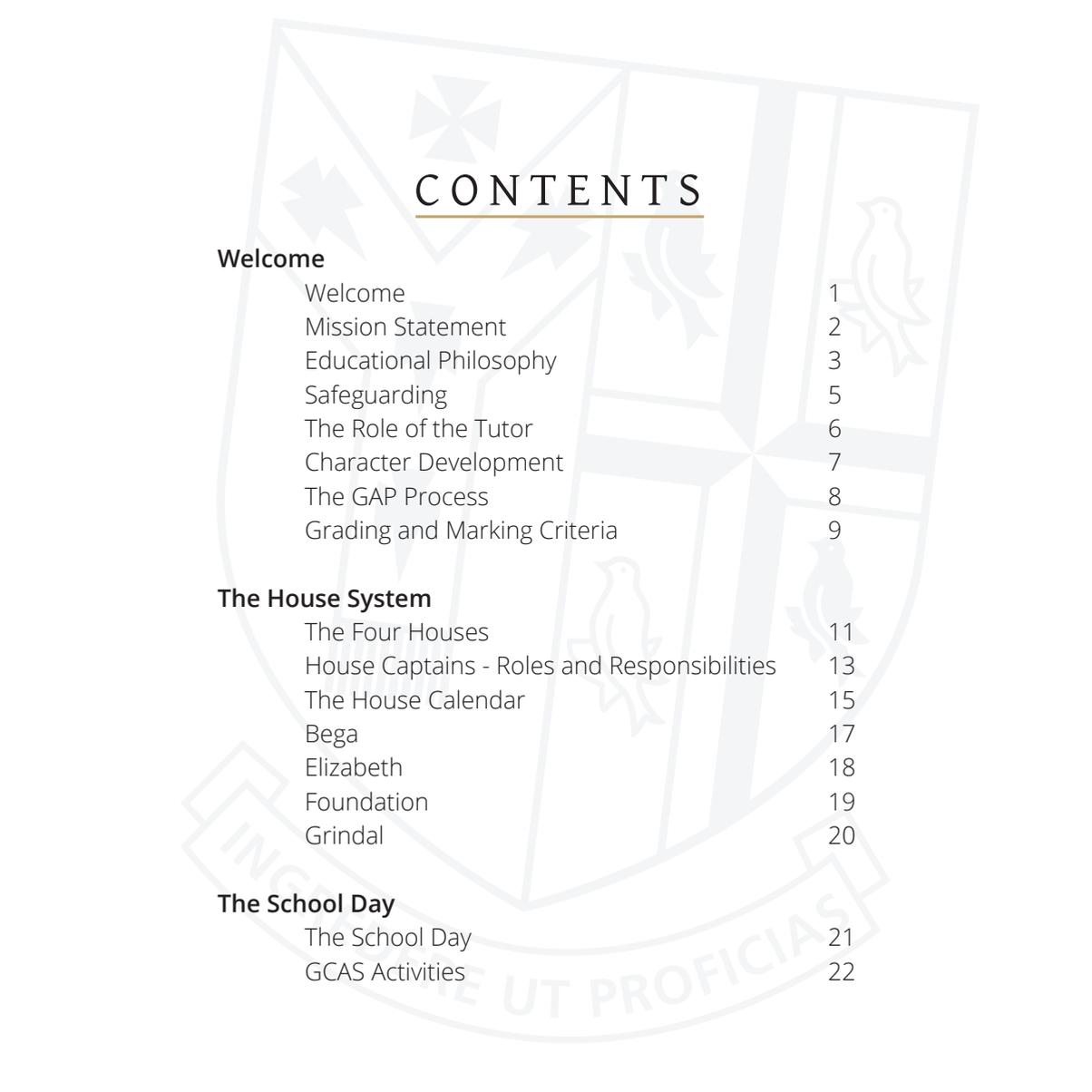




# ST BEES SCHOOL

WHERE WEST MEETS EAST

PARENT HANDBOOK  
2020 — 2021



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# WELCOME

## Wishing you all a very warm welcome to St Bees School

Here at St Bees we consider parents to be valued partners in providing a rich and stimulating environment in which their child can prosper and develop. St Bees is unique in many ways, but central to our philosophy is that academic attainment and character attributes are developed in balance, to produce successful, well-rounded young people who are prepared for the international world of the future. Our rich, cultural mix in the boarding house further enhances this international outlook.

This parent handbook is designed to provide a summary of the important facts and information you may need as your child continues on his/her educational pathway. A separate boarding handbook is also available.

For all matters concerning school routines and systems, please contact Helen McCormick on +44 (0) 1946 828000 between the hours of 08:00 and 17:30. Outside these times please leave a message or send an email to [Helen.McCormick@stbeesschool.co.uk](mailto:Helen.McCormick@stbeesschool.co.uk).

Parents will receive a school calendar, which holds all important dates, events, and a timetable. Please keep these handy for reference.



## MISSION STATEMENT

As a member of the Full Circle Education Group we place equal value on character development and academic attainment.

A culture of challenge encourages students to broaden their horizons and accomplish remarkable things, with the care and support of staff and peers alike. Trust and respect are offered – and reciprocated – and self-expression, creativity, and imagination fostered and valued.

Importantly, the St Bees School approach to academic achievement is similarly rigorous. Our goal is to ensure that students realise their true potential across the curriculum. The internationally renowned Fusion Programme forms the basis of the curriculum, enabling students to access the best of eastern and western educational philosophies.

The school's active, enquiry-based learning framework inspires discovery, creativity, originality, curiosity, innovation, enterprise, and initiative. St Bees School students emerge fully prepared for engagement with the international world, with an appreciation of the value of diversity derived from well-developed cultural understandings and a global mind-set. Links with partner St Bees and Full Circle schools are unique, providing St Bees students with enrichments that will set them up for the future.

# EDUCATIONAL PHILOSOPHY

## St Bees School...

- is modern and internationalised — built on 430 years of tradition and heritage
- provides a unique fusion of West and East
- promotes academic success in balance with character development
- prepares students for a global tomorrow
- enhances progress through individual mentoring.

## Outcomes

#IAm...

- academically successful
- both caring and confident
- equipped with a global mind-set
- prepared for an international future
- prepared for the demands of further education

...a St Bees student.

The school has two mottos.

The first can be found on the crest — **Ingredere ut proficias**, which means ‘Enter, so that you may make progress’.

The second is used with the relaunch of the school in mind, which is:

*‘St Bees School.... Where West meets East...’*

This makes strong reference to our concept as a twin-campus school with our sister schools in China and to the Fusion curriculum.

As a result, this enables St Bees students to enjoy the best of both worlds.

# S A F E G U A R D I N G

Safeguarding and promoting the welfare of children is everyone's responsibility.

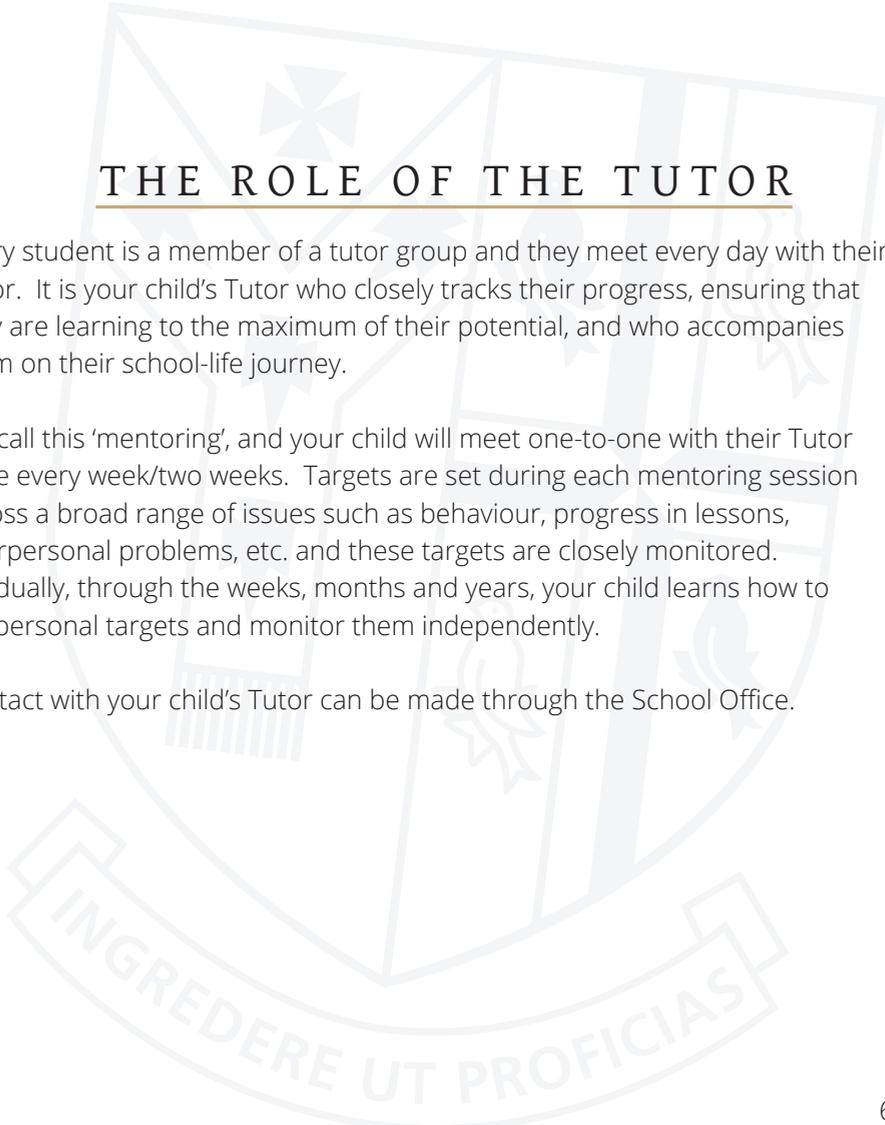
Parents are encouraged to raise any concerns directly with the School, if necessary referencing the safeguarding policy for concerns about the safety and/or welfare of children.

The School has arrangements for listening to children and providing early help. All students have a Tutor with whom they have regular contact in the week and one of their key duties is to foster open and supportive communication which would encourage children to raise concerns or issues.

The Head of Boarding is the principle point of contact for Boarders.

The Headmaster is available to all students to hear any concerns that they feel unable to raise elsewhere.

More information can be found in the Child Protection and Safeguarding Policy available on our website or from the School Office.



## THE ROLE OF THE TUTOR

Every student is a member of a tutor group and they meet every day with their Tutor. It is your child's Tutor who closely tracks their progress, ensuring that they are learning to the maximum of their potential, and who accompanies them on their school-life journey.

We call this 'mentoring', and your child will meet one-to-one with their Tutor once every week/two weeks. Targets are set during each mentoring session across a broad range of issues such as behaviour, progress in lessons, interpersonal problems, etc. and these targets are closely monitored. Gradually, through the weeks, months and years, your child learns how to set personal targets and monitor them independently.

Contact with your child's Tutor can be made through the School Office.

# CHARACTER DEVELOPMENT

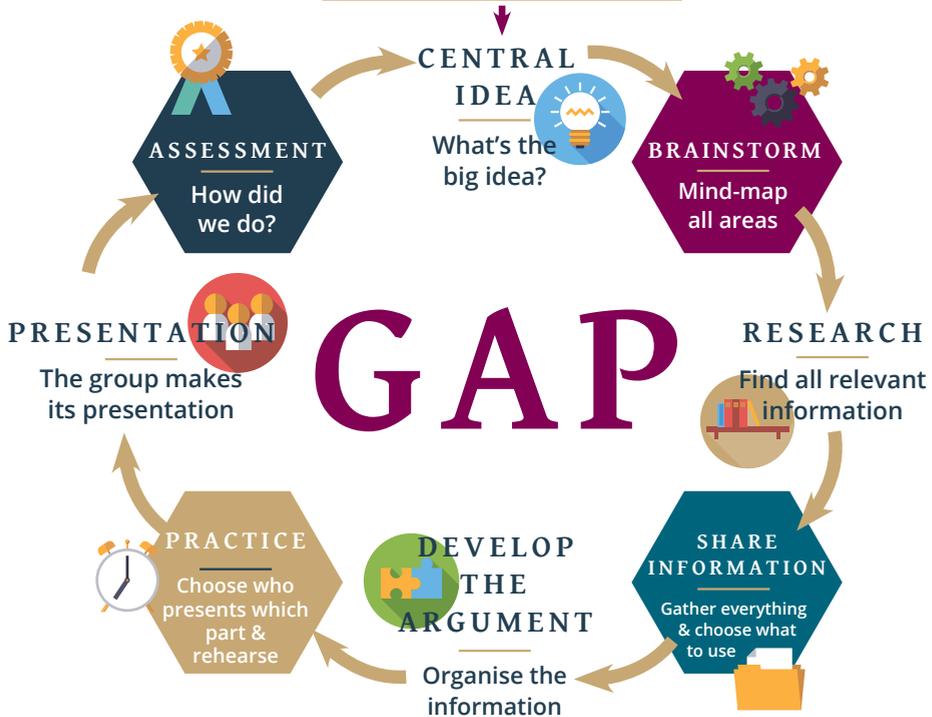
Opportunities for character development are tied into every lesson as far as possible. Our teachers are asked to use every possible opportunity to develop students' character attributes, with emphasis on any of those listed below:

- Teamwork
- Leadership
- Independence
- Personal organisation
- Creativity and originality
- Confidence
- Public speaking
- Critical thinking
- Communication
- Research skills

A key element of the St Bees approach to learning is that 'how' we learn is as important as 'what' we learn. Our character development programme provides students with the skills and competencies that they will take through their life. The weekly Global Awareness Programme (GAP) provides a framework which students can use in any subject area, as opportunity arises. The diagramme on the next page shows how students develop their EQ skills.

# THE GAP PROCESS

## START HERE



# GRADING AND MARKING CRITERIA

Attainment Grades		
<b>A</b>	Excellent	You have shown an excellent understanding of the task You have completed the entire task to a high standard You have demonstrated an outstanding level of learning
<b>B</b>	Good	You have shown a good understanding of the task You have completed most of the task(s) to a good standard You have demonstrated good learning
<b>C</b>	Acceptable	You have understood some of the task You have completed some of the task correctly Your learning demonstrates a mixture of strengths & weaknesses
<b>D</b>	Disappointing	You have understood a little of the task You have completed a part of the task correctly Your level of learning is below your potential
<b>E</b>	Not Acceptable	You have shown very little understanding of the task You have completed very little of the task Your level of learning is disappointing

## Effort Marks

1	Excellent	You have worked hard to produce work of an excellent standard You have made a lot of effort to meet all the requirements of the task You have used your knowledge, skills and techniques very effectively
2	Good	You have worked hard to produce work of a good standard You have made a good effort to meet all the requirements of the task You have used your knowledge, skills and techniques effectively
3	Acceptable	You have done enough to produce work at the minimum satisfactory standard You have made some effort to meet the requirements of the task You have not tried to fully use your knowledge, skills and techniques
4	Disappointing	You will need to make more effort in future as this piece is considered below the standards of which you are capable You need to meet all the requirements of the task You could have used more of your knowledge, skills and techniques
5	Not Acceptable	Not much effort has been made and this piece is considered well below the standards of which you are capable You did not try to meet the requirements of the task You could have tried much harder to use your knowledge, skills and techniques

## THE FOUR HOUSES

### WHAT IS THE HOUSE SYSTEM?

On entering St Bees, a student is placed in one of four Houses and will remain a member of that House for the duration of their time here.

The placement of a student in a given House is random. Houses are a mix of ages, genders, day/boarding, nationalities and interests - though siblings will all be in the same House.

### WHY DO WE HAVE A HOUSE SYSTEM?

The House system allows for in-school and school-to-school competition within the St Bees schools across the world.

- Each House has an elected House Captain (student) and a team of student assistants
- Each House has a Head of House (a nominated teacher)
- Merits for students' good work and positive contributions to school life are pooled in the House
- Competitions between Houses are scheduled to take place during the year, to include sporting and drama competitions, amongst others events.

A trophy is awarded at the end of each year for the best House.

The House system provides opportunities for students to develop leadership, responsibility, organisation, and teamwork competencies and, importantly, to compete with (rather than against) students from other Houses.

Within the House system there is equal emphasis on IQ and EQ, in line with the school's educational philosophy.



# HOUSE CAPTAINS - ROLES AND RESPONSIBILITIES

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Each House has a House Captain. A House Captain serves for one academic year. House Captains are elected in the Summer Term of the preceding academic year. (For September 2020 House Captains are pre-selected).

## ROLE

The role of House Captain is a position of responsibility within the school community. It is important, therefore, to possess the following basic characteristics:

- Positive leadership skills
- A strong school spirit and an embodiment of the school's ethos and vision
- Good organisational skills
- A supportive, caring and fair attitude
- A respectful conduct towards House members and the whole school community
- Responsibility, embodying the traits of a good role model
- Level of maturity

## DUTIES/ACTIVITIES

House Captains are expected to:

- Run their House and liaise with the Head of House and other House Captains
- Represent the House as and when required
- Organise and lead House meetings and assemblies
- Coordinate the House and House members
- Maintain and update the House noticeboard
- Instil a sense of pride, community and friendly rivalry with other houses in their House members
- Encourage good behaviour and effort amongst House members
- Support communication within the school:
  - Communicate any relevant news to their House members
  - Communicate and clarify the rules/procedures of inter-house events
- Support the organisation of inter-house events:
  - Organise the selection of students for inter-house events
  - Ensure all students participate in inter-house events
- Any other relevant House-related tasks

House Captains are not only leaders within their Houses, but also leaders within the whole school community. They are expected to lead by example and help to create a positive school culture and environment.

# THE HOUSE CALENDAR

## **Autumn Term 2020**

23 <sup>rd</sup> September	Team Challenge
16 <sup>th</sup> October	Spelling Bee
16 <sup>th</sup> November	Poetry Competition
11 <sup>th</sup> December	Christmas Music Showdown

## **Spring Term 2021**

20 <sup>th</sup> January	Five-a-side Football
2 <sup>nd</sup> February	Chinese Speaking Competition
5 <sup>th</sup> March	Short Story Challenge
1 <sup>st</sup> April	Drama Competition

## **Summer Term 2021**

12 <sup>th</sup> May	Swimming Gala
26 <sup>th</sup> May	Rounders Competition
16 <sup>th</sup> June	Touch Rugby / Ultimate Frisbee Tournament
30 <sup>th</sup> June	Sports Day



BEGA



ELIZABETH



FOUNDATION



GRINDAL

# BEGA

An Irish princess who gave her name to the village of St Bees, St Bega was a brave, adventurous and curious young woman. With courage and respect, she signifies strength and empowerment - a perfect testament to the Bega House.

The colour blue on the Bega House crest signifies St Bega's voyage from Ireland by sea.





Queen Elizabeth I, hailed as one of the greatest monarchs of all time, signed the “Letters Patent” that meant St Bees could be established as a school.

She awarded Grindal the Archbishop of Canterbury position in 1575.

The Queen was an intelligent, loyal and witty leader - characteristics encouraged in all St Bees students.

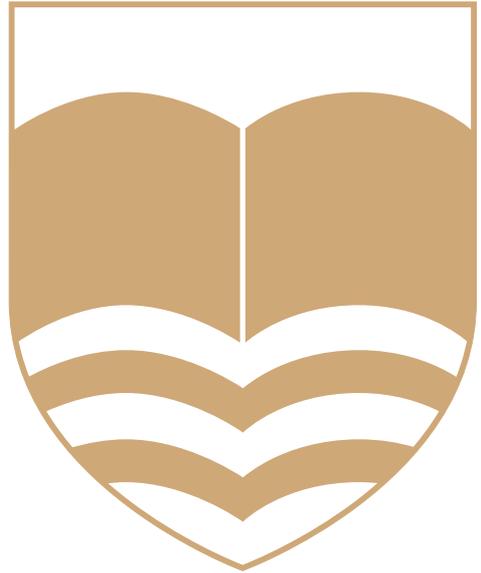
The red colour of Elizabeth House represents the Tudor Rose, the symbol associated with Queen Elizabeth’s rule.

# ELIZABETH

Foundation is the name of the main, and original, school building.

The heart of the school and the hub of teaching life. Foundation building was built between 1587 - 1588, benefiting from extensive expansion with new floors in the 1800s.

Gold represents the bricks, the mortar and the solid sandstone walls, embodying the notions of hard work, resilience and strength.



# FOUNDATION

# GRINDAL



Son of a local farmer, Edmund Grindal, Archbishop of Canterbury, is founder of the school and a native to the village. In 1583, although ill and blind, Grindal persevered to ensure the school was opened.

An ambitious, confident man with perseverance and resolve, he stood for everything we honour at St Bees - his legacy still very much ringing true.

The green of Grindal House perfectly embodies the greenery of the Cumbrian landscape, the 250 acres of the school and the glory of English countryside.

## THE SCHOOL DAY

St Bees School opens from 8.00am, and all students should be in School by 8.30am.

<b>Registration</b>	<b>8.35am</b>
Lesson 1	8.40am
Lesson 2	9.40am
<b>Morning break</b>	<b>10.40am</b>
Lesson 3	11.00am
Lesson 4	12.00pm
<b>Lunch</b>	<b>1.00pm - 1.45pm</b>
Afternoon Registration/Mentoring	1.45pm – 2.15pm
Lesson 5	2.15pm
Lesson 6	3.15pm
<b>Afternoon break</b>	<b>4.15pm</b>
GCAS Activities	4.30pm - 5.30pm

**NB School closes on Friday at 4.15pm.**

# GCAS ACTIVITIES

GCAS comprises:

G - Global Awareness

C - Creativity

A - Action

S - Service

This unique set of activities takes place from Monday to Thursday and forms part of our Character Development Programme. As such, it is a formal component of the school day, which finishes at 5:30pm for all students.

A given student may request leave to attend an official, externally organised team-based after-school activity by prior consent from the Headmaster.

# TERM DATES 2020 - 2021

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## **Autumn Term 2020**

Monday 7<sup>th</sup> September to Friday 16<sup>th</sup> October 2020

*Half Term — Monday 19<sup>th</sup> October to Friday 30<sup>th</sup> October 2020*

Monday 2<sup>nd</sup> November to Friday 11<sup>th</sup> December 2020

*Christmas — Monday 14<sup>th</sup> December to Monday 4<sup>th</sup> January 2021*

## **Spring Term 2021**

Tuesday 5<sup>th</sup> January to Friday 12<sup>th</sup> February 2021

*Half Term — Monday 15<sup>th</sup> February to Friday 19<sup>th</sup> February 2021*

Monday 22<sup>nd</sup> February to Thursday 1<sup>st</sup> April 2021

*Easter Holiday — Friday 2<sup>nd</sup> April to Friday 16<sup>th</sup> April 2021*

## **Summer Term 2021**

Monday 19<sup>th</sup> April to Friday 28<sup>th</sup> May 2021

*Half Term — Monday 31<sup>st</sup> May to Friday 4<sup>th</sup> June 2021*

Monday 7<sup>th</sup> June to Friday 9<sup>th</sup> July 2021

*Summer Holiday — Monday 12<sup>th</sup> July 2021*

## LUNCH

St Bees School prides itself on providing healthy and wholesome meals. All our food is prepared and cooked on site by our own team using locally sourced ingredients to provide the nutrition needed by the brain to learn most effectively. All food costs are included in School fees. We are committed to providing fresh, high quality & healthy food, offering a varied and balanced diet, and encouraging our students to have a lifelong interest in nutrition.

At 1.00pm, lunch will be taken in the School Dining Room. There are two courses and there is always a choice. We ensure that a balanced diet is eaten and that good table manners are encouraged. This is an important social occasion when students can talk about their day in an informal setting.

The school endeavours to accommodate special dietary requirements and, if necessary, a meeting with our Catering Team can be arranged to discuss this in detail. Dietary needs are requested to be given to the School prior to entry. You will be aware that an increasing number of children have a severe allergy to nuts, especially peanuts. Consequently, we **do not allow** nuts to be brought into School. Our Catering Team also ensures that nuts are not in any of the products prepared for school lunches.

Lunchtime menus are displayed around the School, and can be obtained from our Office Manager on request.

## DROP OFF AND PICK UP ARRANGEMENTS

We are sure that parents/guardians will develop their own drop off and pick up arrangements. We encourage parents/guardians to enter the School on Wood Lane and to drop the students off in the large car park. The students can then make their way to the the School Office in the Foundation Building.

At the end of the school day, parents/guardians may either wait for students in the car park area or walk the short distance down to the Foundation Building.

Please be aware that there will always be visitors to the school site to use both the Business Management Centre and our other facilities. Please observe the 5 mph speed limit within the School and please also refrain from driving or parking on the grass. Please also observe the parking restrictions on Wood Lane - they are there as a safety measure.

We are currently able to offer school minibus transport to and from school for students within West Cumbria. Further details can be obtained from the School Office.

## APPEARANCE

- Hair must be tidy, and extremes of style and colour are not permitted.
- Girls, where possible, should wear their hair tied back with a navy or black hair band/slide/bobble.
- Make-up is not permitted in Years 7 to 11.
- Jewellery, including, but not exclusive to, necklaces, bracelets, bangles and rings, are not permitted.
- One pair of earrings is permitted – only of the stud variety.
- No nail varnish is to be worn in School.

# UNIFORM

Students must comply fully with the school uniform policy. School uniform must be worn when travelling to and from both school and school sporting fixtures. This also applies if you leave the school grounds at any time during the school day and on school occasions.

Combinations of the school uniform and school sports kit are not permitted.

All uniform should be clearly named with sew-in or iron-on labels. A waterproof marker pen should be used inside all footwear. By doing so, we shall avoid any lost property by ensuring that any misplaced items are quickly returned to their owners.

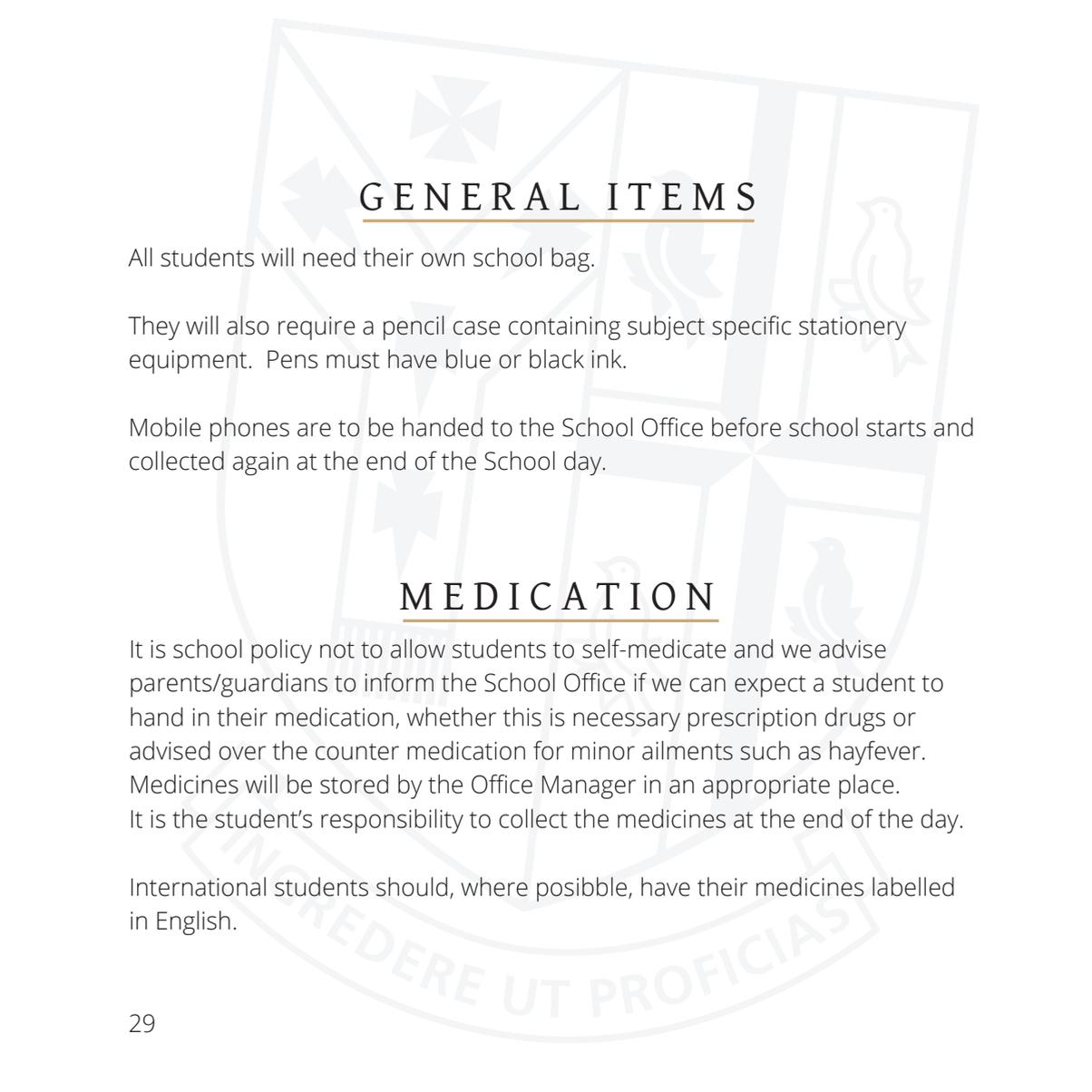
NB If your son or daughter brings a watch to school it would be helpful to have it engraved with an initial or name.

The School's reputation is influenced in no small degree by the appearance of its students. The uniform is therefore formal yet practical. Please note that almost all items listed on the next page are available from our school shop.

# UNIFORM LIST

Girls	Boys
Blazer - navy with embroidered badge	Blazer - navy with embroidered badge
Jumper - navy v-neck with school branding	Jumper - navy v-neck with school branding
White blouse	White shirt
School tie	School tie
Tartan kilt or grey trousers	Grey trousers or grey shorts
Navy tights or navy/grey socks	Grey socks
*Black shoes	*Black shoes
Polo shirt - sky blue with school crest	Polo shirt - sky blue with school crest
Tracksuit trousers - navy with school crest	Tracksuit trousers - navy with school crest
Navy school hoody	Navy school hoody
Skort - navy	Shorts - navy
Navy unbranded sports socks	Navy unbranded sports socks
*Plain navy or black coat	*Plain navy or black coat
*Indoor trainers - non-marking	*Indoor trainers - non-marking
*Outdoor trainers	*Outdoor trainers
*Walking boots	*Walking boots
*Waterproof jacket	*Waterproof jacket
*Waterproof trousers	*Waterproof trousers
*Good base layer	*Good base layer
*Thick socks / hat / gloves	*Thick socks / hat / gloves

Items marked with an asterisk\* are not available to purchase through the school.



## GENERAL ITEMS

All students will need their own school bag.

They will also require a pencil case containing subject specific stationery equipment. Pens must have blue or black ink.

Mobile phones are to be handed to the School Office before school starts and collected again at the end of the School day.

## MEDICATION

It is school policy not to allow students to self-medicate and we advise parents/guardians to inform the School Office if we can expect a student to hand in their medication, whether this is necessary prescription drugs or advised over the counter medication for minor ailments such as hayfever. Medicines will be stored by the Office Manager in an appropriate place. It is the student's responsibility to collect the medicines at the end of the day.

International students should, where possible, have their medicines labelled in English.

## ABSENCE

School holidays are generous and it is expected that parents will ensure that they book family holidays during these breaks so that students do not miss vital lesson time. However, we do understand that exceptional circumstances do very occasionally arise. If such a circumstance arises, please come and discuss matters with the Headmaster directly. All requests for a school absence must be put in writing to the Headmaster well in advance.

## ABSENCE DUE TO ILLNESS

Parents should ring School by 8.30am if their child is going to be absent due to illness. An email should be sent in to School, or a signed explanatory note should be given to the School Office on the student's return. If your child is ill whilst at school and we believe they should return home, we shall use the contact phone numbers that we hold for your child.

## DENTAL & MEDICAL APPOINTMENTS

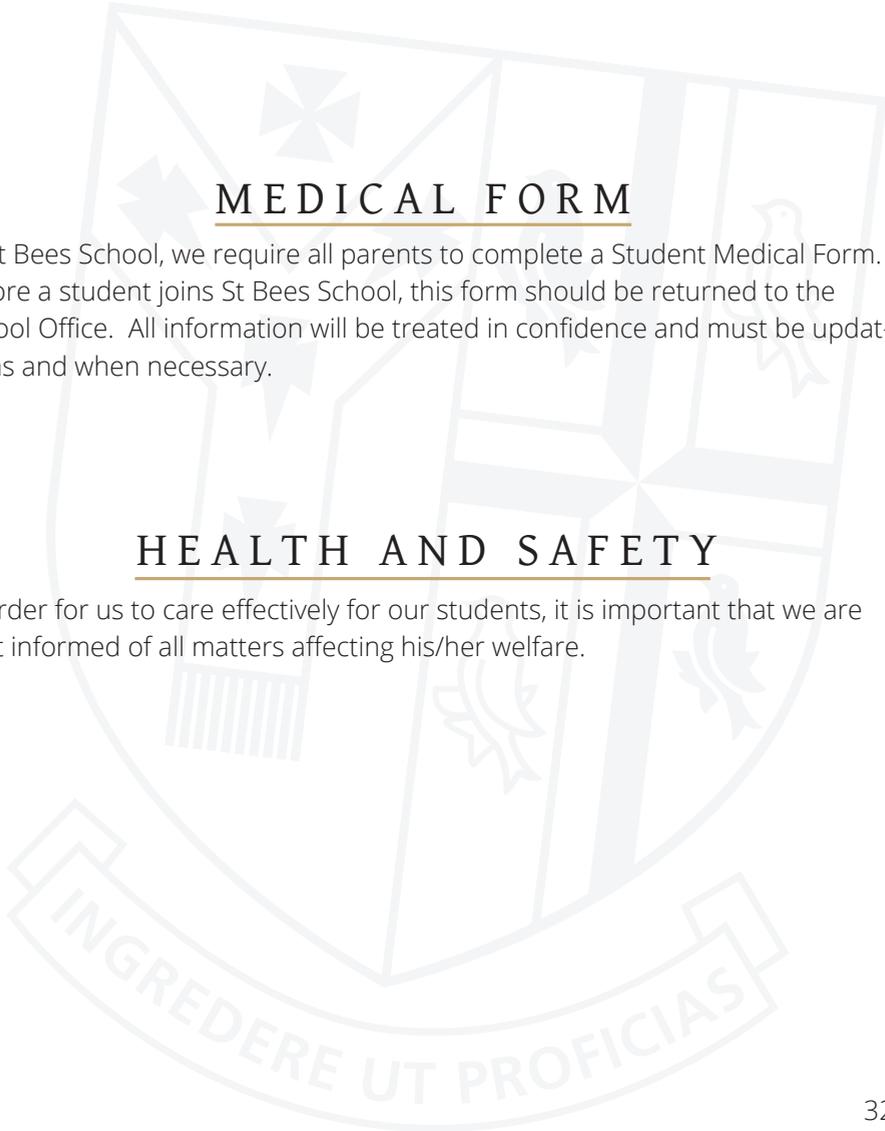
Although we would prefer that these appointments are made when school is not in session, we understand that this cannot always be arranged. A note addressed to the School Office along with an appointment letter or card is all that is required.

## CHANGE OF DETAILS

It is essential that the School Office has up-to-date telephone numbers for home and work as well as any changes in addresses. Any changes, even if they are temporary, should be sent to the School Office. We will hold parents'/guardians' home and work telephone numbers and an emergency contact number, such as a close relative or friend, for each family.

## EMAIL ADDRESSES

All teaching, leadership and support staff have e-mail addresses. Increasingly, parents/guardians are using e-mail to communicate with staff. If you so choose, parents/guardians can provide their e-mail addresses to the child's Tutor as another means of direct communication during school hours.

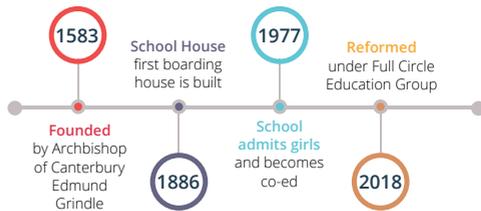


## MEDICAL FORM

At St Bees School, we require all parents to complete a Student Medical Form. Before a student joins St Bees School, this form should be returned to the School Office. All information will be treated in confidence and must be updated as and when necessary.

## HEALTH AND SAFETY

In order for us to care effectively for our students, it is important that we are kept informed of all matters affecting his/her welfare.



Ages 11 — 18

OVER 430 YEARS OF HISTORY

On the fringe of the UNESCO World Heritage Lake District National Park

Over 15 different subjects covered



250 acres of land

72 extra days of teaching

A newly refurbished boarding house with 52 beds



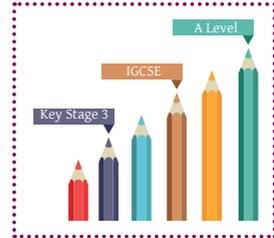
St Bees China School sharing ONE curriculum

Indoor, heated swimming pool



# 10

A UNIQUE Fusion Maths programme in partnership with School of Education,  **DURHAM UNIVERSITY**



## 9-HOLE GOLF COURSE



#IAM...



... a St Bees student

	<b>Beach</b> 10 mins walk
	<b>Train</b> 2 mins walk
	<b>Golf Course</b> 5 mins walk



A global student population



**OVER 30 SPORTS**

MOST NORTHERLY ETON FIVES COURTS



IN THE WORLD

# WE ARE READY TO WELCOME YOU



1 Main Entrance and Foundation

2 Swimming Pool and Eton Fives

3 Sports Pitches

4 Science Block

5 Business Management Centre

6 School House

7 Sports Centre

8 Priory

9 Train Station





A member of the FULL CIRCLE EDUCATION GROUP