



A faith school

St Anne's is a faith school. We do not expect everyone to be a practising Christian but we do expect the Catholic ethos of the school to be respected and supported. We are an inclusive school united by our shared values and not divided by our differences.

Your daughter will be expected to pray in her tutor group, to attend assemblies where pupils will pray and to take part in charity fundraising events.

School Day

School starts at 8.40am and finishes at 3.25pm. Pupils are not allowed in school before 7.45am. If your daughter is late, she will have to stay at school for 10 minutes at the end of the same day (detention). There are five lessons each day, a break (25 minutes) and lunch (50 minutes). Pupils are not allowed to leave school at lunch or break.

Attendance

Your daughter needs to attend school every day. Appointments should be made out of school time. **If your daughter must leave school for an appointment, you need to write and sign a note in her log book and collect her from school.**

If she is absent, you need to phone school (02380 328200) in the morning and tell us her full name and tutor group and why she is absent and call each day she is away. You need to write a signed and dated letter to confirm the reason for your daughter's absence and your daughter will bring this to school when she returns.

Who will teach my daughter?

Your daughter will probably have a different teacher for each subject. These teachers will likely change each year. **Your daughter will have her lessons in different classrooms.**

She will be in sets based on her ability in English and her ability in Maths. These are reviewed each year. She will have a different group for Creative Design.

Who will look after my daughter at school?

Each morning your daughter will see her tutor. The tutor is responsible for the pastoral care of your daughter in school. Each week the tutor will check her log book and speak to her about her attendance and behaviour. We have male and female staff at school.

If you are worried about your daughter please contact info@st-annes.uk.com with your daughter's tutor group and they will pass the e-mail to the tutor or write a note in her logbook.

The Head of Year looks after the tutors and is responsible for the year group.



Home learning (homework)

Your daughter will be set homework every day and she will write this in her logbook. Please sign her log book each week. Each piece of homework should take between 25 and 45 minutes (depending on the age of your daughter.) **Your daughter needs a quiet space and a table or a desk to do her homework.** She is able to stay at school in the library on Mondays, Tuesdays, Wednesdays and Thursdays to do homework if she would like from 3.30pm to 4.30pm.

Activities outside of lessons

Your daughter will be given a list of clubs and activities that she can do for free at lunch or after school. We expect that all girls do at least one activity. We also offer music lessons (in school time) and the Duke of Edinburgh award. There is a cost for these.

What if my daughter is ill in school?

If your daughter is ill in school she will go to the welfare office. They will assess her and if necessary, will ask you to come and collect your daughter. **Your daughter should not keep any medication with her, instead, it should be labelled and handed in to the welfare office.** Pupils are allowed to carry their own epipen and asthma inhalers. It is important that you inform us of any change of phone number.

Work Experience

When your daughter is in Year 10, she will have two weeks when she will not go to school. Instead, she will complete work experience. She will not wear school uniform and she will have to arrange her own transport to and from work. You will get more information about this.

Mobile phones

Pupils are allowed to bring phones to school but they are not allowed to use them in school and if seen they will be confiscated (taken from your daughter and stored safely). Phones need to be switched-off and in bags or lockers. If you need to contact your daughter in an emergency, please phone the school reception (02380 328200) and they will give her the message.

Key terms

A levels	These are national public exams sat by some 18 year olds. They are often necessary for study at university.
Break	1110am-1135am each day. Pupils can eat, drink and socialise with their friends.
Careers Appointment	An individual appointment with your daughter and a careers advisor to talk about plans for the future and qualifications.
CED	Curriculum Enrichment Day: Instead of normal lessons, pupils do other activities. They may go on a trip so the timing of the school day may be different.
Chaplaincy	The Chaplaincy team support with the spiritual life of the school.
Curriculum	Curriculum is a group of subjects that pupils study in school.
Detention	A detention can be at break, lunch or after-school and is a time for pupils to reflect on their behaviour.
Duke of Edinburgh	This is a scheme where young people complete some voluntary work, a sport, learn a skill and take part in a camping expedition. We offer it to girls in Year 9 and above. There is a charge for this.
Early Closure	Early closure is when the school closes at 12.35pm. This is usually at the end of a term. You will find details of this in the school calendar. There is a copy of the school calendar on the website.
Exercise book	The book that your daughter writes in during lessons.
Extra-curricular activities	These are clubs or activities for pupils that take place at break, lunch or after-school. They are free.
Free School Meals	If your family has a low income or receives certain benefits your daughter may be able to get lunch at school for free. Ask us for more information.
GCSEs	These are national public exams which pupils sit in May/June of Year 11. They are graded from U (ungraded) this is the lowest mark, then 1 (low) to 9 (very high). Most colleges want pupils to have at least a 4 in English and Maths.
Half-term	The school year is divided in to six half-terms. At the end of each half-term there is a holiday.
Head of Year	This is the person who is responsible for the tutors and a year group.
House	Your daughter will belong to a House. They are named after saints. This will form her tutor group name e.g. 7 Alphonsa.
INSET	This is a staff training day. School is closed to pupils.
Locker	Pupils should buy a locker key for £3. The locker is a metal box where pupils can keep their books and belongings. The money is returned at the end of Year 11 when the key is returned.
Key Stage	Years 7-9 is Key Stage Three. Years 10-11 is Key Stage Four. Sixth Form is Key Stage Five.

Log book	Your daughter will be given a log book. It is like a diary. It will have her timetable in it. She will write her homework and targets in it. Please check and sign this each week.
Lunch	12.35-1.25pm each day. Pupils can eat, drink and socialise with their friends or go to a club.
Newsletter	Each term we will send home a newsletter. It has information about what has been happening at school.
Non-school uniform day	On this day pupils do not wear uniform. We usually ask for a donation of £1 which is given to charity. They should wear modest clothing suitable for school.
PAC	Performing Arts Centre. Pupils are taught drama here and it is used for exams.
Parents Evening	There is one Parents Evening each year for your daughter. You can make a 5 minute appointment for each teacher to talk about her progress in the subject. Your daughter will make appointments with her teachers. You need to bring the appointment card with you.
PPE	Pre Public Exam. This is when pupils sit practise papers for GCSE or A levels. These grades are not their final grades.
Phone number	The school phone number is 02380 328200.
Playground	An outside space pupils can use at break and lunch. They are taught rounders and netball here.
Quad	A grassy area in the school which is used by Sixth Form and staff only.
Reply slip	Most letters sent home will have a reply slip that you need to sign. Your daughter will need to bring these to her tutor promptly. Some reply slips will need to go to the admin office.
Report	Two-three times a year you will receive a paper report about your daughter's academic progress.
Report (monitoring)	If we have concerns about your daughter, she will be placed on a paper monitoring report and she will be set targets that she needs to complete. This will be completed by her teachers and you and your daughter will need to sign it each day. This will usually last for two weeks. It will also be signed by a member of staff each day.
Rewards	Pupils will be rewarded for Excellence, Participation, Persistence and our values of Simplicity, Hospitality, Openness and Warm Relationships. These rewards are written in her log book.
Scopay	This is our online payment system for things such as trips. You will receive log in details.
Set	Your daughter will have a set for English and a group of subjects. This is based on her ability in English. There are high sets and lower sets. The important thing is that it is the right set for your

	daughter. She will also have a set for Maths and another group of subjects. She will be in a different group for Creative Design.
Sixth Form	This is the college part of the school and is for girls and boys aged 16-18 who meet our academic entry requirements.
SLT	Senior Leadership Team. This is the group of people responsible for leading the school.
Sports Day	This happens once a year in July. You will receive a letter about it. Pupils wear PE kit and their House Colour.
Swimming	All pupils in Years 7 and 8 will have swimming lessons. All girls must take part in these lessons. These lessons are free and take place in PE lessons. Pupils need to wear a one-piece swimming costume (not a bikini) and a swimming hat. They will need a towel and a bag for their swimming things. They can wear goggles if they wish. If your daughter has not been in a swimming pool, we recommend that you take her. There are lots of swimming pools in Southampton and some swimming pools have swimming sessions just for girls/ladies. Pupils can wear leggings and t-shirts with their swimming costume if they like.
Target Grade	Your daughter will be given a target grade for GCSE based on her academic ability.
Teacher	Your daughter will have lots of different teachers-usually she will have a different teacher for each subject.
Term	The school is divided in to three terms (September to Christmas, January to Easter and after Easter-Summer holiday). You can find the term dates on the school website.
Text book	This is a reference book that might also have activities. Pupils do not write in these.
Tutor	Your daughter's tutor is responsible for her pastoral care at school and will see her every day. If you are worried, please contact the tutor by writing a note in her logbook, phoning reception or emailing info@st-annes.uk.com .
Tutor time	08.40am-09.10am every day.
Uniform	All pupils must wear uniform. There is the school uniform and a uniform for PE. Details can be found on the school website.
Website	www.st-annes.uk.com
Work Experience	Two weeks in Year 10 when pupils do unpaid work to gain experience.
Year (Group)	Your daughter will join a Year Group e.g. Year 7 (age 11-12)



Financial support

Pupils from families with a low income may be able to receive financial support and free school meals. You may be asked to fill in a form so that we can get this support for your daughter.

Pupils who are eligible for extra financial support can get help with the cost of trips linked to subjects. We can also support eligible pupils with the cost of school uniform.

School Finance Office

In the School Finance office, pupils can purchase;

- Geometry sets and calculators for maths lessons.
- Headscarf
- Replacement locker key, lanyard (for keeping keys on)
- Apron
- Replacement log book



A guide for parents of pupils new to St Anne's Catholic School

We are delighted that your daughter has joined our family at St Anne's.

St Anne's is a happy, caring community where pupils are expected to always try their best, be respectful and to work together to be the best that they can be. There are only girls in Years 7-11 and in Sixth Form (college for students aged 16-18) there are girls and boys.

School Years

Secondary school

Year 7 = 11-12 years old

Year 8 = 12-13 years old

Year 9 = 13-14 years old

Year 10 = 14-15 years old

Year 11 = 15-16 years old

Pupils move up each

year. There is no ability test for them to pass.

Pupils do not repeat years.

What will my daughter learn?

All pupils study the same subjects in Years 7-9. These subjects are English Language, English Literature, maths, science, religious studies, geography, history, French, Spanish, drama, music, computing, PE (this includes swimming) and creative design (art, textiles, resistant materials and food).

What qualifications will she study?

In Year 9 pupils choose which subjects they want to study for GCSE. GCSE exams are national public exams which pupils sit in May and June of Year 11. These qualifications are used for college applications and jobs.

At St Anne's most pupils study: English language, English literature, science, mathematics and religious studies and three subjects of their choice. Pupils who are fluent in another language and can read and write it may be able to do an extra qualification in this language.

How will I know how she is doing?

Two-three times a year you will get a report. This is a page with information about your daughter's attainment (how she is doing) and other information such as attendance. There will be a letter with it which will help you to know if she is doing well or if she is finding things difficult. **Once a year there is a Parents Evening. Your daughter will bring home an appointment card.** She will make appointments with her teachers. It isn't always possible to see all her teachers as some teachers teach lots of pupils.

School books and materials

Parents are not expected to buy any school books or textbooks. **Your daughter will be given an exercise book or a folder for each subject.** She needs to keep these clean and well presented. Covering them in plastic or paper can be helpful. She might be given a textbook or access to online textbooks; you do not need to buy any. **Your daughter will need a pencil case, pens, ruler, pencil, glue, scissors and colouring pencils.** In

Years 10 and 11 individual subjects will write to you about revision guides you can purchase.