



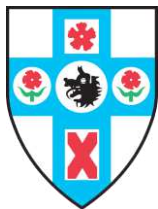
ST EDMUND'S CATHOLIC ACADEMY

Year 7 Information Booklet

To Love and Serve the Lord

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Dear Parents/Carers,

I am delighted to invite you and your child to the Year 7 Welcome Evening, which will be held on **Thursday, 26th June 2025 from 4:00pm - 6:15pm.**

The evening will allow you and your child an opportunity to listen to an address from the Principal and key staff. Please book your tickets (maximum of four) via the link below and arrive at least ten minutes before the designated start time so you can get signed in and issued with your tickets. **Any additional siblings can be supervised by academy staff whilst watching a Disney Film in the classroom opposite the Lecture Theatre.** There will also be an opportunity to purchase the academy uniform/PE kit and sign up for the Chromebook for Learning Scheme.

[Click Here to Reserve Your Seats](#)

Uniform

A uniform list is enclosed in this pack. The uniform and PE kit is specific to the academy and can only be purchased through our suppliers: **Lads and Lasses Schoolwear**, 50A Warstones Road, Penn, Wolverhampton, WV4 4LP, Telephone: 01902 334650 or email: ladsandlassessales@live.com or **Ron Flowers Sports**, 28 Queen Street, Wolverhampton, WV1 3JW, Telephone: 01902 429490.

Chromebook for Learning

We encourage all our students to purchase a Chromebook in year 7 that will see them through their time at St Edmund's to support their learning in and out of the classroom. If your child receives free school meals or you are financially disadvantaged, you may be eligible for a 75% discount. Further information can be found here: <https://bit.ly/stedcbook>

Meet the Staff

During the evening, there will be an informal opportunity to meet with key staff and ask any questions you may have, including the Head of Year 7, Mr Selvey (Head of Lower School), Mrs Hand (Transition Lead), Mrs Roderick (SENCo) and members of our Senior Leadership Team.

Please ensure you have completed the online new entrants booklet sent to you by email. If you have not received this, please contact the academy. I would encourage you to make every effort to attend with your child, as we welcome you all to the family of St Edmund's.

Yours sincerely,





St Edmund's Catholic Academy
Compton Park, Compton Road West, Wolverhampton, WV3 9DU
Principal: Mrs M Hazeldine

Telephone: 01902 558888
Email: enquiries@stedmunds.org

www.stedmunds.org

Dear Parents/Carers,

Year 6 into 7 Induction

We look forward to welcoming your child to St Edmund's for two induction days during the week commencing **Monday 30th June**. The exact dates that your child will be attending will be communicated to you by the second week in June. Your child will spend one day with their tutor (where possible), participating in a range of different activities, the second day will be spent participating in activities in a range of subjects.

Please ensure your child arrives at St Edmund's for a **9.00am start** and that you make arrangements with your child about how they are getting home. Induction day will end at **2.45pm**. If you are collecting your child by car, please be aware of the parking restrictions around St Edmund's Catholic Academy and the neighbouring side roads. Should you wish to drop off or wait for your child as they either arrive or depart from the student services entrance, I respectfully ask that you wait for your child by the black gates as the area by the doors can become congested. If your child has an older sibling at the academy, they will be allowed to wait with a member of staff for them to finish school at 3pm.

Your child will be required to bring some stationery with them, such as a pen and pencil and should wear their primary school uniform. Please supply a packed lunch for your child including a refillable water bottle. If your child is entitled to a free school meal, a lunch bag will be provided for them.

Please contact Mrs Hand or myself on 01902 558888 if you have any queries regarding the induction days.

I look forward to welcoming your child to St Edmund's for their induction days.

Yours sincerely,

Miss J Buckle
Assistant Principal



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Love Service Forgiveness

To Love and Serve the Lord

WE CARE FOLLOWING IN THE FOOTSTEPS OF CHRIST

Calm

BE STILL AND KNOW THAT I AM GOD (PSALM 46:10)

At St Edmund's we take individual responsibility for contributing to a calm, safe and productive working day. In the corridors and in the dining room we show good manners by walking on the left, greeting one another, queuing politely and holding doors open for each other. We listen carefully to instructions, speaking calmly and quietly when inside the building.

Aspirational

I CAN DO ALL THINGS THROUGH CHRIST WHO STRENGTHENS ME (PHILIPPIANS 4:13)

At St Edmund's we aim to do our very best every day. Our uniform is always correct and we arrive on time, ready to learn, with work up to date and completed to the very best of our ability. We seek excellent academic success so that we can go on to make a difference in the world.

Respectful

THIS IS MY COMMANDMENT, THAT YOU LOVE ONE ANOTHER AS I HAVE LOVED YOU (JOHN 15:12)

At St Edmund's we show respect for the values, views and beliefs of others as this is what it means to be British. We never bully, insult, undermine or swear. We never use aggression or violence or the threat of violence. We show respect for our environment and actively make choices to protect God's Earth. We say sorry when we make a mistake.

Engaged

USE YOUR GOD-GIVEN GIFTS TO SERVE OTHERS (1PETER 4:10)

At St Edmund's we do far more than pass exams. We exist to serve our community through engaging in the Catholic Life of the academy. We take an active part in the CARE award and develop a range of skills and interests throughout our careers, enrichment and social responsibility programmes. We are one family working together through Christ.

TEACHING AND LEARNING

The classroom is at the heart of everything we do at St Edmund's Catholic Academy. If we are to achieve this vision of outstanding teaching and learning (T&L), we need to ensure that we are nurturing a thirst for knowledge in all of our students and staff. Our mission statement contains four key elements: Calm, Aspirational, Respectful, Engaged. All of these can be enhanced during the learning process. Therefore, it is vital that we have the highest standards in relation to teaching, and strive to ensure that all of our teaching staff are delivering high quality lessons that develop the academic potential of all of the students in our care.

We have created a model of teaching and learning that is underpinned by a knowledge rich curriculum. Our expectation is that every lesson at St Edmund's Catholic Academy will demonstrate the following five T&L expectations for our Teaching and Learning Model:

- **Memory and Recall** - Retrieval practice will take place every lesson. Students will be welcomed into the room and presented with retrieval questions as part of a settling activity.
- **Modelling** - Staff will support students during the lesson by ensuring modelling takes place showing students how to complete tasks and explaining the thinking that underpins our examples. This will allow students the best opportunity to improve their understanding of a concept.
- **Adaptive Teaching** - Every lesson will be planned to meet the needs of all individual students with the opportunity to be engaged and challenged in every classroom.
- **Assessment and Feedback** - Staff will regularly assess their students and provide meaningful feedback, allowing students time to reflect and 'close the gaps' in their knowledge and understanding.
- **Classroom Culture** - In every lesson, every member of staff will maintain the highest expectations of every student. Staff and students will demonstrate the St Edmund's Catholic Academy CARE Values in each lesson, ensuring all pupils have the opportunity to learn in a supportive environment, with the teachings of Christ at the centre.

To maximise students' ability to meet our expectations when communicating from the onset and continued throughout lessons we use the simple acronym of STEPS. In order to maximise students' ability to pay attention the simple acronym of SLANT is referred to within every classroom. To assist meeting our high expectations and develop students oracy in lessons, teaching staff may also use the simple acronym of SHAPE within lessons.

**Our expectations
when communicating**

S 'Sir or Miss' is the St Edmund's full stop
T 'Thank you'
E 'Excuse me'
P 'Please'
S Smile!

To Love and Serve the Lord
WE CARE FOLLOWING IN THE FOOTSTEPS OF CHRIST

**Our expectations
in lessons**

S Sit up straight
L Listen carefully
A Ask/answer lots of relevant questions
N Never interrupt – raise your hand and wait
T Track the teacher/board/book

To Love and Serve the Lord
WE CARE FOLLOWING IN THE FOOTSTEPS OF CHRIST

**Our expectations
when speaking**

S Full sentences – confident and mature
H Hand away from face
A Articulate clearly – don't mumble
P Project your voice (be 10% louder)
E Eye contact

To Love and Serve the Lord
WE CARE FOLLOWING IN THE FOOTSTEPS OF CHRIST

As staff we focus on ensuring that the 'Three Big Questions' are part of our strong classroom routines ensuring all of our students can articulate their skills and knowledge. Developing students' confidence in discussing their learning will be critical preparation for the world of work.

The 3 BIG Questions



What have I learnt today?

What do I know?
What can I do?
What do I remember?



Why is this important?

How does this fit within the topic?
How does it link to previous lessons?
How is it part of a bigger piece of learning?



How does this help me make progress?

Am I becoming more confident and independent in my learning?
Am I developing skills and knowledge that will help me in other areas?
(my other subject? my career aspirations? my well-being? my beliefs?)

READING FOR PLEASURE

As well as supporting our students with disciplinary reading across the curriculum, it is also vital that we encourage our students to read for pleasure, ultimately broadening their experiences of becoming fluent and avid readers. Studies show that reading for pleasure makes a significant difference to children's educational performance. Evidence suggests that children who read for enjoyment every day not only perform better academically than those who don't, but also develop a broader vocabulary, increased general knowledge and a better understanding of other cultures.

Benefits of Daily Reading for Pleasure:

- Reading improves vocabulary
- Better comprehension
- Develops critical thinking skills
- Improves memory
- Improves analytical skills
- Builds confidence
- Broadens horizons
- Improves writing skills
- Improves focus and concentration
- Makes you more empathetic
- Learn at your own pace
- Develops creativity and imagination

Here at St Edmund's, our students have access to the library which is situated on the English corridor and has an abundance of fiction, non-fiction, magazines and e-books for students to enjoy. Not only do we have a wonderful library full of books, we also have access to hundreds of books through our catalogue VLE books. Students can access these books remotely and can read a wide variety of things online with their own unique login and password.

INDEPENDENT LEARNING AND HOMEWORK

Research by the Education Endowment Foundation states that those students who conduct two hours of independent study per day perform significantly better than their peers who do less. Therefore, at St Edmund's Catholic Academy we have made developing these skills within lessons and at home a top priority to ensure each student is aware of their value for later life.



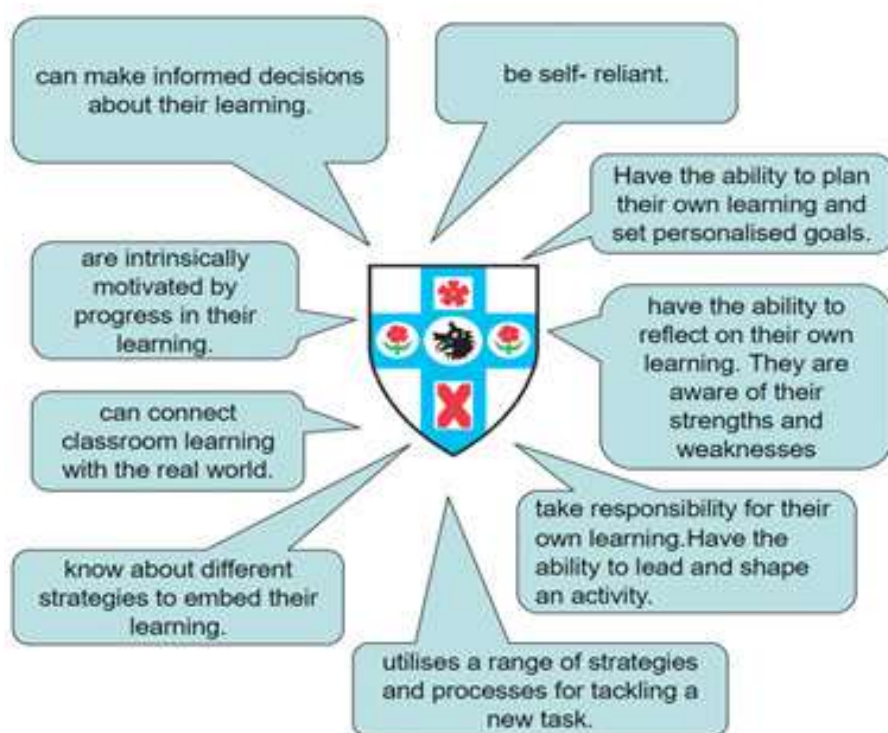
Why is independent learning important?

- It can develop ***inquisitiveness***, by providing opportunities for long term **research** and other work.
- It can develop ***collaboration***, by involving parents and others in the learning process and so providing an important **motivational** function.
- It can develop ***persistence***, by allowing students to develop their ability to work **independently**.
- It can develop ***discipline***, by allowing valuable **practice** and extension of skills, knowledge and understanding learned in the classroom.
- It can develop ***imagination***, by allowing students to use materials and other sources of information that are **not always available in the classroom**.

WHAT DOES INDEPENDENT STUDY LOOK LIKE AT HOME FOR ST EDMUND'S STUDENTS?

Independent study is essential. It gives pupils the opportunity for research, developing independent learning skills and reflection. Through independent study, students are able to consolidate previous learning and prepare for future topics; extend learning in the classroom and assess progress towards their targets; identify and 'close their gaps' in each subject area and develop the skills they will need in preparation for exams and life beyond the classroom.

We want all St Edmund's students to be independent learners who:



HOW MUCH INDEPENDENT WORK AT HOME CAN STUDENTS BE EXPECTED TO COMPLETE?

All independent work at home will be set according to the allocated homework timetable which will be shared with you. Time allocation expectations include:

- **Key Stage 3** - Students should be completing between 30 to 60 minutes of independent learning per day per week on Google classroom.
- **Key Stage 4** - Students should be completing between 1 to 2 hours of independent learning per day per week on Google classroom.
- **Key Stage 5** - It is expected that for every hour of lesson time, sixth form students will do one hour of independent study. Staff will set independent learning that amounts to this quantity on Google classroom.

WHAT WILL INDEPENDENT STUDY AT ST EDMUND'S LOOK LIKE AT HOME?

Departments across the academy may set numerous independent learning tasks to be completed from home. Some of the context of these task are outlined below:

- **'Pre' Independent Study** - this could be to 'pre-learn' contextual information and develop understanding of vocabulary. One example may be to focus on studying sections of the digital Knowledge Organisers available online for each department.
- **'Post' Independent Study** - This comes from what students have learnt previously in class. This is where knowledge and skills can be practised, applied or consolidated for knowledge retrieval. These are essential skills needed for any assessment or future examinations.
- **Flexible Challenge** - Periodically, departments may set an optional piece of independent study such as a Google form or quiz based around a topic studied in lesson. A Deeper Learning Assignment is an extended assignment which is broken down in manageable parts by teaching staff over half a term. These assignments may not necessarily be on a topic covered in class but creates an opportunity to build capital and extends the research skills of our students.

HOW DO WE SET HOMEWORK?

Each student has a personalised homework timetable for all their subjects which is issued at the start of the year. This has been arranged so that there is an even spread of work from different subjects across the two weeks of the St Edmund's timetable and there is not too much work for students to complete on any particular evening.

HOW DO I FIND WHERE MY HOMEWORK IS?

All homework is set on Google Classroom. Students are able to access Google Classroom from school, at home or anywhere where they have access to an internet connection. There are Google Classroom apps for smart phones so homework can be accessed on the move.

HOW CAN PARENTS TRACK HOMEWORK FOR THEIR CHILD?

Students have access to a 'to-do' list on Google Classroom which parents can ask to see so they are clear about what work their child is doing. Parents/guardians will be sent an invite from the school to access '**guardian updates**' which allows you to sign up for a **daily or weekly email summary** of the work set for their child. We encourage all parents to do this to ensure tracking can be done at home.

For additional information and extension tasks for your child, please click on the St Edmund's Catholic Academy **Parents** tab and then view the **Independent Learning and homework** tab.

CURRICULUM

St Edmund's aims to deliver a full broad and balanced curriculum, providing a wealth of learning opportunities for our students. Our curriculum promotes lifelong learning as well as academic and personal achievement in a supportive environment and guided by the truth and love of Christ. Students of all abilities can develop the skills and attributes needed to find their vocation. As part of the St Edmund's community, your child will experience a spiritual education alongside their academic studies. They will have opportunities to participate in extracurricular activities and events to develop their interpersonal skills. At the centre of the whole school curriculum lies our CARE award, which encourages your child to develop their communication and collaborative skills inside and beyond the classroom, to become a more effective learner and more successful person.

Students will follow the National Curriculum and the number of lessons per subject is shown in the table below. Lessons are 1 hour 15 minutes in length, with four lessons taking place each day. Your child will have a two-week timetable on a Week A/B cycle.

YEAR 7	
Subject	Number of lessons per cycle
Maths	6
English	6
Science	6
History	2
Geography	2
Religious Education	4
Spanish	2
French	2
Drama	1
Music	1
Computer Science	1
Engineering	1
Food	1
Product Design	1
Art	1
Physical Education	3

Literacy and Numeracy are taught in English and Maths but also form an integral part of all subjects across the curriculum. British values and careers are also incorporated across all subjects. Personal Development is taught within tutor time.

CHROMEBOOKS FOR LEARNING

After the success of providing Chromebooks to students for the last seven years, the academy has opened the 'Chromebooks for Learning' scheme to all new students coming to St Edmund's. This is important as exam boards begin to make the transition towards digital exams.

We have been using Chromebooks in lessons for over six years and they have been a fantastic addition to the classroom and at home. The feedback from both staff and students has been extremely positive. Our scheme is an opt in scheme; provision will be made for all students. As an academy, we firmly believe in the merits of the scheme and the educational benefits it offers students and expect that parents will want to support the initiative. It will be an expectation that every student in Year 7 attending the school will have one to support their learning. If your child is in receipt of free school meals or there is any other financial obstacle to participating, please contact the academy using the details on the web link below and we can discuss how we can support you to order a Chromebook.

Package details

The cost of the scheme will be the same for all year groups; however, we ask that the payment plan is completed by when the child has completed their time at school. Prices are updated on the website alongside order information. Payment is made by 12, 24 or 36 monthly Direct Debit payments. Alternatively, there is an option to buy the Chromebook outright. All packages include the Chromebook, charger, laptop carry case, device management licence and 3 years of accidental damage and theft insurance cover.

To participate in the scheme an order must be placed in the final summer term (date to be confirmed). Devices will be delivered by October half term. The academy is ordering in bulk to ensure the best value, so unfortunately, we cannot accept any orders after this date.

How to order

To view all the order information, visit the following page on the academy website. You will need personal details including name, address and email address as well your bank details to complete a direct debit instruction. We understand you may have many questions about this scheme. An extensive FAQ list has been prepared.



bit.ly/stedcbook

THE IMPORTANCE OF READING AT HOME

Reading with your child at home is one of the most valuable investments you can make in their future. Beyond the obvious benefit of developing vital literacy skills – expanding their vocabulary, improving comprehension, and fostering a love for books – this shared activity nurtures a deeper connection between you and your child. It sparks their imagination, allowing them to explore new worlds and characters, and helps them develop empathy by understanding different perspectives. Moreover, listening to you read aloud models fluent and expressive language, building their confidence and setting them up for success in school and beyond. Even just a few minutes each day can make a significant difference, turning reading into a cherished habit and laying the foundation for a lifelong love of learning.

In addition to this, reading at home is a cornerstone of academic success, laying a robust foundation for learning across all subject areas. Consistent exposure to diverse texts significantly expands a child's vocabulary, equipping them with the linguistic tools necessary to understand complex concepts and articulate their own thoughts effectively, both verbally and in writing. Strong reading comprehension skills, honed through regular engagement with books, enable students to grasp information presented in textbooks, research papers, and exam questions. Furthermore, reading cultivates critical thinking abilities as children learn to analyse narratives, identify themes, and make inferences, skills that are transferable to subjects like history, science, and even mathematics through problem-solving. By fostering a love of reading, we can empower our children to become independent learners, capable of exploring new ideas and acquiring knowledge autonomously, ultimately leading to greater academic achievement and a more fulfilling educational journey.

ATTENDANCE

St Edmund's Catholic Academy is committed to ensuring excellent attendance to maximise the enjoyment, achievement, and safety of all students. Regular attendance and punctuality are crucial if students are to take full advantage of their education and achieve their potential.

All children, regardless of their circumstances, are entitled to an efficient, full-time education that is suitable to their age, ability, aptitude, and any special educational needs they may have. We know that a fulfilling, challenging education requires a supportive, caring environment that embraces diversity and difference.

There is a strong statistical link between good school attendance and student achievement. It is proven that attainment is connected to good school attendance, and missing school could have an impact on a child's education. The academy strives to support all students on their educational journey, ensuring and celebrating success and achievement at St Edmund's Catholic Academy. Every day matters.

The academy works closely with our families, students, and outside support agencies to promote attendance and safeguard our students. Regular attendance and punctuality are a priority with staff.

It is a statutory Government requirement for all our students from year 7 to year 11 to attend educational provision regularly and on time.

If a child's attendance falls below 90%, they will be deemed a Persistent Absentee and the Local Authority is notified. St Edmund's Catholic Academy reviews attendance daily, and intervention will be offered to prevent a child from becoming a Persistent Absentee.

Parents/carers must contact the academy as soon as possible on the first day of their child's absence and every subsequent day of absence, updating the academy on their child's condition and expected date of return. They are asked to telephone the absence line on 01902 558888, option 1 (24hrs), send an in app Arbor message, or email attendance@stedmunds.org, ideally before 8.00am. with the reason for absence.

On the third day of absence, a home visit may be undertaken even if contact with the academy has been made by parents/carers.

In the case of regular absence or continued absence, medical evidence for proof of illness may be requested. Arrangements will be made for parents/carers to meet with the Education Welfare Officer (EWO), and an attendance support plan may be initiated. In addition, an Early Support Meeting will be offered, which can provide additional support that may be necessary to ensure the regular attendance of your child at the academy.

TERM TIME LEAVE OF ABSENCE

Parents/carers must inform the academy at least four weeks in advance for leave of absence requests. Leave of Absence forms can be found on the academy website.

Parents/carers must inform the academy at least one week in advance if absences are required for days of religious observance.

If term time leave is not granted, the academy will record this as an unauthorised absence, which could result in a referral to the Local Authority, who may issue a Penalty Notice.

The current charge for the Penalty Notice is £80 per parent, per child, if paid within 21 days, rising to £160 per parent, per child, if paid between day 22 and 28.

Requests for leave will be considered on an individual basis by the Principal and Education Welfare Officer.

PUNCTUALITY

Punctuality is of the utmost importance, and lateness will not be tolerated. Students are allowed to enter the building from 8:00am.

The academy day starts at 8.30am. Students should be in their classroom at this time, ready for learning.

Students who enter the academy after 8.30am will be given a late mark, and a warning will be issued. Students who arrive excessively late to school will be marked with an unauthorised absence. The expectation is for all students to be on time for their lessons throughout the school day.

APPOINTMENTS

Where possible, parents/carers should attempt to book medical and dental appointments outside of academy hours.

Where this is not possible, appointment cards or letters should be brought to the academy to enable authorisation of absence.

If the appointment requires the student to leave during the academy day, they must be signed out by a parent/carer and signed back in on return.

Students must attend St Edmund's Catholic Academy before and after the appointment, wherever possible. A whole day's absence for a medical appointment that occurs in the morning will not be authorised, the child would be expected to return to St Edmund's Catholic Academy in the afternoon, and vice versa.

Mrs Durnall - Education Welfare Officer

SAFEGUARDING

St Edmund's Catholic Academy is committed to safeguarding children and young people in our care and we expect everyone who works in our academy to share this commitment. All staff have a responsibility to safeguard and promote the welfare of the children, keeping them safe. We have robust systems in place and follow our Safeguarding and Child Protection policy specifically when working with those students who are at risk of serious harm or have been seriously harmed. All our staff understand their duty to report any safeguarding concerns to the Designated Safeguarding Lead (DSL) and wider safeguarding team within the academy. St Edmund's Catholic Academy is proud to offer for both students and parents/carers, a safeguarding page on the academy website which offers guidance, signposting and further information on all matters involving young people.

ASSISTANT HEADS OF YEAR

Assistant Heads of Year provide a student-centred service open to all. Some students will drop in from time to time, others will benefit from more regular support. Our experienced team provides academic, social, emotional and pastoral support through individual mentoring and group intervention programmes and workshops. The members of staff offer invaluable pastoral support to our Year 7 students during their transition to secondary school. This support is then ongoing as they progress through school, their door is always open.

ADDITIONAL SUPPORT

The academy works with Reflexions to provide preventative and early intervention mental health support for our students. We also have a qualified school nurse who is available during the academic year to support and advise on a wide range of health matters.

THE ACADEMY COUNCIL

St Edmund's believes that students' opinions are vital to the success of the academy. Therefore, we have an Academy Council on which there is a student representative from each tutor group. The Academy Council holds regular meetings acting as a key link between the academy, parents/carers, teachers and students. It acts as a sounding board for the Principal and Senior Leadership Team as they plan the future developments of the academy. It provides the opportunity for students to represent the views of different parts of the school community, to influence decision making, help with the implementation of certain academy policies and make suggestions for further improvement of the academy.

ARBOR

In addition to phone calls and letters, the academy also operates the Arbor parent website portal and smartphone app, which keeps parents and carers informed about their child and about academy information.

The majority of messages from St Edmund's will be sent via app message to the Arbor App. You will receive confidential app notifications to give you reminders about upcoming events, safety alerts, guidance and information links relating to your child.

Before the start of the autumn term, you will be sent an email inviting you to register with Arbor. You can download the App for use on your phone making this a simple way for you to keep up to date with our communication and also communicate easily with the academy.

Uses for the Arbor App include:

- Receiving notices and communication from the academy
- Making payment for school meals, trips and other items.
- Notifying the academy of sickness and planned medical appointments.
- Updating and adding change of contact numbers, emails, emergency contacts, medical information, allergies and dietary information.
- Seeing your child's timetable and attendance.
- Viewing achievements and behaviour incidents.

Detailed registration and user instructions will be sent out before your child starts at the academy. Please ensure push notifications are enabled to make sure you are notified of new messages.

SEND

TRANSITION PROCESS FOR STUDENTS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

- Alongside all other necessary details, a student's specific SEND information will be shared by the primary school during the summer term. This information will form the basis of the student's SEND Student Profile that will be shared with all staff at St Edmund's Catholic Academy.
- The primary school may request additional transition support for SEND students who may benefit.
- Additional transition support may include a visit from the SENCO or Assistant SENCO, meetings with professionals involved, a separate tour of the school or small group additional settling in sessions.
- Students with SEND are encouraged to attend the Transition sessions and Welcome Evening, which will take place in the summer term (26th June 2025).
- Students with SEND should also be encouraged to attend our 'Summer School' which takes place in the first week of the summer holidays (Monday 21st July 2025 morning ONLY).

SUPPORT AT ST EDMUND'S CATHOLIC ACADEMY

St Edmund's Catholic Academy is an inclusive and supportive environment. Each year group is allocated a Teaching Assistant, as well as a Head of Year and Assistant Head of Year, for additional support. However, the majority of support in school will be provided by classroom teachers via quality first teaching. Our staff receive regular SEND based CPD and advice to guide them in their work with students. In addition to this, we offer a range of support for students based on their individual needs, such as:

- Access to EDEN, which is our SEND base in school
- Lots of enrichment opportunities to develop social skills
- Independent Learning Club after school twice a week
- SEMH interventions such as ELSA and Art Therapy
- Lift pass for students who require access to the lift due to physical needs
- Support from external agencies, e.g. Wolverhampton Outreach service, Educational Psychology team, Specialist Teacher service, Reflexions, etc.

SPECIAL EDUCATIONAL NEEDS TEAM

Ms S. Roderick - Special Educational Needs Co-Ordinator (SENCO)

Mrs S. Beech - Assistant SENCO

Miss J. Buckle - Assistant Principal over Inclusion

Mrs S. Flynn - Higher Level Teaching Assistant (HLTA)

Mrs S. Badhan - Teaching Assistant

Mrs C. Misca - Teaching Assistant

Mrs N. Rahman - Teaching Assistant

Miss C. Shipley - Teaching Assistant

Mr A. Songole - Teaching Assistant

Mr P. White - Teaching Assistant

We also work closely with our colleagues across all curriculum areas and pastoral teams.

CHAPLAINCY

MASS

We celebrate Masses or Liturgies as a lower and upper school during Lent, Advent, Feast Days, St Edmund's Day, and throughout the school year. We also hold whole school Liturgies for Ash Wednesday, Remembrance Day, and Holocaust Remembrance Day.

Mass in our Chapel happens on Monday lunchtimes at 1.15pm - all are welcome. Tutor groups celebrate a Liturgy together every week with Deacon Michael McKearney, on a rota basis. We also celebrate Mass on Holy Days of Obligation and for Year 11 and Year 13 Leavers' Masses. If a feast day is on a weekday, we may walk to St Michael's in Penn to celebrate Mass as a community.

We are very proud to have an excellent choir, where students can help us celebrate our Masses and Liturgies with great joy by sharing their musical talents.

PRAYER LIFE

There are many opportunities for prayer during the school day. In tutor time and during RE lessons we have a more extended opportunity for prayer which follows the weekly Gospel Values theme. We have our own academy prayer and once a week the students are invited to *Adoration of the Blessed Sacrament*, where they come into the Chapel to light a candle and say a prayer for their own intentions and spend time in quiet prayer before the Lord.

During preparation for their tutor group liturgy, the students write their own Bidding Prayers and look at issues at home and in the world that are close to their hearts.

The Chapel is open every day for any students who may need to come and pray for family and friends.

THE CHAPEL

Our Chapel is not only used for Mass and Liturgies but it has been used for group meditations, especially during exam season, adoration, Chaplaincy Meetings and class visits, where students look at the items in a Chapel and have question and answer sessions with Deacon Michael or Mrs Letheren.

The chapel office is used for students who may need some quiet time for prayer, contemplation or a 'chat', especially when someone they love has passed away.

CHARITY

As part of our academy motto 'To Love and Serve the Lord', we raise money for many charities and every year our student school votes for a local, national and international charity, that we raise money for during Lent and our yearly charity walk.

We collect food, toiletries for the Brothers of the Good Shepherd as well as toys and other necessity items for the Link to Hope shoe box appeal.

The sixth form raises money for, and hosts, the Annual Senior Citizens' Christmas Party. They also take a lead on a lot of charity fundraising events through the school year such as year 7 discos and Krispy Kreme donut sales.

RETREATS AND VISITS

Alton Castle Year 7 & 8

Soli House Year 9 & 10

Sixth form retreat to Lourdes

Chaplaincy Mass at St Chad's

Chaplaincy training days

Good Shepherd Mass at St Michael's

Candlelight Carol Concert at St Michael's

Flame in Wembley

Trip to Rome open to all years

Retreat days to St Mary's Convent, Handsworth

And many more activities as they arise!

You are invited to explore your faith further and support the Catholic Life of the academy by joining our Chaplaincy team who meet weekly to talk about faith and participate in fun activities and games which helps us explore our faith in a more engaging way.

When you join our community, please let Mrs Letheren or Deacon Michael know if you are an altar server, their doors are always open!



COMMUNICATIONS PROCEDURE

If you have a general enquiry and have access to the Internet, you will find all up-to-date information listed by logging onto www.stedmunds.org. You can also send an email to enquiries@stedmunds.org. If you do not have access to the Internet, the Reception Office will be able to deal with your query. Please be mindful that passing messages to your sons/daughters causes difficulty to our Receptionists as they should not leave their post during the academy day. Whilst it is difficult for teaching staff to deal with telephone calls on a daily basis, because of teaching commitments, training sessions and after school meetings, they are encouraged to check their emails daily, and respond appropriately within a reasonable timeframe. In addition we do have key support staff that may also be available to answer any concerns or queries you may have.

The first point of contact for parents, depending on the nature of the concern, but generally regarding pastoral/progress concerns, e.g. friendships, peer issues etc. is with the Visitor Reception Office. Staff there will then send an email to the Head of Year who will respond to your query within a reasonable timeframe.

Please do not be disappointed if you have not been able to make contact first time – remember teachers do have heavy teaching commitments and it is not always possible for them to take or make telephone calls. Leave your message with the Visitor Reception Office giving your name, telephone number and a time when you might be available, which includes both in school and out of school hours.

Please do not turn up at St Edmund's and expect to see a particular member of staff without an appointment as you are likely to have had a wasted journey. **In a real emergency other staff will do their best to help you.**

If your concern is of a nature that it is not possible for the Head of Year to address, you can speak, or leave a message for their Line Manager. The Visitor Reception Office can tell you who this is for each Key Stage.

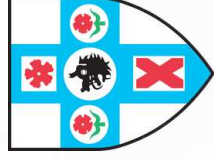
If you still feel that the matter has not been sufficiently dealt with you can put your concerns in writing to the Principal. If it is an urgent or delicate matter you can arrange an appointment to see the Principal through the Administration Manager on 01902 558888 Extension 121. The Administration Manager will ensure that you have followed the lines of communication outlined above before offering you an appointment.

If you wish to make a formal complaint, a copy of the Academy's Complaints Procedure is available on our website www.stedmunds.org. Initially, complaints should be made in writing to the Principal.

Please follow this procedure whenever you need to contact St Edmund's.

Names of key staff are available from Reception or our Website.

Please help us to keep our communication with you as smooth as possible.



St Edmund's Catholic Academy

Communication Hub



Find what you need. Get your questions answered instantly and learn about the academy including:

- Academic Calendar, Inset Days & Term Dates
- After School Clubs
- Careers Information
- Chromebooks
- Help students study
- Homework Timetable
- Letters sent home
- Newsletters
- Safeguarding
- Specific Year Group Information
- Special Educational Needs and Disabilities
- Spiritual Life

Get frequent, class specific updates from your child's class teacher including:

- Attainment
- Attendance
- Behaviour
- Communications
- Educational Needs
- Merits
- Reports
- Timetable Updates

Class teachers will post relevant information to your child's Arbor account.

- Arbor In App Message
- Email
- Phone - Clarify absences, invite to meetings, arrange sickness, suspensions and collections
- Text - when phone is not possible for safeguarding purposes

Need something else? Please get in touch using the following methods.



enquiries@stedmunds.org



In-App Message



01902 558888



Face to Face
Compton Park, Compton
Road West, WV3 9DU

SCHOOL TERMS AND HOLIDAY DATES

2025 - 2026

AUTUMN TERM 2025

Monday 1st September 2025 to Friday 24th October 2025

(Half Term: Monday 27th October to Friday 31st October)

Monday 3rd November 2025 to Friday 19th December 2025

SPRING TERM 2026

Monday 5th January 2026 to Friday 13th February 2026

(Half Term: Monday 16th February to Friday 20th February)

Monday 23rd February 2026 to Friday 27th March 2026

SUMMER TERM 2026

Monday 13th April 2026 to Friday 22nd May 2026

(Half Term: Monday 25th May to Friday 29th May)

Monday 1st June 2026 to Thursday 16th July 2026

BANK HOLIDAYS:

25th and 26th December 2025 (Christmas)

1st January 2026 (New Year's Day)

3rd April 2026 (Good Friday)

6th April 2026 (Easter Monday)

4th May 2026 (Early May)

25th May 2026 (Spring Bank Holiday)

31st August 2026 (Summer Bank Holiday)

INSET DAYS:

Monday 1st September 2025

Monday 5th January 2026

Friday 17th July 2026

DISAGGREGATED DAYS:

Friday 24th October 2025

Monday 3rd November 2025

Monday 1st December 2025

TIMINGS OF THE ACADEMY DAY

	Year 7	Year 8	Year 9	Year 10	Year 11	Sixth form
8.30 - 8.40	Tutor time					
8.40 - 9.55	Lesson 1					
9.55 - 10.40	Lesson 2					
10.40 - 11.00	Break		Lesson 2			
11.00 - 11.10	Lesson 2					
11.10 - 11.30	Lesson 2		Break			
11.30 - 12.45	Lesson 3					
12.45 - 13.15	Lunch		Personal development programme			
13. 15 - 13.45	Personal development programme		Lunch			
13.45 - 15.00	Lesson 4					
15.00 - 16.00	Intervention and Enrichment				Lesson 5	Intervention and Enrichment

UNIFORM LIST AND SPORTS KIT

Students must come to school dressed smartly in the correct uniform each day.

On days where students have PE or Sports Studies the Active Uniform must be worn. On all other days, students can choose to wear either the Formal Uniform (which must include the blazer) or the Active Uniform.

Students may choose to wear Active Uniform every day - there is no requirement for them to have/wear the Formal Uniform.

FORMAL UNIFORM

Black blazer with academy logo

Turquoise blouse with academy logo (Phased out in September 2026)

OR plain white shirt and academy tie

Black skirt with academy logo and turquoise stripe

OR Black trousers (not leggings/stretchy material) Plain black tights or black ankle socks

Plain dark coloured coat (black, navy, dark grey)

Plain black shoes (not boots, trainers, trainer type or canvas shoes)

OPTIONAL: Black V-neck jumper or slip-over with academy logo

ACTIVE UNIFORM

Navy/red midlayer with academy logo

Navy/red polo shirt with academy logo

Navy tracksuit bottoms with academy logo

Shorts (navy/red, mid-length) with academy logo OR skort (navy/red) with academy logo

Games socks (red) Ankle socks (white)

Trainers (not pumps or converse style footwear)

OPTIONAL: Red/navy rain jacket with academy logo, plain navy underlayer, football boots and shin pads.

The specific customised items of the uniform (blazers, blouses, skirts, ties, jumpers, PE kit) are only available from our suppliers:

Lads and Lasses, 50a Warstones Road, Penn, Wolverhampton, WV4 4LP, 01902 334650,
ladsandlassessales@live.com

Ron Flowers Sports, 28 Queen Street Wolverhampton, WV1 3JW, 01902 429490,
sales@ronflowerssports.com

- » Outdoor coats must be removed when entering assemblies and classrooms. These should be worn over blazers and not instead of them.
- » No hoodies to be worn with either uniform (including to and from school)
- » Plain black belts only, if required.
- » Make up should be discreet. False nails (gel or acrylic), nail varnish and **false eyelashes** are not allowed.
- » Any clothing worn underneath the school shirt/blouse should not be visible.
- » Jewellery - only one small stud per ear lobe is allowed. No multiple piercings and no rings.
- » No other body piercing is allowed - nose, lips, tongue. **Wearing a clear retainer in the piercing is not allowed.**
- » Hair colours and hairstyles must be reasonable, neat and natural in colour. No artificially coloured hair or braids (e.g., red, white, purple, pink, gold, etc.) are permitted. No patterns or tramlines should be shaved into the hair or eyebrows. Hair accessories, slides, bands, clips and beads should be discreet.
- » No bandanas or scarves.

EQUIPMENT

We ask our students to come properly prepared to learn, bringing with them the following items:

- Pen and spare pen (blue and black ink)
- Ruler (15cm or 30cm)
- Rubber
- Sharpener
- Set of colouring pencils
- Highlighter
- Whiteboard, whiteboard pen and eraser
- Glue stick
- Scientific calculator

We also ask that they bring a reading book with them every school day.

Please do keep checking your child's pencil case and restock when required.

PROHIBITED ITEMS

These items are PROHIBITED at all times, including school trips:

- Chewing gum
- Energy drinks/fizzy drinks
- Aerosols
- Stink bombs/spray
- Matches/lighters
- Cigarettes, tobacco, cigarette papers and e-cigarettes (vapes)
- Alcohol
- Fireworks, including 'snaps'
- Drugs
- Any bladed article, including knives, pen knives and razors
- Guns of any kind, including replicas and BB guns
- Laser pens
- Offensive materials - pornographic, racist, homophobic, extremist material (in any medium)
- Any items which are illegal to possess or carry, or inappropriate for the age of the child or the social environment

In addition to the list above, any article that a member of staff reasonably suspects has been, or is likely to be used to commit an offence, or to cause personal injury to, or damage to the property of any person (including the student) is prohibited.

Any items on this list brought into the academy may be confiscated and dealt with as a breach of academy discipline. Possession of some of these items above could lead to a suspension, permanent exclusion, arrest and/or the involvement of the police.

SCHOOL FUND CONTRIBUTIONS

The school community as a whole benefits from this vital source of income. Parents are asked to contribute £25.00 per annum per child or £40 per family where there is more than one student attending the academy, for the duration of the time that their child attends St Edmund's.

Some of the money is spent in the following ways:

- Donations to appeals and good causes which are considered appropriate
- Equipment not provided through the usual channels
- Trophies and engraving
- To provide means whereby children from families in need may be given financial assistance with field and other courses which are essential for examination purposes
- Upkeep of the academy premises
- Prizes and gifts for competitions for students

HOW TO MAKE PAYMENT TO THE SCHOOL FUND

You can make the payment via the Arbor app. A separate letter will be sent to you with instructions on how to set up your Arbor account with your individual login details.

CASHLESS CATERING AND PRINTING

The academy operates a card based Cashless Catering and Follow-Me print solution. St Edmund's is a cashless academy and all payments for meals are to be made online via Arbor. Below is a brief overview of the system.

WHAT IS A CASHLESS SYSTEM?

Each student / member of staff using the system will be allocated an account, similar to holding a bank account. This information is held on a secure server which stores the following information:

- Individual cash balances
- Records of purchases
- Online payments received
- Exact date and time of the expenditure

HOW ARE STUDENTS AND STAFF RECOGNISED BY THE SYSTEM?

All individuals who use the system will be allocated an ID card which will have their name printed on, the card uses Mifare contactless technology. The card is presented to a reader located at the till point or printer, the card's ID number is read and matched against the student's cashless catering/PRINT account.

HOW IS THE CARD USED TO OBTAIN A MEAL?

When the user wishes to pay for their meal they simply place their card on the reader located at the till point; this will bring up that individual's account. A display will show the terminal operator the cardholder's photo, name, (tutor group for pupils and students) and current cash balance held within the system. The selected food items will be entered into the system from the touch screen terminal while the product values and the total balance will show on the display.

HOW DOES THE SYSTEM DEAL WITH STUDENTS ENTITLED TO FREE SCHOOL MEALS BENEFIT?

The system works exactly the same for all students whether they pay or have a free school meal.

PRINTING

St Edmund's operates a Follow-Me print solution, whereby all members of the academy community are able to print from any computer within the academy and collect from one of the multifunction printing devices across the site. The printing solution uses the same card data that is used for cashless catering. At the beginning of each academic year students are allocated an amount of money for use on printing and any additional printing above this initial allocation may be chargeable.

DATA HANDLING

Data will be handled in-line with our General Data Protection Regulation policy, which can be found on the academy website at: <https://www.stedmundscloud.co.uk/policies/>

As part of the induction process at St Edmund's we will take a photo of your son/daughter to store on their cashless catering account, to assist catering staff with identifying students to ensure that the correct card is being used by the correct student.

Please contact the academy if you have any queries.

MOBILE DEVICES POLICY

Students are allowed to bring a mobile phone to school for emergency use on the way to and from the academy only. Parents are asked to sign the home/school agreement indicating their support for the academy's policies including the mobile devices policy.

Mobile devices must be switched off and out of sight (in a blazer or bag) during the day, unless a teacher directs a student to use a mobile device to enhance learning. This rule includes break, lunchtime and any other time whilst on the school premises.

St Edmund's Academy accepts no responsibility for replacing lost, stolen or damaged mobile devices, it is recommended that, if brought to school, its ownership is clearly labelled, as with all possessions.

Any requirement for a parent/carer to contact a student or a student to contact their parent/carer can be done through school reception, Student Support or a member of the pastoral team. Students who become ill during the school day must not use their mobile device to contact parents, they should use the established procedure of reporting to Student Support, and parents will be contacted if necessary.

Students who fail to comply with the above, will have their device confiscated by a member of staff. Refusal to comply with this request is a breach of the academy's behaviour for learning policy and will be dealt with accordingly. The device will be stored in Student Support, and can be collected by the students at the end of the day. Where a student repeatedly has their phone confiscated, they will be required to hand their phone in at the start of each day.

To support students to attend After School Detentions, students who are on the detention list will hand their devices in during afternoon tutor and they will be returned at the end of the detention.

Mobile phones, smart watches or any other electronic devices must not, under any circumstances, be taken into public examinations.

Staff will set expectations/rules about the use of mobile devices on a school trip prior to the trip and have the right to collect mobile devices in or confiscate them during the trip.

CYBER-BULLYING OR IMPROPER USE OF DIGITAL TECHNOLOGY

At St Edmund's we take extremely seriously any incidents of cyberbullying and will continue to educate all students in the dangers and strategies to deal with such unwelcome and distressing communications. By removing mobile devices from school life, we hope to drastically decrease the occurrences of improper use in school. Any student found to have engaged in offensive or threatening communications using mobile devices/social media will be dealt with using our behaviour for learning policy. St Edmund's will cooperate fully with the police where there are breaches of e-safety or security in school.

STUDENTS USE OF MOBILE DEVICES/SOCIAL MEDIA OUTSIDE OF SCHOOL - PARENTAL RESPONSIBILITY

At St Edmund's Academy, we will continue to work closely with parents and the police to educate young people about their online conduct and safety. Outside of school, it is a parent's/guardian's responsibility to monitor and guide their children to effective, productive use of available technologies. Parents/Guardians should ensure they have access to their children's mobile devices (and passwords) and check usage regularly.

If any student's use of mobile phones has been found to be damaging to themselves or others (either in school or at home) they will be asked to hand over their phone in the morning and will collect it at the end of the day. This might be to safeguard the student or other students/staff. Our policy states that no student should be using their phone in school so this does not change our expectation of student behaviour or parental support.

Any incidences of cyber bullying taking place outside of school should be reported to the police

PRIVACY NOTICE FOR PARENTS/CARERS

PRIVACY NOTICE FOR PUPILS

You have a legal right to be informed about how our Academy uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you. We, St Edmund's Catholic Academy, are the 'data collector' for the purposes of data protection law. Our data protection officer is Mrs B Raj (see Contact Us on Page 35).

THE PERSONAL DATA WE HOLD

We hold some personal information about you to make sure we can help you learn and look after you at the academy. For the same reasons, we get information about you from some other places too - like other schools or academies, the local council and the government.

This information includes:

- Your contact details
- Your test/assessment results
- Your characteristics, like your ethnic background or any special educational needs
- Any medical information and conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images captured in the academy in places where CCTV is in existence
- Special Educational Needs and Disabilities
- School history
- Examination results

WHY WE USE THIS DATA

We use this data to help run the academy, including to:

- Get in touch with your parents/carers when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Monitor and report on your progress/assessment and exams (support your learning)
- Track how well the academy as a whole is performing
- Look after your well-being/pastoral care

OUR LEGAL BASIS FOR USING THIS DATA

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent. Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds, which means we can use your data.

COLLECTING THIS INFORMATION

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you do not.

HOW WE STORE THIS DATA

We will keep personal information about you while you are a pupil at our academy. We may also keep it after you have left the academy, where we are required to by law. We have a retention policy, which sets out how long we must keep information about pupils.

Access to our policies are found on our website: <http://www.stedmundscloud.co.uk/policies/>

DATA SHARING

We do not share personal information about you with anyone outside the academy without permission from you or your parents/carers, unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority - to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education (a government department)
- Your family and representatives to help improve your learning
- Educators and examining bodies - to enter you for tests and external exams
- Our regulator (the organisation or "watchdog" that supervises us), e.g. Ofsted, Independent Schools Inspectorate
- Suppliers and service providers - so that they can provide the services we have contracted them for
- Financial organisations - to pay for resources that we use in the academy
- Central and local government - to report on statutory returns
- Our auditors - to report on how we spend public funds, which is Education funding
- Survey and research organisations - to support statistical information on Education
- Health authorities - to support on welfare and safeguarding
- Security organisations - to support on welfare and safeguarding as appropriate
- Health and social welfare organisations and nurses - to ensure we are keeping you safe and healthy
- Professional advisors and consultants - to help us review how we are progressing with your learning
- Charities and voluntary organisations - to make statutory returns
- Police forces, courts, tribunals - to meet our legal obligations for information
- Professional bodies - to make statutory returns on our data
- Schools that you may attend after leaving us

We also provide personal data to other organisations, which supply services to us. Decisions on whether to release this data are subject to a robust approval process. We currently share data for the following purposes:

- Systems integral to the delivery of core business services, e.g. Arbor, SISRA
- Systems integral to the operation of IT Services systems, e.g. Google, Lightspeed
- Curriculum products, e.g. My Maths, Kerboodle

NATIONAL PUPIL DATABASE

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the academy census. Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools and academies are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools and academies, local authorities, exam boards and others. The Department of Education may share information from the database with other organisations which promote children's education. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's web-page on [how it collects and shares research data](#). You can also [contact the Department for Education](#) if you have any questions about the database.

YOUTH SUPPORT SERVICES

Once you reach the age of 13, we are legally required to pass on certain information about you to Wolverhampton City Council, as it has legal responsibilities regarding the education or training of 13-19 year olds. This information enables it to provide youth support services, post-16 education and training services and careers advisors. Your parents/carers, or you once you're 16, can contact our Data Protection Officer to ask us to only pass your name, address and date of birth to Wolverhampton City Council.

TRANSFERRING DATA INTERNATIONALLY

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

YOUR RIGHTS

HOW TO ACCESS PERSONAL INFORMATION WE HOLD ABOUT YOU

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean.

If we hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our Data Protection Officer.

YOUR OTHER RIGHTS OVER YOUR DATA

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

COMPLAINTS

We take any complaints about how we collect and use personal data very seriously, so please let us know if you think we have done something wrong. You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Mrs B Raj
Chief Operating Officer
c/o Our Lady and St Chad Catholic Academy
Old Fallings Lane
Wolverhampton
WV10 8BL
Tel: 01902 558250
Email: braj@sfscmac.co.uk

This notice is based on the [Department for Education's model privacy notice](#) for pupils amended to reflect the way we use data in this academy.

ICT ACCEPTABLE USE POLICY FOR PARENTS/CARERS

ICT is an integral part of the way our academy works, and is a critical resource for students, staff, governors, volunteers and visitors. It supports teaching and learning, pastoral and administrative functions of the academy. However, the ICT resources and facilities our academy uses also pose risks to data protection, online safety and safeguarding.

This policy aims to:

- Set guidelines and rules on the use of academy ICT resources for staff, students, parents and governors
- Establish clear expectations for the way all members of the academy community engage with each other online
- Support the academy's policy on data protection, online safety and safeguarding
- Prevent disruption to the academy through the misuse, or attempted misuse, of ICT systems
- Support the academy in teaching students safe and effective internet and ICT use

GENERAL CONDUCT AND USE

- Computers and equipment in the academy's ICT suite are available to students only under the supervision of staff
- Computers may be adjusted for comfort and ease of use but must be adjusted back after use for the next user
- No food or drink may be consumed around a computer or in any ICT suite
- Damage to computer equipment or furniture will not be tolerated. If you see anyone causing any damage you should report it to a member of staff without delay
- Chairs should be placed tidily in the rooms before departure

UNACCEPTABLE USE

The following is considered unacceptable use of the academy's ICT facilities by any member of the academy community.

Unacceptable use of the academy's ICT facilities includes:

- Using the academy's ICT facilities to breach intellectual property rights or copyright
- Using the academy's ICT facilities to bully or harass someone else, or to promote unlawful discrimination
- Breaching the academy's policies or procedures
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate
- Activity which defames or disparages the academy, or risks bringing the academy into disrepute
- Sharing confidential information about the academy, its students, or other members of the academy community
- Connecting any device to the academy's ICT network without approval from authorised personnel

- Setting up any software, applications or web services on the academy's network without approval by authorised personnel, or creating or using any program, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data
- Gaining, or attempting to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel
- Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the academy's ICT facilities
- Causing intentional damage to ICT facilities
- Removing, deleting or disposing of ICT equipment, systems, programs or information without permission by authorised personnel
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation
- Using inappropriate or offensive language
- Using websites or mechanisms to bypass the academy's filtering mechanisms
- "Stalking" or otherwise harassing any user or member of staff

This is not an exhaustive list. The academy reserves the right to amend this list at any time. The Principal will use professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of the academy's ICT facilities.

USE OF THE NETWORK

- Do not disclose your login username and password to anyone
- All users must use their own username and password to access the network and resources. Any attempt or use of anybody else's username is strictly forbidden.
- Before leaving a computer, users must log off the network and check that the logging off procedure is complete
- Only software provided by the network may be run on the computers. Users are not permitted to attempt to download/access applications or games
- You must not use any removable storage devices (memory sticks, external hard drives, etc.)
- You must not use your area to store videos and/or music. All files of banned types will be deleted automatically

INTERNET ACCESS

- The academy operates a robust filtering and safety monitoring solution. Access to internet services is actively monitored and inappropriate searches or attempts to access prohibited content will be dealt with in-line with academy policy.
- Internet access is provided for the purposes of teaching, learning and administrative functions
- All internet access is filtered by Smoothwall, with appropriate levels of filtering set per user group e.g. Staff and students
- Updates are received periodically throughout the day for blocked sites and sites that have been recategorised
- To report content that you feel is not appropriate, please report it to your class teacher immediately
- To request access to a website that you feel has been blocked incorrectly, please report it to your class teacher
- Whilst every effort is made to ensure that harmful content is not accessible, it is not possible to provide a solution that is 100% effective at all times, however, any concerns raised about access to inappropriate websites or content is reviewed as a priority.

MOBILE DEVICE GUIDELINES (INCLUDING CHROMEBOOKS, TABLETS)

The following guidelines are for the use of any mobile device:

- Access to the academy's wireless network must be approved by a member of IT Support
- Under no circumstances must a computer, printer or other device be detached to allow a tablet or laptop access to charge

Laptops and tablets from outside St Edmund's must be approved for use by IT Support and have up to date anti-virus protection installed before being connected to the network

ACCEPTABLE USE OF CLOUD SERVICES INCLUDING GOOGLE WORKSPACE AND SOCIAL MEDIA

Users are responsible for their own behaviour and should consider their messages and communications as being similar in all respects to any conversation in a classroom or an academy corridor. General rules of good and respectful behaviour apply.

Events for the use of the academy's Google Workspace domain are captured. The Audit logs are accessible by administrators to assist with user reported concerns (e.g. amended/removed files) and contains, but it is not limited to, the following information:

- Actions performed within all Google services including Google Drive (including Docs, Sheets and Slides), Meet, Classroom, Calender and Keep
- Login audit trail (login type and IP address)



To Love and Serve the Lord

ST EDMUND'S CATHOLIC ACADEMY YEAR 7 ENRICHMENT PROGRAMME

AUTUMN TERM 2024 - 25



Monday	Tuesday	Wednesday	Thursday	Friday
<p><u>MINECRAFT CLUB</u> (3pm-4pm) Room G12, Miss Mann</p> <p><u>INDEPENDENT CLUB</u> (3-4pm) Room 111, Mr White</p> <p><u>TRIAL AND DEBATE</u> (3-4pm) Room 113, Mrs Evans</p> <p><u>BADMINTON CLUB</u> (3-4pm) Sports Hall, Mr Perkins</p> <p><u>CRAFTS CLUB</u> (3-4pm) G02, Mrs Pereira</p> <p><u>MUSIC CLUB</u> (3-4pm) G08, Mr Hughes</p> <p><u>DRAMA CLUB</u> (3-4pm) G09 Mr Reynolds</p> <p><u>MATHS CLUB</u> (3-4pm) G17 Miss Webster</p> <p><u>CHESS CLUB</u> (3-4pm) G24, Mrs Jones</p> <p><u>FILM CLUB</u> (3-4pm) Room 114, Miss Potter</p> <p><u>MATHS CLUB</u> (3-4pm) Room G14, Miss Webster</p>	<p><u>TENNIS</u> (3.10-4.10pm) Tennis Courts Mr Boland</p> <p><u>TABLE TENNIS CLUB</u> (3-4pm) Sports Hall, Mr Taylor</p> <p><u>ECO CLUB</u> (3-4pm) Room G28 Ms Alsop</p> <p><u>BASKETBALL (KS3 Week A)</u> (3-4pm) Sports Hall, Mr Selvey</p> <p><u>AMIGURUMI</u> (3-4pm) G02, Mrs Pereira</p> <p><u>MINECRAFT CLUB</u> (3pm-4pm) Room G12, Miss Mann</p> <p><u>CREATIVE WRITING</u> (3-4pm) Room 112 Miss Baker</p>	<p><u>FRENCH AND SPANISH DISNEY CLUB</u> (3pm-4pm) Room 201 Miss Blanchette & Miss Gallagher</p> <p><u>GIRLS FOOTBALL MATCHES</u> (3pm-4pm) Fields Miss Buckle</p> <p><u>BOYS FOOTBALL MATCHES</u> (3-4pm) Fields Mr Perkins</p> <p><u>DRAWING CLUB</u> (3pm-4pm) Room G02 Miss Mann</p> <p><u>INDEPENDENT CLUB</u> (3-4pm) Room 111</p> <p><u>NETBALL</u> (3-4pm) Sports Hall Mrs Cartledge</p> <p><u>CODE CLUB</u> (Starting after Half term) (3pm-4pm) Room G12 Mr Langford</p> <p><u>ACADEMY MUSICAL</u> (3-4pm) G09, Mr Reynolds</p>	<p><u>MINECRAFT CLUB</u> (3pm-4pm) Room G12 Miss Mann</p> <p>Staff professional development evening</p> <p>Used to improve the experience that your child receives at St Edmund's Catholic Academy</p>	<p><u>GYMNASTICS CLUB</u> (3-4pm) Sports Hall Mrs Cartledge</p> <p><u>CHOIR</u> (3-4pm) G07 Mrs Whitmarsh</p>

Engaged

USE YOUR GOD-GIVEN GIFTS TO SERVE OTHERS (1 PETER 4: 10)

HOME TO SCHOOL TRANSPORT

If your child is having difficulty getting to school, they may be entitled to a free bus pass.

The [All Age Travel Assistance Policy](#), is available to download from the City of Wolverhampton Council website and provides more information about the criteria in which they will provide a free home to school bus pass - there is also an accessible Easy Read version of the policy. These can be found in the Downloads section.

For further information about travel assistance please visit the [travel section in the Local Offer](#).

To apply, you will be required to complete an eligibility checker to see if you are likely to be entitled to support. If you are eligible, you can complete the full application, attaching all supporting documents that are asked for. These will include the following:

- proof of address dated within the last 3 months
- proof of benefits (if you receive them)
- documentation to support special education needs or education health care plan

FREE SCHOOL TRAVEL ASSISTANCE

The council may be able to offer your child free school travel assistance to get to school if they meet the criteria set out in the [All Age Travel Assistance Policy](#).

To apply for free school travel assistance your child must meet the following criteria:

- Live in the City of Wolverhampton
- Be between 5 and 16 years old
- Attend their nearest suitable school
- Have to walk further than the distance (qualifying distance) shown in the table on the council website when considering their shortest possible walking route

Or your child must meet at least one of the below criteria:

- Be unable to make the journey safely, even when accompanied because of their special educational need or disability
- Have a mobility problem or medical condition that prevents them from walking or getting to their educational establishment unaided
- The route to the nearest suitable school is unsafe

For full details of the eligibility criteria please see section 5-7 in the [All Age Travel Assistance Policy](#).

Travel Unit

City of Wolverhampton Council

Civic Centre

St Peter's Square

Wolverhampton WV1 1SH

Telephone: 01902 554154

Email: admin.travelunit@wolverhampton.gov.uk

Website: [SEND - Travel](#)

For School Transport in South Staffordshire

Contact South Staffordshire Council for further information

April 2025

BUS SERVICES

711 WOLVERHAMPTON TO COMPTON PARK SCHOOLS

Monday to Friday - Schooldays Only

Wolverhampton Bus Station	0803
Compton Park Turning Circle	0820

711 COMPTON PARK SCHOOLS TO WOLVERHAMPTON

Monday to Friday - Schooldays Only

Compton Park Turning Circle	1510
Wolverhampton Bus Station	1528

713 WOLVERHAMPTON TO COMPTON PARK SCHOOLS

Monday to Friday - Schooldays Only

Wolverhampton Bilston Street	0740
Cartwright Street	0744
Penn Fields Birches Barn Road	0759
Compton Park Turning Circle	0820

713 COMPTON PARK SCHOOLS TO WOLVERHAMPTON

Monday to Friday - Schooldays Only

Compton Park Turning Circle	1513
Penn Fields Birches Barn Road	1524
Cartwright Street	1535
Wolverhampton Bus Station	1539

714 UPPER PENN MANOR ROAD TO COMPTON PARK SCHOOLS via

Bradmore Inn

Monday to Friday - Schooldays Only

Penn Road Manor Road	0755
Bradmore Inn	0810
Compton Park Turning Circle	0820

714 COMPTON PARK SCHOOLS TO WOLVERHAMPTON via Bradmore Inn

Upper Penn

Monday to Friday - Schooldays Only

Compton Park Turning Circle	1513
Bradmore Inn	1521
Penn Road Manor Road	1536
Wolverhampton Bus Station	1551

793 BUSHBURY WOOD LANE TO COMPTON PARK SCHOOLS via Fallings Park

794 STAFFORD ROAD THREE TUNS TO COMPTON PARK SCHOOLS via Whitmore Reans

Monday to Friday - Schooldays Only **793 794**

Fordhouse Road The Woodbine	0725	-
Kempthorpe Ave Low Hill Crescent	0735	-
The Scotlands	0742	-
Stafford Road The Three Tuns	-	0747
Whitmore Reans Leicester Square	-	0800
Compton Park Turning Circle	0820	0820

793 COMPTON PARK SCHOOLS TO BUSHBURY WOOD LANE via Fallings Park

794 COMPTON PARK SCHOOLS TO STAFFORD ROAD THREE TUNS via Whitmore Reans

Monday to Friday - Schooldays Only **793 794**

Compton Park Turning Circle	1513	1513
Whitmore Reans Leicester Square	-	1521
Stafford Road The Three Tuns	-	1533
The Scotlands	1528	-
Kempthorpe Ave Low Hill Crescent	1533	-
Fordhouse Road The Woodbine	1553	-

PUBLIC BUS ROUTES

Perton/Compton

10 Perton - Tettenhall Wood – Compton – Wolverhampton.

Tettenhall

1 Tettenhall - Newbridge – Wolverhampton. Alight at Newbridge, Balfour Crescent on Tettenhall Road.

Wombourne

15 Wombourne - Warstones - Wolverhampton. Alight at Warstones, Springhill Lane. Then catch the 714 to Compton Park.

16 Wombourne – Penn – Wolverhampton. Alight at Penn, Springhill Lane. Then catch the 714 from Warstones, Springhill Lane to Compton Park.

Full bus timetables are available at www.networkwestmidlands.com

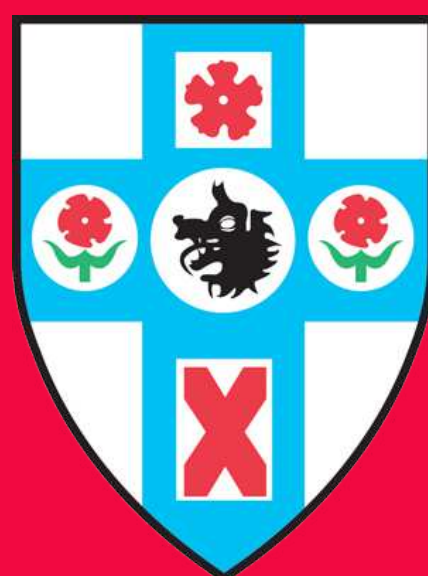
Summer School

@ St Edmund's Catholic Academy

Monday 21st July
8.30am - 12.00pm

A range of activities will take
place during the morning

Please scan the QR code to book
your place





St Edmund's Catholic Academy


Compton Park, Compton Road West, Wolverhampton, WV3 9DU


Tel: 01902 558888 Fax: 01902 558888

Email: enquiries@stedmunds.org / admissions@stedmunds.org

Website: www.stedmunds.org

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