

Saturday School: Policy & Procedures

Trinity Catholic High School's 'Saturday School' provision has been developed to enhance our pastoral care by providing an additional form of sanction, that is based on the principle of inclusion and affording us a capacity to offer additional study/academic support.

Its secondary function is to offer a vehicle for subject interventions at various times in the academic year particularly in the lead up to public exams. Saturday School is firmly embedded in the Vision of the school.

Saturday School is staffed by the Headmaster, Deputies, Leadership Staff and Senior Pastoral Staff on a voluntary basis (unpaid). A termly rota is drawn up at the end of term pastoral meeting. The day to day running of Saturday School is managed by a Saturday School Administrator, line managed by the Director of Upper Site.

Specifics

- The Saturday School's hours of operation are weekly from 9.00am until 11.00am (with the exception of the last Saturday of the half term or term).
- Saturday School is held on the Upper Site and students are accommodated in the Library and Room 34. Other specific lesson/study support will take place in designated rooms agreed on the day.
- Saturday School will be staffed by a minimum of three members of staff, with a total of no more than 50 pupils (above this total, additional members of staff will be deployed to attend). A caretaker will always be on site.
- Students attending will be informed by letter from the Saturday School Administrator in relation to matters of discipline, or by letter from a Head of Department in relation to matters of academic support.
- Staff are to submit students for Saturday School through their Heads of Department or through the Heads of Year. The Directors of Site and Director of Sixth Form will have the final say on all proposed inclusions.
- All submissions for the following Saturday must be with the Saturday School Administrator by noon the previous Monday to give parents adequate notice.
- Interventions run by departments must make appropriate arrangements in advance, including:
 - a) Letters to parents informing them of the Saturday School arrangements,
 - b) The attached "Saturday School Attendance List" must be prepared and confirm the details of any student who is the subject of a medical management plan.
 - c) Forward the "Saturday School Attendance List" to the Saturday School Administrator by noon the previous Monday
- All students attending the disciplinary sanction Saturday School will be required to wear full School uniform.
- All students will follow the published rules and procedures of the School and will be subject to the School's behaviour and discipline policy.
- A register of attendance for both staff and pupils will be maintained on the day and students who fail to attend without reasonable cause will be referred to the relevant Director of Site.
- All exits in the building occupied will be open at all times and an evacuation drill will be conducted on a termly basis, with a record of evacuation and timings maintained.
- Team Leader:
 - a) Will receive a register of all pupils who are due to attend and ensure that all staff and pupils are registered

- b) Will record the rooms/locations being used and will liaise with the caretaker to ensure that the building is fully open.
 - c) Will follow up all absences by contacting parents.
 - d) Will convey all absences, action taken and refer the matter to the relevant Director of Site/ Director of Sixth Form and the Saturday School Administrator for follow up action.
 - e) Will be responsible for any disciplinary matters that arise on the day.
 - f) Will ensure that all paperwork is returned to the Saturday School Administrator.
- The Team Leader will have, in advance, via consultation with the Saturday School Administrator, information relating to medical protocol requirements. The team leader will then liaise with the relevant Director of Site Director of Site or Sixth Form, to ensure that provision is in place to meet identified needs as required. The team leader will be responsible for ensuring that emergency medication and first aid provision is available.
 - Dismissal will be at 11.00am prompt except for late arrivals who will be dismissed at a time agreed by the Team Leader. The Team Leader will liaise with the caretaker to ensure that the premises are secure prior to departure.
 - A designated deputy will be on call on Saturday mornings whom the Team Leader can contact as required. The contact number of the designated deputy will be made available to the Saturday School Team Leader in advance of the Saturday School.

Saturday School Administrator (Michelle Lenaghan)

To be responsible for carrying out all the administration for Saturday School during a block of time on Monday afternoons, as appropriate.

Specifically:

- To process the Saturday School teams for the Diary of Events as agreed at the Pastoral meeting on a termly basis.
- To construct a Saturday School Register on submissions from the Directors of Site and the Director of Sixth Form.
- To email Saturday School letters to parents with information as appropriate and file letters on the appropriate students' electronic file.
- To coordinate lists of students being brought in by other staff for Saturday Intervention lessons.
- To check the lists for students who may have medical protocols and advise the 'named person' accordingly.
- To prepare the email for Saturday School staff, to include a list of students and the reason for inclusion at Saturday School and prepare signing in sheets.
- To liaise on the Monday morning with the 'Team Leader' over attendance and any contact with parents.
- To ring the parents of non-attendees and make arrangements for inclusion on the next available Saturday School.
- To write a weekly report to the Headmaster, copied to the Directors of Site and Director of Sixth Form and Heads of Year.

Saturday School Attendance List

Date:

| Student Name | Form | Home Contact | Medical Needs | Reason for Inclusion |
|--------------|------|--------------|---------------|----------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |
| 24 | | | | |
| 25 | | | | |

Saturday School Signing-in Sheet

Date:

| Student Name | Form | Time in | Time Out |
|--------------|------|---------|----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |
| 20 | | | |
| 21 | | | |
| 22 | | | |
| 23 | | | |
| 24 | | | |
| 25 | | | |

Saturday School Staff Details

Date:

| Saturday School Staff | |
|---|--|
| Team Leader | |
| Teacher 1 | |
| Teacher 2 | |
| Teacher 3 | |
| Intervention Staff / Other Staff on Site | |
| Teacher 1 | |
| Teacher 2 | |
| Teacher 3 | |
| Teacher 4 | |
| Teacher 5 | |
| Teacher 6 | |
| Teacher 7 | |
| Teacher 8 | |
| Caretaker Details: | Dennis Murphy (07973 940775) Liam Murphy (07807 890802) |
| Safeguarding and Child Protection: <p>All staff members have a responsibility to ensure the buildings and grounds are secure and for reporting concerns that may come to light.</p> <p>If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If anyone other than the Designated Safeguarding Lead (DSL) makes the referral, they should inform the DSL as soon as possible. Trinity's Safeguarding Team are:</p> <ul style="list-style-type: none">• Mr M Dalton Designated Safeguarding Lead / KS3 Safeguarding Officer• Mr J Cantwell Uppersite / KS4 Safeguarding Officer• Ms. M Keegan Uppersite / KS5 Safeguarding Officer <p>Redbridge CPAT (Child Protection and Assessment Team)</p> <ul style="list-style-type: none">• Tel: 0208 708 3885• Email: CPAT.referrals@redbridge.gov.uk. <p>making a clear statement of the known facts, any suspicions or allegations, whether or not there has been any contact with the child's family.</p> | |