

# Welcome to Form 2

The Form 2 Tutor Team for 2014/15 is:



Mrs Regina Coiro ([rc@stpauls.br](mailto:rc@stpauls.br))

Miss Lisa Knowles ([lk@stpauls.br](mailto:lk@stpauls.br))

Miss Patricia Scoralick ([ps5@stpauls.br](mailto:ps5@stpauls.br))

Mr Joshua Bolland ([jbd@stpauls.br](mailto:jbd@stpauls.br))

Mr Rodrigo Seidl ([rs@stpauls.br](mailto:rs@stpauls.br))

Mr Luiz Sousa ([lgs@stpauls.br](mailto:lgs@stpauls.br))

Head of Year: Dr André Borges ([alb@stpauls.br](mailto:alb@stpauls.br))

# The Pastoral Hierarchy

Senior Master - Dr Hallinan

Head of Pastoral – Mrs Fregonesi

Heads of Year – (F2 – Dr Borges)

Tutor

P.S: The **Tutor** should always be **first point of contact with the School**

# What is the role of the F2 Tutor?

- To accompany and help develop the academic and social well-being of tutees;
- To guide tutees to make appropriate choices;
- To monitor and document tutees' progress;
- To deliver some of the PSHE lessons to their tutees;
- To be available as a first point of contact between tutees' parents and the School.

# Registration

- Registration is from 8:00 to 8:20 in the tutor rooms (except on Wednesdays when F2 have assembly and registration takes place in the Theatre);
- This time will be used to cover many administrative tasks, PSHE activities, quiet reading, current affairs, etc.;
- It is an integral and important part of your child's overall development in the Senior School and we ask you to make sure your children do not miss these sessions by arriving late to school on a regular basis;
- Any tutee NOT in their tutor room/assembly by 8:00 will be considered late;
- A pupil who arrives late to school must attend a Head of Year (HoY) Sanction.

# Tutorial Sessions

- Wednesdays during period 7 (from 13:25 until 14:00);
  - This is important time for the tutor to spend with their tutor group;
- *PSHE (Personal, Social and Health Education) activities will sometimes take place during tutorial periods;*
- *Occasional outside lectures and talks will be addressed to the group concerning PSHE issues (i.e. healthy eating, self awareness, global responsibility, etc.);*
- As in last year, an Effort grade will be issued for PSHE sessions and the tutor may comment on his/her tutees' involvement in the exercises in the end of year report or on the grade sheets.

# Head of Year Sanction

- A child arriving to school after 8:00 should sign the Late Book at the Guards' Hut and will automatically receive a HoY Sanction (whereby 15 minutes of their break time will be taken from them on the same day);
  - These take place in room 319 at 9:35 every morning. They last for 15 minutes;
- If the pupil has no note in their diary/communication from a parent justifying their lateness, a late mark will be issued;
- After accumulating 5 late marks, a pupil will receive an After School Detention. A total of 8 late marks means a Saturday Detention will be issued. After serving a Saturday Detention, the number of late marks goes back to zero;
- A pupil who fails to attend a HoY Sanction at break will be called to attend it at lunch-time in room 319. This lasts for 25 minutes. Failure to attend this second session will result in an ASD.

# After School Detentions and Saturday Detentions

- **After School Detentions** take place in room 319 on Tuesdays and Thursdays.
  - They last 45 minutes starting at 3:20 until 4:05;
  - Typically these are given to pupils for homework offences, accumulation of 5 late marks or minor behavioural misdemeanours;
- **Saturday Detentions** take place approximately every 4 weeks (they are in the school calendar) and are given to pupils who have accumulated 8 late marks or have committed a serious behavioural misdemeanour;
  - They last for 2 hours (10:00 until 12:00) and take place in room 319. They are supervised by a Head of Year, by the Head or Deputy Head of Senior or by the Deputy Headmaster;
  - Pupils must attend Saturday Detentions in the correct school uniform. They will be given some work to do unless instructed otherwise;
  - Heads of Year will write to the parents of any pupil who has been placed into Saturday Detention informing them of the reasons given for the sanction and the day on which their child is expected to attend the sanction.

# Grade Sheets - Effort

Pupils are given 3 effort grades from 1-5:

**Attitude and Effort**

**Conduct**

**Organisation**



# Grade Sheets - Achievement

**Pupils receive a percentage**

## **Weighting - End of Year Mark**

Grade Sheet 1 (Term 1)	0%
Grade Sheet 2 (Term 1)	15%
Grade Sheet 3 (Term 2)	20%
End of Year Examination (Term 2)	65%

### **Grade Sheet 2 and 3 Percentage:**

80% classroom-based assessment:

e.g. tests, practical lessons, projects, investigations, presentations,  
field trips

20% other assessment (i.e. work completed outside the classroom):

e.g. homework

# ECAs

- Each F2 pupil needs to attend at least one ECA
- We strongly recommend that your child takes advantage of the broad range of activities on offer this year at School. This is looked on favourably in the future when applying for a place at a UK or US University.

# Uniform (Boys)

1. Grey long trousers.
  2. Black leather belt.
  3. Plain white shirt (long or short sleeves) with school logo.
  4. Grey socks (these should cover the ankle).
  5. Grey V-neck pullover (long or no sleeves) with school logo.
  6. Black polishable leather shoes (no patent, suede or gym shoes).
  7. Navy blazer with School badge (winter only).
  8. School tie (winter only).
  9. School scarf (winter only)
- Please also note that boys' hair should be neat and tidy. An acceptable length would be off the collar and out of their eyes. If applicable, boys should be clean shaven.

# Uniform (Girls)

1. Grey skirt (it should be just above the knee, but not shorter than this) or grey long trousers.
  2. Plain white blouse (long or short sleeves, no frills); with school logo, a plain white shirt may be worn UNDER the School shirt (long sleeved) in cold weather. No undergarments should be visible below the school blouse.
  3. Plain white socks (these should cover the ankle).
  4. Black/ white/ grey tights.
  5. Black polishable leather shoes that cover the arch of the foot (no patent, suede or gym shoes or “sapatilha-type” (ballerina-style) are allowed).
  6. Grey V-neck School pullover (long or no sleeves) or grey V-neck School cardigan with school logo.
  7. Red blazer with School badge (winter only).
  8. School scarf (winter only)
- Girls should not come to School wearing make-up. This means that any senior girl found to be wearing foundation (base), thick black eye-liner and mascara, blusher and bright lipstick will be asked to wash it off and be issued with a warning. Only clear nail polish (varnish) should be used. Girls with dark coloured nails will be instructed to go to the school secretary to have this removed. A Non Satis will be issued.

# Absences

- All school absences are recorded and collated and appear on the grade sheets.
- Protracted absences – please inform the School if a child is going to be absent at [absence@stpauls.br](mailto:absence@stpauls.br) .
- Inform in the subject of the message the name of the pupil, and his or her Tutor group.
- The tutor can organise catch-up work to be sent home if required.
- **Please request written permission from the Head, Ms Simpson, if your child is going to be absent for any other reason (absence@stpauls.br).**
- **Requests for being excused for doctors appointments should be made 24 hrs in advance.**

# The Diary

- All Senior School pupils are issued with a Senior School Diary;
- Senior School pupils must use their diaries to record all homework, write up their weekly ECA activities record and make a note of any key dates and deadlines;
- Cell phones/laptops etc. must not be used as a substitute for the School Diary;
- Diaries will be checked and signed by your child's tutor on a weekly basis (usually Friday morning during Registration);
- Homework should be written in the diary outlining the content and the due date of each piece;
- Parents are encouraged to check their child's diary to ensure they are making optimum use of it;
- Lost or defaced diaries must be replaced by the pupil (at an extra cost).

# Mobile Phones

- Mobile phones are **under no circumstances** allowed to be used in the main School Building;
- Pupils can only use them at break, lunch time and after school. They must not use them between classes (we had an accident last year because of this);
- Mobile phones should be kept out of sight during lessons;
- Any pupil caught abusing this will find their phone is confiscated until the end of the school day;
- Parents are asked **not** to call their children on their mobile phones during school day times (other than break or lunch). In case there is an emergency, the School Secretaries should be contacted and will immediately locate the pupil.

# How to keep track of what your child is doing?

- Ask them! They should have a good idea of how they are doing;
- Regularly check the Parents' Bulletin;
- Check their diaries;
- Read their reports and help set targets with them;
- Attend the Parents' Evenings;
- Ask the Tutor! He/she can make themselves available during school hours for meetings.



# Important Dates

## Term 1

- Grade Sheet 1 issued (Achievement & Effort) electronically – Week 9 (23/09/2013)
- F2 Parents' Evening – Week 9 (23/09/2014)
- F2 Information Meeting about Field Trip to Ouro Preto – Week 12 (22/10/14)
- Field Trip to Ouro Preto – Week 14 (03 to 08/11/2014)
- Grade Sheet 2 (15%) issued – Week 16 (19/11/2014)
- End of Term – Week 20 (19/12/2014)