

# Welcome to Form 5



## THE FORM 5 TUTOR TEAM FOR 2014/15:

**Mrs Andrea da Luca Cunha(ADL)**

**Mrs Catherine Santana(COS)**

**Mr Colin Anderson(CA)**

**Mr Denis Licudi (DGL)**

**Mr Mike Sanderson(MS)**

**Mr Peter Green (PWG)**

**HEAD OF YEAR: Mr Frank McMorrow(FCM)**

# The Pastoral Hierarchy Form 5



Head of Senior School - Ms Louise Simpson

Director of Pastoral Care – Mrs Angela Fregonesi

Heads of Year – F5 - Mr Frank McMorrow

F5 Tutor

# What is the role of the F5 Tutor?



- To accompany and help develop the academic and social well-being of tutees especially in the run-up to the IGCSE Examinations in May 2015
- To guide tutees to make the appropriate IB choices
- To monitor, track and document tutees' progress.
- To deliver some of the PSHE lessons to their tutees
- To co-ordinate, guide and report on their tutees during their community service sessions and outings
- To be available as a first point of contact between tutees' parents and the School.

# The Code of Honour



- As a Paulean, I will be:
  - Honest
  - Respectful
  - Trustworthy
  - Hardworking
  - Kind
- All pupils are expected to respect this. Our PSHE sessions and assemblies will be aimed at reinforcing these values this year. All pupils have signed this code in their diaries.

# Registration



- Registration is from 8am to 8.20am in the tutor rooms (except on Tuesdays when F5 have assembly and registration takes place in the theatre).
- This time will be used to cover many IGCSE administrative tasks, PSHE activities and community service planning.
- Please also take note that all Form 5 pupils will be receiving an Effort grade on all their Grade Sheets this year for their participation in all PSHE activities.
- It is therefore 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 8am will be considered late.
- A pupil who arrives late to school must attend a Head of Year Sanction.

# Boys` Uniform



- 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.

# Girls` Uniform



- 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.

# Head of Year Sanction



- A child arriving to school after 8am should sign the Late Book at the Guards' Hut and will automatically receive a Head of Year Sanction (whereby 10 minutes of their break time will be taken from them on the same day).
- These take place in room 319 at 9.35am every morning. They last 10 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 Extra School Detention. A total of 8 late marks means a Saturday Detention will be issued..
- A pupil who fails to attend a Head of Year Sanction at break-time will be called to attend a Head of Year Sanction at lunch-time in room 319. This lasts for 20 minutes.



# 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 often take place during tutorial periods*
- *Occasional outside lectures* and talks will be addressed to the group concerning PSHE issues (drugs, sex education, careers, universities etc).
- Community Service preparation and co-ordination and reflection activities with the whole tutor group will also take place during this time
- An Effort grade will be issued for PSHE lessons (including Community Service participation) and the tutor will also comment on his/her tutees' involvement in the exercises in the end of year report and on the three scheduled grade sheets in Form 5.

# After School Detention and Saturday Detentions



- **After School Detentions** take place in room 319 on Tuesdays and Thursdays. They last 45 minutes starting at 3.15 pm until 4.00pm.
- Typically these are given to pupils for homework offences, accumulation of 5 late marks or minor behavioural misdemeanors.
- **Saturday Detentions** take place approximately every 5 weeks and are given to pupils who have accumulated **8 late marks** or have committed a serious behavioural misdemeanour.
- They last for 2 hours (10am until 12 noon) 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 Detention.

# Absences



- All school absences - authorised and non-authorised - are recorded and collated and appear on the Grade Sheets.
- Protracted absences – please inform your child’s tutor if a child is going to be absent for any extended period of time. The tutor can organise catch-up work to be sent home if required.
- Please request **written permission** from the Headmistress, Ms Simpson, if you know that your child is going to be absent.
- Please use the following when requesting an absence or informing the school of an absence [absence@stpauls.br](mailto:absence@stpauls.br)

# 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
- Blackberries/lap tops etc should **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 Monday 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.

# Community Service



- F5s will continue to do community service projects (started in F4) with their supervisors/tutors in the First Term only.
- Trips to the crèche: 2 (two) scheduled visits to *A Liga Solidária* have been scheduled for:
  - Thursday 4th September (am only)
  - Tuesday 4th November (am only)
- All groups have specific hands-on tasks and duties to perform. Pupils have come in to school in non-uniform clothes on these days.
- Money will also be raised to buy seeds, baby wipes and nappies for the children at the Crèche – this may involve your being asked to donate a home-made cake or some sandwiches to sell in one of 3 planned F5 bake sales. Thank you in advance for your help with this
- Your child's tutors are also their Community Service supervisors and, as this is an integral part of the PSHE programme, the PSHE effort grade will also reflect your child's participation and enthusiasm towards the CS programme when appropriate.
- Pupils must submit a comprehensive reflection essay at the end of the programme.

# ECAs and Grade Sheets and University Entrance



- Each F5 pupil need only do one ECA. However, 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 when applying for a place at a UK or US University.
- Similarly – when applying to US universities, all F4 and F5 grade sheets are sent off with the application (transcripts). Therefore, it is of utmost importance that your child realises the importance of having good grades throughout the two years.

# Homework Timetable Form 5

## (Approx. 40 minutes each)



SET	ALL	1	2	3	4	5
Monday	English Portuguese					
Tuesday	Maths, Options (French, Geography or History or ICT)	Geografia Historia	Physics	Biology	Geografia Historia	Geografia Historia
Wednesday		Physics	Chemistry	Physics	Chemistry	Biology
Thursday	English Maths Options (French, Geography, History or Spanish)	Chemistry	Geografia Historia	Geografia Historia	Biology	Physics
Friday	MAD Portuguese	Biology	Biology	Chemistry	Physics	Chemistry



# IGCSE Examinations May 2015



- IGCSE Examinations take place from the beginning of May until early June 2015.
- Form 5 pupils need only to come into school to sit their IGCSE examinations. They must do so attired in the correct school uniform.
- Form 5 will receive one week of **Study Leave** prior to the first IGCSE Examination. This will start on **Thursday 30<sup>th</sup> April** at 12.25pm
- During study leave, F5 need only come into school to sit their IGCSE exam. If they do want to come into school to meet with a teacher, they must make an appointment and they must come in in full winter uniform.
- All IGCSE candidates must arrive at school **at least 30 minutes** before the exam is due to start. No mobile phones are allowed in the examination room – even if they are switched off!
- IGCSE Examinations take the place of the internal End of Year Examinations and entry into the 6th Form is dependent on the IGCSE results of each pupil. The results are issued only in the second week in August 2015.
- You will be receiving more information about IGCSE and IB options for the start of next Academic Year in the Second Term and at the Second F5 Parents' Evening on Thursday 12<sup>th</sup> February 2015.

# História, Geografia and Non-IGCSE Portuguese



- Form 5 pupils must also sit an internal end of year examination in História and Geografia do Brasil and a Non-IGCSE Portuguese exam (sat by those who have opted not to do IGCSE Portuguese), which is sat in April. Passing the school year is also dependent on passing each of these subjects. Recuperacões for these exams will take place from 1<sup>st</sup> – 5<sup>th</sup> June 2015.
- Only those pupils who are not Brazilian may be exempt from these subjects.
- More information about this will be given by the Director of studies and the IB Co-ordinator at the start of the second term during the second F5 parents' evening .

# Important Dates – First Term



- **Grade Sheets** – your child will receive two grade sheets in the First Term on:  
**Wednesday 10<sup>th</sup> September**  
**Wednesday 3<sup>rd</sup> December**
- **Grade Predictions Exercise:**
- Issued **Wednesday 29<sup>th</sup> October**– teachers and **pupils** will predict their likely and possible IGCSE results based on individual performance so far in F5. This serves as an early warning for those pupils who may be underachieving.
- **F5 Parents’ Evenings** – there will be two scheduled parents evening this academic year for Form 5 – one following first Grade sheet and will be held on **Thursday 11<sup>th</sup> September**.
- The second is following the Mocks and initiates the start of the IB options process in the second term.
- This will take place after the Mock exams results are issued in **February 2015**

# Mock IGCSE (simulados) Examinations



- IGCSE – International General Certificate of Secondary Education.
- UK Universities will often base offers of a place on these qualifications and your child’s IB predictions (done in Upper 6th)
- Mock Examinations are taken in most subjects (and aim to serve as a “dress rehearsal” for the Official IGCSE Examinations in June.
- These take place from **Friday 16th January 2015.**
- Please make sure that your summer/winter holiday arrangements take this into consideration.

# Important Data



- F5 Tutors' emails are:
- Mrs Cunha – [adl@stpauls.br](mailto:adl@stpauls.br)
- Mr Denis Licudi – [dgl@stpauls.br](mailto:dgl@stpauls.br)
- Mr Mike Sanderson [mis@stpauls.br](mailto:mis@stpauls.br)
- Mr Peter Green – [pwg@stpauls.br](mailto:pwg@stpauls.br)
- Mrs Santana – [cos@stpauls.br](mailto:cos@stpauls.br)
- Mr Colin Anderson – [ca@stpauls.br](mailto:ca@stpauls.br)
  
- The Head of Year – Mr Frank McMorrow- [fcmm@stpauls.br](mailto:fcmm@stpauls.br)
- Director of Pastoral Care–Mrs Angela Fregonesi - [acf@stpauls.br](mailto:acf@stpauls.br)
- Head of Senior School – Ms Louise Simpson – [ls@stpauls.br](mailto:ls@stpauls.br)
- Examinations' Officer and IB Co-ordinator - Ms Ana Carolina Belmonte: [acb@stpauls.br](mailto:acb@stpauls.br)