All Saints Catholic High School

Information for Parents

September 2020



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School Prayer

Lord Jesus Christ, we rejoice that we are part of this School. Help us to realise our calling, our vocation, our service to you. Wherever we are, wherever we go, may we be a constant sign of the joy of the resurrection, a witness to your Gospel, a bringer of Peace. May we always be guided and helped by the intercession of all the Saints of heaven. May we, as they, give our lives in your service and the service of your creation. We ask this through the same Christ Our Lord.

Amen



Dear Parent/Carer

We are delighted to welcome you and your child to the community of All Saints Catholic High School.

Our school is a thriving and inspirational school in which there are many exciting developments. Achieving high standards is at the heart of our work and we are committed to teaching the truths of our Catholic faith and the principles of Christian morality.

Your child is unique and special with individual gifts and talents. As they become part of this community, we hope they will develop their gifts to realise their ambitions and dreams. Whatever the level of success, the achievements of your child will be valued and celebrated.

We are currently living and working in unprecedented times and we do not underestimate the significant level of disruption and subsequent anxiety the current challenges we face during school closure will have on your child as they prepare for this transition from primary to secondary school. At the time of writing there is a suggestion that Year 6 students may return to school in June but so much remains uncertain. What I do wish to assure you is that we will continue to work closely with all our family of primary schools to ensure that our transition process continues as effectively as possible. A key part of our strategic planning and partnership work over the coming weeks will be exploring how we can work together to ensure that all Year 6 students and you, their parents or carers, feel prepared, confident and excited about starting as Year 7 students and becoming an invaluable member of the All Saints family.

This booklet cannot cover every question you may have but is intended to share important issues often raised by parents. After reading this booklet, should you have any further questions please do not hesitate to contact the school.

Finally, we are proud that you have chosen our school and look forward to developing a warm and rewarding partnership with you over the next few years.

Yours sincerely

P Bud-

S Pender Headteacher

SCHOOL HOLIDAYS ACADEMIC YEAR 2020/2021

(inclusive)

Start of School Year 2020 / 2021				
Wednesday 2 September 2020 – Start for Year 7				
Monday 26 October 2020 to Friday 30 October 2020	Half Term			
Wednesday 23 December 2020 to Tuesday 5 January 2021	Christmas Holiday			
Monday 15 February 2021 to Friday 19 February 2021	Half Term			
Friday 2 April 2021 to Friday 16 April 2021	Easter Holiday			
Monday 3 May 2021	May Day Bank Holiday			
Monday 31 May 2021 to Friday 4 June 2021	Half Term			
Monday 19 July 2021	Summer Holiday begins (including 3 Inset days as below)			

Inset Days

Tuesday 1 September 2020 Friday 20 November 2020 Monday 19 July 2021 Tuesday 20 July 2021 Wednesday 21 July 2021

What date will my child start school?

The new term starts at 8.25 am Wednesday 2 September 2020 for all new students.

What do I do if my child is unable to attend school?

You should ring school and speak to our Attendance Officer (or leave a recorded message) to let us know why your child is absent and for how long this is likely to be. If your child is not in school and we do not hear from you our Attendance Officer will try to contact you via a phone call or by using our texting service. This is part of our procedure to ensure that children who have left home for school arrive safely. The school telephone number is **0114 2724851**.

When your child returns to school after an absence you must provide a written note to their Form Tutor to explain their absence – **this is a legal requirement**. If we do not receive a written explanation the absence will be recorded as 'unauthorised' which may then become a matter for the School's Attendance Team.

What if my child is unwell while they are in school?

At the beginning of the year you will be asked to provide contact details so that if your child is unwell or has an accident we can contact you. It is important that you let us know of any change to these details. You can do this by contacting either the Attendance Officer or by sending the details to your child's Form Tutor.

Our first aid team is trained to deal with minor ailments and will decide if your child is too ill to remain in school, in which case you will be contacted and asked to take them home. The administration of any essential medication must be arranged by prior agreement and written parental permission.

What if my child is late for school?

Achieving good punctuality is an important life skill and all students should be in school by 8.15 am ready for the first lesson at 8.30 am. Punctuality is an important part of their commitment to the school and their learning. Occasionally they may experience problems with their journey which results in late arrival. Reasons of missing the bus/tram or over-laying are not acceptable reasons for lateness to school. If they are unable to provide an acceptable reason for their lateness they will be issued with a Punctuality Detention slip to take home and show parents. (This will be explained within Behaviour for Learning). Persistent lateness to school will be addressed by House Progress Leaders and members of the Leadership Team.

What should I do if my child appears to be having problems in school?

The first few weeks in a new school can be an anxious time for some students and their parents. If you have a problem, do not sit and worry. Contact the school and explain your concern. You will then be put in touch with the most appropriate member of staff. If you cannot be put straight through to someone a message will be taken and you will be contacted as soon as possible. You can also arrange to talk to us directly by making an appointment at a mutually convenient time.

Similarly, if we are concerned about your child we will contact you and if necessary we will invite you into school. We value greatly the support of parents and believe that by working together we can provide the very best support for your child during their time at All Saints.

Will my child be able to attend Mass in school?

Yes. Throughout the year there are a number of feasts and Holy Days in the Catholic calendar and your child will always be invited to take part in the celebration of Mass on these occasions. Mass is also celebrated regularly throughout the year. As a Catholic High School we are committed to teaching the Catholic faith and the principles of Christian morality and each day we will have prayer in the Tutorial time or Assembly. In addition, there are many occasions where groups are brought together for prayer and worship. At other times the Chapel is available for prayer and meditation.

We are mindful that not all our students and staff are practising Catholics but we work hard to include everyone so that they may benefit from and contribute to the religious life of the school.

Art	Citizenship & PSHE	Computing	
Design & Technology	English French or Spanish		
Geography	History	Mathematics	
Music	Physical Education	Physical Education Religious Education	
Science			

What subjects will my child study in Year 7?

Th<u>e school day</u>

8:25	Students move to Period 1	
8:30 to 9.30	Period 1 lesson	
9.30 to 10.30	Period 2 lesson	
10:30 to 10:50	Break	
10:50 to 11:10	Tutorial	
11:10 to 12.10	Period 3 lesson	
12.10 to 1.50	Period 4 lesson (including a 40 minute lunchbreak taken at the designated time)	
1.50 to 2.50	Period 5 lesson	
2.50	Dismissal of Y7 – Y11 students	
3.00 to 4.00	Period 6 lesson for Post 16 students, Triple science students and Intervention sessions	

Communicating with School

The primary means of communication which our school uses is the app called MYEd. It allows you to view information and keep up to date with what's going on in school. We now have the ability to share a variety of information with parents and carers. Detailed below are some examples that we are already using.



Attendance: To keep up to date with your child's attendance details. Taken directly from school and updated on a daily basis.

Messaging: Allows you to send and receive FREE messages to and from school via your mobile device. Feedback from users tell us that the message service is one of the most helpful applications as it has the ability to allow parents or carers to message our attendance team about known absence.

Forms: Stops the age-old problem of not receiving letters from school. Fill in forms securely on your app and return them directly to school.

Achievements: Showing you how well your child is doing. The school can use the MYEd app to give you regular updates of all their achievements.

Key Dates: If you are always missing events or just need to check that you have space in your diary for other events our app is able to show you all the events that we share.

News: Keep up to date with any news that we share. An example could be the latest school sporting results, exam success or the promotion of an end of term event.

School Information: Allows you to easily access school policies on the move.

Links: To our website curriculum support for students including Show My Homework, Parent Pay and many other areas.

You can download the app via the Apple Store, Google play, searching for MYEd or by scanning the QR code above at any time before your child starts in September. Registration will be complete once your child has been fully enrolled from 1 Sep 2020.



In addition to the MYEd app, we also require a parental email address. We ask that you keep us regularly updated with changes to these details. Once you have access to the MYEd app you will be able to update us online. If we do not hold your current contact details we may not be able to get in touch with you in an emergency.

How much work should my child be expected to do at home?

Students in Year 7 should expect to work for an average of one hour each evening. Homework, which we call Independent Learning (IL), is an important part of learning. Good homework habits help to develop organisational skills and independence and can consolidate and extend knowledge.

Teachers assign and monitor homework activities set for each student using 'Show My Homework' via the internet. More details about this will be shared with students, parents and carers next term including a logon access for parents to monitor their child's independent learning. Independent learning failure will result in an after school detention.

How will I know what progress my child is making?

You will receive a full report towards the end of the academic year and a shorter interim report prior to the Year 7 Parents' Evening which will take place in February. In addition, there will be the opportunity to attend a Parents' Information Evening during October. The dates of reports and meetings will be on the calendar available on the school's website and further information will be provided nearer the time.

What equipment does my child need to bring into school?

Students will be expected to come to school well equipped to learn. Whilst the minimum is generally a pen, pencil, eraser, pencil sharpener and ruler we will expect students to take pride in their learning and to take responsibility for their own equipment. A set of coloured pencils would be a useful addition. The Mathematics Department will inform your child which type of calculator they will need to have. On days where Physical Education is taught the correct kit should be brought into school. If your child is injured and cannot take an active part in the lesson, you need to send them with a written note of explanation. For Design & Technology aprons will be provided by the school. However, students may bring their own apron if they so desire but it must be either cotton or denim and **not** plastic coated for health and safety reasons.

All students will need a suitable bag in which to carry books and equipment. It is recommended that a sturdy but inexpensive rucksack is the best item for this purpose. All equipment should be clearly named. We also recommend that all items of clothing are named.

Transport

The school is well served by a number of buses that run on Granville Road and adjacent roads. The tram stop for Granville Road/Sheffield College is also a short walk away.

Can my child have a locker?

The school has a limited number of lockers which are available for Years 7 to Year 11. The cost is £10 for the academic year and this needs to be paid before the end of September. Not every student wants a locker but they can be useful to store PE kit, coats, bags, musical instruments, etc. as students do not remain in the same classroom all day, unlike at Primary School. The school does not accept liability for the loss or damage of items stored in lockers. Lockers are allocated on a first-come,

first-served basis as there are not enough for every student to have one. If your child loses their key there will be a charge of £5 to cover the cost of providing a replacement.

In addition, students can bring a padlock to secure their belongings in one of the lockers in the sports hall, during PE lessons and extra-curricular sports sessions.

What uniform should my child wear?

We are proud that our uniform identifies our students as belonging to the community of All Saints Catholic High School and therefore we expect all students to wear the full and proper uniform.

To aid parents in purchasing uniform we have developed a partnership with a clothing company: Price & Buckland. All compulsory uniform items can be purchased on-line by visiting <u>www.pbparentsonline.co.uk/allsaints</u> where you will be asked to register your name and provide a password of your choosing prior to ordering items. Parents who do not have access to the internet can order uniform by post by completing the order form which is available from Reception.

Parents may wish <u>not to use</u> the on-line purchasing facility, preferring to source many of the compulsory items via other retail outlets.

If a pupil comes to school without an item of uniform, for example wearing nonschool shoes or non-uniform clothing, the pupil will be given a loan pair of shoes or item of clothing to wear for the day or until the issue is resolved.

All items of school uniform are compulsory unless stated.

All items of clothing and equipment should be clearly marked with your child's name

UNIFORM	AVAILABLE FROM		
Navy blue blazer	Price and Buckland or High Street shops		
Grey tailored trousers Trousers should be made of plain grey material and tailored like suit trousers. The colour should be mid grey to dark grey, not light. They should not be tight fitting round the bottom of the leg. Jeans or any casual type of trousers, such as ski-pants or leggings, are not allowed. Trousers made of stretchy fabric or canvas fabric are not allowed.	Price and Buckland or High Street shops		
OR			
Skirt Skirts should be plain grey, either mid or dark grey but not light. Skirts should be no shorter than 10cm above the middle of the kneecap (please allow for growth when buying skirts). They can be straight, A-line or pleated but must not fit too tightly. Skirts made of stretchy material are not allowed.	Price and Buckland or High Street shops		
Pale Blue Shirt Shirts should have a proper collar designed for a tie. Shirts need to be worn with the top button fastened.	Price and Buckland or High Street shops		
School Tie The tie should be worn with the school badge showing and be correctly fastened.	Available only from school at a cost of £5		
School jumper (optional item) Grey school jumper with badge. This is the only jumper that may be worn in school. Sweatshirts and hoodies are not allowed.	Price and Buckland only		
Pale blue polo shirt (optional item) Polo shirts with school badge may be worn in the summer term only. No other polo shirts may be worn.	Price and Buckland only		
Black shoes Shoes for both boys and girls should be plain, black leather with no obvious logos or markings. Girls should wear flat shoes which are sturdy enough for all weather conditions; no ballet pumps, fabric shoes or shoes which leave the top of the foot exposed. Trainers, boots and canvas shoes are not allowed. Any branded footwear such as Vans, Timberland or Nike are not allowed.	High Street shops		
Outdoor coats Coats should be plain and dark in colour. They should be warm and waterproof. Large or conspicuous logos are not allowed. Coats are not to be worn within the school buildings.	High Street shops		
NB: Shops sell a variety of items in their 'School Uniform' depts. Just because an item is sold as			

NB: Shops sell a variety of items in their 'School Uniform' depts. Just because an item is sold as uniform it does not mean that it is an acceptable part of All Saints uniform. Please refer to this document and, if in doubt, check with school before making a purchase.

PHYSICAL EDUCATION KIT

Compulsory items (Bundle offer of item 1 or 2 and item 3 or 4)

- 1. Navy blue polo shirt with school badge (Price and Buckland).
- 2. Navy blue t-shirt with school badge (Price and Buckland).
- **3.** Plain navy blue school shorts (Price and Buckland/ High Street shops) Shorts should be navy in colour. Large or conspicuous logos are not allowed.
- **4.** Plain navy blue school leggings (Price and Buckland/ High Street shops) Leggings should be navy in colour. Large or conspicuous logos are not allowed.

Sports socks (High Street shops) Any socks are allowed as long as they are a change from their school socks.

Non-marking indoor trainers

Trainers should be white soled, non-marking and provide support to the ankle and foot.

Optional additions:

(As some PE lessons take place outside, it is essential that students have appropriate clothing for all weather conditions.)

Outdoor trainers

Trainers must be suitable for outdoor use and support to the ankle and foot. Moulded plastic studs (for astro) and metal studs (for grass) are acceptable.

Navy blue sports micro fleece with school badge (Price and Buckland).

Navy blue school mid layer with school badge (Price and Buckland).

Navy blue school training top with school badge (Price and Buckland).

Navy blue school crew neck sweatshirt with school badge (Price and Buckland).

Navy blue school hoody with school badge (Price and Buckland).

Navy blue reversible rugby top (Price and Buckland).

Plain navy blue tracksuit bottoms (Price and Buckland/ High Street shops).

OTHER ITEMS

Socks and tights (for girls wearing skirts)

Socks should be plain, grey or black and knee length. Socks should not be worn above the knee. Tights should 40 denier and they should be black or grey in colour.

School bag

Every pupil should have a bag large enough and sturdy enough to carry all their books and other equipment. A rucksack or a bag with a shoulder strap is ideal. Bags should be plain and dark in colour. Bags with logos or obvious branding are not allowed.

Jewellery

Due to health and safety issues jewellery should not be worn with the exception of a wrist watch, medical bracelets and a maximum of 2 small stud earrings per ear. Pupils will be asked to remove any other items of jewellery. Any additional piercings of any type are not allowed; if necessary pupils will be sent home until this issue is resolved. If your child has their ears pierced they will be asked to remove their earrings for PE lessons.

Make-up

Make-up should be kept to an absolute minimum. If make-up is obvious then it is not acceptable. False eyelashes are not allowed.

Nails

Nail varnish is not allowed. Nail extensions are not allowed; if necessary pupils will be sent home until this issue is resolved.

Tattoos

Tattoos are not allowed.

Fashion Accessories

Pupils will be asked to remove any accessory which does not comply with our school uniform policy.

Hair

The school reserves the right to insist that what we consider to be extreme hairstyling and/or colouring be changed. Hair should look natural in colour and style. If in doubt, please contact a senior member of staff before making any changes.

Will we have to pay for any extracurricular activities?

For some day trips and lessons requiring extra resources such as Design and Technology you will be asked to make a voluntary contribution to support the cost of these activities. These important events can only take place if contributions are made.

Will my child take part in any residential trips?

All Saints is well known for the trips and activities provided to support and extend your child's education. For example, students are currently offered the chance to go to France or Spain at the beginning of Year 8. These trips combine language work with cross-curricular activities. Throughout their time at school students will also be offered the chance to take part in a number of excursions which include field trips and the residential retreat programme. It is recognised however there may be situations of financial hardship and that the cost of some of these trips may be too expensive for some families. The Governors maintain a fund to support students in these circumstances. Details of any support available will be provided at the time of each activity or trip. We endeavour to offer trips to all students whenever reasonably possible. Occasionally alternative or modified trips are arranged to accommodate students with particular educational needs.

Will my child be in groups with friends from primary school?

We work hard to create groups which enable students to settle quickly into the life of the school. It is usually possible to ensure your child will be with at least one person they already know. However, it is also important that all students are encouraged to make new friends within their new school community.

How will tutor groups be organised and what will my child do in these sessions?

Students will be organised for the daily tutorial session into groups of about 28 made up of Year 7, Year 8, Year 9, Year 10 and Year 11 students. This family group will provide friendship and guidance to help new students settle and become familiar with school procedures. Tutors will organise daily activities to include prayer, mentoring and activities to develop learning and organisational skills. Students will work together to support each other by sharing their experiences and ideas.

What will my child do for food and drink in school?

The school runs a large cafeteria-style dining room with a wide selection of hot and cold food cooked on the premises. This is open at the start of the day for students to get a breakfast of toast. This is important for those who leave home very early. At break and lunchtimes the cafeteria is open for a full range of hot and cold food. The school has also invested in cooled water machines which are sited around the school. Students are encouraged to bring a clear drinking bottle for their own personal use and will be encouraged to drink water throughout the school day. Keeping well hydrated is linked with improved concentration and ability to learn which is part of our Healthy Schools initiative. Students should not bring cans of drink onto the premises. Any drinks should be in clear plastic bottles.

Note: Fizzy drinks and energy drinks are not allowed in school due to their high sugar, acid and caffeine content.

Your child may also choose to bring food from home which should only be eaten in the dining room or at the picnic tables outside. It is important that children learn to take time out to enjoy a meal as a social occasion with their friends.

How do I pay for school meals/trips?

Our preferred method for payments into school is via our online payment system (ParentPay). You will be given a username and password during the summer break to enable you to top up your child's dinner money account in advance of the start of term. If you are unable to pay online your child can top up their dinner money account with cash in school using the machines in the dining room.

How much can my child spend on dinners each day?

The system is set up to limit spending in the dining room to a maximum of £5 per day. This allows students to use the canteen for breakfast, break and lunch. If you would like to limit the amount your child spends please put this in writing to the Finance Team and we will update the system.

What happens if my child runs out of dinner money?

Your child will be allowed to purchase a main meal (but not drinks or snacks) and this will be put on their account as a "lend". This will need to be paid back the next day, which can be done by simply topping up the account online or in school. Account balances can be seen online at any time, on the machines in the dining room or by asking the till operators when purchasing food. We encourage students to keep track of how much they are spending to get them used to managing a bank account.

Can my child bring a mobile phone into school?

Mobile phones are not part of the equipment required to study at All Saints and therefore are not helpful in school. However, it is recognised that they can contribute to the safety of students travelling to and from school. If any student has a phone in school it must be turned off and kept out of sight at all times during the school day. If a child's phone is visible or if they are using it, they will receive a sanction for this.

If your child needs to contact you during the school day this must be done through the school office and not using their own phone.

The school will take no responsibility for theft or damage to a phone in school or for loss whilst travelling to and from school.

Will my child be able to use computers in school and access the Internet?

The school has invested heavily in ICT to support learning. All students will have access to computers in the course of their studies. They will also be able use the Learning Resources distributed throughout the school. Students will be taught how to keep themselves safe online. They should not bring any unauthorised software into school. Accessing inappropriate sites or downloading unsuitable material is a very serious offence and will be dealt with accordingly.

Our school website is available to students and parents at any time <u>www.allsaints.sheffield.sch.uk</u> : here you can access calendar dates and other school information.

What opportunities are there for students to contribute to school development?

Students are regularly asked to take part in surveys which cover many aspects of school life. Feedback from the surveys helps the school to respond to student needs.

General Data Protection Regulations (GDPR)

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the <u>General Data Protection Regulation (GDPR)</u> and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the <u>Data</u> <u>Protection Bill</u>.

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

This policy should be read in conjunction with the following documents

- Privacy notice for students
- Privacy notice for parents/carers
- Image policy for students

You can find our Data protection policy and privacy statements on our website

Behaviour for Learning Policy (BfL)

The development of a high standard of learning behaviour by students is essential in order for them to optimise their academic progress. Acquiring the skills and attitude necessary for learning is as important to students' educational well-being as is literacy, numeracy and other aspects of learning.

At All Saints, we focus on those areas of behaviour which have an immediate impact on an individual's ability to access learning. As such, we have high expectations of punctuality, learning behaviour in lessons and the manner in which students conduct themselves during social times.

The underlying philosophy of the All Saints approach to BfL is that all students deserve the right to learn without anyone preventing them from doing so.

The full Behaviour for Learning Policy is available in the Parents section of the school website.

If you need this or any other school information enlarging, translating into another language, transferred onto audio tape or just the chance to go through it in more detail, please contact the school office and we will endeavour to make the necessary arrangements.





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