



CORPUS CHRISTI CATHOLIC HIGH SCHOOL

Together in One Body

# Year 7 Transition Guide

## 2022 /2023



**'This is a good school'**  
Ofsted Inspection 2019



# Welcome message from our Headteacher

June 2022

Dear Parent / Carer,

Welcome to Corpus Christi Catholic High School.

For all those who will be joining our school in September 2022, there will be a sense of excitement mixed with some anxiety. This is the same for any new beginning.

When pupils join our school we work very hard, in partnership with parents/carers, to do all that we can to ensure that pupils settle in well. In September each year, I ask our new Year 7 pupils about their first few days and I am pleased to say that I always hear positive comments: 'I love it here', 'it's really good' and so on. Our older pupils enjoy looking after our younger pupils and help them to find their way around school very quickly.

Working in partnership with parents/carers is very important to us, because parental support makes a huge difference to whether or not a child succeeds at high school.

Supportive parents make sure that their child: attends school every day and on time; has good homework routines; wears our uniform correctly down to the last detail; attend parents' evenings or parental meetings; and work with us as partners.

We will do everything that we can over the next five years to enable your child to thrive at our school. We look forward to working closely with you in, what we hope, will be a highly successful partnership between home and school for your child.

If you have any concerns about the information contained in this booklet or about any other aspect of your child's transfer to Corpus Christi please contact school and ask to speak to your child's relevant Head of Year.

I look forward to seeing your child in September. Thank you in anticipation of your support.



John Hankin  
Headteacher

**'Teachers have high expectations and they expect the best from pupils'**

OFSTED INSPECTION FEBRUARY 2019



# Information Guide Contents

This document contains all the information that you need regarding your child's induction at Corpus Christi Catholic High School.

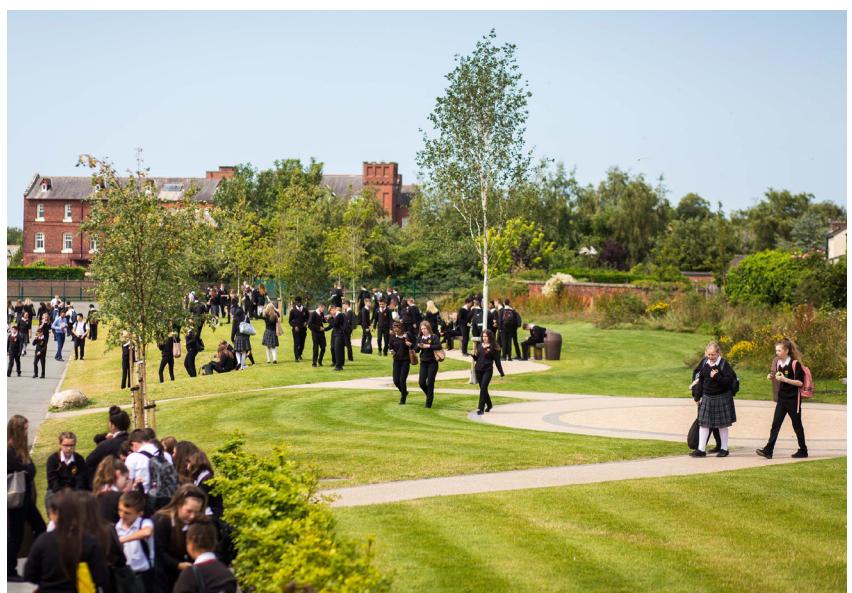
## Achieving Success

The Curriculum.....	2
Human Relationships and Sex Education .....	3
Setting .....	3
Literacy .....	4
Assessment.....	5
Homework .....	6



## Our Expectations

Classroom Code of Conduct....	7
Manners .....	7
Behaviour for Learning .....	8
Behaviour Stages .....	8
Mobile Phones.....	9
Bullying.....	9
Pastoral Care .....	10
Attendance .....	10
Holidays.....	11
School Uniform.....	12



## Important Information

Bus Routes & Timetable.....	13
Home to School Transport ....	14
Cycling to school .....	14
Term Dates 2022 – 2023.....	14
School Lockers.....	14
Parent Pay.....	15
Cashless Catering System.....	15
Pupil ICT Use & Agreement ...	16
Parental Agreement .....	17
School Photography.....	17
School Contact.....	back page



# Achieving Success

## The Curriculum

We have completely re-designed our curriculum both at Key Stages 3 and 4 placing a strong emphasis on providing pupils with a wide range of exciting and challenging opportunities to learn. We offer a wide range of traditional academic subjects as well as an impressive variety of practical and vocational options at Key Stage 4. A significant number of our pupils study three separate sciences at Key Stage 4.

We operate a two week, fifty period, timetable with five periods a day of one hour each. We have a morning form period for twenty minutes. This provides time for each form to pray together at the start of the day as well as ensuring that

planners, equipment and uniform are checked in readiness for the start of period 1.

### Key Stage Three Years 7, 8 and 9

The Key Stage Three curriculum is delivered over three years, allowing pupils to experience a broad and balanced range of subjects before making their Key Stage 4 options choices during Year 9. All pupils in Years 7, 8 and 9 follow a common curriculum: religious education; English; mathematics; science; history; geography; German; computing; design and technology; art; drama; music; physical education; and personal, social and health education.

Pupils will be grouped by **ability**

for religious studies; English; mathematics; German; science; history; geography; and computing. Pupils are taught art, drama, music and design and technology in mixed ability form groups.

### Key Stage Four Years 10 and 11

All pupils study a core curriculum of religious education; English; mathematics; science (dual award or physics, chemistry and biology); physical education; and personal, social and health education. In Key Stage 4 pupils are grouped by ability for religious education, English, mathematics and science. All of these subjects are able to set independently. For optional subjects pupils are taught in mixed ability groups.

The Key Stage 4 curriculum includes three optional subjects. Pupils can choose from a wide range of academic, practical and vocational qualifications.

We offer GCSEs in: art and design, business studies, computing, drama, geography, French, German, history, music, physical education, food and nutrition and design technology.

Key Stage 3 Lessons per fortnight		Lessons per fortnight	
English	8	Computer Science	2
Mathematics	7	Art	2
Science	6	Music	2
Religious Education	5	Drama	2
German	4	Design Technology	2
Geography	3	Physical Education	4
History	3		





We offer alternative qualifications in: child development, graphics, construction and sport science.

Alternative curriculum arrangements are made where pupils require a more individualised curriculum.

<b>Key Stage 4</b>	<i>Lessons per fortnight</i>	<i>Lessons per fortnight</i>
<b>All</b>		
English.....	8	Option A..... 6
Mathematics .....	8	Option B..... 6
Science.....	9	Option C ..... 6
Religious Education.....	5	
Physical Education .....	2	



## Human Relationships and Sex Education

Human relationships and sex education is a vital aspect of Catholic education. We believe that 'HRSE' should be approached at home and at school, in a joint effort to ensure that the young people in our care can make informed judgements and develop a sense of morality about relationships. Within this induction booklet you will find a leaflet that explains the purpose, aims and content of the human relationship and sex education at this school.

## Setting

### Key Stage 3

All pupils in Key Stage 3 are grouped by **ability** for English, mathematics, science, religious education, German, geography, history and computer science. At the start of Year 7 this is based on the results of Key Stage 2 tests. Ability groups are reviewed at the end of each term.

Pupils are taught art, music, drama, design technology and physical education in **mixed ability groups**.

### Key Stage 4

Pupils are grouped by **ability** for English, mathematics, science and religious education. They are taught optional subjects and PE in **mixed ability groups**.

# Literacy

Pupils' reading ages will be monitored throughout their time at Corpus Christi Catholic High School to ensure they have the key skills required in order to access and succeed in the curriculum. Any pupils who require additional support with reading will follow appropriate intervention schemes, such as IDL, or Fresh Start Phonics.

## Reading matters

At Corpus Christi Catholic High School, we believe that reading is a very important skill that needs to be practised regularly. As such, we ensure that our pupils read during every form time and English lesson. A reading book is part of each pupil's equipment, therefore it is expected that your child brings reading material to school each day. Until young people become functional, independent readers, they may need a little extra help and support—which parents and carers can provide at home.

## Support your child's reading at home

5 simple ways that you can support your child with their reading:

- 1) Hear your child read aloud as much as possible.
- 2) Let them see you reading. Whether it's a novel or a newspaper, lead by example!
- 3) If they enjoy movies or TV shows that are based on books, like Harry Potter or Tracy Beaker, encourage them to give the books a try.
- 4) Try reading the same book they are reading so you can talk to each other about it.
- 5) Encourage them to read to younger brothers or sisters. We have a range of fantastic books in the school library that pupils can book out and take home to read!



## Oracy

At Corpus Christi Catholic High School, we recognise the importance of discussion and provide our pupils with regular opportunities to articulate their opinions and make their voices heard.

Each form participates in a discussion topic on a regular basis, where pupils concentrate on the skills of preparation and participation in group discussion work. The discussion topics themselves are explicitly linked to the promotion of British Values and are based upon relevant, up-to-date agendas reported in the news.

## The School Library

At the beginning of each academic year, each pupil has the opportunity to apply for a library membership, which will give them access to a quiet area to complete their homework or to read. The library is available to pupils at break time, lunch time and after school.

**'Pupils have positive attitudes to learning. They want to do well'**

OFSTED INSPECTION FEBRUARY 2019



## Presentation

We expect all pupils to take pride in their work, which includes handwriting and presentation. Quite simply, we will only accept their very best presentation because we know that this has a positive impact on learning and the effort score that each pupil receives in their reports will take this into account. However, if any work does not reflect their best handwriting and presentation, the teacher will expect the work to be repeated.

## Handwriting and presentation

All pupils will be graded regularly for the quality of their handwriting and presentation. The grades are known as HP scores. HP1 is 'outstanding', whereas HP4 is 'inadequate'. When presentation is inadequate pupils will be expected to repeat a section of the work to a higher standard of presentation. This will be explained to pupils during their induction.

## Marking for Literacy

Mark	Meaning
✓	Well-written section
<u>thier</u>	Spelling error
(e)	Capitalisation error or punctuation mistake
^	Missing word
?	What does this mean?
//	New paragraph needed
(L)	Literacy Target to complete



## Assessment

### Reports and examinations

During their time at Corpus Christi Catholic High School, pupils receive three reports each year, generally at the end of each term. These reports highlight the progress of your child in each of their subjects.

All pupils sit formal internal examinations during the summer term, which aim to inform parents how well their child has progressed throughout the year as well as providing an opportunity for pupils to develop important revision skills.

### Target setting

Pupils in KS3 are all expected to strive to achieve a progress score of 100%. All pupils have the capacity to do this if they attend school every day, work to the best of his/her ability, behave well and complete all homework to a high standard. Pupils who achieve a high progress score of at least 90% will be making outstanding progress.

GCSE target grades are set for pupils in Year's 10 and 11. The target grades are ambitious, but we are confident that each pupil has the potential to achieve each of these targets if they show real commitment and determination to succeed.



# Homework

## Helping you to achieve your best

At Corpus Christi, we firmly believe that engagement with homework will ensure success for your child. As such, every pupil **must** complete all homework set. Our unwavering insistence on high quality homework completion is based on our commitment to ensuring the absolute best for all our pupils.

The progress score that is calculated each half term will reflect the grades given for homework. Your child should always aim to be graded outstanding for homework. If they are graded outstanding for homework they will almost certainly be working to the best of their ability and making excellent progress. Those pupils with excellent homework records are recognised in our rewards assemblies every half term.

Homework is most effective when school and home work together to provide all the support your child needs. It is vital that the importance of homework is supported at home by providing time and space for your child to complete their homework. A quiet space where they can work, as well as frequent communication between home and school using the planner, will support your child to achieve their best.

We offer support in Homework Club after school, where pupils can

ask for guidance from a Learning Support Assistant. The library is also available until after school as a quiet study area for those who prefer to complete homework in school. If your child is ever struggling with homework, they must speak to their teacher before the date set for handing in the homework.

### Planner

The homework planner has been designed to help your child to achieve their best. Homework provides an important opportunity to extend learning beyond the classroom and make the best possible progress in each subject.

If the planner is used well, it will help your child make good use of their time and keep strictly to important homework deadlines. Pupils who complete all their homework to the best of their ability, in full and on time always make better progress than pupils who struggle to keep up to date with homework.

Remember that they must have

**'Homework encourages you to take responsibility for your learning'**

their planner with them for every lesson and that we expect them to make good use of their planner to record details of homework, completion of homework tasks and important notices. We ask that a parent or carer signs the planner at the end of each week to help track the progress of homework.

If the planner is not with them, they must collect a planner report sheet from their form tutor at the start of the day. They will be allowed a planner report sheet for one day only and must bring their planner to school the following day. The planner remains school property and we expect them to ensure that it is kept in excellent condition. Pupils who make outstanding use of their planner are recognised in our rewards assemblies at the end of the year.

### Homework timetable

All classes receive a bespoke homework timetable at the start of the year which details the frequency of homework and when it will be set for all subjects. All pupils will receive homework every week for the core subjects of English, mathematics and science with the majority of other subjects setting homework once a fortnight. Form tutors will ensure that pupils write in their subjects for each week, allowing parents or carers to easily monitor planners and homework completion.

In the first half term, Year 7 pupils will initially have a reduced homework timetable. The number of subjects set will increase each week until they receive a full timetable by late October.



## Homework Level System

Every 3 missed homeworks will result in an after school detention on a Tuesday night from 2.30-3.30pm. Any pupil who fails to attend either homework detention or after school intervention, will be removed from lessons the following day and complete their detention from 2.30-3.30pm the same day.

### LEVEL 1

6 missing homework incidents: meeting with Head of Year/Form Tutor (2 week monitoring.)

A meeting will be held with the Head of Year in which the pupil, parent and teacher sign a homework contract. At Level 1, no missed homework can be recorded during the monitoring period. If achieved, pupils will receive a letter congratulating them and will remain at Level 1. If a pupil reaches 9, the Head of Year or PSO makes a phone call to parents to inform them that their child is not responding in a final attempt to avoid Level 2.

### LEVEL 2

12 missing homework incidents: meeting with a member of the Senior Leadership Team (2 week monitoring.)

At Level 2, for the first week, homework will be completed in homework intervention (every day 2.30-3.30pm). If the pupil fails to complete all homework in the second week, an additional week of intervention will be added.

### LEVEL 3

18 missing homework incidents: meeting with a member of the Senior Leadership Team (2 week monitoring.)

At Level 3, the same process occurs as at Level 2. If the pupil fails to complete all homework in the second week, an additional 2 weeks of intervention (every day 2.30-3.30pm) is added.

### LEVEL 4

24 missing homework incidents: meeting with the Headteacher (3 week monitoring)

At Level 4, pupils complete homework in homework intervention for 2 weeks (every day 3-4pm). Any homework missed in week 3 will result in a further week of homework intervention.

### LEVEL 5

30 missing homework incidents: meeting with Mr Hankin and Governors.

Governors will review the evidence and will consider a final sanction.

## Our Expectations

### Classroom Code of Conduct

To help everyone at Corpus Christi Catholic High School to be the best that they can be, we agree to:

- ◆ Treat each other with **respect** and use good **manners** at all times.
- ◆ **Support** each other and help everyone to feel part of our **team**.
- ◆ Follow **instructions** without argument or delay.
- ◆ Make an **effort** with everything that we do.
- ◆ Bring the right equipment to every lesson so that we are always **ready** to learn.
- ◆ Wear our **uniform** correctly and with **pride**.

### Manners

At Corpus Christi Catholic High School, we expect all pupils to use good manners at all times.

Examples of good manners can be seen below:

- ◆ Saying good morning/afternoon if you are walking past a member of staff.
- ◆ Asking politely if you wish to borrow something.
- ◆ Returning things that you have borrowed.
- ◆ Waiting your turn before you speak.
- ◆ Saying 'excuse me,' rather than pushing past someone.
- ◆ Holding the door open for the person coming in, especially if he/she is carrying something.
- ◆ Respecting your own and other people's property, especially school property.
- ◆ Saying 'please' and 'thank you.'

### Ready to Learn

All pupils are expected to bring the following basic equipment as a minimum requirement to be able to actively participate in classroom activities;

- |                      |                         |
|----------------------|-------------------------|
| ◆ pencil case        | ◆ rubber                |
| ◆ two black ink pens | ◆ scientific calculator |
| ◆ red pen            | ◆ class book            |
| ◆ pencil             | ◆ homework planner      |
| ◆ ruler              | ◆ reading book          |
| ◆ pencil sharpener   |                         |

# Behaviour for Learning

We aim to ensure that pupils' behaviour in lessons will allow high quality learning to take place and exceptional progress to be made.

Where a pupil's behaviour is preventing others from learning we use a system of stage warnings. Pupils who do not respond to these warnings are removed from the classroom and will then complete an after school referral detention.

## Rewards:

- ◆ rewards assembly every half term
- ◆ prize draws
- ◆ school trips
- ◆ pupils with excellent attendance receive awards

## School Detentions

All referral detentions are centralised and occur after school for 1 hour.

Pupils are tracked and parents kept informed by their Head of Year or Pastoral Support Officer.

## Exclusion Room

Used for behaviour that stops other pupils from learning.

Used for pupils who are regularly referred from the classroom.

A pupil who deliberately and persistently breaks our classroom code will be referred out of class.

- ◆ The referred pupil will be collected by a member of SLT.
- ◆ Parents will be contacted about the referral and a text is sent home.
- ◆ Any pupil referred will receive a 1 hour detention after school the following evening.
- ◆ Detentions will be centralised and supervised by a member of SLT (Senior Leadership Team.)

# Behaviour Stages

## Stage 1

This is the starting point where a teacher will let you know they are unhappy with an element of your behaviour.

**Sanction:** Verbal warning and explanation of reason.

Example of Stage 1 Behaviour: talking when coming into class, not entering the class in an appropriate manner, talking when a teacher is talking, being consistently off task, work avoidance, anti-social behaviour, shouting out.

## Stage 2

If you progress to Stage 2 it is likely that you have either disagreed in some way with your Stage 1 decision or continued at a later point in the lesson with the behaviour described above.

**Sanction:** Verbal warning, explanation of reason and reminder that progressing to Stage 3 will result in a change of seating.

Example of Stage 2 Behaviour: continuation of talking when a teacher is talking, being consistently off task, work avoidance, anti-social behaviour, shouting out.

When you are placed on Stage 2 this must be recorded on Synergy.

## Stage 3

If you reach Stage 3 you will have persistently displayed elements of low level disruption and not acted on the warnings you have been given you will now be required to move to a designated seat. You will receive a lunchtime detention the following day for 20 minutes.

If you refuse to move seats then this becomes an immediate call for SLT and you will be placed in our Exclusion Room for the remainder of the day and the following day.

This is a final warning and a last chance for you to modify and manage your behaviour to ensure your learning and the learning of others can continue.

**Sanction:** Final verbal warning, movement to a designated desk, recorded on Synergy.

Example of Stage 3 Behaviour: a continuation of all the behaviours described above.

## Stage 4

For you to reach a Stage 4 you will have persistently displayed elements of low level disruption through the stages or you will have behaved in a single inappropriate way.

If you reach Stage 4 you will be immediately escorted out of the classroom to a designated member of staff.

You will be given a red referral card to take to the designated teacher.

If you cause any further problems at this stage for example arguing or refusing to complete the work then this becomes a failed referral and a member of SLT or a HOY will escort you to the Exclusion Room where you will spend the remainder of the day and the following day.

Your parents will be contacted within one hour of the referral explaining the situation and the referral detention the following evening. This call will be made by the relevant Pastoral Support Officer or Head of Year.

**Sanction:** Pupil is referred from class, referral detention the following evening in the Exclusion Room. Incident recorded on Synergy and the referral detention scheduled by the classroom teacher for the following evening.

Example of Stage 4 Behaviour: continued persistent lesson disruption after following all the stages.



## Bullying

Corpus Christi's school motto, 'Together in One Body,' encapsulates our attitude towards bullying, in whatever form this may take. We recognise that in order to achieve anything in life it is important that we work together and treat everybody, regardless of gender, sexuality, race, colour, social conditions, language or religion, in a fair and respectful manner. We also believe in the intrinsic dignity and equality of all.

We are committed to listening to our pupils and providing practical support for anyone who is involved in bullying incidents. It is important to note that bullying behaviour may occur anywhere and everywhere: in the school, on transport to and from the school, and in the pupil's own communities.

If a pupil is a victim of bullying, or witnesses bullying, they are expected to report it as soon as possible to an adult at school. Alternatively, they can report it anonymously online via the schools reporting system for bullying. We are committed to raising awareness of any form of bullying and how we can work together to ensure that all members of our community feel safe.

- ◆ A referral will be logged and an after-school detention scheduled for the following afternoon (2.30 - 3.30pm.)
- ◆ Any pupil who disrupts the lesson they are referred to or who is uncooperative will be removed to our Exclusion Room.

Pupils who are regularly referred will move up through our referral ladder as shown below.

### LEVEL 1

Trigger: four referrals or one serious incident.

Sanction: parents called to attend a meeting with the Head of Year.

### LEVEL 2

Trigger: eight referrals or another serious incident.

Sanction: parents asked to attend a meeting with an Assistant Headteacher.

### LEVEL 3

Trigger: twelve referrals or another serious incident.

Sanction: parents asked to attend a meeting with the Headteacher.

### LEVEL 4

Trigger: sixteen referrals or another serious incident.

Sanction: parents called in for a meeting with the Behaviour Governor Panel. Interventions and Behaviour Contract reviewed. Possible managed move or permanent exclusion.

## Mobile phones

Pupils are only permitted to use a mobile phone or smart watch at break and lunchtime outside the school buildings. They must be switched off and placed in pupils' bags at all other times during the school day, or any other time when pupils are in the building, such as before school or when they are attending an after-school club.

Any pupil who takes photographs or videos in school will have their mobile device confiscated and parents will need to collect it from school the following day at 2:30pm.

Where a mobile phone or smart watch is not in a bag, rings, vibrates or switched on when checked, it will be confiscated and kept in secure storage overnight. Confiscated mobile phones will be returned to pupils at 2:30pm the next day on receipt of a note from their parents.

# Pastoral Care

Pastoral care is at the heart of our mission as a Catholic high school and we always endeavour to ensure that every child is happy when they are in our care. The emphasis within our year teams is to ensure that pupils are cared for, supported and guided to be the best that they can be in every aspect of school life.

Year 7 will have six form groups, each following a letter of our school name C, O, R, P, U and S. Form tutors stay with their forms from Year 7 to Year 11 and will get to know you and your child exceptionally well. The form tutor will see pupils each day at morning registration and will meet with them on a regular basis to discuss progress and ensure that effective



additional support and help are provided where they are needed.

As well as the Form Tutor, each year group is also guided and supported by a Head of Year and a Pastoral Support Officer who have responsibility for ensuring

that academic achievement, behaviour and attendance are of the highest standard. This means that when you have a concern there will always be someone available to provide help and support.

## Attendance

### Aim for at Least 97% Attendance

- ◆ Corpus Christi gives a high priority to attendance. All pupils are expected to achieve at least 97% attendance at school. This expectation helps them to progress with their studies and prepares them for post-16 study and employment. Regular attendance also helps pupils to feel settled in school and sustain friendships.
- ◆ Every pupil's attendance is reviewed regularly by their Form Tutor and their attendance percentage is recorded in their planners each week.
- ◆ It is crucial that pupils start school by coming in on time and attending every day. Time off school for illness should only be taken if absolutely necessary. Should your child become unwell during the school day, you will be contacted immediately.

◆ Research shows that children who have poor school attendance in Year 7 are more likely to become persistent absentees in years 10 and 11. Inevitably this has a negative impact on their GCSE results and future prospects.

### Medical Appointments

- ◆ Medical appointments should be taken outside of the school day or during school holidays. When this is not possible, an appointment card should be brought into school by the pupil and shown to the Attendance Office. Without an appointment card, absences for appointments will be unauthorised, even when parents have contacted school.
- ◆ If we continue to be concerned about your child's pattern of attendance, we will invite you into school to discuss how your child can be best supported to improve this. Families may also be visited at home by an Attendance Officer.

◆ When barriers to good attendance exist, it is the responsibility of the parent, together with the school, to work jointly so that these can be overcome. Corpus Christi will support pupils and families to ensure that every child sustains at least 97% attendance throughout their 5 years in school.

### What is an Unauthorised Absence?

- ◆ When an absence is recorded as unauthorised it means that school does not support the absence, and your child should be in school.
- ◆ If a pupil has too many unauthorised absences, and all other strategies have failed to improve a pupil's attendance, parents may be issued with a Penalty Notice which could amount to £120.
- ◆ It is worth remembering that when school are organising special events or trips, unauthorised absences may prevent pupils from participating.

## **School Attendance can Affect Your Child's Future**

- ◆ Colleges and employers will consider attendance when pupils apply for courses or jobs when they finish school. Your child's school attendance can make a difference as to whether a college or employer offers them a position.

### **Last week of term**

- ◆ All pupils are expected to attend school during the last week of term. Although it may be tempting to start the school holidays early, teaching continues right up to the end of term and missed days will affect learning. Any absence during the last week of term will require medical evidence to be authorised.

### **Rewards and Incentives**

- ◆ Pupils with 100% attendance are recognised every half term during the end of term assembly.
- ◆ We also recognise pupils who have improved their attendance.
- ◆ During the Autumn and Summer terms, a whole school trip takes place. Excellent attendance is essential for pupils to qualify for this reward.



## **St Benedict's Form**

We have very high expectations with attendance and we strongly encourage all pupils to be in school 100% of the time. If attendance falls below the expected level during the year pupils are removed from their normal form group and are placed in St Benedict's Form, where they will receive additional mentoring and support. Pupils will remain in this form until they have completed key work missed during their absence. Any further absence during a five day period will result in their time being reset and the period of support commencing again on their return to school. Pupils are given a maximum of 5 days to catch up missed work before they are required to attend compulsory 2.30 – 3.30pm support sessions.

## **Holidays**

All research shows that excellent attendance at school is essential for a child to achieve their potential. Governors have decided that the Headteacher will not be able to authorise any holiday for pupils in school time. School term time must be used for teaching and holidays taken in term time impact negatively on the chances of success for pupils. Any pattern of absence of extended days or days linked to the start or end of

a school holiday period will be assumed to be a holiday unless medical evidence is provided in writing to support the absence.

The Headteacher does have the discretion to approve compassionate leave of absence from school for funerals etc. and any such request must be made, in writing, to the Headteacher. The details are outlined in our revised Attendance Policy which is on the parents' section of our website.

Holidays in school time may be less expensive, but your child's education is priceless.

Should your child be absent from school during term time for a period of 10 sessions / 5 days or more, the 2003 Anti-Social Behaviour Act (Section 23) gives the local authority the power to issue a penalty notice of £120 per parent per pupil. Any genuine absence will require the provision of medical evidence.

The Department for Education has identified 95% as being only satisfactory attendance. A holiday of 2 weeks in term time means that 95% is the absolute maximum attendance that a child can have.

### **Remember**

An average two week holiday in school time means your child has 50 lessons of missed work to catch up on as well as all current work when they return.

### **Every school day counts**

There are 190 statutory school days in one year.

There are 175 days that includes weekends and school holidays available to use for holidays.

Please consider the unspoken message you are giving your child by letting them think that it is acceptable to miss school.

It could embarrass and lower your child's self-esteem to have to ask for help to catch up in each lesson.

# School Uniform



## Girls

- ◆ black school jumper with school logo and red trim
- ◆ white revere collar blouse
- ◆ grey check narrow pleat skirt (to be worn below the knee or lower) or
- ◆ black trousers with school braid (only available from our uniform suppliers)
- ◆ plain white knee high socks or plain black opaque tights
- ◆ plain black conventional school shoes (no boots, no training shoes, no fashion alternatives, no metallic adornments)



## Boys

- ◆ black school jumper with school logo and red trim
- ◆ white shirt
- ◆ school tie
- ◆ conventional black school trousers (no slim/skinny fit or fashion alternatives)
- ◆ black socks
- ◆ plain black conventional school shoes (no boots, training style shoe or fashion alternatives, no metallic or coloured detail)

## PE

- ◆ red school football shirt with logo
- ◆ black school shorts with logo
- ◆ black and red school socks
- ◆ trainers and football boots
- ◆ red school polo shirt (optional)
- ◆ black school fleece (optional)

## PE

- ◆ red school polo shirt with logo
- ◆ black school shorts with logo (optional)
- ◆ white socks
- ◆ trainers
- ◆ black school fleece (optional)
- ◆ skorts (compulsory)

## Hairstyles

Extremes of hairstyle are not allowed. Any pupil who attends school with an extreme hairstyle will be removed from class until the situation has been resolved. We regard hair that is cut extremely short, and skin fades, as extreme.

Hair covering the eyes must be tied back using an appropriate hair accessory. All bobbles, clips and head bands must be plain black. All hair colour should be single natural colour.

## Jewellery

Jewellery is not permitted in school at all.

## Outdoor Uniform (Coats)



- ◆ a plain black, navy or dark blue coat or jacket
- ◆ no hoodies, fleeces, denims, sweatshirts, leather jackets or other fashion alternatives to be worn on the way to or from school

## School Bags

- ◆ all school bags must be suitable to carry at least two A4 folders
- ◆ drawstring bags can be used to carry PE kit only

**School Uniform Suppliers:** Smart School Wear, 54 Lancaster Road, Preston PR1 1DD. Tel 01772 200842

## Important information

## Bus Services and Route Directions

<b>Service 88</b>	<b>*88</b>	<b>Service 88</b>	<b>*88</b>
<b>Mornings</b>		<b>Mornings</b>	
Larches Avenue	0748	CORPUS CHRISTI	1440
Cottom Bampton Drive	0756	Royal Preston Hospital	1445
Tanterton Hall Rd Sainsburys	0802	Tanterton Hall Rd Sainsburys	1456
Royal Preston Hospital	0813	Cottom Bampton Drive	1502
CORPUS CHRISTI	0818	Larches Avenue	1511
<b>Service 959, 960</b>	<b>*959</b>	<b>**960</b>	
<b>Mornings</b>		<b>Afternoons</b>	
Miller Rd/Blackpool Rd	0755	CORPUS CHRISTI	1435
Gamull Lane	0800	Sharoe Green Ln Library	-
Brookfield, Turning Circle	0805	Longsands Ln, Anderton Arms	1444
Longsands Ln, Anderton Arms	0810	Brookfield, opp Croadsale Ave	1449
Sharoe Green Ln Library	-	Gamull Lane	1451
CORPUS CHRISTI	0820	Miller Road/Blackpool Rd	1457
		New Hall Lane	1500
		Preston Bus Stn	1507
		Deepdale Rd Bus Depot	1512
<b>Service 961</b>	<b>961</b>		<b>961</b>
<b>Mornings</b>		<b>Afternoons</b>	
Moor Nook Shops, Pope Ln	0755	CORPUS CHRISTI	1435
Ribbleton Hall Dr/Ribbleton Ave	0757	Sharoe Green Lane, Library	1440
Holme Slack, Turning Circle	0803	Holme Slack, Turning Circle	1447
Sharoe Green Lane, Library	0810	Ribbleton Hall Dr/Ribbleton Ave	1453
CORPUS CHRISTI	0820	Moor Nook Shops, Pope Ln	1500
<b>Service 962</b>	<b>962</b>		<b>962</b>
<b>Mornings</b>		<b>Afternoons</b>	
Farringdon Park, Tudor Ave	0745	CORPUS CHRISTI	1435
New Hall Lane/Mercer St	0757	Sharoe Green Lane, Library	1440
Deepdale Rd, Bus Depot	0803	Deepdale Rd, Bus Depot	1450
CORPUS CHRISTI	0820	New Hall Lane, St Mary St	1455
		Farringdon Pk, Thirlmere Rd	1505
<b>Service 963</b>	<b>963</b>		<b>963</b>
<b>Mornings</b>		<b>Afternoons</b>	
Gammull Ln Nr Motorway Bridge	0745	CORPUS CHRISTI	1435
Ribbleton, Acregate Lane	0755	Friargate, Walker St	1443
Friargate, Hope St	0810	Preston, Lancaster Road	1448
CORPUS CHRISTI	0820	Ribbleton, Acregate Lane	1457
		Gammull Ln, Nr Motorway Bridge	1507

**959, 960, 961, 962, 963 are Commercial Services**

The easiest way to pay is via the Preston Bus app – available for Apple and Andriod.  
£1.50 child flat fare / £3.10 child day / £11.00 child week



**For route maps please scan the QR here**



# Home to School Transport

In order to offer the best possible fare deal for our pupils the school's commercial school transport is provided by Preston Bus.

This means that all our fare-paying pupils will be able to purchase, either at the school or at Preston Bus Travel Information Office at the bus station, *Child Easiweek Passes* currently retailing at £11.00 for 7 days. The advantage for our pupils is that these passes are not only valid on our Preston Bus/Corpus Christi commercial services, but can also be used in the evenings and the weekend on any Preston Bus Service within the city.

You can also purchase a 28 day bus pass retailing at £34.00 which has similar wide currency. The daily fare is £1.50 each way for any pupil who wishes to pay on a single journey basis.

Preston Bus will provide a regular morning and afternoon service of 5 buses which will follow the routes indicated on the attached map. They will also provide the late or homework bus which leaves the school at 3.30pm Monday to Friday. The fare for this bus is £1.50 or a valid bus pass.

## Cycling to school

If your child chooses to cycle to school they must wear a helmet both on the journey to school and on their way home. Failure to wear a helmet will result in this privilege being removed.

Pupils will be able to store their helmets in their school locker and retrieve it at the end of the day. There is also a safe place to store bikes during the school day.

We strongly recommend that your child uses a lock to further secure their bike whilst on the school premises.

Pupils must ride their bikes in a safe and respectful way at all times.

## Term Dates 2022 -2023

### Autumn Term

Thursday 1 September 2022	INSET DAY – pupils at home
Friday 2 September 2022	<b>Year 7 pupils only</b> – 8.30am to 1.00pm
Monday 5 September 2022	<b>All pupils</b> return to school, for a full day, 8.30am - 2.30pm
Friday 23 September 2022	INSET DAY – pupils at home
Monday 26 September 2022	INSET DAY – pupils at home
Friday 21 October 2022	Half-term – school closes
Monday 31 October 2022	All pupils return to school at 8.30am
Friday 25 November 2022	INSET DAY – pupils at home
Monday 28 November 2022	INSET DAY – pupils at home
Friday 16 December 2022	End of term – school closes at 1.30pm

### Spring Term

Tuesday 3 January 2023	All pupils return to school at 8.30am
Friday 10 February 2023	Half-term – school closes
Monday 20 February 2023	All pupils return to school at 8.30am
Friday 31 March 2023	End of term – school closes at 1.30pm

### Summer Term

Monday 17 April 2023	All pupils return to school at 8.30am
Monday 1 May 2023	School closed for Bank Holiday
Friday 26 May 2023	Half-term – school closes
Monday 5 June 2023	All pupils return to school at 8.30am
Friday 21 July 2023	End of term – school closes at 1.30pm

**School starts at 8.30am and finishes at 2.30pm**

## School Lockers

An important service offered by the school is the provision of a metal lockable locker for every pupil. It is a condition of entry to Corpus Christi that each new pupil must rent one of these lockers.

The rental is inexpensive: a single payment of £5.00 (non-returnable) secures your child's own locker for the whole of his/her five years at Corpus Christi.

The lockers provide a good base and security for your child's belongings in a bustling environment where it is easy to mislay possessions.

The £5.00 rental must be paid via our Parent Pay system before the first day of term. Log-on details for Parent Pay will be sent to you. Please note this is not a refundable deposit. The money raised is used to maintain and replace our stock of lockers for pupils.

# Parent Pay

We now operate an online payment service: Parent Pay, making the school a cash-free environment.

Parents who need to continue making payments by cash may do so using the PayPoint network at local convenience stores.

Parent Pay offers you the freedom to make payments online using your credit or debit card whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at other Parent Pay schools, you can create a single account login for all your children.

Making a payment is straightforward and Parent Pay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

PayPoint payments are recorded by Parent Pay and can be seen

by logging into your Parent Pay account and viewing your payment history online.

Trip and activity information letters will carry a unique barcode which will allow you to make cash payments at your local PayPoint store.

You will receive your unique Parent Pay Account activation either at your child's induction meeting or through the post.

For further information on Parent Pay please see the leaflet in your induction pack, our website or contact Mrs C. Wallace, Business Development Director.

so please be assured that this software is very secure.

Please be reassured that the information collected will be solely for school use and held on the school systems only.

When a pupil leaves the school all of their data will be deleted from the system.

No cash can be accepted at the food counter till point.

Any amount of money can be paid into your child's account via the Parent Pay system. Money spent on food will be taken out of the system and your child can always check the balance on their account at the till point.

There is a daily spend limit programmed into the system of £5.00. This can be increased or decreased for an individual pupil by making a written request to school.

A detailed report outlining each item of food served, each credit made to the system and the current balance on your child's account is available through the Parent Pay System.

## Cashless Catering System

As part of our award winning catering service we operate a state of the art biometric cashless system.

### How does the system work?

Once enrolled, as each pupil makes a payment for their food, they place their enrolled thumb on the scanner. No cash or swipe card is required. No-one has access to this information and the stored data points can never be viewed as anything other than a string of numbers and letters,



**'Inspectors were impressed by the school's pupils. Their good manners, their good behaviour, their respect for each other and their keenness to learn were all praised'**

OFSTED INSPECTION FEBRUARY 2019

## **Benefits of the Cashless System**

As each child pays the same way no one knows who does or does not receive a free meal allowance. If your child is entitled to a free school meal cash can be added to their account in order that they can purchase items at break time or additional items at lunch time. Please note they will only be allowed to use their daily free meal allowance at lunch time.

We can serve the pupils more quickly by reducing queuing

times through the increased speed of the service.

If your child has a specific food allergy, or there are any food items that you do not wish them to eat, this information can be programmed into the system. These items will automatically be barred at the food service point. The pupils will gain important life skills by being responsible for their own account.

We will register the new Year 7 pupils on their first day: Friday 2 September 2021. Pupils will be

given training on how to use the system.

Please do not hesitate to contact school if you have any concerns or questions about the system.

In order to comply with new General Data Protection Regulations we will need your written consent for your child to be registered in the cashless system. We will ask you to sign a consent form at your child's induction meeting.

## **Pupil ICT Use and Agreement**

The school network (which includes all computers, laptops and ipads) is owned by the school and is made available to pupils to enhance their own learning. The school's Acceptable Use Agreement has been drawn up to protect all parties – the pupils, staff and the school.

Please understand that the school reserves the right to examine or delete any files that may be held on the school network or to monitor any internet sites visited. All pupils using the school network are required to sign a copy of our acceptable

use policy and return it to their computing teacher or learning mentor.

### **ICT Agreement:**

- ◆ I will not use the school network to access inappropriate material (e.g. adult, racist or offensive material)
- ◆ I will only access a computer/laptop with my own username and password, which I will keep secret.
- ◆ I will not access, edit or delete other people's files or area.

◆ All my computer and internet activity will be appropriate and in accordance with teachers instructions.

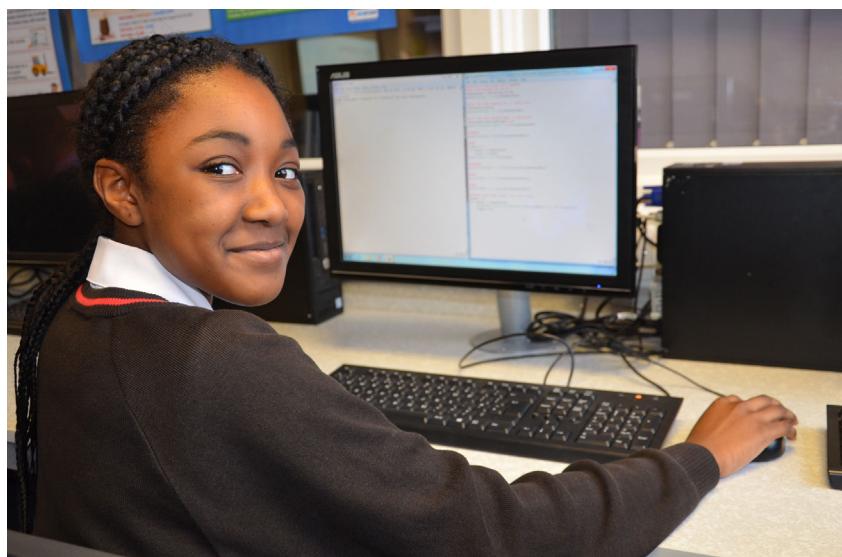
◆ I am responsible for all emails sent and for contacts made that may result in emails being received.

◆ I will not give out personal details, such as my home address or telephone number, and will not arrange to meet anyone through contact on the internet.

◆ I will not use chat lines, instant messaging or social networking sites (e.g. Facebook, Instagram, Snapchat, TikTok, Twitter, etc.)

◆ I will report any unpleasant material or messages sent to me. I understand my report will be confidential and would help protect other pupils and myself.

◆ I understand that activity that threatens the integrity of the school network, or activity that attacks or corrupts other systems is forbidden (e.g. downloading, installing or attempting to install software, running applications not already installed on the school network.)



# Parental Agreement

Prior to their children joining Corpus Christi we ask parents to read the following information and confirm that they have read and understood each of these important aspects of school policy. Please note that in accepting a place for your child at Corpus Christi parents/carers accept and agree to comply with all aspects of school policy.

## Attendance and Punctuality

The school day begins at 8.30am and all pupils are expected to be in the school building before 8.30am. Pupils who arrive on the school site after the 8.30am bell complete a lunchtime detention. Pupils who are significantly late to school complete an after school detention of one hour. Attendance at this and all detentions is compulsory. Where there is persistent lateness to school we will ask parents to attend a meeting in school to discuss the issues and plan for improvement.

If a pupil is absent, parents/carers must contact school to provide a reason for the absence. Under certain circumstances we may carry out a home visit. Where there is persistent absence, we will ask parents to attend a meeting in school to discuss our concerns and plan for improved attendance.

## Behaviour

We have the highest expectations of behaviour, both in and out of the classroom. We expect pupils to show respect towards other pupils and towards their teachers. This means speaking politely and listening when others are talking in class. When pupils do not comply with our expectations teachers will give them a warning in class. When a pupil has been warned three times, a further warning will result in the pupil being given a referral from class. When this happens the pupil will complete a detention after school on the next day.

## Uniform

At all times pupils are required to wear our school uniform as set out and listed on page 14.

## Outdoor uniform

Pupils may wear an outdoor coat that is plain black, dark blue or navy coat or jacket. They must not wear on the way to or from school or bring to school a hoody, fleece, denim jacket, sweatshirt, leather jacket or other fashion alternative.

## Appearance

Pupils are not permitted to wear make-up.

Jewellery is not permitted in school at all. Pupils may wear a wrist watch to school, provided that this is not a smart watch.

Extremes of hairstyle are not allowed. Any pupil who attends school with an extreme hairstyle will be removed from class until the situation has been resolved. We regard hair that is cut extremely short, below a number one at the back and sides as extreme. Hair colour should be a single natural colour.

## School bags

All school bags must be sufficient to carry at least two A4 folders.

Drawstring bags can be used to carry PE kit only.

## Mobile phones and Smart watches

Pupils are only permitted to use a mobile phone or a smart watch in line with the policy set out on page 9.

## Parents' Evenings

Parents' evenings take place once each year for pupils in Years 7 to 10 and twice for pupils in Year 11. It is our expectation that all parents/carers will want to attend parents' evenings.

## Homework

Homework must always be

completed and handed in on the date set by the teacher. Failure to do so will result in the teacher marking the homework as missing and logging it on our school tracking system. Where a pupil persistently fails to complete homework, they will complete a homework referral detention after school and it is likely that we will ask parents to come in to school to discuss the issues and plan for improvement.

# School Photography

## Using images of children

Occasionally we may take photographs of the children at our school. We may use these images in our school's prospectus, or in other printed publications that we produce, as well as on our website or on project display boards at the school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the new General Data Protection Regulations, we will need your written permission to use photographs of your child for the above mentioned purposes.

We will ask you to sign a consent form at your child's induction meeting.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.



## CORPUS CHRISTI CATHOLIC HIGH SCHOOL

Together in One Body

St Vincent's Road, Fulwood, Preston, PR2 8QY

**[www.ccc.lancs.sch.uk](http://www.ccc.lancs.sch.uk) | 01772 716912 | [admin@ccc.lancs.sch.uk](mailto:admin@ccc.lancs.sch.uk)**

If you require a meeting with a member of staff please contact the office on the number supplied to arrange a meeting. If you leave a message for a member of staff, they will endeavour to reply to you as soon as possible and if you have any queries please do not hesitate to contact us at school.