

# Parent Handbook



**September 2018**

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If English is your second language and you need help to understand this Handbook or any other documents please contact the school for support, or Gateshead Council;

<http://www.gateshead.gov.uk/Education%20and%20Learning/Adult%20Learning/S4L/info.aspx>

## INTRODUCTION

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Welcome to our new Year 7 pupils and their families

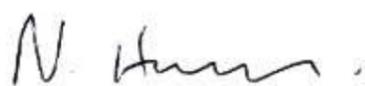
Our mission statement underpins everything we do and achieve in Cardinal Hume Catholic School. We never forget that the person is at the heart of Christ's teaching. This is why the promotion of the human person is and always will be the goal of this Catholic school. Our dedicated staff, supportive ethos and fantastic building and facilities enable us to provide an outstanding education which is academically rigorous and full of individual opportunities for students of all abilities, just as it is committed to moral and spiritual values.

Cardinal Hume said shortly before he died: "If young people are to leave school fired with a wholesome moral vision and a sense of service, then it demands that an intelligent and critical moral awareness is cultivated and inspired by the teachers." Our school is a place of learning for enquiring minds which are constantly stimulated by their teachers, where young people enjoy the challenges that learning can provide in a school with a robust spiritual and moral value system. We are a well-ordered community of learners where the structures are known, understood and respected. Our ethos provides the context where all individuals, pupils and staff learn to trust each other, feel safe and have respect for authority.

Students who leave Cardinal Hume School carry with them a strong academic, moral and spiritual tradition. They enter the world as well rounded and successful individuals, having taken full advantage of the many opportunities afforded to them. So to parents, carers and pupils alike: we are delighted to welcome you to our community, and look forward to working with you as you continue your learning journey.

If you have any questions or concerns about any of the information provided in this Handbook please do not hesitate to contact the school.

Thank You



**Mr. N Hurn**  
**Head Teacher**

## MESSAGE FROM A YEAR 7 STUDENT

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Dear Year 6 Students,

When I initially arrived, I can honestly say I was thoroughly terrified. One of my main concerns was that I would get lost because the building is large and imposing. I thought I'd be told off for being late for a lesson, but there are always people to ask where you need to go.

Another thing on my mind was friendships. Whether you've come here all alone or with a whole group of friends, there's still that anxious feeling. One of my main tips is to stay with your old friends but never be afraid to make new ones. In my case, I had an amazing stroke of luck, because when you first arrive they put you in register ordered seats, and I met one of my best friends simply because I spoke up.

Holidays are sometimes not as welcome as you'd think. The first weekend I kept checking my bag to make sure I hadn't forgotten anything. This can be solved with consistent use of your planner. If you make it a habit to check it and put useful information in, you can keep on top of everything.

Teachers are sometimes complicated. They all have different personalities and approaches. Some teachers are quite relaxed, while others are more formal, but they all follow the same code of conduct. When you first arrive, I find it's best to maintain a steady, polite behaviour and then you can get a feel for each teacher's requirements in class without risk of being rude or receiving a punishment.

Tutor is the very first lesson of the day, where you have registration. It's also when you get notices and information about things like extracurricular activities. If you're interested in a club, you only need to show up. If it's a sport club, you'll have to change into your P.E. kit beforehand. When the club is stated to be at lunch, you have to eat and then arrive in that room afterwards instead of having your lunch break.

A few useful extras to have with you:

Watches, water bottles (they have a place to refill them in the atrium), and folders to keep sheets tidy and easier to find.

It is an anxious and exciting time, but I look forward to welcoming you into this school, and I'm sure you'll have a great time.

Best Wishes,

Naomi

## CARDINAL BASIL HUME 1923 - 1999

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Born George Hume in Newcastle upon Tyne in 1923 to a Scottish father and French Catholic mother. He is remembered for his work with the homeless, his love of football and for bringing his church to a state of harmony not previously seen for 400 years.

Hume decided to become a monk at the age of ten. He joined Ampleforth Monastery in 1941, taking the name Basil, and his solemn vows in 1945. He studied in Oxford and Fribourg then was ordained in 1950.

Returning to Ampleforth, he became Assistant Priest in the village and a teacher in the school, eventually becoming Head of Modern Languages and school rugby coach. He also taught dogmatic theology to the monks in training.

Hume progressed fast: he was elected to represent Ampleforth in the General Chapter of the English Benedictine Congregation in 1957, then elected Magister Scholarum. In 1963, he was elected Abbot of Ampleforth and it was in this role that his talent for keeping the peace and promoting harmony started to show. He became Archbishop in 1975 and was promoted to Cardinal in 1976 and became president of the Council of European Bishops' Conferences between 1978-87 and president of the Bishops' Conference of England and Wales 1979-99.

He encouraged work with young homeless people through the Society of St Vincent de Paul and in 1986 founded the Cardinal Hume Centre for young people at risk. He even opened the Cathedral Hall to those sleeping rough. Throughout his life he remained a humble and approachable man, preferring to wear a monk's habit instead of his Cardinal's robes.

So adept was Cardinal Hume at promoting harmony, the position of Roman Catholics in Britain moved from one of slight suspicion to one of unthinking acceptance. The Queen rewarded his remarkable achievements shortly before his death on 17th June 1999 with the Order of Merit.

## MISSION STATEMENT

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The mission of Cardinal Hume School is to develop each member of the school community so that everyone involved can reach her/his full potential in the light of the teaching of Christ and the values portrayed in the Gospels.

### AIMS

- To develop in students a knowledge of the Catholic faith and a respect for the spiritual and moral values intrinsic to it.
- To enable all students to develop as fully as possible in all aspects of their school life.
- To help students develop lively, inquiring minds and the ability to question and argue rationally and the flexibility to cope with the demands of a complex fast changing modern society.
- To prepare students for adult life and productive roles at work, in the community, at home and at leisure by providing them with the necessary knowledge, concepts, skills and attitudes.
- To help students communicate by using language and number effectively.
- To help students understand the physical world in which they live.
- To help students appreciate the interdependence of individuals, groups and nations and provide them with basic social, economic and political awareness.
- To help students develop their aesthetic appreciation by introducing them to a wide variety of experiences.
- To provide society with young adults with the knowledge, concepts, skills and attitudes it needs.
- To provide students with the knowledge to keep themselves fit and healthy.
- To develop high standards of behaviour, good manners, and to show the students the need for these.
- To help students gain external qualifications commensurate with their ability.
- To provide students with the knowledge, concepts, skills and attitudes necessary for further learning.
- To develop and sustain high academic standards.

## SCHOOL PRAYER

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This day is full of promise and opportunity

Lord help me to waste none of it

This day is full of mystery and the unknown

Lord help me to face it without fear or anxiety

This day is full of adventure

Lord help me to be fully alive to it all

Amen

## CLASSROOM EXPECTATIONS

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In order to create an atmosphere in which all pupils can work to the best of their ability, all pupils are required to obey the following rules:

1. Stand outside of the classroom until told to enter by class teacher
2. Respond to teacher's greeting.
3. Ensure that you have the correct items and equipment for each lesson.
4. When the teacher talks to the whole class remain silent and concentrate.
5. If the class is asked a question put your hand up to answer – **do not call out.**
6. You are expected to work sensibly in the classroom – **do not distract your classmates.**
7. All pupils stand when a visitor enters the classroom.
8. Homework should be recorded in your planner and exercise books.
9. Eating, drinking and chewing are not allowed in lessons.
10. You cannot leave a lesson without a note from the teacher.
11. When walking about school, pupils must keep to the left of the corridor.
12. Pupils waiting outside classrooms should do so in single file.
13. It is important that you realise that teachers are in the position of parents/guardians while you are in school. This means:-
  - a. There is no excuse for disrespect or insolence towards teachers or other staff.
  - b. Any reasonable request from a teacher should be carried out immediately.

**Breaking either of these basic rules will be treated as a very serious matter.**

You should always be respectful to members of staff, fellow pupils and visitors.

# CODE OF CONDUCT

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The code of conduct exists so that the school is a safe, orderly, happy environment where students can learn to the best of their ability. We aim to be positive and encourage good behaviour through a system of rewards. Punishments will be given to students who break any of the rules.

## **Respect and Consideration for Others**

- Students must show respect for all members of the school at all times in the way they speak and in the way they act. Staff must be addressed as 'Sir' or 'Miss'.
- Students must show respect and consideration to all people they meet outside school and on the journey to and from school – this is particularly important on the buses and school visits.
- Students must follow instructions from the teachers and other adults helpfully and without argument.
- Students must always stand when an adult enters the room.

## **Dress – Uniform**

- Students must be dressed properly in full school uniform.
- Extreme haircuts including unnatural colours or shaved lines/patterns are not acceptable.
- One plain hair band only may be worn. Long hair must be tied back at all times.
- Trainers must not be worn.
- Jewellery is not allowed, Years 7-11.
- All hats are banned on the school site.
- No make up for pupils, Years 7-11.
- Outdoor coats are not to be worn in the school building.

## **Equipment**

- Every student should have a bag to carry books and equipment to and from school.
- Students should be properly equipped for every lesson.
- Students must bring the correct dress and equipment for PE and practical lessons.

## **Movement**

- Students must line up quietly and wait for the teacher to lead them into the classroom – they should not enter classrooms without permission.
- Students should move around on the left-hand side of corridors and staircases.

## **During Lessons**

- All instructions from the teacher must be followed immediately and without question.
- Students must concentrate and work to the best of their ability and respect the right of everyone to learn.
- No-one must disrupt a lesson.

## **Food**

- All food must be eaten in the dining area.
- Litter must be put into bins not dropped around the site.
- Chewing gum is not allowed.
- No eating is allowed during a lesson.

## **CODE OF CONDUCT cont.**

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### **Personal Property**

- Students should not bring in expensive coats or other expensive personal property to the school – the school cannot accept responsibility for the theft of any personal items.
- All property should be marked with the student's name.
- Mobile phones and audio devices must not be used in school.
- Smart watches are not allowed.

### **Harmful Substances**

- Under no circumstances must pupils bring alcohol, tobacco, E-cigarettes or drugs onto school premises.
- All medicines must be handed in to the school office with a completed medical form.

### **Going Off the Site**

- Pupils Years 7 to 11 to remain on site all day.
- Notes for medical appointments from parents must be signed by a member of the Pastoral Team.

### **Bounds**

- Students must remain in the areas supervised by staff at all times: ie on the playgrounds.
- If students are requested by staff a written note must be shown to the duty team.

### **Basic Equipment**

- Pen
- Pencil
- Ruler
- Rubber
- Planner
- School Bag
- Swipe Card
- Locker Key
- Calculator

## PARTNERS IN LEARNING

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The influence which home and school each has on the development of a young person cannot be overstated. Personal values, balanced judgements and a sense of proportion all have their roots in the wonder years. The partnership between parents and school is vital if common goals are to be achieved. Our guidance system is designed to supplement that offered by caring parents. We trust that values are held at both home and school as we seek to do our best for our young people.

There are specific ways in which we would ask the support of parents:

- regular and punctual attendance is essential if students are to achieve their best;
- parental support in ensuring that homework is completed satisfactorily and on time aids the effective delivery of the curriculum;
- membership of the Cardinal Hume Association offers parents and teachers the opportunity to co-operate in social and fund raising events for the general good of our school. All parents and friends are encouraged to support our charitable and fund raising efforts as we seek to fulfil our Christian Mission;

Parents' consultation days following the issue of academic reports, are an important aspect of co-operation between parents and teachers. It is on such days that potential problems may be highlighted and therefore addressed.

### FAMILY LEARNING

At CHCS we greatly appreciate the support and involvement of parents in their children's school life and learning. As children move up through secondary school it can seem more and more challenging for parents to advise them with homework and their school life in general. In order to support parents in supporting their children we run an extensive Family Learning programme, starting in Y6 and continuing in Y7 with courses in English and Maths. These are opportunities for parent and child to work together with our own teaching staff, becoming familiar with the content and style of the learning in Y7.

In addition to the Transition FL sessions, we offer a range of enrichment courses for parents and pupils, such Safety Online, Family Science, Family Cooking, Orienteering and Family Football as well as personal development courses for Y9/Y10.

Parents and carers are our most important partners in developing our pupils to their full potential. We look forward to welcoming you to Family Learning sessions over the coming years.

### COLLECTIVE WORSHIP

The spiritual dimension is of fundamental importance to the life of our school. In addition to timetabled Religious Education lessons, each session of each day begins and ends with an act of collective worship. This may take the form of a School or House assembly or a short act of worship conducted under the guidance of the pastoral tutor or class teacher as appropriate. Each member of staff is committed to the development of the Catholic ethos of the school. The Governors remind parents of their right to withdraw their children from religious education and worship. Parents are also reminded, however, that the school exists to provide a Catholic and Christian education for its students and therefore parents are expected to be in sympathy with its aims and objectives.

## PARENT PARTNERS

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At Cardinal Hume we recognise that as parents you have a vital role in your child's education, and that a strong partnership between school and home is key to enabling our young people to flourish. In order to strengthen that partnership, we extend a cordial invitation to all parents to join our 'Parent Partners' group. The aim of the group is to develop communication between home and school, and for the school to learn parents' perspectives on a range of issues. The group meets for an hour each half term to discuss a range of issues. The support and contribution of parents and carers is invaluable in ensuring that students reach their full potential and all parents and carers are encouraged to be fully involved in their children's learning.

Further details are available on the website, including minutes of previous meetings.

If you would like to join the group, please contact Mrs M Richardson at [mrn@cardinalhume.com](mailto:mrn@cardinalhume.com).

## STAFF

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<b>Chair of Governors:</b>	Cllr T. Graham
<b>Vice Chair of Governors:</b>	Cllr M. Gannon
<b>Executive Head Teacher:</b>	Mr N. S. Hurn
<b>Deputy Head Teacher:</b>	Mrs A. Riley
<b>Deputy Head Teacher:</b>	Mr D. Addison
<b>Deputy Head Teacher:</b>	Ms M. Murphy
<b>Assistant Head Teacher:</b>	Mrs R. Flint
<b>Assistant Head Teacher:</b>	Mr M. Errington
<b>Assistant Head Teacher:</b>	Mr B. Robson
<b>Assistant Head Teacher:</b>	Mr J. Crowe
<b>Assistant Head Teacher:</b>	Mr C. Jones
<b>Assistant Head Teacher:</b>	Mr B. Stevenson
<b>Senior Leader Systems &amp; Network:</b>	Mr U. Chughtai
<b>Senior Leader Business &amp; Finance:</b>	Mrs L. Levy
<b>Head of Aidan House:</b>	Mr D. McCann
<b>Head of Bede House:</b>	Mr S. Warren
<b>Head of Cuthbert House:</b>	Mrs R. Holmes
<b>Head of Oswald House:</b>	Mr N. Evans
<b>Pastoral Support Officer:</b>	Mrs A. Atkinson
<b>Director of SEN/Inclusion:</b>	Mrs D. Craig

If you have any concerns regarding your child, please contact the school office and you will be put in touch with the appropriate member of staff.

## GOVERNORS' STATEMENT AND POLICY ON BEHAVIOURAL STANDARDS

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**The Governors of Cardinal Hume Catholic School wish to maintain the highest standards of civilised behaviour in the school. In achieving this end, the Governors seek the support of parents and carers for the Headteacher and staff.**

The Governors wish all parents and guardians to know that they expect the Headteacher and staff to maintain a loving atmosphere in the school where the pupils can feel happy and secure and work to the best of their ability. The Governors believe that this atmosphere presently exists in the school, which is free from the misbehaviour mentioned below.

The Governors believe that the school is blessed with caring parents and guardians and well-behaved, well-mannered pupils. The school ethos is to encourage this positively by encouragement, praise and example.

The Governors believe that in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is essential. It seeks to create a caring and learning environment by:

- Promoting excellent behaviour and discipline;
- Promoting self-esteem, self-discipline, respect for authority with relationships based on mutual respect;
- Encouraging consistency of response to both positive and negative behaviour;
- Providing a safe environment free from disruption, violence and bullying, which protects the well-being of the whole school community;
- Encouraging a positive relationship with parents and carers to ensure that they play their part in the implementation of the school's policy and procedures;
- Supporting the Headteacher and Staff when faced with challenging behaviour.

However, the Governors wish to emphasise to all parents and pupils that failure to conform to the high standards expected by all, may result in permanent exclusion in certain cases. For example, if any pupil:

- Makes false accusations against a member of staff, which could precipitate action by the Police or Safeguarding Children's Board;
- Assaults a member of staff;
- Threatens, harasses or is involved in sexual misconduct towards any member of the school community;
- Swears at, or is personally insolent to a member of staff;
- Makes an unprovoked physical assault on another pupil;
- Makes an unprovoked verbal assault on another pupil;
- Takes up an inordinate amount of staff time dealing with his or her misbehaviour;
- Misbehaves in any way while on the Headteacher's report or while on a Behaviour Contract;
- Refuses to obey a reasonable instruction from the Headteacher;
- Is involved with the bullying of another pupil;
- Is involved in activities which are prejudicial to the health and safety of member(s) of the school community. This includes repeatedly failing to follow instructions from staff;
- Uses ICT in a way which could be construed as harassment and/or bullying of other members of the school community, or an invasion of their privacy;
- Uses audio or visual recordings of members of the school community in a way which could be construed as harassment, bullying or an invasion of their privacy;
- Is involved with alcohol, illegal or non-prescribed drugs, or substances known as 'legal highs' during the school day;
- Brings an offensive weapon into school;
- Behaviour in or out of school that precipitates Police action which may or may not affect members of the school community.
- Failing a 'managed move' opportunity at a different school.

The Headteacher may proceed to permanent exclusion for these or any similar misdemeanours and will have the full support of the Governors if he does so.

It is our wish that parents understand the importance we place on high behavioural standards and supports us in our determination to maintain them.

## PASTORAL SYSTEM

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In a school of over 1300 students, it is important that each individual feels secure, confident and valued. Our pastoral system is designed to do just that.

On entry to our school, each student is allocated to one of four houses: Aidan, Bede, Cuthbert or Oswald. Working under the co-ordination of a Head of House, each teacher has pastoral responsibility for a group of around 30 students. Through a planned pastoral programme, the tutor addresses the social and emotional needs of students and supports their learning and development.

Progress in learning is also enhanced by a system of target setting; supported by a team of Pastoral Mentors who ensure that each individual is provided with the necessary help to achieve their potential.

Essential to the valuing of the individual is the system of praise, whereby students are awarded merits for academic and social achievement set against a background of healthy inter-house competition.

Contributions to the life of the house and therefore the school, be they physical, mental or spiritual are also recognised through the Praise system ensuring that the achievement of each student can be acknowledged irrespective of academic ability.

### **SPECIAL NEEDS**

The school's provision for children with special needs aims to:

1. Create an environment where children with special educational needs feel welcome and where their special needs are addressed as far as resources allow.
2. Integrate students with special educational needs into the full life of the school.
3. Seek to minimise, as far as possible, the educational disadvantage that results from special educational needs.
4. Seek to make the necessary provision to maximise the performance of special needs students.

Our SEN pupils do well. A copy of the SEN arrangements can be obtained from the school.

### **SEX EDUCATION**

Education on sexual matters will include both the moral and physical aspects of this topic and will be covered in Religious Education lessons, Biology lessons and IAG where appropriate, in a suitable context and within the general religious and moral attitude of the school. It provides knowledge about the processes of reproduction and the nature of sexuality and relationships.

It encourages the acquisition of attitudes which allow students to manage their relationships in a responsible and healthy manner. Parents may withdraw their children from all or part of the sex education provided.

## ATTENDANCE

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Going to school regularly is very important for your child's future. Evidence clearly shows that good attendance brings about improved performance in all areas of school life.

Children who miss school regularly can fall behind with their school work and tend to do less well in exams.

We at Cardinal Hum Catholic School have high expectations for attendance for all our students. We follow government targets which say that pupils should be in school for a minimum of 95% of the time.

Where the attendance drops below a given level the school will contact parents and work with them to improve the attendance of the child.

### REPORTING AN ABSENCE

We ask parents to phone the school before 8.30am on the morning of the absence and explain the reason behind the absence. If students are not in school and no reason has been given by the parent, the school will send a text message on the morning of the absence asking for reasons why the child is not in school. It is very important that parents reply to this text so the school knows the whereabouts of the child. Parents are also asked to send in a note with their child on their return to school.

If the parent knows in advance that their child is not going to be in school, e.g. due to a medical appointment which cannot be arranged out of school time, they should inform the school of this prior to the event by a note being sent into school via their child and handed into their tutor.

### REWARDS FOR GOOD ATTENDANCE

We believe in rewarding students who have excellent attendance record. Examples of some of the rewards we give are;

- Certificates for students who have 100% attendance for a term.
- Certificates for students with 100% attendance for the school term.
- Draws for vouchers/tokens for students with very good attendance over a given period.
- Certificates for students with much improved attendance.

### PUNCTUALITY

It is very important that your child not only comes to school regularly, but also gets to school on time. Good time keeping breeds good habits and plays a significant role in preparing students for their life ahead. Pupils who are frequently late can expect to receive punishments in the form of detentions.

### HOLIDAYS DURING TERM TIME

We strongly advise parents not to take their child on holiday during term time. Other than in exceptional circumstances holidays taken during term time will not be authorised.

### WHAT CAN YOU AS PARENTS DO TO ENCOURAGE GOOD ATTENDANCE?

- Make sure your child understands the importance of good attendance and punctuality.
- Take an interest in your child's education; ask about school work and encourage them to get involved with school activities.
- Check your child's planner regularly. The planner has an attendance page which should be kept up to date by your child.
- Discuss any problems that you think may have a bearing on your child's attendance with the school. Inform their Head of House or Director of Attendance at an early stage so the school can take measures to help your child.
- Do not let your child take time off for minor ailments.
- Do your best to arrange routine medical, dental appointments etc. after school hours.

Remember, we are here to help you so do not hesitate to get in touch with the school if you have any specific concerns to do with attendance matters.

## THE SCHOOL CURRICULUM

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Cardinal Hume provides a broad curriculum for all with an increasing element of personal choice offered as students become older. The academic work of the school is organised into departments, run by experienced Heads of Department and well qualified staff.

Each department offers a variety of courses that are adapted to suit the varying abilities of students and uses a variety of teaching styles such as whole class teaching and group work to suit the objectives of the lesson. During the course of the school week, 24 hours are spent on departmental teaching and a further 2 hours 5 minutes on pastoral care.

In Year 7 students are banded according to their ability. They are then divided into teaching groups within the band. Year Seven is regarded as a diagnostic year and the banding is not considered as final. All students follow a common curriculum and their progress is carefully monitored so that banding can be adjusted at any stage. Students with special learning difficulties are taught in smaller groups.

### **In Key Stage 3 all students will study;**

English	Chemistry
Mathematics	Physics
Religious Education	French and/or Spanish
Biology	History
Design Technology	Physical Education – including Dance
Food Technology	Art
Information Technology	Geography
Music	PSHE and Citizenship

All students in Year 7 must also attend a 30 minute lunchtime reading session each week.

## ESSENTIAL INFORMATION

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### HOMEWORK

Homework at Cardinal Hume School is compulsory for all students.

### PHYSICAL EDUCATION

All students take part in Physical Education lessons and are excused only on medical grounds; written confirmation would be required by the school. All students must bring a towel to all PE lessons.

### PE KIT

BOYS - COMPULSORY	GIRLS - COMPULSORY
Purple polo shirt with school logo	Purple polo shirt with school logo
Black shorts	Black shorts
Reversible rugby top	Black sweatshirt with logo
Black football socks	Black football socks
Sports trainers (not fashion)	Sports trainers (not fashion)
Football boots (moulded studs)	Access to football boots (moulded studs)

BOYS - OPTIONAL (recommended for teams)	GIRLS - OPTIONAL (recommended for teams)
¼ zip tracksuit top ( <a href="http://www.totalsport-ne.co.uk">www.totalsport-ne.co.uk</a> )	¼ zip tracksuit top ( <a href="http://www.totalsport-ne.co.uk">www.totalsport-ne.co.uk</a> )
Sports bag ( <a href="http://www.totalsport-ne.co.uk">www.totalsport-ne.co.uk</a> )	Sports bag ( <a href="http://www.totalsport-ne.co.uk">www.totalsport-ne.co.uk</a> )

Items of PE Uniform can be purchased direct for our supplier 'Impack Apparel'. The School can provide you with an order form, alternatively you can order online at [www.impackapparel.com](http://www.impackapparel.com).

### BAG

It is essential that every student be provided with a rucksack, holdall or appropriate bag for conveying exercise and text books to and from school. This is to ensure that books are kept in good condition.

### PENS

All students must provide their own pens, pencils, rubbers and rulers and they must have them at all times.

### DICTIONARIES

Parents are urged to provide their children with an English Dictionary to help them in their work. The school will provide a Bible which is used throughout the school in Religious Education lessons. Parents are also asked to provide a French and/or Spanish dictionary as appropriate.

Advice is given by the school in Year Seven.

### READING BOOKS

All pupils in Years 7-11 must have two reading books with them at all times. In Years 7 and 8, at least one of these books must be an Accelerated Reader title.

### ART

For some aspects of art work, students must have an apron or old shirt to protect clothing.

### TECHNOLOGY (FOOD)

All students must have a cookery apron and a basket or biscuit box to carry ingredients and dishes.

### CRAFT/DESIGN/TECHNOLOGY

Students must have an apron to protect their clothing.

### LIBRARY

The library is open from 8.30 am to 4.30 pm Monday to Thursday, Friday 8.30 am to 3.30 pm. Years Seven to Thirteen students have the privilege of using it as a lending library and a study area.

## ESSENTIAL INFORMATION CONT.

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### EDUCATIONAL VISITS

Visits to places of historical, geographical, cultural, artistic or industrial interest will be a normal part of the school curriculum. Occasionally there will be visits, at home and abroad, of a recreational as well as an educational nature. There are some adventure weekends.

### SCHOOL FUND

The school provides many extras for its societies and assists activities which cannot be financed from Local Authority sources.

The money to finance these activities has to be raised by the school. Parents are urged to give their wholehearted support to our various fund raising projects.

### SCHOOL MEALS

Our catering service is run by the LA, who provide meals in accordance with the National Nutritional Standards for lunches in secondary schools. Meals are cooked on the premises and are paid for by pupils on a daily basis. Those students who wish to bring packed lunch may do so. In cases of financial hardship, the Local Authority will assist parents by providing free meals. Application forms are available from the Welfare Benefits Section of Gateshead Council. ***Please note if children are eligible for Free School Meals during Primary School, there is no need to re-apply when starting Secondary School.***

### SCHOOL CLUBS AND SOCIETIES

Clubs and Societies involving a variety of different activities take place in the school. These are intended to give the students the opportunity of developing personal interests as well as entering more fully into the community life of the school.

## EXTENDED SCHOOLS

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The school offers a wide variety of extra-curricular activities to enrich our pupils' educational experience.

### SPORT

The PE department runs a wide range of clubs and teams both at lunchtimes and after school including;

Athletics	Dry Rowing	Table Tennis
Badminton	Dance	Trampolining
Climbing Wall	Fitness	Triathlon
Cricket	Football (Girls & Boys)	Ultimate Frisbee
Cross Country	Gymnastics	Volleyball (the school is a local satellite centre for volleyball)
Cyber Coach	Rounders	Weightlifting
Rugby (Girls & Boys)	Sportshall Athletics	

Cardinal Hume Catholic School teams are entered into many leagues, tournaments and festivals throughout the academic year.

Many pupils have gained district, regional, county and national recognition in their chosen sports. This is supported by our Gifted and Talented programme where pupils are offered support from their allocated mentor. We have many leadership opportunities available for our pupils running Sports Leaders Awards at Level 1 and 2 as well as 'Step into Sport' Awards.

We are a SPORTSMARK school, and regularly run sports expeditions to Europe.

### LANGUAGES AND INTERNATIONALISM

At Cardinal Hume we have developed many close international connections, and a commitment to develop links with schools around the world for the benefit of all our pupils. We are currently involved in our second Comenius project – a British Council funded exchange project in partnership with schools from Portugal, Spain, Italy, Poland and Finland. We also have close partnerships with schools in India and Uganda, and are working towards International School status this year.

### TRAVEL, TRIPS AND EXCURSIONS

International travel remains at the top of the agenda at Cardinal Hume across the curriculum. A number of sixth form students from the History department visited Auschwitz as part of a course run by the Holocaust Educational Trust.

In addition to this in recent years students studying History, French, Art and Theology have enjoyed a fantastic week in the beautiful city of Paris. Major attractions included strolling along the Champs-Élysées, walking up the steps of the Eiffel Tower and a trip on a Bateau Parisien on the romantic River Seine. An exciting cultural visit to New York takes place regularly, as do annual skiing trips.

Outdoor activities are high on the agenda, with regular weekend trips to the Lakes, Teesdale and Northumberland for walking, climbing and gorge-walking. The Duke of Edinburgh scheme is firmly established in schools for Y10 and above, offering students fantastic opportunities to develop their personal, social and physical skills, and 6<sup>th</sup> form students have the opportunity to take part in World Challenge.

### ANNUAL PRODUCTIONS

Each summer term the school produces a large scale Musical, with performances in the penultimate week of term. The production involves a large team of staff and students who are involved in singing, dancing, acting, technical and back stage work, promotions and art work. Recent productions include 'Oliver', 'Guys and Dolls', 'Back to the Eighties' and 'Grease'. This year's production is 'Return To The Forbidden Planet'. Rehearsals take place during lunchtimes and after school, with all day rehearsals at weekends before opening night. The show is very hard work but lots of fun, and we are always keen to welcome anyone interested in helping out in any way. Just for younger students our annual Key Stage 3 production is always a hit.

## EXTENDED SCHOOLS cont.

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### **CLUBS**

There are a whole host of other clubs and activities based in and around a variety of subject or extra- curricular areas available for all students, including Chess, Maths, Computing, Art , Slam Poetry, Philosophy Club, Weightlifting, Book clubs and Readathons, to name just a few.

### **MUSIC FOR ALL**

The school choirs rehears during lunchtimes, with the orchestra rehearsing every Wednesday evening. Students are usually expected to have reached grade 2 standard to play in the orchestra, but there are no auditions for the choir. Rehearsals continue throughout the year in preparation for a number of performances e.g. the annual Advent Services, the Spring Cabaret, occasional lunchtime events and other liturgical events in school.

Instrumental lessons are offered for orchestral strings, clarinet, flute, saxophone, brass and drum kit. All students who play one of these instruments at their primary school are guaranteed lessons when they join us in year 7. There are also opportunities for some pupils to take up an instrument for the first time.

## PARENTPAY

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ParentPay is an online payment system for schools, which allows parents to pay quickly and securely for school meals, trips and other activities using your credit or debit card. This can be accessed from the School website.

Within ParentPay you are able to access the extended facilities which allow parents to what your son/daughter has purchased each day. We will introduce trip payments on ParentPay for new visits throughout the academic year.

ParentPay is easy to use and offers you the freedom to make online payments 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 and that funds will reach school safely.

Parents have a secure online account, activated using a unique username and password; making a payment using your credit or debit card is straightforward and no card details are stored on the system or are accessible by the school or ParentPay. ParentPay holds an electronic record of all online payments for you to view at a later date. When you make a payment, an e-mail confirmation is sent to you, giving you reassurance that the transaction has been successful.

In addition, ParentPay offers you the ability to set automated email/SMS reminders ensuring you never miss a payment.

### **Getting started with ParentPay**

You will receive your account activation username and password within the first few weeks following admission. If you do not hear from us please contact the school office.

### **Once you receive your details:**

- Visit [www.parentpay.com](http://www.parentpay.com) <http://www.parentpay.com/>
- Enter your activation username and password in the Account Login section of the homepage. N.B. These are for one-time use only, you will choose your own username and password for future access during the activation process.
- Provide all the necessary information and choose your new username and password for your account – registering your email address will enable us to send you receipts and reminders.
- Once activation is complete you can go straight to Items for payment, select which item(s) you want to add to your basket and proceed to complete your payment.

Please be assured that ParentPay offers the highest security available and no card details are stored on the system or are accessible by the school or ParentPay. If you have any questions, please contact the school Main Office on 0191 4877638.

We thank you in advance for your support in using ParentPay; as we are keen to have as many parents using this facility as possible. Parents will have peace of mind that payments for their children have been made swiftly and securely.

For more information please visit: [https://www.parentpay.com/PR1/Info/PP\\_Parents.aspx](https://www.parentpay.com/PR1/Info/PP_Parents.aspx)

## SCHOOL TERM DATES 2018/2019

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	From	To	Half Term
<b>Autumn</b>	Mon 3 Sept 2018	Fri 21 Dec 2018	Mon 22 Oct 2018 to Fri 26 Oct 2018
<b>Spring</b>	Mon 7 Jan 2019	Fri 5 April 2019	Mon 18 Feb 2019 to Fri 22 Feb 2019
<b>Summer</b>	Tue 23 Apr 2019	Fri 19 July 2019	Mon 27 May 2019 to Fri 1 Jun 2019 (including bank holiday 27 May)

### **In addition**

Monday 6th May 2019 – Bank Holiday

### **Training days – School Closed for all pupils**

Monday 3<sup>rd</sup> September 2018

Tuesday 4<sup>th</sup> September 2018

Friday 5<sup>th</sup> July 2019

Pupils return to school on Wednesday 4<sup>th</sup> September 2019

## SCHOOL UNIFORM

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The wearing of school uniform is compulsory. Badges and ties, are available from school. Uniform issues related to matters of religious observance will be dealt with, and may be granted, at the Head teacher's discretion. However, regardless of any other decision, a student's face must remain fully visible at all times and may not be covered in any way. Every article must be clearly marked with the owner's name.

### BOYS



Black Blazer with school badge  
Black formal trousers – not jeans  
White formal shirt – not polo shirt  
Regulation white shirt  
Black V-necked jumper  
School Tie – worn to show 6 stripes  
Plain black leather sensible shoes  
Socks – plain black

### GIRLS



Black Blazer with school badge  
Black Skirt – A-line and knee length (no stretch fabric)  
Black formal trousers – not leggings or jeans  
White formal shirt – not polo shirt  
School Tie – worn to show 6 stripes  
Plain black leather sensible shoes  
Socks/tights – plain black opaque

- Blazers must be worn at all times unless permission has been given by the classroom teacher.
- Outdoor coats must not be worn in the school building. Outdoor coats must be kept in lockers.
- No denim.
- School hat – optional. Available from school. No other hat may be worn.
- Top buttons of shirts must be fastened to the neck and ties fastened up to the collar.
- Shirts must be tucked into skirts or trousers.
- Plain black V-neck jumper – optional.
- Belts, if worn, must be narrow and plain black.
- No jewellery except a wristwatch.
- No make-up or nail varnish.
- No visible piercings or tattoos.
- Hair styles and colours must be deemed socially acceptable by the school. Extreme cuts, colours and shaved patterns/shapes are not allowed.

Items of School Uniform can be purchased direct for our supplier 'Emblematic'. You can order online at <http://www.cardinalhume.com/parent-information/school-uniform>. To guarantee delivery in time for September orders should be made by 1<sup>st</sup> August.

School Badges (which can be sewn onto Blazers) and Ties are also available to purchase direct from School at a cost of £5.00 each. You will be able to buy these items during our 'Parent Evening' on Tuesday 3rd July.

## TIMES OF THE SCHOOL DAY

### MONDAY – THURSDAY

	START	FINISH	
Registration	8.45	9.00	
Period 1	9.00	10.00	
Period 2	10.00	11.00	
Break	11.00	11.15	
Period 3	11.15	12.15	
Period 4	12.15	1.15	Lunch for Years 7, 8, 9
Period 5	1.15	2.15	Lunch for Years 10, 11
Period 6	2.15	3.15	
School Ends		3.15	

6th Form lunch will occur either period 4 or 5, depending on subjects studied.

### FRIDAY

	START	FINISH	
Registration	8.45	9.00	
Period 1	9.00	9.55	
Period 2	9.55	10.50	
Break	10.50	11.05	
Period 3	11.05	12.00	
Period 4	12.00	12.55	Lunch for Years 7, 8, 9
Period 5	12.55	1.50	Lunch for Years 10, 11
Period 6	1.50	2.35	IAG
School Ends		2.35	

**CARDINAL HUME CATHOLIC SCHOOL**

**SCHOLARS TIME TABLES 2018-19**

Please note the timetable provided below is our current 2017/2018 scholars service provided by Nexus. Nexus have informed the school that this may be subject to slight adjustments, although they don't envisage a major upheaval. Rest assured that if any changes occur, however slight, a new timetable will be issued to you in time for September.

**MORNING SERVICES**

**878 SERVICE – DEPARTS WARDLEY (Pelaw Metro Turning Circle) 07:55**

VIA Kirkwood Gardens, Manor Gardens, White Mere Gardens, SUNDERLAND ROAD(0805), White Mare Pool, Leam Lane, Sherburn Way, FAIRWAYS ESTATE (0812), Lingey Lane, Meresyde, FEWSTER SQUARE (0820), Wealcroft, Staneway, Woodburn, Whitehill Drive, Sundew Road Bus Link, THE RAVEN (0830), Old Durham Road,

**ENTER SCHOOL GROUNDS 08:35**

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**879 SERVICE - DEPARTS FESTIVAL PARK 07:50**

VIA: Bensham Road, Saltwell Road, SALTWELL CLUB (0753), Whitehall Road, Prince Consort Road, Shipcote Lane, Shipcote Terrace, Old Durham Road, DECKHAM (0804), Carr Hill Road, Hendon Road, Split Crow Road, FELLING SQUARE(0811), Coldwell Street, Coldwell Lane , Albion Street, High Heworth Lane, Colegate, Meresyde, FEWSTER SQUARE( 0818) Cotemedede, Wealcroft, Staneway ,Woodburn Whitehill Drive, Sundew Road Bus Link, THE RAVEN (0830), Old Durham Road, enter school grounds.

**ARRIVES CARDINAL HUME CATHOLIC SCHOOL 08:35**

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**881 SERVICE – DEPARTS SALTWELL ROAD SOUTH 08:17**

VIA Saltwell Road South ChowDene Bank, KELLS LANE 0825, Sheriffs Highway, Old Durham Road

**ARRIVES CARDINAL HUME CATHOLIC SCHOOL 08:40**

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**882 SERVICE – DEPARTS BIRTLEY (NORTHSIDE) 07:55**

VIA: Mount Pleasant Road, Portmeads Road, Birtley Lane, GLENLUCE(0800), Tantallon, Kirkstone, The Drive, Bedford Avenue, Vigo Lane, Durham Road, BIRTLEY (Station Road), (0810), Newcastle Bank, Eighton Lodge, LOW FELL (0825), Durham Road, Kells Lane, Old Durham Road.

**SET DOWN IN SCHOOL GROUNDS 08:35**

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**AFTERNOON SERVICES SCHOOL FINISHES EARLY ON FRIDAYS AT 14:40**

**NOTE : THIS SERVICE ONLY STOPS AT PELAW TURNING CIRCLE MONDAY TO THURSDAY. FRIDAY WILL ONLY SERVICE SUNDERLAND ROAD TO WARDLEY DRIVE STOP ENDING ON LINGEY LANE**

**878 SERVICE – DEPARTS CARDINAL HUME RC SCHOOL 15:30**

VIA OLD DURHAM ROAD,SPRINGWELL ROAD, LEAM LANE, WEALCROFT, FEWSTER SQUARE (1537), MERESYDE, LINGEY LANE, LEAM LANE, SHERBURN WAY, FAIRWAYS ESTATE (1542), FELLING BY-PASS, BUS GATE (1545), SUNDERLAND ROAD, WHITE MERE GARDENS, MANOR GARDENS, KIRKWOOD GARDENS, PELAW TURNING CIRCLE, KIRKWOOD GARDENS,

**ARRIVES KIRKWOOD GARDENS LAST STOP 15:50**

**FRIDAY ROUTE 14:45**

**VIA OLD DURHAM ROAD, SPRINGWELL ROAD, LEAM LANE, WEALCROFT, FEWSTER SQUARE (1452), MERESYDE, LINGEY LANE, LEAM LANE, SHERBURN WAY, FAIRWAYS ESTATE (1457), FELLING BY=PASS, BUS GATE (1500) SUNDERLAND ROAD, LINGEY LANE**

**ARRIVES LINGEY LANE 15:05**

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**880 SERVICE – DEPARTS CARDINAL HUME RC SCHOOL 15:25**

**VIA OLD DURHAM ROAD, SUNDEW ROAD, BUS LINK (1527), WHITEHILL DRIVE, STONE STREET, WINDY NOOK CHURCH (1530), CARR HILL ROAD, CARR HILL (1532), HENDON ROAD, SPLIT CROW ROAD, CROWHALL LANE, THE DRIVE (1538) SUNDERLAND ROAD, HIGH HEWORTH LANE, COLEGATE WEST, COLEGATE, MERESYDE, FEWSTER SQUARE (1542), COTEMEDE, WEALCROFT**

**ARRIVES WEALCROFT LAST STOP 15:45**

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**881 SERVICE – DEPARTS CARDINAL HUME RC SCHOOL 15:30**

**VIA OLD DURHAM ROAD, SHERIFFS HIGHWAY, KELLS LANE 1535 CHOWDENE BANK, GOLD MEDAL ROUNDABOUT 1540, CHOWDENE BANK**

**ARRIVES FOOT OF CHOWDENE BANK 15:45**

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**882 SERVICE – DEPARTS CARDINAL HUME RC SCHOOL 15:30**

**VIA: OLD DURHAM ROAD, KELLS LANE, LOW FELL (1540), DURHAM ROAD, EIGHTON LODGE, NEWCASTLE BANK, DURHAM ROAD, BIRTLEY STATION ROAD (1544), VIGO LANE, BEDFORD AVENUE, THE DRIVE, KIRKSTONE, TANTALLON, GLENLUCE (1552), BIRTLEY LANE, PORTMEADS ROAD, MOUNT PLEASANT ROAD.**

**ARRIVES BIRTLEY, NORTHSIDE 16:05**

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## PE UNIFORM

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Items of PE Uniform will be available to order during our 'Parents Evening' on Tuesday 3rd July. Alternatively you are able to order with our supplier 'Impack Apparel' direct. Please see enclosed order form.

To ensure that your child receives the correct PE Uniform for the start of the new school year, it is essential that this information is adhered to;

BOYS - COMPULSORY	GIRLS - COMPULSORY
Purple polo shirt with school logo	Purple polo shirt with school logo
Black shorts	Black shorts
Reversible rugby top	Black sweatshirt with logo
Black football socks	Black football socks
Sports trainers (not fashion)	Sports trainers (not fashion)
Football boots (moulded studs)	Access to football boots (moulded studs)

BOYS - OPTIONAL (recommended for teams)	GIRLS - OPTIONAL (recommended for teams)
¼ zip tracksuit top ( <a href="http://www.totalsport-ne.co.uk">www.totalsport-ne.co.uk</a> )	¼ zip tracksuit top ( <a href="http://www.totalsport-ne.co.uk">www.totalsport-ne.co.uk</a> )
Sports bag ( <a href="http://www.totalsport-ne.co.uk">www.totalsport-ne.co.uk</a> )	Sports bag ( <a href="http://www.totalsport-ne.co.uk">www.totalsport-ne.co.uk</a> )

To ensure that your child receives the correct PE Uniform for the start of the new school year, **it is advised that you place your order before 1<sup>st</sup> August.**

### Ordering Procedure

Completed order forms should be sent directly to Impack Apparel';

Please see Website for full Terms & Conditions. [www.impactapparel.com](http://www.impactapparel.com)

### Payment Options

1. Online at [www.impactapparel.com/product-category/ch/](http://www.impactapparel.com/product-category/ch/) (secure site). Online orders are NOT delivered to home address but to School as stated below.
2. By Cash at Parent's Evening. (Please do not send cash through the post).
3. By Cheque, made payable to 'Impack Apparel'. (Please state your child's name on the back of the cheque)

### Order Distribution

1. The pre-packed orders will be distributed via the PE Department
2. Any items to be exchanged can be done so by returning them to the PE Department. The goods must be accompanied by a covering note stating the name and group of the student, what items are being returned and what items are required in exchange.

### Contact Information

All queries regarding the supply of goods should be directed to;

*Unit 37d Lindisfarne Court  
Bede Trading Estate  
Jarrow  
Tyne & Wear  
NE32 3HD*

*Tel: 0191 489 6521*

*Email: [schoolorders@impactapparel.com](mailto:schoolorders@impactapparel.com)*

## **PUPIL & PARENT FAMILY SUPPORT SERVICE**

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### **AN INTRODUCTION TO OUR PUPIL & FAMILY SUPPORT SERVICE**

Since 1995, a number of Catholic schools across the region have been employing professionally qualified staff with experience and skills in social care work, who can offer an easily accessible service to children, young people and their families or carers.

This service enables the schools to extend their pastoral role in response to the needs of students. Initially this service was delivered in partnership with St Cuthbert's Care who supervised and supported the professional development of the workers. More recently, in 2008, that role has been taken over by the Road Centre, a counselling agency based in Chester-le-Street, in partnership with the Diocesan Education Service. This ensures that the service can continue to flourish and evolve.

### **WHY HAVE A PUPIL AND FAMILY SUPPORT WORKER?**

Our staff and governors are committed to providing a caring/supportive environment with high academic standards and learning opportunities, which will enable pupils to flourish personally and socially as well as academically. It is within this context that the schools have taken the opportunity to extend the pastoral care for pupils and, where appropriate, families.

It is recognised that pupils are growing up in a complex/challenging society and that sometimes they may need additional support to enable them to meet these challenges, make sense of their own world and to make informed decisions and choices.

Many families are faced with issues of separation and loss as a result of bereavement, marital separation, divorce and changing family membership. Some young people and their families may experience a particular crisis or sudden, unexpected change that can threaten their sense of security and make them feel vulnerable. Usually information is treated confidentially. If the Pupil and Family Support Worker thought it would be helpful to share information with others, your consent would be obtained or you would be encouraged to share relevant information yourself. It is envisaged that the Pupil and Family Support Worker will be available to offer support, information/advice or counselling to pupils and their families who feel that they may benefit from this service.

### **WHO DECIDES WHETHER PUPILS SHOULD BE REFERRED TO THE PUPIL AND FAMILY SUPPORT WORKER?**

The majority of requests for support will come from school personnel or parents themselves. Sometimes pupils may choose to speak directly to the Pupil and Family Support Worker to ask about making a referral themselves. Sometimes a referral may be suggested by other professionals such as an education welfare officer, education psychologist or school nurse.

### **WOULD I BE INFORMED IF MY SON OR DAUGHTER CONSULTS THE PUPIL AND FAMILY SUPPORT WORKER?**

In most cases, parental consent will be requested before pupils are referred to the Pupil & Family Support Worker. In secondary schools there is the opportunity for older pupils to self-refer, if they feel they would benefit from this service. In such circumstances and, only if appropriate, confidentiality will be respected. In most circumstances, pupils will be encouraged to share issues of concern with parents/carer, teachers or adults they trust.

In all cases, pupils are advised that information cannot be treated in confidence if there are any concerns about their own or anyone else's personal safety, which may mean that they are at risk. Local Safeguarding Children Procedures will always be followed to ensure pupils' safety and wellbeing, if necessary.

### **WHO IS THE PUPIL AND FAMILY SUPPORT WORKER?**

Our Pupil and Family Support Worker is Mrs Katherine Davies. She is a qualified social worker, employed by the school and has many years' experience of working with children, young people and families.

The Pupil and Family Support Worker works part-time during school term time and appointments or home visits can be arranged by contacting her at school on, 0191 487 7638 or by email [kd@cardinalhume.com](mailto:kd@cardinalhume.com).

### **COMPLIMENTS, COMMENTS AND COMPLAINTS**

If you have any comments about the service, please contact Mrs K Davies, or Mrs A Riley, Deputy Head teacher at Cardinal Hume Catholic School.

It is hoped that the information provided here will answer the questions most commonly asked, but if you need any further information about this service, please contact the school.

## Penalty Notice

Following a request from school Gateshead Council may issue a Penalty Notice to each parent of a child in accordance with its Code of Conduct.

If there is more than one child, each parent will receive a Penalty Notice for each child of statutory school age who has had an unauthorised leave of absence.

There is no limit on the number of times you can be issued with a Penalty Notice for unauthorised leave of absence.

The Penalty Notice is a fine of £120 per parent (for each child) which must be paid within 28 days. The amount of the fine is reduced to £60 if the payment is made within 21 days.

Details about how payment can be made are included with the Penalty Notice. However, payment in part or by instalment is not an option, and there is no statutory right of appeal once a notice has been issued.

If the Penalty Notice is not paid, you may be prosecuted in the Magistrates Court for the original offence of failing to ensure your child's regular school attendance. This can result in a penalty of up to £2,500 and/or a Community Order and a criminal conviction.

### More information

For more information about the issues raised in this leaflet contact your child's school or Gateshead Council's Legal Intervention Team, Dryden Centre, Evistones Road, Gateshead NE9 5UR, or phone them on 0191 433 8758.

**Gateshead Council** **educationGateshead**  
raising achievement for all

**Holidays in Term Time**

Information for parents and carers

Produced by Gateshead Council,  
Education Support Services,  
Care Wellbeing and Learning

0243-JH-Oct2015

**This leaflet sets out what you need to know about leave of absence during term time; what the law says; the process for requesting time away from school; and the implications for you as the parent/ carer, if you take your child out of school without authorisation.**

## **Why regular attendance is vital**

Regular attendance is important, not just because the law requires it, but also because it is the best way of ensuring your child makes the most of the educational opportunities available to them. Any absence from school disrupts their learning.

Children of school-age who are on roll at a school must, by law, attend that school regularly and punctually.

## **What the Law says about leave of absence**

From 1 September 2013, Government changes to the Education (Pupil Registration England) Regulations 2006, made it very clear to Head Teachers that they should not authorise a pupil's leave of absence from school unless they consider that there are exceptional circumstances.

The regulations make it clear that you don't have an automatic right to take your child out of school for a holiday. Indeed, in most cases Head Teachers will decide not to authorise this kind of absence.

## **Requests for leave of absence**

Your child's school will provide you with an absence request form which you should complete and return at least 14 days before the proposed absence. The Head Teacher will make a decision about whether there are exceptional circumstances, and will inform you of the decision in writing.

If it is considered:

- there are exceptional circumstances, the absence will be authorised.
- there are not exceptional circumstances, the absence will not be authorised.

Where the Head Teacher decides not to authorise an absence, Gateshead Council can't override the decision. Therefore, any queries in relation to why an application for a leave of absence has not been authorised must be referred to the Head Teacher, not to the council.

## **What is meant by 'exceptional circumstances'?**

The Department for Education has not specifically defined 'exceptional circumstances', so the Head Teacher makes a decision based on the information provided by the parent as to whether there are exceptional circumstances.

## **Unauthorised leave of absence**

If your request has not been authorised, or you haven't submitted a request, the Head Teacher may decide to refer to the council to request a Penalty Notice be issued against you as the parent(s).

Under education law (Education Act 1996 s576) a parent is defined as:

- all natural parents, whether they are married or not; or
- any person who, although not a natural parent, has responsibility for the care of a child.

This means that a person who lives with and looks after the child, whatever their relationship to the child, is considered to be a parent in Education Law.

If there is more than one parent (under this definition) each is responsible for the child's attendance and any action by the council will affect each parent individually.



## Confidentiality statement

School nurses provide a confidential service and will not share information about you/your child without your knowledge and consent. However, there may be times when the school nurse needs to do so, for example:

- When they need to find out urgently if you or someone else is at risk of harm
- To help you or someone else who is at risk of harm
- To help stop a serious crime

NHS South of Tyne and Wear (serving Gateshead Primary Care Trust, South Tyneside Primary Care Trust and Sunderland Teaching Primary Care Trust) is committed to raising the standard of written information for patients, their carers, people who use the NHS and the general public.

For further copies of this leaflet please contact the Modern Matron Tel: 0191 502 6531

This information can be made available in another format or language on request. Please contact the Communications and PR Team Tel: 0191 529 7118 Email: [mopil@sotw.nhs.uk](mailto:mopil@sotw.nhs.uk)

Production date: Feb 2010 Author: Modernisation facilitator, School Nursing Code: 0210/211

Working together to make  
South of Tyne and Wear  
**HEALTHY FOR YOU**



South of Tyne and Wear

## School nursing service



## Information for parents and carers of secondary school-age young people

Gateshead Primary Care Trust  
South Tyneside Primary Care Trust  
Sunderland Teaching Primary Care Trust

## What is the school nursing service?

The school nursing service is made up of school nurses who are registered nurses with additional specialist training or experience in Public Health and working with children of school age.

We support the Government's aim set out in Every Child Matters, for every child, whatever their background or circumstances, to have the support they need to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

The school nurse leads a team of staff nurses and assistants who work with education, health and other professionals to provide a confidential service for young people. Information will not usually be shared without your knowledge and consent.

## What we can offer young people in Secondary School:

### • Immunisations against Infectious diseases

All students will be offered Diphtheria, Tetanus and Polio Booster between 13-18 years of age.

Girls only will be offered Human Papilloma Virus (HPV) vaccine in Year 8 to protect against cervical cancer.

At times there may be other immunisations which may be offered. You will always be informed at the time and asked for your consent.

### • Advice and support for young people and parents/carers on any health issues including:

- Feelings and emotions
- Behaviour issues
- Diet and weight management
- Sexual Health
- bedwetting, bladder and bowel problems
- Smoking

### • Health Promotion

The school nursing team works with schools to plan and deliver health promotion sessions and events e.g. hand-washing to help keep your child safe from infections or the effects of smoking and drinking alcohol.

### • Drop In sessions for young people to discuss

- General health issues
- Smoking, alcohol and drugs
- Sexual health and relationships
- Emotions and feelings
- Additional health and support needs

## How to contact us

You can contact your school nursing team by asking at the School or by ringing

Tel:

## SCHOOL PARENT MEMBERSHIP

**JOIN NOW**  
AND RECEIVE THE  
REMAINDER OF THE  
MONTH FOR **FREE\***



As a parent of a child now in year 7 at Cardinal Hume school, we are delighted to bring you this fantastic offer.

- Exceptional gym facilities
- Wide range of studio based classes
- Ongoing structured fitness programs
- Fitness assessments and nutritional advice

\*Terms and conditions apply

CONTACT THE CLUB TODAY FOR MORE  
DETAILS OR TO BOOK AN APPOINTMENT

T: 07960 773825 E: [CH@3DHEALTHANDFITNESS.CO.UK](mailto:CH@3DHEALTHANDFITNESS.CO.UK)

**3dhealthandfitness.co.uk** 

**3d** health  
& fitness  
CARDINAL HUME CATHOLIC SCHOOL