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A warm welcome...

Dear Parents and Carers,

During these challenging times, we have been working hard to ensure that the transition process from primary schools to Cardinal Hume is seamless. This will, inevitably, be very different to previous years when we have not had to consider social distancing and school closures. However, please be assured that we will be doing everything we can to ensure that your children's induction into the school is a positive experience as they move onto this next, exciting, phase of their education. I hope that the information in the booklet is useful in helping you to support the young people at this time.

As I am sure many of you are already aware, Bishop Robert Byrne recently announced that schools within the Diocese of Hexham and Newcastle will comprise of four Catholic Education Trusts. Cardinal Hume was nominated as the lead school in the Bishop Wilkinson Catholic Education Trust, which will eventually be made up of five secondary and forty-three primary schools. Mr. Hurn has been appointed to lead the trust and, as a result, I have taken over as Head Teacher.

The success of the school is built on our absolute commitment to living out our motto: 'Fide, Labore, Caritate', which simply translates to 'Faith, Hard Work and Kindness'. As we welcome our new pupils into Year 7, you can trust that our commitment to these values will underpin everything we do.

I look forward to meeting you in the weeks or months ahead and thank you for your patience during these times of uncertainty. I pray that you, your families, friends and communities remain safe, healthy and happy.

Yours faithfully,

Mr. B Robson, Headteacher

Our usual Transition programme has been put on hold while Covid 19 restrictions have been in place, but we have been working hard to ensure that we prepare our new Y7 at a distance for joining us in school when the time comes.

In the meantime we will keep in touch with families, and we hope that Y6 will get to know Cardinal Hume Catholic School via our website. A Y6 Transition folder has been uploaded on our website and is regularly updated. It is easy to locate – just go to <http://www.cardinalhume.com/> and 'Click here'.

Transition web pages

This folder will be updated with Pastoral information, including film clips to help students to learn their way around our impressive building and to introduce them to some staff and students.

It also contains a Transition Lessons folder, and a Message Board folder with updates for parents

Transition Lessons

Each Y6 student will receive a Transition Curriculum booklet. It will introduce them to the curriculum areas they will explore in Y7. Each subject will provide a lesson online, and students can record their work for the lesson in their booklet.

They can hand in the relevant pages to their class teachers in their first lessons and this will give their teachers an opportunity to learn about each pupil's interests and background within their subject.

Summer School

We are looking forward to our annual Summer School which will take place in school on August 16-20 and hope that many of our prospective Y7 pupils will be able to join us.

KEY STAFF

Chair of Governors:	Cllr T. Graham
CEO Bishop Wilkinson Catholic Education Trust:	Mr N. S. Hurn OBE
Head Teacher:	Mr B. Robson
Deputy Head Teacher:	Mrs A. Riley
Deputy Head Teacher:	Mr D. Addison
Deputy Head Teacher:	Ms M. Murphy
Assistant Head Teacher:	Mrs R. Flint
Assistant Head Teacher:	Mr M. Errington
Assistant Head Teacher:	Mr J. Crowe
Assistant Head Teacher:	Mr C. Jones
Assistant Head Teacher:	Mr B. Stevenson
Head of Aidan House:	Mr R. Pinnock
Head of Bede House:	Mr S. Warren
Head of Cuthbert House:	Mrs R. Holmes
Head of Hild House:	Mr M. Bell
Head of Oswald House:	Mr N. Evans
Pastoral Support Officer:	Mrs A. Atkinson
Director of SEN/Inclusion:	Mrs D. Craig
SENCO:	Miss D. Johnson
Welfare and Attendance Manager:	Ms C. Brooks

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

TIMES OF THE SCHOOL DAY

MONDAY – THURSDAY

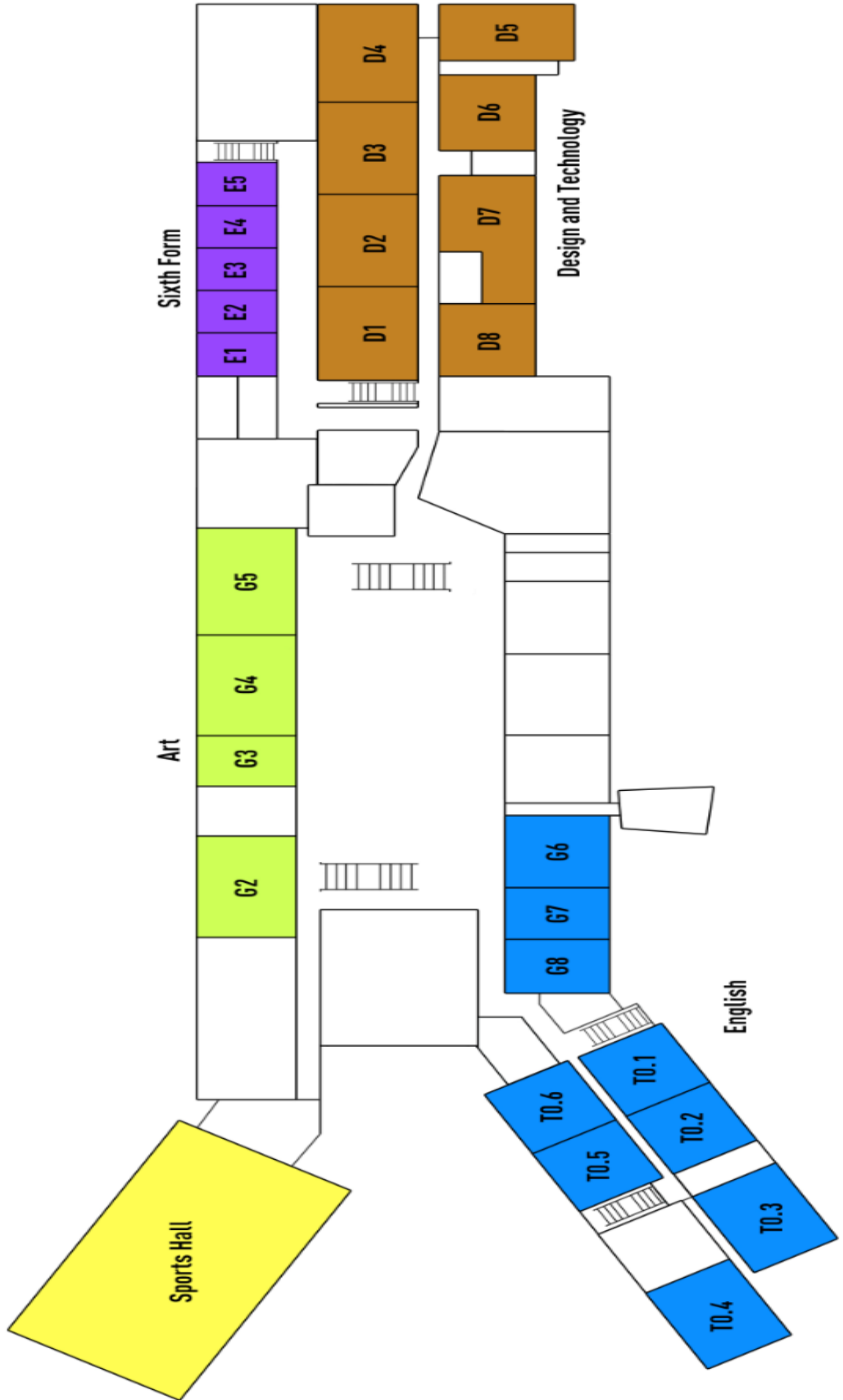
	START	FINISH	
Registration	8.45	9.00	
Period 1	9.00	10.00	
Period 2	10.00	11.00	
Break	11.00	11.15	
Period 3	11.15	12.15	
Period 4	12.15	1.15	Lunch for Years 7, 8, 9
Period 5	1.15	2.15	Lunch for Years 10, 11
Period 6	2.15	3.15	
School Ends		3.15	

FRIDAY

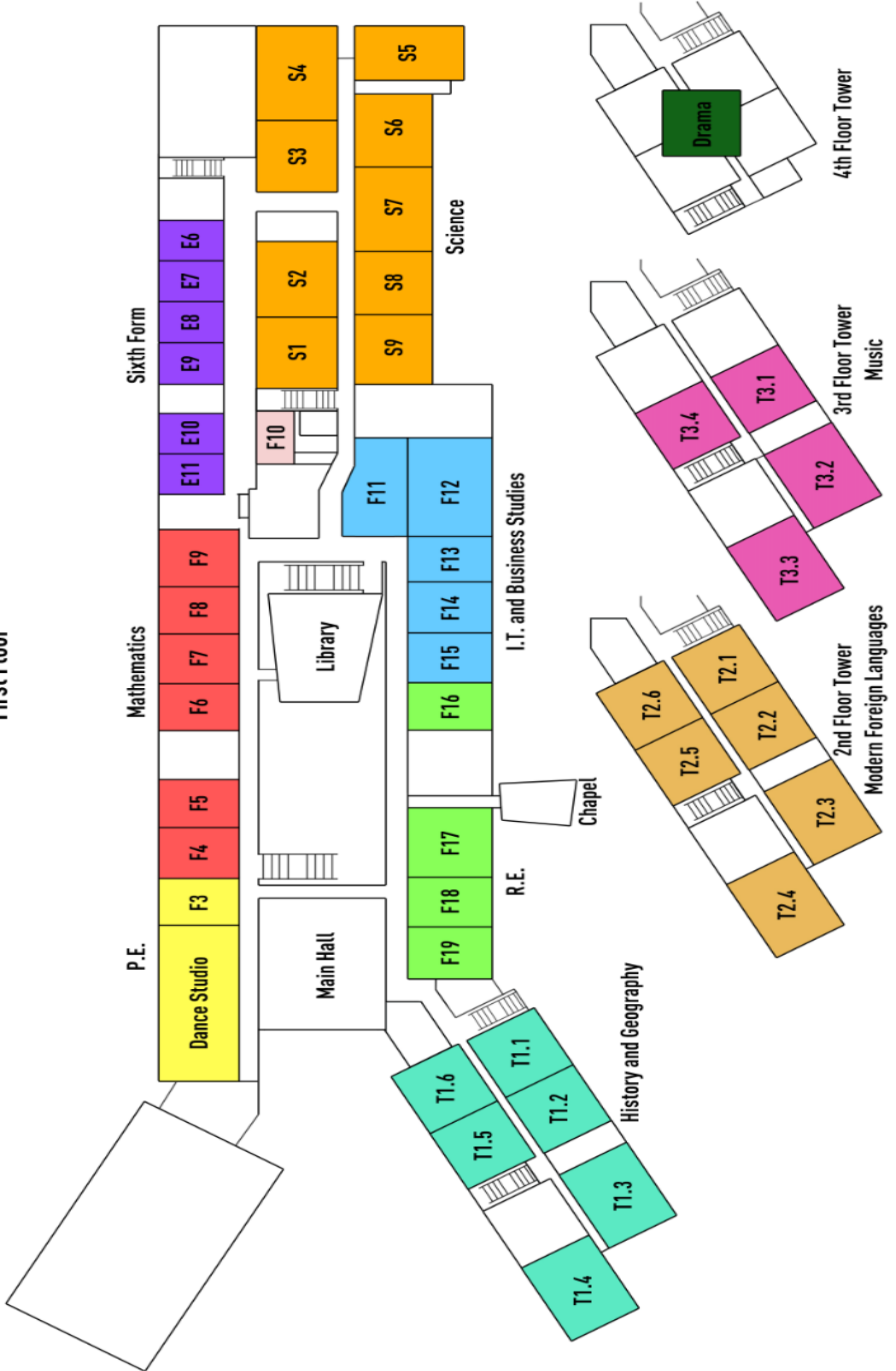
	START	FINISH	
Registration	8.45	9.00	
Period 1	9.00	9.55	
Period 2	9.55	10.50	
Break	10.50	11.05	
Period 3	11.05	12.00	
Period 4	12.00	12.55	Lunch for Years 7, 8, 9
Period 5	12.55	1.50	Lunch for Years 10, 11
Period 6	1.50	2.35	Information Advice and Guidance (IAG)
School Ends		2.35	

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

Ground Floor



First Floor



PARENT PAY

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 during the Summer holidays **providing you have returned your 'Parentpay' consent which you will find in your 'Parent Consent Pack'**. **We are unable to set up your account unless you have returned your consent form.**

Once you receive your details:

- Visit 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

MY CHILD AT SCHOOL (MCAS)

At Cardinal Hume Catholic School, we know and value the tremendous support that parents offer to their children and to the school, and believe that a real difference to the future of the young people in our care can be made by working together.

To keep parents and carers better informed, we have acquired the 'My Child at School' system.

'My Child at School' is a portal that enables the parents to view their child's academic performance via a web browser. This facility allows exclusive access to the child's Timetable, Attendance, Assessment and Behaviour whenever the parent/carer wishes. As well as student performance data, the portal also provides general useful information about school such as the 'Academic Calendar'.

Parents no longer need to wait for termly reports to obtain information about their child; they can check whenever they want from wherever they are for up-to-date information. Parents will therefore be able to take a more pro-active role in the development of their child's education.

In summary, 'My Child at School' provides:

- Access real-time Attendance and Behavioural data
- Provides an insight to parents on their child's Assessment and Exams Results
- A platform for schools to reduce costs and carbon footprint and help the environment.

Getting started with My Child at School

You will receive your account activation username and password during the Autumn Term, including instructions on how to get started and how to navigate around the system.

SCHOOL UNIFORM

The wearing of school uniform is compulsory. 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 school blazer embroidered with school badge

Black formal trousers – not jeans

White formal shirt – not polo shirt

School tie – worn to show 6 stripes

Plain black leather sensible shoes – no boots

Socks – plain black

GIRLS



Black school blazer embroidered with school badge

Black school pleated skirt featuring School badge

Black formal trousers – no leggings, jeans or tight fitting / stretchy styles, no decoration e.g. metal zips

White formal shirt – not polo shirt or fitted blouse

School tie – worn to show 6 stripes

Plain black leather sensible shoes – no boots

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.
- 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.
- Black formal shoes – no boots, plimsolls or trainers.
- Belts, if worn, must be narrow and plain black.
- No jewellery except a wristwatch. Smartwatches are NOT allowed.
- No make-up, nail varnish, fake nails or fake tan.
- No visible piercings of any kind or tattoos.
- Hair styles & colours must be deemed socially acceptable by the school. Long hair must be tied back in a ponytail or plaits at all times.
- No extreme haircuts including lines or extreme differences in length. No Skin fades with 'no blade / zero' and no hair should be shorter than a No 2. Any braid style that exposes the scalp is NOT allowed.

Items of School Uniform can be purchased direct from our supplier 'Michael Sehgal & Sons', who is our uniform supplier. **Please find enclosed information direct from Michael Sehgal with further details about ordering procedures.**

Replacement School ties are available to purchase direct from School all year round at a cost of £5.00 each.

PE UNIFORM

Items of PE Uniform will be available to order during our 'Parents Evening' on Tuesday 2nd July. Alternatively, you are able to order with our supplier 'Impack Apparel' direct, via the website below.

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;

All compulsory items highlighted in RED must be purchased from our supplier. Boys have the additional option of a tracksuit top, again which should be purchased with the supplier. All other items can be bought from any other shop.

BOYS - COMPULSORY	GIRLS - COMPULSORY
Purple polo shirt with school logo	Purple polo shirt with school logo
Reversible rugby top	¼ zip tracksuit top
Plain Black Shorts	Black sports leggings (small sports logo only)
Black football socks	Sports trainers
Sports trainers	Black football socks
Football boots (moulded studs)	Access to football boots (moulded studs)

BOYS - OPTIONAL	GIRLS - OPTIONAL
¼ zip tracksuit top	Plain Black Shorts

RECOMMENDED FOR ALL STUDENTS
Shin pads
Gumshield

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 1st August at the latest.

Ordering Procedure

Online at <https://impackapparel.com/product-category/cardinal-hume/>
 Please see Website for full Terms & Conditions. www.impactapparel.com

Payment Options

1. Online at <https://impackapparel.com/product-category/cardinal-hume/> (secure site).
2. By Cash/card at Parent's Evening. (Please do not send cash through the post).

Order Distribution

1. Parents will be able to collect PE uniform from school prior to September (date TBC)
2. Any items to be exchanged can be done so by returning them Impack. 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@impackapparel.com

SCHOLARS TIMETABLE

For more information about under 16s travel arrangements please visit Nexus website
<https://www.nexus.org.uk/concessions/under-16s>

CARDINAL HUME RC SCHOOL SCHOLARS TIMETABLES 2021-22

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

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

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

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

SCHOLARS TIMETABLE cont.

AFTERNOON SERVICES SCHOOL FINISHES EARLY ON FRIDAYS AT 14:40

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

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

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

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

OUSTON BUS SERVICE

We have a private bus service contract for students travelling to/from the Ouston area. This service is independent from the above scholar's service run by Nexus. Payment for this private service should be made direct to the school on a monthly basis rather than paying daily with the driver. We will be contacting families who live in the Ouston area soon with further details. If you wish to discuss this further please contact the school finance office for more details.

ATTENDANCE

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. Good attendance also plays an important role in ensuring our children are safe.

We at Cardinal Hume Catholic School have high expectations of all of our children and set a minimum attendance target of 96% throughout the school year.

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 telephone the school absence line before 8.30am on the morning of the absence. A voice message should be left stating your child's name, tutor group and the reason they are absent from school. This needs to happen every day your child is absent from school. If your child is not in school and no reason has been provided by the parent/carer, the school will send a text message to the priority contact informing of the absence. It is very important that parents/carers contact the school immediately to determine the whereabouts of your child. Parents/Carers are also asked to send in a note with your child on their return to school.

If parents/carers know in advance that your 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 prior to the event. A note should be sent into school with your child and handed to their tutor along with proof of their appointment.

REWARDS FOR GOOD ATTENDANCE

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

- Postcards for students who have 100% attendance for a term.
- Draws for vouchers/tokens for students with very good attendance over a given period.
- Certificates for students with much excellent 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. Students 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, leave of absence during term time will not be authorised. If leave of absence is taken without the schools consent, we may refer the matter to the Local Authority and a Penalty Notice may be issued.

WHAT CAN YOU AS PARENTS DO TO ENCOURAGE GOOD ATTENDANCE?

- Make sure you 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 Attendance Officer 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.

MISSION STATEMENT

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.

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

THE SCHOOL CURRICULUM

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 streamed into two bands. They are then divided into teaching groups within the band. Year Seven is regarded as a diagnostic year and the teaching groups they are placed into are not regarded as final. All students follow a common curriculum and their progress is carefully monitored so that teaching groups 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 and/or Performing Arts	Computing and Media
PSHE and Citizenship	

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



Cardinal Hume Catholic School

Parental Guide to Assessment & Reporting

Year 7

PART 1: WHAT TO EXPECT IN A PUPIL REPORT

WHAT TO EXPECT:

In regard to assessment and reporting the following will occur across the academic year:

- You will receive a set of modular reports in November, March and May.
- You will be invited to attend a parents evening in December.

WHAT IT WILL LOOK LIKE:

Modular Report:

A modular report will show all subjects listed in a table. The structure of the modular report is shown below.

Average KS2 English and Mathematics Level: 101

Subject	Target	End of Yr 11 Target	Attainment	Presentation of Work	Completion of Work	Homework	Response to Feedback	General Behaviour	Teacher
Art	4-	5-	4+	1	1	2	2	2	Mrs J Smith

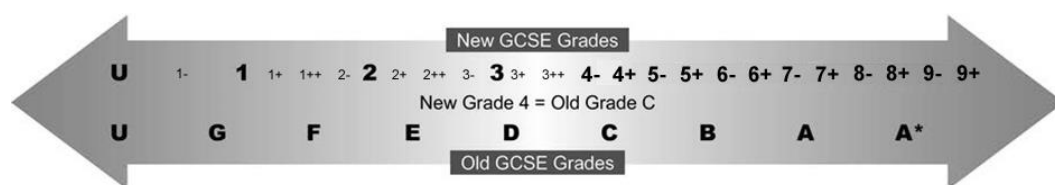
COMPONENTS EXPLAINED:

TARGET: This is the grade which your child should aim for. It represents a realistic goal based upon achievement in Key Stage 2. A further explanation will be given on target setting later on in this document.

END OF YEAR 11 TARGET: This is the grade which your child should aim for on completion of compulsory schooling at age 16.

ATTAINMENT: This is the grade that your child has been working at in the last 10 week module.

1-9 GCSE GRADE SCALE EXPLAINED: Attainment levels for all National Curriculum subjects range between U and 9, with U being the lowest. The scales are refined by '-', '+' and '++' sub-levels which indicate where a pupil is within the scale. The diagram below illustrates this scale and provides a comparison with the previous A*-U grade scale.



Diamond Standards:

Grades are given for 5 Diamond Standards using the numeric scale of 1 to 3. These grades are a reflection of how well a pupil meets the Diamond Standards in each of their subjects.

Grade	Description
1	Above the Diamond Standard expected of all students
2	Meets the Diamond Standard expected of all students
3	Improvement required to meet the Diamond Standard.
X	Insufficient Information

Examples of Diamond Standards of 'Completion of Work' are:

- No incomplete work or gaps in books - any missed work must be caught up as soon as possible.
- Take pride in what you do and check your work against the success criteria.

PART 2: THE METHOD BEHIND PUPIL STARTING POINTS, TARGETS AND FLIGHT PATHS

STARTING POINT

The starting point for each pupil in year 7 is set by their average Key Stage 2 (Year 6) score in English and Mathematics.

TARGETS

We then use a national transition matrix provided by the Department for Education to see what good progress looks like for each Key Stage 2 starting score. This process forecasts the expected GCSE grade in each subject.

We are then able to set targets for each module from year 7 to year 11. We choose end of year 11 targets based on the top 25% of progress for each subject nationally. Figure 1 below shows you an example of a transition matrix. The minimum grade required to ensure a student is making progress in the top 25% nationally is shaded.

Example: If a pupil arrives at Cardinal Hume Catholic School with a Key Stage 2 score of 97.5 using the transition matrix below the pupil would receive a year 11 target grade of a 6-/B as a pupil with a key stage 2 score of 97.5 would need to have obtained a 6-/B or higher grade to be within the top 25% of students.

Fig1: Example of a transition matrix:

KS2 National Curriculum Level (previous measure)	KS2 Score (new measure)	U	1/G	2-/F	2++/E	3+/D	4+/C	6-/B	7+/A	9-A*
B		1%	4%	9%	20%	22%	31%	10%	3%	1%
N		1%	4%	9%	20%	22%	31%	10%	3%	1%
2	Less than 80	1%	4%	9%	20%	22%	31%	10%	3%	1%
3c	80-86.9	1%	3%	8%	17%	24%	34%	11%	3%	0%
3b	87-90.9	1%	2%	6%	16%	21%	37%	13%	4%	1%
3a	91-92.9	0%	1%	5%	12%	21%	38%	16%	5%	1%
4c	93-97.4	0%	1%	3%	9%	18%	40%	19%	8%	2%
4b	97.5-100.9	0%	1%	2%	6%	14%	39%	25%	11%	3%
4a	101-104.4	0%	0%	1%	4%	10%	32%	29%	18%	6%
5c	104.5-107.4	0%	0%	1%	2%	6%	24%	30%	26%	10%
5b	107.5-111.9	0%	0%	0%	1%	3%	15%	26%	35%	20%
5a	112 or greater	0%	0%	0%	0%	1%	6%	20%	37%	35%

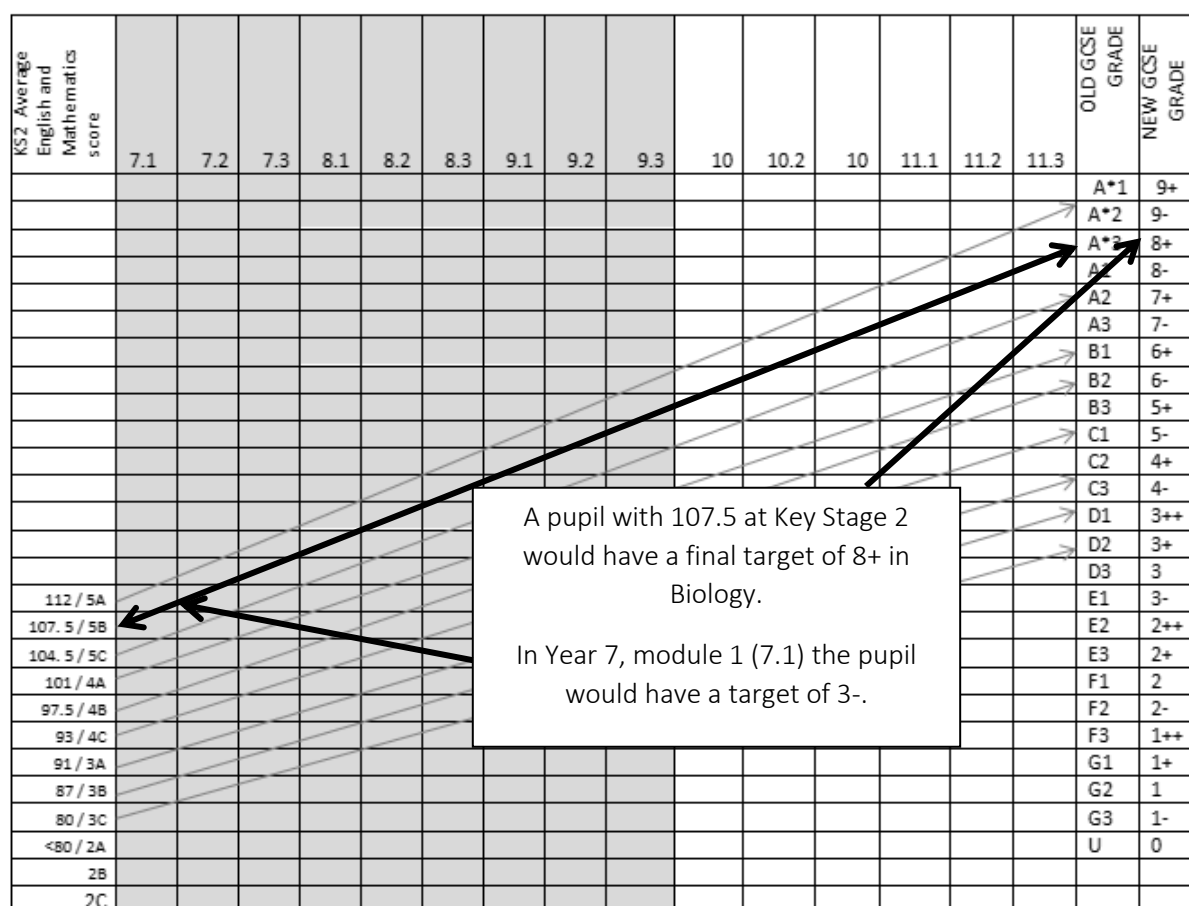
FLIGHT PATHS

Once we have the pupil's starting score and their target grade for each subject we map out the progress they should be making by the end of each module through years 7 to 11. These are done using 'flight paths'.

These 'flight paths' are shown on a Subject Flight Plan and show approximately the attainment required at each intermediate point (each modular assessment) to progress to the target at the end of year 11.

Figure 2 below shows a subject flight plan for Biology. As an example, a pupil who obtained an average score of 107.5 in year 6 would have a target grade of 8+ at the end of year 11. This is shown in the flight path highlighted in a thicker line. We follow this flight path to work out the intermediate targets. Following this example, this pupil would have a target of a 3- in Year 7 Module 1 (7.1), a 3 in Year 7 Module 2 (7.2) and a 3+ in Year 7 Module 3 (7.3).

Fig 2: Example Flight Path: GCSE Biology



CLASSROOM EXPECTATIONS

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

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

There is no excuse for disrespect or insolence towards teachers or other staff.
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 students and visitors.

CODE OF CONDUCT

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 students, 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.

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 students 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

- Students 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 – for Maths and Science*
- Mini headphones - for Music*

*Departments will offer specific advice on these articles early in the first term

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;

Parents' Evenings along with academic reports, are an important aspect of co-operation between parents and teachers. It is on such evenings that potential problems may be highlighted and therefore addressed, as well as recognising and celebrating the achievements of our students.

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 students, such as Safety Online, Family Science, Family Cooking and Mindfulness as well as personal development courses for Y9/Y10.

Parents and carers are our most important partners in developing our students to their full potential. We look forward to welcoming you to Family Learning sessions over the coming years. Dates for future Family Learning sessions will be published on our website for your information.

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.

PASTORAL SYSTEM

In a school of around 1500 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 five houses: Aidan, Bede, Cuthbert, Hild 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 students do well. A copy of the SEN arrangements can be obtained from the school.

ESSENTIAL INFORMATION

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.

PE KIT

Please refer to the section entitled 'PE Uniform' on page 11 of this booklet for details of items and instructions on how to order and purchase.

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 students 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.

MOBILE PHONES

Mobile phones must not be used during the school day, including break time and lunch. This means that phones must not be used, for example, making call, checking texts, checking the time, texting, or used as a calculator. They must be switched off and kept in your bag/locker during the school day. Any student or parent needing to make urgent contact can do so through the appropriate system at reception. All urgent messages are relayed immediately.

The school takes no responsibility for the loss or theft of mobile phones and/or other electronic devices in school.

If phones are on show or used during the school day, students will be challenged and they will be confiscated until the end of the day or in some cases parents may be contacted to collect it from school themselves.

LIBRARY

The library is open from 8.00 am to 4.00 pm Monday to Thursday, Friday 8.00 am to 3.00 pm. Years Seven to Thirteen students have the privilege of using it as a lending library and a study area.

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 students on a daily basis. Those students who wish to bring packed lunch may do so. If your child has a medical condition that has implications for their food choices, please let us know. Our catering manager can offer individual advice on the safe and appropriate choices for your child.

Our school canteen is open from 7.30am and serves breakfast should children wish. There is also hot and cold snacks served at break time or they are welcome to bring in their own break time snack from home. Children have access to water coolers during break/lunch times so we encourage them to bring in a refillable bottle. Food and Drink may only be consumed within the dining area only.

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.***

For more information about Gateshead Catering service please visit; <https://www.gateshead.gov.uk/article/7431/Secondary-school-meals>

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.

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

SPORT

The PE department runs a wide range of clubs and teams both at lunchtimes and after school. Some of these are seasonal.

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 students have gained district, regional, county and national recognition in their chosen sports. This is supported by our Gifted and Talented programme where students are offered support from their allocated mentor. We have many leadership opportunities available for our students 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

Cardinal Hume Catholic School is delighted to have been appointed a MFL regional Hub school as part of the government's 'Centre of Excellence for Modern Languages' and as such our Languages teachers work extensively with schools around the region.

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 students.

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. The ECO (Edmund Campion Outdoors) Club runs regular weekend trips to the Lakes, Teesdale and Northumberland for walking, climbing and gorge-walking for students of all ages. The Duke of Edinburgh scheme is established in school for Y9 and above, offering students opportunities to develop their personal, social and physical skills, and 6th form students have the opportunity to take part in World Challenge.

Costs for all of these outdoor activities are kept to a minimum, but there is additional financial support and equipment for students to borrow where necessary. Please check with the member of staff running the activity.

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 'Grease', 'School of Rock', 'Return To The Forbidden Planet' and 'Billy Elliott'. 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 – our most recent production was High School Musical - is always a hit.

CLUBS

There is 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. Further information can be found on the website.

MUSIC FOR ALL

The school choirs rehearse during lunchtimes, and all students are welcome to join. There are no auditions, and students don't need to read music. The orchestra rehearses every Wednesday evening. Students are usually expected to have reached grade 1-2 standard on their instrument to play in the orchestra – instrumental teachers inform students when they are ready to join. Rehearsals continue throughout the year in preparation for a number of performances e.g. the annual Advent Services, the Spring Cabaret, occasional events such as the 'Late Shows' at the Shipley Art Gallery and other liturgical events in school.

Instrumental lessons are offered for orchestral strings, clarinet, flute, saxophone, brass, guitar 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 may also opportunities for some students to take up a new instrument later on in the first term. Instrumental lessons are heavily subsidised by the school, but we do need to make a modest charge to enable us to maintain current provision. Lessons are charged by the term, although there is no charge for students who receive free school meals. Most instruments can be currently borrowed free of charge from the Local Authority, but guitarists must have access to an instrument at home.

CARDINAL BASIL HUME 1923-1999

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.

GOVERNORS' STATEMENT AND POLICY ON BEHAVIOURAL STANDARDS

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 students 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 students. 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 students that failure to conform to the high standards expected by all, may result in permanent exclusion in certain cases. For example, if any student:

- 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 student;
- Makes an unprovoked verbal assault on another student;
- 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 student;
- 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.



Agreed Term Dates for 2021/22

Agreed Autumn

Start of term	Half term	Last day of term
Monday 6 September 2021	25 - 29 October 2021	Friday 17 December 2021

Spring term

Start of term	Half term	Last day of term
Tuesday 4 January 2022	21 - 25 February 2022	Friday 8 April 2022

Summer term

Start of term	Half term	Last day of term
Monday 25 April 2022	30 May - 3 June 2022 (bank holiday 30 May)	Friday 22 July 2022

All dates are inclusive.

In addition to the above dates, schools will be closed to pupils on Monday 2 May 2022 (Bank Holiday).

Three days within the above terms are to be used for professional development for staff:

6.9.21

7.9.21

1.7.22

The start of the Autumn Term 2022 is proposed as Monday 5 September 2022.

What shall I do if I get lost?

Please don't be afraid to ask any staff member or one of our older students - they will be more than happy to help you find your way. You will find a map of the school in the Y7 Handbook which shows all departments and classroom numbers. Remember staff and students were all new to the school at some point so please don't worry.

Can I bring a phone into school?

Mobile phones should be kept in your bags/lockers at all times during the day. They must be switched off and should not be used for any reason. If you use your phone inappropriately it will be confiscated. If your parents need to contact you they should telephone Main Reception rather than call or text you directly. Sometimes there may be a reason why you need to call home. If so, just ask permission from a member of staff and they will help you.

How much Homework will I be given?

In all subjects that are taught more than once a week, one piece of substantial homework is set each week. In those subjects that are only taught once week, one piece of substantial homework is set every other week.

How will I know when each lesson starts/ends?

A bell will ring at the start and end of each lesson and also for break time/lunchtime and the start/end of the school day.

What do I do if I need to leave school early or have appointment during the school day?

You are not permitted to leave the school site during the day. If you have an appointment you will need to bring in a note from your parent/carer, or they can write this in your planner. This must be shown to your Head of House who will authorise this. If you need to leave during a lesson you must inform your class teacher and show them your note/planner and they will excuse you from the lesson. You will need to leave via the Main Reception, and sign out. If you are returning to school after your appointment, please report to the main reception entrance and sign back into school. You can then return to your lesson and continue with your day.

Are there Clubs I can join?

There are plenty of activities going on after school and also during lunchtimes. A timetable of clubs can be viewed on the school website and also made available for tutors to display in your tutor classroom.

When will I get my timetable?

Your tutor will give timetables out on your first day. You will be asked to write this in your new planner so that you do not lose it. Your timetable will show your class name, subject, teacher and room number. We recommend that you make several copies; one for your wall at home, one for your planner, perhaps one for your locker.

What happens on my first day in September? Where do I need to go?

You should enter school via the Student Entrance and should be in school before 8.45am at the very latest. You should wait in the Atrium until the bell for Registration sounds. From there you will be asked to go to the Main Hall (you will practice this on transition visits). After a quick briefing in the Main Hall you will then depart from there into your tutor group where you will spend the morning getting to know your tutor, learn a bit more about school routines. You will also be given your student planners, your timetables, ID card etc. There will be a lot of information to take in so be sure that you pay full attention. After lunch time you will begin to follow your timetable.

What if I don't know anybody when I start school?

In every new Y7 there are always students who come from their primary school without knowing anybody. They might be the only person from their Y6 class who comes to Cardinal Hume. Moving to secondary school can be a very anxious time for all new students - we appreciate that those who may not know anybody can be feeling particularly anxious and a little scared. We have Transition materials for you to become familiar with the school, and when you start Y7 there will time for you to get to know your tutor group and make some new friends. You will be encouraged to make as many new friends as you can in the early days of Y7 and older students – particularly our Student Ambassadors – will happy to support and guide you in the first few weeks. There are also lots of clubs and activities which will give opportunities to meet new people in an informal situation.

Will I have a locker?

Yes, every new student will be issued with a locker. During your first couple of days you will be given your locker key and shown where to find your locker. You will be able to keep your coat, bag, books, and PE Kit in your locker and access them anytime during the school day. You will be responsible for looking after your locker key and should keep it safe at all times.

Will I have a planner?

Yes, you will be given a planner on your first day. Your tutor will explain how you should use it to help you keep organised when planning for your lessons, recording homework, any clubs, or special events that are taking place in school. You will be responsible for looking after your planner and should keep it safe at all times. You will need to have your planner with you every day and use it during every lesson. Your parent/guardian and tutor will need to sign your planner every week.

What should I do if I have forgotten my lunch/lunch money or my PE Kit?

Try to prepare yourself the night before if you can and check that you have everything before you leave the house in the morning. If you do forget anything please try not to worry, we can all be a little forgetful sometimes. If you have forgotten your PE Kit you should go to Student Reception. The receptionist will call home for you and see if somebody can drop this in for you. If you have forgotten your lunch/lunch money again try not to worry and please don't go all day without having something to eat. Go to Student Reception - they will help you and ensure that you do not miss out on a lunch.

What should I do if I feel unwell or I have hurt myself?

If you are in lessons and you are feeling unwell or have hurt yourself you must let your teacher know. Your teacher will call for assistance from a first aider if they deem it absolutely necessary - otherwise you will be asked to remain in class. You should find your Head of House at break time or lunchtime and let them know if you continue to feel unwell. If necessary your HoH can make arrangements for somebody to collect you. We have fully qualified first aiders in school who will be available if anybody hurts themselves or has an accident that requires immediate attention. If they need to, they will notify home and arrange for somebody to collect you.

Do I have to wear my blazer all the time in school and in lessons?

Yes. Your blazer should be worn at all times in school and in lessons. Occasionally in practical lessons such as Design Technology/Cooking lessons you may be allowed to take them off with permission from your teacher. Sometimes, with permission from your teacher, you may be able to take them off during lessons.

What should I do if I have lost something in school? Where can I find lost property?

You are responsible for all your belongings in school and you should look after them at all times. Lost property is located at Student Reception. Try to retrace your steps if you can. You can check at break time/lunchtime and after school to see if anything has been handed in.

What are the lunch arrangements?

You will learn about the lunch arrangements during your first day at school. Y7 will be given priority to get their lunch while you are learning how lunch time works, usually for the first week. The canteen runs a cashless system which will be explained to you. You will need to use your ID card for lunches. You are also welcome to bring a packed lunch any time you wish. Students in Year 7-11 are not permitted to leave the site for lunch.

What if I am late for school?

It is your responsibility to ensure you arrive to school on time and fully prepared for the day ahead. You should always be in school before registration at 8.45am. The doors at the student entrance will lock at 9.00am. Should you arrive to school later than that you will need to enter via the Main Reception at the front of the school, where you will be asked to sign in the 'Late Book' and to give your reasons for being late. This 'late' mark will be recorded on your attendance record.

What should I do if my child is ill?

You should call the school before 8.30am and leave a message on the 'Student Absence' option. You should give your child's name, their tutor and the reason for absence. **You will need to call the school every morning of each day of absence.** Please refer to the 'Attendance' section in this handbook for more information.

How do I pay for school lunches?

We operate a cashless system for school meals. We would encourage you to pay for school meals via 'Parentpay'. This is a secure site used for online payments from home to school. You will be issued with login credentials during the summer holidays in time to make payments ready for September. It is also useful to note that by using Parentpay you will be able to monitor how much your child spends each day, set daily limits and also check what they have eaten for their lunch. Parentpay will also be available to make payments for other activities such as school trips. As an alternative to using Parentpay you can send cash into school with your child and they will be able to credit their account by using our 'Top-Up Catering Machines' around school. When choosing their lunches at the canteen students will need to use their ID Card, which will be swiped at the 'Cashless Tills' where the cost of their meal will be deducted from their account.

My child receives Free School Meals at Primary School do I need to apply again for Secondary School?

No. You do not need to apply again if your child is currently in receipt of free school meals. The Local Authority will be aware of the secondary school your child is transferring too and they will notify us if your child should be entitled to free school meals. Credit will be assigned to your students account on a daily basis. If you think you may be entitled to free school meals please check this with your local authority.

How can I find out how my child is getting on in school?

Please check your child's planner weekly, here you will see details about homework, any merits that have been awarded. You will also be given access to 'My Child at School' which is a portal you can log in to and view information about your child, such as their timetable, attendance, reports, behaviour logs etc. This is an excellent way to see how your child is progressing. Login credentials for this will be sent to you during the Autumn Term.

What should I do if I have any concerns about my child?

Your first point of contact for any concerns you may have will be your child's Head of House. You should ring the main reception in the first instance. It is important to note that our Heads of House also teach so it might not be possible for you speak with them immediately. Where this is the case you can leave a message with our receptionists. Please see the 'Key Staff' page in this Handbook for names of all our Houses and House Heads. If you are not sure which member of staff you need to speak to our receptionists will be happy to assist you.

My child has been prescribed medicine, but is well enough to be in school. Can the school give them their medicine?

Yes we can administer medicine to your child. You must complete the 'Student Medication' forms first which you can request from main reception. You will also find these in your Enrolment & Consent Pack. Medicine must be in prescribed packaging with their name on it - anything that is not prescribed will not be administered. If you wish to speak to someone regarding administering medicine please contact the school office.

My child has asthma and will need to use an inhaler throughout the day - does the school need to know?

Yes we do. If your child needs to use their inhaler in school we will need to know. They can use it at any time they need to - this is not a problem. You will need to complete a 'Student Medication' form which you can request from main reception. You will also find this form in your Enrolment & Consent Pack.

I have changed my phone number/moved address, what should I do?

It is important for the school to have accurate records for every child in school at all times. It is your responsibility to notify the school office of any changes to your contact details, address, emergency contacts, medical information etc as soon as possible. Please contact the school office to update your child's record. You will also be asked to check that your child's records are up to date during our annual parents' evenings.

AN INTRODUCTION TO OUR SCHOOL COUNSELLOR

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 SCHOOL COUNSELLOR?

Our staff and governors are committed to providing a caring/supportive environment with high academic standards and learning opportunities, which will enable students 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 students and, where appropriate, families. It is recognised that students 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 School Counsellor 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 School Counsellor will be available to offer support, information/advice or counselling to students and their families who feel that they may benefit from this service.

WHO DECIDES WHETHER STUDENTS SHOULD BE REFERRED TO THE SCHOOL COUNSELLOR?

The majority of requests for support will come from school personnel or parents themselves. Sometimes students may choose to speak directly to the School Counsellor 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 SCHOOL COUNSELLOR?

In most cases, parental consent will be requested before students are referred to the School Counsellor. In secondary schools there is the opportunity for older students 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, students will be encouraged to share issues of concern with parents/carer, teachers or adults they trust.

In all cases, students 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 students' safety and wellbeing, if necessary.

WHO IS OUR SCHOOL COUNSELLOR?

Our School Counsellor is Mrs Katherine Davies. She is a qualified counsellor, employed by the school and has many years' experience of working with children, young people and families.

Mrs Davies 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 kdavies@chs.bwcet.com

COMPLIMENTS, COMMENTS AND COMPLAINTS

If you have any comments about the service, please contact Mrs Davies, or Mrs 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, Ewinstones Road, Gateshead NE9 5UR, or phone them on 0191 433 8758.

Holidays in Term Time

Information for parents and carers



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

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:

3d health
& fitness
CARDINAL HUME CATHOLIC SCHOOL

DARE TO BE DIFFERENT

EMAIL:CH@3DHEALTHANDFITNESS.CO.UK

TEL:07960773825



As a parent of a child entering year 7 at Cardinal Hume Catholic School, we are delighted to bring you this fantastic offer:

- **Exceptional gym facilities**
- **30 + weekly group exercise classes**
- **Ongoing structured programmes**
- **Fitness assessments and nutritional advice**

**£0 JOINING FEE
WITH THIS FLYER**