



THE HOLY FAMILY CATHOLIC HIGH SCHOOL

“To grow in wisdom and grace”

YEAR 7
TRANSITION BOOKLET



Holy Family School Prayer

God you have made us your Holy Family, with Christ, the Church and each other.

In Jesus, may we learn the joy in forgiveness;

Mary the Mother of God, let us find comfort through our love of others;

May the example of Joseph help us grow as we serve.

Make our family an instrument of your peace,
guided by your wisdom and strengthened by your grace.

We ask this through Jesus Christ our Lord

Amen.



Mission Statement

Together we step out in faith, knowing that Christ is with us and united as a holy family.

We commit to ensure that each child realises their full potential, growing in wisdom and grace.

Holy Family Catholic High School places Christ at the heart of everything we do and openly gives witness to the Catholic values of love, compassion, forgiveness and reconciliation in our daily work.

Message from the Headteacher

Dear Parents/Carers,

A warm welcome to you all as you join our Holy Family school community. We are delighted that you have chosen our school for your child's secondary education and we look forward to working in close partnership with you during your child's time with us.

First and foremost, we are a Catholic school where every child is valued as a unique individual, created by God with an eternal destiny. Gospel values and the teachings of the Catholic Church are at the heart of everything we do. We openly give witness to the Catholic values of love, compassion, forgiveness and reconciliation in our daily work.

We seek to support and challenge our students as they grow to adulthood, educating the whole person and encouraging them to aim high.

Your visit to us on 29 June is an opportunity to learn more about the school and to support your child in their transition to Year 7. We will talk to you about our expectations of students at the Holy Family Catholic High School and answer any questions which you or your child may have in preparation for this important step in their education.

I look forward to meeting you all as we begin this journey together, united as a holy family.



Mrs D Mitchell

Headteacher

Our School

As a school, we have four houses: Beaumont, Hinsley, Howard and Newman. Each house comes together to engage in and celebrate whole school events. Within each house there are five year groups: Years 11, 10, 9, 8 and 7.

Form tutors play an important role in the pastoral care of all of our students. The tutors play a key role in monitoring the pupils' welfare as well as their academic progress. Form tutors contribute towards the planning and delivery of the pastoral programme and support the Catholic life of the school. Each form group also plans and delivers a liturgy through the academic year.

Home/School communication is extremely important. There are several ways that you can communicate with staff at the school. Primarily parents can use the student planner to write short notes. Form tutors will see the planners each day during registration which ensures it is an effective and prompt way of communicating with the school.

If the message is more private then please phone or email to: enquiry@holyfamilycarlton.org



Spiritual Life

As a Catholic school, prayer and worship play an intrinsic role within everyday life and the community as a whole. The mission of the school is centred on a strong Christian ethos which underpins all that we do. This begins in Year 7 where we start our liturgical celebrations with a Mass of Welcome. This provides a wonderful opportunity to welcome each individual and their family into the school community.



Each year group has a clear and specific spiritual identity. In Year 7, the theme is Light and this is drawn upon in numerous services, including the Year 7 Mass of Welcome and the Year 7 Service of Light.

These themes are drawn out in retreats and reflection days, which include Mass at St Mary's Church, reflection time at Carlton Towers, Lourdes and Rome pilgrimages. Each theme is focuses on preparation for the next step of their personal and spiritual journey and works to inspire and lead others within the school. We are continually looking to develop the contribution that pupils make to the spiritual life of our school and we have recently amalgamated the Chaplaincy groups into our wider Student Leadership Group, enabling students to make a contribution to liturgies, form prayer and fund raising activities.

We are very proud of our Chapel, which forms a sacred place of peace and reflection and allows us to hold a Mass on Friday lunchtimes, prepared by an individual class.

Partnership

We, the Governors and Staff at the Holy Family Catholic High School, offer in the spirit of partnership:

- an education based upon the Catholic ethos, developing positive moral principles in line with the School's Mission Statement.
- a safe, caring, well-ordered environment, based upon mutual respect for all who make up the school community.
- the promotion of high standards of behaviour and the opportunity to take on responsibilities.
- a system of rewards and, where necessary, sanctions that are designed to be firm, fair and just.
- a well-managed, "uniformed" school in which each child is treated as an individual whose intellectual, social and spiritual needs we strive to meet.
- a quality of education from well qualified staff in both the academic and pastoral fields, so that high standards are achieved.
- appropriate access to a broad and balanced curriculum, using a variety of teaching and learning styles designed to motivate and sustain interest.
- systems that monitor and assess progress and achievement, set targets and communicate outcomes by means of regular written reports and at Parents' Meetings.
- clearly defined channels of communication for parents and students.
- a range of extra-curricular activities designed to enrich the educational experience.
- We, the school, expect that parents/carers and students will:-
- support the spiritual life of the school.
- take a pride in the school reinforcing our high reputation and affirming our Christian ethos.
- accept school standards and codes of behaviour and expectations for the benefit of all.
- accept the legitimacy of the school's system of sanctions.
- notify us of any adjustments we need to help you support your child.

We expect, as a student of this school, that you will:

- give of your best at all times.
- undertake all work set, be it class work, coursework or homework and take responsibility for it.
- attend school regularly and punctually, with all appointments, holidays, etc arranged outside school hours whenever possible.
- attend in the correct school uniform.
- come properly equipped to cope with all the requirements of the school day.
- show concern and respect for all those you come into contact with, within the school community.
- respect the fabric and physical environment of the school.
- behave on your journeys to and from school in a manner that reflects credit upon you and the school.

We expect, as a parent/carer, that you will:-

- support your child's learning.
- attend the scheduled evenings or any specially arranged appointments concerning the progress of your child.
- keep the school fully informed, as early as possible, of all matters likely to affect your child.
- sign the school homework planner weekly.
- notify the school office on the first day of your child's absence, and supply a note to the Form Tutor after all absences.
- ensure your child complies with the school's dress code and wears the correct uniform every day.

Code of Conduct

The one rule for all of us in school is:

“Everyone will act with courtesy and consideration to others at all times”

This means that:

- In class, we make it as easy as possible for everyone to learn and for the teacher to teach.
- We always speak politely and appropriately to everyone.
- We always try to listen and understand other people’s point of view.
- We move sensibly and quietly about school, keeping to the left.
- We respect our environment, keeping our school clean and tidy so that it is a welcoming place of which we can all be proud.
- We take care of our appearance, dressing appropriately for the school day.

Mobile phones, electronic devices and earphones/headphones should not be seen or used during school hours. If seen they will be confiscated and parents will have to collect them.

Equipment expectations:

Black Pen	Ruler	Scientific Calculator	Pair of compasses
Green Pen	Pencil	Protractor	

Students are expected to have their planner on their desk every lesson.

Attendance

It is very important that your son/daughter attends regularly. All should aim for 100% attendance. Regular attendance at school with no or few unavoidable absences will help students:

1. Keep up to date with their work.
2. Maintain friendships in school.
3. Be successful when they apply for a college course or a job.

We know that students at the Holy Family Catholic High School with attendance above 98% also produce the best examination results. Being in lessons will make it possible for your child to keep up to date and understand their work.

Whenever a reference is requested, we are always asked to give attendance figures and comment on punctuality. Pupils can make sure that we can give positive comments and figures by arriving on time and attending every day.

If your son or daughter is experiencing difficulties and appears reluctant to come to school, please contact us so that we can work together to resolve any possible problems. Our Attendance Policy along with North Yorkshire guidance can be viewed on the school website or a copy is available from the school on request.

If your child is too ill to attend, please contact school, by 9.00 am on day one, to let us know why he/she is absent. On the day he/she returns to school, you should send in a note for the form tutor. We will contact home, if we have not received a telephone call or a letter.

If a student has had a number of absences and his/her attendance is causing concern, school will contact home. If truancy is suspected, contact will be made with you, but if you suspect your son/daughter may be missing school, please ring and we will investigate. In some cases, the Education Welfare Officer may be involved and where necessary, fast track procedures will be instigated. Parents have a legal duty to ensure that their children attend school. The school has the responsibility to determine whether to authorise the absence or not.

Holidays in Term Time

Holidays should **NOT** be taken in the school term as they disrupt learning. Parents/carers should write to request leave of absence or request a Leave of Absence form from the school office. Leave of absence requests can only be granted in exceptional circumstances.

Medical Appointments

Our preference is that your child has all medical appointments outside of school time. However, this is not always feasible and we acknowledge that. Therefore, it is essential that if your child has a medical appointment that you are able to provide evidence of such an appointment e.g. an appointment card or a signed document from the medical professionals.

School Day

Registration is at 08.45am, followed by five one-hour lessons with a twenty-minute break in the morning and a half an hour break for lunch. Lessons finish at 3pm. Our after school homework club runs to 5pm.

Term Dates 2021 - 2022		
	Closes	Opens
Autumn		Tues 7 Sept
Half Term	Thurs 21 Oct	Mon 01 Nov
Christmas	Fri 17 Dec	Wed 05 Jan
Half Term	Fri 18 Feb	Mon 28 Feb
Easter	Fri 08 April	Mon 25 April
May Day	Fri 29 April	Tues 03 May
Half Term	Fri 27 May	Mon 06 June
Summer	Fri 22 July	
Training Days	Mon 06 Sept	
	Friday 22 Oct	
	Tues 04 Jan	
	Mon 25 July	
	Tue 26 July	

Pastoral Support

Our pastoral system starts with the form tutors. They see your child every day. If you have any concerns then the form tutor is the best person to contact. If, however, you feel that that you wish to share your concerns with someone else please contact the Head of Year to arrange an appointment.

Head of Year: Mr Wadsworth
enquiry@holyfamilycarlton.org

Health and Well-being

The school promotes a healthy lifestyle for all. Carbonated sugary drinks, energy drinks and chewing gum are not permitted. Our Student Leadership Group work with our catering team to ensure healthy meals and snacks are available. We encourage healthy packed lunches.

We are committed to tackling any form of bullying and encourage students to inform us if they are unhappy or feel bullied. We have an anti-bullying policy which can be found on our school website. We also have a specialist Anti-Bullying Ambassador, Mrs Williams, who students can be referred to by their form tutor or Mr Wadsworth.

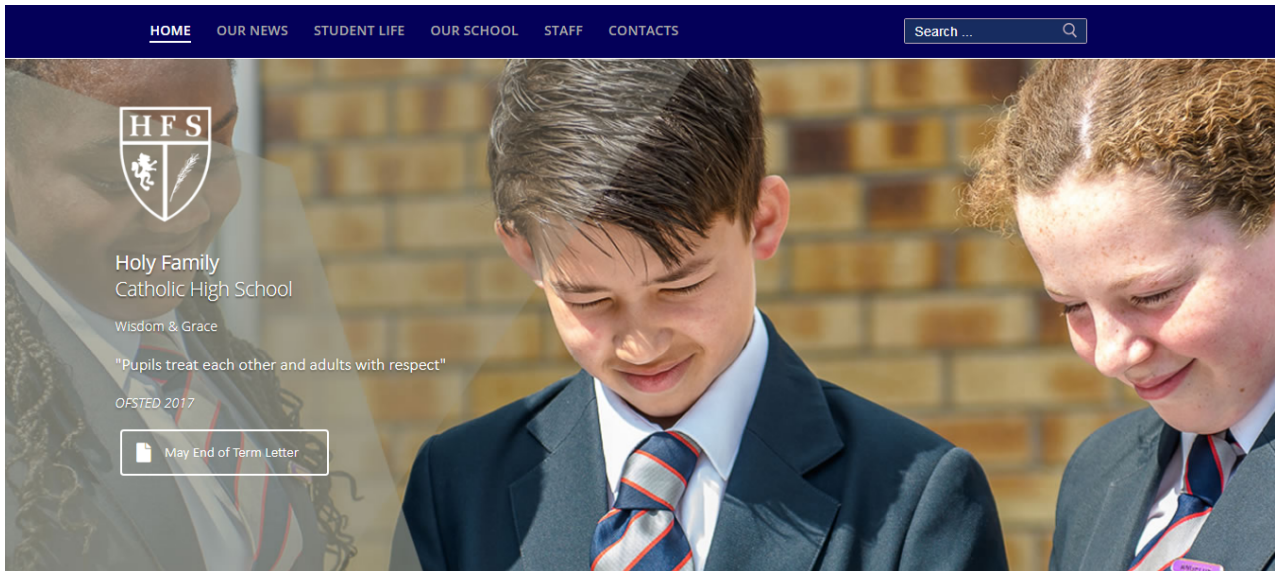
Mrs Williams is also a trained school counsellor and she is on site to offer support to students.

The NHS Wellbeing in Mind Team work with our staff and students to ensure early intervention on any mental health issues. The team support our student's mental wellbeing and they ensure that every person can thrive. Self-help advice and many resources are also available on the school website.

We encourage students to be responsible in their use of social media. We block access in school but would be grateful if parents/carers supervise social media use at home to ensure that all students are safe and responsible.

SCHOOL WEBSITE

<http://www.holyfamilycarlton.org>



The school website is an integral part of communication, you will find the latest news, policy documents and other important information which is updated regularly. This should be your first port of call if you are looking for the latest information about the school.



<https://twitter.com/HFCarlton>

You can follow the school's Twitter account
@HFCarlton

This gives you up-to-date information on the school's activities, learning opportunities, extra-curricular and occasionally, emergency closures.

HolyFamilyCarlton Retweeted

North Yorkshire Inclusive SSP

@NYInclusiveSSP

Excellent day at the multi sports event thank you to sports leaders from @HFCarlton @ABCCollegeSport. #rolemodels#future





As part of our drive to raise academic attainment and to work collaboratively with parents, we have introduced a new homework app. This is available for you, as a parent, to download and to track homework set for your child. The app will give you access to all homework set and any support materials that the teacher attaches so that you can assist your child, as well keep an accurate record of completion.

The app is available from iOS and android stores and can be used on any computer, tablet or smartphone. You will receive a code to access the software, which can be shared with a partner or guardian, who can do likewise without personal details being shared between joint accounts.

Office 365

During the recent pandemic, school adopted Office 365 as part of our blended learning strategy. All students joining the school will be given an email address enabling them to access the apps associated with Office 365. Students will also receive lessons in school teaching them how to access and use the platform.



SIMS App



The school uses SIMS as its Management Information System (MIS). Teachers record attendance, rewards and behaviors on the system. If you download the Parent APP you will be able to receive detailed information regarding your child. Positive and negative behaviors are shared daily with parents via the app. As well as key information such as letters, and school reports.

Parental Consent

Food Technology

As part of the Food Technology Curriculum, students will be carrying out food activities such as preparing, cooking and tasting different food products. In some cases, instructions will be sent home with regards to storing and reheating the dishes that the students have prepared and brought home. This may consist of storing at 5°C or below and reheating it to 75°C for 2 minutes.

Please note that within the Food Technology classrooms, the allergens: celery, cereals containing gluten, crustaceans, eggs, fish, lupins, milk, molluscs, mustard, nuts, peanuts, sesame seeds, soya and sulphur dioxide are present. We are unable to guarantee that the classrooms are allergen free.

If your child has any special dietary needs or religious observances which would prevent him/her tasting certain foods, please record them on the consent form.

ICT

As part of the school's ICT facilities, we offer pupils supervised access to the Internet and Email. It is Government policy that, before allowing access to these facilities, all pupils must obtain parental permission and themselves agree to abide by the school rules on this matter.

Access to the internet will enable pupils to explore a vast source of information stored in thousands of libraries, databases and archives. Please be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Whilst our aim is to further educational goals and objectives, pupils may find ways to access other material. Downloading inappropriate sound/movie/text files which do not relate directly to educational learning, visiting online gaming sites, visiting online chat site and exchanging non-school related information via the school provided emails are all examples of Internet use that is considered unacceptable.

Any pupil using the internet/email in this way will have their account monitored. A letter will be sent home informing you of this. Should any further unacceptable usage be identified, the pupil will have the relevant facilities suspended for one school month and a further letter will be sent to parents. If you would prefer your child not to have access to the school's internet or email, please indicate on the consent form.



Local Off site Activities

Your child may be required to leave the school premises for local visits or to take part in activities for the enhancement and enrichment of curriculum delivery. This may include cross country runs, sponsored events, walking to churches, in particular St Mary's RC Church in Carlton, to participate in the celebration of Mass or as part of RE study. Your child is likely to be involved in a number of these activities during their time at the Holy Family Catholic High School and we are seeking permission to allow them to leave school site for this purpose.

Where possible, staff will ask pupils to include details of any proposed local off site visits in their planners, so that you are aware in advance. Other specific visits or activities will be notified in writing and parental consent will be requested for individual activities/visits.

Inter-school sports activities

The school also takes part in a number of inter-school sports activities during the year. These include fixtures, festivals, galas and tournaments across a wide range of sports and other activities. In the last year, the school has competed in athletics, cricket, dance, football, gymnastics, hockey, netball, rounders, rugby, squash, tennis, trampoline in friendly fixtures, league and cup competitions. This year we anticipate running a similar programme.

At all times, our young people on sports activities will be supervised by a suitably qualified member of staff. Transport to and from the event will be to the standard required by the LEA and all activities will be refereed/umpired by teachers or nominated representatives. If your child is included in the team for a particular event, we will ask them to let you know in advance giving you an approximate time for return. You will need to make arrangements to collect your child from school as school transport will not be available after normal school hours.

Uniform Policy

Items listed as 'Holy Family School' are branded items displaying the school logo.

Holy Family School Blazer: For all students; this may be removed in lessons at the teacher's discretion. This will be optional for Year 11.

Holy Family School V-neck Jumper: Year 11 will be permitted to wear a black V-neck school jumper during their final academic year. Other students wearing a jumper will only be permitted to wear a plain, grey V-neck school jumper with a plain red stripe around the v neck.

Plain, White Shirt: To be tucked in at all times and should not be too tight.

Holy Family Tie: Done up to the collar with the tip reaching the waist band. Shirt top button must be fastened.

Coats: These may be worn to school on top of the school blazer but are NOT to be worn inside the school building. Denim jackets, tracksuit tops, hoodies, sweatshirts and other non-uniform items should not be worn.

Plain, Black School Trousers: The following trousers are NOT permitted: fashion trousers, jeans, cropped or tapered, any trousers tight around the legs, lycra, or lycra-style stretchy material, trousers with external zips or leggings style. All trousers must have sufficient fabric to hang away from the leg. Plain, black school trousers should be worn with black socks/tights so as to fully cover the ankle.

Holy Family School Knee Length Skirt: No other skirts are permitted and the Holy Family School Skirt must not be more than 4 cm above the knee.

Plain Black Tights or Socks: Socks must adequately cover the ankles. Both tights and socks must be plain with no pattern.

Plain Black School Shoes: Formal leather or faux leather style with black sole and without logos or markings. The following footwear is NOT permitted: boots, trainer style shoes, pumps, backless slip-on shoes or shoes with additional jewellery. If your child requires specific footwear for a medical condition, please contact the relevant Year Leader to discuss arrangements.

Accessories: No accessories are permitted in school apart from a plain black belt with a small, plain buckle. Hats and caps, large or fashion belts are not allowed.

Light Make Up: Key Stage 4 (Years 9, 10 and 11) are permitted the discreet use of light foundation, but NO lipstick, eye shadow, eye liner, false eye lashes, fake tan and false, coloured or long nails.

Jewellery: One pair of small round gold or silver studs in ear lobes only. Piercings (facial & body), rings, bands, necklaces and bracelets are NOT permitted. This also applies on entering and leaving the premises and any worn will be confiscated until a parent or guardian can collect them. Pupils are allowed a wrist watch; however, the use of smart watches for communication is not allowed. Parents/carers need to carefully consider the "healing period" after piercings in order to meet these requirements in school.

Moderate Hairstyles: Hairstyles shorter than grade 2 or with large variations in length, lines, patterns, contrasting colouring or colours considered to be unnatural are NOT permitted. Students who arrive with non-regulation hairstyles will spend their break and lunchtimes in isolation and will not be allowed to participate in official school photographs.

Pupils wearing incorrect uniform will be offered the chance to change into school-owned uniform. Refusal to comply will lead to isolation and a parent/carer bringing in the correct items or taking pupils to have false nails/piercings removed. Students refusing to comply will be treated as defiant and dealt with in line with the school's Behaviour Policy.

Optional Holy Family PE Uniform

Holy Family School Top: Unisex 1/4 zip top, and a unisex standard T shirt/polo shirt or fitted polo shirt.

Holy Family School Shorts: Unisex sports shorts or skort,

Tracksuit: Optional plain sports leggings with no logos/markings, or optional plain tracksuit bottoms with no logos/markings.

Plain Navy Football Socks: Knee high sports socks with no logos/markings.

Students may continue to wear **plain blue** shorts or **plain blue** leggings/tracksuit bottoms and a **plain white** top. Logos and brands are NOT permitted on any PE kit items other than the school logos.

It is hoped that students in GCSE groups and/or those participating in sports teams will use the Holy Family kit to encourage a sense of pride and teamwork.

If your child is unable to take part in PE due to medical reasons please provide a note via their school planner. Your child is still expected to bring their PE kit regardless of participation as learning may take place through participation as a coach or official.

PE kit must be marked with the pupil's full name; however, the use of optional initials on the Holy Family garments is available upon ordering and would negate the need for separate labels.

Pupils in incorrect PE kit will be offered the chance to change into school-owned PE kit.

Students refusing to comply will be treated as defiant and dealt with in line with the school's Behaviour Policy.

Notes