



# Year 7

## Transition Handbook

2020 - 21



# CONTENTS

Strategic Framework and the School Prayer

Structure of the school day

Holiday dates

Communication      Meet the Year 7 Team

                                 Meet the Senior Leadership Team

                                 Parent protocol

                                 Safeguarding

                                 Website / Twitter

                                 ClassCharts

                                 MYEd app

Key Stage 3 Assessment without Levels

Recommended Reading List

Medical, Mobile Phones, Photographs and Filming of Students,

Attendance and Punctuality / Leave of Absence

Curriculum Organisation – Daily equipment, Student Planner

Behaviour

Uniform

Physical Education requirements and sporting activities

Sample Menu

General Data Protection Regulations (GDPR) 2018

School bus information



# Mission Statement

## Strategic framework

### Our vision

We are a people of the beatitudes. We are blessed and we bless

### Our objectives

To make Christ present in our community  
To value the individual in all things  
To enhance each individual's spiritual journey

### Our values

Blessed be those who ask difficult questions:  
they are honouring their God-given brains

Blessed are those who don't have glib answers:  
they offer a refreshing change

Blessed are those who are not afraid to say "I do not know for sure"  
or "I could be wrong:"

their integrity will be rewarded  
Blessed are those who do not judge others by their sexual orientation,  
gender or beliefs:  
God will cherish their compassion

Blessed are those who respect differing ways of praising God:  
gifts will be given to them

Blessed are those whose coming to faith was gentle and unspectacular:  
they are good to be with

Blessed are those who listen quietly to others' hurts:  
they will be known as sensitive friends

Blessed are you when you are awed by the mystery of God, can find few words to describe your highest experiences, and so love your neighbour that you can be supportively alongside others whilst they take different paths from yours. Some may tell you that you are not a proper Christian but you will be on the way to wholeness as a human being

## The School Prayer

God our Father,  
You created us  
And through your Son, Jesus,  
Made us members of your holy family,  
The Church.

Fill us with the gift of your Holy Spirit,  
that we may have the strength to care for  
one another  
and the courage to lead our lives  
following the example of your Son.

Mary, Mother of God, keep us from harm.

Joseph, patron of all workers,  
help us to develop our talents  
to the best of our ability.

Amen.



## MEET THE YEAR 7 TEAM

Mrs Moran  
Progress Leader for Year 7



Miss Bennett  
Pastoral Support Assistant for Year 7



## Form Tutors

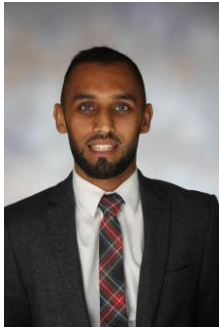
7A  
Mr Campana



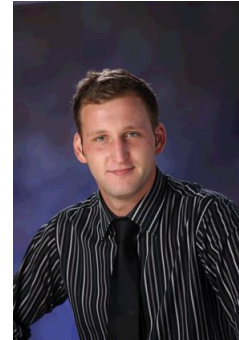
7E  
Miss Langford



7J  
Mr Mahmood



7M  
Mr Findlay



7P  
Miss Whitaker



7S  
Mrs Rickaby



## MEET THE SENIOR LEADERSHIP TEAM

S Mather  
Interim Headteacher



Mrs E Llewellyn  
Senior Assistant Headteacher



Mrs S Layas  
Senior Assistant Headteacher



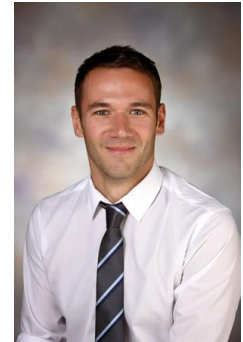
Miss A Pritchard  
Assistant Headteacher



Mr C Scrivens  
Assistant Headteacher



Mr I Burrows  
Assistant Headteacher



Mr P Allen  
Assistant Headteacher



Mrs C Kane  
Associate  
Assistant Headteacher  
Designated Safeguarding  
Lead



Dr C Banham  
Associate  
Assistant Headteacher





## Structure of the school day

8.35 am	School day begins/movement bell
8.40 am	Tutor time / assembly
9.00 am	Lesson one
10.00 am	Lesson two
11.00 am	Break
11.15 am	Lesson three
12.15 pm	Lesson four
1.15 pm	Lunch
1.50 pm	Lesson five
2.50 pm	End of the school day

# The Holy Family Catholic School

**Head Teacher:** Sharon Mather

**Address:** Spring Gardens Lane,  
Keighley,  
BD20 6LH

**Tel:** 01535 210212

**Web:** [www.holyfamilyschool.uk](http://www.holyfamilyschool.uk)

The school will also close for the Year 6 Open Evening, which is held late in September/early October 2020 (the date is yet to be fixed)

Aug 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sep 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28






Mar 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30		

May 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Key			
	Bank Holiday		Yrs 7 & 12 Only
	Training Day –		School Closed to Students
	School Closed		

## **PARENTAL PROTOCOL**

### **E-Safety**

As technology advances the school is mindful of all the benefits that this can bring but we are also anxious that social networking sites in particular can be used in very harmful ways. The school is picking up a growing number of incidents that have been provoked outside of school hours through misuse of such sites by some of our students and we ask that parents endeavour to police their children's usage with increased rigour.

### **Contacting School**

The school is keen to develop our communication with parents. The best way of ensuring effective communication is to call the school and arrange an appointment with the relevant member of staff at a mutually agreeable time.

**Parents who turn up at school expecting to see staff without an appointment will be invariably disappointed as staff teach, and have additional commitments during the working day. A member of staff will make every effort to contact you before the end of the next working day.**

The primary responsibility of the school is to ensure that the children and staff are safe on school premises. There will be occasions when parents' views may differ from members of staff, nevertheless we expect parents to communicate with us in a respectful and courteous manner at all times.

Thank you in advance for your co-operation

### **Change of address/contact details**

It is very important that we are informed immediately if you change address.

Mobile numbers and email addresses are frequently changed – please inform us as soon as possible if you change either.

### **Borrowing money from school**

If, on the odd occasion, your child has forgotten or lost their dinner money, we would be able to issue them with a sandwich token which is repayable the following day.

### **Student visits**

A variety of visits are available to students in all year groups however, access is dependent on good behaviour. Students will not be allowed to participate when behaviour is consistently poor.

## **Safeguarding at The Holy Family Catholic School**

The term safeguarding is used to define actions taken to protect vulnerable groups from harm. This harm might come from adults or other children. Safeguarding is what we do for all children; and Child Protection is what we do for children who have been harmed or are at significant risk of being harmed.

We believe that Safeguarding and promoting the welfare of children is the responsibility of everyone in our school community, pupils, staff, visiting professionals, parents, carers and governors. Everyone who comes into contact with children and their families has a role to play.

Improving outcomes for all our pupils underpins our work at The Holy Family Catholic School. Our school staff aim to create safe environments within which every pupil can achieve. We aim to equip our children with the life skills, opportunities, support and knowledge that they need to have safe and fulfilling lives.

We ensure that all members of the school community can express any concerns, feel listened to and know that appropriate action will be taken. We are rigorous in our response to concerns.

When safeguarding a child you:

- Protect them from abuse, maltreatment and exploitation.
- Prevent anything from harming their health or development.
- Ensure they can grow up under safe and effective care.
- Take action to ensure they have the best outcomes in life.

Safeguarding includes but is not limited to concerns around, sexual abuse, physical abuse, emotional abuse, neglect, forced marriage, county lines, child sexual exploitation, domestic abuse, substance abuse, e-safety, radicalisation, extremism.

### **Safeguarding is everyone's responsibility.**

If you have a concern regarding the welfare of a member of The Holy Family School community, no matter how small, please contact the school immediately. Concerns may be passed to the appropriate Head of Year via telephone or email. Mrs Kane (Associate Assistant Headteacher) is the school Designated Safeguarding Lead and will respond to concerns raised and ensure process is followed.

**If you would like to speak to our Designated Safeguarding Lead, please contact Mrs Kane by email: [ckane@holyschool.uk](mailto:ckane@holyschool.uk) or phone reception: 01535 210212.**



Mrs C Kane  
Associate Assistant Headteacher  
Designated Safeguarding Lead  
[ckane@holyschool.uk](mailto:ckane@holyschool.uk)



Miss A Pritchard  
Assistant Headteacher  
SENCO SEND/LAC  
[apritchard@holyschool.uk](mailto:apritchard@holyschool.uk)



Mrs J Butterfield  
Assistant SENCO  
Mental Health Champion  
[jbutterfield@holyschool.uk](mailto:jbutterfield@holyschool.uk)



Mrs J Moran  
Progress Leader for Year 7  
[jmoran@holyschool.uk](mailto:jmoran@holyschool.uk)



Mrs A Blake  
Progress Leader  
For Years 8 and 9  
[ablake@holyschool.uk](mailto:ablake@holyschool.uk)



Mr K Ryan  
Progress Leader  
for Years 10 and 11  
[kryan@holyschool.uk](mailto:kryan@holyschool.uk)



Miss F Brown  
Mentor  
6<sup>th</sup> Form  
[fbrown@holyschool.uk](mailto:fbrown@holyschool.uk)

# SCHOOL WEBSITE

[www.holyfamilyschool.uk](http://www.holyfamilyschool.uk)



The school website is an integral part of communication at Holy Family. You will find the latest news, policy documents and other important information are posted on it regularly.

This should be your first port of call if you are looking for the latest information about the school.



[https://twitter.com/THFCS\\_Official](https://twitter.com/THFCS_Official)

You can follow the school's Twitter account at @THFCS\_Official. This gives our community up-to-date information on the school's activities. Many other teachers run accounts which can be found through the followers list on @THFCS\_Official in these accounts you can find details of future lesson tasks, revision and occasionally, homework and emergency closures.

## KS3 Assessment without Levels

The school have been assessing students at KS3 using a mastery approach for the last academic year. We are pleased with how this has been embraced by students, staff and parents and will continue with the system next year. Below is some information about how we will be assessing your child in KS3 at Holy Family.








### What we hope to achieve

A KS3 curriculum and assessment model which:

1. Is focused on developing the key concepts, knowledge and skills needed for success in KS4
2. Is based on high expectations and challenge for all
3. Adopts a mastery approach to teaching and learning, and uses proven effective teaching methods.
4. Uses regular assessment and feedback which gives all students the chance to develop a secure understanding of the key ideas.
5. Incorporates high quality end of topic assessments which help students develop the skills needed to tackle GCSE examination questions.
6. Data from assessments reliably identifies what students have/have not understood and informs future teaching and learning, including intervention needs.

### How will Summative Assessments be graded?

A new grading system is being introduced which indicates how well the students have understood that particular unit of work, based on their performance. This fits in with our aim to develop a **secure** understanding of the key ideas needed for successful performance in KS4. The grades are:

Colour	Statement	Description
	Mastered	Demonstrated a comprehensive understanding of all concepts and skills in a unit of work.
	Secure	Understood and has a secure knowledge of the main concepts and skills in a unit of work and can apply to new contexts.
	Developing	Has a thorough understanding of the main concepts and skills when applied to familiar contexts.
	Emerging	Understood some of the main ideas and skills in a unit of work, others require development.
	Building	Beginning to understand some of the main ideas and skills in a unit of work.
	Not Accessing	Is struggling to understand the concepts and skills in this unit of work.
	Absent	The student has been absent for this unit of work.

The aim for students is to reach the **secure** threshold and beyond.

## YEAR 6 TRANSITION SUPPORT: RECOMMENDED READING IDEAS FOR KEY STAGE 2- KEY STAGE 3 TRANSITION

There are lots of ideas and specific book lists in many different categories for young adults and teenagers at:

[www.booktrust.org.uk](http://www.booktrust.org.uk)

[www.scottishbooktrust.com](http://www.scottishbooktrust.com)

<https://www.carnegiegreenaway.org.uk/>

<https://www.theguardian.com/childrens-books-site> - here you can submit your own review and take part in quizzes etc.



'Forget soppy nature poems; desire and lust and bitterness and guilt are the true province of poetry and that's the way to get teenage boys reading it, argues teenager Secret Scribbler'.

Many of these books will be available at your local library and your child would be able to borrow books such as these if they became a member. Libraries have lots of reading events during the summer holidays and librarians will be able to recommend other books your child might be interested in.

Here are some of our suggestions that are Carnegie medal winners.

Happy reading!

2017 Ruta Sepetys, **Salt to the Sea**, Puffin  
2016 Sarah Crossan, **One**, Bloomsbury  
2015 Tanya Landman, **Buffalo Soldier**, Walker Books  
2014 Kevin Brooks, **The Bunker Diary**, Puffin Books  
2013 Sally Gardner, **Maggot Moon**, Hot Key Books  
2012 Patrick Ness, **A Monster Calls**, Walker Books  
2011 Patrick Ness, **Monsters of Men**, Walker Books  
2010 Neil Gaiman, **The Graveyard Book**, Bloomsbury  
2009 Siobhan Dowd, **Bog Child**, David Fickling Books  
2008 Philip Reeve, **Here Lies Arthur**, Scholastic  
2007 Meg Rosoff, **Just in Case**, Penguin  
2005 Mal Peet, **Tamar**, Walker Books  
2004 Frank Cottrell Boyce, **Millions**, Macmillan  
2003 Jennifer Donnelly, **A Gathering Light**,  
Bloomsbury Children's Books  
2002 Sharon Creech, **Ruby Holler**, Bloomsbury  
Children's Books  
2001 Terry Pratchett, **The Amazing Maurice and his  
Educated Rodents**, Doubleday

2000 Beverly Naidoo, **The Other Side of Truth**,  
Puffin  
1999 Aidan Chambers, **Postcards from No Man's  
Land**, Bodley Head  
1998 David Almond, **Skellig**, Hodder Children's Books  
1997 Tim Bowler, **River Boy**, OUP  
1996 Melvin Burgess, **Junk**, Anderson Press  
1995 Philip Pullman, **His Dark Materials: Book 1  
Northern Lights**, Scholastic  
1994 Theresa Breslin, **Whispers in the Graveyard**,  
Methuen  
1993 Robert Swindells, **Stone Cold**, H Hamilton  
1992 Anne Fine, **Flour Babies**, H Hamilton  
1991 Berlie Doherty, **Dear Nobody**, H Hamilton  
1990 Gillian Cross, **Wolf**, OUP  
1989 Anne Fine, **Goggle-eyes**, H Hamilton  
1988 Geraldine McCaughrean, **A Pack of Lies**, OUP  
1987 Susan Price, **The Ghost Drum**, Faber



## **MEDICAL INFORMATION**

It is vital that you inform school if your son/daughter has any medical conditions or medical needs such as; diabetes, asthma, allergies or any special dietary requirements and if any changes are made throughout their time here at The Holy Family Catholic School.

If your son/daughter requires to take any medication in school a 'parental agreement for school to administer medicine form' needs to be completed, signed and returned to school with the medication which must be clearly labelled and dated.

If your son/daughter has a Care Plan, an up to date copy must be provided along with any equipment needed such as; an epipen, an inhaler or insulin. We are happy to store a spare clearly labelled inhaler in the Student Office.

Students are risk assessed if using crutches. If students are able, they may be allowed to attend lessons in classes that are on a fire exit level but movement around the school may be restricted.

Parents are responsible for supplying the school with in-date medication and updating as and when required.

## **INFORMATION ABOUT MOBILE PHONES**

We accept that mobile phones are an essential item that students use for communication with parents, friends etc. However, in order to allow for minimum disruption to school lessons and routines the policy is that mobile phones are not to be used or even seen once the student is through the school gates at the beginning of the school day. In addition, they must be switched off at all times. If this rule is broken the phone and sim card will be confiscated, and the phone will be returned the following Friday at 3.20 pm, after a 30 minute detention. Parents may contact school through the main office. Students who need to use a phone may use the school office.

Finally, if your child does carry a mobile phone please arrange insurance, as school cannot accept any responsibility for loss, theft or damage.

## **PHOTOGRAPHS AND FILMING OF STUDENTS**

Student Photo Consent forms will be provided in September via the MYEd app. Please ensure that you complete the forms accordingly.





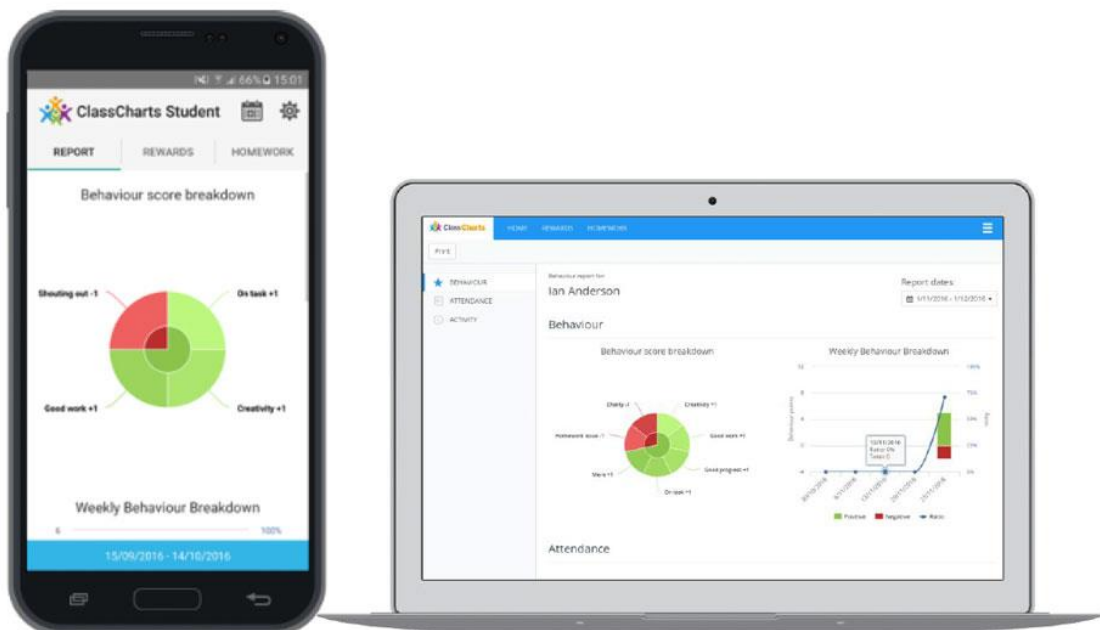
Class Charts is an online system which teachers use to track achievement and behaviour throughout the school day. We believe in working closely with parents and one of the key benefits of using Class Charts is that we are able to securely share your child(s) achievement and behaviour report with you and so keep you up to date in real-time. You will also be able to track the homework that has been set and the feedback given by the teachers.

Each child has a unique access code which we will issue parents. Once you have been issued with a code you will need to create an account and enter the code here:

<https://www.classcharts.com/parent/login>

Links to mobile phone apps are also available to parents from this page.

If you have more than one child in the school ,you can enter additional codes once you have created an account and are logged in.



# 'MY Ed'

## App for IOS and Android – Please download it now

This app will play an important part for communication between school and parents. The system enables us to inform you of important and urgent changes or information.

**On the app, you will see:**

- attendance, absences and late marks
- reports
- parent's evenings
- trips
- praise
- school closures due to bad weather
- exam changes
- detentions
- extra-curricular activities
- sporting events

the list is endless.

**Please download the app as soon as possible**

**This system is a valuable tool but can only be effective if you download it and keep us informed of correct mobile telephone numbers.**

# MY Ed

Connecting parents, students and schools



## Download our school app NOW

**Step 1: Go to your app store** | **Step 2: Search for My Ed** | **Step 3: Download the app**

**1**   | **2**  My Ed | **3** **FREE Download**

### Information about your student and school direct into your pocket.

 <p><b>Attendance</b> Keep up to date with your child's attendance details.</p>	 <p><b>Forms</b> Fill in forms securely on your app and return them directly to school.</p>	 <p><b>Achievements</b> Get regular updates of achievements.</p>
 <p><b>Key Dates</b> Important dates the school needs you to know.</p>	 <p><b>News</b> Access the latest school news.</p>	 <p><b>Info Packs</b> Digital information packs reduces time, hassle &amp; paper.</p>

**GET THE APP HERE**

**SCAN ME**



Find out more

[www.myedschoolapp.com](http://www.myedschoolapp.com)

## **ATTENDANCE AND PUNCTUALITY 2020/2021**

Central to raising standards in education and ensuring all students can fulfil their potential, children need to attend school regularly to benefit from their education.

Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less, especially in secondary school where excellent attendance is essential to achieving good grades in subjects.

The following important policies are brought to your attention:

### **Registration**

Students should arrive at school no later than 8.30 am. Morning registration is taken at **8.40 am** by their form tutor. Afternoon registration is taken at the start of lesson 5 by the teacher at **1.50 pm**.

A late mark will be given to students who arrive after these times without a valid reason. Students who get the school bus should inform their form tutor ASAP to avoid any unnecessary morning late marks.

### **Late Registration**

All students arriving late during form time up to 9.00 am will be given a minutes late mark by their form tutor. Students arriving after this time **MUST** report to the student office and sign into school with Mrs Jowett the Attendance Officer. Failure to do this will result in the student not getting their legal attendance mark, more importantly they will not be on the Fire Evacuation Register. Please be aware that if your child is late for school twice within the same week it will result in an after-school detention. This does not apply to those students who arrive late on the school bus.

### **Absence and Illness**

If you are reporting a student absence, we request a message by 8.30 am. Parents/Carers (not siblings) should contact on the first day, then each day afterwards to keep us informed of their recovery. The most effective method to report absence is through the MyEd App which ensures accuracy of the student and absence details. Alternatively, we have a 24 hour telephone line (01535 692596). The school can challenge illnesses and will request medical evidence, or we may conduct a home visit if absences are persistent. Failure to notify school by 8.30 am will result in a text message from Mrs Jowett to obtain a reason, which may be followed by a welfare home visit if no contact is received.

### **Medical appointments**

We encourage Parents/Carers to make all routine, non-urgent appointments out of school hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment. A copy of the appointment detail is required in advance and should be handed to Mrs Jowett at the Student Office, along with a note in the student's planner.

### **Term Time Absence**

Parents/Carers should know that they do not have the right to take their children out of school for leave of absence and that Holy Family School do not permit holidays during term time. To ensure we are following Local Authority Guidelines, requests for absence should be completed on an absence request form available from the Student Office. If the request for absence shows the student will be leaving the country, copies of the return travel documents should be attached. Mrs Jowett is happy to meet with families who seek permission for leave of absence to discuss their request.

Authorised days are considered for:

- Attending Family Funerals
- Performing Arts when accompanied by a Performance/Acts licence
- Sporting Activities such as taking part in the Olympics or Charity Sporting Events
- Religious Observance days (LA guideline sets a maximum of three per academic year)

**Parents/Carers should be aware that Holy Family follow the Policies set by the Department for Education when managing:**

- Unauthorised leave of absence of more than four days
- Over Truancy
- Parent/Carer condoned absences
- Excessive delayed return from holiday
- Persistent late arrival to school (after registration closes)

## **DAILY EQUIPMENT**

### **School bag containing:**

- Books for lessons of the day. Holy Family does not provide lockers; therefore, students will be expected to carry their bags between lessons.
- The school Planner. This will be issued on your first day in September. This is THE MOST ESSENTIAL part of your equipment and is used daily to note homework, positive and negative comments, liaison between parents and staff, for weekly checks and so on. As it is so important, if you forget your planner, you will receive an afterschool detention (an example page of the planner is included in this booklet).
- General equipment such as pen, pencil, ruler, rubber and so on. A green pen is also a requirement.
- PE kit, Maths equipment; food tech ingredients etc dependent on your lessons.
- Dinner money or packed lunch.

## **INFORMATION ABOUT MATHEMATICS**

In your Mathematics lessons at The Holy Family Catholic School you will experience many new topics, and for some of them you will need to use special equipment. Here is a list of things you will need during Year 7.

### **EQUIPMENT LIST**

Sharp pencil  
Ruler  
Rubber  
Protractor  
Pair of Compasses  
Calculator

### **CALCULATORS**

All students must have a calculator to use (when appropriate) in their Mathematics lessons. Scientific calculators are suitable for Year 7 right through to GCSE level. However, a basic calculator will suffice for Years 7 to 9.

Week 37	Red	Week commencing: 1 July 2019
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Staff praise / Achievements / Parents comments	
Notes, things to remember, comments and targets	
Concerns - Homework / Equipment / Behaviour / Punctuality	
Word of the Week: .....	
Meaning or Synonyms: .....	
Correct use in sentence: .....	
.....	
.....	
<p>14th Sunday in Ordinary Time</p> <p>Luke 10:1-12, 17-20</p> <p>Paul wishes for us what had been promised to Israel - peace, mercy and grace. We should join the group of seventy-two disciples in their mission of spreading this message of hope. God has sown the seed, He causes it to grow and He is to come in judgement. Our joy should be in the victory of Christ. We are builders in the new Jerusalem, the light of which is to reach all nations.</p>	
Tutor's signature:	<b>Attendance</b>
Parent's / Carer's signature:	% Attendance
	Number of lateness: /10

An example of a page from the school planner

## BEHAVIOUR PLAN

### Exert from our Draft Behaviour Policy

#### Rewards

##### Above and Beyond:

Extra-curricular Good deeds  
Representing the school

##### Academic

Effort Excellent classwork  
Excellent homework Perseverance  
Presentation Resilience

##### Behaviour to others

Kindness Compassion Courtesy  
Forgiveness Helpful Patience

##### Attendance

100% Best from group Best year group  
Regular challenges including  
'Most Improved'

#### Warnings

##### In class

**C1** Verbal warning– student spoken to

**C2** Public Reminder– re seated in class

**C3** Public Action– relocated in the  
department

**C4** On Call Removal– picked up for  
persistent defiance and taken to  
Internal Exclusion

##### Around school behaviour (examples)

- Incorrect Uniform
- Boisterous behaviour
- Dropping litter
- Lateness to lesson

#### Consequences

Verbal warning or reprimand

Negative points – awarded through  
Class Charts for any behaviour that  
contradicts the ethos and values of  
our school, disrupts learning etc.

Parental Contact

Removal to work in another classroom

Pastoral Call Out—SLT call out  
Break/lunchtime detentions

After school detention C3 (30 mins)

**C4** (60 mins)

Internal Exclusion room

External Isolation at another school

Pastoral report/close monitoring

Fixed term exclusions

Referral to local BAC

Permanent exclusions

# SCHOOL UNIFORM

## 2020 - 2021

Uniform requirements for students at  
The Holy Family Catholic School.

We constantly strive for the highest possible standards in attainment, behaviour and dress and we seek your help to ensure your son/daughter wears our uniform with pride and continues to build up the good name of the school.



Uniform is available to purchase from WHITTAKERS (formerly Andrew Firths)





(FORMERLY ANDREW FIRTHS)  
5 Low Street, Keighley, BD21 3PJ

## **INTRODUCTION**

Whittakers Schoolwear is a professional, family run school uniform retailer with 10 shops across the north west and Yorkshire. In November 2019 we acquired Andrew Firths school uniform business. We continue to trade from **5 Low Street, Keighley, BD21 3PJ**.

## **HOW TO PURCHASE SCHOOL UNIFORM**

Due to the Covid-19 pandemic, our business will look very different this summer, as will almost every other retail business in the UK. Our shop in Keighley is currently closed whilst we await government information on when we may re-open. If guidance remains the same, we are hoping this will be Monday 1<sup>st</sup> June. In the meantime, you can still place orders for uniform on our website [www.whittakersschoolwear.co.uk](http://www.whittakersschoolwear.co.uk).

As a business, we will be taking social distancing very seriously. This will mean that there will be 2 ways to purchase your uniform this summer:

- **Option 1 – Place your order online – [www.whittakersschoolwear.co.uk](http://www.whittakersschoolwear.co.uk) (VOUCHERS CAN NOT BE USED ONLINE)**  
Ordering your uniform online means that you don't have to leave your home. On our website you will need to click on the **SHOP** tab and then click on **KEIGHLEY**. You will then be able to locate your school's uniform. Please try to order as soon as possible, to avoid not having your uniform in time for the start of term in September.
- **Option 2 – Make an appointment to shop in store: 5 Low Street, Keighley, BD21 3PJ**  
To ensure the safety of both our staff and our customers through social distancing, we will be operating a ***strict appointment only service in the shop***. This means that we will not be allowing customers entry to the shop unless a prior appointment has been made.

We are still in the final stages of completing our booking system. You will be able to make your appointment from 22/06/2020 by downloading the Booksy app (available through app stores on both Apple and Android phones) and searching **Whittakers Schoolwear Keighley** or you can visit [www.whittakersschoolwear.co.uk](http://www.whittakersschoolwear.co.uk) and click on the **BOOK APPT** tab.

If you would like to visit the shop, please make your appointment as soon as you can after 22/06/2020. We will have extended opening hours over the summer including evenings and Sundays. If you find that all appointments have been taken, and the shop is fully booked, you will have no option but to order your uniform online. Anyone who turns up to the shop without an appointment will be turned away. We do understand that this is not ideal, but we must protect our dedicated staff and our loyal customers.

We would like to wish all of our customers good health and we are really looking forward to providing you with all of your school uniform this summer!

[www.whittakersschoolwear.co.uk](http://www.whittakersschoolwear.co.uk)

SEE OUR WEBSITE FOR ALL OUR SHOP LOCATIONS AND OPENING TIMES

Registered in England no. 6518353. VAT Registration No. 748 4817 90

## UNIFORM

All students in Years 7-11 are required to wear the school uniform. Uniform is a symbol of belonging and an encouragement to unity. Students should wear it with pride in the knowledge that they will be recognised as students of The Holy Family Catholic School. The details of the uniform are as follows:

### GIRLS

Maroon Blazer with the school badge  
Full length plain black trousers (no jeans, leggings or tracksuit bottoms)  
or Black Pleated Skirt with the school badge (to be worn with plain black 70 denier tights)  
Maroon V Neck Pullover with the school badge  
Blue Blouse  
School Tie  
**Plain Black Flat Shoes** – sensible ones! (no coloured embellishment of any kind, no boots)  
Plain socks or tights in black, grey or white  
Hijab – black with school badge **only** available from the school office

### BOYS

Maroon Blazer with the school badge  
Black Trousers (no jeans, combat style or tracksuit bottoms)  
Maroon V Neck Pullover with the school badge  
Blue Shirt  
School Tie  
**Plain Black Shoes** (no coloured embellishment of any kind, no boots)  
Plain socks in black, grey or white

A bag suitable for carrying school books and equipment is required.

Training tops, leather or denim jackets are **NOT** acceptable as outdoor coats. Timberland style boots/shoes are **NOT** acceptable footwear. All students are expected to wear ties neatly done up with shirt/blouse top button fastened.

**THIS RULE WILL BE STRICTLY ENFORCED**

**For Health and Safety reasons jewellery of all forms is forbidden except wristwatches and a single stud in pierced ears.**

### P.E. UNIFORM

#### GIRLS

Navy/Sky Hoodie – with school badge  
Navy/Sky PE top – with school badge  
Navy/Sky Shorts or Skort - with school badge (not cycling shorts)  
Navy/Sky sport legging – with school badge (optional)  
Navy/Sky Tracksuit Bottoms - with school badge (optional)  
Navy Blue Socks  
Black or White Trainers (not fashion boots or pumps)  
Football Boots (optional)

#### BOYS

Navy/Sky Polo Shirt - with school badge  
Navy/Sky Shorts – with school badge  
Navy/Sky Reversible Rugby Jersey – with school badge  
Navy Blue Socks  
Trainers (not pumps)  
Football Boots

**ALL ITEMS OF CLOTHING MUST BE CLEARLY MARKED WITH THE STUDENT'S NAME**  
**THIS HELPS TO REDUCE THE AMOUNT OF LOST PROPERTY**

# PHYSICAL EDUCATION DEPARTMENT

## HELPFUL INFORMATION

During your time at The Holy Family Catholic School you will learn a lot of new things in P.E. Some of these you will find rather strange, some you may not like, but most we are sure you will thoroughly enjoy and the more effort you put in the more rewards you will receive. However, you will not get the full benefits of the lessons, if you do not stick to some basic rules.

**FOR HEALTH AND SAFETY REASONS:**

**JEWELLERY:** All jewellery must be removed including studs. It is not sufficient to use plasters to cover them.

**TRAINERS:** not fashion pumps.

**NAMES ON KIT:** It is **very important** that all your kit has your name clearly marked on it. It is much easier to give lost kit back if names are clearly marked. Students are expected to look after their own kit.

### Kit Policy

- All students to bring their kit at all times.
- If students bring a note and are excused – **they must still bring PE kit and get changed** – they will be involved in the lessons as an observer, complete a worksheet, and be a coach or official.
- If students forget their kit, they will be expected to borrow PE kit.
- When students borrow kit their planner and tie will be taken and they will be given a kit mark. Two kit marks equals a 30 minute detention.
- They will get their planner and tie back at the end of the lesson when they return the borrowed item(s).
- Refusal to borrow kit will be classed as defiance and an SLT call out will be made and the student removed from the lesson and they will receive a detention.

**VALUABLES:** If you bring valuables to the lesson e.g. watches and mobile phones, it is your responsibility to look after them. Staff will not look after any valuables.

**The PE department will not take responsibility for any valuables – these are brought into school at your own risk.**

**EXTRA SPORTING ACTIVITIES:** The P.E. Department in school is a very busy one. There will be teams and clubs for anyone who would like to be involved and all students are encouraged to become involved with at least one activity. Timetables are produced at the start of the year and changed every half-term.

**To notify all parents** – in the unlikely case of an emergency, it maybe required that your child travels unaccompanied in an Ambulance. All efforts will be made to contact parents to inform them of the situation.

All extra-curricular activities will finish at 4.00 pm unless students are told otherwise. Students are expected to organise their own way home. PE staff will not supervise this.

If students play for a school team and have an away game, students will be given an approximate return time and need to make arrangements to get home safely.

**HEALTH / MEDICAL:** If any students have any health or medical conditions eg. Asthma, they should bring their inhaler with them and inform the PE staff of any issues or problems.

# SAMPLE MENU FOR SEPTEMBER 2020

in line with all  
food and nutritional standards

Priced to purchase on their own:



Panini £1.50 (veg) £1.60 (meat)  
Pizza, veg pizza 80p meat pizza 90p  
Homemade pasta: veg £1.30, meat pasta £1.50  
Pasta pots 60p  
Jacket potato 90p (1 filling £1.35, 2 fillings £1.65)  
Halal chicken wraps £1.60  
MAIN MEALS Meat £1.50 eg shepherd's pie with veg and gravy  
MAIN MEALS Veg £1.30 eg cheese and onion flan with salad  
Various cold sandwiches £1.40  
Various salads 80p - £1.40  
Fill a salad box £1.00

## A 'SET MEAL'

which is a main meal plus either a pudding, a cake, fruit or yogurt and a bottle of water can be purchased for £2.40  
this is the best 'value' option.

### Breakfast Menu

Plain teacake	50p
Toast	30p
Hot chocolate (low calorie)	50p
Cold drinks from	50p-£1.00
Fruit	50p
Cereal bars	70p
Fresh fruit pots	£1.00

### Break time Menu

Bacon sandwich	£1.30
Plain teacake	50p
Toast	30p
Cold drinks from	50p
Fruit	50p
Croissants choc	60p
Croissants plain	50p

### Sandwich list (teacakes)

Egg and Bacon	£1.40
B.L.T *	£1.40
Chicken Mayo (Halal)	£1.40
Chicken Salad*	£1.40
Ham Salad*	£1.40
Turkey Salad*	£1.40
Chicken Fajita Filling (Halal)	
Wraps	£1.40
Tuna and Cucumber	£1.40
Tuna Crunch	£1.40
Egg Mayo	£1.40
Prawn Salad	£1.40
Cheese and Onion	£1.40

Homemade cakes	70p
Biscuits	10p
Cheesecake/Tiramisu	70p

**Fresh Sandwiches made on request**  
teacakes, wraps, baguettes, bagels

**Daily - specials of the day**

**Watch out for the 'Meal Deal' of the day**  
**great savings - only £2.40**

\* Healthy Option Choice

There will be a Halal option on the menu each day. All chicken products are halal.



# Privacy Notice for The Holy Family Catholic School Students

We collect and use personal data relating to students and their families under the principles of the General Data Protection Regulations (GDPR).

The Holy Family Catholic School is the Data Controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data is to be processed. The school has a GDPR lead who acts as a representative for the school with regard to its data controller responsibilities.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law or our policies requires the school to share your data. Where the school outsources data to a third-party processor, The Holy Family Catholic School has sought assurances from the processor to ensure they process data in line with the GDPR and the privacy rights of individuals.

DPO Centre is the Data Protection Officer. The data protection officer can be contacted on [dpo@holyfamilyschool.uk](mailto:dpo@holyfamilyschool.uk) or via mail at DPO The Holy Family Catholic School, Spring Gardens Lane, Keighley, BD20 6LH

## **The categories of student information that we collect, hold and share include:**

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Behaviour Information
- Details of any medical conditions, including physical and mental health and accident information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Use of internet and ICT resources in school
- Photographs
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

## **Collecting Student information**

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

## **Why we collect and use this information**

We collect and use personal data as set out under the GDPR and UK law. We use this data

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to protect student welfare
- to safeguard students
- to enable students to take part in national or other assessments and to publish the results of public examinations or other achievements of students
- to assess the quality of our services

- to share news about our work and promote our services
- enable us to carry out specific functions for which we are responsible
- to comply with the law regarding data sharing

### **The lawful basis on which we use this information**

We collect and use student information as set out in the Education Act 1996 and Regulation 5 of the Education Regulations 2013. To conform with GDPR, any information the school processes fulfils one of the following requirements from Article 6 of the GDPR:

- Legal Obligation
- Public Interest
- Vital interest of the data subject, or another person
- Contractual Obligation

Where we process special categories of personal data we do so under obligations covered in Article 9 of GDPR:

- A substantial public interest

Where the above do not apply, the school will seek consent for specific purposes in line with Article 6.1.a of the GDPR. This will be done in writing and will clearly define the uses of personal information and ask for consent.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

### **Storing student data**

Where information forms part of a student's statutory education record, The Education Regulations 2005 SI 2005 No. 1437, the school will retain the information for 25 years from the child's date of birth. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Why we share student information**

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

We are required to pass information about our students to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Students) (England) Regulations 2013.

### **Who we share student information with**

We routinely share student information with:

- Schools that the student's attend after leaving us
- The Diocese of Leeds
- Our local authority
- The Department for Education (DfE)
- Staff
- The student's family and representatives
- Parents or carers of school students
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations

- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Media publications
- Police forces, courts, tribunals

### **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools> .

### **Youth Support Services**

#### **Students aged 13+**

Once our students reach the age of 13, we also pass student information to our local authority and/or provider of Youth Support Services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services through Youth Support Services and careers advisers.

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of Youth Support Services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

#### **Students aged 16+**

We will also share certain information about students aged 16+ with our local authority and/or provider of Youth Support Services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services via post-16 education and training providers, Youth Support Services and careers advisers.

For more information about services for young people, please visit [www.bradford.gov.uk](http://www.bradford.gov.uk).

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required

- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-student-database-requests-received>

To contact the DfE visit: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact [dpo@holyfamilyschool.uk](mailto:dpo@holyfamilyschool.uk) or via mail at DPO The Holy Family Catholic School, Spring Gardens Lane, Keighley, BD20 6LH

Details are available on the school website [www.holyfamilyschool.uk](http://www.holyfamilyschool.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

### **Complaints and Concerns**

If you would like to discuss anything on this Privacy Notice or are unhappy with the way your request for information has been dealt with or you think your data has been misused or not held securely, please contact

School's Data protection Officer  
Email: [dpo@holyfamilyschool.uk](mailto:dpo@holyfamilyschool.uk)

If you are unhappy with the outcome of your query or complaint, you can escalate your complaint please contact the

Information Commissioner's Office (ICO).  
ICO helpline, Telephone: 0303 123 1113  
<https://ico.org.uk/concerns/>





## School Travel Information

Metro provides a range of tickets for travel to and from school by public transport. Find more about The School bus service, including: passes, cards and tickets at <https://www.wymetro.com/schools/>

Your child may qualify for free travel from home to school. Entitlement is set out on Bradford Council's "Home to School Travel and Transport Policy for Children of Compulsory School Age" available at [www.bradford.gov.uk/education](http://www.bradford.gov.uk/education), where you will also find a list of frequently asked questions.

We advise that all students purchase a **Under 16 Photocard** for a small one off payment. These are available from Metro travel centres.

Please note, when using a school bus, you will have to adhere to the following code of conduct:

### **WAITING FOR THE BUS**

- Queue sensibly, away from the road;
- Get on the bus calmly, without pushing;

### **ON THE BUS**

- Remember to show your pass to the driver (where applicable);
- Find a seat and stay seated for the journey. If there are no seats, hold onto rail (Where standing permitted);
- If the bus has seatbelts, they must be worn;
- Do not distract the driver unless in an emergency;
- Do not damage the bus or interfere with the cctv or any other safety equipment;
- Photos should not be taken without the prior consent of the person(s) concerned;
- Always behave sensibly throughout your journey;

### **GETTING OFF THE BUS**

- When your stop is next, ring the bell once. If it has already been rung, you do not need to ring it again.
- If you have to cross the road after you get off the bus, wait until the bus has moved off and you can see the road clearly in both directions, or go to the nearest available crossing.

### **TERMS AND CONDITIONS OF TRAVEL**

You are respectfully reminded that when registering to use the service you undertake to accept the terms and conditions of travel. This includes sanctions, which would be applied if the required standards of behaviour are not met. Parents need to be aware that if their child causes any damage or does not meet the required standard of behaviour on the bus they could:

- Have their pass withdrawn.
- Be banned from the bus.
- Be prosecuted by the police.
- Be required to pay for any damage they have caused.

**SERVICE B28**      Ingrow Primary School - Holy Family Cath Sch  
Holy Family Cath Sch - Oakbank Sch

**ROUTES**

**Towards** Holy Family Cath School

From Queen's Road, Staveley Road, Bracken Bank Grove, Bracken Bank Avenue, Ingrow Lane, Ashbourne Road, Queen's Road, South Street, Bridge Street, High Street, A629, North Street, Spring Gardens Lane.

**From** Holy Family Cath School

From Spring Gardens Lane, North Street, High Street, Bridge Street, South Street, Queen's Road, Staveley Road, Bracken Bank Grove, Bracken Bank Avenue, Ingrow Lane, Ashbourne Road.

**TIMETABLE**

Ingrow Primary School	DEP 8.18 am
Bracken Bank Grove nr Staveley Road	DEP 8.21 am
North St	DEP 8.33 am
Holy Family RC Upper School	ARR 8.38 am

Holy Family RC Upper School	DEP 3.00 pm
Ingrow Lane/Bracken Bank	ARR 3.14 pm

**SERVICE B27**      Oakbank GS Turning Circle - Holy Family Cath Sch  
Holy Family Cath Sch - Oakbank GS Turning Circle

**ROUTES**

**Towards** Holy Family Cath School

From Ingrow Lane, Ashbourne Road, Queen's Road, South Street, Bridge Street, High Street, A629, North Street, Spring Gardens Lane.

**From** Holy Family Cath School

From Spring Gardens Lane, North Street, High Street, Bridge Street, South Street, Queen's Road, Staveley Road, Bracken Bank Grove, Bracken Bank Avenue, Ingrow Lane.

**TIMETABLE**

Oakbank School	DEP 8.25 am
North Street near Russell Street	DEP 8.35 am
Holy Family RC Upper School	ARR 8.40 am

Holy Family RC Upper School	ARR 3.00 pm
Oakbank School	ARR 3.12 pm

**NOTES**

**SCHOOLS SERVED:** Holy Family Cath Sch, Spring Gardens Lane, KEIGHLEY , BD20 6LH

**OPERATOR:** Keighley Bus Company (01535) 603284

For any more information, please contact Education Transport on 0113 348 1122  
or visit [www.wymetro.com/schools](http://www.wymetro.com/schools)

# Service 66 from Skipton to Keighley via Cross Hills, Airedale Hospital, Steeton

**Service  
66**

## **Skipton - Keighley Monday to Friday**

Operated by: KDT  
Keighley & District, Enquiry Phone Number: 01535 603 284

Skipton Bus Station Stand 5 (5)	06:20	07:30		18:30
Cross Hills, adj South Craven School	06:30	07:40		18:40
Sutton in Craven Primary Sch (NE-bound)	06:32	07:42		18:42
Airedale Hospital, o/s Skipton Rd	06:37	07:47	then hourly until	18:47
Steeton, opp Primary School	06:39	07:49		18:49
Keighley Bus Station (arrivals)	06:50	08:00		19:00

## **Keighley - Skipton Monday to Friday**

**66**

Operated by: KDT  
Keighley & District, Enquiry Phone Number: 01535 603 284

Keighley Bus Station (Stand G)	05:45	06:55	07:45		17:45
Steeton, adj Primary School	05:53	07:03	07:53		17:53
Airedale Hospital, opp Skipton Rd	05:56	07:06	07:56		17:56
Sutton in Craven Black Bull (W-bound)	06:01	07:11	08:01	then hourly until	18:01
Cross Hills, adj Victoria Road	06:03	07:13	08:03		18:03
Cross Hills Willow Garth Avenue (NE-bound)	06:05	07:15	08:05		18:05
Skipton Bus Station Stand 5 (5)	06:16	07:26	08:16		18:16

The bus stop for this service is close to the bottom of  
Spring Gardens Lane.

We advise students to cross the road at the pelican crossing.

