



# Year 7

## Transition Handbook

2022 - 2023

### Awakening Minds



### Achieving Dreams



### Serving Others





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## Our Ethos

At The Holy Family Catholic School, our policies and the actions arising from them are always founded in spirit and in letter in our Catholic faith, especially our mission statement and nine core virtues:

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### Awakening Minds

Our faith, the teachings of Christ, is at our heart. We devote ourselves fully to our spiritual growth, striving for excellence in all that we do each day.



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### Achieving Dreams

Our work blends inspirational teaching and confident study in a stimulating environment. We learn wholeheartedly, turning our ambitions into reality with every opportunity.



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### Serving Others

Our spirit leads us to take a positive role in our community. We show love, care and respect for one another and for everyone in our world today.



## 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 Senior Leadership Team

Ms S Mather  
Headteacher



Mrs F Johnston  
Deputy Headteacher



Mrs S Layas  
Interim Deputy Headteacher



Mrs E Llewellyn  
Senior Assistant Headteacher



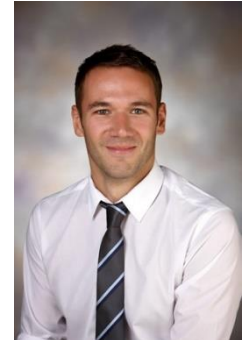
Mrs B Benson  
Assistant Headteacher



Mr C Scrivens  
Assistant Headteacher



Mr I Burrows  
Assistant Headteacher



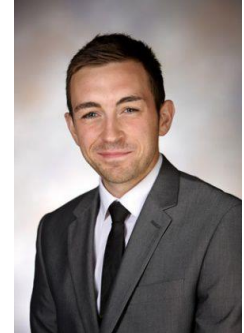
Dr C Banham  
Associate Assistant  
Headteacher



Mrs L Oldroyd  
Associate Assistant  
Headteacher



Mr P Riley  
Associate Assistant  
Headteacher



## Meet the Year 7 Team

**Mrs J Moran  
Year Director**



**Ms D Brammah  
Year Manager**



**Mr T Hudson  
7A**



**Mr H Khalil  
7E**



**Mrs H Cottam  
7J**



**Mr S Ali  
7M**



**Miss E Whitaker  
7P**



**Mrs J Rickaby  
7S**



## **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)

Aug 2022						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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Nov 2022						
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Feb 2023						
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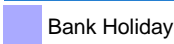
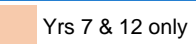


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May 2023						
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Jul 2023						
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31						

Key					
	Bank Holiday		Yrs 7 & 12 only		Training Day
	Statutory				

# 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 can be used in very harmful ways. The school is dealing with 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. In particular, we ask that parents be conscious of minimum age requirements for certain social media platforms such as Snapchat and TikTok. Any incidents of cyberbullying through social media sites should be reported to the police.

## 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.

We also use a messaging platform called MyEd as a way of allowing school to communicate key messages and parents to inform us of absences or issues. It is recommended that you download the app for this programme as it can often be the most efficient way of communicating with school.

**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 always communicate with us in a respectful and courteous manner.

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. It is important that we have contact numbers to use in an emergency.

## 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 will be available to students during their time at Holy Family 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 encounters 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 Safeguarding Team as appropriate.

Mrs Johnston (Deputy Headteacher) is the school Designated Safeguarding Lead and will respond to concerns raised and ensure the correct process is followed.

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

# Safeguarding Team

If you are worried about something, please speak to one of these members of staff.

**Mrs Johnston**  
Designated Safeguarding Lead  
[fjohnston@holyfamilyschool.uk](mailto:fjohnston@holyfamilyschool.uk)



**Mrs Benson**  
Deputy Designated Safeguarding Lead  
[bbenson@holyfamilyschool.uk](mailto:bbenson@holyfamilyschool.uk)



**Mrs Moran**  
[jmoran@holyfamilyschool.uk](mailto:jmoran@holyfamilyschool.uk)



**Mrs Blake**  
[ablake@holyfamilyschool.uk](mailto:ablake@holyfamilyschool.uk)



**Mr Ryan**  
[kryan@holyfamilyschool.uk](mailto:kryan@holyfamilyschool.uk)



**Mrs Oldroyd**  
[ldroyd@holyfamilyschool.uk](mailto:ldroyd@holyfamilyschool.uk)



**Miss Brown**  
[fbrown@holyfamilyschool.uk](mailto:fbrown@holyfamilyschool.uk)



**Miss Milling**  
[umilling@holyfamilyschool.uk](mailto:umilling@holyfamilyschool.uk)



**Mrs Kane**  
[ckane@holyfamilyschool.uk](mailto:ckane@holyfamilyschool.uk)



**Mrs Butterfield**  
[jbutterfield@holyfamilyschool.uk](mailto:jbutterfield@holyfamilyschool.uk)



**Ms Mather**  
[smather@holyfamilyschool.uk](mailto:smather@holyfamilyschool.uk)



**Safer Schools Officers**  
**PC Perry**  
Wednesday PM



**PC Barker**  
Monday AM



## School Website

The school website is an integral part of communication at Holy Family. You will find the latest news; policy documents and other important information is posted on it regularly. This should be your first port of call if you are looking for the latest information about the school.

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



You can also follow the school's social media accounts at which are listed below. They are updated on a regular basis and gives our community up-to-date information on the school's activities.

facebook

@HolyFamilyCatholicSchoolKeighley

twitter

[https://twitter.com/THCFS\\_Official](https://twitter.com/THCFS_Official)



# School Curriculum

## Intent

Highly effective assessment within the curriculum ensures excellent progress for all.

### **Awakening Minds**



We aim to inspire a love of learning and appreciation of academia that supports lifelong, adaptable, agile and inquiring minds, ensuring informed and critical participation in life.

### **Achieving Dreams**



Through inspirational teaching and guidance, we aim to prepare every child for a future filled with hope, choices, and possibility so they can take their place in the world as an active citizen.

### **Serving Others**



Our classrooms are inclusive, safe, welcoming and supportive; children participate in positive partnership with one another and their teachers.

## **Principles of Assessment**

### **Assessment Approach**

At Holy Family we see assessment as an integral part of teaching and learning, and it is inextricably linked to our curriculum.

We use 3 broad overarching forms of assessment: day-to-day in-school Green Assessment, in-school Purple Assessment and nationally standardised summative assessment.

- **Assessment provides evidence to guide teaching and learning.**
- **Assessment is fair, inclusive and free from bias.**
- **Assessment outcomes are conveyed in an open and transparent way.**
- **Assessment objectives set high expectations for learners.**
- **Assessment is appropriate to age, to the task and to the desired feedback information.**
- **Assessment should draw on a wide range of evidence.**
- **Assessment is consistent, with judgements which can be moderated to ensure accuracy.**
- **Assessment outcomes provide meaningful and understandable information.**

We use two types of assessment in school which are outlined below:

### **Green Assessment**

Whole class feedback sheets (WCFS) for KS3 and KS4 are completed every two weeks and uploaded to ClassCharts on a Monday (Red week) and are discussed as part of lessons every two weeks.

At KS4 teachers mark one piece of extended classwork or homework every half term that students respond to with a piece of green pen work. This takes place in the latter part of every first half term.

- It is low stakes
- It takes place every lesson
- It enhances learning and builds in intervention as part of classroom practice
- We can see it – and this is not an exhaustive list in:
  - Classwork
  - Homework (Microsoft Forms, Google Forms, GCSE Pod and traditional forms of homework)
  - Classroom Interactions
  - Questioning Responses
  - Pair and group work
  - Student voice

### **Purple Assessment**

Purple Assessment takes place in Purple Assessment Zone (PAZ) weeks.

Purple Assessment tests students' knowledge of the curriculum and retrieval of key information. This assessment is cumulative, and knowledge and understanding are built upon throughout the year and assessments provide an opportunity to test all taught knowledge across a course. PAZ weeks assess students in test conditions in the later second half of every half term.

### **Feedback and Regularity of Homework**

Whole class feedback completed every two weeks and uploaded each Monday in a red week

One Purple Assessment completed each term and marked by class teachers with feedback (timetable above)

One Homework completed every two weeks and set via ClassCharts.

### **Curriculum Information**

More information about the individual subjects can be found on the school website under the Curriculum tab. You will find an individual Curriculum Journey and Map for each subject.

## **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 at the end of the school day. Parents may contact school through the main office. Students who need to use a phone may use the school office.

Student who regularly have their phone confiscated may need to hand them in each day during form period and returned at the end of the school day.

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.



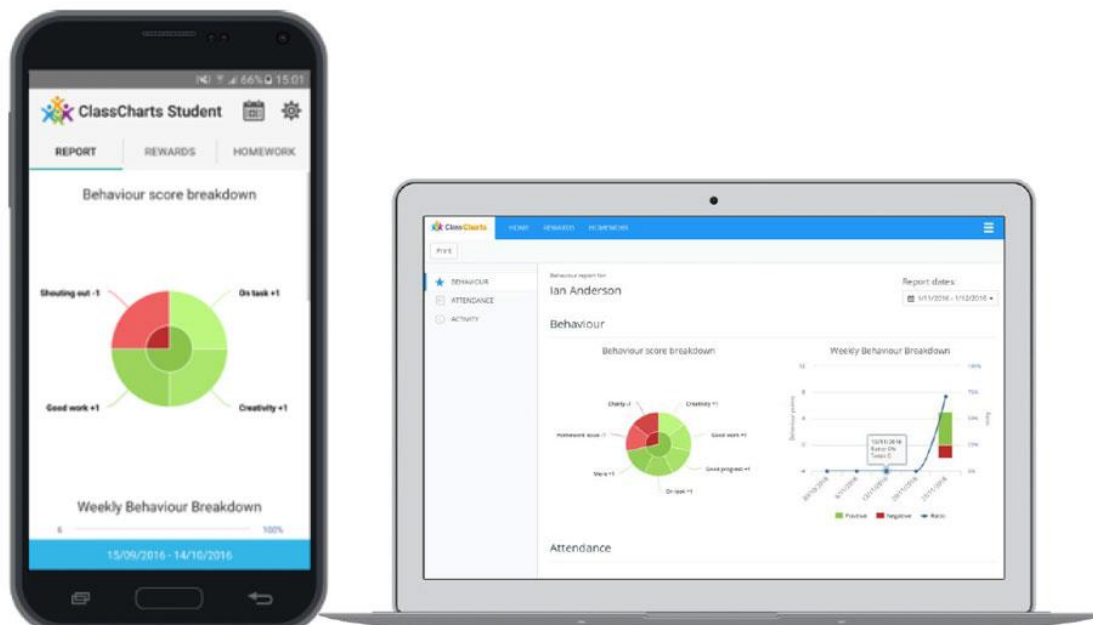
Class Charts is an online system which teachers use to track achievement and behaviour throughout the school day. We believe in working closely with parents and one of the key benefits of using Class Charts is that we can securely share your child(s) achievement and behaviour report with you and so keep 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 to 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 as soon as possible

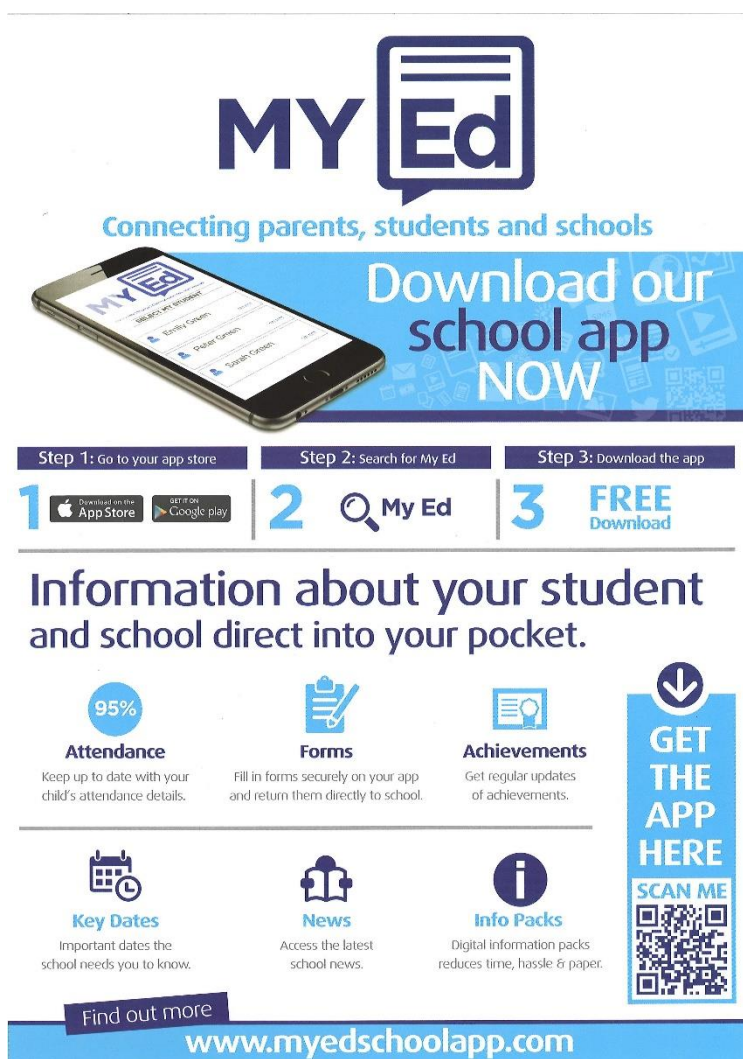
This app will play an important part for communication between school and parents. The system enables us to inform you of important and urgent changes or information.

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
- extra-curricular activities
- sporting events

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.**

- 95% Attendance**  
Keep up to date with your child's attendance details.
- Forms**  
Fill in forms securely on your app and return them directly to school.
- Achievements**  
Get regular updates of achievements.
- Key Dates**  
Important dates the school needs you to know.
- News**  
Access the latest school news.
- Info Packs**  
Digital information packs reduces time, hassle & paper.

**GET THE APP HERE**

SCAN ME

Find out more

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



# Attendance and Punctuality

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.

## The Expectation

**Our expectation is that every student will achieve a minimum of 95% attendance.**

Missing out on lessons leave children vulnerable to falling behind. If your child misses just one day, they have added pressure of needing to catch up with five lessons of work. Children who have poor attendance tend to achieve less, especially in a secondary school where excellent attendance is essential to achieving good grades in subjects.

## Rewarding Attendance

We recognise excellent attendance throughout the year, including improved student attendance when a monitoring period has been achieved. Students can receive postcard and class chart point recognition and could also receive rewards such as water bottles, pencil cases, stationery items, and the chance to go on the end of year school trip.

**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 **minute's late mark** by their form tutor. Students arriving after this time **MUST** report to the student office and sign into school with the Attendance team. 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 consistently late for school within the same week it may result in an after-school detention. This does not apply to those students who arrive late on the school bus.

## Punctuality

It is important that students attend their lessons on time so as to ensure that they can begin promptly. Students have a period of time to move between their lessons and it is expected that they can make it to their next lesson on time, regardless of where they previously were in the building. We have a system whereby students who are late **3+ times each week will be required to do a detention after school on Fridays.**

## 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 may need to challenge illnesses and will request medical evidence or conduct a home visit if absences are persistent. We expect minor illnesses to be treated with medication and the student sent

to school. All major reasons for absence requiring more than one day absence should be supported with a pharmacy or GP professional consultation. Failure to notify school by **8.30 am** will result in a text message to the parent/carer to obtain a reason, which may be followed by a welfare home visit if no contact is received. The absence will remain unauthorised until a satisfactory reason has been received. Parents/Carers should be aware that 3 days / 6 sessions of unauthorised absences within a 6-week period will trigger a penalty notice referral being sent to the local authority to initiate a £60 penalty per parent.

### **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 Miss Bailey at the Student Office, along with a note in the student's planner from the parent/carer. Failure to provide this information may result in the absence not being authorised.

### **Term Time Leave of 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 at least 4 weeks before travel. If the request for absence shows the student will be leaving the country, copies of the return travel documents should be attached. Mrs Jowett may request a meeting to discuss your application. Parents/Carers who take students out of school for more than 3 consecutive days/sessions which has not been authorised, will incur a Penalty Notice of £60 per parent per child.

Authorised days are considered for:

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

### **The Legislation (Law)**

**If a child of compulsory school age fails to attend regularly at the school, the parent is guilty of an offence. A conviction of this offence could lead to their prosecution with a fine of up to £2,500- or 3-months imprisonment.**

**When a student has dropped below 90% attendance this is a concern to the Department of Education and the school is expected to agree an improvement plan with the parent/carer. Failure of this plan could result in the above prosecution.**

Parents/Carers should be aware that Holy Family also follow the Penalty referral policies set by the Department for Education when managing:

- **Unauthorised leave of absence (G) coded marks** such as holidays and trips away
- **Unauthorised absences (O) coded marks** when absence reasons have not been provided or parent/carer condoned absences such as not attending school prior/after a short- appointment, minor personnel circumstances such as transport issues etc
- **Persistent late arrival (U) coded marks** arriving after registration closes
- **Student truancy (O) coded marks** when not attending scheduled lesson(s)
- **Excluded student found in a public place** except for a proven medical appointment

## **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 (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.



# Behaviour

## The C System

### C1: Verbal warning

- Students have the chance to stop and **fix it** or escalate to C2
- Name can go on the board, if needed
- Need to give them a few minutes to be able to get it right

### C2: Public Action

- Logged on Class Charts as a negative
- May relocate within the classroom
- Students have a chance to stop and **fix it** or escalate to C3
- Need to give them a few minutes to get it right

### C3: On Call visit

- Pastoral Team/SLT on call will come to speak to the student about their behaviour
- 30 minute after school detention issued by class teacher
- Student remains in the lesson after restorative conversation
- Student have a chance to **fix it** or escalate to C4
- Need to give them a few minutes to get it right

### C4: On Call Removal

- Pastoral Team/SLT on call will pick up the students and relocate them to another classroom/area with appropriate work
- 60 minute detention issued by the class teacher
- More than four C4s in a week will result in a phone call home from the pastoral team.
- Students have a chance to stop and **fix it** once the lesson / period has ended and they go to their next lesson.

**Fix It:** Two of our virtues are KINDNESS and FORGIVENESS, and therefore we should make sure that when applying sanctions that we are measured in our approach and that we allow our students the chance and time to fix their behaviour at each stage.





## School Uniform

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 (Low St, Keighley)



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 at 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 – plain black, no pins allowed

### **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 schoolbooks 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, no facial piercings.**

Excessive make up is not allowed (including false eyelashes). No false nails, no nail varnish (except clear nail varnish) only acceptable length nails will be permitted.

Sensible haircuts (no patterned/shaved/sculptured/Mohican haircuts). This rule applies throughout the school year. The only exception is for religious observances i.e. Pilgrimage such as Haj or Umrah.

**This does not include Eid.**

## **PE 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 always bring their kit.
- 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 PE 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 may be 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 decide 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.

Students must have an 'excused note' from parents if they cannot participate in lessons due to injury or illness.

# Sample Menu for September 2022

in line with all  
food and nutritional standards

Priced to purchase on their own:



Panini £1  
Pizza 80p  
Homemade pasta: veg £1.40, meat pasta £1.50  
Jacket potato 90p (1 filling £1.35, 2 fillings £1.65)  
Halal chicken wraps- cajun, fajita, tikka and mediterranean £1.60  
MAIN MEALS Meat £1.60 eg shepherd's pie with veg and gravy  
MAIN MEALS Veg £1.40 eg cheese and onion quiche with salad  
Various cold sandwiches £1.60 - £1.80  
Various salads 60p - £1.50 depending on accompaniment

## 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	80p
Fresh fruit pots	£1.00

### Sandwich list (teacakes)

Egg and Bacon	£1.80
B.L.T *	£1.80
Chicken Mayo (Halal)	£1.80
Chicken Salad*	£1.80
Ham Salad*	£1.80
Chicken Fajita Filling (Halal)	
Wraps	£1.80
Tuna and Cucumber	£1.60
Tuna Crunch	£1.60
Egg Mayo	£1.60
Cheese and Onion	£1.60

\* Healthy Option Choice

### Break time Menu

Bacon sandwich	£1.40
Plain teacake	50p
Toast	30p
Cold drinks from	50p
Fruit	50p
Croissant's choc	70p
Croissant's plain	60p
Waffles	70p
Toasted cheese bagel	60p
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

There will be a Halal option on the menu each day.  
All chicken, meat and milk are provided by local suppliers



# 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 **Error! Hyperlink reference not valid.**

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.

**Our code of conduct sets out how we expect people to behave when using public transport.**

### Waiting for the bus

- Queue sensibly, away from the road.
- Indicate clearly for the bus to stop.
- Get on the bus calmly, without pushing.
- Parent/Carers must ensure that your child is at the bus stop in good time to catch the bus.

### On the bus

- Show your pass to the driver.
- Find a seat and stay seated for the journey.
- Fasten your seatbelt (where applicable) - for safety and as a legal requirement.
- Do not distract the driver unless in an emergency.
- Do not damage the bus.
- Always behave sensibly throughout your journey.
- Never touch the emergency exit.
- Never leave your bag in the aisle.

### 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.

### Coronavirus (Covid -19)

- Observe the Government guidance **Error! Hyperlink reference not valid.** in place at the time of travel regarding using bus transport.

### Terms and conditions of travel

You are respectfully reminded that 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.

# Bus Routes

## SERVICE B28

Ingrow Primary School - Holy Family Catholic School  
 Holy Family Catholic School - Oakbank School

### Timetable from Ingrow to Holy Family School

Ingrow PS	08:18
Bracken Bank Avenue Top	08:21
Central Drive	08:21
Bracken Bank Way	08:22
Staveley Way	08:22
Ingrow Lane / Wheat Street	08:23
Kilmeny Surgery	08:24
Broomhill Grove	08:25
St Joseph's Primary Sch	08:27
Victoria Road	08:28
South St Aspley Street	08:29
Bridge Street Aireworth St	08:31
North Street	08:33
Albert Street	08:33
Holy Family School	08:38

### Timetable from Holy Family School to Ingrow

Holy Family School	15:00
North Street	15:05
The Albert Hotel PH	15:06
South Street Goulbourne St	15:06
South Street King St	15:07
Victoria Road	15:08
St Joseph's Primary Sch	15:09
Ingrow PS	15:11
Bracken Bank Avenue Top	15:14
Central Drive	15:14
Bracken Bank Way	15:15
Staveley Way	15:15
Ingrow Lane / Wheat Street	15:16
Kilmeny Surgery	15:17

## SERVICE B27

Oakbank Turning Circle - Holy Family Catholic School  
 Holy Family Catholic School - Oakbank Turning Circle

### Timetable for Oakbank to Holy Family School

Ingrow Lane / Wheat Street	08:25
Kilmeny Surgery	08:26
Broomhill Grove	08:27
St Joseph's Primary Sch	08:29
Victoria Road	08:30
South St Aspley Street	08:31
Bridge Street Aireworth St	08:33
North Street	08:35
Albert Street	08:35
Holy Family School	08:40

### Timetable from Holy Family School to Oakbank

Holy Family School	15:00
North Street	15:05
The Albert Hotel PH	15:06
South Street Goulbourne St	15:06
South Street King St	15:07
Victoria Road	15:08
St Joseph's Primary Sch	15:09
Ingrow Lane	15:11
Kilmeny Surgery	15:12

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

## 66 from Skipton to Keighley

Skipton Bus Station Stand 5 (5)	06:20	06:45	07:10	07:40	08:15	08:50	09:20		14:50	15:15	16:00		17:15	17:45	18:10	
Cross Hills, adj South Craven School	05:30	06:31	06:58	07:25	08:00	08:32	09:07	09:34		15:04	15:34	16:17		17:32	18:02	18:24
Sutton in Craven Primary Sch (NE-bound)	05:32	06:33	07:00	07:27	08:03	08:35	09:10	09:36	then	15:06	15:37	16:19	then	17:34	18:04	18:26
Airedale Hospital, o/s Skipton Rd	05:37	06:38	07:05	07:33	08:09	08:40	09:15	09:41	every	15:11	15:43	16:25	every	17:40	18:10	18:31
Silsden Bridge Street (stop S2)	05:47								30				25			
Silsden Woodside Rd Park Green (stop)	05:50								minutes				minutes			
Steeton, opp Primary School	05:56	06:40	07:08	07:37	08:16	08:45	09:19	09:44	until	15:14	15:47	16:29		17:44	18:14	18:34
Keighley Bus Stn Lawkholme Crescent	06:07	06:51	07:19	07:48	08:28	08:56	09:30	09:55		15:25	16:00	16:44		17:59	18:25	18:45

## 66 from Keighley to Skipton

Keighley Bus Station stand G	05:45	06:10	06:35	07:00	07:25	08:00	08:35		14:35	15:05	15:35	16:00	16:25	16:55	17:20	17:45	18:10
Steeton, adj Primary School	05:53	06:18	06:43	07:08	07:34	08:09	08:43		14:43	15:15	15:45	16:10	16:35	17:05	17:30	17:55	18:18
Airedale Hospital, opp Skipton Rd	05:56	06:21	06:46	07:11	07:37	08:12	08:46	then	14:46	15:18	15:48	16:13	16:38	17:08	17:33	17:58	18:21
Sutton in Craven Black Bull (W-bound)	06:00	06:25	06:50	07:16	07:44	08:19	08:51	every	14:51	15:25	15:54	16:19	16:44	17:14	17:39	18:04	18:26
Cross Hills, adj Victoria Road	06:03	06:28	06:53	07:18	07:46	08:21	08:53	30	14:53	15:27	15:56	16:21	16:46	17:16	17:41	18:06	18:28
Cross Hills Willow Garth Avenue (NE-bound)	06:04	06:29	06:54	07:21	07:50	08:26	08:56	minutes	14:56	15:35	16:00	16:25	16:50	17:20	17:45	18:10	18:31
Skipton Bus Station Stand 5 (5)	06:15	06:40	07:05	07:34	08:05	08:41	09:10	until	15:10	15:52	16:16	16:41	17:06	17:36	18:01	18:26	18:44

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

For safety, we advise students to cross the road at the  
pelican crossing.



# Notes

A series of horizontal dotted lines for writing notes.

