



Year 7

Transition Handbook

2023 - 2024

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:

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.



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.



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
Assistant Headteacher



Mrs L Oldroyd
Assistant Headteacher



Mr P Riley
Assistant Headteacher



Meet the Year 7 Team

**Mrs Moran
Year Director**



**Mrs Hill
Year Manager**



**Miss Kruger
7A**



**Mrs MacGregor
7E**



**Mrs Redhead
7J**



**Miss Zahid
7M**



**Mrs Thompson
7P**



**Mr Cain
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: S Mather

Address: Spring Gardens Lane,
Keighley,
BD20 6LH

Tel: 01535 210212

Web: www.holyfamilyschool.uk

The school will also close for the Year 6 Open Evening, which is held late in September/early October 2023 (the date is yet to be fixed)

Aug 2023						
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 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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Oct 2023						
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30	31					

Nov 2023						
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Dec 2023						
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Jan 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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22	23	24	25	26	27	28
29	30	31				

Feb 2024						
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
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Mar 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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Apr 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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15	16	17	18	19	20	21
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29	30					

May 2024						
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	

Jun 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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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 2024						
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	 Statutory	 Training Day	 Years 7 & 12 Only

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 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



Mrs Benson
Deputy Designated Safeguarding Lead
bbenson@holyfamilyschool.uk



Mrs Moran
jmoran@holyfamilyschool.uk



Mrs Blake
ablake@holyfamilyschool.uk



Mr Ryan
kryan@holyfamilyschool.uk



Mrs Oldroyd
ldroyd@holyfamilyschool.uk



Ms S Mark
smark@holyfamilyschool.uk



Miss Milling
umilling@holyfamilyschool.uk



Mrs Kane
ckane@holyfamilyschool.uk



Mrs Butterfield
jbutterfield@holyfamilyschool.uk



Miss Bennett
gbennett@holyfamilyschool.uk



Mr Jalil
jjalil@holyfamilyschool.uk



Mr Metcalfe
dmetcalfe@holyfamilyschool.uk



Mrs Mather
office@holyfamilyschool.uk



Safer Schools Officer PC Perry



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



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

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

Green Assessment takes place in lessons every day as part of our daily routine when teaching. It enables us to identify how pupils are performing on a continuous basis and provides information to enable appropriate support to be put in place to allow students to make progress. Work is marked on a regular basis and feedback provided which gives to students the chance to improve their knowledge and understanding. Examples of this are:-

- 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.

We ask that parents do not ring their children on their phones during the school day.

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. Please ensure that you complete the forms accordingly.



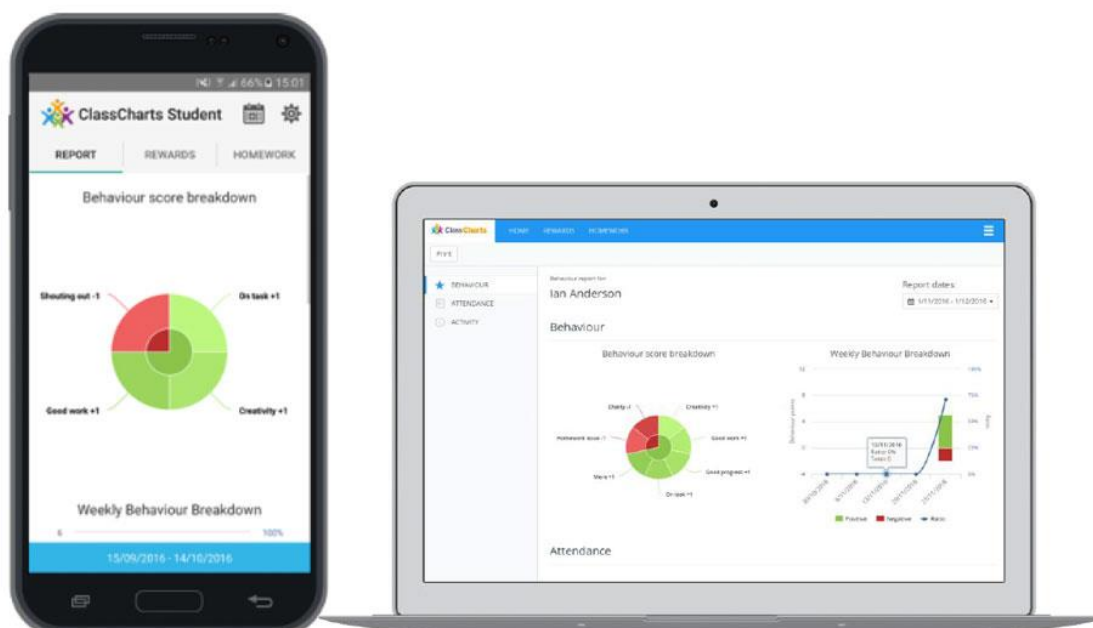
Class Charts is an online system which teachers use to track achievement and behaviour throughout the school day. We believe in working closely with parents and one of the key benefits of using Class Charts is that we can securely share your child(s) achievement and behaviour report with you and so keep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

- Attendance** (95%)
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

'ParentPay'



We are gradually converting to cashless payments, using ParentPay.

You may already be using this system with your child's current primary school. Once your child is on roll at Holy Family, you will be able to add Holy Family and find your child within the system.

If you are a new user of ParentPay, we will provide a username and password to help you get started. This information will be sent to parents in September.

At the moment, payment for school trips and other items are collected through ParentPay however, our canteen is still on a cash basis.

We will of course, inform you once this changes.

ATTENDANCE AND PUNCTUALITY 2023/2024

The Holy Family School is committed to the continuous raising of achievement of our students. Regular attendance is crucial if your child is to be successful and benefit from opportunities in the future.

The Expectation

Our expectation is that your child will achieve a minimum of 95% attendance.

Missing out on lessons will leave your child vulnerable to falling behind. If they miss 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 attendance when a monitoring period has been achieved. Your child will have the chance to go on the end of year school trip as well as receive many additional recognition rewards throughout the year.

The following important policies are brought to your attention.

Legal Registration

Your child should arrive at school no later than 8.35 am. Morning registration is taken promptly 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 minute's late mark will be given to students who arrive after these times without a valid reason. 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 have informed their form tutors they arrive on the school bus.

Late after Registration closes

If your child arrives after 9.00 am they MUST report to the student office to sign in. Failure to do this is a health and safety risk in instances such as a fire evacuation. Parents/Carers are expected to provide a satisfactory explanation for the delay into school. Failure to do this will result in an un-authorised mark being given and could result in a poor attendance referral being triggered.

Absence and Illness

If you are reporting your child's 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 and your child is below the school attendance target. We expect minor illnesses to be treated with medication and your child sent to school. All major reasons for absence requiring more than one day absence should be supported with a pharmacy or medical professional consultation.

Failure to notify school by 8.30 will result in a text message being sent to the Parent/Carer to obtain a reason, which may be followed by a welfare home visit if no contact is received to comply with our safeguarding policy. The absence will remain unauthorised until a satisfactory reason has been

received. Parents/Carers should be aware that three days / six sessions of unauthorised absences within a six 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, your child should only be out of school for the minimum amount of time necessary for the appointment. A copy of the appointment notification is required in advance and should be handed to Miss Crocker at the Attendance Office. Failure to provide this information may result in the absence not being authorised.

Term Time Leave of Absence

Parents/Carers should know that you do not have the right to take your child(ren) out of school for leave of absence and The Holy Family School do not permit holidays during term time. To ensure we are following Local Authority Guidelines, requests should be completed on an absence request form available from Miss Crocker at the Attendance Office at least four weeks before travel. If the request for absence shows your child 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 their child out of school for more than three consecutive days unauthorised days, will incur a Penalty Notice of £60 per child per parent.

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.

IMPORTANT additional information regarding term time absences from 1st April 2023. A decision has been made by Bradford Council to change their approach to situations where families take two or more periods of unauthorised leave in a 12-month period, or when a period of four weeks or more weeks of leave is taken. In these instances, Bradford Council will utilise the option to start legal proceedings via the magistrate's court, instead of issuing a penalty notice. This means that parents may be liable to receive a significantly higher fine (up to £2,500 per child, per parent) if found guilty, as well as a criminal record, which may be reportable to employers (for example, via a DBS check).

The Legislation (Law)

If a child of compulsory school age fails to attend regularly at the school, the Parent/Carer is guilty of an offence. A conviction of this offence could lead to their prosecution with a fine of up to £2,500 - or three 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 The Holy Family School 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.
- 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 tailored 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 plain tailored trouser (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. Nose studs and nose rings are not allowed.

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.

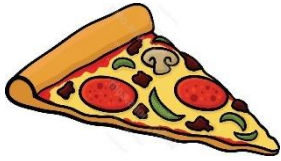
HEALTH / MEDICAL: If any students have any health or medical conditions eg. Asthma, they should bring their inhaler with them and inform the PE staff of any issues or problems.

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

Sample Menu for September 2023

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 from £1.80 meat: eg shepherd's pie with veg and gravy
MAIN MEALS from £1.60 veg: 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	90p
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 PUPILS AND FAMILIES

Approved by Audit Committee 12 May 2020



The purpose of this privacy notice is to explain how pupils and their parents'/carers' personal information may be used. We take your privacy seriously and you can find out more here about how we gather and use your personal data – that includes the personal data we already hold about you now and any additional personal data we might collect about you, either directly from you or from a third party. We will always take into account your interests and rights when processing your personal data.

When we say 'we', this means all the schools that belong to The Blessed Christopher Wharton Catholic Academy Trust.

Who processes your personal information?

Your school collects information about you and they make decisions about how and why it is processed. This means your school is the 'Data Controller'. The Headteacher acts as a representative for the school in carrying out the responsibilities of a data controller; they can be contacted at your school if you have any questions.

In some cases, some of your personal data will be processed by a third party 'data processor', such as the Government (this means that they handle your information on our behalf). This will only be done with your consent, unless the law requires us to share your data. When someone else processes your data for us, we make sure they are also handling it lawfully.

Why do we collect and use your information?

By law, we have to collect and use some of your personal data. We process it in order to obey laws such as child protection, safeguarding and welfare. We also have to use your personal data to fulfil our public task to provide an education.

We may also have a legitimate reason for processing your personal data, such as CCTV footage, in order to provide a safe and secure environment or to inform you of news and events. These are the reasons why we use your personal data:

For school admission purposes
to provide appropriate pastoral care;
to assess the quality of our services;
the promotion of our school and Trust;

to monitor and report on pupil progress;
to provide statutory services;
to safeguard children and young people;
to support teaching and learning

to communicate with parents and carers;
to assess how well the school is doing;
to comply with legislation and regulations;

What data is collected and how

Much of the personal data we hold about you is provided by you; parents and pupils. Personal data may be collected and provided from other sources, such as the previous school attended, or health information on an Educational Health Care Plan, or a letter from the NHS with information about allergies and treatment.

The categories of personal data that we process include:

- Personal – e.g. names, date of birth
- Contact information – e.g. addresses and contact details and emergency contact details
- Characteristics – e.g. ethnicity, language, country of birth
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Health and medical information – e.g. allergies, long-term conditions
- Information relating to Special Educational Needs and Disability (SEND)
- Behavioural information – e.g. number of temporary exclusions
- Biometric – e.g. photograph used to for identification or for media purposes
- Financial information – e.g. payment records on ParentPay and free school meal eligibility
- Operational – CCTV footage
- Legal – e.g. mode of travel to school
- Safeguarding information – e.g. concerns raised by a member of staff

Special protection is given to certain kinds of personal data that is particularly sensitive. This is called ‘special category data’. This is personal information about racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or sexual orientation. The reasons why we use this type of data are:

Substantial public interest - the processing is necessary for reasons of substantial public interest.

Vital interests - to protect the vital interests of any person where that person cannot give consent e.g. if they are seriously hurt and are unconscious.

Medical and health purposes – ensuring high standards of health care.

Social protection – the processing is necessary for safeguarding, child protection and welfare purposes.

Normally we won't need your consent to use your personal data but when consent is required, the school will provide you with specific information explaining the details and how the data will be used. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. Details of how to do this are on the Consent Form.

How long is your personal data kept?

We hold personal data on past, present and future pupils and their families from the point that an application or request to start school is made through our school or the Local Authority.

Your school does not store personal data indefinitely; most personal data is only stored for as long as is necessary to complete the task for which it was originally collected. Some personal data such as child protection information is retained for 25 years. Personal data relating to pupils and their families is stored in ways recommended by the [Information Management Toolkit for Schools](#).

Will your personal data be shared?

We control access to personal information, giving access only to people who need particular information to do their jobs, and only when they need it. We do not share information about you with anyone without consent, unless the law and our policies require or allow us to do so. We sometimes share information through a legal duty to do so, such as safeguarding and child protection information.

We are required by law, to provide information about our pupils to the Government's Department for Education (DfE) as part of statutory data collections; the school census and early years' census. To find out more about the pupil information we share with the Department, for the purpose of data collections, go to <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

We use various third party IT tools in school which help us achieve our objectives and ensure that pupils' best interests are advanced. We use software to track and report on attainment and progress. We use financial software to manage school budgets, which may include some pupil data. We use systems to record personal data including information about parents and carers for emergency contacts. We also use your contact information to keep pupils, parents and carers up to date about school events. We also share some of your personal data with the following groups of people to fulfil our duties as a school, such as:

Statutory organisations such as the DfE, HMRC (such as for VCS gift aid)

Educational support providers such as on day and residential trips

Volunteers involved in supporting teaching and learning within schools

Third party providers of IT programmes such as ParentPay, Gmail, Tapestry

External agencies relating to SEND, health, child protection, welfare and safeguarding

Examination Boards and Assessment bodies

Educational programmes to support pupil learning

Pupils' destinations upon leaving the school

The Local Authority

The NHS (such as school nurses)

Trustees, Academy Councils and Directors

The Diocese of Leeds

Relevant Trust staff

Third party students such as School Direct trainees, Apprentices

Your rights

You have various rights under Data Protection Law to access and understand the personal data we hold about you, and in some cases to ask for it to be erased or amended or for us to stop processing it. However, your rights are subject to certain exemptions and limitations.

If you would like to access your personal data, or ask us to amend it, or would like it to be transferred to another person or organisation, or have some other objection to how your personal data is used, please contact the school. We will respond to any such written requests within one month. If this is not possible, we will write to you explaining why. There is ordinarily no charge for this. However, if the request is excessive or similar to previous requests, we may ask you to reconsider or charge a proportionate fee, but only where Data Protection Law allows it.

You should be aware that certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal privilege.

If you have a concern about how your school is processing your personal data, you can speak to the Head at the school or the Trust Data Protection Officer:

Richard Lewis Ogden ACG

Data Protection Officer

Carr Manor Support Services

c/o Carr Manor Community School

Carr Manor Road, Leeds

LS17 5DJ Tel: 0113 3368400

Email: dataprotection@carrmanor.org.uk

or email admin@BCWCAT.co.uk. You can also make a complaint to the ICO (Information Commissioners Office). You can telephone them on 0303 123 1113, Monday to Friday between 9am and 5pm (excluding bank holidays) or visit <https://ico.org.uk/concerns/handling/>
More information about your rights can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Sending data outside the UK

We may need to send some of your personal data to countries which do not have the same level of protection for personal information as the UK. For example, we may store your personal data on cloud computer storage based overseas; or communicate with you about your child by email when you are overseas (for example, when you are on holiday). The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu_en

We will only transfer your personal information to a country which the EU Commission has decided ensures an adequate level of protection for your personal information, or where we have put in place our own measures to ensure adequate security as required by data protection law. These measures include ensuring that your personal information is kept safe by carrying out checks on our partners and suppliers.

When we use third party service providers, we disclose only the personal information that is necessary to deliver the service, and we have a contract in place that requires them to keep your information secure.

Data Protection Officer

Richard Lewis Ogden ACG, Data Protection Officer, Carr Manor Support Services, c/o Carr Manor Community School, Carr Manor Road, Leeds, LS17 5DJ
Tel: 0113 3368400 Email: dataprotection@carrmanor.org.uk

The role of the DPO role is to oversee and monitor the school's data protection procedures and to ensure they are compliant with the GDPR.

Contact

If you wish to speak to us regarding your data please contact the school's Head, or if you are applying for a role within the trust office, the Trust CEO/Accounting Officer, in the first instance.

The Blessed Christopher Wharton Catholic Academy Trust
Beacon Villa, St Bede's & St Joseph's Catholic College
Cunliffe Road
Bradford BD8 7AP



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, 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.

To make everybody's bus journey as enjoyable as possible, we ask you to sign up to the following Code of Conduct. You can [download a copy](#) for your records (pdf 68KB).

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](#) 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	16:25	17:00	17:40	18:10
Cross Hills, adj South Craven School	06:31	06:58	07:25	08:00	08:32	09:07	09:34	then		15:04	15:34	16:17	16:42	17:17	17:57	18:24
Sutton in Craven Primary Sch (NE-bound)	06:33	07:00	07:27	08:03	08:35	09:10	09:36	every		15:06	15:37	16:19	16:44	17:19	17:59	18:26
Airedale Hospital, outside Skipton Rd	06:38	07:05	07:33	08:09	08:40	09:15	09:41	30		15:11	15:43	16:25	16:50	17:25	18:05	18:31
Steeton, opp Primary School	06:40	07:08	07:37	08:16	08:45	09:19	09:44	minutes		15:14	15:47	16:29	16:54	17:29	18:09	18:34
Keighley Bus Stn Lawholme Crescent	06:51	07:19	07:48	08:28	08:56	09:30	09:55	until		15:25	16:00	16:44	17:09	17:44	18:20	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	16:10	16:50	17:20	17:55	18:30
Steeton, adj Primary School	05:53	06:18	06:43	07:08	07:34	08:09	08:43	then		14:43	15:15	15:45	16:20	17:00	17:30	18:05	18:38
Airedale Hospital, opp Skipton Rd	05:56	06:21	06:46	07:11	07:37	08:12	08:46	every		14:46	15:18	15:48	16:23	17:03	17:33	18:08	18:41
Sutton in Craven Black Bull (W-bound)	06:00	06:25	06:50	07:16	07:44	08:19	08:51	30		14:51	15:25	15:54	16:29	17:09	17:39	18:14	18:46
Cross Hills, adj Victoria Road	06:03	06:28	06:53	07:18	07:46	08:21	08:53	minutes		14:53	15:27	15:56	16:31	17:11	17:41	18:16	18:48
Cross Hills Willow Garth Avenue (NE-bound)	06:04	06:29	06:54	07:21	07:50	08:26	08:56	until		14:56	15:35	16:00	16:35	17:15	17:45	18:20	18:51
Skipton Bus Station Stand 5 (5)	06:15	06:40	07:05	07:34	08:05	08:41	09:10			15:10	15:52	16:16	16:51	17:31	18:01	18:36	19:04

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.

