

Information for carers and parents

Year 7 Students joining us in
September 2020 or mid-year
transfer students joining us
during 2020-2021



St Cuthbert's
Catholic High School



St Cuthbert's
Catholic High School

Berrys Lane
Sutton, St. Helens
WA9 3HE

Web: stcuthberts.com
Tel: 01744 678123
Email: hello@stcuthberts.com

Headteacher:
Mrs Catherine Twist B. Ed

A warm welcome to St Cuthbert's Catholic High School.

St Cuthbert's is a Catholic community, which guides each of its students to develop their own unique gifts and talents, whatever they may be. By providing a broad range of learning experiences and a supportive and nurturing environment, our students enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential. Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience and imaginative understanding.

We are extremely proud of the very special atmosphere here at St Cuthbert's, which reflects our Christian commitment to tolerance, care and respect; values that our young men and women live out throughout their time at St Cuthbert's and beyond. Our 'Golden Rule' "Treat others as you would like to be treated!" (Matthew 7:12) defines the relationships between students, staff, governors, and friends of the School. All students are held in equal esteem irrespective of their ability or behaviour and individuals' successes, big and small, are wholeheartedly celebrated and shared within the St Cuthbert's community. We are an oversubscribed school.

Thank you for entrusting the care and education of your son or daughter to us, and we look forward to working in partnership with you to give your child the best possible start on his or her journey to become a successful, capable, responsible and independent adult.

We are a school with an outstanding Catholic Christian ethos. We are a school with students who flourish as a result of the attentiveness to their needs and the pervading sense of justice instilled by staff. We are a school with students who are confident to take full responsibility for themselves and their actions and are quick to praise and celebrate the achievements of others. We are a school that works together as a Christian family to live the message of the Good News of Jesus Christ to love God and our neighbour.

Mrs C Twist

Headteacher

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Our mission

St Cuthbert's is a Catholic High School, in which students, staff, governors and friends will work together as a Christian family to live the message of the Good News of Jesus Christ to love God and our neighbour (Mark 12:29-31) by:

- learning to know and accept the love of God by the way we treat each other and work together (Matthew 7:12)
- respecting and embracing all cultures and recognising that as individuals we are unique (Genesis 1:26)
- developing the gifts, talents and aspirations of all students and staff (Matthew 25:14-30)
- providing the best education for all students and helping them to live life in all its fullness (John 10:10)
- accepting the support of those in our community who work for the good of the school (Luke 10:25-37)
- reaching out to those who need our help in our world (Mark 1:39-42)
- protect and take pride in all aspects of our environment so that we become stewards of God's creation (Psalm 8)

“Treat others as you would like to be treated!”
The Golden Rule (Matthew 7:12)



We are together

“The work that the school does to keep its pupils safe is exemplary. The welfare and personal development of pupils are a high priority for all staff.” Ofsted, September 2016

From the moment a student joins us, they become a member of one of our Year groups. Each Year is managed by a Head of Year in conjunction with an Assistant Head of Year and a team of Form Tutors. Your **first point of contact** is your child's **Head of Year**.

For 2020-21 the Heads of Year are:

Year	Head of Year	Assistant Head of Year
7	Miss J Lomax	Mr D Heywood
8	Miss E Bowler	Ms N Branch
9	Miss C Feeney	Mrs S Lee
10	Mr P Arkell	Mrs L Tomlin
11	Mr G Mearns	Mrs K Carvill

If you wish to speak to a Head of Year or any other member of staff it is useful to telephone beforehand to make an appointment and ensure there is enough time to deal with your enquiry thoroughly.

Please call the school office on 01744 678123 or e-mail hello@stcuthberts.com and the office staff will be pleased to help you. Our office is open from 8:00am - 4:00pm Monday to Thursday and 8:00am to 3:30pm on Friday.

You can also keep up to date with what's happening by visiting our website at www.stcuthberts.com and by following us on social media:

 @stcuthbertschs

 /stcuthbertschs

 @stcuthbertschs

My Ed School App

We use the MyED App to communicate and share information with you, our parent community. We want parents/carers to feel as much a part of their education as possible. With the increased use of smart phone technology we want to make best use of it.

My Ed is a free parent app that gives you a multitude of communication and information features to stay in touch with what is going on at school. The app gives you direct access to your child's attendance, timetable, absence records, achievements, behaviour and much, much more. You will also see that we update and change the information in the app as the school year moves along.

We are able to send you messages directly to the My Ed app relating to important information about your child's education and to remind you of events that are taking place at school.

You will receive a notification if we send you a message and there is no charge for the messages you send to us.

The MyEd app is available for both Apple iOS and Android devices and can be found using the links below:

Step 1 - Go to your App Store

Step 2 - Search for My Ed

Step 3 - Download the Free app

Once you have installed and opened MyEd, search for St Cuthbert's Catholic High School and follow the simple instructions to identify yourself.

We hope you enjoy using the app and find it a useful source of information.

If more than one parent/carer wishes to receive notifications about their child once they've downloaded the APP, please indicate this on the parent/carer details on page 2 of the Confidential Student Admission Form.

NEW FOR PARENTS

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

Find out more

www.myedschoolapp.com

School Term Dates 2020-21

Autumn term

Occasional Day (closed to students and staff)

Staff Inset Day (closed to students)

Staff Inset Day (closed to students)

Re-open after the summer holiday on:

Close for autumn half-term holiday on:

Re-open after the autumn half-term holiday on:

Occasional Day (closed to students and staff)

Close for the Christmas holiday on:

Wednesday 2nd September 2020

Thursday 3rd September 2020

Friday 4th September 2020

Monday 7th September 2020

Friday 23rd October 2020

Monday 2nd November 2020

Monday 30th November 2020

Friday 18th December 2020

Spring term

Re-open after the Christmas holiday on:

Close for the spring half-term on:

Re-open after the spring half-term on:

Close for the Spring Term Fixed holiday on:

Bank Holiday: Good Friday
(closed to students and staff)

Bank Holiday: Easter Monday
(closed to students and staff)

Monday 4th January 2021

Friday 12th February 2021

Monday 22nd February 2021

Thursday 1st April 2021

Friday 2nd April 2021

Monday 5th April 2021

Summer term

Re-open after the Spring Term Fixed holiday on:

Bank Holiday: May Day (closed to students and staff)

Close for the summer half-term on:

Re-open after the summer half-term on:

Staff Inset Day (closed to students)

Close for the summer holiday on:

Monday 19th April 2021

Monday 3rd May 2021

Friday 28th May 2021

Monday 7th June 2021

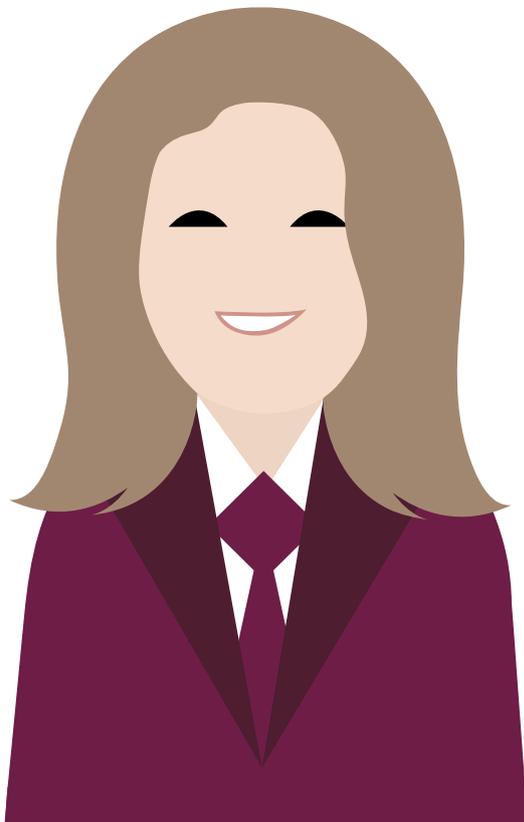
Friday 18th June 2021

Thursday 22nd July 2021

2 x further Staff INSET Days to be arranged (Twilight sessions after school)

The school day

Breakfast Club	7:30-8:20am
Bell goes for students to go to Form	8:25am
Registration/Sacred Time Assemblies	08:30am - 08:45am
Period 1	08:45am - 09:45am
Period 2	09:45am - 10:45am
Break	10:45am - 11:05am
Period 3	11:05am - 12:05pm
Period 4	12:05pm - 1:00pm
Lunch	1:00pm - 1:35pm
PM Registration	1:35 - 1:40pm
Period 5	1:40pm - 2:40pm
After-School Activities	2:45pm - 3:45pm



“Make sure you get to school early to start your day off right and so you’re on time for AM Registration”

Amelia A

Safeguarding

The school's safeguarding arrangements have been reviewed in light of the '[Keeping Children Safe in Education 2019](#)' guidance from the Department for Education.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all students. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Our core safeguarding principles are:

- the school's responsibility to safeguard and promote the welfare of children is of paramount importance.
- safer children make more successful learners.
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- There is a culture of transparency, openness and, if needed, challenge with regards to maintaining high standards in Safeguarding.
- Students and staff involved in child protection issues will receive appropriate support and supervision.



Attendance

Students cannot be successful if they do not attend regularly. Every effort should be made to attend school whenever possible.

The school stresses the importance of attendance and punctuality to all lessons. A good record in this area is rewarded through the Credit system of the school.

What can you as parents/carers do?

- Please ensure that your child attends as much as possible.
- Stress to your child the need for good punctuality.
- Send them off to school in good time.
- If possible try to take medical / dental appointments after school.
- Do not book holidays during school time.
- Check the dates of exams.
- Check the information that the school sends to you on attendance records.
- If you have any doubts please contact school

Absence

a. Authorised (approved reasons) absences from school are shown below:

- Genuine illness.
- Attending a funeral.
- Unavoidable Hospital, Doctor, Dentist Appointments.
- Religious observance.

b. The School, LEA and Government are concerned about unauthorised or unacceptable absences.

These include:

- Taking holidays during term time.
- Truancy.
- Feeling ill but could have attended school.
- Staying home to look after a relative.
- Going shopping.
- Any other Absences deemed unnecessary by the School Attendance Officer.

Remember: telephone us on the first day of absence, contact us via the new my ed school app or send a note explaining absence.

Absence Hotline Number: 08442 393065

Absence Alert Number (SMS): 07624 806848

Attendance

Good attendance at school is acknowledged as a major factor in students' development. Poor attendance leads to disrupted learning and causes under-achievement. Therefore, we ask that parents make every effort to ensure their children's attendance is as high as possible.

Levels of Attendance

90% Attendance

Persistent Absentee (PA) pupils are identified as persistent absentees if they miss 10% or more of their own possible sessions.

90% - 92%

At Risk of becoming a Persistent Absentee (PA) pupil. If your child's attendance reaches this level you will have been made aware of this fact. You may have received home visits or letters from the school regarding this low level of attendance.

92% - 95%

Needs Improvement If your child's attendance reaches this level you need to engage with the school to introduce strategies to improve your child's attendance and to prevent further absences.

95% - 97%

Satisfactory

97%

Good Attendance. It is expected that most children should reach this level of attendance.



School Rules

All students of St Cuthbert's should aim towards high standards of achievement and behaviour.

1. Treat others as you would like to be treated (Matthew 7:12).
2. Be tolerant and try to understand other people's point of view.
3. Students must behave responsibly, sensibly, politely and with common sense at all times.
4. Students must always try their best. Disruptive behaviour during lessons is a serious offence and will not be tolerated.
5. Take pride in yourself and your school by acting in a manner which brings credit to yourself and enhances the reputation of the school.
6. Any form of bullying, violent behaviour, racist, sexist or homophobic abuse will not be tolerated and any student who behaves in this way is liable to fixed term or permanent exclusion.
7. Arrive to school on time.
8. Be punctual to lessons, bring all necessary equipment and make it as easy as possible for teachers to teach and students to learn.
9. Wear your uniform correctly at all times and with pride. Students must adhere to school uniform regulations. This includes bringing a school bag every day, black polishable shoes, no nail varnish or false nails and black only outdoor coat.
10. Mobile phones must be switched off throughout the day. Use of a phone in school will lead to sanctions being taken.
11. Students must not bring any items into school which are valuable. School will not take any responsibility for valuable items lost or damaged.
12. Students must respect the property of others. Any student, who damages the property of another student, or school property, will be expected to pay for such damage and disciplinary sanctions will be imposed if appropriate.
13. Chewing Gum is prohibited.



School Rules

14. Fizzy and energy drinks are not allowed on school premises. Drinks of this kind will be confiscated.
15. Use the bins provided for disposing of litter.
16. Do not take food out of the dining room or café.
17. Leave the toilets as you would wish to find them.
18. Students must not leave school without permission, and without signing out.
19. Students must not bring any item into school which places any individual at risk or harm.
20. The possession of large items of confectionery is prohibited and the selling of items to other students will incur serious sanctions.
21. Tobacco, alcohol and illegal substances:
 - The possession and/or consumption of alcohol by students is not permitted. A breach of this rule is most serious and renders the offending student liable to fixed term or permanent exclusion.
 - Any student possessing any illegal substances is liable to immediate permanent exclusion.
 - Smoking is prohibited on the school premises. This includes the use of e-cigarettes.

The school will report any illegal activities by a student to the appropriate authorities.

Very serious breaches of the code could lead to referral to Governors. Parents/Carers of students involved in a serious incident will always be contacted.

The principles of this Code of Conduct apply when students are off the school premises and on their way to and from school.

If a student has an after school detention, 24 hours' notice will usually be given to parents by text or email. The length of detention is usually 30 minutes after school. If students fail to attend this they will be issued with a one hour Senior Leadership detention on a Friday after school. Failure to comply with this could result in a Headteacher's detention or time in the Learning Support Unit.

No Smoking Policy Contract

What we believe in:

We at St Cuthbert's Catholic High School are committed to providing the best education for all our students and helping them to live life in all its fullness.

Educating all employees, students, parents, contractors and other visitors of the dangers of smoking to health and that smoking is known to be the principal avoidable cause of premature deaths in the UK.

The compliance with anti-smoking legislation, namely Smoke -free (Premises and Enforcement) Regulations 2006 and that from the 1st July 2007 all workplaces in England must be smoke free, rendering it a criminal offence to smoke on the school premises.

Providing a healthy, clean and safe working environment for all employees, students, parents, contractors and other visitors.

What we will do:

- Help all students to make healthy, informed choices by helping them to learn about the dangers and health risks associated with smoking and by challenging attitudes towards smoking.
- Help our young people to get appropriate personal support to help them to stop smoking.

What parents will do

- Support you through encouragement, rewards and incentives to ensure you do the right thing
- Listen and help you and not be too judgemental
- Help the school to support you

What you will do:

- Refrain from bringing any smoking related material into school including cigarettes, lighters, matches, tobacco, cigarette papers or any such like material
- Remain within the allowed bounds of the school yards and spaces and not venture into spaces deemed to be "out of bounds" such as behind mobile classrooms, down the steps of the boiler room, behind sheds, be outside the school during normal school hours or in any other such like place.

Continued...



No Smoking Policy Contract

- Engage with all the strategies that school deploy in order to help you to stop smoking including attending any sessions with the school nurse, working with outside agencies who have expertise in this area or any other strategy that school uses for the purpose of support.

I understand that the school has a duty of care and a legal responsibility to take these measures to prevent me from smoking on school premises. I am also aware of the seriousness of the position I find myself in and understand that further transgression may result in my exclusion from school during break and lunchtimes and the problems this will cause for the people who care for me.

I (student name) _____
agree to abide by the conditions above

Signed _____ Date _____

Signed on behalf of the school

Signed _____ Date _____



“Educating all employees, students, parents, contractors and other visitors of the dangers of smoking to health and that smoking is known to be the principal avoidable cause of premature deaths in the UK”

Mrs C Twist



PE code of conduct

Participants in a game include teachers, players, parents, spectators, match officials and administrators. Every participant should:

- Discourage all instances of unsporting behaviour, foul or illegal play, or acts of violence, both on and off the field.
- Have a responsibility towards promoting the correct values from all the players.
- Respect the right of every person regardless of their age, ethnic origin, special needs, gender, religion or social background.
- Important; every person who attends a match does so with the permission of the school. Breaches of the code of conduct will be taken very seriously.

Player Code

- Commitment towards your selection in the school team should comply with the school borough elite player regulations.
- Be a good sport. Respect all good play whether from both your team and the opposition and shake hands with and thank the opposition players and officials after the game - win, lose or draw.
- Participate for your own enjoyment. Make every effort to develop your abilities.
- **Always respect the match official's decision.**
- Be consistent with Fair Play and the Laws of the Game. Never get involved in foul play.
- Never engage in disrespectful conduct of any sort including swearing, obscene gestures or other actions that are demeaning to other players, officials or supporters. Treat others as you wish to be treated.
- Care for and respect facilities and equipment made available to you.
- Safeguard your health.

Parent/Supporter Code

- Remember that children participate for their own enjoyment.
- Understand that benefits of involvement go far beyond the final score.
- Condemn all violent acts no matter who they are from.
- Respect the match officials' decisions - don't complain or argue during or after a game.
- Unsporting language, harassment or aggressive behaviour will not be tolerated.
- Encourage players to play by the rules of the game and respect opposition and officials.
- Participate in positive cheering that encourages players and doesn't taunt the opposition.

Continued...

PE code of conduct

Injury or illness

Should your child be feeling under the weather or have an injury, please ensure your child still brings in their PE kit along with a note in their planners stating the reason why they will not be able to participate physically in their lesson. Students will still be expected to participate in their PE lesson in other ways such as umpiring, leading, observer role etc. hence, PE kit will still be required.

Extra-Curricular Sport

Students will be expected to take responsibility of communicating any extra-curricular activities they are attending or wish to attend with their parents carers. Where possible, staff will also try to inform parents via MyEd or through social media/school website of any upcoming fixtures etc. As a school, we want students to develop a maturity of thinking or themselves and therefore inform their parents and carers if they are planning to stay and take part in clubs. We ask that you try to support them in this transition period in the hope that they will develop this and the task will become less onerous for all parties involved.

Representing our school

We use sport as a positive vehicle to success at St Cuthbert's; we want our students to understand that their physical/academic studies and attitude go hand-in-hand. Therefore, we must reiterate that students' behaviour and attitude will be taken into account when team selections are made. Students can expect that they will not represent St Cuthbert's in a match or fixture, if they have been sanctioned due to poor behaviour in the week prior.

[Complete the sections on the admission form to show that you have read, understood and agree to the above.](#)



Home School Agreement

The aim of our Home/School Agreement is founded on our Mission Statement and is to make clear to parent or carers, students and staff that we all have an equally important part to play in helping each individual student fulfil their potential here at St. Cuthbert's, making the most of all the opportunities that are on offer. Success for each student is built upon an open and supportive partnership between all those concerned.

The School will:

- Care for your child's safety and wellbeing throughout the school day, including lunchtimes.
- Encourage each child to develop positive attitudes towards others, regardless of differences in age, gender, race, culture, belief, values or need, in accordance with the Equality Act 2010
- Ensure that your child achieves their full potential as a valued member of the school community and will have high expectations and demand high standards of your child.
- Provide an appropriately balanced and carefully planned curriculum to meet your child's needs, taking into account any special provision which may need to be made.
- Liaise with parents, ensuring that all communication is prompt.
- Keep parents informed as to expected standards and will reinforce those standards to the students on a regular basis.
- Provide properly planned lessons and homework, which will be marked and rewarded appropriately.
- Provide opportunities for parents/carers to meet with staff to discuss progress and provide written reports of each student's progress

Mrs C Twist, Headteacher

Continued...



Home School Agreement

Parents/Carers

I/We will:

- Ensure that whenever possible my child attends St Cuthbert's on all days and arrives punctually, also understanding that holidays should not be taken in term time.
- Make the school aware of any concerns or problems that might affect my child's work or behaviour.
- Support my child in homework and other opportunities for home learning, as well as ensuring he/she arrives to school properly equipped.
- Ensure that my child wears full school uniform.
- Accept school standards of behaviour and support my child in meeting them, making myself aware of relevant school policies and procedures.
- Attend relevant meetings.
- Abide by the policies of the school and the contents of this agreement.

The Student

I will:

- Arrive at school on time, with all books, equipment and kit that I need for that school day.
- Wear my school uniform correctly and strive to be tidy in my appearance.
- Behave in a self-disciplined manner at all times and follow all school rules in a safe and responsible manner.
- Treat all members of the school community with respect and courtesy.
- Always try to work to the best of my ability, taking responsibility for recording, completing and submitting homework on time.
- Respect the school environment, keeping it free from damage, litter and graffiti.
- Follow instructions given to me by staff and will endeavour to offer help to those who need it.

Complete the sections on the admission form to show that you have read, understood and agree to the above.



Bus Operators and Routes 2020-21

Morning buses to school

Bus No.	Operator	Depart From	Depart Time	Arriving at	Arrival Time
719	Arriva	Elephant Lane / Balmer Street	0755	St Cuthbert's Catholic High School	0813

719 Route Details: From Elephant Lane (Balmer Street S13089A) via Elephant Lane, Sherdley Road, Elton Head Road, Marshalls Cross Road (08:06am), Robins Lane, Peckers Hill Road, Hoghton Road, Watery Lane, Berrys Lane to St Cuthbert's Catholic High School, Berrys Lane.

720	Stagecoach (interim measure from 27/01/2020)	Clockface Road / Gorse Lane	0738	St Cuthbert's Catholic High School	0801
720	Stagecoach (interim measure from 27/01/2020)	Clockface Road / Gorse Lane	0755	St Cuthbert's Catholic High School	0818

720 Route Details: From Clock Face (Gorse Lane) via Clock Face Road, Garton's Lane, Jubits Lane, Forest Road, Walkers Lane, Chester Lane, Four Acre Lane, Clock Face Road, Leach Lane, Mill Lane (07:51am / 08:08am), New Street, Robins Lane (07:57am / 08:14am), Peckers Hill Road, Hoghton Road, Watery Lane, Berrys Lane to St Cuthbert's Catholic High School, Berrys Lane.

Afternoon buses home

719	Arriva	St Cuthbert's Catholic High School	1445	Poynter St/ Elephant Lane	1501
720	Stagecoach (interim measure from 27/01/2020)	St Cuthbert's Catholic High School	1447	Clockface Rd / Gorse Lane	1510
720	Stagecoach (interim measure from 27/01/2020)	St Cuthbert's Catholic High School	1447	Clockface Rd / Gorse Lane	1510

720 Route Details: From St Cuthbert's Catholic High School, Berrys Lane via Berrys Lane, Watery Lane, Hoghton Road, Peckers Hill Road, Robins Lane (14:51pm), New Street, Mill Lane (14:57pm), Leach Lane, Clock Face Road, Four Acre Lane, Chester Lane, Walker Lane, Forest Road, Jubits Lane, Garton's Lane, Clock Face Road to Clock Face (Gorse Lane)

Merseytravel wishes to remind schools that these services exist as part of a wider transport network and as such are timetabled to operate at the specified times within the timetable.

Any comments or queries regarding the Supported Bus Services must be directed to the Merseytravel Customer Contact Centre Team on 0151 236 7676. For further contact details please refer to the Merseytravel Website, www.merseytravel.gov.uk, "About Us", "Contact us".

From 1st May 2018, All single fares will increase to £1.00 for students/children and £2.00 for adults.

ParentPay - our online payment service

We offer a convenient way to pay for school meals, trips, equipment and much more online, using a secure service called ParentPay.

You will be able to pay online using your credit or debit card. ParentPay will be our preferred method of making payments to school. School is a cash-free environment.



What are the benefits to parents and students?

- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24/7
- The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind
- Payments can be made by credit/debit card or also through PayPoint
- full payment histories and statements are available to you securely online at anytime
- Your children will not have to worry about losing money at school
- Parents can choose to be alerted when their balances are low via email and/or SMS text

How to get started with ParentPay



We will shortly be sending you your account activation details, just follow the instructions in the letter we give you to get started with ParentPay.

If you want to find out more about ParentPay go to: www.parentpay.com/Parents

Food and drink

Here at St Cuthbert's we operate a BIOMETRIC CASHLESS SYSTEM for the purchase of school meals (further information on page 20). Each student is allocated their own account to credit daily, weekly or whenever convenient.

This is a secure system where students have their finger print scanned at point of payment for food and the amount spent is debited from their account.

Money is paid via the ParentPay system

Students entitled to free school meals receive £2.40* per day at present. This is automatically credited to their account on a daily basis. This will increase to £2.45 in September 2020.

- Students are of course welcome to bring their own packed lunch.
- Students are not permitted to leave the school premises at lunch time.

If students have a genuine reason for leaving the premises, a letter of permission will be required from parents and authorisation from the Head of Year.



St Helens Council is proud to provide school meals for the students of St Cuthberts.

Over the past few years, St Helens School Meals Service has made major developments in providing higher quality menus that not only give a balance of nutrients, but also include foods that students will actually eat and enjoy.

The School Meals Service will provide a three week meal of the day menu cycle which that will change twice a year along with a variety of other food items available daily such as healthy wraps and sandwiches, freshly prepared grab and go items and tasty pasta pots.

Food and drink

Andrew Ferguson, Executive Development Chef, works closely with Headteachers, parents and children to develop new menus. This research helps to create menus that the students will be familiar with, look forward to eating and importantly, be healthy.

All menus now contain more fruit and vegetables than ever before. The majority of processed foods have been removed and we have replaced them with homemade alternatives, using farm assured British meat and sustainable fish. Our recipes contain low levels of salt, sugar and saturated fats.

St Helens School Meals Service is committed to healthy eating and works in partnership with schools to promote the health and wellbeing of students, and all special dietary requirements can be catered for.

Our Annual Health Festival Week held in the summer term provides the basis for work to help promote a new healthy eating philosophy within St Cuthbert's and we will continue to work closely with the school in improving students' approach to food, which has been ongoing since June 2016.



“The food and drink on offer at St Cuthbert’s is great, there is a real variety between hot and cold food. Breakfast is my favourite!”

Dom L



Sample Autumn term menus

Week 1

Monday

Pork Sausages, Onion Gravy
& Mashed Potato

Cheese & Tomato
Quesadillas (V)

Tuesday

'Curry Tuesday'
Chicken or Quorn Tikka/Korma
50:50 Rice; Naan Bread
Mango Chutney; Mint Yoghurt

Wednesday

Roast Beef, Yorkshire Pudding
Roast Potatoes; Season Veg
Vegan Quorn Nuggets (v)

Thursday

'Hunters Chicken'
Herby Diced Potatoes
Cheese & Tomato Pasta Bake (v)

Friday

Battered Fish, Chips
& Mushy Peas
Home-made Deep Pan
Pepperoni Pizza

Week 2

Monday

Breaded Chicken Bites,
BBQ Sauce

Garlic & Herb Macaroni Cheese
with Crispy Topping (v)

Tuesday

'Curry Tuesday'
Chicken or Quorn Tikka/Korma
50:50 Rice; Naan Bread
Mango Chutney; Mint Yoghurt

Wednesday

Roasted Chicken & Stuffing
Roast Potatoes & Seasonal Veg
Veg & Potato Puff Pastry Pie (v)

Thursday

Pork meatballs with tomato
Sauce and Pasta Spirals
Cheddar Cheese & Onion Quiche

Friday

Battered Fish, Chips
& Mushy Peas
Tuna Melt Panini
Mixed Salad

Week 3

Monday

Cheeseburger on Brioche Bun

Salmon & Sweet Potato

Fishcake Duchess
Potatoes; Peas

Tuesday

'Curry Tuesday'
Chicken or Quorn Tikka/Korma
50:50 Rice; Naan Bread
Mango Chutney; Mint Yoghurt

Wednesday

Roasted Pork Loin
Roast potatoes; Season Veg
Quorn Stroganoff
with 50:50 Rice (v)

Thursday

Spaghetti Bolognese
Garlic Bread
Sausage Roll (v)

Friday

Battered Fish, Chips
& Mushy Peas
Organic Vegan 3 bean Chilli
50:50 rice (v)

Breakfast Club

Our Breakfast Club is open to **all students** from Monday to Friday in the Dining Hall from 7:30 - 8:20am.

Payment is made in the same way as break and lunchtime food, i.e. via the thumb print and money can be added to your child's account via ParentPay.

Please check the school website for current menus.



Cashless Food and Drink Payment System

What is a Cashless System?

The School operates a Cashless System for the payment of school meals.

Each student is allocated an account (like a bank account) which stores details of individual cash balances, cash spent and received, where money has been spent and on what type of food, and the date and time the money was spent.

How does the System recognise the Student?

Students will have their thumbprint scanned and this scan is converted into a number by the System which is then registered against the Student. This way of recording ensures that the fingerprint cannot be reproduced in any way.

How does the Student pay for meals?

The Student places their thumb on the scanner at the till in the Canteen. This brings up their account showing the Student's name, registration group, photograph and cash balance.

How does the Student make payments into the System?

Payments should be made by ParentPay online payment system.

Free School Meals

Students who are entitled to free school meals have their accounts credited daily, automatically, before morning break. Extra money can be added by ParentPay.

Data Protection

The data held on the System will be handled under the guidelines of the Data Protection Act and access to any of the information is controlled strictly by the School.

Authorisation

Please give your permission by completing the Cashless Food and Drink Payment System in the authorisation section below:

[Complete the sections on the admission form to show that you have read, understood and agree to the above.](#)



School Uniform from September 2020

First impressions are always very important, so it is vital that students wear the correct uniform.

All items available from our School Uniform providers in St Helens Town Centre: Jay Max Uniform Shop (formerly Golden Child) or Whittaker's Schoolwear

Blazer	Maroon with school badge
Jumper	Maroon V-Neck jumper with new school badge (Optional item)
Tie	This year's Year 7 tie is Red stripe Other Years Groups: to be decided
Skirt/Pinafore	Black , knee length pleated skirt or Black , square-necked box pleated pinafore with black tights or white socks.
Trousers	Black , tailored trousers only with black socks.
Shirt/blouse	Plain White only.
Shoes	Plain, polishable Black footwear of a flat and conventional design. (see images on our website for acceptable styles)
Outdoor coats	Black only

P.E. Uniform

For boys	Black shorts, Black socks, White polo shirt with school badge, school rugby top, trainers and football boots, Black "skins" under top.
For girls	Maroon gym shorts, Sky Blue polo shirt with school logo, Navy skort , white socks, trainers, Navy Blue hooded school sweatshirt (optional).
For both:	towel for use after shower

Additional Important Information

- Hair to be worn in a reasonable style and of a natural colour (no extreme hair styles are allowed, no lines, shapes, patterns or writing should be cut into the student's hair).
- Acceptable jewellery - one pair of ear studs worn in the ears and a wrist watch.
- Make up is not permitted (this includes nail varnish and false nails).
- **Blazers to be worn at all times**
- No outdoor coats to be worn in the building
- No hoods to be worn on the school premises

Learning

“Senior leaders have redesigned the curriculum to ensure that pupils are well prepared for both national examinations and life beyond school. The curriculum is now designed to raise the aspirations of all pupils while allowing flexibility to ensure that it meets individual needs. Senior leaders work closely with the parents of pupils in Year 8 to guide their children onto one of the three key stage 4 pathways at the start of Year 9. Since the introduction of this new curriculum, the percentage of pupils progressing to sustained education, employment or training has increased significantly and now stands at 98%.”

Ofsted, September 2016

At both Key Stage 3 and 4, the broad learning opportunities within the curriculum enable students to enjoy, achieve and grow in their learning. Students follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

Curriculum

All students follow a 2-week timetable (A Week and B Week). Below is the programme of study for Year 7. Students across all years will have a set programme of subjects. At the end of year 9 students will make informed choices as to what they continue to study alongside their core subjects, before taking their GCSE examinations in Year 11 at the end of a two year Key Stage 4.

Subject	Number of Hours <i>(over 2-week period)</i>	Subject	Number of Hours <i>(over 2-week period)</i>
English	8	Geography	3
Maths	8	History	3
Science	7	Spanish	3
RE	5	Expressive Arts	2
Art	2	(Music & Drama)	
Creative Computing	2	PE	4
Technology/Food	2	Active Form	1

On entry students are placed on a pathway in line with their KS2 scores (please refer to assessment section on the schools website). Within this pathway they will be in a set with similar ability students.

Relationships and Sex Education

We begin our RSE education very early on in school, firstly by developing relationships with staff right from primary school where sessions are delivered to Year 5 and 6 pupils. Induction days are then an opportunity for future students to get to know staff and meet their Form Tutors. Form Tutors see students twice a day and maintain positive relationships with students.

Relationships between students and staff are of paramount importance at St Cuthbert's and we pride ourselves on developing these with our students so that we maintain our ethos of becoming one big family. We also want students to understand that relationships are important prior to any intimacy, which may occur later on in life.

We are extremely privileged to have access to a range of good quality providers who we use on a regular basis. These include TAZ (Teen Advice Zone) and Catch-22. These are both specific to RSE. All providers have a member of staff with them on delivery who threads the Catholic teaching through any delivery to make students aware of what stance our faith has on these topics.

There are other subjects, which link into the RSE topics and staff are trained to enable them to feel confident in delivering the Catholic message as well as developing students' life skills. Subjects currently delivering these aspects are Science, Drama, English and Religious Education. [Visit our website to view a copy of our RSE Policy.](#)

Classroom Rules

- Arrive on time and enter in a quiet and orderly manner.
- Come to lessons with the correct equipment and prepared to learn.
- Respect other people, their opinions and their belongings.
- Raise your hand when wishing to speak. Don't shout out or talk over people.
- Listen to instructions and do your best to follow them - first time, every time
- Stay in your place unless permission is given to move.
- Record your homework in your planner and make sure it is completed and handed in on time

Always do your very best and ensure you have the best attitude for learning

Equipment

All students should arrive at school ready to learn. With this in mind, your child should have the following equipment with them every day:

- Bag – compulsory even on non-PE days.
- Planner – will be issued on the first day of term
- Pen
- Pencil
- Ruler
- Rubber
- Sharpener
- Protractor
- Calculator – CASIO fx-83GT Plus Scientific Calculator

We advise that stationery equipment is kept in a pencil case. If your child would like to bring any other equipment e.g. colouring pencils, pens, highlighters etc, they are free to do so. Your child should also carry a reading book with them at all times.

If students do not have a pencil case with stated equipment, they will be expected to purchase a pre-packed pencil case. Payment can be made through [ParentPay](#) and pencil cases can be collected from the school office with the following contents: Pencil case, black pen x 2, red pen, pencil, ruler, eraser, highlighter and protractor.

Students should also purchase/keep in their pencil case a Casio Scientific Calculator also available to buy from the school office, again with payment made through [ParentPay](#).



Independent Learning

All students are given a planner to record independent learning (homework). The planner should be seen as a record of learning outside the classroom. This may include research, additional reading, planning, task completion and revision. Independent Learning is vital to ensuring adequate progress is made and that students are prepared for assessment.

Outside the classroom

Students benefit from a number of these experiences taking place outside the classroom, during nationwide educational visits like Geography Field Trips, Chester Zoo, Theatre trips, RE:Treats, Science Exhibitions and PGL. All of our students are given the opportunity to travel abroad with the school, on trips and tours such as the German Exchange, Sports Trips, European Ski/Watersports Trips and Battlefields Tours.

Consent for school trips and other off-site activities.

This covers consent for all off-site activities for the duration of your child's time at St Cuthbert's Catholic High School. Please sign the attached consent form if you are happy for your child to take part in school trips and other activities that take place off school premises; and to be given first aid or urgent medical treatment during any school trip or activity.

The trips and activities covered by this consent include;

- all visits (including residential trips) which take place during the holidays or a weekend
- adventure activities at any time
- off-site sporting fixtures outside the school day

The school will send you information about each trip or activity before it takes place via the MyED APP. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Parental consent will not be requested from you for the majority of off-site activities offered by the school - for example, year-group visits to local amenities - as such activities are part of the school's curriculum and usually take place during the normal school day.

[Complete the sections on the admission form to show that you have read, understood and agree to the above.](#)

ICT Acceptable Use Policy including Bring Your Own Device (BYOD)

Parents/Carers and students are asked to read this document carefully and to indicate acceptance by signing and dating on the attached permission form

Access to the ICT facilities at St. Cuthbert's Catholic High School (hereinafter referred to as St. Cuthbert's and the school) will only take place once the above document have been signed and returned.

Introduction

Information and Communication Technology (ICT) is an essential tool to support teaching and learning, as well as playing an important role in the everyday lives of children, young people and adults. All schools and students in St Helens have access to ICT facilities to provide our students with the skills they will need for life-long learning and employment.

ICT is a fast moving environment and covers a wide range of tools and resources including mobile learning and web-based learning. Some of the technologies available to students include:

- Mobile / Smartphone's features include; video, pictures, texts and web access
- Blogs & Wikis
- Online Forums, Chat Rooms and Social Networking,
- Laptops & Desktop PCs
- Websites
- Podcasting
- Email
- Virtual Learning Platforms

This Acceptable Use Policy covers both fixed and mobile technologies within the school.

All students must follow the conditions described in this policy when using school equipment and any networked resources, both in and outside of school. This applies equally to a student's own device used within school or accessing school's resources.

Breaking these conditions may lead to:

- withdrawal of the student's access;
- close monitoring of the student's network activity;
- investigation of the student's past network activity;
- contacting parents and carers;
- informing our Safer Schools Police Officer and in some cases, criminal prosecution.



ICT Acceptable Use Policy including Bring Your Own Device (BYOD)

Students will be provided with guidance by staff in the use of the resources available through the schools network. School staff will regularly monitor the network to make sure that it is being used responsibly.

The school will not be responsible for any loss of data as a result of the system or student mistakes in using the system. Use of any information obtained via the network is at the student's own risk.

Conditions of Use

Student access to the ICT equipment and the networked resources is a privilege, not a right. Students will be expected to use the resources for the educational purposes for which they are provided.

It is the personal responsibility of every student to take all reasonable steps to make sure that they follow the conditions set out in this Policy. Students must also accept personal responsibility for reporting any misuse of the network to their teacher or Head of Year.

Acceptable Use

Students are expected to use the ICT resources and network systems in a responsible manner. It is not possible to set a complete set of rules about what is, and what is not, acceptable.

All use however should be consistent with the school's ethos and code of conduct. The following list provides some examples that must be followed:

1. I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the school into disrepute.
2. I will use appropriate language – I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
3. I will not use language that could stir up hatred against any ethnic, religious or other minority group.
4. I will not reveal any personal information (e.g. home address, telephone number) about myself or other users over the network.
5. I will not trespass into other users' files or folders.
6. I will not share my login details (including passwords) with anyone else.
Likewise, I will never use other people's username and password.

ICT Acceptable Use Policy including Bring Your Own Device (BYOD)

7. I will ensure that if I think someone has learned my password then I will change it immediately and/or contact a member of staff.
8. I will ensure that I log off after my network session has finished.
9. If I find an unattended machine logged on under other users username I will not continuing using the machine – I will log it off immediately.
10. I understand that I am will not be allowed access to unsupervised and/or unauthorised social media sites and should not attempt to gain access to them.
11. I am aware that e-mail is not guaranteed to be private. Messages supporting of illegal activities will be reported to the authorities. Anonymous/unnamed messages are not permitted.
12. I will not use the network in any way that would disrupt use of the network by others.
13. I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to a member of staff.
14. I will not introduce USB drives or other portable devices into the network.
15. I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use. This includes any related to extremism or radicalisation in line with the school PREVENT Duty policy.
16. I will not download and/or install any unapproved software, system utilities or resources from the internet.
17. I realise that students under reasonable suspicion of misuse in terms of time, activity or content may have their usage closely monitored or have their past use investigated.
18. I will not receive, send or publish material that violates copyright law. This includes materials sent/ received using Video Conferencing or Web Broadcasting.
19. I will not attempt to harm or destroy any equipment, work of another user on the school network, or even another website or network connected to the school system.
20. I understand that unapproved system utilities and executable files are not allowed in my work areas or attached to e-mails.
21. I agree to comply with the acceptable use policy of any other networks that I access.

ICT Acceptable Use Policy including Bring Your Own Device (BYOD)

Unacceptable & Prohibited Use

Examples of unacceptable use include, but are not limited to:

- Logging in with another person's user ID and password, or using a machine left unattended, but logged in by another user.
- Creating, transmitting, displaying or publishing any material (text, images or sounds) that is likely to harass, cause offence, inconvenience or needless anxiety to any other person.
- Unauthorised access to data and resources on the school network system that belong to other "users".
- User action that would cause:
 - corruption or destruction of other users' data;
 - violate the privacy or dignity of other users;
 - intentionally waste time or resources on the school network or elsewhere.
- Illegal activities
- Violation of copyright or software licenses
- Plagiarism

Network Security

If you discover a security problem, for example being able to access other user's data, you must inform a member of staff immediately and not show it to other users. Students identified as a security risk will be denied access to the network.

Use of Own Device (BYOD)

The schools "Bring Your Own Device" ("BYOD") scheme will enable students to bring their own device to school for use in the school.

The BYOD scheme will run on the existing school network of which the students will be required to register their device. The network will only provide access to the schools filtered Internet, and usage will be subject to the schools acceptable use policy.

The BYOD scheme is entirely optional and students can choose whether to participate or not.

If a student wishes to participate in the BYOD scheme, the ACCEPTABLE USE POLICY must be adhered to. Any breach of this policy will be taken seriously and may result in all student devices' being deregistered.



ICT Acceptable Use Policy including Bring Your Own Device (BYOD)

Subject to registration to the network all students will be eligible to subscribe to the BYOD scheme. If a student wishes to subscribe to the BYOD scheme, they will need to register their devices with the managed service representative, who will provide the necessary access information, which will be unique to the student allowing them to connect up 3 devices.

The school Service Desk will not provide support related to device hardware or related to software installed on the device with the exception of access to the network.

On leaving the school, students will be required to delete any information relating to the schools network stored on the portable device and, on request, provide a signed statement that you have complied fully with your obligations under this clause.

The school reserves the right in its sole discretion to withdraw and/or terminate the BYOD scheme and/or to vary any aspect of it, at any time.

Students' responsibility for BYOD

- Maintain your device in good working order;
- Arrange appropriate hardware and software support contracts as necessary for your device
- Ensure that the device is fully charged before taken into school, as charging devices will not be permitted in school.
- Ensure your device is properly insured. This is the responsibility of the student or guardian. The school will not be responsible for loss or damages.
- Adhere to the Fair Use Policy. Internet access on a student owned device will be provided to aid student's studies as such bandwidth usage should reflect this. Typically students should be accessing less than 5GB per month of data via the internet unless a special arrangement has been made.

Continued...



ICT Acceptable Use Policy including Bring Your Own Device (BYOD)

Student User Agreement Form for the Student Acceptable Use Policy

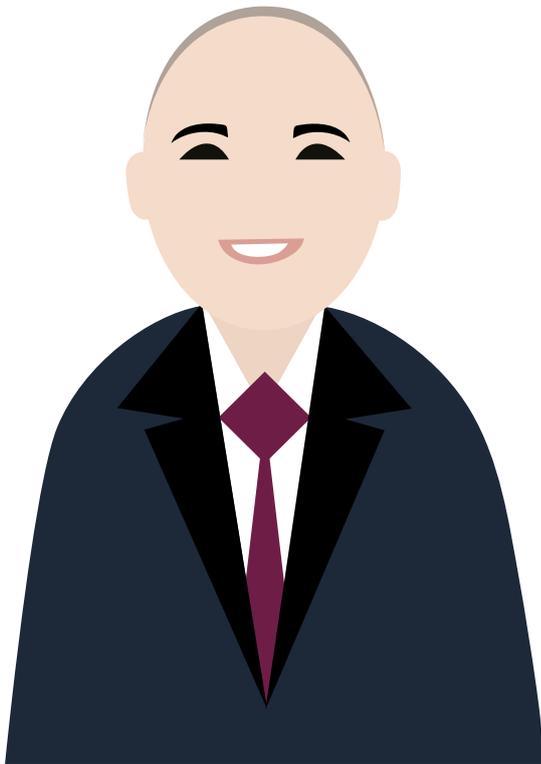
I agree to follow the school rules on the use of the school's ICT and network resources. I will use them in a responsible way and observe all the conditions explained in the school acceptable use policy in the spirit of the schools ethos and code of conduct.

I agree to report any misuse of the network to a member of staff.

I also agree to report any websites that are available on the school Internet that contain inappropriate material to a member of staff.

If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that students under reasonable suspicion of misuse in terms of time or content may have their usage monitored, their past use investigated and parents/carers will be informed.

[Sign the admission form to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.](#)



“IT is a vital part of the school day for all students in a range of subjects so it is important that you follow the school rules on the use of the school’s ICT and network resources”

Mr M Atherton



Disability information

Disability Equality Duty is an additional duty in the Disability Discrimination Act, for schools and colleges to promote equality for disabled persons. This includes disabled students, disabled parents and disabled carers.

“Disability is a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities” (Disability Discrimination Act 1995 Part 1 Paragraph 1:1). This definition was amended and broadened in December 2005 under the 2005 Disability Amendment Act to include:-

- People with cancer or surviving cancer are now included, as are people with HIV and Multiple Sclerosis from the point of diagnosis.
- For mental impairment the need for it to be clinically well recognised has been removed.

In addition to this, the school has adopted the Disability Equality in Education recommendation that all students with Special Educational Needs and those with long term medical needs be treated as disabled for the purposes of the Act for equality. This is in addition to all students with long term impairments, which have a significant impact on their day-to-day activities.

We need to gather information to identify the students, parents and carers who are covered by the Duty. Once this information is available, it will then lead to further actions to improve outcomes for disabled persons.

[Complete the sections on the admission form to date data is available to the school and aid longer term planning to meet the needs of students, parents and carers.](#)



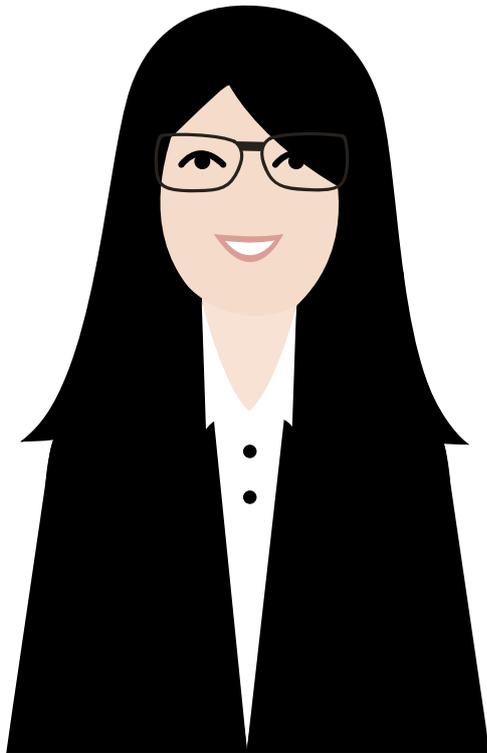
Health and safety

At St Cuthbert's we are committed to the health and safety of our students, staff and visitors.

Ensuring the safety of our school community is of paramount importance to us and this policy reflects our dedication to creating a safe school.

Students will:

- exercise personal responsibility for the health and safety of themselves and others.
- dress in a manner that is consistent with safety and hygiene standards.
- respond to the instruction of staff given in an emergency.
- observe the health and safety rules of the school.
- not misuse, neglect or interfere with items supplied for their and other students', health and safety.



"It is so important to observe the health and safety rules of the school, to make sure you and others are safe around school"

Miss J Lomax



Young Carers

A young carer is a child or young person who looks after someone in their family who has an illness, a disability or is affected by mental health or substance misuse.

Definition of a Young carer:

- aged between 6-18 years old
- responsibilities they may have in the home can be cooking, cleaning, shopping, looking after siblings, giving medication, helping to wash and dress and listening to their worries.

Support is available from Miss Tierney, our friendly School Lead Officer who's available to offer advice and signpost or liaise with St Helens Young Carers.

[Indicate on the admission form if your child is a young carer so that we can offer support.](#)



“If you do any of these, why not pop down to see Miss Tierney, your friendly School Lead Officer who is available every break time Monday to Friday and during Wednesday and Thursday lunchtime at The Farne and discuss any issues that may be affecting you”

Mrs C Barrett

Fire evacuation procedures

To comply with the various legal requirements contained in the Regulatory Reform (Fire Safety) Order 2005 (RRO) and other older legislation, a Fire Safety Management System is in place and regularly maintained.

As part of this the fire alarm is routinely tested every Thursday morning at 7.30am. No action needs to be taken.

Each term the fire evacuation procedure is practiced so that students and staff are fully aware of what they are expected to do in the event of a fire being discovered.

In the event of a fire being discovered, operate the nearest fire alarm.

On hearing the fire alarm, staff and others will leave the building by the nearest exit and proceed to the assembly point quickly and in SILENCE.

The assembly point is the yard area next to the sports hall.

When this is reached students should go to their year group location and should get into form groups in single file and alphabetical order for registration.

Throughout the emergency students must remain SILENT so that the organisation and registration of the school can be conducted quickly.

The Responsible Person will direct evacuation procedures in the event of the alarm being raised and ONLY the Responsible Person will decide when it is safe to re-enter the building.

Refuge Points and Evacuation chairs

There are three Evacusafe Evacuation Chairs which are located at refuge points in the Main Building, Science Block and Humanities Block. Students requiring the Evacusafe Evacuation Chairs should make their way to the nearest refuge point with a member of staff and await further instructions.

Use of photographic/video footage

At St Cuthbert's Catholic High School we sometimes take photographs/videos of students. We use these photographs/videos in the school's prospectus, on the school's website, on our social media channels, in print and digital media and on displays around school.

We also use you these if your child has a food allergy so that staff are aware of the allergy and can respond to their specific medical needs.

We would like your consent to take photos/videos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem - we will accommodate your preferences. Please confirm this on the attached consent form:

You will be asked to tick the relevant boxes and return the form to school.

- I am happy for the school to take photographs/video of my child
- I am happy for photographs/video of my child to be used on the school website
- I am happy for photographs/video of my child to be used on the school's social media channels
- I am happy for the school to take photographs/video of my child
- I am happy for photographs/video of my child to be used on the school website
- I am happy for photographs/video of my child to be used on the school's social media channels
- I am happy for photographs/video of my child to be used in print and digital media, e.g. St Helens Star, Educate Magazine, Catholic Pic, etc.
- I am happy for photographs/video of my child to be used in the school prospectus
- I am happy for photographs/video of my child to be used in school internal displays
- I am happy for photographs/video of my child to be used to alert staff of any food allergies
- I am NOT happy for the school to take or use photographs/video of my child

Withdrawing Consent

If you change your mind at any time, you can let us know by emailing hello@stcuthberts.com, telephoning the school on 01744 678123 or calling into the school office. If you have any questions please get in touch with Paul Magee, Business Manager at the school.

Please complete the sections on the attached form to show that you have read, understood and agree to the above.



Privacy notice

St Cuthbert's Catholic High School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about students, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

Who Collects This Information

St Cuthbert's Catholic High School is a "data controller." This means that we are responsible for deciding how we hold and use personal information about students.

The Categories of Student Information That We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you:

- Personal information such as name, student number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Financial details;
- Post 16 learning information;
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including biometric data, ethnicity, relevant medical information, special educational needs information);
- Images of students engaging in school activities, and images captured by the School's CCTV system;
- Information about the use of our IT, communications and other systems, and other monitoring information;

Collecting This Information

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



Privacy notice

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

How We Use Your Personal Information

We hold student data and use it for: -

- Student selection (and to confirm the identity of prospective students and their parents);
- Providing education services and extra-curricular activities to students, and monitoring students' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding students' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective students, and to provide references to potential employers of past students;
- Managing internal policy and procedure;
- Enabling students to take part in assessments, to publish the results of examinations and to record student achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of students in school publications, on the school website and on social media channels;
- Security purposes, including CCTV;
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school; and
- To provide support to students after they leave the school



Privacy notice

The Lawful Basis on Which We Use This Information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Sharing Data

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share student information with: -

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Students) (England) Regulations 2013;
- Ofsted;
- Youth support services - under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13-19 year olds;
- Other Schools that students have attended/will attend;
- NHS;
- Welfare services (such as social services);



Privacy notice

- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security); and
- The Local Authority.

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Why We Share This Information

We do not share information about our students with anyone without consent unless otherwise required by law.

For example, we share student's data with the DfE on a statutory basis which underpins school funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Storing Student Data

The School keep information about students on computer systems and sometimes on paper.

Except as required by law, the School only retains information about students for as long as necessary in accordance with timeframes imposed by law and our internal policy.

If you require further information about our retention periods, please let the Business Manager know who can provide you with a copy of our policy.

Automated Decision Making

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances.

Students will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.



Privacy notice

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

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.

We must provide the students name, the parents name(s) and any further information relevant to the support services role.

This enables them to provide services as follows:

- youth support services
- 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 as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

Privacy notice

The National Student Database

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.

Privacy notice

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 DfE: <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 education record, contact Paul Magee, the Business Manager.

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 purposes 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.

If you want to exercise any of the above rights, please contact Paul Magee, the Business Manager in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Privacy notice

Right to Withdraw Consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Paul Magee, the Business Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Paul Magee, the Business Manager in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Paul Magee, then you can contact the DPO on the details below: -

Data Controller Name: Dean Hulse

Data Controller Details: Hulse Yazdi Limited t/a HY, Reed House, Hunters Lane
Rochdale, Greater Manchester, OL16 1YL

Data Controller Email: DPO@wearehy.com

Data Controller Telephone: 0161 804 1144

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

[Complete the sections on the admission form to show that you have read, understood and agree to the above.](#)

Extra-curricular activities

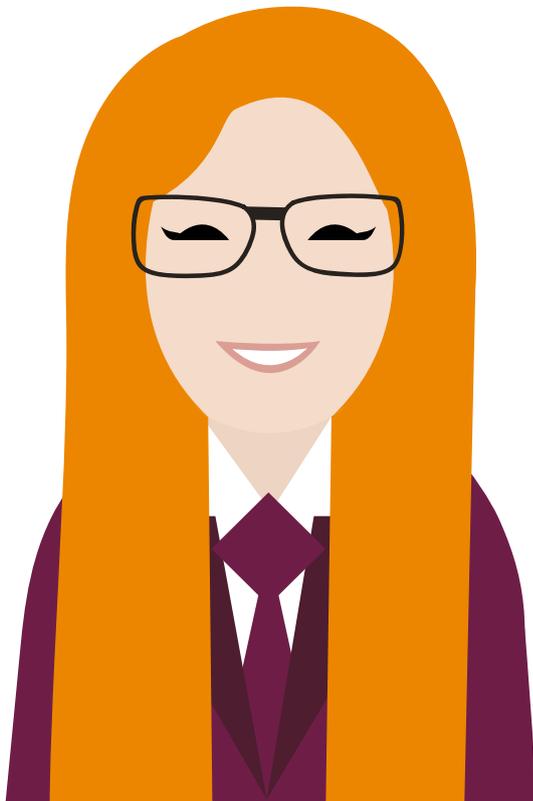
We are thriving

Students can choose from over 30 extra-curricular clubs and activities that take place during the school year, including music, dance and drama, netball, hockey, football, rugby, basketball, gymnastics, cheerleading, trampolining, athletics, cricket, Duke of Edinburgh, Photoshop and Photography, ICT and many, many more. The school campus provides facilities for our students to learn, train and practice together, including AstroTurf, fields, courts, the sports hall, gym, fitness room, drama theatre, music rooms/studio and two large art rooms.

The school extra-curricular timetable will be issued in the first few weeks of the autumn term and will be available online on our school website.

We are inspiring

Our motto “Live life in all its fullness” comes from the words of Jesus “I have come in order that you might have life—life in all its fullness.” (John 10:10). Over the course of the coming weeks, months and years, we will work together to discover what that truly means for each and every one of our young men and women.



“There’s so many extra-curricular activities to choose from, I have loved going to Dance, Netball and The Library”

Grace B

