



# Cardinal Newman Catholic High School

## Parent Handbook

Taking you step-by-step through starting school

*Service: Compassion: Forgiveness: Truth*





## Ms Langstaff, Headteacher, says...

We're delighted to welcome your child as a member of our school community and are looking forward to working with you over the next five years.

### Answering your questions

On page 5 is Key Information and pages 6-8 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on (01925) 635556 and we will be happy to help.

### Policies and term dates

On page 10 are details of some important policies you need to know about, and page 11 has term dates.

### We need some information from you

We also need some information from you and have already sent out the data collection sheets and GDPR forms. Please ensure these are returned to school if you haven't already done so. This will ensure that everything is in place for your child to make a smooth start to their membership of our community.

A very warm welcome to Cardinal Newan Catholic High School.

## Key staff



**Head teacher**  
Mrs J Langstaff



**Deputy Head**  
Mrs H Pinnington



## Assistant Heads



Mrs R Finn



Mrs H Hulse



Mrs F, Burn



Mrs J Cadman

**Head of Year 7** - Miss Jones

**Pastoral Manager** - Miss Charlton

**School Chaplain** – Mrs L. James

**Inclusion Co-ordinator** – Mrs J. Humphries

**Progress Manager** - Mr J. Darbyshire

## Safeguarding Leads

Mrs R Finn

Mrs F Burn







# Key information

## What are our school times?

- Starts 8.40 - collective worship and registration.
- 1.20-1.55pm lunch.
- 3.00pm end of the school day (except every other Tuesday which finishes at 2.10pm).

## Uniform

- All items of clothing should be marked with the pupil's name.
- Essential items (available to purchase from Warrington School Wear)
- Black blazer with badge
- White shirt with school tie (red/gold/black) OR white rever collar shirt
- Formal black trousers not fashion/chino style OR grey knee length pleated tartan skirt
- Belts must be plain, no extravagant buckles/chains
- Black/White ankle socks (no frills, no sports socks)
- Plain black tights, no patterns
- Plain, black shoes (no trainers, boots)

### Optional

- Plain, black 'V' neck jumper
- Plain, dark coloured anorak or top coat
- Hoodies should not be worn in school

### PE Kit

- Red and black Cardinal Newman polo shirt
- Plain Black shorts or skorts
- Plain Black sports/football socks
- Black Cardinal Newman training top
- Plain Black sports leggings or tracksuit bottoms (no logo's, side pockets, mesh or cut outs)
- Trainers with non-marking soles
- Football boots

### Optional

- Red, black and white Cardinal Newman rugby shirt

**Please Note:** On no account should any of the following be brought for everyday school wear:

- High fashion / casual trousers.
- Trainers (except for PE).
- Tight Lycra skirts.
- Skirts with side splits.
- Zip/hooded sweatshirts or tops.
- Cycling shorts.
- Logo'd tracksuits - tops and/or bottoms.
- Denim jackets.
- Logo'd outer coats

## School bags

Designer type handbags and purses are not to be used. School bags should be black, brown, blue, or grey and large enough to carry A4 text books.

## Buying

All items of school uniform can be obtained from Warrington School Wear

## Labeling of uniform

All items of uniform, must be clearly labelled with the pupil's name.

## Food in school

Breakfast Club is open from 8.15am - 8.40am in the dining room. We serve toast, bagels and bacon sandwiches.

Midmorning break is served from 11am-11.20am. The Kiosk and the Dining Room serve toast, bagels and pizza.

Lunch is served from 1.20pm-2pm from the Kiosk, the Assembly Hall and the Dining Room. We sell a wide range of food, both hot and cold to suit all needs and requirements of the students.

## Free School Meals: how to apply

You must complete an application form, available to download from our website under the Parents and Carers/School Meals drop-down menu. Paper forms are also available from schools or contact Warrington Borough Council: School Admissions, New Town House, Warrington, Telephone: 01925 443322.

## Cashless catering

We operate a biometric 'cashless' catering system within our school, details of which can be found on our website under the Parents and Carers/School Meals drop-down menu.

## Drinks in school

We try to encourage students to drink more water and less sugary or high energy/caffeine drinks, and for that reason they are not allowed to bring these drinks into school. Water is available throughout the day.





# Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

## Absence

Cardinal Newman Catholic High School places a significant emphasis on students’ attendance and good punctuality to school. Being punctual to school is one of Cardinal Newman’s high expectations. We take into account there maybe one-off sessions where students are late to school, but persistent punctuality is unacceptable, and students are sanctioned for this.

### Absence Procedures

Regular attendance at school is the responsibility of parents and carers. Under the 1996 Education Act parents commit an offence if the child does not attend school regularly. If your child cannot come to school because of illness you should advise the school on the first day of absence by telephone. If no message is received, we will assume that your child is absent without your permission. We will then make every effort to contact you.

### ‘Safe and Well’ visit

It is essential that the school is kept informed of changes of contact details such as phone numbers and addresses. In cases where we continue to be concerned we may make a ‘home visit’ or request the police to undertake a ‘Safe and Well’ visit. Parents are encouraged to ensure that their child brings in a letter confirming the reasons for the absence when the child returns to school. Once contact (verbal and/or written) has been made with the parent the school will determine if the absence is to be authorised or unauthorised.

The school will only authorise a medical absence if the circumstances are unavoidable. The school may request medical evidence if a parent rings the school to confirm the student is unwell. The Headteacher may also authorise events where students are involved in any supervised sporting events or trials, theatre performances and participation in acts of religious worship.

### Leave of Absence in term time

Under the DfE ‘Advice on School Attendance’ parents can no longer expect schools to authorise leave of absence for the purpose of a family holiday for up to 10 school days per year. The Headteacher may not grant leave of absence during term time unless there are exceptional circumstances. The Headteacher will also determine the number of school days a child can be away from school if the leave is granted. From this perspective leave of absence in term time is no longer a parental right and will only be authorised at the Headteacher’s discretion.

## Medication in school

Wherever possible, children are allowed to carry their own medication, so it can be accessed for self-administration quickly and easily. Children who can’t take their medicines themselves or manage procedures may require an appropriate level of supervision; if it is not appropriate for a child to self-manage, relevant staff may help to administer medicines and manage procedures for them.

Students who require medication during the school day must have a care plan. This is organised through your child’s pastoral manager and a parent must attend school to complete a care plan and sign to give permission. It is the child’s responsibility to ensure they attend the school office at the stated time to receive their medication.

Medicines, other than emergency medication such as insulin, must not be handed over to the school staff as we do not accept responsibility for either looking after medication or for administering non-emergency medicine. The school can only accept prescribed medicines if these are in date, labelled, provided in the original container as dispensed by a pharmacist, and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

## Mobile phones

Mobile phones are not allowed to be used in school without specific permission for a particular use from a member of staff. Phones will be confiscated if seen by a member of staff.

## Accessories, hairstyles and jewellery

### Jewellery

No jewellery other than watches may be worn by any pupil. Earrings are not allowed. To ensure sufficient healing time for newly pierced ears, please have the piercing carried out at the beginning of the summer holidays. The school will not allow sleepers, plasters stuck across the top of ‘studs’ or clear piercings to be worn. On no account will the wearing of jewellery in any other ‘body piercing’ be acceptable.

### Make-up

Make-up is not allowed under any circumstances. This includes nail varnish, glitter, eye make-up, tinted eyebrows and lipstick. False nails, False eyelashes should not be worn as they are a Health and Safety hazard.

### Hair

Hairstyles should be smart and appropriate for school. Unnatural hair colours, dip dyes and hair extensions are not acceptable. Shaven or partially shaven styles are to have a minimum blade number 1. Long shoulder length hair must be tied securely and kept off the face in practical lessons. For health and safety reasons hair should be kept clean and in a style that does not cover the face.

## Helping to support children’s learning at home

Homework is set to enable pupils to develop independent learning skills and to encourage positive study habits. It is given to reinforce classwork as well as to check that pupils have understood what they have learned. Some homework may involve extending learning, preparing for future topics or researching for a project.

All year groups receive homework, usually once a week. The amount will depend upon the age of the pupil. Parents/carers can view any homework task set on the Satchel One website by following the link on our school’s Homepage. Alternatively, you can log in to view your child’s personalised homework calendar.

## Internet safety

The school makes safe internet use a priority and where appropriate uses materials from organisations such as CEOP, Safer Internet Day etc. to support pupil online safety and to raise parental awareness. The school internet access

is designed expressly for pupil use and includes filtering appropriate to the age of pupils.

Students are taught what internet use is acceptable and what is not and given clear objectives for internet use. Internet access is planned to enrich and extend learning activities. Students are educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation. They are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. Students are taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.

## Issues concerning children’s welfare

If you have an issue concerning your child please speak to their form tutor, pastoral manager or Head of Year as the first point of contact.

## RSE (Relationship and Sex Education) lessons

Parents/carers have a legal right to withdraw their child from RSE. As a school we acknowledge the right for parents/guardians to withdraw their child but would find this difficult to implement. If this is the case, then school must be contacted at the earliest opportunity. It is hoped that in choosing to send their child to a Catholic school, parents/carers will be supportive of the ethos and principles of our RSE policy which can be seen in full on our website under the Our School/Policies drop-down menu.

## Clubs, activities and enrichment

The extra-curricular programme at Cardinal Newman is designed to offer a range of opportunities outside of the school curriculum. We provide a vast assortment of clubs and activities that are expertly delivered by our specialist staff. We believe in offering our students new experiences and the chance to grow and develop beyond the school day promoting positive relationships across our school community. An example of some of the activities on offer include:

- Football.
- Rugby.
- Netball.
- Badminton.
- Rounders.
- Chess.
- Drama.
- Art.
- Music.
- ICT.

- Chaplaincy.
- Duke of Edinburgh.
- Homework Club.
- School Council.
- Librarians.
- E-Safety Team.

## Special Educational Needs

Cardinal Newman High School values the abilities and achievements of all young people, and is committed to providing, for each young person, the best possible environment for learning.

### The SEND and inclusion aims of the school

- To ensure that all young people including vulnerable groups such as young carers/ young people in care have access to a broad and balanced curriculum.
- To provide a differentiated curriculum appropriate to the individual’s needs and ability.
- To ensure the identification of all young people requiring SEND provision as early as possible in their school career.
- To ensure that young people and young people with SEND engage in the activities of the school alongside young persons who do not have SEND.
- To ensure that parents of young people with SEND are kept fully informed of their child’s progress and attainment and are involved in decisions affecting the young person’s SEND provision.
- To ensure that young people with SEND are involved in decisions affecting their future SEND provision.

We recognise that many young people will have special educational needs at some time during their school life. In implementing our SEND policy, we believe young people with SEND will be helped to achieve their personal goals and targets.

## Most able pupils

Cardinal Newman High School is committed to providing an education that is broad and balanced and enables pupils to maximise their potential. We have high expectations of all our pupils and we aim to inspire, challenge, support and empower them to achieve excellent results.

### Challenge

Pupils who are identified as ‘High Attainers’ are provided with challenging learning experiences, opportunities to develop their knowledge and skills and a range of enrichment activities that seek to extend their learning and encourage them to investigate, question and ‘think outside of the box’.

## Charging policy

We believe that at Cardinal Newman Catholic High School all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents’ financial means. Our charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered, and at the same time try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## Emergency arrangements

We will, of course, endeavour to keep the school open if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach school and provide an adequate educational service.
- For children or staff to journey to and return from school safely and without undue delay.

If it is necessary to close the school, we will use the following methods to inform you:

- Text Message – please ensure we have an up-to-date number for you.
- Announcement on the school website – [www.cardinal-newman.org.uk](http://www.cardinal-newman.org.uk).
- Announcements made on the following radio stations: Key 103 (FM 103), BBC Radio Manchester (FM 95.1 ), Radio City (FM 96.7), Rock FM (FM 97.4), Wire FM (FM 107.7)
- We will also announce on twitter and facebook Twitter - @Cardinal\_Newman facebook - CNCHS Warrington

In the event of a school closure, work for each subject will be available on Microsoft Teams and Satchel One.

We email out a weekly bulletin with news and updates so please ensure we have a correct email address.

### Stay in touch

The school appreciates that during bad weather children may arrive later than normal but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation.



Parent App

When your child starts at Cardinal Newman you will be invited to download SIMS Parent App. This requires an email address to be registered in order for you to access the app. Details will be sent out once your child has started at Cardinal Newman.

Attendance

You will be able to see your child's attendance record live. Once the register has been taken of a morning and afternoon the information will be directly loaded to Parent app. You will be able to access your child's attendance and keep track of any late marks or absences.

Timetable

You will also have access to your child's individual timetable. This will enable parents to have access to what lessons their child has daily as well as hopefully avoiding the inevitable last minute panic or forgotten PE kit or food technology ingredients.

Behaviour and Achievement

Any behaviour and achievement points that are recorded will be available on Parent App. These are updated daily and allow for parents to be aware daily of any issues that may be arising. You will be able to see what a behaviour point has been given for and discuss this with your child immediately ensuring parents are fully aware of what is happening during the school day. Pupils will lose points if they aren't getting it right. Our behaviour policy is based around 'choices'. All pupils chose how to behave and respond to requests and we aim to focus on students taking responsibility for the choices they make.

You will also have access to your child's achievement points. This will enable parents to celebrate the successes and ensure a positive approach is taken. 25 points are awarded each Monday for the coming week. Additional points are available for outstanding effort/ classwork and homework as well as those students who make a 'Positive contribution to School Life'.

Communication

Messages can also be sent via parent App to ensure that parents are fully aware of key information in school. You can also follow the school Twitter or Facebook accounts for regular news updates and achievements. Each week you will receive a weekly bulletin that will ensure you get notices, an overview of events for that week and for the following week. This will be sent by email so it is essential you have an email address registered with us.

Satchel One: Homework

Parents will also be given log in details for Satchel One: Homework. Staff record homework online which is also accessible through the school website. This allows you to know what homework has been set and when it is due in. Students are also provided with their own log in details to so they can learn to manage their own homework and become effective learners.

Support at Cardinal Newman

Safeguarding and Early Help

As a school safeguarding of students is key and we work with a number of agencies to offer parents support.

We regularly offer families support through Early Help which can include referrals to other agencies, support through TAF Meetings. Early help assessments help to ensure that there is a robust and cohesive plan in place for families and the right support is being offered. If you feel your family or child may benefit from an Early Help please contact school to discuss. Further details can be found on our website.

Operation Encompass

As a school we are part of the Operation Encompass initiative which ensures that school are informed of any domestic incidents which may require us to offer support to a child. This is usually the next day.

Additional Support

At times families and young people often need extra support and it can often be difficult to know who to turn to. We have found the following useful and helpful for parents.

National Online Safety

The online world is posing an ever-increasing risk to children, and it is important that schools, parents and carers work together to take an active role in teaching children about online dangers. Learning how to act safely when using the internet is an incredibly important part of safeguarding our children.

To create your account, please follow <https://nationalonlinesafety.com/enrol/cardinal-newman-catholic-high-school> and complete your details. When you're set up, you'll be able to set 'Parent/Carer' as your user type.

Advanced Solutions

Through community-based groups, programmes, and opportunities that raise awareness; develop skills; share learning experiences; and build confidence, we support children, young people, and families living with neurodevelopmental conditions, learning difficulties and associated mental health needs.

Warrington: 01925 320863

e: [info@advancedsolutions.co.uk](mailto:info@advancedsolutions.co.uk)

Mental Health

**Kooth** – This is an online platform where young people can access online counselling, help and support. [www.kooth.com](http://www.kooth.com)

**MHST** - Our Mental Health Support Teams provide direct mental health support to secondary schools in Warrington. The service aims to promote the early detection and prevention of mental health problems across the whole school, and strengthen links between schools and mental health services.

**School Health** - Our school health adviser is Leanne Kieran and she runs a student drop in once a week. You can also access support confidentially through Chat Health,

Get confidential & anonymous advice from an NHS Specialist Community Nurse, just send a text to:

07507330101 Or visit [www.chathealth.nhs.uk](http://www.chathealth.nhs.uk).





# Working with parents

## Parental involvement

Parents are encouraged to work collaboratively and communicate with school on a regular basis through a number of different means.

### Surveys

The OFSTED Parent View survey is available through the school website and can be completed at any time. Parents are also surveyed at regular intervals throughout the school year when attending Parents Evenings.

## Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

## Parents evenings and reports

We hold a Year 7 settling-in meeting during the first half term, and each year group has a Parents Evening. We also offer regular Parent Focus evenings which parents are invited to attend. Reports are sent out at the end of every term.

### News

Our website is a great resource for keeping updated with events and news at school. You'll find regular updates on our website. We also have school Facebook and Twitter accounts to keep parents up to date on the latest news.

## At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations.

## The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties.

## Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who doesn't live with the child.

## Seek permission

Outings and trips are a valuable part of school life and we arrange as many as possible. Parents sign a form giving consent for children to participate in outings and pupils are not taken unless the permission slip is returned.

# Policies

## Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

### Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a

school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

## Key policies

Some of our key policies are:

- Anti-bullying.
- Behaviour.
- Online Safety.

- Equality and Diversity.
- Special Needs and Inclusion.
- Safeguarding.

A full list of our policies can be found on our website by clicking on 'OUR SCHOOL', and then clicking on 'Policies', on the drop-down menu.

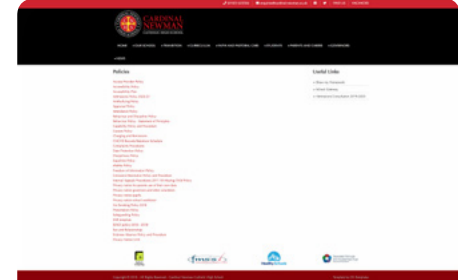
### Step 1



### Step 2



### Step 3



# Term dates 2023/24

## School Re-opens

Tuesday 5 September 2023

## Autumn Half-term

School closes Friday 27 October 2023

School re-opens Monday 6 November 2023

## Christmas Holiday

School closes Wednesday 20 December 2023

School re-opens Thursday 4 January 2024

## February Half-term

School closes Friday 9 February 2024

School re-opens Monday 19 February 2024

## Spring Holiday

School closes Thursday 28 March 2024

School re-opens Monday 15 April 2024

## May Day

Monday 6 May 2024

## Summer Half-term

School closes Friday 24 May 2024

School re-opens Monday 3 June 2024

(Pupils & Staff)

## Summer Holidays

School closes Friday 19 July 2024



## Teachers' Training Days:

- Monday 4 September 2023
- Friday 1 December 2023
- Wednesday 3 January 2024
- Friday 28 June 2024 (Warrington Walking Day)
- Monday 22 July 2024



# Our School Values



**Service**



**Compassion**



**Forgiveness**



**Truth**



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