



**St Cuthbert's  
Catholic High School**  
*Live life in all its fullness*

# Information for carers and parents

Year 7 Students joining in September 2024 or mid-year  
transfer students joining us during 2024-25

**[stcuthberts.com](https://stcuthberts.com)**

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**Ofsted**  
Good  
Provider

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

Here at St Cuthbert's we are very proud of the supportive and nurturing environment we have created that inspires our students to develop and reach their full potential. As a Catholic community, the faith aspect of our school teaches Christian values of tolerance, care and respect, with our 'Golden Rule' "Treat others as you would like to be treated" (Matthew 7:12), and with our core values of Courage, Commitment, Compassion and Community are integrated to the ethos of our school family.

At St Cuthbert's we are known for looking after all the young people in our care and treat every person that passes through the school as part of our ever-growing family.

Our dedicated staff forge great relationships with students, parents and the wider community alike and are always approachable and welcoming.

Throughout our 67-year history, we have always been at the heart of our community and we take that responsibility very seriously. Our community has and continues to rely on us for a wealth of resources. We support this by offering an environment that combines warmth and fun with a commitment to learning for our young people and their families.

We celebrate excellence in all of its forms. We equip our young people academically, practically, socially and morally, so they're ready for the next step in their lives, be that going to college, moving into apprenticeships or starting employment or training.

We also have various extra curricular activities that run alongside our broad curriculum to allow our students to further develop their talents and interests.

We welcome the opportunity to guide your son or daughter through their school life and give them the best possible start on their journey to becoming a successful, capable and well-rounded adult in their community and beyond.

## We are more than a school.

### Mr S Holland

Headteacher

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## Our vision

A vibrant community uniquely created by God, which embraces those in need and celebrate difference.

Enabled by a staff dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.

A vibrant community uniquely created by God, which embraces those in need and celebrate difference.

# MORE THAN A SCHOOL



# 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)



# Our School Values

We have 4 core school values at St. Cuthbert's. All members of our school family are encouraged to live out these values in every word and action. Our words and actions cost us nothing, yet by living out our School Values, we make our school family much richer.

We call our 4 core school values the '4 C's of St. Cuthbert's' and they are:

- **Courage** - we are bold in doing the right thing.
- **Commitment** - we do not give up on each other, or when things are tough.
- **Compassion** - we understand and respect the needs of others.
- **Community** - we welcome everyone and understand that we are a family.

Our School Values are rooted in the Gospel Values and by living them out daily we are living out our school motto of 'life in all its fullness.'



## We are More than a School

“The arrangements for safeguarding are effective. Leaders and staff are knowledgeable about safeguarding. They are well informed about the risks that pupils may face, including those in the local area. Staff are vigilant and identify and report concerns without delay.” Ofsted, July 2022

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 2024-25 the Heads of Year are:

Year	Head of Year	Assistant Head of Year
7	Mrs L Dawber	Mr D Heywood
8	Mr A Walker	Mrs A McCormack
9	Mr L Platt	Mrs S Lee
10	Mr P Arkell	Mrs T Hunter
11	Ms K Moa	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](mailto: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](http://www.stcuthberts.com) and by following us on social media:

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# MYED 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.

MYED 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 MYED 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 MYED

**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.





# ClassCharts Parents App

We use ClassCharts to track and monitor behaviour of our students, and this information is shared with you each day via the ClassCharts App.

Students receive Reward Points (R Points), and Consequence Points (C Points) throughout the day. You can find an overview of the tariff of behaviours on our school website [here](#).

The more 'R' points a student receives, the more rewards are open to them. Some examples of these are, a praise letter home from Mrs Twist, an early lunch or an invitation to termly Rewards trips.

Once you have registered, you can then download The ClassCharts Parents app from your app store 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 ClassCharts Parents

**Step 3** - Download the Free app

You will receive your parent/carer access code in a separate message on your child's first day at St Cuthbert's. Once you have received this, please follow these steps:

1. Open [www.classcharts.com/parent/login](http://www.classcharts.com/parent/login)
2. Enter your email address
3. Choose 'I don't have an account yet'
4. Enter your parent access code and name
5. Choose a password
6. Click Log-in!



# ClassCharts

# School Term Dates 2024-25

## Autumn term

Staff Inset Day (closed to students)

Monday 2nd September 2024

Staff Inset Day (closed to students)

Tuesday 3rd September 2024

**Re-open after the summer holiday on:**

**Wednesday 4th September 2024**

Close for autumn half-term holiday on:

Friday 29th October 2024

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

**Monday 4th November 2024**

Occasional Day (closed to students and staff)

Monday 9th December 2024

Close for the Christmas holiday on:

Friday 20th December 2024

## Spring term

**Re-open after the Christmas holiday on:**

**Monday 6th January 2025**

Close for the spring half-term on:

Friday 14th February 2025

**Re-open after the spring half-term on:**

**Monday 24th February 2025**

Close for the Spring Term Fixed holiday on:

Friday 4th April 2025

## Summer term

**Re-open after the Spring Term Fixed holiday on:**

**Tuesday 22nd April 2025**

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

Monday 5th May 2025

Close for the summer half-term on:

Friday 23rd May 2025

**Re-open after the summer half-term on:**

**Monday 2nd June 2025**

Close for the summer holiday on:

Friday 18th July 2025

Occasional Day (closed to students and staff)

Monday 21st July 2025

Occasional Day (closed to students and staff)

Tuesday 22nd July 2025

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



# The school day

Students arrive for school	8:15-8:30am
<b>Bell goes for students to go to Form</b>	<b>8:25am</b>
<b>Registration/Sacred Time Assemblies</b>	<b>08:30am - 09:00am</b>
Period 1	09:00am - 10:00am
Period 2	10:00am - 11:00am
<b>Break</b>	<b>11:00am - 11:20am</b>
Period 3	11:20am - 12:20pm
Period 4	12:20pm - 1:20pm
<b>Lunch</b>	<b>1:20pm - 2:00pm</b>
Period 5	2:00pm - 3:00pm
After-School Activities	3:00pm - 4:00pm



# Safeguarding

The school's safeguarding arrangements have been reviewed in light of the 'Keeping Children Safe in Education 2023' 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.

All students should aim for 100% attendance.

## 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. School starts with form time at 8:30am.
- 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 my ed school app or send a note explaining absence.**

Absence Hotline Number: 01744 678123 Option 2

Absence Alert Number (SMS): 07624 806848

**Visit our website for more info:** <https://www.stcuthberts.com/school-life/attendance/>

# 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.

0 DAYS OFF 190 DAYS ATTENDED	100%	★ PERFECTION ★ "EXCELLENT ACHIEVEMENT"
4 SCHOOL DAYS OFF EACH YEAR	98%	IMPRESSIVE
7 SCHOOL DAYS OFF EACH YEAR	96%	NEARLY THERE
9 SCHOOL DAYS OFF EACH YEAR	95%	CAN BE IMPROVED "INCREASE YOUR CHANCES OF BETTER GRADES"
11 SCHOOL DAYS OFF EACH YEAR	94%	NEEDS TO IMPROVE
20 SCHOOL DAYS OFF EACH YEAR	90%	SERIOUS CONCERNS "CLASSED AS A PERSISTENT ABSENTEE" referred to Education Welfare Service
30 SCHOOL DAYS OFF EACH YEAR	85%	RISK OF PROSECUTION "can be damaging to a student's social, emotional and mental wellbeing"
38 SCHOOL DAYS OFF EACH YEAR	80%	

## Punctuality

It is also imperative that students are in school ready for the start of the day no later than **8.30am**. Form time is very important as it is an opportunity for Literacy intervention, Personal Development sessions as well as daily Sacred Time and preparation for the day.

You will be notified via Class Charts if your child has been late for school. If they are late without good reason, they will receive a lunchtime detention on the same day.

# 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, homophobic or transphobic 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 and not used to contact parents/carers without permission from a member of staff. 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, vapes 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/vapes.

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/carers via ClassCharts app, which all parents/carers should have downloaded. If they have any issues downloading or using the app, please contact school. 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 Monday, Wednesday or Friday after school. Failure to comply with this could result in a Headteacher's detention or time in the Behaviour 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 \_\_\_\_\_



# 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. Students are expected to bring their full kit to every lesson. If they do not bring their own kit, they will be expected to borrow items of kit from our clean, spare kit.

## 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.

**Please 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.

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



# Catholic Life at St Cuthbert's

'Every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth.' – Pope Francis.

St Cuthbert's is more than just a school. We are a very special community; which has Christ at its centre. As a Catholic school our core values are rooted in the teachings and example of Jesus Christ. The work entrusted to us is to help each person to recognise their dignity as a child of God and to reach their full potential. Our school motto comes from John 10:10 where Jesus says, 'I have come so that they may have life and have it to the full.' Our purpose is to ensure that each of our young people can live happy, successful and fulfilled lives both now and in the future.

Mrs McDonagh joined us in January. Her role is to assist in carrying forward our mission as a Catholic School. Our students are made aware that Mrs McDonagh is another source of support within school.

Our Chapel is a very important space at St Cuthbert's, and everyone is welcome. We have a very busy programme based in our Chapel such as Youth SVP, Equality and Diversity groups, charity groups and Chaplaincy leaders. Our Chapel is open at break and lunchtime too. We have a residential retreat to Savio House in place for students when they are in Year 8, and a pilgrimage to Rome for our Year 10 students. More information about the Catholic Life of our school can be found on our website.



# Social, Emotional and Mental Health (SEMH)

St Cuthbert's Catholic High School's SEMH Team is passionate about making a difference to the lives of students. We believe that all students should be able to realise their potential, despite any barriers they may face linking to SEMH. In light of this we pride ourselves in having a strong pastoral support team and a designated centre called 'Farne' where students can access various levels of support.

## As a team we feed into our school values:

- **Courage** – We aim to provide our students with the courage to ask for help if they need it and then to build the skills to manage their own SEMH.
- **Commitment** – We are committed to supporting our students and we aim for them to be committed to helping themselves.
- **Community** – We work as a community to ensure that we all look out for one another and that we build strong relationships to ensure students feel able to ask for help. We also signpost outside services in the wider community for the whole school community to access.
- **Compassion** – We are compassionate to the needs of the whole school community and we endeavour to break down any barriers to learning and the participating in everyday activities. Staff look out for any changes in behaviour and monitor vulnerable students alongside any changes in behaviour or other indicators which may highlight a need for intervention.

Our school community decided on this definition for our intent statement on SEMH:

"A balanced state of spiritual and social wellbeing in which an individual, values their self-worth and has the ability to use resilience to cope with all aspects of life and regulate emotions accordingly." (St Cuthbert's 2023)

As well as dedicated staff in The Farne who support students with SEMH challenges, we also offer support from external counsellors and originations such as the ADHD Foundation for any students who may need it. We look at ways to build student resilience and where they can access support as part of our Personal Development curriculum.





# Bus Operators and Routes 2024-25

## Morning buses to school

Bus No.	Operator	Depart From	Depart Time	Arriving at	Arrival Time
719	Stagecoach	Poynter Street, Elephant Lane	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**

720	Stagecoach (Double-decker)	Clockface Road / Gorse Lane	0733	St Cuthbert's Catholic High School	0756
720	Stagecoach	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 (07:46am / 08:08am), New Street, Robins Lane (07:52am / 08:14am), Peckers Hill Road, Hoghton Road, Watery Lane, Berrys Lane **to St Cuthbert's Catholic High School, Berrys Lane.**

## Afternoon buses home

719	Stagecoach	St Cuthbert's Catholic High School	1505	Poynter St/ Elephant Lane	1516
720	Stagecoach	St Cuthbert's Catholic High School	1505	New Street	1515

**719 Arriva Route Details: From St Cuthbert's Catholic High School**, Berrys Lane via Berrys Lane, Watery Lane, Hoghton Road, Peckers Hill Road, Robins Lane, Marshalls Cross Road, Elton Head Road, Sherdley Road, (right) Sutton Heath Road, (right) **Elephant Lane (terminate).**

720	Stagecoach	St Cuthbert's Catholic High School	1505	Clockface Rd / Gorse Lane	1528
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**720 Route Details: From St Cuthbert's Catholic High School**, Berrys Lane via Berrys Lane, Watery Lane, Hoghton Road, Peckers Hill Road, Robins Lane, New Street, Mill Lane, 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 330 1000. For further contact details please refer to the Merseytravel Website, [www.merseytravel.gov.uk](http://www.merseytravel.gov.uk), "About Us", "Contact us".



# 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](http://www.parentpay.com/Parents)



# ParentPay

COUNT ON US



# Food and drink

Here at St Cuthbert's we operate a BIOMETRIC CASHLESS SYSTEM for the purchase of school meal. Each student is allocated their own account to credit daily, weekly or whenever convenient.

Students entitled to free school meals for 2023/24 received £2.60\* per day. This is automatically credited to their account on a daily basis. It is usually increased each year.

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

## What is a Cashless System?

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. To see if you are entitled to free school meals go to [www.sthelens.gov.uk/freeschoolmeals](http://www.sthelens.gov.uk/freeschoolmeals).

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



# Student Biometrics

## Notification of Intention to Process Students' Biometric Information

The school wishes to use information about your child as part of an automated (i.e. electronically operated) recognition system. This is for the purposes of providing catering services and access to printing. The information from your child that we wish to use is known to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

## Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The school would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with catering services.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's fingerprint) is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system.

## For example:

- a. the school cannot use the information for any purpose other than those for which it was originally obtained
- b. the school must ensure that the information is stored securely
- c. the school must tell you what it intends to do with the information
- d. unless the law allows it, the school cannot disclose personal information to another person/body - you should note that the only person/body that the school wishes to share the information with is iDStore (CRB Cunninghams), the supplier of the biometric system for catering, which is necessary for the operation of the system.

# Student Biometrics

## Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken and used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

The school is also happy to answer any questions you or your child may have. If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to catering services.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the school. Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

## Please complete the section on the attached form to give your consent.

**Further information and guidance** - This can be found via the following links:

**DfE guidelines for schools on communicating with parents and obtaining consent:**

<https://www.gov.uk/government/publications/dealing-with-issues-relating-toparental-responsibility>

**ICO guide to data protection:**

[http://www.ico.gov.uk/for\\_organisations/data\\_protection/the\\_guide.aspx](http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx)

**ICO guidance on data protection for education establishments:**

[http://www.ico.gov.uk/for\\_organisations/sector\\_guides/education.aspx](http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx)

**British Standards Institute guide to biometrics:**

<http://shop.bsigroup.com/Browse-by-Subject/Biometrics/?t=r>



# Our Themed Menus and Healthy Lifestyles

Our menus have been developed around current needs and demands. They are driven by our students and we constantly try new products to make lunchtime interesting and encourage a healthy balanced diet.

There is a wide variety of lunch choices available on a daily basis.

Salads, pasta, jacket potatoes, a choice of hot main meals (including a vegetarian option), fruit bar, cold and hot desserts are on offer each day from The Canteen. Students can also purchase lunch from 'The Cafe' where a selection of hot and cold sandwiches/wraps, fruit and water are available.

The food served at St Cuthbert's is produced by our catering partners St Helens Council Schools Catering Service. St Helens Council Schools Catering Service were awarded a five-star rating in February 2022 for their food hygiene at the school.

Andrew Ferguson, Executive Development Chef regularly meets with our School Council and School Food Action Groups to discuss how to further develop the lunchtime offerings available within our school.

Where possible, our food is made fresh from scratch every day. Each day the main canteen has a different theme and a different menu. From 'Meat-Free Mondays' and 'Roast Dinner Wednesdays' to 'Fish and Chips Fridays' - there's something for every taste.

A full break time menu is served in both The Canteen and 'The Cafe' at morning break.

Students use their ParentPay accounts linked to their thumbprints to pay for food, which means faster queues and that they do not need to bring cash to school.

Parents are invited to sample food from our menu at our Open Evening in the Autumn Term and at our Year Six Welcome Evening in the Summer Term.

## Breakfast Club

Our Breakfast Club is open to **all students** from Monday to Friday in The Canteen from 8:00 - 8:25am.

Since November 2021 and as part of the National School Breakfast Programme, free breakfast bagels are available for all students. Gluten free cereal alternatives are also available.

# Sample Autumn term menus

## Week 1

### Meat Free Monday

Spaghetti Bolognese with  
Cheddar Top  
Baked Bean Pasty  
Potato Wedges & Broccoli  
Ice Lolly

### Tuesday

Chicken Korma  
Quorn Korma  
Rice, Naan Bread & Cauliflower  
Fruit Yoghurt

### Roast Dinner Wednesday

Roast Beef with Yorkshire  
Pudding & Gravy  
Cheese and Veg Finger Wrap  
Roast Potatoes; Carrot &  
Swede  
Berry Sponge Cake

### Thursday

Pork Sausage  
Cheese & Tomato Pasta Bake  
Mashed Potato & Mushy Peas  
Flapjack

### Fish & Chips Friday

Battered Fish  
Home-made Pizza  
Chips & Peas  
Fruit & Ice-Cream

## Week 2

### Meat Free Monday

Breaded Chicken Bites,  
BBQ Sauce  
Garlic & Herb Macaroni Cheese  
with Crispy Topping (v)

### Tuesday

Chicken Korma  
Quorn Korma  
Rice, Naan Bread & Cauliflower  
Banana & Mango Sorbet

### Roast Dinner Wednesday

Cooks Special Roast  
Cheese and Tomato Panini  
Roast Potatoes & Seasonal  
Vegetables  
Cookie

### Thursday

Meat Feast Pasta Bake  
Cheese & Onion Quiche  
Garlic Bread & Broccoli  
Doughnuts

### Fish & Chips Friday

Battered Fish  
Home-made Pizza  
Chips & Peas  
Summer Berries & Ice-Cream

## Week 3

### Meat Free Monday

Cheeseburger on Brioche Bun  
Salmon & Sweet Potato  
Fishcake Duchess  
Potatoes; Peas

### Tuesday

Chicken Korma  
Quorn Korma  
Rice, Naan Bread & Cauliflower  
Raspberry Ripple Ice-Cream

### Roast Dinner Wednesday

Roast Turkey & Stuffing  
Cheese Ploughmans  
New potatoes; Carrots &  
Cabbage  
Fruit Salad

### Thursday

Sausage Roll  
Quorn Nuggets  
Diced Potatoes & Baked Beans  
Peach Yoghurt

### Fish & Chips Friday

Battered Fish/Salmon Fish  
Fingers  
Home-made Pizza  
Chips & Peas  
Cooks Muffin

# School Uniform from September 2024

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

<b>Blazer</b>	<b>Maroon</b> with school badge
<b>Jumper</b>	<b>Maroon</b> V-Neck jumper with new school badge (Optional item)
<b>Tie</b>	This year's Year 7 tie is <b>Red</b> stripe <b>Other Years Groups:</b> Year 8: Green, Year 9: Yellow, Year 10: Blue and Year 11: bespoke tie (school to supply).
<b>Skirt/Pinafore</b>	<b>Black</b> , knee length pleated skirt or <b>Black</b> , square-necked box pleated pinafore with black tights or white socks.
<b>Trousers</b>	<b>Black</b> , tailored trousers only with black socks.
<b>Shirt</b>	<b>Plain White</b> only.
<b>Shoes</b>	Plain, polishable <b>Black</b> footwear of a flat and conventional design. (see images on our website for acceptable styles)
<b>Outdoor coats</b>	<b>Black</b> only

From September 2022, we have a new PE kit available for our Year 7 students and other students who have outgrown their current kits.

<b>Sports top</b>	<b>Black</b> polo neck with maroon stripes and school Cs as the badge
<b>Hoodie</b>	<b>Black</b> hoodie with school Cs as the badge (only to be worn in PE lessons)
<b>Leggings/Joggers /Shorts</b>	<b>Plain Black</b> leggings, joggers or shorts only to be worn

Students are expected to bring their full kit to every lesson. If they do not bring their own kit, they will be expected to borrow items of kit from our clean, spare kit.

## 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, of any description, to be worn on the school premises



# Learning

“Leaders have put together a coherent and well-ordered curriculum across all subjects. The curriculum identifies what pupils will learn when this content will be taught. Leaders have ensured that the curriculum is broad and balanced from Year 7 to Year 11. The curriculum is ambitious.” Ofsted, July 2022

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

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 may be in a set with similar ability students or they may be in a mixed ability group..



# 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.

**Please 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.

**Please complete 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.**



# 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.

**Please 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.



# 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.

**Please indicate on the admission form if your child is a young carer so that we can offer support.**



# 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

During your child's time at school, we may wish to take photographs or record videos of activities that involve your child. The photographs or videos may be used for displays, promotional material, our website, social media and in the newspaper.

Photography or filming will only take place with the permission of the Headteacher and under appropriate supervision. When filming or photography is carried out by the media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Before taking any photographs of your child for these purposes, we need your consent. This is necessary to comply with the UK General Data Protection Regulation (the retained EU law version of the General Data Protection Regulation (EU) 2016/679) ("GDPR"), the Data Protection Act 2018 ("the DPA") and other related legislation which protects Personal Information.

Without your consent, we will not be able to use your child's photograph for these purposes.

Please note that there may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested.

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

- I consent to my child's photograph being used on social media
- I consent to my child's photograph being in the school newsletter (which includes an online version)
- I consent to my child's photograph being used in the school promotional material / prospectus
- I consent to my child's photograph being published in the newspaper (and their online outlets)
- I consent to my child's photograph being used on the school website
- I consent to my child's photograph being used on display in school (this may also include your child's work and their name)
- I consent to my child's photograph being used in other students' learning portfolios which get sent home to their parents
- I consent to my child's photograph being taken by the School photographer as part of a class/school photograph which will be sent home to other parents



# Use of photographic/video footage

## Withdrawing Consent

If you change your mind at any time, you can let us know by emailing [hello@stcuthberts.com](mailto:hello@stcuthberts.com), telephoning the school on 01744 678123 or calling into the school office.

When you provide your consent, this will remain valid for the period of time that your child attends the school and for 12 months after your child leaves the school (unless you chose to withdraw your consent earlier). Historic photographs will, however, remain on our website, on social media feeds or, in some cases, when forming part of decorative displays situated inside the school building.

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





# Privacy notice relating to student information

## What is the purpose of this Notice?

This is our school's Privacy Notice which is intended to provide you with information about how and why we process your personal information. It is also intended to provide you with other information which is required under the UK General Data Protection Regulation (the retained EU law version of the General Data Protection Regulation (EU) 2016/679) (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain the key laws relating to data protection.

It is important to the School, and a legal requirement, that we are transparent about how we process pupil information. As a school that processes pupil information, we are known as a "data controller". This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

## The Data Protection Officer

The School has an appointed Data Protection Officer (DPO), HY Education, who can be contacted in writing at HY Education, 2nd Floor (East Wing), Sandbrook House, Rochdale OL11 1RY or by telephone on 0161 543 8884 or by email (DPO@wearehy.com). The DPO is responsible for dealing with data protection issues within the School and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

## What categories of pupil information do we collect?

The types of student information that we collect include:

- Student names, unique student numbers, contact details including emergency contacts
- Characteristics such as ethnicity, language, religion
- Free school meal and pupil premium eligibility
- Medical information and dietary requirements
- Admissions information
- Attendance information
- Information relating to student exclusion and behaviour
- Attainment records and assessment results
- Reported accidents
- Safeguarding information
- Special educational needs information
- Images, audio and video recordings

# Privacy notice relating to student information

- Photographs
- CCTV
- Biometric data (fingerprints)
- Careers and further education information

We may also receive some information from our Local Authority, other schools and the DfE.

## What is the purpose of us collecting and using student information?

The purposes for which the School collects personal information are as follows:-

- To provide an effective education
- To provide appropriate pastoral care
- Census reporting
- To provide free school meals
- To support children with medical conditions, allergies and SEN
- To manage admissions
- To monitor attendance
- To manage exclusions and behaviour
- For assessment and examination purposes
- For health and safety purposes
- To address safeguarding concerns
- To promote the School and celebrate educational achievement
- To ensure that the School is safe and secure
- To allow cashless payments to be made
- To support pupil learning
- To provide careers advice and support

## Why is it lawful to collect this student information?

As a school, we are subject to a wide range of laws which we must comply with to further pupil education and to safeguard their wellbeing. To comply with these laws, we only process personal information as far as is necessary to meet those obligations. We also process some of the information described in this Privacy Notice to carry out public tasks vested in us to effectively manage the School.

# Privacy notice relating to student information

In limited circumstances, we will obtain your consent; for example, if we want to place photographs of pupils on our website, in the newspaper or on social media. Even if you consent to us collecting and using personal information, you have a right to withdraw your consent at any time.

Some types of pupil information are regarded as more sensitive under the GDPR and referred to as being a 'special category' of personal information. This could include information which we collect for safeguarding or SEN purposes. Where we process this type of personal information, it will often be processed for reasons of substantial public interest such as safeguarding or to comply with statutory requirements.

## Withdrawal of consent

Where we are processing your personal data with your consent, you have the right to withdraw your consent at any time. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Headteacher.

## Who will we share student information with?

Those who we may share student information with include the following:-

- Our local authority
- The Department for Education (DfE)
- Other education providers
- School nurse service
- Catholic Education Service
- Multi-agency partners
- Professional advisors
- Careers service providers
- Service providers who provide learning platforms, IT and communication tools

## The Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory collections. We are required to share information with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

# Privacy notice relating to student information

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

## Local Authorities

We may be required to share information about our students with the local authority to ensure that they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels.

## Youth support services

### Students aged 13+

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

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once they reach the age 16.

Data is securely transferred to the youth support service via secure email and is stored electronically and held in line with data retention policies.

### 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

# Privacy notice relating to student information

A child / student once they reach the age of 16 can object to only their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

Data is securely transferred to the youth support service via B2B secure transfer and is securely stored and held in line with the retention policy.

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

## How long will we hold student information for?

We will hold student information for a period of time specified by law and as detailed within our retention policy. For more information, please contact the DPO.

## Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact the Headteacher.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed and
- Claim compensation for damages caused by a breach of the Data Protection laws.

## Making a complaint

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the Data Protection Officer in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>

## Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in **May 2024**.

**Privacy Policy relating to Parent/Guardian information is available on our website [here](#).**



# Privacy notice relating to student information

## How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## Data collection requirements

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

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils 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.

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

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

## For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they are holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request.' Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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



# 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.





# Come and see us.

We welcome visits at any time. Get in touch to arrange your visit.

Find out more at **[stcuthberts.com](http://stcuthberts.com)**

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#StCuthBEST



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**Headteacher:**  
Mr Stuart Holland B.A. (Hons) QTS