



Welcome to Holy Family Catholic School

Information for Parents and Carers Year 7 September 2023

Our Mission Statement:

Holy Family is a Catholic community, embracing the clear Christian values of respect, service and justice.

We are a family of many cultures sharing one faith. We exist to educate all young people towards excellence in all dimensions of their lives, recognising the uniqueness of each and the equality of all.

“Aspire not to have more, but to be more” (St Oscar Romero)

Dear Parents and Carers of our new Year 7 students,

We are delighted that you have decided to send your child to Holy Family for the next seven years and we are very much looking forward to working with you. Our transition team has been working tirelessly, visiting every primary school, talking to all the students who will be joining us and gathering as much information as possible from the primary school staff on each child who will be joining us from September (any outstanding visits will take place in the last few days of the summer term). The information collated includes each student's academic ability, behaviour (and other pastoral matters), talents and interests and anything else that the primary school staff deem that we should know to enable the transition to our school to be as smooth and worry-free as possible.

Please do not hesitate to email our Transition Coordinator, Mrs Murray, m.murray@holyfamily.waltham.sch.uk or the Head of Year 7, Mr Freeman, t.freeman@holyfamily.waltham.sch.uk if you would like to share information which may be useful for us to know in working with your child. Delicate matters will of course be treated in confidence.

School aims

Our Catholic ethos, Mission Statement and ASPIRE values underpin all that we do. We are inspired by the words of St Oscar Romero: ***“Aspire not to have more, but to be more”***.

We aim to educate the whole person, to develop each student's academic potential as well as nurturing their creativity, spirituality, character and resilience. We seek to instil in each of our students the belief that they should have a strong concern for others and that they should seek to do good, both in their school, and in their wider community.

Tutor Groups

There are seven groups in Year 7 and each is led by a Form Tutor who will be directly responsible for instructing and guiding your child through the many procedures of the school day. The Form Tutor is a key member of staff who will get to know your child very well and will also monitor how well they are coping with school work, homework and all other aspects of school life and will meet with you at parents' evenings.

The Form Tutor is the first port of call for students who have any concerns that they need to share.

Your child's data

You should have completed the electronic data form for your child that was emailed to you. If you have not done so or had difficulties with it, please speak to a member of staff this evening.

Arrangements for the start of Year 7

The first day of term for our new year 7 students is **Monday 4th September**. This first day will be for year 7 only and will run from 8.40am until 3pm.

Structure of the school day

From Tuesday 5th September, students must arrive at school by 8.30am but will be marked late if they arrive later than 8.40am. Our normal finish time is 3.10pm, Monday to Thursday and 2.20pm on Fridays.

School Uniform (See Appendix 1 for full details)

Our two suppliers are:

Speedstitch

Walthamstow Business Centre,
Unit 32, Clifford Rd
Walthamstow E17 4SX
Tel: 020 8531 4800

Carolina School Outfitters

708 Chigwell Rd
Woodford Bridge
Woodford Green IG8 8AL
Tel: 020 8504 6420

Possessions, Mobile Phones and Jewellery

Please make sure that items of clothing are clearly marked with your child's name and do not allow your child to bring expensive items or those that may have sentimental value to school.

Mobile phones and other electronic devices (including 'Smart' watches) are not allowed in school and if they are found on your child, will be confiscated for two weeks.

Students who need to phone home may do so from the school office and if you need to contact your child regarding an urgent matter, please phone the school office and we will get a message to them.

Jewellery is not allowed to be worn. The only items permissible are a small cross and chain and a watch.

Rewards

At Holy Family, we believe that a comprehensive system of recognition and reward for positive behaviour and effort is a prerequisite for achieving outstanding behaviour.

Rewards can take a variety of forms, including:

- Achievement points recorded in SIMS
- Verbal praise
- Written praise on work
- Acknowledgement at assemblies

- Head Teacher's commendations
- Praise postcards home from individual teachers or departments
- Telephone calls and letters home to parents/carers
- Notes in journals
- Badges - awarded in recognition of an excellent record of positive achievement
- Departmental awards
- Jack Petchey Award

Behaviour and school rules (See Appendix 2)

We expect our students to behave well at all times to enable learning to take place, the school to run smoothly and for our reputation in the local community to be enhanced.

The school's Positive Behaviour Policy is available on our website.

'Non-Negotiables'

These are a subset of our school rules, designed to avoid disruption and time-wasting.

Education is vital – you only get one chance – hence all students **MUST**:

1. **ALWAYS** show respect for others.

This means having due regard for the feelings, wishes and rights of others, both face to face and online.

2. **FOLLOW** instructions without arguing

3. **ALWAYS** listen to your teacher and to others who contribute in lessons.

4. **BRING** correct equipment to all lessons

5. **ALWAYS** produce your very best classwork and homework

6. **ALWAYS** wear correct school uniform to, from and in school. Coats, hats, scarves, gloves etc are not to be worn in lessons.

7. **FOLLOW** our school rules, including our ***no mobile phones policy***.

8. **REPORT** poor behaviour or things you are concerned about to a member of staff or on **SHARP**.

Consequences

Consequences are necessary for students who behave inappropriately and/or choose not to follow the School Rules. At Holy Family, we accept that it is our responsibility to support those students so that they can make better behavioural choices in the future.

Consequences for breaches of the school rules are:

- A short detention at break, lunch or after school
- A longer detention after school (one or two hours)
- Picking up litter or other 'community service'
- Removal from a lesson or series of lessons
- Being placed on 'report'
- Confiscation of inappropriate items
- Isolation from other students during lessons, at break or lunchtime
- Parents and Carers will be contacted by phone, text or email and may be invited into school to meet with senior staff
- Placement in the Bethany Room
- Suspension from school
- Permanent exclusion.

This is not an exhaustive list. Other suitable consequences may be given in particular circumstances. Parents and Carers will be contacted by phone, text or email and may be invited into school to meet with senior staff.

Home-School Agreement (See Appendix 3)

Please read this carefully. You will need to sign the copy in your child's journal in September.

School lunch and ParentPay

Please make sure that your child has enough credit on their *ParentPay* account at the start of each week to pay for their lunch and snacks at break time. We operate an entirely cashless system, so it is important that your child's account remains in credit.

If your child is entitled to free school meals, then this entitlement should continue into year 7. If you believe you may be eligible, we can help you with the application process.

Students who prefer to bring their own packed lunch will be able to dine with other students in the main dining area.

Contribution to our School Fund

We respectfully request that each family donates £50 each year to our School Fund. Donations are voluntary, but this contribution enables us to further enhance the educational and enrichment activities that we can provide. There will be an opportunity to pay this evening.

Meeting with school staff

There will be an opportunity to meet with your child's form tutor at the end of the first half term to check how they have settled in to life at Holy Family. A full

parents' evening will take place later in the year where you will be able to speak to subject teachers.

If you would like to speak with a member of staff, please call the office to arrange an appointment, please don't turn up unannounced.

School journal

We cannot emphasise enough the proper use of the school journal as an important means of communication between yourselves, the school and your child. Please check your child's journal on a daily basis to make sure that homework is recorded and to note comments from staff. If you need to write a note to a member of staff, please use the journal to do this. Please also sign your child's journal on a weekly basis in the appropriate section. If your child loses their journal, there will be a charge for a replacement.

SIMS 'Parent App'

This is an automated system where parents and carers are notified quickly when their child has received achievement or behaviour points and allows us to share your child's report with you. Details of how to use this will be shared in September.

Homework

Students will be set homework each night, usually in two subjects. Each task should take up to 40 minutes to complete. The schedule of homework will be outlined in the homework timetable that students will receive in September. All homework assignments will be recorded on Google Classroom. Parents and carers will be given log-in details so they can check what tasks have been set and when they are due. Students must also record details of homework in their journal.

Equipment

Please make sure that your child brings the correct equipment each day. This includes two blue or black pens, a green pen, pencil, eraser, ruler, protractor, calculator, dictionary, a reading book and their journal.

PE kit and items required for cookery will be required on particular days only according to your child's timetable.

Extracurricular activities

We have lots of opportunities for learning outside the classroom. At the start of September your child will be actively encouraged to take advantage of the substantial offer available.

Peripatetic Music Tuition

There are opportunities to learn to play a variety of musical instruments. A charge is payable for this service although some students may qualify for a discount. Please ask for further details if you are interested.

Transition activities for your child to complete





On the transfer day, your child will receive a workbook that will help familiarise them with many of our systems ready for September.





For many years we have run a **'shoebox' project** which gives us a lovely picture of the kinds of things that your child is interested in. They will need to complete this over the summer holidays and bring it with them on their first day with us in September. Full details of this are on our website in the transition section.






Transport to and from school






During the summer holidays, please make sure that you have travelled the route from home to school with your child.


Appendix 1 – School Uniform

Item	Compulsory or optional Gender/year group	Notes
Everyday branded uniform		
 <p>School blazer</p>	<p>Compulsory All students All year groups All the time</p>	<p>All year</p>
 <p>School tie</p>	<p>Compulsory All students All year groups All the time</p>	<p>All year</p>
 <p>Red kilt</p>	<p>Compulsory for Female students in Yrs 7 & 8</p>	<p>All year</p>
 <p>Black kilt</p>	<p>Compulsory for Female students in Yrs 9, 10 & 11</p>	<p>All year</p>

 <p>Boys trousers - <i>Not branded</i> Black only</p>	<p>Compulsory for Male students All year groups All of the time</p>	<p>Must be formal trousers No 'jean' style or skinny-fit All year</p>
 <p>Shirt White Long sleeved or Short sleeved</p>	<p>Compulsory All students All year groups All of the time</p>	
 <p>Girls trousers - <i>Branded</i></p>	<p>Optional Female students All year groups</p>	<p>Must be bought from approved stockists (Speedstitch or Carolina) and must have school badge</p>
 <p>School v-neck jumper</p>	<p>Optional All students All year groups</p>	
<p>Branded accessories</p>		

 <p>Knitted hat</p>	<p>Optional All students All year groups</p>	
 <p>Scarf</p>	<p>Optional All students All year groups</p>	
Branded PE Kit		
 <p>PE polo</p>	<p><u>Compulsory</u> All students All year groups Every PE lesson</p>	
 <p>PE shorts</p>	<p><u>Compulsory</u> All students All year groups Every PE lesson</p>	
 <p>White sports ankle socks <i>Not branded</i></p>	<p><u>Compulsory</u> All students All year groups</p>	<p>All PE lessons Must cover the ankle</p>

 <p>PE sport socks Not branded</p>	<p>All students All year groups</p>	<p>Red football socks just for football lessons</p>
 <p>PE track top</p>	<p>Optional item All students All year groups</p>	<p>No other jacket/tracksuit top may be worn</p> <p>Great for winter months when students will do PE outdoors</p> <p>Plain black skins may be worn under PE polo (outdoors only)</p>
 <p>PE track pants</p>	<p>Optional item All students All year groups</p>	<p>No other tracksuit bottoms may be worn</p> <p>Great for winter months when students will do PE outdoors</p>
 <p>PE training pants</p>	<p>Optional item All students All year groups</p>	<p>Great for winter months when students will do PE outdoors</p> <p>Plain black skins may be worn under school shorts (outdoors only)</p>
 <p>PE skort</p>	<p>Optional item Female students All year groups</p>	<p>Skort can be worn instead of shorts if preferred</p>

 PE bag	Optional All students All year groups	
Other items - non-branded		
School shoes Black only	<u>Compulsory</u> All students All year groups All the time	Only formal black shoes permissible. NOT 'leather' Vans, Nikes etc. NOT suede NOT canvas shoes. NOT boots. NOT shoes that look like trainers Shoes that enclose the foot must be worn for D&T (no ballerina type shoes)
PE trainers (non marking soles)	<u>Compulsory</u> All students All year groups All the time	
Socks or tights Black only	<u>Compulsory</u> All students All year groups All the time	
School bag Black only	<u>Compulsory</u> All students All year groups All the time	
Coats Black only		Not to be worn in class
Gloves Black	Optional	Not to be worn in class
Scarves Only Holy Family branded or plain black scarves are permissible	Optional	Not to be worn in class

Hats Only Holy Family branded or plain black hats are permissible	Optional	Not to be worn in the building
Hair accessories Black or white only (see footnotes for information on braids/extensions)		

- Jewellery is not permitted. The only acceptable items are a watch and a small cross and chain.
- Make-up is NOT to be worn in school (or to and from school)
- Nail extensions and nail polish are NOT to be worn in school (or to and from school)
- Hairstyles are to be appropriate for the workplace - long hair must be tied back in lessons where there is a risk to safety Hair colouring is allowed but colours that are not natural are not allowed, e.g. blue, green, red etc
- Students may dye their hair to another natural colour - e.g. if a student's natural hair colour is brown, they may dye their hair blonde
- Hair extensions should follow the same rule as hair colouring - colours which are not natural should not be allowed.
- Beads are allowed as long as they are black, white or clear (hair accessories are already allowed in these colours)
- Wraps and similar items are not allowed

Appendix 2 - Our School Rules

(Contained in the student journal)

Our Mission Statement permeates all we do at Holy Family:

'The Holy Family Catholic School is a Catholic community embracing the clear Christian values of respect, service and justice. We are a family of many cultures sharing one faith. We exist to educate young people towards excellence in all dimensions of their lives, recognizing the unique-ness of each and the equality of all.'

Good behaviour is an essential part of effective teaching and learning. Every student and every member of staff has the right to enjoy being at Holy Family; this can only be achieved in an atmosphere of respect and where students behave well. Poor behaviour disrupts learning; makes staff and students feel unsafe; is detrimental to the school community and damages the school's reputation. Poor behaviour will not be tolerated in school, on the way to or from school or on social media where it impacts on the school community.

The most important rule for all of us in school is: Treat everyone with respect at all times.

1. Students must always treat each other, staff and all visitors to the school with respect and courtesy. Staff should be addressed either by their name or by their title 'Miss/Sir'. Swearing is strictly forbidden.
2. Students must show the utmost respect for the prayer life of our school and in particular behave in an appropriate manner during Masses, assemblies, prayers during lessons and any other religious event.
3. Outside school, all students must:
 - Always remember that the reputation of Holy Family Catholic School depends on the students and the way they behave
 - Be aware of members of the public, particularly elderly people or those with young children
 - Go straight home at the end of the school day (unless attending a study club or other extracurricular activity), avoiding Walthamstow Central unless it is an essential part of their journey
 - Leave school quietly after an extracurricular activity
 - Behave well at bus stops/train stations and on public transport, offering seats to those who may need it. This includes never shouting, screaming or swearing, queuing sensibly, never pushing

If a student is approached or threatened by anyone in the street, he/she should return to school (if close enough) or into the nearest shop and ask for help. Parents/carers should report any such incidents to the police and to the school.

Students are also prohibited from being present in the Walthamstow shopping mall whilst wearing school uniform. If a student needs to purchase anything from the mall, they must first go home to get changed. Security staff at the mall are aware of this rule and will escort anyone in breach of this off the premises.

Note also that students in Years 7-11 are not allowed into any fast food restaurants after school.

4. All students are expected to arrive by 8.30am and will be marked late after 8.40am. Detentions will be set for lateness at lunchtime on the same day.

5. 100% attendance is expected from all students. Only in exceptional circumstances will permission be given for a student to miss school during term time.

6. Full school uniform must be worn by all students, to, from and in school. Students may request permission to remove their blazer or jumper in lessons in warm weather. Students not wearing the correct school uniform will be sent home to change.

7. Everyone is entitled to their own 'personal space'.

- Students are not permitted to make physical contact with each other.
- Fighting in any form, including 'play fighting' is strictly prohibited
- Any form of sexual touching is also strictly forbidden
- Possessing, posting or forwarding any sexual, nude or semi-nude pictures or videos of anyone under the age of 18 (including of yourself) is illegal and the Police will be informed.

8. Threatening, frightening or hurting another student or member of staff by word, action or gesture is bullying and is strictly forbidden and will always be dealt with very seriously.

Bullying includes:

The harassment of someone (or causing injury to them) in relation to their race, religion, culture, sexual orientation, gender, special educational needs or disabilities. This includes bullying of an unnamed person or group of people and anyone who is part of the LGBTQIA+ community.

- Cyber-bullying via any form of communication technology either inside or outside school

- The taking of or deliberate damage to someone's property
- Demanding money

Any incident of bullying should always be reported to a member of staff either by the victim or by a witness or witnesses to the incident.

9. Students must follow all reasonable instructions from staff without question. If a student has a query about an instruction or feels that it is unfair, they should speak to the member of staff concerned privately and in a polite manner.

10. During fire drills and on other occasions where they are required to line up, students do so in silence and in register order.

11. Students should keep the school clean and tidy, so that it is a welcoming place we can all be proud of. This means putting litter in bins, keeping walls and furniture clean and unmarked and taking great care of the displays, particularly of other people's work.

12. For lessons, all students must:

- Arrive on time
- Stand behind their desks until asked to be seated
- Adhere to the teacher's seating plan, including when the regular teacher is absent
- Bring all the equipment required for that lesson, including homework assignments that are due to be handed in
- Follow instructions, without question
- Listen attentively to the teacher and when other students are contributing
- Discuss ideas quietly when asked to work with others
- Work in silence when asked to do so
- Remain 'on task' throughout the lesson
- Work to the very best of their ability, only handing in work which has been completed to the highest possible standards
- Present their work well; use a pencil and a ruler where appropriate; underline titles; follow the green pen policy, etc
- Look after their exercise books and keep them free from graffiti
- Help other students when appropriate
- Leave the classroom tidy
- Never disrupt the learning of others.

13. All students are expected to have their student journal with them every day. Students must make sure that their parent/carer and form tutor sign it each week.

14. Homework is a very important part of learning. At the start of the academic year, students will be issued with a homework timetable. Students will be set homework each night, usually in two subjects. Each task should take up to 40 minutes to complete. All homework assignments will be recorded by the teacher on 'Google Classroom'.

All students must:

- Record all homework in the student journal, including the submission date
- Use the student journal to help plan work over the week
- Complete all set tasks punctually and to the highest possible standards
- Do some form of study even if formal homework has not been set

15. When moving around the building, all students must:

- Move briskly to lessons, never running or barging others
- Walk on the left
- Follow any 'one way' routes
- Be ready to help others by opening doors, standing back to let people pass, and helping to carry things
- Move around quietly, never shouting or screaming
- Wait quietly in a line outside the classroom when waiting for a member of staff to arrive

16. During lunchtime and break time, all students must:

- Follow the instructions of staff on duty
- When queuing for food, line up sensibly, quietly, in single file and never queue jump
- Eat snacks or lunch (including packed lunch) in the dining area only. Food and drinks are not to be consumed in the playground or any other area of the school
- Return their plates, trays, cutlery and cups to the designated area in the dining room. Plates must be scraped and stacked neatly
- Dispose all litter in bins
- Not be in areas of the school that are deemed to be out of bounds during break or lunchtime
- Only play ball games in designated areas of the playground
- Adhere to the same rules of respect for others as outlined earlier, in terms of personal space
- Never shout, scream or swear
- Not gather in large groups
- Not run into or around the building

17. All students must behave in an exemplary fashion when representing the school on educational visits and enrichment activities.

18. All students must make sure that their correspondence with others on social media is polite. Inflammatory language should never be used. The posting of indecent images is a criminal offence. If this type of behaviour comes to the attention of the school, serious consequences will result. (See e-Safety Policy)

19. Students must not bring in sweets, drinks or any other items to sell to other students for profit. This practice is strictly forbidden.

20. Gambling in school is strictly forbidden. This includes games such as 'penny up the wall'.

21. Chewing gum is forbidden in school.

22. 'Fizzy' or sugary drinks and large packets of crisps or confectionery are very unhealthy and are not permitted.

23. Mobile phones are not permitted in school for reasons too numerous to list here. All students are permitted to use the office phone if they need to contact a parent/carer urgently. Electronic devices or other valuable items are not permitted in school.

24. Alcohol, tobacco products and 'vapes' are forbidden in school.

25. The school operates a 'zero tolerance' policy towards the carrying of any type of offensive weapon, e.g. knives and any other item that is deemed to be an offensive weapon by the Metropolitan Police.

Appendix 3 - Home-School Agreement

(To be signed in the school journal)

PARENTS/CARERS

I/We will:

- Support the Catholic ethos of the school, including encouraging my child to show kindness and consideration to others and to attend Mass regularly
- Always treat school staff with respect, never actively undermining staff or school policies
- Not make excuses or defend my child's poor behaviour
- Not allow my child to bring a mobile phone to school
- Make sure that my child's attendance is excellent and support the school's attendance policy, particularly with regard to not removing students from school during term time if they are not ill
- Make sure that my child arrives at school on time, properly equipped for lessons and dressed in correct school uniform (including correct shoes, PE kit etc)
- Let the school know about any concerns or problems that might affect my child's work or behaviour
- Support the school's policies and guidelines for behaviour, including outside of school
- Take responsibility for my child's behaviour, including supporting the school in applying consequences when school rules have been broken
- Monitor my child's use of 'social media' (including making sure that they are not accessing it at all until they are at least 13 years old) and the internet in general
- Support my child with their homework and other opportunities for home learning
- Attend parents' evenings and other meetings about my child's progress
- Regularly check and sign my child's journal
- Encourage my child to love learning, to enjoy school and to take part in extracurricular activities
- Talk to my child about their experiences in school and encourage them to do their best, including checking their exercise books
- Attempt to support the school governors and the 'Friends' association by making contributions to the school fund and other fundraising initiatives.

THE SCHOOL WILL:

- Demonstrate our faith and our school's foundation in the teachings of Jesus Christ, by what we teach, how we treat one another and how we worship in our school
- Provide a friendly welcome to your child and a secure, stimulating, Christian environment in which to learn, ensuring that your child feels valued and makes good progress in their spiritual, moral, emotional and academic development
- Do our utmost to provide the best possible education we can for your child, challenging them to strive for excellence in all they do
- Contact you if there is a problem with your child's behaviour, health, attendance, punctuality, equipment or uniform

- Let you know about any problems that may be affecting your child’s work or behaviour
- Report on your child’s academic progress
- Set, mark and monitor academic work
- Arrange parents’ evenings in which progress will be discussed
- Provide a range of extracurricular opportunities
- Support your child through a range of academic and other interventions
- Keep you informed about school activities through letters home, the student journal, notices about special events, ‘Family Matters’ and the school’s website

THE STUDENT

I shall:

- Do my best to see the image of God in every person I meet, treating them as I want them to treat me
- Play an active role in the spiritual life of the school
- Not disrupt the learning of others
- Attend school every day, on time
- Be respectful, considerate, polite, helpful and always tell the truth
- Wear the school uniform proudly and be tidy in appearance
- Bring all the equipment I need every day, including the student journal and a reading book
- Be respectful of all school equipment and the built environment and help keep our school free from litter
- Do all my classwork and homework as well as I can
- Behave well, observing all school rules
- Not bring a mobile phone to school
- Take responsibility for my actions
- Participate in a variety of extracurricular activities
- Deliver notices and letters from home and school promptly and reliably
- Let someone at school know if I have any concerns about myself or others
- Be a good ambassador for the school whilst travelling to and from school and on educational visits
- Abide by the school rules on behaviour outside school

By sending your child to Holy Family Catholic School, you are agreeing to abide by the terms of this home-school agreement.

Signed (student)	
Signed (parent/carer)	
Signed: (Headteacher)	