

*Trinity Catholic High School*  
*(Science & Sports College)*



# *Handbook for Parents*

*Headmaster:*

*Chair of Governors:*

*Dr P C Doherty OBE*

*Mrs M*

*Bishop*

Dear Parents,

Trinity Catholic High School (Science and Sports College) is a voluntary aided, mixed 11 - 18 comprehensive school under the trusteeship of the Diocese of Brentwood. The School is based on two sites, with Years 7 - 9 on the Lower Site at Sydney Road, and Years 10 - 14 on the Upper Site, Mornington Road. Pupils however, commute between sites to ensure the best use of our facilities.

The School was formed in 1976 from the amalgamation of the Holy Family Convent (now the Upper Site) with St. Paul's Catholic Secondary School (now the Lower Site). The School is maintained by the London Borough of Redbridge.

Over the years Trinity has evolved as a flourishing Catholic comprehensive. Our School has continued to develop its quality of service to the children in our care. In 2015 our School was described as "outstanding" by OFSTED for the fifth time. Our School has been granted Science and Sports College status, and in addition has received a number of further accolades which include:- International School Award, Healthy Schools,

Quality in Study Support, Youth Sports Trust, Fair-Trade and SafetyMark status. The Governors, Head Teacher and staff of Trinity are committed to sustaining this excellent level of service to the local community.

For parents, schools are still fairly mysterious affairs and many parents' attitudes towards their children's education are often influenced by their own. I believe matters have been complicated by the growth and development within subjects, as well as by the rise of new terms, phraseology and ideas. We will help to allay these anxieties by very good communication with you, and by inviting you to parental meetings, as well as keeping you informed by letter.

However, whatever changes occur, our vision for each child in the school remains the same. It is based on Christ's maxim that "We love each other as we love ourselves". In practical terms, we regard your child as we would our own. At Trinity this will be very easy as both myself and other staff have had or still have children here. The teachers at Trinity Catholic High School are most skilled, caring and professional and, due to our continued building programme, work in an environment which is most conducive to the education of all.

The aim of this handbook is to communicate clearly to parents what we are trying to do here on behalf of your children. Of course, this handbook only conveys a part of the picture, the rest will be filled in by visits to the school and by Open Evenings, letters from myself and my staff, social gatherings, and all the other meaningful activities which surround the life of our community.

Please study this booklet. I hope it is of help to you.

Best wishes.

Dr P C. Doherty OBE  
Headmaster

### OUR VISION

I once read the difference between a Catholic school and a state school is that the latter prepare children for life whereas we prepare them for death. This is not meant as a morbid statement, but reflects the teaching of the catechism and the preaching of the Church that, because of the merits of Christ, each human being has an eternal destiny and that this destiny is determined by the reaction of each individual's will to Christ's grace.

We believe, and practise in the daily life of the school, that each individual is unique and that any discrimination on the grounds of race, gender, sexual orientation, disability, colour or culture is not only against the law of the land, but a serious moral failure. The full aim of our pastoral care ethos is to reinforce and develop the uniqueness of each individual in their relationship to Christ and his/her neighbour.

Trinity Catholic High School is committed to the excellent service of its students, and their parents: this striving for excellence is reflected in our religious and pastoral policies, our exam grades, our status as a Science and PE college, our five outstanding Ofsted Reports (1995, 2000, 2005, 2009 and 2015), as well as the many Quality Assurance kitemarks achieved by the School.

I, like other members of staff, have had my own children at the school and as staff we should treat each child as if they were our own. Such an attitude should not only permeate our curriculum and pastoral care structure, but the entire atmosphere and ethos of the school life.

Trinity is a Catholic school. We were founded, built, developed and sustained to reflect the life and teaching of Christ in His church. We are not ashamed of this nor do we see it as a matter for apology or debate - the Catholicity of our school lies at the core of our very existence and our vision for the whole school is based on the following aims:

1. To evangelize, develop and confirm the teaching of Christ and his church. Of course, this begs the question, "What is a Catholic?" Perhaps the best definition of a Catholic is someone who believes in and lives by the Eucharist. Accordingly the sacrifice of the Mass and the involvement in the Eucharistic celebration must lie at the heart of Catholic life.
2. To emphasize and develop the Eucharistic life of the school and every individual in our community by placing the Mass and the Eucharist at the centre of our communal and individual life.
3. To sustain and reflect this teaching in every aspect of school organisation.
4. To be a happy, pleasant, harmonious community.
5. To make us enjoy learning, studying, the pursuit of knowledge and the world of books.
6. To present a curriculum which will develop and enrich each individual.
7. To enable us to learn more about ourselves, the good and the not so good.
8. To enable us, after trying as hard as we can, to be proud of what we achieve at whatever level.
9. To develop a deep sense of responsibility in each of us for other individuals irrespective of race, religion or sex.
10. To form a Christian community, to feel part of it and care for it.
11. To be aware that our community is linked with others, be it the family, the Parish, the local/national community. We must be aware of our responsibilities to all these and to ask what we can do for them rather than what they can do for us.
12. To enable each of us to develop the talents we have for the benefit of ourselves and others.
13. To maintain and enhance the excellence cited in our outstanding Ofsted Inspection of March 2015.

In actual practice this means:

1. At Trinity, we believe that the centre of our Life is the Eucharist through which we love God and also love our neighbour.
2. At Trinity, we believe that religion lies at the heart of every individual. Accordingly, we must never mock, ridicule or harass anyone because of their religious beliefs or their practice of them.
3. At Trinity, we believe we are brothers and sisters, sons and daughters of God, equal in dignity to each other and before God. We must never take away, in any fashion, the dignity of another person.
4. At Trinity, we believe that the teachers and staff are here to serve us. Accordingly to Christ, those who serve should be treated with a special dignity and respect, especially people who, when we are at School, act as our parents, our mothers and fathers.
5. At Trinity, we believe that our community is a happy, pleasant and harmonious one. We must all work hard to maintain this.

6. At Trinity, we believe that the fabric of the School and all its resources are for our enjoyment. We must take great care of these.
7. At Trinity, we believe that we are here to grow stronger and better so that we can serve others both in our own community and those communities attached to it, be it our neighbourhood, our country or those communities in the world which requires our special support.
8. At Trinity, we believe that the strong must always protect and go to the help of those who are weaker than us.
9. At Trinity, we believe we are here to develop our God-given talents.
10. At Trinity, we believe we are here to make our parents and families proud.
11. At Trinity, we believe that what we do, what we achieve, is important in this life and in the life to come.
12. In Christ's name and for the good our school family, we shall do:-

We do everything for Jesus' sake,  
Because through Him, with Him, and in Him,  
In the unity of the Holy Spirit,  
All honour and glory is yours Almighty Father,  
One living, loving God both now and forever.

Dr P.C Doherty OBE  
Headmaster

### **ADMISSIONS TO TRINITY**

Trinity is a voluntary aided, 8 form entry, 11 – 18 Catholic comprehensive school, based on two sites in Woodford Green. The following information may be of assistance to parents in the application process.

Parents should note that Trinity Catholic High School (Science and Sports College) is regularly over-subscribed by practising Catholic applicants, under Point No. 2 of our Admissions Criteria. Parents are therefore advised to express preferences for more than one School in the application process, in their order of preference/priority. For example, in January 2016, the Governors set a planned Admission number at 240 for the academic year 2016/17. By the closing date for applications, there were 721 preferences expressed.

The allocation of places in accordance with the criteria was as follows:

In January 2017, at the end of the Governors Admissions meeting, a total of 240 places were offered. These places were fully subscribed by practising Catholic applicants who were resident in parishes listed 1 – 9 under Point 2 of our

Admissions Criteria. Subsequent withdrawals enabled the Governors by the end of the coordinated process to offer places to practising Catholic applicants from parishes 1 – 8 under Point 2 of our over-subscription criteria and to 9 applicants from Parish 9 – Our Lady of Lourdes, under Point 2 (b) of our over-subscription criteria. **Previous experience indicates that year on year, we are over-subscribed by practising Catholic applicants listed under Point 2 of our over-subscription criteria.**

For our Year 7 intake in September 2018, the Governors have set a planned admission number of 240. **Please note:-**

- a. The Schools Admission Criteria enclosed in this handbook, including details of Parish boundaries, which can be accessed via the School's website ([www.fc.tchs.uk.net](http://www.fc.tchs.uk.net)), or by contacting the School directly to request a paper copy of our Parish Boundary booklet.
- b. **Arrangements for application:- Applicants will be able to access a Transfer to Secondary Schools Booklet from their local authority. Please note that is important to check with your local authority as to how they will be disseminating this information. It would also be important to check the process of making your application. Local authorities are increasingly moving to an online process and are employing their websites for the publication and dissemination of information.** This information will include an application form in which parents will be invited to list up to 6 preferences in an order of priority. It is important to note that should it be possible for admitting Authorities to offer more than one of the schools indicated, only one place will be offered, at the school that is ranked most highly. Applications must be made/returned to your **own Local Education Authority**.
- c. **Certificate of Catholic Practice.** If you wish to forward a Certificate of Catholic Practice in support of your application, these forms are available either from your Parish Priest or from the Brentwood Diocesan website (<http://www.dioceseofbrentwood.net/departments/education/school-admissions/>). You should contact your Parish Priest, or the Priest to whom you are known, directly with regard to your certificate as appropriate. Please note that the Parish newsletter/noticeboards will normally give information relating to the appointments procedure. You must then contact your Priest to arrange an appointment to discuss your reference and arrange for it to be returned to the School with the appropriate documents.
- d. **Please note: it is the responsibility of the applicants' parents or guardians to ensure that the signed Certificate of Catholic Practice is forwarded to the School by the Parish Priest or yourself. Your child will not be considered under the categories Points 2 and 3 relating to Catholic applicants unless you arrange for your completed Certificate of Catholic Practice and a copy of your child's Baptismal Certificate to be returned to Trinity. It is advisable to forward a stamped self-addressed envelope to the School if you wish to receive confirmation of receipt.**  
**Please note if you are applying to more than one Catholic school you will need to arrange for a Certificate of Catholic Practice to be forwarded to each Catholic School.**

#### **THE ADMISSIONS PROCEDURE:**

1. In September 2017 Local Authorities will publish their Transfer to Secondary School information on their websites. Applicants for secondary education will be asked to complete a **Common Application Form for their** Local Authority. If parents do not receive or cannot access the required information from their Local Authority, they should contact their Local Authority's Admissions section immediately. Applicants should also contact their Priest, where appropriate, regarding a Certificate of Catholic Practice.
2. In addition we are holding an Open Evening on Wednesday 20<sup>th</sup> September 2017, between 4pm and 7pm, in the Lower Site Hall, Sydney Road, Woodford Green, Essex IG8 0TB. Parents are invited to look around the School, at their convenience in accordance with the following timetable: the School will be organising two opportunities for parents to visit at 4pm and 5.30pm. Both visits will commence with an address from the Dr P C Doherty OBE (Headmaster) and will be followed by organised tours of the School.
3. Please note that putting Trinity Catholic High School as your first and/or only preference on the Common Application Form does not guarantee your child a place at Trinity Catholic High School. We advise completing your Common Application form, filling in all preferences.
4. Please note that the closing date for the Common Application Form is 31<sup>st</sup> October 2017. The closing date for the Certificate of Catholic Practice is also 31<sup>st</sup> October 2017.
5. In March 2018, a single offer of a school will be sent to parents.
6. Unsuccessful applicants will be advised of their right of appeal.
7. For further information, please attend the above Open Evening or as required contact Mr M Dalton, Director of Lower Site, telephone number 020 8504 8946, email: [Matthew\\_Dalton@fc.tchs.uk.net](mailto:Matthew_Dalton@fc.tchs.uk.net)

**TRINITY CATHOLIC HIGH SCHOOL (SCIENCE & SPORTS COLLEGE)**

## **ADMISSION POLICY (FOR ENTRY IN SEPTEMBER 2018)**

### **Introduction**

Trinity Catholic High School (Science and Sports College) is a voluntary aided, mixed, 11 – 18 Catholic comprehensive school, under the trusteeship of the Diocese of Brentwood. The primary aim and purpose of our school is to support practising Catholic parents in the academic, spiritual and moral education of their children. The Governing Body therefore gives priority to children of practising Catholic families and baptised Catholic children. This does not, however, affect the right of parents who are not of the Catholic faith to apply for a place at the school.

### **Published Admission Number (“PAN”) for Year 7**

The Governing Body has set a published admission number (“PAN”) of 240 for Year 7 for the academic school year commencing in September 2018.

### **Children with a Statement of Special Educational Needs or Education Health and Care Plan which Names Trinity Catholic High School**

Children with a statement of special education needs “SEN statement” or education health and care plan (“EHC plan”) which names Trinity Catholic High School are dealt with under separate procedures rather than under this policy. Such children will be automatically admitted under those procedures regardless of places available in that particular year group. Where the admission is in the normal admission round, these places will be allocated first and the number of available places for other children will be reduced accordingly.

### ***Oversubscription Criteria***

In the event of oversubscription, places will be allocated in the following order of priority:

1. Looked after baptised Catholic children (children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions) and baptised Catholic children who were looked after, but ceased to be so because they were adopted or become subject to a residence order or a special guardianship order.

#### **A Certificate of Baptism must be submitted – see below.**

2. Children of practising Catholic families whose home address is within one of the following Catholic Parish boundaries on the closing date of application, and in the following order of priority:-

- (1) St. Thomas of Canterbury, Woodford Green
- (2) Our Lady of Grace & St. Teresa, Chingford
- (3) St. John Vianney, Clayhall
- (4) St. Edmund & St. Thomas More, Loughton
- (5) St. Thomas More & St. Edward, Waltham Abbey
- (6) St. Anne Line, South Woodford
- (7) The Assumption, Hainault
- (8) Christ the King, (North of the North Circular A 406)
- (9) Our Lady of Lourdes, Wanstead.

Please note that the Parish Boundaries are defined by the Diocese of Brentwood. Information relating to these boundaries can be found on the school’s website ([www.trinity.redbridge.sch.uk](http://www.trinity.redbridge.sch.uk)), or by contacting the school directly on 020 8504 8946, to request a copy of the parish boundary map booklet.

For children to fall within Categories 2, a Certificate of Catholic Practice must be submitted – see below.

Children falling into categories at (1) to (9) above will then be placed into the following sub-categories:

- (a) Children who have a sibling already in Years 7 – 10 at Trinity Catholic High School at the deadline for applications, and who will still attend Trinity Catholic High School at the time of admission. The term

sibling will include a full-brother or sister, a half-brother or sister, an adopted brother or sister and a step-brother or sister.

- (b) To non-sibling children from practising Catholic families from the listed Parishes.

Places will be allocated within categories (a) and (b) above by reference to the geographical distance from the child's home address to the school, with those living closer receiving higher priority – see below.

**For applicants wishing to be considered within the category of practising Catholic, a Certificate of Catholic Practice must be submitted – see below.**

3. Other Catholic Children, who will be placed into the following sub-categories:

- (i) Children from practising Catholic families who **do not** reside in any of the parishes listed at 2(1) to 2(9), who have a sibling already in Years 7 – 10 at Trinity Catholic High School at the deadline for applications, and who will still attend Trinity Catholic High School at the time of admission. The term sibling will include a full-brother or sister, a half-brother or sister, an adopted brother or sister and a step-brother or sister.
- (ii) Baptised Catholic children who reside in one of the nine parishes listed at 2(1) to 2(9), who have a sibling already in Years 7 – 10 at Trinity Catholic High School at the deadline for applications, and who will still attend Trinity Catholic High School at the time of admission. The term sibling will include a full-brother or sister, a half-brother or sister, an adopted brother or sister and a step-brother or sister.
- (iii) Baptised children who reside in one of the nine parishes listed at 2 (1) to 2 (9) who **do not** have a sibling at the school
- (iv) Children from practising Catholic families who **do not** reside in any of the parishes listed at 2(1) to 2(9) who **do not** have a sibling at the school.
- (v) Baptised Catholic children who **do not** reside in one of the nine parishes listed at 2(1) to 2(9) who **do not** have a sibling at the school.

**For children to fall within Categories (i) and (iv) above (children of practising Catholic families), a Certificate of Catholic Practice must be submitted – see below.**

**For children to fall within Categories (ii), (iii) and (iv) above (baptised Catholic children), a Certificate of Baptism must be submitted – see below.**

Places will be allocated within categories (i) to (v) above by reference to the geographical distance from child's home address to the school, with those living closer receiving higher priority – see below.

4. All other children who will be placed into the following sub-categories:-

- (i) Looked after children (children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions) and children who were looked after, but ceased to be so because they were adopted or become subject to a residence order or a special guardianship order.
- (ii) All other children.

Places will be allocated within categories (i) and (ii) above by reference to the geographical distance from child's home address to the school, with those living closer receiving higher priority – see below.

**Definition of a “Baptised Catholic Child”**

For the purpose of this policy, “baptised Catholic children” are children who have been baptised in a Catholic Church in accordance with Canon 849 and for whom valid baptismal certificate has been provided to the School on or before the application deadline.

“Catholic Church” includes Roman Catholic, members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome, as set out in Annex A of this policy.

### **Definition of a “Children of Practising Catholic Families”**

“Children of practising Catholic families” are children for whom a Certificate of Catholic Practice has been completed by their Priest and is provided to the School on or before the application deadline.

### **Certificate of Catholic Practice**

A “Certificate of Catholic Practice” is a certificate signed by a Priest who is satisfied that the baptised Catholic child (together with one baptised Catholic parent) observes the Church's precepts of attending Sunday Mass and on Holy Days of Obligation (see Catechism of the Catholic Church, paragraphs 2041-2042), such attendance being an obligation from the age of seven years or later reception into the Catholic Church.

Regularity of attendance of the baptised Catholic child with a baptised Catholic parent will therefore be the determining factor for Priests asked by parents to provide a Certificate of Catholic Practice. Occasional non-attendance may not constitute a breach of the obligation of attendance under the Code of Canon Law (which provides for a range of particular circumstances which excuse or mitigate the obligation), however parents should note that a pattern of fortnightly or monthly attendance at Sunday Mass will not satisfy the obligation.

Parents who have queries regarding their own pattern of attendance at Sunday Mass and Holy Days of Obligation should speak to the Priest they will be seeking a Certificate of Catholic Practice from.

The Certificate of Catholic Practice must be provided to the school no later than 31<sup>st</sup> October 2017.

### **Certificate of Baptism**

Where the child’s Certificate of Baptism has been lost or misplaced, a copy must be obtained from the Catholic Church where the baptism took place.

The Certificate of Baptism must be provided to the school no later than 31<sup>st</sup> October 2017.

### **Definition of Child’s Home Address**

For the purpose of this policy, the child’s home address will be the residence at which a child lives with a birth parent, legal guardian or foster parent. That address will be considered to be the child’s normal, permanent place of residence. Where a child has parents who are separated, the parents may nominate only one address for the application process.

If one parent has parental responsibility (as evidenced by documentation) that parent’s address must be used. If both parents have parental responsibility (as evidenced by documentation) the Governing Body will normally accept a parent’s address used by the child’s primary school.

If the child lives full or part time with neither parent, the Governing Body will accept the address stated on the application only if the arrangement can be confirmed as such. If such a formal arrangement has been agreed there should be some evidence that the relatives care for the child on a full time basis. Practical examples of factual proof will include:- who holds the child’s Child Benefit book and/or collects/receives it, the address registered with the child’s G.P., confirmation as to where the child spends weekends.

If a child is merely looked after by a relative during the week, this would not alter their ordinary residence which is assumed to be with their parents and it is this address that will be used for admission purposes.

### **Distance**

The geographical distance will be measured via reference to a geographical mapping system which measures distance from the child's home address to the front entrance to the school in Mornington Road, Woodford Green, IG8 0TP, using the shortest available walking route, via public roads and recognised footpaths. Please note that when measurements are taken from a block of flats, the distance will be measured from the entrance of each individual flat.

### **Tie Breaker**

Where two or more applications cannot be separated because the children live an equal distance from the school, the order in which places will be allocated will be determined by a lottery tie-break draw in the presence of an independent witness.

### **Waiting List**

The school maintains a waiting list of children whose parents express a desire to be included. Children on the waiting list will be ranked in accordance with the oversubscription criteria outlined above and not in relation to the date the application was made. This means that a child's name may go down as well as up the waiting list as further applications for admission are received.

The waiting list will be maintained until the end of the autumn term (December 31<sup>st</sup>). After that date, parents who still want their child to be considered for admission when a place becomes available will be asked to reaffirm their interest. A further waiting list will then be drawn up in accordance with the oversubscription criteria outlined above.

Please note that "In – Year Fair Access Protocol" admissions will take precedence over those on the waiting list, as legally required.

### **Appeals against Refusal of Admission**

Parents of children refused admission have a statutory right of appeal in accordance with the School Standards and Framework Act 1998. Full details as to how to appeal and the relevant deadline for submitting an appeal will be provided with the letter confirming the refusal.

### **Late Applications**

Late applications under the Co-ordinated Scheme must be submitted to your home Local Authority. Please note that applications received after the closing date will be considered in accordance with the School's Admissions Criteria, but after those that were submitted on time.

### **Inaccurate or Fraudulent Applications**

It should be noted that all offers are made on condition that the information received by the Governing Body is entirely accurate. If at any stage this is proved to be otherwise, the offer of a place may be withdrawn. In the case of a fraudulent application, the local authority has the power to prosecute.

## **RELIGIOUS LIFE OF THE SCHOOL**

Trinity is a Catholic School. It is the reason we exist and the foundation for all we do. Therefore all students admitted to Trinity are expected to participate in the full religious life of the School including those aspects of them which are outlined below.

### **Liturgy**

Our purpose is to develop a Christian community based on strong personal relationships and a commitment to the institution of our Faith. This is most visibly expressed in our prayer and liturgy.

### **Morning Mass**

Mass is celebrated every morning at 8.20 a.m. in the Lower Site Chapel (Chapel of the Divine Child). A Eucharist Service is held at 8.30 a.m. Wednesday/Thursday/Friday in the Upper Site Chapel of the Holy Spirit. Morning Mass is also held on specified dates for whole School worship in the Church of St Thomas of Canterbury.

### **Assemblies**

Assemblies are held by the Headmaster, Directors of Site and Year Heads.

### **School Mass**

Mass is celebrated for all staff and students on Holy Days of Obligation. Small group Masses take place during R.E. lessons and Year Groups Masses are also celebrated.

### **Devotions/Faith Groups**

Prayers are said every morning during Form Period, the Angelus and Grace before meals is recited at midday, and afternoon prayers take place at 3 p.m. A decade of the Rosary is said each day during the months of May and October. In addition, we have a number of vibrant faith groups which include the following:- Tauists, YouFra (Young Franciscans), and Youth Café.

All pupils are also invited to contribute to our well established Discipleship programme across all Key Stages.

### **Sacrament of Reconciliation**

During Lent/Advent there is a special programme of services of Reconciliation for each year group.

### **School Chaplains**

Miss Mary Bere is our school chaplain for both sites. She works with students in a variety of ways: individual counselling, preparation of liturgy and service to others.

### **Short Course/Retreats 2017/18**

An annual Programme of Events is published each year.

## **BRIEF POLICY STATEMENTS**

## **Catholic Ethos of the Curriculum**

Trinity Catholic High School (Science and Sports College) is a Catholic School and all students are expected to participate fully in the Religious Education lessons, in the liturgy and in the established Catholic ethos. Students are accepted into this school on this understanding.

## **Curriculum Policy/Curriculum Handbooks**

These policies and associated information can be viewed on our website:

<http://fc.tchs.uk.net/policies/Curriculum%20Policy.pdf>, <http://fc.tchs.uk.net/KS3Handbooks.html>,  
<http://fc.tchs.uk.net/KS4Handbooks.html>, or a paper copy can be obtained via application to the School Office.

## **Sex Education**

In Sex Education matters, the school's policy follows the guidance given by the Bishop's conference on this subject and recognises the privilege and responsibility of parents to inform and educate their children in all matters pertaining to human growth and development, particularly in the areas of sexual development. The school complements the work of parents and parish in this educational task.

Parents are reminded that they can withdraw their children from all or part of the sex education provided, except that which is required as part of National Curriculum Science.

## **Equality of Opportunity and Equality of Access**

The School accepts and supports the Single Equality Duty (April 2011) in all its aspects. In keeping with the Christian and Catholic ethos of the School, Trinity actively encourages all its pupils to participate as fully as they can in all aspects of School life.

## **Care for Children**

The school follows the normal, accepted procedures for reporting to Social Service organisations, any special concerns about the wider welfare, physical and otherwise, of pupils whom we teach. We follow (and are obliged to do so) normal, accepted Child Protection Procedures.

## **Disability Access Policy**

A copy of the School's policy, and associated action plan can be located on our website: [www.fc.tchs.uk.net](http://www.fc.tchs.uk.net). We can also make arrangements for this document to be reproduced in different formats if required. Please contact the School Office with regard to such requests.

## **Behaviour and Discipline Policy**

A copy of the School's Behaviour and Discipline Policy can be viewed on our website:

<http://fc.tchs.uk.net/policies/Behaviour%20and%20Discipline%20Policy.pdf>, or a paper copy can be obtained via application to the School Office.

## **School Medicals**

We have a School Nurse allocated to us to advise the School on medical matters, and to provide medical screening, tests, and immunisation programmes as appropriate.

## **Complaints Procedure**

Where parents have a query, or anxiety with regard to any matter at school initially they can contact the Director of Site, Director of Sixth Form, School Manager, or the Headmaster, as appropriate.

## **Examination Entry Policy**

It is the policy of the school, with only some exceptions, to enter all pupils in Year 11 for examination at G.C.S.E. in all the examination courses they have been following during the previous two years.

## Uniform Policy

Our School's Uniform Policy and associated dress code can be viewed on our website: <http://fc.tchs.uk.net/policies/SCHOOL%20UNIFORM%20POLICY.pdf>, or a paper copy can be obtained via application to the School Office.

## Access to Information

All information which parents require beyond what is provided here and to which they have a statutory right may be inspected at or obtained from school via contacting the Director of Lower Site, telephone 020 8504 8946.

A range of our policies can be found on our School's website, which may be of interest to prospective parents

In addition, our website provides detailed information on the life of our School, photographs of our School premises and facilities, and descriptions of each of our departments.

## COMMUNICATIONS

It is essential that good communications exist between the school and parents and vice-versa. To facilitate this mid year and end of year reports are prepared and distributed. The Reporting Diary in the Curriculum section of this booklet provides further information. Open Evenings, where parents may discuss their children's progress with the staff, take place at least once a year. Year 7 always have a pastoral evening (Cheese & Wine) in the first term. Approximately ten newsletters per year are distributed to parents by the Headmaster via email.

In addition, all pupils from Years 7 to 11 have a Journal. It is here that they must record homework/assignments that are given and note important points communicated to them by members of staff. The Journal is also an important and effective method of communication between the school and the home. Parents, by looking at and signing the Journal will get a clear impression of the homework set and the courses covered by their children.

Parents are always encouraged to ring the school and make an appointment to see the Headmaster or a member of the senior staff.

The Headmaster and staff always welcome letters, emails, information and requests from parents. Parents must not feel that they are 'bothering' the school if they wish to make a request, complaint, or seek information about their child. Of course parents are equally welcome to express praise and thanks to the school and staff.

From time to time it may also be necessary to ask parents to attend a meeting to discuss their son/daughter's progress.

## ABSENCE FROM SCHOOL

Parents have a legal duty to ensure their children are educated. For the vast majority of pupils this means ensuring that their children attend schools.

Regular school attendance is vital. Pupils can only benefit fully from their education if they attend regularly. Any absence means not only that vital learning may have been missed but also that the pupil may find some difficulty in taking up the school work on his or her return to school. Absences unsettle pupils and they are disruptive to other pupils because teachers need to take time to give extra help to those who have been absent. Some children may regard their education as being unimportant if they are allowed to be unnecessarily absent.

Holidays during term time:- the London Borough of Redbridge has issued a ban on parents taking their children out of School for holidays. Trinity Catholic High School is voluntary aided, therefore it is the Governors, through the Headmaster, who give permission for such time off. The Governors wish to adopt a zero tolerance policy though, of course, the Governors realise that each situation must stand on its own merits. The following procedures must be followed in relation to any requests for leave of absence during term time:-

- A request for leave of absence on medical/compassionate grounds or for any other reason, must be directed to the Headmaster and no other person.
- The Headmaster will then decide whether the leave of absence is approved or not, and **this decision is final**.

The removal of a child from School without the Headmaster's permission may incur a fixed penalty notice from the Local Authority, or in certain circumstances, a loss of a place at our School via the child's name being removed from our roll.

Parents should ensure that their son or daughter arrives on time for school. (Repeated absences at the start of the school day, that is, persistent lateness, can be grounds for court action for non-attendance).

It is recommended that all medical appointments are, where possible, arranged outside of school hours. However in exceptional circumstances, where such appointments are arranged during the school day, we ask that written permission is sought in advance and that arrangements are made for pupils to be collected from the appropriate school office.

**Pupils in Years 7 - 11 will not be allowed to leave the school premises to attend medical appointments unaccompanied by their parents.**

Our School's Attendance Policy can be viewed on our website.

### **CATERING ARRANGEMENTS**

The school policy is not to allow students off site except for certain students in Years 12 and 13. The school has a cafeteria on each site. There is a Breakfast Bar on Upper Site from 8.30am and it is hoped to open one on Lower Site. The canteen is open on both sites for morning break and lunch time, and of course pupils may bring packed lunches to school if they wish. The School operates a cashless system, through Caterlink, which will require you to use a 'Parent Pay' account for this purpose. If you require any more information about Caterlink, the School's website offers more details.

### **COMMUNITY LINKS**

The school has extensive links with the local and wider community. In the main this comes in the categories of parishes, schools, the community, Chaplaincy work and fund raising for Charities.

#### **Parishes**

St. Thomas of Canterbury - The Friars celebrate Mass daily on Lower Site during term time. Our Music and Drama Departments are also involved in Parish performances.

The Headmaster supports History Mystery lectures in various parish communities. We also encourage pupils, where appropriate, to become actively involved in the life of their parishes, and sacramental programmes. Pupils are also encouraged to take part in Diocesan youth events.

Clergy from local parishes are invited to visit the school at any time. Priests also support our programme of School Masses on Holy Days of Obligation, Year Group celebrations, and services of Reconciliation.

#### **Schools**

Our School has also developed a wide range of links with other primary, secondary and special schools in the local area. This is particularly evident through our Sports College links where for example all local primary schools are invited to send selected students in Year 5 to a weekly Netball development programme, to consolidate fundamental motor skills, prior to transfer to secondary school. Likewise, our Science department via our Specialist College role has developed links with a number of primary and secondary schools that includes outreach teaching and support for the professional development of staff. A number of primary schools have the opportunity to share the use of Trinity laboratories and resources have been shared with St. John's Special School. A Year 5 Summer Camp in STEM (Science, Technology, Engineering and Mathematics) related activities are held each year plus Year 6 Master Classes in Science. INSET has been shared with a network of Schools through the SSAT and through our role as a hub school for the Association for Science Education. In recent years we have supported three Primary Schools to obtain Primary Science Quality Mark Silver Award. These are St Anthony's, St John Fisher and St Mary's Schools.

#### **Universities**

In conjunction with the school's role as a Science College, we have links with University of East London, Kings College London, St Mary's College, The Open University, Institute of Education and Imperial College.

Lectures are organised with outside speakers from a range of Universities including King's, UCL, QM and Imperial, for the school and community.

In conjunction with our student teacher training provision we have links with UEL, Kings, The Institute of Education (University of London), SWELTEC (Brunel, St Mary's and Roehampton) and Christchurch in Canterbury.

University of London: Taster Courses.

University of Oxford: Residential courses for prospective undergraduates.

University of Cambridge: Residential courses for prospective undergraduates.

In connection with Higher Education preparation we have links with the the University of Essex, the University of Manchester, the London School of Economics, Imperial College of Science and Technology, University of Oxford,

University of Cambridge, St. Mary's University, Queen Mary (University of London), Liverpool Hope University, University of Bath.

### **Community**

Our School, through our Discipleship programme is active both within the local and international community. This work is reflected in our School's Advent and Lenten projects, and our membership of TELCO.

### **Links with wider church bodies**

These include:-

CAFOD World Gifts.

Continuous CAFOD Collections

London Citizens (TELCO The East London Communities Organisation) of which the school is a member, we work with other communities such as schools, parishes, universities, union group and other faith bodies in East London.

Year 7 Samaritan's purse worldwide appeal for Christmas.

### **Other Organisations**

In conjunction with the school's role as a Science College, we have links with a host of organisations which have included the Specialist Schools and Academies Trust and the Youth Sport Trust in addition to a working in partnership with a whole host of professional organisations and charitable trusts e.g The Association for Science Education, The Engineering Development Trust, Engineering Education Scheme, The Health Protection Agency, The Natural History Museum, STEMNET, The Institute of Physics, Science Learning Centres and the Royal Academy of Engineering.

## **SCIENCE COLLEGE COMMUNITY LINKS**

The school already has extensive links with the wider community, which are constantly developing and extending to embrace a wider audience. As a Science College we have specific community aims, which are to:

- Provide high quality learning opportunities through sharing specialist facilities and resources, including specialist teachers and pupils in partner schools, local businesses and industry and community groups:
- Develop and disseminate good practice to share with other schools, including non-specialist schools;

We have addressed these aims in a number of ways, including bringing visitors from industry and Higher Education to Trinity to broaden pupils' knowledge and experience, whilst at the same time contributing to the continued professional development of adults within these organisations. Some of the activities in which these visitors have taken part have been organised with the support of the Association for Science Education and the Institute of Physics.

During the last seven years we have worked in partnership with the EDT following pathfinder work for the DCSF on STEM. This resulted an educational DVD which was distributed to all secondary schools in the country during 2009-2010 and follow up work through the SSAT during 2010 – 2011, and with the EDT from 2009 - 2015.

Staff across the Boroughs of Redbridge, Havering and Barking, and Dagenham have attended INSET provided by Trinity staff. Trinity has led networks of schools to develop resources to support the teaching of Triple Award Science, G.C.S.E Science and to support the introduction of STEM. This work was funded by the DCSF and has been presented at the Specialist Schools and Academies Trust National Science Conferences and through Regional conferences over the last seven years. The School works in close partnership with a number of outside agencies. Of particular note this academic year have been our partnerships with the Engineering Development Trust developing opportunities to increase the aspirations of students who would be 'first in family' to attend university and study for Science or Engineering. In more recent years this has been further extended to include STEM family learning opportunities.

## **SPORTS COLLEGE COMMUNITY LINKS**

We have reached out to the community via our family of primary schools, through extra-curricular sporting activities, and through providing a high quality teaching and learning environment.

Year 13 students are offered the opportunity to complete the Gold Duke of Edinburgh Award and Basic Expedition Leaders Award. The award not only contributes towards UCAS points but the students assisted in the running and delivery of our Duke of Edinburgh Bronze and Silver Awards.

The volunteering section of the Bronze and Silver D of E means that students in Year 9 and Year 12 work within the wider community for between three and 12 months. Their support impacts upon an array of organisations including: Scouts, Guides, Brownies, Cubs, Rainbows, Care Homes, and Primary Schools.

*We can make arrangements for this document to be reproduced in different formats if required. Please contact the School Office with regard to such requests.*