



WELCOME TO TRINITY CATHOLIC HIGH SCHOOL

SEPTEMBER 2017

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Copy of the School Rules and Procedures

May 2017

Dear Parents/Guardian of new Year 7 pupils,

Welcome to you all!

Many of you may have had older sons and daughters who have come to Trinity. You are aware of most of the school procedures, and know that you are always very welcome to contact the Head of Year over any matter to do with your son or daughter, and that any difficulties will always be dealt with and your anxieties alleviated.

For those parents who are new to the school, I hope that you will be very reassured, in a short space of time, that all the anxieties that I know you, and your child, have with the big step from primary - secondary school will be eased considerably by the various talks, guidance, question and answer sessions that will occur before, during and after the initial transition period, and throughout Year 7.

I would like to reassure all parents that no matter whether I am teaching, rewarding a child for good work, or dealing with a child over a discipline matter, or loss of a pencil case, each child will quickly realise that they are treated as an individual, with very individual talents and needs, and will be treated accordingly.

Both Mrs Lowther and myself contact all the feeder primary schools, and carry out a thorough job in obtaining information regarding your son/daughter's abilities, talents, difficulties etc. before they come. Please do not hesitate to telephone me directly should you have any niggling worries or to tell me any further background information which you think would be necessary for me to know, in dealing with your son/daughter e.g. money difficulties, reoccurring illnesses, family situation etc. These matters are treated with confidentiality, but are very important in understanding and treating individuals considerately and fairly.

FORM ORGANIZATION/MONITORING

There are 8 classes in Year 7 and each is led by a Form Tutor, who will be directly responsible for all the instructing and guiding through the many procedures of the school day, and he or she will also monitor how well your son/daughter is coping with schoolwork, homework and all other aspects of school life, and will contact you by phone or meet with you at the Year 7 Pastoral Evenings. I shall also be carrying out regular book checks on all students, and will monitor effort and performance and keep you informed. The form groupings are decided according to language choice, ability ranges, personality and behavioural traits and recommendations made by the primary school. **If you have any information that you feel would help in the form allocation for your child, to make the transition as smooth as possible, please do not hesitate to contact me at the School on AnneMarie_McNamara@fc.tchs.uk.net or 020 8504 8946 x 126.**

SCHOOL JOURNAL

I cannot emphasise enough the proper use of the school journal as an instrument of communication between yourselves, the school and the child. Please be vigilant on a daily basis to check homework is being done, and to note comments from staff, both good and bad, and to take the opportunity to write words of encouragement or support. Please also sign your child's Journal on a weekly basis in the appropriate section.

POSSESSIONS

One of the most prominent and distressing problems that arises in the first weeks is the mislaying of possessions by new pupils. Please encourage your son/daughter to be far more responsible for their possessions, and ensure EVERY POSSESSION is named. Never allow expensive pen sets, jewellery, watches, phones etc. to be brought into school or any item that has sentimental value. MOBILE PHONES, MP3 PLAYERS, CAMERAS, and IPODS are strictly forbidden.

Please never hesitate to phone me at school. If I am teaching at the time, I will always phone back at the earliest opportunity that day, or deal with the message you leave. If something at school is causing anxiety, then it needs to be dealt with so that your child feels comfortable and happy, and thereby able to give of his/her best and make progress.

I look forward very much to meeting you all.

Yours sincerely,

Anne-Marie McNamara
Head of Year 7

Year 7 Arrangements for the start of the Autumn Term

The first day of term for Year 7s is **Tuesday 5th September 2017** (all other pupils will be starting on Wednesday 6th September 2017).

Pupils do not need to bring any P.E. kit on the first day, simply their writing equipment, a dictionary, and sandwiches or cheques for Caterlink to be put on their Parentpay account (please see below for arrangements regarding this).

It is vital that every item of uniform, and equipment is **clearly** and **securely labelled** with your child's name.

Pupils should arrive at the school by **8.45 a.m.**

At 8.50 a.m they will be called in from the playground to go into the Hall. There they will be addressed by Ms McNamara on arrangements for the day, and on certain aspects of the school rules, procedures, ethos and expectations.

In the Hall Year 7 pupils will be put into their Form group. (They register every morning with this group, and they have most of their lessons with this group). They will then go with their Form teacher to their Form base. Here they will receive their timetable, and their Journal.

It is our policy that all pupils should be equipped with certain texts. These are the New Jerusalem Bible ISBN 0-232-51930-7, and the Oxford Mini Dictionary.

At the start of the year, Year 7 students are understandably slow to choose and purchase food from the canteen, and your son/daughter may find it preferable to have a packed lunch in the first few weeks which they can eat immediately at lunch break instead of queuing for long periods. Please note that our catering company operates a cashless payment system, and money has to be put onto students individual accounts, the easiest way to do this is via "Parentpay" an online payment system used by many schools. Individual log in details for this system will be sent to you in due course. Please see below for details.

For the first full school week, Year 7 pupils always go to the Hall at the start of each lesson. Here Miss McNamara and Mr. Dalton deal with any problems that have arisen, and outline further aspects of the rules, procedures and ethos. Pupils are also met by their subject teacher. In this way pupils learn the layout of the school.

It is very important that pupils check their bags each evening so that they have everything they need for the following day but nothing extra. (We do not want pupils carrying to school more than they actually need for a particular day).

It is vital that pupils look after their Journal, and that parents check the Journal every evening so that they keep track of the son or daughter's homework assignments, merits and any staff comment. The Journal is a means of daily communication between home and school.

Please note the following Parentpay arrangements:-

Things to do before the first day:

Log onto Parentpay to put:

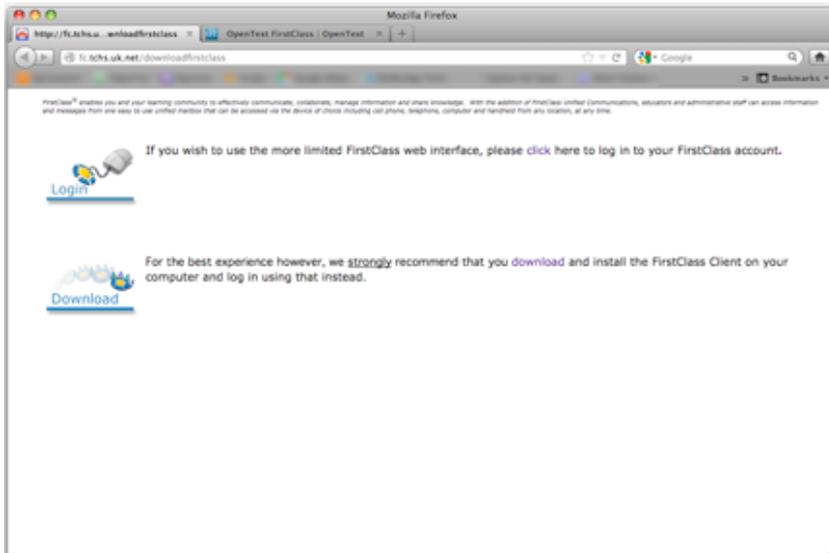
1. Money on your child's dinner account. If you already have a child at Trinity then the new account can be merged with the existing one for ease of use.
2. Pay £10 This payment will cover the cost of your child's Journal.
3. If you would like your child to be able to use the canteen facilities then please put money on their cashless catering account.
4. If you would like your child to use the canteen facilities for their lunch and you have not put money on their account via Parentpay; then please send them with either a cheque made out to "Caterlink"(name, form and dinner money clearly written on the reverse) or cash; please ensure these are in an envelope clearly labelled with your child's name and form as these are passed to the catering company for processing onto student accounts. The students put these envelopes into a box at the lower site office. The catering system is biometric and student fingerprints will be taken on the first day to enable them to use this system. If any parents particularly objects and wants their child to opt out of this they must contact the school prior to the September start.
5. If Parentpay has not been used to pay for the Journal then pupils also need to bring with them a cheque to the value of £10 made out in favour of Trinity Catholic High School, to cover the cost of the Journal.
6. **Please be aware of the importance of keeping your child's account in credit for dinner money. This is closely monitored and accounts showing negative balances can result in your child being refused products from the kitchen until the account is back in credit.**

Thank you for your co-operation in these matters.

FirstClass (E-mail and Virtual Learning Environment)

Trinity uses a system called FirstClass. Staff and students use this to access e-mail and resources for lessons in virtual classrooms and will therefore find it essential. In order to access this, you will need to install the FirstClass 'client' software on your computer.

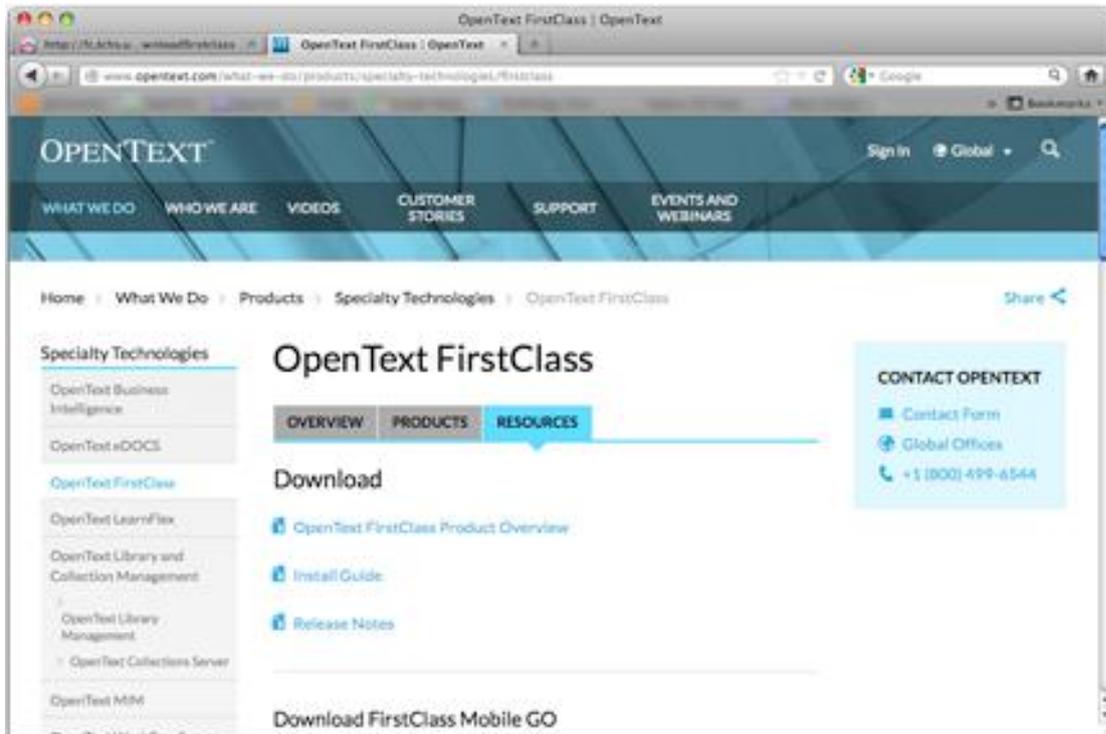
1. Open a web browser (e.g. Internet Explorer, Edge, Firefox, Chrome, Safari, etc.), type fc.tchs.uk.net/downloadfirstclass into the address bar and press return.



2. Click the "Download" button.



3. On the next page, click the "Download" tab, below where it says "OpenText FirstClass".



4. Scroll down to the sections entitled “Download OpenText FirstClass Desktop Client, [OS Name] Edition” and click the “Download” button for your operating system.

5. If you are asked whether you want to launch/run/similar the downloaded file, say yes.

Alternatively, if the file simply downloads, open the file from your downloads folder.

6. When the installer runs, agree with everything except one point – make sure the box for ‘Register FirstClass as the default mail client’ (the wording may be slightly different) is not ticked.

7. Double-click the FirstClass icon which appears on the desktop to open FirstClass.

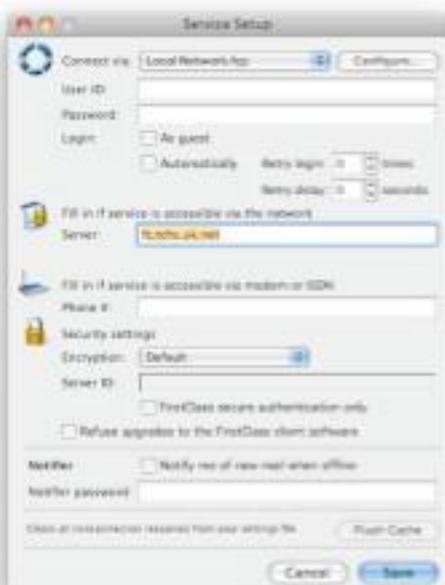


FirstClass

8. Click the small, round button on the bottom-left of the login window, where it says “Advanced”. This will drop down an extra bit of window.



9. Click the button on the right of the window which says “Setup!”.
10. In the next window, about a third of the way down, there is a box entitled “Server:”. In it, type fc.tchs.uk.net and click save. You should now be able to log in.





Science

TRINITY CATHOLIC HIGH SCHOOL (Science and Sports College)

Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA

Website: <http://fc.tchs.uk.net>

PCD/Is

05 June 2017

Dear Parent/Carer

Occasionally we may take photographs, or make video or webcam recordings, of the children at our School. We may use these images in our School prospectus or in other printed publications that we produce, as well as on our website.

Photographs, video or webcam recordings may be taken, of the children at our School e.g. a winning School team for use in the local press. These images may be used in publication to the general public.

The School's policy on using images of children is:

1. This form is valid for the period of time your child attends this School. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this School (although they may remain in use in existing publications for a period of time).
3. We will not use the personal details or names (which means first name and surname) of any child or adult in a photograph on our website, in our School prospectus or in any of our other printed publications.
4. We will not include personal email or postal addresses, or telephone or fax numbers on our website, in our School prospectus or in other printed publications.
5. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
6. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
7. We may include pictures of pupils and teachers that have been drawn by the pupils.
8. We may use group or class photographs or footage with very general labels, such as 'a Science lesson' or 'the School production'.
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
10. If images are taken by the local press/media, or parents/guests, the School will not have control of these images.

Yours sincerely

Dr P C Doherty OBE
Headmaster

USE OF PHOTOGRAPHS CONSENT FORM

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please sign and date the form where shown.

If you have concerns regarding the use of your child's image, please contact the School to discuss.

1. The School may use your child's photograph in the School prospectus and other printed publications that we produce for promotional purposes.
2. The School may use your child's image on our School website/internet.
3. Your child's photograph may be used in the local newspapers, in television reports on media websites e.g. a School team. However on such occasions, you will be contacted separately by the member of staff organising the publicity for your approval.
4. Your child's photograph/video image may be taken at other performances by other parents or invited guests e.g. at a School play.
5. The School may record your child's performance for the purposes of assessment and evaluation and may also employ the use of video to record performances for examination assessments. Such recordings may also be used for staff training and professional development activities.

Students name:..... Form.....

Parent/Carer's name.....

Signature.....

Date.....

MD/ls

May 2016

Dear Parents/Guardians,

Peripatetic Music Lessons – Fees

Trinity Parents/Guardians may, if they wish and subject to availability, enrol their child for individual music lessons on a range of instruments and singing.

These lessons are purchased as an additional provision above Trinity's statutory music curriculum and are purchased from the Redbridge Music School. These lessons are twenty minutes in duration and although Trinity is trying to increase the number of lessons offered after school, **these are in the main offered during lesson time, so students are required to leave their timetabled lessons in order to attend.**

As these lessons are an additional provision the full cost of the lessons are passed to Parents/Guardians.

The full year cost to Parents/Guardians of these lessons is approximately £515.00 for 2017/18 (For students in receipt of Free School Meals, there is no charge)

Parents must pay these costs on a termly basis, payment being made by the end of the previous term. (New Year 7 parents will have to the end of the first week in the autumn term to pay for the first term). However, it must be noted that **once a student enrolls for music lessons there is a contract in place for this cost to be paid for the full academic year.** There can be no refund for individual lessons missed e.g. if a student has an examination or sickness. **The charge is for the whole academic year and not per lesson. Every effort is made to ensure that the maximum number of lessons is timetabled into the academic year.**

Parents/Guardians are asked to bear in mind that, if their student stops going to the instrumental/singing lessons during the year they will still be liable for the full year's fees. If parents do not pay the termly fee by the due date students will not be allowed into lessons again until the debt is cleared. Once the contract is signed parents have to pay the full year costs whether their son/daughter is at the lessons or not. Please note that this commitment is for the full academic year.

Parents are advised most strongly to consider the financial implications of students beginning instrumental lessons and then deciding not to continue with them.

Parents/Guardians who have any financial queries should contact Mrs Burdfield on the Upper Site for information.

Yours sincerely,

Dr. P.C. Doherty OBE
Headmaster.

MUSIC DEPARTMENT

Individual instrumental/singing tuition is currently available, the selection available is from:

Flute, oboe, clarinet, bassoon, saxophone *, cornet, trumpet, trombone, French horn, violin, viola, cello, double bass, electric & classical guitar, bass guitar, drum kit, piano & voice(singing).

* pupils wishing to start learning the saxophone are required by the Redbridge Music Service to acquire basic technique on the clarinet before transferring to the saxophone.

If you would like your child to have instrumental tuition at school please complete and return the reply slip as soon as possible and no later than **Friday 16th June 2017**.

It is not possible at this stage to guarantee that lessons will be available for all those who desire them as this will depend on the number of teachers and the lesson places available in September. However, we shall accommodate as many requests as possible and place any students who are unsuccessful in gaining a place on a waiting list. We will try to arrange lessons for all students who are currently learning an instrument so would you please indicate on the application form whether your child is already learning or if they wish to start learning an instrument in September.

The fees will be approximately **£515.00** per annum. In addition to an individual twenty minute lesson your child will also be given theory and aural tuition as appropriate and they will participate in School ensembles. They will also have access to the excellent facilities at the John Savage Centre where the Redbridge Music Service (RMS) is based. If you wish you can hire/buy an instrument through the instrument centre (there is a charge for this service) and they also sell sheet music and accessories. There are additional classes run at the centre and the service runs a number of diverse ensembles which cater for students of different abilities. The RMS also provides frequent performance opportunities in a range of venues for its students. **In order to get the best value for money I strongly advise you and your child to take full advantage of all that the Redbridge Music Service has to offer.**

For students in receipt of Free School Meals, there is no charge. Applications for concessions can be made to Mrs Burdfield (Director of Finance).

Mrs H Wilcox

(Head of Music)

APPLICATION FOR INSTRUMENTAL LESSONS

To: Mrs H Wilcox, Trinity Catholic High School, Sydney Road, Woodford Green, Essex, IG8 OTB
(by Friday 16th June 2017).

I would like my child to start instrumental lessons at Trinity Catholic High School when he/she joins in September 2016

<p>PLEASE INDICATE WHETHER YOUR CHILD IS ALREADY LEARNING THE INSTRUMENT THEY WISH TO RECEIVE TUITION ON: Either: My child is already learning an instrument and would like to continue receiving this tuition at Trinity</p> <p>Or: My child is not currently learning an instrument but would like to receive tuition when they start at Trinity.</p> <p>(PLEASE DELETE)</p>
--

Pupil's Name _____

Instrument your child wishes to learn _____

Address _____

Telephone No. _____

Primary School _____

If your child is already learning an instrument please complete the following questions:

1) What instrument do they play? _____

2) Do you currently receive any financial assistance with tuition and/or hire fees? Yes/No
(Applications for concessions can be made to Mrs Burdfield)

3) How long has your child been learning? _____

4) Please indicate the approximate standard of your child _____

Any further information you would like us to know

Signed _____ (Parent Guardian)

Date _____

Trinity Catholic High School/Redbridge Music Service Instrumental Tuition

Agreement Form

Academic Year: 2016/17

Pupil's Surname (block capitals): _____

Pupil's Christian Name (block capitals): _____

Pupil's Form: _____

Instrument/Voice: _____

Trinity is trying to timetable some of these lessons for after the end of the normal school day. If your son/daughter will not be able to attend lessons after school please tick here

Parent's contract:

- **I am aware that these lessons are a commitment for the entire academic year.**
- **I agree to pay Trinity Catholic High School tuition fees for instrumental and singing lessons as outlined below.**
- **I am aware that I shall be liable for these fees for the entire academic year.**
- **I am aware that I shall be contacted towards the end of the academic year regarding the renewing of this agreement.**

Cost of lessons 17/18:

All Instrumental Lessons **£515.00 per annum (approximately)**

Individual Singing Lessons **£515.00 per annum (approximately)**

Paired Singing Lessons: **£257.00 per annum (approximately)**

If you receive help with instrumental fees please tick here

If your child has auditioned for lessons at the John Savage Centre please tick here

Signed..... (Parent/Carer)

Print Name.....

Date.....

Please return both the application and agreement forms by Friday 16th June 2017 to:
Mrs Wilcox Head of Music, Lower Site, Trinity Catholic School

INFORMATION REGARDING FREE SCHOOL MEALS/SCHOOL TRANSPORT

FREE SCHOOL MEALS

One of the new initiatives for funding schools is the governments “Pupil Premium”. This is money which will be allocated to schools based on the number of students registered for free school meals. Therefore the more students registered as eligible for free school meals, the more money schools will receive via this Pupil Premium.

Studies have shown that there is a gap between the numbers of students registered for free school meals and those eligible to receive them; this may be in the region of 20%.

In order to generate as much income as possible for Trinity I would like to urge parents to look at the information attached and if they are eligible for free school meals to apply for them.

I can assure you that there is no stigma attached to this. The cashless catering system in operation means that students purchase their dinners via their accounts in exactly the same way as every other student. Even if your child always brings packet lunch and never uses the free school meal allocations the fact that they are shown as entitled to free school meals means we are generating the maximum income we can from the funding formulae.

Once again I would ask you to read the attached information and if you are eligible to contact the London Borough of Redbridge.

Free school meals

Since 6 April 2010, the income ‘threshold’, which forms part of the ‘Tax Credit’ free school meal eligibility category, has been changed to **£16,190**.

Children whose parents receive the following support payments are entitled to receive free school meals:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- An income-related employment and support allowance (this benefit was introduced on 27 October 2008)
- Support under part VI of the Immigration and Asylum Act 1999; or
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty’s Revenue and Customs) that as of 6 April 2010 does not exceed £16,190.

Note: From 1 May 2009 where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school lunches.

- The Guarantee element of State Pension Credit.

Children who receive IS or IBJSA in their own right are also entitled to receive free school meals.

It should be noted that children who receive "education suitable for children who have not attained compulsory school age" will still need to satisfy the additional requirement of "receiving education both before and after the lunch period", before being eligible to receive free school meals.

Free School Meals applications for a pupil attending a Redbridge school should be made through the London Borough of Redbridge, regardless of where the child lives.

What to do next

If you think you may be eligible then please contact the London Borough of Redbridge for additional details and application forms.

For the London Borough of Redbridge this is via the Admissions and Awards Team on 020 8708 3129/3996

Or applications can be made on line at www.redbridge.gov.uk

TRANSPORT

Any enquiries regarding transport assessment please contact:-

Essex County Council

Mr. Simon Fulker = 01245 437731

If you reside in the Parish of St Thomas More & St Edward, Waltham Abbey, you may be considering making arrangements for your child to travel to Trinity via a contract school bus. In the first instance, you should make an initial contact with Essex County Council, who will advise you accordingly as to your entitlement to free travel or alternatively how you can make a fee-paying arrangement.

London Borough of Redbridge

Miss C. Payton = 020 8708 3123

London Borough of Waltham Forest

Miss Rikna Uddin = 020 8496 5341



Trinity Catholic High School Emergency Form

To be completed by a Parent/Carer. Please use BLOCK CAPITALS to complete.

Student Legal Forename: _____

Student Legal Surname: _____

Student Preferred/Chosen Name: _____

Student Date of birth: _____

Student Mobile No: _____ Student Home Tel No: _____

Student Address: _____

_____ Post Code: _____

1st Parental Contact:

Title (eg Mr. Mrs. Ms) _____ Surname: _____ Initials _____

State relationship to student ie Mother/Father/Guardian/Other – please state _____

Parental Responsibility? YES NO

If no please state name of person who does have parental responsibility _____

1st Parental Contact Address (if different to student)

_____ Post Code: _____

Mobile No: _____ Daytime number: _____

In an emergency should you be our first point of contact? YES NO

Preferred contact number: Mobile Landline Other _____

1st Parental Contact email address _____

2nd Parental Contact:

Title (eg Mr. Mrs. Ms) _____ Surname: _____ Initials _____

State relationship to student ie Mother/Father/Guardian/Other – please state _____

Parental Responsibility? YES NO

2nd Parental Contact Address (if different to student)

Post Code: _____

Mobile No: _____ Daytime number: _____

2nd Parental Contact email address _____

In an emergency should you be our first point of contact? YES NO

Preferred contact number: Mobile Landline Other _____

Please provide contact details of a 3rd contact in the event we are unable to reach either of the above:

Title (eg Mr. Mrs. Ms) _____ Surname: _____ Initials _____

Mobile No: _____ Landline number: _____

Relationship to Student _____

Brothers/Sister's at Trinity: Name: _____ Form: _____

Name: _____ Form: _____

Name: _____ Form: _____

Family doctor's name: _____

Surgery Name & Address

Telephone No _____

Other Information necessary to the School

Religion of pupil _____

Parish of Residence _____

Parish you attend _____

Name and address of previous school _____

First Language spoken at home _____ Home language spoken by pupil _____

Other language spoken by pupil _____

Was your child born in the UK? Yes If No, which country? _____

Is your child's nationality British? Yes If No, what nationality? _____

Is your child a Looked After Child/adopted after being in care? Yes/No

Medical Information necessary to the School

Does the pupil have hearing difficulties which ear?.....

Does the pupil suffer from Epilepsy?

Does the pupil suffer from Hayfever?

Does the pupil suffer from Asthma? Please see below

Does the pupil have any allergies? Please state type

Does the pupil carry an EpiPen for severe anaphylactic allergies? Yes / No

Does the pupil have any other medical condition which the school should know about for his/her safety and well being? If so what?.....

.....

Please specify any medication he/she should carry.....

Biometric Data (fingerprint data that is retained solely by the School for the administration of our cashless catering system and library loans. We are required to ask for your permission to collect and use this data. Could you please indicate your approval or objection?

I agree to this data being collected and used for the purpose described.....Yes / No

Signed _____ (Parent) Dated _____

Data Protection: Please note the details provided on this form may be used in accordance with the school's data protection policy as described in our Curriculum Handbook

Ethnic Background Record Form (based on the new national population census ethnic categories)

Pupil's name:..... **Form**.....

Please study the list below and tick **one box only** to indicate the ethnic background of the pupil named above.

White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy
- Roma
- Greek/Greek Cypriot
- Turkish/Turkish Cypriot
- Kosovan
- White European
- White Other - please specify

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Asian and Black
- Other Mixed Background – please specify

Asian or Asian British

- Indian
- Bangladeshi
- Pakistani – Mirpuri
- Pakistani – Kashmiri
- Pakistani – Other
- Sri Lankan Tamil
- Other Asian Background – please specify

Black or Black British

- Caribbean
- African
- Ghanaian
- Somali
- Nigerian
- Angolan
- Congolese
- Other Black Background – please specify

Chinese

Any Other Background

I do not wish an ethnic background category to be recorded

Signed:..... **Dated:**.....

Data Protection: Please note the details provided on this form may be used in accordance with the school's protection policy as described in our Curriculum handbook.

This information was provided by:	
Parent:	<input type="checkbox"/>
Pupil:	<input type="checkbox"/>

**CONSENT FORM:
USE OF EMERGENCY SALBUTAMOL INHALER
TRINITY CATHOLIC HIGH SCHOOL**

Child showing symptoms of asthma/having asthma attack:

- 1. I can confirm that my child has been diagnosed with asthma/has been prescribed an inhaler (delete as appropriate).
- 2. My child has a working, in-date inhaler, clearly labelled with their name, which will bring with them to School every day.
- 3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the School for such emergencies.

Signed: Date:

Name (print).....

Child's name.....

Parent's address and contact details:

.....
.....
.....
.....

Telephone:

E-Mail:

EQUAL ACCESS STATEMENT

Trinity Catholic High School is committed to promoting quality for all. We recognise that parents may have special needs, or disabilities in relation to gaining full access to their children's education. Such needs may relate to:- communication (printed word or verbal), visiting our School for events, and academic Open Evenings, or other aspects of the life of our School. We would therefore be grateful if you could contact us to inform us of any particular needs you may have, so that we can respond in an appropriate manner.

We are also very interested in listening to the needs of parents with disabilities, through the establishment of a forum. If you would be interested in joining our forum, please contact Mr Dalton, Director of Lower Site, or indicate below if you would like the School to contact you.

Father/Mother name:-

I would like the School to contact me with regard to disability access arrangements

Yes/No

I would like the School to contact me via the following form of communication:-

Telephone number:

Email address:

Large print:

Talk Type:

Thank you for your co-operation in completing these forms. Please let us know at ONCE if any important changes take place, e.g. change of address, telephone numbers, medical condition etc.

Dr. P.C. Doherty OBE

Headmaster

DATA PROTECTION: Please note the details provided on this form may be used in accordance with the school's data protection policy as described in our Curriculum Handbook.

Special Educational Needs Information

Here at Trinity we provide many students with a range of additional support that targets to help improve their literacy and numeracy skills in order that they are well prepared to access their new learning at secondary school. This additional support can include spelling support, reading support, and handwriting support. Many students may already have access to learning support at their current primary school and to facilitate a smooth transition to secondary school it will be helpful if parents can inform our SEN Coordinator (Mrs Lowther) of the type of support that is already in place.

Student Name: _____

Primary School: _____

Is your child on the SEN Register? **Yes / No**

If "Yes", at what level of support:

- | | |
|-------------------------|--------------------------|
| a) SEN Support | <input type="checkbox"/> |
| c) Statement / EHC Plan | <input type="checkbox"/> |

Nature of Learning Need (Please indicate if your child has been formally assessed for a specific learning difficulty):

What type of Additional Support would you like your child to access at Trinity?

1. _____
2. _____
3. _____

Parent Name: _____

Contact Number: _____

DATA PROTECTION ACT

Schools, local education authorities and the Department for Education and Skills (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The school holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. The School also arranges for the collection of biometric data (fingerprints) for the administration of the School's cashless catering payment system and School library loans. This data is only collected with the approval of parents.

From time to time we are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the pupil is transferring, to the Department of Education and Skills (DfE) and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The **Local Education Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed onto the DfE in order for it to compile statistics to trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Department of Education** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfE will feed back to LEAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If your child wishes to access their personal data, or you wish to do so on their behalf, then please contact the relevant organisation in writing:-

- The school: Mr J Cantwell, Director of Upper Site
- The LEA's Data Protection Officer at London Borough of Redbridge, Education Services, Lynton House, 255-256 High Road, Essex IG1 1NN
- The QCA's Data Protection Officer at QCA, 83 Piccadilly, London W1J 8QA
- The DfES's Data Protection Officer at DfES, Caxton House, Tothill Street, London SW1H 9HA

Please note that all rights under the Data Protection Act to do with information about your child rests with them as soon as they are old enough to understand these rights. This will vary from one child to another and you will wish to consider the position for your child, but as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of 12. We would therefore, encourage you to share this note with your child if they are aged 12 or over.

Separately from the Data Protection Act, DfE regulations provide a pupil's parent (regardless of the age of the pupil) with the right of view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.

Providing Information to Connexions

For pupils approaching or above age 13 the school is required to pass on information to the Connexions Service. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions Service's role, which is to support young people, helping them to achieve the potential and to realise benefits from education, learning and employment. However, parents or the pupils themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to Connexions. If, as a parent, or as a pupil aged 16 or over, you do not want Connexions to receive from us information beyond name and address, then please contact the school within two weeks of receiving this note.

Since, for pupils aged 16 or over, the right to ask for information beyond name and address not be passed to Connexions rests with the pupil rather than the parent, it is particularly important that you share this note with your child if they are of this age.

The LEA and DfE may provide Connexions with information which they have about your child, but will not pass on any information they have received from us if you (or your child if aged 16 or over) have notified the school that Connexions should not receive information beyond name and address.

Dear Parent/Guardian,

Re: Parent Volunteer Support

Here at Trinity we welcome the voluntary help and support of parents in many aspects of our work and the most successful areas for this support are as follows:

In-class Support: The volunteer is deployed to work, in class, alongside the class teacher to provide additional help and support in the same way that the SEN Teaching Assistants do. The volunteer can support with teaching by working with individuals or small groups to help with differentiation, overlearning, revising, modifying the language of the teacher, tailoring the classwork to the needs of the individual...etc. This is the most effective use of our volunteers and is regarded by teaching staff as an invaluable source of additional help to target support for individual pupils.

The Parent Reading Scheme: Through the Parent Reading Scheme parents volunteer up to 3 hours each week to hear and encourage pupils in their reading, writing, comprehension and vocabulary to provide a structured system of reading support for reluctant readers and pupils with Special Needs. The scheme operates on different days (to suit the needs of the volunteers) and targets support for pupils across all year groups. During the course of each weekly session the parent will listen to pupils reading aloud and assess their comprehension of the text read through the Reading Comprehension Booklet provided. It is expected that each pupil will be supported for between 15 and 20 minutes. This initiative is popular with the pupils, provides quality reading support for a large number of pupils and is effective and successful in its achieving its objectives to promote an enjoyment of reading in the pupils.

The Spelling & Literacy Programmes: The spelling & literacy initiative is a small group programme (6 to 8 students) that targets to teach students the rules (pluralisation, apostrophe, prefixes, suffixes...etc.) and strategies (dictionary skills, mnemonics, analogy, syllables, letter strings, look cover write & check...etc.) that students can learn and transfer to their own work in different subjects across the curriculum. This is a very successful initiative that can provide support for over 20 students in a single period.

Mentoring: The learning mentor will work alongside the class teacher to help identified students overcome barriers to learning and achieve their potential. The purpose of the role is to provide targeted students with support, guidance and advice that will help them to tap into their learning power and that will enrich learning opportunities in the classroom. The work of the mentor will complement existing Pastoral Support Programmes such as the Good Pastor, the Chaplaincy Service, Learning Support...etc. and will operate under the direction of the SEN Department. The mentor will actively tackle any barriers to learning which prevent the pupils in our care from accessing learning effectively whether the reasons arise from inside the school or from outside.

If you wish to partake in the reading scheme or if you wish to support the school in any other voluntary capacity it is firstly essential that we will conduct a DBS (Disclosure & Barring Service) check on all volunteers coming into school. This DBS checking procedure is vital in safeguarding the children in our care and if we wish to implement any voluntary support from the outset of the autumn term it will be necessary to process the associated DBS application forms as soon as possible. Parent volunteers will be required to complete a declaration of criminal offences, an application for working here at school and as part of this process you will also be required to have 2 professional referees.

If you feel that you have the time to spare and you would like to offer voluntary support here at school I would be most grateful if you could complete and return the attached reply slip to Mrs C Lowther, who is managing the Volunteer Support Programme. She will contact you with further information relating to the above DBS check process.

I look forward to hearing from you.

Yours sincerely,

Dr. P. Doherty OBE
(Headmaster)

FAO: Mrs Christine Lowther

Parent Volunteer Support 2017 – 2018

I would like to offer voluntary support at school. I am happy to undergo a check through the DBS (Disclosure and Barring Service). To be returned by 17th June 2017.

Parent Name: _____

Child's Name: _____

Signature: _____

Contact Tel: _____

SCHOOL UNIFORM POLICY

The Governing Body believes that our uniform is essential to the ethos of our school community as it establishes a clear sense of identity, fosters a sense of inclusive belonging, and engenders both positive behaviour and self-discipline, which in turn supports teaching and learning. In determining our uniform and any changes that might follow, the Governing Body will seek the views of:

- The Headmaster
- Parents
- Staff
- Pupils.

(These views will be considered and taken into account.)

OUR SCHOOL UNIFORM/APPEARANCE CODE IS AS FOLLOWS:

GIRLS UNIFORM YEARS 7 - 11

OUTDOOR Overcoat- totally plain, navy blue or black preferably waterproof. Coats must be at least three-quarter length and longer than the jacket. (No suede, fur or leather).

Scarf - Trinity School Scarf (for Years 7 – 9), Year 10 & 11 may wear plain navy blue/black scarves

Gloves - navy blue or black

Shoes - plain black school-type shoes, low heeled not more than 5cm at highest point, no ballet pump style shoes, no plimsolls or “Kicker” boots, no patent leather.

INDOOR Skirt - school suppliers - regulation box pleat skirt (Yr 7 – 9), knife pleat knee-length, to just cover knees no longer, no shorter.

Blouse/shirt - school suppliers - regulation blue long-sleeved button up shirt (Year 7 – 9), white blouse/shirt – no fitted shirt (Year 10 & 11), must be tucked in skirts.

Tie - Trinity School Tie from school suppliers.

Pullover- V-neck, plain dark navy blue NO MOTIF.

Socks - navy blue knee length socks/tights. No popsocks please (Year 7 – 9), plain navy blue/black tights (Year 10 & 11).

Blazer - Regulation dark navy blue with Trinity School badge.

P.E. Navy blue polo shirt shirt (School suppliers only)

Navy shorts (School suppliers only)

White socks

Predominately white trainers

Black dance T-shirt

Black leggings

Red hockey socks (School suppliers only)

Shin pads

Navy fleece top (School suppliers only)

Navy tracksuit bottoms (School suppliers only) optional

Navy thermal leggings and top (School suppliers only) optional

SCIENCE - Lab coat – white (School Suppliers only)

There is an apron required for Food Technology, which can be purchased from the HE Department.

Bags - we have a standard school bag which Year 7 parents must purchase through our School Outfitters. **THIS YEAR THE YEAR 7 BAG MUST BE BLACK**

Hair styles should be simple and suitable for age of girl. Shoulder length hair must be tied back, hair ribbons or slides, if worn, must be black or navy blue. No bleached or tinted hair is allowed. Makeup may also not be worn by any pupils in Years 7 – 11. Please note that makeup/makeup bags will be confiscated and returned to parents. No fake tan in any years. Ear-rings:- only a single ear stud may be worn in each ear, in the lower ear lobe. (Sleepers, or earrings, are not allowed.)

BOYS UNIFORM YEARS 7 - 11

- OUTDOOR Overcoat - totally plain, navy blue or black preferably waterproof. Coat must be at least three-quarter length and longer than the jacket. No suede or fur or leather is allowed.
- Scarf - Trinity School Scarf (for Years 7 -9)
navy blue/black scarves may be worn in Years 10 & 11.
- Shoes - plain black school-type shoes, low heeled, no trainer like shoes or “Kicker” boots, no coloured laces.
- INDOOR Blazer - Regulation dark navy blue with Trinity School Badge
- Shirt - PLAIN white, regulation shirt must be tucked into trousers.
- Tie - Trinity School Tie from school suppliers.
- Socks - PLAIN grey, navy blue or black socks.
- Trousers - PLAIN CHARCOAL GREY school type, no ‘fashion’ trousers, no jean type.
- Pullover - PLAIN navy blue, v-neck, NO MOTIF
- P.E. Navy blue polo shirt (School suppliers only)
Navy shorts (School suppliers only)
Football socks (School suppliers only)
Rugby shirt (School suppliers only)
White PE socks
Predominately white trainers
Football boots, rubber studs
- Navy tracksuit bottoms (School suppliers) optional
Navy thermal leggings and top (School suppliers) optional

SCIENCE - Lab coat – white (School Suppliers only)

There is an apron required for Food Technology, which can be purchased from the HE Department.

Bags - we have a standard school bag which Year 7 parents must purchase through our School Outfitters. Neither plastic or string bags are allowed. **THIS YEAR THE YEAR 7 BAG MUST BE BLACK**

Hair should be kept neat and tidy, with no extremes of fashion. Hair must be worn above the collar, shaved heads are not allowed, and neither is dyed or tinted hair. Under no circumstances are boys to wear ear-rings.

OTHER MATTERS RELATING TO BOYS AND GIRLS UNIFORM YEARS 7 - 11

Please note:- our School uniform/appearance code is also inclusive of hairstyles. With regard to this, we are concerned with promoting a general appearance amongst the student body that is conducive to the aims and objectives of our School. We are aware that extremes of style can often have connotations with groups beyond School, whose attitudes and opinions can have an adverse impact on the ethos of School life. We are also concerned with ensuring that personal appearances do not become one of competition between pupils, which can become a source of unwanted peer pressure to both the pupils themselves, and their parents. Young people of School age are often insecure about their personal appearance, and are therefore more likely to be swayed to conform with the appearance of groups to whom they aspire to be associated with. In addition our regulations relating to hair styles are also concerned with promoting safety, which can be compromised in physically active, and practical learning situations.

Our School does not allow students to wear jewellery, as this can compromise safety in physically active lessons, and can result in a pupil being more vulnerable to acts of bullying, and/or street robbery by other young people. Pupils can often misplace/lose items of jewellery, and trying to recover property can be very disruptive to the efficient and effective running of our School.

SCHOOL OUTFITTERS

FOREST CASUAL WEAR

144 High Road
Loughton, Essex

Tel: 020 8508 2848

CAROLINA OUTFITTERS

708 Chigwell Road
Woodford Bridge, Essex

Tel: 020 8504 6420

www.carolinaschooloutfitters.co.uk

Email: carolinaschooloutfitters@outlook.com

www.forestcasualwear.co.uk

http://www.forestcasualwear.co.uk/acatalog/Trinity_High_School.html

SIXTH FORM CODE OF DRESS

LADIES

Plain dark suit or dark jacket/blazer with dark trousers or skirt suitable for business attire. Skirt must cover the knee. Worn with a smart shirt/blouse, with collar and short or long sleeves.

Sleeveless blouses are not allowed.

Black cardigan or black jumper. Jumpers must be V-neck or crew neck.

Polo necks are not allowed.

Black, low heeled shoes.

Boots, trainers/plimsolls or other type of footwear are not allowed.

Tights (grey, navy, black, tan).

Outdoor coat (optional). Coats, should be dark in colour, practical and suitable for school use.

Denim, leather, suede or fur/fake fur and logos are not allowed.

Small stud earrings only are allowed.

Eye-brow/nose/other face studs and rings are not allowed.

GENTLEMEN

Plain dark suit or dark jacket/blazer with dark trousers suitable for business attire. Worn with a smart shirt and tie.

Black cardigan or black jumper. Jumpers must be V-neck or crew neck.

Polo necks are not allowed.

Dark shoes.

Boots, trainers/plimsolls or other type of footwear are not allowed.

Outdoor coat (optional). Coats, should be dark in colour, practical and suitable for school use.

Denim, leather, suede or fur/fake fur and logos are not allowed.

Small stud earrings only are allowed.

Eye-brow/nose/other face studs and rings are not allowed.

All other decisions regarding the suitability of students' dress (or other aspects of appearance, for example jewellery, hairstyle, make up and so on) may be made at the discretion of the Headmaster or the Director of Sixth Form.

Religious Dress and Symbols

Trinity Catholic High School is a Catholic school, and therefore the expression of affiliation to faith groups within our School community is permitted e.g. Tauist crosses. For expression of religious beliefs beyond this, individual applications must be made for due consideration.

Responsibilities

It is the Headmaster's responsibility to ensure that the Governing Body's policy is implemented and maintained. The Headmaster will also determine any questions of compliance with the code.

The Headmaster may delegate particular responsibilities concerning School uniform to members of staff. The Headmaster will determine which staff may impose sanctions for non-compliance with School uniform.

It is the duty of all staff to uphold the uniform standard and to report any non-compliance to the Headmaster, via Year Leaders, and Directors of Site.

Sanctions

The following sanctions may be applied for non-compliance with School uniform. Please note:- our Uniform/Appearance Policy is always clearly communicated to pupils/students, as a result any deliberate breach of regulations will result in formal sanctions which are as follows:-

- First offence – detention either lunchtime or evening, depending upon the degree of non-compliance.
- For subsequent offences a range of sanctions may be imposed which will include: – contact with parents as appropriate, inclusion in our School Hermitage Unit for persistence disobedience, and ultimately the sanction of exclusion, for persistent and deliberate non-compliance.

Complaints

The School's Complaints Policy will be followed. A copy can be obtained from the Clerk to the Governing Body at the School.

Any complaints about School uniform must be made in the first instance to the Headmaster. If the complaint is not satisfactorily resolved the complaint should be brought to the attention of the Governing Body through the Clerk to the Governing Body. The Governing Body's decision will be final.

Monitoring and Review

The Headmaster will report to the Governing Body at least once per year on the working of the policy, and will include in the report the number of cases of non-compliance during the previous period, and the action taken.

HOME-SCHOOL AGREEMENT

Our School Mission Statement:

The community of Trinity Catholic High School at all times and in all that it does, attempts to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

We believe that parents are the first and foremost educators of their children and that we are called to support them in their God given task. Each child in our School is valued and encouraged to achieve human wholeness – spiritually, morally, emotionally and academically in a happy, secure Christian environment.

We will always do our best to provide the best possible education for every child

Dr P C Doherty OBE, Headteacher
(For and on behalf of the Governing Body)

SCHOOL'S EDUCATIONAL RESPONSIBILITIES:-

We acknowledge our responsibility to support parents in their task of nurturing their children towards human wholeness within a Christian community.

Therefore we will:-

- Provide a friendly welcome to your child and a secure stimulating, Christian environment in which to learn;
- Ensure that your child is valued for who he/she is and helped to make good progress in their spiritual, moral, emotional and academic development;
- Treat your child with the dignity and respect they require, encouraging them to full human wholeness;
- Demonstrate our faith and our School's foundation in the teachings of Jesus Christ, by what we teach and the way we live and worship in our School;
- Do our utmost to provide the best possible education we can for your child and enthusiastic teaching rooted in our beliefs, our values and our skills;
- Provide you with information about your child's progress and provide you with opportunities to talk to teachers;
- Keep you well informed about School policies and activities through regular letters and newsletters;
- Set, mark and monitor homework suitable to your child's needs'
- Contact you if there is a problem with your child's attendance or punctuality;
- Inform you of any concern regarding your child's behaviour, work or health;
- Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do.

Mrs M Bishop, Chairperson
(For and on behalf of the Governing Body)

PARENTAL RESPONSIBILITIES:-

We acknowledge that we as parents are the primary educators of our children and have an irreplaceable role to play in supporting our children's learning at School.

Therefore I will:-

- Ensure that my child attends School regularly, on time and suitably equipped;
- Inform the School of any concerns or problems that might affect my child's work or behaviour;
- Support the Christian values of the School community;
- Give my child opportunities for home learning and support homework from School;
- Support the School's Behavioural Policy (see the School's website);
- Attend parents evenings and discussions about my child's progress;
- Encourage my child to be enthusiastic about learning and to enjoy School;
- Encourage my child to show kindness and consideration to others;
- Talk to my child about their experiences in School and encourage them to do their best;
- Attempt to support the Catholic community and the School Governors in their responsibilities for maintaining the School buildings in good repair.

Signed _____
(Parent/Guardian)

PUPIL RESPONSIBILITIES (Key Stage 2 onwards)

I acknowledge the different and unique talents which God has given me and my responsibility to use them wisely.

Therefore I will

- Attend School regularly and on time;
- Wear the School uniform and bring all the equipment I need every day;
- Take care of all School equipment and help keep our School free from litter;
- Learn something new each lesson and always do my best;
- Share my feelings honestly and politely and show consideration for others in School;
- Behave sensibly so we can be happy and safe as we learn;
- Try to think for myself and take responsibility for my actions;
- Observe all School rules and treat everyone with the respect they deserve;

Signed _____
(Pupil)

PARENTAL DECLARATION

I/We have read Trinity Catholic High School's Home-School Agreement.

I/We note and understand the aims and values it has as a Catholic School and the educational opportunities it will provide for my/our child within a Christian context.

I/We acknowledge the type of support outlined in the "Parental Responsibilities" Statement that will be necessary to ensure my/our child is helped towards reaching their full potential.

I/We acknowledge what the School expects from all pupils.

Signed _____ Parent/Guardian

Of _____ Pupil

_____ Pupil (if appropriate)

Date _____

SCHOOL RULES & PROCEDURES APPERTAINING TO BOTH SITES

1. INTRODUCTION

Our school is a Christian community which we are all part of and have a duty to care for. Each one of us has a responsibility for making our individual contribution towards creating and sustaining a happy, pleasant and harmonious school. The following rules and procedures have been designed to help to make our school a safe, orderly and happy working community. They assist pupils by developing self-discipline so that at all times pupils strive to behave in a safe, sensible, courteous, constructive and Christian manner.

2. RELATIONSHIPS

Pupils must treat each other, visitors and staff at all times with courtesy. Pupils should address staff by their name, or by 'Miss'/'Sir', and stand when a member of staff or visitors enters a room.

The teachers and members of staff at Trinity Catholic High School (Science and Sports College) are dedicated public servants. They will show you respect - we expect the same to be returned. The harassment, or attempted intimidation of a teacher, or any member of School staff, as well as disobedience to their requests will not be tolerated: such actions will lead to permanent exclusion.

A pupil may not hurt another pupil by word, action or gesture. 'Play fighting' and hurtful 'jokes' are forbidden. The bullying of another pupil by word or deed, by an individual or group is strictly forbidden and will always be regarded as most serious misconduct. Bullying can be described as deliberately hurtful behaviour that is repeated over a period of time, and is difficult for the person being bullied to stop. It is important to note that bullying also includes:- the taking of, or deliberate damage to somebody's property, cyber-bullying through the use of defamatory or intimidating messages or images via any form of communication technology in particular social networking sites or any other messaging service, either inside, or outside of School, the harassment of another pupil or person in relation to their age, race, religious belief, special educational needs or disabilities, sexual orientation, gender, gender reassignment, pregnancy/maternity and marriage/civil partnership. If at any time you feel that you are being bullied it is important that you tell someone, so that we can listen to your concerns and take action to ensure that the bullying stops. We understand that telling can be difficult however the following advice should help. You can talk to:- (a) your parents and ask them to contact the school, (b) your Form Tutor or Head of Year, (c) the Director of Site, (d) the Headmaster. You may also use our confidential e-mail address bullyingconcerns.trinity@lgfl.net. You will also have the opportunity to complete a confidential bullying questionnaire. This will allow you to raise any concerns that you may have, or allow you to show responsibility for others, by raising your concern with regard to the bullying of another pupil. Once you have raised an issue relating to bullying we will monitor the situation very closely on a daily basis (if required) for a long period of time if necessary to ensure that the bullying has completely stopped.

Anybody who engages in bullying will face a range of sanctions up to and including permanent exclusion. Students must also realise that aggression of any kind cannot be tolerated. Violence towards another pupil, or the carrying, or use of weapons, or instruments as weapons will lead to permanent exclusion. Please note that laser pens are not permitted in school as their inappropriate use can cause injury to others and may therefore be regarded in such context as a weapon.

Our School takes very seriously anything which may have an impact on School life. Accordingly, any social networking by a Trinity pupil, whatever their age or status in the School, which has a negative impact on this School, it's community, it's vision or ethos or any individual connected to our community, will face permanent exclusion and police intervention.

Religious worship

We are a Catholic community and pupils must therefore show the utmost respect for the prayer life of our school, and in particular behave in an appropriate manner during assemblies, prayer, and school Masses. Any misconduct in relation to such services will be regarded as most serious.

Bearing false witness.

Students must always be careful not to bear false witness against another pupil, or member of staff, or to misrepresent an incident or information. Bearing false witness always leads to a breakdown in trust, and therefore should not happen and will not be tolerated.

3. PUNCTUALITY AND ATTENDANCE

Excellent punctuality and attendance is required if you are to achieve your full potential at school. You must therefore arrive in school not later than 8.50 in the morning when the bell goes for pupils to move into registration. If you arrive later, you must sign the 'Late Book' where your late arrival, and the reason, will be recorded. When the bell goes, but not before, pupils must move immediately and quietly to registration or lessons.

If you are absent from School, your parents must contact the school on the first day of absence and on each subsequent day of non-attendance by telephoning 020 8504 8946 and leaving a message on the Absence Line or email our Attendance Officer on: Mary_France@fc.tchs.uk.net. On your return, you must bring, from your parents, a dated and signed letter giving the exact date(s) of absence and the particular reason for absence. Note that family holidays **must** not be taken during term-time. If a parent feels that there are **exceptional** circumstances for leave, an email/letter must be sent to Dr Doherty's PA, Mrs Sally Parry (email: Sally_Parry@fc.tchs.uk.net).

It is recommended that all medical appointments are arranged outside of School hours.

However, in exceptional circumstances, where appointments occur during the School day, we require that written permission is sought in advance, and that arrangements are made for pupils to be collected from the appropriate School office. Please note pupils in Year 7 to 11 must be collected by their parents in the event of an early departure for Medicals etc. We also require sight of an appointment card/letter.

Except for timetabled lesson, no pupil may leave his or her respective site without the express permission of the Head of Year or Director of Site. If for any reason you need to leave the school early, or during the day, you must bring a signed and dated letter from your parents, obtain the Head of Year's counter-signature on this and bring it to the school office when signing out. If you return the same day you must first report to the office.

Pupils should note that we have systems for checking absences, and for attendance to all lessons. Truancy will always be regarded as serious misconduct, as actions of this nature not only disrupt your education, but also place your safety at risk.

Fixed Penalty Notices – The School has adopted the London Borough of Redbridge Attendance Policy. Students not in registration at 8.55am on 7 occasions or more per half term and those taking Leave of Absence without permission will receive a Fixed Penalty Notice Fine issued by the London Borough of Redbridge.

4. LESSONS

All specific classrooms and subject rules and a teacher's instructions must be followed. Pupils must not disrupt the learning of other pupils.

Pupils must bring whatever is needed for the particular lesson, plus a Bible (KS3), a dictionary and a reading book. You should not ask to borrow something from a fellow pupil; this disturbs the lesson.

All work must be dated and titled and the appropriate designation (H/S or C/W) entered in the left hand margin.

5. HOME STUDY

Home study set by the teacher must be done and must be handed in as arranged by the teacher. Pupils should always try their best but when they do have a problem with the homestudy the teacher must be informed prior to the following lesson in that subject.

Home study should be done as soon as possible, preferably on the evening of the day it has been set, so that instructions are not forgotten and work doesn't pile up. When possible do extension work, revision or reading. Make good use of Library facilities.

It is essential to organise yourself for the following day, checking that your bag contains all the books, equipment and special clothing you need for the next day's work.

6. THE JOURNAL

The Journal provides daily communication between pupil, school and parents and is signed each week by parents and Form teachers.

Pupils must have their Journal with them at all times. They must keep it up to date with lesson and homework timetables, emergency information, recording of Discipleship totals, recording of lateness and absences etc. Journal Slip information must be subsequently entered in the Journal.

Your Journal must be kept in good condition with a cover. There must be no evidence of graffiti. The condition of your Journal and your use of it will be checked on a regular basis.

7. UNIFORM

In the world of work employers have the right to tell employees how to dress. It is therefore appropriate that your education prepares you for such expectations. Pupils must therefore wear the full and correct uniform to and from school, on school journeys, when representing the school and in school (appropriate to the lesson, as decided by the teacher). Uniform and other property should be clearly marked with the pupil's name.

Note that 'uniform' includes footwear, jewellery, make-up and haircuts, as well as clothing.

Shoes should be plain black leather in accordance with the Uniform Policy of our school (see Uniform page). Trainers may only be worn at break-time in the playground and may not be worn to or from school, or when commuting between site. Make-up is not allowed nor is jewellery except ear studs for girls, which must be worn in the lower ear lobe, with a limit of one stud per ear. Girls should have long hair fastened back. Boys should not have long or very short hair. Dyed, tinted or lined hair is not allowed. In these matters the school is concerned with hygiene, safety and a 'professional' working appearance appropriate to the school's ethos.

A letter from parents to the Head of Year must explain any departure from the regulations in matters of uniform, hairstyles etc. If in doubt in any of these matters, parents should check with the Head of Year or official school supplier as appropriate. (See the Uniform list.).

8. PROPERTY

No large sums of money should be brought to school (unless money is being paid to the school). All money and other items must be kept with the pupil at all times and must not be left in coats or bags. Electronic games must not be brought to school (Personal stereos/ipods/mobile phones are **only** permitted for Upper Site students) and mobile phones must be insured. Pupils with mobile phones / ipods (Years 10 – 14) must have them switched off during lesson time or they will be confiscated and only returned the following working day at 3.45pm. An administrative fee of £1 for security envelopes will be charged. Pupils are strongly advised not to bring in these items on days when they have PE or Public Exams. On all occasions these items are brought in on the pupils' own risk and the School cannot take responsibility or liability. Uniform and other items should not be left at school overnight or at the end of term.

Any loss should be reported to the appropriate office. If handed in, items are returned to the pupil concerned, where possible; otherwise they are kept for several days in the office, then put into storage, except for P.E. kit which is left for a term in the appropriate changing room.

Anything found must be handed in to the office. Unclaimed items may be disposed of. Prior to P.E. lessons pupils must hand in valuable items for safekeeping in accordance with the department's procedures.

9. TRAVELLING TO AND FROM SCHOOL AND ON SCHOOL JOURNEYS

Every pupil is expected to travel to and from school, on school journeys and whenever representing the school, in a safe, sensible and courteous manner which brings credit to the pupil, his or her family and the school. Pupils must queue sensibly for buses and not go onto the road or climb safety barriers. Pupils must follow the instructions of staff on Bus duty. Pupils should not linger on journeys to and from school.

Pupils must not congregate in any area around the crossroads adjacent to the "Castle", nor linger on the cricket green nearby.

When crossing roads, pupils must use subways or pedestrian crossings. This is very important when crossing the High Road opposite the school. When crossing Sydney Road, pupils should cross opposite the pupil entrance. Pupils should never cross or enter any part of the Staff car

parks. Parents will be asked to make alternative travel arrangements for any pupil who fails to travel to or from school, or to queue for public transport, in a safe and courteous manner. A written request from parents is required for a pupil to cycle to school, and the pupil must have completed a Cycle training Course. In addition, pupils must always wear a cycle helmet when commuting to and from School and have planned and follow the safest route in consultation with their parents.

If you are ever approached to or from school, or whilst travelling between Sites, by a stranger, pedestrian or motorist, you must ignore them and move on quickly. Any incident of this nature must be reported immediately to the school. If you are at all concerned you should return to your nearest school office where you will receive assistance for your journey home. In general if you have any difficulties in obtaining public transport at the end of the day or if you have lost your Oyster Card please return to your site office and seek help from a member of staff. If you notice anything suspicious or if anything disturbing happens you must report it immediately to the relevant Director of Site.

CODE OF CONDUCT ON BUSES/ PUBLIC TRANSPORT

1. You are never to try and board a bus until it has stopped.
2. You are never to try and force the door open by pushing the external emergency buttons.
3. Never run in front, or behind, a stationary bus.
4. Queue, as directed by staff, in an orderly way: there must be no shoving or pushing.
5. Conduct on the bus must be exemplary; no shouting, fighting or smoking.
6. Be courteous to other passengers and, above all, to the driver.
7. Respect, at all times, the property of the Bus Company.
8. Use the underpass to cross Woodford High Road.

Mini bus:- You must always wear your seat belt and observe good conduct whilst travelling in our school mini bus. Students are forbidden to climb into the driver's seat or interfere in any way with the working of the mini bus.

10. TRAVELLING BETWEEN SITES (COMMUTING)

Pupils travelling between sites must use the High Road/Mornington Road route. On no account must either Friary Lane or the Sunset Avenue/Oak Lane routes be used. Pupils must always travel between Sites in a safe, brisk and courteous manner, walking on the pavement and not on the roadway. In Mornington Road you must stay on the Upper Site side of the road and not cross over. Running, playing and shouting is forbidden. Pupils travelling between Sites must not visit any shops; or ice cream vans. Eating and drinking between Sites is forbidden. You must never climb fences or gates. You must use official entrances.

When moving between Sites, pupils must not travel alone. If you are detained or left behind for any reason you must report to the School Office so that commuting arrangements can be made. Pupils commuting for a Period 2 or 4 must leave their appropriate site at the beginning of break. Pupils commuting for a Period 3 lesson must leave at 12.40 p.m. Pupils who have commuted for lessons involving periods 2 and 3 must spend lunch on that site and not return to their own site for lunch, without permission of their Year Head.

Lower Site 'Birthday pupils' whose names appear on the daily Student Bulletin, must report to the Lower Site office at 9.05; then go together straight to the Upper Site, where they report to the Upper Site Office.

11. AREAS OUT OF BOUNDS

Lower Site: Except for lessons: all classrooms and music practice rooms. At all times the following areas are out of bounds: the pond, the Pond Area and the Padua Centre; the area between the gymnasium and the Friary wall; except when moving between Sites, the pathway area between the High Road pupil entrance gate and Room 29 and the Staff Car Park. **Upper Site** Except for lesson times: all classrooms, drama suite and sports hall (unless supervised), the area between the back of the sports hall and No. 12 Mornington Road, the staff parking area, bin store, rear of Sixth Form Block, orchard behind Monteluce House, back and side area of Art Block and all carparks. **General** (Years 7 - 11). All shops at Woodford Green (during school hours). At all times - Friary Lane, Golf Course, adjacent woods, Sunset Avenue, Oak Lane, bottom part of Sydney Road. Pupils must only use designated pupils' entrances/exits to the school.

12. OTHER HEALTH AND SAFETY MATTERS

Sick or injured pupils must report to the office. If appropriate the secretary will contact the parents. If you have a particular medical problem, the school must be informed by your parents in writing.

Pupils should have a meal at lunchtime. All food and drink must be consumed in the dining hall. No flask or glass container may be brought to school. Litter must be put in the bins provided. It is absolutely forbidden to bring to school any of the following:- cigarettes, matches/lighters, any illegal substances or to engage in the misuse of legal substances or prescription medication, any weapon or dangerous implement; any toy weapon, laser pen, chewing gum, correction fluid, any aerosol spray (since these can cause asthma attacks). Students who bring to school weapons, illegal substances or engage in the misuse of illegal, or legal substances, or prescription medication, or commit acts of violence **will face permanent exclusion.**

All specific classroom Health and Safety Rules must be followed. Fire Alarms or equipment, for emergency use only, must not normally be touched. Fire drill regulations and procedures must be followed.

Bags must not be left on staircases, stairwells, in corridors or in doorways but must be left in a safe and appropriate place where it does not result in a trip hazard to others.

Pupils must not run anywhere inside the buildings: pupils must walk on the right in corridors and on staircases.

The throwing of items to other pupils across classrooms or in the playground in particular coins is most strictly forbidden.

During wet weather pupils may quietly and sensibly recreate in corridor or the annexe (Lower Site), dining hall (Upper Site).

At break-times, tennis/skill balls may only be used in the designated areas. Chasing games in and around the School buildings, are forbidden.

Visitors may not be invited into the school site without the permission of the Director of Site. All visitors must sign in at the office.

The telephone in the Lower Site reception area is for urgent or emergency use only.

Drugs:- You have read in the press and seen on television the dangers posed by drug pushers and those who sell illicit substances, and growing trend of misuse of prescription medicines and solvents. We have always worked at Trinity Catholic High School to be a drug free community and to make you aware of the dangers. Therefore any student who carries or tries to sell illicit substances, prescription medicines or solvents will face arrest as well as **Permanent Exclusion** by the Governors. **Indecent images: It is a criminal offence for any student to send or hold any indecent images of students via any form of technology e.g. the internet/mobile phones etc. Such activity can result in permanent exclusion.**

13. CARE OF EQUIPMENT, PROPERTY AND ENVIRONMENT

All school books, equipment and property must be treated carefully. School equipment may only be used with permission. All pupils have the responsibility for the good appearance of our school and must treat the facilities with respect and keep all areas litter free, using the bins provided.

Any loss or damage, accidental or otherwise, to school books, equipment or property belonging to other pupils or to staff, must be made good. Any deliberate damage, including graffiti, will be considered a most serious matter.

Under no circumstances should students have personal websites with any reference to Trinity, Trinity students or images of students. Any violation could lead to the full range of disciplinary sanctions, or the pursuance of Child Protection procedures.

14. SANCTIONS AND REWARDS

Our rules, and the way of living within our school community are supported by a system of rewards and sanctions.

Rewards.

These include:- Discipleship points for contributions to school life.

Head of Year awards. These recognise continued effort, and good work.

Nominations for weekly praise from Dr. Doherty. Your teachers will nominate a selection of pupils each week in recognition of effort and/or excellence in work, behaviour and contribution to our school community.

On a termly basis pupils are nominated by their teachers for Excellence & Effort Certificates. In addition pupils may also be nominated for a higher level Headmaster's Award.

Letters of praise and congratulation are also sent out throughout the year in recognition of:- sporting achievement, contribution to school life, attendance and punctuality, and mid-year/end of year reports.

Sanctions.

It is always hoped that sanctions will act as a deterrent, or when used will cause the pupil concerned to reflect carefully and to modify their future conduct.

Sanctions include the following:- verbal, or written reprimands, to remind pupils of our School rules and expectations. The recording of comments in pupils' Journals for incidents that require a more serious reprimand. The requirement of pupils to complete, or redraft work to a standard that is in accordance with their ability (These sanctions allow the School to respond to incidents of misconduct in a staged manner, allowing pupils the option to make a positive response at any one of the stages indicated.)

Our School also operates a system of lunchtime, and evening detentions. Lunchtime detentions may include a requirement to undertake some form of community service. These can be allocated by any teacher, or Head of Year. Our School also operates a system of evening detentions that may last up to 5.00pm, for which 24 hours notice will be given. Property may also be confiscated for disciplinary purposes in accordance with our School's Policy. It is hoped that pupils concerned will make a positive response at this stage. However, if this is not the case, the School has a system of sanctions that include:- the withdrawal of pupils from lessons, the inclusion of pupils in our School's Hermitage/Cloisters/Ovid provision, the withholding of participation in education visits, the inclusion of pupils at 'Saturday School'. The sanctions of lunchtime, fixed term, and permanent exclusion can also be imposed, as can the transfer of a pupil for a fixed period of time to one of our partner Schools. Our rules and procedures indicate where the sanction of exclusion is applicable.

15. ADDITIONAL INFORMATION:-

Library

Each pupil is automatically a member of the School Library. Students may use the library at designated times during the school day: Lower Site students commuting between sites are allowed access to the Upper Site library for study purposes. Silence and good order must be maintained. Each pupil is responsible for his/her tickets and any book borrowed.

Each pupil must make good any damage or loss to school/library books.

Lost Property

The school will always do its best to help pupils retrieve missing uniform or other items but the school cannot accept responsibility for loss or damage to such items (including musical instruments, mobile phones or other items of electronic property) and parents are advised to ensure that they have appropriate insurance cover.

16. MEDICINES:-

Pupils must not self-administer or carry with them prescription or non-prescription medication, as incorrect use could be harmful to the pupil, or to another pupil into whose hands the medication might fall.

Pupils who require medication in school should ask their parents to contact the school office in the first instance with the exception of asthma medication which may be carried by pupils for the treatment of this condition.

17. READING MATERIAL:-

Pupils are required to have a suitable reading book in school at all times. However teenage magazines are forbidden as are all other types of unsuitable reading material. The school's decision as to what represents suitable reading material is final.