

St. Anthony's Girls' Catholic Academy



Information for Parents/Carers of Year 7 Students

What does the word 'transition' mean?



A transition is a time in your life when something changes. For you it is a change of school.

Some of us might find change exciting; some might find it nerve-wracking; some might feel a bit of both!

We understand this at St Anthony's and all our staff are here to help you settle in.



St. Anthony's Girls'
Catholic Academy
A Mercy Academy committed to excellence

Key Dates:

Transition Days - Tuesday 30th June - Thursday 2nd July

Meet your peers and form tutor, experience some taster lessons with our staff and start getting to know life at St Anthony's.

First day of school is Wednesday 2nd September.

This will be their Y7 Induction Day. They will be with their form class and form tutor, receive their planner and personalised timetable and complete some transition activities to get to know each other.

Welcome Mass and Meet the Tutor - Thursday 24th September (2.30pm)

Timings to be confirmed in early September - opportunity for parent/carers to celebrate the start of secondary school with a Welcome Mass followed by opportunity to meet your child's form tutor.

Youth Ministry Team visit in school - Tuesday 22nd September (students only in-school event)

In-school event to celebrate what it means to live out the Catholic values.

Daily Routine



The Academy day begins at 8.30am when girls will line up in the Year 7 yard to go to their first lesson. If they arrive before this time they can go to the dining hall for breakfast or wait on the Y7 yard area. The Academy opens at 8am.

Form time - 8.30am - 8.50am

Period 1: 8.50am - 9.45am

Period 2: 9.45am - 10.40am

Break: 10.40am - 11.00am

Form time/Assembly: 11.00am-11.30am

During this time the form tutor will:

- Lead morning prayers
- Check uniform is correct
- Participate in the Reading Canon
- Check the planner is being completed and is signed every week (planner checks are on Fridays)
- Tell pupils about anything that is happening in school that day/week using the Pupil Bulletin
- Assembly takes place at this time one day each week.

Period 3: 11.30am -12.25pm

Lunch: 12.25pm - 1.15pm.

Period 4: 1.15pm - 2.05pm

Period 5: 2.05pm -3.00pm

Equipment



The pupils are responsible for bringing in the correct equipment for lessons. It is also important that pupils know whether it is **week A** or **week B** as their timetable might be slightly different (this will be on their individual timetable that they receive on their first day). It is advisable that the pupils make a copy of their timetable in their planner. Highlighting any lesson changes in week A and B will make it easier for them too. Girls must be organised when it comes to having the correct P.E. kit. Pupils wear their PE kit all day on the days they have PE on their timetable, their blazer is still to be worn on these days. This is the only day they can wear PE kit. Spare kit is available if pupils do not have their kit on the correct day. If a pupil forgets an exercise book for a lesson, they should inform the subject teacher who will decide what action to take. Any sanctions given by teaching staff for wrong uniform, forgetting equipment or homework aim to develop the pupils' organisation skills and help make them more independent.

Equipment to bring every day:

- Pencil case (any colour, it doesn't have to be black or navy!)
- Black/blue/green pens, pencils, ruler, rubber, pencil sharpener

- Reading book
- Planner and timetable (they will receive these on their first day)
- Plain black/navy school bag
- PE (on days they have PE or a sports club)

Uniform



We are very proud of our school uniform and our love of navy has not changed since the school first opened in 1902!

Our main stockists are **Little Gems** (<https://theschooloutfit.co.uk/collections/st-anthonys-girls-catholic-academy>) for the school uniform and **Total Sports** (orders@totalsport.co.uk) for PE kit.

- Blazer - designated St. Anthony's blazer (navy with green braid and school crest).
- Jumper - designated St. Anthony's jumper (navy with green braid and school crest).
- Blouse - white, long sleeved, loose fitting, open necked blouse with revere collar.
- Skirt - navy designated St. Anthony's skirt (length: on the knee, just above the knee or below the knee).
- Tights - navy, plain, opaque tights.
- Trousers - navy, straight leg, full length
- Shoes - black, flat "school" shoes. N.B. no sandals, sling backs, heels, mules, trainers, canvas shoes etc. Black boots may be worn during severe winter weather.
- Scarf - designated St. Anthony's scarf or plain black/navy scarf.
- Coat - navy or black, no logos, worn over blazer.
- Head Wear - navy scarf or hijab available from The Uniform Shop in Sunderland
- PE Kit - with St Anthony's school crest is optional. PE kit is compulsory and available from Total Sport, Tel: 0191 5679043 Navy T-shirt, polo shirt Navy shorts Navy tracksuit bottoms Navy hooded top Navy socks Cross trainers. **See Transition Newsletter 3 for more detailed information.**
- N.B. leisure trainers, high tops and plimsols are not suitable. Trainers don't have to be navy or black!
- Gym bag
- Plain black/navy school bag/backpack. Big enough to carry everything!

Information regarding uniform can be found on the school website in Y6/7 Transition arrangements.

Your first day: common questions

WHAT TIME DO I ARRIVE?

- ✓ The school day starts at 8.30am. You must be in school before then to make sure that you are sitting in your form class at 8.30 am. School is open from 8am. If you are late, go to the top gate on Thornhill Terrace, press the buzzer on the black gate and go to reception to sign in.

WHAT IF I GET LOST?

Don't worry about getting lost, to be honest it is very likely that you will! There will always be a teacher or another pupil who is willing to help.

WHAT IF I'M NOT CATHOLIC?

Do not worry about not being Catholic or if you have a different faith. We ask that you either join in the prayers if you or simply be respectful as we worship.

WHAT IF I NEED TO CONTACT HOME DURING THE SCHOOL DAY?

This will probably be very rare - it may be because you have forgotten to bring your PE kit or you have forgotten dinner money for example. You must NEVER use your phone to contact home. If we discover you have done this there will be consequences. Whatever the issue is, always talk to your form tutor first as they will be able to solve the problem!

WHERE DO I GO WHEN I GET THERE?

There will be staff at the gates waiting for you to arrive on your first day. They will guide you to the Y7 yard.

AM I ALLOWED TO BRING A MOBILE PHONE?

Yes, pupils are allowed to bring their mobile phones but we recommend you only bring it if you really need to use it for travelling to and from school. It will be your responsibility to look after it - it must be switched off as soon as you enter the school gates and it cannot be used/looked at throughout the day. Any pupil found breaking this trust will have their phone confiscated, detention given or will be placed on report to monitor this behaviour. We are trusting pupils to be mature and responsible and do not like it when this trust is broken!

WHAT TIME DOES SCHOOL FINISH?

The school day ends at 3.00pm. We recommend you do not get collected by car on Thornhill Terrace as it is very busy. Arrange to meet someone nearby.

WHAT IF I FORGET SOMETHING?

Share any worries you have with your form tutor during form time (8.30 -8.50am or 11-11.30am) and they can solve the problem for you!

The Pupil Planner

Part of ensuring a happy and successful transition to secondary school is being organised and planning ahead. Our student planner has been designed to help them with these important skills. Used properly, it is a fantastic tool to help your child manage homework, monitor progress and record achievements. Regularly monitored by parents, the planner becomes a key source of information on deadlines and progress. It is also a useful way of communicating information between parents and form tutors so please check it regularly and sign it each week. It is a good idea for students to pack their bag the night before, using their planner as a reminder of what they will need for whatever lessons are on their timetable for the next day. Pupils should tick off any homework that has been completed. Planners must be signed weekly by parents/carers to check homework is being completed on time and to read praise/ comments by teachers. In Year 7 we want positive planners! Merits/ stickers/ stamps are put in the planner to praise good work, attitude and homework. The cost of the planner is £3 which will be payable using ParentPay in September. Students receive their planner on the first day in September

Homework



Homework is a vital part of learning and encourages children to think independently and use their initiative. Students will be set homework tasks every week by their subject teachers. When homework is set, the teacher will ask students to write the task and deadline in their planner. You can then monitor the work they have been set and help them to organise their time to complete it.

Students should try to get into the habit of doing their homework on the night it is set, rather than leaving it until the last minute. We believe that homework is important and expect students to complete all pieces of homework to a high standard and hand it in by the deadline set. If your child is regularly struggling to understand the tasks set for their homework their subject teacher will be happy to help them; all they have to do is ask. There is also the option of using the Learning Resource Centre before and after school, break times and lunch times, if they need access to books or computers. Our librarian is always happy to help.

Attendance



In order for our students to have the best possible chance to succeed and to be happy and settled at school, it is essential that we work together to ensure that attendance is excellent. A child who is absent from school one day each week misses an equivalent of two years of their school life, and being absent from school unnecessarily can affect motivation, confidence, enjoyment, and mean that students fall behind in their work.

If your child is sick and cannot attend school, please inform us on the first day of absence by phoning the school reception. If your child will be absent from school for longer than predicted, please phone the school to let the pastoral liaison manager (Mrs Kershaw) know. When pupils return to school after a period of absence the child must provide a note briefly explaining the absence to the form tutor. If no contact from home is made the child's attendance will be marked as unauthorized.

There are certain times of the academic year when full attendance is of paramount importance. Throughout the year your child will sit internal Key Assessments which are used by staff to track and monitor her progress. Your child will be given the dates and times for the tests by her individual subject teachers. Reading tests and MidYis tests will also take place throughout the month of September - the girls cannot revise for these and are nothing for them to worry about!

If there are issues which are affecting your child's attendance, please contact the academy.

Medical appointments

Please try to make routine medical/dental appointments outside of school hours wherever possible. In an emergency situation or for hospital appointments please send your child into school with a medical card/appointment letter at least 24 hours before the appointment. Please state what time your child will be collected from our main reception. Your child needs to obtain 2 signatures to be allowed to leave for an appointment (from tutor and Head of House or Assistant Head of House permission) and wait at reception until an adult collects them. Due to safeguarding we do not allow students in KS3 to leave for appointments on their own. Students will be given an official pass out which they need to carry with them. Pupils need to sign in at main reception when returning from their appointment. If there are a series of appointments try to ensure the day and time is varied to avoid missing the same lesson and falling behind with work and notify the Head of House of the appointment times. Every effort should be made to catch-up missed work.

Term time holidays

The academy term dates are provided in the Academy planner at the beginning of each year and on our school website. Parents/carers are expected to take family holidays during academy holiday periods only. From 1st September 2024 the DFE have amended the regulations surrounding holidays in term time, more information will be forwarded to you in relation to this in September. Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. These new amendments give no entitlement to parents to take their child on holiday during term time. Low cost travel or arrangements made by a family member or friends are not deemed to be exceptional circumstances.

Fixed Penalty Notices for irregular attendance at school

Important information for parents

1 OVERVIEW

Regular school attendance is vital for children to reach their full potential. If your child is absent for any reason, it is important that you communicate fully with the school. However new national guidance is to be implemented from September to manage irregular attendance at school.

Penalty notices are issued as an alternative to prosecution where parents have failed to ensure their child attends school regularly. They can be used in cases where absence has not been authorised by a head teacher and can be in respect of any unauthorised absence, irrespective of reason.

The notices are used to prevent the need for court action, for example, when support has not been engaged with or is not appropriate (for example, leave of absence during term time).

Changes from September 2024 are shown →

2 LEAVE

Head Teachers are unable to grant leave of absence during term time unless there are **exceptional circumstances**.

Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation **would not** constitute an exceptional circumstance.

3 ABSENCE

A Fixed Penalty Notice may be issued if there are **5 days / 10 sessions** of absence in a period of **10 school weeks** (where absence has not been authorised).

A notice may be issued where the 5-day level of consecutive absence has not been reached, for example, if there are several periods of leave.

4 AMOUNT

The first penalty notice is **£160** if paid within 28 days, reduced to **£80** if paid within 21 days.

A second penalty notice is **£160** to be paid within 28 days.

A third penalty notice cannot be issued.

Legal action may result (for example, prosecution).

5 FAQ'S

For further information please see Sunderland City Council website page on school attendance:

<https://www.sunderland.gov.uk/>

Or DfE Working together to improve school attendance document:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>



The Year 7 Curriculum: Pupils are taught in either mixed ability or in tiers and set classes.

Mixed Ability Classes: These classes are based upon the tutor group that a pupil is in. Some classes are taught as the tutor group whilst others will be a mixture of combined tutor groups.

The subjects taught in mixed ability classes are:

PE, ART, Technology, Food, PD (Personal Development), Music.

Tiers and Sets: Pupils are taught in academic groups:

- Combined SATs scores at Key Stage 2 in English and Mathematics.
- Key Stage 2 teacher assessments in English and Mathematics.
- Other relevant information passed on from Primary schools (Statements, Special Educational Needs, etc).

Within these tiers the pupils are placed into sets using the following data:

English

- Sets are based upon their Key Stage 2 English score, their teacher assessed performance at Key Stage 2 and any other relevant information from the Primary School.

Mathematics

- Sets are based upon their Key Stage 2 Mathematics score, their teacher assessed performance at Key Stage 2 and any other relevant information from the Primary School.

Geography, History, RE, Science, Spanish, French.

- Sets are based upon their Key Stage 2 combined English and Mathematics score, their teacher assessed performance at Key Stage 2 and any other relevant information from the Primary School.

PERSONAL DEVELOPMENT AT ST ANTHONY'S GIRLS' CATHOLIC ACADEMY



'The uniqueness of every pupil is celebrated and nurtured. Leaders have a steadfast commitment to developing every pupil as a valued member of this vibrant community. Pupils flourish as a result of the many opportunities they have to broaden their experiences and horizons. Pupils are rightly proud of the many ways that they contribute to both the school and wider community.'

-Ofsted, 2023.

OUR PERSONAL DEVELOPMENT CURRICULUM

Students take part in weekly Personal Development lessons where they learn how to keep themselves safe through modules on health and wellbeing, first aid, British Values, anti-social behaviour, staying safe online and self-esteem and wellbeing.

We invite external speakers and production companies into school to deliver important messages throughout the year.



STUDENT LEADERSHIP

We have a range of opportunities for students leadership, including:

- School council
- Peer mentors
- Transition 'buddies'
- Safe Space (our equality and diversity group)
- Empower (our women's rights group)
- Arts Award and Duke of Edinburgh Award
- Pupil Chaplaincy and John Paul II Award



CAREERS INFORMATION, EDUCATION, ADVICE AND GUIDANCE

Students receive CIEAG from Year 7. They reflect on their skills and attributes and create careers action plans based on these. They also learn about finance and the economy.

We welcome guests from employment, further and higher education to speak to students about opportunities and experiences to broaden their thinking.



ENRICHMENT OPPORTUNITIES

Our enrichment programme is rich and varied; there is something for everyone! We celebrate themed days and weeks throughout the year, including Show Racism the Red Card, International Women's Day, 'friendship week' and 'culture week'. There are several lunchtime and after-school clubs to take part in and we offer trips and visits all over the world!



Be as shining lights giving light to all around us

- Catherine McKelvie

Reviewing Pupil Progress

The performance of students in all subjects is continually reviewed. Should we think a pupil would benefit academically from being in a different set during the year we would look at making that decision at the end of a term in preparation for the start of the next term.

Any move would have to be made in consultation with all the subject teachers and would only take place should it be appropriate in all subjects. Parents will be informed in writing of any moves.

Starting points

The starting point on St Anthony's Ladder for a pupil is determined as follows:

English

- The Key Stage 2 English SATs score.

Mathematics

- The Key Stage 2 Mathematics SATs score.

Geography, History, RE, Science, French, Spanish

- The average Key Stage 2 English and Mathematics SATs scores.

Technology, Art, Music, PE, Food

- These skill-based subjects complete baseline skills assessments in the first three weeks of term. They are done through teacher assessment in lessons and pupils will not have been aware that this was happening.

Reporting to Parents

There are three opportunities to find out how your child is doing in Year 7:

1. Welcome Mass and Meet the Form Tutors - 24th September

This is your opportunity to celebrate the start of the new school year with a Welcome Mass and meet your child's tutor. This evening happens within a few weeks of starting the term and is an opportunity to ask questions around how she has settled into life at St Anthony's.

2. Parents' Evening (September/October)

You will then be invited to meet with your child's subject teachers to discuss her progress in all of her subjects in their first academic parents/carers evening.

3. Short Reports

These short data reports are issued 3 times a year in December, March and June to share key assessment results.

Should we need to communicate any issues in between these reports a member of your child's pastoral team would contact you directly.

Mrs Frame, SENCO



If your child has any additional needs, Mrs Frame our SENDCo will be a point of contact and will work with your child's subject teachers. Mrs Frame works with students and families to create the best support plan for your child which is reviewed throughout the academic year. There are several lunchtime clubs in place to support your child in her academic progress, as well as her social transition into St Anthony's. These sessions are supported by our team of Teaching Assistants.

- Reading club
- Maths club
- Buddy club
- Fun club
- Handwriting club

Catholic life

Our faith is a very important part of life at St Anthony's. We pray every morning and afternoon as a year group, in form class and during lessons. You will even learn to pray in French or Spanish! Every Friday we celebrate mass which every form class is invited to attend. We also have Chapel time when form classes are invited into the chapel to lead their own prayers. If you are not Catholic, you do not need to worry, you are welcome to learn the prayers over time and join in. If you have a faith we ask that you show respect during prayer time. Studying RE is also a core part of the curriculum from Y7-11. Your child is welcome to join the Pupil Chaplaincy Team, led by Ms Knox. They work together to plan and prepare workshops, worship ceremonies for event such as Holocaust Memorial Day and assemblies. It is a fantastic opportunity for all pupils to develop their leadership skills!

Here are two of the main prayers we use in our daily worship:

The Hail Mary

(In the name of the Father, and of the Son and of the Holy Spirit)

Hail Mary, Full of Grace, The Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now, and at the hour of death. Amen.

(In the name of the Father, and of the Son and of the Holy Spirit)

Our School prayer

(In the name of the Father, and of the Son and of the Holy Spirit)

Loving God,

Bless our school community here in St. Anthony's.

Let us follow in the footsteps of Catherine McAuley.

May we be inspired by her determination to educate, empower and serve the poor.

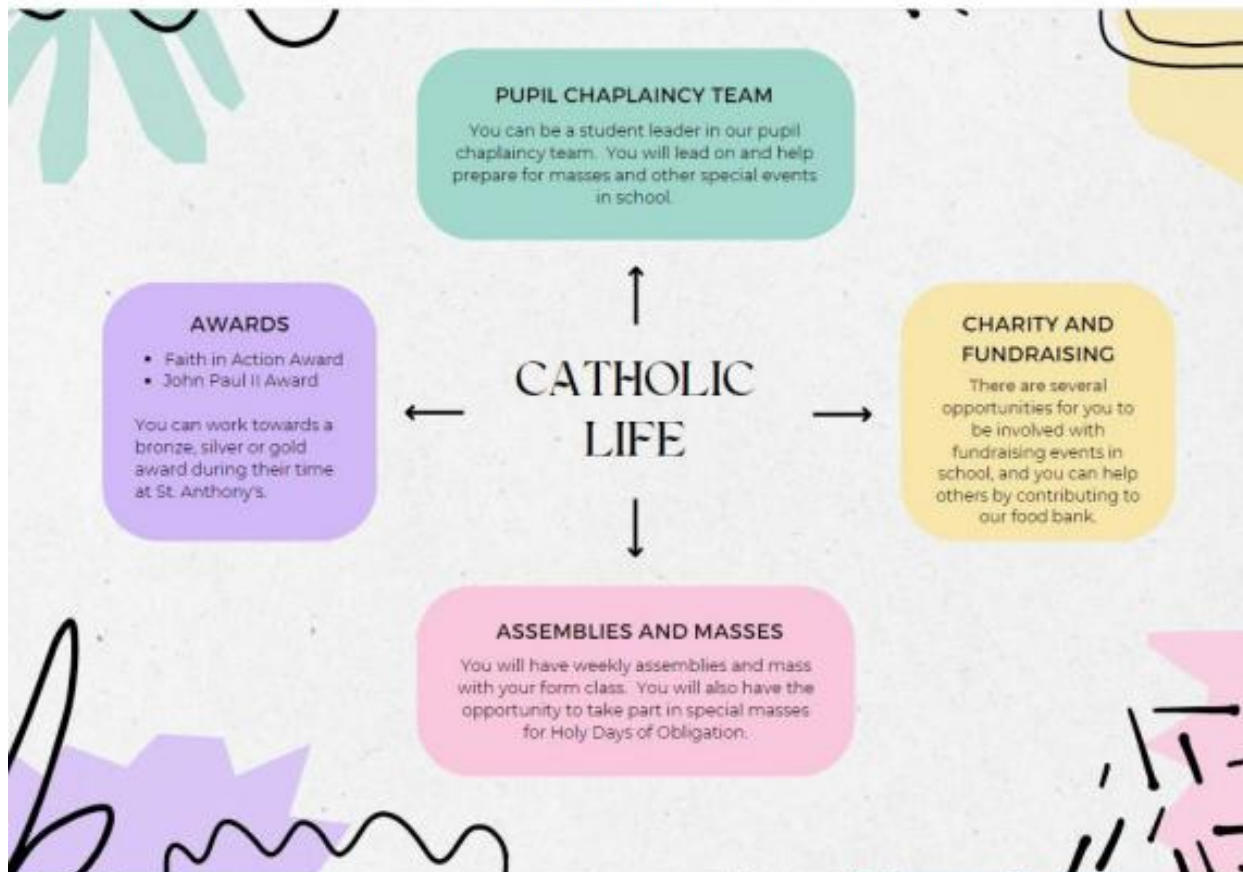
Let us work together to create a just world in the true spirit of our Mercy tradition and as she said: "...to resolve to be good today but better tomorrow."

We ask this through Christ our Lord.

Amen.

(In the name of the Father, and of the Son and of the Holy Spirit)

As a Catholic school, Christ is at the heart of everything we do. Students of any faith or none are encouraged and welcome to join in with the Catholic life of the school, and this can be done in many ways:



Literacy at St. Anthony's Girls' Catholic Academy -

Reading

At St Anthony's we recognise that reading, and particularly reading for pleasure, has a direct impact on pupils' performance, progression and confidence. It has been proven that pupils who read for 35 minutes a day perform on average 3 levels above those who do not read. Our aim is to develop each pupil's potential to the point where they are reading at or above their chronological age. We monitor this development in Key Stage 3 using the Accelerated Reader Programme. This programme allows us to monitor your child's reading levels and progress, offering an individualised reading programme. Your child will begin by taking a Star Reader test from which we can identify her reading age, reading levels and targets. Your child's reading progress, including her understanding of the texts she is reading, is monitored through the Accelerated Reader quizzes available on a variety of texts. We recommend both you and your child familiarise yourself with how this reading programme works, and there's an attached guide for you to do so.

We expect every pupil in Key Stage 3 to have a reading book in school as part of their equipment. Your child will be expected to read daily during registration time and in some lessons. She may bring in her own reading book or borrow a book from the library, however we do not take responsibility for any Kindles brought into school. Every KS3 form class also has a box of reading books that your child is welcome to use.

The English Department actively encourages pupils to read regularly and will be supporting the Accelerated Reader Programme alongside your child's form tutor. Staff will monitor your child's reading using the Accelerated Reader quiz data.

As a welcome gift to St. Anthony's all Year 7 pupils are given a free reading book as part of the Book Buzz initiative.

10 tips to support your child's reading:

1. Set a regular reading time into your child's day.
2. Encourage your child to switch off the electronic gadgets for 35 minutes to read.
3. Read with your child, discussing the book she is reading and encouraging a positive reading experience
4. Talk to your child about the books you are both reading.
5. Ask what books your child would like for birthday and Christmas presents.
6. Go to the library together - if your child is stuck for a new author, ask the librarian for guidance or look online at book reviews.
7. Encourage your child to read magazines, newspapers, or the sports guides. You can help with this by leaving suitable reading materials around the home.
8. Talk about what you are reading with your child.
9. Play audio books in the car. This will encourage reading for enjoyment.
10. Make use of e-books and e-book readers such as Kindles. You can access a lot of e-books for free.

Writing

Your child's writing skills, and the continued development of her spelling, punctuation and grammar skills (SPaG), are important for her progression. We aim to support this in all subjects, however as a parent or guardian you can also support this by:

1. Being positive and encouraging about her writing.
2. Encouraging your child to proof read her work and identify any SPaG mistakes to correct.
3. Letting your child see you write often. You are both a model and a teacher. If children never see adults write, they gain an impression that writing occurs only at school.
4. Being as helpful as you can in helping your child write. Talk through her ideas with her; help her discover what she wants to say.
5. Involving your child in writing for real experiences, for example, helping with grocery lists, adding notes at the end of parents' letters, sending holiday and birthday cards, writing down telephone messages, writing notes or emails to friends, helping plan trips by writing for information and writing notes.

Extra-Curricular activities at St Anthony's.

Becoming involved in extra-curricular activities is a great way for your child to immerse herself into the heart of the school and make new friends that she might not meet in her class and form groups. Joining a group could help your child develop talents that she already has or could even help her realise an interest that she has not yet explored. In addition to this, becoming involved in a club is a fantastic way to make sure your child has lots of exciting opportunities throughout her

time at the school. Here at St Anthony's, we have a variety of different clubs both at lunchtimes and after school. Just a small selection of the different clubs available for students at St Anthony's are listed below:

Badminton Club	Jewellery Making	Dancing
Chess Club	Mini Vinnies	Poetry Club
Ski Club	Duke of Edinburgh	Living Streets
Netball	Youth SVP	Junior Choir
Athletics Club	String Orchestra	Mandarin Club
MFL Film Club	Lego Club	Reading Club
Y7 Newbees Club		

Top Tip from one of our Y7 pupils!

"Going to different clubs was the best thing I did - it was an easy way to start talking to new people and it helped me make friends more easily. You can go to whichever ones you like and try something new!"

Music Department



Guys and Dolls 2019



School of Rock 2020



Orchestra concert performance



Junior Choir concert performance



Antonian Award winners for Music

Educational Visits at St Anthony's!

Like our lunchtime clubs, there are so many visits or longer trips on offer!

School trips are a great experience and are often part of pupils' best memories of secondary school. Here are some examples of where we have

ROME/ VATICAN CITY

travelled to!

PARIS

LONDON

NASA SPACE CENTRE, HOUSTON TEXAS!

WATER SPORTS TRIP - SPAIN/FRANCE

CINEMA

INDIA

SKI TRIP - USA, ITALY, AUSTRIA

DUKE OF EDINBURGH EXPEDITIONS

DERWENT HILL

BARCELONA



St. Anthony's Girls Catholic Academy
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St Anthony's Student Leadership Groups



Safe Space x Empower <i>Equality and Diversity group. Making our community inclusive.</i> 	School Council <i>Elected members of our community creating sustainable change in school.</i> 	Year 9 Transition Buddies <i>Students who will support our Year 6 to Year 7 students in their move to secondary school.</i> 	Mental Health Leadership Team <i>Students are trained to support and raise awareness of mental health.</i> 	STEM ambassadors <i>Science, Technology, Engineering and Maths focus, events and learning.</i> 	6th Form Ambassadors <i>Sixth Form students who represent our St Anthony's and Aidan's joint community.</i> 
Mercy Mentors <i>Year 8 students supporting those who may find secondary transition more challenging. Living our ethos.</i> 	Eco Committee <i>Focusing on our environment and protecting it for future generations and creating sustainable change.</i> 	Sports Leaders <i>Our sports leaders represent our school in various activities.</i> 	Pupil Chaplaincy <i>Pupil led worship. Students take a lead in Catholic life around St Anthony's.</i> 	CAFOD Young leaders <i>Sixth Form students raise money and awareness for CAFOD.</i> 	Music Leaders <i>Leading and supporting music and theatre in our school.</i> 

Behaviour

We expect all pupils to follow the rules and routines of the Academy to ensure that daily life is calm, organised and that classrooms are a positive environment to learn. We aim to try to help pupils to a sense of self-worth, self-discipline and co-operation so that they mature into responsible adults.

At St. Anthony's we celebrate success and excellent behaviour in the form of awards, positive phone calls/letters home and merit certificates. However, subject teachers and form tutors will need to impose sanctions for failure to comply with the school rules and routines e.g. comment in planner, a detention, early intervention report etc. More serious/ persistent issues will be referred to the Head of House or Assistant Head of House, which will lead to more significant sanctions, including monitoring report, detentions including SLT detention.

Form tutors can communicate with parents regarding behaviour through the planner, or when necessary via telephone/letter. School detentions can take place during the school lunch break or after school. Early intervention reports are designed to support students in areas where they are struggling i.e. behaviour, organisation, punctuality to class etc. If an early intervention report is showing no signs of improving the situation a student will then be referred to the Assistant Director and then onto the Deputy Director. We do hope that most issues can be effectively dealt with and resolved at form tutor level.

Free School Meals:

If you are a parent in receipt of any of the benefits listed below, your child is likely to be eligible for free school meals. It's quick and simple to apply online via the Sunderland Council Family Portal. If you aren't sure if you are eligible, please contact Together for Children on 0191 561 1417 or freeschoolmeals@togetherforchildren.org.uk and one of the team will try to help you.

Your child might be able to get free school meals if you receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If your child is eligible for and getting free school meals at any time before 31 March 2025, they'll remain eligible until this date.

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Please apply if you get any of these benefits - your child's school can also get extra funding if you do. Free school meals are only available to school aged children (Reception onwards).

If your child is eligible for and getting free school meals at any time before 31 March 2025, they'll remain eligible until this date.

Change in free school meal guidance for households with no recourse to public funds (NRPF)

The following groups may be entitled, subject to maximum income thresholds

- Zambrano carers
- Families who have no recourse to public funds with a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights
- Families receiving support under Section 17 of the Children Act 1989 who are also subject to a no recourse to public funds restriction
- A subset of failed asylum seekers supported under Section 4 of the Immigration and Asylum Act 1999
- Chen carers
- Families holding a BN(O) passport
- Spousal visa holders
- Work visa holders
- Student visa holders
- Those with no immigration status

The maximum income threshold differs based on the number of children that your family has.

Income thresholds

Annual household income thresholds for families able to work are:

£22,700 for families with 1 child

£26,300 for families with 2 or more children

Please contact the free School Meals team for a self-declaration form, which should be signed and submitted with evidence of earnings or financial support.

Communicating with Parents/Carers

It is essential we have up to date contact details for parents/carers for use in an emergency. **Two** named contacts are needed for our records. Please inform us if you change your telephone number, home address or email address. Letters and reports are sent by email. If you require letters or reports by post please inform your child's form tutor.

Communicating with staff

We have a number of ways of communication to ensure that your child's time in school is effectively supported.

School planner

Our initial form of communication is the use of the school planner. Please write in the 'Comments' section if you would like to speak to a member of staff. Your child could show this message to her form tutor or directly to the class teacher.

E-mail

If you would prefer to communicate using email, you can send an email to enquiries@staga.co.uk and this will be forwarded to the member of staff dealing with your concern/query.

Telephones

In an emergency you can also call the school and speak to the receptionist. Your message will be passed onto the relevant member of staff to return your call; our telephone number is 0191 5658904. Please be aware staff may be teaching throughout the school day and we endeavour to return all calls within 24 hours. This may not always be possible if staff are out at meetings or study visits.

Appointments

You can request an appointment with a member of staff if there are issues you would like to discuss face to face. Appointments can be arranged via email or phone.

Post

You can write to us at St Anthony's Girls' Catholic Academy, Thornhill Terrace, Sunderland SR2 7JN.

Website

There is also the opportunity to communicate with us via our website with a 'contact us' page, where you can complete your details and they will be referred to the appropriate staff member who will get back in touch with you.

Keeping in touch

Keep up to date with what is happening on our Academy website

www.st-anthonys-academy.com and @stanthsgirls on Instagram

You will find copies of all our policies available on the Academy's website.

Keeping Informed before September

We regularly add key transition information to our website to keep families informed on planning for September and communicate with the primary school staff.

We will be in touch through e-mails to parents/carers and through primary staff over the summer term.

All key information will on our website - Y6/7 Transition Arrangements

Top Tips from our Y7s...

Don't worry about getting lost, the school isn't as big as it first seems.
You will get used to it very quickly and everyone is willing to help!

Be confident to be yourself. Treat everyday as a new
opportunity to make friends.

Get to know the people that you sit next to and don't
be shy! It'll be great!

Get involved with as much as possible. There's
something for everyone!

Don't be afraid to ask for help about anything



St. Anthony's Girls
Catholic Academy
A Mercy Academy committed to excellence

MEETING NEW PEOPLE – TOP TIPS! 😊

Here are some top tips to help you when making new friends



GET OUT OF YOUR COMFORT ZONE!

Meeting new people can be scary, but don't assume people will come to you – get out of your comfort zone and start a conversation with someone new – the person sitting next to you in form time, next to you in the lunch queue, someone at a club.

HAVE SOME QUESTIONS READY!

When you meet a new person you know nothing about them so you have lots to ask them! Have a bank of questions in your head such as:

- What primary are you from?
- Do you have any pets?
- What hobbies are you into?
- What clubs are you going to join?

A conversation will start before you know it!



JOIN SOME CLUBS!

- Meet people with similar interests
- It is much easier to talk to a new person while you are doing an activity
- Invite a new friend to join a club with you – this could be an easy way to meet them again.



BRING A NOTEBOOK!

You may swap phone numbers or addresses with new people you meet. You know you can't use your mobile phone so bring a notebook to write it down!



REMEMBER THAT EVERYONE IS IN THE SAME BOAT



Some pupils come to St Anthony's with lots of people from their primary and some come with no one. Either way... we're all in the same boat! Everyone will meet new people everyday and may feel nervous or worried about making new friends. Don't worry alone about it – tell your family, your form tutor or Mrs McGann who can help you.

We look forward to welcoming you to the St Anthony's community!