



St Cecilia's

R. C. High School

Discover | Develop | Rejoice



Year 7 Handbook 2023 - 2024

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School Contact Information

School Address

St Cecilia's R. C. High School
Chapel Hill
Longridge
Preston
PR3 2XA

Telephone

01772 783074

Email address

info@st-cecilias.lancs.sch.uk

Website

www.st-cecilias.co.uk

Twitter

[@st-ceciliashigh](https://twitter.com/st-ceciliashigh)



Welcome to St Cecilia's

As parents we all want to do our best for our children. A good education in a Christian environment is an excellent foundation on which every child can build a happy and successful future.

St Cecilia's is a Roman Catholic High School with a real family atmosphere – we look after each other and there is nothing small about us when it comes to high standards and expectations. Pupil welfare and pupil achievement are at the heart of our school.

“Leaders and teachers have developed a vision for learning that threads through the whole school.”

Ofsted October 2019.

“St Cecilia's is an outstanding Catholic school.”

Section 48 of the Education Act 2005, March 2017.

Pupils at St Cecilia's are happy and content. We are here to recognise the good in every child and encourage each one to achieve to the optimum of their capabilities in terms of academic success. St Cecilia's is about much more than academic success and we recognise, encourage and praise all your children's achievements – success in practical skills, music, outdoor pursuits and sporting achievements. We never forget that pupils have other skills, talents and interests that are just as important to individuals.

“Pupils work hard. They want to achieve. Teachers have high expectations of their pupils.”

Ofsted October 2019.

St Cecilia's is a learning community which has a firm belief in the worth and importance of all children and is prepared to make a commitment to meeting the needs of each individual. Your child will be in safe hands and together with yourselves, we will ensure they grow as active, valuable members of society.

“The school has a clear understanding of the part it plays in the broader mission of the Church and is committed to developing the spiritual and prayer life of the pupils and staff as well as achieving excellent academic outcomes.”

Section 48 of the Education Act 2005, March 2017.

Helen Hall

Headteacher



The School Day

8:45am	Registration/Collective Worship
9:10am	Period 1
10:10am	Period 2
11:10am	BREAK
11:25am	Period 3
12:25pm	Period 4
1:25pm	LUNCH
2:15pm	Period 5
3:15pm	End of School Day



COLLECTIVE WORSHIP

Prayers are said at the beginning and end of the day and before lunch. Collective worship takes place every day in form groups and once a week as a year group in assembly. We hold a form mass each week, led by a local priest.

BREAK TIME

Break time is spent on the yard equipped with football pitches and basketball/netball courts, unless it is a wet break when a range of indoor facilities can be used.

SCHOOL OFFICE

Pupils will have to sign in and out at the school office if they arrive or leave school at any other times than school starting and finishing times.

TELEPHONE CALLS

There is no public telephone in school. The telephone in the office can be used by pupils in an emergency. Pupils must not use mobile phones in school.

SCHOOL NURSE

The School Nurse visits the school regularly.

MEDICATION

Medication will only be accepted with a completed Request for School to Administer Medication Form. All medication brought into school should be labelled and handed into the school office for safe keeping. Medicines should only be brought to school when essential: that is where it would be detrimental to a child's health if the medicine were not administered during the school day. School can only accept medicines that have been prescribed by a doctor, nurse or pharmacist.

Useful Information

CONTACTING SCHOOL

If you wish to contact school to discuss an issue, you should contact Form Tutors for pastoral issues and for curriculum issues, you should contact the classroom teacher. Please address your email to the appropriate staff at info@st-cecilias.lancs.sch.uk

SCHOOL HOLIDAYS

School holidays are displayed on the school website and sent to you via ParentMail. The Government has amended key legislation relating specifically to the authorisation of leave in term time which came into force on 1st September 2013. This decision has been made to encourage schools to take a firmer stance on unnecessary absence and to remind parents that there is no automatic entitlement to time off school for holidays or leave of absence in term time. As of 1st September 2013, Head Teachers cannot authorise leave of absence during term time unless they are satisfied that there are exceptional circumstances to warrant the granting of leave, e.g. family bereavement, weddings.

MEDICAL APPOINTMENTS

Medical appointments should be made outside of school hours, but in extreme cases (e.g. hospital specialists) a message via Edulink should be sent before the appointment.

ABSENT FROM SCHOOL

Please contact the school by 9:30am on each day of absence. If we do not hear from you, we may contact you, usually by text message. If we do not hear from you, then by law we have to note the absence as “unauthorised”.

CONTACT INFORMATION

It is important that you keep us updated with your contact numbers as children do become ill and have accidents in school. Please note that you will have to keep your mobile number and email address updated on your ParentMail account and also inform the school office.

UNFIT TO DO PE AND PROBLEMS WITH SCHOOL UNIFORM

If your child is not able to participate in their PE lesson, due to a medical reason or your child cannot conform to school uniform policy, please write a note to the Form Tutor/PE teacher. If your child comes to school not wearing their school shoes, we will provide them with a pair of black plimsols to wear during the school day.

CASHLESS SCHOOL

We are a “cashless school” in that all payments to school should be made through ParentMail. If you need to pay by cash there is a facility under ParentMail to pay via Pay Point.

Homework Club

Homework Club is open to all year groups after school from 3:05pm to 4:05pm. Your child can go to LRC (Learning Resource Centre) where a member of staff will supervise the club.

EduLink

EduLink is a parent, teacher and pupil app and our main way of communication. This app acts as an engagement and management solution which will support parents, staff and pupils in and out of the classroom. Parents will have access to up to date information, like timetables, monitoring reports, achievement and behaviour.

Parents are provided with a personal log in and username, enabling them to access their child's homework to monitor the quality and quantity being set, whether their child is completing and handing homework in on time, as well as providing support for their child through the online resources provided.

Home - School Communication

We also use a communication system called ParentMail to send out correspondence to you. This will be either text or email. You will also be able to pay for trips, books and school dinners on-line through ParentMail. You will be sent a registration email or text, when this is received, please register as soon as possible. Please note that if you change your contact details, you should amend it on ParentMail and also inform the school office.

Teachers may use EduLink to send communications to you regarding classroom and homework issues.

If you wish to contact school to discuss an issue, you should contact Form Tutors for pastoral issues and for curriculum issues, you should contact the classroom teacher.

Please address your email to the appropriate staff at info@st-cecilias.lancs.sch.uk



Lunchtime

At lunchtime, your child will be either be on first, second or third sitting—in rotation.

There is a selection of a main course, a dessert and a drink. Water is always available for free from the water fountain. If your child is on packed lunches they can eat in the hall and if they wish to buy a drink or dessert they should join the main queue as if they were buying a hot lunch.

We operate a pin pad cashless system for purchasing school dinners. Each pupil is issued with their own unique pin number to make purchases from the school canteen.

Payments are made on-line, via ParentMail. If you wish to pay by cash there is a facility under ParentMail to pay via Pay Point, this is done by adding a dinner top up amount to the shopping basket and then selecting to pay cash. A barcode will then be emailed to you and you can take this to a shop that has Pay Point. Dinner accounts should always be in credit.

The student will choose their school lunch items and use their pin number at the till; this displays their name, photo and account balance to the till operator, who then enters their food items. This deducts the total from their account and the transaction is complete.

You must keep your child's dinner account in credit.

After eating, your child can spend the rest of lunch outside or joining in on a sporting activity in the sports hall.

Your child is not allowed to go home or leave school at lunchtime, unless we have written permission from you.

Pupils entitled to a free meal will receive an allowance of £2.50 each day. This allowance automatically comes onto their account at 11.50am each day. If they wish to spend more than the allowance, additional money can be put on via ParentMail. If they do not use the allowance, it is deducted at the end of the day and the following day will start again whereas any additional money put on by the student will remain until spent.

We also run a Breakfast Club from 8:30am—8:45am. A slice of toast and a carton of fresh juice or a hot chocolate drink are available for pupils entitled to free school meals.



Holiday List

SCHOOL TERM PATTERN 2023-2024

Autumn Term 2023

Re-open on	Monday 4 th September 2023
Early closure on	Thursday 14 th September 2023
Inset Day	Friday 15 th September 2023
Inset Day	Friday 20 th October 2023
Mid Term Closure	Monday 23 rd October – Friday 27 th October 2023 (inclusive)
End of Term Closure	Thursday 21 st December 2023

Spring Term 2024

Re-open on	Monday 8 th January 2024
Mid Term Closure	Monday 12 th February - Friday 16 th February 2024 (inclusive)
End of Term Closure	Thursday 28 th March 2024

Summer Term 2024

Re-open on	Monday 15 th April 2024
May Day Bank Holiday	Monday 6 th May 2024
Mid Term closure	Monday 27 th May – Friday 31 st May 2024 (inclusive)
End of Term Closure	Friday 19 th July 2024



School Buses

We are fortunate to have a number of school bus services to and from the school.

PRESTON

The Preston Bus, S1, leaves Preston Bus Station picks up pupils at regular bus stops (Ribbleton Lane/Ribbleton Ave/Longridge Road/Preston Road). The bus is signed 'St Cecilia's'. This bus picks up pupils at the school gates after school every day. This bus is run by Stage Coach. Pupils can purchase day riders or weekly tickets.

In addition to the S1 service, pupils can also get regular service buses from Preston Road (Doctors Row). Buses to Preston are every 10 minutes and is the 1 service. Regular buses from Preston to Longridge drop pupils off at the bottom of Doctors Row, at the rear of the school.

RIBCHESTER

The bus picks up outside the Ribchester Arms. It also picks up outside Ribchester Sports & Social Club a few minutes later. This bus collects pupils from the school gates each day. For bus charges please contact the School Transport Hotline.

CHIPPING & OUTLYING AREAS

The first pick up is at the Kirkfields Estate. There are then pick-ups depending on the needs of the pupils. Some pick-ups are for one pupil only and can be arranged with the driver. The Chipping Bus picks pupils up from the school gates daily. For bus charges please contact the School Transport Hotline.

GOOSNARGH/BROUGHTON & OUTLYING AREAS

The bus picks up at Cumeragh Lane, Whittingham. It then travels along Whittingham Lane, Inglewhite, Whitechapel and Goosnargh picking up at regular bus stops. This bus collects pupils from the school gates daily. For bus charges please contact the School Transport Hotline.

Please refer to bus timetables for times.

Lancashire County Council School Transport Hotline - 0300 123 6738

Further info regarding school transport is available at - <http://www.lancashire.gov.uk/children-education-families/schools/school-transport.aspx>



School Uniform

UNIFORM LIST

- Black Blazer with the school badge
- Red jumper with the school badge (optional item)
- White shirt
- Long black tailored, loose fitting trousers worn with plain dark socks
- Knee length school skirt; stitched down knife-pleat waist band skirt worn with plain white socks (no trainer socks) or thick black tights
Do not purchase a skirt without firstly checking that the hem sits at the knee - we will ask you to exchange skirts that do not meet this criteria.
- Tie;
 - Key Stage 3- red with a black/white stripe
 - Key Stage 4- black with a red/white stripe
 - Prefects- plain black with the school badge (awarded by school)
- Plain black leather/synthetic leather flat shoes with black soles and laces where appropriate; no branded, heeled, platforms, canvas or trainers
- Black belt (optional)
Although no specific uniform is laid down for outdoor use, leather or denim jackets, football scarves, non-uniform sweaters and tracksuit tops are not considered suitable outdoor wear.
- Plain winter coat (optional). No sports jackets, tracksuits jackets or hoodies permitted.

Technology Aprons

A red apron is required for food technology classes.

An ecru/unbleached apron is required for design technology classes.

These can be purchased from Mary Frances. (uniform supplier)

School Uniform

GYM AND SPORTS KIT

Compulsory items;

- Red dri-fit t-shirt or racer-back dri-fit t-shirt with the school badge
- Full zip or quarter zip training top with the school badge
- Black football shorts or skort with the school badge
- Red football socks

Optional items;

- Plain black training pants (no branding)
- Black leggings with the school name down the left calf
- Gilbert black/red netball dress
- Plain black sports socks to wear with leggings or training pants (no branding)

School uniform is available from -

Mary Francis
59 Derby Road
Longridge
Telephone - 01772 784272

Top One Uniform
39 St Johns Centre
Preston
Telephone - 01772 828616

Bang Bang Schoolwear
91 Lancaster Road
Preston
Telephone - 01772 556100

As a school we place great emphasis on the appearance of our pupils and they are proud of their high standards.

One pair of stud earrings, one in each lobe is allowed. (Nose studs or facial or tongue piercings are not permitted). No other jewellery or make-up is accepted (including fake tan, fake eyelashes and tattoos).

Whilst acknowledging the need for young people to develop their own identity, we encourage pupils to do this through their personality and actions. The school reserves the right to take action against pupils with hairstyles that are deemed as "extreme" by our Senior Leadership Team.

Further information and details can be found in our Uniform Policy, located within the Behaviour Policy, on our website.



School Equipment List

All pupils should have their own school equipment and they should come to school with it every day.

Please ensure that they have the following -

- Black pen
- Pencil
- Eraser
- Scientific calculator
- Reading book
- Pencil sharpener
- Green pen (for self-corrections)
- Purple pen (for peer marking)
- Ruler
- Protractor
- Maths compass
- Glue stick
- Scissors
- Highlighter
- Coloured pencils/ crayons
- Felt pens
- White board marker (non – permanent)
- Hair bobble (if hair is long for practical work and PE)



Reporting Progress

At St Cecilia's, we believe that our curriculum describes the journey our pupils need to go on to get from one level to the next; the journey needed to produce better outcomes and beyond. The assessments that our pupils undertake give us a snapshot of how well a particular aspect has been learned, sometimes even being converted into a 'grade', but it cannot inform our pupils how to get better. For us, only the curriculum can do that. Our curriculum sets out the journey that our pupils must go on to get 'better' at each subject. In short, it models the progress that we would hope that each pupil will make.

The curriculum is our progression model and therefore as a school we believe strongly in two principles:

- It is the responsibility of our teachers to ensure that every pupil has access to the same core knowledge and that that knowledge is sequenced and interleaved in an order and taught in a way that maximises learning.

Reporting Progress (cont'd)

- it is the responsibility of our pupils to capitalise on each learning opportunity by immersing themselves fully in our curriculum experience.

An individual's degree of progress will be reflected in their ability to demonstrate that they are learning the curriculum; that they know more and can remember more of the content. This will be evidenced formatively through low stakes quizzing, questioning and by assessing the understanding that is demonstrated through written and oral tasks. Progress is further evidenced through the summative testing of core knowledge that is outlined for each department in their assessment policies.

Progress and attributes of learning are tightly linked. Clearly, the greater the degree that each pupil applies each attribute of learning, the greater their opportunity to make progress will be. We therefore, in addition to sending you more 'real time' feedback for how your child is applying each attribute of learning, we will also provide a summative indication as to what degree it is likely that each attribute of learning is being applied by relating these to the progress grade awarded.

We will report progress to you, as below, three times a year.



St. Cecilia's R.C. High School



Progress and Attributes of Learning

Degree to which it is demonstrated that the curriculum is understood					
Progress Grade	+2	+1	0	-1	-2
Progress Descriptor	Excellent	Good	Satisfactory	Poor	Very poor
Degree to which each attribute of learning is likely being applied					
	↓	↓	↓	↓	↓
Motivated (Initiate, guide and maintain your goals)	Highly determined, enthusiastic, and invested in learning.	Determined, enthusiastic and invested in learning.	Can show determination, enthusiasm and investment in learning.	Lacks required levels of determination, enthusiasm and investment in learning.	Frequently exhibits low levels of determination, enthusiasm, and investment in learning.
Self-Disciplined (Regulation of your actions)	Highly focused, controlled, accountable and resilient.	Focused, controlled, accountable and resilient.	Can be focused, controlled, accountable and resilient.	Lacks required levels of focus and control, accountability and resilience.	Frequently exhibits low levels of focus and control, accountability and resilience.
Reflective (Desire to produce your best and improve)	A highly aspirant nature, always proactive and seeks improvement.	An aspirant nature, is often proactive and will seek improvement.	Can show an aspirant nature, proactivity and willingness to improve.	Lacks required aspirant nature and proactivity.	Frequently exhibits a low aspirant nature, proactivity and willingness to improve.

Home - School Agreement

Close links between home, school and parish enhance the caring atmosphere in school. They foster the sense of spirituality and community, which supports the school's Catholic nature and confirms its uniqueness. This distinctive agreement embodies the principles and commitment of the school in pursuing the highest standards for each child, to **discover, develop and rejoice** during their journey to live as adult Christians.

The School

- Will be a true community of faith that will foster a sense of spirituality to support its distinctive Catholic ethos.
- Will be a place of learning where all pupils will be able to enjoy their study and achieve to the best of their ability.
- Will provide a balanced curriculum to ensure that each pupil's individuality and talents are recognised and developed to the full.
- Will achieve high standards of work and behaviour, based on positive discipline, to engender a sense of responsibility.
- Will keep parents informed about general school matters and their child's progress.
- Will assess and monitor each pupil's progress and report to parents.
- Will ensure that homework is set.
- Will aim to provide a learning environment where all pupils feel safe, secure and valued.
- Will encourage and support pupils to adopt healthy lifestyles.
- Will provide opportunities for pupils to make a positive contribution to the school and wider community.

The Parents/Guardians

Parents/Guardians are requested to:

- Support the school's distinctive Catholic Ethos.
- Ensure that their child attends school regularly and punctually.
- Support the school's policies for achieving high standards of work, behaviour and appearance.
- Notify the school of their child's absence.
- Make school aware of any concerns or problems that might affect their child's work or behaviour.
- Attend parent's evenings and any individual discussions about their child's progress.
- Support the school in implementing its behaviour and uniform policy.
- Support their child in homework and other opportunities for developing potential.
- Take responsibility for their child's use of social media outside of school hours and ensure this does not impact on school life.
- Ensure discussions and any concerns relating to school are kept confidential and discussed only with the school and refrain from making negative comments on Facebook or other social media sites.
- Conduct themselves politely and appropriately whilst on school premises, or when in contact with school, behaving in a way that sets a good example to children.
- Supporting the respectful ethos of the school by setting a good example of their own speech and behaviour towards all members of the school community.

Home—School Agreement (cont'd)

The Parents/Guardians (cont'd)

- Be respectful to all staff, treating them with dignity without the risk of threatening behaviour or violence.
- To follow our complaints procedures when not satisfied with our response to concerns.

The Pupils

- Will respect the school's distinctive Catholic ethos.
- Will attend school regularly, punctually and with the required equipment.
- Will show self-respect and always respect others in the school community.
- Will work hard at classwork and homework and always do their best to achieve to the best of their ability.
- Will make school aware of any concerns or problems that might affect work or behaviour.
- Will prepare thoroughly for all test and assessments and keep to deadlines.
- Will keep the school's rules regarding behaviour, appearance and respect for others.
- Will care for all school property and the school environment.

Form Groups

Your child will be placed into a form group and this is a mixed ability group.

The name of the forms are A for Arrowsmith, C for Clitherow, P for Plessington and S for Southworth.

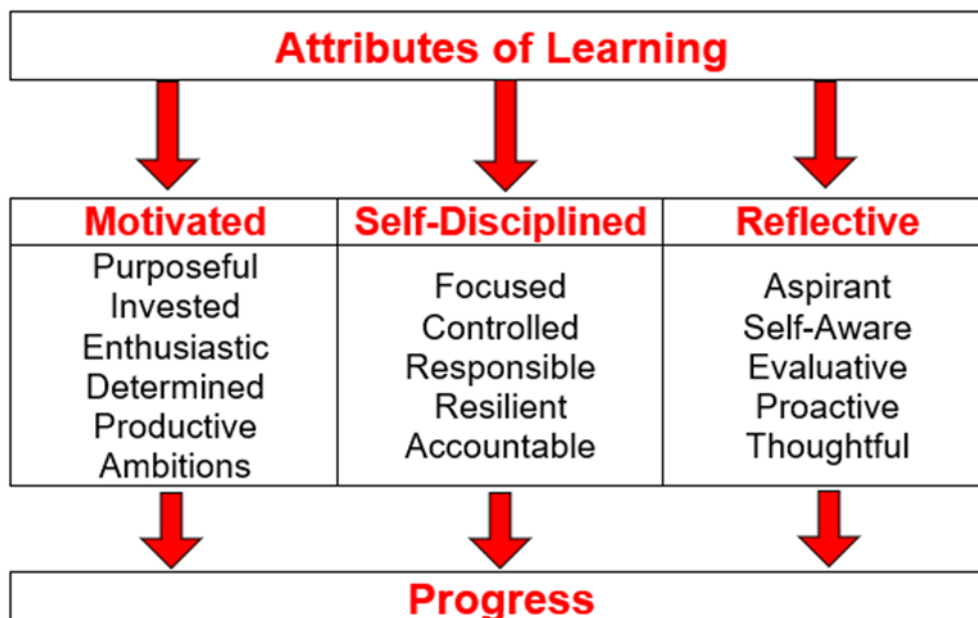
Rewards System

A positive attitude and an "encouragement" approach are recognised as being more effective in managing pupils' behaviour than merely punishing pupils. The school uses the following rewards so that pupils see the value of good behaviour and therefore learn from their experience -

- Verbal praise
- Achievement points
- Reward trips and events
- Assemblies
- Letters, praise postcards and telephone calls home
- Work displays
- Referral to senior staff

Rewards System

St Cecilia's
R. C. High School



St Cecilia's
R. C. High School

At our school, we are always growing to live for the greater glory of God and the common good. We express and are recognised for this growth when we are...

Grateful for our own gifts, for the gift of other people and for the blessings of each day; and **generous** with our gifts, becoming men and women for others.

Curious about everything; and **active** in our engagement with the world, changing what we can for the better.

Attentive to our experience and to our vocation; and **discerning** about the choices we make and the effects of those choices.

Eloquent and truthful in what we say of ourselves, the relations between people and the world.

St Cecilia's Virtues

Learned, finding God in all things; and **Wise** in the ways we use our learning for the common good.

Compassionate towards others, near and far, especially the less fortunate; and **loving** by our just actions and forgiving words.

Faith-filled in our beliefs and **hopeful** for the future.

Intentional in the way we live and use the resources of the earth, guided by conscience; and **prophetic** in the example we set to others.

Code of Expectation

Our Code of Expectation is based upon Care, Courtesy and Concern for both the school environment and all of the individuals within the school.

The following Rules are designed to ensure that we all know what is expected of us as members of St Cecilia's.

To show that we respect all of the people who make up the St Cecilia's community

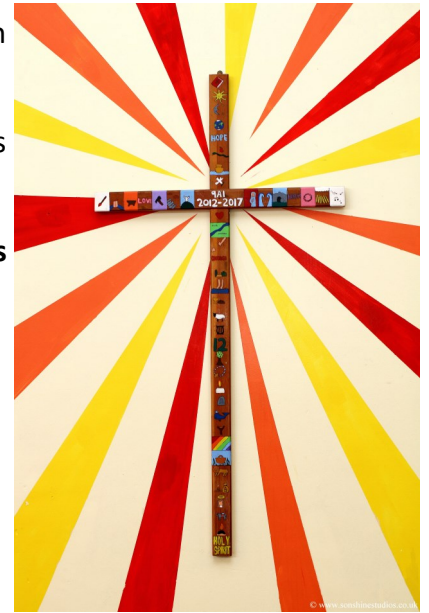
- We will follow the Behaviour for Learning Code
- We will be courteous to other people
- We will not bring dangerous objects or substances into school
- We will not fight, smoke or use offensive language

To show that we have a pride in our appearance

- We will wear full school uniform at all times
- We will clearly label all clothing
- We will not wear make-up, jewellery or have facial body piercing e.g. noses, lips, eyebrow or neck piercings. Pupils may wear one pair of small, plain stud earrings, one in each ear lobe. Nail varnish or false nails or false eyelashes or fake tan or tattoos are not allowed
- We will not have extreme hairstyles e.g. with lines cut in, dyed, streaked, cut into unusual shapes or any other extreme styles
- We will not wear football scarves, track suits or denim as outdoor clothing

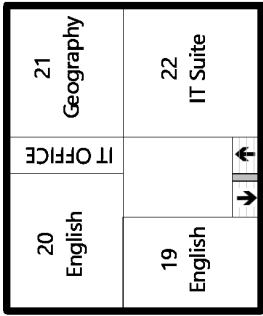
To show that we respect the school buildings and surroundings

- We will not run inside school
- We will not remain in classrooms at break or lunch-times unless supervised by a member of staff or prefect
- We will not bring chewing gum into school. Spray deodorants are not to be used.

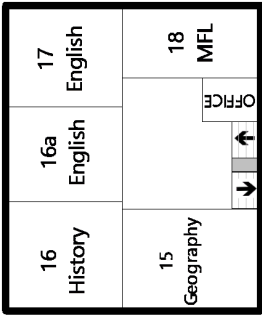


School Site Map

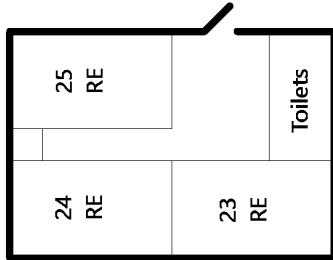
Second Floor



First Floor



Y7 Block



First Floor

