



St Mary's
Catholic High School
Leyland

Transition Information Booklet
A Guide for Parents and Carers





The school uses an information management system called Arbor. Arbor is a web-based system that can be accessed from any device with an internet connection. It is designed to improve communication between parents and the school. This includes the Arbor App & Parent Portal, a platform that will allow you to manage your child's details online. By using the Parent Portal, you can access and update your child's medical records, give parental consent for school activities, and report any absences easily and securely.

Parents' can download the mobile app on both iOS and Android. You will be invited to a parents' meeting in September where you will be given guidance on the use of this facility.

School Office

Opening hours are 8:00 a.m. until 4:00 p.m. Monday to Friday.

LATE ARRIVAL: Pupils should report to the school office when arriving late. Children will be marked late from 8:45 a.m. If you know your child is going to be late please contact the school office before 8:30 a.m. All pupils who are late will serve a 'Lategate' detention for half an hour at lunchtime on that same day. Mobile phones will be turned off and placed in pouches, checked by staff.

APPOINTMENTS: If you wish to make an appointment with your child's teachers, Year Leader or the Headteacher, please telephone the school office, who will direct you to the relevant person. Whilst we will do our best, we cannot always guarantee same day appointments.

If you wish to take your child out of school early to attend a medical appointment please send them into school with a letter and the medical evidence so that their Form Tutor can provide them with a slip to allow them to sign out of school at the required time. If your child is returning to school you must sign them back in at the main office. Any other leave of absence must be requested in advance by completing the Leave of Absence Form which can be found under the parents tab on the school website (Requesting a Leave of Absence). Once completed, this should be returned to the main office.

PAYMENTS: Payments for school lunches, trips, equipment etc. can be made online, via Arbor. Please ensure your child's accounts are topped up so they can purchase food items from the canteen.

Change of Details: If you change your address, email or emergency contact details, please let the office know as soon as possible by phone / letter / email. Or you can alert us via Arbor.

Lost Property: Lost property is kept on the corridor next to the chapel. All unclaimed lost property is disposed of at the end of each term.

Holiday Dates 2026-2027

Autumn Term 2026

<i>Staff Inset Day</i>	:	<i>Tuesday 1 September 2026</i>
<i>Staff Inset Day</i>	:	<i>Wednesday 2 September 2026</i>
Re-open on	:	Thursday 3 September 2026
Mid Term Closure	:	Monday 26 – Friday 30 October 2026 (incl)
<i>Staff Inset Day</i>	:	<i>Friday 27 November 2026 (as twilights)</i>
Closure after school on	:	Friday 18 December 2026

No. of Openings: 73 + 3 INSET days

Spring Term 2027

Re-open on	:	Monday 4 January 2027
Mid Term Closure	:	Monday 15 – Friday 19 Feb 2027 (incl)
Closure after school on	:	Wednesday 24 March 2027
<i>Staff Inset Day</i>	:	<i>Thursday 25 March 2027 (Spirituality)</i>

No. of Openings: 53 + 1 INSET day

Summer Term 2027

Re-open on	:	Monday 12 April 2027
May Day Closure	:	Monday 3 May 2027
Mid Term Closure	:	Monday 31 May – Friday 4 June 2027 (incl)
Closure after school on	:	Tuesday 20 July 2027
<i>Staff Inset Day</i>	:	<i>Wednesday 21 July 2027 (as twilights)</i>

No. of Openings: 66 + 1 INSET day

Total No. of Openings: 190 + 5 INSET days

Absence Procedure

The law states that parents and carers are responsible for ensuring that their children attend school. It is your duty to contact school **every morning** before 8:30 a.m. to inform us if your child is going to be absent, stating the reason for their absence. The school also has a 24hr automated telephone answering system on which a message can be left. Please be very clear when saying your child's name, their year group and the reason that they are going to be absent along with the name of the person who is leaving the message.

Please remember that no leave of absence is going to be authorised unless it is seen as an exceptional circumstance. Holiday's during term time will not be authorised and will incur a fine. Please only grant days at home for genuine illness, otherwise you could be fined by the local authority.

As a parent:

Know your child's routine.

Demonstrate an interest in their daily timetable, this will avoid specific items being forgotten and will help your child become organised.

Know the times of the school day and ensure term dates are copied into your family calendar.

Try, whenever possible, to make appointments outside of school hours. If unavoidable, inform the school prior to the day of appointment, please do not just turn up to collect your child.

Praise when success has been achieved, this maybe doing well in a test, or receiving a reward merit, this will encourage your child to want to attend school on a regular basis.

If you or your child have a problem, please contact the school immediately. We do try to resolve issues quickly. Remember you are not alone, we are here to support you and your family

Privacy Notice

We, **St Mary's Catholic High School**, are a data controller for the personal information you provide to us. We collect information from you and may receive information about pupils from their previous school and the Learning Records Service. We hold this personal data and use it to:

- support teaching and learning;
- monitor and report on pupils progress;
- provide appropriate pastoral care, and
- assess how well the school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact **Mrs Woods, Business Manager**.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, please read the information on the school website.

Chorley and South Ribble Schools' Policy for Cooperative Parental Interaction

We are committed to dealing with complaints and concerns equitably and comprehensively. In the interests of young people and our staff, we are united in our aim to preserve a peaceful and safe environment for pupils, parents, employees and visitors. Our staff are not expected to tolerate unacceptable behaviour by complainants and we will take action to protect staff from such behaviour.

Lockers

Lockers are available to hire, they will enable pupils to store heavy books and P.E. kits etc.

For health and safety reasons you must follow the rules outlined on the locker agreement form. The privilege to use a locker will be withdrawn if the rules are not adhered to.

Please read and complete the agreement form on Arbor when you receive your link code in September.

Lockers will be allocated as soon as possible and notification will be sent to you via your child's form tutor.

You will need to purchase a padlock for your locker.

Mobile Phone Policy

St Mary's is a mobile phone free school.

Mobile phones are banned from being used during the school day.

However...if a student does bring a mobile phone to school it must be switched off and placed in their Yondr pouch all day.

The school will not accept liability for the theft, damage or loss of a mobile phone and the student has to accept full responsibility for it at all times, as well as their Yondr pouch.

If a pupil fails to follow the mobile phone policy consequences will be incurred. Pupils will also be searched with a wand if they say they have no phone. The phone will be confiscated and must be collected by parents / carers. A text will be sent home to inform parents / carers that the phone has been confiscated. If a pupil repeatedly commits this breach of code, further sanctions will be put in place appropriate to the level of breach.

Free School Meals

Did you know that if you register your child for free school meals, not only will your child be provided with a nutritious meal at not cost to you, school will receive extra funding which helps us to provide additional learning support, resources and opportunities for all pupils.

From September 2026, free school meals in England will expand to all children in households receiving Universal Credit.

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

- Universal Credit
- Support under part VI of the Immigration and Asylum Act 1999

Applying is simple, confidential, and will not affect how your child is treated in school. Other pupils will not know who receives Free School Meals.

You can quickly apply to see if you are eligible online through the Lancashire County Council website. You will need your National Insurance number to submit your application. <https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals/>

If you have any questions or would like help with the application process, please do not hesitate to contact the school office.

Once you have received confirmation please let us know so we can check our records. With our cashless system no-one will know that the meal is a 'free school meal'.

If you have any other questions you can email LCC directly
fsm.south@lancashire.gov.uk

Acceptable Usage Policies (AUP)

for

St Mary's Catholic High School Computer Network

By using an approved school owned device connected to the school's computer network you signify that you agree to the terms in this ICT AUP.

Relevant Legislation.

Pupils must comply with all UK legislation relating to the use of information, computers and networks. These laws include, but are not limited to:

- a. General Data Protection Regulations (GDPR) 2018. This act makes provision for the regulation of the processing of information relating to individuals, including the obtaining, holding, use or disclosure of such information.
- b. Copyright, Designs & Patents Act 1988. Copyright material includes literary works (including computer software), artistic works (including photographs), sound recordings (including music), films (including video) and databases.
- c. Computer Misuse Act 1990. The act provides safeguards for computer material against unauthorised access or modification.
- d. Privacy and Electronic Communications (EC Directive) Regulations 2003. These regulations prohibit the sending of unsolicited marketing, offensive or threatening Emails, SMS or text messages. In addition, the regulations control the use of cookies.
- e. Fraud Act 2006. The Act prohibits phishing. Where-by official-looking emails guide unsuspecting users to fake websites (e.g. fake bank websites) in order to steal their login details. Creating or possessing software to enable this activity is also an offence.

Acceptable Usage Policies

Use of ICT Resources.

- The school's ICT facilities are provided for educational and research use by pupils in the course of their studies.
- School ICT facilities, with the exception of portable computers and mobile devices should not be moved or disconnected.
- Pupils are not permitted to use the school's ICT facilities for personal use including on-line game playing and must not attempt to connect any personal electronic device to the school's Wi-Fi network.
- Pupils must not attempt to contact any staff member of the school through the use of social networking sites.
- Pupils must not use school ICT facilities to access, produce, obtain, download, store, view, share, or distribute material (including images, video, text or sound files) which is either illegal under UK law, in breach of copyright law and/ or can reasonably be judged to be offensive, obscene, indecent, abusive or likely to incite racial hatred.
- Pupils must not deliberately attempt to bypass the proxy server, introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any ICT equipment or take deliberate action to circumvent any precautions taken or prescribed by the school to prevent this.
- Pupils must not attempt to penetrate the security and/or privacy of other users' accounts or files or attempt to install unauthorised software.
- Pupils will not cause any intentional damage to the school's ICT facilities.
- Pupils must not connect unauthorised devices to the school network.
- Pupils must not connect a USB device to any computer in school.

Safety

Pupils should not give out personal details via email and pupils must report any inappropriate messages sent to them.

Security

All of the school's ICT facilities have been marked with SmartWater, have anti-virus protection and activity monitoring software installed, including the monitoring of email communications.

ICT and Internet Use Policy

The school's ICT facilities include IT resources in every teaching room, a Wi-Fi network and dedicated ICT suites with filtered Internet access via a high speed broadband connection. Pupils receive supervised access to the Internet during ICT lessons. Access is also available at lunchtime and after school.

Before being allowed to use the Internet, all pupils are required to sign up to an acceptable usage policy. Parents / carers must also sign a form giving permission for their child to use the Internet.

Unfortunately, there are areas of the Internet which contain inappropriate, illegal, defamatory, inaccurate and offensive material. School uses the Sophos UTM (Unified Threat Management) solution to filter all traffic in and out of school to ensure your child's browsing experience is as safe as possible. The school also uses classroom management software to monitor computer and email activity for pupil safeguarding purposes.

Parents and carers should take a pro-active approach to e-safety setting and conveying the standards that their children should follow when using media and information sources on-line. The school supports and respects each family's right to decide whether or not to allow access.

During school-time, teachers will guide pupils towards appropriate materials on the Internet.

In addition to this there is some useful advice on Internet safety at: https://www.thinkuknow.co.uk/11_18/lets-talk-about/online-safety/

The acceptable usage policy will need to be signed by both pupils and parents . Please refer to the agreement form found within the new starter section of the website.

Biometrics

Notification of intention to process pupils' biometric information

The school wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. The purpose of this system is to facilitate catering transactions to be made using pupils' fingerprints instead of by using PIN code.

The information from your child that we wish to use is referred to as 'biometric information'.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them. The school would like to collect a FINGERPRINT to use for its cashless catering system.

The information will be used as part of an automated biometric recognition system. This system will take measurements of the biometric information specified above and convert these measurements into an encrypted template to be stored on the school system. An image of your child's biometric information is not stored. The template (i.e. the measurements taken from your child) will be used to permit your child to access services.

The law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system, For example:

- The school will not use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above).
- The school will ensure that the information is stored securely.
- The school will tell you what it intends to do with the information.
- Unless the law allows it, the school will not disclose personal information to another person or body.

Please refer to the consent form found within the new starter section of the website.

Biometrics

Providing your consent / objecting to the use of biometric data

Under the Protection of Freedoms Act 2012, we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to the use of their biometric information, the school cannot collect or use the information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at any time or withdraw any consent you have previously given. Please note that you must make any consent, withdrawal of consent or objections in writing.

Even if you have given your consent, your child can object or refuse at any time to their biometric information being collected and used – their objection does not need to be in writing. We would appreciate if you could discuss this with your child and explain to them that they can object if they want to.

The school is happy to answer any questions you or your child may have – please contact Mrs Woods, Business Manager on 01772 421909 with any questions.

If you do not wish for your child's biometric information to be used by the school, or your child objects to such processing, the school will provide reasonable alternative arrangements for pupils who are not going to use the automated system to **continue to use a PIN code**.

Please note that, when your child leaves the school or ceases to use the biometric system, their biometric information will be securely erased in line with the school's Records Management Policy.