



# St Mary's

Catholic High School  
Leyland

## **Transition Information Booklet**

### **A Guide for Parents and Carers**



# 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 8:50 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 the following week. If they are late more than once in a week, they will also serve a Pastoral detention for 45 minutes on a Thursday after school.

**APPOINTMENTS:** If you wish to make an appointment with your child's teachers, Pastoral Leaders or the Headteacher, please telephone the school office. 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 an appointment please send them into school with a letter 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 office.

**PAYMENTS:** We encourage parents to use our on-line payment system, which allows you to pay for general items like trips, school lunches and equipment at [www.scopay.com/login.html](http://www.scopay.com/login.html) (AMEX payments are no longer accepted)

Parents will be issued with a unique reference number.

School lunch payments can be made by cheque to LCC, topped up online or cash added to the cash loader machines around school. All other cheques are payable to Leyland St Mary's Catholic High School unless notified differently. Please ensure that any payments are sent to the office in a sealed envelope clearly marked with your child's name. (PLEASE NOTE - we do not carry any change, so exact money please).

**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.

**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.

# 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 9:00 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. Please only grant days at home for genuine illness and avoid taking holidays in term time, 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 100% 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 and avoid truanting. Remember you are not alone, we are here to support you and your family.

# 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 in the pack.

Return the signed agreement along with the hire fee and deposit in an envelope marked **LOCKERS** to the finance office. Cheques should be made payable to **“Leyland St Mary’s School Fund”**

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

**You will need to purchase a padlock for your locker.**

# Mobile Phone Policy

Mobile phones are not banned from school as we accept that some students and parents see the possession of mobile phones as an aid to safety and security.

**However...**if a student does bring a mobile phone to school it must be switched off during the day, be kept out of sight and not used for any reason on school premises, or on school trips or sports fixtures organised off the premises, unless the student has the express agreement of a member of staff and uses it under their supervision.

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

If a student is seen with their mobile phone (not necessarily using it) 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 student repeatedly commits this breach of code, further sanctions will be put in place appropriate to the level of breach.

# Holiday Dates 2022-2023

## Autumn Term 2022

|                         |   |   |
|-------------------------|---|---|
| <i>Staff Inset Day</i>  | : | <i>Thursday 1 September 2022</i>          |
| <i>Staff Inset Day</i>  | : | <i>Friday 2 September 2022</i>            |
| Re-open on              | : | Monday 5 September 2022                   |
| <i>Staff Inset Day</i>  | : | <i>Friday 21 October 2022</i>             |
| Mid Term Closure        | : | Monday 24 – Friday 28 October 2022 (incl) |
| Closure after school on | : | Friday 16 December 2022                   |

No. of Openings: 69 + 3 INSET days

## Spring Term 2023

|                         |   |  |
|-------------------------|---|--|
| <i>Staff Inset Day</i>  | : | <i>Tuesday 3 January 2023</i>              |
| Re-open on              | : | Wednesday 4 January 2023                   |
| Mid Term Closure        | : | Monday 13 – Friday 17 Feb 2023 (incl)      |
| Closure after school on | : | Thursday 6 April 2023                      |
| <i>Staff Inset Day</i>  | : | <i>Friday 23 April 2023 (as twilights)</i> |

No. of Openings: 62 + 2 INSET days

## Summer Term 2023

|                         |   |   |
|-------------------------|---|---|
| Re-open on              | : | Monday 24 April 2023                      |
| May Day Closure         | : | Monday 1 May 2023                         |
| Mid Term Closure        | : | Monday 29 May – Friday 2 June 2023 (incl) |
| Closure after school on | : | Friday 21 July 2023                       |

No. of Openings: 59

Total No. of Openings: 190 + 5 INSET days

# Privacy Notice - GDPR 2018

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 your 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 Martin, 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.



## Download our Schudio app:

**Schudio** is an app which works in conjunction with the school website. The app will allow us to communicate much more efficiently with you.

Using your preferred app store, search for 'Schudio School App'. We can be found in the search bar as St Mary's Catholic High School.



# 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 (see pack). Parents/carers must also sign a form (see pack) 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 ABTutor classroom management software to monitor computer activity.

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. Enclosed are guidelines/rules for pupils when using the school network as well as a consent form to be signed by yourself and your child to enable your child to use 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/](https://www.thinkuknow.co.uk/11_18/lets-talk-about/online-safety/)

The acceptable usage policy will need to be signed by pupils and parents in the first week.

# 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.**

Students 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 students in the course of their studies.
- School ICT facilities, with the exception of portable computers and mobile devices should not be moved or disconnected.
- Students 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.
- Students must not attempt to contact any staff member of the school through the use of social networking sites.
- Students 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.
- Students 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.
- Students must not attempt to penetrate the security and/or privacy of other users' accounts or files or attempt to install unauthorised software.
- Students will not cause any intentional damage to the school's ICT facilities.

## **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.

# 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.

# 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 Martin, 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.

**Please complete the form from the pack to confirm if you do or do not consent to the collection and use of your child's biometric information.**

# Free School Meals

Did you know that if you register your child for free school meals our school will receive very significant amounts of extra money to support his or her education?

The government is increasing funding to schools to help children from lower income families do their very best. This additional funding, called a 'Pupil

Premium', is only given to pupils registered to receive free school meals. For every child registered for a free school meal, St Mary's gets £935 a year. With this money the school could purchase additional resources and equipment to benefit all of our pupils. You can register your child for free school meals if you get any of

these benefits:

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 Guarantee element of State Pension Credit

Child Tax Credit, providing you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190

Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Universal Credit

**This will not affect any other benefits you are claiming.**

## How does it work?

1. Check if you qualify by looking at the list above.
2. Registering is quick and easy – if you think you qualify, contact South Area Education Office on 01772 532109 or email [FSM.South@lancashire.gov.uk](mailto:FSM.South@lancashire.gov.uk)  
(Please ensure you have your National Insurance number to hand when making the call).
3. Your child will get a free healthy meal at lunchtime saving you around £350 a year and the school will receive £488 extra. With our cashless system no-one will know that the meal is a "free meal".
4. If you don't want your child to have the school meals they can continue as normal as long as you qualify and are registered, the school still gets £488 extra. **FOR YOUR CHILD AND ST MARY'S TO BENEFIT FROM THIS EXTRA FUNDING YOU MUST REGISTER FOR FREE SCHOOL MEALS BY SEPTEMBER.**

Email: [southadmissions@lancashire.gov.uk](mailto:southadmissions@lancashire.gov.uk)