



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

December 2019

Dear Parent/ Guardian

The School closes for the holidays on Friday 20 December. Students will finish for the day at 1.00 pm.

As the Christmas break approaches I would like to thank parents, staff, students and governors for their hard work and support this term. There has, as always, been a huge number of opportunities for our pupils to extend their school life, at lunchtimes as well as before and after school.

The school office and reception will be closed throughout the Christmas period.

We look forward to seeing all our students return refreshed and ready for a new school term which **starts on Monday 6 January and it will be Timetable Week 2.**

Thank you for taking the time to read this letter. On behalf of our governors and my colleagues may I thank you for your continued support.

I hope that you will have a happy and holy Christmas with your family and community.

Yours sincerely

Mrs C Vile
Headteacher

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Please retain for future reference

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Attendance

If you are reporting a student late or absent please remember to telephone our Attendance Line (not the main school number). The Attendance Line telephone number is **0151 513 4453**.

In order to maintain high standards of attendance, please do your level best to make medical and other appointments for your son/daughter outside of school hours. Whenever possible, please send a note in advance. Absence for medical and dental appointments will be treated as authorised provided that confirmation is received in writing

If you send your child to school intending to try to make an urgent appointment please give them a note to that effect.

Holidays in term-time

The law has restricted a Head Teacher's ability to authorise holidays during term time. Head Teachers are only empowered to approve a leave of absence when it is requested in advance by the parent or guardian with whom the child resides and when circumstances of the requested leave are 'exceptional'. Parents/guardians requesting time off in term-time are required to complete a Leave of Absence Request Form (available from Reception, Student Services or via the website) and will be asked to attend a meeting with Headteacher.

Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school through the Education Fixed Penalty Notice system.

Call-out Detentions

Please can I remind you of the school policy with regards call out detentions. If a child is removed from a lesson due to poor behaviour, then your child will be required to meet with the staff member that evening at 3pm, this will generally take about 10-15 minutes this forms part of our restorative approach. This gives the child the opportunity to catch up on any work missed and to discuss the removal with their class teacher to resolve the situation. Parents/guardians will be notified by phone or email if this is the case. Please can you ensure the school has all your up to date contact information.

Canteen information

Please could I ask you to top up your child's account before the end of term to avoid the rush on the first day back, or the possibility of forgetting to top up at the start of term.

Car Parking

The car park barrier operates between **8.15-3.30pm**. During these times parents will not have access to the school car park unless an appointment has been made to meet with a member of staff. You will be let through the barrier if you have been asked to collect your child if they are sick or if you are picking them up for an appointment during the day.

Please be considerate of residents and their parking spaces when using your vehicle to drop off and pick up from school. Please drop off/collect students at either end of Capenhurst Lane or at an alternative drop off/meeting point. This significantly eases congestion around the school.

Confiscated and lost property/clothing

We have some lost property which has never been reclaimed. These should be reclaimed before by 31 January. Non-reclaimed items will be donated to charity shops.

CCTV

CCTV is installed around the building outside and inside school to monitor the school buildings to provide a safe and secure environment for students, staff and visitors, and to prevent the loss or damage to school property. The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998 in accordance with GDPR. We have a CCTV policy which parents may view on the school website.

Lockdown information

For clarification should a lockdown information arise. The school will aim to give parents enough information about what will happen so that they are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety. Please note that in a lockdown situation parents:

- do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Should wait for the school to contact them about when it is safe to collect children, and where this will be from.

We understand that parents will need to be reassured that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message that 'the school is in a full lockdown situation'. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out'.

Mobile phones

Mobile phones are not allowed to be used in school and will be confiscated if they are seen or heard during lessons or free time. Children might bring them into school but if seen or heard in school they will be confiscated by the member of staff and taken to Student Services.

School Uniform & Appearance Policy

The school's Uniform Policy has been amended to reflect gender equality. Full uniform is to be worn on all school occasions unless permission is given to the contrary. It should be worn to and from school.

Accordingly the school has a simple, inexpensive but strict uniform policy. Any pupil not in full school uniform or whose appearance does not meet our standards may be sent home or removed from lessons. If there is a genuine emergency, a note should be sent to the appropriate Head of Year or Pastoral Leader.

We appreciate your support in ensuring that your child has the highest expectations in terms of dress and behaviour. If we do have any concerns regarding uniform Heads of Year will always contact parents.

All students in years 7 & 8

- Skirt: Plain, dark grey tailored skirt or pinafore dress of a suitable style for school. Skirt length should be below the knee. If the skirt has a split; the split must be below the knee.
- Trousers: Plain dark grey tailored school trousers in a traditional style.
- Blouse: Plain, pale blue. Button to neck.
- Shirt: Plain pale blue.
- Tie: Ties are compulsory in Years 7 and 8.
- Jumper/Cardigan: Grey, V-neck (not with zips) (optional). Sweatshirts or track-suit tops may not be worn.
- Socks: Plain white or grey socks.
- Tights: black or grey.
- Shoes: Navy or black plain, sensible, flat shoes must be strong and suitable for school. Boots are not suitable for school.
- Blazers: All students in years 7 and 8 must have a navy blazer with the school Badge.

All students in years 9, 10 & 11

- Skirt: Navy skirt, or pinafore dress, of a suitable style for school. Skirt length should be below the knee. If the skirt has a split; the split must be below the knee. Denim skirts are not appropriate.
- Trousers: Navy school trousers in a traditional style.
- Blouse: Plain, pale blue open neck blouse. If the shirt is a button up shirt, a tie must be worn.
- Shirt: Plain pale blue with a tie.
- Jumper/Cardigan: Navy, V-neck, (not with zips) (optional). Sweatshirts or tracksuit tops may not be worn.
- Socks: Plain white or black if worn with trousers or navy if worn with a skirt.
- Tights: black or navy.
- Tie: Ties are compulsory if the shirt is not an open neck blouse.
- Shoes: Navy or black sensible, flat shoes, and must be strong and suitable for school. Boots are not suitable for school.
- Blazers: All students in years 9, 10 and 11 must have a navy blazer with the school Badge.

PE Kit

- White round neck t-shirt or white polo shirt
- Red with black stripe rugby shirt
- Black shorts
- Long black socks for outdoor sports
- Black or white sports socks for indoor sports
- Trainers (non-marking)
- Football boots
- Shin pads
- Gumshield

- Optional - Plain navy blue micro fleece with school badge, plain navy blue or black tracksuit bottoms or sports leggings
- During the winter months students should layer up, e.g. thermals, skins or long sleeved t-shirts are ideal underneath their PE tops.
- Plain black or navy hats and gloves are also allowed dependent on the activity.

Appearance

It is difficult to give a definitive list of what might be unacceptable in terms of appearance. Young people are influenced by fashion as we all are to a degree and this changes regularly.

A clear uniform policy helps of course. In general we would make judgements about the acceptability of dress and appearance based largely upon what might be considered acceptable in a conservative workplace serving the public, a bank for example.

No extremes of appearance are acceptable. This includes hair-styles as well as dress and the school reserves the right to judge extremes of dress and appearance.

Make-up, including fake tan and fake nails, is not allowed.

Jewellery is not allowed, except for a watch and one pair of small studs, one per ear, for students with pierced ears. Studs, worn at students own risk, may be worn only in the lobes of the ears and need to be removed for PE and Games.

Hair - we insist on tidy hair without extremes of style throughout changing styles and fashions. No shorter than a grade 2. Long hair should have it kept tidily in place, with all hair fully tied back if the hair touches the collar add in.

Hair spray and hair gel are not allowed for reasons of safety. All such dressings render hair more flammable and represent an avoidable risk in the workshops, laboratories and Home Economics rooms.

School bags

School bags must be large enough to carry everything required for the school day. Students **MUST** have a BACK PACK e.g. it should be robust and large enough to hold an A4 folder and large textbooks without damage.

If uniform standards are not adhered to the school reserves the right to provide suitable uniform until a replacement item can be sourced.

School Term Dates 2019-20

Autumn 2019	Spring 2020	Summer 2020
(INSET 2 & 3 September) Wednesday 4 September – Friday 25 October	Monday 6 January – Friday 14 February	Monday 20 April – Friday 22 May
Half Term: Monday 28 October – Friday 1 November	Half Term: Monday 17- Friday 21 February	Bank Holiday – Friday 8 May Half Term Monday 25 – Friday 29 May
Monday 4 November – Friday 20 December	Monday 24 February – Friday 3 April	Monday 1 June – Friday 17 July (INSET 20 July)
Christmas Holiday 21 December – 5 January	Easter Holiday 4 – 19 April	Summer Holiday 21 July – 31 August
Return to school: Tuesday 1 September 2020		

INSET days (staff only):

- Inset 1 Monday 2 September 2019
- Inset 2 Tuesday 3 September 2019
- Inset 3 Friday 11 October 2019
- Inset 4 Friday 22 November 2019
- Inset 5 Monday 20 July 2020

Term dates 2020-21

Autumn Term

Wednesday 2 September – Friday 23 October

Half term – Monday 26 October – Friday 30 October

Monday 2 November – Friday 18 December

Christmas holiday – Monday 21 December – Friday 1 January

Spring Term

Monday 4 January – Friday 12 February

Half term – Monday 15 February – Friday 19 February

Monday 22 February – Thursday 1 April

Easter holiday – Friday 2 April – Friday 16 April (includes Easter weekend)

Summer

Monday 19 April – Friday 28 May

Bank holiday – Monday 3 May

Half term – Monday 31 May – Friday 4 June

Monday 7 June – Friday 16 July

Return to School – Wednesday 1 September 2021

INSET DAYS

Tuesday 1 September

Friday 20 November

Monday 19 July

Tuesday 20 July

Wednesday 22 July