



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

## Starting at your new school



"I have come so  
that they may  
have life and  
have it to the  
full" JOHN 10:10



Justice **LOVE** Hope  
Community Reconciliation  
Courage  
Service **Faith**

# Contents

Welcome and School Prayer	3
Home School Agreement	4
First day arrangements	5
Structure of the day	5
Transport	5
Car Park & Barrier	5
Curriculum	6
Extra-curricular activities	6
Other clubs and activities	8
Essential equipment	8
Home learning	10
Show My Homework	10
Special Educational Needs and Disabilities (SEND)	11
Pastoral care	11
Students' Code of Conduct	12
Safeguarding	13
Anti-bullying work	13
Personal Appearance	14
Lockers	14
Attendance	15
Holidays during term	16
Sick or injured students	16
Communication with parents	17
Parental Behaviour Policy	17
Parent Gateway	19
Attitude to learning – what it all means	20
Rewards	21
Sanctions	22
Lunchtime arrangements	23
Biometrics	23
Free School Meals – are you eligible?	24
Mobile telephones	25
Use of photographs	25
ICT - Acceptable use policy	26
E Safety	28
Response to complaints	29
Parent Teacher Association	29
Our charity	30
The Giving Machine	30
Charging Policy	30
Ellesmere Port Catholic High School	31

Ellesmere Port Catholic High School

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire CH65 7AQ

Tel: 0151 355 2373 Attendance Line: 0151 513 4453

Email: [admin@email.epchs.co.uk](mailto:admin@email.epchs.co.uk) [www.epchs.co.uk](http://www.epchs.co.uk)

Headteacher: Mrs C. Vile B.Ed. Hons, NPQH Chair of Governors: Mr J Coucill



# Welcome

*We are delighted to welcome you to our school and we hope you find this information useful.*

*We believe in the importance of effective home school communication and will always endeavour to listen and act upon your ideas and feedback. Please contact school should you have any questions.*

*We are always happy to arrange a time for parents to visit our school and meet to discuss any suggestions, questions or concerns.*

*We look forward to meeting you at our Welcome Evening and forming an excellent partnership with you for the future.*



## School Prayer

Dear Lord  
Fill our lives with joy.  
Fill our lives with love.  
Fill our lives with peace.  
We give thanks to you for the gift of life.  
Give us the courage to live it to the full.  
Amen

# Home School Agreement

In order to achieve all that is best for our students' education, upbringing and welfare, we as governors, staff, parents and students enter into the following agreement:

## **In working together, we will help students to:**

- develop self-respect
- to be enriched by the Catholic way of life
- have concern for their Family, Community and School

## **As a school we will show this by:**

- treating each student as a unique individual in the eyes of God, by providing a full Catholic education and ensuring your child is valued
- creating a positive supportive environment for the students to work in;
  - by setting high standards for work and behaviour to ensure your child reaches their maximum potential
  - by building positive relationships by sharing common goals and expectations with each other
  - by being a welcoming place providing a safe and secure environment where children can grow and develop
- providing a variety of opportunities for students to develop their individual talents by;
  - setting accurate targets
  - recognising and building on each child's strengths
  - keeping you informed of your child's progress and achievements

## **As a family you will:**

- encourage your child to practise their faith
- make sure your child attends school regularly
- support the school home learning and behaviour policy
- attend school events and meetings where possible
- ensure your child wears full school uniform and conforms to the school policy on hairstyles
- ensure your child abides by the Internet and Mobile phone policies (detailed in following pages)
- notify the school of any change of circumstances that may affect your child by ensuring that up-to-date information is on file

## First day arrangements

Year 7 students should arrive in school at 8.40am and assemble in the school hall. They will be met by their Form Tutor and Year 11 and 13 mentors.

They will remain with their Form Tutor in the morning where they will be given their timetable and taken on a tour of the school.

They will then begin to follow their normal timetable which operates over a two week programme of lessons. For the first week the Year 7 students will be escorted to and from lessons and will be allowed into lunch early to ensure they are confident about using our school systems and finding their way.

All staff and students are on hand to offer help and support. As a first point of contact, if the Year 7 students have any questions they should report to Student Services which is open from 8.30am to 3.30pm. From there, their Form Tutor or Pastoral Leader can be contacted if required.

## Structure of the day

8.40am – 9.00 am	Registration or Assembly with their Form Tutor
9.00am – 10.00am	Lesson 1
10.00am – 11.00am	Lesson 2
11.00am – 11.15am	Break time
11.15am – 12.15pm	Lesson 3
12.15pm – 1.00pm	Lunch
1.00pm – 2.00pm	Lesson 4
2.00pm – 3.00pm	Lesson 5
3.00pm	Extra-Curricular Activities
	Home Time

## Transport

### Bicycles

Most of our students walk to school. Students may bring bicycles to school but do so at their own risk. Bicycles should always be locked securely, in the bicycle store and students should wear a cycle helmet.

Whilst on the school premises bicycles must only be pushed along the walk ways. Cyclists must not travel via Our Lady's school grounds. This is to ensure the safety of the younger children at that school.

## Car Park & Barrier

Please note that, for the safety and well-being of our students, parents do not have access to the school car park to drop of students in the morning or pick up in the afternoon.

The school car park is for staff and visitors only and parent access is prohibited unless by prior arrangement.

The school barrier operates between 8.15 a.m. and 3.30 p.m. If you do have a pre-arranged appointment with a member of staff or if you need to collect your child due to illness or for an appointment please press the buzzer and our receptionist will open the barrier for you.



## Curriculum

“The curriculum of a school is everything that the school intends for its students.”

This includes taught lessons, extra-curricular opportunities, residential experiences and, in this Catholic school, an experience of working in a Catholic, Christian community founded upon the teachings of Christ in the Gospels.



The curriculum reflects the requirements of the National Curriculum and our belief in a need for a balanced and broad education. We know this to be the best means of assisting the young people in our care to grow as rounded and complete individuals, with an understanding of their own gifts and of the part they can play in the world.

Year 7 students will study Religious Education, English, Mathematics, Science, French, History, Geography, Physical Education, Music, Art, Technology, ICT and Drama

There are a number of opportunities available throughout the lives of students in school to participate in day visits and overnight stays on curriculum related activities, holidays and retreats directed towards spiritual and personal development. As you might anticipate the latter is a particular strength and feature of our school.

There are opportunities for all to take part in daily prayer time and liturgical celebrations both weekly on a voluntary basis and at significant points in the school year. The religious education programme is firmly rooted in the teachings of the Catholic Church.

Personal, Social, Health, and Citizenship Education (PSHCE) will be delivered in one lesson every fortnight and also through form time and assemblies.

## Extra-curricular activities

Extra-curricular activities broaden the opportunities for young people to grow and to experience success and there is a wide range of those available to all our young people.



As Ellesmere Port Catholic High School we are extremely proud of the opportunities that we offer, whether this is part of our curriculum or through the wide range of activities, clubs, practices, courses, fixtures, trips and residential experiences available to all students. It is testimony to the effort and commitment of so many staff that we can provide such a wide range of extra-curricular activities on a regular basis.

Students are encouraged to take part in the many extra-curricular activities available after school. There are a wide range of sports including netball, badminton, athletics, cross-country, rugby, football, rounders, softball, table tennis, trampolining, volleyball and basketball.







## Other clubs and activities:

Our clubs and activities include Drama club, Music club, Choir, Science club, Art, the School Council and home learning support.

We like to take every opportunity to showcase our student's talents and they take part in weekly school assemblies and at whole school events such as our annual Carol Service, our annual Presentation Evening and in school productions. Recent productions have included: "Beauty and the Beast", "Blood Brothers", "Grease" and "Bugsy Malone".



## Essential equipment

The following equipment is essential to support your child with their learning every day.

1. A good quality writing pen and spares. Black ink is preferred although blue is acceptable. A red pen is also required. Student Services has a selection of stationery items to purchase if needed.
2. At least one pencil, an eraser, a sharpener and a short ruler which will fit inside a pencil case.
3. Coloured pencil crayons for use in exercise books. Felt tipped pens are not allowed except for display/poster work.
4. All students will have to carry equipment around with them:
  - An appropriately sized pencil case to store pens etc.
  - A back pack, large enough to fit an A4 folder and fasten shut, will be needed for books, PE kit etc.
  - A plastic bag (e.g. – a carrier bag) is helpful for protecting books from wet kit and the risk of spilt drinks etc.
5. To constantly improve numeracy and literacy skills, students are required to have the following with them every day – a reading book and calculator.
6. Specialist subjects may need additional equipment and students will be advised of this e.g. for Maths a protractor and compass is required.





## Home Learning

One of our aims is to encourage in our students the ability to work profitably on their own and to develop a habit of independent study. We therefore expect all students to complete home learning and hand it in on time.

For the first two years, home learning should not exceed one to two hours per night. Usually one or two subjects will set home learning each night. Home learning is differentiated to cater for varying abilities and is given throughout the year. Parents will be informed if home learning is not being completed regularly.

Wherever possible, parents are urged to provide a quiet room at home, without distractions. Students need to balance the need for time to be spent on school work and that directed to relaxation and social activities. Most students are sensible about this but there is always a place for guidance from parents.

School provides facilities for home learning to be completed in the library Monday to Thursday from 3.00 until 4.00pm. This is supported by members of staff and there is access to computers and the internet in a productive working environment.

## Show My Homework



Home learning is an essential part of your child's education as it helps them develop positive, independent study skills and habits that will serve them throughout their lives. We have programme in school called Show My Homework. This an online tool that is mobile, iOS and android friendly which will enable you, as parents/guardians, to view all of your children's homework, resources and deadlines at any time either via the school's website or on your Smart devices. Students are able to view all the information in a similar way on their own devices. It allows parents and guardians to get involved with homework by allowing you access to all the resources to be able to guide and support your child through the tasks set. It increases home-school communication by allowing you to stay in control with all homework your child has been set with the push notifications. SMHW promotes student independence by giving your child the autonomy they need to manage their work-load, and the detail they need to succeed.

**Show My Homework** app, along with log-in details to your personal account which will be ready-linked to your child's home learning calendar, will be issued to them.

## Special Educational Needs and Disabilities (SEND)

We visit all of our partner primary schools to ensure every child is known prior to starting in September. The Assistant Head Teacher who is in charge of transition and the school's SENCO visit every school. This helps us to identify and assess the students' needs, to inform staff of those needs and to advise them of appropriate strategies to use in the classroom. We use this vital information to produce a one page student profile which describes the students' interests, what is important to them and how best to support them in school.

We work very closely with a number of external agencies including the School Nurse, the Educational Psychologist, Paediatricians, CAMHS, Specialist Speech and Language Services, Core Assets, Behavioural Specialist Nurse, Prospects Plus, Cheshire West and Chester SEN team, Autism team, Family liaison officer.

The Learning Support Team are based in the Learning Support Centre which is a central and key hub in the school. There is provision for our students before school, at break and lunch times and after school. The centre is staffed by a dedicated team and the students can access a variety of activities and support. It is a smaller environment where the students feel nurtured.

As well as our learning support team being on hand to offer help and support in all lessons, all departments have guidance from our Special Educational Needs Coordinator on differentiation, access to the Additional Educational Needs register where all students' needs and strategies are identified.

Should you have any questions regarding our SEND provision please contact our SENCO Mrs V Marsland or Miss J Wildman.

## Pastoral care

On entry to our school, students are placed in form groups, under the care of a Form Tutor. It is this teacher's responsibility to ensure that students settle quickly into the ways of the school. They will know their form best, seeing them for registration every morning and being responsible for tracking their attendance, punctuality, attitude to learning and contribution to school life.

Each year group will have a Pastoral Leader to offer further help and support the young people and this person is your first point of contact should you have any questions or suggestions. If the students have any questions or concerns before, during or after school (such as they have forgotten their food ingredients, lost their PE kit etc.) they should go to Student Services where our Student Services officer will be on hand to resolve any issues. Pastoral Leaders will offer additional help and support to students with attendance and/or behaviour concerns.

The whole staff are committed to working for the good of a caring and successful school community and should students ever have any questions or concerns they should share these with a responsible adult inside or outside of school.

Our code of conduct was generated by the students and is in place to keep everybody happy and safe.



## Students Code of Conduct

1. Students must do what staff ask them at all times.
2. They must show the same care and respect to others that they would expect to be shown themselves.
3. Bullying and fighting will not be tolerated.
4. Students must not use offensive language.
5. The property of the school and of other students is always to be respected.
6. Smoking and alcohol are forbidden on the premises, to and from school and on school visits or residential courses.
7. Students must not bring illegal substances (drugs) onto the premises. Smoking, alcohol and drugs are the subject of a school policy which stipulates sanctions including permanent exclusion from school for possession, use or sale.
8. No students are allowed off the premises without permission.
9. Students should walk calmly to lessons and follow the corridor directions.
10. Correction fluid and chewing gum are not allowed.
11. Punctuality to school and class are vital.
12. Each student must bring the correct equipment to school each day, e.g. pen, pencil, ruler, calculator, exercise books, PE kit etc. as required.
13. Mobile phones must not be seen or heard in school or they will be confiscated.



## Safeguarding

We would always act to safeguard and promote the welfare of our students and will work to support children and families. In doing this, we strive to create an ethos which promotes a positive, supportive and safe environment in which all feel valued.

Our responsibility necessitates safeguarding child protection policies and procedures; and this may require us to share information and to work in partnership with outside agencies, usually after discussion with parents. On rare occasions, where concerns are serious, we may share information with outside agencies without informing parents. We trust you will understand the need for this.

Our school designated Safeguarding Lead is Mrs J Jones, Associate Deputy Headteacher for Behaviour and Attitudes. Our deputy designated safeguarding lead is Mrs Carly Hughes.

## Anti-Bullying work

We have an anti-bullying policy in our school community because it is important that everybody feels happy and safe. As a school community we see bullying as a serious offence and it is important that everybody knows what bullying is and what to do if it happens. We believe that everybody in our school community has a right to feel safe and protected and our anti bullying policy must be understood by all.

Our School Council have led some important work on what to do if you have a concern. They have told students to report any bullying as soon as possible to a responsible adult such as a Form Tutor, Subject Teacher and Pastoral Leader so that it can be dealt with and stopped quickly. If for any reason students do not feel they can speak to somebody directly they can report the concern through the SHARP system, which will be shown to students in the early weeks of their time with us.

When an incident of bullying is reported, it is investigated by the pastoral team and the victim is offered support. The offender will have sanctions put in place which will stay as a permanent record on their file, but also support and monitoring to change their behaviour. There is a scale of increasing sanctions should the student continue to make wrong choices. Both the victim and the offender's parents will be informed and, where appropriate, restorative work between the young people to rebuild relationships. It is important that incidents of bullying are dealt with quickly.

## Personal appearance

Personal appearance is a matter of pride. Whilst we are aware of current fashions and the impact of peer pressure, we expect all of our students to present themselves in a smart and respectful manner at all times in school and when travelling to and from school.

Make up, fake tan, artificial nails, nail varnish, rings, body piercing or tattoos, nose studs are not permitted in school.

Extreme hairstyles are not in keeping with a good standard of appearance. Judging whether a haircut is acceptable or not is a subjective and difficult task. However, we are firm in our opinion that haircuts should not be 'extreme'. As a general rule we do not allow less than a 'number 2'.

Long, unkempt or spiky hairstyles are not acceptable. Nor are cuts to eyebrows. Hair longer than the shoulders should be tied back at all times.

Jewellery is not allowed. Students may wear a watch; one small pair of plain stud earrings in the bottom lobe of the ear. Sixth formers are also allowed to wear one necklace, one bracelet and one ring.

Ties must be worn to the top button and reach the waistband.

Shirts must be tucked in at all times.

Hoodies are not permissible in school. Any outer coat should be a dark colour and must be removed as students enter the school buildings, and either carried or kept in lockers or bags.

Blazers are to be worn at all times, unless permission has been given in the classroom by the teachers to remove them.

A suitable school bag must be used, in the style of a traditional rucksack school bag. It must be plain in design and may have a small logo. They must be large enough to hold an A4 folder and fasten shut. Fashion style bags are not allowed.

For more information regarding Uniform and Appearance please see separate booklet.

### Please remember...

We request that you name all items of uniform, PE kit and equipment to help us with finding lost items.

## Lockers

Lockers are available for all students.

They are provided by Secure Locker Rentals. For more information, please visit [www.locker.rentals](http://www.locker.rentals)



## Attendance and Punctuality



At Ellesmere Port Catholic High School, we monitor attendance and punctuality closely.

The Department of Education's National target for attendance is 95% and it is therefore important that students' attendance does not fall below this unless there are valid reasons. Regular attendees usually leave school with better skills and qualifications. Irregular attendance can, unfortunately, undermine the whole process of education, leading to severe disadvantages for the student.

### Attendance

- Students are to arrive at school by 8.40am
- Arrival after 8.45am, without a valid reason will be issued with a 30-minute detention
- To report an absence, please call the attendance line **each day** on 0151 513 4453 before 8.40am and leave a voicemail
- Forgot to call – if you fail to call, we will send you a text message to ask for the reason of absence, you may also get a call from your child's Pastoral Leader or a member of our Attendance team
- If we are unable to make contact, we will send an email the following week to ask for further information regarding your child's absence
- Failure to respond to this email, may result in your child's absence being unauthorised



### Long periods/Intermittent Absences

- School may ask for medical evidence, this may be in the form of a prescription, doctor's note etc.
- We may also refer your child to the school medical needs team

### Appointments

- We would ask for appointments known in advance, particularly those involving routine, non-emergency treatment, to be arranged at times outside of the school day
- If there is no alternative and an appointment is made during the school day, an appointment letter must be provided
- If they are leaving school early for their appointment, students must obtain a signing out slip from Student Services on the morning of the appointment.

### Punctuality / Late

- If a student is late to school, they will receive a late gate detention that evening 3pm to 3.30pm
- If students fail to attend this detention they will be issued with a 1 hour detention after school the following day with their Pastoral Leader. Parents will be notified by text message (*please make sure you inform school, in writing, if you change your mobile phone number*). If your child has a genuine reason for being late, please notify the school.



## Holidays during term

In order to increase attendance and improve standards in schools, the department for Education (DfE) made amendments to legislation surrounding holidays in term time.

The law does not give any entitlement to parents to take their child on holiday during term time. Any applications for leave must be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

Should you choose to take a holiday with your child during term time, on their return the Local Authority will be informed as this will constitute an unauthorised absence. A Fixed Penalty Notice will then be issued to you in accordance with section 444 of the Education Act 1996. The current rates payable by each parent are £60 per child where the amount is paid within 21 days and £120 where the amount is paid within 28 days. If the fixed penalty notice remains unpaid this could lead to prosecution in the Magistrate's Court.

Further information can be obtained from [www.dfe.gov.uk](http://www.dfe.gov.uk)

## Sick or injured students

1. Students who are sick or injured should report to Student Services. They must not contact parents/guardians directly. Students too ill to remain in school will be sent home after a named person, from the child's record, has been contacted to collect them.
2. In cases of emergency or involving serious injury and where hospital treatment is required, parents/guardians will be contacted as soon as possible.
3. If hospital attention is needed, school first aiders will use discretion about calling an ambulance and sending a child to hospital.

We ask to be informed as soon as possible of any change to the emergency contact telephone numbers supplied on the Admission Form.

Students who have to bring medication into school must see a member of the Student Services team with a letter from parent/guardian explaining how and when the medication is administered. Medication is kept securely at Student Services and must not be carried around school by students.

## Handy hints for common ailments

Must Attend = 😊

Cannot Attend = ☹️

<u>Condition</u>	<u>Advise</u>	<u>School</u>	<u>Condition</u>	<u>Advise</u>	<u>School</u>
Cold/Cough	Pain Relief	😊	Hand foot and mouth/Slapped Cheek	Pain relief	😊
Diarrhoea/Vomiting	Plenty of rest 48 hours from last episode	☹️	Conjunctivitis	See doctor	😊
Chicken Pox/Shingles	Until healed over	☹️	Glandular Fever	Pain Relief	😊
Cold Sore/Warts/Verruca's/Athletes Foot	Keep Covered	😊	Head lice	Home treatment	😊
Measles/Mumps	5 Days after onset of symptoms	☹️	Tonsillitis	See doctor	😊
Impetigo	Until lesions are healed, or 48 hours after antibiotic treatment starts	☹️			

## Communication with parents

Communication is a two-way process. We would always want to keep parents informed of the progress of their children and to share any celebrations or concerns that we might have about behaviour or progress. Likewise we would welcome information from parents and the opportunity to discuss any suggestions or questions you might have.

We believe that effective home school communication is essential to help support our young people. As a school we make regular contact with parents in the form of telephone calls, letters, emails and text messages. If you have a question, suggestion or concern, please contact school where you can ask to speak with your child's Form Tutor, Pastoral Leader or Subject Teacher for information or support. Staff email addresses are available via the school website.

We do make formal arrangements to share information on progress with parents through the reporting system and during parent's evenings. All students are issued with reports during the year from their Subject Teachers that will recognise and celebrate areas where progress has been made and will provide a number of suggestions or actions that will secure the next steps towards further progress in each subject.

Parent's evenings are held for every year group each year, when parents have the opportunity to discuss their child's progress with the Subject Teachers, their Form Tutor and Pastoral Leader. You will be formally invited to your child's parents evening and a calendar of events will be published on the website at the start of each new academic year. Students are expected to attend parents evening in full school uniform.

We require a valid email address for parents as most correspondence concerning achievement and behaviour are communicated via an email system.

## Parental Behaviour Policy

### **Rationale**

We believe staff, parents and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school.

### **Aims**

That all members of the school community treat each other with respect.

### **Expectations**

That adults set a good example to children at all times, showing them how to get along with all members of the school and the wider community.

That no members of staff, parents or children are the victims of abusive behaviour or open to threats from other adults on the school premises or by telephone.

Physical attacks and threatening behaviour, abusive or insulting language verbal or written, to staff, governors, parents and guardians, children and other users of the school premises will not be tolerated and will result in withdrawal of permission to be on school premises.

Any parent who is asked to leave the school premises will have the right to appeal the decision by writing to the Chair of Governors.

Please note that incidents of rudeness will be logged with the Chair of Governors.



## **Responsibilities**

It is the responsibility of the Headteacher and Governors to monitor and review this policy.

## **Guidelines**

Types of behaviour that are considered serious and unacceptable, and will not be tolerated towards any member of the school community.

This is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Shouting, either in person or over the telephone
- Inappropriate posting on Social Networking sites deemed as bullying
- Speaking in an aggressive/threatening tone
- Physically intimidating, e.g. standing very close
- The use of aggressive hand gestures/exaggerated movements
- Physical threats
- Shaking or holding a fist towards another person
- Swearing
- Pushing
- Hitting e.g. slapping, punching or kicking
- Spitting
- Racist or sexist comments

Unacceptable behaviour may result in the police being informed.

The school reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse.

School premises are private property and parents have been granted permission from the school to be on school premises. However in case of abuse or threats to staff, students or other parents, school may ban parents from entering.

It is also an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on school premises. The Police may be called to assist in removing the person concerned.

School is not responsible for organising arrangements for children in the above circumstances. Parents will need to provide alternative arrangements for bringing children into school.

Parents have the right of appeal by writing to the Chair of Governors within ten days of permission to enter the school premises being withdrawn.



## Arbor Parent Portal

There is a government requirement that all secondary schools are expected to have 'real time' reporting systems for access by parents. Research has proven that continued parental engagement in their child's education is a very important part of securing success, something we take extremely seriously here in school. Arbor is the online management system that EPCHS use to monitor all aspects of a child's education from attendance to assessments.

We have developed systems and procedures to allow parents access to daily information about your child's progress, achievements, attitude to learning as well as attendance and punctuality via the Arbor website.

Access to the Parent Portal is through the Arbor website. To access your child's information you will be sent a link, by email when your child starts EPCHS. As a parent you will only be able to access your own child/children's record(s) and we ask that your log-in and password are kept secure and confidential.

The data you view will be 'live data' and if you have any related queries you will be able to contact, via email or telephone your child's Pastoral Leader. You will have access to attendance and assessment information and will be able to raise related queries.

If you have more than one child in school, you will be able to access the record of each of your children via your user name and password.

### Next Steps

Parents need take no action yet, we will write to you later, giving you more information and log-in details.

Don't worry if you don't have access to a computer at home, you can still access the system via a library or an internet café, or on your smart phone or tablet.

## Effort to Lesson – What it all means

### Outstanding (1)

#### The student:

- is well prepared for the lesson – e.g. equipment, resources and Planner
- completes & submits on time, all the required work, homework, coursework and assignments
- acquires knowledge, develops understanding and learns and practises skills exceptionally well
- concentrates, is rarely off task and has high personal standards
- works at an excellent pace, is very enthusiastic about learning and produces excellent work
- seeks to produce his/her best work
- shows exemplary behaviour
- encourages others to conduct themselves well

### Good (2)

#### The student:

- is prepared for the lesson-e.g. equipment, resources and Planner
- completes the required work
- acquires knowledge, develops understanding and learns and practises skills well
- routinely concentrates and is rarely off task
- works at a good pace, is enthusiastic about learning
- seeks to produce good work
- shows responsibility in responding to the expectations of staff
- behaves considerately towards others

### Satisfactory (3)

#### The student:

- is reasonably well prepared for the lesson-e.g. equipment, resources and Planner
- completes much of the required work
- acquires some knowledge, may develop understanding and learns and practises skills reasonably
- usually concentrates but may need reminders to remain on task
- generally works steadily
- behaves so that learning proceeds appropriately and time is not wasted
- is polite and generally responds appropriately to guidance

### Inadequate (4)

#### The student:

- has made little or no preparation for the lesson and may lack equipment, resources and Planner
- completes little or none of the required work or tasks
- acquires little or no knowledge; develops limited or no understanding, learns little, reluctant to practise skills
- fails to work effectively unless closely directed by an adult
- gives up easily
- shows poor behaviour which inhibits progress or well-being in the lesson
- wastes time through persistent low-level disruption, excessive off-task chatter and lack of attention
- undermines the work of the teacher and other learners





We are very proud of our students and believe it is important to reward excellent progress, effort and attitude to learning. A conscious attempt is made by all staff to recognise individual effort and achievement throughout the school. Good work and regular attendance are rewarded through the awarding of certificates and Form Tutor recognition.

‘Praise Postcards’ are sent directly to parents by Class Teachers, Form Tutors and the Pastoral Leader for outstanding contributions made by students. The Headteacher’s / Deputy Headteacher’s Awards are given for outstanding work.

The following awards are also given:-

- Phone calls, emails and letters home
- Success Postcards

Pastoral Leader recognitions are made weekly at assemblies, for example for improved punctuality / behaviour.

Annual reward trips take place to celebrate excellent attendance, punctuality and attitude to learning at the end of the summer term. Students with 100% attendance receive achievement points and an award at the end of the year.

## Sanctions – ensuring exemplary behaviour

Most of our children show exemplary behaviour at all times, however occasionally mistakes will be made. It is important that we develop a real sense of personal responsibility in our students.

We will respond appropriately in a range of ways whilst seeking to be seen to be just and consistent. Sanctions may range from a simple discussion with the teacher concerned, to break time detentions or more formal detentions after school. If a teacher believes a detention is appropriate this may take one of the forms described below:

- Class Teacher Detention from 3.00 – 3.30pm, may be given on the same day in which case you will be notified by telephone and email.
- Subject Leader Detention from 3.00- 4.00pm may be given on the same day in which case you will be notified by telephone and email.
- Senior Leadership Team (SLT) Detention from 3.00 – 5.00pm on a Friday evening. A text message will be sent home detailing the date and time.

Detentions are not negotiable. However in extreme circumstances detentions can be rearranged with subject teachers.

We wish to operate in partnership with parents at all times. If there are serious problems we would wish to meet with parents to discuss those within 24 hours.

Occasionally problems arise which are sufficiently serious for students to be withdrawn from class whilst investigations are made, for this we have an alert system. Students are removed from lesson due to low level disruptive behaviour.

Follow up:

1. Students must report to the removing member of staff at 3pm.
2. Subject leader will also attend this restorative meeting – this may lead to an appropriate sanction.
3. Failure to attend at 3pm will mean student will be placed on an SLT detention the next available Friday for two hours..

For serious incidents we have three main sanctions.

1. **Isolation room** – this is where a student will work in isolation from their peers all day and will be supervised by a member of staff. Parents will be informed in writing or via telephone contact.
2. **Step out partnership with Whitby High, Helsby High School and Upton-by-Chester High School** – If a student continues to make wrong choices and has already spent time in our school isolation room they will go to spend time on step out to one of our partnership school's isolation area. This is a reciprocal arrangement and we have students from Whitby, Helsby and Upton attending our isolation room. We recognise that excluding a child from education is the last resort and have therefore added in this additional tier to try and modify student behaviour.
3. **Fixed term exclusion** – for the most serious offences such as bullying or fighting a student would be excluded from school for a number of days and we would require a meeting between the student, parents and the Associate Deputy Headteacher for Behaviour and Attitudes or the Headteacher before the child could return to school.

The emphasis is always upon making it clear to young people that whilst there has to be a sanction for wrong choices and actions, we are prepared to show Christian love in seeking to begin anew with a firm commitment to better behaviour. Resolution of particular difficulties might involve students writing letters of apology endorsed by parents, a time spent on report or completing community service. If a student continues to disregard our school code of behaviour the student and parents will be asked to attend a governor panel meeting which could lead to permanent exclusion.

We believe and expect that all of us are capable of improvement and growth towards an appreciation of the need for self-respect reflected in respect for others and the school environment. This is a major part of the educative process.

## Lunchtime arrangements

Lunchtimes represent one of the biggest changes for new year 7 students and as a result they are escorted to lunch for the first week to ensure they are confident with our systems.

The school has worked hard to produce a rich selection of healthier alternatives for sale in the dining room. We support that with promotion of healthy eating issues in lessons. It is important that we also encourage students who are bringing a packed lunch to school to make a healthy selection too.



We do not allow students to bring in crisps or other salted snacks, such as nuts etc. to school. The reason for this is related to dehydration and its impact on youngsters' ability to learn. We do not allow students to bring fizzy drinks to school, partly this is because of the additives they most often contain; partly it is because they are often the source of spray when opened, damaging belongings and clothing. Please be aware that glass containers should not be used for reasons of safety.

For more information about our canteen and the type of food we serve please see the dining room booklet.

A biometric cashless system operates within the dining room.

### Biometrics – *Bio what?*

A scan is made of one of the student's fingers. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the finger image; only the numbers remain and these cannot be reinterpreted back into a fingerprint image. Government legislation, the Protection of Freedoms Act 2012 advises that each parent should be notified, but written parental permission need only be obtained by one, data is destroyed once the student leaves school. To give your consent, please tick the appropriate box in the Permissions booklet or online form.

Once signed up to the Biometric system students present their finger to the reader, located at the till point in the canteen. Lunch accounts can be credited either online (an online access letter will be sent giving details of how parents can log-on and make payments, not just for lunches but for school trips), or by cheque (made payable to Cheshire West and Chester Council for lunches or Ellesmere Port Catholic High School for trips). Parents are responsible for ensuring their child's account is kept in credit.

A daily spend limit of £5 is set to each account. Parents can increase or decrease this limit by contacting our finance department. (Please see following page if your child is eligible for free school meals).

For any queries relating to online access, please contact the Finance Manager.

Full details of this policy can be found on our website in the policies and procedures section.

## Free School Meals

By registering for Free School Meals your child not only has the opportunity to enjoy a free school meal but the school also benefits from additional funding for all students who are registered for free school meals or who have been registered in the past 6 years.

This additional funding is given to schools to raise the attainment of children and enables us to provide many additional support mechanisms such as learning mentors, intervention and booster classes along with possible financial support for activities.

### Am I eligible for Free School Meals?

If as a parent/guardian you receive one of the following, you may be able to claim for Free School Meals.

- Income support (IS)
- Jobseekers Allowance Income Based (JSA IB)
- Income-related Employment and Support Allowance (ESA IR)
- Child Tax Credit (but not Working Tax Credit) and have an annual income (as assessed by Her Majesty's Revenue and Customs) that does not exceed £16,190.
- Pension Credit (must include Guarantee Credit)
- Universal Credit

### How to claim or find out more information

Phone: Free School Meals Helpline – 0300 123 7039

Email: [Benefits@cheshirewestandchester.gov.uk](mailto:Benefits@cheshirewestandchester.gov.uk)

Online: [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk) (Click on A-Z on the blue line near the top of the home page, click on S then School Meals).

The free school meals team on the number above can assess your claim over the phone using an eligibility checker to confirm entitlement; if successful your claim will begin the same day.

Please help us to provide the best support for your child by registering for free school meals if you are eligible. Registering is confidential and taking up the free school meal is recommended but not compulsory. School operates a successful cashless catering facility, students who are entitled to free school meals have a daily allowance of £2.40 added confidentially to their cashless account each day. Your child can still opt to bring a packed lunch, the daily allowance could be used to purchase anything from the canteen at lunchtime, including drinks; so your child can still pick and choose whether they have a hot school meal.

If you wish to discuss any aspect of the Free School Meal claims process or would like assistance perhaps in phoning, or help completing an online application, please do not hesitate to contact the finance office on the school number.



## Mobile phones (and other communication devices)

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. Students must not use mobile phones at any time during the school day to make/receive calls/text/take photographs or use for any other reason. Students who have a real emergency can use the telephone at Student Services to contact parents/guardians. If parents need to contact students in an emergency, they should telephone the school in the usual way and emergency messages will be passed on.

If mobile phones are seen or heard in school they will be confiscated by the member of staff and taken to Student Services, where they will be stored securely until the student is allowed to collect it. Phones will be confiscated for a period of 5 working days, to exclude Saturdays and Sundays.

The confiscation of a phone will include the SIM card. The school shall not be liable for losses incurred by the owners of the phones of whatever nature, including contract charges. These rules form part of the school's Code of Conduct and are not negotiable. If a mobile phone is confiscated we will endeavour to loan the student a school mobile phone, which can be used in an emergency.

## Use of student's photographs

Occasionally, we may take photographs of the children at our school. We use these images as part of our school displays and sometimes in other printed publications or on our school website, Facebook page and Twitter account.

We may also include photographs in Learning Journeys and Records of Achievement that record your child's progress throughout school and these may include photographs of individuals, groups or classes of children.

Occasionally members of the media may visit our school to report of events and to take images or video, children may appear in these images, which will sometimes be published in local or national newspapers, or on approved websites

To comply with Data Protection requirements, we need your permission before we can photograph or make any recordings of your child.

We will not use any images of children where we do not have parental consent. Where a parent fails to return a photo consent form we will assume consent has not been given.

Consent is valid for the period of time your child attends Ellesmere Port Catholic High School. You can withdraw your consent for the use of the images at any time by contacting the school. The images we take will be of activities that show the school and children in a positive light. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues. We may use group or class photographs or footage with very general labels e.g. 'science lesson'. We will only use images of pupils who are suitably dressed.

Full details of this policy can be found on our website in the policies and procedures section.

## ICT – Acceptable Use Policy for students

All users of the school computer network are expected to adhere to the Acceptable Use Policy when using the school's computer systems. The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management.

The school's acceptable use policy has been drawn up to protect all parties – the students, the staff and the school. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited.

### Accessing the network

Every user of the network has a unique username and password which are used to connect to the network. Users should only log-on using their own username and a password that should be kept private and not made known to anyone else. When finished, or when leaving their computer unattended, users should log off properly to protect their work and allow someone else to use the computer.

All passwords need to meet the following requirements:

- Contain 8 or more characters
- Contain a mix of upper and lower case characters, numbers and symbols.

Using another user's log-on details to access the computers will result in being banned from the computers and a report being sent to the Pastoral Leader.

### Email

All students are provided with an email account. This can be accessed in school by clicking the Email icon on the desktop. There is also a link on the VLE and the school website. At home, this can be accessed from [www.outlook.com/edu](http://www.outlook.com/edu). Although mobile phones and tablets are not allowed in school, you can link your school email account to your home devices, and we encourage you to use this at home to collaborate and keep on top of work.

Please note IT Services do monitor the email system, and any inappropriate use (e.g. sending offensive emails) will be reported to the Pastoral Leader and disciplinary action will be taken.



### Acceptable use of the network

Whether the computers are being used during lessons or outside of lessons, they should only be used for appropriate purposes. The following uses are not allowed at any time:

- Streaming/downloading Music or Video files (except Royalty free music for ICT lessons)
- Playing/downloading games
- Bypassing internet filtering (e.g. using proxy websites)
- Attempts to bypass network security

We ask students to avoid using the computers for these reasons to ensure that the internet can be a stable usable resource for the whole school. As with your home internet, streaming or downloading media/games slows down internet access for anyone wishing to use it for their work. Using the network in an unacceptable way will result in a disciplinary action. The filtering is in place to help protect everybody, and to ensure that all students and staff can only get safe, relevant results to their searches.

### Damage to the equipment

Equipment should be treated with care and any damage reported to a teacher or a member of IT Services immediately. When students have finished using their computer they should leave the workspace tidy and the computer ready for the next user. Parents will always be informed if a student damages ICT equipment and they will be expected to meet the cost of repair.

## Cyber Bullying / E-Safety



E-Safety awareness will be delivered on a regular basis through assemblies, PSHCE and curriculum subjects using ICT facilities. If a student is having difficulties at any point with an e-safety issue, they should report it to a responsible adult who will pass this information on to the schools E-safety lead and the student's Pastoral Leader so the issue can be resolved quickly.

### Reporting incidents or concerns

If you would like to report an incident or concern or ask any questions regarding the computer systems and E-safety, please phone the school and ask to speak to the E-safety Coordinator.

### Disciplinary action

The typical action taken for the breach of this policy is an internet ban of up to a month. For repeat or severe offences, this can then result in a ban of up to 6 months. Serious incidents such as cyber bullying, will be reviewed by the Associate Deputy Headteacher for Behaviour and Attitudes and the Headteacher who will decide on the appropriate action to be taken.

### Saving / Printing your work

Students have been given an area on the network to store their work. We recommend you use clear file names and that you make use of folders (for example give each subject a folder). Folders are backed up regularly, if you lose a file see IT Services as soon as possible and they will show you how to recover it. The most effective way to ensure you don't lose work is to save regularly.

There are many times that you will need to print your work, but you should take care that you do not waste paper or print work that is not necessary. Make sure your name and form is on each piece of work you print.



## Response to complaints

If you have a concern – do not keep it to yourself please let us know. All complaints will usually be dealt with within 24 hours by the Pastoral Leader or other senior member of staff. One of these is usually available for telephone contact. Letters will be answered within twenty four hours and appointments will be made to suit your convenience wherever possible. The school telephone is usually staffed between 7.30am and 4.30pm.

The Headteacher is happy to meet with parents to resolve any issues. If problems remain unresolved there is a documented procedure available to parents, to deal with such complaints. A sub-committee of the School Governors will arbitrate in the event of an unresolved complaint.

## Parent Teacher Association

If you are interested in being involved with the Parent Teacher Association, please contact the school with your name, address, contact number and email.

## Our Charity

The Parents and Friends of EPCHS is a charitable trust to support the work of the school. It has 3 trustees, 2 Governor's and the school's Business Manager. The trust derives its income from donations made by parents and others

As a Catholic School we are required to pay a contribution of around £13,000 per annum towards any building improvements.

The details of the trust and ways in which to contribute are given to all parents/guardians of children. We would hope that all could contribute by a tax-efficient, small but regular donation, or by a gift-aided single contribution each year. A report is sent to the Charity Commissioner annually.

## The Giving Machine

Another way to benefit the school is through The Giving Machine, which helps you generate cash donations every time you shop online. Retailers taking part offer a referral commission on every purchase that you make anywhere between 1% and 10%.

It is free and easy to join go to [www.TheGivingMachine.co.uk](http://www.TheGivingMachine.co.uk) complete a few basic details and select Ellesmere Port Catholic High School to start giving for free. Download the Shop and Give app to your internet toolbar to remind you. (If you require instructions please ask for Miss Moore, the Finance Officer for more information). You can also access it using the Sign up Code: 55729.

The money generated will be used to directly benefit the students, in previous years this money has funded among other things the development of the outdoor seating area for students and the purchase of tablet PCs. Donations have also been made towards trips.

**CLICK, SHOP AND GIVE FOR FREE**

## Charging Policy

Parents will be aware that in recent years schools have found themselves increasingly asking for parental contributions to finance many activities. We are very concerned that we do not make unreasonable demands on the family budget whilst at the same time we would wish to organise activities inside and outside school, which enrich children's education.

We continue to provide opportunities for students to visit galleries, universities, theatres and places of historic interest. There are numerous opportunities for students to be involved in residential experiences organised through school. Fieldwork associated with examination preparation is also a major feature of our work.

Very many of these activities can only take place because of the voluntary financial contributions made by parents to the cost of the activity. We ask for this to continue but we would never wish for a child to be excluded because of financial difficulties. We would always try to assist parents who ask us for support. Please refer to our Charging Policy. (See school website).

## If you need help

If you have a question, suggestion or concern please telephone school and we will contact the relevant school staff who will contact you as soon as possible.

We always aim to respond to parents within 24 hours as we believe that successful home school communication is the corner stone to having happy, responsible, successful young people who live life to the full.

We hope you have found this information useful and we look forward to welcoming your child to Ellesmere Port Catholic High School.

## Contact us

For general enquiries, contact the main reception:

**0151 355 2373**

To report an absent or late student the Attendance Line:

**0151 513 4453**

General Email: [admin@email.epchs.co.uk](mailto:admin@email.epchs.co.uk)

If you would like to send an email to a specific member of staff all email addresses are on the school website. [www.epchs.co.uk](http://www.epchs.co.uk)



When I stand before God at the  
end of my life,  
I would hope that I would not have  
a single bit of talent left, and could  
say,  
'I used everything you gave me'.

*Erma Bombeck*



## ELLESMERE PORT CATHOLIC HIGH SCHOOL

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ  
 Tel: Main Reception - 0151 355 2373, Attendance – 0151 513 4453  
 Email: [admin@email.epchs.co.uk](mailto:admin@email.epchs.co.uk) Website: [www.epchs.co.uk](http://www.epchs.co.uk)  
 Headteacher: Mrs C Vile B.Ed. Hons, NPQH