

# Holy Cross

CATHOLIC HIGH SCHOOL

*An Outstanding Catholic School*

Archdiocesan Report 2019

*'I have come that they may have life and have it to the full.'*

John 10:10

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# Letter from the Headteacher



Dear Parents/Guardian

I am delighted that your child will be joining us in September. We are planning for a return to normal school life in September and we will keep you informed of any arrangements when we are able to confirm them.

I know what a big step this is and that any trepidation you or your child would be feeling is increased by the current circumstances. I am therefore writing to outline what arrangements are in place to support families in this transition.

Unfortunately it doesn't appear possible or sensible for the New Intake Evening to happen. We have therefore tried to be creative in giving a flavour of Holy Cross in other ways. We will host New Intake sessions in school for individual school cohorts and we will inform you in due course when these will be. It is an opportunity for your children to visit the school, see some of our facilities and meet some of our staff. We are conscious of maintaining bubbles and keeping all members of the community safe. I know the national mood is one of excitement and relaxing restrictions but we at Holy Cross are remaining vigilant and inducting cohorts thoughtfully and safely.

Our school website [www.holycross.lancs.sch.uk](http://www.holycross.lancs.sch.uk) has a new section called New Intake 2021, which you will find in the About Us area. In this area, you will find information about the school especially for new starters, video lessons from a selection of our subject areas and a range of activities and lessons for Year 6 pupils to complete. Your child will also be provided with a 'Sky Hawk' literacy transition unit. More information about this can be found later in this booklet.

In the pack accompanying this letter you will find:

- Data Collection Sheet
- Parental Biometric Consent Form
- School Development Fund Form
- ParentPay Form

We would like to request that these forms are completed and returned back to school in the pre-paid envelope no later than 28 June 2021 so that we can input these details before your child starts with us in September.

You will soon be receiving an email with school policies and documents that we ask you to read and confirm via an online form. When you receive this if you have any queries please contact [n.lewis@holycross.lancs.sch.uk](mailto:n.lewis@holycross.lancs.sch.uk).

- Home School Partnership Agreement
- Media Use Policy
- Pupil Technology Policy
- Privacy Notice for Parents and Pupils
- Behaviour Policy

If you have any questions or concerns, please do not hesitate to contact us at [admin@holycross.lancs.sch.uk](mailto:admin@holycross.lancs.sch.uk) and please keep looking on our website and Twitter feed (@holycrosschorl).

We are looking forward to welcoming you to the Holy Cross Community and to working with you to provide the best possible education for your child.

Stay safe.

Yours sincerely



Mr I Gaughan  
Headteacher

# Transition



## Transition Overview

My name is Miss Calver and I am the Transition Coordinator at Holy Cross. At Holy Cross we understand that the transition to secondary school can be a big step for both pupils and parents alike. Therefore, my role is dedicated to making sure that the transition process is as seamless as possible and I aim to ensure that your child will feel confident and at ease about beginning their journey at Holy Cross. To make this possible, I work closely with the Head of Year 7, our Primary Transition Coordinator and teaching staff from across different departments to deliver a wide-ranging and supportive transition programme.

Before they join us in September, every child will have had access to transition activities and lessons from across a range of different curriculum areas to give them a taste of what lessons will be like at Holy Cross and to enable them to familiarise themselves with staff members. The New Intake section of our school website is regularly updated with these activities and other helpful resources.

In the summer term, I will be visiting your child's primary school and they will have the opportunity to ask any questions that they may have. They will also be invited to an Induction Day so that they are able to meet their form tutor and their tutor group prior to their first day.

I liaise closely with primary school Year 6 teachers and Headteachers so that we are able to get to know your child a little better before they join us. This information enables us to tailor the support we offer to each child and it is also used to group children into appropriate tutor groups.

I hope that you find the information in this booklet helpful and reassuring.

If you have any questions or concerns regarding the Transition process, please do not hesitate to contact me via our school office. Please email [admin@holycross.lancs.sch.uk](mailto:admin@holycross.lancs.sch.uk) and ask that your request be forwarded to me.

We are delighted to welcome you and your child into our school community.

Miss C Calver

Transition Coordinator

# The Year 7 Team and Tutor Groups



## Head of Year 7

Hello, my name is Mr Bolton and I will be Head of Year 7 for your child when they begin with us at Holy Cross in September. Having been at the school for six years, I can assure you your child will be supported and nurtured both pastorally and academically. The staff at Holy Cross are highly skilled and will ensure your child has a smooth transition from primary to secondary school. I will be supported by a team of seven dedicated tutors who will deal with any pressing pastoral issues in the first instance. The team of tutors will be the first point of contact as they will see your child on a daily basis during collective worship and tutor time. This constant contact with your child ensures each tutor knows each pupil individually and therefore allows them to deal with situations with sensitivity and on an individual basis. Issues which carry high importance will be directed to me or the Assistant Head of Year 7 and we will endeavour to find suitable solutions to any issues which may arise. In the meantime, I hope your child is eager to commence their secondary education at our wonderful school and we look forward to welcoming them into our school community after the summer break.

## Form Time Structure

Each day, tutor time will be dedicated to a different activity. These activities include:

Prayer/collective worship

Uniform check

Equipment check

Notices

Current events

Literacy or Numeracy Tasks

Silent reading

Once a week, instead of form time, each year group will attend an assembly in the school hall.

# Senior Leadership Team

Mr Gaughan – Headteacher

Mr Lindley – Deputy Headteacher

Mr Morris – Assistant Headteacher

Miss Marcroft (Mrs Huddy as of September) – Assistant Headteacher

Mrs Hardman – Assistant Headteacher

Mrs Hitchen – Assistant Headteacher

Miss Marsh (Mrs Henderson as of September) – Assistant Headteacher

Mrs Cooper – Business Manager

# SEND and Learning Support



Welcome to the Learning Support Department.

My name is Mrs Wilson and I am the SENDCO. Within our department we have Mrs Palmer (Assistant SENDCO), Miss Williams and Mrs King, who are our Intervention Leads, as well as Mrs Rudd, Mrs Crompton, Mrs Ogden, Mrs Farrell and Mr Ganderton, who are our in-class Teaching Assistants. You can find us in the Routledge Centre, where we offer a welcoming and friendly base for all our Holy Cross family when they may be in need of additional support.



# Pastoral Support Staff

## Morna Watts – School Counsellor

Staff and pupils call me Morna. I work with pupils one to one for lots of different reasons, for example, feeling anxious, coping with a bereavement or struggling with persistent low mood. Pupils are usually referred to me by their Head of Year.



## Linda Walmsley – School Chaplain

I'm Linda and I'm the School Chaplain at Holy Cross. It's my job to provide support and opportunities for pupils and staff to live out their faith in their daily lives. That includes providing opportunities for prayer, such as our daily collective worship, celebrations at special moments in the liturgical year and moments of quiet prayer in the Chapel. It also means helping everyone in our school community to help others, in practical ways as well as through prayer, especially through the Faith in Action Award programme and through our People Project, which runs as a pen pal scheme connecting pupils with older people in our local community. The purpose of Chaplaincy is to support all the children and adults in Holy Cross who form our school community, through encouragement, friendship and prayer. I have an open door and a listening ear for anyone in the school who needs support. We all experience times of anxiety, loneliness, stress or sadness, but these things must shape our lives, not dominate them. I will be your friend in times of need.



# Peer Mentors

These are two of our Peer Mentors who are here to welcome your child to Holy Cross. They will be in Year 8 when your child joins us in September and will be here to help them settle in. They will join your child during some tutor times, help to show them around and be there to answer questions they may have about starting at Holy Cross.



## A Message from Our Peer Mentors

Hello, we're Imogen and Marley.

Your child has nothing to worry about at Holy Cross. The teachers are really nice and your child is bound to make lots of friends. The lessons are always enjoyable and you learn a lot here.

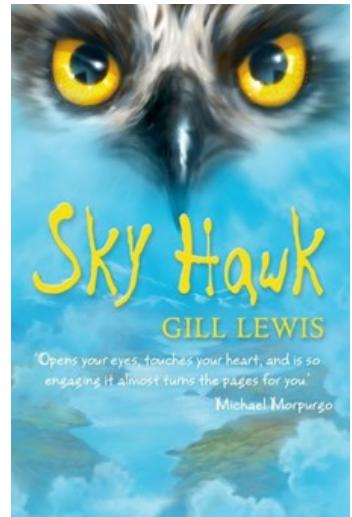
The first day of high school is always the scariest but, within minutes, we were making new friends and having fun.

As peer mentors, we will be going into tutor groups to offer support and guidance to the Year 7s as we know just what it feels like to be starting a brand new school.

# Literacy Transition Project

In the summer term, the English Department at Holy Cross will be providing your child with the novel *Sky Hawk*. Accompanying this will be a short work booklet, a postcard and a competition based on the book. Prior to their arrival in September, we invite your child to enjoy the book and complete the various activities we've provided. In many instances, your child's primary school will support in the delivery of this. In addition, we would ask for your help in encouraging them and engaging with their reading of the book.

When we meet your child in September, we will begin by revisiting the novel. This is effective in encouraging depth of knowledge, understanding and retention. Therefore, it is imperative that they have read it in its entirety. We are also planning to offer a cross-curricular day for all Year 7 pupils based on themes from the book; this is an event we hope will inspire them to continue reading throughout their time with us and beyond.



Here you can see our current Year 7 enjoying a Virtual Book Tour with Gill Lewis, the author of *Sky Hawk*.

## Key Transition dates

**Year 7 Induction Day – Friday 3rd September 2021**

**Year 7 Photographs – Monday 6<sup>th</sup> September 2021**



# Teaching, Learning and Assessment

## Curriculum

Our curriculum is ambitious and challenging, enabling all pupils to confidently make independent choices about their future ambitions. We aim to stretch and challenge all pupils to accelerate in their academic progress and personal development, becoming more resourceful and independent learners. We ensure lessons build upon prior learning and provide sufficient opportunities for guided and independent practice. Rigorous assessment effectively informs teaching and curriculum plans. We ensure that the curriculum is sequenced effectively to embed and build upon knowledge and skills, which will enable every child to strive for personal excellence.

We operate a two week, fifty period timetable, with five periods a day of one hour. We have a morning tutor period for twenty minutes. This provides time for each pupil to meet with their form tutor, to gather and join as a group for collective worship, to partake in weekly quizzes, debates, literacy and numeracy tasks, as well as ensuring that they are ready for the day with the correct equipment and uniform, ready to start the first lesson in the right way.

The Key Stage Three curriculum is delivered over three years, which allows pupils to experience a range of subjects before selecting their options during Year 9.

In Year 7, the curriculum model is as follows:

YEAR 7	
Subject	No. lessons per fort-night
Carousel	4
English	8
French	4
Humanities	7
Maths	8
Music	2
PE	4
RE	5
Science	8

## Setting

### Key Stage 3

All pupils in Key Stage 3 are grouped by ability for English, science, religious education, geography, history, modern foreign languages, music and physical education. Pupils are set separately for mathematics. At the start of Year 7, setting is based on the results of Key Stage 2 Tests and Cognitive Ability Tests. Ability groups are reviewed at the end of each term when we report to parents. Pupils are taught art, drama, food and nutrition, computer science and design technology as part of the carousel in mixed ability groupings. As SATS have not taken place this year, all pupils will start their first half-term learning in tutor groups until the CATs have taken place.

### Key Stage 4

Pupils are grouped by ability in the core subjects for English, mathematics, science and religious education. They are taught optional subjects and PE in mixed ability groups.

# Assessment

## **Why is assessment important?**

Assessment plays a key role in learning and is an essential part of the education process. At its heart, it is an interaction between the teacher and pupil; a way of acknowledging the pupils' work, identifying what has been learnt and what needs to improve further. Furthermore, it guides and supports the teacher and pupils with the next steps in learning.

## **How and when will my child be assessed?**

Your child will be assessed continually throughout the year, however, the frequency and method of assessment will vary between subjects, depending on the nature of the subject and the number of lessons allocated in the timetable. There are two main forms of assessment: formative and summative. Formative assessment takes place on a day-to-day basis in class. It involves teachers using a variety of methods to diagnose specific areas to improve, and supports pupils in doing so. The majority of our formative assessment will be verbal, in lessons, through deep questioning or low stakes quizzing, with teachers providing pupils with instant, live feedback in response to any misconceptions. Summative assessment provides a judgement about what a pupil has achieved at the end of a period of time, relative to the specific learning aims for that subject.

## **How will I be informed of the progress of my child?**

You will receive three reports during each school year, generally at the end of each term. These reports will highlight the progress of your child in each of their subjects, along with a grade for learning and conduct. The summer report will include comments on your child's personal development throughout the year from their form tutor. At each reporting period, we identify the pupils who have made excellent progress and pupils who are a concern and we will inform parents.

There are also Parents'/Carers' Evenings which you can attend, where a more detailed conversation can take place.

## **What if I have any concerns about the progress of my child?**

The most important way of understanding your child's progress is to discuss it with them. It is important to recognise that your child's exercise books and the conversations you have with them and their teachers can provide a far richer understanding of their learning and progress. Should you have any specific concerns, you are always welcome to contact your child's Subject Teacher, Form Tutor or Head of Year.

# Reading at Holy Cross

## Reading at Holy Cross

At Holy Cross Catholic High School, we believe that reading is fundamental for our pupils' academic and emotional development, thus we actively promote this across school. All tutor rooms have a reading box, Key Stage 3 pupils begin every English lesson with silent reading and we encourage pupils, as part of their English homework, to continue reading at home.



## What is Accelerated Reader?

Accelerated Reader is a programme which we use with all pupils in Years 7 to 9. Once a fortnight, pupils are taken to the Library by their English teacher and given a full hour to access our wide range of resources, including thousands of works of fiction, a diverse range of non-fiction texts and multiple specialist magazines. Pupils are encouraged to use this time alongside 15 minutes per English lesson to read. Once they have completed a book of their choice, they are able to log on to their Accelerated Reader account and take a quiz on the text they have just read. Pupils love being able to see their quiz scores and how many words they have read so far. In previous years we have had over 52 word millionaires who have all benefitted from awards for their excellent efforts.

## How Can I Encourage My Child's Reading at Home?

- Provide a range of reading material. From novels to non-fiction, anything you can read is worthwhile.

Many children enjoy reading magazines or blogs based around one of their hobbies or interests.

- Question your child about what they have read.

- Challenge your child to read something different.

Although revisiting a favourite book is often enjoyable, choosing a book that is out of their comfort zone will help them to progress.

- Encourage your child to read often. Reading is an excellent way to wind down before bedtime.
- Monitor their progress on Accelerated Reader by accessing your parent account or asking to see their reading log in their school planner.



# Our School Library

Our wonderful library is a calm and inviting environment, with comfy seating and lots of space to read or study. We have a fantastic range of fiction and non-fiction, with approximately 10000 books to choose from! Your child can use our library to work, or just to read and relax at lunch times and after school.



At Holy Cross we celebrate our love of reading for pleasure through the Accelerated Reader scheme and with various events you can enjoy throughout the year, such as World Book Day and the popular Book Fairs we host.

We are sure you will love our library as much as we do!

*"A book is a dream that you hold in your hands."*



# Bedrock Vocabulary

Bedrock Vocabulary is an online vocabulary curriculum that teaches pupils about vocabulary through reading, games and quizzes. It has different blocks, which means that it is tailored to each individual pupil and they will have a level appropriate to them. It embeds new words and also recaps words that pupils will already know.

Bedrock teaches essential Tier 2 words, root words and academic verbs. Research suggests that as a pupil progresses through school, they need to be adding at least 3,000 words to their vocabulary per year (Beck, McKeown & Kucan, 2002; Nagy, 1980 & 1986) if they are to keep up with increasingly challenging curriculum texts, Bedrock helps us to achieve this goal.

Pupils are expected to achieve a minimum of 20 points per week. They will complete 30 minutes of Bedrock in an English lesson each week and will be expected to complete at least 30 minutes at home per week. Pupils can do this on any device with the internet.

There are competitions every half term for the pupil with the most points and Bedrock also run competitions, which pupils have a chance of winning.

## **How can I help my son/daughter with Bedrock?**

You can monitor your child's use of Bedrock each week via the parent access code. This will enable you to see their progress and monitor how many points they are achieving each week.



# Homework

At Holy Cross, we believe meaningful homework is an essential part of your child's learning. When homework is set in subject areas, there will be an adequate amount of time to complete the homework to a high standard.

Homework is set on Satchel One (formerly Show My Homework), a virtual learning platform to record, set and share homework. It allows pupils to access their homework via a computer or app on their phone, set up alerts to remind them when it is due in and to access resources supplied by the teacher. They will have a personal login and username provided by school at the start of the term. Pupils can also message staff if they need further assistance and advice on their homework.

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

Engaging your support in your child's success is vital in helping to create high expectations and providing the basis for developing independent learning skills, which will benefit lifelong learning.

We offer support with completing homework and the library is available until 4pm as a quiet study area. If your child is ever struggling with homework, they must speak to their teacher before the date set for handing in the homework.

Please be advised that it is not a requirement to login to Show My Homework to view this content. The main homework calendar is available at: <https://holycrosschs.satchelone.com/school/homeworks/calendar>

However, it is advisable to use your login and password to receive a personalised list of homework tasks.



# Microsoft Office

Your child will also be provided with a Microsoft Office 365 account.

This account will provide them with their own school email address and give them access to online versions of Office 365 applications, such as Word, PowerPoint and Excel. Pupils can use these applications to complete school work and their school email address to communicate with teachers regarding any work set.

Pupils will also have access to the Microsoft Teams collaborative platform, which allows for real-time communication and sharing of resources between teachers and their classes.

Occasionally, teachers may also use Microsoft Teams to set homework and to share learning



# Personal Development, Behaviour and Welfare

## Ethos and Collective Worship

We have a strong Catholic ethos at Holy Cross, which means that we encourage everyone in the school community to live out Gospel values; to offer support and friendship to those in need; to be respectful of each other's feelings; to take an active part in meaningful collective worship.

Every day at Holy Cross begins with prayer, which might take the form of a formal prayer, a piece of music, or a meditation. Pupils are encouraged to be active participants and to be involved in the planning and facilitation of prayer. The support of the priests in the Pastoral Area means that we are able to celebrate Mass in the Chapel each week and we are particularly fortunate to be able to use St Gregory's Church as a place of worship for our Christmas and Easter celebrations. On Holy Days of Obligation, we enjoy celebrating mass in the Church with the primary school pupils and the parishioners.

Our Catholic ethos colours everything we do at Holy Cross because it is who we are. We encourage our pupils and staff to think about their faith and to ask questions in a supportive environment which allows each person to understand better their relationship with God. We recognise each person in the school as a beloved child of God, created in His image and we strive to enable every child in our care to become the person He created them to be, remembering the words of Jesus:

*'I have come that they may have life and have it to the full.'*



# Spiritual, Moral, Social and Cultural Education

At Holy Cross we pride ourselves on having a holistic view of pupils and their learning. We follow statutory guidance in relation to RSHE and PHSE. Pupils will encounter the PHSE curriculum through their everyday teaching but also through our SMSC days, which will be once every half term. These days give pupils the opportunity to discuss and learn about relevant topics which effect their everyday life, such as careers, health and wellbeing and relationships.



These days are delivered by Holy Cross teaching staff and also other professional organisations. The delivery of these topics means that pupils leave Holy Cross with a solid foundation and knowledge to help them in their future lives.



# Attendance and Punctuality

The good news is that the **majority** of our pupils achieve good to **excellent attendance**. However, there is always room for improvement.

Pupil attendance at Holy Cross Catholic High School is very good. We believe we can be Outstanding.

The Department for Education has identified that **97% attendance is the minimum requirement**.

Please help our school by ensuring your child's attendance stays above this level.

## **Reasons for Absence**

### **Acceptable Reasons**

Sickness & Diarrhoea

Medical Emergency

Admission to Hospital

Family Bereavement/Funeral

COVID 19 absence in line with current Government guidance (May 2021)

### **Unacceptable Reasons:**

Cold

Sore Throat

Headache

Holidays

Looking after siblings

Going shopping with parents

Birthdays

If you are unsure whether your child is well enough, send them in with a note. We will always contact you if your child is unwell and needs to come home.

## **“It’s only a few days...”**

But a few days can make a massive difference. As a school we see good attendance as a priority and we expect regular attendance (97% or above).

Over a full school year your child’s attendance would look like this:

DAYS ABSENT	WEEKS ABSENT	%ATTENDANCE
1		99.5%
2		99%
3		98.5%
4		98%
5	1	97.5%
10	2	95%
15	3	92.5%
20	4	90%
25	5	87.5%
30	6	85%
35	7	82.5%
40	8	80%

## **Consequences of Poor Attendance for pupils:**

- Falling behind in lessons and coursework
- Grades are affected
- Year 11 pupils find it harder to find a job or college place
- Pupils find it harder to make and maintain friendships
- More likely to become involved in anti-social behaviour

## **Holidays**

The DFE have made some changes to attendance regulations. We now have to work harder than ever to ensure that our pupils achieve a minimum of 97% attendance throughout the school year.

In light of this we have revised our holiday policy and **no** holidays will be agreed during term time.

An average one week holiday in school time results in a pupil having to catch up on 25 hours of missed work when they return.

## **Remember...**

If you decide to take your child on holiday during term time you may be liable for a Penalty Notice. Penalty Notices are issued for each parent in the household. The fine is £120, reduced to £60 if paid within 28 days. Non-payment of fines will result in prosecution for non-attendance at school under section 444 of the Education Act, 1996.

## **What parents can expect from us**

## **Incentives**

- Half termly reward draw for pupils for 100% attendance
- Contributes to Whole School Awards Visit eligibility

## **Awareness**

- Form tutors will track, monitor and discuss attendance with pupils
- Communication with parents via text message

## **Interventions**

### **If your child's attendance is**

- **90-95%** - Head of Year calls home or sends a letter to make parents aware of deterioration in attendance.
- **Under 90%** - Attendance Officer phone calls/letters/meetings in school/home visits/  
Attendance Contracts.
- **Under 85%** - SLT to support the Attendance Officer in improving attendance.
- **If targets not met**-referral to Court Officer for Penalty Notice.

### **What we expect from parents**

- Contact school on the first morning of your child's absence and on each subsequent morning.
- Ensure your child is only absent if it is absolutely necessary
- Avoid booking holidays in term time—remember these will be unauthorised and often result in a penalty fine
- Always try to arrange any medical appointments for outside of school hours
- Reward your child for good attendance at school—mutually agree targets and stick to them.
- Inform school promptly of any issues which may affect attendance.

### **Attendance Facts**

- 90% attendance is the equivalent of missing ninety 60 minute lessons per year.
- Five or more GCSE passes can increase wages by up to 42%.
- Missing just 17 days a year can mean dropping a whole grade per subject at GCSE.
- 85 million school days are lost to absence each year.
- **EVERY SCHOOL DAY COUNTS** - There are 190 school days each year and 175 weekends and school holidays available to use for holidays.
- 90% attendance is equal to 1 half day absence per week, 4 weeks' absence in a year and half a year of absence over 5 years.
- If a pupil's attendance is 89% or less then there is only a 1 in 4 chance they will achieve 5 grade 4 to 9 passes at GCSE.

# Behaviour for Learning

At Holy Cross we have clear expectations for both in class and out of class.

Our simple philosophy is:

***'Every child has the right to be taught, every teacher has the right to teach and every person has the right to feel safe.'***

## In class expectations

- We arrive on time
- We speak appropriately
- We follow instructions without argument or delay
- We treat others with respect
- We try our best
- We dress smartly

## Out of class expectations

- We follow instructions without argument or delay
- We speak appropriately to everybody
- We walk on the left on corridors and stairwells
- We respect all school property
- We put litter in the bin
- We dress smartly

## **Debit System**

We run a debit system at Holy Cross to address any negative behaviour in classes. The Debit system has four levels that will be explained below:

**D1** – This sanction is given to a pupil as a verbal warning and is recorded on our Synergy System. This is a prompt to the pupil that they are not performing to the school's expected level and should prompt the child to make an appropriate adjustment to their behaviour.

**D2** – This sanction is given to a pupil if they have not made the expected change in their behaviour. This will be recorded on our Synergy System and will result in a 15 minute break or lunch time detention.

**D3** – This sanction is given to a pupil if they have persistently failed to respond to the class teacher and failed to make positive changes to their behaviour. This will result in the pupil being removed from the class and placed in another class within the department or faculty. This will be recorded on our Synergy System and will result in a 40 minute after school departmental detention.

**D4** – This is the most extreme sanction a department will use to sanction a pupil. If a pupil who has been sent to a different class continues to disrupt the teaching and learning of the class they were sent to, they may be sent to Isolation. If this is the case, the pupil will spend 5 periods in Isolation.

**Fast Track D4** – This is used for extreme behaviour, for which the stages being bypassed and the pupil goes straight to D4. This would be used in instances such as foul/abusive language and breaches in health and safety.

# Rewards and Incentives

At Holy Cross we pride ourselves on living out our mission statement of 'Living Life to the Full'. An important part of this is recognising those pupils who go above and beyond in their daily life at school.



Pupils are awarded in class regularly with our A1 system. Form Teachers, Heads of Year and Assistant Heads of Year can also award A1s daily for positive contributions to the school community. Pupils with the most A1 points are put into a draw every half term for a voucher. Alongside this, we also have our Headteacher Breakfasts. Every half term, eight pupils are chosen to have a free breakfast with Mr Gaughan and other members of SLT. These pupils are also given recognition on our school Twitter page.

Other ways in which a pupil has their achievements recognised include:

- Verbal praise given by a member of staff. This is an important first step in recognising a positive contribution by a pupil and building a positive relationship
- Written remarks in a pupil's book or pupil planner can also be used to praise
- Departments celebrate the good work of pupils through class displays
- Departments can also highlight positive contributions through initiatives such as departmental praise letters/postcards being sent home
- It is important that academic ability alone is not the only way to earn recognition. This can also encompass extra-curricular activities and a range of personal skills and qualities which Holy Cross wishes to value and promote
- Recognition of the best attendance and also most improved attendance
- Pupils who have made positive contributions are recognised in the prefect system
- There are special presentations for both Year 11 leavers and sports performers which are held annually to celebrate success and praise achievement
- The achievement of pupils both in and out of school are promoted through the local press and social media

Finally, we also have two weeks in the school year in which we celebrate pupils' success in assemblies. These assemblies are a formal recognition by departments of the hard work and achievement of pupils in the Autumn and Summer terms. We truly have a holistic view of the pupils in our care and want to recognise their achievements as much as we can.

# Enrichment Opportunities

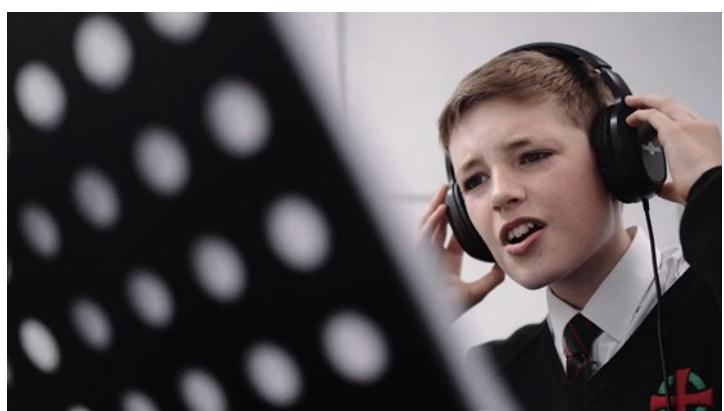


At Holy Cross, our mission is based on John (10:10): “I have come that they may have life and have it to the full.” In order to achieve this mission, we feel it is important to offer pupils a diverse range of enrichment opportunities. We believe that pupils can gain a great deal from participating in educational visits and extra-curricular clubs as, not only do they offer opportunities to broaden their horizons and enrich their experiences, but they also allow pupils to enhance their social, emotional and personal development.

Each curriculum area has embedded opportunities for enrichment and for pupils to develop their cultural exposure into their curriculum plan. For instance, in English, pupils will have the opportunity to go on visits to the theatre to tie in with their study of plays; in geography pupils can visit Castleton to collect fieldwork data; in history pupils have the chance to go to France and Belgium to visit World War One battlefields, cemeteries and memorials and in PE pupils will be invited to go on a ski trip.

We also provide a wide variety of extra-curricular clubs to ensure there will be something to suit every child. For example, pupils can attend STEM (Science, Technology, Maths and Engineering) Club, Public Speaking and Debating Club and they can join the Eco-Committee.

For those interested in sport and fitness, the PE department offer a huge range of clubs from boys' and girls' football, netball and hockey to gymnastics, trampolining and dance. These clubs are open to those who want to be part of the team and represent the school in local and national fixtures but also to those who just want to get stuck in and take part in some extra sport for fun.



# Practical Information

## Home-School Communication

### Contacting School

For general pastoral and well-being matters, your first point of contact is your child's form tutor. Please send written communications to your child's form tutor through their school planner.

If you would like to see or speak to your child's form tutor or a particular subject teacher, please contact the school office via email or phone and indicate which teacher you would like to speak to. The school office will direct your request to the relevant member of staff, who will then contact you. The school office is open between 8:00am and 4:30pm (outside of these times a message can be left on the answer machine). School will respond to your request as quickly as possible and certainly within 48 hours.

It is not possible for a teacher to leave their class to speak to a parent, so it is important that a prior appointment is arranged via the office.

Please do not use your child's school email address, their Microsoft Teams account or their Show my Homework account to communicate with teachers. These platforms are to be used for the sole purpose of pupil-teacher communication.

### School Office Contact Details

**Email:** [admin@holycross.lancs.sch.uk](mailto:admin@holycross.lancs.sch.uk)

**Phone:** 01257 262093

### Communications from School

School will contact you either by email, post or text depending on the nature of the communication.

# The School Day

<b>Registration</b>	8:55am	-	9:15am
<b>Period 1</b>	9:15am	-	10:15am
<b>Period 2</b>	10:15am	-	11:15am
<b>Break</b>	11:15am	-	11:35am
<b>Period 3</b>	11:35am	-	12:35pm
<b>Period 4</b>	12:35pm	-	1:35pm
<b>Lunch</b>	1:35pm	-	2:20pm
<b>Period 5</b>	2:20pm	-	3:20pm

# Uniform Policy

We believe that an economic and practical uniform helps us to achieve high standards of work, behaviour and commitment, and the great majority of parents support us in this view. All pupils are, therefore, expected to wear the uniform that is listed below. In certain circumstances, a uniform grant may be payable by the Local Authority.

## Boys

- White shirt
- School tie
- Black, plain-knit 'V' neck long sleeved sweater with badge
- Black tailored uniform trousers
- Grey or black socks
- BLACK\* leather shoes (no boots or trainers)

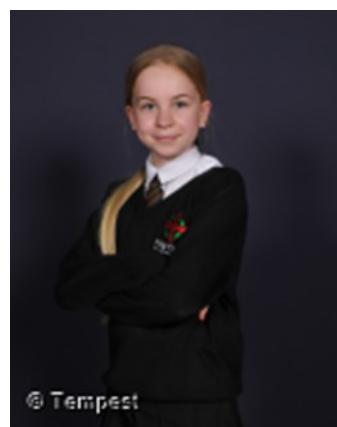
\*Please note no other colour is acceptable

## Girls

- White shirt
- School tie
- Black, plain-knit 'V' neck long sleeved sweater with badge
- Black skirt, knee length plain or pleated
- Black tailored trousers
- Black socks or thick black tights
- BLACK\*, flat heeled leather shoes (no boots or trainers)

\*Please note no other colour is acceptable

There is no uniform outdoor coat but we ask for a sensible jacket. Tracksuit tops, hoodies, sweatshirts, military or denim coats are not allowed. Baseball style caps are not to be worn on the school premises.



# PE Uniform

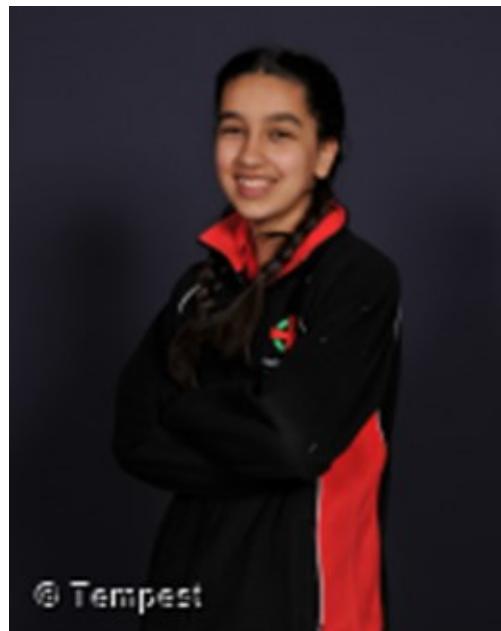
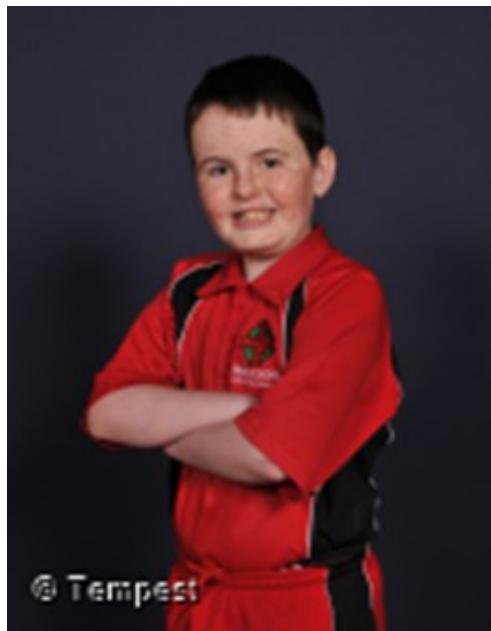
## Boys

- Holy Cross badged red/black rugby shirt
- Holy Cross badged red/black polo shirt
- Black shorts
- Black football socks
- Football boots
- Trainers
- Shin pads and gum shields

## Girls

- Holy Cross badged black/red fleeced jacket
- Holy Cross badged red/black polo shirt
- Black shorts
- Black football socks
- Football boots
- Trainers
- Shin pads and gum shields

It is advisable to label each item of clothing with your child's name to avoid items being lost.



## **Jewellery**

- Pupils are permitted to wear a plain wristwatch. All other visible items of jewellery are not allowed.
- Earrings and other visible piercings are not permitted.
- Pupils are not permitted to cover piercings with plasters. Piercings must be removed. Should you wish your child to have their ears pierced, please ensure that this takes place at the beginning of the summer holidays so that they can safely remove earrings for school in September.
- If any item of jewellery is seen on a pupil, it will be confiscated and handed to Reception and only returned to a parent/carer.

## **Make Up**

- Make up and nail varnish are not permitted in school.
- Any pupil wearing makeup / nail varnish will be asked to remove it with products supplied by school.
- False nails are not permitted.
- Any pupil attending school wearing make-up or nails, should be expected to remove them or placed in isolation.

## **Hair**

- Pupils should be well groomed with clean hair and the whole face visible at all times.
- Hair should be one natural colour.
- Boys should be clean shaven.
- Extreme hairstyles, including unnatural colours, hair extensions or decorative beads are not permitted.
- Severe haircuts, shaven heads (below number 2 cut) and decorative designs are not permitted.

**Uniform can be purchased from JADA, 213 Eaves Lane, Chorley, PR6 0AG.**

Telephone No: 01257 271592

Email: [info@jadaonline.co.uk](mailto:info@jadaonline.co.uk)

Website: [www.jadaonline.co.uk](http://www.jadaonline.co.uk)

**or from Andrew Leach Schoolware, 98 Winter Hey Lane, Horwich, Bolton, BL6 7PJ – only main uniform, PE not available.**

Telephone No: 01204 697624

Email: [andrewleach@gmx.com](mailto:andrewleach@gmx.com)

# Equipment

To ensure that your child is fully prepared for all their lessons at Holy Cross, they will need the following equipment:

- Blue or black pen
- Pencil
- Ruler
- Rubber
- Reading book
- Sharpener
- Protractor
- Compass
- Green and purple pen
- Scientific calculator (we recommend)

## ParentPay

ParentPay is a secure system which offers you, as parents, the freedom to make payments whenever you wish. ParentPay is used to make payments for school meals, trips, and school supplies. For your convenience, there is an App which can be downloaded for your mobile phone. You will be sent further information containing details on how to activate your ParentPay account and any support on this matter will be available directly through school.

## School Meals and Cashless Catering

Holy Cross uses a biometric system for the purchase of school meals. This is complimented by the online payment system, ParentPay. On your child's first day at Holy Cross, we complete the setup of the biometric system in order for them to purchase their school meals via scanning their fingerprint.

You can credit your child's account via ParentPay or pupils may top up their account in school via a machine that accepts cash. You can also set a limit that your child can spend daily on their school meal account.

Alternatively, pupils can bring their own packed lunch to eat in the main dining hall.

If your child is eligible for free school meals, the daily allowance amount is £2.30. If FSM pupils exceed this daily limit, additional funds must be loaded onto their accounts using ParentPay.

**If you think your child may be eligible for Free School Meals or the Pupil Premium, please visit: <https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals/?page=3> to check and apply online.**

# Transport

**SERVICE: 707 ABBEY VILLAGE - CHORLEY HOLY CROSS R.C.H.S.**

## ROUTE DESCRIPTION

From Abbey Village Hare & Hounds, Bolton Road, Chorley Road, Blackburn Road, Bett Lane, Buckholes Lane, School Lane, Railway Road, Bury Lane, Chorley Road, Blackburn Road A674, Victoria Street, Lower Wheelton, Blackburn Road A674, B6228, Blackburn Road, Blackburn Brow, Botany Brow, Harpers Lane, Water Street, Commercial Road, Park Road, Union Street, Shepherd's Way, Lyons Lane South, Bolton Street, Bolton Road, Carr Lane and The Bowers to Chorley Holy Cross School Bus Turning Area.

Return by reverse of above route to Abbey Village Hare & Hounds

Hounds	0750
Hoghton Arms	0754
Higher Wheelton, Bett Lane	0800
Brinscall School Lane/Railway Road	0805
Withnell, Calder Avenue	0808
Withnell Fold Road End	0813
Lower Wheelton Red Lion	0818
Chorley Guildford Avenue	0824
Chorley Park Road	0830
Chorley Holy Cross RCHS	0840

Service depart Holy Cross at 1530

Operator: Vision Bus Ltd [Tel:01204 468288](#)

**SERVICE: 780 CLAYTON BROOK - CHORLEY HOLY CROSS RCHS**

## ROUTE DESCRIPTION

From Clayton Brook, Clayton Brook Rd/Pines Close then via Clayton Brook Road, Preston Road (A6), Preston Street, Harper's Lane, Eaves Lane, Brooke Street, Lyons Lane South, Bolton Street, Bolton Road, Carr Lane and The Bowers to Chorley Holy Cross School Bus Turning Area.

Return from Holy Cross High School bus turning area via reverse of outward route.Clayton Brook Clayton

Brook Rd/Pines Close	0807
Clayton Brook, Clayton Brook Rd, Daisy Meadow	0810
Clayton Green, St Bedes Church, A6	0812
Whittle le Woods Bay Horse	0816
Chorley Hospital A6 entrance	0824
Chorley Harper's Lane	0830
Chorley Eaves Lane	0833
Holy Cross R.C.H.S. Bus Park	0845

Service depart Holy Cross at 1530

Operator: Vision Bus Ltd [Tel:01204 468288](#)

**SERVICE: 785 COPPULL OAK TREE – CHARNOCK RICHARD - CHORLEYSCHOOLS**

**ROUTE DESCRIPTION**

**AM JOURNEY**

From Coppull Moor, Oak Tree via Preston Road (A49), Coppull Moor Lane, Chapel Lane, Lancaster Street, Spendmore Lane, Preston Road (A49), Chorley Lane, Dob Brow, Butterworth Brow, Easterly By-Pass, Southlands HS Bus Turning Circle, Butterworth Brow, Moor Road, Pall Mall, Bolton Street, Bolton Road, Albany High School, Bolton Road, Myles Standish Way to Chorley, Holy Cross R.C. High School, Bus Turning Area

**PM JOURNEY**

Returning from Albany High School via Bolton Road, Myles Standish Way, Holy Cross RCHS Bus Turning Area, Lower Burgh Way, Gillibrand Link Road, Butterworth Brow, Dob Brow, Chorley Lane, A49 (south), Coppull Moor Lane, Chapel Lane, Lancaster Street, Spendmore Lane to Coppull, Oak Tree.

COPPULL Oak Tree	0800
COPPULL Waggon & Horses	0805
COPPULL Mill St	0815
CHARNOCK RICHARD Hinds Head	0820
CHARNOCK RICHARD Dog & Partridge	0822
Southlands HS Turning Circle	0830
Albany High School	0835
Holy Cross R.C.H.S.	0840

Service depart Holy Cross at 1532                                  Operator: Vision Bus Ltd [Tel:01204](#) 468288

**SERVICE: 790 LOWER ADLINGTON - CHORLEY, SOUTHLANDS H.S. & HOLYCROSS RCHS**

**ROUTE DESCRIPTION**

From Lower Adlington, Old School Lane via The Common, Park Road, Market Street, Railway Road, Chorley Road, A673, Bolton Road, Miles Standish Way to Holy Cross RCHS Bus Park, Myles Standish Way, Lower Burgh Way, Coppull Road, Butterworth Brow to Southlands High School, Turning Circle.

Returning via reverse of outward route

LOWER ADLINGTON, Old School Lane	0810
ADLINGTON, Ridgway Arms	0818
Holy Cross RCHS	0830
Southlands HS Bus Turning Circle	0838

Service depart Holy Cross at 1532                                  Operator: Vision Bus Ltd [Tel:01204](#) 468288

**These services observe ALL stops along route. Pupils should be at their stop 5 minutes before the bus is due and clearly hails the bus by putting their arm out. Pupils must either show a valid travel pass, season ticket or pay their fare.**

### **Fares (from September 2021)**

<u>Distance</u>	<u>Fare</u>
0-3 miles	£1.60 sgl £3.10 rtn
3-8 miles	£2.40 sgl £4.20 rth
8+ miles	£2.90 sgl £5.30 rtn

### **Season Tickets**

Term and Yearly Season tickets can be purchased where space is available on the bus service at a 20% discounted rate (5 days' travel for the price of 4).

Quotes can be obtained by contacting the School Transport Hotline on Tel: 0300 123 6738 or by visiting [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

**N.B. Season tickets may be withdrawn and refunded if accommodation is required for Statutory Entitled pupils.**

Lancashire County Council reserves the right to refuse season ticket applications.

### **Commercial Services**

Routes, fares and weekly ticket price information can be obtained by contacting the commercial operator directly.

# School Term and Holiday Pattern 2021-2022

## AUTUMN TERM 2021

Re-open on	<b>Monday 6 September 2021</b>
	<b>Closure after school on Thursday 21 October 2021</b>
Mid Term Closure	<b>Monday 25 October – Friday 29 October 2021 (inclusive)</b>
	<b>School reopens Monday 1 November 2021</b>
Closure after school on	<b>Friday 17 December 2021</b>
Number of openings	<b>69 days</b>
	<b>INSET [Thursday 2 September 2021]</b>
	<b>[Friday 3 September 2021]</b>
	<b>[Friday 22 October 2021]</b>

## SPRING TERM 2022

Re-open on	<b>Tuesday 4 January 2022</b>
	<b>Closure after school on Friday 18 February 2022</b>
Mid Term Closure	<b>Monday 21 February – Friday 25 February 2022 (inclusive)</b>
	<b>School reopens Monday 28 February 2022</b>
Closure after school on	<b>Friday 8 April 2022</b>
Number of openings	<b>69 days</b>

## SUMMER TERM 2022

Reopen on	<b>Monday 25 April 2022</b>
May Day Closure	<b>Monday 2 May 2022</b>
	<b>Closure after school on Friday 27 May 2022</b>
Mid Term Closure	<b>Monday 30 May – Friday 3 June 2022 (inclusive)</b>
	<b>School reopens Monday 6 June 2022</b>
Closure after school	<b>Wednesday 20 July 2022</b>
Number of openings	<b>52 days</b>