



CARDINAL ALLEN CATHOLIC HIGH SCHOOL



**WELCOME TO YOUR SCHOOL
2021**



Our Foundation Statement

Cardinal Allen is a Catholic and comprehensive school founded to serve the families and parishes of the North Fylde in the Diocese of Lancaster. The declared aims of the School are to foster a growth and commitment to the love and service of Christ through the teachings, doctrines and practices of the Catholic Church and to be a Christ-centred community in which relationships are marked by that genuine spirit of care which is present in the Christian family.

The school believes that the education and formation of our children is a responsibility shared by parent, teacher and the Church. Whilst we recognise that the parents should be the primary educators of their children, the personal influence of the teacher is of great significance during and beyond school days, for the growing child reflects the influence of those who care for and teach him or her. We accept the fact that such formation is present in all aspects of the School's life - the approach to every task, every aspect of teaching and learning, every form of order, discipline and control, every relationship.

The School willingly accepts its responsibility to provide opportunities for the formation of each person in the community through the mission of integrating human development and the values of Christ:

- + believing that all life and human talents are gifts from God and that we are all formed in the image of Christ**
- + recognising the need of all individuals for growth and development irrespective of circumstance, gender or race**
- + communicating the Christian message of love and service, and values of justice, acceptance, tolerance, respect and friendship**
- + creating a secure, caring, Christian and happy environment**
- + providing opportunities for work and learning that give a sense of satisfaction, achievement and self-respect**
- + developing the necessary life-skills of communication, creativity, problem solving, decision-making, as well as the informational framework that will prepare individuals for life in the 21st century.**



Welcome to Your School

Dear Parents

On behalf of all the staff at Cardinal Allen, I would like to extend a warm welcome to you and your child. We thank you for choosing our school and putting your faith in us.

We fully appreciate that transition this year is a little more challenging than usual, but we promise to ensure that your child is happy and safe and that, once with us, they are able to realise their full potential. You have chosen to send your child to a Catholic school and the inherent Christian values of trust, personal integrity and a respect for the dignity of every person are at the heart of our mission. In order to achieve our aims we know through experience that it is vital to work in a harmonious and co-operative manner with parents so that there are no gaps between the values held in school or at home. The spirit of co-operation has always existed in the past and I am sure that it will continue to do so.

It is understandable that some children will have anxieties about the move to a school with over 800 students. In almost all cases, such worries are quickly dispelled and the older pupils are usually very helpful and protective, supporting the new Year 7 pupils in the vital first few weeks.

We are delighted with our current OFSTED and Diocesan inspection reports, and our most recent examination results, all of which affirmed the excellent and outstanding provision at Cardinal Allen. Expectations have, rightly, continued to rise, and I am happy to say that our staff are meeting the challenge of providing an outstanding education for our pupils. I hope you, too, will have high expectations for your child and we will continue to strive to meet these.

I hope that you will find the information in this booklet, along with our [website](#), useful in preparing for September. Should you have any questions about any aspect of life at Cardinal Allen, please do not hesitate to ask.

Yours sincerely

A Cafferkey
Headteacher

Pastoral Care

Each child is placed in one of six form groups. These mixed ability groups will meet at the beginning of each day for registration and prayers. The welfare for each form group is overseen by a Form Tutor and the Year Group as a whole is supported by a Pastoral Assistant, Mrs J Carey, and is led by the Head of Lower School, Mrs J Olver-Duffy. The Pastoral Team for Year 7 for 2021-22 is:

Head of Lower School:	Mrs J Olver-Duffy
7 Aidan	Mr J Bradley
7 Ambrose	Mr K Walker
7 Augustine	Miss L Holland
7 Bede	Miss L Roberts
7 Columba	Mr I Horvath
7 Gregory	Mrs J Pounds
Pastoral Assistant:	Mrs J Carey

Letters dealing with routine matters, such as letters of absence, that may arise from time to time, should be addressed to the Pastoral Assistant and sent to the Form Tutor.

There are two other colleagues worthy of mention at this stage:

- Mrs L Saltariche is one of our Assistant Headteachers and has the main responsibility for pastoral care across the school and the safeguarding and wellbeing of all pupils.
- Miss C Smith has a specific responsibility for Special Educational Needs and will be happy to assist any parents who consider their child to have a specific additional need.

Further details about [Pastoral Care](#) and [Learning Support](#) can be found on our website.



First School Day - Monday, 6th September 2021

The plan is that pupils are to be in school by 8.40 am and should assemble in the Courtyard. Pupils will spend the first two periods with their Form Group, and from break they will go to their timetabled classes. However, at the time of writing, plans for schools in September in relation to the Covid-19 pandemic have not been confirmed – we will obviously let families know once we have been informed.

The School Day

Our 'normal' school day obviously changed as a result of Covid and whilst we are still in a 'Covid schedule', we are looking at how we might tweak what a new, normal school day will look like. For certain, pupils will start the day in September by being on site and lining up by 8.40am and, more than likely, finishing at 3.05pm. Exact times will be shared with parents before the summer break.

School Uniform

A copy of the school's [Uniform and Appearance Policy](#) is enclosed in the Welcome Pack and is also available on our website. I would urge parents to go through the policy with their children and, if there are any doubts or questions, to please get in touch.

Curriculum

Traditionally, we have used the scores from KS2 SATs to work out how best to group children. This year of course, there have been no SATs, and so we are likely to use the mixed ability Form Groups as teaching groups for the first half-term.

a) Pupils will initially be taught in mixed ability Form Groups, and then divided into ability groups for the following subjects:

Religious Education	2 periods
English	3 periods
Maths	3 periods
Science	3 periods
Modern Languages	2 periods
History	1.5 periods
Geography	1.5 periods

b) Other subjects will be taught in smaller mixed ability 'colour' groups throughout:

Technology:

- pupils will study each aspect of Technology for half a school year i.e. all four over the course of years 7 and 8

Product Design	} 2 periods each week
Electronics	
Food	
Creative Computing	

Arts and Computer Science:

- pupils will study each of the following four subjects for one period each week

Art	1 period
Computer Science	1 period
Drama	1 period
Music	1 period

c) Pupils have two periods of Physical Education each week, for which the year group is divided into two and from which four teaching groups are created.

d) Pupils are taught Personal, Social, Health and Citizenship Education (PSHCE) as Form Groups for one period each week.

e) An intervention programme is in place for pupils with identified additional learning needs.

There will be an information evening for all Year 7 parents and carers in September during which further details about the curriculum, homework, assessment and reporting procedures and related information will be shared. This is a vitally important meeting and one at which we would expect all pupils to be represented.

Further information about the School's [curriculum](#) can be found on our website along with details about what pupils will study during the [first half-term of Year 7](#)

Knowledge Organisers

We have trialled the use of Knowledge Organisers during the current school year and the feedback from pupils, parents and staff has been very positive. For those who haven't come across them before, they contain the essential knowledge that will be taught in each subject during each half term. They don't contain everything your child needs to know – this is just the most important content. An ability to retain and recall knowledge is key to educational success but our short-term memories have limited capacity. Regular revisiting of knowledge helps us to transfer it to our long-term memory, which frees up our short-term memory for quicker learning. The KO for Year 7, Half-term 1, can be found [here](#).



Homework

Homework is an essential part of the learning process and consolidates what is learned in lessons. Pupils who fail to complete homework regularly will not achieve their potential. All pupils are expected to develop the ability to extend and organise their own work, to search for information and to solve problems independently. The amount of time we expect to be devoted to homework increases over time, but in Year 7 it should amount to approximately three to four hours each week.

Pupils need to be given every encouragement to complete their homework in a quiet place where they are not disturbed and away from the distractions of modern life i.e. mobile phones, social media etc. If there are occasions when this proves difficult pupils are able to use our Aquinas Centre (the LRC).

Pupils access their homework tasks through Class Charts (See below) and the work set is visible on both the parent and student apps. If homework is not set in line with the published timetable, please bring it to our attention. If pupils fail to complete a homework task they will complete a same day detention until 3.30pm.

Further details about [homework](#), including the homework timetables (which will be updated for 2021/22), can be found on our website.

Code of Conduct

The daily life and organisation of the school are founded on the following Code of Conduct, which applies equally to all pupils who should:

- Understand that the school is a place for work and learning to take place in a quiet and civilised manner. Everyone has the right to work without interruption or distraction;
- Behave at all times in an orderly manner paying due courtesy and respect to other members of the school and to visitors;
- Show courtesy and consideration towards other people out of school;
- Show respect for other people's property, the school and its environment;
- Work to the best of their ability.

The School's full [Behaviour Policy](#) can be found on our website.

Attendance and Punctuality

The link between attendance and achievement is undeniable. All pupils at Cardinal Allen are expected to have an attendance record of **at least 97%**.

- The expectation is that all medical appointments and the like will be arranged beyond the school day. On the rare occasion that such an appointment is arranged for during the school day, a written request should be addressed to the Form Tutor;
- In the case of illness, parents are asked to contact the school on the first morning of absence - 01253 872659 and choose Option 1;
- If your child is absent and we have not heard from you, we will send you a text asking you to call the school to confirm the absence;
- Please contact Mrs Olver-Duffy or Mrs Stone if the absence is anticipated to be more than a couple of days;
- Pupils are in school for 190 days each year – leaving 175 days for holidays. Holidays taken during term time contribute to underachievement and for this reason the school cannot condone the use of term time for organising family holidays – such holidays will be referred to the Local Authority for fixed penalty notices and potential legal proceedings;
- Pupils arriving at school after 8.40 am, without good reason, may be detained, without notice, on the same day until 3.30 pm.

The School's full [Attendance Policy](#) can be found on our website.



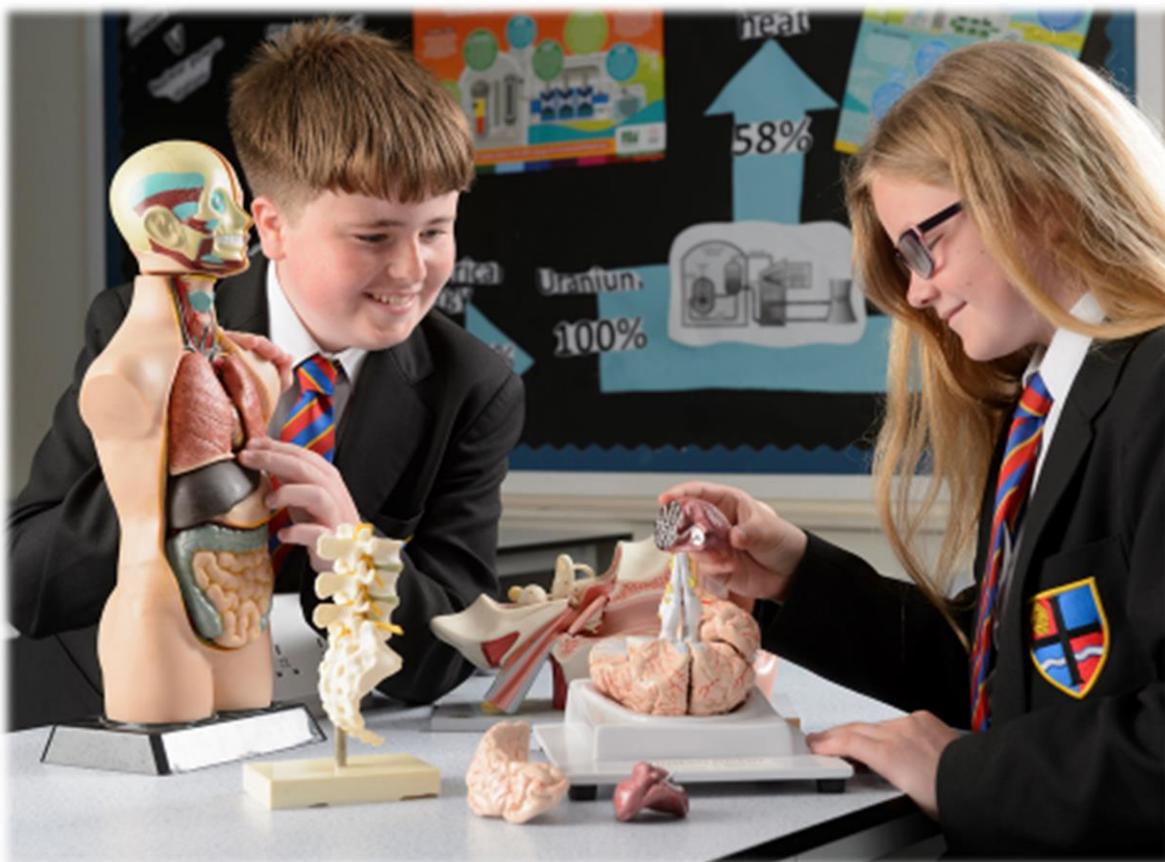
Class Charts

In common with most schools, we now use an electronic system for a range of functions:

- Virtually all general school letters are sent by Class Charts; other, more specific and personalised letters e.g. regarding exclusion, are sent in hard copy;
- Homework tasks are recorded on the Class Charts Homework Calendar which can then be used by pupils to access the task, and by parents to check and support;
- Parents are notified of what has gone well in school, be it a great piece of work or act of kindness, or perhaps when things haven't gone so well, possibly a missed homework, equipment detention etc.;
- We are also going to trial using Class Charts for all matters relating to attendance from September for some pupils.

Whilst pupils will be enrolled onto Class Charts when they start with us in September, it is essential that all parents register prior to the summer holidays, as it is the means by which we will be sending any further information. Included in your Welcome Pack is a Class Charts Parent Code along with some simple instructions. It will take you about three minutes to register – Class Charts can be accessed on a PC/Laptop, tablet or by downloading the app – which is probably the best option for most parents. The same Parent Code can be used by all of the parents / carers for an individual child. If you already have a child at Cardinal Allen, you can link all of the children to the one account.

More information about Class Charts can be found in the [Class Charts Parent Guide](#).



Meal arrangements

- Snacks, toast, crumpets, fruit and drinks, are available at break time;
- The vast majority of pupils choose to purchase a meal from the Dining Hall at lunchtime. Everything sold in the Dining Hall complies with the Department for Education's food and nutrition standards. Some pupils choose to bring a packed lunch. There are currently no pupils going home for lunch;
- The school operates a cashless dining system whereby each pupil has an account into which money is credited online via Scopay – there is no option to bring cash into school;
- Menus are refreshed each week and are displayed in the Hall and on the Front Corridor adjacent to the Hall;
- More information regarding cashless dining is on the letter in the Welcome Pack from Mrs Abra, the School Business Manager – including details of how to register with Scopay.

Free School Meals

- Free school meals are available to children whose families are in receipt of certain benefits / tax credits which are outlined on one of the enclosed sheets. It may well be the case that your family has suffered financially as a result of the Covid-19 pandemic, if so, it only takes one call to the relevant number to see if you are entitled to claim a free school meal – please see the **Pupil Premium** leaflet enclosed in the Welcome Pack;
- The daily allowance for a free school meal is currently £2.30 – any money not spent is not carried over to the next day. The accounts of FSM pupils are automatically credited with the daily allowance after break each day, and the way in which they therefore purchase their lunch is no different to any other pupil;
- The FSM allowance cannot be used at break, but pupils / parents can add additional credit to their account in order to purchase snacks.

Personal items, money and valuables

- It is expected that pupils will provide their own standard stationery items: pens, pencils, pencil crayons, glue stick, ruler, eraser, geometry set etc. and will have a pencil case in which to store them. Year 7 pupils without such basic equipment may be detained, without notice, on the same day until 3.30 pm;
- Articles of value are not normally needed in school;
- Payments for school visits and activities are to be made online via Scopay;
- The school cannot accept responsibility for money or valuables unless handed in to the school office for safe keeping.



Mobile Phones

We appreciate that, particularly for our younger pupils, parents may want them to have a mobile phone for the journey to and from school; we therefore allow pupils to bring phones to school but they must be switched off prior to stepping onto the school site, and must only be switched on again once off the school site at the end of the day.

If a mobile phone is seen or heard in between these times it will be confiscated, in the first instance, for a week. The school does not accept responsibility for lost or stolen mobile phones when pupils have not followed this advice.

The full details regarding mobile phones in school can be found in the school's [Responsible use of Modern Media Policy](#) on our website.

Banned items

chewing gum *	aerosols	correcting fluids
alcohol	tobacco	lighters
knives	scissors	smart watches
E-cigarettes		

* pupils found with chewing gum in school will automatically incur an SLT detention.

School Term and Holiday Pattern*

Autumn Term 2021

Re-open for all pupils	8.40am Monday, 6 th September
Early closure for Open Evening	12.30pm Thursday, 30 th September
Half term holiday	Monday, 25 th October - Friday, 29 th October
Schools closes for Christmas	12.30 pm Friday, 17 th December

Spring Term 2022

Re-open for all pupils	8.40am Tuesday, 4 th January
Half term holiday	Monday, 14 th February - Monday, 21 st February
Schools closes for Easter	12.30 pm Thursday, 31 st March

Summer Term 2021

Re-open for all pupils	8.40am Tuesday, 19 th April
May Day bank holiday	Monday, 2 nd May
Half term holiday	Monday, 30 th May - Friday, 3 rd June
School closes for summer	12.30 pm Friday, 22 nd July

* The Queen's Platinum Jubilee is being marked by an additional Bank Holiday; as this falls within the May half-term break, schools are being instructed to nominate one additional day of closure – this will be confirmed in September.

Transport

The school is ideally situated to take advantage of the Number 1 and the Number 14 commercial services provided by Blackpool Transport in addition to the trams, which conveniently stop at the end of Melbourne Avenue. Buses and trams are fitted with CCTV for pupils' safety and wellbeing.

We would also encourage pupils to cycle to school. The school has two secure bicycle shelters, one located at each of the entrances on Melbourne Avenue and Broadway. If your son/daughter does choose to cycle to school, **can we please strongly advise that they wear a cycling helmet.**

Useful contact details

School:	Cardinal Allen Catholic High School	Tel: 01253 872659
	Melbourne Avenue	
	Fleetwood FY7 8AY	
Website:	www.cardinalallen.co.uk	
Email:	head@cardinalallen.co.uk	

You can also follow us on twitter [@CardinalAllen](https://twitter.com/CardinalAllen) where you will find regular updates of events involving our pupils.

Lancashire Area Education Office: for any information regarding benefits and support: 01524 581207

Blackpool Education Office: 01253 477477

