



Information for Parents and Carers

St. Augustine's R.C. High School

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St Augustine's is a Nut Free School

For more information [click here](#) (online only).

Our school community has made a commitment to be a nut-free school for the health and the safety of our pupils. Although we recognise that we cannot guarantee an environment that is completely free from any allergen, we believe that a nut free policy minimises the risk for pupils with nut allergies.



Dear Parents and Carers,

On behalf of all the staff, I would like to extend a warm welcome to you and your child. We will do our best to ensure that your child is happy at St. Augustine's and provide them with lots of opportunities to realise their full potential. I hope that you will find the information in this booklet useful and that it will help you to reassure your child and encourage them to look forward to what should be a very exciting time in their life.

It is understandable and natural that most children will have some worries about moving from a small school with one class teacher to a much larger one with over a thousand pupils, many different rooms and over fifty teachers. However, we find that most children transition smoothly to St. Augustine's and enjoy their time here. Pupils quickly find their way around and enjoy their lessons with many different teachers.

Our aim is to make the next five years an enjoyable and positive learning experience for each child. We will always encourage your child to do their best in a Christian and well disciplined environment. At St. Augustine's we are always proud of the students who leave us at the end of Year 11, well prepared for further education or the world of work. To achieve this, we know it is important that the school and parents/carers work together to support one another in helping your child to develop their talents, whatever they may be and to grow into confident, responsible and caring members of society.

My colleagues and I look forward to meeting and working with you over the next five years. Please do not hesitate to contact me if you have any worries or queries concerning your child. My aim is to see your child settled, working hard and above all, happy with us.

Mr Simcoe
Year 7 Leader
Tel: 01254 823362
Email: Simcoec@sarchs.com





The School Curriculum

The school operates a 2 week timetable, with each lesson one hour in duration. A summary of the Year 7 Curriculum can be viewed here (online only).

Year 7 Pupils will study:

- Religious Education
- English
- Mathematics
- Science
- Design Technology/Robotics
- Modern Languages
- Art
- Music
- History
- Geography
- Physical Education
- PHSE/RSE

Ability Groups

Pupils are taught in broad general ability bands in most subjects for which we consider the available prior attainment data balanced with conversations with our primary school staff. Pupils are set separately for their maths lessons considering only their ability in maths. In technology pupils are not set by ability and follow a sequence of units throughout the year.

At the end of the Autumn and Summer Term, staff in each subject area, meet to discuss the progress of all pupils if needed. At these meetings, decisions to move pupils up or down sets/bands will be made. This to enable them to work within a group which is best suited to their ability. Both pupils and parents will be informed about these decisions before the end of the term.

Pupils are also placed into one of nine form groups, which are named after local saints, These groups are used for registration and for inter-form competitions.

Clubs and Activities



The extended curriculum includes a whole range of clubs and activities which take place at lunchtime and after school. All pupils are encouraged to join at least one of these clubs where they can meet others who have similar interests. A list of days and times of the clubs are put on the notice board in form rooms and, if needed, early dinner passes can be obtained from the member of staff in charge.

Some of the clubs and activities available are listed below - these may vary at different times of the year and are dependent upon staffing.

- Choir
- Football
- Dodgeball
- Table Tennis
- Dance
- Craft Club
- Debating Club
- Cloud 9 Club
- Fair Trade
- Band
- Badminton
- Athletics
- Handball
- Cheer Dance
- Maths Club
- Maths in Motion
- Inter-Form Competitions
- Faith & JusticeTeam
- Orchestra
- Basketball
- Rounders
- Gymnastics
- Computer Club
- Drama Club
- Chess Club
- Gift Chaplains
- Study Club
- Netball
- Running Club
- Cricket
- Rugby
- Art Club
- Public Speaking
- Board Games
- Rosary Club
- Paired Reading



Home Learning



Year 7 pupils are expected to complete approximately 45-60 minutes of home learning each evening. A home learning timetable is issued in September. Home learning should be recorded in your child's planner – this is provided by the school on the first day of term. Pupils are encouraged to complete home learning, whenever possible, on the night it is set, whilst it is fresh in their minds.

In the planner there is a place to tick when your child has completed their home learning and to record when it should be handed in. We ask that parents check their child's planner and sign it each week to confirm that they have seen it. The child's form teacher will also check the planner as often as possible to see that they are being used correctly.

Home learning, is used to reinforce learning in the classroom, offers pupils the opportunity for independent learning and to develop research skills. Pupils who spend time on their home learning always do well in school. There is a study club which runs at lunch time each day and after school most evenings.

If you have any concerns about home learning please phone school and speak to the individual subject teacher, curriculum leader for that subject or your child's Year Leader.

Parents will be able to monitor weekly points totals for behaviour and rewards in your child's planner, or online using the tracking system, INSIGHT.



Uniform and Appearance



We want pupils to look smart and create a good impression, therefore, school uniform is compulsory and must be worn correctly. Parents will be given a copy of our uniform policy, which also highlights the rules about hairstyles, jewellery etc.

All pupils are issued with a uniform card which is used to mark any discrepancies. It is important that all uniform is fully labelled so that lost items can be returned to their owners quickly. In particular, PE kits are often left around the school or on the bus, and can only be reunited with their owners if they are named.

There are times, such as non-uniform days and retreat days, when pupils can wear their own clothes. There are clear guidelines given to pupils before these events about appropriate dress. These guidelines are also placed on the school website (www.sarchs.com)

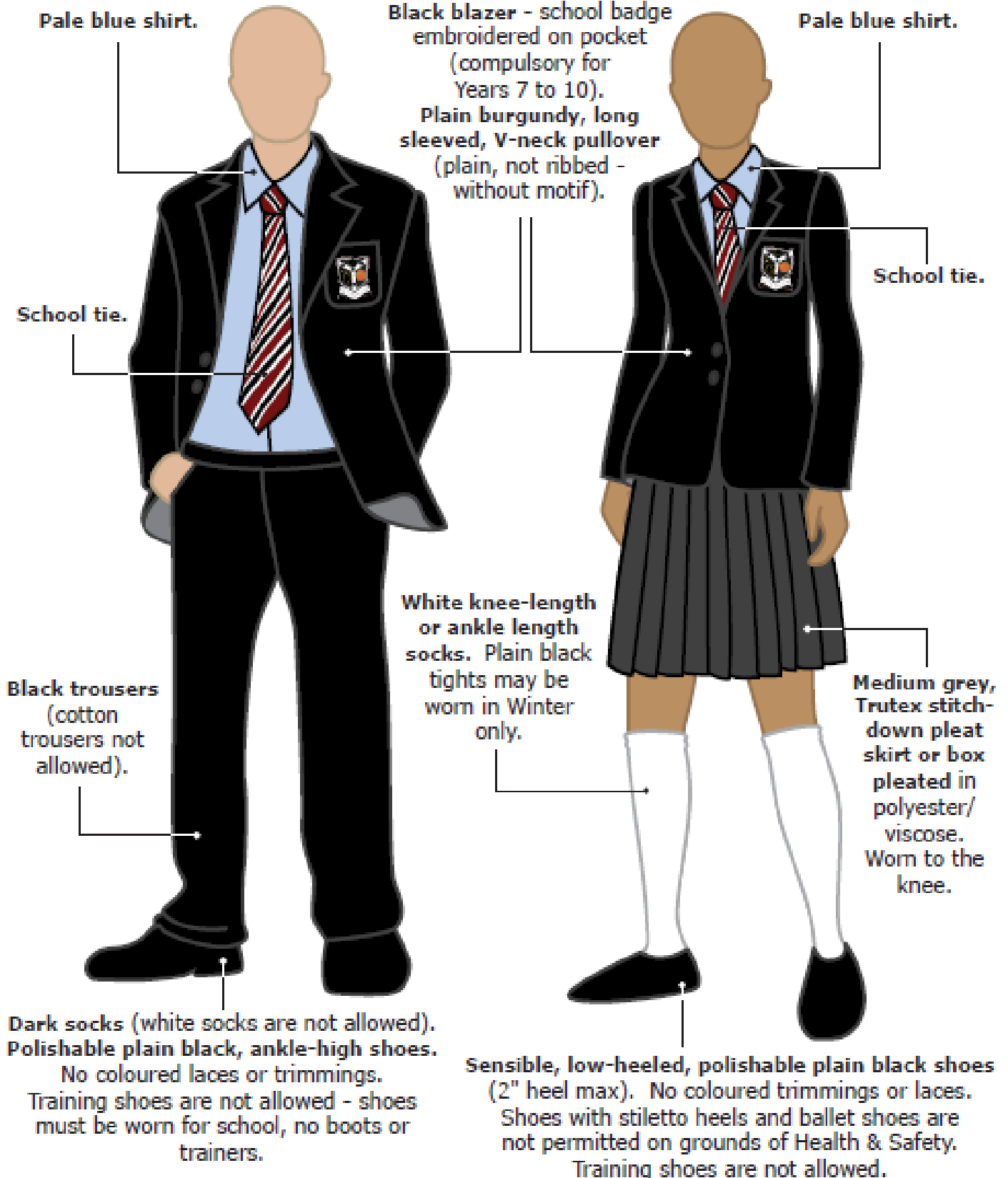
Uniform is available to purchase through our preferred stockists:

- Grays, Blackburn and Clitheroe
- Whittaker's, Blackburn
- Ribble Valley Supplies, Clitheroe
- JPA Sports, Clitheroe



School Uniform

Pupils may wear either of the following uniform styles.



Technology apron - Royal blue, available from our uniform stockists.

Core PE kit: Multi sport playing jersey, multi sport shorts, navy socks.

Optional PE kit: Technical leggings, 1/4 zip track top, navy tapered track pants.

All uniform can be purchased from: Grays, Blackburn & Clitheroe
Whittakers, Blackburn
Ribble Valley Supplies, Clitheroe
JPA Sports, Clitheroe

Rewards



Pupils at St. Augustine's work very hard throughout the school year. During each term we give one pupil from each class a certificate for excellent work in each of the subjects studied.

Reward points are given to pupils who produce an excellent piece of classwork, home learning or for making a valuable contribution to the life of the school. Our rewards system allows pupils to exchange reward points for items of school stationery, school vouchers and items of technology. Each term, those pupils who have collected a certain number of reward points will be entered for a prize draw.



Additional Information



Equipment

Your child will need the following items for their lessons. Some of these can be purchased via school from the relevant department or from Pupil Support.

- Writing equipment - pen (blue or black), pencils, rubber, ruler, pencil sharpener, coloured pencils
- Calculator and geometry set (available from the Maths Department)
- PE kit, trainers
- Planner
- Reading book (from home or school/local library)
- Good News Bible
- Headphones/earphones (2.5mm mini jack connection)
- Sturdy bag for books Pupils will also find scissors, a glue stick and highlighters useful in many lessons.

Please ensure your child is bringing the writing equipment they need by regularly checking and replacing missing or used up items. Learning Support and Pupil Support have basic stationery for sale.

Dinner Money & Bus Fare

Each day, pupils will need credit on their fingerprint recognition system, or a packed lunch. Dinner money can be topped up via our online facility (SCOPAY)

Communication between School and Home

All communication between school and home is uploaded to www.sarchs.com

Following a successful trial of a 'paperless' Year 7 last year, the new intake of pupils will also be paperless with a significantly reduced amount of paper being sent home.

During the year you will receive or be able to view online:

- Dates for your diary
- Pupils will receive a progress report in the Autumn, Spring and Summer term
- Dates of all the school holidays for the year
- School newsletters
- Policy documents about uniform, discipline, bullying etc.
- Letters informing you about school trips or visits
- Messages from teachers in your child's school planner
- Up-to-date information on the school website

There is an online tracking system, INSIGHT, where you can check rewards, sanctions and attendance. Details for logging on have been sent to parents and carers. If you cannot log on to INSIGHT please contact school.

Absence/Holiday Requests

There are several occasions when you should contact school:

- If your child is absent owing to illness etc., we ask you to phone the school office and let us know on their **first day of absence before 9.00am. The telephone number for school is 01254 823362.**
- If you know the number of days your child is going to absent, please indicate in your message, otherwise ring in every alternate day and at the beginning of each new week
- If you want to take your child out of school you must complete a holiday request form. Request forms are available from the school office or the school website and **must be submitted at least 2 weeks prior to the time of absence requested.** However, we actively discourage this in term time and failure to follow the school Attendance Policy (available on the school website) could result in prosecution. From 1st September 2013, Headteacher's cannot authorise any leave of absence during term time, unless they are satisfied that there are exceptional circumstances to warrant the granting of leave.

Any Concerns

You may also want to contact school if any aspect of school life is causing concern for your child. Children do take a while to settle, get used to new teachers and make new friends. Be encouraging and reassuring and talk to your child about school. Offer positive advice and strategies to help them solve their own problems. However, you know your child best and if any aspect of school life is persistently causing difficulties or worries, please phone school and speak to their Form Teacher or Year Leader.

There is also a facility on the homepage of our school website where pupils can report any instances of bullying. This will allow our pastoral team to investigate an incident and support your child.



Progress Evenings

The Progress Evening for Year 7 pupils is usually held in March. You will be invited to speak to your child's teachers to discuss their progress. The evening runs from 15:50–19:15, during which time you should be able to schedule to see all of your child's teachers.

Should you not be able to attend Progress Evening, please inform your child's Year Leader as soon as possible. Subject teachers are not expected to contact parents/carers, in the event that you cannot attend.

The Library

The library can be used by all pupils before school, every lunch time from 12:20 - 1:15pm (12:40 - 1:20 on Friday) and every break time. Pupils are allowed to borrow books, audio books, audio CDs and DVDs for two weeks, after which they must return or renew them. There are thousands of excellent books and magazines, both fact and fiction, many of which will be useful for school projects or presentations. There are also a variety of board games in the library, which pupils can use at lunch times.

Holy Mass and Assemblies

Prayers are said every morning in registration and at the end of the last lesson of each day. Once a week, the whole year group have an assembly in the hall, led by the Year Leader.

Holy Mass is celebrated in the chapel at special times of the year. Whole school Mass will also be held at the end of each term. These are wonderful celebrations, often involving dance, mime, colourful presentations, and of course the beautiful singing voices of our choir. Details of Mass, along with an invitation to all parents/carers, are in the school newsletter.

It is also usual for a Family Mass to be celebrated one evening during the Summer Term, when we particularly welcome our new intake and their families. Owing to unusual circumstances this year, this may take place during the new academic year.

Chaplaincy

Chaplaincy is at the very heart of our school, making a daily contribution to the spiritual needs of staff and pupils. We have Gift Chaplains in all years, who contribute to the faith life of our school. Throughout the year, chaplaincy activities take place. For example, at break times, pupils are invited to the chapel to pray and reflect - this is followed by refreshments and time to chat.

Year 7 pupils may apply to become Chaplains in the Autumn Term.

Charity Work

Each year group raises money for a particular charity. For several years, Year 7 pupils have raised money for HCPT - a charity which takes children with a whole variety of different needs to Lourdes in France. Additional charities are supported and families are welcome to suggest these to the Year Leader. Pupils are encouraged to take part in fundraising for good causes.

Non Uniform Days

On certain pre - arranged days of the year, pupils can pay £1 to wear their own clothes to school. These days take place several times during the year and the money raised is either given to charity or may be used to buy extra equipment needed in school for our pupils.

Lockers

During the first few weeks of term pupils are offered the chance to rent a locker for the year. The charge is usually £5 and includes a lock and key. Pupils may find it useful for storing their PE kit or books etc. Pupils will be told which member of staff will be allocating lockers after they join us in September.

School Council

The School Council is composed of pupils who have been elected to represent each year group. The Council meets once a term to discuss ideas to make the school a better place for pupils. Elections for Year 7 pupil representatives are held in the Autumn Term.

School Dinners

Pupils may buy a hot or cold school dinner each day, or they may wish to bring their own packed lunch which they can also eat in the canteen. There is a good selection of foods available and children should be encouraged to eat healthily and to vary their choices.

The school uses a cashless system at meal times. Parents can use the online payment link on the school website to top up their child's account and view purchase history. There is a daily spend limit of £5 set for all pupils. Pupils entitled to free school meals have the amount allocated for the meal entered into the system before each dinner break. Apart from being more convenient, this system allows parents to see how their child is spending their dinner money and also reduces time spent queuing.

Year 11 Mentors

Many Year 7 pupils will be given the name of a Year 11 pupil who will act as their mentor during the first year at St. Augustine's. These Year 7 pupils are identified after discussions with the Year 6 teachers and we hope that they will share their mentor with their friends. If your child does not have a mentor and you think it would be useful, your child should see their Form Teacher or you could phone school and speak to the Year Leader. The Year 11 mentors help to reassure the Year 7 pupils and provide a regular opportunity to talk to someone about any worries.

During the first term, some Year 7 pupils are given mentors to help them with their reading. The older pupils meet the younger ones on a regular basis to hear them read and many pupils improve their reading age as a result of this extra support.



How Can I Help My Child?

Moving from a small primary school to a large secondary school can cause many worries and anxieties, though in many cases these will disappear within a few weeks. Reassure your child and remind them that other pupils will also be feeling anxious and that the teachers and other staff are there to help them.

There are several ways that you can offer practical help:

- ☐☐ Encourage your child to get into a routine - they need to be in good time for the bus.
- ☐☐ When they get home, maybe after a short rest, they should get their planners out and do their home learning. Keep a check that planners are being used correctly and please sign it at the end of each week.
- ☐☐ Help your child to become organised by providing them with somewhere (a drawer, box etc) to keep all their school books and equipment. Encourage them to keep everything in this place and to pack their bags each evening to avoid rushing in the morning.
- ☐☐ Make sure your child knows what you want him/her to do if something goes wrong e.g. if they miss the bus.
- ☐☐ Ensure that school have a contact number for you in case of emergencies and keep this updated via INSIGHT.
- ☐☐ Check your child's pencil case and bag regularly and make sure they have everything they need for school. School holidays are good times for clearing out bags and getting reorganised.
- ☐☐ Put a spare timetable in a place where everyone can see it and clearly mark when your child will need extra equipment e.g. PE kit, tech apron etc.
- ☐☐ Support the school in as many ways as possible. Sometimes, pupils misbehave and they may be given detentions or other sanctions. We try to help them understand that actions do have consequences. We ask that you support the school in trying to achieve this aim and trust that we will always do our best to be firm and fair.
- ☐☐ Please keep school informed if your child has any medical problems or if the situation changes. This information should initially be provided on one of the Pupil Registration Forms. It is essential that this form is returned to school **BEFORE** the start of term, in order that medical information, contact numbers etc. can be entered onto the computer.

School Buses

If you have queries regarding school buses, please call the LCC Education Office for buses on **01254 220715**. For services which are not provided by LCC, please contact the relevant bus company.

The School Day



Monday to Thursday		
Registration	08:45 – 09:05	20 Minutes
Period 1	09:05 – 10:05	60 Minutes
Period 2	10:05 – 11:05	60 Minutes
Break	11:05 – 11:20	15 Minutes
Period 3	11:20 – 12:20	60 Minutes
Lunch	12:20 – 13:15	55 Minutes
Period 4	13:15 – 14:15	60 Minutes
Period 5	14:15 – 15:15	60 Minutes

Friday		
Registration	08:45 – 09:00	15 Minutes
Period 1 & 2	09:00 – 10:25	85 Minutes
Break	10:25 – 10:40	15 Minutes
Period 3	10:40 – 11:40	60 Minutes
Period 4	11:40 – 12:40	60 Minutes
Lunch	12:40 – 13:25	45 Minutes
Period 5	13:25 – 14:25	60 Minutes

Holiday Dates 2023 - 2024



2023 Autumn Term

Re-open: Wednesday 6th September 2023

Half Term: Friday 20th October to Friday 27th October (inclusive)

Christmas Holiday: Early closure on Friday 22nd December
(Number of openings: 72)

2024 Spring Term

Re-open: Monday 8th January 2024

Half Term: Monday 12th February to Friday 16th February (inclusive)

Easter Break: Friday 29th March to Friday 12th April (inclusive)
(Number of openings: 54)

2024 Summer Term

Re-open: Monday 15th April

Bank Holiday: Monday 6th May

Half Term: Monday 27th May to Friday 31st May (inclusive)

Summer Holiday: Early closure on Friday 19th July

(Number of openings: 64)