

Cardinal Langley RC High School

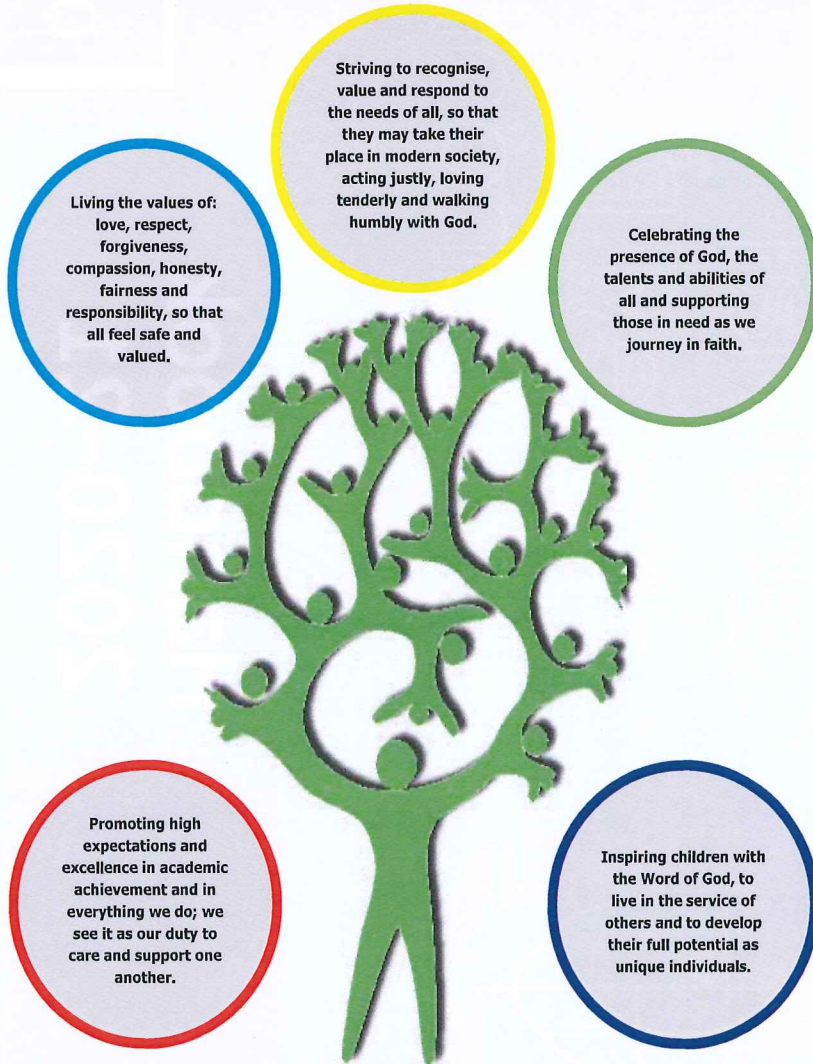
**Handbook
2020-21**



Cardinal Langley RC High School Mission Statement



I have come that they may have life and have it to the full. John 10:10



Rooted in Christ and in the tradition of St Jean Baptiste De La Salle, Cardinal Langley is a school community in the Diocese of Salford where the Catholic faith is taught, lived and celebrated, so that all may have life and have it in abundance. It is our mission to educate the whole person in the footsteps of Jesus Christ.

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Child's Form Tutor

Your child's form tutor is the first point of contact with the school



Parent App

Online reporting tool for parents. Use the App or
<https://www.sims-parent.co.uk>

Username/Password



Online payment tool for lunches
<https://www.parentpay.com>

Username/Password

Contact Information

Cardinal Langley RC High School
Rochdale Road
Middleton
Manchester
M24 2GL

Tel: 0161 643 4009

Email: admin@clrchs.co.uk

Web: <https://www.clrchs.co.uk>

Social Media



@clrchs1959

@CLHScareers



@CardinalLangley

"An Outstanding Catholic School"
Diocese of Salford, 2017



I am delighted to welcome you, and your son or daughter, to the Cardinal Langley family.

One of our students recently described Cardinal Langley by saying 'you enter as a student and you leave as part of a family'. Our students are proud to attend Cardinal Langley and have an amazing range of opportunities available to them in their seven-year journey at the school. We place a high emphasis on our community ethos and the partnership with you as parents is vital for this to be achieved.

This is a wonderful time to be joining our community. We understand that all children deserve the best possible education and you can be assured that this will be delivered at Cardinal Langley. In our inspection by the Diocese of Salford in 2017, the Catholic life of the school was graded Outstanding. We are rightly proud of this and all that our students do to develop into young adults who will make a difference in society.

We are looking forward to working with you. This will allow you to meet some of the key people in the school and find out all you need to know about the transition process. This is also the date that your son or daughter will join us for their Transition Day. This is an opportunity for them to meet the teachers and make new friends.

We aim to make the transition to high school as straightforward as possible. Please take time to read through this Parent Handbook which contains important information about the school and our high expectations. If you have any questions, do not hesitate to contact us.

**Mr A Bridson,
Headteacher**

**"Pupils are exceptionally well cared for, especially the most vulnerable"
Diocese of Salford, 2017**



The spiritual development of students is at the centre of our purpose as a Catholic school. As part of the Salford Diocese family of schools we express our Welcome, Word, Worship, Welfare and Witness in all that we do.

WELCOME

As God's children we welcome all groups in to our school. Differences are celebrated. Pupils, parents and visitors often comment on how welcome they feel in our school.

WORD

Religious studies is the core of our school community and its beliefs and values permeate the life of the school.

WITNESS

We witness to the values of the Gospels such as compassion, justice, service and reconciliation in all aspects of school life, through our interactions with one another.

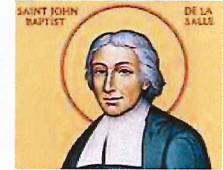
WELFARE

We want pupils and staff to work together, care, respect and accept all individuals in our school community and the society around us.

WORSHIP

We are given opportunities through prayer, reflection, liturgies and Mass to celebrate our community and its relationship with God.

Cardinal Langley's success is built upon the philosophy of St Jean Baptiste de la Salle, where emphasis is placed on community, relationships and the value of each individual. All that we do is rooted in Gospel Values and is designed to enable each individual to grow in maturity, faith and love.

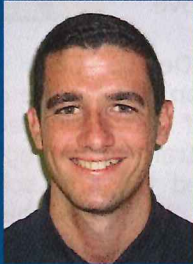


St Jean Baptiste De La Salle was a visionary in education and for the church. He was a pioneer of education pedagogy and in founding training colleges for teachers. He opened his first school in Rheims, France, in 1689 and his work quickly spread throughout France and, after his death, continued to spread across the globe. Today there are over a million students in 80 countries who are educated by schools, colleges and university that owe their foundation to his work.



In 1900 John Baptist de La Salle was declared a Saint and 1950 he was made Patron Saint of Teachers.

Meet the Year 7 Team



**Mr V McLaughlin - Pastoral & Academic Leader
Year 7**

Mrs S Lord - SENCO



**Miss K Foster, Transition/Additional Needs
Coordinator**



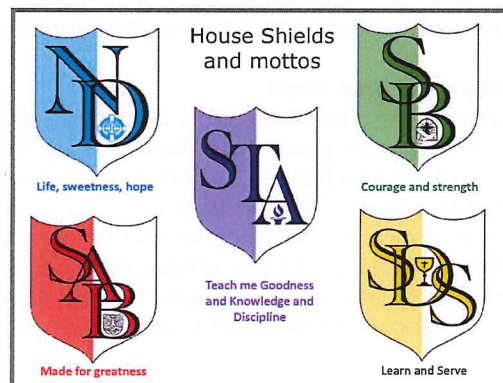


8:20 am	Registration/Assembly
8:35 am	Period 1
9:35 am	Period 2
10:35 am	BREAK
10:50 am	Period 3
11:45 am	Period 4
12:45 pm	LUNCH
1:30 pm	Period 5
2:30 pm	END OF SCHOOL DAY

Students are not allowed to leave the school premises during the day unless there are special circumstances, such as a medical appointment, etc., for which we have written notice. On such occasions, students must obtain a green slip from the Student Services Office. This must then be signed by the Pastoral & Academic Leader and returned to the Student Services Office before the student is allowed to leave the premises.

Each student is attached to one of five houses: Notre Dame, St Ambrose Barlow, St Bernadette, St Thomas Aquinas, St Dominic Savio

The house system enables students to mix with and and compete alongside students across both form and year groups. As they progress into model citizens over Key Stages 3 and 4, they can apply for Half and Full colours, evidenced by a House Colours tie.



Attendance/Punctuality

Attendance Parent Information

What the Law Says

The law in the UK states that every child must be educated. All schools have to follow very strict regulations about attendance. Every absence has to be recorded and reported to the Education Authority. Any attendance of 90% or below is unacceptable.

The start of the school day

Our school is open from 7.15am for the Breakfast Club which is free of charge and has a selection of different breakfasts. All students should arrive on school premises for 8.15am. Any student arriving to school after 8.20am must sign in at reception. Any student arriving into school after 9.30am will be marked as unauthorised late and this equates to a half day absence.

Holidays in term time

The Department for Education has made significant changes to legislation, whereby Headteachers are no longer able to grant any leave during term time unless there are "exceptional circumstances". We cannot authorise absence for family holidays or other similar recreational activity during term time. If you do need to request the withdrawal of your child from school for another reason, you will need to give us sufficient notice by completing and returning a Planned Absence Request Form which is available from Student Services or on the school website. Any leave taken without permission will be unauthorised and a Penalty Notice may be issued. Should it be apparent that a student has taken leave of absence and school was not notified, a Penalty Notice may be issued after the event.



Attendance in Year	95%	90%	85%	80%
Number of learning days lost	9.5	19	28.5	38
Number of lessons lost	47.5	95	142.5	190

Medical and Dental Appointments

Every effort should be made to arrange medical appointments outside of the school day. However we recognise that this is not always possible. If your child needs to attend a medical appointment a green slip must be obtained from Student Services Office along with an appointment card or medical letter. The green slip must then be signed by the Pastoral & Academic Leader and returned to Student Services before the child is allowed to leave the premises.

Illness

The school operates a first day response system. If your child is going to be absent (or late) for school, please telephone the school's dedicated attendance line (01616434009) by 8.30am on the first day of absence. If your child has three days of consecutive absence or has an attendance figure below 90% we will require medical evidence to authorise the absence. Medical evidence can be in the form of, a medical appointment card, a medical letter, a copy of your child's prescription, medication with a chemist's label showing the name and the date or a letter from your GP in the case of prolonged illness. Text messages and emails are sent each morning to any student who has an unexplained absence and in some cases we may do a home visit.

The School Website

It is intended that the school website will be the first port of call for parents and carers to find out what is happening in school and access essential information and items of interest.

Please visit us at <https://www.clrchs.co.uk>



WE ARE CARDINAL LANGLEY RC HIGH SCHOOL
GOOD AFTERNOON. WELCOME TO OUR SCHOOL.

In-Touch: Email Communication with Parents/Carers

We always aim to keep parents and carers fully informed about what is going on at the school. Sending letters home with students, however, can be 'hit and miss', with many letters going astray along the way.

Our aim is to be a paperless school, meaning that wherever possible all letters will be on the website and sent home via our email communication system In-Touch, rather than a paper letter. This will reduce waste paper, save on printing costs and help to safeguard the environment.

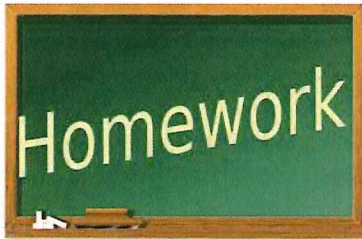
Through In-Touch, we will also be able to send instant messages telling you if your child is absent or late, helping to reduce truancy and improve student safety.

To receive messages through In-Touch, please provide a main contact telephone number and email address in the Pupil Information Pack.

In-Touch is compliant with data protection legislation and all information supplied will be kept completely private. School messages will be sent from the following email address:

Cardinal Langley RC High School <3544611@capita-intouch.co.uk>

Please make sure you add this address to your email address book (or approved sender list) to prevent messages being blocked by SPAM/JUNK filters.



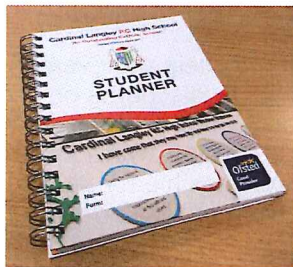
Here at Cardinal Langley we regard homework as an essential part of a child's education. It helps students to learn how to work on their own and reinforces and extends the work done in the classroom.

Students should use their Student Journal to record any homework that is set. Journals are monitored regularly by the Form Tutor and we would also ask parents and carers to check and sign the journal each week.

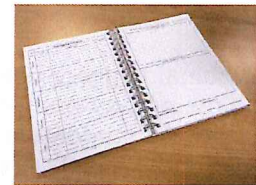
If a student is experiencing problems with homework or finding resources, our Homework Club and Learning Resource Centre is open before and after school. Staff are on hand to provide additional support if needed.

Homework is about establishing good habits, self-discipline, the ability to work independently and meeting deadlines; just some of the reasons why homework is so important.

We appreciate that access to computers and technology is not always possible at home. The school's ICT resources are available to students before school, at lunchtime and after school.



Students are given a Planner at the beginning of the Autumn Term, in which they are able to record information including homework, involvement in activities, half-termly progress grades, notes and achievements. The Planner is an important document which all pupils in school are expected to use and value. It should be brought to school at all times and under no circumstances should there be any signs of graffiti. It is a vital means of recording homework and achievement and a means by which parents can communicate with teachers and vice versa.



Rewards and Discipline



As a school community, most of what we do is guided by one single principle:

'All members of our school community are expected to behave in a responsible manner, both to themselves and others, showing consideration, courtesy and respect for other people at all times.'

We seek to establish good behaviour and high levels of self-discipline as the norm in school. This is achieved through a balance of rewards and sanctions.

Rewards

Recognition and praise are two of the key elements of rewards. The school has a system of VIVO Points to encourage and acknowledge participation, responsibility, attendance, initiative, standards and excellence. The VIVO Points system is supported by the Lasallian Gold Card scheme, which recognises and rewards acts of kindness and consideration by all pupils. Individual Departments and Year Teams award certificates and praise cards on a very regular basis.

VIVO

Cardinal Langley uses the online VIVO rewards system, in which students can spend their achievement points on any number of items, from stationery, queue jump passes for lunch time, to discounts on the Prom. All students automatically receive 10 VIVOS each week for arriving to school on time every day. Additional VIVOS are then awarded at the discretion of staff. All members of staff can award VIVOS too. A small number of Year 7 and 8 students make up the 'VIVO Team', and are responsible for sorting, picking and delivering VIVO orders to students. A catalogue of items is available from every Form Tutor, and is on display outside Student Services.

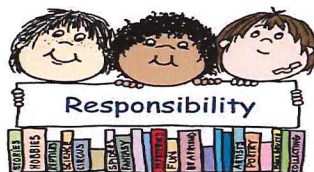
P

Participation: Take a positive part in the life of the school



R

Responsibility: Take responsibility for the school environment



A

Attendance: Aim to have 100% attendance



I

Initiative: Take the initiative - don't wait to be asked or told to do something!



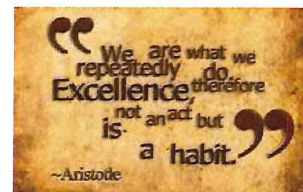
S

Standards: Have high standards in your appearance, behaviour, attitude and work



E

Excellence: Aim for excellence in everything you do in school



Sanctions:

When behaviour, attitude, attendance or punctuality fall below expected standards, there are a range of sanctions which may be applied. We attempt to keep things in perspective and apply sanctions appropriate to the problem; however, persistent or more serious problems often require quite specific measures to be taken. Typical sanctions in school include; verbal reprimands, isolations, detentions, and, in extreme circumstances, a period of exclusion from school or in the inclusion room.

Through our pastoral support system, we place great importance on keeping parents/carers informed. Notes in the pupil's journal, telephone calls or letters home are the most common forms of communication.

Parents/carers are encouraged to contact school whenever they require more information, reassurance or advice about any issues or concerns.



Ready

To work and learn

Equipment

On the desk

Set place

Sit where directed

Punctuality

Be on time

Education

A positive attitude

Conduct

Show good manners to all

Talk

Contribute when asked

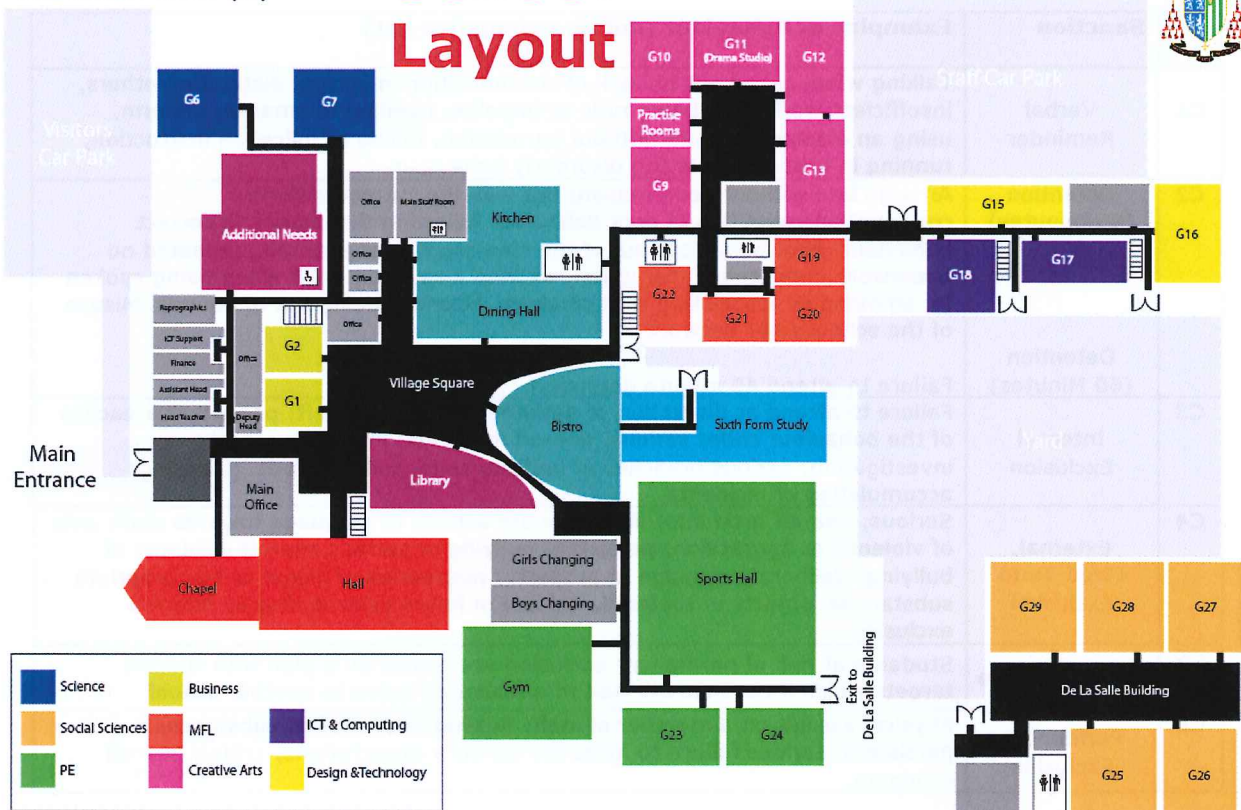


ALWAYS SHOW RESPECT IN THE CLASSROOM

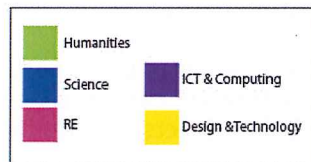
	Sanction	Examples of Behaviour (not an exhaustive list)
C1	Verbal Reminder	Talking when asked not to, lack of concentration in lesson, distracting others, insufficient work rate, being rude or impolite, needing to smarten uniform, using an electronic device without permission, failing to follow an instruction, running in school, displaying disorderly behaviour.
C2	Detention (40 minutes)	Arriving late without good reason; not wearing correct uniform; continuation/repetition of poor behaviour following the chance to correct behaviour. Poor behaviour out of the classroom - for example, repeated no homework, heightened disruption, walking away from staff when being spoken to, smoking or associating with smokers, littering, being out of bounds. Misuse of the school's ICT network.
	Detention (60 Minutes)	Failure to attend 40 minute detention.
C3	Internal Exclusion	Failure to attend or disruption of detention; bullying; theft; persistent breaches of the behaviour code; serious, one-off incidents; incidents pending investigation; serious breaches of uniform code, selling goods, gambling; accumulation of incidents.
C4	External, Fixed-Term Exclusion	Serious, one-off incidents; inappropriate actions or language towards staff; acts of violence or aggression; persistent bullying or serious one-off incidents of bullying; deliberate damage to property; possession of illegal or inappropriate substances, objects or material. Refusal to follow rules during an internal exclusion.
C5	Managed Move	Students at risk of permanent exclusion are placed on a plan with specific targets which if not met will lead to a managed move to another school
C6	Permanent Exclusion	Physical assault on a member of staff; dealing in controlled substances; persistent, serious failure to meet the school's expectations; critical one-off incidents.

Ground Floor (G)

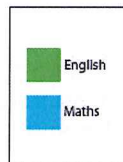
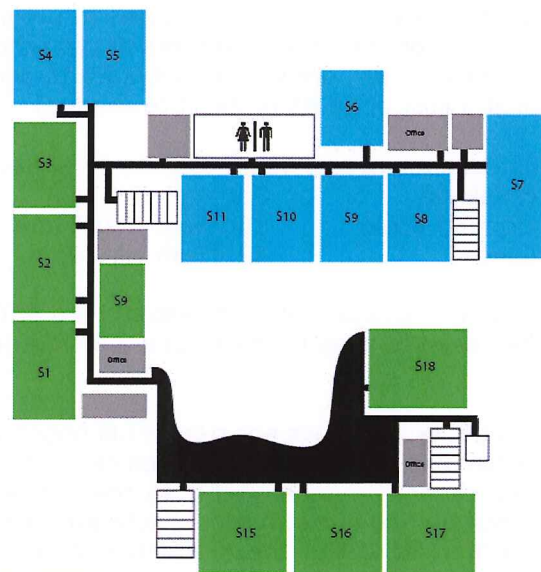
School Layout



First Floor (F)



Second Floor (S)



Dining Arrangements

The school operates a cafeteria-style system. School meals are prepared by a firm of specialist caterers who are committed to providing healthy, quality meals at prices which are monitored by the Governors of the school. The cost of a standard meal-deal which includes a meal, drink or biscuit is £2.15 currently, or students can purchase just the meal at a cost of £1.85 (subject to change).

A selection of hot and cold meals and snacks are available at the following service times:

Breakfast	8:10am - 8:20am
Morning Break	10:35am - 10:50am
Lunch	12:45pm - 1:20pm



We operate a “cashless” catering system here at Cardinal Langley. Each student has a catering account, which they need to keep in credit, and a biometric image of a student’s finger is used to purchase items at the till.

This biometric system does not store a full fingerprint image and instead extracts a set of unique features from the scanned image which are then converted into a number or a template. Full fingerprints are not stored and cannot be generated from the number or template produced under this process. Both the cashless system and our own school data are totally secure and, therefore, meet the requirements of the Data Protection Act 1981. The information stored will not be used for any other purpose than school based processes and parents can be assured that the data will not be passed on to any third party.

From September 2013, the Protection of Freedoms Act 2012 requires us to obtain written consent of at least one parent/carer and the agreement of the student before we can process their biometric data. If either parent/carer objects in writing or if the student verbally objects, we will not be able to enrol him/her into the biometric system.

Sample Menu



MAIN MENU

WEEK 1

MONDAY

Bolognese Style Pasta Bake Au Gratin with Garlic Slice
Vegetable Fajita with side salad (v)

TUESDAY

Cajun Chicken Pieces served in a Pitta Bread with Crispy Iceburg Lettuce
Quorn & Vegetable Lasagne with Garlic Slice (v)

WEDNESDAY

Cumberland Sausage Hot-Pot with Onion Gravy
Homemade Cheddar & Tomato Quiche (v)

THURSDAY

Chicken Biryani with Balti Sauce
Chunky Salsa stuffed Jacket Potatoes topped with Mozzarella (v)

FRIDAY

Classic Fish & Chips with Lemon & Tartar Sauce

Residential Experience

In the Summer term, all Year 7 students attend a residential retreat at Savio House in Cheshire. This is an opportunity for them to strengthen friendships and explore their faith at the end of their first year at Cardinal Langley.

Savio House in Bollington is run by the Salesian community who run retreats and days of reflection for schools all year round. Students spend three days with their form group in the beautiful Cheshire countryside. The majority of students describe the experience as the highlight of the year. Year 7 students have been visiting Savio House for many years and it is always a wonderful experience.

Parents are asked to make a financial contribution to cover the accommodation, meals, transport and activities. Further details and a payment plan will be provided closer to the time.



Modern Foreign Languages

Students are able to indicate a preference for either French or Spanish as their main foreign language in years 7 & 8.

Both languages are available to all students at GCSE. In the Pupil Information Pack, please indicate which language you prefer. Although we will try and accommodate preferences, this may not always be possible.

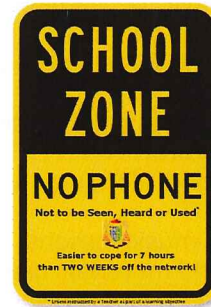


School Policies

There is a School Policies section of the school website which is dedicated to essential school policies and procedures relating to your child. The School Policies page can be accessed via the About Our School tab on the top navigation panel.

The following policies may be of interest to you as a parent/carers and are available for general access:

- o Admissions Policy
- o Anti-Bullying Policy
- o Attendance & Punctuality Policy
- o Behaviour for Learning Policy
- o Charging Policy
- o Collective Worship Policy
- o Complaints Policy & Procedure
- o Curriculum Policy
- o Drugs Policy
- o Exclusions Policy
- o Freedom of Information Policy
- o Physical Restraint Policy
- o Privacy Notice
- o Safeguarding Policy
- o Search Policy
- o Single Equality & Community Cohesion Policy
- o Relationships & Sex Education Policy
- o Teaching & Learning Policy



Mobile Phones

Students in years 7-11 will not be allowed to use a mobile phone in school unless it is for an educational purpose, as directed by a member of staff. Students may have a phone with them for safety reasons when travelling to and from school but it must be switched off whilst in school; any phone seen being used in school against this policy will be confiscated. On the first occasion, students may collect their phone at the end of the day. On any subsequent occasion, parents or carers will have to arrange to call into school to collect the phone at the end of the week

Charging Policy

Whilst the Governors are committed to retain the right to a free education here at Cardinal Langley, our Charging Policy identifies the following situations where it is acceptable to make a charge to parents and carers:

- The cost of replacing lost or damaged books or equipment
- Examinations for which a pupil is entered, but fails to attend
- The cost to re-sit examinations above the agreed number in Sixth Form
- The cost of board and lodging on residential visits
- The cost of instrumental music lessons
- The cost of ingredients and materials used in Design & Technology lessons if the finished products are kept by the students and if parents/carers indicate beforehand that they want the finished product.

Although the school cannot make a compulsory charge for the cost of outings organised during school hours, parents may be asked to make a voluntary contribution to reduce the cost to the school. If insufficient contributions are received, we may, reluctantly, have to cancel the activity.

School Uniform

We expect students to be correctly and smartly dressed in school at all times and to take pride in their appearance.

- o Black blazer with school badge- must always be worn
- o White school shirt: must be tucked in all the way round and be fastened at the collar
- o School tie (clip-on)
- o Plain, black skirt: knee-length, A-line or pleated
- or
- o Plain, black school trousers: tailored leg, waist band and zip
- o Plain, black socks/tights
- o Footwear: plain, black, low heeled, low cut shoes that do not come above the ankle. Trainers (or footwear of similar appearance or with logos or stripes), boots and canvas shoes are not to be worn
- o Optional: A plain, black, V-neck, fine-knit sweater only may be worn under the blazer





Hairstyles

- Hairstyles should be tidy and a reasonable length (no shorter than a number 2)
- Extreme hairstyles (e.g. shaved, shaved patterns, long spiked are not allowed)
- Plain hair clips, slides and bobbles may be used to keep hair tidy
- Hair should be of one natural colour and not dyed

Jewellery

The only items of jewellery permitted are a watch and one small, plain, gold or silver coloured stud in the lobe of each ear

Accessories

Students are not permitted to wear make-up or nail varnish, or have false nails or false eye lashes

Sanctions:

Students are expected to comply with this uniform code. Those who do not will face a consequence, including confiscation of items and isolation from lessons.

Uniform Supplier

Our approved suppliers for official items of uniform, such as the school blazer, tie and PE kit, are listed below:

Icon Clothing
F13/14 Middleton
Shopping Centre
Middleton, M24 4EL
0161 643-2958

Broadbent's
65 Long Street
Middleton, M24 6UN
0161 643 5193
www.broadbentsofmiddleton.co.uk

Moses Schoolwear
21-23 Oldham Road
Rochdale, OL16 1UA
01706 644447
www.moseswear.com

Please sign the School Uniform Agreement Form in the Pupil Information Pack to indicate your support for school's uniform expectations.

PE/Sports Kit

This kit is identical for both Boys and Girls:

- o Black polo top with school badge
- o Black/red reversible outdoor sports shirt with school badge
- o Black sports socks with school initials
- o Black sports shorts with Sports College logo

PE Footwear

All students must have appropriate footwear for the sports activities being undertaken in PE Lessons:

- o Trainers for indoor activities or the 3G pitch
- o Football boots for the field (boys)
- o Trainers for the gymnasium and sports hall (trainers that are worn outside may not be worn in the gym or sports hall)

Optional PE Kit (All Years)

- o Astroturf trainers/moulded footwear
- o Football boots (girls)
- o Gum shield (boys)
- o Towel

Health & Safety in PE Lessons:

- o All jewellery and watches must be removed
- o Long hair must be tied back
- o As in any classroom, there is to be no eating, chewing gum or drinking (other than water)
- o Aerosol sprays are not permitted



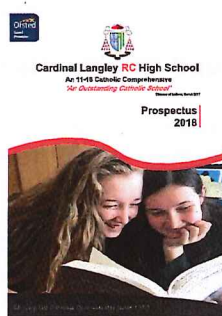
Photographs and Digital images

There will be occasions where we may want to take photographs and record digital images of the students at our school. In order to comply with the Data Protection Act 1998, we need parental permission before we can photograph or make recordings of your child.

Please sign the Consent Form for Photographs/Digital Images in the Pupil Information Pack.

Conditions of consent:

- For the time that your child is on roll here at school:
 - We may use your child's photograph in the school prospectus, on the school website and for other promotional material, including local media reports relating to school activities
 - We may take digital images of your child on video or webcam
- We will not identify a child by their full name in any accompanying text or caption
- We may retain all Y11 group photographs on our display wall in school



Positive Steps



Positive Steps is the Government's support service for all young people aged 13 to 19 in England. It also provides support up to the age of 25 for young people who have difficulties or disabilities (or both).

Positive Steps brings together all the services and support young people need during their teenage years, offering differentiated and integrated support to young people through Personal Advisors. For some young people this may just be for careers advice, for others it may involve more in-depth support to help identify barriers to learning and find solutions, brokering access to more specialist support. Personal Advisors work in a range of settings including schools, colleges, one-stop shops, community centres and on an outreach basis.

For students aged 13 years and over, the school is legally required to pass on details of names and addresses of students and parents to Positive Steps on request.

There may also be other information relevant to the role of Positive Steps that the school is asked to pass on. Parents, and the students themselves if aged 16 or over, must give consent for the school to do this.

Please sign the *Positive Steps Consent* in the Pupil Information Pack.

In giving your consent, it means that we may share relevant information with Positive Steps on request and the Local Authority and Department of Education may supply relevant information which they hold about children to Positive Steps service providers.

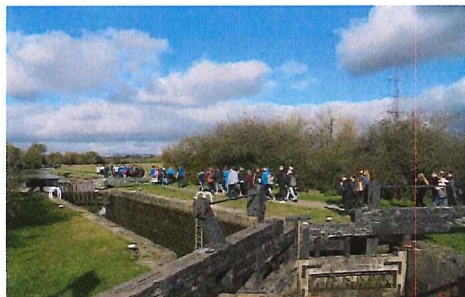
If you decide not to give consent, we will only disclose the name and address of the student and parent to Positive Steps and the Local Authority and Department of Education will not pass on any information they have received from the school.

Educational Visits

Educational visits are viewed as a very important part of your child's academic and personal development and very much fit in with the school's aim of educating the whole child. We are, however, acutely aware of the financial pressures on parents and carers of the various curricular and extra-curricular activities that are such a big part of school life. The Governors of the school monitor the costs of school activities to make them as inclusive as possible and there is a school fund which can provide support in exceptional circumstances.



Government guidance has made it clear that written consent from parents is not required for trips and activities which take place during the normal school day and are a normal part of a child's education. Written consent will be sought, however, for activities that need a higher level of risk management or which take place outside of school hours. As a school we will follow these guidelines. We will inform you in advance of any activity and you have the right to withdraw your child from any trip or activity.



Please sign the form for acceptance of school policy on educational visits which is in our Pupil Information Pack.

E-Safety Rules and Agreement

All students use computer facilities, including internet access, as an essential part of learning and as required by the National Curriculum. All students and their parents/ carers are asked to read the E-safety rules and sign to indicate that these have been understood and agreed. These rules help to protect students and the school by describing acceptable and unacceptable computer use.

E-Safety Rules

- o The school owns the computer network and may set rules for its use.
- o It may be held as an offence to use a computer network for a purpose not permitted by the school.
- o Irresponsible use may result in the loss of network or internet access.
- o Network access must be made via the user's authorised account and password, which must not be given to any other person.
- o All network and internet use must be appropriate to education.
- o Users must not download or store games, music, video or any other entertainment files.
- o Copyright and intellectual property rights must be respected.
- o E-Messages shall be written carefully and politely, particularly as an email could be forwarded to unintended readers.
- o Anonymous messages and chain letters are not permitted.
- o Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- o The school ICT systems may not be used for private purposes, unless the Headteacher has given specific permission in writing.
- o Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.
- o The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Please sign the *E-safety Agreement Form* in the Pupil Information Pack to indicate you understand and agree to the E-safety rules.

Home-School Agreement

The Home-School Agreement sets out the expectations placed on the school, parents/carers and students in order to support your child's learning experience and personal development here at Cardinal Langley.

Summary of Agreement:

Parents/Carers – I/we will aim to:

- Support and contribute to the Catholic values, ethos and practices of the school
- Ensure that my/our child attends school regularly, on time, and properly equipped
- Support and endorse the school's policies and guidelines for behaviour
- Support and encourage my/our child in homework and other opportunities for home learning
- Attend all Parents' Evenings and discussions about my/our child's progress
- Make the school aware of any concerns or problems that might affect my/our child's behaviour
- Get to know more about my/our child's life at school
- Talk to my/our child about their school experience



The School will aim to:

- Provide a welcoming, secure and stimulating Catholic environment in which to learn
- Ensure that your child achieves his/her full potential as a valued member of the school community
- Achieve standards of excellence in work and behaviour through building good relationships and developing a sense of responsibility
- Provide a stimulating and balanced curriculum to meet the individual needs of your child
- Keep you, as parents/carers, informed about your child's progress and other school matters in general
- Be open and welcoming at all times and offer opportunities for you, as parents/carers, to become involved in the life of the school

The Student – I will aim to:

- Support and contribute to the Catholic values and practices of my school
- Attend school every day and on time
- Wear my full school uniform with pride and be tidy in appearance at all times
- Always work to the best of my ability both in class and at home
- Bring all the equipment I need every day
- Be polite and helpful at all times
- Not disturb the learning of others
- Have pride in my school environment and keep it free from litter and graffiti

Please sign the *Home-School Agreement Form* in the Pupil Information Pack to indicate your support for the schools expectations.

Privacy Notice – Data Protection Act 1998

Cardinal Langley RC High School is a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

We are required by law to pass some information about that we hold about pupils and parents to the Local Authority and the Department for Education (DfE). The Local Authority may occasionally be required to share your personal and sensitive information with other government and/or partner agencies. The Local Authority will only share data when there is a statutory duty or legal requirement to do so, for example, where the Local Authority is required to provide a programme of assistance. Any data that the LA share with government and/or partner agencies will be strictly assessed and the Local Authority will ensure that the requirements of the Data Protection Act 1998 are complied with.

In addition, for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision. However, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell the Headteacher's PA if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

If you want to receive a copy of the information about you that we hold or share, please contact the Headteacher's PA. If you need more information about how the Local Authority and DfE store and use your information, then please go to the following websites:

<http://www.rochdale.gov.uk/council-and-democracy/data-protection-and-foi/pupil-data>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Information Governance Unit
Rochdale Council, Number One Riverside
Smith Street, Rochdale, OL16 1XU
Email: foi@rochdale.gov.uk
Telephone: 01706 925505

Department for Education -Public Communications Unit
Sanctuary Buildings
Great Smith Street, London, SW1P 3BT
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288



CARDINAL LANGLEY RC HIGH SCHOOL

SCHOOL YEAR CALENDAR 2020-21

TERM	TERM STARTS	HALF TERM	TERM ENDS	PUPIL DAYS
AUTUMN	Monday 7 th September 2020 (Y7 & Y12) Term commences for Y8-Y11 & Y13 on Tuesday 8 th September	Monday 26 th October 2020 to Friday 30 th October 2020	Friday 18 th December 2020	70
CHRISTMAS HOLIDAY – Monday 21st December 2020 – Friday 1st January 2021 Inclusive				
SPRING	Tuesday 5 th January 2021 <i>Inset Day - Monday 4th January (school closed to students)</i>	Monday 15 th February 2021 to Friday 19 th February 2021	Thursday 1 st April 2021	58
EASTER HOLIDAY – Friday 2nd April – Friday 16th April 2021 Inclusive				
SUMMER	Monday 19 th April 2021 <i>Bank Holiday Monday 3rd May (school closed)</i>	Monday 31 st May 2021 to Friday 4 th June 2021	Thursday 22 nd July 2021 <i>Summer Inset Day - TBC (school closed to students)</i>	62
STAFF TRAINING DAYS: Thursday 3 rd & Friday 4 th September 2020; Monday 4 th January 2021; Summer Inset TBC Plus twilight sessions = 195 staff days				TOTAL 190 DAYS