

Cardinal Langley RC High School



Handbook

Year 7 - 2022-23



'Serving the Catholic Community since 1959'

Cardinal Langley RC High School Mission Statement



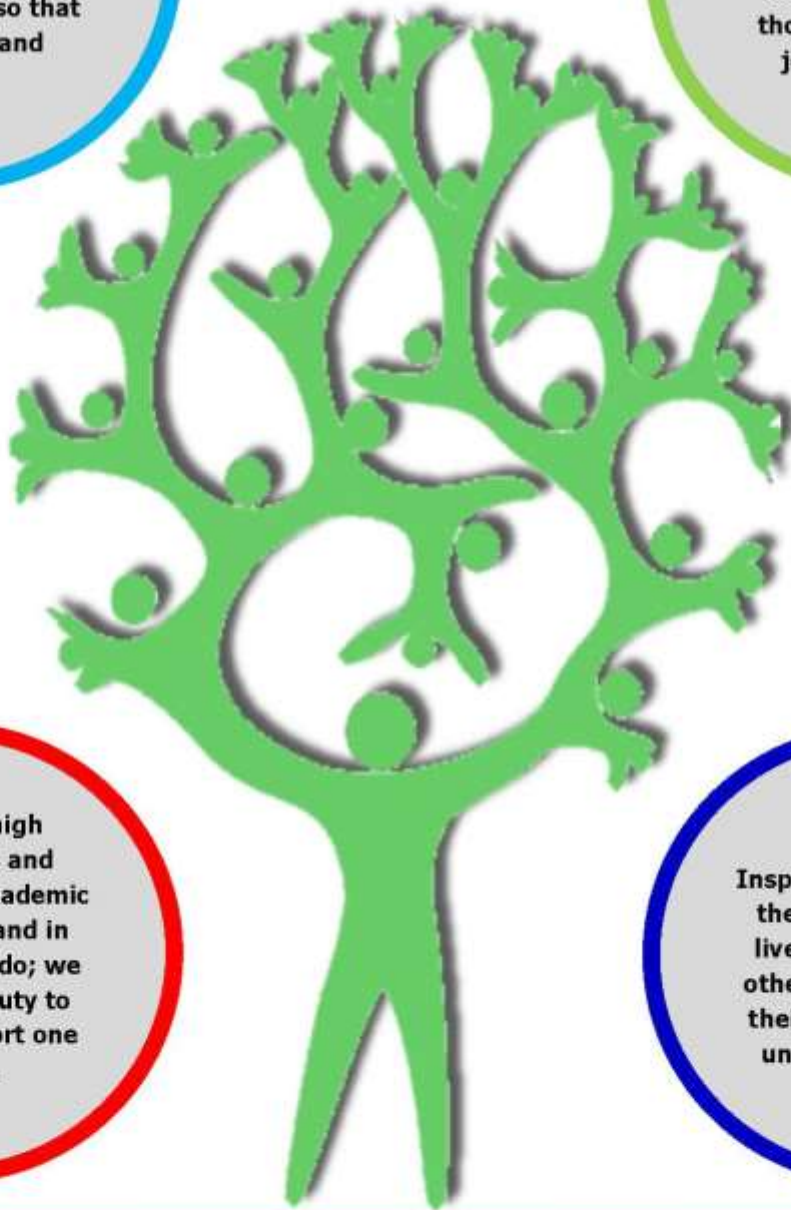
I have come that they may have life and have it to the full. John 10:10



Living the values of:
love, respect,
forgiveness,
compassion, honesty,
fairness and
responsibility, so that
all feel safe and
valued.

Striving to recognise,
value and respond to
the needs of all, so that
they may take their
place in modern society,
acting justly, loving
tenderly and walking
humbly with God.

Celebrating the
presence of God, the
talents and abilities of
all and supporting
those in need as we
journey in faith.



Promoting high
expectations and
excellence in academic
achievement and in
everything we do; we
see it as our duty to
care and support one
another.

Inspiring children with
the Word of God, to
live in the service of
others and to develop
their full potential as
unique individuals.

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

SCHOOL SYNERGY

Synergy

Online portal for parents and carers.

.....
.....
(username / password)



Parent Pay

Online payment tool for lunches and other activities

.....
.....
(username / password)



Welcome

I am delighted to welcome you and your son or daughter to the Cardinal Langley RC High School 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 during their seven year journey at the school. We place a high emphasis on our community ethos, and the partnership with you as parents / carers 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 received at Cardinal Langley. In our inspection by the Diocese of Salford in 2017, the Catholic life of the school was graded as 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 welcoming and working with you. There will hopefully be an opportunity for your son / daughter to join us for a Transition Day on **Tuesday 5th July 2022**. It will give them the opportunity to meet their teachers and make new friends. Parents are also invited to school that evening to meet teachers and get all the information needed.

We aim to make the transition to high school as straightforward as possible. Please read through this 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



Lasallian Heritage

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 into our school. Differences are celebrated. Pupils, parents / carers 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 student 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 Reims, 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 universities that owe their foundation to his work.

In 1900, Jean Baptiste De La Salle was declared a Saint, and in 1950 he was made Patron Saint of Teachers.



Year 7 Team

As well as having a Form Tutor, your son or daughter will meet a number of teachers and support staff whose number one priority is supporting your child to get the most out of their time at Cardinal Langley.

Below, you will find just a few of these key people:



Mrs L Ahern

Pastoral & Academic
Leader (Year 7)



Mrs S Lord

SENDCO



Miss K Foster

Transition / Additional
Needs Co-ordinator



School Day



The school day (for students) begins at 8:20am and ends at 2:30pm, with extra-curricular activities taking place after this time.

Activity	Time
Registration	08:20 - 08:35
Period 1	08:35 - 09:35
Period 2	09:35 - 10:35
Break	10:35 - 10:55
Period 3	10:55 - 11:55
Period 4	11:55 - 12:55
Lunch	12:55 - 13:35
Period 5	13:35 - 14:30

Students are not allowed to leave the school premises during the day unless there are special circumstances, such as a medical appointment, for which we have written notice. On such occasions, students must obtain a yellow slip from Student Services (located at the main office). This must then be signed by the Pastoral and Academic Leader, and returned to Student Services before the pupil is allowed to leave the premises.

Houses



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 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-coloured tie.



Attendance & Punctuality



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 7:30am for Breakfast Club which is free of charge and has a selection of different breakfast items. 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 after 9:30am will be marked as unauthorised late, which 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'. Therefore, we cannot authorise absence for family or other 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 by downloading from 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.

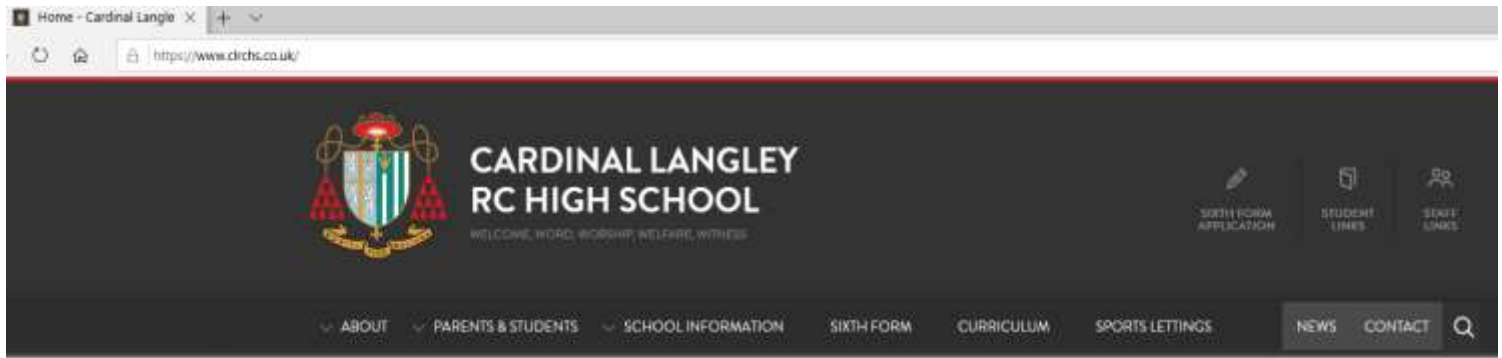
Medical and Dental Appointments

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 yellow slip must be obtained from Student Services along with showing an appointment card or medical letter. This slip must then be signed by the Pastoral and Academic Leader and returned to Student Services before the child is allowed to leave school premises.

Illness

The school operates a first day response system. If your child is going to be absent (or late), please telephone the dedicated absence line on 0161 643 4009 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 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.

Attendance in a 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



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

Keeping in Touch

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, as well as containing essential information and items of interest. Please visit us at <https://www.clrchs.co.uk>

Synergy: Email Communication with Parents / Carers

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

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: Synergy. This will reduce waste paper, save on printing costs, and help to safeguard the environment. Through Synergy, 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 Synergy, please provide a main contact telephone number and email address in the Pupil Information Pack.

Synergy is compliant with data protection legislation and all information supplied will be kept completely private. You will have access to a Synergy Parent Portal with important details and notices being sent through this communication medium.

Social Media

You can also keep up to date with everything Cardinal Langley by heading to one of our social media pages. You can find us on Facebook and Twitter:



@clrchs1959
@CLHScareers



@CardinalLangley

Homework

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 the work done in the classroom.

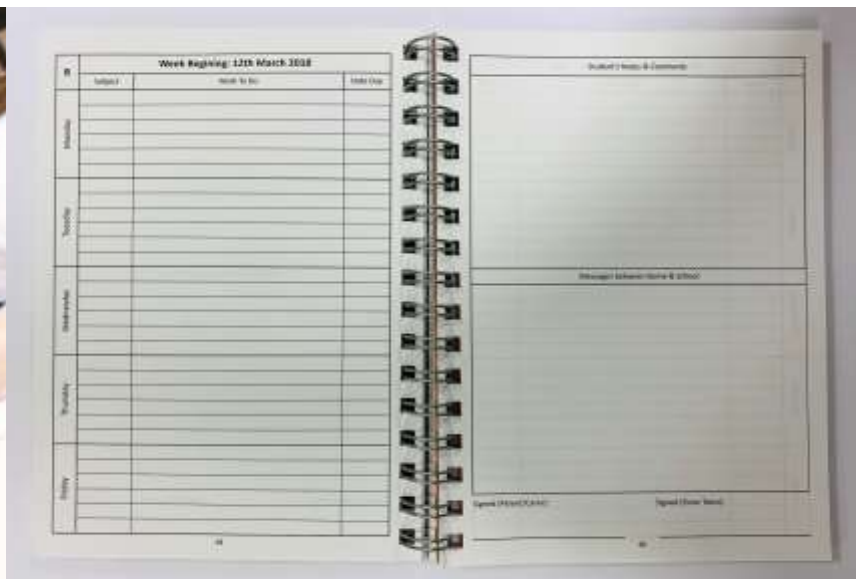
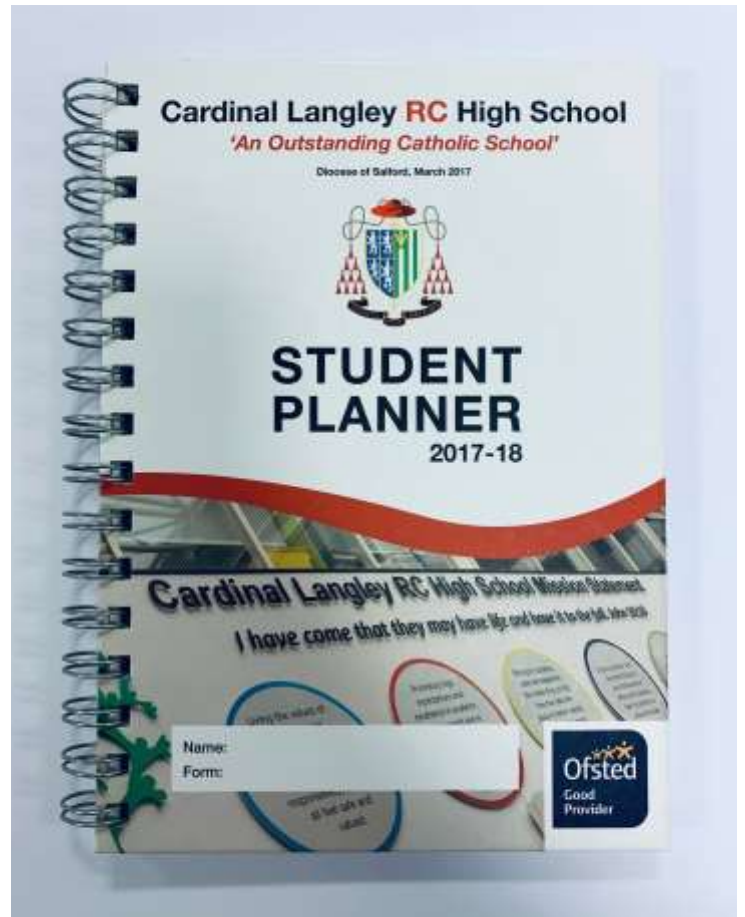
Students should use their student planner to record any homework that is set. Planners are monitored regularly by their Form Tutor and we ask parents / carers to check and sign them each week.

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. As such, the school's ICT resources are available to students before school, at lunchtimes, and after school. Laptops can also be loaned for a 24 hour period to assist with homework.

Students are given a planner at the beginning of the Autumn term, in which they are able to record information including homework, involvement in extra-curricular activities, half-termly progress grades, notes and achievements. The planner is an important piece of equipment that 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 & 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

Our Rewards system is focused around PRAISE: Participation, Responsibility, Attendance, Initiative, Standards and Excellence. Students are encouraged to display behaviour that promotes these aspects, and recognition takes the form of reward points, certificates in assemblies, postcards home and achievement evenings.

Queue Jump passes are one example of a reward, in which students with the best attitude to learning each week (AtL) can get their lunch ahead of other students. These are also awarded to pupils with the most reward points each month, and both achievements are recognised in assemblies.

Moreover, the top achievers in all year groups and subjects receive a certificate and prize at the end of each term, with the opportunity to nominate themselves for House Colours. If successful, they are awarded a badge or House tie to show that they have demonstrated an outstanding attitude towards the Catholic ethos of the school. We also hold yearly celebration evenings to celebrate school-wide achievements, and these have taken place at Middleton Arena in the past.

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, exclusion from school or to the isolation room.

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

Parents and 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*

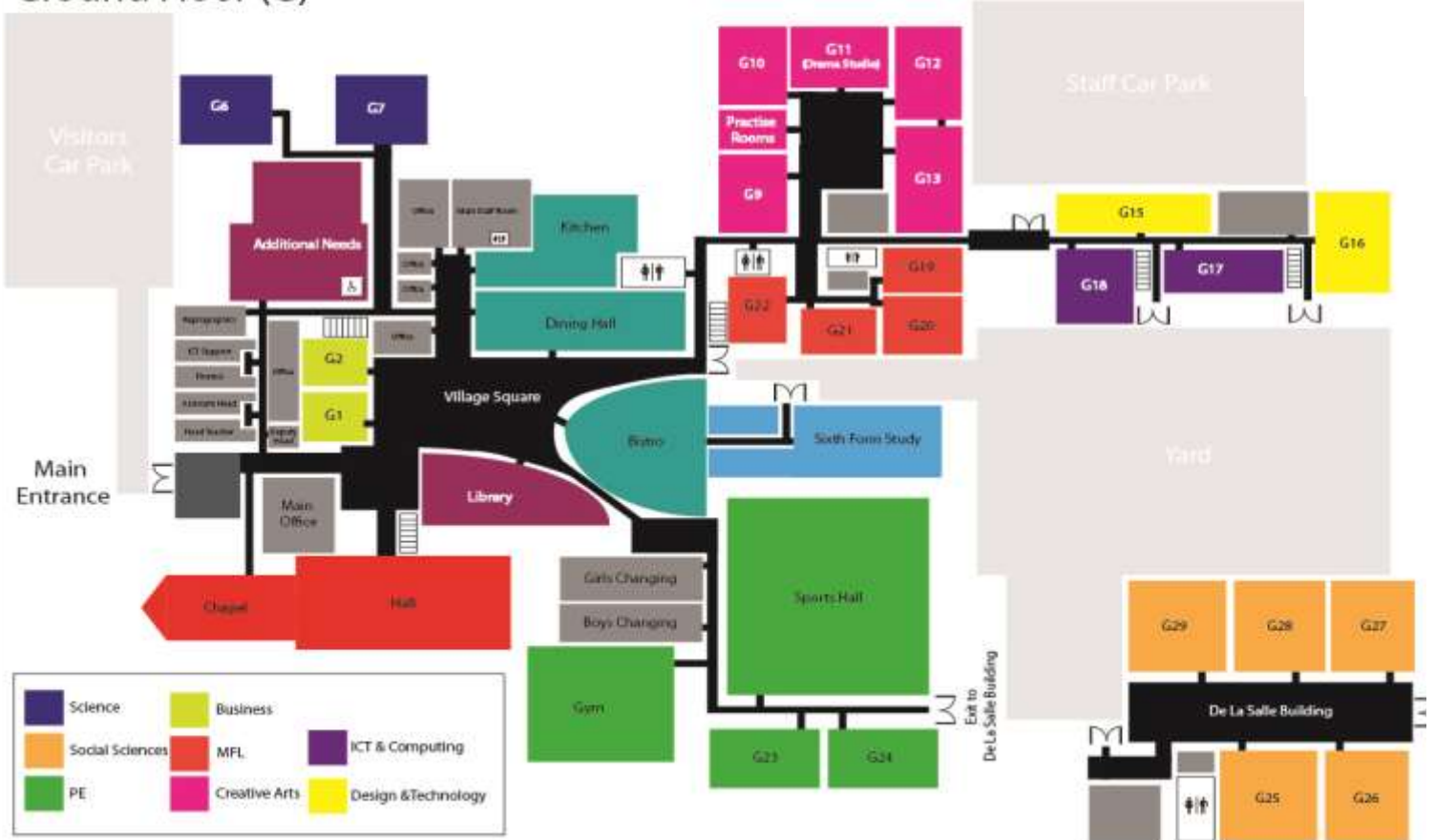


ALWAYS SHOW RESPECT IN THE CLASSROOM

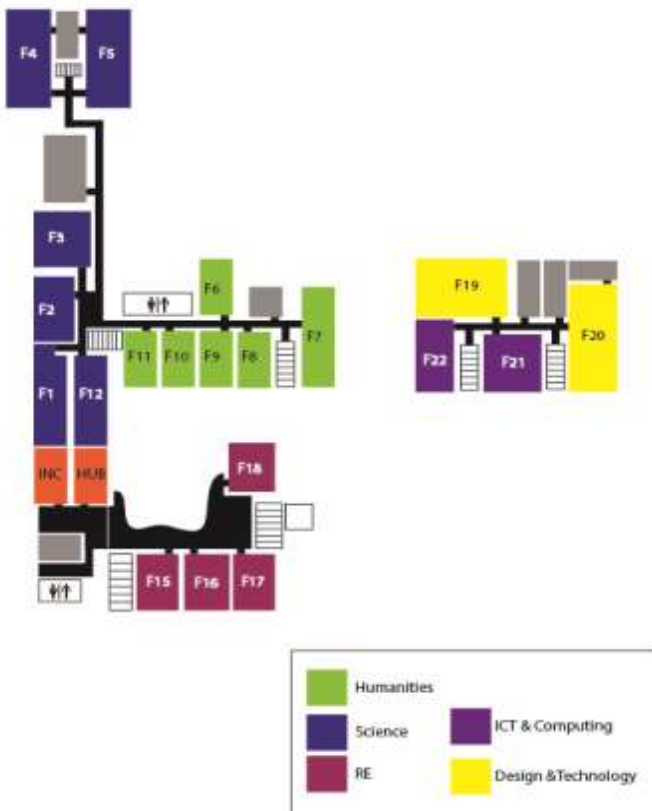
Sanction		Examples of Behaviour (not an exhaustive list)
C1	Verbal Reminder	Talking when asked not to, lack of concentration in lesson, distracting others, insufficient work rate, being rude or impolite, needing to smarten uniform, using an electronic device without permission, not following instructions, running in school, 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 it, poor behaviour out of the classroom (e.g. no homework repeatedly, heightened disruption, walking away from staff when being spoken to, smoking or associating with smokers, littering, being out of bounds), and 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 / 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 / materials, 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.

School Layout

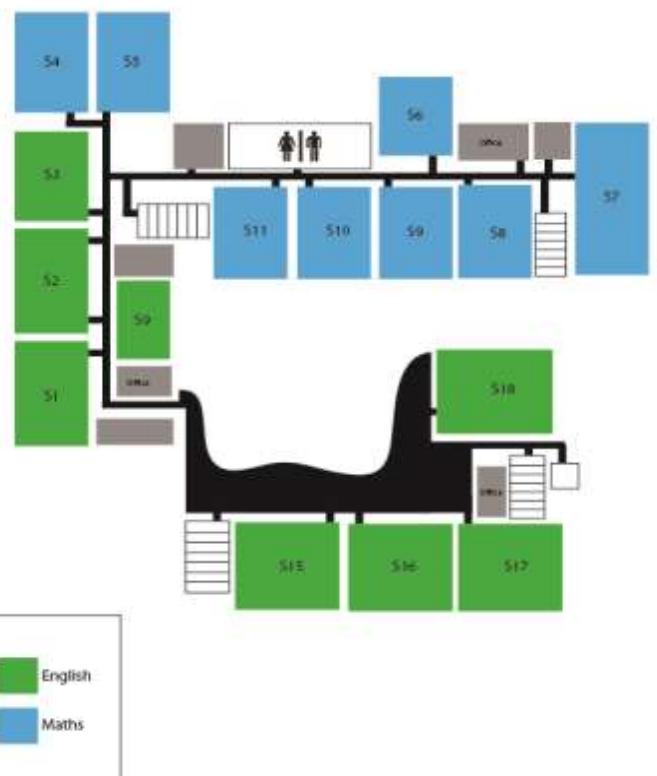
Ground Floor (G)



First Floor (F)



Second Floor (S)



Dining



STREET KITCHEN

SANDWICH MEAL DEAL
£2.30

FRESHLY MADE SELECTION OF SANDWICHES & BAGUETTES MADE DAILY

SERVED WITH BISCUIT & BOTTLE OF WATER OR JUICE CARTON

BAGUETTES- £1.55 TO £1.75
SANDWICHES £1.50
IF PURCHASED SEPARATELY



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 school's Governing Board. The cost of a standard meal-deal (which includes a meal and a drink or biscuit) is currently £2.30 (there is likely to be a small increase from September). Alternatively, students can purchase items separately (menus with prices on are displayed throughout the school canteens).

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

Morning Break: 10:35am - 10:55am

Lunch: 12:55pm - 13:35pm

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 fob is issued for students to use when purchasing items at the till. Following the installation of the fob contactless catering as part of Covid-19 safety measures, our cash facility has ended and Parent Pay is now the only method of paying for school meals / keeping your child's account in credit. You will be given further information on how to set up a Parent Pay account, but if you wish to find out more, please follow the link: <https://www.parentpay.com/parent-account-faqs/>

All parents and carers are strongly encouraged to complete the application form for free school meals via the Rochdale council website, or by visiting the following link: <http://www.rochdale.gov.uk/schools-and-education/Pages/free-school-meals.aspx>. Many families are unaware of their entitlement so it really is worth checking. Plus, this will provide extra funds to support the school.

Your son / daughter will be issued with a fob (free of charge) when they start in September which will be linked to your Parent Pay account. Replacement fobs (if lost or damaged) are charged at 70p and this will be deducted from their Parent Pay credit.

Savio House & MFL

We are proud to offer our students many opportunities that extend their learning beyond the classroom. Some of these extra-curricular activities can be seen on this page. In Year 7, students attend a retreat at Savio House in Cheshire. This is an opportunity for them to strengthen friendships and explore their faith in 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 time 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 and carers are asked to make a small financial contribution to cover the transport. Further details and a payment plan will be provided closer to the time.

As well as experiencing the Savio House retreat, students are able to indicate a preference for either French or Spanish as their main foreign language in Years 7, 8 and 9. Both languages are available to all students at GCSE. In the *Pupil Information Pack*, please indicate which language you prefer. Although we will try to accommodate preferences, this may not always be possible.



Savio House -
Year 7 Retreat



Year 8 Activity
Week



France 2019

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 'School Information' tab on the top navigation panel, or by visiting: <https://www.clrchs.co.uk/school-information/policies/> The following policies may be of interest to you as a parent or carer, and are available for general access:

- Accessibility Plan
- Admission Policy
- Anti-bullying Policy
- Attendance Penalty Notice Protocol
- Behaviour for Learning Policy
- Statement of Behaviour Principles
- Policy on the Use of Reasonable Force & Physical Restraint
- CEIAG Policy (Careers Education, Information & Guidance)
- Charging & Remissions Policy
- Child Protection & Safeguarding Policy & Procedures
- Collective Worship Policy
- Complaints Policy & Procedure
- Curriculum Policy
- Data Protection Policy
- E-Safety Policy
- Equality, Diversity & Community Cohesion Policy
- Exclusion Policy
- Examinations Policies & Procedure
- Feedback policy
- Freedom of Information Policy
- Home-School Agreement
- Mobile Phone Policy
- Photography & Digital Images Policy
- Policy in Relation to Drugs & Other Banned or Controlled Substances
- Relationships & Sex Education Policy
- School Safety Policy
- Search policy
- SEND Policy (Special Educational Needs & Disability)
- Supporting Pupils with Medical Conditions Policy
- Teaching & Learning Policy

Mobile Phones

Students in Years 7 to 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 and a 40 minute (C2) detention will be issued. On the first occasion, students may collect their phone at the end of the day from the School Office. On subsequent occasions, parents or carers will have to arrange to collect the phone themselves 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 students, and if it is indicated beforehand that a finished product wants to be kept.

Although the school cannot make a compulsory charge for the cost of outings organised during school hours, parents and carers 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. School uniform consists of:

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



Hairstyles

Hairstyles should be tidy and a reasonable length (no shorter than a number 1). Extreme hairstyles (e.g. shaved, shaved patterns, or long spikes) are not permitted. Plain clips, slides and bobbles may be used to keep hair tidy.

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 comply with the uniform policy will face a consequence, which may include confiscation of items and isolation from lessons.

Uniform Suppliers

Our approved suppliers for official items of uniform, such as the school blazer, tie and PE kit are listed below. Please sign the *School Uniform Agreement* form in the *Pupil Information Pack* to indicate your support for the uniform expectations.

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 644 447
www.moseswear.com



PE / Sports Kit

Throughout Years 7 to 11, pupils take part in compulsory PE lessons each week. As such, they are expected to wear the following PE kit (which is identical for boys and girls):

- Black polo top with school badge **or** black / red reversible outdoor sports shirt with school badge
- Black sports socks with school initials **or** plain black long sports socks
- Black sports shorts or leggings with school logo

PE Footwear

All students must have appropriate footwear for the sports activities being undertaken in PE lessons. This includes:

- Trainers for indoor activities or the 3G pitch
- Football boots for the field (boys)
- 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):

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

Health and Safety in PE Lessons

All jewellery and watches must be removed to ensure the health and safety of your son or daughter and others. We also ask that long hair is tied back and, as in any classroom, there is to be no eating / chewing gum or drinking (other than water). Aerosol sprays are also not permitted.

Photos & Digital Images

There will be occasions where we may want to take photographs and record digital images of students at our school. In order to comply with the Data Protection Act 2018, we need parental permission before we can photograph or make recordings of your child.

Conditions of consent:

- For the time that your child is on roll here at school...
 - ◊ we may use their 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 Year 11 group photographs on our display wall in school

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



Data Protection

Privacy Notice - Data Protection Act 2018

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 you 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 that we hold about pupils and parents / carers to the Local Authority (LA) and Department for Education (DfE). The LA may occasionally be required to share your personal information with other government and / or partner agencies. The LA will only share data when there is a statutory duty or legal requirement to do so, for example, where the LA 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 LA will ensure that the requirements of the Data Protection Act 2018 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 LA support service for young people aged 13-19 in England. We must provide the names and addresses of you and your parent(s) / carer(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) / carer(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 LA and DfE store and use your information, then please go to the following websites, or contact the below organisations:

<http://www.rochdale.gov.uk/council-and-democracy/freedom-of-information/Pages/pupil-records.aspx>

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

Information Governance Unit

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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 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 / carers, and the students themselves (if aged 16 or over) must give consent for the school to do this.

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

In giving consent, it means that we may share relevant information with Positive Steps on request, and the Local Authority and Department for 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 / carer to Positive Steps and the Local Authority and Department for Education will not pass on any information they have received from the school.



Dippy on Tour

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 / carers 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. However, written consent will be sought 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 the *Pupil Information Pack*.



Ski Experience



Duke of Edinburgh



Touchstones

E-Safety Rules & Agreements

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:

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



CARDINAL LANGLEY RC HIGH SCHOOL
SCHOOL YEAR CALENDAR 2022-23

TERM	TERM STARTS	HALF TERM	TERM ENDS	PUPIL DAYS
AUTUMN	Monday 5 th September 2022 (Y7 & Y12) Term commences for Y8-Y11 & Y13 on Tuesday 6 th September <i>Inset Day – Friday 21st October (school closed to students)</i>	Monday 24 th October 2022 to Friday 28 th October 2022	Friday 16 th December 2022	69
CHRISTMAS HOLIDAY – Monday 19th December 2022 – Monday 2nd January 2023 Inclusive				
SPRING	Wednesday 4 th January 2023 <i>Inset Day - Tuesday 3rd January (school closed to students)</i>	Monday 20 th February 2023 to Friday 24 th February 2023	Friday 31 st March 2023	58
EASTER HOLIDAY – Monday 3rd April – Friday 14th April 2023 Inclusive				
SUMMER	Monday 17 th April 2023 <i>Bank Holiday Monday 1st May (school closed)</i>	Monday 29 th May 2023 to Friday 2 nd June 2023	Friday 21 st July 2023 <i>Summer Inset Day - TBC (school closed to students)</i>	63
STAFF TRAINING DAYS: Thursday 1 st & Friday 2 nd September 2022; Friday 21 st October 2022; Tuesday 3 rd January 2023; Summer Inset TBC = 195 staff days				TOTAL 190 DAYS

Cardinal Langley RC High School

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“I have come that they may have life to the full” - John 10:10