

# Cardinal Langley RC High School



## Handbook

Year 7 - 2024-25



*'Serving the Catholic Community since 1959'*

# Cardinal Langley RC High School Mission Statement



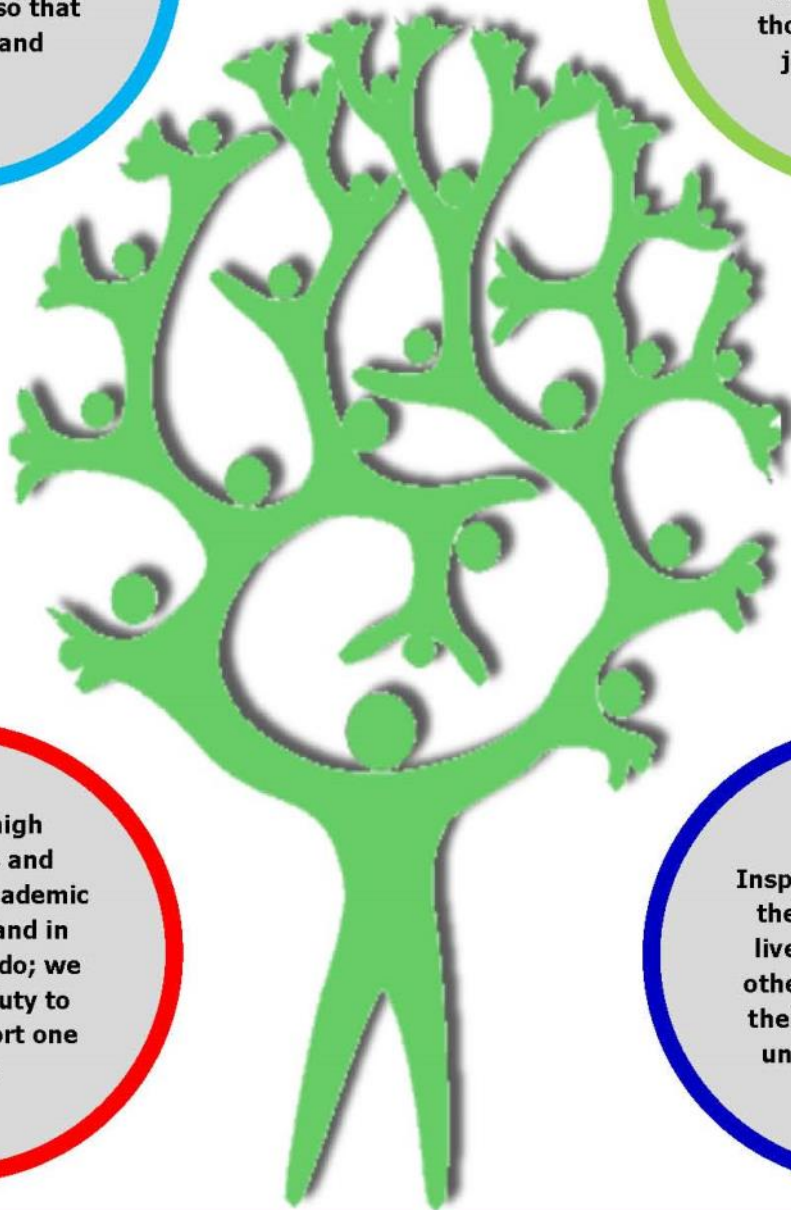
*I have come that they may have life and have it to the full. John 10:10*



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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# Welcome

**I am delighted to welcome you and your child to Cardinal Langley RC High School where, to quote one of our pupils, 'you enter as a student and leave as part of a family'.**

Our students are proud to attend Cardinal Langley. We in turn are immensely proud of our students, whatever their talents, abilities and achievements. It is our privilege to see them develop into young adults who will make a difference in society.

Your child deserves the best possible education and you can be assured that this will be provided here at Cardinal Langley. Our curriculum is designed to stretch and challenge students of all abilities and potential. There are numerous curricular and extra-curricular clubs, trips and activities on offer to help your child develop their interests, and grow socially and spiritually as well as academically.

There is a very strong spiritual and community ethos here in school. Children are encouraged to help those less fortunate than themselves and get involved with the various social projects and fundraising activities for the charities that the school supports. The teachings of the Roman-Catholic Church are at the heart of our school and influence every aspect of the curriculum. We are proud of our Catholic character, but also of our diversity, and everyone is most welcome within our school community, regardless of faith.

We have a fantastic Additional Needs Department (called The Hive) supporting our SEND children, and a strong pastoral team working to ensure that our more vulnerable students get the care and encouragement they need to fulfil their potential.

We were judged 'Good' by Ofsted in 2022 and, in our inspection by the Diocese of Salford in 2017, the Catholic life of the school was considered 'Outstanding'.



**Mr A Bridson**

Headteacher

*"Pupils are exceptionally well cared for, especially the most vulnerable"*

**Diocese of Salford, 2017**

# Spiritual Life

**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.

Please refer to the Collective Worship Policy on the following page of the school website: <https://www.clrchs.co.uk/school-information/policies/>



# Lasallian Heritage

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. 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.





# Transition & Induction Events

**A strong partnership between the school and parents / carers is key to ensuring the best experience for your child.** We are looking forward to meeting you at our transition events and working with you during your child's seven-year journey with us, through Years 7 to 11 and on into Sixth Form.

In the meantime, please read through this handbook, which contains important information about our school and our expectations. If you have any questions, please do not hesitate to contact us

## Transition Induction Day - Tuesday 2<sup>nd</sup> July 2024

Transition Induction Day this year is on **Tuesday 2<sup>nd</sup> July**. This is where all Year 6 children spend the day in their new secondary school and get to meet their teachers and make new friends. Your child's primary school will be aware that your child will be here at Cardinal Langley RC High School on this day.

- Your child should arrive at Cardinal Langley for 8:20am, and should be dressed in their primary school uniform
- Your child will be taking part in some PE activities, so they are allowed to wear trainers for the day
- Your child will need to bring writing equipment with them
- Your child will be welcomed on arrival and accompanied to the Chapel where they will be given further information about the day's events
- All children will be provided with toast and a drink at break time and with a school meal at lunchtime (or they can bring their own packed lunch) – so they will not need any dinner money
- There are water fountains around school should your child wish to bring a refillable water bottle
- It is important that we know about any medical conditions or allergies, etc. so please make sure you complete the relevant section of the pupil information/registration form to give us this information
- The day will end at approximately 2:20pm. If your child has a brother or sister who already attends Cardinal Langley and can collect them at the end of the day, please ask them to meet in the school hall at 2:30pm

## Transition Meeting for Parents / Carers - Tuesday 2<sup>nd</sup> July 2024, 6pm

This event is for parents and carers only (**NOT** your child). It is very important you attend this event as you will be given key information about your child's move to Cardinal Langley in September. It is also a chance to meet members of staff, who will be able to answer any questions you might have about the school and the process of settling into secondary school life.

## Transition Summer School - August 2024

We are again planning a summer school as part of the transition process. All our new students are invited to join us for two days of fun activities on either:

Tuesday 20<sup>th</sup> **and** Wednesday 21<sup>st</sup> August 2024 **or** Thursday 22<sup>nd</sup> **and** Friday 23<sup>rd</sup> August 2024

Each day usually starts with registration at 8:45am and finishes at 2:30pm. Lunch and refreshments are provided each day, and your child will be given a refillable water bottle to use and take home afterwards to keep.

Your child will be taking part in various activities, including physical activities, so they will need to have suitable clothing (sports or casual wear and pumps or trainers).

If your child attends both days of the Summer School, they will be eligible for a school blazer voucher which can be used at any of our approved retailers for a school blazer of any size. Your child will be given the voucher at the end of the second day.

Similar events have been run in the past and have really helped children to settle in to their new environment.

**Please note:** You must book a place on the Summer School (your child cannot just turn up). To book a place please use the following link: [Transition Summer School Application Form](#) Places are limited so please book early!

Transition information is published on the following page of the school website: <https://www.clrchs.co.uk/parents-students/transition/>

## Year 7 Registration / Induction Day - Wednesday 4<sup>th</sup> September 2024

The 2024-25 school year will start for our new Year 7 students on **Wednesday 4<sup>th</sup> September**. They will spend the day in school without the other year groups, which helps them find their feet and get used to the layout of the building, where their form room is, how the dining system works, etc.

The remaining year groups will join them on **Thursday 5<sup>th</sup> September**.

## Y7 Settling-In Evening

Towards the end of September, we hold a Year 7 settling-in evening for parents / carers and their child. This is an opportunity to meet with your child's form tutor to discuss how your child is settling in to life at Cardinal Langley.

## Year 7 Parents' Evening

Parents' Evening is a chance for you to catch up with subject teachers regarding your child's progress to date, and to iron out any concerns. It usually takes place in the summer term, after the Year 7 reports have been issued.

# Meet the Staff

In addition to Form Tutors, there are many other members of staff who will be supporting your child during their time with us at Cardinal Langley.

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



**Ms N Johnson**

*Pastoral &  
Academic Leader  
(Year 7)*



**Mrs S Lord**

*SENDCO*



**Miss K Foster**

*Additional Needs  
Co-ordinator &  
Transition Lead*



**Mrs A Williams**

*Senior Deputy  
Headteacher &  
Designated  
Safeguarding Lead*



**Mrs C Flitcroft**

*Child Welfare  
Officer*



**Mr A Eadie**

*Assistant  
Headteacher (Y7  
Senior Leadership  
Link)*



**Mrs C Knight**

*Senior Assistant  
Headteacher  
(KS3 & KS4 Link)*

Parents and carers should initially speak to their child's Form Tutor if there are any pastoral concerns. If your child is having problems in a particular subject, you should speak to your child's subject teacher.

## Safeguarding

If your child has a concern, they can speak to any member of staff in school that they feel comfortable with – it doesn't have to be their Form Tutor or Head of Year. There is also a 'Confide' button on school desktops for students to report anything that might be happening in or out of school which is causing them concern, but they are not sure where they can turn for help.

If you have any safeguarding concerns, you can contact a member of our safeguarding team at [safeguarding@clrchs.co.uk](mailto:safeguarding@clrchs.co.uk). When the school is closed during school holidays, you can contact Rochdale's Early Help and Safeguarding Hub (EHASH).

For more information, please visit: <https://www.clrchs.co.uk/safeguarding/>



# School 'House' System

Each student is attached to one of five 'Houses':

| House Name        | House  | Head of House |
|-------------------|--------|---------------|
| St Ambrose Barlow | Red    | Mr Guggiari   |
| St Thomas Aquinas | Purple | Mrs Thompson  |
| St Bernadette     | Green  | Mr McLaughlin |
| St Dominic Savio  | Yellow | Miss Johnson  |
| Notre Dame        | Blue   | Mrs Ahern     |

The House system encourages students to mix outside of their usual form and year groups, and compete against other Houses in events such as Sports Day.

Students are rewarded for behaviour and citizenship through House Awards:

- **House Commendation** - this is awarded to Year 7 pupils for their contribution to the school ethos. A pin badge in their House colour is rewarded.
- **Half Colours** - this is awarded to pupils in Year 8 to 11 for their contribution to the school ethos. A shield badge in their House colour is rewarded.
- **Full Colours** - this is awarded to pupils in Years 10 and 11 for stepping up to leadership. A school tie in their House colour is rewarded.
- **House Distinction** - this is an award which specifically recognises the contribution that our Sixth Form students make to their House and school community.

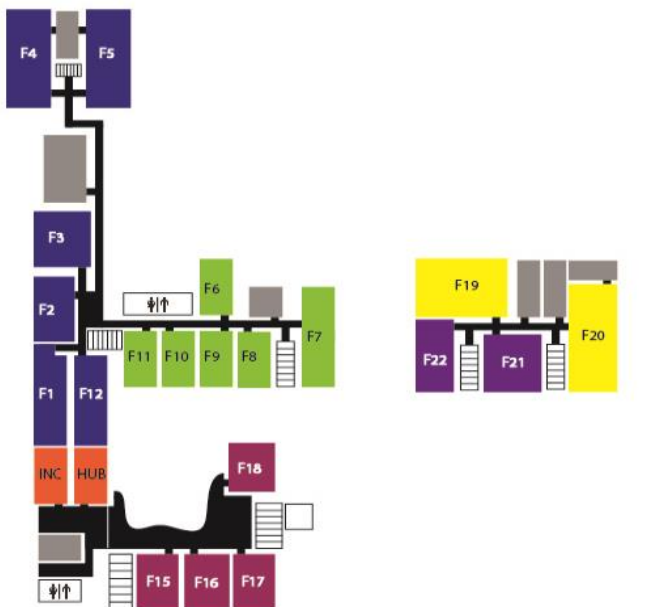


# School Layout

## Ground Floor (G)

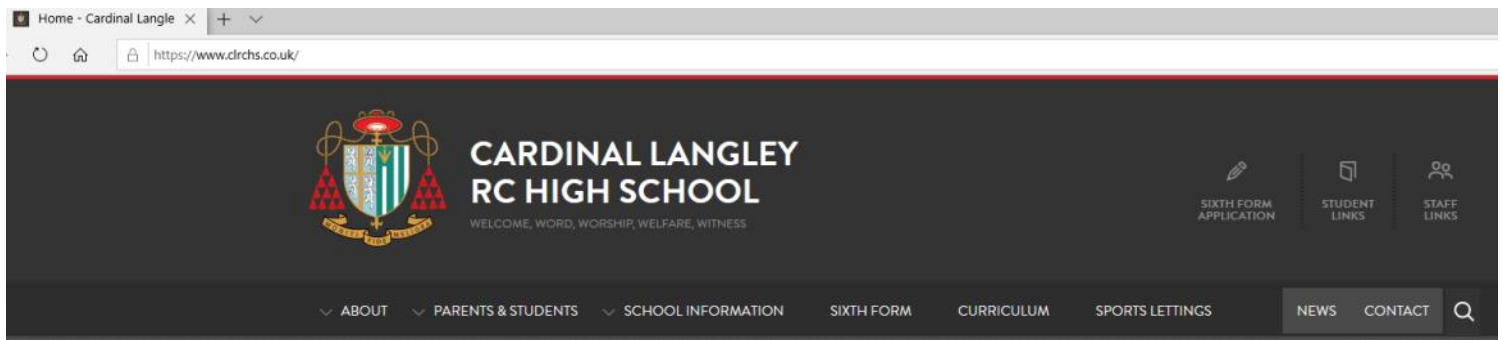


## First Floor (F)



## Second Floor (S)





# Keeping in Touch

We always aim to keep parents and carers fully informed about what is going on at school. Sending letters home with students can be 'hit and miss' however, 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 school website and sent home via our communication platform, Synergy. This will reduce waste paper and litter, save on printing costs and help to safeguard the environment.

## 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


This is the platform we use to communicate with parents and carers, and where you can access information from your child's pupil record (attendance records, behaviour logs, academic reports, etc.)

We will be able to send instant messages telling you if your child is absent or late, helping to reduce truancy and improve student safety. You can also use Synergy to communicate with us and keep us informed about issues relating to your child, or ask us to update your contact details, etc.

Synergy is compliant with data protection legislation and all information you provide will be kept safe, secure and private.

<https://www.schoolsynergy.co.uk/other/privacy-policy-app>

<https://www.schoolsynergy.co.uk/schooldata/pages/Data/Data%20Protection%20Policy.pdf>

|   |   |
|---|---|
|  <b>Action Required</b> | To be able to access Synergy, please make sure you include your email address and mobile telephone number on the <i>Pupil Information / Registration Form</i> . We will then email you an invitation to set up your Synergy account on the parental portal. |
|---|---|

## Social Media

You can also keep up to date by heading to one of our social media pages:



@clrchs1959  
@CLHScareers



@CardinalLangley

# Attendance & Punctuality



Parents and carers have a legal duty to ensure their child attends school regularly. At Cardinal Langley RC High School, the expectation for regular attendance is 96% or above. The Government currently defines persistent absence as less than 90%.

Attendance at or below 90% is unacceptable and is automatically a cause for concern. Students whose attendance is at or below 95% will also be monitored.

| Attendance in a Year  | 95%     | 90%     | 85%        | 80%     |
|-----------------------|---------|---------|------------|---------|
| Absence per Fortnight | 1/2 day | 1 day   | 1 1/2 days | 2 days  |
| Absence per Year      | 2 weeks | 4 weeks | 6 weeks    | 8 weeks |

## Breakfast Club

Our school is open from 7:30am for Breakfast Club, which is free of charge and open to all our students.

## The School Day

All students should arrive at school no later than 8:15am and be at registration class or assembly ready to start at 8:20am. Any student arriving after 8:35am must sign in at Reception. They will be marked late, which will affect their attendance and punctuality record. Any student arriving after 9:30am will receive a half-day unauthorised absence mark.

If your child is going to be absent or late, please telephone the dedicated absence line on 0161 643 4009 (option1), or notify us via the Synergy Parent Portal, before 8:30am. Truancy Call messages are sent each morning if a student has an unexplained absence (in some cases we may do a home visit).

Students must not leave the school premises during the school day unless there are special circumstances and there is a prior agreement with parents / carers. Students must always go to Student Services to sign out before they leave.

## Toilet Passes

Your child will be expected to use the toilet before school and during break and lunch times, not in between lessons. Students who are late to lesson may find themselves in detention. If your child has a genuine medical condition whereby they need to visit the toilet more often, please let us know so that we can issue them with a toilet pass.

| 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<br>(Years 7, 9, 11 & 13) | 11:55 - 12:55 |
| Lunch<br>(Years 8, 10 & 12)       | 11:55 - 12:35 |
| Period 4<br>(Years 8, 10 & 12)    | 12:35 - 13:35 |
| Lunch<br>(Years 7, 9, 11 & 13)    | 12:55 - 13:35 |
| Period 5                          | 13:35 - 14:30 |

## After-School Activities

There are a number of clubs and activities that take place after school (and sometimes at lunchtimes). Information is posted on our display board in the Village Square. A schedule is also published on our website at the beginning of each academic year.

For more information, please visit: <https://www.clrchs.co.uk/parents-students/extra-curricularschool-trips/>

## Term-Time Leave of Absence (including holidays during term time)

Changes to regulations came about in September 2013 and the new law does not give any entitlement to parents or carers to take their child on holiday during term time. Headteachers may only grant leave of absence under 'exceptional circumstances', which does not include family holidays or other similar recreational activities.

Our school term dates and holiday patterns are published well in advance on the following page of the school website: <https://www.clrchs.co.uk/parents-students/school-timetable-term-dates/>

Please note that our holidays may be different from other schools so please check before you book.

If you do need to request leave of absence for your child, you will need to complete a *Planned Absence Request Form* and return it to Student Services in the main school office, giving us sufficient notice.

Please note: for any activities not organised through the school (sports competitions, drama performances, air / army / navy cadets, for example) you will need to attach a letter from the organising body confirming your child's selection or invitation to take part. In certain cases, you may also need to apply to the local authority for a Child Performance and Activities Licence, or evidence of a Body of Person's Approval (BOPA) licence may be required.

Any term-time absence taken without permission will be marked as unauthorised. Unauthorised absence is recorded and may result in intervention by the Education Welfare Service, which could include a Penalty Notice. Unauthorised leave of absence of 5 school days or more will automatically trigger the issue of a Penalty Notice by the Local Authority.

## 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 during school hours, please let us know in advance and send us a copy of the appointment card, letter, email, etc. as evidence for the attendance register.

If in school on the day of the appointment, your child will need to go to Student Services to sign out before they leave the premises.

## Absence Due to Illness

The school operates a first day response system. If your child is going to be absent due to illness, please telephone the dedicated absence line on 0161 643 4009 (option 1), or notify us via the Synergy Parent Portal, 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.

**For more information, including our Attendance & Punctuality Policy, please visit: <https://www.clrchs.co.uk/parents-students/pastoral-information/attendance/>**

# Getting to School

**There are a number of ways your child can get to school.** Some of them are detailed below.

## School Bus

School bus services are run by Transport for Greater Manchester (TfGM) and we publish information about school bus services on the school website: <https://www.clrchs.co.uk/parents-students/school-bus-services/>

For more information about other, public bus services, please visit: <https://tfgm.com/ways-to-travel/bus>



## The iGo Card

An iGo card costs £10 and lasts until 31<sup>st</sup> August after your child's 16<sup>th</sup> birthday. The card allows 11 to 16 year olds to travel using child tickets on public buses and trams in Greater Manchester. It also allows children to buy bus tickets that are not available without an iGo, like the TfGM schools weekly ticket and 10 trip carnet (available on school bus services only) and the child 7-Day Bee AnyBus or 7-Day Bee Bus tickets. For more information about the iGo card or to download an application form, go to: <https://tfgm.com/tickets-and-passes/igo-pass>

## By Bicycle

If your child will be cycling to school, you must make sure that they wear a cycle helmet and that the bike is in roadworthy condition, with adequate front and rear lights and reflectors. Most primary schools offer Bikeability courses to teach cycling proficiency and road safety. If your child has not already done one of these courses, they will have the opportunity to do so here at Cardinal Langley if they are considering cycling to school.

There are bicycle racks at the rear of school. Bicycles are left at the owner's risk and your child will need to bring their own bicycle lock / chain.

## Walking

If you live nearby, your child may want to consider walking to school when the weather allows. The NSPCC provides advice to parents and carers regarding child safety whilst away from home: <https://www.nspcc.org.uk/keeping-children-safe/away-from-home/at-school/#homealone>. We are fortunate to have a School Crossing Patrol directly outside school. There is also a light-controlled pedestrian crossing a little further up Rochdale Road near Hopwood Hall College.

## By Car

Please take care when dropping off or collecting your child by car. Please drop them away from the school entrance and do not wait or park on pavements, or in bus bays or the cycle lane, or blocking neighbours' drives, or anywhere you might be causing an obstruction or other hazard.

Please do not use the visitor car park as a drop off and collection point, unless you require it for disability access, as this causes congestion on the school grounds and on Rochdale Road, which is a busy main road.

Please be aware that the Scout HQ building next to school is private property and is not part of the school grounds. Please do not park there or use it to drop off or collect your child

## Stop Means STOP!

A respectful reminder from the School Crossing Patrol Team: When you see the sign, stop in time! A raised stick at the side of the road means 'prepare to stop' and a school crossing patrol holding their stick in the middle of the road means 'stop.' Our school crossing patrol officers do a fantastic job in all weathers. Please help make sure they are kept safe while helping children and adults cross safely. Treat the school crossing patrol like a red traffic light.

## Help with School Transport Costs

Eligible primary and secondary school students can apply for a free school bus pass to help them travel between home and school. Your child may be eligible for travel cost support if they meet any one of the following criteria:

- Your child is unable to walk to school - because of their special educational needs or because of a disability or mobility problem. This includes temporary medical conditions
- You live beyond the statutory walking distances but still attend your closest school. The statutory walking distance for children under 8 years old is 2 miles and for children 8 years old and over is 3 miles.
- Your child is unable to walk safely to school; for example, because of the nature of the route.
- You receive the maximum level of working tax credit or your child receives free school meals.

You can still apply for school travel expenses if you feel there are special circumstances that aren't covered by the eligibility criteria. For more information, including how to apply, please visit: <https://www.rochdale.gov.uk/schools/school-travel-expenses>



# School Uniform

**Governors are conscious of the cost of school uniform and seek to keep items that are school-specific to a minimum.**

This leaves parents and carers free to purchase general items wherever they wish. There are, however, certain rules about what is acceptable in school in terms of uniform and appearance.

Our school uniform consists of:

- Black blazer with school badge
- White school shirt with collar
- School clip-on tie
- Plain, black, knee-length skirt (this can be A-line, straight or pleated). Bodycon skirts and mini-skirts are not appropriate
- Plain, black school trousers (tailored/straight leg, waist band and zip) – no jeans, skinny-fit, leggings, etc.
- Plain, black socks / tights
- **Footwear:** plain, black, low-heeled, low-cut shoes that do not come above the ankle. *Boots, canvas shoes, trainers (or shoes of a similar appearance) and shoes displaying the designer's brand name or logo are not to be worn in school. For examples of acceptable footwear, please visit the school website*
- **Optional:** A plain, black, V-neck, fine-knit sweater (worn under the blazer)
- **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 allowed to wear make-up, nail varnish, false nails or false eyelashes



## 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.

Students are expected to comply with school uniform requirements. Those who do not will face a consequence which may include removal / confiscation of items and / or isolation from lessons.

## Approved Uniform Suppliers

### 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

**PE is compulsory for students in Years 7 to 11 and they will take part in 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
- Long, black sports socks
- Black sports shorts or **plain**, black sports leggings

## PE Footwear

- 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

- Astro turf trainers / moulded footwear
- Gum shield (boys)
- Cardinal Langley sports leggings with school badge
- Football boots (girls)
- Plain, black base layer

## Health and Safety in PE Lessons

All jewellery and watches must be removed and long hair must be tied back. No eating, chewing gum or drinking (other than water) is allowed, and aerosol sprays are not permitted in school.



**Action  
Required**

Please refer to the **School Uniform Agreement** in the *Pupil Information / Registration Form* and tick 'yes' to agree to our school uniform requirements.

# Dining

## The school operates a cafeteria-style system.

School meals are prepared by our specialist in-house catering team, 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 £2.70. There may be a small increase from September.

Alternatively, students can purchase items separately. Menus and pricing are displayed throughout the school canteens and on the school website: <https://www.clrchs.co.uk/parents-students/school-meals/>

### Service times:

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

Split Lunch: 11:55am - 12:35pm **or** 12:55pm - 13:35pm

Student Voice helps to shape our menus, which has resulted in an increase in popularity, and a range of theme days and celebration days are planned throughout the year. Our kitchens were inspected by Food Standards in September 2023 and were awarded a 5-star rating.

We operate a cashless and contactless catering system here at Cardinal Langley. Each student has a catering account, which parents top up via Parent Pay and which needs to be kept in credit. We will send you more information about how to set up your ParentPay account in due course, along with a link and login. If you already use ParentPay, you can simply add another child to your account.

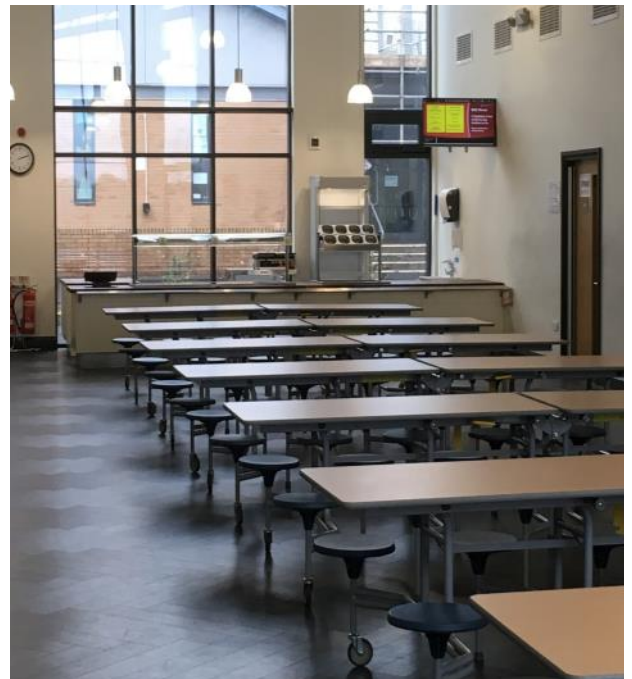
For more information, please visit:

<https://parent-support.parentpaygroup.com/hc/en-gb/categories/4407704072081>

To keep your child's catering account safe and secure, we use biometric facial recognition software at the till, which is similar to the software used to unlock mobile phones. Mapped points of a facial image are used, not a full facial image, but we need your consent before we can process any of your child's biometric information in this way. If one parent objects to the processing, or if the child objects, the school will not be permitted to use the child's biometric data. In this case, a PIN code will be provided as an alternative. If you give consent, a digital image of your child will be taken when they start school in September.

There is more information in our Biometrics Policy: <https://www.clrchs.co.uk/school-information/policies>

Our data partner: CRB Cunninghams





**Action  
Required**

Please refer to the **Biometrics / Facial Recognition** section in the *Pupil Information / Registration Form* and tick 'yes' to give consent

## Water

Please help us to reduce our plastic waste by encouraging your child to bring a re-useable water bottle to school. There are water fountains in the canteen areas and in other areas of the school where students can re-fill their bottle at break and lunchtime. Children who attend the summer school in August will be given a water bottle that they can then keep and use when they start school in September.

## Free School Meals

All parents and carers are strongly encouraged to check their child's eligibility for free school meals, and apply: <https://www.rochdale.gov.uk/freeschoolmeals>

Many families are unaware of their free school meal entitlement. Entitlement to free school meals can mean that you are also entitled to help in other areas, such as holiday vouchers and transport costs, so it really is worth checking. Plus, the school will receive additional funding called a pupil premium, which we can use to provide more activities and opportunities for our students.

Your child's catering account will be topped up automatically each day for them to be able to purchase a school meal at lunchtime.

Please note that the free school meal entitlement only extends to one school meal at lunchtime – it does not include additional snacks or drinks outside of the meal deal at lunchtime, or at break times. If your child wishes to purchase additional items, you will need to add funds to their catering account via ParentPay.

More reasons to check your eligibility for Free School Meals (FSM):

**Holiday food vouchers:** Since the Covid lockdown in 2020, additional support during school holidays has been available for families with children on income-based free school meals and certain children supported by children's services. Food vouchers for either Aldi or Iceland, worth £15 per eligible child per week, are issued by the Revenues & Benefits Service through schools.

**Holiday Activity and Food Programme (HAF):** Fun and enriching activities that primary and secondary school children who are eligible for benefits-related free school meals can take part in during school holidays. All activities are free and include food. Invitations are sent out through schools, so your child needs to be on our FSM register to receive a HAF voucher. For more information, visit <https://haf-rochdale.co.uk/>

## Children of Armed Forces Personnel

Our school recognises that the child of a Service family may need additional support with their learning and/or mental health and wellbeing as a result of their unique circumstances and experiences. It is therefore helpful for you to inform us if either parent is a member of the Armed Forces, or has recently left the Armed Forces, so that your child receives any necessary support.



**Action  
Required**

Schools with Services children enrolled may be entitled to additional funding called the Service Premium to help provide for the child's needs. Please let us know on the *Pupil Information / Registration Form* if you think your child may be eligible for this: <https://www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-what-you-need-to-know>

# 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

Praise is at the heart of our relationships with students and there is a procedure in school to reward:

- Good attendance and punctuality
- Good behaviour and attitude to learning
- Good effort in classwork and homework
- Achievements in school, both pastorally and academically
- Being helpful to others and making a positive contribution to the life of the school

Rewards points are awarded and recorded on Synergy. Students, parents and carers can access this information by logging onto the Synergy portal. The nature of rewards will vary from time to time but in general students are recognised for doing the right thing at the right time in the right place.

Rewards include:

- Certificates and Prizes
- Gift Vouchers
- Gold, Silver and Bronze Postcards
- House Awards
- Wall of Fame
- Rewards Assemblies and Breakfasts
- Subject Badges
- Rewards Trips and Activities

At the end of the academic year, students in Years 7 to 10 have an Achievement Evening in which successes in all areas of the school are celebrated; the Year 11 cohort from the previous year have a graduation ceremony in the autumn term, in which we celebrate the achievements and successes of their school careers.



**Resilience and effort**



**Helping others**

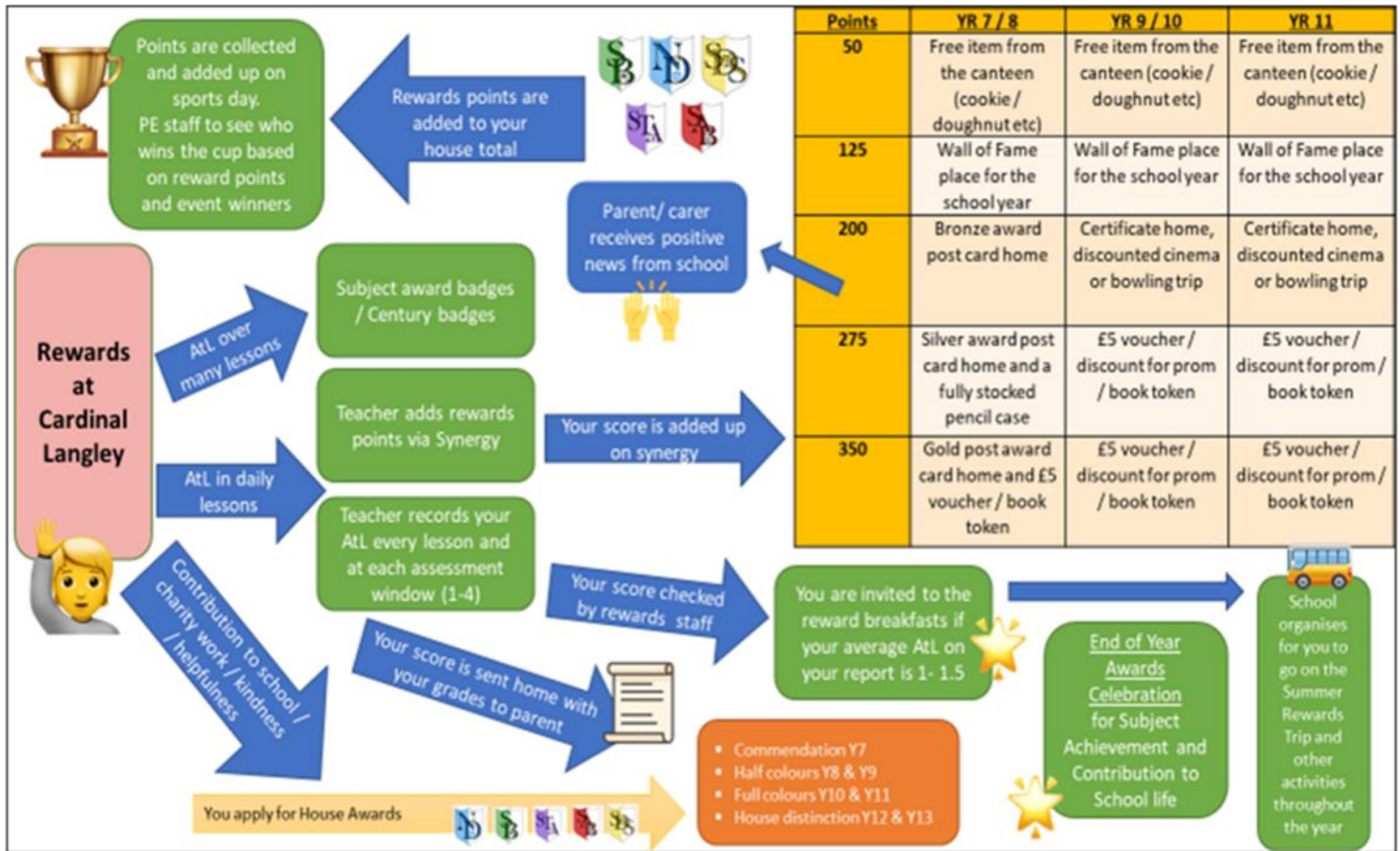


**Positive attitude  
to learning**



**Contribution to their  
form, subject lessons and  
the life of the school**

The rewards chart, below, outlines the rewards awarded at specific milestones:



During every lesson, students have the opportunity to gain **Attitude to Learning** points, ranging from 4 (a concern) to 1 (outstanding). Below you will see how each 'grade' is awarded:

## 1 Outstanding

- Highly motivated and ambitious. I can focus on learning tasks for extended periods of time.
- I am resilient. I never give up when learning gets challenging. I show initiative and come up with new ideas when I need to.
- I want to learn more. I ask engaging questions.
- My work shows PRIDE and I never accept less than my best.
- I always act on feedback given by my teacher.
- My behaviour is excellent. I am a role model within my class.
- Homework represents the best that I can do. I revise thoroughly and effectively.

## 2 Good

- I am motivated and ambitious.
- I work hard in lessons and I can remain focussed on learning tasks.
- My work is of a good quality and shows PRIDE.
- I take an active part in the lesson and ask relevant questions. I make a positive contribution to class discussions and debates.
- I always act on feedback given by my teacher.
- My behaviour is good. I show a positive attitude towards my learning showing respect for others.
- Homework represents the best I can do. Revision is undertaken and is evident.

## 3 Requires Improvement

- My levels of motivation are inconsistent.
- I complete work in lessons but it is not consistently of the standard I am capable of.
- There is some evidence of PRIDE in my work, but some of it is rushed or incomplete.
- I rarely ask questions in lessons and I often 'coast' in group tasks and allow others to do the work.
- I usually act upon improvements identified by my teacher.
- My behaviour is compliant in lessons.
- I usually complete homework but it may be rushed or incomplete. Revision does not have an impact on learning.

## 4 A Concern

- I lack motivation in lesson and the desire to improve.
- My effort levels are low and I am 'off task' unless closely supervised.
- I never ask questions / ask irrelevant questions.
- My book shows little PRIDE and my work is incomplete.
- I rarely act on advice from my teacher on how to improve.
- I am easily distracted and may distract others from learning.
- Homework is often incomplete. I rarely revise.

# Sanctions

**When behaviour, attitude, attendance or punctuality fall below expected standards, there is 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, suspensions or exclusion from school. Through our pastoral support system, we place great importance on keeping parents and carers informed. Parents and carers are encouraged to contact school whenever they require more information, reassurance or advice about any issues or concerns.

| Sanction  |                                 | Examples of Behaviour (not an exhaustive list)   |
|-----------|---------------------------------|--|
| <b>C1</b> | Verbal Reminder                 | Talking when asked not to; lack of concentration in lesson; distracting others; insufficient work rate; being impolite; needing to smarten uniform; using an electronic device without permission; failing to follow an instruction; running in school; displaying disorderly behaviour  |
| <b>C2</b> | Subject Detention (40 minutes)  | Arriving late without good reason; insufficient classwork or homework; repeated lack of equipment; continued disruption of learning  |
|           | Pastoral Detention (40 minutes) | Not wearing correct uniform; 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 minutes detention   |
| <b>C3</b> | Internal Exclusion              | Failure to attend detention 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  |
| <b>C4</b> | Suspension                      | 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 |
| <b>C5</b> | 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  |
| <b>C6</b> | 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   |

# Smoking & Vaping



**Cardinal Langley RC High School is a public building and smoking is not permitted anywhere on the school site.** This includes the use of e-cigarettes (vapes).

Vaping and the use of oral nicotine pouches or 'snuz' are a particular concern in schools, as children's lungs and brains are still developing which means they are more sensitive to the effects. Some children are tempted to try these simply because they see their friends doing it. Other children may already smoke and they see vaping and nicotine pouches as a safer option. There is massive risk to children's health if they start smoking or using nicotine products. There are also vapes in circulation that contain unknown and potentially dangerous substances.

Please speak to us if you think your child is developing a problem with smoking or vaping. Our Policy on the Use of Controlled or Banned Substances can be found here:

<https://www.clrchs.co.uk/school-information/policies/>

For honest information and advice about peer pressure and drugs (including nicotine / vapes) visit: <https://www.talktofrank.com/>

## 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 it reinforces the work done in the classroom. 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.

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.

We appreciate that access to computers and technology is not always possible at home. In addition to the school's ICT resources available to students before school, at lunchtimes, and after school, laptops can also be borrowed for a 24-hour period to assist with homework.

We recognise the importance of reading for pleasure and encourage all students to read a wide variety of books and materials on a regular basis. We believe that not only is this an enjoyable activity, it also helps students to build vital skills for the future. To support this ethos, the English department has a set homework of reading for a minimum of one hour per week. Parents / carers can support their child by encouraging them to read every day, choosing books, articles, specialist magazines, etc. that challenge, interest and inspire them, and by talking to them about what they have read.



# Other Information

## Starbooks Reading Café

We are very lucky to have a reading café in school, called Starbooks. Students are welcome to use the café before school, during breaks, at lunchtime and after school, and can collect rewards stamps for their 'loyalty' to reading. For every six stamps collected, they are invited to enjoy their book with a free hot drink!

## Lockers

Your child will need to see their Head of Year at the beginning of the academic year to request a locker. Please note that there is limited availability and we will not be able to issue one to every child who asks. Your child will need to provide their own padlock.

At the end of the academic year, they will need to empty the contents of the locker and remove the padlock so that it can be re-issued to the new Year 7 children the following year.

Please encourage your child to respect this resource. There is no automatic right to a locker and the school will take lockers away from children who misuse or damage them.

## The Entitlement Curriculum

At Cardinal Langley, we believe that every child should have access to a broad education, including the opportunity for life experiences and learning outside of the classroom. For more information go to <https://www.clrchs.co.uk/curriculum/>

At Key Stage 3, before your child chooses their GCSE options, we offer what we call our Entitlement Curriculum. It maps out what we feel children should know and be able to talk confidently about at key points in their school journey. It also links across subjects so that students can see the connections and relevance of what they are learning.

## Savio House

In Year 7, students attend a retreat at Savio House in Bollington, Cheshire. Savio House is run by the Salesian community, working with young people aged 11-18. It is a chance for your child to spend some time away from their normal surroundings and reflect on their lives and experiences, learning more about their gifts and qualities; an opportunity to explore their spirituality and faith and








strengthen friendships made in their first year at Cardinal Langley.

Our Year 7 students have been visiting Savio House for many years, and it is always a wonderful experience. The school covers the cost of the retreat but parents and carers are asked to make a small financial contribution towards transport.

### Modern Foreign Languages

Students will study modern foreign languages during Key Stage 3 and can indicate a preference for either French or Spanish as their main language. We will try to accommodate their preference, but this may not always be possible. Both languages are available as an option at GCSE.

|   |   |
|---|---|
|  <p><b>Action Required</b></p> | <p>Please refer to the <b>Modern Foreign Languages</b> section in the <i>Pupil Information / Registration Form</i> to indicate your child's preference.</p> |
|---|---|



Ski Experience

### 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. Many school trips are designed to complement the curriculum, but there are other occasions where we organise recreational trips as a reward or to offer a new experience.

The school's Educational Visits Policy can be found on the following page of the school website:

<https://www.clrchs.co.uk/school-information/policies/>

We are acutely aware of the financial pressures on parents and carers, and the Governors of the school monitor the costs of school trips and activities to make them as inclusive as possible. Many of our trips are funded or subsidised by the school and there is a school fund which can provide support in exceptional circumstances.


Government guidance has made it clear that written consent from parents and 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 as our policy. We will inform you in advance of any activity, and you have the right to withdraw your child from any trip or activity



Year 8 Activity Week



London

|   |   |
|---|---|
|  <p><b>Action Required</b></p> | <p>Please refer to the <b>School Visits</b> section in the <i>Pupil Information / Registration Form</i> to acknowledge and accept the school's educational visits policy.</p> |
|---|---|

# School Policies

The essential school policies and procedures relating to your child can be found on the following page of the school website: <https://www.clrchs.co.uk/school-information/policies/>

- Accessibility Plan
- Admissions Policy
- Anti-bullying Policy
- Attendance & Punctuality Policy
- Behaviour for Learning Policy
- Statement of Behaviour Principles
- Care & Control - 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
- Disability Access Statement
- E-Safety Policy
- Equality, Diversity & Community Cohesion Policy
- Educational Visits Policy
- Examinations Policies & Procedure
- Exclusion & Suspension Policy
- Feedback Policy
- Home-School Agreement
- Mobile Phone Policy
- Policy in Relation to Drugs & Other Banned or Controlled Substances
- Relationships & Sex Education
- School Safety Policy & Procedures
- Safer Recruitment, DBS & Background Checks - Policy Statement
- Search Policy
- SEND Policy
- (RMBC) Smoke-free Policy
- Teaching & Learning Policy
- Supporting Pupils with Medical Conditions Policy
- Whistleblowing Policy

## Data Protection Policies and Privacy Notices

- Data Protection Policy and Subject Access Request Form
- Data Breach Policy
- Data Retention Policy
- CCTV Policy (available on request)
- Photography & Digital Images Policy
- Freedom of Information Policy & Publication Scheme
- Acceptable Use Policy for Students
- Biometrics Policy
- Privacy Notice for Pupils and Parents

## 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. Our Charging and Remissions Policy can be found on the following page of school website: <https://www.clrchs.co.uk/school-information/policies/>

# Data Protection

**Cardinal Langley RC High School is a “data controller” for the purposes of the Data protection Act.** We collect and use personal information in accordance with the UK General Data Protection Regulation (UK GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989. We will keep your information secure and will not disclose it to third parties without consent unless the law or our policies allow us to.

We collect personal information from you, and may receive information about you and your child from other sources such as previous schools and the Learning Records Service. We use this personal data to support your child's learning, monitor and report on your child's progress, provide appropriate pastoral care and assess how well your child is doing.

The data we hold will include your contact details and your child's academic and pastoral information, such as national curriculum assessment results, attendance information, etc. along with special category data such as ethnicity, religion, medical and health, special educational needs, etc.

There is a legal requirement for schools to share information about students and their parents and carers with the Local Authority (LA) and the Department for Education (DfE). The LA may occasionally be required to share your personal information with other government and/or partner agencies but 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 shares 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.

There will also be legitimate reasons for schools to share information with other third parties, such as the NHS, the Police, Social Services, other schools or education providers, other service providers, etc. Please refer to the data protection policies and privacy notices on the school website for more information: <https://www.clrchs.co.uk/school-information/policies/>

## Our Data Protection Officer

**Judicium Consulting Limited** | **Address:** 72 Cannon Street, London, EC4N 6AE | **Lead Contact:** Craig Stilwell

**Email:** [dataservices@judicium.com](mailto:dataservices@judicium.com) | **Web:** <http://www.judiciumeducation.co.uk> | **Telephone:** 0203 326 9174

When your child enrolls for post-14 qualifications, the Learning Records Service (LRS) generates a unique learner number (ULN) which is shared with schools. The LRS may also share details of your child's learning or qualifications. Once a child is aged 13 or over, schools are required by law to pass on certain information (i.e. the name and address of the student and of the parent/s or carer/s) to providers of youth support services for young people aged 13-19. Schools may also share data with post-16 providers to secure appropriate support on entry to post-16 provision.

## Positive Steps

Positive Steps is the name of the youth support service for young people aged 13 to 19 that we use here at Cardinal Langley. They also provide 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 through personal advisors. For most of our students, this will just be 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. In order to carry out their role effectively, Positive Steps may ask us to share information in addition to the name and address of the student and of the parent/s or carer/s. To do this, we require consent.



**Action  
Required**

Please refer to the **Positive Steps** section in the *Pupil Information / Registration Form* and tick 'yes' to give consent.

In giving consent, it means that we may share any relevant information with Positive Steps on request; the Local Authority, Department for Education and Youth Support services 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. Consent transfers to your child on their 16th birthday; at which point they can give or withdraw consent previously given by contacting the Headteacher's PA.

For more information, please visit: <https://nationalcareers.service.gov.uk/about-us> & <https://positive-steps.org.uk/>

For more information about the LA and DfE store and use your data, please visit:

<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> or contact:

### Information Governance Unit

Rochdale Council, Number One Riverside , Smith Street, Rochdale, OL16 1XU

Email: [foi@rochdale.gov.uk](mailto:foi@rochdale.gov.uk)

Telephone: 01706 925505

### DfE - Public Communications Unit

Sanctuary Buildings, Great Smith Street London, SW1P 3BT

Website: <https://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

If you have any queries about how the school processes your data, or wish to make an access request, please contact the Headteacher's PA.

# Photography & Digital Images

The school will process your child's photograph/digital image for the following legitimate purposes:

- Student identification: An image is held on the pupil record (SIMS & Synergy)
- Examinations/assessments: Certain subjects require us to record your child; recordings may be visual as well as audio
- Security & crime prevention: CCTV is in operation across the school premises. Images are retained for 30 days, unless there are legitimate reasons to retain these further (refer to our CCTV policy)

There may be other occasions where we would like to use photographs or digital images that include your child, or make video or webcam recordings, for which we need your consent, such as:

- The Year 11 group photograph
- Records of educational visits / school activities
- Display boards in school
- The school newsletter
- The school website
- The school prospectus
- Social media posts (school-controlled accounts)



### Action Required

Please refer to the **Photography & Digital Images** section in the *Pupil Information / Registration Form* and tick the 'yes' box to give consent.

- In general, images will only be used for the time that your child is on roll here at school.
- Images will not be made of children who are inappropriately dressed (e.g. wearing leotards or swimming trunks/costumes)
- Images will not be used out of context or to illustrate sensitive or negative issues
- Where an image is used, we will not identify your child by their full name in any accompanying text or caption (unless you have asked us to share a news item and have given us specific permission to do so).
- A copy of the Year 11 group photograph is displayed in school and is also available for other parents/carers to purchase.
- Original copies of the school newsletter are retained locally; copies are also published on the school website.
- Photographs from educational visits or school activities may be retained in archives
- Photographs or recordings that have been made for a specific purpose, such as banners or video guides on the school website, may still be in use after your child is no longer on roll. We would generally seek specific consent in this case prior to the images being made.

There may be occasions where third parties wish to publish images of your child, for example press coverage of competitions, exam results day, awards ceremonies, etc. The school will always seek specific consent in these cases.

Please refer to our Photography & Digital Images Policy on the school website for more information: <https://www.clrchs.co.uk/school-information/policies/>

# Mobile Phone Acceptable Use Agreement

**Students in Years 7 to 11 are 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 child seen using their phone against this policy will be asked to switch it off and put it away. Refusal, or continued use, will result in the phone being 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.

Students must adhere to the following rules if they bring their mobile phone to school:

- You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
- Phones must be switched off (not just put on 'silent').
- You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
- You must not take photos or recordings (either video or audio) of school staff or other students without their consent.
- Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
- Don't share your phone's passwords or access codes with anyone else.
- Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via: a) email b) text / messaging app c) social media
- Don't use your phone to send or receive anything that may be criminal; for instance, by 'sexting'.
- Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
- Don't use vulgar, obscene or derogatory language whilst on the phone or when using social media. This language is not permitted under the school's behaviour policy.
- Don't use your phone to view or share pornography or other harmful content.
- You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
- Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Thank you for your support.



**Action  
Required**

Please refer to the **Mobile Phone Acceptable Use Agreement** in the *Pupil Information / Registration Form* and tick the 'yes' box to commit to supporting this agreement.

# Acceptable Use Policy for Students & e-Safety Rules

The use of Cardinal Langley RC High School's ICT resources and services is a facility granted, at the school's discretion, to students. This Acceptable Use Policy is designed to ensure appropriate use of devices and the school's networks, as well as ensuring students can benefit from using the school systems. Use of the school network constitutes agreement to comply with this policy. These rules apply to a student's use of the school network, whether using school computers or devices or using their own devices as a method to log in. This also applies to accessing the school network off site.

Students are given a user account to enable them to use of the network and by continuing to use the network, users must abide by the following:

## Student Terms of Use

- You are responsible for account access on the school network. Any unauthorised use of your account should be flagged to the school's ICT team immediately.
- Use of the school network is regularly monitored by the school's ICT team (which includes email access). The school will monitor any traffic over the school system to prevent threats to the school's network.
- You must not use someone else's username to gain access to the school network.
- You should not write down or share your password with anyone else.
- You are not permitted to share access details to the school's network or Wi-Fi password with anyone else.
- You must not attempt to circumvent security of any host, network or account, or penetrate security measures ("hacking") on or accessed through the school network.
- You must not probe, scan or test the vulnerability of the network or other networks.
- You must not try to install any software on school systems without permission from the ICT team. If software is installed without permission, it may cause extensive damage to the ICT systems and users could be held personally liable for any costs incurred in rectifying the damage.
- Any apps or software that are downloaded onto your personal device whilst using the school's network is done at your own risk and not with the approval of the school.
- You must not use the network or your own property to access or process inappropriate materials. This includes (but is not limited to) pornographic material, material which may be seen as violent, offensive or discriminatory, inappropriate text files, or files dangerous to the integrity of the network.
- You must not transmit, re-transmit, publish or store material or messages on or through the school network which could be perceived as bullying, threatening, abusive, hateful, indecent, harassing, offensive or defamatory.
- You must report any inappropriate messages or information immediately to the ICT team. This report will help protect other pupils and you.
- You are not permitted to access the school network using your own personal device, unless the device has been deemed acceptable to use by the school's ICT team.
- You must not record, video or take pictures of other students, staff or third parties whilst using school devices without express permission from a senior member of staff.
- Use of own devices is at the risk of the user. The school cannot accept responsibility for any loss, damage or costs incurred due to use, damage or loss whilst accessing the school's systems.
- Storage media, such as USB sticks and hard drives, are prohibited at the school.
- Any property owned by students, such as mobile phones and iPads, may not be used to stream, download or watch videos.
- You may not access the internet except through the school network.
- **Above all, you should be KIND ONLINE**



**Action  
Required**

Please refer to the **Internet Access & Acceptable Use Agreement** in the *Pupil Information / Registration Form* and tick the 'yes' box to accept this agreement.



# Home-School Partnership 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.

As **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.

As a **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.

Thank you for your support



**Action  
Required**

Please refer to the **Home-School Agreement** in the *Pupil Information / Registration Form* and tick the 'yes' box to commit to supporting this agreement.



**CARDINAL LANGLEY RC HIGH SCHOOL**  
**SCHOOL YEAR CALENDAR 2024-25**

| TERM  | TERM STARTS  | HALF TERM   | TERM ENDS   | PUPIL DAYS                |
|---|--|---|---|---------------------------|
| <b>AUTUMN</b>   | Wednesday 4 <sup>th</sup> September 2024<br>(Y7 & Y12)<br>Term commences for Y8-Y11 & Y13<br>on Thursday 5 <sup>th</sup> September | Friday 25 <sup>th</sup> October 2024<br>to<br>Friday 1 <sup>st</sup> November 2024<br><b>Please note that school breaks up<br/>for half term on Thursday 24<sup>th</sup><br/>October</b>    | Friday 20 <sup>th</sup> December 2024   | <b>72</b>                 |
| <b>CHRISTMAS HOLIDAY – Monday 23<sup>rd</sup> December 2024 – Friday 3<sup>rd</sup> January 2025 Inclusive</b>  |  |   |   |                           |
| <b>SPRING</b>   | Monday 6 <sup>th</sup> January 2025  | Friday 14 <sup>th</sup> February 2025<br>to<br>Friday 21 <sup>st</sup> February 2025<br><b>Please note that school breaks up<br/>for half term on Thursday 13<sup>th</sup><br/>February</b> | Friday 4 <sup>th</sup> April 2025   | <b>59</b>                 |
| <b>EASTER HOLIDAY – Monday 7<sup>th</sup> April – Monday 21<sup>st</sup> April 2025 Inclusive</b>   |  |   |   |                           |
| <b>SUMMER</b>   | Tuesday 22 <sup>nd</sup> April 2025<br><i>Bank Holiday Monday 5<sup>th</sup> May<br/>(school closed)</i>                           | Monday 26 <sup>th</sup> May 2025<br>to<br>Friday 30 <sup>th</sup> May 2025  | Tuesday 22 <sup>nd</sup> July 2025<br><i>Summer Inset Day – TBC<br/>(school closed to students)</i> | <b>59</b>                 |
| <b>STAFF TRAINING DAYS:</b> Monday 2 <sup>nd</sup> & Tuesday 3 <sup>rd</sup> September 2024; summer inset (date TBC); plus twilights = 195 staff days |  |   |   | <b>TOTAL<br/>190 DAYS</b> |

## Cardinal Langley RC High School

Rochdale Road, Middleton, Manchester, M24 2GL

**Tel:** 0161 643 4009

**Email:** [admin@clrchs.co.uk](mailto:admin@clrchs.co.uk)

**Web:** [www.clrchs.co.uk](http://www.clrchs.co.uk)



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