

**TRINITY  
CATHOLIC  
COLLEGE &  
SIXTH FORM**

'An inclusive, learning community  
living out Gospel values.'

**YEAR 7  
PARENT INFORMATION**

September 2017





# Contents

- Headteacher's Letter
- Trinity Catholic College Emblem
- Year 7 Pastoral Team
- St Hildas Academy Trust
- Houses
- PROUD
- High Expectations
- The School Day and Attendance
- Term Time Holidays
- Lunchtime Arrangements
- Uniform
- Trinity Top 10 Students
- Homework Policy
- Internet Use
- e-safety Rules
- SEN
- Student Council
- Parent Pay





# A Welcome from the Headteacher...

Dear Parent/Guardian,

“ We would like to welcome you to Trinity Catholic College now that there are only a few weeks remaining until your son / daughter leaves their Primary School. The transition from Primary school to Secondary school can often be a difficult time for parents as well as children, but after having worked closely with our Primary Schools, we all hope this transitional period will be smooth and trouble free for all concerned.

To help make the transition a little easier for your child, staff from Trinity Catholic College will visit many of our Primary Schools to introduce your son / daughter to their new Heads of Year and to give them a brief outline about what life at Trinity Catholic College is like. Your son / daughter has also already been invited to visit us for the Induction Days and we are confident this visit will make their September start a little less daunting.

For further help towards answering any questions you may still have, this 'Parent Information Booklet' contains practical information concerning Trinity Catholic College including uniform, lunch time arrangements and Pastoral care.

You are also invited to find out more during our Year 7 Parents' Induction evening which will take place on Wednesday 5th July. You will have an opportunity to meet our Year 7 Pastoral Leaders together with the Year 7 Form tutors and discuss any queries or concerns you may have.

Included with the information booklet are several forms requiring signatures from you and your son / daughter; a form concerning use of the Internet at school, a 'Contact Details' form for you to complete and a Home /School Contract. Could you please bring these with you to the Induction Evening when they will be collected and kept on file.

We hope you find the 'Parent Information Booklet' useful and look forward to meeting you at our Induction Evening on Wednesday 5th July. However, if you have any further queries about your child starting at Trinity Catholic College, please do not hesitate to contact us. ”



Yours faithfully

**Peter Coady**

Headteacher  
Trinity Catholic College



## Year 7 Pastoral Care

We have an excellent Pastoral Care Team at Trinity Catholic College.

The following staff will be your main contacts whilst your child is in Year 7.

### Pastoral Team Leaders:

- Mr L. Allen  
Progress Leader
- Mrs J Connolly  
Year Manager

### Year 7 Forms:

- 7R
- 7L
- 7T
- 7S
- 7G
- 7B
- 7J
- 7M

### Additional Support:

- SENCO  
- Miss A. Storey
- School Attendance Officer  
- Mrs J. Day  
- Mrs K. Farndale
- School Health & Welfare  
- Mrs V. Fenton
- Chaplain  
- T. Graham

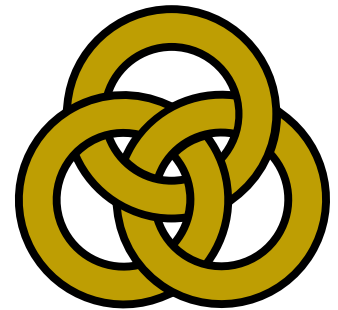
# Did you know...

The three golden interlocking rings (Borromean Rings) chosen as the 'Trinity Catholic College' emblem is an ancient and commonly used symbol representing The Trinity.

Each ring is made up of an endless line which has no beginning and no end therefore symbolising eternity or God.

One of the earliest records linking the three rings with the Trinity can be traced back to Saint Augustin of Hippo (354-430). He used the analogy that although there were three gold rings they were all made of one substance in the same way that we are taught the Holy Trinity; God the Father, Son and Holy Spirit are three persons in one.

As well as our emblem representing the 'Trinity' in our college name, we also want it to be recognised as representing the close links between School, Home and Parish that 'Trinity Catholic College' continues to build.



Trinity Catholic College Emblem

# St Hilda's Catholic Academy Trust

The conversion to Academy Status on 1st November 2015 alongside ten of our Catholic partnership primary schools to become St Hilda's Catholic Multi Academy Trust has formed a strong family bond across the majority of catholic schools in Middlesbrough.

A collaboration between all of the academy schools produced a piece of art work to reflect the St Hilda's Catholic Academy Trust motto 'Growing as a Community in the Image of God'.

The tree design, symbolising growth, evolved from ideas submitted from each school. The name of each school is entwined on each branch together with leaves designed by pupils and staff to represent our flourishing community.



# Houses

On admission to Trinity Catholic College, your child will be allocated to one of four houses as part of the college's Pastoral System. Each house has been named after a Saint whose life was dedicated to the Catholic faith and very closely connected to our local region. Your child's house will be recognised by the coloured stripe incorporated into the college tie.

## Clitherow House - Yellow

Margaret Middleton was born a Protestant in York in 1556 and married John Clitherow in 1571. They had three children, one of whom Henry, trained and became a Catholic Priest. In 1574, aged 18 years, she converted to Roman Catholicism and held regular masses in secret in her home in The Shambles in York. Margaret was arrested in 1586 for the then crime of 'harbouring Catholic Priests, ' she was executed on Good Friday of that same year. Margaret Clitherow was canonized in 1970 by Pope Paul VI and has a Feast Day to remember her by on March 26th.

## Bede House - Blue

Bede was born around the year 673 in Wearmouth, Northumbria. At the age of 7 he was sent to live at the monastery of Wearmouth and Jarrow to be raised as a monk. He was eventually ordained a priest and spent time studying and writing about religious themes. In 731 he completed the work 'Ecclesiastical History of the English People' which traced the history of England since the Roman occupation. His many works give historians today the most substantial insight into life in England before the 8th century. Venerable Bede died on the 26th May 735 and is believed to be buried in Durham Cathedral. He was canonized in 1899 by Pope Leo XIII.

# PROUD

At Trinity Catholic College we are proud of our students, their attitude to learning and the quality of their work. Our students, whether in school or at the Sixth Form work incredibly hard to produce work that is the best it can be.

The presentation of this work, whether it is classwork, homework or coursework is very important and arriving at school every day with the correct equipment makes a big difference to the overall quality of the finished product.

At Trinity Catholic College we follow the five golden rules for presentation. These golden rules are known as **PROUD**:

- 1) using a **P**en to write with
- 2) using a **R**uler to underline
- 3) using a rubber if we make a mistake (**Oops**)
- 4) **U**nderlining our dates, titles and subheadings
- 5) **D**rawing using a pencil.

**PROUD** is very important at Trinity Catholic College as it reminds us to take pride in our work, take pride in ourselves and finally to take pride in our school.

## Fisher House - Red

John Fisher was born at Beverley, near Hull, in the mid 1400's. He was a highly educated man and in 1491 became Vicar of Northallerton. He resigned as vicar in 1494 and went on to hold various posts throughout Cambridge University which eventually led to him becoming tutor to Prince Henry who was later crowned King Henry VIII. When Henry tried to divorce from Queen Catherine, John Fisher became her chief supporter. It was his refusal to recognise the divorce from Catherine and the marriage to Anne Boleyn and subsequently his further refusal to recognise Henry as Head of the Church that led to his trial on a charge of treason. He was found guilty and beheaded on Tower Hill on 22nd June 1535. John Fisher was canonized by Pope Pius XI in 1935.

## Hilda House - Green

Hild (Anglo Saxon meaning 'battle') was born in 614AD in Northumbria. She was a great niece of Edwin, King of Northumbria and lived as part of his court. Christianity in England was still fairly young and many of Hilda's family were pagans. In time, Hilda was inspired by the teachings of Bishop Aiden who built the monastery on Holy Island. She became a nun and Aiden made her Abbess Of Heretu (Hartlepool). She grew up in a time when England was ruled by more than one king and many feuds and battles took place. It was following his success in one such battle that King Oswy offered Hilda a choice of land to build a monastery; she chose Streonshalh (Anglo Saxon name for Whitby). Lady Hilda died in the year 680AD.

## High Expectations

*'Trinity Catholic College is a caring, inclusive and faith filled community. This is evident both in its shared life of prayer and in the strength of many other aspects of its provision.'*

- Section 48 Report (draft) May 2013

Our pupils are expected to follow high standards of behaviour and conduct in class and in and around the school. Rules relating to behaviour are clearly stated in the pupils' planner and are emphasised right from the beginning. Good work and behaviour is recognised through our school merit system, which continues throughout lower school.

When pupils make mistakes, help is offered to show how the mistake can be put right and avoided in the future. We have a carefully considered policy relating to behaviour, which includes a range of rewards and sanctions. The latter includes detention after school for repeated misbehaviour or a particularly serious incident.

Parents will always be given prior warning of an after school detention.



## The School Day and Attendance

08.00 - 08.30 Breakfast Club  
 08.30 Registration  
 08.40 Lesson 1  
 09.40 Lesson 2  
 10.40 Break  
 10.55 Lesson 3  
 11.55 Lesson 4  
 12.55 Lunch  
 13.45 Assembly/ Form Time  
 14.05 Lesson 5  
 15.05 End of School Day

## Attendance

Good attendance at school is essential if a pupil is to make positive progress throughout their education. Our school Attendance Officers works closely with the Pastoral teams and the Local Authority. Attendance at Trinity Catholic College is good but can always be improved upon with parental support.

We operate a first day response policy whereby the Attendance Officer telephones an absent pupil's named contact person to confirm the reason for the pupil's absence. We would like to ask parents to help us reduce the need for these telephone calls by telephoning the school as early as possible on their son's /daughter's first day of absence. We also ask you to send a note in to school with your child on their return.

## Term Time Holidays - (Leave of absence)

Holidays taken during term time can disrupt a pupil's education. The law on term time holidays makes it clear that parents do not have the right to take their child on holiday during term time. School will only authorise term time holidays in exceptional circumstances. Trinity Catholic College does not encourage this practise and in making a decision will consider the period of notice provided, the child's attendance record and the length/duration of the leave of absence.

Parents who proceed with an unauthorised leave of absence may be issued with a 'Fixed Penalty Notice'.

## Lunchtime Arrangements

Lunchtime at a big Secondary school can sometimes be a bit daunting for some Year 7 pupils coming from a small primary school. However, lunch times at Trinity Catholic College are very well organised with a large number of staff (including teaching and senior staff) being on duty throughout. We ensure that each year group takes it in turns to be 'first in' at 12.55pm by having a rota system in place. The remaining year groups are allowed in to lunch at intervals under the supervision of staff. Children on packed lunches are also allowed into the dining area under supervision.

We are very fortunate at Trinity Catholic College to have both the kitchen staff and the facilities to provide an excellent choice of lunches. The standard of food is very high with the school being awarded certificates for the 'Healthy Schools Award' whilst our kitchen staff are renowned for their excellent facilities and preparation. We have worked hard in school to offer our pupils a wide choice of appetising food with the emphasis placed on healthy eating. Each day, pupils have a choice of a variety of hot meals including Pasta King, a 'pick n' mix' type salad bar and a sandwich bar which also offers meal deals at a set price. Pupils pay for their meals using our electronic recognition system.

### Sample Menu

- |                                 |                           |
|---------------------------------|---------------------------|
| - Steak Pie                     | - Chicken Fillet in a Bun |
| - Pizza Margherita              | - Tomato Pasta            |
| - Quiche                        | - Broccoli                |
| - Carrots                       | - Potatoes                |
| - Salad Bar (ham, tuna, cheese) | - Sandwiches & rolls      |
| - Pasta King                    | - Sponge & custard        |
| - Flapjack                      |                           |

All pupils are supervised 'on-site' during lunchtime. I would like to stress that for our pupils' safety, pupils are not allowed out of the school grounds during the lunchtime period. We ask you as parents to support us in this matter and to emphasise the safety reasons behind this decision to your son / daughter.



## Uniform

The basic colour scheme for the uniform is black, white and gold with an additional colour in the tie depending on which 'House' your child is appointed to.

### GIRLS UNIFORM

- Black jacket
- Black skirt
- Black trousers
- Tie (house colour)
- White blouse
- Black tank top (optional)
- Black Shoes (trainers not allowed)

Summer Uniform (Term 3 only)



### BOYS UNIFORM

- Black jacket
- Black trousers
- Tie (house colour)
- White shirt
- Black tank top (optional)
- Black Shoes (trainers not allowed)

Summer Uniform (Term 3 only)



### GIRLS PE UNIFORM

- Polo Shirt (white or black)
- Shorts (black)
- Socks (house colour)
- Track suit trousers (optional; black)
- Fleece jacket (optional; black)



### BOYS PE UNIFORM

- Polo Shirt (black)
- Rugby Shirt (black & gold)
- Shorts (black)
- Socks (house colour)
- Track suit trousers (optional; black)



Please see separate brochure regarding ordering of uniforms.

# Trinity Top 10 Students

## 1. Relationships and Respect

Tolerance, Care, Courtesy and Consideration. You should respect yourself, your teachers and your peers. Display good manners at all times, follow instructions and behave in line with the school policy.

## 2. Effort - Get Involved! Good Attendance. Good Punctuality

You should always try your hardest with classwork and homework and show a positive attitude to learning in all subjects. You will have a good attendance and arrive to school and lessons on time.

## 3. Peer Support Collaboration!

You will work effectively in groups and as a team member. You will consider your peers' ideas and work collaboratively by supporting and learning from each other.

## 4. Challenge and Risk Taking Perseverance!

Do Not Give Up. You should challenge yourself and go above and beyond what is asked of you. Don't be afraid to step out of your comfort zone.

## 5. Response to Feedback - GPC!

Use Feedback To Improve Your Performance. GPC! Use your feedback in order to improve your work and make progress. Complete any Green Pen Challenges to respond to feedback.

## 6. Participation - Be a Leader! Lead Others

You must actively be involved in lessons, contribute to discussions and answer questions to extend your learning.

## 7. Ask Questions - Get Involved

Don't Be Afraid of Failure. You should ask the teacher questions to extend your learning. If you do not understand a task or topic, you should always ask the teacher for support.

## 8. Independent Learning - Pave Your Own Future. Aim High

You must take ownership for your own learning. You must revise areas that you do not understand and use the resources available effectively.

## 9. PROUD - Communicate Clearly

You must take pride in the presentation of your work and bring full equipment to every lesson. Planners and PLANET books (KS3) should be out on desks at all times.

## 10. Homework and Extended Learning -

Just Do It! Homework must be completed to a high standard and handed in by the deadlines set.

# Homework policy for Trinity Catholic College

*"Homework is not an optional extra, but an essential part of a good education."*

- 1999 White paper, *Excellence in schools.*

Trinity Catholic College believe that Homework plays an important part in school life. It allows pupils to become more confident in their own abilities. Homework provides more opportunities for pupils to develop their continuous learning and demonstrate new skills.

Students will receive regular feedback on homework submitted; this will enable pupils to make outstanding progress. Rewards for successful homework include: Carrot rewards and postcards home.

It also gives pupils the opportunities to:

- Show their progress and understanding of work completed outside of the class room
- An opportunity to work independently
- Work in their preferred learning style
- Develop research skills
- Consolidate and extend work covered in class
- Prepare for new topics
- Revise for exams and assessments

Department homework policy

All departments have a homework policy, detailing:

- When homework will be set
- How much homework should be set
- Department incentives
- Sanctions for not handing in homework.

Homework tasks can include:

- Research
- Revision
- Independent learning
- Consolidation of work covered in class
- Completion of coursework and assignments started in class
- Past exam papers

## SmartHomework

Our Google Apps for Education partner, Realsmart, have recently released a new online homework tool.

We are proud to have been the first school to test this system with students and since September 2016 all homework has been set using SmartHomework.



SmartHomework allows a teacher to easily set a homework task with submission dates and assign it to students. There are several key features to the system which we hope will help students complete their homework on time and become more organised and independent with their work. These include:

- Email notifications - students are emailed once the homework has been assigned and again the day before the due date
- Calendar - homework tasks are automatically added to the students Google calendar
- Submit work electronically from Google Drive
- Submit work physically and mark the task as complete
- Parent login

As a parent, you will receive your own login to SmartHomework and be able to see the tasks that have been assigned to your child, when they are due and if they have been completed on time.



# Acceptable Internet Use Statement For Staff, Parents and Pupils

The computer system is owned by the school and may be used by students to further their education and by staff to enhance their professional activities including teaching, research, administration and management.

The school's Internet Access Policy has been drawn up to protect all parties – the pupils, the staff, the school and the wider community.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- All ICT activity should be appropriate to staff professional activity or the student's education
- Internet access should only be made via the authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all E-mail sent and for contacts made that may result in E-mail being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.



- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As E-mail can be forwarded or inadvertently sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- The usefulness and integrity of the system or its contents should not be intentionally compromised by the user.
- Use of the network to access inappropriate material such as pornographic, racist or offensive material is forbidden.

## e-Safety Rules for Students

The school has computers with Internet access to help you learn. These rules will help keep you safe and protect others.

- I will only access the system with my own username and password; which I will keep secret.
- I will not access other people's files.
- I will use the computers for valid reasons.
- I will arrange to be supervised by a member of staff before using the Internet.
- I will only E-mail people I know, or my teacher has approved.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number or arrange to meet someone unless my parent, carer or teacher has given me permission.
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.



## Special Educational Needs

At Trinity Catholic College we recognise that, for some students, to make rapid and sustained progress we need to make reasonable adjustments to school life.

Every student is considered on an individual basis and alterations made to meet their needs in order to allow them to achieve their full potential. We have various differentiated models available for our students with Special Educational Needs. We are proud that every teacher provides quality first teaching to all learners, adapting to support students with Special Educational Needs.

Some of our Key SEN strategies are:

- One to one or small group support as part of a targeted intervention programme
- Being taught within our Guided Group in order to provide pupils with additional literacy support and the acquisition of study skills to help them make progress
- Alternative option choices at KS4
- One to one after school support/catch up sessions

## SEN and Primary Transition

At Trinity we understand that the move from primary to secondary can be a stressful process, particularly for those with SEN.

To ensure that transition goes as smoothly as possible we offer the following support:

- Meeting between parents and Trinity SENCO
- Transition discussions with primary SENCO to produce SEN support plans
- Additional visits to Trinity to tour the school, meet staff etc
- Guided Groups to support our most vulnerable students

## Student Council 'Trinity Rings' Pupil Voice

The pupil voice scheme aims to give each and every pupil a voice and an active role within the development of the school.

At Trinity, every pupil is given the opportunity to raise productive opinions on the development of the school by giving them to the student council. Every form group has council representatives; these council members meet and develop the ideas that are found to be of priority and which will most enhance and benefit our college.

Pay online...  
for peace of mind



ParentPay



Pay online for

- School meals
- Trips
- And more

## A convenient way to pay

Parents can now book and pay securely online for a range of items using a debit/credit card or through PayPoint. Paying online gives you the peace of mind that comes with knowing that your money has reached the school safely and is used for its intended purpose..

### What does ParentPay do?

- enables you to pay for school meals, trips, buses and other items such as uniform eventually
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows to create a single account login across all your children that attend a ParentPay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders

### How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date
- you never need miss a payment or have insufficient credit with automated email/SMS alerts
- ParentPay is quick and easy to use

### How does ParentPay help our school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- payments do not bounce
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises
- helps us improve school-home communication with its integrated email/SMS messaging centre

### How do I get started?

We will send you an activation letter containing your activation username and password to enable you to setup your ParentPay account. During the activation process you will be guided through changing your username and password to something more memorable; if you have more than one child at a ParentPay school/s you can also add children to a single account providing one login for all children at ParentPay schools.



[www.parentpay.com](http://www.parentpay.com)



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