Welcome to CARDINAL WISEMAN CATHOLIC SCHOOL

Induction Pack for New Starters

“Cardinal Wiseman is a GOOD school” Ofsted Inspection Sept 2016
Contents

• Welcome / School Ethos and Mission
• Parental contact with the school
• ParentMail
• Home School Contract — copy for parents
• Times of the day / Term dates
• Catholic Life
• Child Protection / Safeguarding
• Health and Safety
• Behaviour for learning / Uniform and equipment
• Curriculum
• Home Learning
• Promoting a Reading Culture
• School Catering
• Special Educational Needs and Disabilities (SEND) / English as an Additional Language (EAL)
• Caring for Pupils With Medical Conditions
• Attendance and punctuality / Illness
• Starting a New School—How parents can help their child
• Extra Curricular and Enrichment
• Wiseman Virtues
Welcome,

I am delighted to welcome you to our exceptional school.

We are a Catholic school with Christ at the centre of all we do. Our pupils know that the school belongs to them and that we all belong to each other. We teach our pupils to be kind, respectful and tolerant towards every person they encounter and together we create a community of love and compassion.

We believe in excellence for all. Our motto is that of Cardinal Wiseman ‘Omnia Pro Christo – All for Christ’ and our dedicated staff join our pupils on their life journey, at whatever stage they are, and support them to become the best person they can be in all aspects of their life.

We look forward to welcoming you to our wonderful school community.

Mrs Christina Stewardson
Head Teacher

School Ethos and Mission

‘Omnia Pro Christo’

Cardinal Wiseman Catholic School was founded by, and is part of, the Catholic Church. Our ethos is made explicit to our pupils, staff, parents and community through our commitment to the Wiseman Virtues. These virtues embody what it means to be a person committed to leading a life of moral purpose, whether that person is of the Catholic faith, or of any other faith background, or of no faith at all.

In our school we find inspiration from the motto of Cardinal Wiseman, ‘Omnia Pro Christo’ – meaning ‘All for Christ’.
Parental Contact with the School

<table>
<thead>
<tr>
<th>Year</th>
<th>Head of Year</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7</td>
<td>Miss Connell</td>
<td><a href="mailto:hconnell@cardinalwiseman.net">hconnell@cardinalwiseman.net</a></td>
</tr>
<tr>
<td>Year 8</td>
<td>Miss Awome</td>
<td><a href="mailto:yawome@cardinalwiseman.net">yawome@cardinalwiseman.net</a></td>
</tr>
<tr>
<td>Year 9</td>
<td>Miss Cooney</td>
<td><a href="mailto:ecooney@cardinalwiseman.net">ecooney@cardinalwiseman.net</a></td>
</tr>
<tr>
<td>Year 10</td>
<td>Miss Gannon</td>
<td><a href="mailto:mgannon@cardinalwiseman.net">mgannon@cardinalwiseman.net</a></td>
</tr>
<tr>
<td>Year 11</td>
<td>Miss Reeves</td>
<td><a href="mailto:kreeves@cardinalwiseman.net">kreeves@cardinalwiseman.net</a></td>
</tr>
</tbody>
</table>

If you have a concern regarding behaviour and you feel that you wish to take it further than your child’s head of year then contact one of the following members of staff:

KS3 (Years 7 & 8) Miss Kelly Raising Standards Leader—Pastoral skelly@cardinalwiseman.net

KS4 (Years 9-11) Mrs Meersand Raising Standards Leader—Pastoral smeersand@cardinalwiseman.net

Please email the relevant member of staff if you have a questions or concerns regarding any of the following:

- Teaching and Learning Miss C. Stoker cstoker@cardinalwiseman.net
- Attendance and Punctuality Mrs Commander kcommander@cardinalwiseman.net
- Careers Mrs Meersand smeersand@cardinalwiseman.net
- Family Support Worker Mrs Jenks djenks@cardinalwiseman.net

If you feel that you have not had a satisfactory answer or response to your concern then contact the Head teacher: cstewardson@cardinalwiseman.net

Drop-In Sessions
Every morning from 8:50 until 9:45 we have an open parental drop-in where you can tell a member of the behaviour team your concerns or ask questions of any kind and they will pass on your query to the appropriate member of staff who will contact you as soon as possible.

Parents’ Evenings
Parents are expected to attend Parents’ Evening as this is crucial to the success of the children.

School Website - www.cardinalwiseman.net
Our school website has a lot of information about the school. Each month a newsletter called the Monthly Mail is posted on our website and this newsletter has a mixture of reports about recent events that have taken place in our school as well as informing parents about up and coming events.

We also have a Twitter feed on our school website and an up-to-date news feed on the homepage. Parents are encouraged to regularly look at our webpage to keep in touch with what is happening in our busy school community.
Parental Contact with the School

ParentMail

Improving School Communications with ParentMail

Communicating with parents is an important part of what we do. Making sure you get the correct information about activities, events and things that really matter for your child, is what we aim to do. We have been using ParentMail for the last few months with great success. It is used by over 6000 schools, nurseries and children’s clubs to communicate with parents. ParentMail is beneficial because you can:

- Use a free mobile app (detailed below) on Android and iOS to pick up school messages instantly
- Top up dinner money and view your child’s food choices
- Pay for trips
- Buy ties, badges and revision guides
- Complete forms, give consent/permissions and give feedback on surveys

Registering with ParentMail is very easy. You will have an email and/or text message sent to you from ParentMail when your child starts with us and when you receive this please just follow the instructions in the message.

Please be assured that ParentMail is registered with the Information Commissioner and guaranteed that all information you provide will be kept private and will not be passed on to any other organisation.

Once registered, if you have an Android or Apple smartphone please download the ParentMail app for the best user experience. To do this, simply search for the “ParentMail” app in your app store.

An easier way for you to make school payments

We have been using +Pay on ParentMail – an online payment service which allows you to pay for school items quickly and easily on your smartphone, tablet or computer.

We will inform you about items you need to pay for through ParentMail, and you will be able to pay electronically, using credit or debit cards.

If you have an Android or Apple smartphone, please download the free ParentMail App so that you can make easy, online payments on the go. To do this, simply search for “ParentMail” in your App store.

If you do not wish to make dinner money payments online, you can of course, continue to make cash payments via the biometric fingerprint system and your child can add money to the machine in the Long Gallery. Please note, your bank statement will display either the school name or ParentMail, dependent on your payment method.

If you need any additional information or assistance, please use the help site: www.parentmail.co.uk/help/parenthelp/ or please contact Mrs Woodley in the school office.

More and more schools are using this method of going “cashless” and it is easier for parents and the school. Win, win!
Home School Contract
A strong partnership between home and school will let us take your child forward in faith

Cardinal Wiseman Catholic School will ensure:

That your child is a valued and safe member of our school community.
Your child will be able to achieve their full potential academically, socially and spiritually.
We will alert you if we have any concerns about your child and we will be available for you should you have any concerns or queries that you wish to discuss.

Parents/Carer must support the school in setting high standards:
I/we will support the Catholic values of the school.
I/we will ensure that the school has current address and contact numbers in case of emergency and additional contacts that can be called.
I/we will make sure that my/our child attends school, on time, maintaining attendance of 95% or above. If they are unable to attend I/we will contact the school to notify us of the reason why.
I/we will not take out child out of school for holidays or family events.
I/we will ensure that my/our child wears the correct uniform at all times.
I/we understand that poor behaviour of any kind, particularly racism and bullying will not be tolerated. If rules are broken my/our child will accept the sanctions of the school.
I/we will ensure that homework is completed on time, checking and signing the Homework Diary every week.
I/we will attend all Parents Consultation evenings.

Signed;

Parent/carer ________________________________
Pupil ________________________________
Head Teacher/or representative ________________________________

Mrs C B Stewardson

Date ________________________________
# Timings of the school day

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45</td>
<td>Warning bell</td>
</tr>
<tr>
<td>8:50</td>
<td>Period 1</td>
</tr>
<tr>
<td>9:40</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:30</td>
<td>Period 3 (DEAR/Tutor Group)</td>
</tr>
<tr>
<td>11:00</td>
<td>Break</td>
</tr>
<tr>
<td>11:15</td>
<td>Period 4</td>
</tr>
<tr>
<td>12:05</td>
<td>Period 5</td>
</tr>
<tr>
<td>12:55</td>
<td>Period 6 for KS4 / Lunch for KS3</td>
</tr>
<tr>
<td>13:30</td>
<td>Period 6 for KS3</td>
</tr>
<tr>
<td>13:45</td>
<td>Lunch for KS4</td>
</tr>
<tr>
<td>14:20</td>
<td>Period 7</td>
</tr>
<tr>
<td>15:10</td>
<td>End of school day / Revisions Sessions / Enrichment Activities</td>
</tr>
</tbody>
</table>

KS3 is Years 7 & 8 and KS4 is Years 9-11

# Term Dates

**School Year 2018 - 2019**

*There will be 5 Teacher Training Days throughout the academic year. Parents and pupils will be informed about these dates when they have been confirmed.*

## Autumn Term 2018

Term Starts: Monday 3 September 2018
Half Term: Monday 29 October 2018 to Friday 2 November 2018
Term Ends: Friday 21 December 2018

## Spring Term 2019

Term Starts: Monday 7 January 2019
Half Term: Monday 18 February 2019 to Friday 22 February 2019
Term Ends: Friday 12 April 2019

## Summer Term 2019

Term Starts: Monday 29 April 2019
Half Term: Monday 27 May 2019 to Friday 31 May 2019
Term Ends: Friday 19 July 2019

Monday 3rd Sept—Teacher Training Day
Tuesday 4th Sept—Years 7 and 11 only
Wednesday 5th Sept—All years
Catholic Life

Cardinal Wiseman is a Catholic school, built on the foundation of our Faith in Jesus Christ and established to uphold the teachings of the Catholic Church. Our Catholic faith influences everything we do in our school community.

We welcome all faiths to our school and are inclusive of all in society.

Our faith is at the centre of everything we do as expressed by our mission statement ‘Omnia Pro Christo’. Our Catholic identity is characterised by daily acts of worship for all and our shared ‘Wiseman Virtues’ that describe the qualities we hope students will develop as their journey through our school.

Religious education is at the heart of our curriculum and is studied by students during their time at the school. Through the subject, students explore their faith, the faith of the Catholic Church and others and are prepared to be citizens in today’s multi-faith society.

Acts of collective worship in the school such as the celebration of Mass, liturgies, services and times of prayer are participated in by staff and students. Any member of our school community must show mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.
Cardinal Wiseman Catholic School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our school will support all children by:

- Promoting a caring, safe and positive environment
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children are well placed to identify such abuse.

In order to protect our children, we aim to:

- Create an atmosphere where all our children feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse

Everyone working with our children, their parents and carers should be aware that their role is to:

- **Listen** and note carefully any observations which could indicate abuse
- Not to attempt to investigate once the initial concern is raised
- **Refer** to the Designated Senior Lead (DSL) immediately
- Contact the Head or the Deputy DSL if the DSL is not available
- **Remember** disclosures of abuse or harm from children may be made at any time

*If anything worries you or concerns you, report it straight away*

<table>
<thead>
<tr>
<th>DSL name</th>
<th>Deputy DSL name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony Beckett</td>
<td>Esther Short</td>
</tr>
</tbody>
</table>

If they are not available please contact Christina Stewardson (Headteacher)

Everyone working with our children, their parents and carers should be aware that their role is to:

- **Listen** and note carefully any observations which could indicate abuse
- Not to attempt to investigate once the initial concern is raised
- **Refer** to the Designated Senior Lead (DSL) immediately
- Contact the Head or the Deputy DSP if the DSP is not available
- **Remember** disclosures of abuse or harm from children may be made at any time

*If anything worries you or concerns you, report it straight away*
Health and Safety

A safe working environment is provided and all visitors are expected to cooperate in the maintenance of the high standard of safe practice.

Emergency procedures - (Fire Evacuation / Bomb Threat / Dynamic Lockdown)

In emergencies, an alarm, siren/bell is operated. Keep calm and follow the instructions of a member of staff. Here is a overview of the different emergency procedures, the alarm/siren and what to you need to do:

<table>
<thead>
<tr>
<th>Fire Evacuation</th>
<th>School bell</th>
<th>Continuous ring</th>
<th>Immediately leave the building by the nearest exit and proceed to the assembly point – the playground. You may be re-directed to an alternative location.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bomb Threat Evacuation</td>
<td>Warning sirens</td>
<td></td>
<td>This is the opposite to evacuating the building – this is where we lock ourselves into rooms for our own safety. All children to be moved into locked rooms. Keep away from windows and doors and be silent. The aim is to not be visible or heard.</td>
</tr>
<tr>
<td>Dynamic Lockdown</td>
<td>School bell</td>
<td>10 short rings</td>
<td></td>
</tr>
</tbody>
</table>

Entry into buildings, areas etc.

You must not enter any area of the building unless accompanied by your host or you are permitted to do so.

Parking

Vehicles must be parked in the designated car parks. Unauthorised parking can seriously hinder emergency access.

Security

The school accepts no responsibility for any loss or damage to visitor’s property.

No smoking

The school operates a no smoking policy throughout the school site.

‘The safety and well-being of students is given a high priority in school policies and actions. Students say they feel safe.’

Ofsted Dec 2014
Behaviour for Learning

At Cardinal we believe that the very best is possible for our children. To this end we expect behaviour and attitude to learning to be outstanding. Our staff wish to praise the children at every opportunity. All pupils can expect to receive praise for meeting the Wiseman Virtues (see diagram above).

We expect conduct to be exemplary both in lessons and out. This includes whilst representing the school during trips and sporting fixtures, when travelling between lessons and whilst on the journey to/from school. Where conduct does not meet our expectations there is a clear and fair system of sanctions (including loss of unsupervised time, detention, removal from class, internal seclusion and longer placements in the Emmaus Centre). Parents and carers can expect to be contacted where a pupil’s conduct does not meet our expectations. We seek to develop the whole child (including conduct) with the full support of parents/carers.

The children and staff of Cardinal Wiseman can be proud of the good and improving behaviour here. We aim to continue to improve and provide the best life chances for all who attend.

Uniform and equipment

You will be issued with a uniform and equipment list during induction. We expect pupils and staff to adhere to our dress code without exception. It is our intention not only that all members of the learning community recognise this as a place of learning and respect, but also, the children are prepared for their careers when they leave. Standard of dress and preparedness have a big role to play in this.

Under normal circumstances a pupil not in correct uniform will not be allowed to attend timetabled lessons. Instead they may be required to work in seclusion whilst a solution is sought. If you ever have a concern regarding uniform please do not hesitate to contact the school. We often have spare uniform to lend.

As you prepare your child for the coming year please consider two key points: we expect all children to wear appropriate school shoes (pictures are provided on the uniform list); jewellery is not permitted (this includes ear studs).

Our staff expect to begin lessons promptly. This can be delayed if a child does not have the correct equipment (see equipment and kit lists). Please always ensure your child has the correct equipment and kit before leaving for school. The basic equipment includes – pen (and spares), pencil, ruler, planner/learning journal and a suitably sized bag to keep them in.
Home Learning 2018-2019
Key Stage 3 Homework Rota

<table>
<thead>
<tr>
<th></th>
<th>Year 7</th>
<th>Year 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>MATHS All classes</td>
<td>ENGLISH all classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE 8Bo</td>
</tr>
<tr>
<td>Tue</td>
<td>SPANISH All classes</td>
<td>GEOGRAPHY all classes</td>
</tr>
<tr>
<td>Wed</td>
<td>ENGLISH All classes</td>
<td>SCIENCE all classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE 8Be</td>
</tr>
<tr>
<td>Thu</td>
<td>SCIENCE All classes</td>
<td>SPANISH 8Be 8Bo</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HISTORY all classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE 8Te 8Ne</td>
</tr>
<tr>
<td>Fri</td>
<td>BECOMING WISE All classes</td>
<td>SPANISH 8Ne 8Te</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATHS all classes</td>
</tr>
</tbody>
</table>

Important information:

**EBACC subjects**

Year 8 Approximately 30 minutes of home learning will be set per week for Maths, English, Science, Spanish, History, Geography and RE. Please see the above table for the specific days they will be set on.

Year 7 Approximately 30 minutes of home learning will be set per week for Maths, English, Science, Spanish and either History, Geography, RE or Communication (Becoming Wise). Please see the above table for the specific days they will be set on.

**Non-EBACC subjects**

The following non-EBACC subjects will set home learning activities twice a half term (12 over the course of the year): Drama, Art, Music, PE.

Additional home learning - teachers may set small home learning tasks where necessary.

**HLS (Home Learning Support)**

We understand that for some pupil, it can be challenging to complete their homework at home.

Therefore, pupils are allowed to come to the Library and Room 13 (computer room) to do their homework if they want to.

Pupils who fail to complete homework are expected to attend HLS. Parents/carers are informed about this.

HLS is from 3.10 — 4pm
Home Learning 2018-2019

Students will be set 45 minutes home learning per subject per week. Home learning must be purposeful and challenging in order to support pupils to make effective progress.

The nature of home learning tasks are:
⇒ Summary of Learning - to effectively revise and consolidate work that has been covered in class – this must be done in their homework journals.
⇒ To practice GCSE exam style questions/practice papers
⇒ to rehearse/practise in preparation for a performance e.g. Music or Drama performance
to develop a piece of work e.g. Art

It is crucial that subject teachers set home learning on the days scheduled below so that students can manage their time effectively.

**Year 9**

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE</td>
<td>Maths</td>
<td>English</td>
<td>Option U</td>
<td>Science</td>
</tr>
<tr>
<td>Option P</td>
<td></td>
<td></td>
<td></td>
<td>Option N</td>
</tr>
</tbody>
</table>

**Year 10**

Year 10 homework should be a mixture of both consolidation/revision tasks in the form of key note cards or mind maps and GCSE exam style questions/practice papers.

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science</td>
<td>RE</td>
<td>English</td>
<td>Option P</td>
<td>Maths</td>
</tr>
<tr>
<td>Option U</td>
<td></td>
<td></td>
<td></td>
<td>Option N</td>
</tr>
</tbody>
</table>

**Year 11**

Year 11 homework should be a mixture of both consolidation/revision tasks in the form of key note cards or mind maps and GCSE exam questions/practice papers.

Each subject should set approximately 1 hour of homework per week.

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>11W +11C RE</td>
<td>Science</td>
<td>11S, 11F &amp; 11Y RE</td>
<td>Maths</td>
</tr>
<tr>
<td>Option P</td>
<td>Option N</td>
<td></td>
<td>Option U</td>
<td></td>
</tr>
</tbody>
</table>
Promoting a Reading Culture

Cardinal Wiseman School’s mission is to inspire students to open a book daily, and fully enjoy it; balancing reading for meaning, with reading for pleasure, means knowing that becoming a lifetime reader is based on developing a love of reading - even in today’s digital world.

As members of the National Literacy Trust, we value and work on their research appropriately, promoting reading for just twenty minutes a day as an essential skill, based on the NLT’s data research. For instance, if a student is reading for just twenty minutes each day, it means they are reading an equivalent of 3600 minutes in a school year, whilst picking up a vocabulary of 1,800,000 words. Compare this to a student who reads for just five minutes each day, and they read for an equivalent of just 900 minutes in a school year, embedding a vocabulary of just 282,000 words.

Daily reading sessions are essential, and therefore, the 190 days spent in school each year means daily DEAR (Drop Everything and Read) and Guided Reading sessions, (students reading together in small teams, based upon reading ability), are allocated to period 3 lessons, engaging all in reading, comprehension and discussion. Reading for pleasure ensures benefits for both educational purposes as well as personal development, with skills practised including better text comprehension and grammar skills, as well as increasing general knowledge. Along with daily DEAR and Guided Reading sessions, ensuring a range of reading activities are now firmly embedded, are offered to engage all students, along with other linked activities.

Spelling Bee Competitions take place every half-term, with students from all year groups offered the opportunity to participate in a popular and challenging activity, helping improve spelling, increase vocabulary, learn concepts and develop correct English usage, along with engaging all in healthy competition, leading to a well-balanced, educational/fun activity.

World Book Day is celebrated every year, motivating everyone to take part in an event that isn’t just about dressing up, but includes a variety of different school events. This year students from Years 9 and 10 visited Birmingham Children’s Hospital, where they spent World Book Day morning reading with a range of vulnerable, young patients: our students described by hospital staff as: ‘kind, compassionate and very mature.’ All key stage 3 students take part in the national competition, World Book Day Quiz, and this, along with daily English lessons, ensures valuable learning outcomes and ability to understand more vocabulary, helping students become more literate, through an extensive range of materials.

Developing a reading culture has taken time, but the commitment of Headmistress, Mrs Stewardson and staff is helping stimulate and reinforce the culture within school, and the wider community, with many parents now overseeing the success of the twenty minute reading sessions at home on a daily basis, understanding the road to success after school.
School Catering

At Cardinal Wiseman School we use a cashless catering system. It is a ‘biometric’ system which enables us to deliver an efficient, fast service whilst continuing to provide wholesome, healthy and enjoyable meals at the lowest cost.

All pupils are required to have the tip of their first two fingers scanned, in order to be registered on the system. The system works by each pupil having their fingerprint registered which will then be translated to an Alpha Numeric number. The image is then discarded. When used this will then enter pupils into the system program and identify them by a number. The pupil places their finger on a scanner at the point of sale and a display shows the pupil’s name, class and current balance held within the system. The selected food items are entered from an itemised keyboard while the amount spent and the new cash balance shows on the display.

No cash is accepted at the food counter ‘Till Point’. There is a pay point in the Long Gallery where pupils can top up their accounts with cash. Pupils can also add extra cash on to his or her balance to enable a greater daily spend on their school dinner or break time snacks. The pay points will accept £20, £10, £5, £2, £1, 50p, 20p and 10p.

The system works exactly the same for all pupils whether they pay or have free school meals. All pupils have their own account to use in exactly the same way. The amount allocated for the free school meal will be entered into the system by the software on a daily basis. This must be used on the same day as free school meal entitlements are not carried over to the following day, however any top ups the children do themselves will stay on the system until used.

Parents can monitor details of each item of food served so they can see for themselves the diet their child is following. This information can be obtained from ParentMail and you can top up their dinner money on here too.

As part of this process, the written consent of all parents is essential. Please complete the cut-off slip below.

If you have any queries please do not hesitate to contact the school.

Menu - parents/carers can see the different menus throughout the year by going to the school website—pastoral—catering.
Special Educational Needs and Disabilities (SEND)

At Cardinal Wiseman we strive to ensure that all students can access the curriculum, integrate into our community, and achieve their potential. In line with the SEN Code of Practice, we identify and provide for the following areas of need: cognition and learning; social, emotional and mental health; communication and interaction; and sensory and physical needs. In the first instance, these needs are met through classroom teaching, which differentiates for students as precisely as possible through a range of classroom strategies. For students whose learning needs require further support, we timetable targeted interventions for small groups, focusing on improving literacy, numeracy, and social skills. For students whose emotional needs require further support, there are resilience sessions with our Family Support Worker, and Heads of Year and chaplaincy staff are fully utilised. For students who require further specialist help beyond these interventions, we have external support from: Pupil Support Services, (for learning issues); an Educational Psychologist; a Speech and Language Therapist; Sensory Support (for students who may have impairments to hearing or sight); and the Communication and Autism Team, (for students with an Autistic Spectrum Disorder).

To help monitor and direct all of these levels of support, students have a Learning Support Plan (LSP), which details their barriers to learning and recommends key strategies; these are made in collaboration with teaching staff and, increasingly, with students. Students’ progress is tracked, analysed, and monitored by the SENCO (Mr Allen), and this informs the LSP and intervention timetable. Students and their parents are invited to a regular reviews of their progress and integration in school, with the SEN department. The school governor for SEN monitors the effectiveness of all of this provision.

English as an Additional Language (EAL)

A child has EAL if English is either: not the first language they learned; not the language in which they are most proficient; or not the language they speak at home.

If a child’s EAL makes it difficult for them in school, we support them in a variety of ways. Students who require some translation in lessons use Google Translate on Samsung tablets, to help them understand and contribute to the lesson. EAL students also have the opportunity to use a computer program, called Rosetta Stone, which helps improve their English. Each student (who needs it) has their own licence, so that the SENCO (Mr Allen) can check how well they are learning. Some students also come to the Learning Support Centre for consolidation sessions, in which our coaches help them to improve their understanding and use of the language from their lessons.

There are regular opportunities for and their parents have the opportunity to come and discuss how things are going in school with the SEN department. The school governor for SEN checks how well this support is working.

Please contact Mr Allen if you have any questions or concerns regarding SEND or EAL.

jallen@cardinalwiseman.net
Attendance and Punctuality

Attendance and punctuality are extremely important at Cardinal Wiseman as we recognise that in order for students to achieve their potential they must be present at school at all times where possible. As a school, in line with government targets, we set a benchmark of greater than 95% for all pupils with no more than five lates per academic year. If your child’s attendance falls below 95% or your child has more than five lates the school will take action to improve your child’s attendance. If your child’s attendance is below 90%, under government guidelines, your child will be classed as being persistently absent (PA) from school. Parents/carers of PA students could face legal action. This will trigger you being placed on the Spotlight campaign where you could be fined and may have to attend court.

If your child is absent from school it is your responsibility to inform the school before 9am. You should call Miss Commander our Attendance officer on 0121 360 6383 EXT 1133 and explain the reason for the absence and the likely return date of your child. If you do not contact the school your child with receive an ‘N’ code meaning no reason provided which again could lead to further action. If your child’s attendance is below 90% no absences will be authorised without medical evidence such as a copy of a prescription, an appointment card from the doctors or a doctor’s note. Unauthorised absence can trigger unannounced home visits and will lead to legal action against the family of the child.

The school does not authorise any family holidays in term time.

The school will authorise absence for:
- Illness (if evidence is provided for students with attendance below 90%)
- Medical appointment
- A funeral of an immediate family member
- Interview

Medical and dental appointments should wherever possible be made outside of school hours. However, where this is not possible, appointment letters/cards should be provided and the child must attend prior to or after the appointment wherever possible.

A parent/carer must collect their child from reception to attend appointments.

Where no contact is given from home, regarding any absence, a home visit may take place to ensure the safety of the child.

Illness

Parents/carers must ring the school (360 6383 ext. 1133) every morning before 8.45am on each day of absence giving the child’s name, year group and a brief explanation regarding the illness. If your child is absent for more than 3 days in the academy year we may request medical evidence.

A parent/carer must collect their child from school whenever a child becomes ill during the school day. An unwell child will not be allowed to leave the school site by themselves.

Pupils must not directly contact parents throughout the school day regarding illness. They should speak to a member of staff who will follow the correct procedure.
Caring for Pupils with Medical Conditions

PARENT’S RESPONSIBILITY

In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration.

⇒ Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, Epi-pens are kept up to date.
⇒ Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

PRESCRIPTION MEDICINES

Medicines should be only bought to school when essential (where it would be detrimental to the child’s health if the medicine were not administered during the school day)

⇒ All medicines should be taken to the school office by a responsible adult
⇒ Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber’s instructions for administration
⇒ The medicine should be clearly marked with the child’s name and form/class group
⇒ Any medicine administered will be recorded by the staff member and the sheet kept in the box with the students name clearly marked on the box.
⇒ Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer.
⇒ Inhalers are to be kept with the student at all times.
⇒ Epi-pens should be kept with the student but a spare one should also be kept in the office in a box.

MANAGING MEDICINES ON SCHOOL TRIPS

If a child requiring medication is out of school on a trip, the procedures previously described will apply as far as possible but with minor amendments. The medication along with the medical consent form and record of administering will be held by the trip leader. When medicines are administered the same conditions and recording procedure are to be followed.

Any medical information can be emailed to: firstaid@cardinalwiseman.net
Starting a New School
How parents can help their child

Starting a new school is a big step for many children, especially when moving from primary school to secondary school.

Professor Julian Elliott, an educational psychologist at Durham University, says: "For many children, secondary school represents a step towards autonomy and the whole process of growing up and leaving childhood behind." It can be overwhelming for children and parents alike.

But there are things you can do to make things easier, and things you can think about now that will help your child adjust and settle in quickly.

1. Build your child's confidence. Settling in well is all about self-esteem. Children with high self-esteem are less likely to be bullied, or to bully, or belong to gangs. They are more likely to gather a wide circle of friends. They can confidently say "no" to anything with which they don't feel comfortable. So tell them how great they are. When did you last pay them a compliment? They don't have to have done anything special to deserve one; a compliment on how well they look after a pet, or that they are kind or thoughtful, goes a long way. Do this daily and watch their confidence develop.

2. Listen to their fears. Your child is possibly anxious and also afraid their concerns will appear trivial. For instance, if they become lost in the maze of corridors, what should they do? They could make their way to the school office – they should have a map – or find a pupil or teacher to direct them. What they shouldn't do is hide in the toilets until the lesson is over. Talk through the options with them. Do this for every concern they may have so that they know you take it seriously.

3. Remind your child that being a good friend, especially to shy and quiet children, is one way to make friends. Be encouraging if they want to invite friends home and suggest it if they don't.

4. Show that you feel positive about their school and "talk it up" even if it was not your first choice or you lost an admissions appeal. If you have high expectations, these will be sensed by your child.

5. Have a trial run of the route, especially if they walk or cycle. If they miss a school bus home you need to talk through what they will do, especially if you are working and can't pick them up straight away.

6. Get up earlier during the last week of the holidays so that early starts for school aren't a shock to the system.

7. Stick to the uniform code. Your child will feel more comfortable from day one. Staff will speak to and challenge pupils whose uniform is not correct.

8. Make sure they have emergency money and credit on their mobile phone.

9. Think about any changes you might need to make at home so they have the time, space and energy for homework.

10. Encourage them to join lunchtime or after-school clubs. They are a great way to make friends. If after half a term they really don't enjoy it, they can drop it.

Give your child a few weeks to settle in. If they are having any problems, social or educational, make an appointment to see the relevant member of staff in school.
Extra Curricular and Enrichment

At Cardinal Wiseman we know that examination results can open and close doors for the pupils that we serve. However, we also know how important it is for our pupils to be well-rounded individuals who have had a range of experiences in modern life. Therefore we expect that all pupils take advantage of the wide range of enrichment and extra curricular activities that are on offer.

The activities change throughout the year. Therefore, up-to-date timetables can be found on the school website in the Curriculum tab.

Why should pupils get involved in extra curricular activities?

⇒ Make new friends with people who have a similar interest
  ⇒ Improve your social skills
  ⇒ Improve your academic performances
  ⇒ Learn and develop skills
  ⇒ Extend your knowledge and understanding
Wiseman Virtues

- loving
- hopeful
- attentive
- faith-filled
- generous
- eloquent
- learned
- prophetic
- curious
- wise
- grateful
- discerning
- intentional
- compassionate
- active
- truthful
- active
“This is a GOOD school.”

“Pupils’ positive attitudes to learning contribute to a calm and purposeful learning environment. Pupils take pride in their work, work together well, participate in lessons and show respect to their teachers. Pupils speak highly of the support and encouragement they receive from their teachers. The harmonious atmosphere that prevails in classrooms reflects leaders’ drive to create a positive culture of learning.”

“Pupils are polite, well behaved and appreciative of the many opportunities that the school offers. They feel safe in school and know how to keep themselves safe in a range of situations.”

“Senior leaders, led strongly by the headteacher, have worked tirelessly to create a culture that promotes positive attitudes and that expects the best of its pupils. At the same time, there is a strong focus on promoting equalities and inclusion, recognising the diversity in the school’s community and the city in which the school is located. The school has high expectations not only in terms of academic success, but also for personal conduct and community cohesion. These high expectations apply to both pupils and staff. This culture of high aspirations has resulted in motivated and increasingly successful pupils. Staff prepare pupils well for life in modern Britain.”

Ofsted Inspection—Sept 2016