

Welcome to
Cardinal Wiseman
Catholic School



A Parent's Guide

2022-2023

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Arbor and Parent Portal

What is Arbor?

- Arbor is a management information system (MIS) that helps schools collect, store, manage and use all the information they need. Arbor is a simple, smart and cloud-based MIS, which means you can log into Arbor to see and update your child's information or make payments and bookings yourself!

How can parents use Arbor?

Here's how you can use Arbor:

- Log into Parent Portal for Google Chrome on computers or laptops
- Download the Arbor App from the App Store or Google Play
- Log in on your phone
- Your school can then send you in-app messages.

Your Homepage Dashboard

- The dashboard is the first screen that you will see. This gives a quick glance of the student's daily timetable, behaviour points, notices, current attendance and progress.

Learn more here:

<https://support.arbor-education.com/hc/en-us/sections/4409013168273-Parent-Portal-and-the-Arbor-App-FAQs>

Assemblies

Every year group has an assembly once a week. Year 7 assembly is every Monday and follows themes based on the Liturgical calendar and the Wiseman Values – A Compass for Life.

Attendance ~ A Short Guide

Please read this in conjunction with the latest version of the Romero Attendance Policy which can be found on the school website.

Introduction

- At our school we firmly believe that good attendance is crucial for your child to reach their academic potential and feel fully involved in all aspects of school life.
- The school is judged on the attendance figures reported each year and must demonstrate that they are taking steps to promote good attendance of all students, take action where a child's attendance is poor and to improve their figures year on year.

Ensuring your child's attendance is your legal responsibility.

- We know that in order for children to learn well they need to be at school.
- We care about children and want them to have the best chances in life.
- Everybody needs to understand that good attendance and punctuality are an essential part of school life.
- We believe that working together we can make things better for our children.

Parents need to:

- Send their children to school regularly and on time (school starts at 8.55am).
- Arrange medical appointments out of school hours whenever possible.
- Ensure holidays are taken during times when the school is closed.

School needs to:

- Ensure that the register for attendance is maintained both morning and afternoon.
- Record and code absences accurately and take necessary action to investigate absences and poor attendance.
- Report to the Local Authority and Governing Body regularly.

Absence due to sickness

If your child is sick then you must ring the school by 8.30am on each day, giving a clear reason for their absence. The number to ring is: 024 7661 7231 and select Option 1.

- Failure to do this can result in a home visit being made to establish the safety and welfare of your child.
- Absence due to sickness will be classed as an authorised absence providing your child is not absent through illness too often.
- In cases where there are frequent or longer absences, then we will need to see a medical note.
- Only the school can make an absence authorised. Parents do not have this authority.

Unauthorised absence

- Appointments should be made out of school time whenever possible.
- Failure to provide a legitimate reason for your child's absence will result in their absence being unauthorised by the school.
- If there are unauthorised absences on your child's attendance certificate then you may be visited by a member of school, the School Attendance Officer, or Local Authority staff to discuss this with you directly.
- If there are ten unauthorised sessions (five days) within a five-week period then you could be served with a penalty notice which can result in court action.

Holidays and Exceptional Leave

- There is no automatic entitlement in law to time off school to go on holiday. In fact, the Local Authority states in its Holidays in Term Time Procedures and Guidance document that Head Teachers/Principals may not grant any leave of absence during term time unless there are exceptional circumstances.
- Should exceptional circumstances arise and you need to request a leave of absence for your child, you must notify the school in writing beforehand by completing the Exceptional Leave of Absence Request Form. This is available from Reception or on page 10 of the Attendance, Punctuality & Exceptional Leave Policy on the school website under Information/Policies. After looking at your child's history of attendance and the reasons for the request, the Principal will inform you of their decision. Please note, time off during term time will only be granted in exceptional/unavoidable circumstances.

Holidays and Exceptional Leave

- If leave is taken without prior notification, or where a request has not been granted, your child's absence will be recorded as unauthorised. This will result in a penalty notice being issued, which is currently £60 per parent per child, to be paid within 21 days (the fine doubles to £120 per parent per child after 21 days). After 28 days the matter is referred to the Local Authority for non-payment and can result in court action being taken.
- Absence for the purpose of a family holiday does not constitute exceptional leave. Where the school suspects that a child is absent due to a holiday, steps will be taken to investigate further. This may involve a home visit during the absence period with a view to having direct contact with you and your child. Parents will also be required to produce evidence (for instance medical evidence) in support of the period of absence in order to avoid the issue of a penalty notice and/or prosecution.

Lateness

- If a child is persistently late, parents will be contacted and you may receive a home visit to discuss the situation.
- If a child arrives late for school, there will be a sanction in place such as kept in at break or lunch time or expected to stay in school until 3.45pm. You will be informed of this by text.
- If a child is persistently late, parents will be asked to meet with the Attendance Officer, Head of Year and/or Deputy Principal to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

Poor Attendance

- Government expects that children should achieve 97% attendance or above.
- Anything below this is poor attendance.
- School will contact you via text or phone if your child's attendance is poor.
- Teaching staff will report any potential concerns to the Head of Year.
- Staff in school, along with the School Attendance Officer and Local Authority representatives, meet regularly to monitor patterns of attendance and decide what action should be taken.
- Parents may be contacted to discuss attendance concerns in a range of ways. This might include letters, telephone calls, home visits, meetings in school, contact from the School Attendance Officer and intervention from the Local Authority.
- Parents must be aware that they are legally responsible for ensuring their child attends school on a regular basis. Failure to do so can result in legal action being taken.

Behaviour and Discipline

We set high standards for behaviour and discipline and operate 100% compliance to support the behaviour of our students. The Behaviour and Positive Handling Policy is available to view on the school website at www.cardinalwiseman.coventry.sch.uk

Cashless Catering

What is a Cashless System?

The cashless system used at school is called FasTrak and is manufactured by Biostore. The system runs by associating a unique number to each student and this allows the system to recognise each individual student, hold individual cash balances, record cash spent and cash received and record where money is spent, on what food, on any specific date and time of day.

How are students recognised by the system?

To register on the system each student will have their fingerprint scanned and FasTrak will use the unique fingerprint pattern to generate an Alpha Numeric number which will be specific to the student. After the fingerprint is used to generate this number the image of the fingerprint is then discarded. Each time the student scans their fingerprint the same unique number is generated by FasTrak and this number allows the system to recognise the student.

How is this then used to obtain a school meal?

The student simply places their finger on a scanner at the point of sale; a display will show the server the student's name, class and current cash balance held within the system. The selected food items will be entered into the system from an itemised keyboard while the amount spent and the new cash balance will show on the display.

How is money entered into the system?

(a) By Online Payments through Parent Mail.

(b) By inserting cash into one of two cash loader terminals located in the canteen which are set to accept £20, £10 and £5 notes as well as £2, £1, 50p, 20p, and 10p coins.

What about students who are entitled to a 'free school meal'?

The system works exactly the same for all students whether they pay or have a free school meal. The system allocates credit to the accounts of FSM students and the cost of the meal they purchase comes off this credit.

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Data Handling: Certain data will be held on the system to enable accurate operation. This will include your child's name, class, photo, account balance and meal entitlement. This data will be handled strictly according to current data protection regulations and only used by parties directly involved with the operation of the cashless till system.

Classroom Expectations

Within the classroom you are expected to be 100% compliant.

A Compass for Life

Knowledge, Ambition, Respect, Resilience

These values, once integrated and balanced, form the four points on a Compass for Life which we provide to all our students at Cardinal Wiseman to guide them whilst they are with us and when they go out into the world.

Knowledge: We are a knowledge rich school and seek to build our comprehension of not only academic disciplines but the greater world. We aim to equip our students with a deep understanding of subjects and with the means to discover what they do not yet know.

Ambition: We strive for the best and to be the best that we can be. We set ourselves challenging goals that enable us to develop both mentally and spiritually. We do not strive for things for their own sake, but for those prizes that enrich others as well as ourselves.

Respect: We respect ourselves as well as our peers. We do not believe respect equates with fear, but rather as a positive interaction with others. We believe that we are created in the image of God and therefore when we treat ourselves and others with respect we are celebrating his creation.

Resilience: We know that life is not always easy, but we learn from our errors and misfortune. Inspired by Christ, we are guided by our faith and become stronger through our experiences. We believe that all people are measured by their compassion for others, their self-dignity and not simply by what they possess.

Complaints Procedure

The Romero Complaints Policy is available on the school website under the tab 'Information', Policies.

Curriculum At Key Stage 3

This is the curriculum your child will follow during Years 7,8 and 9:

English	9 lesson over 2 weeks	Creative Arts	3 lessons over 2 weeks
Maths	8 lessons over 2 weeks	Physical Education	3 lessons over 2 weeks
Science	8 lessons over 2 weeks	Modern Foreign Language	4 lessons over 2 weeks
Geography	3 lessons over 2 weeks	Ict	2 lessons over 2 weeks
History	3 lessons over 2 weeks	Music	1 lesson over 2 weeks
Religious Education	5 lessons over 2 weeks	Performing Arts	1 lesson over 2 weeks

Extra-Curricular

The school Library is also a place that students can use for quiet study and revision either before school, during school or after school.

Enrichment activities: The school day does not have to end at 3.20pm as there are lots of enrichment activities for students to get involved in. The enrichment calendar changes each half term and includes sporting activities (e.g. basketball, football, rugby, netball and gymnastics) plus a variety of other clubs (e.g. school choir, drama, foreign languages and creative writing). Enrichment activities are regularly posted on social media platforms and in the weekly newsletter.

Detentions

Please refer to the Behaviour and Positive Handling Policy on the school website.

Free School Meals

If you think your child is eligible for free school meals, you can apply via the Coventry City Council's website Free School Meals page. The council website will also tell you how to apply.

Hairstyles

Please refer to the Behaviour and Positive Policy on the school website.

Home School Agreement

You will have completed, signed and returned this form to school.

Section 1

As parents/guardians, I/we agree to:

- support the Catholic values of the school;
- make sure that my child attends school daily, on time and with the correct equipment;
- support the Behaviour and Positive Handling Policy which I understand includes a detention system; and I/we will be 100% compliant
- support the school's policy on mobile phones;
- support the dress code of the school which includes black non leisure/sports footwear, a house school tie and a blazer for Years 7-11;
- treat staff, students and other parents with courtesy and respect;
- support my child in completing homework through Google Classroom;
- let the school know of any issues that might affect my child's work, behaviour or attendance;
- support the school by monitoring my child's use of social media and online activity.
- I understand that it is my responsibility to ensure that my child uses social media effectively and correctly outside school.

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Home School Agreement

Section 2

As a student I will:

- participate in the Catholic life of the school;
- show consideration for all members of the school community;
- follow the school Behaviour and Positive Handling Policy;
- wear the correct uniform, including black footwear, a school tie and my blazer;
- I will celebrate what I do well and learn from my mistakes.

Section 3

As a school we will:

- uphold the Catholic values of our school;
- provide a balanced curriculum, meeting wherever possible, the individual needs of the child;
- keep you informed of your child's progress and attendance;
- encourage success and recognise effort and achievement;
- promote a safe, caring environment;
- develop clear lines of communications between home and school;
- treat parents and students with courtesy and respect.

Please refer to the Behaviour and Positive Handling Policy on the school website.

Homework

Homework will be set on Google Classrooms and parents will receive email notifications when homework is set. Homework is set regularly and it is recorded on Google Classrooms. Homework takes a variety of forms; sometimes it will be revision and sometimes it will be GCSEpod and it will always be recorded on Google Classrooms.

Prayers

All our work is underpinned by prayer and respect for people of all faiths and none. In the words of a prayer inspired by Blessed Oscar Romero:

We plant the seeds that one day will grow.

We water seeds already planted, knowing that they hold future promise.

We lay foundations that will need further development.

We provide yeast that produces far beyond our capabilities.

And our School Prayer is:

All that I think

And all that I say

And all that I am

Everything for Christ

Religious Education

All students study Religious Education since it is a core subject. Students learn about the Catholic Church and the essential features of Christianity. They will also learn about other world faiths. As students' progress through the school, they will study GCSE in Catholic Theology as well as the beliefs and practices of Judaism. All of the programmes of study have been approved by The Archdiocese of Birmingham most recently in our Section 48 inspection in November 2018 where Religious Education, along with Catholic Life and Collective Worship, was rated as "Good" in every category.

Reporting Home

Parents/carers will receive a Progress Review twice a year. Subject to Covid restrictions, there will be two Parents' Evenings during the year which parents/carers can attend and will be able to discuss any issues with subject teachers. Prior to these evenings, if you have any concerns/issues please direct them to your child's form tutor in the first instance. Email addresses for form tutors can be found under the heading 'Students & Parents/Communication'.

House System

The house system is made up of four houses:

- Camino meaning “the way”
Forms A & B Years 7 - 11 represented by a gold stripe on your tie.
- Caritas meaning “care or charity”
Forms C & D Years 7 - 11 represented by a red stripe on your tie.
- Gaudete meaning “joy”
Forms E & F Years 7 - 11 represented by a green stripe on your tie.
- Veritas meaning “truth”
Forms G & H Years 7 - 11 represented by a purple stripe on your tie.

Medication/Medicines

If your child takes medication regularly and needs to take it during school hours, then a Medication Consent Form must be completed and returned to school with the medication. The medication must be in its original packaging and clearly marked with your child’s name. School cannot accept any medication for a child unless accompanied by a completed form. Students can collect one from the hub (in school) and parents can collect one from the main reception.

Mobile Phones

Students are not allowed to use their mobile phones while on school site. Phones must be kept in bags at all times while on school site. Staff will confiscate phones if they are seen. Students can collect them at the end of the day from the hub.

Parent Mail

The school strongly recommends that parents activate their Parent Mail accounts as this system by which the school operates a cashless environment and uses the system to enable parents to make online payments for a range of items including lunches, school trips and events for their children.

Parent Mail is also the system used by the school for taking online booking of parents' evening slots. If you have provided a valid email address or mobile phone number, you will be sent instructions on how to activate your Parent Mail account once the school has processed your child's induction forms. Once signed up, the Cardinal Wiseman Parent Mail app is also available to download which can also be used to access your account to make payments.

Policies

All policies can be found on the Cardinal Wiseman website under the tab 'Information'.

Rewards

Positive behaviour is rewarded in a number of ways across school:

- Positive points awarded
- Parental contact (letters, postcards)
- Assemblies (certificates, vouchers)
- Governors' awards (by invitation)

Safeguarding

The full Safeguarding policy can be found on the school website.

Every child has the right to feel safe. If your child is worried about something or someone which has made them feel uncomfortable or has hurt your child, they must tell someone. Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

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At Cardinal Wiseman Catholic School all staff receive annual safeguarding training. If a child makes a disclosure to a member of staff, they will listen to the child and may make notes. They will not be able to promise to keep things confidential if they think the child is at risk of harm. They will report what the child says to the Designated Safeguarding Lead (Mrs Hirons) or her deputies (Miss Jones and Miss Gregory). We may involve external agencies to support the child and keep them safe.

School Day

Students will follow the timetable below. Please make sure your child is always in school by 8.55am. Lateness for lessons will result in time being made up on the day they are late.

09:00 – 10:00 PERIOD 1

10:00 – 11:00 PERIOD 2

11:00 – 11:20 Morning Break

11:20 – 12:20 PERIOD 3

12:20 – 12:50 TUTOR TIME FOR YEARS 7, 10, 12 & 13

12:50 – 13:20 LUNCH FOR YEARS 7, 10, 12 & 13

13:20 – 14:20 PERIOD 4

14:20 – 15:20 PERIOD 5

Key Members of Staff

Principal Mr M Everett

Vice Principal Ms L Burtonwood

Senior Assistant Vice Principal Mrs A Hiron

Senior Assistant Vice Principal Miss L Wale

Assistant Principal Mrs K Alton

Assistant Principal Mr C Beesley

Assistant Principal Mr R Kingshott

Assistant Principal Mr M Lambert

Assistant Principal Mrs S Marshment

Assistant Principal Mr A Pearse

Head of Key Stage 3 Mr C Alcott

Term Dates

Autumn 2022	Term Dates	Training Day school closed to pupils
	Autumn 1 Tuesday 6th September 2022 to Friday 21st October 2022 Autumn 2 Monday 31st October 2022 to Friday 16th December 2022	Monday 5th September 2022
	Half Term Break Monday 24th October 2022 to Friday 28th October 2022	
	Romero Training Day for all staff	TBC
	Christmas Holiday Monday 19th December 2022 to Tuesday 3rd January 2023	

Term Dates

Spring 2023	Term Dates	Training Day school closed to pupils
	Spring 1 Wednesday 4th January 2023 to Friday 17th February 2023 Spring 2 Monday 27th February 2023 to Friday 31st March 2023	Tuesday 3rd January 2023
	Half Term Break Monday 20th February 2023 to Friday 24 th February 2023	
	Easter Holiday Monday 3 rd April 2023 to Friday 14th April 2023 Friday 7 th April 2023 is Good Friday Sunday 9 th April 2023 is Easter Sunday	
Summer 2023	Term Dates	Training Day school closed to pupils
	Summer 1 Monday 17th April 2023 to Friday 26th May 2023 Summer 2 Monday 5th June 2023 to Friday 21 st July 2023	Monday 24th July 2023 Tuesday 25th July 2023
	May Day Holiday Monday 1st May 2023	
	Half Term Break Monday 29th May 2023 to Friday 2 nd June 2023	
	Summer Holiday Begins Saturday 22nd July 2023 to TBC (Tuesday 5th September 2023	

Uniform and PE Kit

It is school policy that all students in Years 7 – 11 must wear full school uniform. They must also wear the correct kit for Physical Education. All clothing and hairstyles must be appropriate for the workplace. You will find the full Uniform Policy on the school website:

<https://cardinalwiseman.coventry.sch.uk/wp-content/uploads/sites/2/2019/08/CW-School-Uniform-Policy-1.pdf>

For all students:

- Cardinal Wiseman school blazer.
- Cardinal Wiseman school jumper.
- School tie with Cardinal Wiseman badge.
- Black knee length pleated school skirt (no mini, wrap around, divided or tight skirts, no Lycra or tube skirts) or black school trousers of acceptable width or style (no jeans, cords or leggings/jeggings, no skinny trousers or chinos). Please note that the skirt needs to be of an appropriate length. Trousers should be black and of acceptable width (bootcut).
- Plain black tights (40 denier) or plain black/white ankle socks. No knee-high, over the knee or thigh length socks allowed.
- Plain black shoes – heels no higher than 1.5"/4cms (no fashion shoes/boots, training shoes, canvas pumps/plimsolls, stiletto heels, sandals, platform or sling back shoes).
- Years 7 – 9: Plain white school shirt, buttoned to the neck and tucked in.
- Years 10 – 11: Pale blue school shirt, buttoned to the neck and tucked in.
- Students may wear one pair of small stud earring (in ear lobes only – no body or facial piercings permitted).
- No make-up or nail varnish to be worn.
- Outdoor coats must be dark in colour (navy, black, brown). No hoodies or denim jackets.
- Students must have a suitable school bag which is large enough for an A4 file.

PE Kit

- Rugby jersey in Cardinal Wiseman colours.
- Rugby socks in Cardinal Wiseman colours.
- Navy polo shirt for PE with Cardinal Wiseman badge.

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- Navy shorts with Cardinal Wiseman badge.
- Navy tracksuit bottoms with Cardinal Wiseman badge.
- Shin pads/gum shield/football boots for boys unless girls take part in extra-curricular football.
- Multi-purpose/cross trainers.
- Swimming trunks or shorts (boys), one-piece swimsuit (girls).
- Towel.

All items with the school badge are only available from:

Cat Ballou, 1 – 3 The Burgess, Coventry CV1 1HN

Tel: 024 7655 5499

We strongly recommend that EVERY item of uniform is CLEARLY NAMED so that any lost items can be easily identified and returned to their owner.