

Trinity Catholic High School (Science & Sports College)



Handbook for Parents

Headmaster:
Dr P C Doherty OBE

Chair of Governors:
Mrs S Musiu

Dear Parents,

Trinity Catholic High School (Science and Sports College) is a voluntary aided, mixed 11 - 18 comprehensive school under the trusteeship of the Diocese of Brentwood. The School is based on two sites, with Years 7 - 9 on the Lower Site at Sydney Road, and Years 10 - 14 on the Upper Site, Mornington Road. Pupils however, commute between sites to ensure the best use of our facilities.

The School was formed in 1976 from the amalgamation of the Holy Family Convent (now the Upper Site) with St. Paul's Catholic Secondary School (now the Lower Site). The School is maintained by the London Borough of Redbridge.

Over the years Trinity has evolved as a flourishing Catholic comprehensive. Our School has continued to develop its quality of service to the children in our care. In 2015 our School was described as "outstanding" by OFSTED for the fifth time. Our School has been granted Science and Sports College status, and in addition has received a number of further accolades which include:- International School Award, Healthy Schools, Quality in Study Support, Youth Sports Trust, Fair-Trade and SafetyMark status. The Governors, Head Teacher and staff of Trinity are committed to sustaining this excellent level of service to the local community.

For parents, schools are still fairly mysterious affairs and many parents' attitudes towards their children's education are often influenced by their own. I believe matters have been complicated by the growth and development within subjects, as well as by the rise of new terms, phraseology and ideas. We will help to allay these anxieties by very good communication with you, and by inviting you to parental meetings, as well as keeping you informed by letter.

However, whatever changes occur, our vision for each child in the school remains the same. It is based on Christ's maxim that "We love each other as we love ourselves". In practical terms, we regard your child as we would our own. At Trinity this will be very easy as both myself and other staff have had or still have children here. The teachers at Trinity Catholic High School are most skilled, caring and professional and, due to our continued building programme, work in an environment which is most conducive to the education of all.

The aim of this handbook is to communicate clearly to parents what we are trying to do here on behalf of your children. Of course, this handbook only conveys a part of the picture, the rest will be filled in by visits to the school and by Open Evenings, letters from myself and my staff, social gatherings, and all the other meaningful activities which surround the life of our community.

Please study this booklet. I hope it is of help to you.

Best wishes.

Dr P C. Doherty OBE
Headmaster

OUR VISION

I once read the difference between a Catholic school and a state school is that the latter prepare children for life whereas we prepare them for death. This is not meant as a morbid statement, but reflects the teaching of the catechism and the preaching of the Church that, because of the merits of Christ, each human being has an eternal destiny and that this destiny is determined by the reaction of each individual's will to Christ's grace.

We believe, and practise in the daily life of the school, that each individual is unique and that any discrimination is not only against the law of the land, but a serious moral failure. The full aim of our pastoral care ethos is to reinforce and develop the uniqueness of each individual in their relationship to Christ and his/her neighbour.

Trinity Catholic High School is committed to the excellent service of its students, and their parents: this striving for excellence is reflected in our religious and pastoral policies, our exam grades, our status as a Science and PE college, our five outstanding Ofsted Reports (1995, 2000, 2005, 2009 and 2015) and our most recent Section 48 Inspection Report by the Diocese of Brentwood inspection team, as well as the many Quality Assurance kitemarks achieved by the School.

I, like other members of staff, have had my own children at the school and as staff we should treat each child as if they were our own. Such an attitude should not only permeate our curriculum and pastoral care structure, but the entire atmosphere and ethos of the school life.

Trinity is a Catholic school. We were founded, built, developed and sustained to reflect the life and teaching of Christ in His church. We are not ashamed of this nor do we see it as a matter for apology or debate - the Catholicity of our school lies at the core of our very existence and our vision for the whole school is based on the following aims:

1. To evangelize, develop and confirm the teaching of Christ and his church. Of course, this begs the question, "What is a Catholic?" Perhaps the best definition of a Catholic is someone who believes in and lives by the Eucharist. Accordingly the sacrifice of the Mass and the involvement in the Eucharistic celebration must lie at the heart of Catholic life.
2. To emphasize and develop the Eucharistic life of the school and every individual in our community by placing the Mass and the Eucharist at the centre of our communal and individual life.
3. To sustain and reflect this teaching in every aspect of school organisation.
4. To be a happy, pleasant, harmonious community.
5. To make us enjoy learning, studying, the pursuit of knowledge and the world of books.
6. To present a curriculum which will develop and enrich each individual.
7. To enable us to learn more about ourselves, the good and the not so good.
8. To enable us, after trying as hard as we can, to be proud of what we achieve at whatever level.
9. To develop a deep sense of responsibility in each of us for other individuals irrespective of race, religion or sex.
10. To form a Christian community, to feel part of it and care for it.
11. To be aware that our community is linked with others, be it the family, the Parish, the local/national community. We must be aware of our responsibilities to all these and to ask what we can do for them rather than what they can do for us.
12. To enable each of us to develop the talents we have for the benefit of ourselves and others.
13. To maintain and enhance the excellence cited in our outstanding Ofsted Inspection of March 2015.

In actual practice this means:

1. At Trinity, we believe that the centre of our Life is the Eucharist through which we love God and also love our neighbour.
2. At Trinity, we believe that religion lies at the heart of every individual. Accordingly, we must never mock, ridicule or harass anyone because of their religious beliefs or their practice of them.
3. At Trinity, we believe we are brothers and sisters, sons and daughters of God, equal in dignity to each other and before God. We must never take away, in any fashion, the dignity of another person.
4. At Trinity, we believe that the teachers and staff are here to serve us. Accordingly to Christ, those who serve should be treated with a special dignity and respect, especially people who, when we are at School, act as our parents, our mothers and fathers.
5. At Trinity, we believe that our community is a happy, pleasant and harmonious one. We must all work hard to maintain this.
6. At Trinity, we believe that the fabric of the School and all its resources are for our enjoyment. We must take great care of these.
7. At Trinity, we believe that we are here to grow stronger and better so that we can serve others both in our own community and those communities attached to it, be it our neighbourhood, our country or those communities in the world which requires our special support.
8. At Trinity, we believe that the strong must always protect and go to the help of those who are weaker than us.
9. At Trinity, we believe we are here to develop our God-given talents.
10. At Trinity, we believe we are here to make our parents and families proud.
11. At Trinity, we believe that what we do, what we achieve, is important in this life and in the life to come.
12. In Christ's name and for the good our school family, we shall do:-

Lord Jesus,
Teach me when to speak and when to listen
When to ponder and when to share
In moments of challenge and decision
Attune my heart to the whispering
Of your wisdom

Dr P.C Doherty OBE
Headmaster

ADMISSIONS TO TRINITY

Trinity is a voluntary aided, 8 form entry, 11 – 18 Catholic comprehensive school, based on two sites in Woodford Green. The following information may be of assistance to parents in the application process.

Parents should note that Trinity Catholic High School (Science and Sports College) is regularly over-subscribed by practising Catholic applicants, under Point No. 2 of our Admissions Criteria. Parents are therefore advised to express preferences for more than one School in the application process, in their order of preference/priority. For example, in January 2020, the Governors set a planned Admission number at 240 for the academic year 2020/21. By the closing date for applications, there were 678 preferences expressed.

The allocation of places in accordance with the criteria was as follows:

In January 2020, at the end of the Governors Admissions meeting, a total of 240 places were offered. These places were fully subscribed by practising Catholic applicants who were resident in parishes listed 1 – 9 under Point 2 of our Admissions Criteria. Subsequent withdrawals enabled the Governors by the end of the coordinated process to offer places to practising Catholic applicants from parishes 1 – 9 under Point 2 of our over-subscription criteria, to applicants under Point 3 (i), (ii), (iii) and to 5 applicants from, under Point 3 (iv) of our over-subscription criteria. **However, previous experience indicates that year on year, we are over-subscribed by practising Catholic applicants listed under Point 2 of our over-subscription criteria.**

For our Year 7 intake in September 2021, the Governors have set a planned admission number of 240. **Please note:-**

- a. The Schools Admission Criteria enclosed in this handbook, including details of Parish boundaries, which can be accessed via the School's website (www.fc.tchs.uk.net), or by contacting the School directly to request a paper copy of our Parish Boundary booklet.
- b. **Arrangements for application:- Applicants will be able to access a Transfer to Secondary Schools Booklet from their local authority. Please note that is important to check with your local authority as to how they will be disseminating this information. It would also be important to check the process of making your application. Local authorities are increasingly moving to an online process and are employing their websites for the publication and dissemination of information.** This information will include an application form in which parents will be invited to list up to 6 preferences in an order of priority. It is important to note that should it be possible for admitting Authorities to offer more than one of the schools indicated, only one place will be offered, at the school that is ranked most highly. Applications must be made/returned to your **own Local Education Authority.**
- c. **Certificate of Catholic Practice.** If you wish to forward a Certificate of Catholic Practice in support of your application, these forms are available either from your Parish Priest or from the Brentwood Diocesan website (<http://www.dioceseofbrentwood.net/departments/education/school-admissions/>). You should contact your Parish Priest, or the Priest to whom you are known, directly with regard to your certificate as appropriate. Please note that the Parish newsletter/noticeboards will normally give information relating to the appointments procedure. You must then contact your Priest to arrange an appointment to discuss your reference and arrange for it to be returned to the School with the appropriate documents.
- d. **Supplementary Information Form (SIF).** Parents are now required to fill in a Supplementary Information Form (SIF) and attach this to their Certificate of Catholic Practice and/or Baptismal Certificate. This must be handed into the school. This can be accessed via the website: <https://fc.tchs.uk.net/about-us/year-7-admissions/SIF%20Form%20-%20Admissions%202021.pdf>
- e. **Please note:** it is the responsibility of the applicants' parents or guardians to ensure that the signed Certificate of Catholic Practice, and accompanying Supplementary Information Form (SIF) is forwarded to the School by the Parish Priest or yourself. Your child will not be considered under the categories Points 2 and 3 relating to Catholic applicants unless you arrange for your completed Certificate of Catholic Practice and a copy of your child's Baptismal Certificate to be returned to Trinity. Parents will be able to drop these documents off at the Sydney Road entrance in the drop box, not directly to the school office as visitors will not be allowed on site. Please contact the office via the buzzer on the gate to let them know that documentation has been left. Please provide a SAE if you require a receipt. Please note if you are applying to more than one Catholic school you will need to arrange for a Certificate of Catholic Practice to be forwarded to each Catholic School.

THE ADMISSIONS PROCEDURE:

1. In September 2020 Local Authorities will publish their Transfer to Secondary School information on their websites. Applicants for secondary education will be asked to complete a **Common Application Form for their** Local Authority. If parents do not receive or cannot access the required information from their Local Authority, they should contact their Local Authority's Admissions section immediately. Applicants should also contact their Priest, where appropriate, regarding a Certificate of Catholic Practice.
2. In addition, in response to the COVID-19 situation and due to extraordinary circumstances this year, please see attached link to a promotional video instead of the usual Open Evening that is normally held in September. If your child has an offer of a place, the school will contact you with regard to a date in summer 2021 where you can meet all the relevant staff for your child's transfer to Trinity. The school has taken the decision not expose our prospective parents to any unnecessary risks. If you have any other questions, please do not hesitate to contact the school via Mrs L Scrivens on LScrivens@tchs.uk.net and she will either answer your question or pass it onto the relevant Head of Department for them to answer. The school realizes that you, as parents, may be disappointed with regard to this but please be aware that we only have the interests of the parents, and our school community, at the forefront of this decision and would not wish to disadvantage any parents who may not feel able to attend. The website contains a lot of information regarding Key Stage 3, 4 and 5 teaching, and the life of the school, so please contact the school if you have any further queries.
3. Please note that putting Trinity Catholic High School as your first and/or only preference on the Common Application Form does not guarantee your child a place at Trinity Catholic High School. We advise completing your Common Application form, filling in all preferences.
4. Please note that the closing date for the Common Application Form is 31st October 2020. The closing date for the Certificate of Catholic Practice is also 31st October 2020.
5. In March 2021, a single offer of a school will be sent to parents.
6. Unsuccessful applicants will be advised of their right of appeal.
7. For further information, please contact Mrs L Scrivens, Admissions Officer, telephone number 020 8504 8946, email: LScrivens@tchs.uk.net



TRINITY CATHOLIC HIGH SCHOOL (SCIENCE & SPORTS COLLEGE)

ADMISSION POLICY (FOR ENTRY IN SEPTEMBER 2021)

Trinity Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic Diocese, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 240 pupils to Year 7.

Oversubscription Criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following categories, listed in order of priority:

1. Catholic looked after and previously looked after children. (see notes 1&2)
2. Catholic children with a Certificate of Catholic Practice, as requested in the Supplementary Information Form, who are resident in the following parishes (see notes 2,3&6) and in the following order of priority:
 - (1) St. Thomas of Canterbury, Woodford Green
 - (2) Our Lady of Grace & St. Teresa, Chingford
 - (3) St. John Vianney, Clayhall
 - (4) St. Edmund & St. Thomas More, Loughton
 - (5) St. Thomas More & St. Edward, Waltham Abbey
 - (6) St. Anne Line, South Woodford
 - (7) The Assumption, Hainault
 - (8) Christ the King, (North of the North Circular A 406)
 - (9) Our Lady of Lourdes, Wanstead.
3. Other Catholic children who are not resident in the Parishes in Point 2 (see notes 2,3&6)
4. Other Catholic children. (see note 2)
5. Other looked after and previously looked after children. (see note 1)
6. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a brother or sister at the school in Years 7 – 10, at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made.

- (ii) To non-sibling children from practising Catholic families from the listed Parishes.

Tie Break

In the event of a tie break, priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated via reference to a Geographical Information System (GIS), as used by the London Borough of Redbridge, which measures distance from the child's home address (see note 9) to the front entrance to the school in Mornington Road, Woodford Green, IG8 0TP, using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block.

Where two or more applications cannot be separated because the children live an equal distance from the school, the order in which places will be allocated will be determined by a lottery tie-break draw in the presence of an independent witness.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4. The Supplementary Information Form should be returned to Mrs L Scrivens, Trinity Catholic High School, Sydney Road, Woodford Green, Essex IG8 0TB by 31st October.

You will be advised of the outcome of your application on 1st March or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31st October

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs

This policy is not relevant to the process for naming the school on a child's Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs. There is a separate process for selecting or changing the school named on an EHCP or Statement of Special Educational Needs which is outside of the admissions process. Please contact the child's home Local Authority for further details.

Appeals against Refusal of Admission

Parents of children refused admission have a statutory right of appeal in accordance with the School Standards and Framework Act 1998. Should any parent wish to exercise this right they should, in the first instance, contact the Lower Site, Sydney Road, either by email (LScrivens@tchs.uk.net) or 020 8504 8946. Parents will be provided with an Appeals Form on which they may state their case for appeal, return to Trinity, together with any supporting documents in order for the appeal to be arranged.

Late Applications

Late applications under the Coordinated Scheme must be submitted to your home local authority for their consideration. Please note that applications received after the closing date of 31st October will be considered in accordance with the school's Admissions Criteria, but after those that were submitted on time. Waiting lists for admission will operate throughout the school year and will be reorganised in accordance with the school's oversubscription criteria after the National Offer day.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to Mr Matthew Dalton (MDalton@tchs.uk.net) at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st December.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the London Borough of Redbridge through their website.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

It should be noted that all offers are made on condition that any information received by the Governing Body is entirely accurate. The Governing Body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained fraudulently by deception or where misleading information has been provided. Please note also that withdrawal of an offer can also be done if offered in error or if the parent does not respond within a reasonable time.

Notes (these notes form part of the oversubscription criteria)

1. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

2. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required, as requested in the Supplementary Information Form. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

3. A “Certificate of Catholic Practice”, as requested in the Supplementary Information Form, is a certificate signed by a Priest who is satisfied that the baptised Catholic child (together with one baptised Catholic parent) observes the Church's precepts of attending Sunday Mass and on Holy Days of Obligation (see Catechism of the Catholic Church, paragraphs 2041-2042), such attendance being an obligation from the age of seven years or later reception into the Catholic Church.

Regularity of attendance of the baptised Catholic child with a baptised Catholic parent will therefore be the determining factor for Priests asked by parents to provide a Certificate of Catholic Practice. Occasional non-attendance may not constitute a breach of the obligation of attendance under the Code of Canon Law (which provides for a range of particular circumstances which excuse or mitigate the obligation), however parents should note that a pattern of fortnightly or monthly attendance at Sunday Mass will not satisfy the obligation.

Parents who have queries regarding their own pattern of attendance at Sunday Mass and Holy Days of Obligation should speak to the Priest they will be seeking a Certificate of Catholic Practice from. Further details of these circumstances can be found in the guidance issued to priests:

<https://www.dioceseofbrentwood.net/departments/education/school-admissions/>

4. ‘brother or sister’ includes
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
5. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
6. Definition of child’s home address: For the purpose of this policy, the child’s home address will be the residence at which a child lives with a birth parent, legal guardian or foster parent. That address will be considered to be the child’s normal, permanent place of residence. Where a child has parents who are separated, the parents may nominate only one address for the application process.

If one parent has parental responsibility (as evidenced by documentation) that parent’s address must be used. If both parents have parental responsibility (as evidenced by documentation) the Governing Body will normally accept a parent’s address used by the child’s primary school.

If the child lives full or part time with neither parent, the Governing Body will accept the address stated on the application only if the arrangement can be confirmed as such. If such a formal arrangement has been agreed there should be some evidence that the relatives care for the child on a full time basis. Practical examples of factual proof will include:- the address registered with the child’s G.P., confirmation as to where the child spends weekends.

If a child is merely looked after by a relative during the week, this would not alter their ordinary residence which is assumed to be with their parents and it is this address that will be used for admission purposes.

7. For the purposes of this policy, parish boundaries are as shown on the website.

CHURCHES IN UNION WITH ROME

Personal Ordinariate

Baptised children of parents who are members of the Ordinariate established under The Apostolic Constitution *Anglicanorum Coetibus* of November 4th 2009 are to be given equal preference to that offered to children baptised in a Catholic Church. It is important to note that these children may have been baptised in the Church of England.

Oriental Rite (or Eastern Catholic) Churches in union with Rome

The Holy See's *Annuario Pontificio* gives the following list of Eastern Catholic Churches

1. Alexandrian liturgical tradition:
 1. Coptic Catholic Church (patriarchate):
 2. Eritrean Catholic Church (metropolia):
 3. Ethiopian Catholic Church (metropolia):
2. West Syrian, including Malankara, liturgical tradition (which is part of Antiochene Rite):
 1. Maronite Church (patriarchate):
 2. Syriac Catholic Church (patriarchate):
 3. Syro-Malankara Catholic Church (major archepiscopate):
3. Armenian liturgical tradition:
 1. Armenian Catholic Church (patriarchate):
4. Chaldean or East Syrian liturgical tradition:
 1. Chaldean Catholic Church (patriarchate):
 2. Syro-Malabar Catholic Church (Major Archepiscopate):
5. Constantinopolitan (Byzantine) liturgical tradition:
 1. Albanian Catholic Church (apostolic administration):
 2. Belarusian Catholic Church (no established hierarchy at present):
 3. Bulgarian Greek Catholic Church (apostolic exarchate):
 4. Byzantine Church of Croatia, Serbia and Montenegro (an eparchy and an apostolic exarchate):
 5. Greek Byzantine Catholic Church (two apostolic exarchates):
 6. Hungarian Greek Catholic Church (an eparchy and an apostolic exarchate):
 7. Italo-Albanian Catholic Church (two eparchies and a territorial abbacy):
 8. Macedonian Catholic Church (an apostolic exarchate):
 9. Melkite Greek Catholic Church (patriarchate):
 10. Romanian Church United with Rome (major archiepiscopate):
 11. Russian Catholic Church (two apostolic exarchates, at present with no established hierarchs):
 12. Ruthenian Catholic Church (a *sui juris* metropolia, an eparchy & an apostolic exarchate):
 13. Slovak Catholic Church (metropolia and an eparchy):
 14. Ukrainian Catholic Church (major archiepiscopate):

There are an equivalent number of Eastern Orthodox Churches with similar names that are not in union with the See of Rome. The general rule is Eastern Rite Churches in union with the See of Rome will have the word Catholic in their titles. Churches with the word Orthodox in their titles are not in union with the See of Rome and children from these Churches should be considered after Catholic children. Please refer any queries to the Commission.

RELIGIOUS LIFE OF THE SCHOOL

Trinity is a Catholic School. It is the reason we exist and the foundation for all we do. Therefore all students admitted to Trinity are expected to participate in the full religious life of the School including those aspects of them which are outlined below.

Liturgy

Our purpose is to develop a Christian community based on strong personal relationships and a commitment to the institution of our Faith. This is most visibly expressed in our prayer and liturgy.

Morning Mass

Mass is celebrated every morning at 8.20 a.m. in the Lower Site Chapel (Chapel of the Divine Child). A Eucharist Service is held at 8.30 a.m. Wednesday/Thursday/Friday in the Upper Site Chapel of the Holy Spirit. Morning Mass is also held on specified dates for whole School worship in the Church of St Thomas of Canterbury.

Assemblies

Assemblies are held by the Headmaster, Directors of Site and Year Heads.

School Mass

Mass is celebrated for all staff and students on Holy Days of Obligation and Year Groups Masses are also celebrated.

Devotions/Faith Groups

Prayers are said every morning during Form Period, the Angelus and Grace before meals is recited at midday, and afternoon prayers take place at 3 p.m. A decade of the Rosary is said each day during the months of May and October. In addition, we have a number of vibrant faith groups which include the following:- Tauists and YouFra (Young Franciscans)

All pupils are also invited to contribute to our well established Discipleship programme across all Key Stages.

Sacrament of Reconciliation

During Lent/Advent there is a special programme of services of Reconciliation for each year group.

BRIEF POLICY STATEMENTS

Catholic Ethos of the Curriculum

Trinity Catholic High School (Science and Sports College) is a Catholic School and all students are expected to participate fully in the Religious Education lessons, in the liturgy and in the established Catholic ethos. Students are accepted into this school on this understanding.

Curriculum Policy/Curriculum Handbooks

These policies and associated information can be viewed on our website: <https://fc.tchs.uk.net/curriculum/ks3-ks4/index.html> or a paper copy can be obtained via application to the School Office.

Relationships and Sex Education

With regards to Relationships and Sex Education, the school's policy follows the guidance given by the Bishops conference on this subject. Our programme of study covers the Department of Education's statutory guidelines and has been produced in accordance with the Catholic Education Service. Also, our programme has been reviewed by the Brentwood Diocesan Education Service.

Our school recognises the privilege and responsibility of parents to inform and educate their children in matters pertaining to human growth and development, particularly in the areas of sexual development. The school complements the work of parents and their parish in this educational task.

Equality of Opportunity and Equality of Access

The School accepts and supports the Single Equality Duty (April 2011) in all its aspects. In keeping with the Christian and Catholic ethos of the School, Trinity actively encourages all its pupils to participate as fully as they can in all aspects of School life.

Safeguarding/Care for Children

The school follows the normal, accepted procedures for reporting to Social Service organisations, any special concerns about the wider welfare, physical and otherwise, of pupils whom we teach. We follow (and are obliged to do so) normal, accepted Child Protection Procedures (reference: Safeguarding and Child Protection policy on the school's website).

Disability Access Policy

The School accepts and supports the Single Equality Duty (April 2011) in all its aspects. In keeping with the Christian and Catholic ethos of the School, Trinity actively encourages all its pupils to participate as fully as they can in all aspects of School life. A copy of the School's Equality Information and Objectives Statement under the Public Sector Equality Duty can be located on our website: www.fc.tchs.uk.net.

Behaviour and Discipline Policy

A copy of the School's Behaviour and Discipline Policy can be viewed on our website: <https://fc.tchs.uk.net/about-us/policies/Behaviour%20and%20Discipline%20Policy.pdf> or a paper copy can be obtained via application to the School Office.

School Medicals

We have a School Nurse allocated to us to advise the School on medical matters, and to provide medical screening, tests, and immunisation programmes as appropriate.

Complaints Procedure

Where parents have a query, or anxiety with regard to any matter at school initially they can contact the Director of Site, Director of Sixth Form, School Manager, or the Headmaster, as appropriate.

Examination Entry Policy

It is the policy of the school, with only some exceptions, to enter all pupils in Year 11 for examination at G.C.S.E. in all the examination courses they have been following during the previous two years.

Uniform Policy

Our School's Uniform Policy and associated dress code can be viewed on our website: <https://fc.tchs.uk.net/about-us/policies/Uniform%20Policy.pdf> or a paper copy can be obtained via application to the School Office.

Access to Information

All information which parents require beyond what is provided here and to which they have a statutory right may be inspected at or obtained from school via contacting the Director of Lower Site, telephone 020 8504 8946.

A range of our policies can be found on our School's website, which may be of interest to prospective parents:

<https://fc.tchs.uk.net/about-us/policies/index.html>

In addition, our website provides detailed information on the life of our School, photographs of our School premises and facilities, and descriptions of each of our departments.

COMMUNICATIONS

It is essential that good communications exist between the school and parents and vice-versa.

To facilitate this mid year and end of year reports are prepared and distributed. The Reporting Diary in the Curriculum section of this booklet provides further information. Open Evenings, where parents may discuss their children's progress with the staff, take place at least once a year. Year 7 always have a pastoral evening (Cheese & Wine) in the first term (COVID-19 permitting). Approximately ten newsletters per year are distributed to parents by the Headmaster via email.

In addition, all pupils from Years 7 to 11 have a Journal. It is here that they must record homework/assignments that are given and note important points communicated to them by members of staff. The Journal is also an important and effective method of communication between the school and the home. Parents, by looking at and signing the Journal will get a clear impression of the homework set and the courses covered by their children.

The Headmaster and staff always welcome letters, emails, information and requests from parents. Parents must not feel that they are 'bothering' the school if they wish to make a request, complaint, or seek information about their child. Of course parents are equally welcome to express praise and thanks to the school and staff.

From time to time it may also be necessary to ask parents to engage and discuss their son/daughter's progress.

ABSENCE FROM SCHOOL

Parents have a legal duty to ensure their children are educated. For the vast majority of pupils this means ensuring that their children attend schools.

Regular school attendance is vital. Pupils can only benefit fully from their education if they attend regularly. Any absence means not only that vital learning may have been missed but also that the pupil may find some difficulty in taking up the school work on his or her return to school. Absences unsettle pupils and they are disruptive to other pupils because teachers need to take time to give extra help to those who have been absent. Some children may regard their education as being unimportant if they are allowed to be unnecessarily absent.

Holidays during term time:- the London Borough of Redbridge has issued a ban on parents taking their children out of School for holidays. Trinity Catholic High School is voluntary aided, therefore it is the Governors, through the Headmaster, who give permission for such time off. The Governors wish to adopt a zero tolerance policy though, of course, the Governors realise that each situation must stand on its own merits. The following procedures must be followed in relation to any requests for leave of absence during term time:-

- A request for leave of absence on medical/compassionate grounds or for any other reason, must be directed to the Headmaster and no other person.
- The Headmaster will then decide whether the leave of absence is approved or not, and **this decision is final**.

The removal of a child from School without the Headmaster's permission may incur a fixed penalty notice from the Local Authority, or in certain circumstances, a loss of a place at our School via the child's name being removed from our roll.

Parents should ensure that their son or daughter arrives on time for school. (Repeated absences at the start of the school day, that is, persistent lateness, can be grounds for court action for non-attendance).

It is recommended that all medical appointments are, where possible, arranged outside of school hours. However in exceptional circumstances, where such appointments are arranged during the school day, we ask that written permission is sought in advance and that arrangements are made for pupils to be collected from the appropriate school office.

Pupils in Years 7 - 11 will not be allowed to leave the school premises to attend medical appointments unaccompanied by their parents.

Our School's Attendance Policy can be viewed on our website.

CATERING ARRANGEMENTS

The school policy is not to allow students off site except for certain students in Years 12 and 13. The school has a cafeteria on each site. There is a Breakfast Bar on Upper Site from 8.30am and it is hoped to open one on Lower Site. The canteen is open on both sites for morning break and lunch time, and of course pupils may bring packed lunches to school if they wish. The School operates a catering cashless system, which will require you to use a 'ParentMail' account for this purpose. If you require any more information about this system, the School's website offers more details.

COMMUNITY LINKS

The school has extensive links with the local and wider community. In the main this comes in the categories of parishes, schools, the community, Chaplaincy work and fund raising for Charities.

Parishes

St. Thomas of Canterbury - The Friars celebrate Mass daily on Lower Site during term time. Our Music and Drama Departments are also involved in Parish performances.

The Headmaster supports History Mystery lectures in various parish communities. We also encourage pupils, where appropriate, to become actively involved in the life of their parishes, and sacramental programmes. Pupils are also encouraged to take part in Diocesan youth events.

Clergy from local parishes are invited to visit the school at any time. Priests also support our programme of School Masses on Holy Days of Obligation, Year Group celebrations, and services of Reconciliation.

Universities

In conjunction with the school's role as a Science College, we have links with University of East London, Kings College London, St Mary's College, The Open University, Institute of Education and Imperial College.

Lectures are organised with outside speakers from a range of Universities including Royal Holloway, King's, UCL, QM and Imperial, for the school and community.

In conjunction with our student teacher training provision we have links with UEL, Kings, The Institute of Education (University of London), SWELTEC (Brunel, St Mary's and Roehampton) and Christchurch in Canterbury.

University of London: Taster Courses.

University of Oxford: Residential courses for prospective undergraduates.

University of Cambridge: Residential courses for prospective undergraduates.

In connection with Higher Education preparation we have links with the Royal Holloway University, the University of Essex, the University of Manchester, the London School of Economics, Imperial College of Science and Technology, University of Oxford, University of Cambridge, St. Mary's University, Queen Mary (University of London), Liverpool Hope University, University of Bath.

Community

Our School, through our Discipleship programme is active both within the local and international community. This work is reflected in our School's Advent and Lenten projects, and our membership of TELCO.

Links with wider church bodies

These include:-

CAFOD World Gifts.

Continuous CAFOD Collections

London Citizens (TELCO The East London Communities Organisation) of which the school is a member, we work with other communities such as schools, parishes, universities, union group and other faith bodies in East London.

Year 7 Samaritan's purse worldwide appeal for Christmas.

Other Organisations

In conjunction with the school's role as a Science College, we have links with a host of organisations which have included the Specialist Schools and Academies Trust and the Youth Sport Trust in addition to a working in partnership with a whole host of professional organisations and charitable trusts e.g The Association for Science Education, The Engineering Development Trust, Engineering Education Scheme, The Health Protection Agency, The Natural History Museum, STEMNET, The Institute of Physics, Science Learning Centres and the Royal Academy of Engineering.

SCIENCE COLLEGE COMMUNITY LINKS

The school already has extensive links with the wider community, which are constantly developing and extending to embrace a wider audience. As a Science College we have specific community aims, which are to:

- Provide high quality learning opportunities through sharing specialist facilities and resources, including specialist teachers and pupils in partner schools, local businesses and industry and community groups:
- Develop and disseminate good practice to share with other schools, including non-specialist schools;

We have addressed these aims in a number of ways, including bringing visitors from industry and Higher Education to Trinity to broaden pupils' knowledge and experience, whilst at the same time contributing to the continued professional development of adults within these organisations. Some of the activities in which these visitors have taken part have been organised with the support of the Association for Science Education and the Institute of Physics. In the previous academic year we had visits to the school from 'Geobus' a educational outreach project supporting Earth Science learning across the UK, organised by UCL. The Sea Cadets also came into school to deliver a Marine Engineering workshop to all students in Year 8.

During the last ten years we have worked in partnership with the EDT following pathfinder work for the DCSF on STEM. This resulted an educational DVD which was distributed to all secondary schools in the country during 2009-2010 and follow up work through the SSAT during 2010 – 2011, and with the EDT from 2009 - 2020

Staff across the Boroughs of Redbridge, Havering and Barking, and Dagenham have attended INSET provided by Trinity staff. Trinity has led networks of schools to develop resources to support the teaching of Triple Award Science, G.C.S.E Science and to support the introduction of STEM. The School works in close partnership with a number of outside agencies. Of particular note in the previous academic year have been our partnerships with the Engineering Development Trust developing opportunities to increase the aspirations of students who would be 'first in family' to attend university and study for Science or Engineering.

SPORTS COLLEGE COMMUNITY LINKS

The Duke of Edinburgh's Award scheme runs across years 9-13. Students are offered the opportunity to participate in the Bronze award in year 9, and then Silver and Gold in years 10 – 13.

Sixth form students are offered the opportunity to also complete the Lowland Expedition Assistant Leaders Award. The Lowland Leaders award not only contributes towards UCAS points but also increases the provision for the training and delivery of our Duke of Edinburgh Bronze Award in year 9.

The volunteering section of the Bronze, Silver and Gold Duke of Edinburgh Award provides a platform for students from Years 9 to 13 to work within the wider community. Their support impacts upon an array of organisations including: Scouts, Guides, Brownies, Cubs, Rainbows, Care Homes, Animal Welfare centres and Primary Schools.

We can make arrangements for this document to be reproduced in different formats if required. Please contact the School Office with regard to such requests.