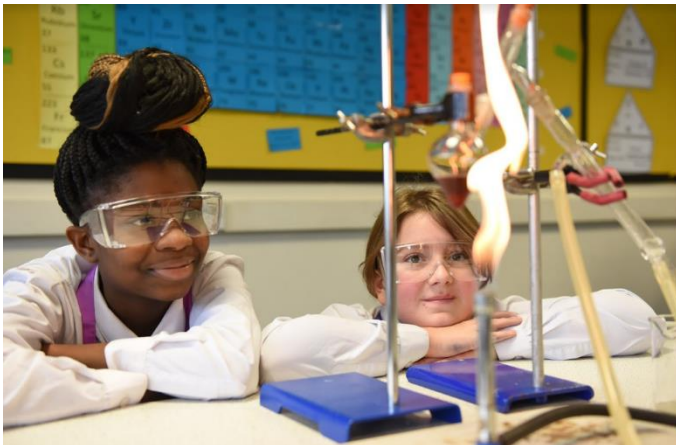




Welcome to CARDINAL WISEMAN CATHOLIC SCHOOL



Induction Pack for New Starters 2023/24



“Cardinal Wiseman continues to be a GOOD school”
Ofsted Inspection Oct 2021

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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.

Mr R Swanwick
Headteacher

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/carers 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. We ask everyone in our community to take pride in demonstrating these virtues and our rewards system reflects this. We know that when we demonstrate our virtues, we are the best versions of ourselves.

In our school, we find inspiration from the motto of Cardinal Wiseman, 'Omnia Pro Christo' – meaning 'All for Christ'.



Wiseman Virtues



- I will be **grateful** when I demonstrate good manners
- I will be **generous** when I celebrate others successes and put them first
- I will be **attentive** when I listen to others and be part of a quality audience
- I will be **discerning** when I make the right choice in a difficult situation
- I will be **compassionate** when I am respectful of others and offer forgiveness
- I will be **loving** when I treat others in the way that God wants us all to be treated
- I will be **faith-filled** when I believe in myself in the face of a challenge
- I will be **hopeful** for the future when I trust in God's plan for me
- I will be **eloquent** when I fully develop my spoken and written responses
- I will be **truthful** when I speak honestly and with moral courage
- I will be **learned** when I work hard and try my best at home and in school
- I will be **wise** when I make mistakes and learn from them
- I will be **curious** when I show passion and interest in my learning
- I will be **active** when I participate by offering all of my gifts
- I will be **intentional** when I choose to succeed
- I will be **prophetic** when I am aspirational for my future

Parental Contact with the School

General enquiries should be emailed to enquiry@cardinalwiseman.net or call 0121 360 6383.

Here is a list of the different Heads of Year:

Year	Head of Year	Email address
Year 7	Mr Connor	lconnor@cardinalwiseman.net
Year 8	Miss Crosbee	acrosbee@cardinalwiseman.net
Year 9	Miss Daniel	ndaniel@cardinalwiseman.net
Year 10	Miss Taylor	ktaylor@cardinalwiseman.net
Year 11	Mr Nolan	knolan@cardinalwiseman.net

If you have a concern regarding academic progress or 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:

Pastoral RSL (Raising Standard Leader)

KS3 (Years 7 - 9)	Miss Reeves	kreeves@cardinalwiseman.net
KS4 (Years 10 & 11)	Miss Connell	hconnell@cardinalwiseman.net

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

Attendance and Punctuality	Mrs Bland	attendance@cardinalwiseman.net
Careers	Mrs Buckle	ebuckle@cardinalwiseman.net

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

Progress Evening

All parents/carers are expected to attend Progress 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.

Every half term a newsletter 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.

On our homepage we also have a section called Upcoming Events.

We also have a Twitter feed & an up-to-date news feed on the homepage. Parents/carers are encouraged to regularly look at our web page 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 years 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!

CARDINAL WISEMAN CATHOLIC SCHOOL



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/Carers 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 a minimum of two contact numbers** in case of an 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 discrimination 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 my/our child attends school with all necessary kit and equipment.
- I/we will ensure that my/our child completes homework to the required standard and submits on time.
- I/we will ensure that my/our child attends all compulsory revision sessions (from Year 10 onwards).
- I/we will attend all Progress Evenings.
- I/we will ensure that my/our child behaves appropriately on the journey to and from school.
- I/we will ensure that my/our child behaves appropriately online.
- I/we will conduct any communications with school staff respectfully.

Signed;

Parent/carers _____

Pupil _____

Head Teacher/or representative _____

Mr R Swanwick

Date _____

Timings of the school day

Monday to Thursday

Time	Years 7-8	Years 9-11
8.40—9:30	Period 1	
9:30—10:20	Period 2	
10:20—10:45	Reading	
10:45-11:00	Break (7/8)	
11.00-11:25	Formation (tutor time)	
10:45—11:10		Formation (tutor time)
11:10—11:25		Break (9/10/11)
11:25—12:15	Period 3	
12:15—12:45	Lunch (7/8)	
12:45—13:35	Period 4	
12:15—13:05		Period 4
13:05—13:35		Lunch (9/10/11)
13:35—14:25	Period 5	
14:25—15:15	Period 6	
3.15	School day ends Extra-Curricular Activities Home Learning Support Revision	

Friday

Time	Years 7-8	Years 9-11
8.40—9:30	Period 1	
9:30—10:20	Period 2	
10:20-10:35	Break	
10:35-11:00	Formation (tutor time)	
10:20—10:45		Formation (tutor time)
10:45 – 11:00		Break
11:00—11:50	Period 3	
11:50—12:40	Period 4	
12:40—13:10	Lunch	
13:10—14:00	Period 5	
12:40—13:30		Period 5
13:30—14:00		Lunch
14:00—15:15	Transformation Curriculum	
3.15	School day ends	

Term Dates

There will be five Teacher Training Days throughout the academic year.
Families will be informed about these dates when they have been confirmed.

Autumn Term 2023

Term Starts: Monday 4 September 2023

Half Term: Monday 30 October 2023 to Friday 3 November 2023

Term Ends: Friday 22 December 2023

Spring Term 2024

Term Starts: Monday 8 January 2024

Half Term: Monday 12 February 2024 to Friday 16 February 2024

Term Ends: Friday 22 March 2024

Summer Term 2024

Term Starts: Monday 8 April 2024

Half Term: Monday 27 May 2024 to Friday 31 May 2024

Term Ends: Monday 22 July 2024

Attendance and Punctuality

Attendance and punctuality are extremely important at Cardinal Wiseman Catholic School. As a school, in line with government targets, we set a bench mark 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 and punctuality. If your child's attendance is below 90% your child will be classed as being **persistently absent (PA)** from school. Parents/carers of students where attendance is a concern could face legal action. This will trigger you being placed on the **Fast Track** programme where you could be fined and may have to attend court.

Protocols:

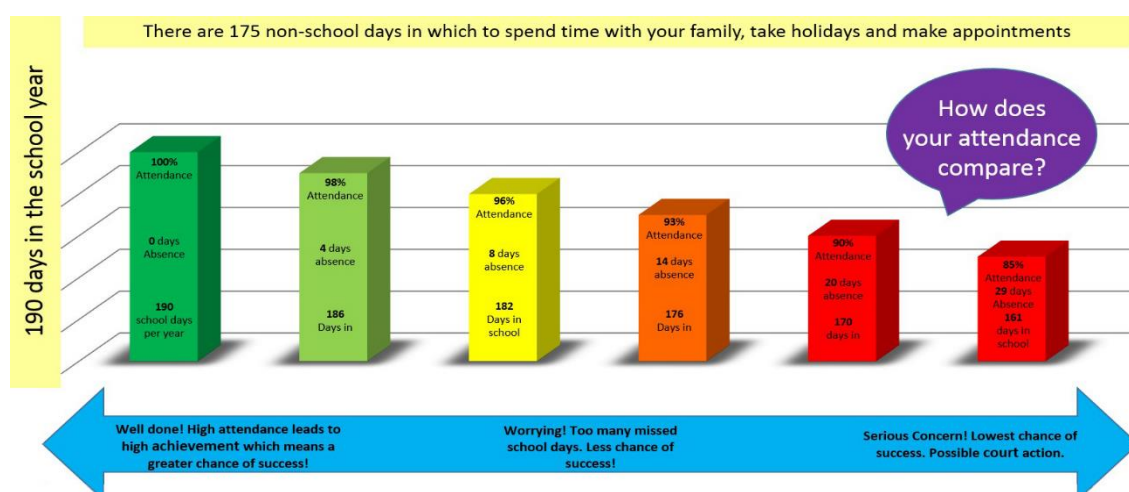
If your child is absent from school it is your responsibility to inform the school before 9am. You should call the Attendance Team on **0121 360 6383 EXT 1145** or use the email address **attendance@cardinalwiseman.net**, explaining the reason for the absence and the return date of your child. If you do not contact the school your child will receive an '**O**' code to signify an unauthorised absence, which could lead to further action. If your child's attendance is of concern, 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. Any concerns around attendance could trigger a home visit but especially where no contact has been given from home, regarding any absence, a home visit may take place to ensure the safety of the child. Where there is a pattern of repeated illness (3 or more) you will be invited into school for a 'Health Meeting' with our pastoral team. *Please note that any absence, even if authorised, impacts negatively on your child's overall attendance figure.*

The school does not authorise any family holidays in term time. Medical, dental and optician appointments should 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.

A parent/carer must collect their child from school whenever a child becomes ill during the school day. Unwell children 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.

Expectations:

The image below is a useful visual representation, showing what each percentage means in terms of days and hours missed from school. When a pupil scores 90% in a test you would automatically assume they had performed well, but 90% when applied to attendance is NOT good attendance. 90% attendance means the pupil has missed 20 whole days of learning in an academic year and this equates to 170 days of missed learning over the course of their school life. There is a direct correlation between poor attendance and poor academic achievement, and that is why attendance is seen as a key priority at Cardinal Wiseman.



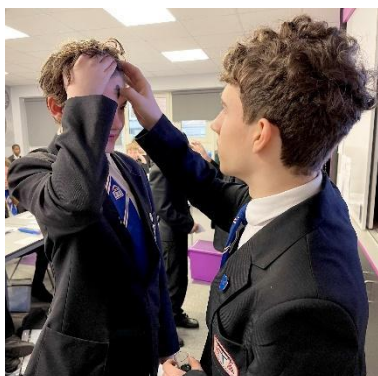
Catholic Life & Chaplaincy

Cardinal Wiseman is a Catholic school with Christ at the centre of all we do. We always strive to follow Jesus' footsteps in loving one another and having care for our community and common home. In offering all that we do for Christ, expressed by our mission statement *Omnia Pro Christo*, we continue to foster a community of acceptance, love and welcome. We are inclusive of all in our community and so those who are Catholic, or of another faith or none, are welcome and celebrated with us here at Cardinal Wiseman.

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.

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. Alongside this, Chaplaincy at Cardinal Wiseman offers students and staff opportunities to live out our faith through acts of service in fundraising, community outreach and social action and through both internal and annual external retreats to our residential centres.

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.



Child Protection and Safeguarding - Summary

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 you have any concerns that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact one of the following members of staff as soon as possible:	DSL Anthony Beckett	
	Deputy DSL—Safeguarding Officer Lauren Evitts	
If they are not available, please email dsl@cardinalwiseman.net		

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



Child Protection & Safeguarding Safeguarding Team



If you have any concerns that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the DSL Team as soon as possible.

You can contact the DSL team by emailing
dsl@cardinalwiseman.net

**Anthony
Beckett**

Lead DSL
Senior
Assistant
Head Teacher

abeckett@cardinalwiseman.net



**Lauren
Evitts**

Deputy DSL
Safeguarding
Officer

levitts@cardinalwiseman.net



**Jake
Allen**

Deputy DSL
SENCO

jallen@cardinalwiseman.net



Amy Bland

Deputy DSL
Attendance
Officer

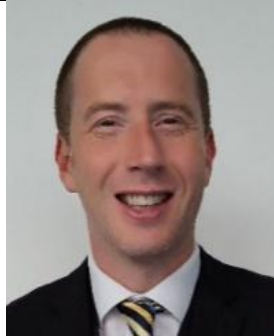
abland@cardinalwiseman.net



**Luke
Beavan**

Deputy DSL
Senior
Assistant
Head Teacher

lbeavan@cardinalwiseman.net



**Rob
Swanwick**

Deputy DSL
Head Teacher

rswanwick@cardinalwiseman.net



**Dominic
Kerr**

Deputy DSL
Head of
Emmaus
Centre

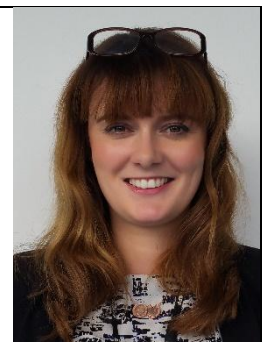
dkerr@cardinalwiseman.net



**Emma
Buckle**

Deputy DSL
Assistant
Headteacher

ebuckle@cardinalwiseman.net



Mental Health and Wellbeing

*“Mental health is about our feelings, our thinking, our emotions and our mood.
Looking after our mental health is just as important as looking after our physical health.”*
Anna Freud – National Centre for Children and Families



Mental wellbeing describes your **mental state** – how you are feeling and how well you can cope with day-to-day life. Our mental wellbeing is **dynamic**. It can change from moment to moment, day to day, month to month or year to year.

At Cardinal Wiseman Catholic School, we value the importance of mental wellbeing for all of our pupils, parents/carers and staff.

Here are just a few of the things that we do in regards to mental health and wellbeing:

- ✓ The Mental Health lead is Mrs Buckle (ebuckle@cardinalwiseman.net)
- ✓ We proactively teach our pupils every year through our PSHE (Personal, Social, Health and Economic) and RSE (Relationships and Sex Education) curriculum about wellbeing and resilience. This includes coping with exam stress, healthy lifestyles, mental and emotional wellbeing, managing loss, building resilience, online safety etc.
- ✓ We deliver assemblies about mental wellbeing and resilience to pupils as and when necessary.
- ✓ We strive to ensure that all of our pupils have a trusted adult in school who they feel they can talk to if they have any concerns. We have set up an email address for pupils to use if they have any concerns: worried@cardinalwiseman.net.
- ✓ We have display boards informing and signposting pupils to support both within school and externally.
- ✓ Other members of the Senior Leadership Team and key staff are responsible for focussing on the mental wellbeing of staff and/or pupils.

“It’s OK to not be OK!”

Sometimes it feels like society says you should always be happy, and that showing your sadness is a sign of weakness. This is far from true – if you were to hold in all your sadness or anger you would explode. **We all have good and bad days. No one can be perfectly happy all of the time. That is not human.** One day you feel on top of the world, the next you are down. That’s why at Cardinal Wiseman Catholic School we teach our pupils that it’s OK to not be OK!

Good Mental Health and Wellbeing

If you have good mental wellbeing you are able to:

- ✓ feel relatively **confident** in yourself and have positive [self-esteem](#)
- ✓ feel and express a range of emotions
- ✓ build and maintain **good relationships** with others
- ✓ feel engaged with the world around you
- ✓ live and work productively
- ✓ **cope** with the stresses of daily life
- ✓ adapt and manage in times of change and uncertainty



Mental Health & Wellbeing Team



“Mental health is about our feelings, our thinking, our emotions and our mood. Looking after our mental health is just as important as looking after our physical health.”

Anna Freud – National Centre for Children and Families

Emma Buckle

Mental Health Lead
Deputy DSL
Assistant Head



Mental Health Lead

Lauren Evitts

Deputy DSL
Safeguarding Officer



Mental Health First Aider

Sarah Scovell

Higher Level
Teaching Assistant



Mental Health First Aider

Keri Heaton

Senior Lay
Chaplain



Mental Health First Aider

Dominic Kerr

Deputy DSL
Head of
Emmaus
Centre



Qualified Counsellor

Anthony Beckett

DSL
Senior
Assistant
Headteacher



Mental Health First Aider

At Cardinal Wiseman Catholic School, we aim to promote good mental health and wellbeing for our whole community: students, staff, parents and carers.

We aim to develop protective factors by being a community in which all:

- ✓ are respected
- ✓ have a sense of belonging and feel safe
- ✓ are able to talk openly with trusted adults
- ✓ see good mental health as something to be valued and nurtured

Tips about Good Mental Health

Simple things that you can do to look after your mental health, either by yourself or with other people.

Eat good food - It's good for your mood! Did you know that your mind is affected by what you eat? Try to eat healthy food and drink plenty of water, to keep your body and brain feeling good!

Keep active - Scientists have discovered that exercise makes you feel good. It can be anything from football, skating or running to yoga and trampolining – whatever you enjoy!

Talk to others - Talk to other people about things that are bothering you and how you are feeling. Although it can be difficult at first, talking with a good friend, family member or a grown-up you trust can really help.

Believe in yourself - Make a list of things that you like about yourself – this could be about your personality, what kind of friend you are, the way you look and things that you can do. If you find it hard to think of ideas, ask yourself “if someone close to me was writing this list about me, what would they say?” Keep this list and look at it when you're finding it hard to believe in yourself

Take time to chill out and relax - People find different things help them relax – it could be having a bath, watching a funny film, drawing, reading or going for a walk. Try different things and see what works for you.

Get plenty of sleep - Try to go to bed at a similar time each night and get up at a similar time each morning. Avoid using computers or playing on things like iPads before bed – the light they make can keep your brain awake even after you stop playing!

Advice and Support

There are many ways to access support both within school and externally.

Within school we encourage all children to share their worries/concerns with any member of staff that they feel they can trust. This could be their tutor, Head of Year, Raising Standards Leader, staff who work within the Learning Support Centre, a Lay Chaplain, one the safeguarding team or any other member of staff.

Pupils can email the Safeguarding Team (DSLs) at worried@cardinalwiseman.net

There are many organisations and charities where support can be offered. Here are just a few examples:

MindED – e-learning to support healthy minds - www.minded.org.uk/

Childline - 0800 1111 - www.childline.org.uk/

NSPCC - 0808 800 5000 - www.nspcc.org.uk/

Hub of Hope - hubofhope.co.uk/

MIND - www.mind.org.uk/

Kooth – free, safe and anonymous online support for young people - www.kooth.com/

Anna www.annafreud.org/



“A problem shared is a problem halved – it’s good to talk!”

Online Safety

Online Safety is an ever growing and changing area of interest and concern. The internet and related technologies, including mobile devices such as phones, gaming media, tablets, and watches, are developing rapidly and are integral to the daily lives of our students.

Many of these technologies are used to enable students to engage creatively with their learning. Socially, our students often use the internet for entertainment, interaction and communication with 'friends' – bringing about new risks which many adults were never faced with. It has never been more important for parents and carers to understand how their children use the internet and associated technologies, so that they can help to manage the risks that exist and reinforce the important online safety messages that we should all be promoting.

At Cardinal Wiseman Catholic School, we aim to equip our pupils with the knowledge needed to make the best use of the internet and technology in a safe, considered and respectful way, so they are able to reap the benefits of the online world.



Online Safety Measures in School

Here are some the ways in which we promote online safety at Cardinal Wiseman Catholic School:

- ✓ Online Safety is taught in PSHE and Computing lessons
- ✓ Online safety is taught in Computing lessons
- ✓ We monitor online activity within the school and on school devices to ensure that inappropriate sites are not accessed by pupils or staff.
- ✓ Mr Beckett (Assistant Head Teacher/Designated Safeguarding Lead) is responsible for online safety
- ✓ We provide advice and support for parents/carers and offer workshops
- ✓ All relevant staff are trained in Online Safety

If parents/carers have a concern regarding their child's online behaviour, please contact the Safeguarding Team at the following email address: dsl@cardinalwiseman.net

Monitoring System at Cardinal Wiseman

We have a monitoring system on all computers/Chromebooks etc. in school.

Every time a pupil logs on and every time they type something into a computer it is being logged. Even if they delete it – it has been captured on our monitoring system.

Our monitoring system enables Mr Beckett, Mrs Evitts, Dr Beavan and Mr Swanwick from the Safeguarding Team to see anything that is inappropriate. This includes: bad language/swear words, anything of a sexual nature, anything relating to criminal activity, anything homophobic etc., racism, violence, extremist views drugs / addiction etc.

We receive the following information:

- ✓ Name of the person logged on
- ✓ The serial number of the computer/chromebook/device being used
- ✓ The date and time
- ✓ The word/s that are concerning
- ✓ A screenshot of what is on your screen – what you are looking at – we can see if it is inappropriate

Online Safety

Ensure that you are using school equipment correctly

- Do not type anything inappropriate into a school device
- Do not search for inappropriate material
- Do not listen to songs on Youtube

Think before you type – make the right choice! Be **discerning**.



Advice for Parents/Carers and Children

10 tips to stay safe online

Not sure what advice to give your child? Here are 10 tips.

1. You should only talk to people you know and trust in real life – anyone can pretend to be a child online
2. If you do talk to people you don't know, don't give away personal information – like what street you live on or where you go to school, or share your location with them. Say no to any requests they send you for images or videos of yourself, and stop talking to them
3. Set your profiles to private, to limit what others can see
4. Be 'share aware' – think carefully about what you share and with who. Once it's out there, you've got no control over what the other person does with it. Remember, it's illegal to take, share or view sexual images of under-18s, full stop
5. Be mindful of your digital footprint. What you post online now could come back to bite you later, like when applying for jobs, college or university
6. If you see something upsetting, or someone bullies you, tell an adult you trust
7. Be aware that people will try to make their lives look more exciting online. There's a lot people can do with photo editing to make their photos look better. So don't assume everything you see is a true to life representation
8. Watch out for hoaxes and scams, like messages you're meant to forward on or that ask you for payment details or your password
9. Take any content that glamorises gang lifestyles with a very large pinch of salt – it's not as glamorous as it looks. Be wary of schemes promising easy cash for receiving and transferring money too, they're almost definitely criminal activity
10. Watch out for loot boxes or other parts of games where you pay money to take a chance on getting a reward – you can get sucked into spending lots of money on them.

Don't feel confident starting a conversation with your child about what they're up to online? Read this advice from the NSPCC: <https://www.nspcc.org.uk/keeping-children-safe/online-safety/talking-child-online-safety>

The following website are useful for parents/carers and children to learn more about online safety:

<https://www.internetmatters.org/> - helping parents keep their children safe online

<https://parentinfo.org/> - help and advice for families in a digital world

<https://www.childnet.com/parents-and-carers> - information you need to keep your child safe online

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/> - advice for children about online safety

<https://www.saferinternet.org.uk/> - online safety tips and advice

<https://www.thinkuknow.co.uk/professionals/> - raise awareness of online child abuse



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 an overview of the different emergency procedures, the alarm/siren and what to you need to do:

Fire evacuation	School bell Continuous ring	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.
Bomb threat evacuation	Warning sirens	
Dynamic lockdown	School bell Rings 3 times	This is the opposite to evacuating the building – this is where we lock ourselves into rooms for our own safety. All pupils to be moved into locked rooms. Keep away from windows and doors and be silent. The aim is to not be seen or heard.



Visitors to the school

There may be times when parents/carer need to visit the school.

- You must sign in at reception. You will be given a visitor badge. Please wear this for the duration of your visit. Please sign out once your visit is over.
- You may not enter any area of the building unless you are accompanied by a member of staff.
- Vehicles must be parked in the designated car parks and your registration should be provided when signing in. Unauthorised parking can seriously hinder emergency access and delivery vehicles. The school accepts no responsibility for any damage to vehicles parked in the car park.

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

The school operates a no smoking policy throughout the school site. This includes e-cigarettes.

If you need to see a member of staff you must phone or email to make an appointment. Staff are very busy throughout the day and are often unable to meet people who turn up without an appointment.

Culture for Learning



At Cardinal Wiseman, we believe that the very best is possible for our young people. 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 and rewards for meeting the **Wiseman Virtues** (see diagram above).

We expect our Culture for Learning to be maintained by all members of the community. 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 exclusion 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 pupils and staff of Cardinal Wiseman can be proud of the **exceptionally good** behaviour here. We aim to continue to improve and provide the best life chances for all who attend.

Pupil Code of Conduct

All pupils must aspire to the Wiseman Virtues. Those who demonstrate these Virtues can expect praise and reward. Those who fail to do so can expect to be challenged.

We expect all pupils to:

- ✓ Show **respect** to all
- ✓ Treat the school buildings and school property with respect and report issues promptly (this includes never dropping litter!)
- ✓ Behave in an orderly and self-controlled way
- ✓ Make every effort to be **punctual** both to school and learning activities
- ✓ Follow the reasonable instructions of all staff
- ✓ At all times be **considerate** of the learning needs of those around them
- ✓ Move safely and quietly around the school including between lessons
- ✓ Carry and maintain the contents of a school *Tuffbag* (see essential equipment list)
- ✓ Wear the correct **uniform** at all times
- ✓ Accept sanctions when given
- ✓ Refrain from behaving in a way that brings the school into disrepute, including when outside school and online.
- ✓ Understand that mobile phones and other devices are only to be used in school time under the clear guidance of a member of staff.

Uniform

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 young people 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 Emmaus 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).

Stationery



To ensure that teachers maximise the time for teaching, and not having to waste time handing out equipment, we provide every pupil with the stationery as shown in the photo on the left. This includes:

- ✓ Two black pens
- ✓ Two pencils
- ✓ Red pen
- ✓ Highlighter
- ✓ Rubber
- ✓ Ruler
- ✓ Achievement card

All pupils will be expected to look after their stationery.

We will set up a system in school where students will be able to buy new equipment.

Expectation: all students must have a full stationery set on them at all times.

Mobile Phones

Pupils are allowed to bring mobile phones to school.

It is the pupil's responsibility to look after their phone.

Pupils are not allowed to use their mobile phone on the school grounds.

Mobile phones and other devices are only to be used in school time under the clear guidance of a member of staff.

Staff may confiscate a mobile phone if a pupil breaks the rules.

Achievement Cards

We use Achievement Cards (ACs) to log and monitor the behaviour of pupils.

This enables us to minimise low-level behaviour issues in school.

Every child will be expected to carry an achievement card with them at all times. Any pupil who is unable to display an achievement card (whether during learning time or not) will face a same-day consequence. No excuses. Formation tutors and Heads of Year will have oversight of the achievement cards. Key staff will have a stock of replacements. If a pupil loses their AC they will be issued with a yellow AC and may lose their break time.

Every Friday tutors will issue new cards to their tutees.

Parents/carers must check and sign the AC each weekend. This is important, as it will allow you to know how well your child is doing in school. Tutors will collect completed ACs on Mondays.

Achievement Card																																																																																					
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p style="text-align: center; margin-bottom: 5px;">CW Achievement Card W.B. ____/____/____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">First Name</td> <td style="width: 25%;"></td> <td style="width: 25%;">Surname</td> <td style="width: 25%;"></td> </tr> <tr> <td>Formation group</td> <td></td> <td>Attendance %</td> <td></td> </tr> <tr> <td>Weekly Focus</td> <td colspan="3"></td> </tr> </table> </div> <div style="width: 48%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="7" style="text-align: center; padding: 5px;">CW Achievement Card Codes</th> </tr> <tr> <td style="width: 15%; text-align: center;">*</td> <td colspan="6">Praiseworthy lesson—Brilliant!</td> </tr> <tr> <td style="text-align: center;">✓</td> <td colspan="6">Positive lesson—well done!</td> </tr> <tr> <td style="text-align: center;">EQ</td> <td colspan="6">Lack of equipment</td> </tr> <tr> <td style="text-align: center;">HW</td> <td colspan="6">Homework</td> </tr> <tr> <td style="text-align: center;">OT</td> <td colspan="6">Off-task/lack of focus</td> </tr> <tr> <td style="text-align: center;">LA</td> <td colspan="6">Late to Lesson</td> </tr> <tr> <td style="text-align: center;">PR</td> <td colspan="6">Presentation of written work</td> </tr> <tr> <td style="text-align: center;">UN</td> <td colspan="6">Uniform</td> </tr> </table> <p>Total ticks _____</p> <p>Total stars _____</p> <p>Parents /carers must sign every Sunday Evening</p> <p>I have seen this AC and understand that my child will be in detention on Tuesday after school if they accumulate five or more negative marks.</p> <p>Parents /Carers Signature _____</p> <p>Terms and Conditions of Achievement Card</p> <p>If you lose your AC or do not have it signed on time then you will lose free time.</p> </div> </div>											First Name		Surname		Formation group		Attendance %		Weekly Focus				CW Achievement Card Codes							*	Praiseworthy lesson—Brilliant!						✓	Positive lesson—well done!						EQ	Lack of equipment						HW	Homework						OT	Off-task/lack of focus						LA	Late to Lesson						PR	Presentation of written work						UN	Uniform					
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Expectation: all pupils must carry their AC with them at all times.

Parents/carers must sign their card each weekend.

Absolutes

Our 'Absolutes' are a list of things that all staff will expect from all of our pupils.
In the corridors:

- ✓ **walk quietly and with purpose** - if the bell has gone you must make your way to lesson!
- ✓ walk on the left in corridors and crowded areas
- ✓ all pupils will carry their Tuffbag in their hands. This helps us to start lessons promptly.
- ✓ be respectful of those around you – never push or be impolite

Lessons:

- ✓ **Remove coats** before entering the learning space
- ✓ Enter the learning space **in silence apart from salutation (good morning Miss/Sir, good afternoon Miss/Sir)**
- ✓ Collect resources on arrival
- ✓ Put your **achievement card** and **pencil case** on the desk
- ✓ Begin the '**do now**' task immediately (and in silence)
- ✓ Answer the register by saying 'yes Miss' or 'yes Sir'
- ✓ At the end of the lesson stand behind your chair. Put learning resources away as directed.
- ✓ Leave the lesson in silence and make your way with purpose to your next lesson.
- ✓ We want STARs! – see explanation below.

Sit up straight

Track the speaker

Ask and answer questions

Respect those around you

Equipment essentials:

- ✓ Stationery – pencil case with all equipment
- ✓ **Achievement card**
- ✓ A suitable **school bag**
- ✓ A refillable **water bottle** (drinks other than water are not permitted in lessons)
- ✓ Other things (such as appropriate PE kit) are to be brought in according to timetable
- ✓ Suitable clothing for inclement weather – students must not come to school soaking wet on days where the rain is predicted. Please ensure that your child has a suitable jacket/umbrella.

Curriculum

Our curriculum at Cardinal Wiseman Catholic School has three main aims:

- To empower all students to achieve to the best of their ability to enable them to be successful in life
- To enable pupils to seek and find the Truth about the world
- To promote the intellectual development of all pupils

To enable us to achieve these aims we have utilised a curriculum that is described as knowledge-engaged. A curriculum of this nature views the acquisition of knowledge as fundamental and will provide our students with the knowledge they need to succeed in the wider world.

Within lessons, students will predominantly complete their classwork within subject specific 'Knowledge Books' which have been expertly created by our teachers and are unique to our school. Once completed these become an invaluable revision tool for students and enable them to reflect upon their learning. Students at Cardinal Wiseman are proud of the work that they produce and the progress that they make within their subjects and most importantly, they enjoy their learning.

Our Key Stage 3 curriculum offer is broad and balanced with students studying all National Curriculum subjects. At KS4 we offer a traditional curriculum including the Core Curriculum (Maths, English, Science, RE) and Foundation Curriculum (Physical Education, Citizenship), along with Arts (Art & Design, Music and Drama), Design and Technology (Hospitality & Catering), Humanities (Geography, History), Modern Foreign Languages (Spanish) Computing and Business (Business studies & Computer Science). This demonstrates academic ambition for all.

“Knowledge is Power”



Transformation Curriculum

What is it?

The *Transformation Curriculum* is a unique part of life at Cardinal Wiseman Catholic School for students and staff. All staff across the school provide a range of activities on a Friday afternoon to enable our pupils to learn new skills, develop skills as well as providing opportunities for our pupils to work within our community.



Pupils get to opt for the activities that they are interested in doing and all pupils will be involved in a range of different activities as most activities last for one term.

It is called the '*Transformation Curriculum*' as it is designed to transform our pupils' lives. Some activities on offer are about providing new opportunities for students to discover their talents, some are about deepening and enriching their lives whilst other activities lead to qualifications.

Over 40 activities are on offer each term and have included: *DofE Award*, *PiOneers (working with the most able Year 6 Maths student)*, *Chess*, *International Cuisine*, *Craft for All*, *Sports Leaders Award*, *British Sign Language*, *Helping Primary School Children to Read*, *Photography - Beyond the Selfie*, *Yoga*, *Debatemate*, *Intergenerational Inspiration (working with senior citizens at Manor House and Digging Deep (Gardening) to name a just a few.*



Why are we doing this?

- ✓ Developing pupils' character - including their confidence, independence and resilience.
- ✓ Broaden our pupils' horizons with new opportunities and enriching experiences.
- ✓ To enable pupils to develop and discover their interests and God given talents.
- ✓ Prepare pupils to be active citizens who contribute positively to society.
- ✓ Prepare them for their adult lives.
- ✓ Strengthen pupils' sense of belonging within our school community.
- ✓ Develop social skills - working alongside pupils from other year groups and within the local community.

Personal Development

As a Catholic school, we strongly value the development of the whole child. We know that good examination results are important for future success. However, we strive to provide a fully rounded education where our children become great citizens who can function effectively in life in modern Britain. With that in mind, the Wiseman Virtues are at the heart of our school. We reflect upon and use these 16 virtues across the school in many ways such as our merit system, rewards events, assemblies, prayer etc.



Alongside the core curriculum of lessons such as Maths & Science, we also provide a broad range of lessons and activities throughout the year which are essential in the wider personal development of every child.

These include:

- **PSHE** (Personal, Social, Health and Economic Education – this is taught once a week during Formation Tutor time. Below is table of the PSHE plan for 2020/21. Please note that the PSHE curriculum can change due to the need to address specific matters as they arise. You will see that we cover a wide range of themes, including well-being, careers and safety;

PSHE - Long Term Plan - 2022/23				Key	Health and Wellbeing	Relationships		Living in the Wider World			
Year	Autumn 1	Autumn 2		Spring 1	Spring 2	Summer 1		Summer 2			
7	Well-being - The Wiseman Way & respecting equality including healthy friendships	Healthy lifestyles, healthy minds including sleep, nutrition, exercise, hygiene, dental health, body image and coping strategies		Media Influence - fake news, role models, social media and self-esteem	Character Building	Personal Safety		British Values 1 lesson - understanding all values - focus on parliament	Knife Crime	Bullying and Abuse	
8	Mental and emotional well-being	Careers	Managing loss incl. bereavement, separation and divorce	Online Safety - Recognise inappropriate content, contact and conduct, and know how to report concerns incl. gaming	The Equality Act	Peer pressure incl. tobacco, alcohol, drugs, online gambling		Building Resilience Against Radicalisation and Extremism		RSE (Relationships and Sex Education) Equality - defying stereotypes. Challenging stereotypes based on sex, gender, sexual orientation and disability	Different faiths and cultural diversity. Improving understanding of and showing respect. Celebrate diversity. Global community.
9	Building Resilience Against Gangs and County Lines Preventing Involvement in Serious or Organised Crime	Careers: options choices		Bullying and Abuse Child on child abuse Sexual harassment Faith Based Abuse		First Aid How to respond in an emergency, including administering first aid		Healthy relationships incl. Prevent - Forced Marriage	How to identify and access appropriate advice and support incl. DV (Domestic Violence, Gender Based Violence)	RSE (Relationships and Sex Education) Pregnancy, healthy intimate relationships and STIs	
10	Mental and emotional well-being	Knife Crime and Offensive Weapons		Online Safety		Legal and illegal substances		Economic well-being incl. gambling, understanding personal debt, credit and debit, being entrepreneurial etc.		Consent - incl. law re. sexual relationships, CSE, FGM, HBV	
11	Exam stress and anxiety - ways of coping	Building Resilience Against Extremism & Intolerance		Careers - rights and responsibilities at work		Transition - life beyond Cardinal Wiseman Catholic School					

- **In the News** – once a week, every child is taught about a current news story to learn more about the world we live in. Pupils are given time to express their thoughts and opinions as well as having time to listen to one another;
- **Assemblies** cover a range of topics and themes;
- **Careers** – we offer a huge range of careers based opportunities including:
 - ✓ Work Experience in Year 10
 - ✓ Trips to universities and colleges
 - ✓ One-to-one careers guidance with a trained careers advisor
 - ✓ Careers lessons during PSHE
 - ✓ Careers Fair
- **RSE (Relationships and Sex Education)** – this becomes compulsory for all schools in Sept 2020. This is taught through RE, Science and PSHE lessons. Our RSE curriculum is mapped across all year groups to ensure that content taught is age appropriate. Furthermore, it is taught with careful consideration of our Catholic values.
- **Rewards** – we reward and praise our pupils for their personal achievements in many ways including merits, end of term awards assemblies and the end of year Awards Ceremony at The Holte Suite (AVFC).

Character Education



ACE School of **CHARACTER**

Cardinal Wiseman Catholic School has been successful in our application for the Quality Mark + award from ACE (Association for Character Education). We are one of only 15 secondary schools nationally and one of only three schools in Birmingham to have received this prestigious award. This award clearly shows that as a school we focus on developing well-rounded individuals. Please visit our website to see the full report.

It is wonderful to see such recognition for the fabulous work by everyone in our school community.

Here are a few ways in which we focus on character education:

Transformation Curriculum – see page 27.

Personal Reflection – throughout the year, pupils will complete their Personal Reflection document. Time is given for pupils to self-reflect on what they have achieved, what is going well for them and how they can improve in the future.

Speech Giving Day - towards the end of the academic year, every pupil is guided and supported in performing a speech about how they have lived out the Wiseman Virtues throughout the year. They use their Personal Reflection documents to help prepare for this. All speeches are graded gold, silver or bronze.

RRSA (Rights Respecting School Award) – we have already achieved the bronze award and are currently working towards the silver award. As part of this award, we deliver sessions every fortnight. The *Unicef UK Rights Respecting Schools Award* supports schools across the UK to embed children's human rights in their ethos and culture. The Award recognises achievement in putting the UN Convention on the Right of the Child (CRC) at the heart of a school's practice to improve wellbeing and help all children and young people realise their potential.

ME in PE

In the P.E Department, our intent is to develop Physical **Literacy** through the development of **knowledge**, **physical competences** and **character**, giving the pupils improved life chances through a healthier and more active lifestyle.

Character is a key concept in our P.E Curriculum. We have described Character in our curriculum plan as the sum of an individual's qualities and characteristics that differentiate him/her from others.

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. Parents/carers and pupils will be informed about the changes throughout the year.



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
- ✓ When applying to schools and colleges it shows that you are an interesting person



Independent Learning

All students complete independent learning in booklets, which they carry with them at all times. They receive booklets at the beginning of each half term. All independent learning is revision based and consists of a knowledge retention quiz followed by a revision based activity.

Form tutors check the completion of booklets weekly.

In years 7,8 and 9 students complete independent learning on Maths, Science and Physical education weekly. They complete independent learning for all other subjects on rotation (every other week).

In year 10 and 11, students complete independent learning for all of the subjects that they study weekly.

Maths and Science independent learning is completed online. Science is completed using Tassomai and Maths is completed using 'Sparx.'

With almost a million students starting year 7 across the country in 2022, it's important that your child is committed to furthering their education outside of the classroom to give them the best possible chances of success.

Independent Learning Support

We understand that for some pupils, it can be challenging to complete their independent learning at home. We also understand that for many students, they will be receiving more independent learning than they did at primary school—and we are committed to supporting them in this transition.

Therefore, pupils have the opportunity to come to the SEND hub after school on Mondays, Tuesdays and Thursdays or the library during break and lunch times to do their work if they choose to. There are always staff available to support. Furthermore, students can choose to attend independent learning support after school in Centralised Cover on a Wednesday where they have access to computers and staff available if they have any questions.

If a child does not submit their independent learning on time, or it is of a poor quality, they will be expected to attend independent learning support to catch up—normally the following day. Parents/carers are informed about this via text message. This support runs from 3.15 — 4pm on Wednesdays.

Reading

At Cardinal Wiseman, we promote reading at every opportunity. The relationship between reading and attainment are well known and this is why we have a bespoke programme in place for every student in our care. Whether your child is a beginning reader or one who actively reads for pleasure at every opportunity, our programmes ensure the appropriate levels of challenge and support are in place to help make them become the very best reader that they can be.

To encourage this, we have a dedicated 30-minute reading period at the end of the day from Monday to Thursday for all our students in Years 7-9. During this time, your child will follow a personalised programme appropriate to their ability which is monitored and students are rewarded dependent on their individual progress.



School Catering

At Cardinal Wiseman, 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.

Pupils have their school photograph registered and linked to their ParentMail account. At the tills in the canteen their face is scanned and the till 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'. Parents should use ParentMail to add funds to their child's account. There is a pay point in the Long Gallery where pupils can top up their account with cash.

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.

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



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 scaffolds work for students and makes adjustments that are reasonable to ensure they are able to access the lesson. For students whose learning needs require further support, we timetable targeted interventions for small groups when necessary, focusing on consolidation or pretutoring of content, emotional resilience and social skills. For students whose needs require specialist consideration or advice for a different types of pathway or more intensive support in lessons, we work with the following agencies: 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).

For the majority of our students with SEND, the adjustments committed to in our statement of inclusive pedagogy, (published on our website), provide the appropriate level of support when judiciously applied by teachers. For those students whose needs are considerably higher, more specialised adjustments are recommended to class teachers, including the input of a Teaching Assistant in some instances. The SENCO, (Mr Allen), leads the SEND Department in identifying SEND and sharing information with the relevant staff. Students' progress is tracked, analysed, and monitored by the SENCO (Mr Allen), and 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. When students require translation in lessons they may have the opportunity to use Google Translate, to help them understand and contribute to the lesson. Some students also come to the SEND Hub for consolidation sessions, in which our staff help them to improve their understanding and use of the language from their lessons.

There are regular opportunities for students 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.

Caring for Pupils with Medical Conditions

Parent's/Carer'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 required to complete the “Administering medication in school” consent form—shared via parent mail. This will provide the school with permission to administer prescribed medical as well as medicines such as paracetamol or anti-histamines. Please note that medicine such as paracetamol is only issued as a last resort, once other remedies have been pursued.
- Pupils with medical conditions such as asthma and allergies will have an Individual Health Care Plan that will be completed by the first aid alongside parents/carers.
- Parents are responsible for ensuring that all medication kept in school e.g. asthma inhalers and 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.
- If a pupil is injured outside of school and a risk assessment needs to be put in place, appropriate medical advice must have been sought before the child comes to school—either from a doctor, at a walk-in clinic or A&E department.

Prescription Medicines

Pupils are not allowed to keep medication on them – either prescription or over the counter tablets such as paracetamol. Medicines should be only brought 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.
- Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer.
- Any medicine administered will be recorded by the staff member on the sheet kept in the box with the student's name clearly marked on the box.
- Inhalers are to be kept with the student at all times, and it is advisable for a spare to be kept in school should your child forget their inhaler.
- Epi-pens should be kept with the student, again it is advisable for a spare to be kept in school.

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

Tips for Parents/Carers

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.

Quotes from Year 7 Pupils about Moving to Cardinal Wiseman Catholic School

"I enjoy coming to school because my friends are always there to help me. People are nice to me and show me new places if I am lost. The teachers are always there to help me. I like being challenged by other teachers and I am proud of myself because I made the football team."

"I have settled in well and have made new friends. I feel confident and calm. I have learnt new things and have been welcomed well by all the pupils at this school."

"I always feel safe because I know that there will always be a teacher in sight and it has been extremely welcoming. The teachers are very kind and caring and they will be there for all your worries."

"I have enjoyed moving from primary to secondary. I have made lots of new friends and learnt lots of new things. I also feel more responsible and mature. I feel happier and more positive about going to school."

"The teachers are very kind and older students are polite and some were helpful on the first week of secondary school."

"I feel that my transition from primary school to secondary school has been quite successful since I have settled in well and have made some new and amazing friends. I feel safe here and think that I will enjoy it."

"I have enjoyed moving from primary to secondary school because I feel older, more responsible and more mature."

"There are many things positives about Cardinal Wiseman but most spectacular subject is the charity work we do to help less privileged people. Along all these voluntary events we host I also enjoy the range of lessons we have."

"I enjoy the after school clubs and I enjoy have and opportunity to have classes be able to learn different exciting things such as Food Music and Spanish."

"Transformation on a Friday is ace! You get to do so many different things with different people"

