



# Welcome to Cardinal Wiseman Catholic School

loving hopeful  
attentive faith-filled curious  
generous eloquent learned prophetic wise  
intentional compassionate grateful discerning  
truthful active



## Induction Pack for New Starters 2025/26



“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' – 'All For Christ'

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](mailto: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 Graham	<a href="mailto:rgraham@cardinalwiseman.net">rgraham@cardinalwiseman.net</a>
Year 8	Mr Nolan	<a href="mailto:knolan@cardinalwiseman.net">knolan@cardinalwiseman.net</a>
Year 9	Mr Quirk	<a href="mailto:dquirk@cardinalwiseman.net">dquirk@cardinalwiseman.net</a>
Year 10	Miss Crosbee	<a href="mailto:acrosbee@cardinalwiseman.net">acrosbee@cardinalwiseman.net</a>
Year 11	Miss Taylor	<a href="mailto:ktaylor@cardinalwiseman.net">ktaylor@cardinalwiseman.net</a>

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	<a href="mailto:kreeves@cardinalwiseman.net">kreeves@cardinalwiseman.net</a>
KS4 (Years 10 & 11)	Miss Connell	<a href="mailto:hconnell@cardinalwiseman.net">hconnell@cardinalwiseman.net</a>

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

Attendance and Punctuality	Mrs Bland	<a href="mailto:attendance@cardinalwiseman.net">attendance@cardinalwiseman.net</a>
Careers	Mrs Buckle	<a href="mailto:ebuckle@cardinalwiseman.net">ebuckle@cardinalwiseman.net</a>

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

## Progress Evening

Progress evenings are a key opportunity for you to speak with your child's teachers to

- > Find out how well your child is doing;
- > Understand what your child needs to make further progress;
- > Learn about different ways in which you can support your child at home.

All parents/carers are expected to attend Progress Evenings as agreed in the Home school contract. Pupils whose parents/carers attend Progress Evenings are more likely to succeed and parents/carers feel better placed to help their child with their education after attending Progress Evening.

## School Website - [www.cardinalwiseman.net](http://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 X (previously 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.

# IRIS 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 IRIS 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. IRIS 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 (please note cash is not accepted in school)
- Pay for trips
- Buy ties, badges and revision guides
- Complete forms, give consent/permissions and give feedback on surveys

Registering with IRIS ParentMail is very easy. You will have an email sent to you from IRIS 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 "IRIS ParentMail" app in your app store.

# 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 my 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 – Thursday

	Years 8 and 10	Years 7, 9 and 11
08:25 - 08:55	Sparx	
8:55 – 09:45	Period 1	
9:45 – 10:35	Period 2	
10:35 – 11:00	Reading	
11:00 – 11.15	Break	
11:15 – 11:40	Formation	
11:00 – 11:25		Formation
11:25 – 11:40		Break
11:40 – 12:30	Period 3	
12:30 – 13:00	Lunch	
13:00 – 13:50	Period 4	
12:30 – 13:20		Period 4
13:20 – 13:50		Lunch
13:50 – 14:40	Period 5	
14:40 – 15:30	Period 6	

## Friday

	Years 8 and 10	Years 7,9 and 11
08:25 - 08:55	Sparx	
08:55 – 9:45	Period 1	
09:45 – 10:35	Period 2	
10:35 – 10:50	Break	
10:50 – 11:15	Formation	
10:35 – 11:00		Formation
11:00 – 11:15		Break
11:15 – 12:05	Period 3	
12:05 – 12:35	Lunch	
12:35 – 13:25	Period 4	
12:05 - 12:55		Period 4
12:55 - 13:25		Lunch
13:25 – 14:15	Period 5	
14:15 - 15:30	Transformation	

Total time spent in school per week = 34.6 hours



# 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.

## School Year 2025 to 2026

### Autumn Term 2025

Term starts: Monday 1 September 2025  
Half-term: Monday 27 October 2025 to Friday 31 October 2025  
Term ends: Friday 19 December 2025

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### Spring Term 2026

Term starts: Monday 5 January 2026  
Half-term: Monday 16 February 2026 to Friday 20 February 2026  
Term ends: Friday 27 March 2026

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### Summer Term 2026

Term starts: Monday 13 April 2026  
Half-term: Monday 25 May 2026 to Friday 29 May 2026  
Term ends: Monday 20 July 2026

# Attendance and Punctuality

At Cardinal Wiseman Catholic School, we know that being in school on time every day correlates to your child fulfilling their potential academically, growing in virtue and having flourishing future careers. Our GCSE results consistently show that pupils at our school make more progress than at other schools locally and nationally. We are confident that the reason for this is that the majority of our pupils have excellent attendance to school, and we're proud of the high-quality education those pupils receive every day.

In 2022-23, the average attendance nationally of pupils who achieved five good GCSEs at 9-5 was **96.3%**. However, the average attendance of pupils who did not achieve a grade 9-5 in their English and maths GCSE was just **91.2%**. Each year we see the same pattern in our school community - pupils with excellent attendance achieving results that they are proud of, and pupils with attendance below our school average not fulfilling their potential both short and long-term. We want your child to be proud of what they have achieved when they leave us, and for this to happen, they must be here every day they are able to be.

## Protocols

If your child is absent from school, it is your responsibility to inform the school before 9.15am. You should call the attendance team on every day of absence on 0121 360 6383 or use the email address [attendance@cardinalwiseman.net](mailto:attendance@cardinalwiseman.net), explaining the reason for absence. If you do not call the school, your child's absence will not be authorised. If your child's attendance is of concern, no absences will be authorised without medical evidence, in line with local and national guidance.

The school does not authorise any family holidays from school in term time. Medical, dental and optician appointments should be made outside of school time wherever possible, however, where this is not possible, appointment cards or letters should be provided and the child must attend prior to or after the appointment.

A parent or carer must collect their child from school wherever 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.

## Punctuality

**98%** of our pupils are on time every day! If a pupil is late to school, they will receive a break time detention. If they are so late that they miss their morning mark (after 8.50am), they will receive an after-school detention on the same day. Parents will be notified by text if their child was late to school.

## Expectations

Cardinal Wiseman uses the traffic light initiative to monitor the attendance of pupils. As part of our commitment to improving the attainment of our pupils, we formally monitor attendance to identify any pupil whose attendance causes concern. We then issue a first letter to register our concern with parents/carers. When a pupil scores 90% on a test you would automatically assume that they have performed well - but 90% attendance is equivalent to 19 days off over the school year - that's almost four weeks of education! Pupils must be in school every day that they are physically able to ensure that they are able to meet their potential.



Please contact us if you have any questions or concerns about your child's attendance - we're here to help.

# 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 prayer 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.

## School Patrons



As a proud Catholic community, we look to the saints for their example of commitment, courage and faith. We pray that with their intercession, particularly of our patrons, we may strive for sainthood ourselves! At the beginning of Y7, our students are placed into a formatio group named after and inspired by our patron saints.

Throughout their time at Cardinal Wiseman, students dedicate time to learning about their lives and in doing so, gain a sense of ownership and pride in their formation groups.



# Student Chaplaincy Team

Our student Chaplaincy team are at the heart of so many things at Cardinal Wiseman! From Collective Worship to fundraising, humanitarian aid responses to primary school links and so much more. We are so proud of these students taking on such important leadership roles whilst also being such witnesses to our shared faith.



Following an application process, two pupils from each formation group across every year group are selected to take on this role, with a senior leadership team in Y11 leading the way.

Pupils then decide whether to be part of the *Mission Team* or the *Service Team* with differing responsibilities throughout the year. During their time on the chaplaincy team pupils are offered formation and training opportunities to further their understanding of their role as well as to develop their own spirituality.

## Retreats and Ministry

Students across all year groups are invited and encouraged to take part in a residential retreat each year. We have built an excellent reputation as a school with our diocesan retreat centres (Alton Castle and Soli) as well as those in other diocese (The Briars) and staff and students alike often say that their residential is the highlight of their year.



Throughout the year, pupils and staff take part in various retreat days and acts of humanitarian aid, from marking feast days with Mass and reflective activities to whole school charity initiatives such as supporting St. Chad's sanctuary and the Columban Missionaries. We believe at Cardinal Wiseman in the Catholic Social teachings which teach us to actively care for our common home and those people who are marginalised or otherwise in need. We are also so impressed by the willingness of our community to help others!



# 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 <b>Anthony Beckett</b>	
	Deputy DSL—Safeguarding Officer <b>Lauren Evitts</b>	
If they are not available, please email <a href="mailto:dsl@cardinalwiseman.net">dsl@cardinalwiseman.net</a>		

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](mailto:dsl@cardinalwiseman.net)

**Anthony  
Beckett**

Lead DSL  
Senior Assistant  
Head Teacher



[abeckett@cardinalwiseman.net](mailto:abeckett@cardinalwiseman.net)

**Lauren  
Evitts**

Deputy DSL  
Safeguarding  
Officer



[levitts@cardinalwiseman.net](mailto:levitts@cardinalwiseman.net)

**Jake Allen**

Deputy DSL  
SENCO



[jallen@cardinalwiseman.net](mailto:jallen@cardinalwiseman.net)

**Amy Bland**

Deputy DSL  
Attendance  
Officer



[abland@cardinalwiseman.net](mailto:abland@cardinalwiseman.net)

**Luke  
Beavan**

Deputy DSL  
Senior  
Assistant  
Head  
Teacher



[lbeavan@cardinalwiseman.net](mailto:lbeavan@cardinalwiseman.net)

**Rob  
Swanwick**

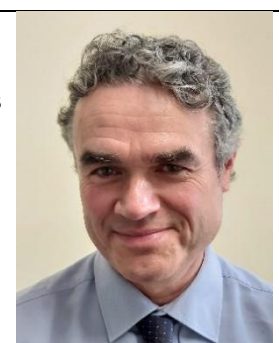
Deputy DSL  
Head Teacher



[rswanwick@cardinalwiseman.net](mailto:rswanwick@cardinalwiseman.net)

**Dominic  
Kerr**

Deputy DSL  
Head of Emmaus  
Centre



[dkerr@cardinalwiseman.net](mailto:dkerr@cardinalwiseman.net)

**Emma  
Buckle**

Deputy DSL  
Assistant  
Headteacher



[ebuckle@cardinalwiseman.net](mailto:ebuckle@cardinalwiseman.net)

The Safeguarding Link Governor is Claire Barnes - [c.barnes@maryvale.bham.sch.uk](mailto:c.barnes@maryvale.bham.sch.uk)

# 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



Our mental wellbeing is dynamic. It can change from moment to moment, day to day, month to month or year to year. We do a lot in school to promote mental health awareness with the pupils, staff and parents / carers - some of which are detailed below:

- Regular **assemblies** to mark events on the global calendar such as Children’s Mental Health Awareness Week, World Mental Health Day and Mov-ember. All of these serve to raise the profile of mental health, and break the stigma around reaching out. Some will be delivered by our staff and others by external groups such as AimHigher and KOOTH. We also have an annual performance from an up and coming musician / artist who plays their music and leads the pupils in a mental health related discussion.
- We proactively teach our pupils about wellbeing and resilience through the **PSHE** (Personal, Social, Health and Economic) and **RSE** (Relationships and Sex Education) curriculums. Topics covered include coping with exam stress, healthy lifestyles, mental and emotional wellbeing, managing loss, building resilience, online safety etc.
- **Workshops** with external companies such as Cherished and Roar, where the needs of individual pupils / groups of pupils are addressed. Recent events include workshops on self-esteem and positive friendships with Year 9 girls, and male mental health and challenging stereotypes with Year 9 boys.
- **Wellbeing clubs** such as the LGBTQ+ after school club and the Compass MHST lunchtime drop-in sessions.
- Support with **Year 7 transition**. A trained counsellor, who works as part of the SEN team, is attached to the year group so that pupils who need support are identified at an early stage.
- Bespoke **support, mentoring and counselling** for some of our more vulnerable students, such as those from our Young Carer and LAC cohorts.
- On-site **counselling services** from Cardinal Wiseman staff and external bodies including Compass MHST.

*My daughter knows she has support from teachers and staff at school. She has independently accessed the support services who maintain contact with me when she is finding things difficult. I appreciate the level of support provided to my daughter when she is in school. **Year 7 parent feedback.***

*The school is hot on wellbeing and mental health. They employ relevant outside agencies to help in this area. Staff also put in a lot of support at an early stage to stop issues escalating. **Parent feedback.***

## **In-house support:**

The pupils can access support with their mental health / wellbeing from a whole host of places in school. Our aim is for every child to have a trusted adult they can turn to when needed. We seek to build strong bonds with our pupils, and encourage them to speak to our lay chaplain or their formation tutors, class teachers, Assistant Head of Year, Head of Year or Raising Standard Leader for their key stage. In addition to these staff members, we have a dedicated Mental Health First Aid team the pupils can access support from. The pupils can also use the [worried@cardinalwiseman.net](mailto:worried@cardinalwiseman.net) email address to reach the DSL team, although it should be noted that this email address is not monitored outside of school hours.

If you have any questions or would like to raise anything around our mental health provision please contact the Senior mental Health Lead, Mrs Buckle on [ebuckle@cardinalwiseman.net](mailto:ebuckle@cardinalwiseman.net)

## Outside support:

Externally there are many organisations and charities where support can be accessed. Here are just a few examples:

MindED – e-learning to support healthy minds - <https://www.minded.org.uk>

Childline - 0800 1111 - <https://www.childline.org.uk>

NSPCC - 0808 800 5000 - <https://www.nspcc.org.uk>

PAUSE (Forward Thinking Birmingham) - <https://www.forwardthinkingbirmingham.org.uk/services/13-pause>

Hub of Hope - <https://hubofhope.co.uk>

MIND - <https://www.mind.org.uk>

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

Anna Freud – National Centre for Children and Families - <https://www.annafreud.org>

*I receive newsletters, signposts to outside agencies and tips on mental health and wellbeing. Online support is also provided. I'm aware the school has a mental health team available for support if needed. **Parent feedback.***

## Top tips on how to maintain good mental health:



We teach the pupils how to recognise the signs of deteriorating mental health, and encourage them to support themselves as much as they can. There are some simple things that you can do to look after your mental health. Every pupil at Cardinal Wiseman has a 'Mentally Healthy' pocket card which they carry on their person and reminds them of these top tips:

- **Eat well** - 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!





# Mental Health & Wellbeing Team



**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



**“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 (Designated Safeguarding Lead) is responsible for online safety
- ✓ We provide advice and support for parents/carers
- ✓ 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](mailto: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

Ensure that you are using school technology 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

It is important that all parents/carers have regular conversations about staying safe online. Encourage your child to speak to you if they come across something worrying online.

### Top 10 tips to stay safe online

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/>

### Online Safety Websites

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://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

The following website has a leaflet about supporting young people online. This leaflet has been translated into Arabic, Bengali, Farsi, French, Hindi, Polish, Punjabi, Somali, Spanish, Turkish, Urdu, Vietnamese and Welsh.

<https://www.childnet.com/resources/supporting-young-people-online>

**Apps for parents/carers** – we advise that parents/carers should monitor their child online. With this mind, there are many free apps for parents/carers to download which can help parents/carers to keep their family safer online. One such app is called Family Link.

With Family Link, you decide what's best for your family. Easy to use tools allow you to understand how your child is spending time on their device, share location, manage privacy settings, and more.

You can:

- Set screen time limits
- Set downtime (when the device switches off and on) - this helps to manage healthy online usage
- Manage and secure your child's account. This includes you being able to manage the apps downloaded onto their device
- Share location



# 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:

<b>Fire evacuation</b>	<b>School bell Continuous ring</b>	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.
<b>Bomb threat evacuation</b>	<b>Warning sirens</b>	
<b>Dynamic lockdown</b>	<b>School bell Rings 3 times</b>	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/carers 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 and vapes.

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 seclusion and longer placements in the Emmaus Centre). Parents and carers can expect to be contacted where a pupil's conduct does not meet our expectations. We seek to develop the whole child (including conduct) with the full support of parents/carers. The 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

All pupils will be expected to look after their stationery.

Pupils are able to buy new equipment in school but should not do this during timetabled lessons.

**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.

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.

## Record of Achievement (ROA)

Pupils, parents/carers and staff can track progress from lesson to lesson using the Record of Achievement. This enables us to maximise potential for learning whilst minimising low-level behaviour issues in school.

Every child will be expected to carry a Record of Achievement with them at all times. Any pupil who is unable to display a Record of Achievement (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 ROAs. Key staff will have a stock of replacements. If a pupil loses their ROA they will be issued with a red card and may lose their break time.

Parents/carers must check and sign the ROA each weekend. This is important, as it will allow you to know how well your child is doing in school. Staff will check that the ROA is up to date throughout the week.

**Expectation: all pupils must carry their ROA with them at all times.**

**Parents/carers must sign their ROA 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**
- ✓ 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 **ROA** (open on the correct page) 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.  
We do not wear coats in classrooms/learning spaces.
- ✓ Leave the lesson in silence and make your way with purpose to your next lesson.
- ✓ The command "show me STARS" requires that pupils are silent and attentive...

**S**it up straight

**T**rack the speaker

**A**sk and answer questions

**R**espect those around you

Equipment essentials:

- ✓ Stationery – pencil case with all equipment
- ✓ **Record of Achievement**
- ✓ 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 (Product Design and 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 during Formation time and through drop day sessions.. Below is table of the PSHE plan for 2020/21. Cardinal Wiseman Catholic School subscribes to the PSHE Association who are the leading experts on PSHE in the country. Our PSHE programme follows their three heading of Relationships, Health and Wellbeing and Living in the Wider World.
- **In the News** – in Formation time, 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 - in-person and virtual
  - ✓ Trips to universities and colleges
  - ✓ One-to-one careers guidance with a trained and impartial careers advisor
  - ✓ Careers lessons during PSHE
  - ✓ Careers Fair / Speed dating event
  - ✓ Sessions and events in collaboration with external organisations such as AimHigher.

**RSE (Relationships and Sex Education)** – 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).

**Citizenship lessons** - we deliver Citizenship lessons as part of the Formation programme. Our Citizenship curriculum aims to foster the pupils' keen awareness and understanding of democracy, government and how laws are made and upheld. It seeks to equip pupils with the skills and knowledge needed to explore political and social issues critically, to weigh evidence, debate and make reasoned arguments. Essentially, it helps our students to become well rounded individuals who can play an active part in society.



# 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 a small number of secondary schools nationally and one of only few 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.



# Careers Provision

Pupils have to stay in education, employment and / or training until they are 18. At Cardinal Wiseman Catholic School we teach the pupils that they must be **intentional and prophetic** for their futures: they need to proactively plan for their lives beyond school, making the most of all the opportunities they are given. In our current school community we have the doctors, nurses, engineers, architects and teachers of the future, and we have an important responsibility to carefully guide the pupils so that they fulfil their God-given potential and are set on the right pathway post-16.

There are 8 **Gatsby Benchmarks** which schools are assessed on for their careers provision and Cardinal Wiseman is well above national averages in all 8 areas. Our careers programme is revised annually to ensure it remains on target, and meets the varying needs of our pupil population.

The phrase '**Ad Astra**' - '**To the Stars**' - underpins our careers programme as we seek to inspire the pupils to pursue their future careers with total commitment and passion, always aiming high and becoming the people God intended them to become. **Unifrog** is the platform we use to promote careers with the pupils, parents and staff at every opportunity. It is also how we monitor pupil engagement with our careers programme.



*"Cardinal Wiseman set me up for my future, it provided me with the knowledge I needed whilst helping to nurture my skill set, preparing me for life after school". Tayla Judge, Cardinal Wiseman Catholic School Alumnus*

Our careers programme enables all of our pupils, from Year 7 to 11, to make informed choices at every stage of their Cardinal Wiseman journey. We provide impartial advice and guidance, challenge stereotypes - especially with regards to girls working in the STEM industries, and keep the pupils abreast of current **Labour Market Information (LMI)** in this ever-changing world.

We have strong links with local post-16 institutions, apprenticeship providers, employers and our alumni so that the pupils hear from a whole host of different voices. We also work with a number of prestigious Universities, with trips to Oxford and Birmingham. Effective careers education is a key priority for the school; it is an important part of the PSHE curriculum, and promoted via the different subject areas. At every stage we aim to broaden the pupils' horizons and set them up for a wonderful, fulfilling life when they leave us. It is testament to everything that we do at Cardinal Wiseman that we have so many of our alumni working with us to inspire the next generation. If you are an ex-student or know someone who is an ex-Cardinal Wiseman student we would love you to get in touch with us. We are seeking to widen our alumni network and work with our past students to inspire our current / future cohorts. Please contact the careers lead Mrs Buckle on [ebuckle@cardinalwiseman.net](mailto:ebuckle@cardinalwiseman.net) for more information.

Careers related workshops, talks, trips and events are a regular part of the school calendar, with one of the highlights being the annual careers 'speed dating' extravaganza we hold in the Autumn term, where 30-plus employees, employers, alumni and post-16 providers visit the school to engage with the pupils and inspire them for their futures. Our latest event included people from South and City College, BMET, Hilton Birmingham Metropole, Vinci Construction, Zurich Insurance, BMW and West Midlands Fire Service to name just a few.

*"There are careers fairs, mentoring sessions and lessons which provide information about various career paths. We also have guest speakers from different professions who share their experiences". Pupil feedback.*





Cardinal Wiseman Catholic School has been recognised as a **Skills Builder School**, having gained this award in the summer of 2024. To help our students develop the transferrable skills they need to succeed in life we seek to develop the students' abilities in 8 distinct areas (see below). It has never been more important to build a set of essential skills to succeed in life: the ability to creatively solve problems, to self-manage, to communicate effectively, and to work well with others. These are the skills that are needed to do almost anything well, and we therefore give the students a whole host of opportunities to develop their abilities in these areas.



*"We gained the Skills Builder Silver Award last academic year. We have focussed, particularly through our Transformation Curriculum, on the development of skills - how wonderful it is to see the pupils developing problem solving skills in chess, teamwork in electrics and speaking and listening in BSL. We also provide enrichment trips to develop these skills such as taking pupils to Conkers and getting the Problem Solving Company to come to school to work with our children". **Staff Feedback.***



# 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.

At the end of Assessment week which happens on two occasions throughout the academic year, all pupils take part in enrichment trips. This has included trips to Conkers, the Peak District, the beach and a walking tour of London. We also have a range of trips that are linked to specific subjects such as the Geography and Music trip to Birmingham city centre to see the City of Birmingham Symphony Orchestra perform.

In recent years we have developed strong working relationships with a school in Poland. This has resulted in our pupils having the opportunity to go to Poland and their students have visited Birmingham. We have also held a joint trip to Switzerland.



## 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

Every student should be prepared for independent learning throughout the school day. 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 2024, 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 — 3.45pm on Wednesdays.

# Reading

Pupils in Years 7–9 take part in a structured reading programme with 25-minute reading sessions every Monday to Thursday. Each term focuses on one of three reading strands designed to build literacy skills, confidence, and a love of reading.

## 1. Reading for Pleasure

Students choose a book from the school library. Weekly reflection tasks help students share what they're enjoying. Activities may include book reviews, character studies, or creative responses.

## 2. Non-Fiction Reading

Students study a non-fiction booklet linked to key calendar events and social issues (e.g., protected characteristics).

Weekly structure:

Monday: Read as a class and complete a summary using new vocabulary.

Tuesday: Answer comprehension questions and self-mark.

Wednesday: Explore key words and their deeper meanings.

Thursday: Take part in speaking and listening activities (e.g., debates, discussions).

## 3. Guided Reading

Students read and discuss a carefully chosen book with their class and teacher. Focus on big ideas, diverse perspectives, and thoughtful discussion.



# 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 IRIS ParentMail to add funds to their child's account.

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 via Parentmail will stay on the system until used.

Parents can monitor when their child purchases food and drinks in school. This information can be obtained from IRIS 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 or individuals when necessary, focusing on functional literacy and/or numeracy, 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 autism).

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. Additionally, there are speaking practice groups with a Teaching Assistant who also has EAL, and functional English practice is provided when necessary. There are regular opportunities for students and their parents to 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 antihistamines. 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 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 procedures are to be followed. Pupils who require inhalers, epi-pens or medication must bring this with them otherwise they will be unable to take part in the trip.

Any medical information can be emailed to:- [firstaid@cardinalwiseman.net](mailto: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"*

