

SACRED HEART OF MARY GIRLS' SCHOOL

September 2023



"Ut Vitam Habeant"

**Information for Year Seven Pupils
and Parents**

***Please see relevant subject forms which
require completion before your
daughter starts in September.***

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QUICK REFERENCE – CONTACTS

Miss B McConville Senior Leader (Behaviour & Well-Being)	-	bmconville@mary.havering.sch.uk
Mrs J Presland, Head of KS3	-	jpresland@mary.havering.sch.uk
Miss H Munday, Head of Year 7	-	hmunday@mary.havering.sch.uk
Mrs L Doe, Form Tutor 7L	-	ldoe@mary.havering.sch.uk
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Mrs C Crosley/Miss E Ortiz-Garcia, (Form Tutors 7T)	- -	ccrossley@mary.havering.sch.uk eortiz-garcia@mary.havering.sch.uk
Miss, S Wilson, Form Tutor 7W	-	swilson@mary.havering.sch.uk
Main Office Telephone No.:	-	01708 222660
Email Address:	-	admin@mary.havering.sch.uk

Please use the School Gateway app to report absence, check messages and correspondence.

Messages will be sent to you via Schoolcomms to the School Gateway app.

www.sacredheartofmary.net

GENERAL INFORMATION

HOUSES Your daughter will stay with her form group until she enters the Sixth Form: e.g. 7L becomes 8L, 9L, 10L, 11L. There are four Houses in the school; Lindisfarne (green), Rievaulx (red), Thanet (blue) and Whitby (yellow). The Houses exist to give pupils the opportunity to experience working and co-operating with girls from other age groups in activities such as Inter-House competitions and fund raising events for clarity and your daughter will remain with her House until she leaves Sacred Heart of Mary.

FORMS Your daughter has been placed in one of the four year 7 forms: 7L, 7R, 7T and 7W. All forms are of mixed ability and, for the first year, your daughter will be taught in this group for most subjects - although for some subjects the forms are divided into smaller groups.

Your daughter will meet her form tutor at morning registration and during Citizenship and PSHE lessons. This is the first person your daughter should approach with queries or problems.

THE FIRST DAY Time of arrival for pupils on their first day is 8.30 a.m. on Tuesday, 5 September, 2023 via the front entrance on St Mary's Lane. The girls meet in the Hall and will be taken to their form bases by their form tutor who will issue timetables, homework diaries, etc. and help the girls settle in until they begin lessons. They will be dismissed on the first day from Boundary Road.

SETTLING IN Secondary school is very different from Primary school and, although it may take your daughter a little time to adjust, pupils are given a lot of support by all the teachers but especially by their form tutors and, of course, one another.

UNIFORM We are very strict about the wearing of correct uniform and rely on your co-operation in maintaining our high standards and pupils are issued with a Uniform Card. School uniform rules also apply on the journey to and from school. Unless otherwise stated, school uniform is worn for all school functions, trips and visits.

LABELLING Please label all school clothing with your daughter's name. This includes shoes.

For school uniform queries, please contact Mrs Paula Shrosbree, email: pshrosbree@mary.havering.sch.uk or uniform@mary.havering.sch.uk

Sometimes girls lose things or articles of clothing get mixed up. Please check your daughter's clothing from time to time as the amount of unclaimed lost property usually increases throughout the term.

JEWELLERY Your daughter may wear one pair of small, plain gold or silver, round, stud earrings, a watch, and a cross and chain inside the blouse. **No other jewellery is permitted**; if worn it will be confiscated and kept in the school safe until returned at the end of term. No make-up should be worn to school, including fake tan, nail polish, tinted eyebrows and eyelashes. Artificial nail extensions are not permitted. Braids of non-natural colours are not allowed. We reserve the right to send a pupil home to change/remove eyelashes, if the rules are not adhered to.

HALO CODE

We have adopted the Halo Code as part of our uniform policy. This is as we recognise and celebrate our staff and pupils' identities. We are a community built on equality and respect. Natural hair only colourings are allowed for all pupils, but no beading or cuffs due to health and safety reasons. Please see the code on the link below:

<https://halocollective.co.uk/>

THE SCHOOL DAY

Pupils to be in school at 8.40 a.m. at the latest

Registration & Assembly	8.45 - 9.05
Period 1	9.05 - 9.55
Period 2	9.55 - 10.45
Break	10.45 - 11.05
Period 3	11.05 - 11.55
Period 4	11.55 - 12.45
Lunch	12.45 - 1.30
Period 5	1.30 - 2.25 (including 5 minutes official P.M. registration)
Period 6	2.25 - 3.15

Your daughter is expected to be punctual for registration and all lessons. If your daughter is late, a detention will be issued for the same day. These detentions are held at lunch time on the day your daughter is late, for 15 minutes. Ten lates to registration, will result in a Senior Staff Detention.

CURRICULUM MATTERS During the first year, your daughter will study fifteen different subjects which are timetabled across a two week period. Your daughter will usually be taught in her form group, except for Maths, Science, Modern Foreign Languages and some practical subjects where smaller groups are desirable.

HOMEWORK In order to help the girls settle in, there will be no homework for the first two weeks. After that, girls will receive Science, Mathematics and English homework and then after October half term they will have a full timetable schedule. A timetable will be provided to show which subjects your daughter will have on which nights. Homework can take many forms and will often be set and submitted on google classroom.

- Written homework
- Set learning homework
- Research

- Consolidating work covered during the day
- Revision of work done last week/month

It is rare that there is 'no homework' to be done.

During the first year, your daughter will be set approximately 60 minutes homework a day. It may take her more or less time depending on her ability and organisational skills. Form tutors keep a regular check on time spent doing homework.

PUPIL PLANNERS Your daughter will be given a pupil planner in which to record her homework. Please check that your daughter is completing work set and sign the planner weekly. You may also wish to check her google classroom account and you will be set up as a 'Google Guardian'. An invite will be sent to parents at the start of Year 7.

The comments sections are used for communication between parents and staff. There are also places in the planner to record achievement points, personal achievements, targets and action plans. The planner itself gives a further explanation and your daughter will be shown how to use it by her form tutor.

FORM TIME All pupils are expected to have a reading book and to read silently in registration, unless otherwise directed.

ACHIEVEMENT POINTS Achievement points may be awarded for an excellent piece of work, consistent high achievement, extra effort or to reward positive behaviour.

BEHAVIOUR POINTS Behaviour points are logged when pupils do not follow the School Code of Conduct and these are communicated home daily via the Schoolcomms App.

ORGANISATION Your daughter is responsible for her own belongings and for ensuring that she arrives in class properly equipped for lessons. In order to help her to do this, please encourage her to pack her bag in the evening for the following day's classes, checking on the timetable that she has the appropriate books and equipment, e.g. ingredients for Food & Nutrition, Design Technology apron, P.E. kit.

LOCKERS Lockers are available for all pupils. These are 'rented' on an annual basis and can be paid for directly to 'Locker Rentals'. Please click on link: <http://www.locker.rentals/> If your daughter is in receipt of pupil premium funding, her locker will be paid for. **Please do not book a locker until you know which Form Room your daughter is in. Information will be sent to you.**

CODE OF CONDUCT School discipline flows from concern and respect for each individual member of our community. The Code of Conduct was drawn up by our School Council and approved by the Headteacher and the Governing Body. A copy of the Code of Conduct may be found on page 7 of this booklet.

DETENTIONS Please note that it is sometimes necessary for a teacher to require a pupil to report after school, on the day a problem occurs. A pupil will not be kept longer than necessary, provided she reports promptly; there can be compelling reasons for this requirement.

THE SCHOOL COUNCIL This consists of the Head Girl, her two deputies and an elected representative from each year group. Meetings, which are chaired by the Head Girl, are held every half term and are attended by a member of the Pastoral Team. Requests and suggestions are put to the Headteacher and the Leadership Team of the school.

SANITARY PRODUCTS These are available, free of charge, in all toilet areas in the school.

CONTACT WITH THE SCHOOL Transitional monitoring of Year 7 pupils will take place at the end of the first half-term. There will be an opportunity for you to meet with your daughter's form tutor, if necessary, to discuss any matters you may wish to raise. Reporting occurs twice a year and there will be a parents' evening during the year, which will give you an opportunity to discuss your daughter's progress with her subject teachers. Staff review your daughter's progress regularly and we will contact you if we feel that your daughter is experiencing problems or is underachieving. **We will also have a Year 7 'Welcome Evening' on Thursday, 7 September, 2023 at 6.00 p.m.**

If you have concerns, do not feel that you have to wait for a parents' evening; please contact the relevant member of staff, i.e. for subject-specific issues, contact the subject teacher or Subject Leader; for pastoral or general concerns, contact your daughter's form tutor or Head of Year.

EXPENDITURE From time to time, it will be necessary to pay money to school for trips, equipment, etc, all payments should be made via your ScoPay account, permission for any school trips can also be made this way.

If you have any questions regarding your ScoPay account or if your daughter is in receipt of pupil premium, please contact Mrs Jones or Mrs Austin in the School's Finance Office.

SCHOOL FUND LEVY This is an annual levy paid to the School via your ScoPay account. Payments for School fund may be made by instalments if you wish. The levy helps to cover the running of the minibuses and defray some part of the expense of extra-curricular activities. At present, the annual contribution is £100 per family (paid by the **youngest** child in families having two or more children attending the school).

KS3 Technology Materials: £50 Please log on to your SCOPay account where you will be able to make payment. If your daughter is entitled to free school meals/pupil premium funding you may be eligible for having the cost refunded. If this is the case, or, if you would like to enquire about eligibility, please contact the school – 01708 222660.

ASSEMBLIES Religious Assemblies are held each week.

All girls are expected to prepare and take part in assemblies.

ABSENCES We expect attendance to be at 100%. If it is necessary for your daughter to be absent from school, please inform the school office on the first day of her absence by 8.30 a.m. and keep the school updated if the absence continues. The school can be contacted via telephone – 01708 222660, Option 1, or through the Schoolcomms. If no contact has been made with the school, the Attendance Officer will contact you on the same day via Schoolcomms in the first instance. Should the Attendance Officer not receive a response from you they will then contact you by telephone. An explanation in writing is always required to explain any absence.

LEAVE OF ABSENCE The Education Regulations 2013 make clear that Headteachers will not grant any leave of absence during term time unless there are exceptional circumstances. A holiday to coincide with parental leave or 'family occasions' will not be considered as 'exceptional circumstances' and could result in a £60 fine for parents for failing to ensure their child's attendance at school. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Parents must apply to the Headteacher at least 14 days in advance. (A Holiday Form must be completed.)

APPOINTMENTS DURING THE SCHOOL DAY Please confirm the appointment in advance via the Schoolcoms app or at attendance@mary.havering.sch.uk

WELFARE If it is necessary for your daughter to go to the medical room, she must first report to the office staff. It is not school policy to issue medication of any description and neither should your daughter accept them from other pupils. If your daughter needs to bring medication to school she must take it to the office, clearly labelled, for safe keeping. It may be necessary on occasions for a pupil to be sent home or for emergency treatment which is why it is essential that you include at least one emergency contact number on your daughter's DATA SHEET. Pupils should not make direct contact with parents to inform them if they are unwell. The school office will contact you if your daughter needs to be collected.

MOBILE TELEPHONES If you permit your daughter to bring a mobile telephone to school, please make sure that she knows that under no circumstances may mobile telephones be switched on or used during the school day. Mobile telephones should be switched off before entering the school gates and only turned on once your daughter has exited the school gates. This is for both your daughter's safety and wellbeing. Any breach of these rules will result in confiscation of the mobile telephone and an immediate detention. If a pupil's mobile is confiscated a third time, pupils will need to leave it in the Main Office first thing every morning for five consecutive days and collected at the end of each day. There will be a 15 minute detention on each occasion this happens. After the third occasion, your daughter will have a Senior Staff Detention. If pupils bring mobile telephones on to the premises, they remain the sole responsibility of the owner and should be kept in their bag or locker. If your daughter is feeling unwell, she should not contact you herself by mobile. The office staff will do that, if appropriate.

PERSONAL HEALTH, RELATIONSHIPS & SEX EDUCATION (PHRSE) Once a week your daughter will have a PHRSE lesson taken by her Form Tutor. The curriculum is designed to help her develop, academic and social skills, and covers topics on decision making, health matters, relationships, study skills, self-assessment, target setting, action planning and includes Citizenship.

MESSAGES FOR PUPILS It is very difficult for the office staff to relay messages to pupils during the school day. In the case of an emergency they will do their best to contact your daughter.

CARS If you bring your daughter to school by car, please drop her away from the surrounding roads. This is as a courtesy to our neighbours. Parents must not use the staff car park in front of the school. It is also dangerous to stop on the hill in St Mary's Lane to drop off pupils.

When attending meetings and other school functions, parking may be available on school premises. If you require a disabled parking space, please contact the school in advance of the event you are attending.

Please avoid parking in Boundary Road, both at the beginning and at the end of the school day.

OUTINGS From time to time girls are taken on educational trips. Written notification of these events will be given. We ask for your co-operation in collecting your daughter at the time stated.

CALENDAR For your convenience, a calendar is available on the school website. Calendar information will also be available in the half-termly Newsletter.

CHANGE OF ADDRESS Please notify your daughter's the Office of any change of address, place of work or telephone numbers in writing.



'PRIVACY NOTICE' (Formerly 'Fair Processing Notice')


The school is required to publish a 'Privacy Notice' under the terms of the Data Protection Act.

You will find a copy of this new notice on the school's website www.sacredheartofmary.net
Please contact the school office should you require a hard copy.

Our Code of Conduct for Year 7 to 11

Our Catholic Mission and ethos are at the core of our Code of Conduct. By adhering to the three strands of respecting others, being ready to learn and taking pride in our school, we are enabling not only ourselves, but the whole school community to fulfil our school motto of Ut Vitam Habeant, ensuring that all the Sacred Heart of Mary family can live life to the fullest and access all opportunities available.

We respect others 	We are polite and considerate to our school staff	<p>We are polite, considerate and friendly towards our school staff.</p> <p>We address staff respectfully.</p> <p>We do not argue with their decisions.</p> <p>We put our hands up in lessons if we need our teacher's attention.</p>
	We are polite and considerate to other pupils	<p>We listen to other pupils.</p> <p>We show consideration for other pupils.</p> <p>We allow other people to have an opinion even if it is contrary to ours.</p> <p>Bullying is not tolerated whether it is verbal, physical or online and we work together to prevent or report any bullying behaviour we see.</p>
We are ready to learn 	We attend well	<p>We aim for a 100% attendance.</p> <p>We come into school even on days we feel a little unwell.</p> <p>We attend all lessons once we are in school.</p> <p>If we feel unwell during lesson time, we ask our teacher who will decide if we need to go to the office. At other times, we ask our Head of Year. We do not go to the office between lessons without the permission of a teacher.</p> <p>We do not ask to visit the toilet during Period 1, 3 and 5 unless we have a toilet pass.</p> <p>Our teachers may allow us to visit the toilet during Period 2, 4 and 6 and will issue a temporary toilet pass so we should not go to the toilet between Period 1 and 2, 3 and 4 or 5 and 6.</p> <p>We fill up our water bottles outside lesson time.</p>
	We are punctual	<p>We are in school by 8.40 am and know arrival after this means we are late.</p> <p>We are ready to be registered at 8.40 am and 1.30 pm.</p> <p>We are punctual to all lessons.</p> <p>We are in position for assembly by 8.40 am so that the assembly can start promptly at 8.45 am.</p>
	We avoid distractions	<p>We turn off our mobile phones before we enter the school gates.</p> <p>We keep mobile phones off during the school day and ensure we do not receive notifications.</p> <p>We remove AirPods/earphones before we enter the school gates.</p> <p>We only use our mobile phones once we have left the school gates.</p> <p>We are not allowed to have a smart watch in school.</p>

	<p>We are prepared</p>	<p>We bring the correct books and equipment to lessons and unpack promptly. Essential equipment includes: pen, exercise book/folder, school planner, a reading book and any other items outlined by the subject teacher.</p> <p>We face the front during lessons unless instructed otherwise.</p> <p>We do not pack away until instructed to by our teacher.</p> <p>We learn and follow the routines for the start of the lesson set out by each teacher.</p>
<p>We take pride in our school</p> 	<p>We wear the correct uniform</p>	<p>Uniform</p> <p>We wear a winter or summer school shirt, a navy school skirt or trousers and our blazer. Our skirt is worn on the knee.</p> <p>We wear a tie with our blue long-sleeved winter shirt.</p> <p>We may wear a navy v-necked jumper or cardigan in the winter.</p> <p>We are allowed to wear plain white socks or white or navy tights. Socks are ankle or knee high (not trainer socks).</p> <p>We wear flat black shoes without labels or logos.</p> <p>We may wear a navy or black coat without labels or logos in winter. Hooded tops are not allowed.</p> <p>Coats are not worn around the school but are stored in lockers or hung up in classrooms. They may be worn on cold days outside during break or lunch.</p> <p>We may also wear a navy or black scarf and gloves in the winter.</p> <p>We ensure that shirts are tucked in and skirts are <u>not</u> rolled up.</p> <p>Make-up</p> <p>We do not wear make-up. This includes lip gloss, nail-varnish, fake tan, fake nails, nail or eyelash extensions, fake eye-lashes and tinted eyebrows.</p> <p>Jewellery</p> <p>The only jewellery that we may wear is a small gold or silver cross on a chain and gold or silver stud earrings (no bigger than 5 mm in diameter).</p> <p>We do not wear more than one earring in each earlobe and upper ear piercings or nose piercings are not allowed.</p> <p>Hair</p> <p>We are not allowed to dye our hair unnatural colours.</p> <p>We are not allowed beads or hair jewellery.</p> <p>We may wear blue or black or white hair accessories.</p> <p>School badges</p> <p>We always wear our badge showing our year group and house.</p> <p>We only wear school related badges.</p>
	<p>We are sensible as we move around the school</p>	<p>We walk on the right side of the corridor and in single file.</p> <p>We follow the one-way system in A block, D block and B block.</p> <p>We do not run in the corridors.</p> <p>We keep conversations to an 'indoor' level and we do not shout.</p> <p>We keep our hands to ourselves.</p> <p>We take the quickest route to our next destination.</p>
	<p>We respect school property</p>	<p>We clear up any litter we have created.</p> <p>We do not graffiti the school building, school equipment or our school work.</p> <p>We look after school property.</p>

		<p>We do not touch items that do not belong to us. We keep our possessions in our lockers and do not leave items lying around.</p>
	<p>We do not eat around the school</p>	<p>We may eat and drink in the dining hall, garden room and the ambulatory. We do not eat in classrooms or in corridors. Hot food purchased in the school canteen is eaten in the dining hall. Cold food purchased may be eaten in outside areas. We clear all rubbish we create after eating. Chewing gum or bubble gum is not consumed at any time or in any place.</p>

SANCTIONS

The main sanctions used in the school are detentions. Girls are disciplined for not doing homework, not giving in homework on time, unpunctuality, misbehaviour and breaking school rules. Detentions after school can be up to one hour. For serious breaches of school rules pupils may be suspended. A suspension from school may be for a fixed term or permanent.

Achievement and Behaviour Points

Parents are informed daily of their daughter's achievement and behaviour points via the Schoolcomms app.

EXPENDITURE DURING THE FIRST TERM

At the beginning of the Autumn Term your daughter should be equipped with pens, pencils, rubber, coloured pencils, an English dictionary, a Collins Pocket French Dictionary, a Collins Pocket Italian Dictionary, and a Good News Bible.

For School Shop: Contact Mrs Paula Shrosbree, email: pshrosbree@mary.havering.sch.uk or uniform@mary.havering.sch.uk

During the first term your daughter will also be expected to purchase a number of items for use in the various courses offered in the school curriculum. These may be purchased from the School Shop at a reduced price.

Also, please see relevant subject forms which require completion before your daughter starts in September.

