



RESPECT
BELIEVE
ACHIEVE

Cardinal Heenan Catholic High School

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Ms K. Smyth Headteacher

17th July 2026

Dear Parent/Carer

We would like to thank you for your support in ensuring that your son attends school every day with the necessary equipment and wearing full school uniform correctly. The overwhelming majority of pupils wear their uniform with pride and are great ambassadors for the school.

Foodbank

Our school foodbank is operational during the summer. If you need any support, contact Christine Kirkham on c.kirkham@cardinal-heenan.org.uk or 07921 820348. Alternatively call the office on 0151 235 1430 to check we are open and you can pop into school.

Preloved uniform event

Christine Kirkham (Inclusion Officer) will be running our usual preloved uniform event. We will have good quality school uniform available on **Tuesday 25 August, 11.00 – 14.00**. Please come to the school reception. There will also be some good quality clothing for children and adults.

Attendance and punctuality

The Department for Education have made it clear that they expect all students to attend school every day. We expect our students to attend school every day. Students who miss school frequently fall behind with their work and do less well in exams. Regular school attendance is an important part of giving you the best possible start in life. We would ask that you keep school informed as soon as possible by phone or email about any circumstances preventing your child from attending school. Parents are ultimately responsible for the attendance and punctuality of children and where necessary school will submit fixed penalty notices and proceed to court action for poor attendance.

Our minimum whole school target for attendance is 97%. Your son cannot achieve this if he has more than 5 days' absence over the course of the year. If his attendance falls below 94% attendance (9 days absence) we will not authorise any absences without medical evidence. If his attendance falls to 90% or less, he will be classed as persistently absent and there is a risk of legal action.

Your son must be on time by each day. Your son will receive a late mark if he gets to form after his year group start time. We should be grateful if you would ensure that your son is on time and not losing valuable learning time. If he is late by 15 minutes each day this equates to 10 days of lost learning per year. Heads of Year will hold detentions for repeated lateness. You can also receive a Fixed Penalty Notice if your son is persistently late for school.



Wellbeing and safety

We have an extensive Pastoral Team available to support you and your son. We also have a Safeguarding Team, including Mental Health First Aiders, who will continue to provide well-being support and guidance as well as signposting students and parents to any external support that may be available. If you need any support during the holiday period, please email Ms Leech (Designated Safeguarding Lead) on safeguarding@cardinal-heenan.org.uk or phone/text Christine Kirkham (Operational Designated Safeguarding Lead) on 07921 820348. Please be aware that the email address will be monitored on a daily basis however the phone number will only be available at times that Christine is working.

As the summer holiday fast approaches, we would ask you to remind your child about the dangers of open water swimming, railway lines and being alert when crossing roads. Over the years a number of children or adults have died having initially decided to 'cool off' in a river, pond, canal or reservoir and then quickly becoming distressed and then at risk. Further advice can be found here: <https://www.rlss.org.uk/pages/category/open-water-safety-tips>

Holiday periods often result in an increase in the use of computer games, phones and social media. There is some useful information to support you in monitoring your son's online safety and phone use here: <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/talking-your-child-staying-safe-online/>

Finally, the local police have asked us to draw your attention to incidents of anti-social behaviour in parts of the local area. Students should not access the astros on the school site during the school holiday unless they are paying customers. If you can encourage your son to be vigilant about crime and taking care of their property such as bikes and mobile phones. Our priority is that our pupils know how to keep themselves safe and return to us on Wednesday 2 September 2026 having had a great summer holiday and feeling refreshed for the new academic year.

Equipment checklist for school

Students are to arrive at school ready to learn and this means bringing all their own equipment. Without these items your son cannot make the progress that is required. The failure to have these items causes disruption in the classroom. We should be grateful if you would ensure that your son always comes to school with this equipment. There will be daily monitoring of these items in September, and your son will be issued with a negative point if he does not have the equipment each day.

- School bag
- School coat (compulsory)
- PE kit when needed
- Pens (minimum x 2 blue or black)
- Red pen
- HB pencils
- Highlighters
- Set of coloured pencils
- Glue stick
- Ruler
- Rubber
- Pencil sharpener
- Protractor
- Compass
- Notepad
- Scientific calculator
- Whiteboard (with whiteboard pen and rubber)

Uniform checklist

- **Black trousers** (no tracksuit bottoms)
- **White shirt** (no sports/polo shirts)
- **School tie** (compulsory)
- **School jumper** (optional)
- **School blazer** (compulsory)
- **School bag** (compulsory)
- **School PE kit** (To be brought in school bag on the days you have PE)
- **School coat** (compulsory)

If there are financial issues affecting your son having school shoes, please contact your son's Head of Year. School will support wherever possible. If there are any issues in obtaining correct uniform or equipment, please let us know via admin@cardinal-heenan.org.uk, your son's form tutor or Head of Year.

School coat

The school coat is a compulsory uniform item. Our school coat is available to purchase from school office (at a cost of £36 however if you are in receipt of free school meals it is £12). Your son can also swap his current coat, if in good condition, for a bigger size.

If your son attends school with a non-school coat, it will be removed from him, and a parent will need to collect the coat from school. We thank you for your support with this.

Hairstyles

Hair must be of a conventional style and natural colour.

- Hair longer than the collar, 'Mullet' cuts, 'Tramlines' cut into hair or unusual, outlandish colours or extreme styles will not be permitted.
- Longer length hair will only be allowed if it is tied back at all times and fringes should not be longer than the eyebrow; this is a health and safety concern.
- Students must be clean shaven.

Behaviour before/after school

We expect appropriate behaviour from all our pupils. This includes the journey to and from school and behaviour in the local community. Any misbehaviour will be dealt with through our disciplinary procedures.

Mobile phones

Students are allowed to bring a phone into school, but it is to be switched off inside their blazer pocket from the start of the school day at 8:30. Should you need to contact your son during the day, please contact the main office. Mobile phones cause undue disruption to lessons and are not needed under any circumstances during the day. If your son is seen with it during the school day, it will be confiscated and a detention will be issued. Should your son refuse to cooperate with a member of staff, this will be treated as a serious disciplinary offence and could result in him spending time in our Reflection centre.

Banned items

Students should not bring Lucozade, or fizzy/energy drinks to school. If they are seen with them, staff will remove them. We will not tolerate the selling of any item for personal gain on the school premises. Students found to be selling items on the school premises will have the item(s) confiscated and could face further action under our school behaviour policy. We are seeing a city-wide increase in the number of young people using vapes. Vaping is banned in school and any student in possession of a vape in school will face serious disciplinary action.

Rewards

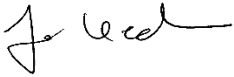
Positive points will be tracked and various rewards applied through Celebration Assemblies. There will be an end of year trip for each year group. Invites to this will be dependent on your son demonstrating positive behaviour and attending school regularly.

Behaviour

Every student has the 'Right to Learn' and every teacher has the 'Right to Teach'. We expect the highest standards of behaviour. There will be a continued focus on this from September. There is a clear Code of Conduct in class and around school. Students will be awarded positive and negative points. Negative points will be tracked every day and a clear structure of consequences applied in accordance with our disciplinary policy. This will include detention, removal from mainstream lessons to work in our Reflection Centre, Suspension, disciplinary meetings and Governor Disciplinary Panels.

We thank you in anticipation of your support and cooperation in these matters. We expect good manners, and respect for all people in the school. The support of our students and parents is vital in achieving this.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Leech', with a stylized, cursive script.

J Leech

Deputy Headteacher