

**I 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.**

### **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 comes to school with this equipment at all times. There will be continued daily monitoring of these items from September and your son will be issued with a negative point each day if he does not have the correct equipment.

- ✓ School bag
- ✓ 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
- ✓ Pair of compasses
- ✓ Notepad
- ✓ Scientific calculator

### **Uniform**

A smart school uniform sets high standards and expectations for the pupils and is also a very public statement about us, as a school, within the community. All students should be attending school wearing full school uniform. This is not negotiable and includes wearing a blazer and black sensible school shoes which must be capable of being polished.

Trainers and fashion/designer shoes are not acceptable. Your son will be required to wear shoes issued by school if he arrives with incorrect footwear. Please check this carefully to avoid making an expensive purchase which is not acceptable in school.

Acceptable shoes are traditional school shoes with a leather upper and a proper sole. Kicker shoes such as this are acceptable.



Their 'trainer' type range of shoes are not. If any boys arrive wearing non-school shoes in September they will be sent home to replace them or issued with school shoes.



Any shoe that looks like a trainer will not be allowed. You may be told in shoe shops that certain shoes are acceptable when in fact they are trainers. Trainer type shoes including brands such as 'Bamboos', 'Cruyffs', 'Vans', 'Hugo Boss' will not be allowed.



If there are genuine medical reasons for your son not to wear shoes please provide this information to school in the form of a medical letter from a doctor. 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](mailto:admin@cardinal-heenan.org.uk) , or through your son's tutor or Head of Year.

### PE Kit

He needs to have his school PE kit on days where PE is timetabled. Alternatives to this kit are not acceptable.

### School coat

If your son chooses to wear a coat, he must wear the school coat. The school coat is available to purchase from school office. If your son is in receipt of free school meals, you may be entitled to a discount. **Non-school coats will be removed from students 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 requirement.
- Hair in an extreme style (skinheads) is not permitted.
- 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

Phones should be switched off and not taken out during the school day (08:30 to 15:00). 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 taken to the school office. Should your son refuse to cooperate with a member of staff, this will be treated as a serious disciplinary offence.

### Attendance and punctuality

The Department for Education have made it clear that they expect all students to attend school every day.

Pupils 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 of 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 (nine 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 meaning risk of legal action.

Your son should be on time by each day, **08:30**. Your son will receive a late mark if he arrives to form after this 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 lateness.

### **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, be referred to the Safer School Police Officer, parents will be contacted and they could face further disciplinary action.

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. We are hoping to invite students to take part in an end of year trip for each year group. This will be dependent on your son demonstrating positive behaviour and attending school regularly. Further information will follow.

### **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, Fixed Term Exclusion, disciplinary meetings and Governor Disciplinary Panels.

### **Foodbank**

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

### **Preloved uniform**

We will be running a drop-in on Friday 18<sup>th</sup> August 2023 anytime between 11:00 and 14:00. There will be a range of used, good condition uniform available to take away for free.

### **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 Mrs Jones (Designated Safeguarding Lead) on [safeguarding@cardinal-heenan.org.uk](mailto:safeguarding@cardinal-heenan.org.uk) or phone school on 0151 235 1430.

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 astro's (muga's) 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 Monday, 4<sup>th</sup> September having had a great summer holiday and feeling refreshed for the new academic year.

### **Activities over the summer for students in receipt of Free School Meals**

Below are details of the summer Holiday Activities and Food (HAF) programmes across Liverpool.

#### **Liverpool Local Authority**

There are lots of great activities happening over the school holidays for children, aged from reception to 16 years old, who are eligible for benefits related free school meals. There are a great range of activities across the city including **boxing, trampolining, football, music, dance, cycling, cooking, climbing, films, bowling, arts and crafts, drama, Jubilee activities, trips out** and much more! Every day there will be a meal available for every child that attends. To find out where schemes are in your ward click on this link <http://www.merseyplay.com/haf-holiday-activities-and-food-fund/>.

#### **Parenting Newsletter**

The Newsletter includes information on services, events and courses that support parents from July to September click on this link <https://sway.office.com/ADqTdYICEUHNZkjj?ref=Link>

**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.**