



# ST CHRISTOPHER'S

## A CHURCH OF ENGLAND ACADEMY

# PARENT GUIDE

2024 - 2025



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# Welcome Letter

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Dear Parents and Guardians

## WELCOME TO ST CHRISTOPHER'S!

St Christopher's is a Church of England Academy with a family atmosphere. Our purpose is to prepare our young people for adult life as well-educated, caring individuals. We can achieve this by working in partnership with families to ensure that all children are safe, happy and given opportunities to thrive.

We are proud of our high academic standards, but also of our pupils' smart uniform, excellent attendance and thoughtful attitudes.

This Parent Guide is aimed to help you feel relaxed, informed and a part of our school community. It contains a wide range of information to reassure you and to answer your questions. Should you require further information on a specific issue, please contact us.



**Mrs L Williamson**

Assistant Headteacher (Pastoral and Safeguarding)

That person is

*like a tree*

planted by streams of water, which

*yields its fruit*

in season and whose leaf  
does not wither

*whatever they do*

*prosper.*

Psalm 1:3



## School Prayer

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Teach us, good Lord  
To serve you as you deserve;  
To give and not to count the cost;  
To fight and not to heed the wounds;  
To toil and not to seek for rest;  
To labour and not to ask for any reward,  
Save that of knowing that we do your will.

**Amen**

The Prayer of St Ignatius Loyola (1491 - 1556)

## Our Core Virtues

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*Forgiveness*

*Friendship*

*Hope*

*Justice*

*Love*

*Peace*

*Trust*

# Tips for Parents and Guardians

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## Welcome Booklet

Please look at the **Year Seven Welcome Booklet** and talk through it with your child.

## Travelling to School

Help your child to feel confident about the journey to and from school, perhaps by practicing this before September. Teachers and Year Seven Mentors will be at the Main Entrance on the first day to assist new pupils.

## Absences

Inform us by 9:10am if your child will be absent. This can be done by phone or via our Synergy messaging system.

## Phones

**Use of mobile phones is strictly forbidden during the school day.** Any phone seen out will be confiscated and parents contacted to collect it. Smart watches may be used for timekeeping only. We expect that children will keep phones switched off, safely stored in school bags.

Should your child feel unwell during the school day, our office staff will happily contact you. We discourage pupils from using their own phones to get in touch, as you may not be available and may worry unduly. We encourage children to speak to their Heads of Year, or Reception, if they need support. Should your child need to send you a message e.g. regarding a lift home, Reception will contact you on his/her behalf. Please telephone Reception if you would like an important message to be passed on to your child.

## Form Groups and Teaching Sets

In Year Seven, children are placed in form groups for registration and assembly activities. We endeavour to place your child with someone they know and will have acted on the advice of their Year Six teachers. Starting secondary school provides a fresh start and an opportunity to make new friends.

Year Seven pupils are also placed in a separate teaching set. We ask that you allow your child time to settle into secondary school during this first term, in the knowledge that appropriate set adjustments can be made when he or she is more established at St Christopher's. Set reviews for all year groups take place at the end of each year. Do inform your child's Head of Year if you have concerns.

## Year 11 Mentors

Year 11 Mentors will help Year Seven to become confident around school, picking them up and dropping them off at every lesson for the first two weeks. They also join Form Assembly once a week, to assist the Form teacher and chat through any questions with their allocated Year Seven form.

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## Organisation

Please name **everything!** Help your child to be organised by using the timetable (distributed on the first day) to help them pack for each day. This teaches children to be prepared and only carry as much as they need to. Encourage your child to put out uniform and pack his/her school bag every evening ready for the day ahead. Use the timetable to check whether it is Week One or Week Two. The Year 7 Welcome Booklet includes lots of useful school information to look through with your child.

## Synergy

Our online system is used to record behaviour, rewards and homework. It is also a useful way to share information with parents. Use your log in (sent out in September) to access letters, your child's records and to book on events such as Parents' Evenings.

## Homework

To help establish effective homework routines, encourage your child to complete homework promptly in a quiet environment. If there is any uncertainty about a task, information can be checked on Synergy or pupils should ask their teacher for clarification the next day. Parents are expected to check the Synergy homework list on a daily basis.

## Pastoral Support

Although children remain in the same form group up to the end of Year Eleven, pupils have a new Form Teacher and Heads of Year at the start of Year Seven, Year Eight and Lower Sixth. In November, there will be an opportunity to receive feedback on your child's initial progress socially and academically at Pastoral Evening.

## Uniform

Please refer to our uniform list for items your child will require for St Christopher's and to ensure that you are not persuaded to purchase unsuitable items or haircuts etc. If you are unsure, telephone or email school to check first. **Note that no jewellery is permitted for school.** Any item other than a wristwatch for boys and girls may be confiscated and parents required to collect it at their convenience. Therefore, any ear piercing must take place at the beginning of the summer holidays to allow sufficient healing time before September.

## Your Contact Details

Up-to-date contact details are essential. Please inform us in writing immediately of any changes of address, telephone numbers or e-mail address.

# Contacting School

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**Parents should make an appointment in advance of visiting school as staff are not usually available to speak to at short notice.**

Senior staff and Heads of Year are also classroom teachers - they will be in touch as soon as possible, but if they are teaching they will not be able to respond immediately. You should either:

- Contact Reception to request a call or to book a meeting with a Head of Year (general issues), or a Head of Department (subject issues).
- Use the school website 'Contact' page to send an email to a member of staff.
- Use Synergy Broadcast to send a message to a member of staff.

## General issues:

Head of Year (Mrs Ramsbottom), Assistant Head of Year (Mrs Lillie) or your child's form teacher

## Subject issues:

Heads of Department

## Attendance:

Mrs C Connor (Attendance Officer)

## Pupil support (SEND)

Ms S Holmes (SEND Coordinator)

## Safeguarding, Pupil Welfare and uniform enquiries:

Mrs L Williamson (Assistant Headteacher)



### St Christopher's CE High School

Queens Road West  
Accrington  
BB5 4AY

Call: 01254 232992

Fax: 01254 355215

There is also a contact form on the school website.



# Equipment for Year Seven Pupils

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## Equipment required for school and homework

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1. Several writing pens: either fountain pen, gel pen or biro (blue or black ink only).
2. 30cm ruler.
3. Eraser.
4. HB pencil.
5. Pencil sharpener.
6. Pair of compasses.
7. Protractor.
8. Casio Scientific calculator.
9. Technology apron (available to order from school).
10. Art and Design A3 pack containing a sketchbook and drawing equipment (available from school).
11. Reading book (a recommended list will be available in school from September).
12. PE Kit (as explained on Page 21).
13. Highlighter pen.
14. Glue stick.
15. Pair of paper scissors.

## What to bring on the first day in September

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1. School bag.
2. Pencil case with basic equipment.
3. Packed lunch or money to buy a school meal with a “swipe card” (Swipe cards will be issued on the first morning).
4. A reading book.
5. Bus fare or bus pass, if required.
6. Pupils’ ‘Year 7 Welcome booklet’ (received on Taster Day).
7. PE Kit will NOT BE needed on the first day.
8. In the evening, check your child’s timetable for the items required for the next day.

## This will be Week One.

# Daily Timetable

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## Monday to Thursday School Day

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<b>Registration and Assembly:</b>	8:45am
<b>Period 1:</b>	9:10am - 10:10am
<b>Period 2:</b>	10:10am - 11:10am
<b>Break:</b>	11:10am - 11:30am
<b>Period 3:</b>	11:30am - 12:30pm
<b>Period 4:</b>	12:30pm - 1:30pm
<b>Lunch:</b>	1:30pm - 2:10pm
<b>Registration and Period 5:</b>	2:10pm - 3:15pm (except on Fridays, when school ends at 2:15pm)
<b>End of school:</b>	3:15pm

## Friday School Day

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<b>Registration and Assembly:</b>	8:45am
<b>Period 1:</b>	9:10am - 10:10am
<b>Period 2:</b>	10:10am - 11:10am
<b>Break:</b>	11:10am - 11:30am
<b>Period 3:</b>	11:30am - 12:30pm
<b>Lunch:</b>	12:30pm - 1:10pm
<b>Registration and Period 4:</b>	1:10pm - 2:10pm
<b>End of school:</b>	2:15pm

## Wet Lunchtimes

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If it is very wet at lunchtime, spaces will be opened for pupils.

## Assembly

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Each school day begins with an act of worship.

- One morning** - Main Hall Assembly
- One morning** - Year Assembly in the Studio
- Three mornings** - Form Assembly in Form Rooms (with the Form Teachers)

# Food and Drink in School

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**To Start the Day:** Breakfast is served from 8.15am - 8.40am in the main dining room. Various morning goods are available e.g. toast, crumpets, fruit teacakes, cereals and milk, and grilled bacon sandwiches. Fresh fruit, yoghurt, hot chocolate, fresh milk and juices are also available.

**Morning Break:** 11:10 - 11:30am. Breakfast items, with the addition of paninis, pizza and other sandwiches.

**Lunch:** 1:30 - 2:15pm. Year Seven have their own dining area which sells hot meals and sandwiches, salads, snacks and drinks.

Pupils spend approximately £3.00 to £3.50 daily.

All food and drink is paid for using a 'swipe card' which is issued on the first day. Money can be added to the card by two methods:

1. Parents can use 'ParentPay' to put money into their child's account; this is the preferred method.
2. Pupils can "load" their cards using cash at the "reval" (as in "revaluing") machines in school.

Accounts can be checked at the "reval" machines or at the tills. **Children registered for Free School Meals will automatically have an allowance credited to their card.**

## Packed Lunches

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Pupils may bring their own snack, drink and packed lunch to school. These must be stored in a strong container, as any food or drink brought from home will be kept in school bags through the day. **Please note, high energy/caffeine drinks are not allowed and may be confiscated.**

If they wish, any pupils may also buy hot and cold drinks, snacks, fruit or hot puddings to accompany packed lunches.

We encourage pupils to bring fresh, still water to school in a plain, clear reusable water bottle and we allow pupils to drink water during lessons. There are also drinking fountains in school to top up bottles at break and lunchtime.

If parents or pupils have any questions about food and drink served in school, Mr Gardner the Catering Manager will be happy to help you. Please contact him via the school website.

As a parent you will know how important the internet is to children and young people. You might worry about the risks they can face online, such as bullying or contact from strangers, as well as the possibility of accessing inappropriate or illegal content. To help them to stay safe, it is important that you understand how your children might use the internet.

By following this simple checklist, you can help to protect your child and decrease any risks:

- **I have asked my child to set profile settings to private** - social networking sites, such as Instagram, SnapChat or Tic Tok are increasingly used by young people to share information, photos and just about everything they do! Insist that your child sets his or her privacy settings to private. Children need to think about the information they post online as it could be copied and sent anywhere, without their permission.
- **I have asked my child about online friends** - we know that some people lie online about who they are and may create fake identities. It is very important that children understand this.
- **I have set appropriate parental controls on my child's computer, mobile and games console** - filters on computers and mobiles can prevent your child from viewing inappropriate and possibly illegal content. You can activate and change levels depending on your child's age and abilities. You can also set time restrictions for using the internet or games. Explain to your child why you are setting parental controls when you talk about internet use.
- **My child has agreed to tell me if he or she is worried about something online** - sometimes children get into situations online where they don't feel comfortable or see something they don't want to see. By opening up the communication channels and talking to children about the internet, their favourite sites and the risks they may encounter, they are more likely to turn to you if they are concerned about something.
- **I know where to get help if I'm concerned about my child** - the CEOP Safety Centre provides access to a range of services. If you are concerned that an adult has made inappropriate contact with your child you can report this directly to CEOP. You can also find help if you think your child is being bullied, or if you've come across something on the internet which you think may be illegal.

**St Christopher's staff are happy to discuss these issues further. Please contact Mrs Williamson or Mr O'Doherty. We also highly recommend referral to CEOP (Child Exploitation Online Protection) which provides clear, easy to follow guidance from the Police. Please visit the Safety Centre at [www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre) or [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents)**

# Behaviour Policies

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**All policies are available on the school website.** These policies give details of what we expect from our pupils at St Christopher's. We are proud of our Church school and of our good reputation in the local community. Pupils and staff, past and present, have worked hard to build a good name for our school and its pupils and we all benefit from the school's high standing. We hope that your child will do all he or she can to promote the school and to be a good representative of our school.

Your child will be given a copy of our Home School Agreement which clarifies the roles of St Christopher's, pupils and parents in a child's education with us. We ask that you review these documents and return a signed copy to us via your child on Taster Day.

## Anti-bullying Policy Extract (Full policy available on the school website)

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### Anti-bullying at St Christopher's

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We believe that all people are made in the image of God and are unconditionally loved by God. Everyone is equal and we treat each other with dignity and respect.

### Definition of bullying

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Bullying is hurtful, unkind or threatening behaviour which is deliberate and repeated.

### Reporting bullying

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If you are being bullied, or you know someone else is being bullied, please tell your form teacher, Head of Year, any other member of school staff or a senior pupil. Alternatively, your parents can telephone or email school.

### Pupil responsibilities

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You should not take part in any kind of bullying, should watch out for signs of it and never be a bystander. Offer support and make sure that problems are reported.

**Extra Information for Parents:** Online bullying (and how to avoid it) is a regular feature of our assemblies. We recommend that parents visit the CEOP website [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) for further advice.

Please telephone or email your child's Head of Year if you have concerns about bullying or your child's well-being in school.

In order to flourish at secondary school and become proud ambassadors of St. Christopher's, pupils are expected to support the following behaviour documents, also referred to in the Home School Agreement.



### Learning at St Christopher's

**"That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither - whatever they do prospers."**

Psalms 1:3



#### **BE READY**

Arrive at lessons on time, fully prepared to learn. Bring the required books and equipment with you. Manage your time, enjoy life, eat well and sleep well.



#### **BE RESPECTFUL**

Listen to your teacher and to the views of others in your class. Encourage, support, be kind and help your classmates. Welcome visitors and look after school property.



#### **BE RESILIENT**

Accept feedback and act on advice. Do not be afraid to fail; as you strive to succeed. Remember that hard work will always eventually result in progress.



#### **BE REFLECTIVE**

Seek advice from your teacher and your peers. Know your strengths and what you need to do in order to improve. Consider the ways in which your subjects relate to one another.

**Ad Gloriam Dei - To the Glory of God**



## St Christopher's School Rules

**"That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither - whatever they do prospers."**

Psalms 1:3



BE **RESPECTFUL**



BE **REFLECTIVE**



BE **RESILIENT**



BE **READY**

- Wear correct uniform, bring all you need for the day and carry your CLUE card.
- Be prompt to school and lessons.
- Be polite and attentive to all.
- Before 8.45am, use the Dining Room, Plasma or Library.
- Remain in school unless you have a letter of permission to leave.
- Use technology responsibly.
- Switch your phone off and store it safely in your bag.
- Use smart watches for time keeping only.
- Use maximum size 2 footballs on the yard.
- Do not smoke, trade or gamble.
- Do not bring these banned items:
  - cigarettes, e-cigs, lighters or matches
  - energy drinks
  - chewing gum
  - electronic devices e.g. gaming machines
  - large sums of money
  - pornographic or other inappropriate images
  - fireworks
  - alcohol or illegal drugs
  - stolen items
  - knives or other dangerous items.

These rules apply to the school day, the journey to and from school, clubs and trips.

**Thank you for helping to keep St. Christopher's safe and happy!**

Please see the Main School Behaviour Policy on the website for further details.

# Rewards

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**At St Christopher's, we recognise and reward good behaviour, effort and attendance.**

## 1. Credits

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Teachers award Credits for a pleasing attitude to work, each other and contribution to school life. KS3 Pupils may receive 1 Credit (Good) or 2 Credits (Excellent). Bronze, Silver and Gold achievement Credit badges can be earned through the year, each being traded in for the next level.

Pupils (and parents) are encouraged to access their own Synergy account to view individual Credit totals and behaviour records. Those pupils with all positive Synergy behaviour records are celebrated at Awards Assembly in Summer Term.

## 2. Attendance and CLUE

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Attendance is celebrated every half term in Year Assembly. In addition, those pupils who achieve 96% or above attendance and/or have a clean CLUE Card are entered into a prize draw each term. Pupils with five or seven years' full attendance receive a Senior Attendance Prize at Speech Night.

## 3. Subject Awards

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Awards are also presented at the annual Awards Assemblies for progress and achievement in each academic subject in Years Seven to Ten. Subjects may send achievement postcards through the year.

## 4. BRAG Awards

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Through the year pupils are awarded certificates in categories highlighted in the BRAG (Blue, Red, Amber, Green scoring) progress reports, such as:

- Academic achievement
- Effort
- Behaviour
- Progress

## 5. Certificates of Active Citizenship/Pupils of the Month

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Staff nominate pupils who have given special service to the school, or whose actions embody Christian virtues. A certificate is presented in year assembly.



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## 6. Mentions in Assembly

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Pupils who have achieved success in or out of school often have their name mentioned in assembly. Parents are welcome to share exceptional achievements in out of school activities.

## 7. Positions of Responsibility

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Various roles such as Form Captain, Eco Team, Charity Rep, Worship Coordinator, Games Captain and School Council Rep are available to those pupils keen to help in the running of school life. Each form group holds elections at the start of the year to decide these valued positions of responsibility.



# School Uniform Information

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## Whittakers

3 Waterloo Pavilion  
Blackburn  
Tel: 01254 676047

## Pendle Village Mill

Hollin Bank  
Brierfield, Nelson  
Tel: 01282 442424

## Abbey Street

2-4 Abbey Street  
Accrington  
Tel: 01254 382076

- Whittakers' online ordering is available at [www.whittakersschoolwear.co.uk](http://www.whittakersschoolwear.co.uk)
- PE kit is also available online at [www.surridgesport.com/st-christophers-school](http://www.surridgesport.com/st-christophers-school)
- Many items of our uniform are available at Abbey Street Stores, Accrington. You can contact them via email: [info@vijschoolwear.co.uk](mailto:info@vijschoolwear.co.uk)
- **We have a thriving 'Pre-loved' Uniform Stall. Purchases and clean, good condition contributions are always welcome.**

## Uniform for Girls - Years 7, 8, 9

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1. Official St Christopher's school blazer.
2. Official St Christopher's checked, pleated skirt - **knee length only**.
3. Black trousers in a 'classic' fit.
4. Plain white school blouse with short or long sleeves and stiffened collar.
5. A plain navy school V-neck jumper or school cardigan.
6. Official school tie.
7. Plain navy-blue or black coat with no large logos or badges.
8. School scarf or plain navy-blue scarf (optional).
9. Plain black leather school shoes.
10. Plain white, navy-blue or black socks or tights.
11. If a hair band or fastener is worn, this should be plain navy-blue, black or white.
12. A sturdy school bag (not a fashion bag) is required, large enough to comfortably fit an A4 folder and keep all contents dry.

## Uniform for Boys - Years 7, 8, 9

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1. Official St Christopher's school blazer.
2. Dark charcoal grey school trousers in 'classic' fit.
3. Plain white school shirt with short or long sleeves.
4. Plain navy school V-neck jumper or school cardigan.
5. Official school tie.
6. Plain navy-blue or black coat with no large logos or badges.
7. School scarf or plain navy-blue scarf (optional).
8. Plain black leather school shoes.
9. Plain navy-blue, black or grey socks.
10. A sturdy school bag is required, large enough to comfortably fit an A4 folder and keep all contents dry.

An apron with a bib is required for Design Technology lessons and may be purchased using the order form provided to parents.

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## Notes on Appearance for ALL Year Groups:

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- Blouse/shirt to be worn tucked in.
- Girls' checked skirts to be worn at knee length and **must not** be rolled at the waist.
- Ties should be pulled up to shirt collars and tied at a reasonable length.
- Pupils may wear a wristwatch only, with no other jewellery.
- Hair for boys should be no shorter than a number one razor cut and no longer than collar length. Tram lines or patterns cut with a razor are not allowed and boys are expected to be clean shaven.
- Any hair colours/highlights should be natural shades or combinations of shades.
- Girls' socks can be worn below the knee or at ankle length, not above the knee.
- In very cold weather, a plain navy or black knitted hat may be worn when travelling to and from school.
- If it is necessary for your child to temporarily wear an item which does not comply with our uniform list, a note to his/her form teacher is essential.
- If parents are in doubt about the suitability of items of school clothing, please consult us or the stockists before making your purchase. Our uniform does not allow for fashion items.
- If your child loses any belongings in school he/she should first try to find them by retracing steps. Lost PE kit is handed in to the PE Department. Other Lost Property can be claimed from Pupil Reception. If you could please make sure that EVERYTHING IS NAMED, it is much easier for us to return it to your child.
- Where appropriate we shall be sensitive to the needs of different cultures, religions and sexuality.

## The Following are NOT Allowed:

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- Slim/skinny/fashion trousers. 'Classic' fit **only**, with no rear patch, or combat pockets.
  - Round-necked or polo-necked, hooded or front fastening jumpers or sweatshirts.
  - Any jewellery for boys or girls. Facial/body piercings or plastic retainers. Please note that jewellery will be confiscated and parents required to collect it at their convenience.
  - Coats made of denim, suede, leather or sweatshirt fabric.
  - Extreme hairstyles or hair colouring (including dip-dyed or ombre effects). Haircuts shorter than number one.
  - Make-up, false eyelashes/lash extensions, nail varnish, gel or acrylic nails, tinted eyebrows/lashes or fake tan.
  - Boots, sports shoes, sandals, plimsolls, suede or fabric shoes, shoes with high heels or platform soles. Heels higher than 2" (5cm).
  - Coloured scarves, football scarves, football hats or baseball caps.
  - Hair extensions, hair wraps, braided or multi-braided hair, fashion accessories.
  - Frilled or over-the-knee socks or patterned tights.
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## Dress Code for Non-Uniform Events

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In order to maintain our high standards it is important that pupils are always appropriately dressed for an active educational day (in or out of school). Therefore, sensible, smart casual dress is required for non-uniform activities, including charity days and out of school trips.

Please note that the following items are **not** allowed:

- Transparent fabrics
- Low-cut, strappy or cropped tops
- Very short skirts, shorts or jean rips
- Excessive make-up
- Inappropriate T-shirt images or slogans.

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## School Uniform Code - Years 10 and 11

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As pupils move from Year 9 to Year 10, we introduce small changes to their uniform, marking their more senior status within school. All pupils in Years 10 and 11 wear a senior tie, which is available from the stockists listed on page 18.

Senior boys are allowed to wear black 'Classic' fit trousers in addition to charcoal grey. We expect our pupils in Year 10 and 11 to set good examples to younger pupils in all areas of uniform and appearance.

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## CLUE Check Card

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This card helps us to ensure that pupils are 'ready to learn', with no **Chewing**, no **Lateness**, correct **Uniform** and the required **Equipment**.

At the start of each half term, pupils receive a new CLUE Card. This is carried in their blazer pocket at all times. Any breach of our rules will be recorded by a teacher with a letter and their initials. 4 crosses or more result in a Friday lunchtime detention.

Pupils missing their cards also automatically attend this detention. Pupils who accrue three Friday lunch time detentions in a term will receive an after school detention.

Pupils with no crosses on their card at the end of term are regularly rewarded with prize draws and treats. Those achieving this consistently through the year are highlighted at Awards Assemblies in a Roll of Honour.

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	Name: .....				Form: .....	
Week Commencing	Monday	Tuesday	Wednesday	Thursday	Friday	
07.09.20						
14.09.20						
21.09.20						
28.09.20						

# Physical Education Information

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## Physical Education Kit (\* items only available from our suppliers)

### Boys PE

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1. White T-shirt with school logo\*
2. Navy blue shorts
3. Navy blue football socks
4. Training shoes, predominantly black or white only - no other colour (see page 23)
5. Shin pads
6. Football Boots
7. Gum Shield (optional)
8. Training top with school logo (optional)\*
9. Navy blue under-armour (optional)
10. Navy blue tech training pants (optional)\*
11. Towel

### Girls PE

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1. White T-shirt with school logo\*
2. Navy blue shorts or skort\*
3. Navy blue football socks
4. Plain white trainer socks.
5. Training shoes, predominantly black or white only - no other colour (see page 23)
6. Shin pads
7. Gum shield (optional)
8. Training top with school logo (optional)\*
9. Navy blue under-armour (optional)
10. Navy blue leggings or Navy tech training pants (optional)\*
11. Towel

### General Notes on Kit

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- All pupils' kit must be named, in an easily visible position, on the garment (not the label) with an iron-on or sewn-in label or permanent marker.
- Lost property will normally be collected at the PE office or Pupil Reception, but it is the responsibility of the pupil to enquire at the earliest opportunity for any item of kit which has been mislaid. Although it is difficult to guarantee absolute security of pupils' valuables, every effort is made to reduce the risk of property going missing.
- For health and safety reasons no gel or acrylic nails may be worn for PE lessons, (includes clear piercing retainers which are not allowed).
- Our school operates a no jewellery policy, which continues to apply during PE lessons.

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## Kit Reminders

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### All pupils must have:

1. A change of socks for PE lessons.
2. Trainers with non-marking soles and predominantly black or white in colour. Fashion trainers will not be allowed. **Please see the accompanying guide.**
3. Long hair tied back and nails at a suitably safe length.
4. If kit is lost/misplaced or in the wash **please bring alternative sporting wear with a note.** If not, the expectation is that kit will be borrowed and a detention issued.

## Fit for School, Fit for PE Policy

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The PE Department expects that all pupils who bring a sick note to lessons also bring their PE kit to every lesson. All pupils can enjoy involvement in the sporting activity, perhaps through coaching, organising or officiating. This positive inclusion policy ensures that all pupils are included in the lesson and make progress. As such pupils will be expected to change into full PE Kit (where possible) regardless of participation. The level of activity will depend on the injury. If pupils are to miss full involvement in PE for two weeks or more, a doctor's note is required.

## Competitive and Non-Competitive Sport

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The Department organises a full programme of sporting activities at a competitive level with the help of some non-specialist staff. All pupils are welcome and encouraged to attend.

For inter-school fixtures, it is expected that all pupils will wear school uniform and behave in a manner befitting a pupil from St Christopher's. Details of these activities and lunchtime clubs can be found within the Department, on the website and around school. Parental permission to authorise involvement in after school fixtures will be sought via synergy.

Sport within School revolves around the Form system, with inter-form competitions taking place throughout the year in all the major sports. The department also offers various leisure and non-competitive activities outside of normal school hours. All pupils are encouraged to take advantage of the extra-curricular activities on offer.

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## Medical Information

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Please inform the Department of any current medical issues of your son/daughter. In the event of a child being injured, the School has first aid facilities where treatment can be provided. **If your son/daughter is injured during the course of a lesson/practice, he/she must report the injury to a member of staff, to ensure an appropriate response.**

The information provided here should enable your child to settle in quickly to the routine of PE at St Christopher's. Should you have any further enquiries, please do not hesitate to contact the Head of PE, Mr Black, available via the school website.

## Trainer Buying Guide

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Appropriate footwear is essential for physical education lessons at St Christopher's. Trainers provide support and stability to engage in physical education lessons. The sole should be flexible and provide cushioning in the heel and midsole, offer good traction and be of a non-marking nature. Trainer colours should be predominately black or white.

### Inappropriate Trainers:



### Appropriate Trainers:



# A Guide to Support Reading at Home

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Here at St Christopher's we believe that reading, writing and language development is the key to unlocking the wonders of the knowledge-rich curriculum we offer. Learning to become a skilled reader is critical part of education, but we also want all our pupils to develop a love of reading.

Here are a few strategies you may find useful in helping us to foster a love of reading in every pupil.



## Concentrate on reading quality

- Don't worry too much about 'what' your child is reading each day, just be on the lookout for reading, whatever it is!
- TIP: comics, recipes or even a set of instructions.



## Ask lots of questions

- All reading matters, so think of reading as 'reading with' not just 'reading to'.
- TIP: Ask Who? What? When? Where? Why? About the text.



## Make predictions

- Ask your child to predict what might happen next, perhaps before they've read the next chapter, or even more than the blurb!
- TIP: Look for clues in the artwork on a book, consider how a character might change?





### **Summarise what has been read**

- When they've finished reading, talk about what they have read. Describing the big idea in a chapter reading helps to maximise learning.
- TIP: Ask them to recite all the key events, characters or new developments they've just read.



### **Ask them to write about it**

- Write, draw pictures, even create a cartoon strip! Any activity that encourages them to consider what they've read.
- TIP: Can you get creative? How can you bring the text to life?



### **Make reading part of the family**

- Encourage their reading through modelling good reading habits yourself. They will enjoy the reading journey with you, rather than feeling like they've been made to.
- TIP: Discuss your own reading with them. What types of reading do you enjoy? How can you fit it into family life?

## Some great reading can be found via these links:

The screenshot shows the St Christopher's C.E. High School website. The top navigation bar includes links for HOME, SIXTH FORM HOME, PARENTS' TRY, SCHOOL DIAL, CONTACT, and QUICKLINKS. The main content area is divided into two columns. The left column is titled 'LIBRARY' and contains sections for 'St Christopher's School library - Read, research, learn', 'Library Lessons', 'Librarians', and 'Stock'. The right column is titled 'NEWS' and contains sections for 'St Christopher's Awarded "Good" Ofsted Award' and 'QUEST Award: Summer Term'. The background of the website features a large image of a cricket player in a white uniform and blue helmet, holding a cricket bat.

### St Christopher's - Library

<https://www.st-christophers.org/about-our-school/library>

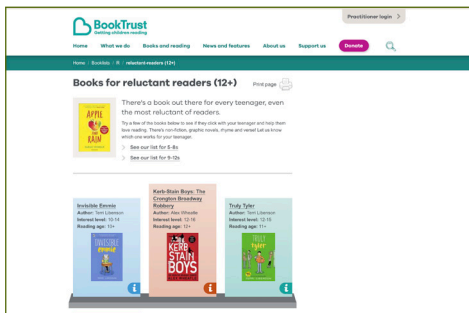
Our school library including reading lists.

The screenshot shows the Accelerated Reader Bookfinder UK & Ireland website. The top navigation bar includes links for Register, About, and Help. The main content area is titled 'Accelerated Reader Bookfinder' and features a search bar with a dropdown menu for 'Quick Search', 'Advanced Search', and 'Database'. Below the search bar, there is a section for 'Book Details' and a section for 'Book Details' with a list of books. The background of the website features a large image of a person reading a book.

### Accelerated Reader Bookfinder UK & Ireland

<https://www.arbookfind.co.uk/>

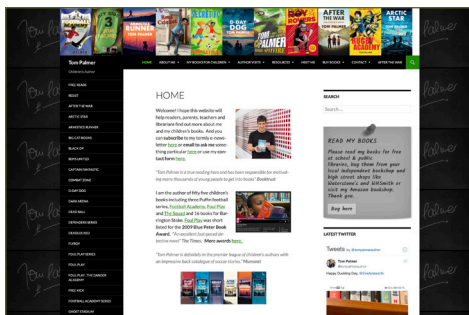
Book finder for age appropriate books based on school testing.



## Reluctant Readers (12+) | BookTrust

<https://www.booktrust.org.uk/booklists/r/reluctant-readers-teen/>

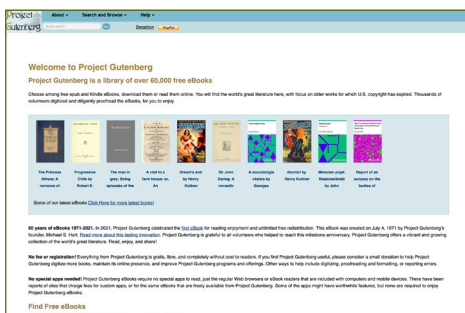
Reading lists for reluctant readers.



## Tom Palmer | Children's Author

<https://tompalmer.co.uk>

Free short stories and first chapters.



## Free eBooks | Project Gutenberg

<https://www.gutenberg.org>

Classic titles for free.

# Homework Guidance

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## Principles

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Well-organised homework plays a vital role in raising standards of achievement by pupils and is an essential part of preparation for tests, exams and life-long learning. All homework tasks are set by teachers on Synergy as 'Assignments', including deadlines.

## The Role of the Pupil

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**Pupils are expected to:**

- Check online every day for homework details and deadlines set on Synergy.
- Complete and hand in homework on time.
- Catch up with homework missed through absence.

## The Role of Parent

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**Parents are asked to support school policy by endeavouring to:**

- Check your child's Synergy homework record daily.
- Provide a quiet environment at home for the completion of homework.
- Make clear to pupils that they value homework and its contribution to pupil progress, by checking their pupil planner.
- Encourage and praise the completion of homework.
- Support the school in expecting deadlines to be met, helping to establish a workable routine.
- Consider the time demands of homework before agreeing to pupils undertaking part-time jobs or hobbies which might interfere with their school-related work.

## Additional Note

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Where a formal homework has not been set, pupils should ensure their books are fully up-to-date and will find it useful to read through recent work to consolidate their understanding, responding to teacher feedback. We also encourage regular reading.

# Planning for Examinations and Tests - A Pupil Guide

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This guide is intended to help you prepare your child for any important school and GCSE exams. Dates of the annual examinations for each year group are listed in the school calendar sent home in September. Preparation before each set of examinations or tests is important, so use the guide below as a checklist:

## Plan Revision

- Try using a revision timetable to help you manage your workload.
- Make sure that all your notes are in order and up to date.
- Be clear about the date and length of each exam.

## Preparation

- Read through your notes, highlighting, re-writing key words/ phrases or summarising them in bullet point form.
- Try using mind maps (there is further advice on the school website).
- Aim to work in 45-60 minute stretches, taking regular breaks.
- Obtain copies of the specification/past papers/revision guides and use them.
- Ask a parent or friend to test you, or 'teach' them a topic.

## Before each Exam

- Re-read your notes/mind maps/revision guides etc.
- Get a good night's sleep.
- Make sure you have all the equipment required; including spare black pens.
- Make sure you are comfortable, have a light snack/meal before each exam and visit the toilet.

## In the Exam

- Read the instructions and questions carefully - do the correct number of questions.
- Highlight or underline key words in questions to help you stay focused.
- Plan your time to ensure you have enough time for each question you must answer.
- Try not to panic, leaving tricky questions to come back to.
- Drink water during the exam to stay hydrated, if your teacher allows this.

## At the End of the Exam

- When you have finished, check your paper carefully for careless mistakes and complete any unfinished sections.
- Cross out rough work and mistakes with a single line.

## After the Exam

- Do not worry about the exam you have just taken.
- Have a rest, a meal or take part in a leisure activity.
- Begin to concentrate on the next test or exam.

## Attendance (Full policy available on the school website)

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Levels of attendance at St Christopher's are continuously above the local and national average. We expect pupils to attend school whenever they can and keep absences to a minimum. Many pupils receive certificates and badges for full attendance and, if they achieve full attendance throughout Key Stage 4 and/or 5, pupils will receive a school prize. High attendance is also rewarded each term in year assembly.

### Absences

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If your child is absent from school, we must be informed as soon as possible. Please telephone school on the first day of absence before 9:10am, or send a message through Synergy or email. In cases of prolonged absence, please send a written note providing details of the dates of absence and the reason for absence together with appropriate medical evidence (if applicable).

### No need for 48 hours

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Unlike Primary School guidance, pupils do not need to remain absent for 48 hours after illness. Pupils are expected to return to school as soon as they are recovered and fit for school.

### Permit Cards

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If your child needs to leave school during the school day, e.g. for a dental appointment, you must send a note in advance to explain the absence. Your child will collect a permit card from Reception during morning registration. On leaving school, he or she must "sign out" at Reception, showing the permit card. If pupils return to school after the appointment, they must also "sign in" at Reception before joining their class.

### Holidays

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The DfE states that Headteachers are not to grant any leave of absence during term time. In exceptional circumstances only, parents may seek permission from the Headmaster. This must be done well in advance of the proposed date, by written letter.

### Late arrivals

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Pupils should value the importance of arriving at school promptly. Arrival late to school on more than four occasions in a half term will result in Late Detention. See the Attendance Policy on the school website for further details.





**“That person is like a tree planted by streams of water,  
which yields its fruit in season and whose leaf does not  
wither - whatever they do prospers.”**

Psalm 1:3



Queens Road West  
Accrington  
Lancashire  
BB5 4AY



01254 232 992  
01254 355 215



[www.st-christophers.org](http://www.st-christophers.org)

