

WELCOME TO  
ALL HALLOWS CATHOLIC  
SCHOOL



Information Booklet for Students and Parents

September 2018

## **A WELCOME INTRODUCTION FROM MR PATRICK DOYLE HEADTEACHER OF ALL HALLOWS CATHOLIC SCHOOL**

A very warm welcome to All Hallows Catholic School. We are delighted that you have entrusted your child's education to us, and this is something that we promise to carry out to the best of our abilities.

In our experience, the students at school do best and are happiest when they receive the same message and expectations from home and school. With this in mind, we have created the following home/school agreement to help us help you to raise happy, successful children.

They can achieve amazing things if we believe in them and when they, you and we work very hard and support each other.

*Patrick J. Doyle*



## CONTENTS

	<b>Page No.</b>
• Mission Statement	1
• Home School Agreement	2-3
• Homework and Coursework Policy	4-5
• Contact, Communication and Data	6
• All Hallows Farnham Charitable Trust	7
• School Uniform	8
• School Canteen	8
• Free School Meal Entitlement	9
• Medical Information	9
• Biometric Information	10-11
• Privacy Notice	12-16
• Photography in School	17
• Lockers	17
• Extra-Curricular Opportunities	18
• Instrumental Lessons	18

# Our Mission Statement

**The Mission of our School Community is to travel together on a journey of learning in the spirit of the gospel, within the traditions of the Roman Catholic Church, aware of the spirit of the age in which we live. All members of our Community are created “in the image and likeness of God” and so deserve, and should receive, equal love, justice, respect and opportunities for growth and fulfilment.**

We will provide an engaging and appropriate curriculum so that all will be encouraged and enabled to achieve their full potential.

## **CURRICULUM**

We will celebrate our community life and achievements, joyfully praising and thanking God in prayer and worship.

## **CELEBRATION**

**COMMUNITY**  
As a Christian Community we will strive to value every individual and realise our responsibilities for others: in school, in the local community and in the wider world.

We will endeavour to sustain efficient communication between all those who share in the life and work of the school and the wider community.

## **COMMUNICATION**

We will encourage members of our Community to respect and enhance our environment and to be responsible stewards of the resources available to us.

## **CONSERVATION**



Our School Motto is :

**Testimonium Perhibere Veritati**

(Bear witness to the Truth)

**ALL HALLOWS CATHOLIC SCHOOL and Sixth Form College**

## **HOME/SCHOOL AGREEMENT**

This agreement between parents/guardians, staff and students of All Hallows Catholic School has regard to our Mission Statement, School Code and all School Policies. It acknowledges that all members of our community are "created in the image and likeness of God" and so deserve and should receive equal love, justice, respect and opportunities for growth and fulfillment. All parents/guardians, staff and students of All Hallows Catholic School agree to fully support the Catholic ethos of the school.

### **Parents/guardians have a responsibility to support the school and their child by:**

- ensuring that their son/daughter attends school every day, on time and with the proper equipment
- providing and maintaining a high standard of dress in line with the uniform policy
- reading, supporting and reminding their son/daughter of the School Code
- ensuring that their son/daughter has a dedicated space and enough time to do their homework
- ensuring that they are fully aware of their sons/daughter's use of the internet and that they adhere to the school's student acceptable use policy
- ensuring that homework is completed to a high standard and checking the school journal daily
- making the school aware of any concerns which might affect their sons/daughter's progress or behaviour
- attending Student Progress / Parents/Guardians / teacher meetings and appointments and showing an active interest in any school books brought home
- making sure that they are fully informed about their child's education
- ensuring that the school is able to contact a responsible adult in case of emergency
- avoiding absence from school except in the most extreme cases. Research has shown low attendance = low grades
- ensuring that their son/daughter abides by all school policies and rules
- fully supporting the Catholic nature of the school

### **Staff have a responsibility to support parents/guardians and students by:**

- ensuring that each student has the opportunity to achieve their potential by providing a curriculum that challenges students of all abilities
- setting and marking homework in line with the school's Homework Policy
- caring for each individual student's safety and welfare
- informing parents/guardians of their son/daughter's progress and of any concerns
- contacting parents/guardians if there is a persistent problem with attendance, punctuality or equipment
- being open and welcoming
- enforcing the School Code
- being a good role model
- keeping parents informed of school activities through regular letters home, newsletters and notices about special events

**Students have a responsibility to support the school and their parents/guardians by:**

- attending school every day, on time with the correct equipment
- respecting learning and supporting the ethos of the learning within the classroom
- maintaining a high standard of school uniform
- doing all class and homework to the best of their ability, neatly and on time
- taking advice from teachers and parents about ways to improve their work
- catching up on any work they have missed
- obeying the School Code; respecting other members of the school community
- showing letters and / or their journal to parents/guardians every night
- taking advantage of the extra-curricular activities that the school offers by regularly attending at least one after school club or activity by participating in at least one

Please acknowledge receipt of the Home-School agreement by completing **FORM 1** in the reply booklet and return to the school.

# **HOMEWORK AND COURSEWORK POLICY**

## **How can teachers help?**

All teachers are responsible for making sure that:

- students have full details of their homework written neatly in their journals
- students have all the information they need to do their homework
- homework is set regularly, on the day fixed in the homework timetable
- homework is marked in such a way that students understand what they have to do to continue to make progress

## **How can parents help with homework?**

Ensure that:

- the student has a quiet place to work
- there are no distractions such as television, phone or internet until homework is satisfactorily completed
- students manage their time to allow for completion of homework as well as for other after school activities
- students have access to the equipment and books they need to do the homework well
- homework is completed to the very best of the student's ability and handed in on time

## **How can students do their best homework?**

They should:

- write full details of their homework neatly in their journals
- make sure they have all the information and all the equipment they need to do their homework
- tell their parents what homework they have and show the homework to parents
- do homework to the very best of their ability
- do homework before they do anything else
- find out what homework they have missed and make up missed homework if they have been absent

## **Why do we set homework?**

We are concerned about the academic progress of all students and set homework regularly to make sure that all students fulfil their potential by:

- developing good work habits and independent study skills
- developing a self-disciplined and self-motivated attitude to study
- practising and reinforcing skills learned in the classroom
- consolidating and extending work begun with teachers in the classroom
- making greater use of materials and sources of information which may not be available in the classroom

## **What happens if students do not hand homework or coursework in on time?**

If students do not hand their homework in on the day the teacher has asked for it, they will have a note in their journal telling them to stay behind the next day from 3.15pm-4.15pm.

When the missing homework is completed, students in detention may start other homework or read a book, but they must stay for the whole hour.

The note in the student's journal will let parents know why their child must attend a detention.

Any unsatisfactory or rushed homework may also result in the student being asked to repeat the work in school.

## **CONTACT, COMMUNICATION AND DATA**

At All Hallows, we use an automatic communication system that will contact you directly if your child is marked absent at registration and if we have not been notified of a reason for their absence. This will ensure that the reason for the absence is known as soon as possible and it will alert you if your child is not in school when they should be. Post-registration absences can also be detected and reported to you. To avoid distress and you being contacted unnecessarily, it is essential that you ensure your child attends registration and receives an attendance mark. Registration is at 8.50 am. If your child is absent you can inform the school from 8.00am by telephoning the school on 01252 319211.

**The system will only function effectively if we are able to contact you. Therefore, please supply us with your current home, work and mobile numbers including area code if you have not already done so. Please note, these numbers should be contact numbers for parents/guardians only, we do not require your emergency contact telephone numbers at this time.**

Your child will then be automatically included on the system. Should you prefer not to be notified that your child is absent from school please call me on the school number to discuss this further.

By introducing these services, our school is able to reassure you that we are meeting the Government's recommendations in contacting you on the first day of your child's absence. It will also provide an early warning system should your child go missing from school. As always your child's safety is our main concern.

Please complete the contact details on **FORM 2** in the reply booklet and return to the school.

In line with our Environmental Policy we wish to minimise the amount of paper used by the school. We are also aware that some written communications sent out by the school disappear in children's bags and do not reach the parents to whom they are directed! Therefore, we aim to send most whole school communications by email. This ensures you receive all communication on time and helps us by allowing you to confirm that you have received the information. Of course, if you do not want to use the email option we will continue to send you paper copies for the foreseeable future.

Please indicate on **FORM 3** whether you wish to receive communications by email and if you do, please write your email address clearly in the reply booklet and return to the school.

### **DATA SECURITY**

**Email addresses will be used for school communication purposes only and will not be made available to anybody else.**

## **ALL HALLOWS FARNHAM CHARITABLE TRUST**

### **Why are we asking parents to contribute to the trust?**

Without the income generated by the School Trust, All Hallows would not be able to finance present and future projects which will benefit your child – such as our Sports Hall, Sixth Form Centre and Auditorium. Please donate generously!

### **Why do we need contributions to be paid by standing order?**

This is the collection method that costs the school the least money. This means that we can put more money directly to projects like the Sports Hall and the Sixth Form Centre.

### **Why Gift Aid?**

If you are a UK taxpayer we can maximise the benefit of your donations by reclaiming tax from the Inland Revenue. At the current rate of tax this will boost the fund by 25p for every £1 donated, so your £10 would actually add £12.50 towards developing the school facilities.

### **Do I have to contribute to the fund indefinitely?**

You can cancel your standing order with your bank at any time. We do not expect families that no longer have children at the school to continue their commitment, although a number of families have been happy to continue their support for the work of the school.

### **How much are families expected to contribute?**

We recognise that the ability of families to contribute varies considerably, and we also recognise that you would like some guidance about the general level of contribution expected. Therefore, we suggest between £10 to £20 per month as a guideline, irrespective of the number of children you have at the school. Most families that are already contributing are donating within these parameters, although a number are donating other amounts at a higher or lower level. All contributions go directly to projects such as the Sport Hall, Sixth Form Centre and Auditorium. We are grateful for all contributions and would not wish to place anyone in financial difficulty as a result of donating to this fund.

### **Who knows how much each family contributes?**

The details of donations are kept strictly confidential within the framework of the All Hallows Farnham Charitable Trust. It would be completely against the ethos of All Hallows to share information about the financial circumstances of any individual or family.

### **How do I contribute?**

Please complete **FORM 4** in the reply booklet and return to the school.

### **Any more questions?**

If you still have unanswered questions, please do not hesitate to contact the school.

## **PURCHASING OF NEW SCHOOL UNIFORM AND PE KIT**

Our chosen supplier is Edgar Jerome's of Aldershot ([www.edgarjerome.co.uk](http://www.edgarjerome.co.uk)). Jerome's have always provided good quality uniform at prices that represent good value for money. All uniform must be purchased directly from the shop in Aldershot with the exception of school shirts and socks. Students should have a dark coloured coat without logos, hooded jumpers are not allowed. All students must have:

Blazer

Blazer badge

Tie

Grey kilt **(Please note grey kilts are handmade and take 6 weeks to arrive. Please visit Mr Jerome to be measured and place your order no later than 30 June. Payment is not required at the time of ordering)**

Mid grey trousers

PE kit (Various items)

Dark coloured school coat and school bag. No logos or hoodies.

## **SCHOOL CANTEEN**

The canteen is open before school from 8.20am at morning break and at lunchtime. At morning break a variety of hot foods and sandwiches, fruits and healthy homemade cakes and biscuits are served, while at lunchtime a main meal plus fresh fruit or dessert costs £2.25. Additionally there are a variety of jacket potatoes, sandwiches, soup and fresh salad bar, as well as homemade cakes and biscuits.

Our canteen operates a biometric cashless service which offers both parents and students a quick and easy way of purchasing food, for more information please refer to the biometric sheet enclosed with this pack. Payments for school meals must be made via ParentPay in advance. ParentPay can also be used to view your child's meal choices.

If you would like any further information about the canteen, please do not hesitate to contact the school.

## FREE SCHOOL MEAL ENTITLEMENT

If your child qualifies for free school meals please complete the slip in the booklet provided and return it to the school office at the beginning of term in September together with any documentary evidence to support your claim. **As the number of pupils eligible for free school meals is used as part of the calculation for the school's funding (including the Pupil Premium) it is most important that you return this form to us whether or not you decide to apply for free school meals.** All replies will be kept strictly confidential.

In order to qualify for free meals parents/guardians must be in receipt of one of the following:

- Income Support (IS)
- Income Based Job Seeker's Allowance (IBJSA)
- Income related employment and Support Allowance (IRESA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that their annual income is **less than £16,190** (as assessed by Her Majesty's Revenue and Customs). **NB If you receive Working Tax Credit you do not qualify even if you receive child tax credit and your income is below £16,190**
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- The Guarantee element of State Pension
- Universal Credit

Please complete **FORM 5** in the reply booklet and return to the school.

## MEDICAL INFORMATION

We require written information from a GP or a hospital for our medical records. These can be copies and should include information to explain how the school may need to make any reasonable adjustments for your child.

If your child requires any medication during school hours this must be provided in the original container as dispensed by a pharmacist and be clearly labelled. All medication must be handed into Welfare at the beginning of the day and not carried around the school by the student. The exception to this is medicine classed as controlled drugs eg. Inhalers/epipens. It is parent's responsibility to collect any un-used medication at the end of each term.

If your child becomes unwell during school, paracetamol can be given between the hours of 11am and 2.30pm, providing consent has been given.

Please complete **FORM 6** in the reply booklet and return to the school.

## **BIOMETRIC INFORMATION**

Here at All Hallows we are constantly striving to improve our services and have implemented a biometric cashless service in our school.

The benefits of this include:

- it is much easier for parents to pay online, no more searching for change to pay for lunch
- parents can ensure that their child is eating a nutritional and well balanced meal at school because they can check what their child has eaten on the ParentPay website
- reduction in queuing time
- increased anonymity for those receiving free school meals

We will be using information about your child as part of an automated (i.e. electronically-operated) recognition system. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Information on how to add funds to ParentPay will follow shortly in a separate letter.

### **Biometric information and how it will be used**

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their iris or fingerprint. The school would like to record biometric information taken from a finger, but not a fingerprint image. The system will take measurements of your child's finger and convert these measurements into a template to be stored in a secure database. In future we may use other biometric services where appropriate.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

#### **For example:**

- (a) the school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
- (b) the school must ensure that the information is stored securely;
- (c) the school must tell you what it intends to do with the information;
- (d) unless the law allows it, the school cannot disclose personal information to another person/body.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 1998. The school will not share this information with anyone else and will not unlawfully disclose it to any other person. We would like to make it clear that All Hallows will comply at all times with Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 (which comes into force in September 2013) regarding the use of biometric data

## **Providing your consent/objecting**

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required (**Please complete FORM 7 in the reply booklet and return to the school**) However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system. You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing. Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to purchase food.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form. Please note that when your child leaves the school, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted.

## **Further information and guidance can be found via the following links:**

Department for Education's 'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff':

<http://www.education.gov.uk/schools/adminandfinance/schooladmin>

ICO guide to data protection for organisations:

[http://www.ico.gov.uk/for\\_organisations/data\\_protection/the\\_guide.aspx](http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx)

ICO guidance on data protection for education establishments:

[http://www.ico.gov.uk/for\\_organisations/sector\\_guides/education.aspx](http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx) 16

# PRIVACY NOTICE

## Privacy Notice (How we use pupil information)

### The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility and pupil premium)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Special educational needs
- Relevant medical information
- Contact details
- Exclusions / behavioural information

### Why we collect and use this information

We use the pupil data:

- To support students' teaching and learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

### The lawful basis on which we use this information

We collect and use pupil information under:

#### Article 6 Lawfulness of processing

processing is necessary for compliance with a legal obligation to which the controller is subject for example, The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996

#### Article 9 Processing of special categories of personal data

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

2. Paragraph 1 shall not apply if one of the following applies:

(a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes

## **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it may be provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## **Storing pupil data**

We hold pupil data, both electronically and in paper form for 7 years after a student has left our school. Biometric information is removed when the student is no longer attending the school.

## **Who we share pupil information with**

We routinely share pupil information with the Department for Education (DFE), and to agencies that are prescribed by law, such as:

- schools that the pupil's attend after leaving us
- our local authority
- the Qualifications and Curriculum Authority (QCA)
- Ofsted
- the Learning and Skills Council (LSC)
- the Department of Health (DH)
- Primary Care Trusts (PCT)
- organisations that require access to data held by the Learning Records Service

## **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **Youth support services**

### **Pupils aged 13+**

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

### **Pupils aged 16+**

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

## **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact [dataprotection@allhallows.net](mailto:dataprotection@allhallows.net) or call 01252 319211 and ask to speak to the person responsible for data protection.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Contact**

If you would like to discuss anything in this privacy notice, please contact:

[dataprotection@allhallows.net](mailto:dataprotection@allhallows.net) or call 01252 319211 and ask to speak to the person responsible for data protection

## PHOTOGRAPHY IN SCHOOL

In common with all other schools, it is our practice to use photographs of our students in school publications and publicity materials, including the school prospectus, newsletter and website. We also provide news stories and accompanying photographs to our local newspapers and the Catholic Diocesan magazines.

We find that our children are usually very happy to see themselves in such publications. Although very rare, we recognise that some parents may not wish to allow their children to be included in any such photographs. Obviously this does cause difficulties e.g. a student may have to be excluded from a football team photo. We hope that parents will continue to feel confident that the school uses photographs of its students in totally appropriate ways and will see the pleasure most students obtain from seeing themselves 'in print' or on the school website against any possible concerns. Images may be used for up to 2 years after the student leaves All Hallows Catholic School.

In general, children are not separately named when small group pictures are used. (Clearly it is impossible to guarantee that a particular child will not be discernible in the background of a general photograph.)

We hope you will be happy for your child to appear in any photographs that may be used by the school in its publications, on its website, or that may be offered for publication to the local newspapers. Please indicate your preference on **FORM 8**.

Thank you for your co-operation and we hope that All Hallows will still be able to continue celebrating the work and achievements of its students to a wider audience through pictures as well as in words. Please refer to our website [www.allhallows.net](http://www.allhallows.net) where you will be able to see examples of news stories featuring our students, and also many other items of interest concerning the school.

## LOCKERS FOR YEAR 7 STUDENTS

From time to time, parents express a wish for their child to have the use of a locker for the storage of coats, bags or books during the school day. Unfortunately we do not have enough spaces or resources to provide a locker for every child in the school. However, we are pleased to say that a limited number will be available for Year 7 students; once all applications have been submitted there will be an impartial selection process. To finance the purchase of the lockers, we will be charging an equivalent annual rent of £10 per locker, together with a £10 deposit.

If you would like your son/daughter to have a locker, please complete **FORM 9** in the reply booklet and return it to school by Friday 22 June 2018. Please provide an email address on your reply slip so that we can let you know if your child has been allocated a locker. The fee of £60 must be paid no later than the first week of term and locker keys will be issued during the second week of term. Our preferred method of payment is online through ParentPay (login details will be issued in July). Cheques are to be made payable to "St. Swithun's Fund" addressed to the Finance Depart at All Hallows School. If payment is not received by the first week of term your child will forfeit their locker which will then be allocated to the next person on the waiting list. If there are more applications than lockers available students' names will be placed on a reserve list in case any other lockers become available in the future.

## EXTRA-CURRICULAR OPPORTUNITIES

Each term the school produces an extensive list of extra-curricular opportunities for the students to take part in. This includes sporting and musical activities. At All Hallows we encourage every student to take part in one or more activity. The dates and times of these activities varies but will be detailed in the termly timetables which will be made available to you.

## CHAPLAINCY AT ALL HALLOWS

Here at All Hallows, we provide our students with a plethora of opportunities to explore and develop their faith in the light of Christ. At the start of year 7, all students and their families are invited to a Welcome Mass, as well as a Leavers Mass in year 11 and 13. Every week we have a Friday morning Mass open to all students and staff led by a number of local parish Clergy. We say daily prayers in form time and celebrate liturgies to mark important events in the Church calendar. All students in every year group have an “Away day” or Reflection day in which vocation, love and human dignity are explored – it is a wonderful opportunity to develop the whole person. We have a flourishing student Chaplaincy Team called “GIFT” in which students help to spread the good news of the Gospels as well as serve their peers by “wearing Christ” in all they do. We also try to help others in a very practical way – last year, for example, we raised over £8000 in under 6 weeks for charity! Please join in and help us!

## INSTRUMENTAL TUITION AT ALL HALLOWS CATHOLIC SCHOOL

I am pleased to advise you that we are able to offer instrumental and singing tuition which takes place in the Music Department at All Hallows. The tuition will be held during the school day in one of the school’s music practice rooms. Lessons will be organised on a rotational basis with the times varying week to week, so that the same curriculum lessons are not missed. A copy of the lesson times will be posted on the departmental notice board.

The instruments currently available are:

**Strings:** violin, viola, ‘cello, double bass, classical guitar, acoustic guitar, electric guitar and bass guitar.

**Woodwind:** flute, oboe, clarinet, bass clarinet, bassoon and saxophone.

**Brass:** trumpet, French horn, trombone, tuba, baritone and euphonium.

**Percussion:** drum kit (timpani and mallet percussion may become available in the future)

Piano, keyboard, singing.

A full term’s fees are payable directly to the teacher in advance of commencement of the first lesson. All our private instrumental teachers have undergone the appropriate security CRB checks and are professionally qualified instrumental specialists.

### What to do now

Complete **FORM 10** in the reply booklet and submit to The Director of Music. If your child currently receives tuition with a county wide organisation such as Hampshire Music service or Surrey Arts you will need to give at least half a term’s notice to discontinue.

Please do not hesitate to contact Mr Fisher – [r.fisher@allhallows.net](mailto:r.fisher@allhallows.net) if you wish to discuss any matters relating to instrumental tuition.



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