

Welcome to All Hallows Catholic School



Information booklet for Students and Parents September 2019



Our School Vision:

Our vision at All Hallows is to form happy, successful students who reach their full potential and leave the school with integrity and moral purpose. We want a whole school experience that everyone would wish for their own children. We put our students at the heart of everything we do, guided by the truth and love of Christ.

Welcome from Patrick Doyle

Headteacher

Dear Parent

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, students 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. With commitment, hard work and God's grace, we know that they will do well.

Patrick J. Doyle



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Our Vision and Mission Statement

Vision

Our vision at All Hallows is to form happy, successful students who reach their full potential and leave the school with integrity and moral purpose. We want a whole school experience that everyone would wish for their own children. We put our students at the heart of everything we do, guided by the truth and love of Christ.

Mission Statement

To create our vision, we will treat everyone with Christian care and respect and we will educate the students to the highest standards. In order to achieve this, we will:

- Foster a happy, positive and safe community where students can flourish
- Provide many opportunities for spirituality, sport, music, art, drama and leadership
- Live and learn according to the truth of Christ and the principles of the Catholic Church
- Recruit, develop and retain the very best staff
- Pursue outstanding academic results
- Forge excellent links with our parents, primary schools, parish and dioceses
- Use the talents and support of our Governors, parents and other supporters
- Build the best facilities for learning
- Grow a fund that will enable the school to continue to provide the very best resources.

Our School Code

Our School Code arises from our Mission Statement, which helps us all to understand that we are part of a learning community based on Christian values.

Respect faith in God

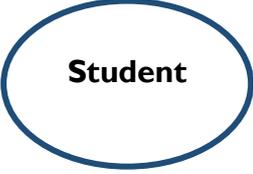
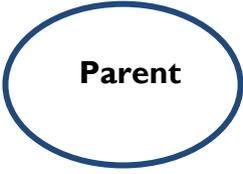
Respect yourself

Respect others

Respect the environment

Respect learning

Home School Agreement

		
<p>Ensuring that school is outstanding in all aspects by:</p> <ul style="list-style-type: none"> • Providing an engaging curriculum for you • Providing high quality teaching • Focus on you making rapid progress • Promoting self-worth, self-respect and personal ambition to you • Expecting and encouraging good discipline, behaviour and high standards from you • Develop positive relationships which will allow you to thrive in school • Communicate effectively to you and your parents <p>Please read and sign FORM I in the Reply Booklet</p>	<p>Be an ambassador for All Hallows Catholic School by:</p> <ul style="list-style-type: none"> • Living the school’s mission statement in all that you do • Being mentally, physically and practically prepared for school every day • Actively being involved in lessons, working to the best of your ability at all times • Attending school every day • Completing all work to target grade or above • Being responsible for your actions, take advice and behave at all times • Respect every individual in the school • Play an active part in school and join in at least one club every term • Achieve your potential <p>Please read and sign FORM I in the Reply Booklet</p>	<p>Supporting the schools mission statement by:</p> <ul style="list-style-type: none"> • Ensuring your child is properly prepared for school every day • Monitor your child’s progress • Promoting the values of a good education for your child • Supporting the school and all that it does to educate your child • Ensure that attendance and punctuality are excellent • Oversea your child’s homework to ensure it is to a high standard • Encourage your child to achieve to the best of their ability • Have a positive relationship with the school • Help your child stay safe on line by monitoring their activity <p>Please read and sign FORM I in the Reply Booklet</p>

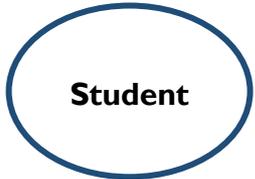
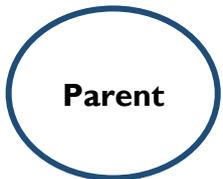
Our School Vision:

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Homework and Coursework Policy

 School	 Student	 Parent
<p>How can teachers help?</p> <p>Teachers are responsible for making sure that:</p> <ul style="list-style-type: none"> • Students have full details of their homework written neatly in their journals • Students have all the information they need to complete homework • Homework is set regularly, on a fixed day in the homework timetable • Homework is marked in a way that students understand what they have to do to continue to make progress 	<p>How can students do their best homework?</p> <p>They should:</p> <ul style="list-style-type: none"> • Write full details of their homework neatly in their journals • Make sure they have all the equipment they need • Inform parents of what homework they have been set • Complete homework to the very best of their ability • Find out what homework they have missed if they have been absent from school 	<p>How can parents help with homework?</p> <p>Ensure that:</p> <ul style="list-style-type: none"> • The student has a quiet place to work • There are no distractions such as tv, phone or internet until homework is satisfactorily completed • Students manage their own 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 complete homework well
<p>Why do we set homework?</p> <p>We are concerned about the academic progress of all students and set homework regularly to ensure all students fulfil their potential by:</p> <ul style="list-style-type: none"> • Developing good work habits and independent study skills • Developing self-disciplined and self-motivated attitude to study • Practising skills learned in the classroom and extending work begun in the classroom • Making use of materials and resources which may not be in the classroom 		
<p>What happens if students do not hand in homework or course work on time?</p> <ul style="list-style-type: none"> • If students do not hand in their homework on time 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 inform parents 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 		

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 2** in the reply booklet and return it to school by Friday 21 June 2019. 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. An example of the current activities list can be found on the school website www.allhallows.net – Curriculum – Extra Curricular

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 3** in the reply booklet and submit to Head 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 if you wish to discuss any matters relating to instrumental tuition.

Purchasing of School Uniform and PE Kit

Our chosen supplier is Edgar Jerome's of Aldershot 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. This year we are changing the style of the girl's grey skirts. Mr Jerome will be using his remaining stock of grey kilts where possible before issuing the new style grey skirt. Please accept the style of skirt which you are given at the time of purchasing. All students must have: blazer, tie, grey skirt/grey trousers, PE kit, dark coloured school coat and school bag. No 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 £2.30. 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 2019 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 4** in the reply booklet and return to the 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 5** 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 6** 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 tax payer, 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 £20 would actually add £25.00 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 £20 to £30 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 7** 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.

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 Student Support 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 e.g. 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 8** 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 9 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

ICO guidance on data protection for education establishments:

http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx 16

Privacy Notice

When a Pupil joins All Hallows Catholic School, we use personal information that we gather in relation to the Pupil for various purposes. Information that we hold in relation to the pupil is known as 'personal data'. This will include data that we obtain from the pupil directly and data about the pupil which we obtain from other people and organisations. We might also need to continue to hold a pupil's personal data for a period of time after they have left the school. Anything that we do with your personal data is known as 'processing'. Please ensure you read the full Privacy Notice Document on the school website www.allhallows.net – Parents – New Year 7 Parents.

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 10**.

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 where you will be able to see examples of news stories featuring our students, and also many other items of interest concerning the school.

All Hallows PTA

1. Introduction

All Hallows hasn't had a PTA in a number of years and the school approached parents early in the 2018/19 academic year with the purpose of setting up a structure to organise the many talents that exist within the parent population for the good of the school and the children at the school. A small group of parents has been working to define what the best use of those talents are and is currently forming an organising committee and recruiting more volunteers to assist with the planned activities.

2. PTA Mission – Why do we exist and what do we do?

The main aim of the PTA is to: “Support the Wellbeing of the Students at the School”
We do this via 3 main pathways

- a) Support a diverse careers programme by providing careers expertise and support to the school.
- b) Raise money to use on PTA sponsored projects to improve the wellbeing of the students.
- c) Utilise the talents of the school community including parents and ex-pupils to assist the school wherever and whenever it is sensible to do so.

3. How do we do this?

- Enhancing the careers programme
 - i. Create a Database of parents and alumni of the school willing to help.
 - ii. Support the school with ad-hoc careers educational days.
 - iii. Help organise an annual career's fair with parents, parents' companies, alumni and local and regional corporate businesses.
- Raising money through various events such as the Quiz and Summer Fair.
- Advising and assisting the school
- Leveraging the wealth of experience that exists within the parent community (e.g. technical, IT, soft skills, project management, building etc etc).

4. How could you get involved?

Please fill in the Parents Survey <https://tinyurl.com/AllHallowsPTA> if you can:

- Offer careers advice, mentoring, share your professional journey, offer work experience, help or provide resources in any way, either yourself or through your company.
- Raise funds for projects that will make a real difference to children's lives.
- Be a member of the PTA and support activities or events. Its ok it is only occasional support at events, remote support or you can attend all the meeting/events, we need you!
- Communicate and promote PTA activities within your social groups.
 - i. <https://www.facebook.com/allhallowsPTA/>

ii. https://twitter.com/allhallows_pta