

Dear Parent/Carer

I would like to start by offering you a very warm welcome to our Lasallian community and thanking you for choosing De La Salle for the next stage of your child's education. You join the school at a very exciting time of improvement and change. I am keen that, as a school, we see each student for the wonderful individual they are, each with their own hopes, dreams and aspirations.

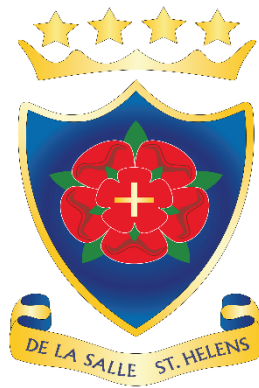
As a parent and as a headteacher, I am very aware of the importance of having a strong home-school relationship: this forms the bedrock of your child's education and the stronger that relationship then the greater your child's chances of success in the future and the more likely your child's hopes, dreams and aspirations will be met or even exceeded.

This pack is the first stage of the transition programme and its purpose is to ensure that we have the right information and permissions for your child and, more importantly, to provide answers to the many questions you and your child will have about the exciting transition from primary school to De La Salle.

Clearly, this is just the start of the process and, as detailed in the pack, there will be further information and opportunities to discuss matters and ask questions. I have also included the contact details for key staff, should you feel you need to make direct contact to discuss any matter that you feel is important to you, or your child, regarding the transition.

Once again, welcome to our community and I look forward to meeting you and your child at one of the many transition events between now and the end of the year.

Mr A. Rannard
Headteacher



A Very Warm Welcome from your Year Team!

We are very much looking forward to you starting at De La Salle, your school. The next few months will be very exciting as you prepare for the step-up to secondary school. We would like to make it as smooth as possible and have enclosed everything you need at this stage of the transition process from Year 6 to Year 7. If you have any questions at any point during this transition time please do not hesitate to get in touch. There are lots of staff and pupils available to make sure you feel happy and confident when you join us on **Wednesday 5th September at 8.30am** in the school hall.

It is a good idea to keep an eye on what is going on via our school website www.delasalle.st-helens.sch.uk. This is up-dated regularly and there may be familiar faces on the pages, or events advertised which you might like to come and see.

Mr G. Fletcher
Progress Leader Year 7

Miss A. Abbott
Pastoral Support Manager Year 7

Enclosed you will find:

- Calendar of Events
- Attend to Attain letter/leaflet
- Uniform List
- ParentMail Poster – ParentMail is our payment and communication system. You will be able to register with ParentMail from September 2018.

There is also a separate section of forms which need to be completed and returned to De La Salle in the **addressed envelope by Monday 14th May**.

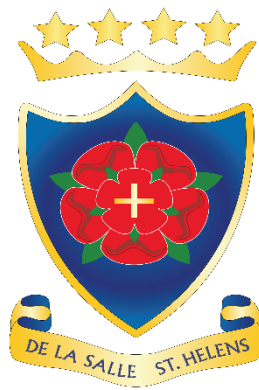
- Information from Parents (both sides)
- Home-School agreement
- Confidential medical form
- Biometric Letter
- PTFA-400 club form
- Use of lockers form

The use of mobile phones and social media can create barriers to the education of your child. There is no need for your child to have a phone as contact can be made directly to the school. If you wish your child to have a mobile phone in school then it must be switched off from 8.30am until 3.00pm so that it cannot be used during the day, otherwise it will be confiscated if used.

We would urge you to ensure the forms above are returned promptly, as without them, your child's transition to De La Salle could be affected or even delayed

Should you have *any* questions please contact:

abbotta@sthelens.org.uk/fletcher@sthelens.org.uk



Calendar of Events

(Year 6 Key Dates)

Tuesday 26th June

Uniform Selling Day

3.00pm – 7.00pm – Main Hall

Boys' and Girls' uniform will be available to check sizes and place orders.

Wednesday 4th July

Taster Day – ALL Pupils

A full day of ice-breakers, team-building activities, lessons, meeting new friends and watching a matinee of our school production. A letter will be sent out via your primary school/home with all the necessary details.

Wednesday 11th July

Information Evening – Main Hall

You are all invited to a short information evening on Wednesday 11th July. The evening is intended in particular for new parents. The same session lasting about half an hour will be run twice to accommodate all parents.

6.00pm St Julie's, St Teresa's, St Thomas of Canterbury and non-associate primary schools.

7.15pm Corpus Christi, Our Lady's St Austin's, St Bartholomew's & St John Vianney

Whittakers schoolwear will have a range of uniform and discount vouchers on the evening.

Wednesday 5th September

New term for Year 7 - 8.30am

The day will begin with ASSEMBLY in the school hall.



All items are available from
Slater's & Whittakers



The School Bag
A dark soft type of bag which will collapse when belongings are removed and will easily fit into a locker that is 37cm x 30cm x 24cm.

Boys' Uniform

- Black trousers
- Pale blue shirt (plain)
- School tie (in the year colour)
- Dark navy blazer with school badge
- Dark navy school pullover, with double gold strip (not compulsory)
- Grey or black socks
- Flat black shoes with rubber soles (not canvas)
- White craft apron
- Dark navy or black outdoor coat (**no logos**)

Girls' Uniform

- Dark navy 'A' line skirt with or without pleats / Dark navy Pinafore Dress (square neck, pleated skirt) - no fashion skirts or straight skirts
- Pale blue blouse
- School tie (in the year colour)
- Dark navy blazer with school badge
- Dark navy school pullover, with double gold strip (not compulsory)
- Navy blue socks **only** or tights (navy or black)
- Flat black shoes with rubber soles (not canvas)
- White craft apron
- Dark navy or black outdoor coat (**no logos**)

Uniform issues We would very much appreciate your support in ensuring the uniform policy is respected as this ensures pupils are smart, ready to study, and the system is as fair as possible.

- Pupils are expected to keep their top buttons done up and their ties fastened in such a way as to ensure that the school badge is visible.
- **Hair:**
 - Only dark blue clips, hairbands or ribbons are allowed
 - Pupils with long hair are advised to tie it back/fringes should not cover eyes for health and safety reasons
 - No extreme hairstyles are allowed (this includes colours/ tramlines/ very short hair/ hair gel etc)/
- **Shoes:**
 - No trainers or boots allowed. Black shoes only (with black rubber soles).
- No jewellery (no earrings or piercings etc). Pupils wanting to have their ears pierced must do so at the beginning of the summer holidays as no earrings are allowed.
- All items of personal property and uniform must be labelled.
- Pupils must have a padlock for their locker and give their form tutors a spare key
- If a jumper is worn it *must* be the school jumper as described above.

Please help us in ensuring your child does not come to school wearing make-up, fake tan, false nails or nail varnish. Students will be expected to remove this before coming to school.

De La Salle PE kit is now supplied to parents by Whittakers & Slater's school wear. Parents can purchase the kit 3 ways:

1. Online through www.whittakersschoolwear.co.uk/prods/De-La-Salle-School-St-Helens
2. At Whittakers shop in St Helens – Bridge Street 01744 451812
3. Slater's school wear Wigan – www.slaters-schoolwear.co.uk

Boys' Uniform

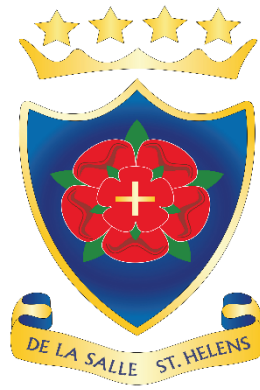
- *Navy blue shorts
- *Navy blue polo shirt
- *Navy blue sports socks
- *Navy blue reversible rugby jersey (not compulsory)
- Trainers – **NOT** all black, or CANVAS style

Girls' Uniform

- *Navy blue shorts and/or skirt
- *Navy blue polo shirt
- *Navy blue sports socks
- Trainers – **NOT** all black or CANVAS style

*Items illustrated

The navy blue tracksuit bottoms* and the hoody* (both illustrated) are OPTIONAL extras but recommended.



Sections to be
Returned



Information from Parents

To Be Returned

Previous School: _____

Pupil's Surname: _____

Forename(s): _____

Date of Birth: _____

Sex: (M or F): _____

Ethnicity:(eg white British) _____

Religion: _____

Pupil's Home Address: _____

Post Code: _____

PARENTS' DETAILS – NO DUPLICATE EMAILS/MOBILE NUMBERS

Mother

Title: _____

Forename: _____

Surname: _____

D.O.B: _____

Contact Phone Numbers:

Home: _____

Work: _____

Mobile: _____

Email address: _____

Does your child live with you: Yes No

Alternatively please provide an address for mailing purposes

Father

Title: _____

Forename: _____

Surname: _____

D.O.B: _____

Contact Phone Numbers:

Home: _____

Work: _____

Mobile: _____

Email address: _____

Does your child live with you: Yes No

Alternatively please provide an address for mailing purposes

EMERGENCY CONTACT

Please give the name (including their relationship to child), address and **telephone number** of another person who can be contacted in an emergency. **Please ensure this person is local to the school and gives their consent for us to hold their information and contact them should the child need to go home.**

Emergency Contact 1

Name: _____ Address: _____

Telephone Number _____

Relation to child (eg Grandma/Grandad) _____

Consent obtained to hold information in school ☐

Emergency Contact 2

Name: _____ Address: _____

Telephone Number _____

Relation to child (eg Grandma/Grandad) _____

Consent obtained to hold information in school ☐

Please indicate who the school should contact first in case of emergency & telephone number:

Name and address of Family Doctor:

Name of any relatives at De La Salle and their present class:

Name	Relationship	Class
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please note that we often use photos of children on our website and in our newsletters. If this is the case children will not be named unless we have sought parental permission. Should there be any reason you do not wish this to happen we would urge you to contact Mr Fletcher.
fletcher@sthelens.org.uk.



To Be Returned

Year 6/7 Medical Form

Name _____ Primary School: _____

Doctor's Name: _____

Address: _____

Telephone No: _____

Medical History eg long term illnesses, recent operation etc

Current long term medication eg inhalers, tablets etc*

Other medical conditions eg difficulties with vision (contact lenses), hearing, mobility etc

Any allergies to food or medication**

Signed: _____ *Parent/Guardian*

* Please send a spare inhaler into school in September

** If provided with medication, please send a spare set into school



To Be Returned

Home-School Agreement

This agreement has been drawn up together by parents, pupils, governors and staff.

Introduction

Our Mission Statement is “to provide a safe and inspiring environment where all fulfil their potential” and as such the values which underpin everything we do at De La Salle are found in the Gospel of Jesus Christ.

The school will:

- care for your child’s safety and happiness
- contact you if we have any concerns or problems that appear to be having a negative influence on your child’s attitude or approach to school life.
- ensure that your child will realise their full potential in every aspect of their development.
- send home regular assessments of academic progress and an annual report.
- set, mark and monitor homework and provide facilities in the school for pupils to do homework.
- keep you informed about school activities via a regular parental newsletter.

The Parents . . .

I/We will:

- see that my child goes to school regularly, on time and properly equipped.
- support the school’s policies and guidelines for behaviour.
- ensure that my child does not use their mobile phone in school
- let the school know about any concerns or problems that might affect my child’s work, attendance or behaviour.
- support my child in homework and other opportunities for home learning.
- check and sign each week my child’s journal.
- attend parents’ evenings and discuss my child’s progress.
- get to know about my child’s life at the school.

The Pupil . . .

I will:

- attend school regularly and be punctual to registration and lessons.
- observe all school rules and observe the guidelines for behaviour and code of conduct, both during the school day and on travelling to and from school.
- follow the school rules about mobile phone use.
- wear the school uniform and be tidy in appearance.
- do all my classwork and homework to the best of my ability.
- be polite and helpful to others.
- keep the school free from litter and graffiti.

PLEASE READ, SIGN AND RETURN THIS TO THE SCHOOL OFFICE

#

PUPIL’S NAME & SURNAME _____

Parent’s signature: _____

Pupil’s signature: _____



To Be Returned

Would you like to win £150 each month?
You have a chance by joining the **De La Salle School PTFA 400 Club!**

Prizes in each monthly draw:-
1st - £150 2nd - £100 3rd - £75 4th - £50

All profits outside the prize money are used by the PTFA to support activities at De La Salle School.
Subscriptions: **£2 per month** by Standing Order

400 Club Rules

1. The name of the club is De La Salle PTFA 400 Club.
2. Membership totals up to 400, which may be extended by the organisers.
3. The monthly subscription should be paid before the 15th of each month.
4. Membership ceases by resignation in writing to the organisers c/o De La Salle School.
5. Membership is otherwise automatically renewed each year.
6. Failure to pay the subscription before the monthly draw disqualifies a member from participation in subsequent draws until the arrears are paid.
7. The monthly draws will take place at school each half term for the preceding months.
8. Winners will be notified by post, and prizes paid by cheque, to the details provided below.
9. Prize money is 50% of the subscriptions received; the remainder, less expenses, goes to the PTFA funds raised for the school.

To join the 400 Club, please complete all sections of the forms below IN BLOCK CAPITALS and return to the school office.

☐ I wish to support the PTFA 400 Club (please tick the box)

Name _____
Address _____
Post Code _____ Email _____
Signed _____ Date _____

STANDING ORDER INSTRUCTION - PLEASE COMPLETE IN BLOCK CAPITALS - DO NOT DETACH

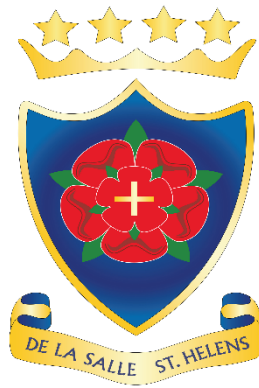
To the manager of _____ Bank
Branch Address _____

Account Name _____
Account Number _____ Sort Code _____

Please pay to: National Westminster Bank, 5 Ormskirk St, St Helens WA10 1DR. Sort code 60-70-08
Account No: 94086311 For the credit of De La Salle PTFA 400 Club

The sum of £2 per month commencing on the 1st October 2018 until further notice.

Name _____ To be used as **payment reference**
Signed _____ Date _____



To Be Returned

Dear Parent/Carer

Please sign the permission slip below so that we can set your child up on our biometric system for school meals, printing and library books.

Please note that a biometric system is **NOT** a finger printing system and all data stored will be protected under the General Data Protection Regulations. See the link below should you have any further questions, or contact warburtonc@sthelens.org.uk

From September parents can add money to their child's dinner money account via our ParentMail app. For the first couple of weeks whilst your ParentMail account is being set up pupils can also add cash to their dinner money account via 2 machines in school or parents can send in cheques (made payable to **St Helens Council**), which will be credited to pupils' accounts on the same day as long as they are placed in the box before 9am.

Yours faithfully,

Mr A. Rannard
Headteacher

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

Please return to De La Salle School

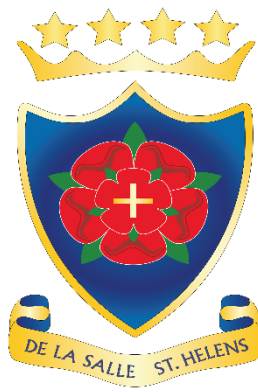
I give permission for my child's biometric data to be used in the school for the systems outlined above.

Child's Name _____

Primary School: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____



To Be Returned

Dear Parent/Carer

USE OF LOCKERS

In September your son/daughter will be given a locker in which to keep their books and equipment for the day so that he/she will not have to carry a bag full of books and kit around all day. The lockers will be either located in their form room or in a corridor nearby. The locker will be kept for 5 years. The lockers will be of the type which requires a small padlock. Please ensure that your child brings in a padlock on the first day of term.

To fund the upkeep of these lockers we ask for a nominal donation of £5 (£1 per year in school) so that we have a small fund to replace damaged lockers and other school resources at the end of the year.

Please send your £5 fee (cheques made payable to De La Salle School) in an envelope marked 'LOCKERS' with the completed pro forma below by Monday 14th May.

Yours faithfully

Mr A. Rannard
Headteacher

DE LA SALLE SCHOOL – LOCKER USE AND AGREEMENT

Name of Pupil	Primary School
Parent	I enclose £5 donation Signed: _____ (Parent/Guardian) Date: _____
Pupil	I agree to look after my locker over the next 5 years. Signed: _____ (pupil)