



De La Salle School

Dear Parent / Carer,

Welcome

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. I look forward to working alongside you to recognise each of our new students as the wonderful individual they are: each with their own hopes, dreams and aspirations. This home-school relationship will be the bedrock of your child's education and, the stronger this relationship, the greater your child's chances of success in the future.

Information

With this letter, you will find a detailed pack of documents. Some of these are for information and others need to be completed and returned to us at De La Salle. The documents in the pack are all labelled. **Could these please be returned to De La Salle by Friday 17th May '19.**

Transition Week Arrangements Monday 1st July to Friday 5th July

This year we are looking to run a transition week rather than a single day (except for pupils in St Joseph's Catholic Primary School). This is to allow us to get to know the students better and to help them settle easier into the school. The plans for that week are exciting and well underway but I want to share some key information that you may find useful:

Arriving and Leaving

- The start and end times have been chosen to ensure that parents are able to drop off and collect other children in primary school and to avoid parents being caught up in the very busy traffic around school, especially at 3pm
- **Each day will start at 9.30am** (students should arrive via the main entrance on Mill Brow, please do not drive in to the school car park, students can be dropped off outside and walk in through the pedestrian gate). Students are welcome to arrive earlier, and staff will be on hand to welcome them and look after them until the day starts.
- **Each day (except Friday 5th) will finish at 2-00pm** (students will be dismissed via Main entrance, Mill Brow). We are happy to look after any students until 3-00pm if required. Please indicate if your child is allowed to make their own way home on the main reply slip.

Lunches and snacks:

- All students will require a packed lunch for the Monday.
- For the rest of the week students can either bring a packed lunch or you can send in £10 on the first day and a dinner will be provided for Tues – Fri. Please contact us if this is financially difficult.
- We will provide all students with drinks and snacks, though students may want to bring their own water in.
- Please let us know any dietary requirements on the main reply slip.

Clothing:


- On Monday, students should wear leisure wear e.g. tracksuit or similar as they will be taking part in physical activity. Please return the Fit4All forms.
- The rest of the week they should be in their primary school uniform.
- On Wednesday students should wear training shoes (or bring in to swap over when needed).

Books

After the SATs we will be sending your child's primary school and English and Maths exercise book for them to work in during the final few weeks of primary school. These will then follow your child and be their starting books at De La Salle. This is to help ensure that our staff can see the high level of work that your child was capable of and which should form the minimum expectation once they arrive with us.

I realise there is a lot of information here but we are keen to maintain a dialogue with you as your child transfers to secondary school. Hopefully future communication will be through our ParentMail app. In the meantime if you have any questions then please do not hesitate to contact one of the Transition team: Mrs Croft, Mrs Swaby or Mrs Wellens.

Yours sincerely,



Andrew Rannard
Headteacher

Main reply slip

I give permission for my child to make their own way home from De La Salle

Signature: _____

Date: _____

Dietary Requirements

Please inform us of any food allergies or requirements:

--

Child's Name: _____

Parent Signature: _____

Date: _____



De La Salle School

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 **Tuesday 3rd 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.

Mrs M. Croft
Head of Year 7

Miss L. Swaby
Pastoral Support Manager Year 7

Enclosed you will find:

- Calendar of Events
- Attendance Matters Leaflet
- Uniform List
- ParentMail Poster – ParentMail is our payment and communication system. You will be able to register with ParentMail from September 2019.

There is also a separate section of forms which need to be completed and returned to De La Salle in the **addressed envelope by Friday 17th May**.

- Information from Parents (both sides)
- Home-School agreement
- Confidential medical form
- Biometric Letter
- PTFA-400 club form
- Use of lockers form
- Photo Consent
- Fit4All form
- Taster Day Main Reply Slip and Dietary Requirements Slip

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:

swabyl@sthelens.org.uk/croftm@sthelens.org.uk



De La Salle
School

Calendar of Events

(Year 6 Key Dates)

Wednesday 1st July- Friday 5th July

Taster Week – ALL Pupils

A week of ice-breakers, team-building activities, lessons and meeting new friends.

Wednesday 10th July

Information Evening – Main Hall

You are all invited to a short information evening on Wednesday 10th 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 |

You are invited to attend our Art Exhibition on the same evening, either before your 7:15pm talk or after your 6pm talk.

Tuesday 3rd September

New term for Year 7 - 8.30am

The day will begin with ASSEMBLY in the school hall.



De La Salle School

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:**
 - o Only dark blue clips, hairbands or ribbons are allowed
 - o Pupils with long hair are advised to tie it back/fringes should not cover eyes for health and safety reasons
 - o No extreme hairstyles are allowed (this includes colours/ tramlines/ very short hair/ hair gel etc)/
- **Shoes:**
 - o 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.

De La Salle (St Helens)

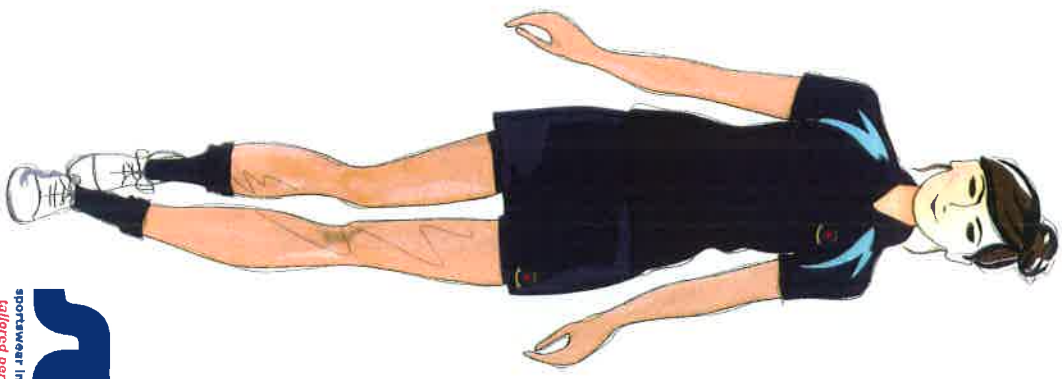
PE Kit: Girls



Vapour Polo



Skort



Sports Sock

© Copyright Sportswear International Ltd

De La Salle (St Helens)

PE Kit: Boys



Pro-Tec Rugby Shirt



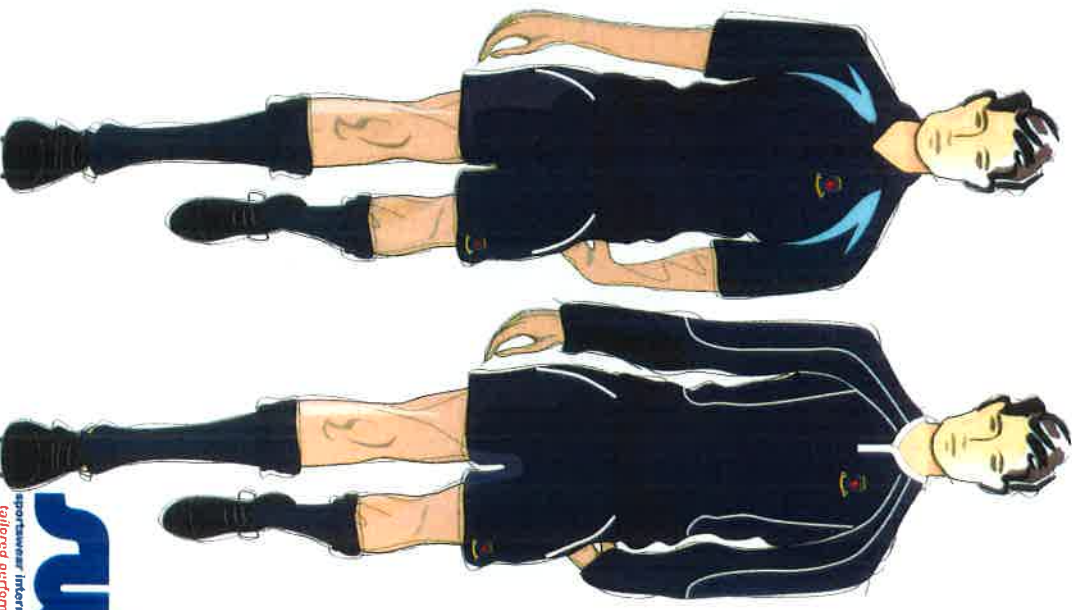
Vapour Polo



Milan Short



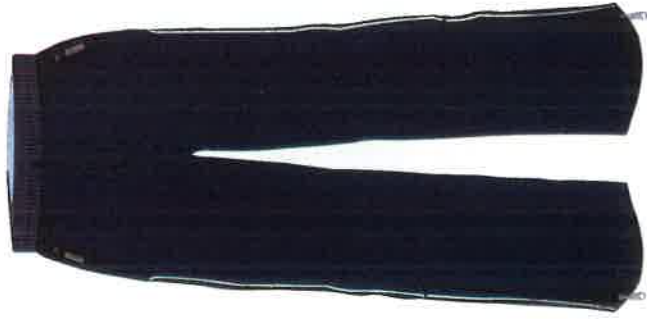
Sports Sock



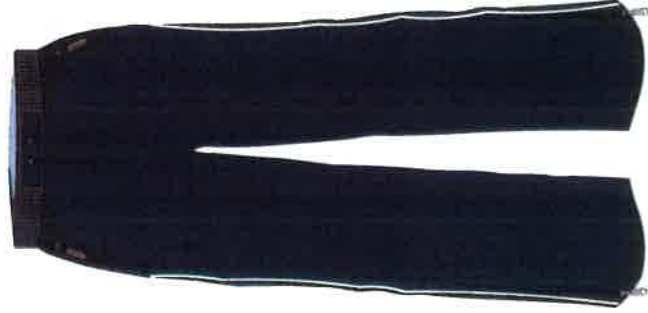
© Copyright Sportswear International Ltd

De La Salle (St Helens)

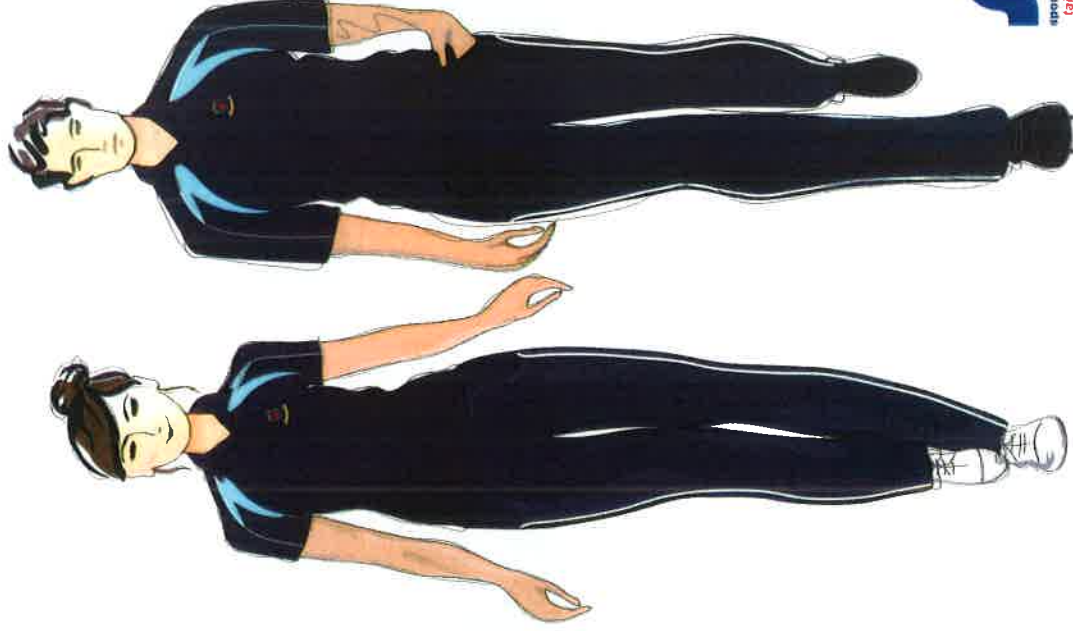
Optional PE Kit: Mixed



Trinity Track Pant



F/F Trinity Pant



© Copyright SportsWear International Ltd



Note: Image is not to scale & is for illustration purposes only



at De La Salle - Research shows children who attend school regularly are likely to be more successful in later life

What is unacceptable absence at De La Salle?

- Holiday
- Shopping
- Birthday treats and trips
- Looking after others at home
- Tiredness
- Non-urgent medical or dental appointments

What does the Law say?

- **You** must inform the school if your child cannot attend on **01744 20511**
- **You** have a legal responsibility to make sure your child gets provided with a full time education between the ages of 4 and 16
- **You** can be fined up to £2500, placed on electronic monitoring, or even imprisoned if your child's attendance is below expected
- **You** could be given a parenting order, which means you will have to attend parenting class.
- **You** may be issued with a Fixed Penalty Notice of £60 (£120 if not paid within 28 days)
- **You** may be contacted by, an Education Welfare Officer, at your home to discuss the problem further

How can you help your child?

Develop a routine...

- In the evening have a routine of dinner, homework, watch TV, read and pack bag for the following day
- Arrange a table/ desk in a quiet area, for your child to complete homework
- Make sure your child has plenty of sleep and is not awake late using their phone, games console, computer or iPad. Teenagers should be aiming for at least 9 hours sleep a night

- Breakfast and a drink in the morning helps to speed up the metabolism, making children more alert and ready for learning
- Take an interest – ask questions, read around topics studied in school, suggest help and encourage your child in all aspects of school

Check expectations...

- Check 'Show My Homework' to see what homework has been set and when it is due.
- Use Parentmail, to read any communication from school
- Check **your** child's planner and Edulink, for any other important information
- Look at the website to ensure **you** are informed about school dates and issues

Don't give in to your child...

- **You** are the adult and it is your responsibility to make important decisions.
- If **your** child complains of feeling unwell, make sure they are truly ill before allowing time of school
- If **you** are unsure, contact school and we will phone **you** if we find it necessary
- This will help **your** child develop the right habit for the world of work; where absence and lateness are rarely tolerated.
- If **your** child regularly complains of feeling ill, with no medical reason, contact your child's Pastoral Support Manager or Progress Leader, so the matter can be investigated further.

Reward your child...

- We reward **your** child at school for acceptable attendance and attainment
- **You** could add **your** own rewards at home – these can be as simple as verbal praise, or telling family and friends about successes

Help your child be successful at school ...

- Emphasise the importance of having a good school attendance record as this is quoted in a job reference.
- Better attendance leads to better qualifications allowing **your** child to choose their own career path

Did you know?

- The Government expect all students to have **97%** attendance
- **90%** attendance is not classed as good and means missing on average $\frac{1}{2}$ a day **EVERY** week – your child will also be classed as **Persistent Absentee (PA)** and additional support or sanctions may be given
- **90%** attendance is the equivalent of missing **4** whole weeks in one school year
- the equivalent of missing **100** hours of learning in lessons
- Over **5** years at De La Salle, this is the equivalent of missing half a school year
- **80%** attendance is the same as missing **1** full day a week and missing **1** full year of education at De La Salle
- Missing just **17** days in one year can lead to dropping a full grade at GCSE
- Achieving **5** or more GCSEs can increase wages by **42%**
- **75%** of students with attendance of **95%** or above achieve **5** or more **A*-C** grades at GCSE
- A **2** week holiday each year, whilst at De La Salle, will mean your child has missed **10** weeks of learning – over $\frac{1}{4}$ of a school year
- A **2** week holiday automatically reduces your child to below **95%** attendance
- Only **25%** of students with attendance below **90%** achieve **5** or more GCSEs
- Only **10%** of students with attendance of **85%** or below achieve **5** or more GCSEs
- School truants are **6** times more likely to be unemployed

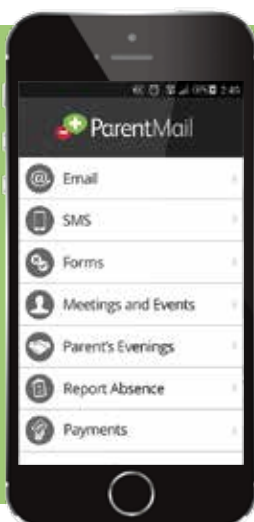


PARENTS!

HELP SAVE US MONEY



Download the ParentMail App and we can send messages to you instantly for FREE, saving us hundreds of pounds each year!



Download the ^{FREE} ParentMail App for the best parent experience

- ✓ Respond to school messages from your smartphone instantly
- ✓ Instant access - no need to login

The ParentMail App is available from





De La Salle
School

Sections to be Returned

Primary School: _____

Pupil's Surname: _____

Forename(s): _____

Date of Birth: _____ Gender: (M or F): _____

Ethnicity:(eg white British) _____

First Language:*
(If other than English) _____

Religion: _____

Pupil's Home Address: _____

Post Code: _____

Service Child:** _____

Please tick the box if this child has been adopted from Local Authority Care. *** ☐

PARENTS' DETAILS – NO DUPLICATE EMAILS/MOBILE NUMBERS

Mother

Contact Phone Numbers:

Title: _____

Forename: _____

Surname: _____

D.O.B: _____

N.I. Number: _____

Mobile: _____

Home: _____

Work: _____

Email address: _____

Does your child live with you: Yes No

Do you have parental responsibility: Yes No

Alternatively please provide an address for mailing purposes

Father

Contact Phone Numbers:

Title: _____

Forename: _____

Surname: _____

D.O.B: _____

N.I. Number: _____

Mobile: _____

Home: _____

Work: _____

Email address: _____

Does your child live with you: Yes No

Do you have parental responsibility: 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 Form:

Name	Relationship	Form
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Any language other than English that a child was exposed to during early development.

** One of their parents is serving in the regular armed forces

*** Previously looked after by a local authority and has now been adopted or is under a special guardianship or child arrangement order.



To Be Returned

De La Salle
School

Year 6/7 Medical Form

Name: _____ Primary School: _____

Doctor's Name: _____

Address: _____

Telephone No: _____

Medical History e.g. long term illnesses, recent operation etc.

Current long term medication e.g. inhalers, tablets etc.*

Other medical conditions e.g. difficulties with vision (glasses/ 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.

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
- 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: _____

Would you like to win £150 each month?

To Be Returned

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 2019 until further notice.

Name _____

To be used as **payment
reference**

Signed _____ Date _____



To Be Returned

De La Salle School

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 Data Protection Act 2018. 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

De La Salle School

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 are located in communal areas in school. The lockers will only be used during year 7 – in years 8 to 11 pupils carry their belongings with them. 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 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 donation (cheques made payable to De La Salle School) in an envelope marked 'LOCKERS' with the completed pro forma below by Friday 17th 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)

DE LA SALLE SCHOOL CONSENT FOR PHOTOGRAPHY AND IMAGES OF STUDENTS

During your child's time at the school, we may wish to take photographs of activities that involve your child. The photographs may be used for displays, promotional material, our website, social media and in the newspaper.

Photography or filming will only take place with the permission of the Headteacher and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Before taking any photographs of your child for these purposes, we need your consent. This is necessary to comply with data protection laws (i.e. the General Data Protection Regulation).

Please note that there may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. The school recognises that, in such circumstances, specific consent from a parent or guardian will be required before photography or filming of children can be permitted.

We would be grateful if you confirm your preferences by ticking the appropriate boxes below:

Pupil Name	
-------------------	--

Consent	Yes	No
I consent to my child's photograph being used on Facebook and/or Twitter		
I consent to my child's photograph being used in the school newsletter		
I consent to my child's photograph being used in school promotional material / prospectus		
I consent to my child's photograph being published in the newspaper (and their online outlets)		
I consent to my child's photograph being used on the school website		
I consent to my child's photograph being used on display in the school		

If you give your consent this will last for the period that your child is registered at the school and for 12 months after they leave. If we wish to continue using photographs after this period, we will ask for your consent again.

If you give consent for photographs to be used as described above, you may withdraw your consent at any time. If you decide to withdraw your consent, please contact the school office so that we can update our records accordingly.