



De La Salle School

Mill Brow, Eccleston, St. Helens,
Merseyside WA10 4QH

Telephone: 01744 20511
Email: delasalle@delasalleschool.org.uk

Headteacher: Mr. A. Rannard BA (Hons) NPQH

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.

What happens now?

As a school, we recognise how important the transition from primary to secondary school is and we are keen to make the journey as smooth and enjoyable as possible to ensure your child has a wonderful start as a young Lasallian. I have highlighted below some of the key stages of that journey.

Stage 1 - 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 Wednesday 6th April.**

Stage 2 – Contact with Primary School

Over the coming weeks and months, our in-school transition team will be contacting your child's primary school to learn more about them. We want every child to have a great fresh start with us, but it is really helpful to provide a clear and honest picture of them before they arrive.

Stage 3 – Updates

We will write to you at key points over the next 5 months to keep you informed of what is happening, chasing up any additional information we need and getting things ready for your child joining us.

Stage 4 – School Books

After the SATs we will be sending your child's primary school an English 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 will form the minimum expectation, once they arrive with us.

Stage 5 – Transition Week

Unlike most secondary schools, we have a full week of transition rather than a single day. Feedback from parents and students has been incredibly positive about this and how effective it has been in helping our new Lasallian students feel happy and comfortable in joining our community.

This year the transition week will take place from **Monday 4th July through to Friday 8th July**. All the information you and your child will need for Transition week will be sent out nearer the time.

Stage 6 – Starting Secondary School

Our new students will join us on Monday 5th September, with school starting as usual at 8.30am. This will hopefully be the start of an exciting and successful 5 years of Lasallian education and a lifetime as a member of the Lasallian Community.

I realise there is a lot of information here but we are keen for you to work with us to ensure your child has the best start to secondary school. If at any point, you have any questions or concerns then please just contact the school and one of the transition team will be more than happy to help you.

Welcome to De La Salle!

Yours sincerely,



Andrew Rannard
Headteacher



De La Salle School

A Very Warm Welcome from your Year Team!

We are very much looking forward to welcoming you to your new school, De La Salle. We have enclosed everything you need at this stage of the transition process from Year 6 to Year 7. If you have any questions during this transition, please do not hesitate to get in touch. Our staff will do everything we can to ensure that you feel happy and confident when you join us on **Monday 5th September at 8.30am**. We can't wait!

Ms A. Critchley
Head of Year 7

Miss L. Swaby
Pastoral Support Manager Year 7

Please find enclosed our parental handbook. The following sections need to be completed and returned to De La Salle in the **addressed envelope by Wednesday 6th April**.

- Information from Parents (**both sides**)
- Confidential medical form
- Home-School agreement
- Photo consent
- Biometric letter
- About Your Child
- PTFA 400 club 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, this includes to communicate with parents. This must be done through the year office. It will be confiscated if seen by staff.

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:

critchleya@delasalleschool.org.uk/transition@delasalleschool.org.uk



De La Salle
School

Parent Handbook

Taking you step by step
through starting school

*"You can perform miracles by
touching the hearts of those
entrusted to your care."*



Mr Andrew Rannard

It's great news that your son or daughter is starting at our wonderful school. Thank you for selecting us!

We need some information from you

We need some information from you so could you please follow the steps in this Parent Handbook, detach the pages where marked, and hand in your completed forms to the school.

Answering your questions

On page 13 is Key Information and pages 14 - 17 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01744 20511 or email delasalle@delasalleschool.org.uk and we will be happy to help!

Policies and Term dates

Page 19 has our term dates and policies.

Welcome

Welcome to De La Salle School and I look forward to getting to know you and your child.



Information from Parents

To Be Returned Please complete both sides

Current 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. ***
 ☐ Please tick the box if you are currently receiving FSM (free school meals)

PARENTS' DETAILS – NO DUPLICATE EMAILS/MOBILE NUMBERS

Mother	Contact Phone Numbers:
Title:	Mobile:
Forename:	Home:
Surname:	Work:
D.O.B:	Email address:
N.I. Number:	

- Does your child live with you:

☐ Yes
☐ No

Do you have parental responsibility:

☐ Yes
☐ No

If your child does not live with you, please provide an address for mailing purposes

Father	Contact Phone Numbers:
Title:	Mobile:
Forename:	Home:
Surname:	Work:
D.O.B:	Email address:
N.I. Number:	

- Does your child live with you:

☐ Yes
☐ No

Do you have parental responsibility:

☐ Yes
☐ No

If your child does not live with you, please provide an address for mailing purposes

Please tear here

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. Parents will always be our first point of contact, but we would appreciate details of at least two other nominated contacts in case of 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 <input type="checkbox"/>

Emergency Contact 2

Name:
Address:
Telephone Number:
Relation to child (eg Grandma/Grandad):
Consent obtained to hold information in school <input type="checkbox"/>

OUTSIDE AGENCIES

Is there any Outside Agency involvement that the school should be aware of?

Educational Psychologist ☐ Attendance Officer ☐ Social Services ☐ Other ☐

PROVIDING INFORMATION TO YOUTH SERVICES

Once your child is aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both the child's and parent's name(s) and address, and any further information relevant to the support services' role. However, if the child is over 16, the child (or the parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service.

To show you have read this, please sign below:

Signed	Parent/Guardian
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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.

Year 6/7 Medical Form

Child's Name:

Current 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

* If your child uses an inhaler, please send a spare into school in September. If your child needs any other regular medication during the school day, please contact the school office for our Administration of Medicines form.

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 and Surname
Parent's Signature
Pupil's Signature

**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		
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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.

Notification of Intention to Process Pupils' Biometric Information

The school wishes to use information about your child as part of an automated (i.e. electronically operated) recognition system. This is for the purposes of providing catering services and access to printing. The information from your child that we wish to use is known 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.

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 fingerprint. The school would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with catering services and access to printing.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's fingerprint) is what will be used to permit your child to access services. 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
- 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 – you should note that the only person/body that the school wishes to share the information with is Biostore, the supplier of the biometric system for printing, and iDStore (CRB Cunninghams), the supplier of the biometric system for catering, which is necessary for the operation of the system.

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. 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 and 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.

The school is also happy to answer any questions you or your child may have. 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 catering services, access to printing and library services.

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

Further information and guidance

This can be found via the following links:

DfE guidelines for schools on communicating with parents and obtaining consent:

<https://www.gov.uk/government/publications/dealing-with-issues-relating-toparental-responsibility>

ICO guide to data protection:

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

British Standards Institute guide to biometrics:-

<http://shop.bsigroup.com/Browse-by-Subject/Biometrics/?t=r>



CONSENT FORM FOR USE OF BIOMETRIC INFORMATION

Please complete this form if you consent to De La Salle School taking and using information from your child's fingerprint as part of an automated biometric recognition system.

This biometric information will be used by the school for the purposes of providing catering services and access to printing. You are able to choose from the list below which purposes you are providing your consent for.

In signing this form and ticking the appropriate box(es) below, you are authorising the school to use your child's biometric information for those purposes until he/she either leaves the school or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to the school at the following address:

Email: delasalle@delasalleschool.org.uk

Post: De La Salle School
Mill Brow
St Helens
WA10 4QH

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the school.

Having read guidance provided to me by school, I give consent to information from the fingerprint of my child:

Child's name	
---------------------	--

being taken and used by De La Salle School for the following purposes:

1 Provision of canteen services

☐

2 Provision of printing services

☐

I understand that I can withdraw this consent at any time in writing.

Name of Parent	
Signature	
Date	

ABOUT YOUR CHILD

To help us to get to know your child, please let us know about their interests and hobbies.

Child's Name

Hobbies/Activities

Clubs/Teams

Musical Instruments/Singing

Sporting Interests

Subjects Found Easy

Subjects Found Difficult

Any Other Relevant Information

DOES YOUR CHILD HAVE ANY SPECIAL EDUCATIONAL NEEDS?

If your child has an identified SEN need, this will be transferred from their current primary school.

Special Educational Need Information

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 _____

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 on the 1st of each calendar month until further notice.

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

Signed _____ Date _____



Key Information

What are our school times?

The school day runs from 8.30am to 3.00pm incorporating five teaching periods. Registration is an important time in school which is used for assemblies, collective worship and progress monitoring by form tutors. The school follows a two-week timetable.

From	To	Activity
8.30am	8.50am	Registration
8.50am	9.50am	PERIOD 1
9.50am	10.50am	PERIOD 2
10.50am	11.10am	Break
11.10am	12.10pm	PERIOD 3
12.10pm	1.10pm	PERIOD 4
1.10pm	2.00pm	Lunch
2.00pm	3.00pm	PERIOD 5

Uniform

The school is very proud of its attractive uniform. We would 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.

- Black trousers.
- Dark navy A-line skirt with or without pleats or a dark navy pinafore dress (square neck, pleated skirt). No fashion skirts or straight skirts.
- Pale blue shirt or blouse.
- School tie in the year colour.
- Dark navy blazer with the school badge.
- Dark navy school pullover with double gold stripe (optional).
- Black socks with trousers, blue socks with skirts or pinafores (black tights may be worn in winter).
- Flat black shoes with rubber soles (not canvas, training shoes or boots - see our website for examples).
- White craft apron.
- Dark navy or black outdoor coat (no logos).

P.E. kit

- Navy blue shorts and/or skort.
- Navy blue polo shirt.
- Navy blue sports socks.
- Navy blue reversible rugby jersey (optional).
- Trainers.

The school bag

An unbranded bag in a dark colour which is a suitable size for carrying school books and stationery.

Purchase of uniform

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

- Online through www.whittakersschoolwear.co.uk/prods/De-La-Salle-School-St-Helens.
- At Whittakers shop in St Helens – Bridge Street 01744 451812.
- Slater's school wear Wigan – www.slaters-schoolwear.co.uk. 01942 244426

Labelling of personal possessions

Please ensure that all items of clothing and other personal possessions are clearly labelled with your child's name.

Food in school

School meals at De La Salle School are provided by St Helens Council Schools Catering Service. Weekly Meal of the Day menus are used on a three week cycle and include dishes from cuisines from around the world such as curries, noodle and pasta dishes as well as some British favourites like roast dinners and 'Fish and Chip Friday'. We have introduced menu initiatives which include salad bars, pasta and sandwich stations. This ensures that there is a wide variety of food available for our pupils with healthy options provided on a daily basis.

Our Meal of the Day menus are designed to provide a healthy, nutritious and well-balanced meal on a daily basis with Meal Deal option including a main meal and a dessert.

Paying for school meals

We provide a cashless meals service with each pupil receiving a school meals account. They can top up their account using cash in the revaluation machines that are sited around the school or pay online. Free school meals pupils automatically receive their allowance each morning.

A main meal plus dessert and a drink costs from £2.50. A full price list can be seen on our website under Parents/ School meals.

Free School Meals

We encourage all parents who think that they may qualify for free school meals to apply for them, even if your child does not intend to take the meal. Registering your child can make a big difference to the amount of money given to the school to educate your child.

Frequently asked questions

Attendance

Parents are responsible for ensuring their child attends school regularly and punctually, properly dressed and equipped and in a fit condition to learn. School will work closely with Parents/Carers if attendance and/or punctuality become a cause for concern.

If a student is absent the school will:

- Telephone home on the first day of absence if we have not heard from a parent or carer, and each day subsequently until the student returns to school.
- Invite parents/carers into school to discuss the situation with the relevant Head of Year or the Assistant Head teacher if attendance or punctuality is giving cause for concern.
- Consult the Student Attendance and Education Welfare Officer (EWO) if attendance falls below 97%.
- The school reserves the right to ask for medical evidence of absence.
- Write to parents to inform them if attendance is becoming a concern or if the student is close to becoming a PA student.

Signing out procedures

- A student who wishes to leave the premises during the school day will be expected to bring a letter or an appointment card from their parent / carer and show it to their Head of Year.
- They must sign out at Reception, and sign in again on their return to school.
- Appropriate arrangements should be made to collect the child from school, or to make their own way safely to their destination, in a timely manner.
- Students arriving at school after registration should sign in at Reception.

The school opens to pupils at 7.45am. Pupils should be at their form room by 8.25am, ready for the register to be taken. The morning register is recorded at 8.30am and 'saved' as soon as possible after this time.

The gate on Alder Road is locked at 8.30 am. Pupils entering school after 8:30am are recorded as late 'L' on the register.

Between 8.30am and 9.00am they must enter via the entrance by the main hall and sign in with a member of the pastoral team, who will record the time they arrive and the reason why they are late. They will be placed on a 15min break time detention, held by the pastoral team, on the day they are late. Failure to attend the detention will result in a lunchtime detention; failure to attend this will result in an after-school detention and parents will be contacted. Students arriving after 9.00am must enter via the main reception and sign in there; they will also follow the same sanctions procedure.

Medical appointments

Only urgent or unavoidable medical appointments should be made during school time. Routine dental checks or medical appointments should be made outside school time whenever possible.

If a pupil arrives late due to attending a medical appointment, they must provide evidence of the appointment to the reception staff in the form of an appointment card or hospital letter in order for the register to be marked appropriately. On their designated assembly day students must not go to form but should instead assemble in the courtyard by 8.30am when the registers will be recorded by form tutors. The registers close at 9.30am. Students arriving after this time without a valid reason will be recorded as 'U', this is counted as an unauthorised absence even though the pupil is in school.

Students arriving after 9.30am with a valid reason e.g. medical appointment must show the reception supporting evidence so that the register can be marked appropriately. The afternoon register is recorded at the start of lesson 4 (12.10pm).



Holidays in term-time

The Headteacher will consider applications for 'leave of absence' during term time in 'exceptional circumstances'. School cannot authorise time off for family holidays and parents do not have the right to take their child out of school for such holidays.

Parents must apply for leave of absence in writing to the school email address delasalle@delasalleschool.org.uk, and must attach an evidence for the school to take into consideration. The application must be submitted well in advance of the absence.

The Headteacher or delegated lead will decide if the leave will be granted and how many days will be authorised. Parents will be notified in writing of the decision within two weeks of the decision. If the Headteacher or delegated lead does not grant an application for leave of absence and parents decide to take the leave anyway, the absence will be unauthorised. Leave of absence cannot be authorised retrospectively. If a child is removed from school for a period of leave of absence without the school being informed, the absence will be automatically unauthorised. Unauthorised holidays during term time may lead to Penalty Notice fines. Penalty Notice Fines are issued to each parent for every child concerned.

Authorised and unauthorised absence

The law states that a pupil is required to attend regularly at the school where they are a registered pupil. The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise an absence. Only the school's acceptance of the explanation offered by the letter/message authorises the absence. Examples of absences from school that would be authorised (providing evidence may be necessary):

- Sickness.
- Unavoidable medical/dental appointments.
- Days of religious observance.
- Exceptional family circumstances, such as bereavement.
- Students' transport to and from school is affected and school is not within walking distance.

Absences from school that will NOT be authorised are:

- Shopping.
- Birthdays.
- Minding the house/waiting for deliveries or workmen.
- Family holidays that are not agreed prior to departure.
- Student not attending school without a valid medical reason.

The Headteacher will not authorise holiday requests that are unreasonable within this context. For your child's sake we ask you, therefore, not to arrange a holiday to take place within term-time at De la Salle.



Medicine in school

Wherever possible children will be allowed access to their own medicines and relevant devices quickly and easily; these will be stored in 'individual lockers in the medical room to ensure that the safeguarding of other children is not compromised.

De La Salle School does also recognise that children who take their medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them. If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

- De La Salle School will only accept prescribed medicines, with written permission from parent/carer that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must be in-date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container.
- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

- No child under 16 should be given prescription or non-prescription medicines without their parents written consent, except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.
- Students must not self-medicate non-prescription drugs. With parental written consent the school's named persons will administer non-prescription drugs sent in by parents except aspirin or medicines containing aspirin unless it is prescribed by a doctor. Parents will be informed of the dosage of non-prescription drugs given in school.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

If you have any concerns about managing your child's medication in school, please contact the school office.

Mobile phones

We do not encourage students to bring mobile phones into school. However, if absolutely necessary to do so, it is at their own risk of loss or damage, and it must be kept turned off and out of sight during the school day.

Hairstyles, make-up and jewellery

Only dark blue clips, hairbands or ribbons are allowed. Pupils with long hair are advised to tie it back, and 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).

No jewellery whatsoever is allowed. Pupils wanting to have their ears pierced must do so at the beginning of the summer holidays to allow time for the ear to heal, so that earrings can be removed during school time.

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.

Helping to support children's learning at home

The purpose of homework is to reinforce, recall, develop and establish concepts and skills taught in lessons. Homework will be set using Satchel:One. This is a web-based service and we recommend using the Satchel:One app as it will push notifications to students' phones to remind them of deadlines.

In years 7 and 8: Each subject will aim to provide 30 minutes of homework per week. In years 9, 10 and 11: Each subject will aim to provide 60 minutes of homework per week. For all year groups, homework may be extended tasks for which students should plan their time according to the above recommendations each week.

Procedures for failure to submit homework

Students should be given one chance to re-submit homework the next day or lesson, at the discretion of the teacher. If this opportunity to resubmit is not taken, staff will mark the homework as not submitted. Parents/guardians and students will receive a notification through Satchel:One if a homework has not been submitted. If homework continues to be a cause for concern, parents/guardian will be contacted through Parentmail and may be invited to have a further discussion and/or meeting with the Head of Department.

Internet safety

We apply age-appropriate filters to all internet connections in school, and students' usage is monitored.

Issues concerning children's welfare

If you have an issue concerning your child, please speak to his or her Head of Year as the first point of contact.

Clubs and activities

School life is about much more than just great lessons. At De La Salle, we offer a wide range of extra-curricular activities for our pupils to help them to make friends, have fun and develop important life skills.

Activities include:

- | | |
|-------------------|----------------|
| • Various sports. | • Languages. |
| • Lego. | • Debating. |
| • Gardening. | • Chess. |
| • Dance. | • Board games. |

A full list of extra-curricular clubs, together with a timetable, can be found on our website.

Special educational needs

At De La Salle School we can make provision for every kind of frequently occurring special educational need without a statement of special educational needs / Education, Health and Care Plan, for instance dyslexia, dyspraxia, speech and language needs, autism, Asperger's syndrome, learning difficulties and behaviour difficulties. There are other kinds of special educational need which do not occur



as frequently and with which the school is less familiar, but we can access training and advice from external agencies so that these kinds of needs can be met.

The school also currently meets the needs of pupils with a statement of special educational need / Education, Health and Care plan with the following kinds of special educational need:

- Autism.
- Moderate learning difficulties.
- Social and Communication Difficulties.
- Physical Disabilities.

Decisions on the admission of pupils with a statement of special educational need / Education, Health and Care plan are made by the Local Authority. The admission arrangements for pupils without a statement of special educational needs / Education, Health and Care Plan do not discriminate against or disadvantage disabled children or those with special educational needs.

More able students

Children identified as achieving above average are supported by our High Attaining Pupils programme. This ensures that they are fully challenged and given the chance to make the most of their potential.

Charging policy

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities which is kept under regular review.

Our charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The policy identifies activities for which:

- Voluntary contributions may be requested.
- Charges will not be made.
- Charges will be made.

For more information, please read our Charging and Remissions Policy on our website under Parents/Policies/ Charging and remissions.

Emergency arrangements

We will, of course, endeavour to keep the school open, if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach school and provide an adequate educational service.
- For children or staff to journey to and return from school safely and without undue delay.

In these circumstances, we will send a message via the ParentMail app or a text to your mobile phone to inform you of school closure, so it is really important that we have your up-to-date details on file.

Stay in touch

The school appreciates that during bad weather children may arrive later than normal, but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation.

Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

Travelling to School

Many students will live close enough to be able to walk to school. For those who do not, Merseytravel operates a number of bus services that serve De La Salle School from the surrounding area. These are not school buses for the dedicated use of De La Salle pupils, but are public service buses that stop on Alder Hey Road and run at the start and the end of the school day. Details of the services and routes can be found on our website under Parents/Bus Information

For the safety of our students, we ask parents to only transport their children to school by car when there is no other option. To support this, our main gates are locked from 2.50pm until 3.10pm each day so that students can leave the site safely. If you need to collect your child by car, please arrange a safe meeting space away from the main school gates both on Mill Brow and on Alder Hey Road.

Chaplaincy

Our chaplaincy team is led by our chaplain who is available to listen to and serve the needs of all within the school community. Our chaplain offers a listening ear, a loving heart and a wise mind in helping all to navigate their ways through the challenges of life. In addition, chaplaincy promotes positive relationships with each other, and with Christ, and offers a restful place of contemplation, prayer and reflection.

De La Salle School has a dedicated chapel which is used for school and community worship, and as a peaceful and safe space for all.

Working with parents

Parental Links

We welcome parents in school. However, should you wish to speak to your child's class teacher or the Headteacher we ask that you contact school prior to make an appointment. This way the teacher can make sure you are not interrupted and can dedicate her / his time to your concern.

Communication with Parents

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about. At De La Salle School, we use ParentMail to send communications, book appointments and process online payments. ParentMail will be beneficial to you because you can:

- Use a free mobile app on Android and iOS to pick up school messages instantly
- Top up dinner money or pay for schools trips/items in just a few taps
- Complete forms, give consent/permissions and give feedback on surveys
- Keep on top of school meetings and events
- And much, much more!

Registering with ParentMail is very easy! In July you will be sent an email and/or a text message from ParentMail. When you receive this, please follow the instructions in the message to register your account.

As the parent or carer of a student at De La Salle School, you will also be able to log into Edulink One, online or through the app, where you can gain access to information which includes 'live' attendance data, achievement and behaviour information, your child's timetable and key documents such as school reports.

Reports on your child's progress

We hold two parents' evenings during the year; one to review the children's academic progress and the other with the Pastoral Team to talk about their general wellbeing. If, however, you have a concern and wish to discuss this at any other time, please contact the school office and arrange to see your child's teacher or Head of Year.

One full report is sent out during the Summer term, and two shorter monitoring reports during the year detailing the grades achieved in each subject.

News

Our website is a great resource for keeping updated with events and news at school. You'll find regular updates on our website.

At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

Seek permission

Outings and trips are a valuable part of school life, and we arrange as many as possible. We will seek permission via ParentMail for all visits which involve pupils leaving the school site; children are not taken unless the consent form is completed.



Term dates 2022 / 2023

Autumn Term 2022

- Staff Training Day 1 - Thursday 1st September
- Staff Training Day 2 - Friday 2nd September
- ALL PUPILS RETURN - Monday 5th September
- School closes for pupils - Friday 21st October
- Re-opens - Monday 31st October
- Staff Training Day 3 - Friday 2nd December
- School closes - Wednesday 21st December

Spring Term 2023

- Re-opens - Wednesday 4th January
- School closes for pupils - Friday 10th February
- Staff Training Day 4 - Monday 20th February
- Re-opens - Tuesday 21st February
- School closes - Friday 31st March

Summer Term 2023

- Re-opens - Monday 17th April
- Bank Holiday - Monday 1st May
- School closes - Friday 26th May
- Re-opens - Monday 5th June
- Staff Training Day 5 - Monday 26th June
- School closes for pupils - Wednesday 19th July



Policies

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

Key policies

Some of our key policies are:

- Anti-bullying.
- Behaviour.
- Data protection.
- Relationships and sex education.
- SEND.

All our policies can be found on our website under Welcome/Policies.

Our Mission Statement



“You can perform miracles by touching the hearts of those entrusted to your care.”

We are a Catholic community of staff, governors, students, Brothers and families enriched by our Lasallian heritage, traditions and values.



**De La Salle
School**

De La Salle School
Mill Brow, St Helens, WA10 4QH

Tel: 01744 20511

Email: delasalle@delasalleschool.org.uk

Website: www.delasalle.st-helens.sch.uk

Our mission is to work with all in our family community to:

- See each person in our community as an individual with their own talents, needs, hopes, dreams and aspirations
- Provide a holistic education that challenges each of us to achieve our potential and become the person God intended us to be: spiritually, morally, academically, physically and socially
- Walk side by side with our students to help them grow into confident, independent, kind, respectful and tolerant adults, with a strong sense of social responsibility, ready to make a valuable contribution to the world of tomorrow
- Create a safe and supportive environment where those of all faiths, and none, can explore, share, discuss and celebrate their spirituality

Our Values

- Concern for the poor, and social justice.
- Faith in the presence of God.
- Quality education.
- Respect for all persons.
- Inclusive community.