ELLESMERE PORT CATHOLIC HIGH SCHOOL

STARTING AT YOUR NEW SCHOOL



I have come so that they may have life and live it to the full" John 10.10

www.epchs.co.uk

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WELCOME TO YOUR NEW SCHOOL

HEADTEACHER'S WELCOME

We are delighted to welcome you to our school, and we hope you find this information useful.

We believe in the importance of effective home/school communication and will always endeavour to listen and act upon your ideas and feedback. Furthermore, we are always happy to arrange a time for parents to visit our school and meet to discuss any suggestions, questions or concerns.

The move from one school to another can be an exciting time for some but for others it can provoke feelings of uncertainty. At Ellesmere Port Catholic High School, we get to know all of our students and we have an excellent pastoral team who will support your children by getting to know their personality, abilities and social needs.

It is our aim that students here maximise their academic potential, enjoy their educational experience in a safe environment, and make a positive contribution to our school and the wider community.

If you would like to know more, please do not hesitate to contact the school and we look forward to forming an excellent partnership with you for the future.

Mrs L Henderson
Acting Headteacher



School Prayer

Dear Lord
Fill our lives with joy.
Fill our lives with love.
Fill our lives with peace.
We give thanks to you for the gift of life.
Give us the courage to live it to the full.

Amen

HOME SCHOOL AGREEMENT

In order to achieve all that is best for our students' education, upbringing and welfare, we as governors, staff, parents and students enter into the following agreement:



In working together we will help students to:

- Develop self-respect
- To be enriched by the Catholic way of life
- Have concern for their Family, Community and School

As a school we will show this by:

- Treating each student as a unique individual in the eyes of God, by providing a full Catholic education and ensuring your child is valued
- Creating a positive, supportive environment for the students to work in
- Setting high standards for work and behaviour to ensure your child reaches their maximum potential
- Building positive relationships by sharing common goals and expectations with each other
- Being a welcoming place providing a safe and secure environment where children can grow and develop
- Providing a variety of opportunities for students to develop their individual talents

As a family you will:

- Encourage your child to practise their faith
- Make sure your child attends school regularly
- Support the school home learning and behaviour policies
- Attend school events and meetings where possible
- Ensure your child wears full school uniform and conforms to the school policy on hairstyles
- Ensure your child abides by the ICT Acceptable Use Policy (detailed in following pages)
- Notify the school of any change of circumstances that may affect your child by ensuring that up-to-date information is on file

STUDENT'S CODE OF CONDUCT

- Students must do what staff ask them at all times.
- They must show the same care and respect to others that they would expect to be shown themselves.
- Bullying and fighting will not be tolerated.
- Students must not use offensive language.
- The property of the school and of other students is always to be respected.
- Smoking, vaping and alcohol are forbidden on the premises, to and from school and on school visits or residential courses.
- Students must not bring illegal substances (drugs) onto the premises. Smoking, vaping and alcohol and drugs are the subject of a school policy which stipulates sanctions including permanent exclusion from school for possession, use or sale.
- No students are allowed off the premises without permission.
- Students should walk calmly to lessons and follow the corridor directions.
- Correction fluid and chewing gum are not allowed.
- Punctuality to school and class are vital.
- Each student must bring the correct equipment to school each day, e.g. pen, pencil, ruler, calculator, exercise books, PE kit etc. as required.
- Mobile phones must kept in their secure pouches during the school day.

CONDUCT



FIRST DAY ARRANGEMENTS

Year 7 students should arrive in school at 9.00am and assemble in the school hall. They will be met by their Form Tutor.

They will remain with their Form Tutor in the morning where they will be given their timetable and taken on a tour of the school.

They will then begin to follow their normal timetable which operates over a two week programme of lessons. For the first week the Year 7 students will be escorted to and from lessons and will be allowed into lunch early to ensure they are confident about using our school systems and finding their way.

All staff and students are on hand to offer help and support. As a first point of contact, if the Year 7 students have any questions they should speak to their Form Tutor or Pastoral Leader.

Structure of the day

8.45am – 9.15 am	Registration or Assembly with their Form Tutor
9.15am – 10.15am	Lesson 1
10.15am – 11.15am	Lesson 2
11.15am – 11.30am	Break time
11.30am – 12.30pm	Lesson 3
12.30pm – 1.15pm	Lunch
1.15pm – 2.15pm	Lesson 4
2.15pm – 3.15pm	Lesson 5
3.15pm onwards	Extra Curricular Activities are available on a timetable



TRANSPORT

Bicycles

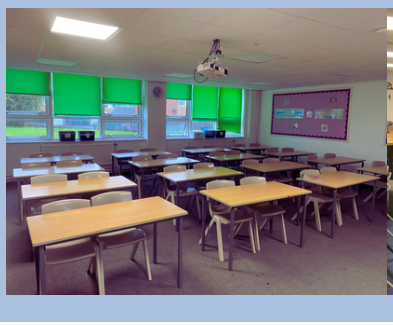
Most of our students walk to school. Students may bring bicycles to school but do so at their own risk. Bicycles should always be locked securely, in the bicycle store and students should wear a cycle helmet.

Whilst on the school premises bicycles must only be pushed along the walkways. Cyclists must not travel via Our Lady's school grounds. This is to ensure the safety of the younger children at that school.

Car Park

Please note that for the safety and well-being of our students, parents do not have access to the school car park to drop off students in the morning or pick up in the afternoon.

The school car park is for staff and visitors only and parent access is prohibited unless agreed by prior arrangement.






ESSENTIAL EQUIPMENT



The following equipment is essential to support your child with their learning every day.

- ☑ A good quality writing pen and spares. Black ink is preferred although blue is acceptable. A red pen is also required.

- ☑ At least one pencil, an eraser, a sharpener and a short ruler which will fit inside a pencil case.

- ☑ Coloured pencil crayons for use in exercise books. Felt tipped pens are not allowed except for display/poster work.

- ☑ All students will have to carry equipment around with them:
  - An appropriately sized pencil case to store pens etc.
  - A backpack, large enough to fit an A4 folder and fasten shut, will be needed for books, PE kit etc.
  - A plastic bag (e.g. – a carrier bag) is helpful for protecting books from wet kit and the risk of spilt drinks etc.

- ☑ To constantly improve numeracy and literacy skills, students are required to have the following with them every day – a reading book and calculator (an expensive calculator is not required).

- ☑ Specialist subjects may need additional equipment and students will be advised of this e.g. for Maths a protractor and compass is required.

LUNCHTIME ARRANGEMENTS

Lunchtimes represent one of the biggest changes for new year 7 students and as a result, they are escorted to lunch for the first week to ensure they are confident with our systems.

The school has worked hard to produce a rich selection of healthier alternatives for sale. We support that with promotion of healthy eating in lessons. It is important that we also encourage students who are bringing a packed lunch to school to make a healthy selection too.

We do not allow students to bring in crisps or other salted snacks, such as nuts etc. to school. The reason for this is related to dehydration and its impact on youngsters' ability to learn. We also ask that students are mindful of other students with allergies.

We do not allow students to bring fizzy drinks to school, partly this is because of the additives they most often contain; partly it is also because they are often the source of spray when opened, damaging belongings and clothing. Please be aware that glass containers should not be used for reasons of safety.

A CASHLESS SYSTEM OPERATES FOR FOOD AND DRINK PURCHASES



LUNCHTIME

Lunch accounts can be credited online. An online access letter will be sent giving details of how parents can log-on and make payments, not just for lunches but for school trips. Parents are responsible for ensuring their child's account is kept in credit.

A daily spend limit of £7.50 is set to each account. Parents can increase or decrease this limit by contacting our finance department. (Please see following page if your child is eligible for free school meals).

For any queries relating to online access, please contact Reception.



Free School Meals

By registering for Free School Meals your child not only has the opportunity to enjoy a free school meal but the school also benefits from additional funding for all students who are registered for free school meals.

This additional funding is given to schools to raise the attainment of children and enables us to provide many additional support mechanisms such as learning mentors, intervention and booster classes along with possible financial support for activities.

FREE SCHOOL MEALS

Am I eligible for Free School Meals?

Please help us to provide the best support for your child by registering for free school meals if you are eligible. Registering is confidential and taking up the free school meal is recommended but not compulsory. School operates a successful cashless catering facility, students who are entitled to free school meals have a daily allowance of £3.30 added confidentially to their cashless account each day.

Your child can still opt to bring a packed lunch, the daily allowance could be used to purchase anything from the canteen at lunchtime, including drinks; so your child can still choose whether they have a hot school meal.

Many families in the borough are struggling to afford the basics, but lots of children who are eligible for Free School Meals (FSM) are not yet receiving them.

Eligibility
Income assessed FSM - 2026/27 school year

Your child will be able to get FSM if you receive any of the following:

- Income-related Employment and Support Allowance
- The guaranteed element of Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit - however see below details

From the start of the 2026/27 school year, all children from households in receipt of Universal Credit will be entitled to receive a free school meal. However, there will be 2 categories of Universal Credit based FSM :

- Targeted FSM: which continues to be based on the existing threshold, covering pupils who are in households in receipt of Universal Credit with annual household earnings of £7,400 or less
- Expanded FSM: a new category covering pupils who do not qualify for targeted FSM, but who are in households receiving Universal Credit with annual household earnings above £7,400.

From September 2026, other education entitlements linked to FSM (such as the Holiday Activities and Food programme, and School Travel Assistance) will be based upon those who meet the Targeted FSM criteria. Those who fall into the expanded FSM group will be entitled to meals only.

Under the new criteria, your FSM eligibility will be checked annually and the result will be valid for the full academic year.

If you receive Universal Credit and do not currently qualify for FSM due to earning over the threshold of £7,400, but would now qualify from September 2026, you can now apply in advance at Apply here CWAC www.cheshirewestandchester.gov.uk/residents/education-and-learning/free-school-meals

If you wish to discuss any aspect of the Free School Meal claims process or would like assistance, please do not hesitate to contact the finance office on the school number.

CURRICULUM

"The curriculum of a school is everything that the school intends for its students."

This includes taught lessons, extra-curricular opportunities, residential experiences and, in this Catholic school, an experience of working in a Catholic, Christian community founded upon the teachings of Christ in the Gospels.

The curriculum reflects the requirements of the National Curriculum and our belief in a need for a balanced and broad education. We know this to be the best means of assisting the young people in our care to grow as rounded and complete individuals, with an understanding of their own gifts and of the part they can play in the world.

Year 7 students will study Religious Education, English, Mathematics, Science, Spanish, History, Geography, Physical Education, Music, Art, Technology, ICT, Drama and Personal Development.

There are a number of opportunities available throughout the lives of students in school to participate in day visits and overnight stays on curriculum related activities, holidays and retreats directed towards spiritual and personal development. As you might anticipate, the latter is a particular strength and feature of our school.

There are opportunities for all to take part in daily prayer time and liturgical celebrations both weekly and at significant points in the school year. The religious education programme is firmly rooted in the teachings of the Catholic Church.

Student Personal Development at EPCHS is also timetabled, one lesson every fortnight and also through form time and assemblies. Our program include aspects of well being, citizenship, personal safety, health, careers, relationships, and sex education.

"THE CURRICULUM OF A SCHOOL IS EVERYTHING THAT THE SCHOOL INTENDS FOR ITS STUDENTS."



EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities broaden the opportunities for young people to grow and to experience success, and there is a wide range of those available to all our young people.

At Ellesmere Port Catholic High School we are extremely proud of the opportunities that we offer, whether this is part of our curriculum or through the wide range of activities, clubs, practices, courses, fixtures, trips and residential experiences available to all students. It is testimony to the effort and commitment of so many staff that we can provide such a wide range of extra-curricular activities on a regular basis.

Students are encouraged to take part in the many extra-curricular activities available after school. There are a wide range of sports including netball, badminton, rugby, football, boccia, volleyball and basketball.

We also offer many more activities; STEM Club, Duke of Edinburgh Award, Gardening Club, Chess Club, Drama Club, Choir, Golden Key Society, Crochet Club and home learning support.

















EXTRA CURRICULAR ACTIVITIES

We like to take every opportunity to showcase our students' talents so all have the opportunity to take part in weekly school assemblies and at whole school events, such as our annual Carol Service, Presentation Evening, as well as school productions. Previous productions have included Matilda, Disco Inferno, Jack and the Beanstalk and High School Musical.













HOME LEARNING

One of our aims is to encourage in our students the ability to work profitably on their own and to develop a habit of independent study. We therefore expect all students to complete home learning and hand it in on time.

For the first three years, home learning should not exceed one to two hours per night. Usually one or two subjects will set home learning each night. Home learning is differentiated to cater for varying abilities and is given throughout the year. Parents will be informed if home learning is not being completed regularly.

Wherever possible, parents are urged to provide a quiet room at home, without distractions. Students need to balance the need for time to be spent on school work and that directed to relaxation and social activities. Most students are sensible about this but there is always a place for guidance from parents.

School provides facilities for home learning to be completed in the library Monday to Thursday from 3.15 until 4.00pm. This is supported by members of staff and there is access to computers and the internet in a productive working environment.

SAM LEARNING

Home learning is an essential part of your child's education as it helps them develop positive, independent study skills and habits that will serve them throughout their lives.

At school we are always looking for ways to extend our pupils' learning. Part of our improvement programme involves the use of SAM Learning, a unique online service that offers multiple subjects. Studies show that pupils achieve 2 GCSE grades on average better than expected with as little as 10 hours or more use of SAM Learning.

Our pupils are able to access the service at anytime and anywhere, whether they are at school, at home, or in the library - and it works on any device, from smartphone to home PC.





SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)

In preparation for the intake of our new year 7s in September, our SENCO and our Year 7 Pastoral Leader will liaise with all of our partner primary schools to ensure every child is known. This helps us to identify and assess the students' needs, to inform staff of those needs and to advise them of appropriate strategies to use in the classroom. We use this vital information to produce a one page student profile for anyone with additional SEND needs, which describes the students' interests, what is important to them and how best to support them in school.

We offer a range of support for students with additional needs, including, literacy and numeracy interventions to help students develop key skills and build confidence in learning, and a range of bespoke interventions, tailored to meet the individual needs of pupils, which may include small group sessions outside of classes.

All students are supported and their progress is regularly monitored and reviewed to ensure that support remains effective and responsive. Our staff work together to create an environment where every student feels valued, understood, and able to participate fully in school life. Our goal is to help each student develop independence, confidence, and a positive sense of belonging as they begin their secondary school journey.

We work very closely with a number of external agencies including the School Nurse, the Educational Psychologists, Paediatricians, CAMHS, Specialist Speech and Language Services, Core Assets, Behavioural Specialist Nurse, Cheshire West and Chester SEN team, Autism team, Family liaison officers.

The Learning Support Team are based in the Learning Support Centre which is a central and key hub in the school. There is provision for our students before school, at break and lunch times and after school. The centre is staffed by a dedicated team, and the students can access a variety of activities and support. It is a smaller environment where the students feel nurtured.

As well as our learning support team being on hand to offer help and support in all lessons, all departments have guidance from our Special Educational Needs Coordinator on differentiation, and access to the Additional Educational Needs register where all students' needs and support strategies are identified.

Should you have any questions regarding our SEND provision please contact our SENCO Mrs J Grist.







PASTORAL CARE

On entry to our school, students are placed in form groups, under the care of a Form Tutor. It is this teacher's responsibility to ensure that students settle quickly into the ways of the school. They will know their form best, seeing them for registration every morning and being responsible for tracking their attendance, punctuality, attitude to learning and contribution to school life.

Each year group will have a Pastoral Leader to offer further help and support the young people. This person is your first point of contact should you have any questions or suggestions. If the students have any questions or concerns before, during or after school (such as they have forgotten their PE kit, lost their coat etc.) they should speak to their Form Tutor or Pastoral Lead.

The whole staff are committed to working for the good of a caring and successful school community and should students ever have any questions or concerns, they should share these with a responsible adult inside or outside of school.

Our code of conduct was generated by the students and is in place to keep everybody happy and safe.









SAFEGUARDING

We would always act to safeguard and promote the welfare of our students and will work to support children and families. In doing this, we strive to create an ethos which promotes a positive, supportive and safe environment in which all feel valued.

Our responsibility necessitates safeguarding, child protection policies and procedures; and this may require us to share information and to work in partnership with outside agencies, usually after discussion with parents. On rare occasions, where concerns are serious, we may share information with outside agencies without informing parents. We trust you will understand the need for this.

Our school Designated Safeguarding Lead is Mr M Hughes, Assistant Headteacher.

ANTI BULLYING WORK

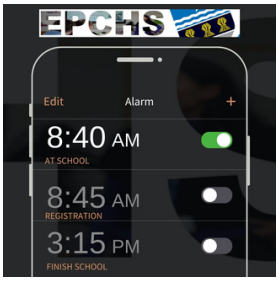
We have an Anti-Bullying Policy in our school community because it is important that everybody feels happy and safe. As a school community we see bullying as a serious offence and it is important that everybody knows what bullying is and what to do if it happens. We believe that everybody in our school community has a right to feel safe and protected and our Anti-Bullying Policy must be understood by all.

Our School Council have led some important work on what to do if you have a concern. They have told students to report any bullying as soon as possible to a responsible adult such as a Form Tutor, Subject Teacher, or Pastoral Leader so that it can be dealt with and stopped quickly. If for any reason students do not feel they can speak to somebody directly, they can report the concern through the SHARP system, which will be shown to students in the early weeks of their time with us.

When an incident of bullying is reported, it is investigated by the pastoral team and the victim is offered support. The offender will have sanctions put in place which will stay as a permanent record on their file, but also support and monitoring to change their behaviour. There is a scale of increasing sanctions should the student continue to make wrong choices. Both the victim and the offender's parents will be informed and, where appropriate, restorative work between the young people to rebuild relationships. It is important that incidents of bullying are dealt with quickly.



ATTENDANCE AND PUNCTUALITY



At Ellesmere Port Catholic High School, we monitor attendance and punctuality closely.

The Department of Education's national target for attendance is 95% and it is therefore important that students' attendance does not fall below this unless there are valid reasons. Regular attendees usually leave school with better skills and qualifications. Irregular attendance can, unfortunately, undermine the whole process of education, leading to severe disadvantages for the student.

Attendance

- Students are to arrive at school no later than 8.40am
- Arrival after 8.40am, without a valid reason will be issued with a 30-minute same day after school detention
- To report an absence, please call the attendance line **each day** on 0151 355 2373 before 8.40am and leave a voicemail
- Alternatively you can now use the Arbor app to report on the day absence
- Forgot to call - if you fail to call, we will send you a text message to ask for the reason for absence, you will also get a call from the Attendance Team
- Absences need to be reported daily

Long periods / Intermittent Absences

- School may ask for medical evidence, this may be in the form of a prescription, doctor's note etc.
- We may also refer your child to the Education Welfare Officer

Appointments

- We would ask for appointments known in advance, particularly those involving routine, non-emergency treatment, to be arranged at times outside of the school day
- If there is no alternative and an appointment is made during the school day, an appointment letter must be provided
- If they are leaving school early for their appointment, students must obtain a sign out slip from Form Tutors on the morning of the appointment

ATTENDANCE AND PUNCTUALITY



Punctuality / Late

- If a student is late to school, they will receive a late gate detention of 30 minutes after school
- If students fail to attend this detention they will be issued with a 1 hour detention after school the following day with their Pastoral Leader. Parents will be notified by text message (please make sure you inform school, in writing, if you change your mobile phone number - you can also do this on the Arbor App). If your child has a genuine reason for being late, please notify the school

Holidays during term

In order to increase attendance and improve standards in schools, the department for Education (DfE) made amendments to legislation surrounding holidays in term time. The law does not give any entitlement to parents to take their child on holiday during term time. Any applications for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

Should you choose to take a holiday with your child during term time, on their return the Local Authority will be informed as this will constitute an unauthorised absence. A Fixed Penalty Notice will then be issued to you in accordance with section 444 of the Education Action 1996. The law stipulates that the current penalties payable by parents are £160 if paid within 28 days reducing to £80 if paid within 21 days per parent/carer per child.

You should be aware that the National Framework for Penalty Notices introduced a new national limit of 2 penalty notices that can now be issued to a parent for the same child within a rolling 3 year period. If a second Fixed Penalty Notice is issued to the same parent for the same child, within three years of a first Fixed Penalty Notice, the second Fixed Penalty Notice is charged at a flat rate of £160 if paid within 28 days.

If an unauthorised leave of absence is taken for a third time (or subsequent times) within 3 years of a first FPN being issued, another tool will need to be considered such as prosecution or other attendance legal interventions. If a fixed penalty notice is issued to you and is not paid, this could lead to you being prosecuted in the Magistrates' Court. Please see Cheshire West and Chester Council's code of conduct that can be found on the council's webpage.

www.cheshirewestandchester.gov.uk/residents/education-and-learning/early-years-and-childcare/education-welfare-service/fixed-penalty-notices

ATTENDANCE AND PUNCTUALITY



Sick or injured students

1. Students who are sick or injured will report to Student Services at break or lunch. Students too ill to remain in school will be sent home after a named person, from the child's record, has been contacted to collect them.
2. In cases of emergency or involving serious injury and where hospital treatment is required, parents/guardians will be contacted as soon as possible.
3. If hospital attention is needed, school first aiders will use discretion about calling an ambulance and sending a child to hospital. If parents are non contactable a First Aider will attend hospital with the child.

We must have emergency contacts up to date and any changes must be reported immediately.

Any prescribed/unprescribed medication must be handed by parents/carers via Reception and medication forms completed. Pain relief medication may be administered providing that it is in its original packaging (box, no singular blister packs).

Must Attend = 😊			Cannot Attend = ☹		
Condition	**Advise**	**School**	**Condition**	**Advise**	**School**
Cold/Cough	Pain Relief	😊	Hand foot and mouth/Slapped Cheek	Pain relief	😊
Diarrhoea/Vomiting	Plenty of rest 48 hours from last episode	☹	Conjunctivitis	See doctor	😊
Chicken Pox/Shingles	Until healed over	☹	Glandular Fever	Pain Relief	😊
Cold Sore/Warts/Verruca's/Athletes Foot	Keep Covered	😊	Head lice	Home treatment	😊
Measles/Mumps	5 Days after onset of symptoms	☹	Tonsillitis	See doctor	😊
Impetigo	Until lesions are healed, or 48 hours after antibiotic treatment starts	☹			

UNIFORM

Personal appearance is a matter of pride. Whilst we are aware of current fashions and the impact of peer pressure, we expect all of our students to present themselves in a smart and respectful manner at all times in school and when travelling to and from school.

No extremes of appearance are acceptable. This includes hairstyles as well as dress and the school reserves the right to judge extremes of dress and appearance.

We expect hair to be neat, tidy and appropriate for school at all times, avoiding extreme styles in line with changing fashions. Judging whether a haircut is acceptable or not is a subjective and difficult task. However, we are firm in our opinion that haircuts should not be 'extreme'. As a general rule we do not allow less than a 'number 2'.

Long, unkempt or spiky hairstyles are not acceptable. Nor are cuts to eyebrows. Hair longer than the shoulders or that touches the collar will be required to be tied back in certain lessons.

Hair spray and hair gel are not allowed for reasons of safety. All such dressings render hair more flammable and represent an avoidable risk in the workshops, laboratories and DT rooms.

Make up, fake tan, artificial nails, nail varnish, rings, body piercings or tattoos, and nose studs are all not permitted in school.

Jewellery is not allowed, except for a standard (non 'smart') watch and one small pair of plain stud earrings in the bottom lobe of the ear. Studs (worn at student's own risk) may be worn only in the lobes of the ears and need to be removed for PE and Games.

Ties must be worn to the top button and reach the waistband. Shirts must be tucked in at all times.

Blazers are to be worn at all times, unless permission has been given in the classroom by the teachers to remove them.

PLEASE REMEMBER...

WE REQUEST THAT YOU LABEL WITH YOUR CHILD'S NAME ALL ITEMS OF UNIFORM, PE KIT AND EQUIPMENT TO HELP US WITH FINDING LOST ITEMS.



UNIFORM

We try to encourage in our students a sense of pride in belonging to the school and a sense of confidence coming from a smart appearance suitable for all school occasions. Accordingly, the school has a simple, inexpensive but strict uniform policy. Any student not in full school uniform or whose appearance does not meet our standards may be sent home. If there is a genuine reason why they are not in the correct uniform, a detailed and dated note should be sent to the appropriate Pastoral Leader.

Full uniform is to be worn on all school occasions unless permission is given to the contrary. It should be worn to and from school.

If uniform standards are not adhered to, the school reserves the right to provide suitable uniform until a replacement can be sourced.

We have tried to be specific whilst avoiding fine detail but if you are unsure about a uniform issue please check with us BEFORE purchase or use for school.

Compulsory Items

Our compulsory school branded items are - EPCHS Blazer, EPCHS Tie, EPCHS tartan kilt/pinafore, EPCHS PE top.

Belongings / Lost Property

All property should be insured against loss outside the home. No responsibility can be accepted by school.

We have a number of rules and guidelines to assist in securing property. These are made to help students avoid upset. Property may at times be confiscated. Sometimes we will insist that it is collected by parents by appointment.

LOST PROPERTY

IS KEPT IN

RECEPTION



UNIFORM

	All Students in Years 7, 8 & 9	All Students in Years 10 & 11
Skirt	EPCHS tartan kilt or pinafore dress. Skirt/dress length should be no shorter than 5cm above the knee.	
Trousers	Plain dark grey tailored school trousers in a traditional style.	
Blouse	Plain, pale blue. Button to neck.	Plain, pale blue open neck. If the shirt is a button up shirt, a tie must be worn.
Shirt	Plain, pale blue.	
Tie	Ties are compulsory for all button up shirts. Not required for blouses with a revere collar.	
Jumper/ Cardigan	Navy blue, v-neck (not with zips) (optional). Sweatshirts or tracksuit tops / hoodies may not be worn.	
Socks	Plain navy, black, or grey.	
Tights	Plain navy, black or grey.	
Shoes	Formal, smart all black polishable footwear (NO colour logos, canvas, high heels, boots, open toed/open backed)	
Blazer	Navy with the school badge.	
Outdoor Coat	Large enough to be worn over a blazer, waterproof, and warm. Any dark colour is suitable. Please buy as plain as possible without slogans or logos. Tracksuit tops, hooded or light fashion jackets are not suitable and are not allowed to be worn for school. Denim or leather coats are not allowed and expensive coats are not advised. Coats are not to be worn in the school building. They can be carried or put in their bag or locker.	
Hats, scarves, gloves	Not part of school uniform. If worn to and from school, they must be in bags or lockers during the day.	
Bags	Must be large enough to carry everything required for the school day. Students MUST have a backpack. The backpack should be robust and large enough to hold an A4 folder and large textbooks without damage. Fashion style bags are not allowed.	

UNIFORM

PLEASE SEE SEPARATE DOCUMENT FOR DETAILS OF OUR UNIFORM SUPPLIERS AND PRICES.

Dress code for Sixth Form Students

We expect all our students to have very high professional standards and uniform is no exception to this. Sixth Form is about preparing our students for the world of work and so it is important that all students have high standards of personal appearance. Our uniform policy has been put together with our Sixth Form Leadership team.

- Tailored black skirt fitted to the waist, just above or below the knee.
- Black pinafore dress, just above or below the knee.
- Full length tailored black trousers fitted to the waist.
- Black jacket (blazer) - no colouring or non-textile materials.
- White blouse or shirt.
- Sixth Form tie, navy blue with the school crest.
- Flat black/brown shoes, no trainers, pumps or working boots.
- Black, dark navy or flesh coloured tights with skirts or black socks with trousers. Fashion patterned tights are not permitted.
- Outside coats/jackets/hoodies are not allowed to be worn inside school.
- Discreet jewellery, which may include a necklace, bracelet, watch, ring and one pair of stud earrings through the ear lobe.
- Discreet use of make-up.
- Appropriate tidy hair style which includes one natural hair colour and hair length no shorter than a number 2.
- No visible tattoos are permitted.

PE Kit for All

- **(Compulsory)** EPCHS standard PE top with emblem
- EPCHS shorts/skort with emblem or plain navy or black shorts
- Long socks for football and rugby lessons (so can fit shin pads)
- Trainers (non-marking, not fashion shoes such as Converse or Vans)
- Football boots
- Shin pads, Gum-shield
- Optional - During the winter months, students should layer up, e.g. long- sleeved top, long sleeve mid layer, navy/black tracksuit bottoms/leggings.
- Plain dark hats and gloves are also allowed - dependent on the activity

REWARDS AND SANCTIONS

WE ARE VERY PROUD OF OUR STUDENTS AND BELIEVE IT IS IMPORTANT TO REWARD EXCELLENT PROGRESS, EFFORT AND ATTITUDE TO LEARNING.

Rewards

We are very proud of our students and believe it is important to reward excellent progress, effort and attitude to learning. A conscious attempt is made by all staff to recognise individual effort and achievement throughout the school. Good work and regular attendance are rewarded through the awarding of certificates and Form Tutor recognition.

The school has a reward system in place where students can earn their Bronze, Silver, Gold, and school colour badges when they achieve a specific number of achievement points. Within lessons students can achieve a "Star of the lesson award" for excellent work within that specific lesson. This will award the student achievement points and also send a communication home to inform parents.

Each Friday we have the "Head of Year Heroes Award" where up to three students per year group are nominated by their Head of Year to receive this award.

'Praise Postcards' are sent directly to parents by Class Teachers, Form Tutors and the Pastoral Leader for outstanding contributions made by students. The Headteacher's / Deputy Headteacher's Awards are given for outstanding work.

Annual reward trips take place to celebrate excellent attendance, punctuality and attitude to learning at the end of the summer term. Students with 100% attendance receive achievement points and an award at the end of the year.

Sanctions – ensuring exemplary behaviour

Most of our children show exemplary behaviour at all times, however, occasionally mistakes will be made. It is important that we develop a real sense of personal responsibility in our students. We will respond appropriately in a range of ways whilst seeking to be seen to be just and consistent. Sanctions may range from a simple discussion with the teacher concerned, to break time detentions or more formal detentions after school. If a teacher believes a detention is appropriate this may take one of the forms described below:

The majority of detentions take place at the end of the school day (3:15pm) and follow a clear, graduated structure depending on the nature and seriousness of the concern:

- Class Teacher Detention: 3:15pm – 3:45pm
- Curriculum Leader Detention: 3:15pm – 4:00pm
- SLT (Senior Leadership Team) Detention: 3:15pm – 4:15pm
- Pastoral Leader Detention: 3:15pm – 4:15pm
- Late Gate Detention: 3.15pm – 3.45pm

Detentions are issued Tuesday to Friday only and may be given on the same day in which case you will be notified by telephone and email.

REWARDS AND SANCTIONS



Detentions are not negotiable. However, in extreme circumstances detentions can be rearranged with subject teachers.

We wish to operate in partnership with parents at all times. If there are serious problems we would wish to meet with parents to discuss those within 24 hours. Occasionally, problems arise which are sufficiently serious for students to be withdrawn from class whilst investigations are made, for this we have an alert system. Students are removed from lesson due to low level disruptive behaviour.

Follow up:
1. Students must report to the removing member of staff at 3.15pm.
2. Subject Leader will also attend this restorative meeting – this may lead to an appropriate sanction.
3. Failure to attend at 3.15pm will mean the student will be placed on a detention.

For serious incidents we have three main sanctions.

1. Pope Francis Centre – this is where a student will work in isolation from their peers all day and will be supervised by a member of staff. Parents will be informed in writing or via telephone contact.
2. Step out partnership with a number of local schools – if a student continues to make wrong choices and has already spent time in our school isolation room they will go to spend time on step out to one of our partnership school's isolation area. This is a reciprocal arrangement with students from other schools attending our isolation room. We recognise that excluding a child from education is the last resort and have therefore added in this additional tier to try and modify student behaviour.
3. Suspension – for the most serious offences such as bullying or fighting a student would be suspended from school for a number of days and we would require a meeting between the student, parents and a member of the Senior Leadership Team before the child could return to school.

The emphasis is always upon making it clear to young people that whilst there has to be a sanction for wrong choices and actions, we are prepared to show Christian love in seeking to begin anew with a firm commitment to better behaviour. Resolution of particular difficulties might involve students writing letters of apology endorsed by parents, a time spent on report or completing community service. If a student continues to disregard our school code of behaviour the student and parents will be asked to attend a Behaviour Panel meeting which could lead to permanent exclusion.

We believe and expect that all of us are capable of improvement and growth towards an appreciation of the need for self-respect. This is reflected in respect for others and the school environment, and is a major part of the educative process.

COMMUNICATION WITH PARENTS

Communication is a two-way process. We would always want to keep parents informed of the progress of their children and to share any celebrations or concerns that we might have about behaviour or progress. Likewise, we would welcome information from parents and the opportunity to discuss any suggestions or questions you might have.

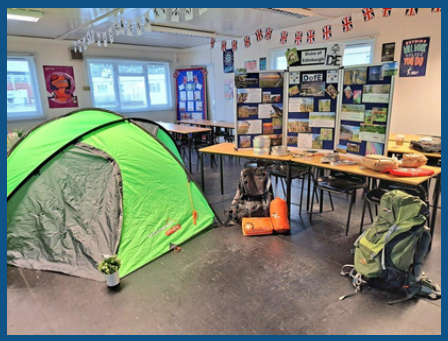
We believe that effective home school communication is essential to help support our young people. As a school we make regular contact with parents in the form of telephone calls, letters, emails and text messages. If you have a question, suggestion or concern, please contact school where you can ask to speak with your child's Form Tutor, Pastoral Leader or Subject Teacher for information or support. Staff email addresses are available via the school website.

We do make formal arrangements to share information on progress with parents through the reporting system and during parent's evenings. All students are issued with reports during the year from their Subject Teachers that will recognise and celebrate areas where progress has been made and will provide a number of suggestions or actions that will secure the next steps towards further progress in each subject.

Parent's evenings are held for every year group each year, when parents have the opportunity to discuss their child's progress with the Subject Teachers and their Form Tutor. You will be formally invited to your child's parents evening and a calendar of events will be published on the website at the start of each new academic year. Students are expected to attend parents evening in full school uniform.

We require a valid email address for parents as most correspondence concerning achievement and behaviour are communicated via an email system and In-App messages on Arbor.







COMMUNICATION WITH PARENTS

Arbor Parent Portal & App

There is a government requirement that all secondary school are expected to have 'real time' reporting systems for access by parents. Research has proven that continued parental engagement in their child's education is a very important part of securing success, something we take extremely seriously here in school. Arbor is the online management system that EPCHS use to monitor all aspects of a child's education from attendance to assessments.

We have developed systems and procedures to allow parents access to daily information about your child's progress, achievements, attitude to learning as well as attendance and punctuality via the Arbor website.

Access to the Parent Portal is through the Arbor website. To access your child's information you will be sent a link by email when your child starts EPCHS. As a parent you will only be able to access your own child/children's record(s) and we ask that your log-in and password are kept secure and confidential.

The data you view will be 'live data' and if you have any related queries you will be able to contact, via email or telephone, your child's Pastoral Leader. You will have access to attendance and assessment information and will be able to raise related queries.
If you have more than one child in school, you will be able to access the record of each of your children via your user name and password.

Next Steps

Parents need take no action yet. An email, giving you more information and log-in details will be sent when your child starts with us.

Don't worry if you don't have access to a computer at home, you can still access the system via a library, or on a smart phone or tablet.



Arbor Parent App

Have you downloaded the Arbor Parent App yet?

Just some of the things you can do on the Arbor Portal and Arbor App:

- Check Attendance
- See Behaviour Points
- Book Parents Evening Appointments
- Update contact details
- View the student timetable

IOS

Go to your App Store and search 'Arbor'. Click the top option. Click **Get** to download the Parent App.

Android

Go to your Play store and search for 'Arbor'. Click the top option.

GET IN ON Google Play

Download on the App Store

Need more help?

Scan the QR code above to view Arbor's help guide for getting started

PARENTAL BEHAVIOUR POLICY



Rationale
We believe staff, parents and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school.

Aims
That all members of the school community treat each other with respect.

Expectations
That adults set a good example to children at all times, showing them how to get along with all members of the school and the wider community.

That no members of staff, parents or children are the victims of abusive behaviour or open to threats from other adults on the school premises or by telephone.

Physical attacks and threatening behaviour, abusive or insulting language verbal or written, to staff, governors, parents and guardians, children and other users of the school premises will not be tolerated and will result in withdrawal of permission to be on school premises.

Any parent who is asked to leave the school premises will have the right to appeal the decision by writing to the Chair of Governors.

Please note that incidents of rudeness will be logged with the Chair of Governors.

Responsibilities
It is the responsibility of the Headteacher and Governors to monitor and review this policy.

Guidelines
Types of behaviour that are considered serious and unacceptable, and will not be tolerated towards any member of the school community.

This is not an exhaustive list but seeks to provide illustrations of such behaviour/harrasment:
- Shouting, either in person or over the telephone
- Inappropriate posting on Social Networking sites deemed as bullying
- Speaking in an aggressive/threatening tone
- Physically intimidating, e.g. standing very close

PARENTAL BEHAVIOUR POLICY

- The use of aggressive hand gestures/exaggerated movements
- Physical threats
- Shaking or holding a fist towards another person
- Swearing
- Pushing
- Hitting e.g. slapping, punching or kicking
- Spitting
- Racist or sexist comments

Unacceptable behaviour may result in the police being informed.

The school reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse. School premises are private property and parents have been granted permission from the school to be on school premises. However in case of abuse or threats to staff, students or other parents, school many ban parents from entering.

It is also an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on school premises. The Police may be called to assist in removing the person concerned.

School is not responsible for organising arrangements for children in the above circumstances. Parents will need to provide alternative arrangements for bringing children into school.

Parents have the right of appeal by writing to the Chair of Governors within ten days of permission to enter the school premises being withdrawn.

Response to complaints

If you have a concern – do not keep it to yourself, please let us know. All complaints will usually be dealt with within 48 hours by the Pastoral Leader or other senior member of staff. One of these is usually available for telephone contact. Appointments will be made to suit your convenience wherever possible. The school telephone is usually staffed between 8.00am – 3.30pm.

The Headteacher is happy to meet with parents to resolve any issues. If problems remain unresolved there is a documented procedure available to parents, to deal with such complaints. A sub-committee of the School Governors will arbitrate in the event of an unresolved complaint.

MEDIA

Mobile Phones (and other communication devices)

Mobile phones will be locked in secure pouches provided by school. (Replacements provided at a charge.) Mobile phones are not allowed to be used in school and will be confiscated. Students must not use mobile phones at any time during the school day to make/receive calls/text/take photographs or use for any other reason.

If mobile phones are seen or heard in school they will be confiscated by the member of staff. The confiscation of a phone will include the SIM card. The school shall not be liable for losses incurred by the owners of the phones of whatever nature, including contract charges. These rules form part of the school's Code of Conduct and are not negotiable.

Students who have a real emergency can use the telephone at Attendance to contact parents/carers. If parents need to contact students in an emergency, they should telephone the school in the usual way and emergency messages will be passed on.



Use of students' photographs

We would like to be able to use photographs of our students for inclusion in future brochures, prospectuses and the school website.

Occasional videos of performances and lessons take place for training, evidence of assessment and for students' personal memories.

To give your consent, please tick the appropriate box on the Permissions form.

ICT – ACCEPTABLE USE POLICY FOR STUDENTS

All users of the school computer network are expected to adhere to the Acceptable Use Policy when using the school's computer systems. The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management.

The school's acceptable use policy has been drawn up to protect all parties – the students, the staff and the school. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited.

Accessing the network

Every user of the network has a unique username and password which are used to connect to the network. Users should only log-on using their own username and a password that should be kept private and not made known to anyone else. When finished, or when leaving their computer unattended, users should log off properly to protect their work and allow someone else to use the computer.

All passwords need to meet the following requirements:



• Contain 8 or more characters
• Contain a mix of upper and lower case characters, numbers and symbols

Using another user's log-on details to access the computers will result in being banned from the computers and a report being sent to the relevant Pastoral Leader.

Email

All students are provided with an email account. This can be accessed in school by clicking the Email icon on the desktop. There is also a link on the school website. At home, this can be accessed from www.outlook.com/edu. Although mobile phones and tablets are not allowed in school, you can link your school email account to your home devices, and we encourage you to use this at home to collaborate and keep on top of work.

Please note IT Services do monitor the email system, and any inappropriate use (e.g. sending offensive emails) will be reported to the Pastoral Leader and disciplinary action will be taken.

ICT – ACCEPTABLE USE POLICY FOR STUDENTS

Acceptable use of the network

Whether the computers are being used during lessons or outside of lessons, they should only be used for appropriate purposes. The following uses are not allowed at any time:

- Streaming/downloading Music or Video files (except Royalty free music for ICT lessons)
- Playing/downloading games
- Bypassing internet filtering (e.g. using proxy websites)
- Attempts to bypass network security

We ask students to avoid using the computers for these reasons to ensure that the internet can be a stable usable resource for the whole school. As with your home internet, streaming or downloading media/games slows down internet access for anyone wishing to use it for their work. Using the network in an unacceptable way will result in a disciplinary action. The filtering is in place to help protect everybody, and to ensure that all students and staff can only get safe, relevant results to their searches.

Damage to the equipment

Equipment should be treated with care and any damage reported to a teacher or a member of IT Services immediately. When students have finished using their computer they should leave the workspace tidy and the computer ready for the next user. Parents will always be informed if a student damages ICT equipment and they will be expected to meet the cost of repair.



ICT – ACCEPTABLE USE POLICY FOR STUDENTS

Cyber Bullying / Online Safety

Online Safety awareness will be delivered on a regular basis through assemblies, Personal Development and curriculum subjects using ICT facilities. If a student is having difficulties at any point with an online issue, they should report it to a responsible adult who will pass this information on to the Safeguarding Team and the student's Pastoral Leader so the issue can be resolved quickly.

Reporting incidents or concerns

If you would like to report an incident or concern or ask any questions regarding the computer systems and online safety, please phone the school and ask to speak to the Designated Safeguarding Lead.

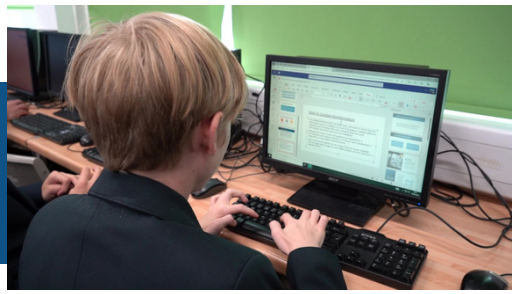
Disciplinary action

The typical action taken for the breach of this policy is an internet ban of up to a month. For repeat or severe offences, this can then result in a ban of up to 6 months. Serious incidents such as cyber bullying, will be reviewed by the Senior Leadership Team who will decide on the appropriate action to be taken.

Saving / Printing work

Each student is provided with an individual OneDrive account, which serves as their designated storage space for saving documents and completing work on school devices. Students may also access their OneDrive accounts from home, enabling them to continue and complete work outside of school hours. While OneDrive features automatic saving, students are encouraged to save their work manually on a regular basis and to remain aware of the specific location where their documents are stored within their OneDrive. All folders are routinely backed up. In the event that a file is lost, students should contact IT Services, who will be able to assist in recovering the document.

There are many times that work will need printing, but students should take care that they do not waste paper or print work that is not necessary. They should ensure their name and form is on each piece of work they print.



FINANCE

Our Charity

The Parents and Friends of EPCHS is a charitable trust to support the work of the school. It has 3 trustees, 2 Governors and the school's Operations Manager. The trust derives its income from donations made by parents and others.

As a Catholic School we are required to pay a contribution of around £13,000 per annum towards any building improvements.

The details of the trust and ways in which to contribute are given to all parents/guardians of children. We would hope that all could contribute by a tax-efficient, small but regular donation, or by a gift-aided single contribution each year via Arbor. A report is sent to the Charity Commissioner annually.

Charging Policy

Parents will be aware that in recent years, schools have found themselves increasingly asking for parental contributions to finance many activities. We are very concerned that we do not make unreasonable demands on the family budget whilst at the same time we would wish to organise activities inside and outside school which enrich children's education.

We continue to provide opportunities for students to visit galleries, universities, theatres and places of historic interest. There are numerous opportunities for students to be involved in residential experiences organised through school. Fieldwork associated with examination preparation is also a major feature of our work.

Very many of these activities can only take place because of the voluntary financial contributions made by parents to the cost of the activity. We ask for this to continue but we would never wish for a child to be excluded because of financial difficulties. We would always try to assist parents who ask us for support. Please refer to our Charging Policy. (See school website).

CONTACTS

If you have a question, suggestion or concern please telephone school and we will contact the relevant school staff who will contact you as soon as possible.

We always aim to respond to parents within 48 hours as we believe that successful home school communication is the corner stone to having happy, responsible, successful young people who live life to the full.

We hope you have found this information useful and we look forward to welcoming your child to Ellesmere Port Catholic High School.

For general enquiries, contact the main reception:

0151 355 2373

To report an absent or late student, contact the main reception number and select option 1. Alternatively please use the Arbor App to report on the day absences.

General Email:

admin@epchs.co.uk

If you would like to send an email to a specific member of staff, all email addresses are on the school website

www.epchs.co.uk

SOCIAL MEDIA

epch_school

EPCH_School

epch_school

For up to the minute information please follow us on social media.



When I stand before God at the end of my life, I would hope that I would not have a single bit of talent left, and could say, 'I used everything you gave me'.
Erma Bombeck

VERITAS ET SAPIENTIA

'I have come so that they may have life and have it to the full' (*John 10:10*)

Acting Headteacher: Mrs L Henderson

www.epchs.co.uk

admin@epchs.co.uk

Capenhurst Lane, Whitby, Ellesmere port, CH65 7AQ