

Blessed Hugh Faringdon Catholic School

Fawley Road
Reading
RG30 3EP



Tel: 0118 957 4730
Email: admin@hughfaringdon.org
Website: www.hughfaringdon.org
 @BHFCS

"True Teaching"

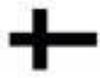
PARENT GUIDE

2021 / 2022

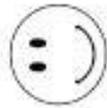
"Outstanding School"
June 2018 validation



The Blessed Hugh Faringdon way



Belief-in God
in ourselves
in each other



Happiness-in our work
in our play



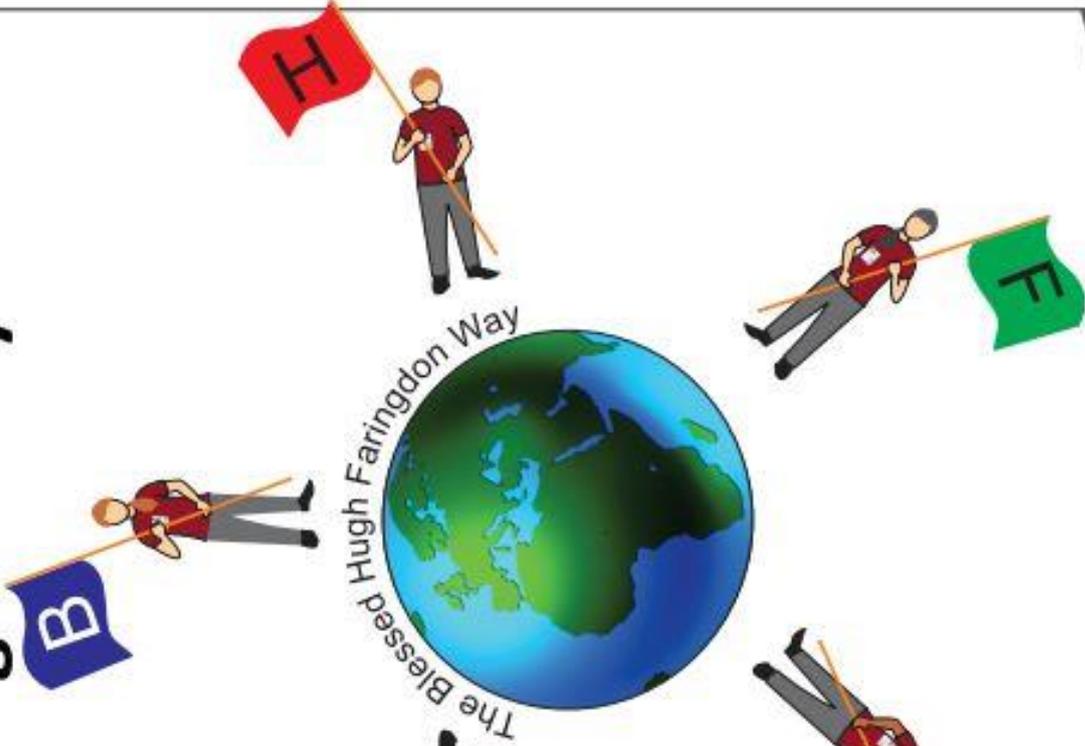
Family –family and school together
school as family



Caring-for ourselves
for each other
for our world



Service-in leadership
in our career destinations
in generosity of spirit



The Blessed Hugh Faringdon Way

IMPORTANT INFORMATION

Headmaster	Dr S Uttley
Deputy Headteacher	Mr B Winsor
Assistant Headteachers	Mrs S Matthews Mrs A Donaldson Ms H Jordan Mr J Webster
Head of Year 7	Miss L Heaver
7BL Tutor	Mr P Gibbs
7DB Tutor	Mrs A Wej-Nunoo
7MK Tutor	Miss K Hurd
7ML Tutor	Mrs L Guernion
7MT Tutor	Mr J Sombilon
7OR Tutor	Ms J Warren
SENDCO	Mrs R Killick
BMW Centre	Miss L Boorman
KS3 Achievement and Pastoral Co-ordinator	Mrs L Richards
Co-Chair of Governors	Mrs Maureen McCartney Mrs Nicola Milsom-James

Term Dates: 2021-2022

<u>Term 1</u>	<i>Wednesday 1 September</i>	<i>Staff training day</i>
	<i>Thursday 2 September</i>	<i>Staff training day</i>
	Friday 3 September	Students return to school
	Friday 3 September to Friday 22 October 2021	
<i>Holiday:</i>	<i>Monday 25 October to Friday 29 October 2021</i>	
<u>Term 2</u>	Monday 1 November to Friday 17 December 2021	
	<i>Friday 10 December 2021</i>	<i>Staff training day</i>
<i>Holiday:</i>	<i>Monday 20 December to Monday 3 January 2022</i>	
<u>Term 3</u>	Tuesday 4 January to Friday 18 February 2022	
<i>Holiday:</i>	<i>Monday 21 February to Friday 25 February 2022</i>	
<u>Term 4</u>	Monday 28 February to Thursday 8 April 2022	
	<i>Friday 11 March 2022</i>	<i>Staff training day</i>
<i>Holiday:</i>	<i>Monday 11 April to Friday 22 April 2022</i>	
<u>Term 5</u>	Monday 25 April to Friday 27 May 2022	
	<i>May Day Bank Holiday</i>	<i>Monday 2 May 2022</i>
<i>Holiday</i>	<i>Monday 30 May to Friday 3 June 2022</i>	
<u>Term 6</u>	Monday 6 June to Thursday 21 July 2022	
	<i>Thursday 21 July</i>	<i>Staff training day</i>
<i>Summer Holiday</i>	<i>Friday 22 July to Thursday 1 September 2022</i>	



Blessed Hugh Faringdon Catholic School

Dear Parents

I am delighted to welcome you and your family to the next seven years with Blessed Hugh Faringdon Catholic School. The purpose of this booklet is to provide you with details about the school and to emphasise that we take your role as partners with us in your child's education very seriously indeed. In short, we are determined to have the best communication with home of any school in the region.

You will be able to access information regarding homework via Microsoft Teams assignments. We hold Parents' Evenings each year but also special information evenings relating specifically to your child's year group specific curriculum needs.

Each week you will receive from me the Head's e-newsletter called '*Heads Up*'. We also keep the school website up-to-date at www.hughfaringdon.org and, to get day-by-day updates, we operate a very active Twitter feed @BHFCS, as well as a Facebook and Instagram feed. Finally, you will be given log-in details for the Parent Portal which allows you to monitor your child across a range of indicators in real time. If you are not able to access the internet for any reason, please let us know and we will ensure you receive paper copies of relevant information.

In addition to this range of communication, the most important relationship for you and your child is the Form Tutor. Please contact the Form Tutor regarding any questions and concerns.

Finally, may I wish your child a happy and successful time at Blessed Hugh Faringdon School.

Yours faithfully

Dr Simon Uttley
Headmaster

Who was Blessed Hugh Faringdon?

Blessed Hugh Cooke of Faringdon was a Benedictine Monk and the last Abbot of Reading Abbey.

He was martyred near St James Church in Reading in the year 1539 because of his beliefs and commitment to the Catholic church during the reformation.

We mark this event each year during the month of November with a whole school mass followed by an afternoon of festivities in honour of his name.



Spiritual Life

Here at Blessed Hugh Faringdon Catholic School, we gather together every morning to pray, either as individual year groups or as tutor groups.

Our relationship with God is very important to us and at the centre of all that we do.

We have a school chapel and Mass is celebrated on a weekly basis, in addition to Holy Days.

Every pupil in the school has the opportunity to experience days of fun and prayer away from school in the form of retreats. These are organised by the RE Department.

On important occasions such as Blessed Hugh Faringdon Day in November and the Thanksgiving Day in July, we celebrate Mass together as a school.



School Prayer

Father
pour out your Spirit
upon our School
and grant us
a renewed vision of your glory
so that we may experience your power,
be faithful to your Word,
and consecrate ourselves to your service.
We pray that your love may grow among us,
and your kingdom come;
through Christ our Lord.

Amen

Uniform

Blessed Hugh Faringdon has its own distinctive uniform. There are good reasons for this. The most important is that our students come from a wide variety of backgrounds and uniform helps us create a sense of our school as a community. Moreover, smart appearance is very important for a student's self-esteem. Some of our students, understandably, like to show they can keep up with the latest trends in teenage fashions. This puts other students, and their parents who have limited resources, under unnecessary pressure. A school uniform removes these distractions and allows students to concentrate on their learning. We ask parents to resist reacting to each change of fashion where school uniform and hairstyles are concerned. Often what is fashionable is unsuitable for wearing at school.

Our compulsory school uniform and PE kit can be purchased online at www.valentinoschoolwear.com or by telephone on 01483 475051. Valentino Schoolwear also have a shop in school which is open every Wednesday from 10.00am to 2.30pm.

SCHOOL BLAZERS AND TIES

- These are compulsory items of uniform which must be worn to school every day.
- All students are aware that blazers should be worn to assembly.
- Blazers can be taken off if the weather permits. Students will be advised of these times.



BOYS

- Blazer:** Maroon with School Badge
Trousers: Plain Grey (no jeans, chinos or other fashion trousers) – not black.
Shirt: Plain White school shirt
Tie: School Tie
Jumper: V-Necked Maroon with School Badge (*optional*)
Socks: Black or grey
Shoes: Plain Black (no boots or trainers)



GIRLS



- Blazer:** Maroon with School Badge
Skirt: Banded school skirt available from Valentino Schoolwear Ltd. (**not optional**).
Trousers: Plain grey tailored flannel. School wear not fashion trousers – not Black
Shirt: Plain white school shirt
Tie: School tie
Jumper: V-Necked Maroon with School Badge (*optional*)
Socks/Tights: Plain White or Grey socks or flesh or black coloured tights
Shoes: Plain Black (no trainers, boots or fashion shoes). Heels should be no higher than 5cms

Outdoor coats should be plain and dark in colour. Leather/PVC and denim jackets are not permitted. Hoodies of any colour are not acceptable.

School Bag

The bag must be capable of holding an A4 folder. Small fashion bags will not be allowed and will be confiscated if used. A rucksack style bag worn across both shoulders is recommended to alleviate problems of back pain later in life

Jewellery

Items of jewellery should be discreet, and students should not wear anything that could be a danger in lessons such as PE, science, or technology.

Earrings: only a single metal stud in each ear is permitted.

No other piercings or tattoos.

Hair

Inappropriate haircuts, hair colours or patterns are not allowed.

Long hair must be tied up for PE / practical subjects.

PE KIT

BOYS AND GIRLS

- Black/white polo shirt with school crest
- Black shorts with crest
- Black/white rugby shirt
- Plain black football socks
- White sports socks
- Football boots
- Trainers



Optional:

- Black/white fleece and/or bottoms with school crest



All jewellery must be removed for all PE lessons for health and safety reasons.

School uniform and PE kit is available for purchase through Valentino Schoolwear (see page 4)

If you require any assistance with ordering, please contact the school office.

Care of Property

Personal Property

We expect all our students to take great care in their use of facilities and equipment. Any damage should be reported immediately to a member of staff. Accidents will happen, but where there is a degree of carelessness, students will be asked to contribute to the cost of replacement. Students should be responsible for looking after their own property including all items of clothing, especially outdoor coats, bags and writing materials.

Mobile Phones

We discourage the bringing in of mobile phones or any mobile devices. However, if it is deemed necessary to bring such items to school **they can be handed into Reception in the morning and collected at the end of the school day.**

If a pupil is seen using a mobile phone or it goes off during a lesson the phone will be confiscated; the student may then collect it at the end of the school day. If the mobile phone is confiscated for a second time, it will be necessary for you (the parent/carer) to collect it from school at a time convenient to you.

The school cannot accept any responsibility for loss or damage to such items and staff will not be deployed to search for such items in the event they go missing

Lost Property

Students who find property which has been lost should hand it into Reception as soon as possible. If money or valuables are lost this should also be reported immediately to Reception. **All clothing, books, and other equipment should be clearly marked with the owner's name** so that the owner can be quickly located. Students should not bring to school large sums of money or items of great value. Parents are reminded that neither the school nor Governors accept responsibility for any property lost or damaged whilst in school. However, most household insurance policies can be easily extended to give the appropriate cover.

Students must always hand in items of any value to the PE staff when they are involved in physical activities.

The School Day

There are **five** periods each school day and each day the same lesson times apply.

The timetable is as follows:

<i>8.35am</i>	<i>First bell</i>
8.40am	Tutor time
9.00am	Lesson 1
10.00am	Lesson 2
<i>11.00am</i>	<i>Break</i>
11.20am	Lesson 3
12.20pm	Lesson 4
<i>1.20pm</i>	<i>Lunch</i>
2.00pm	Lesson 5 - to include afternoon roll call
<i>15.00pm</i>	<i>School ends</i>

Equipment

Each day students should make sure they have their pencil case packed in their bag.

It should contain the following items:

- Pens
- Pencils
- Colouring Pencils
- Pencil Sharpener
- Eraser
- Ruler
- Compass
- Dictionary /Thesaurus

In addition to this they will need a calculator to assist them in Mathematics and other subjects.

These are the tools of the trade and a full day's work cannot be completed without them!

In addition to a pencil case, they will need to pack their school books (which will be issued by the various subject teachers) and PE kit on the days when this lesson is timetabled.

It is also necessary for students to have a reading book at all times.

Form Tutor and Pastoral Support Assistants

Your son/daughter will be allocated to a tutor group and if you have any immediate worries or concerns, please contact their Form Tutor or KS3 Pastoral and Achievement Co-ordinator.

Attendance and Punctuality

Regular attendance is not only required by law, but it is essential if students are to make progress. The minimum expected attendance for all pupils is **96%**. In a secondary school, with different teachers for each subject, a short absence can result in a student missing a week's work in some subjects and it is very difficult to catch up. Poor attendance has increasingly serious effects as students get older and eventually makes it very hard for them to find a job. The only acceptable reason for absence is the child's illness. If you know that your child is likely to be absent, please notify the school as soon as possible.

You will be notified via GroupCall (see page 10) as soon as we know your child is absent. This helps school and parents to work together to improve attendance.

Certificates are awarded each term for 100% attendance.

Please do not book a holiday in term time.

The school does not expect you to take family holidays during term time as it disrupts your child's education. The Headmaster's permission must be sought before arranging any time off during term time. It is very unlikely any request for absence will be authorised.

If your child is likely to be absent for a long period of time but is able to work at home, please let their form tutor or head of year know so that work can be sent home.

A note of explanation, signed by the parent, should be sent in when the student returns to school.

It is very important for children to develop good habits about punctuality, not only in arriving at school but in moving from one lesson to another, and we hope parents will ensure that they leave home in good time.

At Blessed Hugh Faringdon we expect all students to arrive at school on time.

If a pupil is late for school and therefore late for Tutor time, **he/she will be detained after school that day for 30 minutes**. If a pupil continues to be late to school without good reason, then additional school sanctions will be imposed. In extreme cases, the Education Welfare Service will become involved.

Dental/Medical Appointments

Notes are also required for dental and medical appointments, although we would prefer if students do not have appointments during the school day.

If an appointment during the school day is unavoidable, students **must sign out at Reception and sign back in again on return to school**.

Illness at School

If a pupil feels unwell during the school day, they must report it to their class teacher before attending the medical room.

Parents will be contacted if urgent medical treatment is required (in which case, parents will be asked to go straight to the hospital).

Parents will also be contacted if their child is ill and they need to go home, so they can make the necessary arrangements to collect them. The school does not have a nurse on site, but an assessment will be made by a qualified first aider.

Please let the school know if any information about contacts, emergency numbers, doctors etc. changes.

It is very important that the information we hold is accurate.

Medicines

We have staff trained in First Aid to deal with accidents, however, we **do not have a nurse**, and no staff are medically qualified.



We are not allowed to give students any medicine (including paracetamol) without prior written consent from parents. If you wish your child to be given paracetamol, or any other medication, please sign the appropriate consent form (available from Reception) and supply us with the required **medication in its original packaging, with instructions** as to when it is to be administered and the required dosage.

Homework

Homework is an integral part of the learning process and is a vital preparation for life long learning and later life. It encourages the students to develop the skills, confidence and motivation needed for independent learning. It is an ideal opportunity to develop research skills and to spend time reinforcing skills and concepts learned at school. It enables the student and teacher to manage particular demands on time, such as GCSE coursework. **It is an extension to school based learning and all students should be encouraged to undertake such tasks outside the classroom.**

Teams

Most homework is set via Microsoft Teams. Teachers will set most homework via Microsoft Teams assignments which students access using their school e-mail address and password. Parents will receive a weekly e-mail summary of homework.



Please support the school by providing a suitable area and encouraging your child to do their homework in an acceptable manner. If there are any difficulties experienced with homework, please contact their subject teacher or contact the Head of Department directly. Details of these people will be given in the Curriculum Booklet which will be distributed during the first term.

A homework timetable is given to every student at the beginning of the school year.

Assessment

Assessment of students' work is an important part of the learning process. Students' work is regularly assessed during the course of each year. These assessments take a variety of forms including end of unit tests and regular assessment of classwork, homework and coursework.

Reports are sent home three times a year – Autumn, Spring and Summer.



SIMS Parent

You will be invited to SIMS Online Services, once registered you will be able to login and see information on your child's, or children's, attendance, behaviour, timetable, attainment and you can download school reports.

Login details will be issued via your email address; therefore, it is crucial that we have a current e-mail address recorded for you.

Once your child is on roll, you will receive an e-mail from SIMS Online Services inviting you to register. Please follow the link in this e-mail, you won't need to remember any additional login details as you'll link with your existing Facebook, Twitter, Google or Microsoft account

Rewards and Recognition

At Blessed Hugh Faringdon Catholic School, we want to recognise the hard work and achievement of all pupils. To help achieve this we stage rewards and achievement assemblies three times each year to celebrate hard work and achievement. Pupils are awarded certificates for the following:

- Outstanding attendance
- Excellent punctuality
- Effort and achievement in lessons

Each week the Headmaster selects the “Headmaster’s Student of the Week” for a standout student.

In July we run what we call the ‘Success Bus’ trips. These are trips for pupils who have worked hard and behaved excellently in lessons. Pupils have the opportunity to go to Marwell Zoo, Chessington World of Adventure or Thorpe Park for the day depending on their Year group.

Behaviour for Learning

The school is committed to providing a positive culture of learning and expects all pupils to be courteous, considerate and cooperate with others

The Behaviour for Learning policy has been designed to provide both a choice and a consequence for pupils and has six levels of sanctions that pupils can go through on a scale of C1 to C6

- C1** First verbal warning by classroom teacher
- C2** Second verbal warning by classroom teacher
- C3** One hour after-school detention
- C4** Internal exclusion in the Focus Room for fixed period of time
- C5** External exclusion
- C6** Permanent exclusion (Headmaster only can permanently exclude).

If your child is given a C3 detention, you will also receive a text message 24 hours before the detention. **It is the responsibility of your child to attend the detention.** Detentions for inappropriate behaviour will be held on a Monday, Tuesday, Wednesday and Thursday. If your child does not attend their detention then in the first instance, a two-hour detention will be given. If non-attendance at detentions were to continue, then the school will consider both internal and external exclusions.

If your child receives a C4 then we consider this a serious breach of the school’s behaviour code. Your child will be internally excluded in the Focus Room and you will be informed. It is important with the C4 that the issue is resolved so that your child can return to lessons. This can either be done by telephone, or in some cases it may require you to come into the school to resolve the issue.

If your child receives a C5 they will be externally excluded for a fixed period of time. A C6 is a permanent exclusion that can only be authorised by the Headmaster. Hopefully this will not happen to your child.

GroupCall

We have a facility in school which will allow us to contact you quickly and efficiently. The system is called GroupCall.

GroupCall gives us the ability to send text messages to your mobile phone. We will also use it to send you emails. This facility enables us to get a message to one parent or the whole school very quickly.



We may use the GroupCall system to advise you of the following:

- School Closures
- Advise / acknowledge that your child is absent from school
- Detentions
- Changes to meetings and after school events
- Unauthorised absence reminder notices
- Parents' evenings
- School trip reminders and updates
- Upcoming special school events
- General information about what is going on at school
- Notification that reports, letters and newsletters have been sent home

Depending on the reason for contacting you, we will either send an email or a text message to your mobile phone. We may also choose to send some messages in duplicate (i.e., via text and email).

GroupCall will be our first method of reaching parents so it is important that your contact information is kept up to date.

Please ensure that the school office has all your current contact details, especially your current mobile phone number and email address, and advise us immediately if these change.

Thank you.

Lunch Time Arrangements

Harrison Catering Services provide a wide variety of food in a fun environment for students during morning break and lunchtime.

Every day students will be offered an interesting and varied range of hot and cold choices, including traditional home cooked dishes, continental and oriental dishes, savoury filled jacket potatoes, freshly prepared vegetables, salad pots and pasta salads.

For any information, or to discuss particular dietary requirements, please contact the Catering Manager at school.

School meals are available for all students.

A tariff is displayed in the dining area and is also available on the school website.

There are various **healthy options** available daily, which you may wish to discuss with your child. Copies of menus are available from our caterers upon request.

Sandwiches – students who bring sandwiches may eat them in the main hall or under the canopy in the front quad. They may purchase some foods from the dining hall as well if they wish. Some examples from the current pricing structure menu, please be advised that prices by vary and are subject to change.

Main Meals

All at £2.60

*All served with rice / pasta /
potatoes and vegetables*

Beef Lasagne
Chicken Madras
Honey Roasted Gammon
Spaghetti Bolognese
Roast Beef

Hot Deli

Jacket Potatoes from	£2.05
Hot Cheese & Bacon Rolls	£2.05
Chicken Fillet Roll	£2.20
Hot Rice and Pasta Dishes	from £1.65
Classic sandwich range	from £1.65
Freshly filled baguettes	from £1.75
Pasta Pots	from £1.65
Salad Pots	from £1.90
Fresh Fruit Pots	from 95p
Selection of cakes	from 75p

Vegetarian

*All served with rice / pasta /
potatoes and vegetables*

Vegetable and Quorn paella
Roasted Vegetable Spanish Tortilla
Mushroom and Mange Tout Stir Fry
Vegetable Goulash with Tagliatelle
Mature Cheddar and Spring Onion
Wholemeal Quiche

Lighter Bites

Breakfast Roll	from	£1.30
Pizza	from	£1.10
Panini	from	£2.00

Hot Drinks

Coffee	from	£1.40
Hot Chocolate	from	£1.30
Selection of cold drinks	from	60p

Prices will be increasing in the forthcoming school year

Please remember, all items must be paid for when purchased. We operate a cashless catering system. Please see next page for further details.

The current free meal allowance is **£2.60**, and this will always be the same as the Main Meal.

Students must remain on the school site during the lunch break

Payments to School

Cashless Catering

We operate a cashless catering system. This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. It is also biometric (please see more detailed information on our website) so there is no need for pupils to carry a card as the system will recognise the thumb of your child at the tills. Biometrics systems are widely used in Secondary Schools in Reading.

Any amount can be paid into a student's account, and any money spent on food and drink will be deducted on a daily basis. Payments to the Cashless Catering system are made online via ParentPay. A daily 'spend' limit of £5 is programmed into the system. This can be decreased or increased for an individual student by making a written request to the school Finance Office or by email to: finance@hughfaringdon.org

Consent for Biometrics registration is included on the Data Collection Sheet that you should have completed and returned to school following confirmation of your place at BHFCS. If you have not done this, you can email the school and consent to your child having their thumbprint recorded for Biometrics.

ParentPay

The school is a cash free environment, and we use ParentPay to allow parents to make payments for all school trips and canteen services. You will receive a letter with instructions to activate your account. If your child uses the school canteen services, you must ensure that the account is kept in credit (Free School Meals are automatically added).



Already have a ParentPay account?

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the **Add a child** tab on your home page. You will need the activation username and password from your instructions letter to do this.

New to ParentPay?

You will have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.

If you have two or more children at a ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the **Add a child tab** on your home page. Please visit www.parentpay.com and activate your account via the **Account login** area on the home page of the site.

ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away.

NB: Information given in this booklet is an overview only, please refer to our school website for full policies.

*'Be not afraid,
I go before you always,
come follow me
and I will give you strength'*