

Blessed Hugh Faringdon Catholic School & Sixth Form Centre



Fawley Road
Reading
RG30 3EP

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

‘True Teaching’

STUDENT GUIDE

2023 / 2024

“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



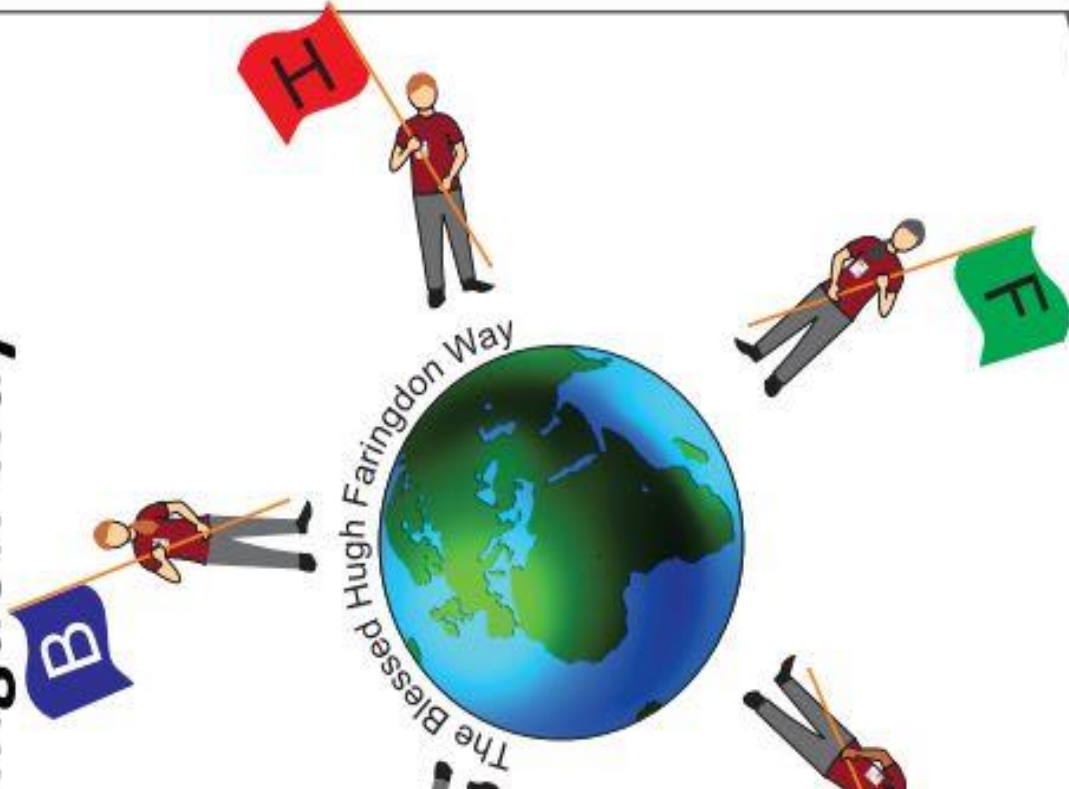
Family –family and school together
school as family
family of God



Caring-for ourselves
for each other
for our world



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





Welcome

A Message from Dr Uttley, Headmaster

Welcome to Blessed Hugh Faringdon Catholic School.

We are delighted that you and your family have made a commitment to pursuing these precious years in such a wonderful school. I have no doubt that our community will be all the better for you being a part of it.

Moving to secondary school can seem daunting. Will I make friends? Will I get lost? Will I have lots of homework? My staff and I are here to help you every step of the way. The opportunities you will have will be many: academic, sport, extra-curricular. Most important, we will provide you with a chance to realise your dreams as well as become a confident, happy, and successful person.

Everyone will be feeling the same as you on day one. So, take time to make friends, listen to your teachers and within a couple of weeks you will think you have been here forever!

Best wishes and prayers,

Dr Uttley
Headmaster



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. You will notice “*Committed to Gospel Values*” is printed at the bottom of all school stationery, even including your school reports!

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.

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

Who was Blessed Hugh Faringdon?

A History Lesson



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.

You can see for yourself the remains of Reading Abbey beside St James church at Forbury Gardens.

School Uniform

You might think school uniform is boring, but it has to be worn!! It makes you a part of Blessed Hugh Faringdon Catholic School.

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 (*optional under Blazer*)
Socks: Black or grey
Shoes: Plain black (no boots, trainers, pumps or fashion shoes)

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 (*optional under Blazer*)
Socks/Tights: Plain white, grey or black socks or flesh or black tights – not patterned tights. Socks & tights worn together are not allowed.
Shoes: Plain black (no trainers, boots, canvas 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.

PE Kit

Boys and Girls

- Black/white polo shirt with school crest or black/white polo shirt
- Black/white rugby shirt with school crest or black/white rugby shirt
- Black shorts with school crest or all black shorts with a small branded logo



- All black sport leggings only - Shorts must be worn over the top if wearing leggings.

Normal leggings are not allowed

- Black tracksuit bottoms (only allowed a sports brand logo)
- Plain black football socks
- White sports socks
- Football boots and shin pads
- Trainers



Optional:

- School crested black tracksuit jumper
- School crested black tracksuit trousers
- White or black thermal skin
- Kit bag

Please Note: the following are not permitted as part of the PE Kit:

- Hoodies
- Other colours
- Sport team emblems
- Sports leggings (Lycra – no cotton)

All jewellery must be removed, and long hair must be tied up for practical subjects such as PE for health and safety reasons.

Students will be instructed to remove any items of non-uniform.

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.

The school bag should be a simple plain rucksack without sequins, bright colours, or badges,

Nails

Students are **NOT** permitted to wear nail varnish, including gel, acrylic or artificial nails.

Jewellery

Students are allowed to wear **ONE** ring and **ONE** pair of small metal stud earrings in the lower ear lobe only.

Bracelets are not allowed, and necklaces should be out of sight (unless for religious reasons).

NO other piercings, including nose studs, eyebrow and tongue piercings or tattoos are permitted.

Hair

Hair must be kept clean, tidy and of reasonable length.

Students should have their natural hair colour whilst in school, unusual, exaggerated, and coloured hairstyles which are deemed by the Headteacher to be excessively long or short, patterned corn rows and other patterned haircuts are not permitted.

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

E- Scooters

Please note: e-scooters **are not permitted** on school site. We will not allow these to be stored in our bike shelters – Parents will be required to collect these from school if they are brought in.

Under current legislation the riding of privately owned e-scooters is illegal on roads, pavements, cycle ways and any other public place. It is a road traffic offence, as defined under the Road Traffic Act 1988.

At the moment, e-scooters are covered by the same legislation as motor vehicles and are subject to all the same legal requirements - MOT, tax, licensing and specific construction regulations.

A privately owned e-scooter can only legally be used on private land and with the permission of the land owner.

Students will be instructed to remove any items of non-uniform following the procedure below:

Scenario

Outcome

- | | |
|---|---|
| <ul style="list-style-type: none">• First Offence | <ul style="list-style-type: none">• An Item that has been confiscated by a member of staff and logged and securely placed in the Main Office. |
| <ul style="list-style-type: none">• Second Offence or failure to hand in immediately on the first offence | <ul style="list-style-type: none">• Student to collect at 3pm.• An Item handed in and placed in the Main Office.• Parent contacted to collect at the end of the school day. |
| <ul style="list-style-type: none">• Further offences | <ul style="list-style-type: none">• Parents are required to collect confiscated item from school and meet with a member of staff. |
| <ul style="list-style-type: none">• Refusal to hand over item of non-uniform | <ul style="list-style-type: none">• Student will be appropriately sanctioned with possible fixed period of internal exclusion. |

Student Mobile Phone Protocol

- Phone **MUST NOT** be out in school except where teachers have given specific permission to do so in a lesson.
- Phones to be switched off and kept in bags at all other times including social times (break & lunch) and lesson transition.
- Phones to be turned off upon arrival to school gate and not switched on until students leave the premises at the end of the day.

Scenario

Outcome

- | | |
|---|--|
| • First Offence | • Phone confiscated by member of staff and logged and securely placed in Main Office. Student to collect at 3pm. |
| • Second Offence or failure to hand in immediately on the first offence | • Phone handed in and placed in the Main Office. Parent contacted to collect at the end of the school day. |
| • Further offences | • Parents are required to collect phone from school and meet with a member of staff. |
| • Refusal to hand over mobile phone | • Student will be appropriately sanctioned with possible fixed period of internal exclusion. |

Getting to School



Walking into school?

Use the entrance in
Aldworth Close

If you are driven to school

Please ask to be dropped
in Southcote Lane.

This helps reduce
congestion in Fawley Road,
keeping you much safer



Cycling into school?

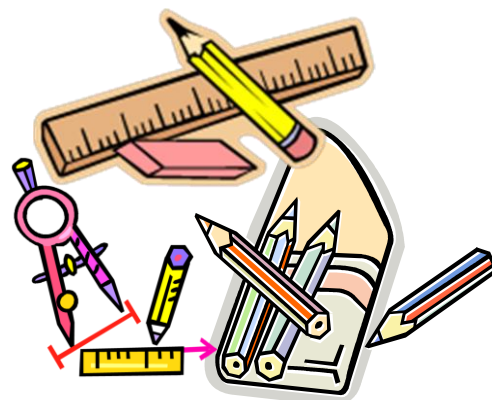
Please use the cycle entrance in Aldworth Close
E-Scooter are not allowed at School

Equipment

Each day you should make sure that you have your pencil case packed in your bag.

It should contain the following items:

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



REMEMBER:

These are your tools of the trade, and you cannot do a full day's work without them!

In addition to your pencil case, you will need to pack your school books (which will be issued to you by the various subject teachers) and your PE kit on the days when you need it.

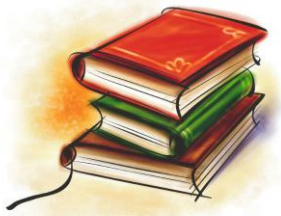
You must also always remember to bring a **reading book**.

We DO NOT accept responsibility for the loss or breakage of any personal equipment, e.g., Mobile Phones, Air Pods, etc. If you do need to bring them to school, please hand them into Reception on your arrival.

If you are seen using a mobile phone or it goes off during a lesson, the **phone will be confiscated**, as per our Student Mobile Phone Protocol.

Classroom Expectations

1. Arrive at your classroom on time and properly dressed.



2. Have your correct books and equipment.

3. Do your homework and hand it in on time.



4. Listen carefully and talk when permitted

5. Treat all staff and classmates at Blessed Hugh Faringdon with respect.

You will be allocated to a tutor group and if you have any immediate worries or concerns when you start, ask your Form Tutor or the KS3 Pastoral and Achievement Coordinator.

The School Day



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

Please arrive promptly for each lesson.

If you arrive late for school and therefore late for tutor time, you will have a detention at lunchtime that day.

The timetable is as follows:

<i>8.30am</i>	<i>First Bell</i>
8.35am	Tutor Time
8.55am	Lesson 1
9.55am	Lesson 2
<i>10.55am</i>	<i>Break</i>
11.15am	Lesson 3
12.15pm	Lesson 4
<i>1.15pm</i>	<i>Lunch</i>
2.05pm	Lesson 5
3.05pm	Finish

Rewards and Recognition

Rewards are very important at our school, and we want to reward you when you do well.

Each week the Headmaster selects the “Headmaster’s Student of the Week” for a standout student. We also hold weekly Deputy Headteacher Breakfasts with Mr Windsor, where a group of students are invited to attend a celebration breakfast. This recognises students’ hard work, dedication, and contribution to the school community.

We hold special assemblies three times a year to celebrate hard work and achievement. Pupils are awarded certificates for the following:

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

In July we run what we call the ‘Success Bus’. This is a trip for pupils who have worked hard and behaved excellently in lessons. You have the opportunity to go on an end of year trip.

Behaviour for Learning

The school expects you to show respect, be courteous and polite at all times and cooperate with others. You are expected to listen to your teachers and meet their expectations in all lessons and around the school. If you do not follow the school's rules, then the following sanctions can be used by your teacher:

- C1** First verbal warning by classroom teacher
- C2** Second verbal warning by classroom teacher
- C3** One hour after-school detention
- C4** Referral to Head of Year and KS3 Pastoral and Achievement Coordinator
- C5** Suspension
- C6** Permanent exclusion (Headteacher only can permanently exclude).

C3 Detentions:

- **C3: Stage 1 Behaviour Detention:** these are held on Monday, Tuesday, Wednesday, and Thursday after school and run for one hour.

If a student does not attend because they are absent that day, they will be reissued that detention. If the student was present at school and has not attended, their detention will escalate to **stage 2**.

- **C3: Stage 2 Behaviour Detention:** these are held on Tuesday, Wednesday, and Thursday after school and run for one hour and run by Subject Leader or A Head of Year

If the student does not attend because they are absent that day, they will be reissued that detention. If the student was present at school and has not attended, their detention will escalate to **stage 3**.

- **C3: Stage 3 Behaviour Detention:** these are held on a Friday after school and run for two hours and run by a member of the Senior Leadership Team.

If a student does not to attend, a meeting will be arranged between Parents, Head of Year and the Senior Leadership Team lead, and the detention will be reissued. If the student fails to attend again, they will be issued a C4 Internal exclusion for 'gross misconduct'.

If you receive a C4 then we consider this a serious breach of the school's behaviour code. You will be Referred to the Head of Year and KS3 Pastoral and Achievement Coordinator and appropriate action taken. This may result in an internal exclusion, and your parent will be informed. It is important with the C4 that the issue is resolved so that you can return to lessons. This can either be done by telephone, or in some cases it may require your parent to come into the school to resolve the issue.

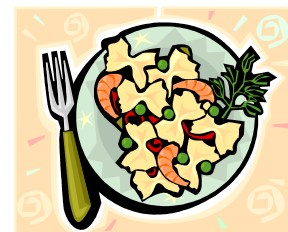
If you receive a C5 they will be externally suspended for a fixed period of time. A C6 is a permanent exclusion that can only be authorised by the Headmaster. Hopefully, this will not happen to you.

If you have more than one detention, then you will be expected to do a two-hour detention. Parents will be notified by text message the day before a detention is scheduled.

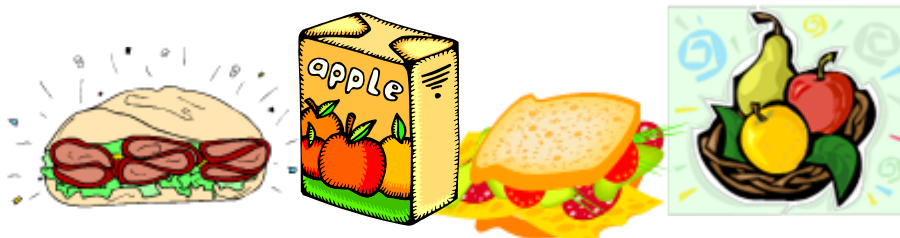
In addition to sanctions above, pupils late to school will be issued with a 30-minute lunchtime detention on the same day.

Lunch Time Arrangements

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



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



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

There are various **healthy options** available daily.

If you bring sandwiches, you may eat them in the main hall, under the canopy in the front quad or canopy on the Tennis Courts. You may purchase food from the dining hall as well if you wish.

Students must remain on the school site during the lunch break

Some examples of the menu – *Prices will be increasing in the forthcoming school year.*

Meal Deal (Main Meal & Pudding): £2.85

The Main Meal £2.60, The Menu is based on various themed days such as:

- Curry Day
- Mac N Cheese
- International Day
- Roast Day
- Noodles
- Fish & Chips

Hot To Go	from	£2.30	Breakfast Wrap	from	£2.20
Pizza	from	£1.70	Sandwiches/ Baguettes/Wraps	from	£2.00
Pasta Pots	from	£1.80	Toasty	from	£1.50
Salad Bar	from	£2.20	Vegetable Noodle Pot	from	£2.00

Drinks

Coffee	from	£1.50	Hot Chocolate	from	£1.50
Selection of cold drinks	from	85p			

(Above are 2022/2023 prices, there will be a price increase for 2023/2024)

We operate a cashless catering system. This will be explained to you.

What Do I Do If I Have a Problem?



If you have a problem, there are many things you can do.

Here are some questions and answers that may help you to decide what to do.

Q. Where do I queue for the dining hall?

A. Queue in an orderly line in the atrium.
You will be directed into the dining room as space becomes available.
Food may only be eaten in the dining room.

Q. Where can I go at break and lunch time?

A. It is advisable that students spend some time outside during break and lunchtime.
Teachers will advise students in the event of wet weather.

Q. What do I do if I don't understand a piece of homework?

A. If you do not understand what you have to do to complete a piece of homework, you should go to the teacher who set you the homework and ask him or her to explain it to you. Ask your parent to write a note or send an email to explain that you are having difficulties.

Q. What do I do if I'm late?

A. If you are late to school, you **MUST** sign in at Reception on arrival.

Q. What do I do if I'm absent?

A. Ask your parent to telephone or email the school before 9.00am.

Q. What do I do if I'm feeling ill?

A. Tell your form tutor or subject teacher and they will write a note and send you to Reception. You will then be seen by a First Aider who will assess you and contact home if necessary.

Q. What do I do if I need time off during the school day for the dentist / doctor / orthodontist?

A. Bring a note from your parent stating the date and time of your appointment and, if necessary, what time you need to leave school. Show this to your Form Tutor during Tutor time in the morning and to Reception when you need to sign out to leave school.

Q. What do I do if I'm getting bullied?

A. **Tell someone.**

There are many people to listen to you and help you with the situation. As well as teachers, you can also speak to our KS3 Pastoral and Achievement Coordinator.

Finding Your Way



Finding your way around the school will seem like a dauntin at first, but it will become easier. The school is built on thre

The **Ground** floor classrooms all begin with the letter **A** then a number

The **First** floor classrooms all begin with the letter **B** then a number

The **Second** floor classrooms all begin with the letter **C** then a number

Classrooms nearest to the dining room have the lowest numbers, getting higher the further away you walk. So, as you can see the lettering and numbering system should stop you from getting too lost in your first few days.

If you do get lost **don't worry**, just ask someone who looks older than you and they will point you in the right direction. After all they were new once!!!

- The **Chapel** is on the **A** floor, opposite the Car Park Entrance and near to the dining hall.
- The **Chaplaincy Room** is between the Pupil Entrance and the Chapel.
- The **Learning Resource Centre (library)** is on the **B** floor next to the Learning Support area.
- The **First Aid Room** is on the **A** floor opposite the Reception desk
- The **Year Leaders and Pastoral Support Area** is on the **C** floor past C15
- The **Staff Room** is on the **A** floor in between the Reception Desk and the Conference Room.

CAN YOU FIND ALL THE ABOVE ROOMS ON YOUR TOUR OF THE SCHOOL AND MARK THEM ON YOUR MAP?

Map Work

Equipment Needed:

- Coloured pencils {red, blue, green, yellow, pink, brown, orange, and purple}
- Map of the school (see above)

Tasks:

1. What subject is taught in rooms A2, A3 and A4

2. What subject is taught in rooms B13 and B14

3. What subject is taught in C4 and C5?

4. What subject is taught in rooms A15 and A16 and how do you get there? Mark your chosen route on your map with a dotted line.

5. Put a cross, **X**, on your map to show where Dr Uttley's office is.

6. Put a cross, **X**, on your map to show where the medical room is.

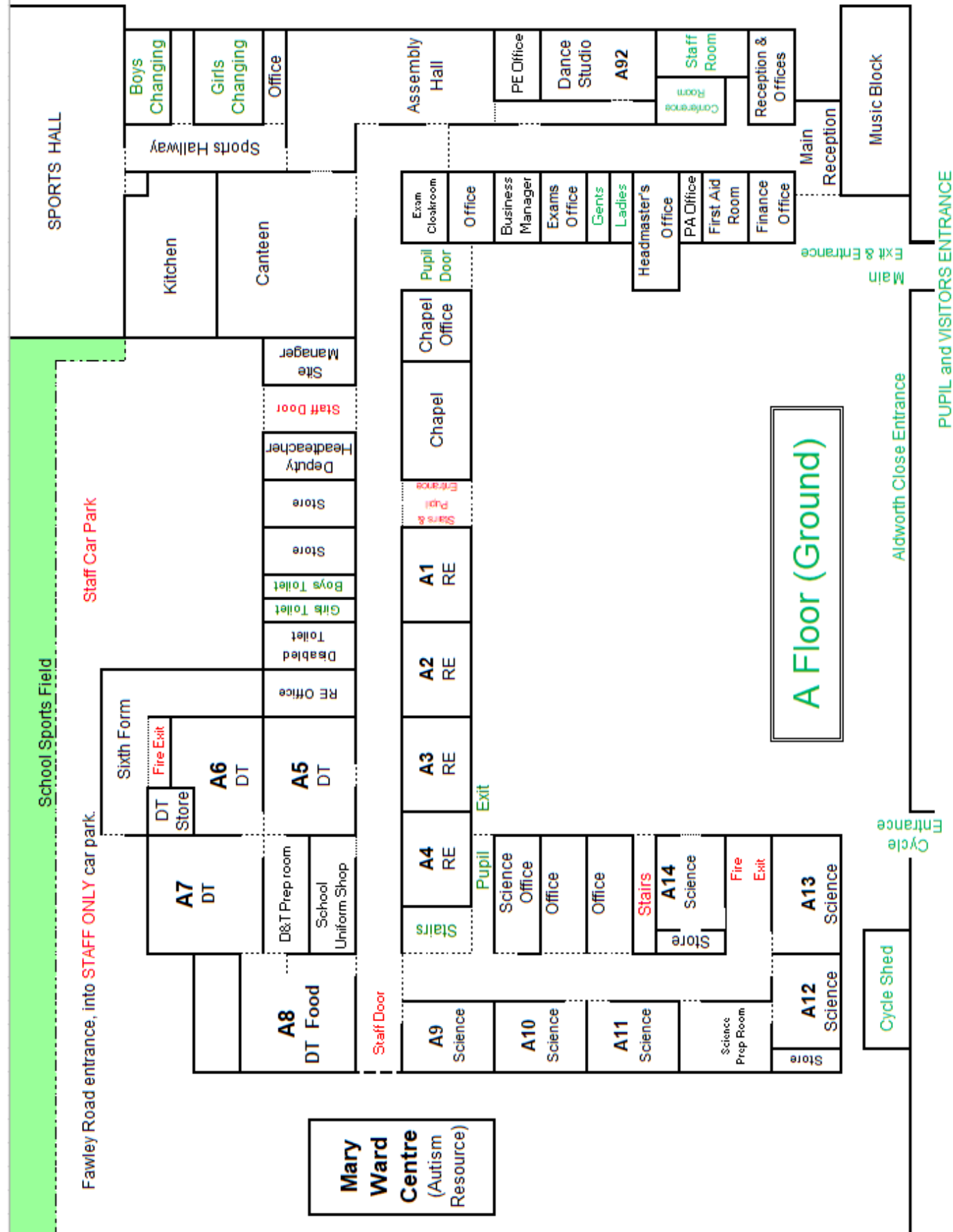
7. Colour the **DT** rooms **pink**.

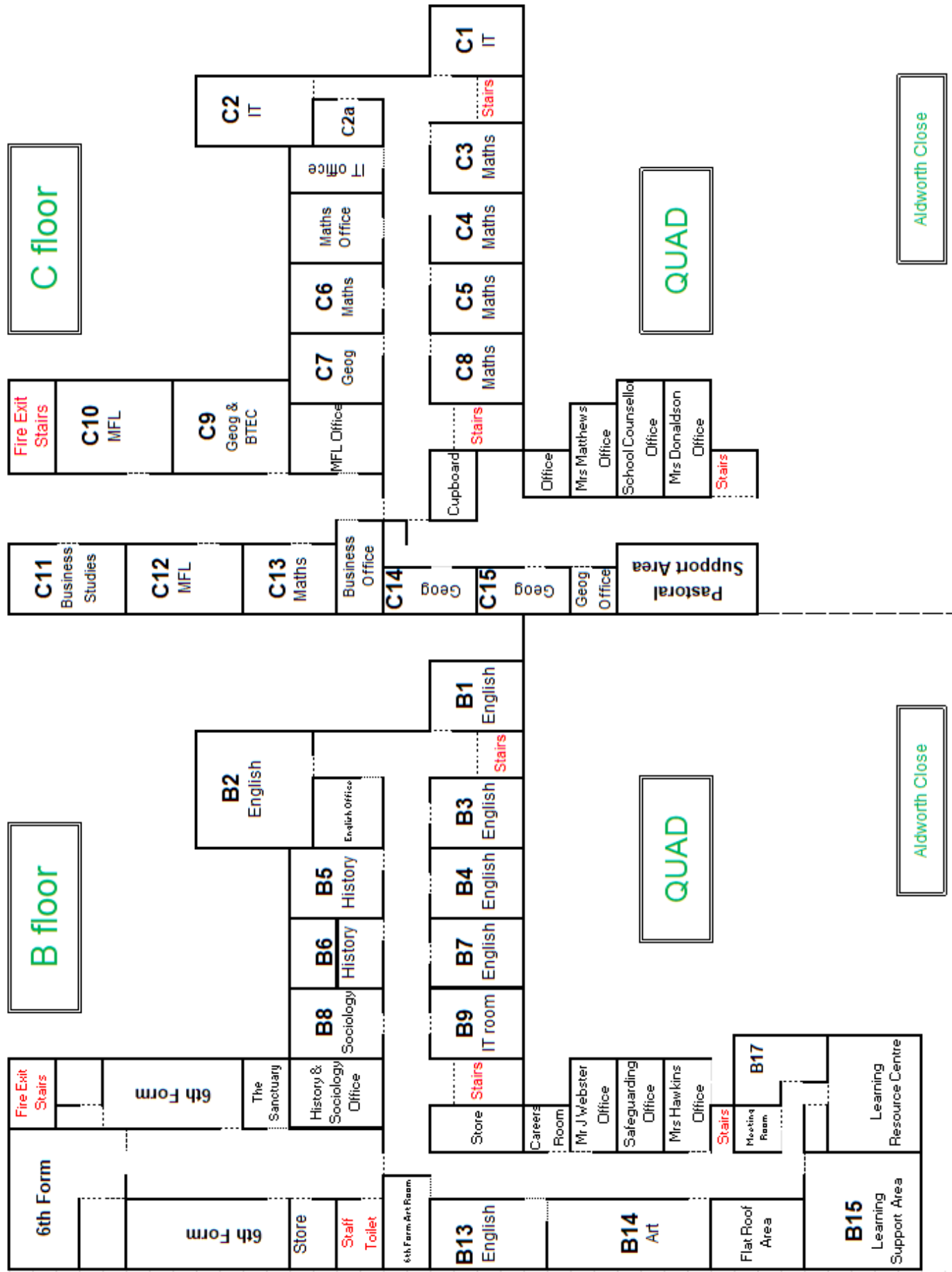
8. Colour the Learning Resource Centre: LRC (the **library**) **brown**.

Find the **Learning Support Area LSA** on your map. Colour it **orange**.

Finally make a key for the ground floor rooms. Use the following colours to mark the subject areas.

- **Red for Science**
- **Blue for RE**
- **Green for Technology**
- **Yellow for Music**
- **Purple for the Chapel**
- **Pink for Design Technology, DT**





Lost Property

What You Should Do

Whilst you are at Blessed Hugh Faringdon, you may lose or find many things.

If you have lost an item, ask at Reception to see if anyone has handed it in. If it is an item of PE kit, also ask a teacher in the PE Department

Make sure you **label your things clearly with your name** and then if it is handed in at Reception it can be sent to you in class.

If you find something, please hand it in at Reception or to the PE Department if it is an item of PE kit.



Timetable

This is an **example** of what a two-week timetable can look like, **it is not** the timetable that you will have when you start at Blessed Hugh Faringdon Catholic School.

Week A

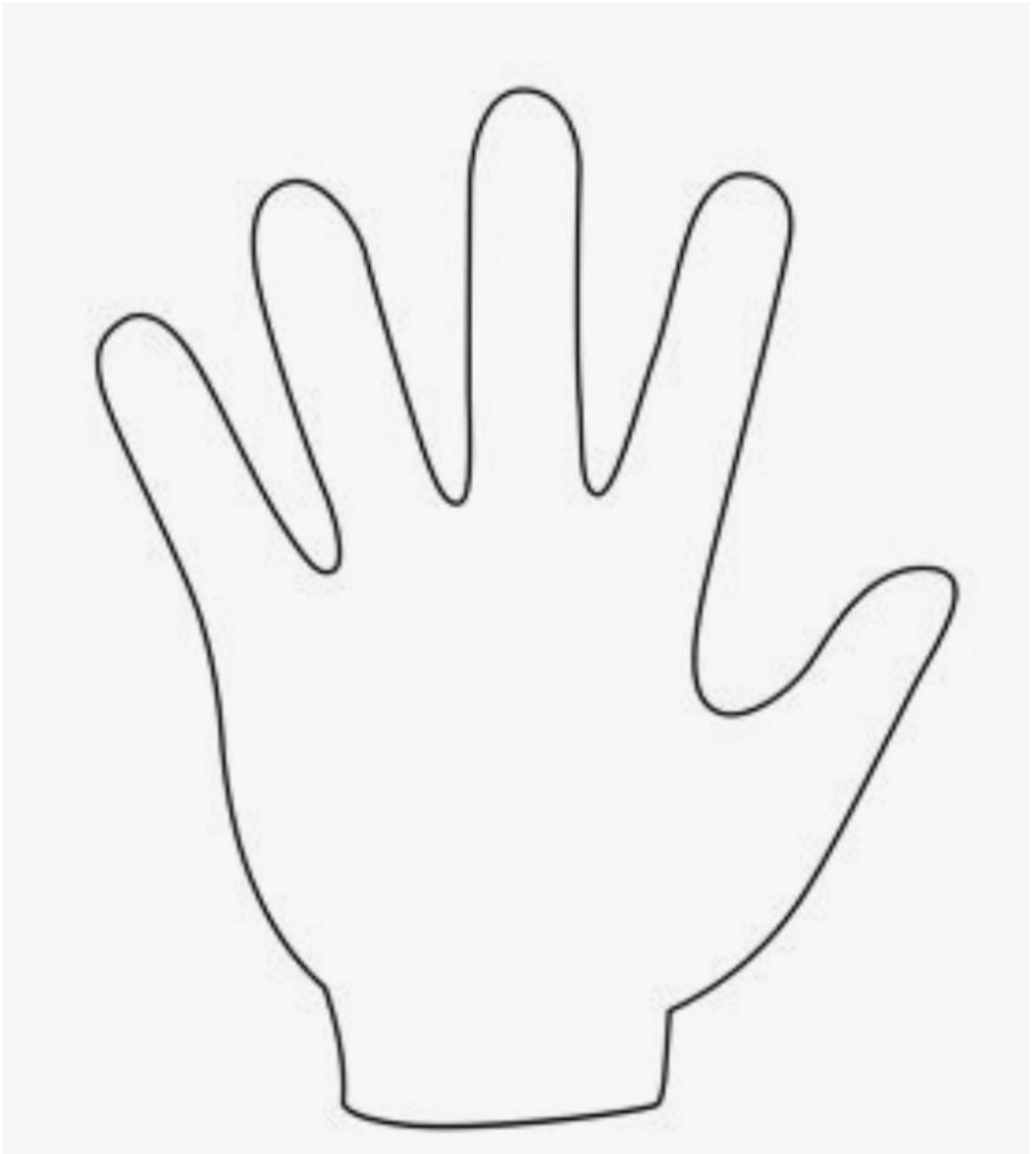
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Assembly	Tutor C1	Tutor C	Tutor C	Assembly
1	Maths C4	English B3	Science A12	English B3	RE A1
2	PE	DRAMA B2	English B3	RE A1	English B3
	BREAK	BREAK	BREAK	BREAK	BREAK
3	PE	Science A12	Maths C4	French C12	Geography C15
4	English B3	Geography C15	Art B14	Maths C4	Science A12
	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
5	Science 12	RE A1	DT Food A8	Art B14	Maths C4

Week B

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Assembly	Tutor C1	Tutor C1	Tutor C1	Assembly
1	English B3	RE A1	Maths C4	English B3	Science A12
2	RE A1	English B3	PE	Drama B2	English B3
	BREAK	BREAK	BREAK	BREAK	BREAK
3	French C12	Geography C15	PE	Science A12	Maths C4
4	Maths C4	Science A12	English B3	Geography C15	Art B14
	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
5	Art B14	Maths C4	Science 12	RE A1	DT Food A8

Design your very own handprint

Inside your hand template below, decorate your hand with all the things that are important to you. For example, you could draw a football if you are passionate about the sport, or you could draw a family portrait of everyone who lives in your house. Try to include as much detail and color as possible. Your tutor should be able to learn a lot about you from the handprint you design.



People Quiz

Rules: Fill in the space in each box with the name of a student in your tutor group who fits the description.

You may only use each student once

This student has watched all 8 Harry Potter Movies!	This student has a pet dog!	This student is the only student from their primary school to attend BHF!
This student has been to America!	This student was not born in the UK!	This student attends a sports club outside of school!
This student can play a musical instrument!	This student likes to draw!	This student watches Love Island!
This student's favourite subject is Physical Education!	This student's favourite subject is Science!	This student has Camping!
This student once broke a bone in their body!	This student read all Harry Potter books!	This student supports Liverpool!
This student has an older brother or sister at BHF!	This student's favourite subject is Maths!	This student likes to listen to Adele!

Write a letter to your tutor

Write a letter to your tutor explaining what you are looking forward to about joining BHF, what you are nervous about, what your favorite and least favorite thing about primary school was and how your friends would describe you.

You can also use the help sheet below to give your ideas about what to include in your letter.

Letter to My Teacher Help Sheet

I am looking forward to secondary school because...

Freedom More responsibility Individual subjects Larger site
Facilities Friendships Challenge Opportunity I can be an individual

I am nervous about starting secondary school because...

Afraid Getting lost Travelling Shy Support New staff
Relationships Difficult Expectations Older children homework

My favourite thing about primary school was...

Friendships Teacher Favourite subject Reading Sports Knowing everyone

My least favourite thing about primary school was...

SATs homework Not enough freedom A particular subject

My friends would describe me as...

Outgoing Brave Lively Cheeky Clever Funny Talkative Trustworthy
Shy Quiet Loud Nervous Creative A team-player well-behaved

I'd really like you to know that...

Ideas – I train for swimming very early in the mornings/I don't get on with my sister/I find it hard to concentrate at home/I love visiting castles/Sometimes I have to travel a long way to see my family/I know everything there is to know about Vikings/I recently lost my dog which was very upsetting/My brother is very ill.

How am I feeling?

Most children in year 6 feel nervous about Secondary School. Circle anything that might make you feel nervous or write your own question down.

Then talk through the 'nerves buster' for each question with someone at home or who knows you well.

What if the
canteen or
Quad is too

What if I
need a
drink?

What if I
forget my
PE kit or

What if I am
late for
registration?

What if
the work
is tricky?

What if I
need help
with

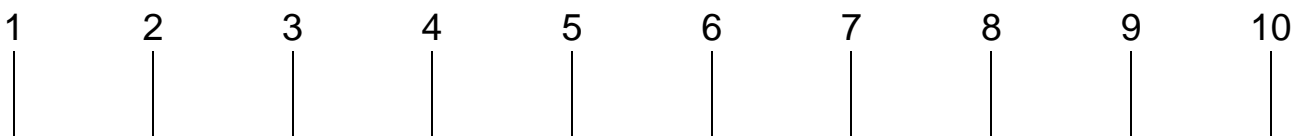
What if I
need some
help
making

The 'nerves buster'

What am I nervous about?

.....

How big is it on a scale of 1 to 10? (Circle the number you think it is on the diagram above)



Ok



Not OK



Will getting help from someone in your school help to make your worry smaller?
Yes / No

Who is the person who can help?

.....

Will getting help from someone at home help to make the worry smaller?
Yes / No

With help from someone who knows you well, think of 3 other things that will make your worry smaller

- 1)
.....
- 2)
.....
- 3)
.....

My Thoughts about Secondary School



Is there anything else you would like to know before you start at Blessed Hugh Faringdon School in Sept?

.....

.....

.....

Comments from Last Year's Year 7

The teachers were nice the first few days and everyone was helpful and caring.

The school is quite scary at first, but after about two days it will feel like you have been here for ages.

The school may look big, don't worry, you'll soon find your way around

What I enjoy most is meeting new people and there are loads of fun lessons. There are fun school clubs like table tennis and more.

**DON'T
BE
SHY
Talk to
people and
make new
friends**

I enjoy the variety of subjects in school. You get to do lessons like Design and Technology and work with fire in Chemistry

Secondary school is scary at first but after two weeks or so you get used to changing classrooms.

Teachers are nice and teach you a lot of new things.

From primary school to secondary school feels different because I feel I get treated differently. I feel more like an adult

Make friends, have fun, be confident and talk to everyone.

Changing school is so fun, you will think it's hard but it's easy. You think you will get lost, but the school is easy to get round.

I hope you make lots of new friends and that you feel comfortable at this school.

**Don't be nervous.
Behave and have fun**

We hope you have enjoyed your first days with us.

You are now part of our community and one with us

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