Parent Booklet

FIDEI-HEREDES

ROMERO CATHOLIC ACADEMY TRUST

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WELCOME AND SCHOOL MISSION STATEMENT

Dear Parents and Carers,

On behalf of all the staff, I would like to extend a warm welcome to you and your child. We believe that education is a partnership between home, school and parish, and are committed to working closely with you to support your child's academic, spiritual and personal growth.

Starting secondary school is a significant milestone. Please be assured that we are here to guide and support your child every step of the way. Our dedicated staff are committed to creating a safe, inclusive learning environment where all pupils can flourish.

Our aim is to make the next five years an enjoyable and positive learning experience for each child. We will always encourage your child to do their best in a Christian and well-disciplined environment. At St. Augustine's, we are always proud of the students who leave us at the end of Year 11, well prepared for further education or the world of work.

This booklet is designed to provide you with key information about the transition process, daily routines and the many opportunities that await your child at St. Augustine's. We look forward to welcoming your family into our school community, and seeing your child grow in confidence, faith and knowledge over the next five years.

With every blessing, we welcome your child into the St. Augustine's family, where we act justly, love tenderly and recognise God in our lives.

Mrs Claire Hunt – Headteacher

Hello Year Six!

My name is Mrs Lambert, and I am so pleased to be welcoming you to St Augustine's as you begin this exciting new chapter. Congratulations on gaining a place at our fantastic school — we are really looking forward to meeting you and helping you settle in.

Starting high school is a big step and a brand-new beginning. You might be feeling excited, a little nervous, or a mixture of both — that's completely normal. From your very first day, our aim is to make sure you feel safe, happy, and supported so that you can be successful in everything you do.

On your first day in September, you'll spend time getting to know your form group, meet your teachers, and begin to find your way around the school. We'll guide you through everything, including how lunchtime works and where you need to go. All you need to bring is your school bag and a pencil case — we'll take care of the rest. At the end of the day, we'll also make sure you know how to get home safely, including support with school buses.

This is your fresh start — a chance to try new things, make new friends, and discover what you enjoy. I encourage you to get involved, work hard, and always be kind to others. We want every one of you to feel happy, confident, and proud to be part of our school community.

Enjoy a well-earned, restful summer holiday, and we look forward to welcoming you in September, ready to begin your journey with us.

Warmest wishes,
Mrs Lambert - Year 7 Leader

School Mission Statement

Faith and Love

At Saint Augustine's, we want our young people to act justly, love tenderly and recognise God in their lives. Working with families, we will educate children in accordance with the principles and teachings of the Catholic Church. Our faith is nourished through the Eucharist, and we want everyone at Saint Augustine's to experience the joy of the Gospel in their journey through school and beyond. We will foster, in all members of our community, a love of God and a love of others, as Jesus taught us.

Care and Support

We believe that every person is made and loved by God. This is why we respect each other, value human dignity and consider the needs of the poorest and most vulnerable. We want our pupils to be safe, happy and successful at school. We will provide an environment that inspires, encourages and supports their development through nurturing their gifts and talents, and will instill in them, the importance of the common good and the stewardship of creation.

Ambition and Success

We aim to provide pupils with the knowledge, skills and attitudes that they need to be successful at school and in later life. We will work to fulfil the potential of every member of our school by providing an education that values the whole person, and promotes personal and spiritual growth. Together we will send out our young people to make a difference in our community, and in the wider world.

All pupils have the right to be safe, happy and successful.

THE SCHOOL CURRICULUM

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The school operates a 2-week timetable with 49 hours of lessons being taught over the two weeks. Unlike at primary school, your child will more than likely have a different teacher for each subject.

Year 7 pupils will study:

Subject	Lessons per fortnight
Religious Education	5
English	6
Mathematics	6
Science	6
Design Technology/Robotics	4
Modern Languages	6
Art	2
Music	2
History	3
Geography	3
Computing	2
P.E.	4
Personal Development	2

TEACHING GROUPS

Pupils are taught in broad general ability bands in most subjects, for which we consider the available prior attainment data, balanced with conversations with primary school staff.

Pupils are set separately in English and so, for example, may be in Y1 for English, and Z1 for all other subjects. In Maths pupils will be placed in sets 1—9 depending on ability.

The bands which the children are placed in are determined by their Key Stage Two test results.

At the end of the Autumn and Summer terms, staff in each subject area meet to discuss the progress of all children. At these meetings, decisions to move children up or down bands will be made, to enable children to work within a group which is best suited to their ability. Children and parents will be informed about these decisions before the end of the term.

Pupils are also placed into one of nine form groups named after local saints. These groups are used for registration and for inter-form competitions.

CLUBS AND ACTIVITIES

The extended curriculum includes a whole range of clubs and activities which take place at lunchtime and after school. All children are encouraged to join at least one of these clubs, where they can meet others who have similar interests. A list of days and times of the clubs are put up in all form rooms, and if needed, early dinner passes can be obtained from the teacher in charge. Each term, we hold an extra-curricular fair during lunch. Here, pupils can sign up to the clubs and activities. All of the available extra-curricular programmes are also advertised in our 'Club News' which is published in the school newsletter. Pupils will receive reward points for attending.

- Band
- Orchestra
- Computer Club
- Art Club
- Running Club
- Dodgeball
- Basketball
- Table Tennis
- Maths Club
- Chess
- Rounders
- Study Club (home learning)
- Debating Club
- Board games
- Choir
- Netball
- Football
- Badminton
- Drama Club
- Dance
- Athletics
- Interhouse Competitions
- Handball
- Theatre Trips
- Craft Club
- Cheer dance
- Paired reading
- Rugby

HOME LEARNING

Year 7 pupils are expected to do 45 minutes to one hour of home learning each evening. A separate home learning timetable is issued in September.

Home learning is recorded in a home learning diary provided by the school on the first day of term. Pupils are encouraged to record all home learning in their diaries, and to do it on the night it is set, when it is fresh in their minds.

School models the weekly homework pattern using home learning timetables, - these can be found on the school website.

In the diary, there is a place to tick when they have completed the home learning, and to record when it is due to be handed in. We ask that parents check their child's home learning diary, and sign it each week to say they have seen it. The child's form teacher will also check the diaries as often as possible to see that they are being used correctly. Home Learning is used to reinforce learning in the classroom, as well as giving pupils the opportunity for independent learning, and to develop research skills.

Pupils who spend time on their home learning always do well in school.

There is a Study Club which runs at lunchtime each day and after school until 4pm Mon-Thurs. Home learning is often set using Microsoft Teams and SharePoint. Pupils will all be given an email address and thorough instructions on how to access the platforms during their first week.

If you have any concerns about home learning, please phone school and speak to the curriculum leader for that subject, or your child's Year Leader. Parents will be able to monitor the weekly points total for behaviour and rewards in the pupils' planners, or online using The Parent Portal, Arbor

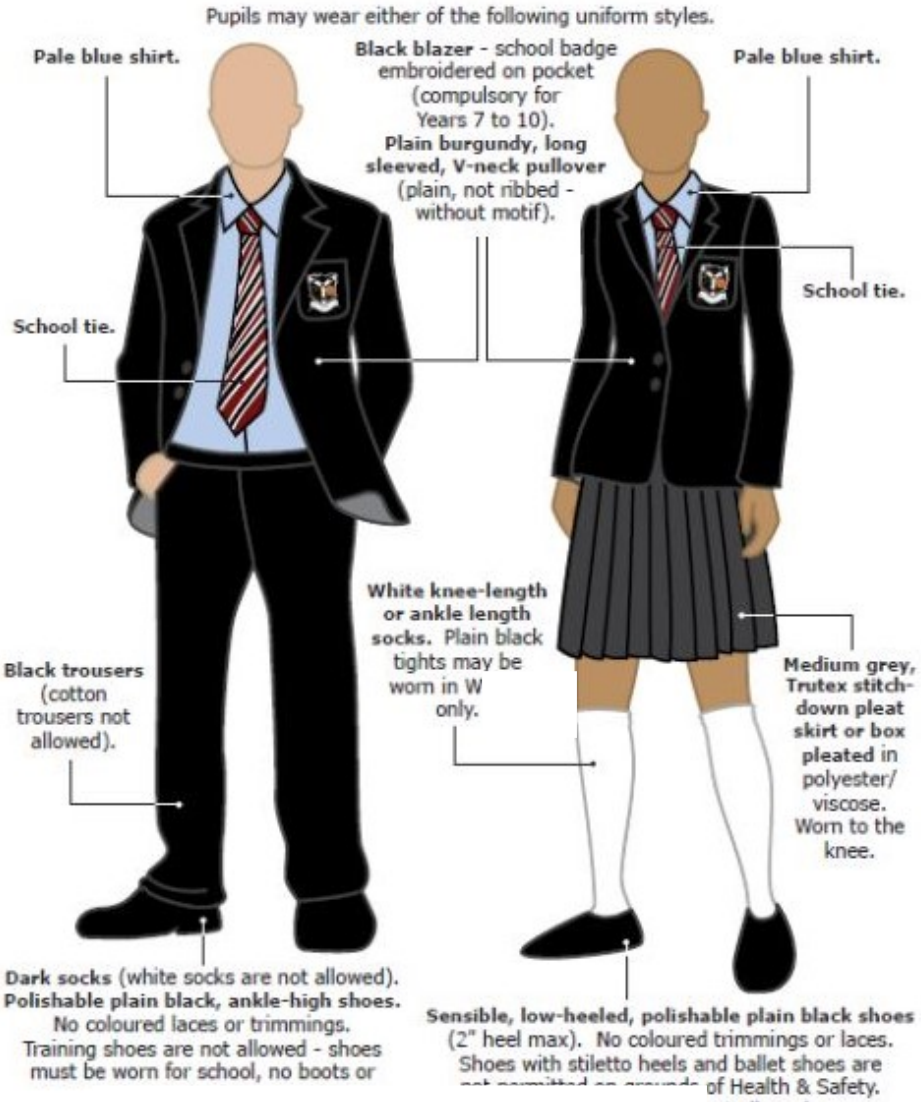
SCHOOL UNIFORM

We want pupils to look smart and create a good impression, therefore, school uniform is compulsory and must be worn correctly. Parents can view our uniform policy online, which highlights the rules about hairstyles, jewellery etc.

All pupils are issued with a uniform card, which is used to mark any discrepancies. If a uniform card is marked three times in a half-term, a 30 minute after-school detention will be sanctioned.

It is important that all uniform is fully labelled so that lost items can be returned to their owners. In particular, P.E. kits are often left around the school, or on the bus, and can only be reunited with their owners if they are named.

There are times such as non-uniform days, and retreat day when pupils can wear their own clothes. There are clear guidelines given to children before these events about appropriate dress.



Technology apron - Royal blue, available from our uniform stockists.

Core PE kit: Multi sport playing jersey, multi sport shorts, navy socks.

Optional PE kit: Technical leggings, 1/4 zip track top, navy tapered track pants.

All uniform can be purchased from: Grays, Blackburn & Clitheroe
Whittakers, Blackburn
Ribble Valley Supplies, Clitheroe
JPA Sports, Clitheroe

Application of the C System

The table summarises some of the behaviour that may warrant application of the C system. Please note this list is not exhaustive.

Stage	Examples of Behaviour
C1 / C2	Talking in class Shouting out Distracting others from their learning Avoiding work Lack of cooperation Not following instructions
C3 (30-minute detention)	Repetition of previous behaviour for which a C1 or C2 has been issued Behaviour to and from school Damage to property Litter Thoughtless behaviour Challenging C1/C2 during lesson Walking away whilst being spoken to Chewing gum
C4 (60-minute detention)	Repetition of previous behaviour for which a C1/C2/C3 has been issued Swearing in front of adults Bullying Dangerous or reckless behaviour on a bus Possession of a banned item Vaping / Smoking or Being in the company of any pupil smoking or vaping
C5 Ready to Learn Room – Removal from Lesson (Talaxy default code = hidden)	Repetition of previous behaviour for which a C3 / C4 has been issued Refusal to comply with behaviour policy Truancy Theft *Investigated by YLs and consult SLT where necessary
C6 Ready to Learn Room – Serious Incident (Talaxy default code = hidden)	Swearing at adults In appropriate language directed at staff (not including direct swearing) Bullying Prejudice based language Racist or discriminatory behaviour Violence and aggression Possession of banned items Persistent defiant behaviour*

Behaviour Points

Stage	Attached Behaviour Points
C1	**0** (verbal warning only, not recorded on Talaxy)
C2	**0** (logged on Talaxy)
C3	**1**
C4	**2**
C5	**3** Ready to Learn – AM or PM (+C4)
C6	**5** Ready to Learn – full day
Suspension	**8** Suspension

REWARDS

Pupils at St. Augustine's work very hard throughout the school year. During each term, we give one child from each class a certificate for excellent work in each of the subjects studied.

Throughout the school. reward points are also given to pupils who produce excellent classwork or home learning or who contribute to the extra-curricular life of the school. Our whole school rewards system means that pupils can exchange their reward points each term for items of school stationery or school vouchers. Pupils do so by completing the online form available on Pupil SharePoint. All pupils who have collected 30 reward points in a term are entered into a prize draw.

USEFUL EQUIPMENT

Your child will need the following items for their lessons, (some of these can be purchased from school, either on Intake Evening, or at the start of term from the relevant department):

- Writing equipment; Pens (black or blue plus green), pencils, rubber, ruler, pencil sharpener, coloured pencils
- Whiteboard pen
- Glue stick, scissors, highlighters
- Calculator and geometry set (available from the Maths department)
- P.E. Kit, trainers
- Homework planner
- Reading book (from home or library)
- Technology apron (plain blue – available from Amazon)
- Sturdy bag for books
- Headphones (2.5mm mini jack connection) – can be purchased from Pupil Services

Please ensure your child is bringing the writing equipment they need, by regularly checking and replacing missing or used-up items. Learning Support and Pupil Services have basic stationery for sale.

DINNER MONEY AND BUS SERVICES

Each day, pupils choosing to purchase a lunch from school will need dinner money adding to their Arbor accounts. This can be done in two ways; by the pupil using the coin facilities in school to manually load on the funds onto their accounts, or by parents electronically adding the funds via the Arbor app. A link to set up the online account will be sent to all families before pupils start with us.

For information on school bus services, please go to https://www.lancashire.gov.uk/children-education-families/schools/school-transport/ or call the LCC Education Office on 01254 220715.

COMMUNICATION BETWEEN SCHOOL AND HOME

School tries to adopt a 'paperless' approach where possible, so it is extremely important that we have the correct email address for you.

During the year you will receive, or be able to view online:

- A 'Dates for your diary' letter
- Dates of all school holidays for the year
- A school newsletter, which is sent via Arbor every fortnight
- Policy documents about uniform, discipline, bullying etc. (these are available on the school website, or can be printed upon request)
- A Christmas and Easter assessment informing you about your child's efforts and attainment in each subject
- Letters informing you about school trips or visits
- Messages from teachers in the school diary
- Up-to-date information via the school website.

We use an online tracking system, Arbor, where you can check rewards, sanctions, pupil timetables and attendance. Details for logging on will be sent to parents and carers. If you have any issues logging onto Arbor, please contact the school. It is extremely important that you set up and access your Arbor account as soon as you can so that you do not miss any important information, information on how to do this will be sent in due course.

ABSENCE/HOLIDAY REQUESTS

There are several occasions when you should contact school:

- If your child is absent due to illness etc, we ask you to log the absence via the Arbor app or email attendance@sarchs.romerocat.com
- If you know the number of days your child is going to absent, please indicate in your message
- If you want to take your child out of school, you must complete a holiday request form. Request forms are available from the school website (link to the page is HERE). Forms must be submitted at least 2 weeks prior to the time requested. However, we actively discourage this in term time, and failure to follow the school Attendance Policy (available on the school website), could result in prosecution. As of 1st September 2013, Headteachers cannot authorise any leave of absence during term time unless they are satisfied that there are exceptional circumstances to warrant the granting of leave.

ANY CONCERNS

You may want to contact school if any aspect of school life is causing concern for your child. Children do take a while to settle, get used to new teachers and make new friends. Be encouraging and reassuring, and talk to your child about school. Offer positive advice and strategies to help them solve their own problems. However, you know your child best and if any aspect of school life is persistently causing difficulties or worries, please phone school and speak to their Form Teacher or Year Leader. We also have a facility on the school website where pupils can report any concerns. This reporting feature alerts our pastoral team to investigate any issues and also support your child.

Every School Day Counts

0 days off school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

5 days absence over the whole year

97% - 100%

Good chance of success and progress

20 days absence over the whole year

90%

Less chance of success. Harder to make progress

20 + days absence over the whole year

Under 90%

Detrimental to success and progress

Every Minute Counts

LATENESS = LOST LEARNING

(figures below are calculated over a school year)

5 minutes late each day = 3 days lost!

10 minutes late each day = 6.5 days lost!

15 minutes late each day = 10 days lost!

20 minutes late each day = 13 days lost!

30 minutes late each day = 19 days lost!

Be at the classroom on time and ready to learn!

PROGRESS EVENINGS

The Progress Evening for Year 7 pupils is usually held in March, when you are invited into school to discuss your child's progress. This evening runs from 4.00—7.00pm, during which time you should be able to see all of your child's teachers to discuss their progress.

Should you not be able to attend Progress Evening, please inform your child's Year Leader as soon as possible. Subject teachers are not expected to contact parents/carers, in the event that you cannot attend.

THE LIBRARY

The library can be used by all pupils. Pupils are allowed to borrow resources for two weeks, after which, they must return or renew them. There are thousands of excellent books and magazines - both fact and fiction, many of which will be useful for school projects or presentations. There are also a variety of board games in the library, which pupils can use at lunchtimes.

HOLY MASS AND ASSEMBLIES

Prayers are said every morning in registration, and at the end of the last lesson of each day. Once a week, the whole year group have an assembly in the hall led by the Year Leader.

Holy Mass is celebrated in the chapel at special times of the year. There are also whole school Masses at the end of each term. These are wonderful celebrations. There is also a Family Mass to be celebrated in September, when we welcome our new intake and their families.

CHAPLAINCY

Chaplaincy is at the very heart of our school, making a daily contribution to the spiritual needs of staff and pupils. We have Gift Chaplains in all years, who contribute to the faith life of our school. Throughout the year, Chaplaincy activities take place. For example, at certain times throughout the year, pupils are invited to the Chapel to pray and reflect, and this is followed by refreshments and time to chat.

Year 7 pupils may apply to become Chaplains in the Autumn Term.

CHARITY WORK

Each year group raises money for a particular charity. Charities are supported and families are welcome to suggest these to the Year Leader. Pupils are encouraged to take part in fundraising for good causes and collections for foodbanks etc.

LOCKERS

During the first few weeks of term pupils are offered the chance to rent a locker for the year. The charge is usually £5 and includes a lock and key. Pupils may find it useful for storing their P.E. kit or books etc. Pupils will be informed via Pupil Messages when lockers become available - they will then be directed to Pupil Services.

SCHOOL COUNCIL

The School Council is composed of pupils who have been elected to represent each year group. They meet once a term to discuss ideas to make the school a better place for pupils.

Elections for Year 7 pupil representatives are held in the Autumn Term.

SCHOOL DINNERS

Pupils may buy a hot or cold school dinner each day, or they may wish to bring their own packed lunch. There is a good selection of foods available, and children should be encouraged to eat healthily and to vary their choices.

The school operates a cashless system for the payment of school meals, where no cash is taken at the point of sale. Pupils enter money into a machine which recognises their finger print and credits them with the amount entered. The machine accepts £20, £10 & £5 notes and coinage down to 50p, or parents can use the online payment link on the school website to top up their child's account and view purchase history. Pupils entitled to free school meals have the amount allocated for the meal entered into the system before each dinner break. Apart from being more convenient, this system allows parents to see how their child is spending their dinner money and reduces time spent queuing.

If you think that your child may be eligible for Free School Meals, you can visit HERE for further information or to apply.

YEAR 11 MENTORS

Many Year 7 pupils will be given the name of a Year 11 pupil who will act as their mentor during the first year at St. Augustine's. These Year 7 pupils are identified after discussions with the Year 6 teachers, and we hope that they will share their mentor with their friends. If your child does not have a mentor, and you think it would be useful, your child should see their Form Teacher, or you could phone school and speak to the Year Leader. The Year 11 mentors help to reassure the Year 7 pupils and provide a regular opportunity to talk to someone about any worries.

During the first term, some Year 7 pupils are given mentors to help them with their reading. The older students meet the younger ones on a regular basis to hear them read, and many pupils improve their reading age as a result of this extra support.

HOW CAN I HELP MY CHILD?

Moving from a small primary school to a large secondary, cause many worries and anxieties, though in many cases these will disappear within a few weeks.

Reassure your child and remind them that other children will also be feeling anxious, and also that the teachers and other staff are there to help them. There are several ways that you can offer practical help:

- Encourage your child to get into a routine so that they are in good time for the bus. When they get home, maybe after a short rest, they should get their homework diaries out and do their homework. Keep a check that planners are being used correctly and please sign it at the end of each week
- Help your child to become organised by providing them with somewhere (a drawer, box etc.) to keep all of their school books and equipment. Encourage them to keep everything in this place, and to pack their bags each evening to avoid rushing in the morning
- Ensure that your child knows which school week it is
- Make sure your child knows what you want him/her to do if something goes wrong e.g. if they miss the bus. Ensure that school have a contact number for you in case of emergencies and keep this updated. Telephone numbers can be updated via Arbor
- Check your child's pencil case and bag regularly, and make sure they have everything they need for school. School holidays are good times for clearing out bags and getting reorganised
- Put a spare timetable in a place where everyone can see it and clearly mark when your child will need extra equipment e.g. P.E. kit, technology apron, etc
- Please keep school informed if your child has any medical problems, or if the situation changes. This information should be initially given to school on one of the Pupil Registration Forms you have received. It is essential that this form is returned to school **BEFORE** the start of term so that medical information, contact numbers etc. can be entered onto Arbor before the children start school.

HOLIDAY DATES

2026 AUTUMN TERM

RE-OPEN ON: THURSDAY 3RD SEPTEMBER 2026

HALF TERM FRIDAY 23RD OCTOBER TO FRIDAY 30TH OCTOBER INCLUSIVE

RE-OPEN ON: MONDAY 2ND NOVEMBER 2026

CHRISTMAS HOLIDAY EARLY CLOSURE ON FRIDAY 18TH DECEMBER

(NUMBER OF OPENINGS: 71)

2027 SPRING TERM

RE-OPEN ON: TUESDAY 5TH JANUARY 2027

HALF TERM MONDAY 15TH FEBRUARY TO MONDAY 22ND FEBRUARY INCLUSIVE

RE-OPEN ON: TUESDAY 23RD FEBRUARY

EASTER BREAK FRIDAY 26TH MARCH TO FRIDAY 9TH APRIL INCLUSIVE

(NUMBER OF OPENINGS: 52)

2027 SUMMER TERM

RE-OPEN ON: MONDAY 12TH APRIL 2027

BANK HOLIDAY MONDAY 3RD MAY

HALF TERM MONDAY 31ST MAY TO FRIDAY 4TH JUNE INCLUSIVE

RE-OPEN ON: MONDAY 7TH JUNE

SUMMER HOLIDAY EARLY CLOSURE ON WEDNESDAY 21ST JULY

(NUMBER OF OPENINGS: 67)