



St Wilfrid's Catholic School Parents Handbook

Our Mission Statement

"To provide an inspiring and personalised education for each student enabling them to realise their full potential within a dynamic environment which follows the teachings of Christ and his Church"



Foreword

St Wilfrid's is an 'outstanding' Catholic School'. It is a place where students are encouraged to be the best they can be in everything they think, say and do.

We seek to inspire students to a standard of excellence not just in their learning but in their development as whole people. We foster a "can do" attitude by raising the aspiration of the children in our care leading to outstanding levels of progress which is the true measure of any school.



We want success for your child but cannot achieve this without you! We need you to work in partnership with us as this will enable us to be able to work in the very best interest of your child. Only by developing a positive home/school partnership can your child experience success of the highest order.

This partnership works best when there is complete engagement by all parties, students, home and school. In order to work together to maximise your child's potential we need to ensure that we have excellent communication between each family and school. We are fully committed to encouraging each student to develop and learn in a safe, secure and happy environment.

Children develop and learn more readily when their education is an active experience and when their parents engage in the process. By working together, the home/school partnership will provide them with the boundaries, self-discipline, guidance and support needed to allow them to be successful, not just in school but in life.

This Parents Handbook is designed to help reinforce our partnership and help you to be involved in your child's learning.

A handwritten signature in black ink, appearing to read 'Michael Ferry'.

Michael Ferry
Headteacher



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Why have a Parent's Handbook?

Parental Involvement:

Educational research shows that parental involvement in a child's education positively affects students, parents and communities.

Benefits for Students:

- Improved attendance and punctuality
- Improved uniform and appearance
- Raising of achievement levels
- Positive attitudes towards learning and behaviour



Benefits for Parents:

- A greater confidence in and understanding of the role of the school
- Greater confidence in helping their child learn at home
- Clearer understanding of school expectations

Benefits for School:

- Parents can better understand and support the work of the teachers
- Development of positive relationships



Parental Involvement

What we ask of you

At Home.....

- Support the ethos of the School
- Be positive and focus on success; develop your child's "can do" attitude
- Provide time and space at home for learning to take place
- Monitor your child's homework/independent study; get involved
- Have positive and realistic expectations for your child
- Agree limits of time and content on TV, Internet, games consoles etc
- Set clear boundaries
- Ensure your child's attendance and punctuality is high; never take holidays in term time
- Ensure your child is correctly dressed for school
- Ensure your child has the necessary equipment for school



In Partnership with St Wilfrid's.....

- Be passionate about your child's education
- Attend Parent Consultation Evenings
- Sign your child's journal on a weekly basis
- Inform us quickly about any issues affecting your child - positive as well as negative
- Respond to requests for information , etc
- Ask if you are unsure of anything
- Trust us!



We want your child to be happy and successful at St Wilfrid's

What you can expect from us:

- A happy and caring environment
- A caring community built upon the teachings of the Gospel
- Opportunities for spiritual, moral and social development
- Significant input from our Lay Chaplain
- Opportunities for students to attend Mass
- Your child will work with excellent role models
- High expectations in everything
- Celebration of achievement
- Personalised learning pathways
- Regular homework
- A diverse range of activities through our Immersion Day programme
- Excellent Year Leaders
- Support and guidance from your child's tutor
- Encouragement for each student to develop their full potential
- A quick response to any query/concern
- We will monitor your child's progress effectively
- Invitations to Consultation Evenings and other events
- Relentless pursuit of excellence
- As the parent, you are the Primary Educator - we value your opinion and we will listen



Who is Who at St Wilfrid's

Headteacher: Mr Michael Ferry
Deputy Headteachers: Mr Michael Lewis, Mr Robert Marr
Assistant Headteachers: Mr Jamie Chandler, Mrs Dawn Denyer, Mr Chris Franke, Mrs Fiona Greenwood, Mrs Karen Hardy, Mrs Emer Lesova

Year Leaders	
Year 7	Miss Kathleen Law
Year 8	Ms McGuinness
Year 9	Miss Sarah Boreham
Year 10	Miss Megan Kennedy
Year 11	Miss Stephanie Hancock

Your child's tutor is:

Tutor email is:



Art:
Mr J Tennant



English:
Mrs L Sparks



Music:
Miss D Betts



Business Studies:
Miss C Treagus



Humanities
Mr M Pitman



PE:
Mr C Iddles



Computing:
Mr R Wilson



Learning Support:
Mrs F Kerr



SES:
Mrs A Halling-Brown



Design Technology:
Mr G McElroy



Maths:
Mrs D Denyer



RE:
Mrs C Baldwin



Drama:
Mr J Hadden



MFL:
Mrs L de Guillen



Science:
Mr D Donaldson

.....
 :All teaching staff have can be contacted via email and their individual addresses:
 :can be found on the school website at <http://stwilfrids.com/staff-contact-list/> :



The School Day

During the course of the week there are two sets of timings for the school day. On Wednesday and Friday the timings are slightly different to allow us to teach Social and Ethical Studies on a Wednesday and for us to host the Parish Mass on a Friday.

Term Dates:

Autumn Term 2016

Thursday 3rd September - Friday 18th December
Half Term 2015

Monday 26th October - Friday 30th October

Spring Term 2016

Monday 4th January - Thursday 24th March
Half Term 2016

Monday 15th February - Friday 19th February

Summer Term 2016

Monday 11th April - Friday 22nd July
Half Term 2016

Monday 30th May - Friday 3rd June



Inset Days:

Thursday 3rd & Friday 4th September, Monday 30th November,
Monday 4th January 2016 and Friday 29th April 2016

Monday, Tuesday & Thursday Week A & B		Wednesday & Friday Week A & B
Registration	0900 - 0920	0900 - 0935
Lesson 1	0920 - 1010	0935 - 1025
Lesson 2	1010 - 1100	1025 - 1115
Break 1	1100 - 1130	1115-1145
Lesson 3	1130 - 1220	1145 - 1235
Lesson 4	1220 - 1310	1235 - 1320
Break 2	1310 - 1340	1320 - 1350
Lesson 5	1340 - 1430	1350 - 1435
Lesson 6	1430 - 1520	1435 - 1520

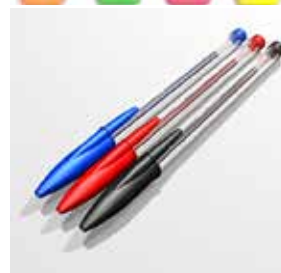
SES will be held on Wednesday at 9.00 am
Voluntary mass is held in school on Fridays at 9.00am



Equipment for Success

All students are expected to bring the correct equipment for each lesson. All students should bring the following to school:

- Pen (plus spare)
- Pencil (plus spare)
- Rubber
- Ruler
- Pair of compasses
- Coloured pencils
- Highlighter Pens
- Scientific Calculator (Casio FX-83GTPLUS)
- Sharpener
- Protractor
- Reading Book
- PE Kit
- Exercise & Text Books for the Day



PE Kit

The PE Kit is part of the school uniform and is expected to be worn for each PE lesson:

Girls	Boys
1 Polo Shirt with School Crest	1 Polo Shirt with School Crest
1 Black Full Length Tracksuit Bottoms - with school logo or plain back no stripes	1 Black Full Length Tracksuit Bottoms with school logo or plain back no stripes
1 Pair of Long Black Socks	1 Pair of Long Black Socks
1 Pair of White Sport Socks	1 Pair of White Sport Socks
1 Black School Fleece with school logo	1 Black School Fleece with school logo - optional for boys
1 Pair of Black Shorts with school logo	1 School Rugby Shirt with School Crest
1 Pair of Training Shoes (not plimsolls)	1 Pair of Black Shorts with school logo
1 Pair of Football Boots (desirable not essential)	1 Pair of black 'skins' leggings/top - optional
1 Towel	1 Pair of Training Shoes (not plimsolls)
1 Gum Shield (Hockey, Rugby)	1 Pair of Football Boots
Black Hair Band for Long Hair	1 Towel
	1 Gum Shield (Hockey, Rugby)



What does St Wilfrid's value?

What is important to us?

This section explains to parents the values upon which we base our thinking and our work with your child/children. It is essential that our values, and the aims arising from them, are shared and clearly understood. This then allows our vision for your child's education to be turned into reality. These values form a framework for all that we do.

Summary of Values

Central to our work are the values of the Gospel. The values of love and forgiveness are lived out on a daily basis. Our school community aims to ensure that "excellence for all" can be achieved whilst celebrating the uniqueness of the individual. We see our school community as a partnership between students, staff, home and governors. When this partnership works together in a supportive way then outstanding progress can be made.



What we value about our students

We believe in the development of the human person and it is our mission to develop the "whole child" so that they are prepared for the challenges of life. All children need to be supported in the transition from childhood to young adulthood to become happy, well-rounded adults who can make a positive contribution to society. All children are talented and capable of achieving success. At St Wilfrid's we recognise that different types of help, in differing degrees and at different times will be needed to nurture them along the way.

Students Intellectual and Academic Growth

All children must feel enabled and encouraged to achieve and exceed the minimum levels of attainment of which they are capable. A broad and balanced curriculum is the key to this success and to preparing students for adult life. We value high quality teaching and learning across all subjects as the means to ensuring that this occurs.

Students Physical Development

St Wilfrid's recognises that academic success is intrinsically linked to physical and emotional development, well-being and self esteem. All students are taught that regular exercise and a healthy diet are key contributors to ensuring that physical development takes place.

Students Social Development

Social awareness and good social skills are essential to success IN all aspects of life both in school and out of school. In class and in other aspects of school life, students are taught to "work with anyone, respect everyone."

Students Spiritual and Moral Development

Spiritual development is pivotal to a student's ability to place value on themselves and others and plays a significant part in their development as unique individuals. Successful social relationships and effective educational progress depend upon a strong sense of morality.



What does St Wilfrid's value?

Students Cultural Development

An awareness of nature and the diversity of the world is essential to academic success. Students are given access to a range of topics/projects which allow them to become aware of the wider world and challenge them to break down stereotypical views.

Student's Emotional Development

We believe that for young people to achieve long-term success they need to be able to understand and control their emotions. Support is given both in and out of lessons to students so that they are able to develop emotionally and use their emotions to a positive effect.

Preparation for Adult Life

All students will be made aware of the world of work and will gain an understanding of what is required to achieve economic well-being. Students will be encouraged to develop their personal independence and their ability to manage their workload in line with other time commitments. Specific experiences outside of the normal curriculum will have a positive impact in preparing students for a life after school.

Staff

The school staff are its most important resource. A key role for all members of staff is to provide a positive role model for all students in all aspects of their work and development within the school community and beyond.

Governors

The Governing Body makes a critically important contribution to the school community. Governors take an active role in supporting the work of the school and in ensuring significant progress is made.

Parents and Carers

Parents and Carers are our partners in the education of our students and we value the positive relationships which exist between school and home. A positive working partnership between parents/carers, students and school is fundamental to a child's successful development.



Uniform and Appearance

Students are expected to observe a high standard of dress and a school uniform is worn by all in the Main School.

Year 7-11	
Girls	Boys
Navy Blue School Blazer with Logo	Navy Blue School Blazer with Logo
Plain White School Shirt with a collar to take a tie (to be work tucked in and top button fastened)	Plain White School Shirt with a collar to take a tie (to be work tucked in and top button fastened)
School Tie (to be worn displaying logo)	School Tie (to be worn displaying logo)
Black school Skirt with house coloured band or black school trousers	Black school trousers
Black low-heeled shoes (no sports shoes, no Velcro fastening other than under medical direction, no logos)	Black low-heeled shoes (no sports shoes, no Velcro fastening other than under medical direction, no logos)

During winter months a plain white t-shirt only may be worn under shirts for warmth

Coats

School coats should be logo free and preferably black or blue.

Sweatshirt material 'hoodies' are completely banned from school premises and should not be worn as school coats.

Our School Uniform can be purchased online at www.sussexuniforms.co.uk or telephone 01444 227066. Please order before the end of July to ensure delivery in time for the new term. Standard school trousers and white school shirts may be purchased from school wear departments of most chain stores.



Jewellery:

One stud per ear is the only piercing allowed.

No rings or visible necklaces.

Nail Varnish:

False nails and nail varnish are not permitted.

Hairstyles:

Natural colours only. No unnatural hair colours are permitted i.e. shades of primary colours, or 2-tone dipped dyed hair. Hair length may not be shorter than a No. 2 and designs etched into hair and Mohican like styles are not permitted. If you are allowing your child to have their hair coloured it would be advisable to check with school first.



Uniform and Appearance

We are delighted that so many parents/carers want to “buy into” the ethos and standards of St Wilfrid’s. This is evidenced in the increasing number of students applying, and waiting, for places in each year group. We believe that the way you dress and appear is critical to demonstrating support for all that the school stands for. This booklet is intended to reinforce our expectations in this area.

At St Wilfrid’s, we continually talk about wanting the “best for all and the best from all”. This is just not academically but in everything that students say and do. Therefore, we do set high standards but nevertheless, standards that are achievable.

By taking a pride in their appearance, students are showing that they are taking their education seriously and showing that they want to be at St Wilfrid’s Catholic School. Please ensure that you help your child achieve this by sending them to school wearing the correct uniform and taking time to ensure that they wear it correctly and adhere to the guidelines for other aspects of their appearance.

The phrase “look smart, learn smart” will be continually reinforced with students with regard to uniform. I would ask you to reinforce these sentiments to your child/children and by working together we will ensure that your child/children are the very best they can be in everything they do.

Guidance from the Department of Education allows for “the Headteacher to ask a student to remedy a breach of the school’s rules on appearance or uniform.... if the student repeatedly infringes the school rules on uniform or appearance this may constitute a disciplinary offence and may be grounds for exclusion”. St Wilfrid’s implements this guidance.

Please ensure that you read on before buying any new uniform items and if in doubt contact your child’s form tutor in the first instance (current students) or contact school reception (current Year 6 students).

We expect our students to be outstanding in everything that they do, say and in how they look. With your support, they will be!

The examples in this booklet should ensure that you are aware of what is not acceptable. If you are in any doubt then please contact your child’s Form Tutor in the first instance. If after reading this booklet you are unsure as to what you are about to buy or allow your child to do then it is highly likely that it would not be acceptable.

As you will see from reading this booklet, we place a high value on the appearance of all our students. It is essential that in choosing to send your child to St Wilfrid’s Catholic School that you recognise that we expect your full support on this issue.


If at any point you experience a particular problem with regard to supplying your child/children with the correct uniform, it is essential that you contact your child’s form tutor in the first instance.



Uniform and Appearance

The following information is to help you in ensuring that your child is dressed correctly for school.

General Appearance

Hair	Facial Piercings	Make Up
<p>Natural colours only, no multiple hair colours or dip dyed hair eg.</p> 	<p>The only piercings allowed to the face/head are one small, discrete ear stud in each ear.</p> <p>No other facial/head piercings (including tongue piercings) are allowed. Neither are retainers to "hold piercings open".</p>	<p>Any students wearing obvious make up will be given make up remover to remove it.</p> <p>False nails and nail varnish are not allowed. Students wearing nail varnish will be given nail varnish remover to remove it.</p>

Other examples of inappropriate hair colouring are shown here. If you are considering allowing your child to have their hair coloured it would be advisable not to or in the very least, check with the school first.



Students are allowed to wear a watch. They **are not** allowed to wear bangles or rings and if seen wearing them, they will be confiscated.

Hair bands should be dark in colour and small in size. Students are not permitted to wear flowers in their hair and all hair clips should be discrete and dark in colour.

Boys Hair

The shortest allowable cut for any student, although this mostly applies to boys, is Grade 2. Designs etched into the hair or eyebrows and mohican like styles are not permitted .

All students are expected to have a high standard of uniform. It is not acceptable to wear the wrong uniform or to wear correct uniform incorrectly.



Uniform and Appearance

All students must wear white school shirts which have a “top button” and students *must* be able to tuck their shirt into their trousers/skirt:

It is essential that the size of the collar is big enough for students to be able to do up their top button!

Also, that their shirt is long enough to be tucked in!!



Blouses are not acceptable, neither are “fitted/tailored shirts” which cannot be tucked in.

Skirts

Girls must wear the official school skirt with house logo band. There is only one acceptable school skirt. This must be ordered from Sussex Uniforms. Please contact them on 01444 227066 or visit their website www.sussexuniforms.co.uk.



Trousers

Alternatively, girls may wear *plain* black trousers (no ornamental buckles or excessive buttons). Trousers must be of “traditional” school type and not be tight on the leg/ankle or jean style.



Tights

Girl’s tights *must* have a foot and be plain. Colours allowed are black/flesh.



School coats should be logo free and be either black or blue (sweatshirt material hoodies are completely banned and *should not* be worn as school coats; if seen they will be confiscated).



Uniform and Appearance

How to wear the uniform (boys & girls):



Top button done up
Tie covers top
button
Crest below knot
Shirt tucked in

The skirt pictured here is the only
permissible school skirt

All students are expected to follow the simple 4 point plan
with regard to how they wear their shirts and ties.



Uniform and Appearance

Shoes

As a general guide, shoes should be the type that you could wear with a business suit.

Any plimsoll/trainer style shoe is not acceptable to wear for school. As an example; in the world of business, a businessman/woman would not turn up to an important meeting in a suit and trainers! We expect our students to follow the idea of "Look Smart, Learn Smart" and ensure that they are the best they can be in everything they do, starting with their appearance!

Please be aware that just because a shoe shop advertises a certain style of shoe as a "school shoe" this may still not be acceptable as many so called "school shoes" are of a trainer type.

Sending your child to school wearing trainers (even with a note) may see them sent home or working in isolation from their peers.

Examples of appropriate footwear:

Girls:



Boys:



Examples of footwear which **are not** acceptable:



Homework

Learning goes on in every part of life. Children spend 85% of their time out of school so it is important to make good use of this time.

Teachers will set relevant homework and will specify the date for completion. This work must be done by every student.

The completion of good quality homework is a key part of any student's progression.



Parental support for homework is essential

Please monitor your child's homework to ensure that your child is able to do it and that it is completed on time. If your child is having difficulty with homework please discuss this with your child's teacher.

Homework is a window on what is being taught in classroom. If you know what your child is studying you will then be able to identify ways to help extend that learning.

Top Tip Help with homework but don't do it for them

Parents can help their children organise for Homework

- Set aside a quiet space for homework to be done
- Make sure the necessary equipment is available eg. pencils, pens, paper etc
- Set aside "homework time" - don't wait until they are ready for bed
- Insist that there are no distractions eg. no TV
- If there is a lot of homework, help your child plan what to do first and encourage short breaks of a few minutes
- Sign your child's planner for the appropriate week and write any concerns to your child's tutor via their planner



Top Homework Tips

Children
need space
to work

Ask your
child's Form
Tutor if you
are unsure

Never tell
your child
you were "no
good" at a
subject

Ensure your child
always eats
breakfast!

Keep a stock
of pens,
pencils etc in
the house

Educational games,
books and websites
make learning
enjoyable

Learn
together -
go out and
about

Agree limits
of time and
content on
TV/Internet

Fathers -
read to
your sons

Watch out for
programmes on TV that
have something to do
with school and watch
them together

Put learning into practice -
let your child look for "best
buys", check change, read
to brother/sister and
to you etc...



Key Stages and National Curriculum Levels

Key Stages and Years

The National Curriculum tells schools when things should be taught by describing broad “key stages”. Each key stage is a block of years.

Keystage 3 (KS3) covers National Curriculum learning when your child is aged 11-14 (Years 7-9).

Keystage 4 (KS4) covers National Curriculum learning when your child is aged 14-16 (Years 10-11).

Each key stage lasts for several years and schools are free to organise teaching within this time as they think best. Schools create their own plans, term by term, year by year.



During KS4 students will sit Public Examinations during Year 11. The final Public Examinations take place in May/June of Year 11.

Making Progress

Whilst in secondary school, the Government’s expectation is that each student will make an appropriate degree of progress. The starting point for this will be the scores achieved in the end of Key Stage 2 SATS for English (Reading) and Maths. As yet, they have not agreed exactly how they wish schools to judge this over Key Stage 3.

Target Setting

At St Wilfrid’s we believe in setting challenging targets which are aspirational and, as such, will see many students achieve significant progress.

At KS3 the targets set are currently in levels and follow on from the scores/levels achieved at KS2. Year 7 targets will not be set until late Autumn. In line with DfE policy, during 2016/17 St Wilfrid’s will be piloting other methods of target setting and reporting for some subjects in Year 7 only. Full details of this will be communicated to parents during the academic year. As students move into KS4 the targets set for them are in the form of GCSE grades.

September 2016 sees the continuation of the new GCSEs in Maths and English for Year 11. These two are the start of the change in the move away from grades A*-G, being replaced with grades 9 to 1. For Year 10, most but not all, subjects will begin their new GCSEs and all results for those subjects will be on the new 9 to 1 scale. A very small number of subjects (Business Studies, Product Design and Media Studies) will remain on A*-G grades in 2017 as the new exams have not yet been submitted for accreditation.

Attitude to Learning

For your child to make the levels of progress that reflect their ability, it is essential that they have a positive attitude to school and their learning. It is essential that this attitude is reinforced at home. A student displaying a positive attitude to learning will ensure that they are correctly prepared for each lesson with the necessary equipment, with completed homework and they will engage in the learning process allowing themselves and others to learn.



Safe Use of the Internet - Advice for Parents

Banning the use of the Internet is not an option in the 21st century. However, carefully monitored use bearing in mind the law is recommended to all parents/carers.

At St Wilfrid's we encourage parents and carers to take an active role with their children using the Internet. If you are spending time with them online you can help them be safe and responsible.



Learn about technology together, ask lots of questions and don't be put off if it seems that your child knows more about it than you. Remember that it is your family and you have the responsibility to keep an eye on what your child is doing.

Are you aware of the laws regarding Social Networking Sites?

Some sites have an age restriction eg. Facebook is not designed for children under the age of 13 - other sites have similar rules.



Do's!

- Establish clear ground rules for Internet use, learn about the different parental control tools, protective software and controlled access options which are available
- Make it clear to your children what they should do if they receive offensive/dangerous messages, chat requests or have requests for information
- Encourage your child to show you anything they receive which may make them feel uncomfortable
- Contact the police if you believe your child may be in danger



Don'ts!

- Do not let your child give out their personal details or photos online
- Do not let your child meet up with anyone they have met online
- Do not allow your child to access websites that are not age appropriate
- Do not let your child accept friend requests, reply to emails or messages from people they do not know
- Do not let your child tell anyone their usernames or passwords



We Value Your Opinion

Statements	Strongly Agree	Agree	Disagree	Strongly Disagree
My child enjoys school				
The school keeps my child safe				
The school informs me about my child's progress				
My child is making enough progress at school				
The teaching is good at school				
The school helps me to support my child's learning				
The school helps my child to have a healthy lifestyle				
The school makes sure that my child is well prepared for the future (eg. changing a year group, changing school, and, for children who are finishing school, entering further or higher education, or entering employment				
The school meets my child's particular needs				
The school deals effectively with unacceptable behaviour				
The school takes account of my suggestions and concerns				
The school is led and managed effectively				
Overall, I am happy with my child's experience at school				

The above questionnaire may already be familiar to you as it has been used in the past to gauge the opinions of parents/carers. As a result of feedback from parents we have been able to build upon previous successes to ensure that all students receive a first class education.

If, at any point in your child's time at St Wilfrid's, you would seriously consider answering any of the above questions by ticking the "disagree" or "strongly disagree" boxes please contact Mr Lewis (Deputy Headteacher) via email at m.lewis@stwilfrids.com and he will ensure that you are contacted to discuss any issues.



Governors

The Governing Body consists of Foundation Governors (ie. they are appointed by the Bishop), Staff Governors, Parental Governors and representatives from the Local Education Authority.

If anyone would like more information on the role of Governors or any aspects of their work please contact the Clerk to the Governors, Mrs Christine James-Bailey via email at c.james-bailey@stwilfrids.com.

Mr Phillip Gidman	Chair of Governors
Mrs Christine James-Bailey	Clerk
Mgr Tony Barry	Foundation Governor
Miss Carol D'Souza	Foundation Governor
Mrs Mary Gallagher	Foundation Governor
Mr Kevin Harrison	Foundation Governor
Mrs Ann Oddy	Foundation Governor
Mrs Jacqueline Robinson	Foundation Governor
Mrs Fran Kerr	Staff Governor
Mrs Zoe Taylor	Parent Governor
Mr Jonathan Brydon	Parent Governor



Chaplaincy

My name is Claire Franke and I have the privilege of being the Lay Chaplain at St Wilfrid's, working with our excellent team of deanery clergy and with many others in the community to ensure that our students are given an opportunity to grow in their relationships with God during their time at the school and to help them to see the good in themselves. As Lay Chaplain I am also supported by Mr Watts the Assistant Chaplain and The Sixth Form Mass Preparation Team. I am also very lucky to be supported by the "Spiritual Life Group" made up of volunteer students and staff who reflect and advise on the liturgical life of the school, keeping the message of the Gospels relevant to all within our community.



Here at St Wilfrid's we do far more than simply give our students a secular education. It is also true to say that we see ourselves as more than just providing a service. Obviously our mission encompasses both those things very strongly, but as a Catholic school we believe in educating the "whole" person, seeing every single person in the way that God sees them: each with a unique and beautiful set of gifts and talents, a spiritual life, a place in the world and each called to communion with God and with one another. As such, we ensure that our school is a loving caring community, marked out by its strong and loving Gospel values and emphasising the Christian dimension in all that we do.

We take inspiration from these words often attributed to St Francis of Assisi "Preach the Gospel at all times and when necessary use words".



Chaplaincy work in the school has many faces. There are the daily prayer resources that are used in classrooms, the weekly Mass, larger Masses for special occasions, events to mark the various seasons and feast days in the Church, charity and fundraising events, as well as providing our Year Leaders with pastoral support and a whole host of other things. As Lay Chaplain it is also my job to run the school's retreat programme; a programme which offers a retreat to each student in Years 7 to 11 every year. These provide students with a valuable opportunity to take a step back from their studies for a period of time to reflect and bond with one another in a different setting. Mass and prayer are central to these times.

Another important function of chaplaincy is to develop links with local parishes and primary schools. We recognise that we are by no means in it alone, so to speak. We are lucky to have such an amazing community in this deanery.

It's also the job of the Lay Chaplain to provide spiritual support for staff, recognising as we do, that supporting those who do the work of the school is as important as the support we give to our students.



Bring Your Own Device (BYOD)

BYOD - What Is It?

St Wilfrid's operates a Bring Your Own Device (BYOD) Scheme through which students can bring their own device such as Smart Phone or Tablet in school. We are currently in the pilot phase of the project. If you would like any further information please contact Assistant Headteacher Mr Jamie Chandler at j.chandler@stwilfrids.com.

Registering Your Device

Students can only register their devices at school, outside the technicians office. At present Windows Smart Phones do not operate on the network.

School Liability Statement

Students bring their devices to use at St Wilfrid's at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.



St Wilfrid's assumes no responsibility for theft, loss or damage of an electronic device brought into the school. Anyone bringing these devices to school do so at their own risk.

Apps & Content

St Wilfrid's has access to some cutting edge educational tools which can be utilised through mobile devices. All departments also provide dedicated resources to students through the subject websites which can be found here.

GCSEPOD

What is GCSEPOD?

Students at St Wilfrid's can now use GCSEPod as a revision tool.

GCSEPod has over 3,500 GCSE specific podcasts which you can watch online or download to your Apple, Blackberry or Android device.

GCSEPod is FREE OF CHARGE to all St Wilfrid's students and staff.



It covers 15 subjects and is tailored to your exams and squeezes exactly the right knowledge students need into short 3-5 minutes chunks.



School Communication

At St Wilfrid's we try very hard to keep parents regularly informed about what's going on in school. **We sends all letters and information about school activities via email** and they are also placed on our school website under Student Information and by clicking on their Year Group Information page.



In order to receive communication from St Wilfrid's it is vital that you supply us with an up to date email address along with your current mobile number. This method of communication is not only extremely efficient but far more cost effective and environmentally friendly. Please remember to update the school should you move, change your mobile number or update a new email account.

School App



MyEd is the free parent app that gives you a multitude of communication and information features to stay in touch with what is going on at school. The app gives you direct access to your son or daughter's attendance, achievements, timetable, emails, messages and much, much more. You will also see that we update and change the information in the app as the school year moves along.

We are able to send you messages directly to the MyEd app relating to important information about your child's education and to remind you of events that are taking place at school. You will receive a notification if we send you a message and there is no charge for the messages you send to us.

The MyEd app is available for both Apple iOS and Android devices but unfortunately is not available on Windows phones. It can be found using the links below:

Step 1 - Go to your App Store Step 2 - Search for My Ed Step 3 - Download the Free app
Apple iOS App

Google Android App

Once you have installed and opened MyEd, search for ST WILFRID'S CATHOLIC SCHOOL here and follow the simple instructions to identify yourself.

Please note that only the contact(s) identified as Priority 1 will be able to receive this information. If you would like another of your contacts to be able to receive this information who is not Priority 1 then please contact Student Services.



Parent Pay

St Wilfrid's is now a 'cashless' school. This means all payments for educational visits, school lunches, revision aids, etc will be made electronically via ParentPay which by now you are familiar with. Please contact Debra Riches via d.riches@stwilfrids.com if you have any questions regarding this or require a reminder of your ParentPay login details.



If you aren't able to pay online, St Wilfrid's now accept PayPoint payments. By making PayPoint payments you can still pay in cash but there is no need for your child to carry money into school, creating a completely cashless school. You can make PayPoint payments for school by visiting any store displaying the yellow and purple PayPoint sign. To find out where you can pay click on the store locator and enter your full post code to receive a list of your nearest stores.

Go 4 Schools

As part of our commitment to inform parents/carers about your child's progress, we have an on-line internet based package that allows you to access assessment levels, reports and other information.



This package will is called Go4Schools and will allow you to see your child's current attainment, attendance information and reports.

Logging on to Go4Schools

Go4Schools makes use of your email address in order for you to register with/log on to the site. You can only use the email address that is registered with the school as this information links you to your child. There are a number of security measures in place so that only those parents/carers linked to each child can access the information.

Please click [here](#) to log on to Go4Schools. You will need to log on as a first time user. Type in your email address that is registered with the school (eg. firstname.surname@gmail.com) and request a password. You will receive a password to **your registered email account (eg. your gmail account)** after which you can use your registered email and newly supplied password to log on to the Go4Schools parent site.

You can then change your password to something more memorable using the 'My Settings' section of the website.

If you have a child at another school using Go4schools and you have registered the same email address with both schools, you will be given the choice as to which school you wish to view when you log on.

If you haven't registered your email addresses with St Wilfrid's, you won't be able to log on until you have contacted the school and registered your email address. You can do this by using the contact email: reception@stwilfrids.com. Also please use this address to make changes to your contact information or if you have any queries.



Frequently Asked Questions...



How do I report my child's absence?

If your child is absent or going to be late due to a medical appointment please call 01293 421421 and then press 1 for students in Y7-11 or 2 for 6th form, leaving the name of your child, tutor group and reason for absence before 9.00am where possible. You can also email absence@stwilfrids.com



What do I do if my child has a medical appointment during the school day?

Medical and dental appointments should be made out of school hours, where possible. If this is unavoidable then your son/daughter should bring in a letter on the day of the appointment and take it to Student Services where they will be issued an Early Pass. Parents are expected to collect their children from school.



What happens if my child needs pain relief during the school day?

Paracetamol is the only pain relief the school is allowed to administer. This is kept in school in tablet and liquid form. A signed 'Parental agreement to administer Paracetamol' consent form must be completed before this can be given.



What happens if my child needs to take prescribed medication during the school day?

If your child is prescribed medication which HAS to be taken within the school day a signed 'Parental agreement to administer medicine' consent form must be completed and the medication must be provided in the original prescribed packaging together with the information leaflet. Where possible medication should be administered before school, when your child gets home and at bed time.



What if my child feels unwell during the school day?

If your son/daughter feels unwell during the day or an accident has occurred then a member of staff must be told straight away. They will be sent to Student Services in the first instance and assessed accordingly. Parents/emergency services will be contacted if necessary.



I need to speak to/meet one of the teaching staff/Year Leader:

Telephone/email the member of staff directly and you will receive a prompt response. Staff email address can be found here <http://stwilfrids.com/staff-contact-list>



My child is finding the work too difficult/My Child is having friendship problems?

Contact your child's class teacher or Form Tutor.



What Extra Curricular activities are available for my child?

St Wilfrid's runs lots of different activities during break or after school. Some activities offered are designed to support the curriculum, such as Homework clubs and lesson specific catch-up. Some activities are extra- curricular and are there to provide the additional experience of taking part in a fun and interesting activity with other students outside of normal lessons. Please check the school website to see what activities are available <http://stwilfrids.com/extra-curricular-activities/>

