

Supporting Student Learning at Key Stage 3

AN INTRODUCTION TO YEAR 7 2023-2024



Cardinal Newman Catholic School
The Upper Drive, Hove, East Sussex, BN3 6ND
www.cncs.co.uk

Parent pack



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Please note: the details in the booklet are correct at the time of publication. Please check the school website for the most up to date information.

1. Welcome to the school

A warm welcome to Cardinal Newman Catholic School!

We are delighted to have been entrusted with your child's learning and we will do all we can to ensure that his or her time here is happy and successful. All members of our Newman family are unique individuals created in the image of God, therefore we strive together to always treat one another with kindness and respect and strengthen our community of Caritas. It is important to us that everyone feels safe, supported and inspired to make a positive contribution to learning in our classrooms, in our school and in life beyond school.

We expect all students to strive for excellence; embracing high quality learning habits and taking advantage of opportunities to discover and develop their God-given gifts and talents.


We work in close partnership with parents and carers with the aim of helping you support your child's education at Cardinal Newman. Within this booklet you will find important contact information and our hope is that you will find the section on '10 ways to support your child at secondary school' particularly useful.

The Year 7 Learning Guide is available on the Year 6 into 7 Transition page on the school website. It should help you to understand what your child is learning at school and help you support them by supervising their studies, discussing topics, checking homework and praising them as often as possible. This will help them to make maximum progress.

Please note that homework will be posted on Google Classroom and you will be able to access this as a parent. More details will be provided soon.

NB Student access to the Internet is available in the Library at both breaks and before and after school.

Yours sincerely



Ms C. Jarman

Principal

2. Contact details

| | |
|------------------------|-------------------------------------------------------------------------------------------------|
| School address: | Cardinal Newman Catholic School The Upper Drive, Hove, East Sussex, BN3 6ND |
| Telephone: | 01273 558551 |
| Email address: | reception@cncs.co.uk |
| Website: | https://www.cncs.co.uk/ |
| Twitter: | @CNCSEOfficial |
| Facebook: | https://en-gb.facebook.com/cncsofficial/ |

3. Our mission and values

**“God is love, and he who lives in love lives in God, and God lives in him”
(1 Jn 4:16)**

Our Mission

Our mission is to provide an excellent Catholic education for all our students which enables them to respond to the call of Christ throughout their lives.

Caritas – the love which is God – is the golden thread running through everything we do. We welcome and accept all our students and staff as unique individuals created in the image of God. We treat one another with kindness and respect. We are a community of Caritas where everyone feels safe, supported and inspired to make a difference in our local, national and global communities.

We strive for the highest quality of learning and teaching that inspires us all to discover and develop our God-given gifts and talents, to excel in the present and aim high for the future.

We seek to live out this mission statement in partnership with the home and parish.

Our Values

Caritas: All we do at our Christian school is modelled on the life and teachings of Jesus Christ. He taught us that the greatest commandment is to love your God with all your heart, with all your soul and with all your mind and that the second is to love your neighbour as yourself. Everything we do – our work, our play, our acts of worship – is for the greater glory of God. We also love one another. That means that we look after each other, reject all forms of anti-social behaviour, including bullying, and take pride in how we present ourselves and our community.

Excellence: All of our staff and students are children of God and have been made in His image. We all have God-given talents and it is our responsibility (and our joy) to discover these and develop them to the full. We strive for excellence in all that we do – in our teaching, our learning, our physical and creative pursuits. Though we have different starting points we strive to be the best that we can be. We measure that through the progress that we make.

Together: We are a community because we support each other and do things – pray, work, play, eat – together. No one gets left behind.

4. Staff Contact Information

| House | House Leader | Form Tutor(s) |
|------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Foster House | Mrs C Foster (c.foster@cncs.co.uk) | Teacher J Beasley (j.beasley@cncs.co.uk) |
| Jeens House | Mr A Jeens (a.jeens@cncs.co.uk) | Mr A Breckenridge (a.breckenridge@cncs.co.uk) |
| Kellie House | Mr M Kellie (m.kellie@cncs.co.uk) | Miss C Bowden (c.bowden@cncs.co.uk) |
| Lawden House | Mrs C Lawden (c.lawden@cncs.co.uk) | Miss D Ilinova (d.ilinova@cncs.co.uk) Mr S Tunstall (s.tunstall@cncs.co.uk) |
| Marsh House | Ms L Marsh (l.marsh@cncs.co.uk) | Mr S Wild (s.wild@cncs.co.uk) |
| Nelson House | Mr W Nelson (w.nelson@cncs.co.uk) | Miss C Strong (c.strong@cncs.co.uk) Ms L Bruen (l.bruen@cncs.co.uk) |
| O'Connor House | Mr S O'Connor (s.oconnor@cncs.co.uk) | Teacher F Cross (f.cross@cncs.co.uk) Teacher C Bailey (c.bailey@cncs.co.uk) |
| Ruby House | Ms J Ruby (j.ruby@cncs.co.uk) | Mr E Verkade (e.verkade@cncs.co.uk) |
| Peel House | Miss I Peel (i.peel@cncs.co.uk) | Mrs K Holbird (k.holbird@cncs.co.uk) Mrs K Terri (k.terri@cncs.co.uk) |
| Searancke House | Mrs T Searancke (t.searancke@cncs.co.uk) | Teacher F Yip (f.yip@cncs.co.uk) Teacher R Ingram (r.ingram@cncs.co.uk) |
| Stevens House | Mr T Stevens (t.stevens@cncs.co.uk) | Mr D Laidler (d.laidler@cncs.co.uk) Miss Z Inman (z.inman@cncs.co.uk) |
| Tate House | Mrs H Tate (h.tate@cncs.co.uk) | Miss C Cole (c.cole@cncs.co.uk) |

Curriculum Contact Information

(Key Stage 3 Curriculum Leader unless otherwise stated)

| | |
|----------------------------|---------------------------------------------------------------------------------------|
| Art | Mrs L Airey (l.airey@cncs.co.uk) |
| Computing | Mrs T Brosnan (t.brosnan@cncs.co.uk) |
| Design & Technology | Teacher J Green (j.green@cncs.co.uk) |
| Drama (Subject Leader) | Mr G Hammett (g.hammett@cncs.co.uk) |
| English (Yr 7) | Ms A Hett (a.hett@cncs.co.uk) |
| Geography (Subject Leader) | Mrs F Brunner (f.brunner@cncs.co.uk) |
| History (Subject Leader) | Mr M Conneely (m.conneely@cncs.co.uk) |
| Mathematics | Miss N Crane (n.crane@cncs.co.uk) |
| Modern Foreign Languages | Mr J Greenwood (j.greenwood@cncs.co.uk) |
| Music (Subject Leader) | Mrs C Lane (c.lane@cncs.co.uk) |
| Physical Education | Mr M Scott (m.scott@cncs.co.uk) |
| PSHE (Subject Leader) | Ms L Marsh (l.marsh@cncs.co.uk) |
| Religious Education | Mr D O'Brien (d.obrien@cncs.co.uk) |
| Science | Teacher D Heyns (d.heyns@cncs.co.uk) |

5. CNCS Term Dates 2023/2024

Autumn term 2023

Term starts for Year 7 students on: Monday 4th September

Term ends for students on: Friday 15th December 2023

Half term is between: Monday 23rd – Friday 27th October 2023

Winter holiday: Monday 18th December 2023 – Monday 1st January 2024

Inset days: Friday 1st September 2023, Friday 20th October 2023

Spring term 2024

Term starts for students on: Wednesday 3rd January 2024

Term ends for students on: Thursday 28th March 2024

Half term is between: Monday 12th – Friday 16th February 2024

Spring holiday: Friday 29th March – Friday 12th April 2024

Inset days: Tuesday 2nd January 2024, Monday 19th February 2024

Summer term 2023

Term starts for students on: Monday 15th April 2024

Term ends for students on: Friday 19th July 2024

Half term is between: Monday 27th – Friday 31st May 2024

Summer holiday begins: Monday 22nd July 2024

Bank holidays 2023/24

Christmas Day Monday 25 December 2023

Boxing Day Tuesday 26 December 2023

New Year's Day Monday 1 January 2024

Good Friday Friday 29 March 2024

Easter Monday Monday 1 April 2024

Early May Bank Holiday Monday 6 May 2024

Spring Bank Holiday Monday 27 May 2024

Summer Bank Holiday Monday 26 August 2024

Inset day: Tuesday 23rd July 2024

(See the back page for a copy of the term dates calendar)

6. Timing of the school day

First Day Arrangements: We will send you details of this separately

The school day starts at 8.40am and finishes at 3.05pm.

| | |
|--------------------|-------------------|
| 8.40-9.40 | LESSON 1 |
| 9.40-10.40 | LESSON 2 |
| 10.40-11.05 | BREAK/FORM |
| 11.05-11.30 | BREAK/FORM |
| 11.30-12.30 | LESSON 3 |
| 12.30-1.30 | LESSON 4 |
| 1.30-2.05 | LUNCH |
| 2.05-3.05 | LESSON 5 |

Enrichment: After school clubs

One of the great advantages of finishing the afternoon at 3.00pm is the opportunity it gives students to take part in extra-curricular activities. At Cardinal Newman Catholic School many students enjoy sports activities after school and at weekends. Music making is highly regarded, with orchestras, instrumental groups and choirs. Extra-curricular P.E. is a particularly popular after-school activity with strong school teams in a variety of sports. Details of the various activities, clubs and societies are published during the first week. Students are encouraged to take part in at least one of these and to try something new! Details are advertised in our Principal's letter and on our school website.

7. Attendance and punctuality

Our school attendance target is 96% which is achievable for the vast majority of students. A large number of our students maintain a 100% record throughout the school year. Research suggests that students who are punctual and maintain above 95% attendance achieve a whole grade higher in every subject than those who have less than 95% attendance.

Students should arrive at school by 8.30am to commence Lesson 1 promptly at 8.40am.

Any student who arrives after 8.40am will receive a consequence for punctuality. Students arriving after 9.00am must go to the Admin Office to sign in.

To report an absence:

Please inform the school if your child is absent on every day of their absence by 8.30am, stating the reason for absence. The school will decide if this can be authorised. Please support us to authorise absences by providing evidence where necessary.

Please contact the school by 8.30am, via Class Charts, Studybugs (<https://studybugs.com>), email (absence@cncs.co.uk) or by phone on 01273 558551 (option 1) if your child is going to be absent or late.

Guidance on illness and whether you should send your child to school can be found at:

<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

Full details of our Attendance policy can be found on the school website:

<https://www.cncs.co.uk/statutoryinformationandpolicies>

Every school day counts towards your child's success!

| The effect of absence on progress | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------|-------------------------------------------------------------------|-----------------------|-----------------------|
| A whole year has 365 days; a school year has 190 days. That leaves 175 days to spend on family time, holidays, shopping and other appointments. | | | | | |
| No Absence | 10 Days Absence | 12 Days Absence | 19 Days Absence | 29 Days Absence | 38 Days Absence |
| 190 days of education | | | | | |
| | 180 days of education | | | | |
| | | 178 days of education | | | |
| | | | 171 days of education | | |
| | | | | 161 days of education | |
| | | | | | 152 days of education |
| 100% | 95% | 94% | 90% | 85% | 80% |
| Very Good | | Worrying | | Serious concerns | |
| Make more progress than expected | | Struggle to make expected progress | Make less than expected progress – lose one grade in each subject | | |

8. Behaviour

Student Code of Conduct: The Newman Way*

(There are consequences to not following the Newman Way)

(*also applies on the journey to and from school.)

| | | |
|-------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CARITAS | <p>I HAVE BEEN CREATED FOR A SPECIFIC PURPOSE</p> <p>I AM VALUED, I AM VALUABLE AND I VALUE OTHERS</p> | <ul style="list-style-type: none"> • We uphold our Catholic Christian values. • We treat everyone, including ourselves, with kindness and respect. • We understand that drugs, alcohol, tobacco, weapons and mobile phones can cause harm and are banned. • We take responsibility for our school and the wider environment. |
| EXCELLENCE | <p>I ALWAYS AIM FOR MY PERSONAL BEST</p> | <ul style="list-style-type: none"> • We are always on time with the correct equipment. • We listen to each other and staff in silence and follow instructions the first time. • We participate in lessons, never disrupting the learning of others. • We complete all work on time and with pride. |
| TOGETHER | <p>I AM A LINK IN A CHAIN</p> | <ul style="list-style-type: none"> • We wear our uniform correctly. • We do not tolerate discrimination in any form. • We take responsibility for our actions and work with staff, and each other, to move forward. • We move around school calmly, following directions and the one-way system. |

Home School Agreement

I understand that my child is expected to follow the Newman Way, follow staff instructions and accept their authority.

As Parents and Carers, we / I will agree to:



Attendance Support my child to have the best possible attendance at school, and to arrive by 8.30am.



Behaviour: Support the Positive Relationships (Behaviour) Policy, including School Uniform/Equipment Policy, "On site, out of sight" Mobile Phone Policy and Acceptable Use of Social Media and Internet Policy. Support the consequences if they do not because the policies exist to promote equity, safety and accessibility for all.



Catholic ethos Support the Catholic mission of CNCS.



Difficulties Tell the school about any difficulties that my child might have, using the Form Tutor as the first point of contact for pastoral issues and subject teachers for subject issues.



Ensure that my communication with CNCS staff is never abusive and inform the school straight away if contact information changes.

Parent/Carer signature Date

9. Uniform list

| Yes please <i>(available from)</i> | No thank you |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Newman year group sweatshirt* <i>(Sussex Uniforms)</i> Optionally a Newman year group hoody* <i>(Sussex Uniforms)</i> | No other hoodies will be allowed in school. |
| Newman year group polo shirt* <i>(Sussex Uniforms)</i> | No visible t-shirts under polo shirts. |
| <i>Either</i> Newman branded leggings* <i>(Sussex Uniforms)</i> <i>or</i> Newman branded track trousers* <i>(Sussex Uniforms)</i> <i>or</i> Black tailored trousers <i>(supermarket/high street)</i> <i>or</i> Black tailored shorts <i>(supermarket/high street)</i> <i>or</i> Newman skirt Unaltered and 20" standard length <i>(contact reception@cncs.co.uk)</i> | No jeans, no non-Newman jogging bottoms or trousers pulled down below the waistline. No sports shorts. |
| All-black shoes or trainers; any logos must be black <i>(supermarket)</i> | |
| Black or white socks only | No ripped tights. |
| A waterproof and warm coat | No heavy make-up, false eyelashes or false nails. |
| | No nose-rings, diamond-effect studs, bars or similar. No visible facial piercings are allowed. A near-invisible nose stud of 1.5mm or less (plain metal or clear and transparent) may be permitted if you seek permission from your Head of House. |
| The colours for the different years are: Maroon (7) Green (8) Light Blue (9) Grey (10) Navy Blue (11) | |
| As a school we subscribe to the Halo Hair Policy. <ul style="list-style-type: none"> • No excessive hairstyles are acceptable e.g. dyed in unnatural colours or cut in patterns. • Nails should be kept short for safety and hygiene and only clear or discreet nail varnish is acceptable. • Expensive and inappropriate items of jewellery must not be worn to school. No visible jewellery apart from a pair of earrings (studs or sleepers) and one small ring. No hooped earrings. | |

EQUIPMENT LIST

Students should bring

- black pens
- a highlighter
- a pencil
- a ruler
- an eraser
- a sharpener
- a glue stick
- classroom scissors
- a calculator (Casio FX-83TX)

...ideally in a pencil case

They also need headphones/earphones with a 3.5mm minijack lead for use in Music/IT lessons. *(Headphones should be kept in their bags and out of sight apart from when they are asked to use them in Music/IT).*

They should bring a sturdy bag, big enough to hold A4 sized books; we recommend a rucksack.

PE Kit (Girls)

- Cardinal Newman black PE T-shirt*
- Black shorts
- Plain black sports leggings
- Long, plain red sports socks
- White sports socks (for indoor PE)
- Trainers (for indoor and outdoor use)
- Football boots
- Shin pads for hockey and football
- Protective mouth guard (HIGHLY recommended) in rugby and hockey lessons, compulsory in rugby and hockey fixtures

The following items are optional:

- *Cardinal Newman red sweatshirt or fleece (ideally for the winter months)*
- *Red hoodie (Years 10/11)**
- *Plain black tracksuit bottoms*
- *Black rain jacket**
- *Base layers/skins are optional for students to wear under their Cardinal Newman kit in the winter months (ideally black).*

PE Kit (Boys)

- Cardinal Newman black PE T-shirt*
- Black shorts
- Long, plain red sports socks
- White sports socks (for indoor PE)
- Trainers (for indoor and outdoor use)
- Football boots
- Shin pads for hockey and football
- Protective mouth guard (HIGHLY recommended) in rugby and hockey lessons, compulsory in rugby and hockey fixtures

The following items are optional:

- Plain black tracksuit bottoms
- Black rain jacket*
- Cardinal newman Rugby Shirt
- Cardinal Newman fleece (ideally for the winter months)
- Base layers/skins are optional for students to wear under their Cardinal Newman kit in the winter months (ideally black).

Please note:

- School uniform branded bottoms are **NOT** to be used for PE lessons.
- Students are **NOT** permitted to wear their normal school shoes or socks in PE lessons.

*Order online: www.sussexuniforms.co.uk/collections/cardinal-newman

Sussex Uniforms, 40 Blatchington Road, Hove, East Sussex, BN3 3YH

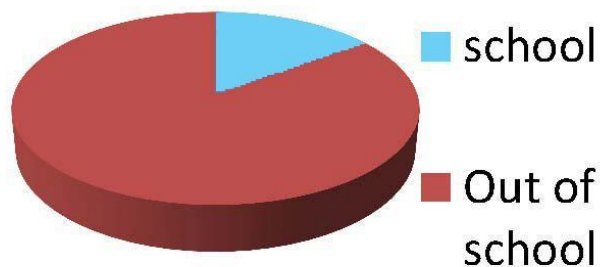
Tel: 01444 227066 | E: sales@sussexuniforms.co.uk

Pre-loved uniform is available to purchase directly from school by contacting reception@cncs.co.uk

May 2023

10. 10 ways to support your child starting secondary school

Only 15% of a child's year is spent at school; therefore your encouragement and support of them outside of school has a huge impact on their attitude to learning, preparedness and progress.



- Encourage your child to pack their bag the night before, using their timetable. Get them to check they have the correct equipment (black pens, pencil and ruler as standard).
- Check Google Classroom regularly so that you are aware of homework tasks your child has been set. Students should be able to do these tasks independently, but they find it helpful if their parents/carers remind them and check completion.
- Set up a regular study routine with your child i.e. a set time to do homework/reading each day.
- To support your child's focus, create a quiet study space in the home or encourage your child to attend the library or homework club in the relevant subject after school.
- Talk to your child about their learning and encourage them to read around the topics they are studying (see the learning guide for KS3 on the website).
- Promote independence and personal responsibility. Avoid doing anything for your child that they can do for themselves and encourage them to use initiative e.g. if they cannot print their homework due to a broken printer, get them to think of a solution like emailing the work to their teacher.
- Praise your child for their efforts. Your acknowledgement of this is highly motivating for your child.
- Encourage excellent attendance from the start to ensure a seamless induction to the school and to support the formation of friendships and sustained progress in learning.

- Your child's friendship group will be changing and widening; encourage your child to be open to making new friends, but monitor and regulate any social media activity your child engages in.
- If any subject related issues arise, the first port of call is always the subject teacher. For pastoral issues, your child's Form Tutor is the first contact (see contacts page). We are always happy to help!

We recommend that you label any personal belongings that your child brings into school.

You may also find the following link useful to support your child with transitioning to Secondary School: <https://www.bbc.co.uk/bitesize/tags/zh4wy9q/starting-secondary-school/1>

11. School meals information

Catering services here at Cardinal Newman Catholic School are currently provided by Innovate; a leading provider of catering and support services within education.

Food served conforms to government guidelines ensuring the provision of healthy, nutritional foods within a realistic tariff.

We serve a wide choice of food and beverages allowing students to benefit from a positive nutritional balance supporting a Healthy Lifestyle and meals are served that reflect the cultural, medical and dietary needs of our students.

There are also water fountains inside the main Dining Hall, outside the Sixth Form block, at the Quad and outside Reception, where students can refill their water bottles before/after school or during designated break times.

Menu

We start each day with a breakfast offer. We offer free porridge for students at breakfast time, and there is also a selection of hot food students can purchase which includes a full English and pastries.

During a typical day students choose from a selection of wraps, baguettes and sandwiches. Fresh fruit salad pots, along with yoghurt and mousses are just a few of the cold items that are on offer. Pasta, both hot and cold, is available, as well as an all year round salad bar.

As well as the main meals of the day, there are two teppan grills. Here, our students see foods cooked in front of them and are able to choose from a wide selection of dishes that are cooked fresh each day. To name a few; folded naan and kofta kebabs with minted yoghurt and salad, pancakes with golden syrup, fresh stir fry with a sauce of the day.

There is also a wide selection of grab and go items to tantalise taste buds at each of the main break services. There are paninis, burgers, pizza slices, roasted oven wedges and our vegan and vegetarian range that makes up the infamous V-Menu. Last but not least, there are fresh home bakes to choose from including carrot cake, shortbread, fruity flapjacks and gluten free brownies. A guide can be found on the school website: <https://www.cncs.co.uk/schooldining>

Catering: Cashless Payment system

We operate a cashless payment system in our catering outlets. This makes for speedier transactions (so less queues!) and ensures that parents/carers can see what their children are buying and eating. Parents/carers will be able to credit their child's school dining account using ParentPay and there is also a top up facility in the main dining room. Students will register their biometric or be issued with a PIN to access their account.

Free school meals

Your child might be eligible for free school meals if you access:

- Income Support
- Income-based Jobseeker's Allowance or Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per month)

How do I register?

You only need to register once at the school. For more information and to register, please see the Brighton and Hove City Council website:

<https://www.brighton-hove.gov.uk/content/children-and-education/schools/applying-online-free-school-meals>

12. Homework & Google Classroom

Regular homework is an important feature at Cardinal Newman. Year 7 students will be given fortnightly homework in core subjects (English, Mathematics, Science and R.E.) but, in other subjects this homework may take the form of fortnightly/half termly extended tasks or projects. Assignments set by the teacher may include, research, reading, project work, quizzes and regular revision for internal assessments. Homework will be posted on Google Classroom and will be visible to parents/carers so that you know what has been set and when each task is due. In the first term, we will build students up gradually to their full homework schedule.

13. ParentPay

In due course you will be given your login and will be able to access ParentPay immediately. ParentPay is used to pay for trips, to top up your child's school dining account, to buy tickets to events like the school production, as well as to make charitable donations.

14. Buses

For information about bus routes which serve the school, ticket options and discounts, please go to the Brighton and Hove School Bus website: <https://www.buses.co.uk/young-people>

15. Lost Property

Students are responsible for their own property including any valuables they choose to bring into school. As students can sometimes be forgetful, we recommend writing your child's name and form on the labels of their uniform, PE kit and school bag so we can reunite them with their lost items as quickly as possible. Lost property is located on the first floor of the Cashman building by the Music Office. **Please be aware that if any unnamed lost property is not reclaimed within a term we will recycle within school or donate to charity** (lostproperty@cncs.co.uk).

16. The Library

The school library at Cardinal Newman offers a welcoming and friendly environment for students especially in the transitional year from junior to secondary school where change can be seen as daunting.

In September the school is continuing with our reading programme – Accelerated Reader, a software supported reading programme. This focus on reading means that students are challenged with their reading via a daily 20 minute reading timetable across the curriculum. This programme helps us track reading progress via quizzes and reading tests, and offers rewards to help encourage the more reluctant reader.

We offer a well-stocked library offering contemporary fiction, graphic novels, curriculum supported resources and access to 30 networked computers. We further encourage reading by taking part in local book awards such as the Amazing Book Awards (<https://amazingbookawards.co.uk/>) and by taking part in national campaigns such as the Carnegie Shadowing award (<https://yotocarnegies.co.uk/>).

Our library is open Monday–Friday 8.30am–4.00pm. Throughout the day our vibrant space is busy with classes and students and after school students can have homework support and refreshments after their busy day.

17. Who to contact when...

If you have any questions, **check our website first**, much of the information you need is posted there. If you would like to speak to a member of staff, please consult the table below:

| ISSUE/ENQUIRY | WHO YOU NEED TO CONTACT |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Classwork/homework | Your child's subject teacher |
| Pastoral issues, including wellbeing, friendship issues, bullying | Your child's Form Tutor |
| Special educational needs | The Learning Support Department team: SENDTeam@cncs.co.uk |
| Administration of medication | Matron: c.marchant@cncs.co.uk |
| ParentPay | finance@cncs.co.uk |
| Lost Property | lostproperty@cncs.co.uk |
| Reporting absence/requests for absence | If you need to report your child's absence, use Class Charts, Studybugs (https://studybugs.com), call 01273 558551, Option 1 or email: absence@cncs.co.uk If you want to request approval for term-time absence, contact absence@cncs.co.uk |
| Discussion of issues affecting your child's attendance | Your child's Form Tutor PAM |
| The PFA | pfa@cncs.co.uk |
| School Governing Body | clerktogovernors@cncs.co.uk |

If your enquiry is about anything else or you are unsure as to which member of staff you need to speak to, please contact us via reception:

- Email us at: reception@cncs.co.uk
- Put the subject/issue and the name and form of your child in the header
- Provide brief details about your enquiry
- We'll forward your email on to the relevant member of staff

We aim to respond to all emails within 48h hours.

18. Governing Body

Chair of governors: Geri Silverstone

Full details of our Governors and their roles can be found on our website:

<https://www.cncs.co.uk/governors>

19. Complaints

Our Complaints policy can be found on our website:

<https://www.cncs.co.uk/statutoryinformationandpolicies>

20. Health and safety information

Our Health and Safety policy can be found on our website:

<https://www.cncs.co.uk/statutoryinformationandpolicies>

21. PSHE and Relationships and Sex Education Policy

Our RSE policy can be found on our website:

<https://www.cncs.co.uk/statutoryinformationandpolicies>

22. Pupil Premium

Our Pupil Premium plan can be found on our website:

<https://www.cncs.co.uk/statutoryinformationandpolicies>

23. Special educational needs (SEND)

Our SEND policy can be found on our website:

<https://www.cncs.co.uk/statutoryinformationandpolicies>

24. Privacy notice

Our Privacy notice can be found on our website:

<https://www.cncs.co.uk/statutoryinformationandpolicies>


25. Social media policy and internet acceptable use agreement


The Acceptable Use policy for students, staff and parents is available on request. Please contact marketing@cncs.co.uk.

Our policy on mobile phones is 'on-site - out of sight'.

Our school policies can be found at: <https://www.cncs.co.uk/statutoryinformationandpolicies>

School Term Dates 2023-24

 First day of Autumn Term **Year 7**







 First day of Autumn Term **Years 8-11**

| | September 2023 | | | | | October 2023 | | | | | November 2023 | | | | | December 2023 | | | | | |
|-----------|----------------|----|----|----|----|--------------|---|----|----|----|---------------|---|----|----|----|---------------|---|----|----|----|----|
| Monday | 28 | 4 | 11 | 18 | 25 | | 2 | 9 | 16 | 23 | 30 | | 6 | 13 | 20 | 27 | | 4 | 11 | 18 | 25 |
| Tuesday | 29 | 5 | 12 | 19 | 26 | | 3 | 10 | 17 | 24 | 31 | | 7 | 14 | 21 | 28 | | 5 | 12 | 19 | 26 |
| Wednesday | 30 | 6 | 13 | 20 | 27 | | 4 | 11 | 18 | 25 | | 1 | 8 | 15 | 22 | 29 | | 6 | 13 | 20 | 27 |
| Thursday | 31 | 7 | 14 | 21 | 28 | | 5 | 12 | 19 | 26 | | 2 | 9 | 16 | 23 | 30 | | 7 | 14 | 21 | 28 |
| Friday | 1 | 8 | 15 | 22 | 29 | | 6 | 13 | 20 | 27 | | 3 | 10 | 17 | 24 | | 1 | 8 | 15 | 22 | 29 |
| Saturday | 2 | 9 | 16 | 23 | 30 | | 7 | 14 | 21 | 28 | | 4 | 11 | 18 | 25 | | 2 | 9 | 16 | 23 | 30 |
| Sunday | 3 | 10 | 17 | 24 | | 1 | 8 | 15 | 22 | 29 | | 5 | 12 | 19 | 26 | | 3 | 10 | 17 | 24 | 31 |

| | January 2024 | | | | | February 2024 | | | | | March 2024 | | | | | April 2024 | | | | | |
|-----------|--------------|----|----|----|----|---------------|----|----|----|----|------------|----|----|----|----|------------|---|----|----|----|----|
| Monday | 1 | 8 | 15 | 22 | 29 | | 5 | 12 | 19 | 26 | | 4 | 11 | 18 | 25 | | 1 | 8 | 15 | 22 | 29 |
| Tuesday | 2 | 9 | 16 | 23 | 30 | | 6 | 13 | 20 | 27 | | 5 | 12 | 19 | 26 | | 2 | 9 | 16 | 23 | 30 |
| Wednesday | 3 | 10 | 17 | 24 | 31 | | 7 | 14 | 21 | 28 | | 6 | 13 | 20 | 27 | | 3 | 10 | 17 | 24 | |
| Thursday | 4 | 11 | 18 | 25 | | 1 | 8 | 15 | 22 | 29 | | 7 | 14 | 21 | 28 | | 4 | 11 | 18 | 25 | |
| Friday | 5 | 12 | 19 | 26 | | 2 | 9 | 16 | 23 | | 1 | 8 | 15 | 22 | 29 | | 5 | 12 | 19 | 26 | |
| Saturday | 6 | 13 | 20 | 27 | | 3 | 10 | 17 | 24 | | 2 | 9 | 16 | 23 | 30 | | 6 | 13 | 20 | 27 | |
| Sunday | 7 | 14 | 21 | 28 | | 4 | 11 | 18 | 25 | | 3 | 10 | 17 | 24 | 31 | | 7 | 14 | 21 | 28 | |

| | May 2024 | | | | | June 2024 | | | | | July 2024 | | | | | August 2024 | | | | | |
|-----------|----------|----|----|----|----|-----------|---|----|----|----|-----------|---|----|----|----|-------------|---|----|----|----|----|
| Monday | | 6 | 13 | 20 | 27 | | 3 | 10 | 17 | 24 | | 1 | 8 | 15 | 22 | 29 | | 5 | 12 | 19 | 26 |
| Tuesday | | 7 | 14 | 21 | 28 | | 4 | 11 | 18 | 25 | | 2 | 9 | 16 | 23 | 30 | | 6 | 13 | 20 | 27 |
| Wednesday | 1 | 8 | 15 | 22 | 29 | | 5 | 12 | 19 | 26 | | 3 | 10 | 17 | 24 | 31 | | 7 | 14 | 21 | 28 |
| Thursday | 2 | 9 | 16 | 23 | 30 | | 6 | 13 | 20 | 27 | | 4 | 11 | 18 | 25 | | 1 | 8 | 15 | 22 | 29 |
| Friday | 3 | 10 | 17 | 24 | 31 | | 7 | 14 | 21 | 28 | | 5 | 12 | 19 | 26 | | 2 | 9 | 16 | 23 | 30 |
| Saturday | 4 | 11 | 18 | 25 | | 1 | 8 | 15 | 22 | 29 | | 6 | 13 | 20 | 27 | | 3 | 10 | 17 | 24 | 31 |
| Sunday | 5 | 12 | 19 | 26 | | 2 | 9 | 16 | 23 | 30 | | 7 | 14 | 21 | 28 | | 4 | 11 | 18 | 25 | |

Key

| | | | |
|------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------|
|  | Bank holidays (see details below) |  | First day of term for students |
|  | School holidays |  | Supplementary development day (by invitation) |
|  | INSET Day |  | Last day of term |

(5 INSET days in total, chosen by individual schools)

Bank Holidays 2023/24

| | |
|------------------------|--------------------------|
| Christmas Day | Monday 25 December 2023 |
| Boxing Day | Tuesday 26 December 2023 |
| New Year's Day | Monday 1 January 2024 |
| Good Friday | Friday 29 March 2024 |
| Easter Monday | Monday 1 April 2024 |
| Early May Bank Holiday | Monday 6 May 2024 |
| Spring Bank Holiday | Monday 27 May 2024 |
| Summer Bank Holiday | Monday 26 August 2024 |

Number of days (total requirement 195)

| | |
|-----------------|----------------------------|
| Autumn 1st half | 36 (33) |
| Autumn 2nd half | 35 (35) |
| Spring 1st half | 29 (28) |
| Spring 2nd half | 29 (28) |
| Summer 1st half | 29 (29) |
| Summer 2nd half | 37 (35) |
| TOTAL | 195 days (193 days) |
| | (includes 5 INSET days) |