



# ST JAMES'

CATHOLIC HIGH SCHOOL



## Parents' Guide to Transition

September 2022

Our Purpose

To educate and develop  
global Catholic citizens



The Mission of St James'

To ensure everyone within our school **family** achieves their full potential  
to encourage learning and development through **faith**  
and to strive for **excellence**.

“With God all things are possible” Matthew 19:26



I would like to offer you a personal welcome to St James' Catholic High School. Our school is a dynamic, exciting and engaging Catholic comprehensive school with a very special, warm ethos, which is recognised by all those who visit.

The information contained in this transition brochure is designed to be helpful and informative, for both children and parents. I would recommend that you take the time to go through all of the information carefully with your child. Please also note you will have the opportunity to further discuss any element of transition with staff in school.

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is to educate and develop global Catholic citizens. Our three school values of Family, Faith and Excellence are lived out every single day by staff, children and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable child conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, children and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our children. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told:

'With God all things are possible'  
(Matthew 19:26).

Your child will receive support, encouragement and guidance from all of the staff that help to make St James' the great school it is. I wish your child every success during their High School journey.

**Anthony Pontifex**  
Headteacher





## Pastoral Care

Care of children is central to the work we do at St James' because each one is a unique person of God and worthy of respect. The Headteacher is assisted in the planning and delivery of pastoral care at St James' by a team which includes the Senior Leadership Team, Emmaus Manager, Mental Health and Wellbeing Officer, Heads of Year, Form Tutors and the Attendance Officer.

Every child joining St James' becomes part of a tutor group. The Form Tutor will have an overview of the child's general academic progress, and guide and monitor their spiritual and social welfare. The Form Tutor should be your first point of contact and will be able to deal with the majority of your questions and concerns.

The Year team is led by a Head of Year and supported by our Emmaus and Pastoral Managers. The team ensures a high level of contact with parents and carers and is there to support you and your child in any serious or urgent pastoral issues that may arise. It is essential that pastoral staff be informed about any changes to health or changes in circumstances at home. In all matters of support and discipline, parents are involved at an early stage and are welcome to contact school whenever there is a concern.

Our Emmaus Manager has a non-teaching role and is based in the Pastoral office. They work closely with children throughout the school offering advice and support both in curricular and extra-curricular time. In addition to this we also have a Mental

Health and Wellbeing Officer who is a trained counsellor who meets with specific children who need additional support for their mental health and well-being. Please contact the Pastoral office as soon as possible if you have any concerns.

We have a full time Inclusion Manager who works within our Damascus room. They work with our children and demonstrate one of our most important Catholic values of forgiveness. Within our inclusion room children are afforded the opportunity to reflect on decisions they have made which are wrong.

St James' children benefit from a part time school based nurse and there are staff who are trained first aiders. We also have a member of the teaching staff, Miss Bickerton, who has the position of Special Educational Needs Co-ordinator (SENCO) and this teacher supervises our provision throughout the school. St James' is designed to accommodate children with physical impairments and accordingly the school has no stairs and all areas of the school are accessible by wheelchair users.

At St James' we value the home school partnership and look forward to working closely together to ensure that your child succeeds.

For further information please see our school website: [www.stjamescheadle.co.uk/pastoral-care/](http://www.stjamescheadle.co.uk/pastoral-care/)



## Attendance and Punctuality

To be a successful child at St James' Catholic High School your child must attend school daily and arrive at registration and all lessons on time.

If a child arrives after 8.45 am, he/she must sign in at reception and will be given a late mark in the register. Any child who arrives after registration, without a letter of explanation from a parent/carer, will be given an unauthorised absence mark which will affect their attendance percentage. Children who are late will also receive a sanction in line with our behaviour policy.

Children must strive to attain 100% attendance and medical appointments must be made for out of school time. Appointments will impact on your child's recorded attendance percentage if they coincide with the twice daily registration periods of 8.45am and 12.20pm. All absences should be reported to school by phone before 9 am. A letter of explanation from a parent/carer and any corresponding evidence for example an appointment card, should be sent into school on the child's return. It may be necessary for the Attendance Officer to request medical evidence for continual absence.

In the event of an absence you will receive a text message or telephone call informing you that your child has not arrived at school. Whilst every effort is made to ensure there are no errors, should you receive an unexpected text please contact the Attendance Officer for further clarification.

### Holidays in Term Time

As a result of legislation introduced on 1st September 2013, Headteachers are not able to authorise holidays in term time. Headteachers may grant leave of absence ONLY if they are satisfied exceptional circumstances exist.

Requests for leave of absence must be made in writing to the Attendance Officer at least four weeks prior to the intended absence. Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may lead to fixed penalty fines of up to £60 per parent, per child, rising to £120, being issued by the Local Authority.

Term dates can be found on our school website at [www.stjamescheadle.co.uk/term-dates/](http://www.stjamescheadle.co.uk/term-dates/)

Further information can be found on our school website: [www.stjamescheadle.co.uk/attendance/](http://www.stjamescheadle.co.uk/attendance/)

### Timings of the School Day

Time	Period/Session
8.45am-9.00am	Form Time (Including am registration)
9.00am-10.00am	Period 1
10.00am-11.00am	Period 2
11.00am-11.15am	Break
11.15am-12.15pm	Period 3
12.15pm-1.15pm	Period 4 (including pm registration)
1.15pm-2.00pm	Lunch
2.00pm-3.00pm	Period 5





## Behaviour and Expectations

'Pupils enjoy attending St James' Catholic High School. They feel happy and safe in school. They described it as being like a family.'

Staff and leaders have high expectations of pupils' behaviour. Pupils behave well in lessons and around the school. They are confident that any incidents of poor behaviour will be dealt with quickly.'

'Pupils are taught to respect and value one another. Pupils told inspectors that everyone is treated equally. Bullying is dealt with quickly and discrimination is not tolerated.'

Ofsted 2022

This is a result of all members of the St James' family being expected to support and display the school's core values of Family, Faith and Excellence. We believe these values are fundamental in ensuring effective learning can take place in a safe environment.

At St James' we expect all children to show a positive Attitude to Learning (ATL) every single lesson. Each half term those children who consistently display a positive attitude to their learning (as shown in their ATL grades) and represent the school's core values will be rewarded in line with the school's rewards policy.

Further information regarding the school's Behaviour Policy (incorporating rewards and anti-bullying) can be found on the school website:  
[www.stjamescheadle.co.uk/statutory-information/](http://www.stjamescheadle.co.uk/statutory-information/)



## Uniform and Dress Code

Below is a list of uniform items that are mandatory for your child to attend St James' Catholic High School. All items are essential unless otherwise indicated.

Items	Compulsory?	Branded?
Navy Blazer with school badge	Yes	Yes
Clip on school tie	Yes	Yes
Navy school jumper	No	No
White shirt	Yes	No
Formal black shoes (not Kickers, pumps, trainers or boots)	Yes	No
Black trousers or navy pleated skirt	Yes	No
Black or navy-blue socks or tights	Yes	No

In total, two branded items of school uniform are compulsory to be purchased from one of our three suppliers F R Monkhouse in Cheadle Hulme Precinct, Davensport in Davenport and Debonair in Wythenshawe.  
Behaviour Policy: Appendix 2 – Information on School Uniform

### PE Kit

Items	Compulsory?	Branded?
Navy PE t-shirt with school logo	Yes	Yes
Navy shorts or skort with school logo	Yes	Yes
Navy long socks with school logo	Yes	Yes
Quarter zip top with school logo	No	Yes
Multisport top with school logo	No	Yes
Leggings with school logo	No	Yes
White sports socks	Yes	No
Bobble (navy or black) – long hair must be tied back for PE	Yes	No
Sports trainers	Yes	No
Shin pads	Yes	No
Cum shield	Yes	No

Astro turf trainers	No	No
Football boots	Yes (Year 7 & 8 only)	No

In total, three branded items of PE Kit are compulsory to be purchased from one of our three suppliers F R Monkhouse in Cheadle Hulme Precinct, Davensport in Davenport and Debonair in Wythenshawe.

### Dress Code

At St James' Catholic High School all children are expected to uphold our high standards of appearance and dress. Please find below the main points of the school's code of dress.

- Top buttons on shirts and blouses must be fastened, open neck blouses are not allowed.
- Clip on ties to be worn.
- Skirts should be worn on or just above the knee.
- Trousers must be tailored and worn around the waist.
- Blazers should be worn at all times unless permission to remove it has been given by the class teacher. Sleeves must be worn at full length.
- Tights or socks must be plain and of school colour as listed in the uniform list and must not be worn together. Leggings are not acceptable.
- Shoes must be formal black or leather style. Canvas shoes, Kickers, pumps, trainers or boots are not permitted.
- Where jumpers are worn they must not be tucked into skirts or trousers.

Hairstyles must be sensible and tidy and of a natural colour. Hair adornments should be discreet. Extreme hairstyles are forbidden. Shaven sides, fades and shades, mohicans or purple in colour are examples of extreme hairstyles. If in doubt please seek advice from your Form Tutor, Head of Year or Pastoral Manager before having it styled.

Jewellery of any kind is not to be worn. Jewellery worn in school will be confiscated and returned only to an adult. Make-up and nail polish is not permitted to be worn in school. Children will be asked to remove any worn. False nails/acrylic nails are also not permitted.

The Headteacher has the right to send a child home to put on the correct uniform or otherwise adjust their appearance in line with the school's uniform policy.

Further information can be found on our school website:  
[www.stjamescheadle.co.uk/uniform](http://www.stjamescheadle.co.uk/uniform)







## School Meals

Before school, at break time and at lunch time each day, our kitchen provides a range of hot and cold food for children and staff. The menu changes regularly, reflecting seasonal changes where possible and ensuring that healthy eating is promoted within the school. Our kitchen staff are employed directly by the school, and any proceeds from sales through the kitchen are reinvested into the catering service.

At lunchtime, to make the most of our limited space, we operate a rota system that allows each Year group the chance to be first in line for the canteen facilities. Those who prefer to bring in a packed lunch from home are encouraged to sit in the dining area or the Assembly Hall to eat this.

Parents should pay for school meals online using the payment engine Parent Pay. You can top up your child's balance wherever you have an internet connection, as well as viewing how money has been spent. Those entitled to Free School Meals will use the system in exactly the same way as those accessing their accounts.

Free school meals are available for children whose parents receive certain benefits. You can find out more, and apply for free school meals, online at <https://www.stockport.gov.uk/start/free-school-meals-application-form>. Your child will not be treated any differently should they qualify, and they will still use the cashless system as outlined above.

For further information please see our school website: [www.stjamesheadle.co.uk/catering/](http://www.stjamesheadle.co.uk/catering/)



## ICT Awareness

At St James' all children agree to follow our 'Responsible Use Policy' each time they log on to a computer. Here is a summary of what the policy includes, a full version is sent home at the beginning of the school year. ICT teachers will discuss this with children during their ICT lessons to ensure they fully understand what is required of them:

### Use of School ICT Resources

The child will not play games, instant-message, or access music or videos at school, unless it is part of the curriculum and is authorised by a teacher. Children are responsible for maintaining and saving all of their own files and data. The child will use the St James' network space only for school related activities.

### Online Behaviour

Children continuously represent St James' whenever and wherever children use online communications. This includes, but is not limited to email, chat, instant-messaging, texting, social networking sites, blogs, podcasts, etc. In all of the child's online communication with classmates and teachers the child will be respectful and polite. The child will not post information online about members of the St James' community without their permission.

### Internet Safety

Children should not reveal any personal information online (last name, home address, phone number, email address, etc.) and never arrange a face-to-face meeting with anyone they have come in contact with online. We believe it is imperative that parents work in partnership with St James' to ensure that children act and communicate in an appropriate manner online.

### Privacy

The child will not share their network password with anyone, or use anyone else's network password. If the child becomes aware of another individual's password, they will inform that person or a member of the ICT Department. The child will be ethical and respect the privacy of others throughout the school network and internet, and will not share or access other children's folders, files, or data without authorisation.

### Copyright & Plagiarism

Children will properly acknowledge any resources that are used in any work. The child will not plagiarise from any sources. (Plagiarism is taking someone else's writing, images, or ideas and presenting it as their own.)

### E-Safety

At St James' we are committed to keeping children safe and we promote the safe, responsible use of technology. Children have dedicated lessons around Internet safety as part of their ICT/Computing and PSHCE curriculum. Throughout the year there are assemblies and Form time activities focusing on staying safe and there is a dedicated E-Safety section on the website where parents can find useful links and further information. Regular updates can be found on our school website: <http://www.stjamesheadle.co.uk/esafety/>

### Satchel One

At St James' we use "Satchel One" to allow children to access homework through the Internet when they are outside school. All children will be given a username and password when they start in Year 7 and will be shown how to access homework. Parents are also given a username to be able to access their child's homework online via a computer or smart device. If there are problems accessing Satchel One from home, your child can speak to their ICT teacher or the school technician who will sort out the problem.

### Chromebooks

At St James', as part of developing digital literacy, we are delighted to be able to share with you that from September, our new Year 7 intake will be receiving a Chromebook to enhance their learning within the classroom. More information will be provided on Transition Evening and we look forward to working with the whole school community to promote and develop this new initiative.

### Useful Websites to keep you up to date with games and apps

[www.thinkyounow.co.uk](http://www.thinkyounow.co.uk)  
[www.net-aware.org.uk](http://www.net-aware.org.uk)





# Travel to School

## School Bus

The school bus service is provided by Transport for Greater Manchester (TfGM). Details of the routes, stops and bus numbers are available on their website at

<http://www.tfgm.com/Corporate/Documents/SchoolServices/Stockport-Schools.pdf>

In order for children to qualify for half fare they must present their IGO buss pass to the driver when paying for their travel. IGO pass application forms can be downloaded from <http://igo.tfgm.com/> or collected from a travel shop located in the main bus stations of Greater Manchester.

School buses are unsupervised, however, the majority are fitted with very clear CCTV in an attempt to deter anti-social behaviour. Any behaviour causing concern should be reported to the Pastoral Manager for investigation.

If your child wishes to participate fully in school life it will be necessary for them to occasionally stay after school. It would be useful if they knew the number of the public bus they could use to get them home.

## Cars and Car Parking

St James' Way and the school car park can become very congested especially in the mornings and between 2.45pm—3.15pm. The school buses can have difficulty in accessing the site and safely delivering children to school. In order to ensure the safety of our children and out of consideration for our neighbours please avoid entering St James' Way at these busy times.

## Cycling

We have a locked bicycle store for children to leave their bicycles. This bicycle store is locked from 8.45am until 2.50pm. It is recommended that children provide their own individual bike lock as an extra precaution during the times when the store is unlocked.

## Walking

Walking to school is one of the healthiest and eco-friendly ways to travel to school. It is however, essential to make your child aware of safety at all times. We encourage children to walk together and pay careful attention to the roads. We also ask that they are respectful of our neighbours and their property.



# Key Contacts

## General Enquiries

[office@stjamesheadle.co.uk](mailto:office@stjamesheadle.co.uk)

## Pastoral Enquiries

[b.ohara@stjamesheadle.co.uk](mailto:b.ohara@stjamesheadle.co.uk)

## Safeguarding Concerns

[d.scott@stjamesheadle.co.uk](mailto:d.scott@stjamesheadle.co.uk)

## Attendance, including requests for leave of absence

[c.hanley@stjamesheadle.co.uk](mailto:c.hanley@stjamesheadle.co.uk)

## Special Educational Needs

[v.bickerton@stjamesheadle.co.uk](mailto:v.bickerton@stjamesheadle.co.uk)

## Boys & Girls Sport

[i.walker@stjamesheadle.co.uk](mailto:i.walker@stjamesheadle.co.uk)

## Heads of Year 7

Dr Nye - [h.nye@stjamesheadle.co.uk](mailto:h.nye@stjamesheadle.co.uk)

Miss Woods - [o.woods@stjamesheadle.co.uk](mailto:o.woods@stjamesheadle.co.uk)

## Medical Needs

[v.bickerton@stjamesheadle.co.uk](mailto:v.bickerton@stjamesheadle.co.uk)

# Term Dates

## Autumn Term

School opens Monday 5th September 8.30am 2022 for Year 7  
School closes Friday 21st October 3.00pm 2022

## Autumn Half Term

School opens Monday 31st October 8.30am 2022  
School closes Wednesday 21st December 12.15pm 2022

## Spring Term

School opens Monday 9th January 8.30am 2023  
School closes Friday 17th February 3.00pm 2023

## Spring Half Term

School opens Monday 27th February 8.30am 2023  
School closes Friday 31st March 3.00pm 2023

## Summer Term

School opens Monday 17th April 8.30am 2023  
School closes Friday 26th May 3.00pm 2023

## May Day Bank Holiday

Monday 1st May 2023

## Summer Half Term

School opens Monday 5th June 8.30am 2023  
School closes Thursday 20th July 12.15pm 2023

## Staff Training Days

Thursday 1st September 2022; Friday 2nd September 2022;  
Friday 25th November 2022; Thursday 22nd December 2022;  
Friday 23rd December 2022

All other dates are available from the school website  
[www.stjamesheadle.co.uk](http://www.stjamesheadle.co.uk)



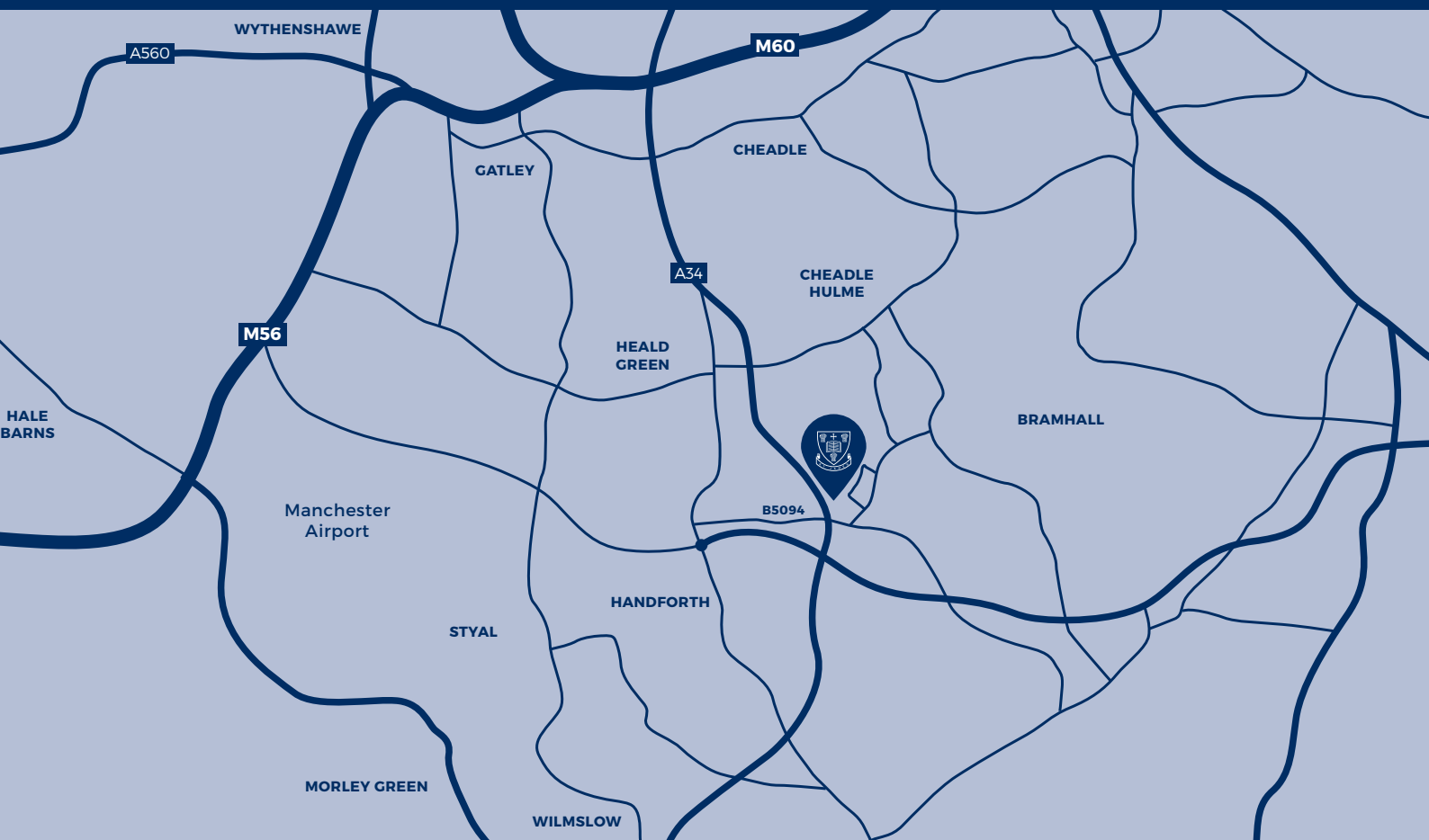


# Contact

0161 482 6900  
office@stjamescheadle.co.uk

[www.stjamescheadle.co.uk](http://www.stjamescheadle.co.uk)

St James' Catholic High School  
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