



12th September 2022

Dear Parent/Carer

Re: Autumn Term Week 2 Headteacher Update

Sadly, last week we received the sad news of the death of Her Majesty Queen Elizabeth II. The staff and children have been reflecting in their thoughts and prayers. This morning as part of our PSHCE curriculum, all children across all Year groups will be given the opportunity to pause, reflect and give thanks for the life of Queen Elizabeth II.

I have been thoroughly impressed with how all our children have settled back into the normal routine of school life following the summer. They have been engaged, enthusiastic and have worked hard in their first few days. All children have already begun to demonstrate our school values of Family, Faith and Excellence. Can I take the opportunity to thank you as parents and carers for your support and ask that you continue to pray for our school family as we move through the school year.

As we begin the new school year, I would like to remind all parents/carers of the importance of ensuring their child take e-safety seriously. At the bottom of my letter, I have included our expectations of children when they are using ICT resources, their online behaviour, the importance of internet safety and their roles and responsibilities around copyright and plagiarism. If you have any questions or concerns, please do not hesitate to get in contact with our IT technicians or safeguarding lead (all contact details are available on our website).

All parents/carers for Year 8 to 11 should now have received a reminder of their Satchel One login details. For parents/carers in Year 7 this should arrive with you early this week. As I am sure you can appreciate this is a huge task for our ICT team. Staff will of course use their discretion with Year 7 when collecting homework, as we appreciate that the children have not yet been able to access their Satchel One accounts. This year, we are further developing our use of Satchel One within school and it is being used to communicate the most up to date information about your child including value points, behaviour points, detentions and attendance information. **It is therefore imperative that all parents/carers download the Satchel One app.** It has been interesting to speak to children this week who have said that parents/carers are discussing value and behaviour points with them each evening. If you have any technical issues, please do not hesitate to contact Mr Millar a.millar@stjamesheadle.co.uk

As we start this academic year I would like to ask if any families have any old school uniform they wish to donate to children in our school who may be suffering from financial hardship. I kindly ask parents/carers to wash the uniform before donating any garments. Any second-hand uniform can be handed into our Pastoral office (Emmaus). If any parents/carers require any second hand uniform please contact Miss O'Hara, our Emmaus Manager (b.ohara@stjamesheadle.co.uk), to arrange collection of the garments. If you are able, you may wish to make a small donation to our school charity.

The Gospel this Sunday portrayed to us the experience of being lost and found by God. Jesus uses three images to describe the lengths God goes to in order to find us when we are lost. He uses parables to describe how God rejoices when we are found. The shepherd, the woman and the father all have something in common - losing, searching, finding and celebrating. God searches for us to find us, heal us and bring us home. All we must do is realise and admit that sometimes we do wander off and get lost. We are asked to recognise our need for God, and then begin our journey home where God will rejoice and celebrate. The shepherd, the woman and the father never gave up until they found their most precious belonging. Likewise, God never gives



ST JAMES'

CATHOLIC HIGH SCHOOL

up on us - he loves each of us personally. When we can admit and recognise that we have lost our way, God comes running to find us and rejoices when we return home to where we belong.

Finally, following information from the Department for Education, the official date of the State Funeral for Her Majesty Queen Elizabeth II is 19th September. This day will be a bank holiday and settings that are normally closed on a bank holiday should close on this day as a mark of respect. This will include St James' so we will return to school next Tuesday 20th September. I hope you have a fantastic week and if you need anything please do not hesitate to get in touch headteacherpa@stjamesheadle.co.uk

Yours faithfully

Mr A Pontifex
Headteacher



E-safety

Use of School ICT Resources, including Chromebooks and Mobile Devices

- I will not play games, instant-message, or access music/videos at school, unless it is part of the curriculum and is authorised by a member of staff
- I will be careful and aware when printing to avoid wasting resources and printing unnecessary items
- I will request permission from a member of staff before printing
- I will not change default settings, install downloads or alter school computers in any way
- I am responsible for maintaining and saving all of my own files and data
- I will use the St James' network space only for school related activities
- I will not store or transfer software used primarily for hacking, eavesdropping, or network administration
- If I have been issued with a Chromebook, I will also follow the usage guidelines for Chromebooks

Online Behaviour

- I continuously represent St James' whenever and wherever I use online communications. This includes, but is not limited to email, chat, instant-messaging, texting, social networking sites, blogs, podcasts, etc. In all of my online communication with classmates and teachers I will be respectful and polite
- I will not post information online about members of the St James' community without their permission
- If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a member of staff or parent before engaging in that activity

Internet Safety

- Despite St James' best efforts of supervision and the use of a content filtering and monitoring device, users may encounter inappropriate material online. I must take responsibility for my use of the internet and avoid these sites to the best of my ability
- I will not reveal any personal information online (last name, home address, phone number, email address, etc.) and will never arrange a face-to-face meeting with anyone I have come in contact with online
- As a school, we believe it is imperative that parents and carers work in partnership with St James' to ensure that students are safe, and acting and communicating in an appropriate manner online. Internet safety is an imperative part of our ICT curriculum and it is discussed with children each year prior to any internet use in school

Privacy

- I will not share my network password with anyone, or use anyone else's network password. If I become aware of another individual's password, I will inform that person and a member of the ICT Department
- I will be ethical and respect the privacy of others throughout the school network and internet, and will not share or access others' folders, files, or data without authorisation
- I understand that St James' has the right to look at any data or files that exist on the network without the prior consent of system users. In addition, St James' reserves the right to view and potentially remove harmful files or applications on the network or on individual computers without prior notice to users
- I will not make audio or visual recordings of another student or teacher without their prior permission

Inappropriate or Obscene Materials

- I will not search for or download any material that is offensive unless it is specifically necessary for a class assignment and I have specific permission from a member of staff. (Offensive material is defined as material that is lewd or pornographic, pro-violence, hateful, discriminatory, or anti-social)
- If I mistakenly access inappropriate information, I will notify a member of staff immediately



ST JAMES'
CATHOLIC HIGH SCHOOL

Copyright & Plagiarism

- I will properly acknowledge any resources that I use in my work
- I will not plagiarise from any sources. (Plagiarism is taking someone else's writing, images, or idea and presenting it as your own)
- Except for "educational fair use" as defined by a member of staff, I will not copy, save, or redistribute copyrighted material (files, music, software, etc.)
- I will assume material is copyrighted unless it is stated clearly otherwise