

# Holy Trinity



Year 7  
Parents' Information  
Booklet







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## Welcome to Holy Trinity

### SCHOOL MISSION STATEMENT



**Holy Trinity celebrates the uniqueness of every person as a child of God.**

**We seek to create an inclusive and supportive learning community, based on Gospel values, that nurtures each individual in order that they reach their full potential.**

### Headteacher's Welcome

As the Headteacher of Holy Trinity I feel privileged to welcome you to our school. Holy Trinity is unique as a Catholic and Church of England through school with pupils aged from 3 to 16 years old. Our school is housed in a purpose-built building that opened in 2012. The opportunities we can offer our young people are plentiful.

All members of the Holy Trinity community are completely focused on nurturing each individual in order that they reach their full potential. Our ambition is for all our pupils to achieve the highest standards and to develop as independent, aspirational and caring young people.

Our Catholic and Church of England values form our distinctive Christian ethos, and this forms the foundation of everything we do in school. The Catholic Diocese of Hallam and the Anglican Diocese of Leeds work with us in partnership, developing and shaping our school.

We promote the very best teaching and learning practices and have the highest aspirations for our pupils; celebrating their achievement and recognising their success as often as we can. We strive to create a positive, stimulating environment where everyone is supported, empowered and challenged to achieve their potential.

I look forward to seeing you all soon.

Mrs Oldcorn



### Our School Prayer

Father,  
You sent your Word to bring us truth  
and your Spirit to make us holy.  
Through them we come to know  
the mystery of your life.  
Help us to worship you  
one God, in three persons,  
by proclaiming and living our faith in  
you.  
We ask you this, Father, Son and Holy  
Spirit,  
One God, true and living, forever and  
ever.  
Amen.



## Chaplaincy and Ethos

Holy Trinity celebrates the uniqueness of every person as a child of God. The Ethos of our school is one that is founded on the love of Christ and based on the Gospel Values of love, respect, repentance, forgiveness and reconciliation. We offer care, guidance and support to everyone and encourage our pupils to reach their full potential within a supportive and inclusive environment.

At Holy Trinity, we offer a unique opportunity for pupils to explore their spiritual lives through the Christian faith, as expressed in the Catholic and Church of England traditions. Pupils are encouraged to participate in a range of experiences and activities to guide them on their faith journeys.

We have a full-time **lay chaplain** who coordinates a variety of activities to enrich the students' spiritual lives. Pupils are encouraged to take an active role in the planning and delivery of these activities.

-**Worship:** Students and staff will participate in a daily act of collective worship, delivered in their form time. Once a week, pupils will participate in 'House' worship, which usually takes place in the main hall.

- **Mass:** each half term, Mass is celebrated in the Chapel. We welcome and work closely with clergy from the Catholic Church and Church of England.

-**Liturgies:** At important times throughout the year, we will hold whole school liturgies, to celebrate the main Christian festivals. These are usually held in the main hall and are planned and delivered by pupils with the help of our lay chaplain.

-**Retreats:** Throughout the year, all year groups will participate in an annual 'retreat day'. These days allow pupils to explore different religious, moral and global issues and encourage pupils to put their faith into action.

-**Charity Work:** To encourage our pupils to put their faith into action in their local, national and global communities, we offer a wide range of trips, visits and experiences, as well as supporting different charities throughout the year.

-**Events and Campaigns:** Throughout the year, we participate in many different events and campaigns. These have included Anti-Bullying Week, World Mental Health Day, Holocaust Memorial Day and Fairtrade Fortnight.

-**Pilgrimages/Overseas Visits:** Our school takes part in the annual Hallam Youth Pilgrimage to Lourdes. We have also taken students on the Archbishop of York's Youth Trust Pilgrimage to Taize. We also work with the charity: Cry in the Dark and take pupils to help people in Romania.

*'Preach the Gospel at all times, if necessary use words.'*

*(St Francis of Assisi)*

# Lesson Times

- Form Period 8:45 – 9:00am
- Period 1 9:00 – 10:00am
- Period 2 10:00 – 11:00am
- Break 11:00 – 11:15am
- Period 3 11:15 – 12:15pm
- Lunch 12:15 – 1:00pm
- Period 4 1:00 – 2:00pm
- Period 5 2:00 – 3:00pm

## Snow/School Closure Overnight

- The decision about closure will be made as soon as possible
- Please do not phone the school

A text message will be sent to parents and an announcement will be made on Radio Sheffield, Dearne FM and on the school website

## Snow/School Closure during the day

We monitor the weather conditions throughout the day and the school will send a text message to parents if the school has to close during the day.



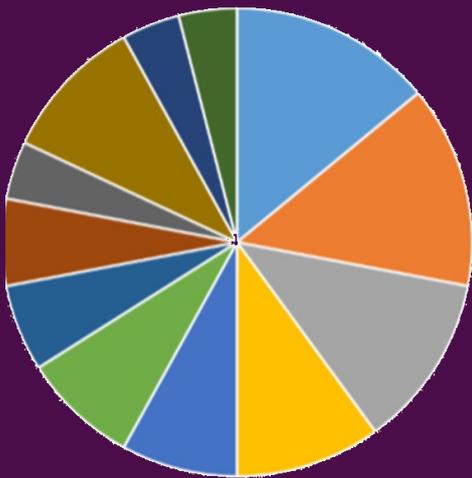
### SCHOOL CALENDAR FOR THE 2024/2025 ACADEMIC YEAR



What are the school Dates?

School dates, lesson times and school closure details

## Curriculum Time



## What is the Correct PE KIT?



## How is the KS3 Curriculum Organised?

- |           |            |
|-----------|------------|
| English   | Maths      |
| Science   | RE         |
| PE        | French     |
| Geography | History    |
| Computing | Technology |
| Music     | Drama      |

In key stage three, pupils follow a broad and balanced curriculum. It is designed to build upon prior learning to both inspire and enthuse our pupils. Throughout the key stage, learners will develop their skills, knowledge and understanding across a range of subjects in order to make progress and successfully prepare them for studies key stage four.

The curriculum at key stage three offers a range of both academic and practical subjects in line with the National Curriculum.

All pupils study: English, Maths, Science, RE, PE, French, Geography, History, Computing, Technology, Music and Drama.

Citizenship and SRE are delivered through extended tutor time, and RE throughout the year.

## PE Kit at Holy Trinity

White polo shirt with Logo



Students can wear any of the following in black:

- Cycling shorts (knee length only)
- Football shorts
- Leggings
- Jogging/tracksuit bottoms

- White football socks with shorts
- White or black ankle socks with leggings or tracksuit bottoms



Black sweatshirt (no hood) is optional.



The kit is available from several local suppliers; however, you may buy from any source but you will need to get the school logo embroidered on the polo short.

# School Uniform

## Secondary Uniform at Holy Trinity



### Girls Uniform

- Navy blue school blazer with pocket logo.
- Plain medium grey traditional style, knee length, pleated or straight skirt (can only be purchased from Vortex or S&S Clothing in a 22" length).
- Plain opaque tights must be worn with skirts - there are no socks allowed.
- Plain, medium grey traditional style trousers.
- Black leather shoes in traditional style, no heels.
- Socks worn with trousers should be grey or black.
- Clip-on school tie.
- White shirt (which must button up at the neck)..
- Medium grey long-sleeved V-neck jumper (optional)



### Boys Uniform

- Navy blue school blazer with logo
- Plain medium grey traditional style trousers or plain medium grey traditional style knee length shorts.
- Black leather shoes in traditional style, no pumps, no logos, no boots
- Black or grey socks
- Clip-on school tie
- White shirt (which must button up at the neck)
- Medium grey long-sleeved V-necked jumper (optional)



Wearing the correct uniform is an important aspect of school life. It prepares students for a work environment where formal dress is required, and the way it is worn is a reflection on the school and its standards. Having a uniform prevents the excesses of competition in fashionable/designer label clothes and it reinforces who we are as a community, and helps allow students to feel pride in their school. We want to continue to maintain our high standards and we appreciate your support in ensuring your child adheres to our uniform policy in full.

## Meetings with Members of Staff

Any parent or carer wishing to meet with a member of staff should contact the school in advance and request a meeting. An appointment should be made within one week of a request being made. Parents and carers should not come to the school to talk to a member of staff without an appointment. Parents and carers should report to reception prior to meeting with a member of staff. School staff should always be treated with respect and a meeting may be terminated if staff have concerns about the interaction or if further information is required to progress.

### Parent email

We encourage all parents and carers to inform the school of their current e-mail address. This helps to make communication more timely and efficient.

The school newsletter is published regularly and is sent to all parents and carers; it is also available on the school website.

Text messages are sent to parents and carers to let them know when letters and other communications have been sent home so that they are not missed.



## Communication with Holy Trinity

### Reporting Pupil Progress:

Parents and carers receive progress reports 3 times a year. If they wish to discuss any aspects of the report, they should contact reception and they will be directed to the most appropriate person to deal with their enquiry. Parents and carers are invited to meet their child's subject teachers once a year. We encourage parents and carers to contact the school if issues arise regarding their child's progress or well-being. For everyday issues, parents and carers should contact reception so that they can be directed to the most appropriate person to deal with their enquiry. Parents can view information about attendance and behaviour / achievement points through the Class Charts app.

parents to sign this agreement when their child starts at our school, and to renew it each year.

### School Website:

The school website provides information about the school, promotes the school to a wider audience and advertises upcoming school events. Parents are encouraged to visit it regularly.

### Public Access Documents:

Curriculum information, policies and copies of recent letters are available on the school website.

### Home-school agreement:

This explains the school's aims and values, the school's responsibilities towards the pupils, the responsibilities of parents, and what the school expects of the pupils. We ask

## Guidance for Parents and Carers about communication with Holy Trinity.

## Accidents/Illness in School

If a child is ill, or has an accident in school, every effort is made to contact parents. It is important that we have a telephone number, where you can normally be contacted during school hours. Please ensure we have your up to date contact details.

## Holidays During Term Time

Holy Trinity has adopted the Local Authority policy in respect of leave of absence in term time. Head teachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances', according to the Education (Pupil Registration) (England) (Amendment) Regulations 2013. Family holidays, birthdays, anniversaries, weddings or holidays due to work commitments are not considered as 'exceptional circumstances' and therefore will not be authorised. Parents should complete a Request for Leave of Absence form (available from reception) and return it to school for consideration. Where parents do not complete a leave of absence form, the absence will automatically be unauthorised. Unauthorised absence will result in parents being issued with a Fixed Penalty Notice by the Local Authority.

## Attendance

### What do I do if my child is absent from school?

#### Absences:

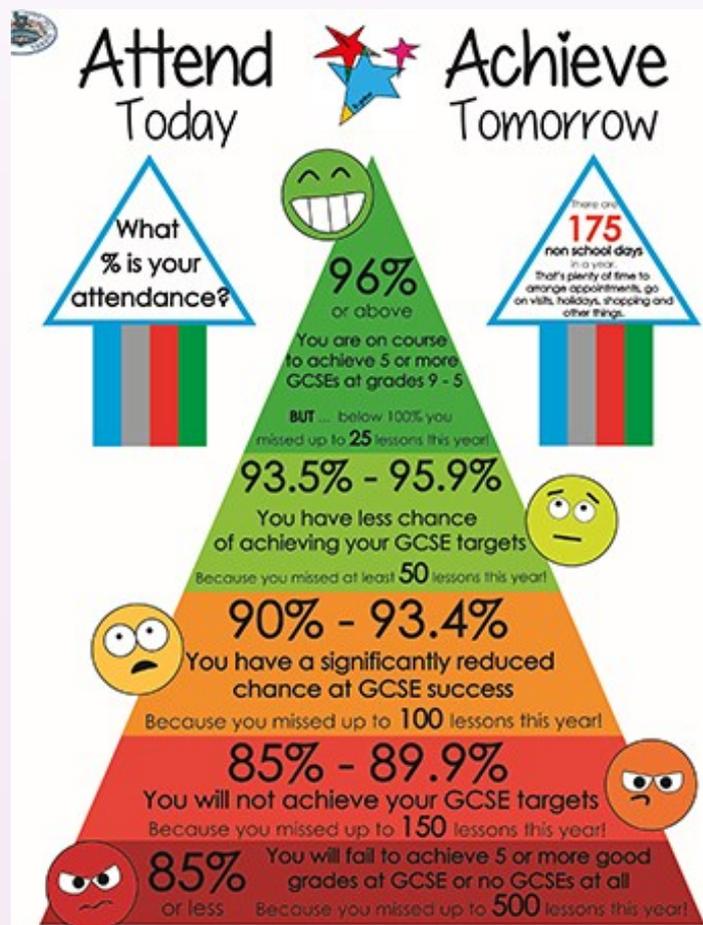
##### Absence from School due to Illness

If your child is unable to attend school, it is very important that we are notified either by phone, email or the Learning Gateway App on the first day, and then updated on a daily basis. We must see evidence of any medical appointments.

If a child is absent and the school have not been notified, school staff will make contact with home either by phone or text message.

Failure to notify the school will result in the recording of an 'unauthorised absence'. The telephone number for the school is: 01226 704550.

Research shows a strong link between good attendance and increased attainment. Holy Trinity aims to work in partnership with parents to strive towards every child reaching the highest possible attendance to ensure they get the best out of the educational opportunities provided. Attendance below 90% is



## Special Educational Needs and Disabilities

At Holy Trinity, we are committed and passionate about learning and progress of all pupils including those with SEN. Staff work in partnership with families and the wider professional community to achieve aspirational goals.

Students who join Holy Trinity often have a wide range of different needs and bring with them a wonderful mix of interests and personalities. Students begin their secondary learning journey in Year 7 and it is a pleasure to see how they grow into confident young adults as they leave our care in year 11.

All pupils access all curriculum subjects and the building is fully adapted for wheelchairs.

The School works with due regard to the SEN Code of Practice (2015), the Children and Families Act (2014) and the Equality Act (2010).

Our Special Educational Needs Co-ordinator (SENDCO) is: Mrs Ronaldson

Assistant Headteacher : Mrs Shaw

Assistant SENDCOs: Mrs B Chaudhary/ Miss H Mattingley

All Enquiries regarding SEND provision at Holy Trinity can be sent via Mrs S Betton (SEND administrator) on

SEND@holytrinitybarnsley.org or 01226 704550

## Cashless Catering System

At Holy Trinity we use a cashless catering system. This ensures that pupils have no need to walk around school with cash and it enables us to deliver a more efficient, faster service and to continue to provide wholesome, healthy and enjoyable meals at the lowest cost.



Funds can be added to a pupil's account either:

- on-line,
- by cheque (made out to 'Holy Trinity' and handed in to the main office with the name of the pupil and form on the back of the cheque) or cash paid into the Revaluation Stations.

Any amount of money can be paid into your child's account held within the system; money spent on food will be taken out of the system and they can check their balance themselves on the Revaluation Stations.

The system also provides you with a report detailing each item of food served, each credit made on the system, for any item period and show a current balance.

The Revaluation Stations are programmed to accept £20 £10 £5 notes and £2-£1-50p-20p-10p coins, please note the administration office is unable to change money for pupils.

The quickest and easiest way to pay is via the on-line payment system.

### Online Payments

This system is called ParentPay and will allow you to quickly log into a secure account via computer or smartphone and use your debit or credit card to make an immediate payment into your child's account. The same system can be used to make payments against some other school activities. The system does not charge parents anything for online payments. Further information about online payments and how to activate your child's online account will be made available to you at a later date.

### What about pupils entitled to a 'free school meal'?

A pupil entitled to a free school meal will automatically get their allowance added to their account every day around 11.30am. This can only be spent at dinnertime. If they do not use it all, the remaining amount will disappear after dinner and will be refreshed the next day. Pupils can also add their own money onto the system for use at breakfast and break times services.

## School Gateway

School Gateway is a way for you to communicate with school.

- **Why can't I create a School Gateway account?**
- The school's contact details must match yours. Make sure the email and mobile number we have is correct.
- **What happens once I create a School Gateway account?**
- Once you create an account you will receive a pin by text to your mobile. Log in with your email and the pin you receive.
- **What should I do if I can't create a School Gateway Account?**
- If you contact the school, someone will walk through the process with you.

For more information about School Gateway, please visit our website.

### Free School Meals

#### **Do I qualify for Free School Meals?**

- To qualify for free school meals you must be in receipt of:
- Income support
- Income based job seekers allowance
- Income related employment support allowance
- Guarantee element of state pension credits
- Child tax credits with no working tax credits and an income (as assessed by Inland Revenue) of less than £16,190
- Support via the Home Office under the National Asylum Support Service
- You do not qualify if you are in receipt of working tax credits.

For more information about Free School Meals, please visit our website.

## Key Staff at Holy Trinity

### Senior Leadership Team

Headteacher:	Mrs L Oldcorn
Deputy Headteacher:	Mrs McCluskey (Achievement & Progress)
Assistant Headteacher:	Mrs T Dolan (Teaching & Learning)
Assistant Headteacher:	Miss Walker (Attendance, Equity and Inclusion)
Assistant Headteacher:	Mrs Shaw (Behaviour and SEND)

### Chaplaincy and Ethos

Chaplaincy Co-ordinator: Miss. Bea Calow

### Wellbeing

Mental Health Lead:	Mrs Claire Peace
Wellbeing and Safeguarding:	Mrs Bagnall

### Safeguarding Team

Designated Safeguarding Lead:	Mrs Oldcorn
Deputy Safeguarding Lead:	Mrs Falconer
Deputy Safeguarding Lead:	Mrs Bagnall
Deputy Safeguarding Lead:	Mrs Wiles
Deputy Safeguarding Lead:	Mrs Hewitt
Deputy Safeguarding Lead:	Miss Walker

### SEND Team

Assistant Headteacher SEND:	Mrs Shaw
Special Educational Needs Coordinator:	Mrs Ronaldson
Assistant SENDCo:	Mrs B Chaudhary
Assistant SENDCo:	Miss Mattingley
Assistant SENDCo:	Mrs Betton

### Student Support

#### Key Stage 3 Pastoral Team:

Key Stage Lead:	Mr Mann
KS3 Student Support Manager:	Mrs Haupt
KS3 Student Support:	Mrs Baker and Miss Booth

#### Key Stage 4 Pastoral Team:

Key Stage Lead:	Mrs Cowgill
KS4 Student Support Manager:	Mrs Cawston
KS4 Student Support:	Mr Frow and Mrs Lennox

A list of all teaching staff members can be found on the school website.



Behaviour for Learning is an integral part of the ethos of Holy Trinity. Our behaviour system covers all aspects of behaviour through school, for example: attitude to other students, staff and the school environment. Students will learn and make progress most effectively when they are in a secure, safe and happy environment.

We believe that all students and staff at Holy Trinity are important, valued individuals and deserve to be treated and spoken to with respect. How we all behave affects everyone's progress and all students have the right to learn without anyone disrupting their education.

We know that excellent attitudes to learning mean excellent results. All staff and students are encouraged to be very smart at all times. Shirts must always be tucked in and ties correctly worn. Top buttons must be fastened. Students must take extra care to look smart on the way to and from school and on public transport as they continue to represent school during this time.

*"Our relationships are based on respect and this underpins all our interactions with each other. We always show unconditional positive regard for pupils and staff."*



## Holy Trinity Behaviour Standard

### Respect

'Do to others as you would have them do to you' Luke 6:31

### Responsibility

'whoever sows sparingly will also reap sparingly, and whoever sows

### Ambition

'Let your light shine' Matthew 5:16

#### Rewards Structure

**Recognition** – Your teacher will recognise your effort/achievement with a point on your school record.

**Achievement** – Your teacher will add an achievement point onto your school record.

**Reward** – A text message will go home to your parent/carer explaining your achievements.

<u>Top rewards</u>		<u>How this works...</u>
<b>Certificate</b>	10	Certificates will be given out by your form tutor.
<b>Hot Chocolate Friday (or juice if you don't like hot chocolate)</b>	15	You would be invited to have hot chocolate during form time on Friday with Mrs Oldcorn in the Conference Room.
<b>Text home</b>	20	Text sent home by Student Support
<b>Phone call home</b>	25	SS/HOS/Form Tutor rings home to explain how well you are doing in school

Termly reward = Non-uniform day  
You will need 60 points each term to achieve this!

End of year rewards:

Theme park – 400 points, Other trip – 200 points

(School will not be paying for the trips but you will have a day off school work!!!)

# BE THE CHANGE YOU WANT TO SEE

## Why do we set detentions?

Holy Trinity is committed to encouraging positive behaviour through our rewards system. However, we sometimes have to use sanctions to reinforce our expectations. Detentions are one of the sanctions available to staff to encourage students to follow school rules. The school is legally entitled to set and impose detentions, and does not require parent / carer permission to do so. Therefore, if parents feel that there is evidence that the school has not considered in making a decision, they are encouraged to contact the school to discuss the issue.

More information about Detentions will be given to you and your child in due course.

### Behaviour Management Structure:

**Reminder** – you will be reminded that you are not meeting the Holy Trinity Behaviour Standard. This will be explained to you by a member of staff in school.

**Action** – The member of staff will take action due to the continued failure to meet the Holy Trinity Standard. This will be a 30 minute detention the following day.

**Removal** – The member of staff will contact home and you will complete a detention the same day.

## Not Meeting the Holy Trinity Behaviour Standard

The Holy Trinity Behaviour Standard applies to everyone in the Holy Trinity Community		
Respect	Responsibility	Ambition
<ul style="list-style-type: none"> <li>·Respect and take pride in yourself</li> <li>·Respect other people in the whole school community including peers, visitors and staff</li> <li>·Respect the environment ensuring you do not litter, cause damage and all equipment used in school is carefully used and looked after properly</li> <li>·Respect others and your safety by walking sensibly and calmly around school.</li> </ul>	<ul style="list-style-type: none"> <li>·Wear the correct uniform at all times</li> <li>·Arrive to school on time</li> <li>·Attend school each day.</li> <li>·Behave responsibly at all times in school.</li> <li>·Complete school work and homework to the best of your ability.</li> <li>·Be honest at all times</li> <li>·Be responsible for your actions</li> <li>·Be organised and equipped for all lessons.</li> <li>·Follow the routines in school</li> </ul>	<ul style="list-style-type: none"> <li>·Strive to be the best version of themselves</li> <li>·Be proud of your efforts and the progress you make</li> <li>·Be ambitious and work towards achieving your potential at all times</li> <li>·Welcome opportunities to develop in a wide range of areas</li> <li>·Support each other and be an inspiration to others</li> <li>·Demonstrate resilience</li> </ul>
<p><b>Meeting</b> the HT Standard = instant recognition, rewards and achievement points.</p>		
<p><b>Not meeting</b> the HT Standard for Respect = <b><u>30 minute after school detention.</u></b></p>	<p><b>Not meeting</b> the HT Standard for Responsibility = <b><u>20 Minute lunchtime detention.</u></b> Where possible, you will be given one chance to rectify your behaviour but failure to do so immediately will result in action taken.</p>	<p><b>Not meeting</b> the HT Standard for Ambition will result in support from adults in school. This support could include mentoring, referrals to outside agencies, meetings with parents/carers etc.</p>



## Organisation and Composition of Year 7

There are 5 academic year groups in year 7

The Head of Standards in charge of year 7 has a particular responsibility to oversee the settling in period for all new pupils and to ensure that any small problems which may arise are dealt with. The form tutors work in close co-operation with the Head of Standards to provide a stable and caring base for pupils.

The policy of the school is to ensure, as far as possible, that our pupils have an educational experience which is both broad and balanced. The core curriculum in year 7-9 and the options systems in years 10 and 11 are both designed to that end and also meet the requirements of the National Curriculum.

In their first 3 years, our pupils follow the core curriculum of Religious Studies, English, Mathematics, Geography and History, French, Technology, Art, Music, Drama and Physical Education. Pupils are taught mainly in mixed ability groups.

Arrangements for helping children with individual needs are deliberately flexible and are discussed at a department level to enable the pupil to have as individual a programme of learning as possible.

### **Equipment that Students are Expected to Bring to School**

- School lanyard—Issued on the first day of term
- Pen
- Pencil
- Ruler
- Calculator
- Suitable school bag to carry books and equipment
- Water bottle

All students will be issued with a locker on the first day of term. This will be free of charge. Any keys lost will be charged at £5 for a replacement.



# HOLY TRINITY

## Holy Trinity

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