Cardinal Newman Catholic High School

Parent Handbook

Taking you step-by-step through starting school

Service: Compassion: Forgiveness: Truth

Mr S Atkin
Headteacher

We are delighted to welcome your child as they join our vibrant Catholic community and we are looking forward to working together over the next five years of their journey with us. We are well aware that moving to secondary school is an exciting yet sometimes daunting prospect, for both students and parents! Please be assured that we will do everything we can to make this transition as smooth as possible and we are here to help at all times.

Answering your questions

On page 5 is Key Information and pages 6-8 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on (01925) 635556 and we will be happy to help.

Policies and term dates

On page 10 are details of some important policies you need to know about, and page 11 has term dates.

We need some information from you

We also need some information from you and have already sent out the data collection sheets and GDPR forms. Please ensure these are returned to school if you haven't already done so. This will ensure that everything is in place for your child to make a smooth start to their membership of our community.

A very warm welcome to Cardinal Newman RC High School!

Key staff

Headteacher
Mr S Atkin

Deputy Head
Mrs H Pinnington

Assistant Head
Mrs R Finn

Assistant Head
Mrs H Hulse

Assistant Head
Mr S McGuire

Head of Year 7 - Mrs S Booth
Pastoral Manager - Miss A Charlton, Mrs L Ward, Mrs L Osborne
School Chaplain – Mrs L James

Safeguarding Leads

Mrs R Finn
Mrs H Pinnington

Key information

What are our school times?

- School starts at 8.40am with collective worship and registration, so students should aim to arrive no later than 8.30am to ensure they have plenty of time to hand in their phone (if they choose to bring it) and make their way to their form room.
- Lunch is 1.30 - 2.10pm
- School ends at 3.10pm

Uniform

- All items of clothing should be marked with the pupil's name.
- Essential items (available to purchase from Warrington School Wear)
- Black blazer with school badge (Year group badge to be provided)
- White shirt with school tie (red/gold/black) OR white rever collar shirt
- Formal black trousers not fashion/chino flare style OR grey knee length pleated tartan skirt
- Belts must be plain, no extravagant buckles/chains
- Black/White ankle socks (no frills, no sports socks)
- Plain black tights, no patterns
- Plain, black shoes (no trainers, boots)
- Yondr Phone Pouch (this will be provided)

Optional

- Plain, black 'V' neck jumper
- Plain, dark coloured anorak or top coat
- Hoodies should not be worn in school

PE Kit

- Red and black Cardinal Newman polo shirt
- Plain Black/Cardinal Newman shorts or skort (no short running/fashion shorts)
- Plain Black sports/football socks
- Black Cardinal Newman training top
- Plain Black sports leggings or tracksuit bottoms (no logo's, side pockets, mesh or cut outs)
- Trainers with non-marking soles
- Football boots

Please Note: On no account should any of the following be brought for everyday school wear:

- High fashion / casual trousers.
- Trainers (except for PE).
- Zip/hooded sweatshirts or tops.
- Cycling shorts.
- Logo'd tracksuits - tops and/or bottoms.

School bags

Designer type handbags and purses are not to be used. School bags should be large enough to carry A4 text books.

Buying

All items of school uniform can be obtained from Warrington School Wear. We also have a second hand uniform shop please contact school to discuss required items.

Labeling of uniform

All items of uniform must be clearly labelled with the pupil's name.

Food in school

Breakfast Club is open from 8.15am - 8.40am in the dining room. We serve toast, bagels and bacon sandwiches.

Midmorning break is served from 11am-11.20am.
Dining Room serve toast, bagels and Pizza bagels.

Lunch is served from 1.20pm-2pm from the Kiosk, the Assembly Hall and the Dining Room. We sell a wide range of food, both hot and cold to suit all needs and requirements of the students.

Free School Meals: how to apply

You must complete an application form, available to download from our website under the Parents and Carers/School Meals drop-down menu. Paper forms are also available from schools or contact Warrington Borough Council: School Admissions, New Town House, Warrington, Telephone: 01925 443322.

Cashless catering

We operate a biometric 'cashless' catering system within our school, details of which can be found on our website under the Parents and Carers/School Meals drop-down menu.

Drinks in school

We try to encourage students to drink more water and less sugary or high energy/caffeine drinks, and for that reason they are not allowed to bring these drinks into school. Water is available throughout the day. Energy drinks and cans are not permitted in school.

Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

Cardinal Newman Catholic High School places a significant emphasis on students' attendance and good punctuality to school. Being punctual to school is one of Cardinal Newman's high expectations. We take into account there maybe one-off sessions where students are late to school, but persistent punctuality is unacceptable, and students are sanctioned for this.

Those arriving after 9.20am will receive a U code and an automatic detention that day, this will be classed as an absence and we will refer to the Local Authority Attendance Officer if your child receives U codes. Further details can be found in our Attendance policy on the school website.

Absence Procedures

Regular attendance at school is the responsibility of parents and carers. Under the 1996 Education Act parents commit an offence if the child does not attend school regularly. If your child cannot come to school because of illness you should advise the school on the first day of absence by telephone or through the Arbor app. If no message is received, we will assume that your child is absent without your permission. We will then make every effort to contact you.

'Safe and Well' visit

It is essential that the school is kept informed of changes of contact details such as phone numbers and addresses. In cases where we continue to be concerned we may make a 'home visit' or request the police to undertake a 'Safe and Well' visit. Parents are encouraged to email school confirming the reasons for their child's absence. Once contact has been made with the parent the school will determine if the absence is to be authorised or unauthorised.

The school will only authorise a medical absence if the circumstances are unavoidable. The school may request medical evidence if a parent rings the school to confirm the student is unwell. The Headteacher may also authorise events where students are involved in any supervised sporting events or trials, theatre performances and participation in acts of religious worship.

Leave of Absence in term time

According to the latest DfE guidance, schools can grant leave of absence during term time for exceptional circumstances only. Please be aware that term-time holidays are not considered 'exceptional circumstances' and will not be approved.

Medication in school

Wherever possible, children are allowed to carry their own medication, so it can be accessed for self-administration quickly and easily. Children who can't take their medicines themselves or manage procedures may require an appropriate level of supervision; if it is not appropriate for a child to self-manage, relevant staff may help to administer medicines and manage procedures for them.

Students who require medication during the school day must have a care plan. This is organised through your child's pastoral manager and a parent must attend school to complete a care plan and sign to give permission. It is the child's responsibility to ensure they attend the school office at the stated time to receive their medication.

Medicines, other than emergency medication such as insulin, must not be handed over to the school staff as we do not accept responsibility for either looking after medication or for administering non-emergency medicine. The school can only accept prescribed medicines if these are in date, labelled, provided in the original container as dispensed by a pharmacist, and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Mobile phones

Mobile phones are not to be used during the school day. Students are to place their phone in a provided Yondr pouch which is to be locked each morning in front of staff. They are to then place this in their bag for the remainder of the day. At the end of the day students will be able to unlock their pouch as they leave the schoool building. There will be significant sanctions for any students who breach this policy. Should students need to contact home they can do so via the school office or their pastoral manager. We would always ask parents to contact the school office in an emergency or should they need to contact their child. If students forget their pouch they will be required to hand their phone in as they enter school which will be collected at the end of the day. Those students who claim to not bring a phone will be checked using a mobile checking device as they enter.

Accessories, hairstyles and jewellery

Jewellery

No jewellery other than watches may be worn by any pupil. Earrings are not allowed. To ensure sufficient healing time for newly pierced ears, please have the piercing carried out at the beginning of the summer holidays. The school will not allow sleepers, plasters stuck across the top of 'studs' or clear piercings to be worn. On no account will the wearing of jewellery in any other 'body piercing' be acceptable.

Make-up

Make-up is not allowed under any circumstances. This includes nail varnish, glitter, eye make-up, tinted eyebrows and lipstick. False nails or false eyelashes should not be worn as they are a Health and Safety hazard.

Hair

Hairstyles should be smart and appropriate for school . Unnatural hair colours, dip dyes and hair extensions are not acceptable. Shaven or partially shaven styles are to have a minimum blade number 1. Long shoulder length hair must be tied securely and kept off the face in practical lessons. For health and safety reasons hair should be kept clean and in a style that does not cover the face.

Helping to support children's learning at home

Homework is set to enable pupils to develop independent learning skills and to encourage positive study habits. It is given to reinforce classwork as well as to check that pupils have understood what they have learned. Some homework may involve extending learning, preparing for future topics or researching for a project.

All year groups receive homework, usually once a week. The amount will depend upon the age of the pupil. Parents/carers can view any homework task set on the Satchel One website by following the link on our school's Homepage. Alternatively, you can log in to view your child's personalised homework calendar.

Internet safety

The school makes safe internet use a priority and where appropriate uses materials from organisations such as CEOP, Safer Internet Day etc. to support pupil online safety and to raise parental awareness. The school internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.

Students are taught what internet use is acceptable and what is not and given clear objectives for internet use. Internet access is planned to enrich and extend learning activities. Students are educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation. They are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. Students are taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.

Issues concerning children's welfare

If you have an issue concerning your child please speak to their form tutor, pastoral manager or Head of Year as the first point of contact.

RSE (Relationship and Sex Education) lessons

Parents/carers have a legal right to withdraw their child from sex education (but not relationships or health education). As a school we acknowledge the right for parents/guardians to withdraw their child but would find this difficult to implement. If this is the case, then school must be contacted at the earliest opportunity. It is hoped that in choosing to send their child to a Catholic school, parents/carers will be supportive of the ethos and principles of our RSE policy which can be seen in full on our website under the Our School/Policies drop-down menu.

Clubs, activities and enrichment

The extra-curricular programme at Cardinal Newman is designed to offer a range of opportunities outside of the school curriculum. We provide a vast assortment of clubs and activities that are expertly delivered by our specialist staff. We believe in offering our students new experiences and the chance to grow and develop beyond the school day promoting positive relationships across our school community. An example of some of the activities on offer include:

- Football
- Rugby
- Netball
- Dance
- Rounders
- Chess
- Drama
- Art
- Music
- ICT
- Chaplaincy
- Duke of Edinburgh
- Homework Club
- School Council
- Librarians

Special Educational Needs

Cardinal Newman High School values the abilities and achievements of all young people, and is committed to providing, for each young person, the best possible environment for learning.

The SEND and inclusion aims of the school

- To ensure that all young people including vulnerable groups such as young carers/ young people in care have access to a broad and balanced curriculum.
- To ensure T&L strategies and activities are adapted to allow all students to access the full curriculum.
- To ensure the identification of all young people requiring SEND provision as early as possible in their school career.
- To ensure that young people and young people with SEND engage in the activities of the school alongside young persons who do not have SEND.
- To ensure that parents of young people with SEND are kept fully informed of their child's progress and attainment and are involved in decisions affecting the young person's SEND provision.
- To ensure that young people with SEND are involved in decisions affecting their future SEND provision.

We recognise that many young people will have special educational needs at some time during their school life. In implementing our SEND policy, we believe young people with SEND will be helped to achieve their personal goals and targets.

High expectations

Cardinal Newman Catholic High School is committed to providing an education that is broad and balanced and enables pupils to maximise their potential. We have high expectations of all our pupils and we aim to inspire, challenge, support and empower them to achieve excellent results.

Charging policy

We believe that at Cardinal Newman Catholic High School all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. Our charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered, and at the same time try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Emergency arrangements

We will, of course, endeavour to keep the school open if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach school and provide an adequate educational service.
- For children or staff to journey to and return from school safely and without undue delay.

If it is necessary to close the school, we will use the following methods to inform you:

- Text Message – please ensure we have an up-to-date number for you.
- Announcement on the school website – www.cardinal-newman.org.uk.
- A message sent through the Arbor App.
- We will also announce on twitter and facebook Twitter - @Cardinal_Newman facebook - CNCHS Warrington

In the event of a school closure, work for each subject will be available on Microsoft Teams and Satchel One.

We email out a weekly bulletin with news and updates so please ensure we have a correct email address.

Stay in touch

The school appreciates that during bad weather children may arrive later than normal but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation.

Parent Communication

When your child starts at Cardinal Newman you will be invited to download the Arbor app. This requires an email address to be registered in order for you to access the app. Details will be sent out once your child has started.

Attendance

You will be able to see your child's attendance record live. Once the register has been taken each morning and afternoon the information will be directly loaded to the Arbor app. You will be able to access your child's attendance and keep track of any late marks or absences.

Timetable

You will also have access to your child's individual timetable. This will enable parents to have access to what lessons their child has daily as well as hopefully avoiding the inevitable last minute panic of food technology ingredients.

Behaviour and Achievement

Any positive and negative points that are recorded will be available on the Arbor app. These are updated daily and allow for parents to be aware daily of any issues that may be arising. You will be able to see what negative and positive points have been given for and be able to discuss this with your child immediately ensuring parents are fully aware of what is happening during the school day. Our behaviour policy is based around 'choices'. All pupils choose how to behave and respond to requests and we aim to focus on students taking responsibility for the choices they make.

You will also have access to your child's positive points. This will enable parents to celebrate the successes and ensure a positive approach is taken. Additional points are available for outstanding effort/classwork and homework as well as those students who make a 'Positive contribution to School Life'.

Communication

Messages can also be sent via the Arbor app to ensure that parents are fully aware of key information in school. You can also follow the school X or Facebook accounts for regular news updates and achievements. Each week you will receive a weekly bulletin that will ensure you get notices, an overview of events for that week and for the following week. This will be sent by email so it is essential you have an email address registered with us.

Satchel One: Homework

Parents will also be given log in details for Satchel One: Homework. Staff record homework online. This allows you to know want homework has been set and when it is due in. Students are also provided with their own log in details to so they can learn to manage their own homework and become effective learners.

Support at Cardinal Newman

Safeguarding and Early Help

As a school safeguarding of students is key and we work with a number of agencies to offer parents support.

We regularly offer families support through Early Help which can include referrals to other agencies or support through TAF Meetings. Early help assessments help to ensure that there is a robust and cohesive plan in place for families and the right support is being offered. If you feel your family or child may benefit from an Early Help please contact school to discuss. Further details can be found on our website.

Operation Encompass

As a school we are part of the Operation Encompass initiative which ensures that school are informed of any domestic incidents which may require us to offer support to a child. This is usually the next day.

Additional Support

At times families and young people often need extra support and it can often be difficult to know who to turn to. We have found the following useful and helpful for parents.

National Online Safety

The online world is posing an ever-increasing risk to children, and it is important that schools, parents and carers work together to take an active role in teaching children about online dangers. Learning how to act safely when using the internet is an incredibly important part of safeguarding our children.

To create your account you will be sent a link in September where you enter your details and will have access to all the parental materials.

Addvanced Solutions

Through community-based groups, programmes, and opportunities that raise awareness; develop skills; share learning experiences; and build confidence, we support children, young people, and families living with neurodevelopmental conditions, learning difficulties and associated mental health needs.

Warrington: 01925 320863

e: info@addvancedsolutions.co.uk

Mental Health

Kooth – This is an online platform where young people can access online counselling, help and support. www.kooth.com

MHST - Our Mental Health Support Teams provide direct mental health support to secondary schools in Warrington. The service aims to promote the early detection and prevention of mental health problems across the whole school, and strengthen links between schools and mental health services.

School Health - Our School health adviser is Leanne Kieran and she runs information stands for students each month with a different focus. Students can request to meet with her 1-1 if they feel they need additional advice and guidance as well as referrals being made by school in discussion with parents.

Working with parents

Parental involvement

Parents are encouraged to work collaboratively and communicate with school on a regular basis through a number of different means.

Surveys

The OFSTED Parent View survey is available through the school website and can be completed at any time. Parents are also surveyed at regular intervals throughout the school year when attending Parents Evenings.

Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

Parents evenings and reports

We hold a Year 7 settling-in meeting during the first half term, and each year group has a Parents Evening. We also offer regular Parent Focus evenings which parents are invited to attend. Reports are sent out at the end of every term.

News

Our website is a great resource for keeping updated with events and news at school. You'll find regular updates on our website. We also have school Facebook and X accounts to keep parents up to date on the latest news.

At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties.

Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who doesn't live with the child.

Seek permission

Outings and trips are a valuable part of school life and we arrange as many as possible. Parents sign a form giving consent for children to participate in outings and pupils are not taken unless the permission slip is returned.

Policies

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

Key policies

Some of our key policies are:

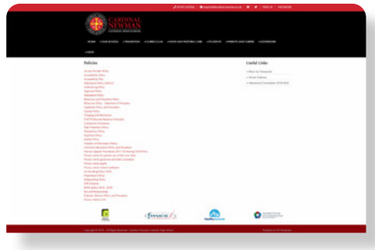
- Anti-bullying.
- Behaviour.
- Online Safety.
- Equality and Diversity.
- Special Needs and Inclusion.
- Safeguarding.

A full list of our policies can be found on our website by clicking on 'OUR SCHOOL', and then clicking on 'Policies', on the drop-down menu.

Step 1

Step 2

Step 3



Term dates 2026/27

School Re-opens

Wednesday, 2 September 2026 (All pupils in school)

Autumn Half-term

School closes Friday, 23 October 2026

School re-opens Monday, 2 November 2026

Christmas Holiday

School closes Friday, 18 December 2026

School re-opens Tuesday, 5 January 2027

February Half-term

School closes Friday, 12 February 2027

School re-opens Monday, 22 February 2027

Spring Holiday

School closes Thursday, 25 March 2027

School re-opens Monday, 12 April 2027

May Day

School closed Monday, 3 May 2027

Summer Half-term

School closes Friday, 28 May 2027

School re-opens Monday, 7 June 2027

Summer Holidays

School closes Friday, 16 July 2027

Teachers' Training/ Inset Days:

The school will be closed to pupils but open for staff on five days during the year. These are as follows:

Tuesday, 1 September 2026

Monday, 4 January 2027

Friday, 2 July 2027

Monday, 19 July 2027

Tuesday, 20 July 2027

Our School Values

- Service
- Compassion
- Forgiveness
- Truth

Cardinal Newman Catholic High School
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