



Welcome to

# Holy Cross

Catholic High School

"I have come that they may have life and have it to the full" John 10:10



**Holy Cross**  
CATHOLIC HIGH SCHOOL

## Transition Guide

Love God, Work Hard, Be Kind

'AN OUTSTANDING CATHOLIC SCHOOL'  
ARCHDIOCESAN REPORT

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# Transition

## Transition Overview

My name is Miss Lowe and I am the Transition Coordinator at Holy Cross. At Holy Cross we understand that the transition to secondary school can be a big step for both pupils and parents alike.

Therefore, my role is dedicated to making sure that the transition process is as seamless as possible and I aim to ensure that your child will feel confident and at ease about beginning their journey at Holy Cross. To make this possible, I work closely with the Head of Year 7, our Primary Transition Coordinator and teaching staff from across different departments to deliver a wide-ranging and supportive transition programme.

Before they join us in September, every child will have had access to both pastoral and academic transition activities to give them a taste of what life will be like at Holy Cross. All new starters will be invited to an Induction Day so that they are able to meet their form tutor and their tutor group prior to their first day. I liaise closely with primary school Year 6 teachers and Headteachers so that we are able to get to know your child a little better before they join us. This information enables us to tailor the support we offer to each child and it is also used to group children into appropriate tutor groups.

I hope that you find the information in this booklet helpful and reassuring. If you have any questions or concerns regarding the transition process, please do not hesitate to contact me via our school office. Please email [admin@holycross.lancs.sch.uk](mailto:admin@holycross.lancs.sch.uk) and ask that your request be forwarded to me.

We are delighted to welcome you and your child into our school community.

### Miss K Lowe

Transition Coordinator



# Senior Leadership Team

## **Mr Gaughan**

HEADTEACHER

## **Mr Lindley**

HEADTEACHER DESIGNATE

## **Mrs Huddy**

DEPUTY HEADTEACHER DESIGNATE

## **Mrs Hardman**

ASSISTANT HEADTEACHER

## **Mrs Henderson**

ASSISTANT HEADTEACHER

## **Mrs Hitchen**

ASSISTANT HEADTEACHER

## **Mr Morris**

ASSISTANT HEADTEACHER

## **Miss Wallace**

ASSISTANT HEADTEACHER

## **Mrs Cooper**

BUSINESS MANAGER

# SEND and Learning Support

## Welcome to the Learning Support Department

My name is Mrs Dempsey and I am the SENDCO. Mrs Davda is my Assistant SENDCO

Within our department, we have Miss Williams and Mrs King, who are our Intervention Leads, as well as Mrs Crompton, Mrs Ogden, Mrs Farrell, Mrs Fairhurst, Mr Ganderton, Mrs Hoyte and Mr Parker, who are our in-class Teaching Assistants.

We are based in the Routledge Centre, where we offer a welcoming and friendly base for all our Holy Cross family when they may be in need of additional support.



# Pastoral Support Staff

## Mrs L Walmsley

SCHOOL CHAPLAIN

I'm Linda and I'm the School Chaplain at Holy Cross. It's my job to provide support and opportunities for pupils and staff to live out their faith in their daily lives. That includes providing opportunities for prayer, such as our daily collective worship, celebrations at special moments in the liturgical year and moments of quiet prayer in the Chapel. It also means helping everyone in our school community to help others, in practical ways as well as through prayer, especially through the Faith in Action Award programme and through our People Project, which runs as a pen pal scheme connecting pupils with older people in our local community. The purpose of Chaplaincy is to support all the children and adults in Holy Cross who form our school community, through encouragement, friendship and prayer. I have an open door and a listening ear for anyone in the school who needs support. We all experience times of anxiety, loneliness, stress or sadness, but these things must shape our lives, not dominate them.



## Mrs M Watts

SCHOOL COUNSELLOR

Staff and pupils call me Morna. I work with pupils one-to-one for lots of different reasons, for example, feeling anxious, coping with a bereavement or struggling with persistent low mood. Pupils are usually referred to me by their Head of Year.



# Pastoral Support Staff

## Mrs A Vernon

KS3 MANAGER

My name is Mrs Vernon and I am the Key Stage 3 Manager. I work closely with the Heads of Year for Years 7, 8 and 9 to oversee year groups of pupils and I am responsible for their welfare, attendance, attitude to learning and enjoyment of school.



## Mr J Taylor

KS4 MANAGER

My name is Mr Taylor and I am the Key Stage 4 Manager. I work closely with the Heads of Year for Years 10 and 11 to oversee pupil welfare, attendance, attitude to learning and enjoyment of school.

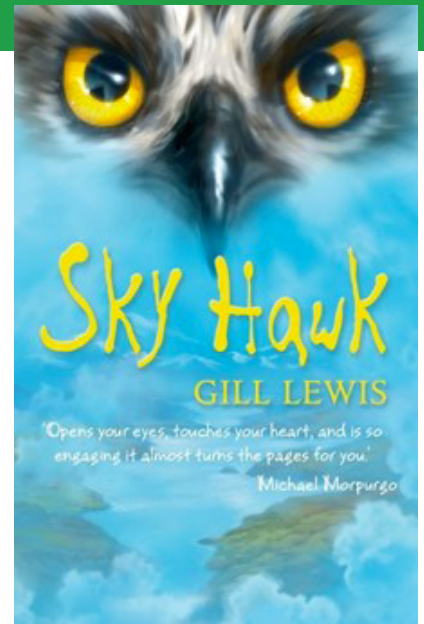
Our role as Pastoral managers is to support the Heads of Year in bridging the gap. We are the link between school and home, supporting children and their families through difficult periods. Fundamentally, our role is to remove barriers for the most vulnerable children to enable them to access their education, without being disadvantaged in relation to their peers. We ensure that a child and their family get the intervention and support they need, whether at school or multi-agency level.



# Literacy Transition Project

In the summer term, the English department at Holy Cross will be providing your child with the novel *Sky Hawk*. Accompanying this will be a short work booklet, a postcard and a competition based on the book. Prior to their arrival in September, we invite your child to enjoy the book and complete the various activities we have provided. In many instances, your child's primary school will support in the delivery of this. In addition, we would ask for your help in encouraging them and engaging with their reading of the book.

When your child joins the school in September, we will begin by revisiting the novel. This is effective in encouraging depth of knowledge, understanding and retention. Therefore, it is imperative that they have read it in its entirety. We are also planning to offer a cross-curricular day for all Year 7 pupils based on themes from the book; this is an event we hope will inspire them to continue reading throughout their time with us and beyond.





# Key Dates

New Intake Evening

**Tuesday 2 July 2024**

Year 7 Induction Day

**Wednesday 3 July 2024**

Year 7 First Day

**Wednesday 4 September 2024**

Year 7 Photographs

**Monday 23 September 2024**

Year 7 Parents Evening

**Spring Term 2025**

# Teaching, Learning and Assessment

## Curriculum

Our curriculum Intent is:

- Ambitious and challenging
- Broad and Balanced
- Equality for All

At Holy Cross we remain committed to ensuring that every pupil is given the opportunity to flourish across a broad and balanced curriculum. Our curriculum is ambitious and challenging; it allows all pupils to experience a rich and engaging curriculum that will enable them to confidently make independent choices about their future ambitions and make significant contributions to the wider world. At the heart of our curriculum design is a shared commitment to sequence and adapt a programme of study that considers our local context and the individual needs of each pupil. All pupils experience quality first teaching and we expect them to display a thirst for knowledge and a love of learning. We view every child as unique, made in God's own image, and we encourage and support every pupil to become the very best version of themselves. We do this by developing pupils' moral principles, promoting tolerance and becoming advocates for social equality and Christian values.

We operate a two-week, fifty period timetable, with five periods a day of one hour. We have a morning tutor period for twenty minutes. This provides time for each pupil to meet with their form tutor; to gather and join as a group for collective worship; to partake in weekly quizzes, debates, literacy and numeracy tasks and ensures that they are ready for the day with the correct equipment and uniform.

The Key Stage 3 curriculum is delivered over three years, which allows pupils to experience a range of subjects before selecting their options during Year 9. In Year 7, the curriculum model is as follows:

YEAR 7	
Subject	No. lessons per fortnight
Carousel	4
English	8
French	4
Humanities	7
Maths	8
Music	2
PE	4

## Setting

### Key Stage 3

All pupils in Key Stage 3 are grouped by ability for English, Religious Education, Geography, History, Modern Foreign Languages, Music and Physical Education. Pupils are set separately for Mathematics and Science. Pupils will be placed into ability sets from the start of Year 7, based on their Key Stage 2 SAT results and information gathered from transition discussions with the primary school. They will complete Cognitive Ability Tests in September, and we will use this data, along with information from teaching staff, to identify any anomalies, and if any changes need to be made, this will take place by October half-term.

Ability groups are further reviewed at the end of each term when we report to parents. Pupils are taught art, drama, food and nutrition, computer science and design technology as part of the carousel in mixed ability groupings.

### Key Stage 4

Pupils are grouped by ability in the core subjects for English, Mathematics, Science and Religious Education. They are taught optional subjects and PE in mixed ability groups.

# Assessment

## Why is assessment important?

Assessment plays a key role in learning and is an essential part of the education process. At its heart, it is an interaction between the teacher and pupil; a way of acknowledging the pupil's work, identifying what has been learnt and what needs to improve further. Furthermore, it guides and supports the teacher and pupils with the next steps in learning.

## How and when will my child be assessed?

Your child will be assessed continually throughout the year, however, the frequency and method of assessment will vary between subjects, depending on the nature of the subject and the number of lessons allocated in the timetable. There are two main forms of assessment: formative and summative. Formative assessment takes place on a day-to-day basis in class. It involves teachers using a variety of methods to diagnose specific areas to improve, and supports pupils in doing so. The majority of our formative assessment will be verbal, in lessons, through deep questioning or low stakes quizzing, with teachers providing pupils with instant, live feedback in response to any misconceptions. Summative assessment provides a judgement about what a pupil has achieved at the end of a period of time, relative to the specific learning aims for that subject.

## How will I be informed of the progress of my child?

You will receive three reports during each school year, generally at the end of each term. These reports will highlight the progress of your child in each of their subjects, along with a grade for learning and conduct. The summer report will include comments on your child's personal development throughout the year from their form tutor. At each reporting period, we identify the pupils who have made excellent progress and pupils who are a concern and we will inform parents.

There are also Parents'/Carers' Evenings which you can attend, where a more detailed conversation can take place.

## What if I have any concerns about the progress of my child?

The most important way of understanding your child's progress is to discuss it with them. It is important to recognise that your child's exercise books and the conversations you have with them and their teachers can provide a far richer understanding of their learning and progress. Should you have any specific concerns, you are always welcome to contact your child's Subject Teacher, Form Tutor or Head of Year.

# Reading at Holy Cross and School Library

## Reading at Holy Cross

At Holy Cross, we believe that reading is fundamental for our pupils' academic and emotional development, thus we actively promote this across school. All tutor rooms have a reading box; Key Stage 3 pupils begin every English lesson with silent reading and we encourage pupils, as part of their English homework, to continue reading at home.

## What is Accelerated Reader?

Accelerated Reader is a programme which we use with all pupils in Years 7 to 9. Once a fortnight, pupils are taken to the Library by their English teacher and given a full hour to access our wide range of resources, including thousands of works of fiction, a diverse range of non-fiction texts and multiple specialist magazines. Pupils are encouraged to use this time, alongside 15 minutes per English lesson, to read. Once they have completed a book of their choice, they are able to log on to their Accelerated Reader account and take a quiz on the text they have just read. Pupils love being able to see their quiz scores and how many words they have read so far. In previous years we have had over 52 word millionaires, who have all benefited from awards for their excellent efforts.

## How Can I Encourage My Child's Reading at Home?

- Provide a range of reading material. From novels to non-fiction, anything you can read is worthwhile. Many children enjoy reading magazines or blogs based around one of their hobbies or interests.
- Question your child about what they have read.
- Challenge your child to read something different. Although revisiting a favourite book is often enjoyable, choosing a book that is out of their comfort zone will help them to progress.
- Encourage your child to read often. Reading is an excellent way to wind down before bedtime.
- Monitor their progress on Accelerated Reader by accessing your parent account or asking to see their reading log in their school planner.
- Encourage your child to complete Accelerated Reader quizzes at home as well as in school.

## School Library

Our wonderful library is a calm and inviting environment, with comfortable seating and lots of space to read or study. Our full-time library manager is always able to assist pupils with finding a book that is suited to them. Your child can use our library to work, or just to read and relax at lunch times and after school. Our full-time library manager is always available to assist pupils with finding a book that is suited to them. Our library is open every day at break and lunch time and after school to ensure that all pupils can regularly access it.

## Reading Intervention

Within school, we also have a dedicated reading room used to support pupils who struggle with their reading. This support takes place in 1:1 and small group sessions, which are designed to target individual need and improve pupil attainment across school. Reading is at the centre of our curriculum in all subject areas and we prioritise identifying, intervening where necessary and monitoring our weakest readers to ensure progression.

**We are sure you will love our library as much as we do!**

**"A book is a dream that you hold in your hands."**

# Bedrock Vocabulary

Bedrock Vocabulary is an online vocabulary curriculum that teaches pupils about vocabulary through reading, games and quizzes. It has different blocks, which means that it is tailored to each individual pupil and they will have a level appropriate to them. It embeds new words and also recaps words that pupils will already know.

Bedrock teaches essential tier 2 words, root words and academic verbs. Research suggests that as a pupil progresses through school, they need to be adding at least 3,000 words to their vocabulary per year if they are to keep up with increasingly challenging curriculum texts. Bedrock helps us to achieve this goal.

Pupils are expected to achieve a minimum of 20 points per week. They will complete 30 minutes of Bedrock in an English lesson each week and will be expected to complete at least 30 minutes at home per week. Pupils can do this on any device with the internet.

There are competitions every half-term for the pupil with the most points and Bedrock also run competitions, which pupils have a chance of winning.

## How can I help my son/daughter with Bedrock?

You can monitor your child's use of Bedrock each week via the parent access code. This will enable you to see their progress and monitor how many points they are achieving each week.

# Homework

At Holy Cross, we believe meaningful homework is an essential part of your child's learning. When homework is set in subject areas, there will be an adequate amount of time to complete the homework to a high standard.

Homework is set on Satchel One (formerly Show My Homework), a virtual learning platform to record, set and share homework. It allows pupils to access their homework via a computer or app on their phone, set up alerts to remind them when it is due in and to access resources supplied by the teacher. They will have a personal login and username provided by school at the start of the term. Pupils can also message staff if they need further assistance and advice on their homework.

Parents will be provided with a personal login and username. This enables you to access your child's homework to monitor the quality and quantity being set, whether your child is completing and handing homework in on time and provide support for your child through the online resources provided.

Engaging your support in your child's success is vital in helping to create high expectations and providing the basis for developing independent learning skills, which will benefit lifelong learning.

We offer support with completing homework and the library is available until 4 pm as a quiet study area. If your child is ever struggling with homework, they must speak to their teacher before the date set for handing in the homework.

Please be advised that it is not a requirement to log in to Satchel One to view this content. The main homework calendar is available at: <https://holycrosschs.satchelone.com/school/homeworks/calendar>

However, it is advisable to use your login and password to receive a personalised list of homework tasks.

# Microsoft Office

Your child will be provided with a Microsoft Office 365 account.

This account will provide them with their own school email address and give them access to online versions of Office 365 applications, such as Word, PowerPoint and Excel. Pupils can use these applications to complete school work and their school email address to log into applications such as Satchel One.



Pupils will also have access to the Microsoft Teams collaborative platform, which allows for real-time communication and sharing of resources between teachers and their classes. Occasionally, teachers may also use Microsoft Teams to set homework and to share learning.



# Personal Development, Behaviour and Welfare

## Ethos and Collective Worship

We have a strong Catholic ethos at Holy Cross, which means that we encourage everyone in the school community to live out Gospel values; to offer support and friendship to those in need; to be respectful of each other's feelings; to take an active part in meaningful collective worship.

Every day at Holy Cross begins with worship, which might take the form of a formal prayer, a piece of music, or a meditation. Pupils are encouraged to be active participants and to be involved in the planning and facilitation of prayer. The support of the priests in the Pastoral Area means that we are able to celebrate key liturgical events and we are particularly fortunate to be able to use St Gregory's Church as a place of worship for our Christmas and Easter celebrations. On Holy Days of Obligation, we enjoy celebrating mass in the Church with the primary school pupils and the parishioners.

Our Catholic ethos colours everything we do at Holy Cross because it is who we are. We encourage our pupils and staff to think about their faith and to ask questions in a supportive environment which allows each person to understand better their relationship with God. We recognise each person in the school as a beloved child of God, created in His image and we strive to enable every child in our care to become the person he created them to be, remembering the words of Jesus.



**'I have come that they may have life  
and have it to the full.'**



# Personal Development

At Holy Cross we pride ourselves on having a holistic view of pupils and their learning. We follow statutory guidance in relation to Relationship, Sex and Health Education (RSHE) and Personal, Health and Social Education (PHSE). Pupils will encounter the PHSE curriculum through their everyday teaching but also through our Personal Development days, which will be throughout the school year. These days give pupils the opportunity to discuss and learn about relevant topics which affect their everyday life, such as careers, health and wellbeing and relationships.

These days are delivered by Holy Cross teaching staff and also other professional organisations. The delivery of these topics means that pupils leave Holy Cross with a solid foundation and knowledge to help them in their future lives.



# Attendance and Punctuality

The good news is that the majority of our pupils achieve good to excellent attendance. However, there is always room for improvement.

Pupil attendance at Holy Cross Catholic High School is very good. We believe we can be outstanding.

The Department for Education has identified that **97% attendance is the minimum requirement.**

Please help our school by ensuring your child's attendance stays above this level.

## Reasons for Absence

### Acceptable Reasons

Sickness & Diarrhoea  
Medical Emergency  
Admission to Hospital  
Family Bereavement/Funeral

### Unacceptable Reasons:

Cold/Sore Throat  
Headache  
Holidays  
Looking after siblings  
Going shopping with parents  
Birthdays

If you are unsure whether your child is well enough, send them in with a note. We will always contact you if your child is unwell and needs to come home.

## It's only a few days. . . but a few days can make a difference

Over a full school year your child's attendance could look like this:

Days Absent	Weeks Absent	Lessons Missed	% Attendance
1	-	5	99.5%
2	-	10	99%
3	-	15	98.5%
4	-	20	98%
5	1	25	97.5%
10	2	50	95%
15	3	75	92.5%
20	4	100	90%
25	5	125	87.5%
30	6	150	85%
35	7	175	82.5%
40	8	200	80%

### Consequences of Poor Attendance for pupils:

- Falling behind in lessons and coursework
- Grades are affected
- Year 11 pupils find it harder to find a job or college place
- Pupils find it harder to make and maintain friendships
- More likely to become involved in anti-social behaviour

# Attendance and Punctuality

## Holidays

The DFE have made some changes to attendance regulations. We now have to work harder than ever to ensure that our pupils achieve a minimum of 97% attendance throughout the school year.

In light of this we have revised our holiday policy and no holidays will be agreed during term time.

An average one week holiday in school time results in a pupil having to catch up on 25 hours of missed work when they return.

## Penalty Notices

If you decide to take your child on holiday during term time you may be liable for a Penalty Notice.

Penalty Notices are issued for each parent/carer per child. The fine is £120, reduced to £60 if paid within 21 days. From September 2024 the fine is £160 per parent per child, reduced to £80 if paid within 21 days. If you receive a second Penalty Notice for the same child within a three year period, the fine will be £180 per parent, per child with no option to pay a reduced rate. Also, from September, no more than two Penalty Notices will be issued within a three year period which will be considered, which includes prosecution under Section 444 of the Education Act, 1996.

Non-payment of fines will result in prosecution for non-attendance at school under Section 444 of the Education Act, 1996.

## Lateness

The school day begins at 8.55 am. Pupils will receive a late mark if they arrive after this time. If they are more than five minutes late in a week they will be required to attend a lunch time detention.

## What parents can expect from us

### Incentives

- Regular reward draw for pupils for 100% attendance
- Contributes to Whole School Awards activity eligibility
- A1 achievement points awarded

### Awareness

- Form tutors will track, monitor and discuss attendance with pupils fortnightly
- Communication with parents via text message or email

# Attendance and Punctuality

## Interventions

### If your child's attendance is

- 90-95% - Parents are made aware of deterioration in attendance
- Under 90% - Attendance Officer phone calls/letters/meetings in school/home visits/Attendance Contracts
- Under 85% - SLT to support the Attendance Officer in improving attendance
- If targets not met - referral to Court Officer for Penalty Notice/prosecution

### What we expect from parents

- Contact school on the first morning of your child's absence and on each subsequent morning
- Ensure your child is only absent if it is absolutely necessary
- Avoid booking holidays in term-time remember these will be unauthorised and often result in a penalty fine
- Always try to arrange any medical appointments for outside of school hours
- Reward your child for good attendance at school, mutually agree targets, and stick to them
- Inform school promptly of any issues which may affect attendance

### Attendance Facts

- 90% attendance is the equivalent of missing 90 60 minute lessons per year
- Five or more GCSE passes can increase wages by up to 42%
- Missing just 17 days a year can mean dropping a whole grade per subject at GCSE
- 85 million school days are lost to absence each year
- EVERY SCHOOL DAY COUNTS - There are 190 school days each year and 175 weekends and school holidays available to use for holidays
- 90% attendance is equal to one half day absence per week, four weeks' absence in a year and half a year of absence over five years
- If a pupil's attendance is 89% or less then there is only a 1 in 4 chance they will achieve five grade 4 to 9 passes at GCSE

# Behaviour for Learning

At Holy Cross we have clear expectations for both in class and out of class.

Our simple philosophy is:

**'Every child has the right to be taught, every teacher has the right to teach and every person has the right to feel safe.'**

## In-class expectations

- We arrive on time
- We speak appropriately
- We follow instructions without argument or delay
- We treat others with respect
- We try our best
- We dress smartly

## Out of class expectations

- We follow instructions without argument or delay
- We speak appropriately to everybody
- We walk on the left on corridors and stairwells
- We respect all school property
- We put litter in the bin
- We dress smartly

## Debit System

We run a debit system at Holy Cross to address any negative behaviour in classes. The debit system has four levels that will be explained below:

**Verbal Warning** – This is a prompt to the pupil that they are not performing to the school's expected level and should prompt the child to make an appropriate adjustment to their behaviour.

**D1** – This sanction is given to a pupil and is recorded on our Synergy system. This is their final chance to change their behaviour before a detention is issued.

**D2** – This sanction is given to a pupil if they have not made the expected change in their behaviour. This will be recorded on Synergy and will result in a 10 minute break or lunch time detention with the class teacher.

**D3** – This sanction is given to a pupil if they have persistently failed to respond to the class teacher and failed to make positive changes to their behaviour. This will result in the pupil being removed from the class and placed in another class within the department or faculty. This will be recorded on Synergy and will result in a 30 minute after school departmental detention.

**D4** – This is the most extreme sanction a department will use to sanction a pupil. If a pupil who has been sent to a different class continues to disrupt the teaching and learning of the class they were sent to, they may be sent to Isolation. If this is the case, the pupil will spend five periods in Isolation and have an after school detention the following Friday with a member of the Senior Leadership Team.

**Fast Track D4** – This is used for extreme behaviour, when the stages are bypassed and the pupil is sent straight to D4. This would be used in instances such as foul/abusive language and breaches in health and safety.

# School Synergy

School Synergy is the system used at Holy Cross to track, monitor and report on many aspects of school life. Using this system, parents are able to view the school calendar, as well as their own child's timetable, attendance figures and behaviour. The behaviour module provides a real time view, displaying positive comments and points awarded, as well as informing you when aspects of behaviour may be limiting progress.

Once your child is enrolled at Holy Cross in September you will be given the opportunity to create a Parent Portal Account so that you can view information tailored for your child. Pupils will also be asked to sign up so they can check timetabled lessons, homework, bulletin reminders and after school activities.



# Rewards and Incentives

At Holy Cross we pride ourselves on living out our mission statement to 'have life and have it to the full.' An important part of this is recognising those pupils who go above and beyond in their daily life at school.

Pupils are awarded in class regularly with our A1 system. Form Teachers and Heads of Year can also award A1s daily for positive contributions to the school community. Pupils with the most A1 points are put into a draw every half-term for a voucher. Every half term the form group with the most A1 points enjoys a free breakfast alongside their form tutor.

Other ways in which a pupil has their achievements recognised include:

- Verbal praise given by a member of staff. This is an important first step in recognising a positive contribution by a pupil and building a positive relationship
- Departments celebrate the good work of pupils through class displays
- Departments can also highlight positive contributions through initiatives, such as, departmental praise letters/postcards being sent home
- It is important that academic ability alone is not the only way to earn recognition. This can also encompass extra-curricular activities and a range of personal skills and qualities which Holy Cross wishes to value and promote
- Recognition of the best attendance and also most improved attendance
- Pupils who have made positive contributions are recognised in the prefect system
- There are special presentations for both Year 11 leavers and sports performers, which are held annually to celebrate success and praise achievement
- The achievement of pupils, both in and out of school, is promoted through the local press and social media

Finally, we also have two weeks in the school year when we celebrate pupils' success in assemblies. These assemblies are a formal recognition by departments of the hard work and achievement of pupils in the autumn and summer terms. We truly have a holistic view of the pupils in our care and want to recognise their achievements as much as we can.



# Enrichment Opportunities

At Holy Cross, our mission is based on John (10:10): "I have come that they may have life and have it to the full". In order to achieve this mission, we feel it is important to offer pupils a diverse range of enrichment opportunities. We believe that pupils can gain a great deal from participating in educational visits and extra-curricular clubs as, not only do they offer opportunities to broaden their horizons and enrich their experiences, but they also allow pupils to enhance their social, emotional and personal development.

Each curriculum area has embedded opportunities for enrichment and for pupils to develop their cultural exposure into their curriculum plan. For instance, in English, pupils will have the opportunity to go on visits to the theatre to tie in with their study of plays; in geography pupils can visit Castleton to collect fieldwork data; in history pupils have the chance to go to France and Belgium to visit World War One battlefields, cemeteries and memorials and in MFL pupils can visit the French Christmas markets.

We also provide a wide variety of extra-curricular clubs to ensure there will be something to suit every child. For example, pupils can attend STEM (Science, Technology, Maths and Engineering) Club, Public Speaking and Debating Club and they can join the Eco-Committee.

For those interested in sport and fitness, the PE department offer a huge range of clubs from boys' and girls' football, netball and hockey to gymnastics, trampolining and dance. These clubs are open to those who want to be part of the team and represent the school in local and national fixtures but also to those who just want to get stuck in and take part in some extra sport for fun.





# Practical Information

## Home-School Communication

### Contacting School

For general pastoral and well-being matters, your first point of contact is your child's form tutor. You can do this by written communications to your child's form tutor, via email to [admin@holycross.lancs.sch.uk](mailto:admin@holycross.lancs.sch.uk) or through the Synergy App.

If you would like to see or speak to your child's form tutor or a particular subject teacher, please contact the school office via email or phone and indicate which teacher you would like to speak to. The school office will direct your request to the relevant member of staff, who will then contact you. The school office is open between 8:00 am and 4:15 pm (outside of these times a message can be left on the answer machine). School will respond to your request as quickly as possible and certainly within 48 hours.

It is not possible for a teacher to leave their class to speak to a parent, so it is important that a prior appointment is arranged via the office.

Please do not use your child's school email address, their Microsoft Teams account or their Satchel One account to communicate with teachers. These platforms are to be used for the sole purpose of pupil-teacher communication.

### School Office Contact Details

Email: [admin@holycross.lancs.sch.uk](mailto:admin@holycross.lancs.sch.uk)

Phone: 01257 262093

### Communications from School

School will contact you either by email, post or text depending on the nature of the communication.

### The School Day

Registration	8.55 am - 9.15 am
Period 1	9.15 am - 10.15 am
Period 2	10.15 am - 11.15 am
Break	11.15 am - 11.35 am
Period 3	11.35 am - 12.35 pm
Period 4	12.35 pm - 1.35 pm
Lunch	1.35 pm - 2.05 pm
Period 5	2.05 pm - 3.05 pm

# Uniform and PE Policy

We believe that an economic and practical uniform helps us to achieve high standards of work, behaviour and commitment, and the great majority of parents support us in this view. All pupils are, therefore, expected to wear the uniform that is listed below. In certain circumstances, a uniform grant may be payable by the Local Authority.

## Boys

- White shirt
- School tie
- Black, plain-knit V-neck long sleeved sweater with badge
- Black tailored uniform trousers
- Black socks
- BLACK\* leather shoes (no boots or trainers)

\*Please note no other colour is acceptable

## Girls

- White shirt
- School tie
- Black, plain-knit V-neck long sleeved sweater with badge
- Black, knee length, pleated skirt **with badge**
- Black tailored trousers
- Knee length black socks or thick black tights
- BLACK\*, flat heeled leather shoes (no boots or trainers)



There is no uniform outdoor coat but we ask for a sensible coat. Tracksuit tops, hoodies, sweatshirts, military, leather or denim coats are not allowed. Baseball style caps are not to be worn on the school premises.

# PE Kit

## Unisex (boys and girls)

- Holy Cross badged drill top
- Holy Cross badged t-shirt
- Holy Cross badged shorts, leggings or track pants (only one of the three is required)
- Black football socks
- Trainers
- Shin pads and gum shields

**The kit must be the badged kit from JADA, no other shorts, leggings or track pants will be accepted.**

It is advisable to label each item of clothing with your child's name to avoid items being lost.

# Uniform Policy

## Jewellery

- Pupils are permitted to wear a plain wristwatch. All other items of jewellery are not allowed.
- Earrings and other piercings are not permitted.
- Pupils are not permitted to cover piercings with plasters. Piercings must be removed. Should you wish your child to have their ears pierced, please ensure that this takes place at the beginning of the summer holidays so that they can safely remove earrings for school in September.

## Make Up

- Make up and nail varnish are not permitted in school.
- Any pupil wearing make up/nail varnish will be asked to remove it with products supplied by school.
- False eyelashes and false nails are not permitted.
- Any pupil attending school wearing make up, false eyelashes or false nails, will be expected to remove them or they will be placed in isolation.

## Hair

- Pupils should be well groomed with clean hair and the whole face visible at all times.
- Hair should be one natural colour.
- Boys should be clean shaven.
- Extreme hairstyles, including unnatural colours, hair extensions or decorative beads are not permitted.
- Severe haircuts, shaven heads (below number 2 cut) and decorative designs are not permitted.

**Uniform can be purchased from JADA, 213 Eaves Lane, Chorley, PR6 0AG.**

Telephone No: 01257 271592

Email: [info@jadaonline.co.uk](mailto:info@jadaonline.co.uk)

Website: [www.jadaonline.co.uk](http://www.jadaonline.co.uk)

**or from Andrew Leach Schoolwear, 98 Winter Hey Lane, Horwich, Bolton, BL6 7PJ – only main uniform, PE Kit not available.**

Telephone No: 01204 697624

Website: <http://www.andrewleachschoolwear.co.uk>

Email: [andrewleach@gmx.com](mailto:andrewleach@gmx.com)

# Equipment

To ensure that your child is fully prepared for all their lessons at Holy Cross, they will need the following equipment:

- Blue or black pen
- Sharpener
- Pencil
- Protractor
- Ruler
- Compass
- Rubber
- Green and purple pen
- Reading book
- Scientific calculator (we recommend CASIO fx-83GTCW)

# ParentPay and School Meals

## ParentPay

ParentPay is a secure system which offers you, as parents, the freedom to make payments whenever you wish. ParentPay is used to make payments for school meals, visits, and school supplies. For your convenience, there is an app which can be downloaded for your mobile phone. You will be sent further information containing details on how to activate your ParentPay account or transfer the primary school account to Holy Cross.

## School Meals and Cashless Catering

Holy Cross uses a biometric system for the purchase of school meals. This is complemented by the online payment system, ParentPay. On your child's first day at Holy Cross, we complete the setup of the biometric system in order for them to purchase their school meals via scanning their fingerprint.

You can credit your child's account via ParentPay or pupils may top up their account in school via a machine in the school hall that accepts cash. A daily spending limit of £5 is set on their school meal account but this can be changed on an individual basis.

Alternatively, pupils can bring their own packed lunch to eat in the main dining hall.

## Free School Meals

The daily allowance for free school meals is £2.70. If FSM pupils exceed this daily limit, additional funds must be loaded onto their accounts using ParentPay.

Check if your child is eligible for Free School Meals or Pupil Premium and apply by visiting <https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals/?page=2>



# Transport

## SERVICE: 707 ABBEY VILLAGE - CHORLEY HOLY CROSS HIGH SCHOOL

### ROUTE DESCRIPTION

From Abbey Village Hare & Hounds, Bolton Road, Chorley Road, Blackburn Road, Bett Lane, Buckholes Lane, School Lane, Railway Road, Bury Lane, Chorley Road, Blackburn Road A674, Victoria Street, Lower Wheelton, Blackburn Road A674, B6228, Blackburn Road, Blackburn Brow, Botany Brow, Harpers Lane, Water Street, Commercial Road, Park Road, Union Street, Shepherd's Way, Lyons Lane South, Bolton Street, Bolton Road, Carr Lane and The Bowers to Chorley Holy Cross School Bus Turning Area.

Return by reverse of above route to Abbey Village Hare & Hounds

Abbey Village Hare & Hounds	<b>0750</b>
Bury Lane, Ollerton Fold	<b>0754</b>
Higher Wheelton, Bett Lane	<b>0800</b>
Brinscall, Woodland View	<b>0805</b>
Withnell, Post Office	<b>0808</b>
Withnell Fold, Road End	<b>0813</b>
Lower Wheelton Red Lion	<b>0818</b>
Chorley Guildford Avenue	<b>0824</b>
Chorley, Astley Road South (Crosse St)	<b>0830</b>
Chorley Holy Cross High School	<b>0840</b>

Service depart Holy Cross at 1515

Operator: Vision Bus Ltd

Tel: 01204 468288

## SERVICE: 780 CLAYTON BROOK - CHORLEY HOLY CROSS HIGH SCHOOL

### ROUTE DESCRIPTION

From Clayton Brook, Clayton Brook Rd/Pines Close then via Clayton Brook Road, Preston Road (A6), Preston Street, Harper's Lane, Eaves Lane, Brooke Street, Lyons Lane South, Bolton Street, Bolton Road, Carr Lane and The Bowers to Chorley Holy Cross School Bus Turning Area.

Return from Holy Cross High School bus turning area via reverse of outward route. Clayton Brook Clayton

Brook Rd/Pines Close	<b>0800</b>
Clayton Brook, Clayton Brook Rd, Barn Meadow	<b>0804</b>
Clayton Green, St Bedes Church, A6	<b>0806</b>
Whittle le Woods Bay Horse	<b>0813</b>
Chorley Hospital A6 entrance	<b>0820</b>
Chorley Harper's Lane, Beaconsfield Terrace	<b>0825</b>
Chorley Eaves Lane, Brown Street	<b>0830</b>
Holy Cross High School	<b>0845</b>

Service depart Holy Cross at 1515

Operator: Vision Bus Ltd

Tel: 01204 468288

# Transport

## SERVICE: 785 COPPULL OAK TREE – CHARNOCK RICHARD - CHORLEY SCHOOLS

### ROUTE DESCRIPTION

#### AM JOURNEY

From Coppull Moor, Oak Tree via Preston Road (A49), Coppull Moor Lane, Chapel Lane, Lancaster Street, Spendmore Lane, Preston Road (A49), Chorley Lane, Dob Brow, Butterworth Brow, Easterly By-Pass, Southlands HS Bus Turning Circle, Butterworth Brow, Moor Road, Pall Mall, Bolton Street, Bolton Road, Albany High School, Bolton Road, Myles Standish Way to Chorley, Holy Cross High School, Bus Turning Area

#### PM JOURNEY

Returning from Albany High School via Bolton Road, Myles Standish Way, Holy Cross RCHS Bus Turning Area, Lower Burgh Way, Gillibrand Link Road, Butterworth Brow, Dob Brow, Chorley Lane, A49 (south), Coppull Moor Lane, Chapel Lane, Lancaster Street, Spendmore Lane to Coppull, Oak Tree.

COPPULL Oak Tree	0800
COPPULL Waggon & Horses	0805
COPPULL Mill Street	0815
CHARNOCK RICHARD Hinds Head	0820
CHARNOCK RICHARD Dog & Partridge	0822
Southlands HS Turning Circle	0830
Albany High School	0835
Holy Cross High School	0840

Service depart Holy Cross at 1505

Operator: Vision Bus Ltd

Tel: 01204 468288

## SERVICE: 790 LOWER ADLINGTON - CHORLEY, SOUTHLANDS HIGH SCHOOL & HOLY CROSS HIGH SCHOOL

### ROUTE DESCRIPTION

From Lower Adlington, Old School Lane via The Common, Park Road, Market Street, Railway Road, Chorley Road, A673, Bolton Road, Miles Standish Way to Holy Cross RCHS Bus Park, Myles Standish Way, Lower Burgh Way, Coppull Road, Butterworth Brow to Southlands High School, Turning Circle.

Returning via reverse of outward route

LOWER ADLINGTON, Old School Lane	0810
ADLINGTON, Ridgway Arms	0818
Holy Cross RCHS	0830
Southlands HS Bus Turning Circle	0838

Service depart Holy Cross at 1505

Operator: Vision Bus Ltd

Tel: 01204 468288

# Transport

## SERVICE: A1 (V1) HORWICH/BLACKROD - HOLY CROSS HIGH SCHOOL

### ROUTE DESCRIPTION

From Horwich Leisure Centre/Bridge Inn, The Crown (Horwich), Black Horse (Blackrod) and Railway Station Adlington, Myles Standish Way to Holy Cross High School Turning Circle.

Returning via reverse of outward route

Horwich (N) Primary School	0739
Horwich Leisure Centre/Bridge Inn	0743
The Crown Hotel	0745
The Black Horse (Blackrod)	0755
Railway Station Adlington	0801
Marley Court, Bolton Road	0809
Holy Cross RCHS	0812

Service depart Holy Cross at 1520

Operator: Vision Bus Ltd

Tel: 01204 468288

These services observe ALL stops along route. Pupils should be at their stop five minutes before the bus is due and clearly hail the bus by putting their arm out. Pupils must either show a valid travel pass, season ticket or pay their fare.

### Fares (from September 2023, correct at time of printing)

Distance	Fare
0-3 miles	£3.40 return £1.85 single
3-8 miles	£4.80 return £2.70 single
8+ miles	£5.90 return £3.25 single

### Season Tickets

Term and Yearly Season tickets can be purchased where space is available on the bus service at a 20% discounted rate (five days' travel for the price of four).

Quotes can be obtained by contacting the School Transport Hotline on Tel: 0300 123 6738 or by visiting [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

**NB Season tickets may be withdrawn and refunded if accommodation is required for Statutory Entitled pupils.**

Lancashire County Council reserves the right to refuse season ticket applications.

### Commercial Services

Routes, fares and weekly ticket price information can be obtained by contacting the commercial operator directly.

<https://www.visionbus.co.uk/bus-services/>



# School Term & Holiday Pattern 2024-2025

## Autumn Term 2024

Re-open on	Wednesday 4 September 2024
Mid Term Closure	Closure after school on Friday 25 October 2024 Monday 28 October – Monday 4 November (inclusive) School reopens Tuesday 5 November 2024
Closure after school on	Friday 20 December 2024
Number of openings	72 days INSET [Monday 2 September 2024] [Tuesday 3 September 2024] [Monday 4 November 2024]

## Spring Term 2025

Re-open on	Tuesday 7 January 2025
Mid Term Closure	Closure after school on Friday 14 February 2025 Monday 17 February – Friday 21 February 2025 (inclusive) School reopens Monday 24 February 2025
Closure after school on	Friday 4 April 2025
Number of openings	58 days INSET [Monday 6 January 2025] [Friday 14 March 2025]

## Summer Term 2025

Reopen on	Tuesday 22 April 2025
May Day Closure	Monday 5 May 2025
Mid Term Closure	Closure after school on Friday 23 May 2025 Monday 26 May – Friday 30 May 2025 (inclusive) School reopens Monday 2 June 2025
Closure after school	Tuesday 22 July 2025
Number of openings	60 Days

**Total number of openings – 190 + 5 inset days**



# Holy Cross

CATHOLIC HIGH SCHOOL

Myles Standish Way, Chorley, PR7 3LS

TELEPHONE 01257 262093

ONLINE [www.holycross.lancs.sch.uk](http://www.holycross.lancs.sch.uk)

E-MAIL [admin@holycross.lancs.sch.uk](mailto:admin@holycross.lancs.sch.uk)

TWITTER [@holycrosscholr](https://twitter.com/holycrosscholr)