



# Bishop Douglass School

## Year 7 Handbook 2019-2020

## ABOUT THIS BOOK

This book is written especially for you and your parents to help you to get to know about Bishop Douglass School. It goes through what will happen during your first days at school, how your day at school is organised and it gives useful information on how to help you get organised.

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## Welcome from the Head Teacher



Welcome to Bishop Douglass School. This is the beginning of an exciting time for you and over the next few years we hope you will develop your skills and talents to the fullest extent.

Please read this booklet carefully as it contains important information about the routines of our school. You will find that everyone at the school will do their best to help you settle in.

I wish you every success.

**Mr M Tissot**  
Headteacher

## BISHOP DOUGLASS IS A CATHOLIC SCHOOL

We are very aware and proud of our Catholicity and this is reflected in many ways around the school.

- Most important of all is the way we conduct ourselves around the buildings. As a school we place great value on care and consideration of others; we expect courteous behaviour and good manners at all times. We should be prepared to help others and to listen and be understanding. We should learn to *'love our neighbours'* and put our Christianity into practice in all that we do around the school.
- The start of each lesson begins with a prayer. This should remind us of our Christian duties and should be a moment of reflection.



### Bishop Douglass School Prayer

*Thank you, O God, for another day.  
Help me to spend it wisely and to spend it well.  
Grant that everything I do today may be done as well as I can do it.  
Grant that everyone I meet may be happier for the meeting.  
Keep me all through today conscientious in my work;  
truthful in my speaking;  
loyal to my friends; faithful to those who love me  
through Jesus Christ our Lord.*

*Amen.*

## LITURGICAL CELEBRATION

- Of course through Religious Education lessons, you will learn more about the Catholic faith, and you will also have the opportunity to learn about other faiths.
- We aim to give a broad education, teaching about the value of personal relationships, the sacredness of human life and how to be a good citizen.
- The Chapel is an integral part of our school; a place of prayer and reflection. The weekly Friday morning mass is a central part of our school week and all pupils are encouraged to attend.
- Father Kevin Ryan is our school Chaplain. He enriches the liturgical life of the school and interacts with pupils and families in a way which is different from that of a teacher.

When you come to our school we ask you to realise that ***your presence will change it***, more than that, we ask that the changes you make will result in this being an even ***better*** school. You are here not only to develop your talents, but to share them generously with others. We ask that you go about your schooling with enthusiasm and that you take it upon yourself to make every effort to make Bishop Douglass Catholic School that little more special because of the contribution ***you*** make to it.

## OUR MISSION STATEMENT

Through Christ:

**Being the best we can be.**

**Diversity with Respect.**

**Supporting each other within our Catholic community.**

# INFORMATION FOR PUPILS



## YOUR DAILY TIMETABLE

8.50 am - 9.10 am	Registration
9.10 am - 10.10 am	<b>Lesson One</b>
10.10 am - 11.10 am	<b>Lesson Two</b>
11.10 am - 11.30 am	Break
11.30 am - 12.30 pm	<b>Lesson Three</b>
12.30 pm - 1.30 pm	<b>Lesson Four</b>
1.30 pm - 2.10 pm	Lunch
2.10 pm - 3.10 pm	<b>Lesson Five</b>

You are expected to be prompt for registration and all lessons. The school day always starts by **8.50am** and changes of lesson will always be indicated by the sound of a bell. If you arrive before 8.20am you can receive a free breakfast (cereal or toast and jam and tea or hot chocolate) in the canteen. Full cooked breakfasts are available to purchase from 8.00am.

## BREAKS DURING THE SCHOOL DAY

### Morning Break

During the twenty minutes of morning break you will normally leave the school building and go to play in the playground. If the weather is very cold or if it is raining then you can go under the covered area or to a designated room. You might also like to use the library.

***If you need to go to the toilet, this is the time to go!***

The school canteen is open during morning break for sandwiches and snacks, as well as in the morning from 8.00am-8.20am for a free breakfast of toast and cereal. A full cooked breakfast is available to purchase.

At the end of morning break you will hear the bell. You should then gather your equipment together and go to line up in the playground outside the library to meet your teacher.

You will be surprised how quickly you will learn the routines of the school. During your first weeks you can always seek help from older pupils or ask one of the teachers on break duty for help.



### Lunchtime

At the beginning of lunch you need to form a line outside the canteen under the covered area. Teachers will be on duty and they will send you into the canteen for your lunch. For the first few days you will be the first group of pupils to line up and be allowed into the canteen. The canteen has a cafeteria system which means that you can choose your own selection of food. The meal of the day (meat or vegetarian option with a dessert) represents excellent value for money. Good advice is to make sure that you take a selection of meat and vegetables and use the salad bar. Fruit, yoghurts and other desserts, along with soft drinks are available.

Lunch is served on plates which, together with your cutlery, need to be returned to a collection point in the canteen when you have finished eating. During lunch you can sit with your friends and catch up on how they are getting on in their first days at Bishop Douglass Catholic School. When you have left the canteen you are free to use the playground for your recreation, unless it is raining and you then go to the covered area or a designated room to stand quietly and read or talk to your friends. We are very lucky in having many staff on duty who will be around the school to help supervise the lunch break.



There are over 800 people in Bishop Douglass Catholic School (this includes the staff!) who will require lunch during our lunch break. This poses quite a problem!

Remember that we need your cooperation at all times to make sure the system works fairly, smoothly and efficiently.

Please remember that you are not allowed to leave the canteen with any food. In addition, you must never leave the premises at lunch time or at any time during the day, unless you have special permission.

At the end of lunch break you will hear the bell. You should then gather your equipment together and go to line up in the playground to meet your teacher.

## **At The End of The Day**

We hope that your first days at Bishop Douglass Catholic School will be happy ones. Remember that *this is the time to get into good habits* which means that before you go home every night you should check your journal to make sure that you have all the equipment and books that you need for successfully tackling your homework.

'Evening Prep' operates from Monday to Thursday until 6pm in the library. If you decide to complete homework at 'Evening Prep' you will be given dinner at 5:45pm. Be aware that pupils who fall behind in their homework are placed in the 5 o'clock club and detained each evening to complete homework.

## **STAFF WORKING IN PARTNERSHIP WITH YOU**

### **Your points of contact are:**

Mr Tissot	Headteacher
Mrs Henderson	Associate Headteacher
Miss Binz	Head of Year 7
Mrs Skinner	Admissions
Ms Kemp	Attendance/Assistant SENCO
Mrs Goursaud	SENCO (Additional Needs)

## UNIFORM

### UNIFORM – BOYS – TO BE WORN TO, FROM AND AT SCHOOL

- Shirt: White, long sleeved – short sleeves may be worn in Summer.  
Ties: Year colours and show five stripes (from school suppliers - clip on only).  
Jumper: Pullover - French Navy v-necked - with embroidered logo from school suppliers.  
Blazer: French navy with embroidered logo (from school suppliers). Must be worn at **all** times.  
Trousers: Charcoal/Dark Grey or Black.  
Socks: White/Grey/Black.  
Shoes: Plain black leather only with low heels. NO suede, canvas, trainers, plimsolls, sports shoes or boots. Laces and stitching must be black. (Trainers may be worn at break and lunch time when outside.)

Earring, (only single earring) if worn, should be small gold or silver sleeper or stud (in the lower earlobe).

No other jewellery (rings, earrings or piercings except a watch) is permitted.

### UNIFORM – GIRLS – TO BE WORN TO, FROM AND AT SCHOOL

- Shirt: White, long sleeved. Short sleeved blouses may be worn in summer.  
Ties: Year colours and show five stripes (from school suppliers - clip on only).  
Jumper: Pullover - French Navy v-necked - with embroidered logo from school suppliers.  
Blazer: French navy with embroidered logo (from school suppliers). Must be worn at **all** times.  
Skirt: Green Douglass Tartan Kilt (from school suppliers) – knee length  
Trousers: Black boot cut style trousers (**no skinny styles**).  
Socks/Tights: White/Grey/Black knee high socks or Black/Navy thicker tights in winter. No patterned tights. Socks must be knee length or ankle length (in the summer)  
Shoes: Plain black leather only with low heels. NO suede, canvas, trainers, plimsolls, sports shoes or boots. Laces and stitching must be black. (Trainers may be worn at break and lunch time.)

Earrings, (only one pair) if worn, should be small gold or silver sleepers or studs (one in each lower earlobe only). Diamante earrings are not allowed.

No other jewellery (rings, nose studs or other piercings except a watch) is permitted.

### ALL ITEMS OF UNIFORM SHOULD BE CLEARLY MARKED WITH OWNER'S NAME

(The school will not be held responsible for items of jewellery lost on the premises)

### BOYS AND GIRLS

A watch can be worn.

No shaved or patterned eyebrows.

No visible tattoos.

Underwear should never be visible

Hoodies and Trainers are not allowed

# Bishop Douglass Catholic School

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- Scarf: Plain Navy Blue or Black. No headscarves except by permission of Governing body, may be worn in school. All approved headscarves worn in BD colour, navy or black - available from School Suppliers.
- Hats: Plain Navy blue or black wool hats only are allowed outside. These may be purchased at school. NO baseball caps or any other hats may be worn.
- Hair: No exaggerated hair styles: streaked, dyed, gelled, patterned, lined, permed, stepped, spiked, high-top or coloured hair is not allowed.  
**Boys:** We encourage reasonably short (but not shorter than a number 3), traditional and tidy styles, cut to the top of collar only. No patterns, shapes, lines or layered crops. Beards, moustaches and wispy growth are not permitted.  
**Girls:** Tidy without unnatural colours. Hair bands, slides and ribbons must be Navy Blue or Black.
- Bags: School bag: Black/Navy bag, brief case/canvas bag/rucksack. Must be able to hold A4 books and paper unfolded. No handbags. Plain, logos should be subtle.
- Outdoor Coat: Plain Navy Blue or Black topcoat/duffel or parka. No motifs, denim or leather.  
No hooded tops or tracksuit jackets.
- Makeup: Make up should not be worn; neither should nail varnish, false nails nor nail extensions.

## PE KIT

Basic PE Kit is: a plain white polo shirt and plain navy shorts

The items listed below can be purchased through our School suppliers.

- Polo Shirt: White, embroidered with BD logo
- Shorts: Navy, shadow stripe, embroidered with BD logo
- Netball Skirt: Navy skirt (optional)
- Tracksuit: Top: Navy with white piping, embroidered with BD logo.  
Bottoms: Navy with white piping
- Football Socks: Navy (boys) White (girls)
- Field Boots: Blades or studs. These are essential for field use.
- Trainers: Must be white soled and laced for indoor use.

All items of PE kit must be clearly labelled.

School Uniform Suppliers: Uniform4Kids

Tel: 020 8209 0999

[www.uniform4kids.com](http://www.uniform4kids.com)

1103/05 Finchley Road, Temple Fortune, London, NW11 0QB

*They deliver telephoned orders to the school every Thursday*

## EQUIPMENT

All pupils must have pens (including a green pen), pencils, eraser, ruler, geometry set, Pritt stick, coloured pencils, pencil sharpener, pencil case, scientific calculator (Casio fs-991ES plus), pocket dictionary, USB stick, school journal, rough book and PE kit. All pupils should bring a reading book each day.

## **IS THERE ANYTHING WHICH YOU ARE NOT ALLOWED TO BRING OR WEAR TO SCHOOL?**

Jewellery is not allowed, and cannot be worn whilst travelling to, from or at school. Only wristwatches and one pair of stud earrings - girls or a single stud -boys (small gold or silver) permitted. Jewellery and any other unauthorised items will be confiscated and returned at the end of each school term.

No make-up or nail varnish. Streaked, dyed, lined or exaggerated hairstyles, as well as hair which is coloured, too long or too short, are not allowed.

Trainers are only permitted in the playground or for PE.

No mobile phones. These can be stolen and they often cause trouble, with text messages being passed around. Pupils leaving the school with mobile phones have been mugged. We do not accept responsibility for any mobile phones. Any that are found during the school day will be confiscated for a minimum of **SEVEN DAYS in the first instance and kept in the school safe**. A letter will be sent home, inviting parents/carers to make an appointment to come to school to collect the phone.

No money in large amounts should be brought in. It can be a temptation to steal. **The school cannot accept responsibility for any money that is lost or stolen.** In exceptional circumstances, our office staff are more than happy to look after large amounts of money during the day.

Chewing gum is not allowed in school.

No shaved or patterned eyebrows/piercings.

Tattoos (body art) are not allowed in school.

Like every other school we have rules to ensure your health and safety. Certain items are banned for your protection and these are detailed in your journal and in our behaviour policy.

## HOMWORK AND THE JOURNAL

On your first day at school you will be given a Journal. There is a special part in your Journal for writing down your homework. Very early on in the term you will be given a homework timetable telling you which lessons will set homework each day. Every day you will need to write down the lessons that will be setting you homework on that day.



Your homework will also be put online on a website called Show My Homework. You will be given a login for this in September.

Each lesson's homework will last at least thirty minutes, so please ensure that you find a regular time and a *quiet* place to do this homework well. You will need to check your Journal regularly to make sure that you bring the right work and books for each day and that you bring your homework in on the right days.

Homework is important because:

- It helps you to go through and learn the work that you have been doing in your lessons.
- It helps you prepare for your next lessons.
- It allows you to work on your own and to do your work as well as you possibly can.
- It allows you to read more about a subject than is possible in the lesson - especially if you learn to use the school and public library as well.

## RECORDING YOUR ACHIEVEMENTS

At Bishop Douglass Catholic School we aim to create a positive atmosphere and foster a culture in which praise and rewards are widely used.

You can be awarded commendations and Epraise by staff for high attainment, effort, pastoral and extracurricular activities. You can record these achievements in your journal. Form tutors will monitor your commendations and the accumulation of Epraise which will earn you points. These points can result in prizes!! All round exceptional conduct is recognised with gold badge awards.

During assemblies with the Head of Year prizes/certificates are distributed and achievement is recognised. Formal prize giving takes place once a year in the summer term.

Your progress is regularly monitored. At the start of each school year there is an academic review and target setting meeting with you, your tutor and parents. A review of targets within the form system will occur shortly afterwards. Once every half term you will receive grid grades known as 'PP' – Pupil Progress grades, which highlight your potential and effort in all subjects.



## **CLUBS AND ACTIVITIES**

There are many clubs and activities in which you can become involved. You will be given more information about these during the first term. Extracurricular sport is strong and has led to a large number of pupils taking part in competitions at County and National levels. The school maintains links with local clubs.

Additionally, you will be able to participate in various projects. There are lots of music clubs and activities arranged by the Music department. Several departments also arrange trips both at home and abroad.

## **THE SCHOOL COUNCIL**

The School Council is a really important way of getting your ideas heard for improving the school. Every year, each form class elects two class representatives who then talk on a regular basis with their Head of Year about issues relating to school life. Each year has two representatives who sit on the whole School Council and the ideas are discussed and proposals for change are debated.

Over the last academic year, the School Council has been highly influential in many major decisions about school life. For example, pupils have been consulted in areas such as homework timetabling, extra-curricular clubs and uniform.

So, if you are interested in being a member of the School Council, and playing an important role in the development of the school, please speak to your form tutor when you start in September.





## **And finally.....**

We look forward to seeing you at the beginning of term. Remember to prepare yourself well for your new school. It is an opportunity to develop your talents to the full. Your time at Bishop Douglass School is only the beginning.

We hope

- It is a fruitful time and that you use it well.
- That you share your talents with us.
- That you go on to become a mature, responsible and Christian member of society.

**INFORMATION  
FOR  
PARENTS**

## **PASTORAL**

### **Who will be responsible for my son/daughter?**

He/she will have:

- A Form Tutor
- A Head of Year
- Associate Headteacher

The role of the **Form Tutor** is to:

- Be the first point of contact with parents
- Be vigilant with regard to your child's progress
- Be available should you wish to discuss, or report, any problems to them

### **Head of Year 7 – Miss Binz**

This is the person who monitors and co-ordinates the learning of all the pupils in the year. She will come to know your child well and may support or counsel them across a number of issues. Parents should initially approach their child's Form Tutor, but it is likely that Miss Binz will become involved if there are difficulties or issues that need to be addressed.

### **Associate Headteacher – Mrs Henderson**

The Associate Headteacher has an overview of what is happening to all the pupils in the school. She may deal with more serious issues; if they arise her job is to ensure that the curriculum your child is being taught is appropriate, that behaviour is what we expect and that teaching is good.

## **Who decides what form group my son/daughter is in for lessons?**

This is decided by the Head of Year and the Associate Headteacher, Mrs Henderson. All Form Groups are made up of a number of pupils from a variety of Primary Schools. Your child will be put into a class group where it is thought they will learn best.

All students are encouraged to take an accredited Modern Foreign Language GCSE, e.g. French or Spanish. This requires a dedicated and serious approach to learning a foreign language. Parent/Carer support often makes a difference to ensure children practice and learn vocabulary.



## **Equipment for Lessons (see journal)**

Your child needs to bring sufficient kit and equipment for many different lessons. This should include pens, pencils, including colours, rubber, ruler, and Maths equipment (a calculator and geometry set) and a reading book. Your child will need a school bag to keep their books and equipment safe. Please make sure that they take care of the books on loan from school. If they lose or damage them they will have to pay towards replacing them. Your child will be given a text book in most subject lessons and will need to bring it to school when they have that lesson. We do not use lockers in the school, so your child will need to keep their bag with them at all times. PE Kit should be brought to school in the school PE kit bag on the days when PE is on their timetable.

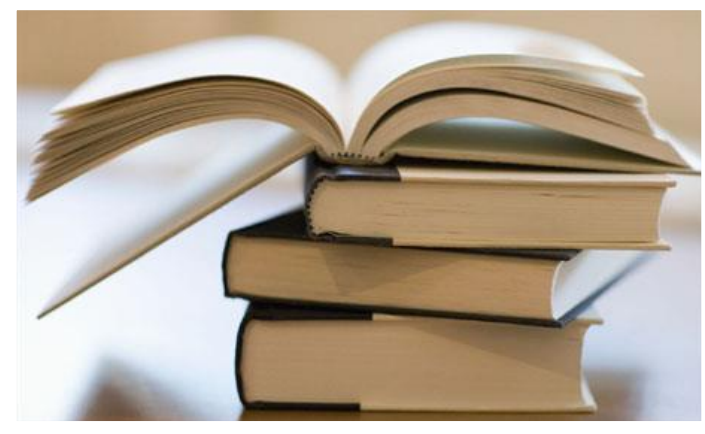
## **Money, Valuables and Lost Property**

Your child should not bring large sums of money or valuable items into school. If there is a time when they must bring money in for a particular reason then please make sure they bring the money to the office for safe keeping. All your child's personal property including items of uniform should be **labelled**. During PE lessons all valuables and money must be handed to the PE teacher for safe keeping.

## **HOW CAN I HELP MY SON/DAUGHTER TO MANAGE THE PRIMARY TO SECONDARY TRANSFER?**

One of the most difficult things for 11 year olds is managing the move between all the different lessons. We will help with this, in the early stage, by using a team of teachers and prefects to show your child around the classrooms.

Your child will need to bring different books to school every day. It would be much too heavy a load to carry if they were to bring all their books every day. You should look at the timetable they will be given on their first day and help them, each evening, to sort out which books and homework they will need to take in for the following day.



## HOW DO I KEEP IN TOUCH?

### 1. Via the Journal

Your child will be given a Journal at the beginning of each term. There is a space where you and the Form Tutor can write notes to one another. **Please** remember to sign the Journal each week, to show that you take an interest in your child's education, that you are supervising their homework and ensuring its completion, and that you are checking for messages.

### 2. Via notes, Email and telephones calls to members of staff.

We will aim to get back to you within two days. Please do not forget that staff are busy in classrooms for most of each day. It is important that we always have up-to-date contact information, including mobile phone numbers. Please let us know if you move or change numbers.

Emails should be addressed to [schooladmin@bishopdouglass.barnet.sch.uk](mailto:schooladmin@bishopdouglass.barnet.sch.uk) and marked for the attention of the teacher you wish to contact.

## What happens if I need to complain?

We hope you will never have cause to complain. If you do, you can do it in writing, either to the Head of Department concerned or to the Head of Year, with a copy to the Associate Headteacher, Mrs Henderson.

If you are not satisfied at this level, you can write directly to the Headteacher, Mr Tissot. On the whole, we aim to resolve any problems by talking face to face, or on the telephone.

## ATTENDANCE & PUNCTUALITY

### What should I do if my son/daughter is unable to attend school?

- Phone the school as soon as possible to make us aware of the reason. The school number is **020 8444 5211**.
- Keep us informed of any serious developments or crises at home.
- Send a note in with your son/daughter when they return to school. Failure to send in a note with your child may result in a letter from the school.
- Continued problems with attendance could result in the involvement of the Education Welfare Service.

### What happens if my son/daughter is late for school?

- They must report to Reception where a member of staff will stamp a (late detention notice) in their Journal. This detention will happen for half an hour after school ***that same evening***.
- You will receive a letter if your child's punctuality is a cause for concern.
- If there is a good reason why your child is late for school, then please put a note in their journal or telephone the attendance line.

**WE EXPECT 100% ATTENDANCE AND PUNCTUALITY FROM ALL OUR PUPILS**

## **WHAT HAPPENS IF I NEED TO TAKE MY SON/DAUGHTER OUT OF SCHOOL FOR SOME REASON?**

### **Leave of Absence**

If you need to apply for authorised absence, please write a letter to the Associate Headteacher, Mrs Henderson, explaining the reason for what should be an unusual request.

The Associate Headteacher, Mrs Henderson has delegated authority from the Headteacher and the Governors to approve some term time/school working days' authorised absence for certain reasons. These may include:

- family funerals, or similar;
- attendance at a sporting or artistic event.

Absence for holidays in term-time is strongly discouraged. The Associate Headteacher, Mrs Henderson will never approve:

- holidays which are booked in advance, without consultation with her;
- holidays when there are external examinations.

In any case, the Associate Headteacher, Mrs Henderson reserves the right to refuse applications. Her decision is final. If she refuses permission and you take your child out of school, their absence will be reported to the Education Welfare Officer as unauthorised absence from school.

### **Medical Appointments**

A letter from you giving date and time plus appointment card should be given to the Attendance Officer. Your child should report to the front office with their note signed by their Head of Year. General check-ups, e.g. dental appointments, should be made out of school hours or during the holidays.



## How Can I Help My Child With Homework?

You can help your child by making a routine:

- Get your child to sit down at a regular time each day and at the weekend.
- Make sure that they do the work specified for that day on the correct day, so that they do not build up a backlog.
- Ensure that each piece of homework is finished.
- If homework is not being set regularly, write to the Form Tutor and tell him/her.
- Help your child with their homework by explaining words or talking through ideas. Please do not do their homework for them, or they will not learn.

Your child's homework will be put online on a website called 'Show My Homework'. Both you and your child will be given a login for this in September.

## Help from the School with Homework

There is a Homework Club in A1.1 from 8.00am until 8.50am and 3.10pm to 4.10pm. The school Library is open from 8.00am for students to complete homework. In addition, 'Evening Prep' operates from Monday to Thursday until 6.00pm in the library. A hot meal is served at 5.45pm for those who stay for 'Evening Prep'. There is also a compulsory 5 o'clock club from Monday to Thursday for C1.1 to support students who are not meeting homework expectations.

## CANTEEN

### Using the Canteen

We have a cashless system in the school canteen. **If you have not received any detailed information on the Cashless Catering System, please contact the Finance Office.**

#### **What is a cashless system?**

A cashless system is used for the payment of school meals, where no cash is taken at the point of sale. Each pupil using the system will be allocated an account, much like a bank account.

We have a biometric finger recognition system. Each pupil, initially, has a fingerprint scanned. This is turned into a number. No register of fingerprints is kept and it is impossible to reconstitute a fingerprint from the numeric reference.

#### **How is the System used to obtain a meal?**

At the till point is a dermal scanner. When your child wishes to pay for the meal they simply place their thumb/finger on the scanner; this will bring up your child's account. A display will show the till operator your child's photo, name, class and current cash balance held within the system. The selected food items will be entered into the system from the touch screen till while the product values and the total balance will show on the display. **You must make sure that your child has enough money in their account before trying to buy a meal from the canteen.**

#### **How is money entered into the system?**

- a. By the 'ParentPay' system, either online or with a Pay Point card. You will receive a letter giving you your login details for the 'ParentPay' system in due course.
- b. By cash (notes/coins) into one of the two Revaluation Units located in the canteen. The machines will accept 10p, 20p, 50p, £1 and £2 coins and £5, £10, £20 notes.

#### **How does the Revaluation Unit work?**

Firstly, your child places their thumb/finger on the scanner mounted on the Cash Unit (in the Canteen). The system will identify your child and display their name and current cash balance held within the system.

The second stage - coins/notes are inserted into the slot. Each incremental cash balance will show on the display, simply press the green lit button to complete the transaction.

## **What if my child is entitled to Free School Meals?**

If your child is on free school meals, they will have their Free School Meals (FSM) allowance credited to their account daily. Please note that this entitles your child to spend up to a limited amount of money. If they go over this limit they will need to have enough credit in their account to pay the difference or return some items. Additional funds can be added to accounts.

## **How much money does my child need for lunch each day?**

The canteen provides a substantial meal for approximately £2.35 (prices for September are yet to be confirmed but will not change significantly). Please note there is also availability for the purchase of food at break, however this is not included in the previously stated amount.

## **LETTING THE SCHOOL KNOW ABOUT MEDICAL ISSUES**

### **What happens if my son/daughter is not feeling well at school?**

- Your child must report this to a member of staff.
- Your child will be sent to Student Services.
- Should the decision be made that your child is unable to carry on at school you will be contacted and asked to collect them.
- In case of an emergency, we will call an ambulance and telephone you.

### **May my son/daughter take prescribed medicine at school?**

- If it is necessary for your child to have medication, you must discuss this with the school.
- It is not our responsibility to ensure medication is taken.
- We will occasionally give out a tablet (paracetamol) to a child if they have headaches or menstrual pains, and the appropriate parental permission has been signed in the journal.
- If your child suffers from asthma, it is their responsibility to keep their inhaler with them. We do keep Salbutamol Inhalers for use in an emergency if parental permission has been given.

If your child suffers from any medical conditions please ensure that this is explained in the appropriate form you receive at enrolment. Please advise us if you think a health care plan should be drawn up.



## **And finally parents.....**

In terms of your child's education, we are on your side! You, their parents, and we, their teachers, want the very best for them.

Our rules are simple and they are all in place for sound practical reasons. School is a community, and it is sometimes necessary to compromise a little so that all members of the community can be safe, comfortable and happy.

We ask for your support and, in turn, please be assured of ours.

## PROVISIONAL TERM DATES AND HOLIDAY DATES FOR 2018-2019

The proposed term and holiday dates for 2019-2020 are set out below. These may be subject to change.

### **AUTUMN TERM 2019**

Wednesday 4<sup>th</sup> September 2019 – Thursday 19<sup>th</sup> December 2019

**Year 7 pupils only start on this day. Other pupils return to school on Friday 6<sup>th</sup> September 2019**

***Half Term: Monday 21<sup>st</sup> October 2019 – Friday 25<sup>th</sup> October 2019***

### **SPRING TERM 2020**

Monday 6<sup>th</sup> January 2020 – Friday 3<sup>rd</sup> April 2020

***Half Term: Monday 17<sup>th</sup> February 2020 – Friday 21<sup>st</sup> February 2020***

### **SUMMER TERM 2020**

Monday 20<sup>th</sup> April 2020 – Friday 17<sup>th</sup> July 2020

***Half Term: Monday 25<sup>th</sup> May 2020– Friday 29<sup>th</sup> May 2020***

## School Buses

### **143 - BRENT CROSS ROUTE**

1 bus supplied

**Departs FROM Brent Cross Bus Station** to Bishop Douglass School:

8.00 a.m.

2 buses supplied:

Departs from Cemetery/East End Road **TOWARDS Brent Cross**

3.25 p.m.

3.45 p.m.

### **143D - ARCHWAY ROUTE**

1 bus supplied

**Departs FROM ARCHWAY TO** Bishop Douglass School:

8.05 a.m.

2 buses supplied:

Departs from East End Road **TOWARDS ARCHWAY**

3.25 p.m.

3.30 p.m.

### **611 - STONEBRIDGE PARK**

1 bus supplied

**Departs FROM STONEBRIDGE PARK TO** Bishop Douglass School:

7.55 a.m.

1 bus supplied:

Departs from East End Road **TOWARDS STONEBRIDGE PARK**

3.27 p.m.

