

Bishop Douglass School

Year 7 Handbook 2020-2021

ABOUT THIS HANDBOOK

The move from Primary School to Secondary School is a big step for you and your parents and we have put together this handbook to help you get to know about us here at Bishop Douglass School. It contains information we hope you will find useful and will help you get organised for your time here with us.

CONTENTS

<u>Welcome from the Head Teacher</u>	2
<u>Bishop Douglass is a Catholic School</u>	3
<u>Liturgical Celebration</u>	4
<u>INFORMATION FOR PUPILS</u>	5
<u>Daily Timetable</u>	6
<u>Breaks during the school day</u>	7
<u>Staff working in partnership with you</u>	9
<u>What is the correct uniform?</u>	10
<u>Is there anything which you are not allowed to bring or wear to school?</u>	12
<u>Homework and the journal</u>	13
<u>Recording your achievements at Bishop Douglass School</u>	14
<u>Clubs and activities</u>	15
<u>A final word</u>	18
<u>INFORMATION FOR PARENTS</u>	19
<u>Pastoral</u>	20
<u>How can I help my son/daughter to manage the primary – secondary transfer?</u>	22
<u>How do I keep in touch</u>	23
<u>Attendance and punctuality</u>	24
<u>What happens if I need to take my son/daughter out of school?</u>	25
<u>Homework</u>	26
<u>Canteen</u>	27
<u>Letting the school know about medical issues</u>	29
<u>A final word</u>	30
<u>Term and holiday dates</u>	31
<u>School Buses</u>	32

WELCOME FROM MR TISSOT, OUR HEADTACHER



A warm welcome to Bishop Douglass School. This is the beginning of an exciting time for you and over the next few years we will work with you to help you develop your skills and talents to their fullest potential.

Please read this handbook carefully as it contains important information about our school. You will find that everyone at the school will do their very best to help you settle in and we look forward to seeing you in September.

I wish you every success.

Mr M Tissot
Headteacher

BISHOP DOUGLASS IS A CATHOLIC SCHOOL

We are proud to be a Catholic school and you will see this reflected in many ways around the school. We welcome people of all faiths and people with no faith here at Bishop Douglass.

- It is important how we conduct ourselves around the school and in the community. As a school we place great value on care and consideration of others; we expect helpful, courteous behaviour and good manners at all times. We should be prepared to help others, to listen and be understanding. We should learn to *'love our neighbours'* and put our Christianity into practice in everything that we do.
- Every lesson begins with a prayer. This is to remind us of our Christian duties and should be a moment of reflection. If you are not a Christian you are very welcome to join in our pray or be silent and reflect on your own intentions.

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

- Through our Religious Education lessons, you will learn more about the Catholic faith and you will also learn about other faiths.
- We aim to give you 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 and is 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 see him around the school, please say hello.

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 our school being even ***better*** for everyone. You are here not only to explore and 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 our 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



OUR DAILY TIMETABLE

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

You are expected to be on time for registration and all lessons. The school day always starts by **8.50am** and you must be in school by this time. Changes of lesson are indicated by the sound of a bell.

If you arrive before 8.20am you can receive a free breakfast (cereal, toast and jam and tea or hot chocolate) in the canteen. Cooked breakfasts are available to purchase from 8.00am.

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.

BREAKS DURING THE SCHOOL DAY

Morning Break (11.10am – 11.30am)

Morning break is 20 minutes. During morning break you will normally leave the school building and go to play in the playground. If the weather is very cold or it is raining then you can go under the covered area in the playground or to a designated room – you will be told the room. You can also visit 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.

At the end of morning break you will hear the bell. When you hear the bell you should gather all your belongings together and line up in the playground to meet your teacher.

Lunchtime (1.30 – 2.10pm)

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. Make sure you take a selection of meat/vegetarian option and vegetables and use the salad bar. Fruit, yoghurts and other desserts, and soft drinks are available to buy. If you bring a packed lunch you will eat this in the canteen.

Your plate and your cutlery must be returned to the 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 here at Bishop Douglass School. After you have finished your lunch, you can leave the canteen and use the playground 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 have many staff on duty who will be around the school to help you during the lunch break.

There are over 800 people here at Bishop Douglass School including the staff who require lunch during our lunch break. This poses quite a problem to make sure everyone has their lunch in good time so we need your cooperation at all times to make sure the system works fairly, smoothly and efficiently.

You are not allowed to leave the canteen with any food and you must never leave the school 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 all your belongings together and go to line up in the playground to meet your teacher for your afternoon lesson.

The End of The Day

Lessons finish at 3.10pm.

Remember that *this is the time to get into good habits* so before you go home every night check your journal to make sure that you have all the equipment and books that you need to complete your homework successfully.

You can join us for 'Evening Prep' where you can do your homework before you go home. Evening Prep operates from Monday to Thursday until 6pm in the library. If you complete your homework at 'Evening Prep' you will be given a free dinner at 5:45pm.

Be aware that pupils who fall behind in their homework will be placed in the 5 o'clock club each evening to complete their homework.

STAFF WORKING IN PARTNERSHIP WITH YOU

We are all here to help you. Your points of contact are:

Mr Tissot, Headteacher



Mrs Henderson, Head of School



Mrs Pendakis, Head of Year 7



Mrs Bell, Student Services and Admissions



Mrs Goursaud, SENCO (Additional Needs)



Ms Kemp, Assistant SENCO (Additional Needs)



You can also speak to your Form Tutor if you have any questions, queries or need any help

OUR UNIFORM

UNIFORM – BOYS

TO BE WORN TO, FROM AND WHILST YOU ARE AT SCHOOL

- Shirt: White, long sleeved – short sleeves may be worn in Summer.
- Ties: Each year has a different colour stripe. Your year colour will be yellow.
- Jumper: Pullover - French Navy v-necked - with embroidered logo from school suppliers.
- Blazer: French navy with embroidered Bishop Douglass logo 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 are allowed. Laces and stitching must be black. (Trainers may be worn at break and lunch time if you are outside.)
- Earrings: (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 WHILST YOU ARE AT SCHOOL

- Shirt: White, long sleeved. Short sleeved blouses may be worn in summer.
- Ties: Each year has a different colour stripe. Your year colour will be yellow.
- 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 are allowed**).
- 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 if you are outside.)
- Jewellery: 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 YOUR UNIFORM SHOULD BE CLEARLY MARKED WITH YOUR 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

Bishop Douglass School

- Scarf: Plain Navy Blue or Black. No headscarves, except by permission of Governing body, may be worn in school. All approved headscarves worn in Bishop Douglass colour, navy or black. These are available from School Uniform 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 are allowed. Plain, logos should be subtle.
- Outdoor Coat: Plain Navy Blue or Black topcoat/duffel or parka. No motifs, denim or leather are allowed.
No hooded tops or tracksuit jackets are allowed.
- Makeup: Make up nail varnish, false nails nor nail extensions are not allowed.

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 with your name.

School Uniform Suppliers: Uniform4Kids

Tel: 020 8209 0999

www.uniform4kids.com

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

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 at school or travelling to and from school. Only wristwatches and one pair of stud earrings for girls or a single stud for boys (small gold or silver) are permitted. Jewellery and any other unauthorised items will be confiscated and returned to you at the end of the 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 at break or lunch time or for PE.

No mobile phones. These can be stolen and can cause trouble with 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.

Large amounts of money should not be brought into school. **The school cannot accept responsibility for any money that is lost or stolen.** In exceptional circumstances, should you need to bring in a large amount of money our office staff are more than happy to look after it for you 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 all schools these rules are 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. This is like a diary. There is a section 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 when you join us 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 your 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.

You can find your homework timetable on the school website

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 we want to create a positive atmosphere for you and build a culture in which praise and rewards are to recognize your effort and work.

You can be awarded commendations and Epraise points 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 and certificates are given out and achievement is recognised. Formal prize giving takes place once a year in the summer term.

Your progress is regularly monitored by your form tutor and your Head of Year. At the start of each school year there will be an academic review and target setting meeting with you, your form tutor and your 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 such as Fitness, Basketball, Football, School Choir, Chess, Geography Society, Dance, Film Club and many more in which you can become involved at Bishop Douglass. You will be given more information about these during the first term. Extracurricular sport is strong and lots of our pupils have taken 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. There are also trips both at home and abroad, such as trips to Spain, Belgium and even skiing!

Music Lessons

The Bishop Douglass Music Department provides students with the opportunity to create and flourish within a supportive musical environment. The department is focused on providing a well-rounded and all-inclusive learning experience. Students study a range of different musical styles, have the opportunity to use a wide variety of instruments and can enrich their school experience through a variety of extra-curricular opportunities.

Instrumental lessons are available to all students. The opportunity to choose from a wide selection of instruments is provided by the Music Department. Experienced tutors provide students with the chance to hone their performance skills and participate in numerous performing opportunities both inside and outside of school.

Alongside weekly music lessons, the following clubs are available - School Choir, Song in a Lunchtime, Orchestra, Drum Club, Ukulele Club, Steel Pans, Riff of the Week, Samba Club.

Duke of Edinburgh Award

In Year 9 you can take the Duke of Edinburgh award. This is the nationally and internationally recognised Award favoured by employers and universities alike. It's an amazing complement to academic life, helping you stretch your comfort zones, build the confidence you need to get ahead and gain the skills that employers want in the workplace. You can achieve a Duke of Edinburgh's Award by completing a personal programme with a variety of activities. Make a change to your community by volunteering, develop your skills, increase your physical fitness and explore the mountains in your expedition.



Wider Horizons

Wider Horizons take place in the Summer Term. During this week you will have the opportunity to experience a variety of projects and excursions. Examples of our Year 7 Wider Horizons programme are

- Trips and activities that will help develop your understanding of London and the world around you, such as visiting the Tower of London.

Or

- Attending a PGL residential in - 5 days & 4 nights meeting outdoor challenges at PGL's flagship centre Osmington Bay.



THE SCHOOL COUNCIL

The Student Council helps share students' ideas, interests, and concerns with the staff at Bishop Douglass School. It 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 meet on a regular basis with your 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.

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.

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.

THE LIBRARY

The library hosts a range of books from the most current writers of teenage fiction and other popular genres that you can borrow.

All the new favourites are there as well as award winning titles and classics.

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

- You achieve your full potential here at Bishop Douglass.
- You enjoy your time here with us at Bishop Douglass.
- It is a fruitful time and that you use it well.
- That you share your talents with us.
- That you become a mature, responsible member of society.

**INFORMATION
FOR
PARENTS**

PASTORAL

Who will be responsible for my child?

Your child will have:

- A Form Tutor
- A Head of Year
- Head of School

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

- Look after your child whilst they're here with us at school
- Be the first point of contact with you
- Be vigilant with regard to your child's progress
- Be available should you wish to discuss or report any problems your child may have

Head of Year 7 – Mrs Pendakis

Mrs Pendakis looks after our new Year 7 pupils. She monitors and co-ordinates the learning of all the pupils in the year. Mrs Pendakis will come to know your child well and may support or counsel them across a number of issues or challenges. If you have any questions or queries please initially approach your child's Form Tutor, However, Mrs Pendakis may become involved if there are issues that need to be further addressed.

Head of School – Mrs Henderson

Mrs Henderson is the Head of School. It is her job to have an overview of everything that is happening within the school. Mrs Henderson will ensure that your child is being taught the appropriate curriculum, that your child's behaviour meets our expectations and that our teaching is exceptional.

Who decides what form group my child is in for lessons?

This is decided by the Mrs Pendakis as Head of Year and the Head of School, 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 we believe they will learn best.

Equipment for Lessons (see Journal)

Your child will need to bring the right kit and equipment for their lessons. This should include pens, pencils, including coloured pens and pencils, 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 loaned by the school. If they lose or damage our books they will have to pay towards replacing them. Your child will be given a text book in most subject lessons and must bring it to school when they have that lesson. We do not have lockers in school, so your child will need to keep their bag with them at all times.

PE Kit should be brought to school on the days when PE is on their timetable. Pupils will be given a timetable when they join us in September.

Money, Valuables and Lost Property

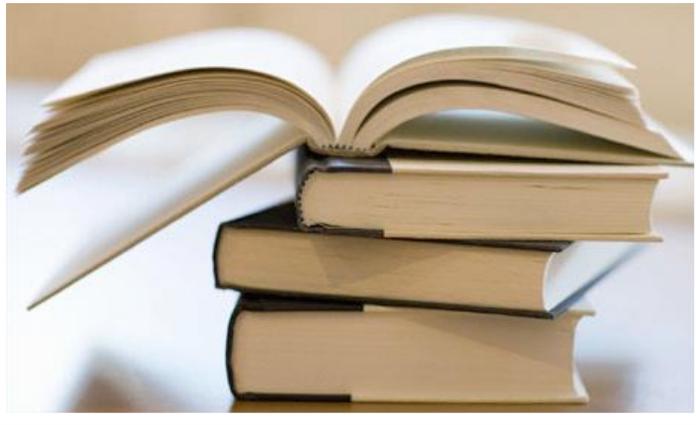
Your child should not bring large sums of money or valuable items into school. If there is a time when they must bring money in for a particular reason then please make sure they hand the money to the Student Services for safe keeping. All your child's personal property including items of uniform should be **labelled**. During PE lessons all valuables and money must be handed to the PE teacher for safe keeping. No mobile phones are allowed in school at any time.

Lost property will be taken to our Student Services office, so please ask your child to check with them if they have lost anything.

HOW CAN I HELP MY CHILD MANAGE THE TRANSFER FROM PRIMARY TO SECONDARY SCHOOL?

We've found that one of the most challenging things for our new Year 7s is moving class rooms between lessons. We will help them with this. In the early stage teachers and prefects will show your child around the classrooms.

Your child will need to bring the right books to school for the lessons they will have that day. It would be much too heavy a load to carry if they were to bring all their books every day. Please help them by checking their timetable each evening, and sorting out which books, equipment 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. In the journal there is a space where you and the Form Tutor can write notes to one another. **Please** remember to sign the journal each week. This will ensure that you are aware of any messages from your child's form tutor, your child has completed their homework and that you are up to date with what is happening.

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

If you contact us, we will aim to get back to you within two working days. Please remember, however, that staff are teaching for most of each day. It is important that we always have up-to-date contact information, including mobile phone numbers for you. Please let us know if you move or change numbers.

Emails should be addressed to 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, please do so in writing to the Head of Department concerned or to the Head of Year, with a copy to the Head of School, Mrs Henderson.

If you are not satisfied with the outcome of your complaint at this level, you can write directly to the Headteacher, Mr Tissot. We aim to resolve any problems by talking face to face, or on the telephone.

Our complaints policy is available on our school website.

ATTENDANCE & PUNCTUALITY

What should I do if my child is unable to attend school?

- Phone the school as soon as possible to make us aware that your child will not be in school and the reason. The school number is **020 8444 5211**. If you leave a message please include your child's full name, year and form.
- 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.
- If your child has continued problems with attendance this may result in the involvement of the Education Welfare Service.

What happens if my child is late for school?

- Please ensure that your child arrives in good time for the start of the school day at 8.50am. If they arrive between 8.50am and 9.30am they should enter the school by the school gates. They will receive a late stamp in their journal. They will receive a detention of 30 minutes at lunchtime and 30 minutes after school at 3.10pm ***on the same day as their late arrival***. You will be advised of this.
- If your child arrives after 9.30am they must report to Reception where they will receive a late stamp in their journal. They will receive a detention of 30 minutes at lunchtime and 30 minutes after school at 3.10pm on the same day as their late arrival. You will be advised of this.
- 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 school.

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

WHAT HAPPENS IF I NEED TO TAKE MY CHILD OUT OF SCHOOL FOR SOME REASON?

Leave of Absence

If you need to apply for authorised absence, please write a letter to the Head of School, Mrs Henderson, explaining the reason and dates of the leave of absence request.

The Head of School, 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.

Mrs Henderson will write to advise you if your leave of absence request has been approved.

The Head of School, Mrs Henderson will never approve:

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

In all cases, the Head of School, Mrs Henderson reserves the right to refuse applications and her decision is final. If permission is refused 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. Please ensure that general check-ups, e.g. dental and optician appointments, are made out of school hours or during the holidays.

HOMEWORK

How Can I Help My Child with Homework?

You can help your child by making homework a routine:

- Encourage your child to sit down at a regular time each day and at the weekend to complete their homework.
- Make sure that they do the work specified on the correct day, so that they do not build up a backlog.
- Ensure that each piece of homework is completed.
- If homework is not being set regularly, please write to your child's Form Tutor to advise him/her.
- Explaining words or talking through their ideas. Homework is a great way for your child to learn, so please do not do their homework for them!

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 room A1.1 every day from 8.00am until 8.50am and from 3.10pm to 4.10pm. The school Library is open from 8.00am and students can go into the library to complete their homework.

We run 'Evening Prep' sessions from Monday to Thursday until 6.00pm in the library where your child can do their homework before leaving school. 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 in room C1.1 to support students who are not meeting their homework expectations.

CANTEEN

Using the Canteen

We operate a cashless system in our school canteen. You will have received details of this in your information packs. No cash is taken at the point of sale and payment is made using biometric finger recognition (pupils can top up their accounts at the finance office if permission for biometric finger recognition is not given).

Each student is allocated an account and funds are entered with cash using the units located outside the main hall or online using Parent Pay.

You will receive login details for ParentPay when your child starts at the school. Payments can also be made at PayPoint outlets - please contact Student Services to order a card.

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.

You can add money to your child's account. We use a biometric fingerprint recognition scheme and we will only use your child's biometric information if we have received your written consent. Each pupil, has a finger print scanned. The fingerprint is converted into a collection of data points via a mathematical algorithm. This data is then encrypted and stored on your child's account to be used as their unique identifier. A fact sheet with more information is available on our website.

How is the System used to obtain a meal?

At the till point is a scanner. When your child wishes to pay for the meal they place their thumb/finger on the scanner and 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 they buy a meal from the canteen.**

How is money entered into the system?

- a. By the 'ParentPay' system, either online or with a PayPoint 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 outside the main hall. The system will identify your child and display their name and current cash balance held within the system.

– Coins and/or notes are inserted into the slot. Each incremental cash balance will show on the display, 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 cost of a hot meal is approximately £2.35 (prices for September are yet to be confirmed but will not change significantly). Please note that snacks and drinks are also available to purchase at break.

Copies of our menus and price list are available on our website.

LETTING THE SCHOOL KNOW ABOUT MEDICAL ISSUES

If your child has any medical conditions it is essential that you advise us so that we can ensure that they receive the appropriate care whilst they are here with us at school. If you have let us know of any medical conditions on the medical form in the information pack we will be in touch to put together a care plan.

What happens if my child is not feeling well at school?

- Your child must speak to a member of staff.
- Your child will be sent to Student Services where our Medical Room is.
- Should the decision be made that your child is unable to carry on at school you will be contacted and asked to collect them. We cannot send your child home unaccompanied.
- In case of an emergency, we will call an ambulance and telephone you.

May my child take prescribed medicine at school?

- If it is necessary for your child to have medication with them in school, you must discuss this with us.
- 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 parental permission has been signed in the journal.
- **If your child suffers from asthma or an allergy, it is their responsibility to keep their inhaler and/or Epipen with them at all times during the school day. We keep generic Antihistamines, Salbutamol Inhalers and Epipens for use in an emergency situation if parental permission has been given.**

We cannot give your child any medication without your permission.

And finally parents.....

In terms of your child's education, we are on your side! We want the very best for your child during their time here with us at Bishop Douglass.

The rules we have here at Bishop Douglass are to keep your child and our school community safe, healthy, well and happy.

All our school policies and procedures and all other information about our school are published on our website – www.bishopdouglass.barnet.sch.uk

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

PROVISIONAL TERM DATES AND HOLIDAY DATES FOR 2020-2021

The proposed term and holiday dates for 2020-2021 are set out below. These may be subject to change.

AUTUMN TERM 2020

Wednesday 2nd September 2020 – Thursday 17th December 2020

Year 7 pupils only start on Wednesday 2nd September. Other pupils return to school on Monday 7th September 2020

Half Term: Monday 26th October 2020 – Friday 30th October 2020

SPRING TERM 2021

Monday 4th January 2021 – Wednesday 31st March 2021

Half Term: Monday 15th February 2021 – Friday 19th February 2021

SUMMER TERM 2021

Monday 19th April 2021 – Wednesday 21st July 2021

Half Term: Monday 31st May 2021 – Friday 4th June 2021

HOW TO FIND US

Bishop Douglass School
Hamilton Road
East Finchley
N2 0SQ

By Tube

Nearest tube stations: East Finchley and Finchley Central, Northern Line (High Barnet branch)

It takes approximately 15 minutes to walk from East Finchley Station and 20 minutes from Finchley Central

East End Road runs from East Finchley to Finchley Central (close to each station). Hamilton Road is off East End Road, just south of the North Circular

By Bus

Bus 143 goes past the end of Hamilton Road (from Archway to Brent Cross via both East Finchley and Finchley Central stations)

Other buses go to East Finchley: 263 (Barnet to Archway via Whetstone, North Finchley, East Finchley and Highgate), 234 (East Finchley to Barnet via Friern Barnet and Muswell Hill), 102 (Brent Cross to Edmonton via Golders Green, East Finchley and Muswell Hill), H3 (Golders Green and Hampstead Garden Suburb)

Please check your route with TFL – www.tfl.gov.uk