Bishop Douglass Catholic School

An Academy School in the Cardinal Hume Academies Trust

PARENT GUIDE

In pursuit of excellence

Welcome New Parents and Carers!

We want to work in partnership with you to support your child in their journey at Bishop Douglass School. The school is structured to ensure that your child, and our school community, is kept safe, healthy and happy, enabling every child to secure their very best outcomes.

Enclosed in this guide is key information you will need to know before your child starts with us but please find all our school policies and procedures and further information about our school are on our website – **www.bishopdouglass.barnet.sch.uk**. If we can help you with anything at all, please ask us.

Follow us on Instagram for a sneak peek at school life: @BDFinchley

@BDFINCHLEY

In pursuit of excellence

Pastoral Care

Our Head of School, Head of Year 7 and your child's Form Tutor will work together to ensure that your child is given the best possible support at Bishop Douglass School.

Form Tutor

The role of the Form Tutor is to look after your child whilst they're here with us at school and be the first point of contact with you. They will monitor your child's progress and are available should you wish to discuss or report any problems your child may have. Your child will meet their Form Tutor in September.

Head of Year 7 and Transition Lead , Ms Capitelli

Ms Capitelli will be your child's Head of Year next year. You will meet her during the transition programme to ensure that pupils feel at home by the time they begin in September. She is there to accommodate any needs or concerns as pupils begin their journey here.

Head of School, Mrs Henderson

Mrs Henderson has an overview of everything that is happening within the school. She 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.

Further Support Available

In addition to Form Tutors, and a dedicated Head of Year Team, we also offer a range of support if Pupils require it. This begins in Year 7 to ease their transition to secondary, and can run all the way through their school journey to Year 13.

Additional Support includes:

- Teacher Mentors or Named Person - Safeguarding/Depth Pastoral Support
- Peer Mentors
- Well-Being Room - Open every break and lunch, and staffed by the Safegaurding Team
- Regualr Pupil Voice: Form Representatives and School Council
- School Suggestion Box

Uniform

Uniform must be worn to, from and whilst Pupils are at school. All items of your uniform should be clearly marked with your name.

BOYS

Shirt: White, long sleeved. Short sleeves may be worn in Summer.

Ties: Each year has a different colour tie with five stripes (from school suppliers - clip on only). Year 7 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.

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).

GIRLS

Shirt: White, long sleeved. Short sleeved blouses may be worn in summer.

Ties: Each year has a different colour tie with five stripes (from school suppliers - clip on only). Year 7 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 on the playground).

At Bishop Douglass, we are proud of our high uniform standards. Failure to comply with these will result in sanctions.

BOYS AND GIRLS

A watch can be worn. No shaved or patterned eyebrows. No visible tattoos. Underwear should never be visible. Hoodies are not allowed and trainers may not/never be worn as school shoes.

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 should be 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. Coloured hair is not allowed.

Boys' hair: 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' hair: Tidy without unnatural colours. Hair bands, slides and ribbons (no wider than 2.5cm) must be navy blue or black.

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/nail extensions are not allowed.

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

PE KIT

Basic PE kit: A school branded navy sport shirt and plain navy shorts.

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

Sport shirt: Navy, light blue side stripe, embroidered with Bishop Douglass logo.

Shorts: Navy, light blue side stripe.

Netball skirt: Navy skirt (optional).

Tracksuit Top: Navy long sleeve pull over, embroidered with Bishop Douglass logo.

Tracksuit Bottoms/Sport Leggings: Navy.

Football socks: Navy (boys) navy (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

They deliver telephoned orders to the school every Thursday.

Equipment for Lessons

All Pupils must have: pens (including a green pen), pencils, eraser, ruler, geometry set, glue stick, coloured pencils, pencil sharpener, pencil case, scientific calculator calculator, pocket dictionary and a reading book. They will be given an exercise book for all lessons, and textbooks if required. They must bring these to all lessons according to their timetable.

School bags should be plain blue or navy, and pupils must bring the exercise books and textbook to school when they have that lesson. 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. 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 in the school PE kit bag 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 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. No mobile phones are allowed in school at any time. Lost property will be taken to Pupil Services, so please ask your child to check with them if they have lost anything.

How do I keep in touch with the school?

1. Via the journal

Your child will be given a journal at the beginning of each term. In the journal there is a space for you and the Form Tutor to write notes to one another. You must sign the journal each week. This will ensure that you are aware of any messages from your child's Form Tutor, any changes to routine, and that your child has completed their homework. Any sanctions will also be recorded here.

2. Via notes, email and telephone 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 home or change telephone numbers. Emails should be addressed to **schooladmin@bishopdouglass.barnet.sch.uk** and marked for the attention of the teacher you wish to contact.

Attendance and Punctuality

We expect 100% attendance and punctuality from all our pupils.

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

Email **attendance@bishopdouglass.barnet.sch.uk** or phone the school as soon as possible to make us aware that your child will not be in school and the reason for their absence. 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 child 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 8.40am.
If they arrive between 8.40am and 9.10am they should enter the school by the school late gate. If your child arrives after 9.10am they must report to Reception.
In each of these cases, they will receive a late stamp in their journal and a detention of 30 minutes after school at 3.15pm on the same day as their late arrival. You will be advised of this.

If your child arrives after 9:30am without a valid reason, or arrives persistently late, they may be removed from lessons.

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.

What happens if I need to take my child out of school for some reason?

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. 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.

Mrs Henderson will never approve:

holidays which are booked in advance, without consultation with her;

holidays when there are external examinations.

In all cases, Mrs Henderson reserves the right to refuse applications and her decision is final.
If permission is refused and a child is taken out of school, their absence will be reported to the Education Welfare Officer as unauthorised absence from school.

How Can I Help My Child With Homework?

You can support your child by:

- Encouraging 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 them.
- Discussing their homework with them, explaining words and concepts and talking about their ideas.
- Homework is a great way for your child to learn, so please do not do their homework for them!
- At Bishop Douglass, we encourage literacy through reading for pleasure, which we invite you do at home. Your child will be given a suggested reading list.

Your child's homework will be put online on a website called **Satchel One.** Both you and your child will be given a login for this in September. Homework timetables can be found on our school website and will also be in your child's journal.

Help from the School with Homework

There is a Homework Club in room A1.1 every day from 8.00am until 8.40am and from 3.15pm to 4.15pm. The school library is open from 8.00am and pupils can go into the library to complete their homework.

We run 'Evening Study' 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 Study'.

There is also a compulsory 5 O'Clock Club from Monday to Thursday to support pupils who are not meeting their homework expectations. If they miss two pieces of homework in a week, they will be placed into 5O'Clock Club every day for the following week.

Canteen

We operate a cashless system in our school canteen. Please see below information on what this is and if you have any further queries please don't hesitate to contact us.

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, which you can add money to. We use a biometric fingerprint recognition scheme and we will only use your child's biometric information if we have received your written consent. 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?

When your child wishes to pay for the meal, they place their thumb/finger on the scanner at the till 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. The selected food items will be entered into the system 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 'Arbor Pay' system, Arbor Pay can be accessed via the Arbor Parent App or the Parent Portal.

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. The system will identify your child and display their name and current cash balance held within the system. – coins and/or notes are inserted. Each incremental cash balance will show on the display, pressing 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 set pre-allocated 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 £2.86 (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.

High Expectations for Success

Bishop Douglass is unapologetically strict. We believe that success occurs when pupils are able to learn well, and consistently well, in calm, ordered and engaging classrooms. We do not want poor behaviour to detract from this goal.

This is why we have a sanction system for those who chose not to do the right thing. This is known as the 'X' system. There are a number of different types of Xs which pupils may be given for the following reasons:

Code	Explanation	Sanction	When?
X	Poor behaviour	Lunchtime detention	Following day
XHW	Missing or incomplete homework	Lunchtime detention	Following day
XO	Poor organisation	Lunchtime detention (if multiple)	Following day
Late	Late	30 minute after school detention	The same day

If pupils receive an X, they attend detention the following day, during the first half of lunch time. They will get lunch afterwards, and the canteen will still be available. Attendance at detentions is compulsory, and failure to attend will be escalated. The system also works cumulatively so if pupils collect more than 2 negative behaviour points in one week, they will receive a Friday and/or Saturday detention the following week.

If pupils receive a Saturday detentions they will be expected to be present, in full school uniform, for one hour (9am-10am). We aim that this is a sufficient deterrent to prevent the cumulation of multiple negative behaviour points. Failure to attend detentions will also be escalated further.

Bishop Douglass also has both internal suspension known as the Reflection Room, and a Learning Support Centre for more serious or persistent behavioural concerns. Parents will be communicated with before pupils require either stage. Pastoral Support Plans are put into place to prevent the need for escalated sanctions; targets will be agreed between the pupil, parents and their Head of Year or Behaviour Team, and pupils will be supported to achieve these.

This all links with the aforementioned pastoral support opportunities, to enable all students to grow, develop their maturity, self-reflection and resilence.

This is not here to worry you, but simply enable you to understand the processes for ensuring outstanding behaviour and learning. Further, there are many more opportunities to thrive and be rewarded here than ways to be sanctioned! See the next few pages for the rewards and opportnities available to pupils.

Celebrating Success!

Rewards

At Bishop Douglass, we believe strongly in celebrating pupils' successes, progress and milestones - there are so many ways to be rewarded.

The most common way of being rewarded is with BD Merit.

BD Merit is awarded for good work, answers, effort, politeness, or any other daily reason for reward. Points can then be spent in the BD Merit shop to receive goodies.

Each half term, the top earners are treated to a VIP BD Merit breakfast, or BD Merit lunch made especially for them!

If pupils earn 100 BD Merit in a term, they will also be entered into an Amazon voucher prize draw, with top prizes of £100. (This happens 3 times per year, every year - so lots of chances to win! However, there are many other ways to be rewarded at Bishop Douglass; including:

Stars of the Week in assembly

Skip the Lunch Queue Passes

Postcards home for excellence

Reading Rewards

Lexia Awards

Termly Attendance Rewards - Bronze, Silver and Gold

Gold stars for excellent ambassadorship

Amazon vouchers for best progress each set of PP results (3 chances to win per year)

Head Teachers' Awards

Awards at our annual Prize Giving Ceremony

Termly rewards trips - this may be to the cinema, bowling or even a theme park.

As you can see, there are lots more way to be rewarded than ways to receive negative sanctions, and we feel this is vital to pupils' development. Praise and rewards will be communicated home to parents so that sufficient celebration is given!

Pupil-Led Opportunities

- Competitions - writing, songwriting, playwriting, debating, spelling, Rubix cubes, Pi digits to name a few

Performances - Concerts, Competitions, Summer Fair, School Musical

Becoming a Form Representative, or Prefect

Liturgical prefects and altar servers

Sports Captains

World Book Day Mascots

Head Girl/Boy and Top Team (6th Form Opportunity)

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 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 located. 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.

Can 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. We cannot take responsibility for ensuring medication is taken. If the parental permission section in the journal has been signed, we are able to give out a tablet (paracetamol) if they are in pain. 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.

Medical Appointments

A letter from you giving the date and time, plus an appointment card, should first be signed by your child's Head of Year, and should then be given to the Attendance Office who is based in

Term Dates

September 2026 - July 2027		
Autumn Term (First Half)	Tuesday1st September 2026*	Friday 23rd October 2026
Half Term Holiday	Monday 26th October 2026	Friday 30th October 2026
Autumn Term (Second Half)	Monday 2nd November 2026	Friday 18th December 2026
End of Term Holiday	Monday 21st December 2026	Friday 2nd January 2026
Spring Term (First Half)	Monday 4th January 2027**	Friday 12th February 2027
Half Term Holiday	Monday 15th February 2027	Friday 19th February 2027
Spring Term (Second Half)	Monday 22nd February 2027	Thursday 25th March 2027
End of Term Holiday	Friday 26th March 2027	Friday 9th April 2027
Summer Term (First Half)	Monday 12th April 2027	Friday 28th May 2027
Half Term Holiday	Monday 31st May 2027	Friday 4th June 2027
Summer Term (Second Half)	Monday 7th June 2027	Wednesday 21st July 2027

*Start of the year plan: September 2026

Tuesday 1st September 2026 – INSET Day - Closed for Pupils

Wednesday 2nd September 2026 – Year 7 & Year 12 Pupils only; Sixth Form Inductions

Thursday 3rd September 2026 – All pupils begin

Inset Days: Tuesday1st September 2026; **Monday 4th January 2027; 3 others as decided by school

Public Holidays:

Christmas Day: Monday 25th December 2026

Boxing Day: Tuesday 26th December 2026

New Year's Day: Monday 1st January 2027

Good Friday: Friday 26th March 2027

Easter Monday: Monday 29th April 2027

Early May Bank Holiday: Monday 3rd May 2027

Spring Bank Holiday: Monday 31st May 2027

August Bank Holiday: Monday 31st August 2027

Transition Programme Dates for Your Diary

Thursday 11th June 2026 - Team Building Event
Thursday 2nd July 2026 - Induction Day
Friday 18th July 2026 - Summer Fair
Tuesday 21st - Thursday 23rd July 2026 - Summer School
Wednesday 2nd September 2026 - First day for Year 7 with a Welcome Mass at 2:15pm, parents/ carers warmly invited.

For new uniform, Uniform4kids will be at school on Thursday 2nd July. Second hand uniform will be on sale 11th June (Team Building Event) / 2nd September (First Day of School).

"I was very nervous about the prospect of my daughter starting secondary school, however I could not be prouder of how well she has adapted, or more grateful to the school for their support during her transition. Since she was offered a place, Bishop Douglass staff went above and beyond to ensure she felt comfortable and confident through regular visits and communications – my daughter even joked she knew her way around the school before September!" **Year 7 Parent**

"I am so pleased with the progress my son has made since starting secondary school at Bishop Douglass. He found his feet very quickly, and often comes home excited to work on homework and projects and has grown so much in confidence. It really is a testament to the school and their strong sense of pastoral care, quality standards of teaching and exciting extra-curricular programme" **Year 7 Parent**

"Since my son started at Bishop Douglass, he has discovered so many new things! Every day he is at a new club, making new friends and learning new things. It is a joy to know he is so happy every day to go to school, and that we made the right decision to send him to Bishop Douglass" **Year 8 Parent**

We look forward to your child starting in September. In the meantime, if you have any queries please let us know.

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schooladmin@bishopdouglass.barnet.sch.uk
020 8444 5211 www.bishopdouglass.barnet.sch.uk
Instagram @BDFinchley

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