



# ALL SAINTS'

CATHOLIC VOLUNTARY ACADEMY

# Year 6 Information Booklet



Opportunity . Achievement . Success



[www.allsaints.notts.sch.uk](http://www.allsaints.notts.sch.uk)

# 2023-2024



## Welcome

Welcome to All Saints' Catholic Academy. We look forward to welcoming you to our school community.

I would like to begin by saying how much I have enjoyed meeting many of your children online, during my Teams presentations, which have been underway since the start of this year.

The children have asked some interesting questions and responded well to the tasks set so far. I also hope that they have made a start with their "Folders of Secondary-Ready Evidence", which I discussed during my online presentation. This is also mentioned in this Transition section of our school website if you need any guidance on this.

Those of you who have been offered a place at All Saints' Catholic Academy, will be receiving literature through the post in the coming days. It is really important that you confirm your place with school as quickly as possible and give us an up to date e-mail address. We will then send further communication via e-mail about our programme of transition events.

The transition booklet you will receive, as well as the information on the website, should begin to answer your urgent questions. In addition, I hope you and your child enjoy reading the information and getting excited about Year 7. I also encourage your child to carry out some of the activities which have been set by all of the Curriculum subjects at All Saints' Catholic Academy. These can also be found on the website.

As we move through this academic year, I shall continue to work with colleagues in primary schools to ensure that we collectively support our new cohort of children smoothly into year 7.

Mrs Susan Harris  
Year 7 Progress Leader



Mrs Nina Kilday  
Assistant Head Teacher





# ALL SAINTS' WAY

## The Principles of the All Saints' Way

### ALWAYS!

### LEARN!

In lessons and from every opportunity that comes your way.



### LEAD!

Others and show respect for all.



### SERVE!

The community, fundraise and make a valuable contribution.



### ASPIRE!

To be successful both academically and socially.



### INSPIRE!

Your friends to do their very best and work as a team.



### NEVER GIVE UP!

Ask for help, be resilient, work on EBIs.



### THINK!

About your words, actions and decisions.



### SHOW PRIDE

In your uniform, work and attendance.







## The All Saints' Way

These are the principles we expect all students to follow and they link into the school reward system.

The principles are embedded throughout activities during the school year including tutor time activities and PSHE.

We encourage parents to be aware of these principles, they provide a sound basis for the academic and personal development of students.

### How do I follow the All Saints' Way in class?

- Arrive to lessons punctually.
- Bring the correct equipment to lessons.
- Take pride in my work.
- Make positive contributions to the lesson.
- Show respect for the learning of other students.
- Act on instructions promptly.
- Do my best in all learning activities.
- Act on feedback given on how to improve my work.
- Record homework and complete it to the best of my ability.
- Respect the classroom environment and leave it tidy.

### ALWAYS!

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In lessons and from every opportunity that comes your way.



#### LEAD!

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#### SERVE!

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#### ASPIRE!

To be successful both academically and socially.



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Your friends to do their very best and work as a team.



#### NEVER GIVE UP!

Ask for help, be resilient, work on EBIs.



#### THINK!

About your words, actions and decisions.



#### SHOW PRIDE

In your uniform, work and attendance.



### How can I follow the All Saints' Way around school?

In addition, for unstructured time or when students are moving around the school, we expect students to adhere to the following expectations.

- Move sensibly around school and not put others in danger.
- Wear uniform correctly and give a positive image of myself.
- Talk to others appropriately and in a respectful manner.
- Look after the school environment and keep it clean and tidy.
- Show respect to others and give help to those in need.



## Rewards Policy

*His master said to him, 'Well done, good and faithful servant. You have been faithful over a little; I will set you over much. Enter into the joy of your master.'* **Matthew 25:21**

At All Saints' Catholic Academy, there are many opportunities to receive rewards, recognising both academic and pastoral achievements. They are based around the All Saints' Way principles, which are key characteristics we aim to develop in every student.

Giving praise and recognising and rewarding students' positive behaviour are the most effective way of ensuring all students feel valued and enjoy their learning. All Academy staff will use encouragement regularly and we believe in celebrating and rewarding success. If young people are rewarded consistently for meeting expectations and achieving their best, others will be encouraged to act similarly.

### Achievement points

The Academy rewards achievement points to students in lessons based on a percentage system. To keep it fair for students, a 10% rule for each class is applied, which is always rounded up. E.g.

8 students in a class = 1 achievement point awarded (0.8).

20 students = 2 achievement points awarded (2.0)

32 students = 4 achievement points awarded (3.2)

A '1 point' achievement point is awarded for:

An excellent piece of work, great effort, good progress, a positive contribution to the lesson, courtesy and consideration of others, interform participation

A '3 point' achievement point is awarded for:

Contribution to the wider community, consistently following the All Saints' Way, winning an interform competition

A '5 point' achievement point is awarded for:

E-card sent home each half term, praise card, Senior Leadership Team superstar postcard

A '10 point' positive achievement point is awarded for:

Termly Commendation winners

Parents can use the MyEd system to look at the points achieved by their child. Achievement points are balanced against any negative behaviour points and this gives students their 'conduct points'. This allows students to access reward opportunities throughout the year.



## Rewards Policy

### Ongoing rewards

Praise Postcards are sent home or given to for students who have performed particularly well in lessons.

Senior Leadership Team Superstar Postcards are given to students who have done something exceptional that deserves to be recognised by the Senior Leadership Team.

**Weekly awards** (certificates, trophies, treats) are presented to students during Acts of Worship, Assemblies or Tutor Time each week. These include;



- The top 10 Students with the highest conduct points
- Top 2 students (boy and girl) with the highest conduct points
- The form group with the overall highest conduct points
- Head Teacher award for a student in each year who has shown outstanding work inside or outside of the classroom and is getting involved in the school community.
- Celebration cards are also awarded to students each half term for good effort in and out of the classroom.

### Commendations

- Each term there is a Commendation ceremony where certificates are awarded for a variety of achievements including;
- Curriculum awards for a girl and boy who deserve acknowledgment of academic excellence and one award for the most improved student in each subject.
- The boy and girl with the highest conduct points at the end of the term.
- The form with the highest conduct points
- A Year Progress Leader and a Senior Leadership Team award given to a student in each year who has done something exemplary during the term.
- The 'Our Lady of Lourdes' award for a student who has demonstrated outstanding Catholic characteristics.
- 100% attendance awards will be presented in addition to pastoral awards.
- An award for the most improved behaviour award to recognise students who have made a concerted effort to change.





## Rewards Policy

### Reward Days

Students who show excellent attendance and attitude and always follow the All Saints' Way. These include;

Chat and Christmas/Easter treat in Tutor Time (97% attendance and consistently following the All Saints' Way over a term)

A Cultural Capital and Aspirations Reward Day (Years 7-10) at February Half Term. Eligible for students who have participated in extracurricular and represented the school. There will be a range of activities in and out of school linked to subjects, careers and developing cultural capital.

End of Year Reward Day (Years 7-10) for students who have received enough conduct points (see below) across the academic year will be given the opportunity to get involved in trips. Options could include; Alton Towers, ice skating, Bowling, cinema visits and activities around school.

Depending on how many conduct points a student has will determine which activities they will be able to access, with the higher profile trips e.g. Alton Towers requiring a certain amount of conduct points by the end of the Year.

The school cannot guarantee that all students achieving gold and platinum awards will go on an end of year trip but we will try to ensure as best we can that all students get the reward that they want.



### MyEd

Please download the MyEd app to see where your child is picking up reward points and praise. Please be aware that the reward points system is based on net points so negative points are taken away from positive. This is to ensure that it is students who behave consistently in the right way who are more likely to get the best rewards.

\* The school reserves the right to adapt the rewards and the criteria for rewards if deemed necessary to ensure that students are adequately rewarded for their efforts.





## Rewards Policy

Conduct points	
200	<b><u>Platinum</u></b> Access to gold trip at the end of the year Platinum certificate and pin badge Entry in the prize drawer for a £100 voucher of your choice at the end of the year
150	<b><u>Gold</u></b> Access to gold trip at the end of the year Gold certificate Entry in the prize drawer for a £50 voucher of your choice at the end of the year
100	<b><u>Silver</u></b> Access to silver trip at the end of the year Silver certificate Entry in the prize drawer for a £25 voucher of your choice at the end of the year
50	<b><u>Bronze</u></b> Access to bronze trip at the end of the year Bronze post card

### Rewards throughout the academic year

#### **October half term:**

Praise cards, Years 7-11.

Year 7 shining star awards. This is an award specifically aimed at year 7 students who have no behaviour points, 100% attendance and have made a positive start at All Saints'.

#### **Christmas:**

Commendations Years 7-11.

Chat and Christmas treat in tutor time (100% term 1 and consistently following All Saints' Way). Years 7-11.

#### **February half term:**

Praise cards, Years 7-11.

Rewards Day (Years 7-10) – linked to Cultural Capital and Aspirations. Staff nominate students to participate.

#### **Easter:**

Commendations Years 7-11.

Chat and Easter treat (100% term 2 and consistently following All Saints' Way). Years 7-11.

May half term

Praise cards, Years 7-10.

#### **Summer:**

Commendations Years 7-10.

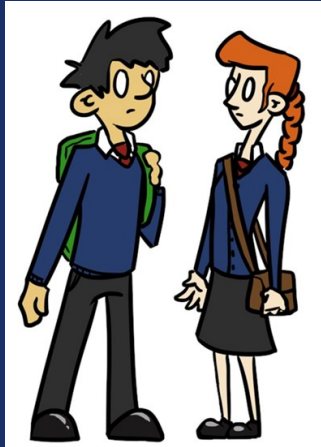
Sports Day Years 7-10.

Rewards Day Years 7-10. Based on conduct points achieved over the academic year.





## Personal Development at All Saints'

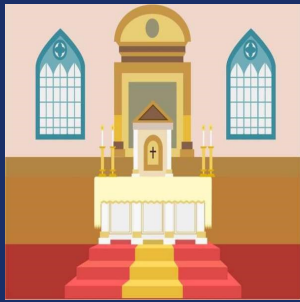


Year 7

The vision statement of All Saints' Catholic Voluntary Academy is to provide the best education and care we can for all members of our Living Faith community.



Year 11/13



RE is intrinsic to each child's curriculum.

Daily Prayer  
Mass  
Collective Worship



### Chaplaincy Opportunities



Charity  
Fundraising



6th Form Lourdes  
Pilgrimage



The Briars Retreat  
Residential

be inspirational

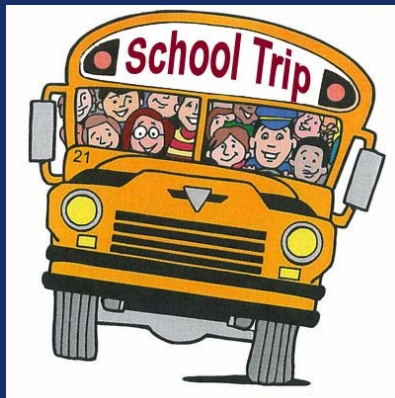


## Student Leadership

In addition to the 'Chaplaincy Team' there are a number of leadership opportunities available to the students:



**Student Council** -With sub committees on the Catholic Life, classroom experience and the school environment.



### **Trips**

A range of trips are available for all year groups, including Lockerbrook, the Briars, foreign trips and theatre trips



### **Eco Warriors**

Trying to make All Saints' completely eco friendly.



### **Sports Captains**

An opportunity to work with the PE department, lead extra curricular activities, competitions and Primary Sports Festivals.



## Student Leadership

In addition to the 'Chaplaincy Team' there are a number of leadership opportunities available to the students:



**Anti bullying officers** – who receive training and work to prevent bullying incidents at All Saints'.



**No to Hate Ambassadors** – who receive training and work to prevent any incidents of racism and prejudice at All Saints'.



**Musical Groups** –

Brass Band  
School Choir  
All Saints' Band



**Performing Arts** –

Get involved in performing arts throughout the year.

All students should aim to be involved in at least one of these leadership opportunities





### Core PE Kit

KS3 and Core PE: Polo shirt (Blue with embroidered school badge)

GCSE / BTEC only: Polo shirt (Black with embroidered school badge)

Plain black joggers or leggings (no different colours or patterns permitted)

Plain black knee length shorts (no branded sportswear, no patterns, no hotpants)

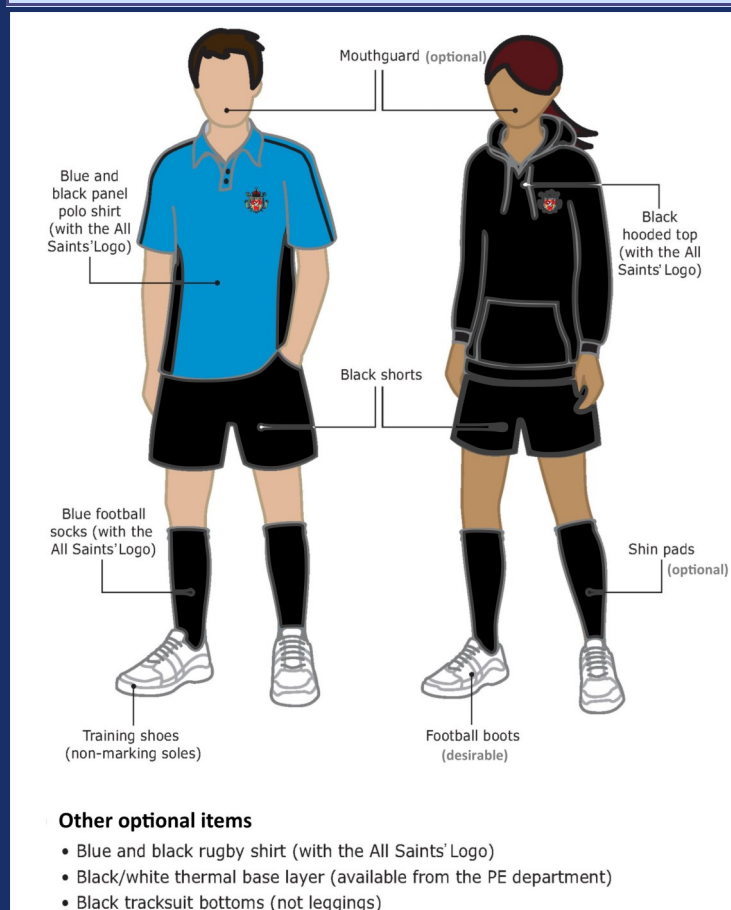
Hoodie / Zip top (Black and MUST be embroidered with the school badge) Other hoodies will be confiscated.

Trainers must be supportive with a good sole (for health and safety reasons fashion trainers, such as AF1, converse/boots or plimsolls are not permitted)

**No** Jewellery and long hair must be tied up.

#### Optional items:

Gum shield, studded boots, shin pads, Black rain jacket (this MUST have the school logo on) & Games long socks (blue)



### Valuables procedure

- Pupils MUST hand in any items which they consider to be of value.
- Staff will request valuables and put into a sealable plastic wallet.
- Items in the wallet must have some means of identification with them.
- Reclaim valuables at the end of a lesson.
- Any wallets not collected will be retained by the Department until collected.
- The school is not responsible for any item that is not handed in.

Pupils who are not able to participate in PE lessons are required to produce a note from a parent/carer with, if appropriate, the reason for the request. Pupils, however, should still have their kit as there will be some way in which they can contribute to the lesson, such as leading and organising a warm up activity.

### Kit checks

These will be rigorously applied and sanctions issued to pupils who are not conforming to requirements.

Our policy will be as follows:

1<sup>st</sup> no or incorrect kit = warning.

2<sup>nd</sup> no or incorrect kit = lunch time school detention for 20 minutes.

3<sup>rd</sup> no or incorrect kit = after school detention for one hour and a phone call/letter home.

4<sup>th</sup> no or incorrect kit = meeting with parents/guardians and Miss Humphreys.



## Uniform and Dress Code

Our Dress Code: All our students are expected to wear smart and clean uniform for school:

Black Blazer with the All Saints' school badge, which must be worn at all times. (Permission may be given to remove the blazer in hot weather)

Plain white shirt, all buttons to be fastened- short sleeved or long sleeved. No polo shirts. Shirts must be tucked in.

School tie, which must be clip on.

Plain **black** formal school trousers (no leggings, denim, canvas or lycra). Trousers must be tailored and not skin tight, tapered or tight around the ankle. Trousers must be full length and not above the ankle.

Plain black or dark socks (ankle length only)

Plain black formal low-heeled shoes (no trainers/sports brands, canvas, high heels, boots of any type or sling backs)

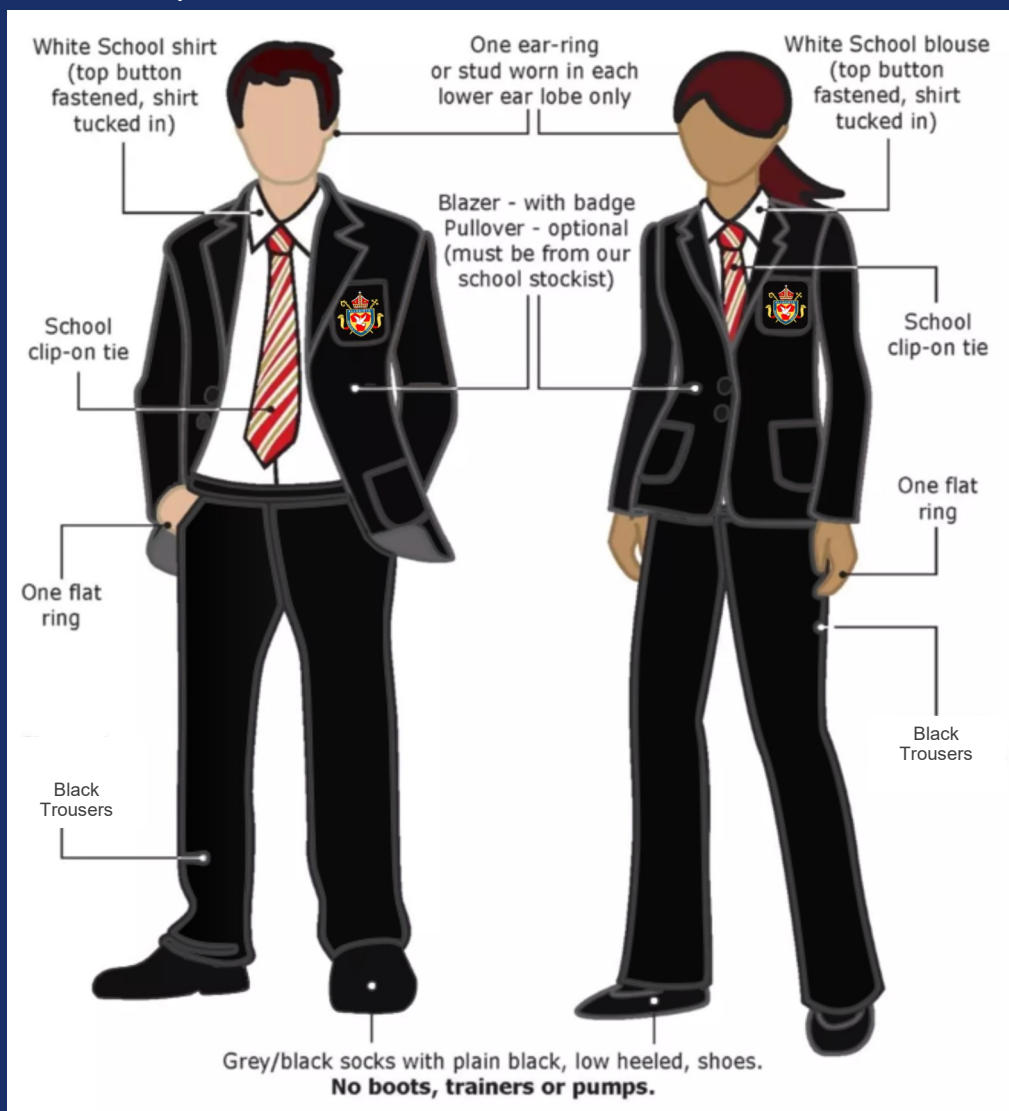
Outer wear: Students must wear a dark coloured practical coat (leather and denim coats, sweatshirts, hooded tops and sports branded jackets are not permitted). These are not to be worn in classrooms.

Baseball caps are not permitted to be worn in school.

Students must have a practical school bag, which must be big enough to carry a number of A4 size books

Optional items: Grey plain knitted v-neck jumper. Sweatshirts / cardigans are not allowed.

**Please note: Skirts are not allowed.**



### Jewellery

#### Allowed:

- One small stud per ear
- One flat ring
- An inexpensive wristwatch
- Religious necklaces worn discreetly

#### Not allowed:

- Facial piercings / extra ear piercings / tongue piercings
- Clear plastic retainers / covering plasters to hide piercings
- Smart watches / fit bit style watches which can carry data and allow communication are not permitted under any circumstance to fall in line with our policy on electronic devices
- Bracelets

### Hair, Make-up and Nail Polish

- Hair styles should be formal and sensible. No extreme hairstyles are allowed. This is defined as a style that draws unnecessary attention e.g. unnatural colours, closely shaven, patterns (this list is not exhaustive)
- Hair accessories should be plain (no bandanas, large head bands, coloured accessories allowed)
- Where appropriate students are permitted to wear a plain coloured hijab
- No make-up allowed for Year 7 to 9 students.
- Make-up should be discreet in Year 10 and 11
- No nail polish, false/acrylic nails, false eyelashes or heavy brows
- No fake tan



## Behaviour Ladder

**LEVEL 0**  
Good Behaviour.

**LEVEL 1 - Warning. Learning disrupted on the first occasion.**

Verbal warning given, but no sanction. Log as a Level 1 warning on Arbor.

**LEVEL 2 - Spoken to outside lesson (5 mins max)/ Break or lunch detention  
Learning disrupted for second time**

Student may be removed from the lesson to be spoken to about their behaviour and then returned to class (student remains on Level 2). The student may also receive a break or lunch detention issued by the class teacher and this will be recorded on Arbor and in the student organiser.

**LEVEL 3 - Departmental Referral / Referral room.  
Learning disrupted for third time**

For incidents of repeated low level disruption (e.g. talking over teacher, calling out, tapping pens) student should be sent to the Departmental Referral and Middle Leader detention issued on Arbor. For more serious disruption (e.g. dangerous, violent or abusive behaviour) student should be sent directly to the Referral Room.

A Middle Leader Detention will be issued. A record should be made on Arbor. There must be a reconciliation meeting between staff and student to discuss how their behaviour will be addressed before they return to class. Parents / Carers must be contacted.

**LEVEL 4 - Extended referral period**

Unacceptable behaviour in the Referral Room (e.g. late arrival at the Referral Room, refusing the reconciliation meeting, poor work or disruptive behaviour) could result in extended period in the Referral Room. Student may be issued with a Senior Leadership Team detention on a Monday evening or pre-exclusion, depending on the severity of their behaviour.

**LEVEL 5 - Pre - Exclusion**

Student to work in the Pre-Exclusion Room. Student to be issued with a Senior Leadership Team detention on a Monday evening (length of stay dependant on the severity of their behaviour).

A record should be made on Arbor and a detention letter issued. Parent meeting could be arranged with Senior Leadership Team. Poor behaviour in the Pre Exclusion Room is likely to result in a fixed-term suspension.

**LEVEL 6 - Fixed Term Suspension**

This is for persistent disruptive behaviour or a serious incident. A record should be made on Arbor and a suspension letter issued. Parent meeting will be arranged with Senior Leadership Team following any suspension. Respite to a different school could also be used.

**LEVEL 7 - Governor Discipline Panel**

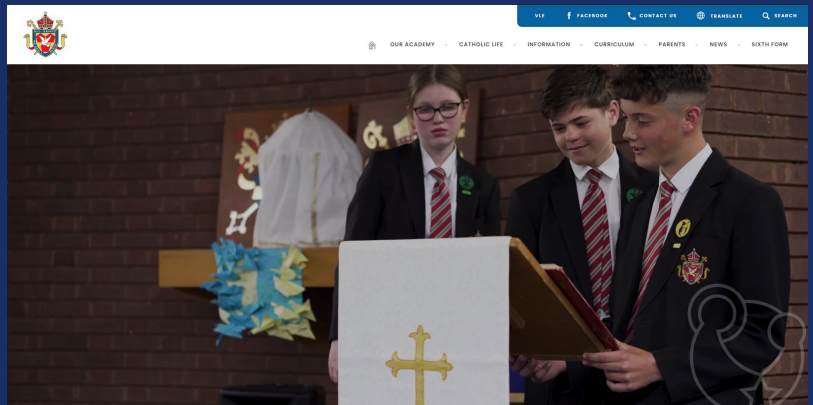
A student's behaviour does not improve or there are repeated suspensions. Student and parent/carers are invited to attend a meeting with the Governor Discipline Panel to discuss actions and next steps.





Parents can:

- Find staff information.
- Use quick links to go to the school VLE. This has resources to support revision for all subjects. Plus 'How to revise' guides and videos.
- Find transition information to support the transition from primary to secondary.
- Find information about paying for food in the canteen.



MyEd is an app that you download from either the Apple Store or Google Play. You register using your name, email address and mobile number. Then you attach it to our school by searching with our postcode of NG19 6BW. My Ed is a gateway linking to the other resources we use. E.g. Go4Schools for reports,

+Pay to make payments etc.

For more information please see the full Parent Planner.

This planner has details on attendance, rewards, sanctions, clubs, the All Saints' Way and much more.



# Arbor

Arbor is our main communication system with parents for viewing attendance, behaviour, achievement, timetables and exam timetables/

entries. Parents should continue to use the MyEd App to make payments (+Pay) and Go4Schools to view their child's academic progress.



**We advise all parents to sign up to MyEd and Arbor to ensure you do not miss progress reports, information about achievement and behaviour points, news and updates.**



Like us on Facebook





## Mobile Phone Policy

Students are not allowed to use mobile phones in school. If for safety reasons you want to send your child to school with a mobile phone then **he / she must hand it in at reception before the start of school and collect it at 3.35pm**

If a student is caught with a mobile phone on him / her during the school day, **the phone will be confiscated for 5 school days (including over weekends)** as per the school code of conduct.

**This policy is recognised by the police.**





## Who do you contact

- For queries on issues such as uniform, behaviour, attendance, the school organiser and homework or rewards, the form tutor of your child should be your first port of call.
- If there is a pastoral issue of a serious nature (e.g. an issue that would affect your child's safety or well-being) and you have already contacted your child's form tutor, you should contact to the Year Progress Leader for your child. In the unlikely event that a YPL cannot resolve the issue, your next contact would be Mrs N Kilday (Assistant Head Teacher – Behaviour and Attitudes).
- If you have a query about academic issues such as issues with academic reports, homework or content in a particular subject then contact either your child's class teacher or the Curriculum Leader for that subject.
- If you have queries about school buses or bus passes please contact reception.
- For safeguarding issues please ask for a member of the safeguarding team. Our reception staff can direct you to the correct member of staff and the school website also has details on the safeguarding team.
- If all other avenues have been taken and your issue is still not resolved, to contact the Head Teacher you will need to write a letter to the Head's PA Mrs L Scott FAO Mr C Cuomo.

### **We operate a 48 hour return policy for answering emails and phone calls**

- The school will under no circumstances tolerate verbal or physical abuse of our staff. We are human and unfortunately despite our best intentions, mistakes are made but all parents should rest assured that the prime concern of all of our staff is the safety, wellbeing and happiness of our students. We do recognise that the vast majority of our parents are very supportive and this has underpinned the success the school has enjoyed in recent years.
- Any abuse towards staff either in person or through social media will be taken seriously and we will involve the police where necessary.
- Abusive or inappropriate comments that are defamatory towards the school or member(s) of staff, made by students or parents and uploaded on social media platforms, will be reported immediately to the police.
- Students who use mobile phones to take photographs of staff or to make inappropriate comments will face serious sanctions which can include fixed-term and permanent exclusion.
- Parents who have been abusive towards staff may be asked to meet the Head Teacher and may face a ban from the school site
- If any parents receive abuse from other parents or students outside of school, we would advise that you contact police and report the perpetrators immediately. The school cannot intervene in comments that are made out of a school context as they would be a police matter.





## Key Dates for Parents



**September 2023 to July 2024**

(For the OLoL Nottinghamshire, Nottingham City and Derbyshire Schools only)

August						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
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18	19	20	21	22	23	24
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October						
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30	31					

November						
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December						
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January						
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29	30	31				

February						
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March						
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April						
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May						
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June						
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July						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



School Holidays



Public Holidays



Administration Day  
& ISE Days



## Notes



# ALL SAINTS'

## CATHOLIC VOLUNTARY ACADEMY

Broomhill Lane  
Mansfield  
Nottinghamshire  
NG19 6BW  
Tel: 01623 474700  
Email: [admin@allsaints.notts.sch.uk](mailto:admin@allsaints.notts.sch.uk)  
Website: [www.allsaints.notts.sch.uk](http://www.allsaints.notts.sch.uk)

**Through Catholic values and principles,  
everyone will achieve their full potential  
spiritually, academically, socially, morally  
and physically.**



February 2023

The Information contained in this booklet is correct at the time of publication