ALL SAINTS'

CATHOLIC VOLUNTARY ACADEMY

Parent Guide 2025 - 2026

Opportunity . Achievement . Success

www.allsaints.notts.sch.uk

Pastoral Guide for Parents and Carers

ALL SAINTS'

Parent Partnership

This document attempts to outline and clarify the key roles of the Academy and our expectations of parents and carers in helping All Saints' Academy support your child in making the maximum academic and personal progress possible.

What the school expects from our parents / carers -:

- Ensure your child attends school regularly to ensure they have the best chance to progress academically (good attendance is classed as 95% +).
- Take an interest in your child's studies and try to support work done in school where possible.
- Send your child to school in uniform that complies with school policy and expectations.
- Check your child's organiser and ensure that they are completing homework to the best of their ability.
- Show a supportive attitude to the value of education and academic success. Parental opinion and support is one of the most important influences over exam success.
- Be aware and supportive of the school mobile phone policy. We do not allow mobile phones in school as they are a barrier and distraction to learning (See our Mobile Phone Policies).
- Read the school policy on communication and be aware that any abuse of staff either in person or through social media may result in police action. All staff try to act in the best interests of students.
- Be proactive in contacting school if there are external factors affecting the wellbeing of your child.
- Attend Parents' Evenings and read student reports. Keep aware of support provided by the school for students and parents through the school website and the Arbor app.
- Ensure the school has your correct contact details and that you are signed into the Arbor parent app.
- Understand that the school will tackle defiant behaviour, verbal and physical abuse and anti-social behaviour in accordance with our school policies. By sending your child to All Saints' Catholic Academy, you are agreeing to abide by our policies.
- Understand that the school will endeavour to give 24 hour notice of any after school detentions. No student is exempt from sitting after school detentions. The Behaviour for Learning policy applies to all students.

What you can expect from the Academy-:

- Develop each child through a focus on Christian values reflected by staff and students.
- We will always endeavour to provide a warm welcome for all and a safe environment where all of our students can thrive.
- The best possible provision in the classroom will be provided to support your child's academic performance.
- Clear feedback given to students and parents on how each child can improve their academic performance.
- An appropriate and challenging curriculum to meet the individual needs of all students.
- We will provide opportunities for all students to develop socially, emotionally and academically.
- We will be proactive in communicating with home when there are issues affecting your child within school.
- We will respond within 24 hours to communication from home in a positive, purposeful and appropriate manner. This may be an email to say when a phone call will take place.
- Poor behaviour, when it occurs, will be challenged swiftly and accordingly to the Behaviour for Learning Policy to ensure student safety and learning capacity is not compromised.
- We will reward student success and create a culture of pride in achievement.

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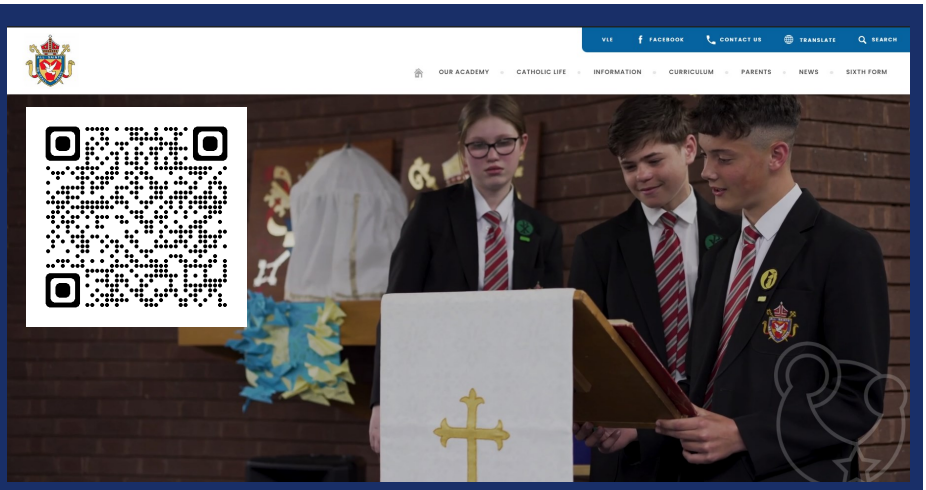
School Website www.allsaints.notts.sch.uk



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 information about uniform, key dates and read all of our policies in the information section.
- Find information to support student wellbeing & academic progress.

Arbor

Arbor Parent Portal Website is our main platform for parents. Within the Arbor Parent Portal, you will be able to view your child's attendance, behaviour, achievement, timetable, exam timetable and make payments for meals/trips.

GO 4 SCHOOLS

Using the Go 4 Schools parent site you will be able to view your child's progress online and see real-time attainment information, their timetable and attendance figures. You will also have access to your child's progress reports through the main Go 4 Schools parent site.

We advise all parents to sign up Arbor and Go 4 Schools to ensure you do not miss progress reports, information about achievement and behaviour points, news and updates.

Find us on facebook

ALL SAINTS'

Communication Policy

Our expectations over communication

- The Academy 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.
- We expect our staff to speak professionally and courteously towards parents and carers at all times. If you feel this does not reflect your experience, you can make a complaint through the channels outlined at the bottom of the page.
- 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.

Who to 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.
- Questions and issues (pastoral and academic) related to Sixth Form students should be directed to Mrs A Wain and Mrs R Davie, (Assistant Head Teachers - Sixth Form)
- 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 follow the complaints procedure on the school website.

ALL SAINTS'

10 Ways Parents Should Support their Child's Journey at All Saints'

1.Routines	Right from the beginning of your child's journey, insist upon your child being active and independent in organising themselves for school through the following habits: • Getting their school bag ready and organised the night before their next school day, even if a child is moving between different homes. • Ensuring their uniform is ready the night before their next school day, even if a child is moving between different homes. • Ensuring they have put their uniform and PE kit in the washing on a regular basis. • Ensuring they have cleaned their shoes on a regular basis. • Maintaining a reasonable bedtime each night and reducing social media distractions before sleep. • Assign a designated place and time to study in the house to ensure homework and revision is being completed throughout the week and at the weekend. • Keeping your child accountable is really important, so they should expect to show you the private study they have completed. • Ensure your child is getting themselves up early enough to get themselves ready for the day, eat breakfast and be on time for school. Students are late if they are walking onto the school grounds after the bell has sounded.
2. Attend	Impress upon your child the importance of attendance because it is an essential life skill. Your child should be attending every day, unless there is a legitimate reason for their absence. Resilience and endurance are critical skills for children to develop into their adolescence and early adulthood; a clear way parents can reinforce those skills is through setting the expectation that your child gets up, every day, ready for school, irrespective of the challenges which may exist.
3. Stay School Informed	If you are unclear about what school is expecting of your child, do not hesitate to contact your child's form tutor. We want to work with parents and arm you with the correct information so please get in touch; we might not be able to answer straight away but we will call you back. Stay Informed through signing up to receive the official school notifications. You will immediately know more about the events at All Saints' if you ensure you are signed up to the Arbor Parent App.
4. Be Positive	Children copy what they observe so it is essential, that as some of the most influential people in your child's life, you exhibit positive attitudes towards education. It is an avenue which can open up many opportunities. It can be challenging but challenge is good. In addition, if any issues arise, ensure you have heard your child's account and any relevant staff member's account before drawing conclusions. We expect our parents, staff and students to be respectful in their communication to each other at all times.
5. Attend Parents Evening	In 2023-24 Year 8 and Year 11 parents' evenings will be in school, for all other year groups our virtual Parents Evening via School Cloud mean that parents can find out how their child is doing at school from the comfort of their own home. We have continued to use this software to support parental engagement, therefore, if you can make a video call, you should be attending parents evening. You can check how your child is doing in their assessments using the Go 4 Schools Parents facility; if you have signed up to , school will let you know when the latest progress and subject data has been released so you can always know how your child is progressing. **www.go4schools.com**
6. Be a Study Buddy	See page 22 for more information.
7. Help with Revision	Help organise and monitor your child's revision. See page 23 for more information.
8. Check Homework	Check that homework is being recorded in your child's organiser (all children are set homework) and insist they show you evidence of their self-quizzing. See pages 23 and 25 for More information.
9. Be Exam Aware	Know when their exams and assessments are taking place, particularly if you are a parent of a Year 11 or 13 student. You should observe a noticeable shift in their focus and in the intensity of their study habits before mocks and final exams. If you do not, contact your child's Year Progress Leader to discuss.
10. Talk	Discuss your respective days. The earlier and younger this habit begins, the more likely it will be that your child will expect to share information about school in a transparent way so it will not feel like you're interrogating them. As the adage goes, it's good to talk!

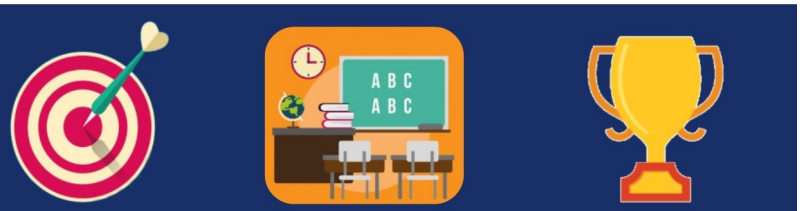
ALL SAINTS' WAY

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.

ALL SAINTS' WAY

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.

C Conduct in lessons should be excellent

A Arrive to lessons on time and ready to learn

L Line up sensibly and wait

M Move around school with focus and purpose

How can students follow the All Saints' Way around school?

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.
- 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.

How can students follow the All Saints' Way in class?

- Arrive to lessons punctually
- Do my best in all learning activities
- Act on instructions promptly
- Show respect for the learning of other students
- Bring the correct equipment to lessons
- Take pride in my work
- Treating exercise books with respect as they reflect a positive attitude to learning
- Completing written work in a blue or black pen and any drawings, graphs and diagrams in pencil, unless told otherwise
- Ensuring I check my spelling, punctuation and grammar in all subjects and making corrections in green pen
- Responding to feedback from my teachers in green pen to support progress
- Make positive contributions to the lesson
- Being proactive and asking for support when needed
- Respect the classroom environment and leave it tidy

ALL SAINTS'

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, and the Catholic Virtues which are key characteristics we aim to develop in every student.

Giving praise and recognising and rewarding students' positive behaviour and contributions 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.

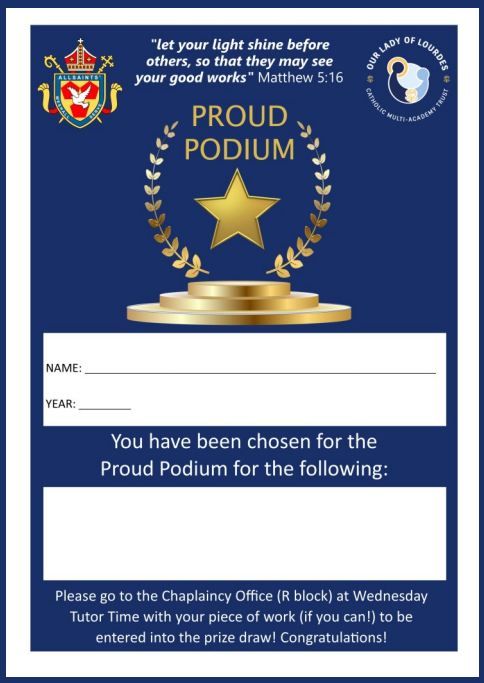
8 students in a class = 1 achievement point awarded (0.8).
20 students = 2 achievement points awarded (2.0)
32 students = 4 achievement points awarded (3.2)

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.

A '3 point' achievement point is awarded for:
Contribution to the wider community (e.g. extra-curricular, chaplaincy, fundraising).

A '5 point' achievement point is awarded for:
Consistently following the All Saints' Way, praise cards sent home throughout the year.

A '10 point' positive achievement point is awarded for:
Termly Commendation winners, Senior Leadership Team superstar postcard, Proud Podium nominees.



Parents can use the Arbor Parent Portal 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.

ALL SAINTS'

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 Assemblies or Tutor Time each week. These may 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.
- Head Teacher award awarded to one student per year group weekly
- Proud Podium. Throughout the year, students will be nominated to go to the proud podium for excellent pieces of work in curriculum subjects. They will have their photo taken to be displayed and be entered to a termly prize drawer (Amazon voucher).
- Attendance recognition throughout the year to celebrate excellent attendance (postcards, certificates, vouchers)
- Saint Award. Students show how they have contributed to the Mission Statement "We Shall Serve" by showing the virtues of the House Saints (Strength, Faith, Hard Work, Charity, Vocation, Service). Our Chaplains sign off the student planner once completed and students are awarded with a certificate and the chance to have 24 hours early access to the end of year trips at their conduct level.

Commendations

Each term there is a Commendation ceremony where certificates are awarded for a variety of achievements including;

- Curriculum awards for students who deserve acknowledgment of academic excellence, plus awards for the most improved student(s) in each subject.
- The two students with the highest conduct points at the end of the term.
- The form with the highest conduct points and attendance
- 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 recognition in addition to pastoral awards.
- Year Captain awards for students nominated by their peers.

ALL SAINTS'

Rewards Policy

Reward Days

Students who show excellent All Saints' Way characteristics, Catholic Virtues, attendance and attitude will have access to opportunities throughout the academic year. These include;

- Christmas/Easter/Summer treat in Tutor Time (High attendance and consistently following the All Saints' Way over a term)
- A Cultural Capital and Aspirations Reward Trip for some year groups around February Half Term. Eligible for students with low behaviour points. This will be activities 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 next page) across the academic year will be given the opportunity to get involved in trips. Options could include; Alton Towers, ice skating, bowling, Ninja Warrior and activities around school.
- Rewards Day in July: 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. (See conduct point information on the next page)

The school cannot guarantee that all students achieving gold and platinum conduct points 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. We will ensure that the booking link goes live at 7pm to ensure that parents and carers have the best chance of being able to book. In addition, students who have achieved the Saint Award will have 24 hour early access to the trip at their conduct level.

*** 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. Please note that a suspension, regular poor behaviour or low attendance could affect access to reward days.**

Year 11 Leavers' Package

In addition to the aforementioned rewards, we also offer a Year 11 Leavers' Package to celebrate achievement and mark the end of our year 11 cohort's five-year journey together at All Saints'.

The Leavers' Package is not an automatic entitlement to all students, but is dependent on each child fulfilling a certain and very specific list of criteria which includes: demonstrating exemplary behaviour and punctuality, high levels of attendance and attendance at revision support sessions.

The Leavers' Package includes access to the Year 11 Leavers' assembly, Leavers' Mass and end of year prom event. The school reserves the right to withdraw access if students have not met the required standards during the academic year.

Every child's personal circumstances are considered on merit to ensure that a holistic approach is taken when applying the policy.

ALL SAINTS'

Rewards Policy

Conduct points	
275	**Platinum** Access to gold trip at the end of the year Platinum certificate and pin badge
200	**Gold** Access to gold trip at the end of the year Gold certificate
125	**Silver** Access to silver trip at the end of the year Silver certificate
50	**Bronze** Access to bronze trip at the end of the year Bronze certificate

Rewards throughout the academic year

October half term:
Praise postcards. Years 7-11.
Attendance awards Years 7-11

Christmas:
Commendations Years 7-11.
Chat and Christmas treat (High attendance term 1 and consistently following All Saints' Way). Years 7-11.
Attendance awards Years 7-11

February half term:
Praise postcards. Years 7-11.
Rewards Trip (some year groups) – linked to Cultural Capital and Aspirations. Based on behaviour points.
Attendance awards Years 7-11

Easter:
Commendations Years 7-11.
Chat and Easter treat (High attendance term 2 and consistently following All Saints' Way). Years 7-11.
Attendance awards Years 7-11

May half term
Praise postcards. Years 7-10.
Attendance awards 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.
Year 11 Leavers' celebrations.
Attendance awards Years 7-10

ALL SAINTS'

Sanctions

If students do not adhere to the expectations outlined by the All Saints' Way they will be sanctioned in accordance with the school behaviour policy. The sanctions include community service e.g. litter picking, detentions, time in the referral room and fixed-term suspensions for serious offences. The school behaviour policy clearly states:

Break/Lunch Detentions: These can be given by staff for students who have reached LEVEL 2 on the Behaviour for Learning Ladder or have behaved in such a way that is deemed not in the spirit of our Catholic community and or not supporting the individual departmental policy to which the student is being taught. These detentions can be recorded in organisers so that parents and tutors can monitor the situation and also shown on the Arbor app.

End of Day Detentions: If students reach LEVEL 3 on the Behaviour for Learning Ladder they will be sanctioned with an after school Middle Leader detention until 4.20pm on the next Tuesday or Thursday following the incident. Failure to attend the Middle Leader detention will result in a Senior Leadership detention until 4.50pm on Monday.

The school reserves the right to sanction no-notice detentions in line with legal expectations form the DfE

When issued with an end of day detention, the school will always try to give parents 24 hours notice of the sanction to allow for any necessary transport arrangements to be made. We will only accept changes to the date set if we are informed by parents / carers with a valid reason.
If students do not attend end of day detentions the sanction will be increased and persistent refusal to adhere to school sanctions will be treated as defiance and could result in a fixed-term suspension

Uniform – If a student is wearing incorrect uniform they may be given a warning to correct the uniform if this is their first infringement. After this, any further infringements will result firstly in a break detention with tutors and lunch detentions with the allocated member of staff for a maximum of a week. Parents and Carers will be informed and asked to rectify the issue as soon as possible. If the following week the issue still has not been resolved, the student will be isolated in the referral room and the Year Progress Leader will contact Parents and Carers to discuss the situation and how to move forward. We do have a good stock of school uniform in school for students to borrow whilst waiting for new uniform to be purchased etc. This can then alleviate the need for isolation. The reason All Saints' sets these standards is because we see students as ambassadors for our school and presenting themselves well shows they are proud to be our community. Most of our students are smartly turned out and we want this to continue.

Punctuality – Similar to the graduated response outlined for uniform above, if a student is late to school or to a lesson, they will face a lunchtime detention.
If there are several lates over a week this could escalate to a middle leader after school or a SLT detention on a Monday night. Students may also be placed on punctuality report if it is a persistent issue.

ALL SAINTS'

Behaviour for Learning 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

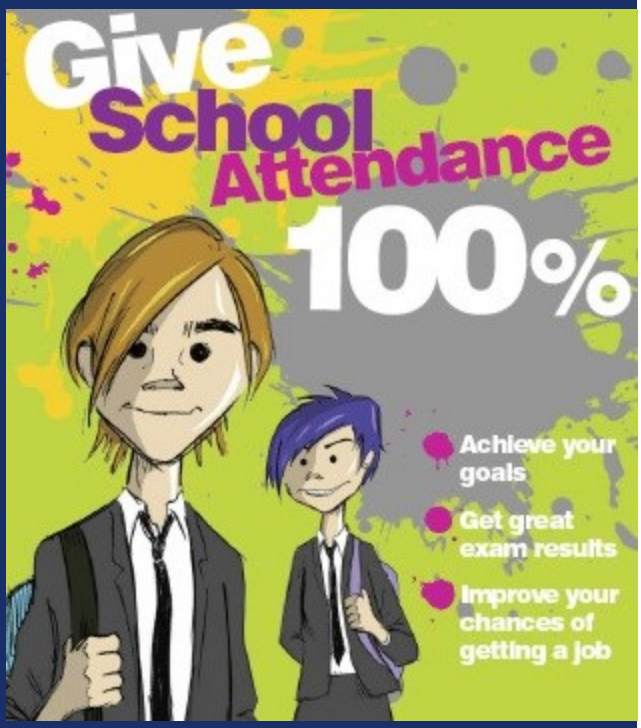
A student's behaviour does not improve or there are repeated suspensions. Student and parent/carer are invited to attend a meeting with the Governor Discipline Panel to discuss actions and next steps.

ALL SAINTS'

Attendance

Attending school on a regular basis is the key to your child doing well at school and will set him / her up with good routines for later life and the working world, it also gives your child the opportunity to:

- Make lots of friends and feel included
- Learn new things and develop many skills
- Increase confidence and self esteem
- Improve social skills
- Achieve his / her full potential and fulfil aspirations



Attendance directly impacts on achievement

Student Performance	2024/25 Attendance
Top 20	96.93%
Top 50	95.64%
Bottom 20	87.99%
Bottom 50	91.95%

When your child is absent

By law, schools must record absences and the reasons given. Only the Headteacher can officially authorise an absence, but unless there is a concern, the staff will usually do this on the Headteacher's behalf. Parents/carers should provide reasons for absences and the school must decide whether or not they justify authorisation according to government guidelines.

Whenever a child is absent the parent should:

- Contact the school Attendance Officer, Mrs Nother, on the first day of absence. If no notification is received, the school will contact the parents/carers to ascertain the reason.
- Let the school know in advance of any planned appointments
- Where possible make medical appointments out of school hours

All Saints' Attendance Target is 95%

Authorised Absences

- Genuine illness of the student
- Hospital/dental appointment for the student
- Death of a near relative
- Religious observations (faith of the parents)

Unauthorised Absences

- A shopping trip
- A birthday treat
- Oversleeping due to a late night
- Looking after other children
- Letting the gas man in, etc.
- Sibling graduation/passing out

ATTENDANCE Matters

You should not take holidays in term time

ALL SAINTS'

Term Time Leave

The DFE says that parents/carers do not have an automatic right to take their child out of school for holidays in term time. Only in **exceptional** circumstances will leave of absence be granted in a school year.
If your child takes a holiday without the school's permission or if your child fails to return by the agreed date, this will be recorded as unauthorised absence and noted in your child's records. If your child has not returned within 10 days of the expected date of return, then the school may take further action which could include discussions with the local authority.

Term time leave for the following reasons are not considered to be special circumstances:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods
- Overlapping with the beginning or end of term
- Wedding or religious ceremony of a distant family member
- To spend time with family or elderly relatives

ATTENDANCE Matters

Punctuality

When a child arrives late to school it can be very disruptive to them, the teacher and other students. If your child arrives late to school he/she will be marked as late on the register. If he/she arrive very late, the child will be marked as an "Unauthorised Late" - This is the same as an Unauthorised Absence and will affect their percentage attendance figure. You must get in the habit of being punctual to the start of the day and to lessons. You need to be organised the night before, set your alarms and not rush.
Be prepared or prepare to fail. Late gates are in operations across the year and sanctions will be given to students who are late including after school detentions.

Arrive by 8.50am for period 1 at 8.55am

You should never take your child out of school:

- Close to or during exams or tests (including mock exams)
- During Years 9,10 and 11 when your child has summative and formative assessments
- During the first year at a new school
- At the beginning of a new school term
- If your child is already having difficulties at school
- If your child has already missed school for other reasons

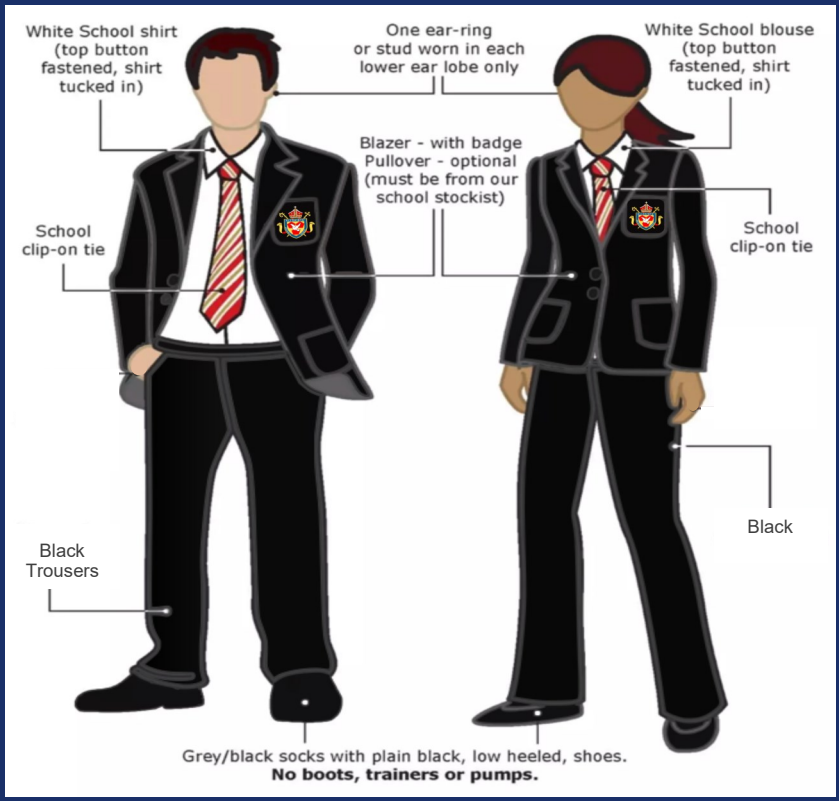
ALL SAINTS'

Uniform and Dress Code

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

UNIFORM LIST
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. Trousers must be full length and not above the ankle.
Black, grey or white socks. No leg warmer style / fluffy socks.
Plain black formal l ow-heeled shoes (no trainers/sports brands, canvas, high heels, boots of any type or sling backs)
Outer wear: Students must wear a plain, dark coloured practical coat (leather and denim coats, sweatshirts, gilets / body warmers, hood-ed 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 or shorts in Summer are **not** allowed.



Jewellery

Allowed:

- One small stud per ear in bottom lobe
- An inexpensive wristwatch
- Crucifix or Cross worn under the shirt. The Crucifix / Cross should be approximately 2cm in length and on a fine chain.
- Sikh Kara bracelet

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
- Bracelets / necklaces / rings

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, extreme contrast of length or colour of hair, closely shaven (grade 1), patterns (this list is not exhaustive)
- Hair accessories should be plain (no bandanas, large head bands or large accessories, no coloured accessories allowed)
- Where appropriate students are permitted to wear a hijab
- No nail polish, false/acrylic nails
- No fake tan
- No Henna, body art. graffiti on body or fake/real tattoos.
- No false eyelashes, lash lifts, enhanced brows e.g. microblading, tinting. No shaven brows.
- No make-up or enhancements allowed for Year 7 and 8 students.
- Make-up should be the bare minimum in Year 9, 10 and 11
- Some foundation can be worn
- Some mascara can be worn
- No heavy or dark brows
- No contouring or blusher
- No lip colour or gloss
- No eyeshadow, eyeliner or highlighter

Exemptions

Should something be required for a medical need, this will be allowed and the student will have a permission note in their planner. These arrangements are agreed with individuals as appropriate in consultation with parents and the Year Progress Leader.

ALL SAINTS'

Physical Education

Core PE Kit

KS3 and Core PE: Polo or round neck shirt (Blue with embroidered school badge)
GCSE / BTEC only: Round neck shirt (Black with embroidered school badge)
Plain black tracksuit bottoms / leggings. These should be proper tracksuit bottoms (synthetic material, dry fit) not joggers.
Students are able to wear knee length cycling shorts or loose shorts for PE, however they must wear leggings and track suit bottoms over the top when in class and around school.
Hoodie ((Black and MUST be embroidered with the school badge). Hoods must be down in school. Although students can still wear these, they are being replaced by our suppliers with a black crew neck jumper, which will have the All Saints' logo on.
Trainers must be supportive with a good sole. Examples of trainers that can be worn and ones which are unsuitable can be seen below**
No Jewellery and long hair must be tied up.
Black, grey or white socks. No leg warmer style / fluffy socks. Blue PE socks are optional.

Footwear **not allowed for PE

- Trainers with a **raised sole,** such as Nike AF1, Adidas Originals Gazelle Platform, Adidas Campus 00s, Puma x FENTY Creeper
- Trainers with **limited support**, Converse, Vans, Yeezy
- Trainers with **high tops** such as Nike Air Force 1 Mid, Nike Blazer 77 Mid, Nike Dunk high trainers, Nike AJ Hi OG, Converse CT70, Air Jordan 4 Retro
- **Fashion trainers**, such as Balenciaga Triple, Aleksandar McQueen, Steve Madden.

**Examples which are allowed

- These are mainly running or work out trainers. E.g. New Balance 1906, New Balance 2002, Asics Gel/ GT, Nike P-600, On Cloudtilt/ Cloudrunner 2, Hoka, Nike Zoom, Nike Pegasus, Adidas Running, Astro Trainers, Tennis/ Badminton Trainers.

Valuables procedure

- Pupils MUST hand in any items which they consider to be of value to PE staff at the beginning of the lesson.
- Staff will request valuables and put them into a sealed wallet in the PE office.
- 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.

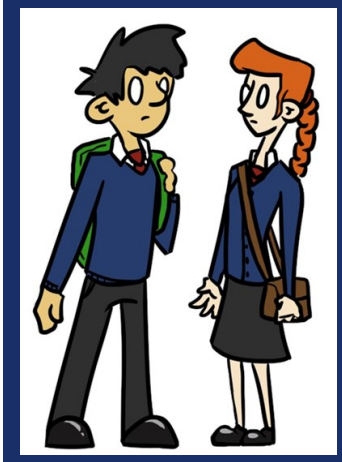
- The school is not responsible for any item that is not handed in.

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 come into school in their PE kit as there will be some way in which they can contribute to the lesson, such as leading and organising a warm up activity.

ALL SAINTS'

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

Celebration of the Word

All Saints' Chaplaincy

At All Saints', the student chaplaincy team offers a wide range of opportunities for all of our students. The team is involved in many areas of schools Catholic life and Collective Worship including, planning and leading Celebration of the Word and Mass for the whole school, organising charity events, representing the school at trust and hub events and year group retreats. Our current student chaplaincy team has over 40 members with each student dedicated to a specific area of work within our school. These key areas include: Retreat days, Social Media, Hosting visitors in school and many others, meaning we are able to let every student offer the best of their own skill set to serve our community.

Charity Fundraising

6th Form Lourdes Pilgrimage

The Briars Retreat Residential

ALL SAINTS'

Student Leadership

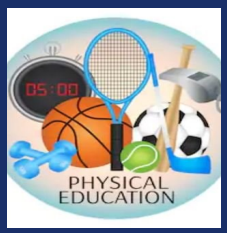
In addition to the 'Chaplaincy Team' there are a number of leadership opportunities available to the students:

Student Council / Year Captains- With sub committees on the Catholic Life, classroom experience and the school environment. Students can also apply to be a Year captain and support their year group.

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 plus a range of lunch and after school clubs.

Anti bullying officers / No to Hate Ambassadors –
who receive training and work to prevent bullying, racism and prejudice at All Saints'.

Peer Mentoring -

Supporting younger students with reading and mentoring.

Musical Groups –

School Choir

Performing Arts –

Get involved in performing arts throughout the year.

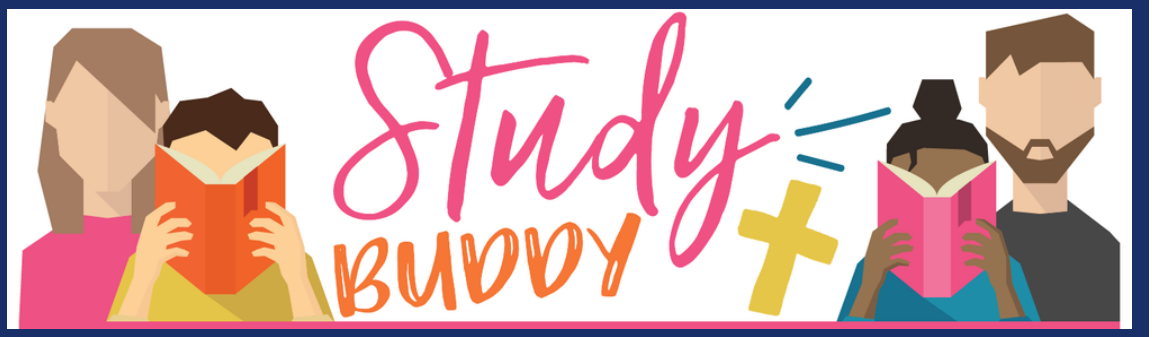
All students should aim to be involved in at least one of these leadership opportunities

ALL SAINTS'

How you can help us support your child

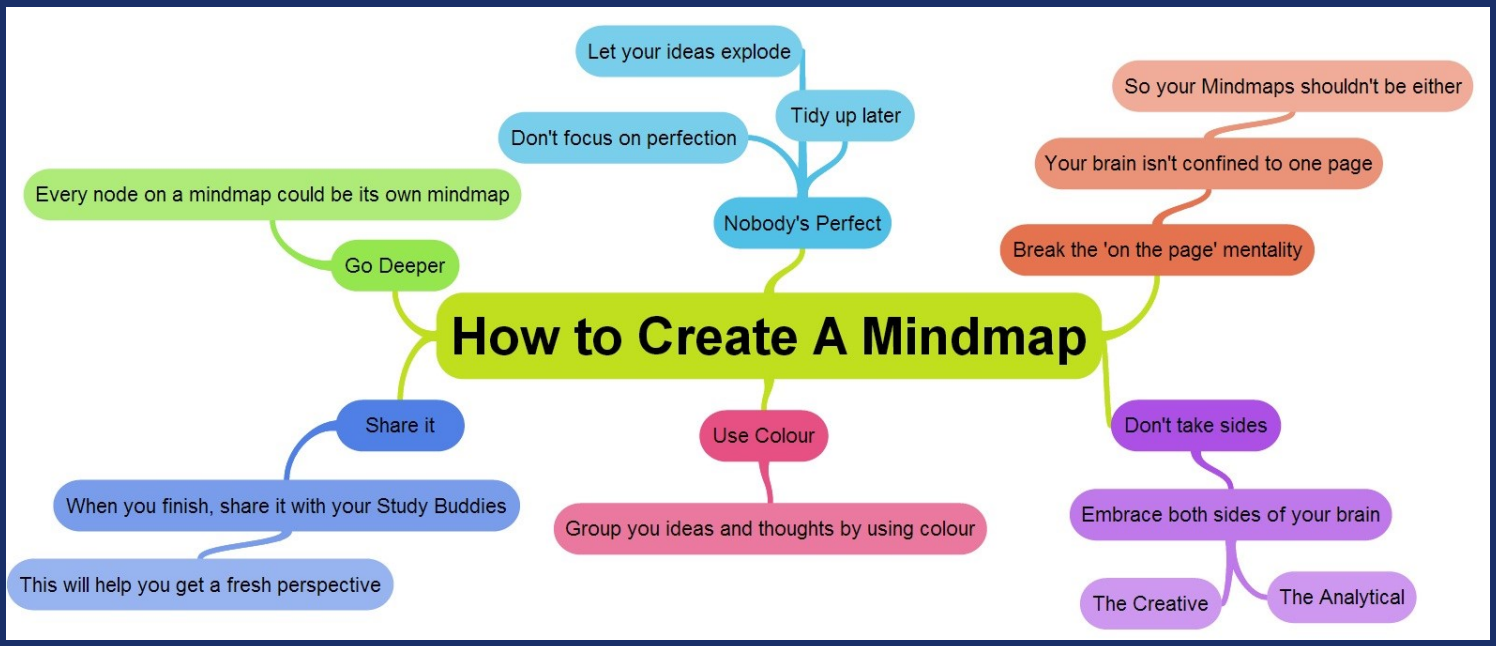
Be a study buddy

Try to support your child's revision in any way you can. Some recommended ways include buying recommended revision guides for each subject (your child can find the names of these from the VLE or from their class teacher), helping your child produce revision notes such as mind maps and flash cards and by testing your child on the revision notes they have produced.



Also by monitoring your child's revision timetable and ensuring that they are having the right balance between work and rest you are having a positive influence on your child's preparation for exams.

Finally, encourage your child to make use of the various after-school homework and revision clubs that are provided. The days when these sessions are run can be found on the school website or alternatively ask your child's class teacher when these sessions take place.



Help organise and monitor revision

Revision for exams should be started as soon as possible as there will be many subjects to revise all at once by the time your child reaches the end of Year 11. By helping your child create a revision timetable, which allocates time for revision for each subject they study on a weekly basis, you are giving them the best chance to learn the skills and content they need to be successful in their exams. This timetable should be created at least 2 months before the exam period and preferably earlier. It is important that your child sticks to the timetable set but also that they have enough time to enjoy any outside interests as a work-life balance is essential for students in such a stressful period.

ALL SAINTS'

How you can help us support your child

Support your child with homework

Your child should have homework set by every subject each week and this should always be recorded in their organiser.
To help your child stay on top of homework it is useful to check their organiser on a nightly basis to ensure that they are doing the homework that has been set.

Also it is helpful if you check over your child's work to ensure that an adequate amount of time and effort has gone into it. Often students rush through homework to spend more time on other pursuits so parents can play an important role in ensuring that independent work at home is done properly. If there appears to be little homework recorded in your child's organiser it may be that they are not writing their work down. It may be useful to contact school if you feel your child is not spending enough time on homework.

Be aware of what your child has to do in examinations

A range of key information can be found through the school website to help you understand the type of exams your child will be sitting, the dates of the exams and the information they will have to revise. This can be found in the following places:

- Examination dates – school website
- Past exam papers and mark schemes – school VLE (school log in needed) in individual subject areas
- Exam specification and syllabus – school VLE in individual subject areas

It is recommended that you familiarise yourself with the dates of each exam your child has and the way they will be assessed to help your child in the creation of a revision timetable.

The following link can help you create an exam timetable with your child https://getrevising.co.uk/planner

On Exam Day

You can do a lot to help your child prepare for exam days:

- Make sure the alarm is set so they're not rushing and have time to eat breakfast.
- Encourage them to take five minutes to check they have everything they need, like extra pens and pencils, calculators and maths equipment. If they have a mobile phone, remind them not to take it with them into exam room.
- Say: "Don't panic, don't worry - just do your best." Tell them to say it to themselves during an exam.

ALL SAINTS'

Self-Quizzing: The What Why and How

What is Self-Quizzing?

Self-quizzing is a way to testing your knowledge independently. Using items such as your All Saints' Absolutes, a whiteboard/ piece of paper and a pen, you are able to revise key content and find out how much you are actually retaining and also find out what areas you need to work on.

Why do we Self-Quiz?

Self-quizzing is a hugely important part of your learning. Your Absolutes provide you with key content that you need to know to enable you to be successful, both now and in the future. Self-quizzing can take many forms and it will all you to practise using knowledge and will help make it stick.

Most importantly, self-quizzing is a low stakes way to discover what knowledge is secure and, more importantly, any knowledge that needs re-visiting.

Excellent self-quizzers look back at previous questions to check they still know the answers. They also write down the things they get wrong in class quizzes and test themselves again.

How do we Self-Quiz?

You will be taught how self-quiz as part of your Independent Study sessions. The techniques we will work on are Look, Say, Cover, Write, Check, Brain Dumps, and Flash Cards

Below are instructions for an additional approach that can be used in conjunction with the three being taught this year.

Below are instructions for an additional approach that can be used in conjunction with the three being taught this year.

3 minute

Read and re-read a section of your Absolute- around 10 pieces of information.

10 minutes

Write 10 questions and answers about this information. Then fold the page in half to cover your answers.

5 minutes

Read each question and answer the question- this could be on the folded paper or using your whiteboard.

2 minutes

Check and correct your answers.

1 minute

Make a note of incorrect answers and return to these at another point.

ALL SAINTS'

Signposting of School / External Provision

John Paul Support Centre (JPC)

The in – school base for supporting students with any emotional, physical, social or behavioural needs that may be acting as a barrier to learning. The role of the JPC is to work with the student to resolve any issues and encourage a quick and smooth transition back into the classroom to support learning and progress. The JPC works with a number of external agencies to ensure that students well-being is supported. They can also signpost both parents and students to Relevant Agencies. For any further info contact the JPC manager at All Saints **(warriner.c@allsaints.notts.sch.uk)**

Student Well-being co-ordinator, also based in JPC

The student well-being coordinator, who is also based in the John Paul Centre, offers a wide range of courses. The sessions involve delivering relevant resources and strategies to support small groups, to increase confidence, knowledge and encourage a vision to move forward, making positive choices. The following sessions are delivered:

- Understanding my behaviour
- Anxiety
- Aspirations
- Exam Skills
- Self Esteem
- Bereavement support

There are also 1-1 mentoring sessions available. To make a referral contact Mrs Warriner, JPC manager. A drop in session during lunch on Tuesday & Thursdays, in the JPC gives students the opportunity to have a chat and ask questions about any of the above subjects.

The Francis Centre (TFC)

We also have The Francis Centre as a base for students with any special educational needs. Students will receive mentoring and support and staff will help students to identify and work through any barriers to learning to allow them to transition successfully into lessons. For further information please contact Mrs D Bamford (bamford.d@allsaints.notts.sch.uk)

Counselling

There is an online counselling service called KOOTH. www.kooth.com Students can log onto this site to speak to a counsellor via the internet in confidence.

Healthy Family Team

They can offer advice on many things and can also be contacted via a text service for 11-19 year olds on 07507329952. Parents and students can also call on the Telephone Advice number to discuss any concerns on 01623 435522

Police School Liaison Officer

The Police have assigned an Officer who will attend the JPC in school to discuss any concerns you may have and work alongside some students. To contact them please speak to the JPC Manager.

Safeguarding Team

Students can always talk to a member of the safeguarding team if they have worries / concerns.

ALL SAINTS'

Signposting of School / External Provision

Early Help Unit

Specific elements of this service include:

- More focused support for specific needs
- Signposting for parenting programmes and interventions

Referrals can be made direct through to the unit to access further support around attendance, behaviour and young carers. They also act as a central point of contact for information, advice and guidance relating to Early Help services.

Tel: 0115 8041248 or contact the John Paul Centre Manager for further information.

Organisation name	Website Support offered	Support offered
Young Mind	YoungMinds - children and young people's mental health charity	General guidance and information regarding mental health
Harmless	Harmless	Offer online support for young people and families experiencing self-harm concerns.
Calm Harm	Home - Calm Harm App	Online App which provides tasks to help resist or manage the urge to self-harm.
Kooth	Home - Kooth	Information and support for mental health and wellbeing. Online counselling available
CASY Counselling	Homepage - CASY	A registered charity offering support and counselling for young people.
NSPCC	Keeping children safe | NSPCC	Support and tips to help you keep children safe. From advice on children's mental health to staying safe online, support for parents and what to do if you're worried about a child.
Childline	Childline | Childline	Charity run organisation which offers information & support for children's wellbeing
Children's Society	The Children's Society | UK children's charity (childrenssociety.org.uk)	Information and guidance regarding mental health and wellbeing
Time to Change (led by Mind and Rethink Mental Illness)	Tips for talking about mental health | Time To Change (time-to-change.org.uk)	Mental Health support, Information & resources for young people, parents and carers
PAPYRUS	Help & Advice | Papyrus UK | Suicide Prevention Charity (papyrus-uk.org)	The national charity dedicated to the prevention of young suicide providing information & resources for young people, parents and carers.
SEXions	Sherwood Forest Hospitals (sfh-tr.nhs.uk)	Confidential sexual health service for young people aged 13-19, and up to 24 for young people with disabilities.
Childhood Bereavement Network	Childhood Bereavement Network	Guidance and support to enable young people to manage the impact of death on their lives.
CEOP (Child Exploitation and Online Protection)	https://www.ceop.police.uk/safety-centre	Reporting tool if you are worried about online sexual abuse or the way someone has been communicating with you online
Beat	Supporting Someone (beateatingdisorders.org.uk)	Website offering support for young people and their families experiencing an eating disorder.
Mermaids	Homepage - Mermaids (mermaidsuk.org.uk)	Support for gender diverse young people and their families

Please see our full signposting list on our website using this QR code

ALL SAINTS'

What to do if you suspect your child is being bullied?

- If your child informs you that they are being bullied gather information by writing down notes of the incident and any names of individuals mentioned.
- Contact your Year Progress Leader (YPL) to pass on the relevant information. The YPL will then investigate the matter and contact you with the outcome.
- It is important that you do not try to resolve the situation yourself but reassure your child that the situation will be resolved.

School action in the event of a bullying issue.

In the event of a bullying issue both the aggressor and the victim will be given support. If bullying in any form is proven through investigation, the aggressor will be sanctioned in accordance with the school behaviour policy. The aggressor will be given support to correct their behaviour in the form of the 'Anti-bullying workbook' or the 'All Saints' anti-bullying short course'. The target will be given a mentor to support them at school. This support is delivered by an assistant tutor or older student who are specifically trained to deal with bullying issues.
In addition, depending on the nature of the incident, a variety of support can be implemented and is available for both the aggressor and target. This includes;

- Referral to the school chaplain for mentoring.
- Anti-bullying and Cyber bullying course.
- A change in seating plan or classes.
- Referral to the PREVENT team for incidents involving discrimination of a racist nature.
- Support from the tutor, assistant tutor or older student.
- 'John Paul Centre' support courses ranging from social skills mentoring, anger management and conflict resolution, depending on the incident.

In the event of a repeat offence involving the same pupils, the situation is logged as an official bullying incident. Both sets of parents are invited into school to discuss the issue with the relevant YPL At this stage sanctions are escalated and can range from time in the referral room to a fixed-term exclusion. Bullying offences are taken very seriously at All Saints' and we endeavour to model appropriate behaviour that allows all students to be happy within our school. A follow up meeting with pupils involved in bullying issues is held within a month of the original incident to ensure all issues have been resolved and support has been effective.

The Anti-Bullying Team work incredibly hard to promote the Anti-Bullying message at All Saints'. Our ambassadors have attended a training day provided by the Diana Award, who are a leading Anti-Bullying organisation that work closely with schools and young people across the country. The training day equipped our ambassadors with the skills and knowledge required to support students and lead whole school initiatives. Following the training day, in addition to supporting students, our team have led a number of successful whole school campaigns focused on improving the wellbeing of our students. As a result of their commitment and dedication to Anti-Bullying work, the Diana Award has awarded All Saints' with the Wellbeing Badge, Respect Badge, Community Badge and Online Safety Badge in recognition of success.

THE DIANA AWARD®

ALL SAINTS'

E-Safety and Cyber Bullying

ICT is an everyday part of peoples lives and schools are making increasing use of new technology. At All Saints we have systems in place to protect your children.
We recognise that we encourage students to go online for work out of school where there is less supervision and they have more freedom.

Golden rules to safe Internet Browsing

- Children should only add people they know and trust in real life as friends on social media sites.
- Some predatory paedophiles can convincingly pose as another teenager and may spend months or years 'grooming' the victim until they meet face to face.
- Children must always be accompanied by an adult if meeting an online friend in person.
- Don't ban children from these sites; they will just use them at friend's houses or on their phone or another device.
- Take an interest and suggest they add you as a friend so you can keep an eye on them when they first join.
- Have the main computer in a communal area of the home where there is passive supervision and be reasonable about time online. Talk if you feel it's getting out of hand (but remember how many hours you spent watching TV when you were their age) – the internet is at least active not passive and they can learn a lot from it.
- If they have a wireless laptop and you want to stop them going online after a quota of hours is up, unplug the 'router' where the phone line comes into the house.

What to look for on a website

- The CEOP report button is the online equivalent of dialling 999.
- We need to train young people, just like we do with 999, to recognise it and know how to use it if they need to.
- Look out for good websites that have the button built in.
- Some websites refuse to add the button, so visit direct: www.ceop.police.uk

Online bullying/ Cyber Bullying

- Cyber bullying is the use of the Internet and related technologies to harm other people, in a deliberate, repeated, and hostile manner.
- Children can be unkind to each other online. Bullying is not new but the technology has changed making it is easier to track and prove who is responsible.
- If you suspect your child is having a problem, the evidence will be on your computer. If you can print off copies of messages and screen shots of web postings (ctrl + print scrn) or screen shot images from a mobile phone or tablet then we can investigate.

Want to find out more about understanding and stopping Cyber bullying?

- Visit the CEOP channel on YouTube.
- Put this website in your favourites: www.thinkuknow.co.uk and make sure every member of the family spends time familiarising themselves with the area aimed at them.
- For parents that's www.thinkuknow.co.uk/parents
- For teachers that's www.thinkuknow.co.uk/teachers
- For your child that's www.thinkyouknow.co.uk/11_16 which they won't have been shown at primary school.
- http://kidshealth.org/parent/positive/talk/cyberbullying.html
- http://www.childline.org.uk/explore/bullying/pages/cyberbullying.aspx
- http://www.cyberbullying.org/

Please see our online safety booklet on our website by scanning the QR code.

ALL SAINTS'

Key Dates for Parents

OUR LADY OF LOURDES
CATHOLIC MULTI-ACADEMY TRUST

Nottingham Diocese
Multi Academy Trust
CATHOLIC SCHOOLS
Moving Forward Together

September 2025 to July 2026

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

August

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27	28	29	30	31		

School Holidays

Public Holidays

Administration Day & ISE Days

ALL SAINTS'
CATHOLIC VOLUNTARY ACADEMY

Broomhill Lane
Mansfield
Nottinghamshire
NG19 6BW
Tel: 01623 474700
Email: admin@allsaints.notts.sch.uk
Website: www.allsaints.notts.sch.uk

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

September 2025
The Information contained in this booklet is correct at the time of publication