

CARDINAL NEWMAN CATHOLIC SCHOOL - INFORMATION FOR PARENTS

1. Your child's Tutor is your first point of contact at school. Please make a note of their name and email address.
2. Staff email addresses can be found on our website. We also have a general email account, but this should not be used for urgent matters as it is checked periodically through the day – admin@cardinalnewmanschool.net
3. If your child is going to be absent from school, please report this using your ClassCharts app and give a reason. Please give advance notice of any medical appointments and provide evidence.
4. Each student will be issued a planner. This will cost £1.50 payable via ParentMail. The planner contains a great deal of useful information and is where you can write notes to the teachers and vice versa.
5. Please ensure that your child wears the correct uniform and that each item is clearly labelled with their name. **Uniform is non-negotiable** and we reserve the right to exclude students who persist in wearing the wrong uniform (see Government website).
6. Our canteen sells hot food, drinks, sandwiches and other items. Please see our website for the menu and tariff. Students can bring a packed lunch if they prefer. Please apply if you think your child is eligible for Free School Meals (seek advice if required). Dinner money accounts are topped up via ParentMail. The Free School Meal includes either *a) hot meal, fruit **or** tray bake (no drink) b) jacket potato, fruit **or** tray bake plus small bottle of water c) sandwich, fruit **or** tray bake and small bottle of water.* All other items purchased will be charged to your ParentMail account.
7. Most communication is done through ParentMail. This is how you will complete consent forms and how you will pay for your child's lunch, equipment, trips, tickets etc. Please make sure we have the right mobile number and email address and that you register with ParentMail once you receive your link.
8. Students need to be equipped with a sturdy bag, a basic Maths geometry set, a scientific calculator and a pencil case with a black pen, red pen, pencils, crayons, eraser and ruler as a minimum. Lack of equipment means students get a Behaviour Point. Accumulated behaviour points will result in a detention.
9. Please note that mobile phones/smart watches/earphones/airpods are **banned at all times during the school day**. If your child needs to contact you during the school day, they should ask their tutor or Head of Year at morning registration, break time or afternoon registration for permission to use the school phone in reception. Parents/carers should not call/text their children during the day but can call the school so that we can pass on any urgent messages. Students' phones/smart watches/earphones/airpods are confiscated if they are out during the day - the first offence until the Friday of that week; second offence to the end of that half-term. **They can only be collected by parents/carers.**
10. Lockers are available on a shared basis and students will be allocated a locker at the start of the term for a non-refundable deposit (£2.50 if sharing, £5 if only one student is using it). Keys should be looked after carefully. The cost for a replacement key is £3.
11. We **do not** authorise any holidays in term time, or absences that could have been arranged outside the school day/term (See the school's Attendance Policy).
12. There will be a meeting in September to give you further information about Homework, Human Relations Education and various aspects of the curriculum that will mean more to you once your child has started at the school.
13. Parents/carers will be given notice if their child is given a detention after school via ClassCharts. (Please note that there is no legal requirement for a school to give notice of a detention).
14. Please remember to make an appointment if you wish to see any member of staff as everyone is teaching (or could be in a meeting or off site) and you will be disappointed if you just turn up.

We very much look forward to your support and to working with you over the coming years.