

Maria Fidelis
Catholic School FCJ



PARENTS'
HANDBOOK

2014 - 2015

September 2014

Dear Parent/Carer

As we begin the 2014-2015 academic year, I would like to take this opportunity to welcome families whose children are coming to Maria Fidelis for the first time.

In the Parents' Handbook, you will find important information, policies and procedures for students and information of particular interest to parents/carers. You will also find a calendar for keeping track of important dates.

Based on parental surveys, we are including opportunities for parents to discuss ways of supporting their child at school. This will take place on parents' evenings.

In order to make school expectations clear and to avoid any future misunderstandings, we would ask that you take the time to read the Handbook carefully in order to familiarise yourself with the information and then review the policies with your child. Please note carefully the Behaviour Policy and discuss this with your child and return the signed commitment slip to school by Monday 8th September. We want to work closely with parents to ensure all students achieve their full potential.

With reference to the important dates, we always attempt to adhere to published dates and times, however, opportunities and/or circumstances beyond our control do occasionally arise which necessitate a change in our daily schedule or event dates. When this happens we will do our best to give you as much notice as possible about the change. We apologise for any disruptions this may cause and thank you in advance for your patience and co-operation.

Blazers are compulsory items of uniform for ALL students in Years 7-11. Please ensure your son/daughter has one and WEARS IT TO SCHOOL. Students who arrive at school either wearing or in possession of a **non-uniform item** will be sent home to return in correct uniform.

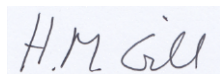
All parents are welcome to attend Mass with us on Holy Days or when your child's year group are having Mass.

Please do not hesitate to contact the school if you require any further information or clarification of anything in the Parents' Handbook. Your first point of contact is your child's Student Support Officer.

More information on the school is available on our website www.mariafidelis.camden.sch.uk.

We look forward to another productive and successful year.

Yours faithfully



Helen Gill
Headteacher

Growing together through Christ with courage, confidence and dignity

MARIA FIDELIS CATHOLIC SCHOOL FCJ



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Maria Fidelis Catholic School FCJ

MISSION STATEMENT

**Maria Fidelis Catholic School – FCJ
is a learning community**

***“growing together, through Christ, with courage,
confidence and dignity”***

THE FUTURE

Our vision is that FCJ schools are communities of personal and academic excellence.

Strong in companionship, the unique giftedness of every person in these faith communities is recognised, nourished and celebrated.

Our hope and expectation is that, through God’s grace working in us all, each young person grows into their best self, with zest for life and the generosity and confidence to use their talents and gifts in the service of others.

Our school is underpinned by our mission – growing together through Christ with courage, confidence and dignity.

Whom to contact ?

Concern about a subject area e.g.
Maths or English



Contact Subject Lead by email

kcooper@mariafidelis.camden.sch.uk
marked "for the attention of"

Concern about bullying / attendance
or other non-subject related issue



Contact SSO/Deputy Key Stage
Manager by phone or email

Maths	Ms Chow
English	Ms Hardy
Languages	Ms Cawley
R.E.	Ms Flynn
Sociology/Politics/	Ms Murphy
Psychology	
Business	Mr Salmon
Health & Social	Ms Clegg
Care	
ICT	Ms Bhayat
PE/Music/Drama	Ms Bagnall
Art	Ms Millar
Technology	Mr Courtney-Diggins
History	Ms Anscomb
Geography	Ms Oehlman
Science	Ms Gamble
SEN	Ms Matthews
Safeguarding/Child	Mrs Brock (KS4/5)
Protection	Mr Anthony (KS3)

Year 7	Mrs Weston-Peters swestonpeters.202@lgflmail.org Ms Sattar
Year 8	Ms McInerney smcinerney1.202@lgflmail.org Ms Sattar
Year 9	Ms Mulryan smulryan.202@lgflmail.org Mrs Jones
Year 10	Mrs Adigun aflorence.202@lgflmail.org Mrs Jones
Year 11	Ms Lusher clusher1.202@lgflmail.org Ms Barrett
Sixth Form	Ms Boon sboon2.202@lgflmail.org

Still have concerns ...



Contact Assistant Head for Key Stage

KS3	Ms Masud (Years 7-9)
KS4	Ms Bagnall (Year 10)
	Ms Barrett (Year 11)
Sixth Form	Mr Salmon

Concerns still not resolved ...



Contact Deputy Head

Years 7-10	Mr Anthony
Year 11 / Sixth Form	Mrs Brock

If none of the above has managed to resolve the situation, appointments can be made to see the Headteacher, through the Headteacher's PA.

**MARIA FIDELIS CATHOLIC SCHOOL FCJ
STAFF LIST 2014-2015**

LEADERSHIP TEAM

H Gill
A Brock
M Anthony
C Coombes
G Barrett
S Masud
J McGovern
J Salmon
C Bagnall

Headteacher
Deputy Headteacher, Upper School
Deputy Headteacher, Lower School
Assistant Headteacher
Assistant Headteacher
Assistant Headteacher
Bursar/Business Manager
Extended Leadership Team – PR
Extended Leadership Team - GS

Maths

L Chow (Director of Learning)
K Barrett (2nd in charge)
R Crossland (3rd in charge)
A Smith
F Matthews
N Rayner
M Poole

English & Media

P Hardy (Director of Learning)
A Watson (2nd in charge)
C Dawkins (3rd in charge/literacy)
H Wood
L Jones (+Media)
S Durbin (+Media)

**Modern Foreign
Languages & Latin**

S Cawley (Director of Learning)
A Chamorro (2nd in charge)
S Okafor
F Matthews (Latin)
G Speller (Gifted & Talented)

PASTORAL SUPPORT

Deputy Key Stage Managers

S Sattar	Years 7/8
L Jones	Years 9/10
P Robinson	KS5 (maternity)
S Boon	KS5

**Vocational Studies (ICT,
Business, Health & Social
Care, Cope)**

G Barrett (Director of Learning)

Information Technology

H Bhayat (Subject Lead)
G Barrett

Business Studies

J Salmon (Subject Lead)
E Doody
P Robinson (maternity leave)

Health & Social Care

J Clegg (Subject Lead)
S Sattar
A Brock

Religious Education

J Flynn (Director of Learning)
S Whelan (2nd in charge/
chaplaincy)
G Van Rheede (3rd in charge)
Y Mirza

Humanities

C Anscomb (Director of Learning)

Geography

E Oehlman (Subject Lead)
E Doody
J Hawkins

History

C Anscomb (Subject Lead)
L Kuper
S Eades

Social Sciences

D Murphy (Director of Learning)
K Fitzsimons
L Jones
S Eades (Duke of Edin. Award)
Y Mirza (Citizenship)

Community & Business

Liaison

R Harris

Administrative Staff

K Cooper (PA to Headteacher)
T Yousaf
T Lusher
N Vaz
A Money
M Burrows

**Key Stage Student Support
Officers**

S Weston-Peters	Year 7
S McInerney	Year 8
S Mulryan	Year 9
F Adigun	Year 10
C Lusher	Year 11
E Adkins	KS5 mentor

Teaching Assistants

K Bernard (SENDCO support)
S Connor (Inclusion)
D Crean (Vocational)
A Johnson (English)
N Nimmo (EAL support)
I Menzies (Humanities)
M Matovu (Maths)
D McGovern (Science)

PE/Performing Arts

C Bagnall (Director of Learning)

P.E.

B Lawal

Music

C Bagnall
T Brooks

Dance

S Boon

Drama

C Bagnall
S Boon

Art

F Millar (Subject Lead)
A Levin

Technology

T Courtney-Diggins (Subject Lead)
M Egan (On extended leave)
G Hinge
R Flather (Technician)

Additional Needs

M Anthony (SENCO)
J Matthews (SENDCO Lead)

Science

C Gamble (Director of Learning)
T Salam (2nd in charge)
C Burke (3rd in charge)
G Shirley (Teaching & Learning)
C Coombes
A Bhanji
S Sattar
V Shrivastava
H Byford

Science Technicians

E Rhoden
S Sadqe

Senior Finance Officer

C Cordara

Mid-day Supervisors

J Heffernan
B O'Hara
L Best
B Hill
R Camarinha
M Teixeira

Cover Supervisors

T Green
P Glaser
J McInerney

Learning Resources

A Belter

Exams Officer

C Harding

ICT Manager

C Omisore

Premises Staff

R Uliwiak

Community Police Officer

WPC Sharron Kenyon

Heads of Houses

D'Houet	G Speller
Faber	R Crossland
Guillemet	J Hawkins
Loyola	F Matthews



2014 – 2015 Dates for Your Diaries

AUTUMN TERM 2014	
SEPT 1	INSET DAY – No students attend school Year 12 enrolment 10.00-12.00
2	INSET DAY – No students attend school
3	Year 7 in school Year 13 lessons start
4	Years 7-11 in school.
8	Year 12 lessons start
8-12	Year 7 retreats
15	Christmas Card competition starts
18	Open Evening @ lower school 4.00-7.00 pm
19	UCAS applications
21	Marie Madeleine's Birthday 1781
22	Governing Body Meeting
25	KS3 SEND drop-in clinic
OCTOBER	
1	5-a-side football tournament
9	Year 7 Welcome Evening Sixth Form Parents' Information Evening
10	Christmas Card competition deadline
14-17	Year 9 retreats
15	SEND drop-in clinic
22	School photos (Years 7 + 10) Schools to Market Day
23	Themed Day Key Stage 3 Year 13 UCAS day
24	Rewards Day (100 merits)
HALF TERM 27 October – 31 October	
NOVEMBER Inter-house Fundraising month	
1	All Saints Day
2	All Souls Day
13	Sixth Form Open Evening
16	Founder's Day
17	Governing Body Meeting
27	SEND drop-in clinic
27	Year 10 Parents' Evening
30	St Andrew
DECEMBER	
2	Talent Show
8	Mock exams start
11	Themed Day KS3+4 Year 13 UCAS day
11	Pensioners' Christmas Party
11+12	GCSE controlled assessment unit 1 Art exhibition
12	UCAS deadline (internal)
18	Rewards Day (100 merits) Carol Concert
19	LAST DAY OF TERM
Holidays 22 December – 2 January 2015	

SCHOOL DAY		
8.00	-	8.30 Breakfast/Breakfast Club
8.30	-	9.30 Registration/Prayer Period 1
9.30	-	10.20 Period 2
10.20	-	11.10 Period 3
11.10	-	11.35 BREAK
11.35	-	12.25 Period 4
12.25	-	1.15 Period 5
1.15	-	2.10 LUNCH
2.10	-	3.00 Period 6



2014 – 2015 Dates for Your Diaries (continued)

SPRING TERM 2015	
JAN 5	New Term starts Art competition begins
9	Closing date for 2015-16 Sixth Form applications
12	KS5 mock exams start
14	Archery competition
15	UCAS deadline
15	Year 11 Parents Evening
20-23	Year 8 retreats
26	Governing Body Meeting
29	Art competition judging
29	Years 12/13 Parents' Evening
30	INSET DAY – No students attend school
FEBRUARY	
5	Year 11 interviews for Sixth Form
11	Inter-house bake-off
13	Rewards Day (100 merits)
HALF TERM 16 – 20 February (Ash Wednesday 18th February)	
MARCH	
Fundraising month	
1	St David
6	Women's World Day of Prayer
6-9	Biology Field Trip
9	Governing Body Meeting
17	St Patrick
18	Inter-house dodgeball
19	Year 8 Parents' Evening
27	Themed Day KS3+4
31	Inter-house debating
APRIL	
1	Rewards Day (100 merits)
2	LAST DAY OF TERM

Good Friday 3rd April
Easter Sunday 5th April

SUMMER TERM 2015	
APRIL 20	New Term starts
23	St George
29	Inter-house basketball
30	Year 11 liturgy for the exams
MAY 4	
BANK HOLIDAY	
5	Summer exam series starts Chess tournament begins
7	Year 9 Parents' Evening
12	Year 10 Science linear GCSE exam (Biology)
14	Year 10 Science linear GCSE exam (Chemistry)
18	Governing Body Meeting
20	Year 10 Science linear GCSE exam (Physics)
21	KS3 Options Evening
22	Rewards Day (100 merits)
HALF TERM 25 – 29 May	
JUNE	
5	Year 10 GCSE Science linear exam (Biology)
9	Year 10 GCSE Science linear exam (Chemistry)
11	Year 7 Parents' Evening
12	Year 10 GCSE Science linear exam (Physics)
20	Year 6 interviews for new intake
24-26	Summer Art exhibition
25	Year 13 graduation
29	St Peter & St Paul Holy Day of Obligation
29	Governing Body Meeting
29	Start of end of year exams Years 7-10
29	Year 12 enrichment week begins
JULY	
1	Year 6 Transition Day
6	Year 12 Work Experience placements
6	Loyola presentation evening
7	Faber presentation evening
8	Guillemet presentation evening
9	D'Houet presentation evening
10	Sports Day (to be confirmed)
13	Years 11+13 Thanksgiving Liturgy
13-17	Enrichment Week + Year 10 Futures Week
16	Rewards Day (100 merits)
17	Last day of term for students
20	INSET DAY – No students attend school
21	INSET DAY – No students attend school

Communications from the School- ParentMail

As you know we try very hard to keep parents regularly informed about what's going on at school, however, sending paper letters home can be rather 'hit and miss' with letters often going astray along the way. We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

To help improve these areas we have decided to use a service called ParentMail, which is used by over 4,300 schools across the UK to communicate with 2.2 million parents by email and text message. ParentMail will be beneficial to you because:

- Messages will get to you reliably and quickly
- We can send messages directly to mums and dads at the same time
- You will quickly know about important or urgent messages (e.g Snow days, exam reminder)

To use ParentMail we need to collect your email addresses and mobile numbers and we would ask you to complete the attached form if you have not already done so.

Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Important – When using ParentMail, email messages will be sent from messages@parentmail.co.uk. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters. Text messages will appear as ParentMail in your inbox.

ParentMail will not be used entirely instead of letters or phoning home but sometimes in addition to these methods of communication. Our website is also another method of communicating news to parents on www.mariafidelis.camden.sch.uk.

Please feel free to contact me with any queries.

Yours faithfully

G Barrett

Assistant Head Teacher

Growing together through Christ with courage, confidence and dignity

Postcode:- NW1 2HR / NW1 1TA

I give / do not give (please select) my permission for my email address and mobile number to be registered with ParentMail®.

Child's Details

[illegible][illegible][illegible][illegible][illegible][illegible]

Signature _____ Date _____

Growing together through Christ with courage, confidence and dignity



Uniform

At Maria Fidelis, we believe that our uniform is essential to the ethos of our school community as it establishes a clear sense of identity, fosters a sense of inclusive belonging, and engenders both positive behaviour and self-discipline, which in turn support teaching and learning.

Students will be sent home for wearing incorrect uniform or being in possession of non-uniform items and asked to leave at home items of clothing that are non-uniform items. They are expected to return to school immediately.

All students are required to wear school uniform in school and when **TRAVELLING TO and FROM SCHOOL.**

All school uniform, apart from summer dresses, should be bought online from John Lewis plc, Oxford Street, London W.1.

All uniforms should be clearly marked with the student's name.

The Headteacher reserves the right to make the final judgement on whether an aspect of a student's appearance is appropriate.

GIRLS

1. Maria Fidelis blue blazer (compulsory for ALL Year 7-11 students). In extremely cold weather, plain navy blue or black overcoat may be worn over the blazer. Coats must be longer than the blazer. Denim jackets, suede or leather coats are not permitted. There must be NO LOGOs on school coats.
2. Kilt in 'our' tartan.
3. V neck jumper – Royal Blue or Cherry.
4. White open-neck cotton blouse with long or short sleeves **OR buttoned-up shirt with school tie.**
5. Plain gloves and a plain black hat may be worn during winter months. **No other head covering is allowed.**
6. Maria Fidelis scarves are available from John Lewis plc, if required. **No other scarves should be worn.**
7. Plain black flat leather-type shoes. Boots are not allowed.
8. Plain white socks or plain dark tights. Patterned tights or socks are not permitted.
9. **P.E. UNIFORM**
 - House polo shirt (to be purchased from Gower St reception)
 - School sweatshirt available from the school (optional)
 - plain navy shorts obtained from John Lewis plc. (optional)
 - navy blue or black tracksuit bottoms (for cold weather)
 - white sports socks
 - trainers
 - a towel

10. **SUMMER UNIFORM**

Dresses may be worn after Easter at Key Stage 3. These are available from Crossbow, 31 Broadway Market, Hackney E8 4PH Tel : 020 7923 9313

- Trainers or canvas shoes of all colours are not allowed at any time.
- A small gold or silver stud earring may be worn in each ear.
- No other jewellery except a small crucifix is allowed.
- We expect hairstyles to be neat and tidy at all times without obvious hair colouring/dyes.
- No false nails or nail varnish may be worn.
- No facial piercings are allowed.

BOYS

1. Maria Fidelis blue blazer (compulsory for ALL Year 7-11 students). In extremely cold weather, plain navy blue or black overcoat may be worn over the blazer. Coats must be longer than the blazer. Denim jackets, suede or leather coats are not permitted. There must be NO LOGOs on school coats.
 2. V neck jumper – Royal Blue or Cherry.
 3. Plain Charcoal grey school type, no fashion, trousers.
 4. Plain white, regulation shirt must be tucked into trousers. Top buttons must be done up at all times.
 5. Maria Fidelis School tie from school suppliers. The school tie must be worn at an appropriate length, neither too short nor too long.
 6. Plain grey, navy blue or black socks.
 7. Maria Fidelis scarves are available from John Lewis plc, if required. **No other scarves should be worn.**
 8. Plain gloves and a plain black hat may be worn during winter months. No other head covering is allowed. **'HOODIES' AND BASEBALL CAPS ARE NOT ALLOWED IN SCHOOL.**
 9. Plain black leather-type, low heeled shoes. (No trainer-like or canvas shoes.) Laces and stitching must be plain black. Patent leather shoes **and boots** are not allowed.
 10. **P.E. UNIFORM**
 - Navy shorts (school suppliers), no logos.
 - **House polo shirt (to be purchased from Gower St reception)**
 - Trainers (mainly white – no dark colours)
 - School sweatshirt available from the school (optional)
 - Navy blue or black tracksuit bottoms (for cold weather)
 - White sports socks.
- **We expect hairstyles to be neat and tidy at all times without obvious hair colouring/dyes, with no extremes of fashion, for example, designs/patterns shaved into the hair, 'cornrows', etc. Hair must be worn above the collar. Shaved heads are not allowed.**
 - **No other jewellery except a small crucifix is allowed. Under no circumstances are boys to wear earrings.**
 - **No facial piercings are allowed.**
 - **Boys should be clean shaven**

SIXTH FORM

Sixth Form students are required to dress in accordance with the Sixth form Dress Code and wear their ID badges at all times whilst on site.



Behaviour Policy

Aims

- To ensure that every student reaches their full educational potential in a respectful, orderly environment.
- To foster an ethos of positive reinforcement for good behaviour and excellent work.
- To adopt an ethos whereby poor behaviour and work that is below standard results in very clear, consistent and fair sanctions for all.
- Our School's Policy on Behaviour applies to each member of our school community. The key word is RESPECT - for God, for each other, for ourselves, for the environment, for learning.

Responsibilities

Parent/Carer Responsibility:

Parents and Carers should take responsibility for the behaviour of their child within and outside the school. They are encouraged to work in partnership with the school to assist the school in maintaining high standards of behaviour by:

- Signing the *Home School Agreement*;
- Discussing and enforcing the School Rules with their child;
- Responding promptly to communication from school such as letters/telephone calls;
- Attending meetings to discuss their child's behaviour and progress in school;
- Forming positive home school relationships.

Student Responsibility:

Students will be expected to take responsibility for their own behaviour by:

- Treating all members of staff and each other with respect;
- Following instructions immediately;
- Being aware of and following the School Rules;
- Understanding that unacceptable behaviour sanctions are a result of choosing to break the School Rules.

Staff Responsibility:

The School takes responsibility for:

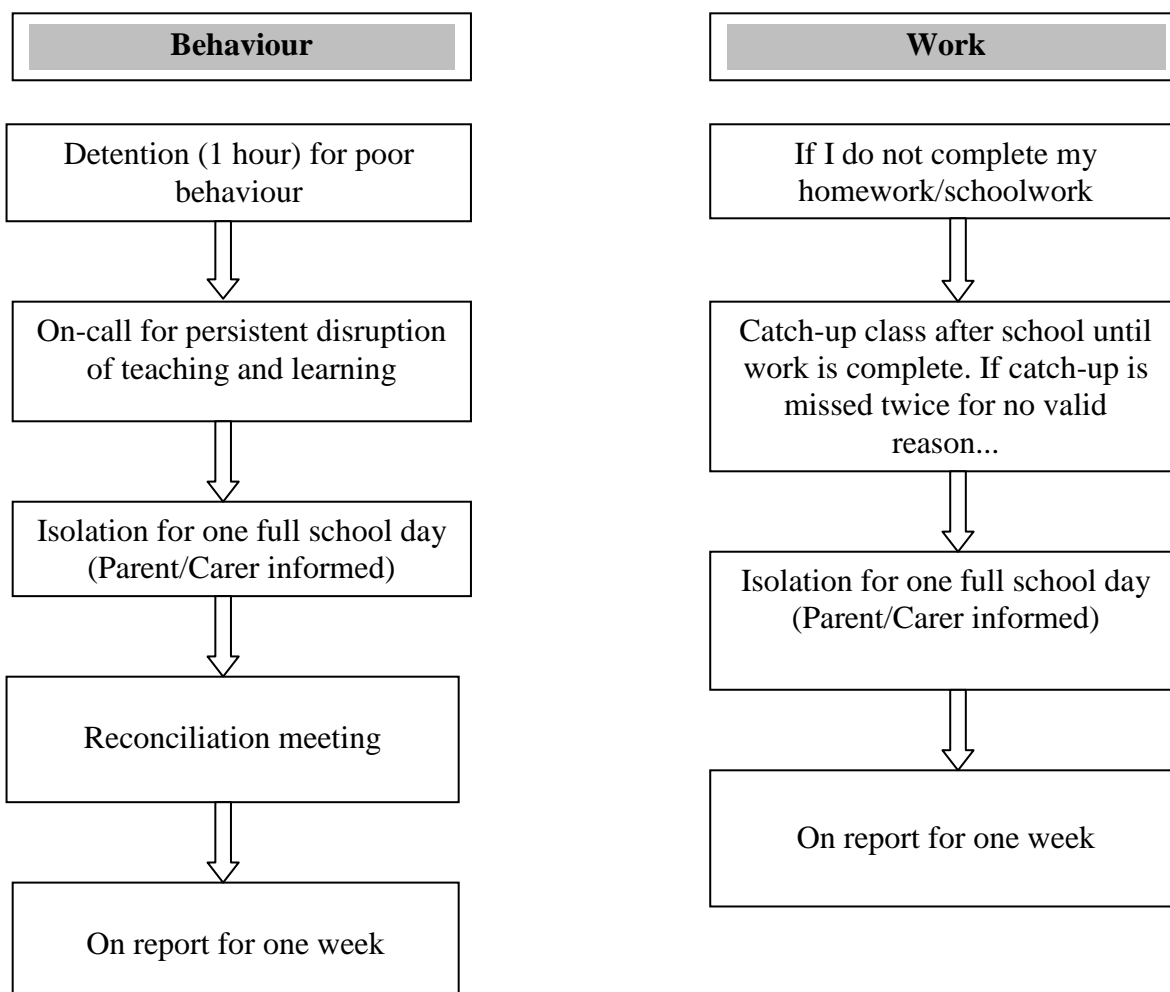
- Setting high standards for work and behaviour as per teacher core standards;
- Being fair and consistent in the implementation of the School Rules;
- Treating students as individuals and with respect;
- Forming positive Home-School relationships and communications;
- Responding promptly to communication from parents including telephone calls and letters.

The School Rules

Our School Rules extend to *in the classroom, around the school and coming to and from school in our school uniform.*

- Arrive to and from school in correct school uniform;
- Follow classroom safety rules;
- Follow all instructions given by the staff of the school immediately;
- Attend all lessons and be on time;
- Have journal and all necessary equipment;
- Stay on task, completing all work and allow others to do the same;
- Be polite and respectful to all including members of the public ;
- Respect the environment- Put all litter in the bins and only eat in designated areas;
- Keep all prohibited items* off school premises;
**chewing gum, jewellery, cosmetics, lighters, matches, tippex, cigarettes or any item the Headteacher deems to be a threat to the health and safety of others.*
- Behave in an orderly way on footpaths, streets and on public transport protecting the good name of the school;
- Maria Fidelis Convent School is a mobile phone free zone. This extends to ipods/ipod variations. If these devices are seen or heard throughout the school day, they will be **confiscated immediately** and only returned to a Parent/Carer. Refusal to hand these items over will result in a fixed term exclusion from school.

Sanctions Route



Around the School including to and from School

- Lateness to school results in a late detention that same day from 10 minutes (8.30-40) up to one hour depending on the number of minutes the student is late.
- Students will be sent home for wearing incorrect uniform or being in possession of non-uniform items (see uniform policy) and asked to leave at home items of clothing that are non-uniform items. They are expected to return to school immediately.
- Sanction will vary according to the degree of the offence, how often the offence is repeated and will range from a detention, to an isolation and/or a fixed term exclusion from school. Inclusion is considered in all instances.

Very Serious Misbehaviour

- Persistent disruption to the teaching and learning in lessons;
- Repeated breaches of the School Rules;
- Swearing, threats or using abusive language to staff or other students;
- Bullying including cyber-bullying;
- Vandalism / Theft;
- Fighting / Organised wrongdoing;
- Behaviour likely to put the student or others at risk, including setting off the fire alarm/misbehaving during fire practice;
- Smoking / Breach of School's Drug Policy;
- Racist, sexist, homophobic or discriminatory behaviour;
- Bringing the good name of the school into disrepute.

Consequences for Very Serious Misbehaviour

In the first instance:

- Parent informed and work sent home.
- Fixed term exclusion (1-5 days: number of days dependent on incident).
- Re-entry interview with parent and member of Senior Leadership Team.
- Put on report to Student Support Officer for one week.

In the second instance:

- Parent informed and work sent home.
- Longer fixed term exclusion (1-10 days: number of days dependent on incident). From and including day 6 of the exclusion, the school will provide alternative provision on/off site and governors will be informed.
- Re-entry interview with parent and member of Senior Leadership Team.
- On report to Assistant Headteacher for one week.

Further instances:

- Parent informed and work sent home.
- Longer fixed term exclusion (1 to 45 days). From and including day 6 of the exclusion, the school will provide alternative provision on/off site and governors will be informed. Exclusions greater than 15 days will result in *Governors Disciplinary Committee* and intervention plan to prevent permanent exclusion.
- Re-entry interview with Parent and Headteacher.

Permanent Exclusion

Repeated breaches of the School Rules is likely to affect the well-being of other members of Maria Fidelis Convent School and will result in recommendation to the Governors for the permanent exclusion of the student concerned.

A single occurrence of the following is likely to result in immediate recommendation to the Governors for the permanent exclusion of any student who:

- a) uses or supplies any illegal drug on school premises;
- b) uses any form of violence towards any member of the school's staff either in school, on an off-site activity or on the journey to or from school;
- c) uses serious violence towards another student or member of the public either in school or on the journey to or from school;
- d) brings in or is found in possession of a prohibited or offensive weapon likely to cause harm to the school community;
- e) encourages or is seen to be in the company of those who are not members of the Maria Fidelis community and are deemed a threat to the safety of others.

Rewards

The **Merit System** aims to reward students for excellent behaviour throughout each half term. Every student receives 100 merits at the beginning of each new half term and merits are lost according to the events below:

Reason	Merits lost
Late (8:30-8:40)	5
Late (after 8.40)	5 merits lost plus one merit per minute after 8.40
Attendance below 95%	10
Detention (behaviour)	10
Catch up	10
Mobile phone/iPod confiscation	20
Isolation	30
Exclusion	50

The Merit Boards in school are updated each fortnight so each student can see how they are performing. Students who retain 100 merits each half term will be rewarded with an own clothes day and/or a trip out of school each term.

MOBILE PHONES

We strongly advise that mobile phones are NOT brought to school.

We will take NO responsibility for lost or stolen mobile phones.

Phones seen or heard ANYWHERE on the school premises during the school day will be confiscated and will only be returned to a parent/carer.



Maria Fidelis Catholic School

Behaviour Policy

**I confirm that I support the Behaviour Policy and have discussed it
with my son/daughter.**

Parent's Signature

Student's Name Form

Please sign and return to the School





Attendance

Good attendance at school has always had a strong link to academic success. As parents you are responsible for your child's attendance record in their time at Maria Fidelis School. The acceptable level for attendance is 95% and students who fall below that level become a cause for concern.

Over the last 12 months the government has put a great deal of pressure on local education authorities to take strong action over students whose attendance levels fall below 95%. This has led to students and parents being interviewed in school by Education Welfare Officers and the careful monitoring of the students' attendance. In some cases this has then led to court warning and even court appearances. The school has a legal duty to report on attendance levels of all students. We alert parents on a termly basis if there is a cause for concern. We want to support you in ensuring that your child's attendance does not fall below 95%.

If you are having difficulties then alert the school so we can put in place support strategies to ensure that this does not become a major problem.

We want to work in partnership with you and your child so that their time

at Maria Fidelis is happy and stress free.

LEAVE OF ABSENCE IN SCHOOL TIME

The new government regulations do not permit schools to grant leave of absence except in very exceptional circumstances. If you take your child out of school during term time and this causes their attendance level to fall below 95% the school has to refer you to the education welfare service.

PUNCTUALITY FOR SCHOOL

Being punctual for school ensures that students have a good start to the school day. The school has a legal obligation to track students' punctuality records and to report on them to the Education Welfare service. Once again it is your legal obligation as parents to ensure that your child is on time for school.

Students leave school with an accurate punctuality record and a poor punctuality record clearly makes it very difficult for them in the future.

Please ensure that your child leaves your home in good time to be at school for **8.20 a.m.**

September 2014

Dear Parents/Carers

We are sure that you will agree how important it is that your child benefits fully from his or her education at Maria Fidelis Catholic School to ensure success and, therefore, you will appreciate the importance of maintaining a proper routine for getting to school on time, every day. Missing valuable time will ultimately disadvantage your child's academic progress and, therefore, Maria Fidelis School has very clear expectations concerning attendance and punctuality.

Absence within Term Time

Parents and carers are not entitled to take their child/children out of school during term time as it is against the law. In exceptional circumstances, leave may be taken only with the written approval of the Headteacher and the decision of the Headteacher is final.

Medical Appointments

It is very important that medical appointments are not made during school hours. If your child needs to attend any medical appointment/s, you must provide medical evidence; otherwise your child's absence/s will be left unauthorised. In addition, your child should not take the whole day off school to attend an appointment. Your child must be in school before the appointment and return to school after the appointment, where appropriate.

Penalty Notices

As part of the Government's drive to tackle poor school attendance, they have introduced Penalty Notices. Under current legislation, parents and carers commit an offence if their child/children fail to attend school regularly and the absences are recorded as unauthorised.

A Penalty Notice may be issued to parents and carers if the child/children are taken out of school during term time without written permission from the Head or are absent from school without any valid explanation. The fine is £60 to be paid within 28 days. If the fine is not paid on time, payment increases to £120. The fine will apply to each parent/carer for each child who fails to attend regularly. For your information, we have enclosed information on Penalty Notices.

Should you have any concerns about your child/children's attendance, it is vital that you speak to the school at the earliest opportunity either by calling your child's Student Support Officer or e-mailing the school.

Maria Fidelis Catholic School values your child's education very highly and we appreciate your support in ensuring that your child is given every opportunity to achieve his or her potential.

Thank you for your co-operation in this important matter.

Yours faithfully

Student Support Service

Growing together through Christ with courage, confidence and dignity

CAMDEN EDUCATION WELFARE SERVICE**PENALTY NOTICES**

Irregular attendance and leave of absence during term time

Advice for parents**What is the Anti-Social Behaviour Act 2003?**

It is an act that gives power to councils, schools and the police to issue Penalty Notices for irregular attendance at school.

Why has this power been introduced?

It is a legal requirement that your child receives an education. Missing school can damage your child's achievements, disrupt the school's routines and affect other children's opportunity to learn. It can also leave children at risk of anti-social behaviour and youth crime. Children go to school to learn and to be in a safe environment.

What are my responsibilities as a parent?

Unless you can show that you are providing your child with full-time alternative education yourself, you must ensure that your child attends school regularly. You will be committing an offence if your child fails to attend regularly where the school has not given permission for the absence.

Only your child's school can authorise absence.

If you fail to make sure that your child attends regularly at school, you may be prosecuted in court. **This may result in a fine and a criminal record.**

What is a Penalty Notice?

A Penalty Notice is an alternative to prosecution. It requires the parent to pay a fixed amount as a fine for the child's irregular attendance, and avoids a court appearance.

What is the fine?

The fine is £60 to be paid within 21 days. The 21 day period starts two days after the date of issue as shown on the Penalty Notice. If the fine is not paid within 28 days, payment increases to £120. The fine will apply to each parent for each child who fails to attend regularly. For example, in a family where there are two parents who fail to ensure the regular attendance of their two children, the fine would be £120 for each parent.

Who is identified as being a parent responsible for ensuring regular attendance?

In this Act a parent is defined as:

- Any natural parent;
- Anyone who is not a natural parent of the child but has parental responsibility for the child;
- Any person who, although not a natural parent, has care of a child.

Having 'care' of a child means that, if a child lives with you and is cared for by you, you will be deemed to be the parent.

How are they issued?

A Penalty Notice will be issued by first class post to your home.

Is a warning given?

You will receive one written warning if your child has been persistently absent. It will tell you how many school sessions your child has missed and ask you to improve your child's attendance. If there is no lasting improvement, you will be invited to a Court Attendance Meeting. If at the meeting you are not able to provide a good reason for not ensuring your child's regular attendance, a Penalty Notice will be issued.

You will **not** receive a warning if you have taken leave of absence in term time without the school's permission.

May I take leave of absence in term time?

Parents are not entitled to take their children on leave during term time. Leave may be taken only with the written approval of the headteacher. Each case will be considered on its merits, and the **decision of the headteacher is final**. A Penalty Notice may be issued for any period of leave taken during term time that has not been authorised by the headteacher.

Please note that for leave taken in term time without the school's approval:

- Each parent will be fined for each child for each period of absence;
- A Penalty Notice will be issued regardless of previous attendance;
- A Penalty Notice will be issued without warning.

Can I appeal?

There is no right of appeal once a notice has been issued.

We can withdraw a Penalty Notice but only if:

- It should not have been issued in the first place (for instance, if your child was mistakenly registered as absent);
- It has been issued to the wrong person;
- It was not issued according to the Local Code of Practice.

If you believe any of the above to be true, you should contact the school immediately with supporting evidence.

How do I pay?

Details of how to pay are included in the Penalty Notice. There will be no reminder to pay and no opportunity to pay in instalments. Failure to pay may result in prosecution under the terms of the 1996 Education Act section 444a (1) for the offence of failing to ensure the regular attendance of your child.

Can I be prosecuted if I pay but my child still fails to attend school?

You cannot be prosecuted for the period included in the Penalty Notice. You may be prosecuted for any further periods of irregular attendance.

Can I get help if my child is not attending regularly?

You should ask for help from your child's school.



Homework

Homework in Year 7

Homework is important for developing independent study skills and should build on or extend the work done in lessons. Good habits established in Year 7 will help pupils be ready for the study necessary to prepare for examinations later in their school life.

How often will homework be set?

Most subjects will set homework once a week; subjects that only teach your son/daughter once a week or practical subjects may set homework less frequently.

What kind of tasks will be set?

Your son/daughter may be asked to :

- Learn spellings or vocabulary
- Research a particular topic or idea
- Draft or improve a piece of writing
- Carry out an investigation
- Read materials for information
- Explore design ideas
- Practise/revise a skill taught in the lesson.

How can I help my son/daughter?

Provide somewhere quiet for him/her to study and ask to see what homework has been set. Do not worry about doing the homework yourself! It is more important to support and encourage your child to do it independently; show an interest in what s/he is doing and be as positive as you can.

What if s/he cannot understand the homework?

Make sure s/he has really tried then write a note in his/her journal explaining why the homework is not complete. Tell him/her to check s/he understands the homework before s/he leaves the lesson.



Nutrition and Achievement

Free School Meals

Studies have shown that students who eat breakfast every day achieve more in school.

Please make sure that your child has a good breakfast and comes to school ready to learn.

Free School Meals

Some families are entitled to claim free school meals. An example of the Free School Meals form is to be found at the back of this booklet. Please check if you fit the criteria for this and if you do, we encourage you to apply. **If you are eligible for Free School Meals but DO NOT wish to claim them, please let us know.** Forms are available from the Student Office.

If you need help understanding the forms please contact us.

We also discourage students from eating unhealthy snacks, like chocolate, sweets and fizzy drinks. Please do not provide these for your child.

The eatwell plate

Use the eatwell plate to help you get the balance right. It shows how much of what you eat should come from each food group.





ANTI - BULLYING POLICY

Definition:

Bullying is any behaviour which is deliberately meant to hurt, threaten or frighten over a period of time. It can be in any form:- Physical (hitting, kicking, extortion, taking belongings). Verbal (name calling, insulting, racist remarks). Indirect (spreading stories, excluding from social group).

Bullying in any form is not acceptable in Maria Fidelis.

Identifying:

Through a planned curriculum all students will be helped to identify bullying and to understand its effect on both the victim and the bully. Students will be enabled to develop the necessary assertiveness skills to overcome aggression.

Reporting:

All students are expected to report any incidents of bullying. Clear procedures for this will be established in school - giving confidentiality to those who wish. Onlookers are considered to condone bullying and become part of the bullying incident.

Consequences:

All reported incidents will be acted upon. Bullies will be sanctioned and detailed records kept. Persistent involvement in bullying could lead to permanent exclusion.

Support:

Victims and Bullies will be offered support in school by staff, including the school counsellor. A Helpline notice board will be maintained advertising outside support agencies. Peer education and support by 6th Form Students will be offered.

All staff will receive INSET and are expected to be vigilant in identifying and monitoring instances of bullying.

Parents:

Parents will always be informed if their child is involved in bullying, either as a victim or a bully. They will be regularly reminded of the signs of bullying and encouraged to liaise closely with the school.

This policy should be read with reference to other relevant policies and the Code of Conduct

Signs for Parents Victim :

- Unwillingness to come to school;
- Pattern of excuses for non-attendance (missing particular days or times);
- Changing their routine journey to school;
- Deterioration in schoolwork;
- Stopping eating;
- Requests for extra pocket money;
- Missing equipment and belongings;
- Arriving home hungry (had no dinner);
- Nightmares;
- Damaged clothing;
- Bruising.

Response: Praise and Thank for reporting the incident.
Reassure and offer help- advice- support.
Assure that action will be taken.

Do not say: You must have done something;
Go and hit them back;
It will sort itself out;
It is part of growing up;
Learn to look after yourself;
Don't tell tales.



Drugs Policy

Why a Policy is Needed

At Maria Fidelis our aim is that all teaching about drugs will reflect the principles of the school Code of Conduct, the Behaviour Policy and the teaching of the Catholic Church and encourage a healthy lifestyle.

This policy aims to :

- Make a clear statement on the use of drugs in school.
- Provide information so that everyone is clear about the procedures which surround a drug related incident.
- Give information about what is taught and how it is taught.
- Give guidance to teachers, support staff and visitors about drug education.

Definition of Drugs

The definition of drugs used in this policy is the definition given by the United Nations Office on Drugs and Crime :

“A substance people take to change the way they feel, think or behave”

This refers to all drugs:

- Legal drugs including alcohol, tobacco, volatile substances, ketamine, Khat and poppers.
- Over the counter and prescription medicines.
- Illegal drugs (those controlled by the Misuse of Drugs act 1971) including ecstasy, cannabis, crack/cocaine, heroin and LSD.

Drug Education

Our drug education aims to give young people accurate information about drugs and help them develop the skills and attitudes to make their own healthy, safe and responsible decisions about drug use. [*This will be delivered through PSHE Themed Days and lessons in Science, Drama, Health & Social Care and ICT.](#)

Management of Drugs in School

The Use of Drugs

This school does not permit :

- The possession, use or supply of any illegal drug OR
- The use, possession or supply of any legal but authorised substance e.g. alcohol, prescription medicines (not specifically prescribed for the pupil) which takes place within the school boundaries, this covers on or near the school premises, within the school day and during term time; or whilst students are engaged in any off-site activities e.g. work experience or school trips.

[*Updated 18 June 2013](#)

These rules apply equally to staff, students, parents, governors and those working in and visiting the school.

Management of Authorised Drugs

- Staff do not administer medicines to students, the decision to allow students to self-administer rests with the Headteacher.
- Those students who need inhalers are responsible for their administration and carry them with them for easy access, and parents complete a permission form.
- Teachers should be aware of any serious medical conditions which affect students in their care.
- Staff do not give any non-prescribed medicines to students. There may be circumstances when students can take over the counter medicines e.g. for hay fever, the responsibility for this rests with the students and their parents.
- Arrangements for the secure and safe storage of chemicals e.g. for cleaning and scientific experiments, are set out in the school Health and Safety Policy.
- There are occasions when alcohol is authorised at school, during parents events and staff social events. Sixth Form students are not permitted to drink alcohol at school social events or on school journeys. Staff accompanying students on field trips and school journeys are expected not to drink when on duty.
- There is a no smoking policy for students and staff. Nor are parents or visitors allowed to smoke on school premises.

In all such incidents the following principles will apply

- All situations will be carefully considered before a response is decided upon.
- Parents/carers will be involved at an early stage in the investigation of the incident.
- Support agencies and the police will be involved as appropriate and in keeping with the legal requirements.
- A range of responses will be considered including disciplinary and counselling/supportive responses.
- Decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Headteacher in consultation with key staff will decide whether a disciplinary and/or counselling action should take place.
- Any student using or supplying any unauthorised drug on school premises will result in Governors recommendation for permanent exclusion as stated in the School's Behaviour Policy.
- **Any action taken will be in line with the School's Behaviour Policy.**

Reviewing the Policy

The policy will be reviewed every two years and parents reminded regularly and offered any available literature from the Health Authority/DfES.



Maria Fidelis Catholic School

ICT Department Code of conduct

It is important to do the right things when using computers, out of consideration for other people and the School and to take responsibility for your own actions. You must therefore remember ...

1. Do not bring any food, drinks, chewing gum, Tippex or marker pens into the ICT suite.
2. Sit at the computer allocated to you.
3. Make sure that you are comfortable, and the monitor is at eye level.
4. Choose a suitable password. Examples of **unsuitable** passwords are:
 - Any word found in a dictionary
 - Your date of birth
 - Someone or something's name.
5. Always use your own user area and do not use other people's areas.
6. Any USB stick brought from home must be checked by your teacher or the technician for viruses.
7. Do not touch any cables, this can cause your computer or the network to stop working.
8. Do not remove the mouse, mouse ball, keyboard, or anything else from the computer and report any damage immediately.
9. Only play computer games if you are given specific authority to do so.
10. Only access the internet in class when you are specifically told you may.
11. Do not attempt to use the internet to download programs, inappropriate material or to access chat rooms.
12. Do not attempt to log on using any other person's user name, hack into the system or access unauthorised areas.
13. Always log off (not Shut Down) when you have finished working – this will stop others from deleting your files.
14. Do not play with power switches – you may switch off another computer by mistake.
15. Type your name and form into the header section of any document you print – this will save problems at the printer.
16. Always preview your work and correct mistakes before printing. Printing is expensive.

Failure to observe these regulations may result in your account being suspended.



Maria Fidelis Catholic School

Acceptable Use Policy

For responsible internet use

The computer system is owned by the school. This Responsible Internet Use statement helps to protect both you and the school by clearly stating what is allowed and what is not allowed when using the school's internet facilities.

If you choose not to use the internet responsibly, or with respect for others, then we may prevent you from accessing the internet at school or from logging on to any computer owned by the school. We may also, to protect you or others, provide evidence of what you have done to your parents, carers or external agencies (such as the police.)

- You must be aware that the school monitors your use of the computers, internet and printing, and may record evidence of any breach of this policy.
- You must only access the computer network using your own username and password. You must never use someone else's.
- You must only use the school's computers and internet for activities which are appropriate for school and which you would be happy for your parents/carers to see.
- You must ensure that all electronic communications (such as emails) made from the school's computers are polite, courteous and appropriate for the recipient. Remember that these communications are not guaranteed to be private.
- You must be aware that there are laws in place which prohibit the misuse of computers and that the school will co-operate with any investigation if these laws are broken by you.
- You must not bring the school (or any person in school) into disrepute through your use of the internet.
- You must not copy work or other material from the internet and attempt to claim that it is yours. All material used from the internet must be acknowledged.
- You must not send anonymous messages or forward messages to several recipients at once.
- You must not use chat rooms, social networking sites or sites which allow you to get around the school's internet filtering (such as proxy bypass sites).
- You must not attempt to access websites or information which are filtered by the school.
- You must not connect any of your own electronic equipment (such as cameras, mobile phones, or mp3 players) to the school computers, network or internet without direct supervision from a member of staff.
- You must not use the school computers or internet to attempt to sell anything, gamble or commit any criminal activity (such as racism or inciting violence).

July 2014

Dear Parent / Carer

RE: Fair Processing Notice 2013

Camden Local Authority has requested that we issue you with this Fair Processing Notice in accordance with the Data Protection Act 1998.

How we use your information

All schools hold and use personal information about you and your family. Under the Data Protection Act 1998, we need to tell you if we hold information about you and how it is used, this is called a "Fair Processing Notice".

What personal information we hold?

Information includes:

- contact details,
- national curriculum assessment results,
- attendance information,
- characteristics such as ethnic group,
- special educational needs
- relevant medical information.

How is my Information used?

It is used to:

- support teaching and learning;
- monitor and report on pupil progress;
- provide appropriate pastoral care,
- assess how well the school as a whole is doing.

Is my information shared with anybody else?

We share information about you for a specific reason allowed by law with these organisations:

- Local councils
- Department for Children, Schools and Families (DCSF),
- Qualifications and Curriculum Authority (QCA),
- Ofsted,

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- Learning and Skills Council (LSC),
- Department of Health (DH),
- Primary Care Trusts (PCT),
- Organisations that require access to data in the Learner Registration System as part of the Managing Information across Partners Programme (MIAP),
- ContactPoint.

What is ContactPoint?

ContactPoint is a database which holds all information on all children under 18 in England. We must by law supply basic information to ContactPoint. This only includes the name and address of the pupil, contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Can I see a copy of the information held about me?

Yes, you have rights under the Data Protection Act, including the right to be given access to personal information held about you by your school and other organisations.

If you are over 12 you are old enough to understand your rights and to make an access request yourself if you wish. A parent would normally be expected to make a request on a child's behalf if the child is younger than 12.

If you wish to access your personal data, or that of your child, then please contact either your School or the council.

How do I Find out More?

There is a more detailed version of this Fair Processing Notice available at

www.camden.gov.uk

If you do not have access to internet you may obtain a copy by telephone or by writing to us directly using the contact details below.

Records Management and Access
Children, Schools and Families
London Borough of Camden
Crowndale Centre
218 Eversholt Street
London
NW1 1BD

Telephone: 020 7974 3668
E-mail: records.csf@camden.gov.uk
Website: www.camden.gov.uk/education

Growing together through Christ with courage, confidence and dignity



Maria Fidelis Catholic School

Sex and Relationship Education Policy

Mission Statement

Maria Fidelis Catholic School FCJ is a learning community

“growing together, through Christ, with courage, confidence and dignity”

Vision Statement

Our vision is that FCJ schools are communities of personal and academic excellence.

Strong in companionship, the unique giftedness of every person in these faith communities is recognised, nourished and celebrated.

Our hope and expectation is that, through God’s grace working in us all, each young person grows into their best self, with zest for life and the generosity and confidence to use their talents and gifts in the service of others.

Our school is underpinned by our mission – growing together through Christ with courage, confidence and dignity.

“Sexuality is an enrichment of the whole person – body, emotions and soul – and manifests its inmost meaning in leading the person to the gift of self in love”

‘Familliaris Consortio’ Pope John Paul II

INTRODUCTION

Our students are growing up in a world where attitudes to sexual behaviour are very different from those of the Roman Catholic Church, where sexual love has been devalued and young people are becoming desensitised. This policy is the response of Maria Fidelis Convent School to this situation.

AIM

To enable each student to make responsible decisions relating to their own sexual behaviour allowing Roman Catholic Moral Teaching to guide and inform their personal conscience, with a view to true happiness and fulfilment.

We need to teach as Jesus taught, upholding ideals while not judging individuals, explaining ideals in a relevant way as we continue to help our students, as persons made in the image and likeness of God, to grow towards maturity ‘in Christ, with courage, confidence and dignity’.

The areas we will cover include:

- Roman Catholic Teaching
- Relationships
- Sexual Self
- The Family

1. ROMAN CATHOLIC TEACHING

We will inform and educate our students on the Roman Catholic Church's teaching on love, sex and sexuality (including sexual orientation), birth control and abortion, marriage and divorce, and endeavour to assist them in recognising and appreciating the positive values in such teaching, particularly where such teaching is often at odds with many of the values of the modern world.

2. RELATIONSHIPS

We will enable our pupils to develop an understanding of love as central to meaningful human relationships and the way this is expressed in marriage and other kinds of relationships and states of life such as the priesthood and religious life.

3. SEXUAL SELF

We will inform and educate our students on all aspects of human sexuality, including physical and emotional development, puberty and human procreation, and sexually transmitted diseases. We will help them to develop a positive attitude towards their bodies, a sense of self-worth and an appreciation of the gift of sexuality.

4. FAMILY

Being sensitive to the different backgrounds from which our students come, we will promote the importance of the family (in all its varied forms) as the basic unit of society and of the values of family life. At the same time we will support pupils for whom the family is not a safe haven, whether with regard to their personal safety and welfare, in the matter of physical, emotional or sexual abuse, or otherwise.

MODE OF DELIVERY OF SEX AND RELATIONSHIP EDUCATION (SRE)

1. Maria Fidelis annually informs parents on matters concerning the teaching of SRE. This is found in the Parents' Handbook. Further literature is available from the Health Co-ordinator.
2. Maria Fidelis will use a team of teachers and facilitators to provide a SRE programme for all students. This will include the Health Co-ordinator, R.E. and Science Departments, the School Nurse and facilitators from Camden Sexual Health Education Team (SHET), with whom there is an agreed contract.
3. The overall responsibility for the school's sex education lies with the Governors. If any parent wishes to discuss any of the policy this would have to be done through the Governing Body.
4. The core delivery of SRE is through the PSHE, R.E. and the Science Curriculum. Enrichment days will specifically focus on developing student skills and attitudes. Moral Teaching on sexual behaviour will be covered from the Catholic point of view in all subjects.

General Permission Slips

1. Use of Photographic Images / Videotaping

At Maria Fidelis, we may use images of pupils to celebrate achievement in our school. This has become a more regular practice across the school throughout the school year during enrichment week activities, during assemblies, on school trips and during some lessons.

There may be occasions where a group of students may be part of a videotape in lesson or during an activity. This is entirely for educational purposes within school and sometimes may be shared between schools for continuous professional development of teachers and staff in the spirit of sharing good practice.

These pertain to photographs/videos taken by staff or approved personnel for school purposes only. These images may be placed on the school website and so may be viewed by the general public. They may be used in school's newsletters, as promotional material for release to the media and on display around the school building.

We are asking that you consider allowing the school to use photographs / videos of your child under these circumstances.

2. Out of School Trips in Locality

As part of our curriculum at Key Stage 3 and 4, we often maximise the use of our local amenities around London. We would like to continue such an enriching curriculum throughout the school year without asking for individual permission forms to be filled out each time. There will be risk assessments carried out for these trips by staff each time. *If parents do not sign and return the form attached, we will not be able to take your child off the school site.*

We will always inform parents of these trips.

There will be occasions in Years 7-9 when students cross between sites with staff. From Year 10, students are expected to cross between sites without adult supervision.

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Permission Slip

Please delete as appropriate and sign

Part 1: Use of Photographic Images / Videotaping

I have read and understood paragraph 1 and I **agree / object** to my child's photograph / motion clip to be used in this manner.

Signed: _____

Date: _____

Parent of: _____

Class: _____

Part 2: Out of School Trips in Locality

I have read and understood paragraph 2 and I **agree / object** to my child being taken out of school during the school year to trips in London as part of the curriculum studies.

Signed: _____

Date: _____

Parent of: _____

Class: _____

Please return this form to the school

Growing together through Christ with courage, confidence and dignity

Maria Fidelis Catholic School



SCHOOL FUND

Most parents have been used to contributing to a school fund in their child's primary school. At Maria Fidelis we urgently need to re-establish our School Fund as our budget is very tight this year and will not enable us to buy any "extra" resources for the students.

In the past the School Fund has been used to help pay for school trips, extra laptop computers, costumes for school plays, etc.

The suggested contribution per family is £25 per year and this may be paid in cash or by cheque.

I thank you in advance for your generosity.

Head Teacher

SCHOOL FUND

Student's Name

Form

I enclose £ **Cash / Cheque (*made payable to Maria Fidelis Convent School*)**

Please hand in to Student Office on the first day of Term



Maria Fidelis Catholic School FCJ

FREE SCHOOL MEALS

Assessment Form

For September 2014 to July 2015

Secondary school

Stamp bearing name of the school

Return this form to:

Maria Fidelis Catholic School FCJ

This form is for parents of children at the above-named school to claim free school meals. You must complete one form for each child at the school.

Note: you will have to apply separately for any children at other schools, and for children in schools not maintained by Camden LA you will have to apply to the LA that maintains the school or to the school itself, if grant-maintained.

Your child's name: [First]..... [Last].....

Your child's date of birth: [Date]..... [Month]..... [Year].....

Your name: [First]..... [Last].....

Your title (Mr, Mrs....).....

Your husband, wife or partner's name: [First]..... [Last].....

Your address:

.....

Your telephone number:

YOU MUST ATTACH either

1) A copy of your letter from the Department of Works and Pensions (DWP) showing that you are currently in receipt of "Income Support". Proof must be dated after 6th April 2014.

2) A copy of your letter from the Department of Works and Pensions (DWP) showing that you are currently in receipt of "Income-based Jobseekers Allowance". Proof must be dated after 6th April 2014

3) For Asylum Seekers only, you must attach proof of support under the immigration and asylum act 1999.

4) Employment Support Allowance (Income-Related) the whole letter, and dated after 6th April 2014.

5) A copy of your Tax Credit-Award Notice (TC602 (A) for 2014 the whole form) from the Inland Revenue showing that you receive Child Tax Credits only and your annual income does not exceed £16,190.00

IF YOU RECEIVE "WORKING TAX CREDIT" AND "CHILD TAX CREDITS" YOU ARE NOT ENTITLED TO APPLY FOR FREE SCHOOL MEALS.

6) A copy of your Pension Credit Award notice M1000

If you have more than one child at the school you may staple an application for each child to one single proof and enter it. Do not do this when children are at different schools.

DECLARATION

I declare that all the information I have entered with this form is true to the best of my knowledge and I authorise Camden LA and the above named school to make such checks as they deem necessary including enquiries of other bodies or other record systems held by the Council.

Parents signature.....Date.....