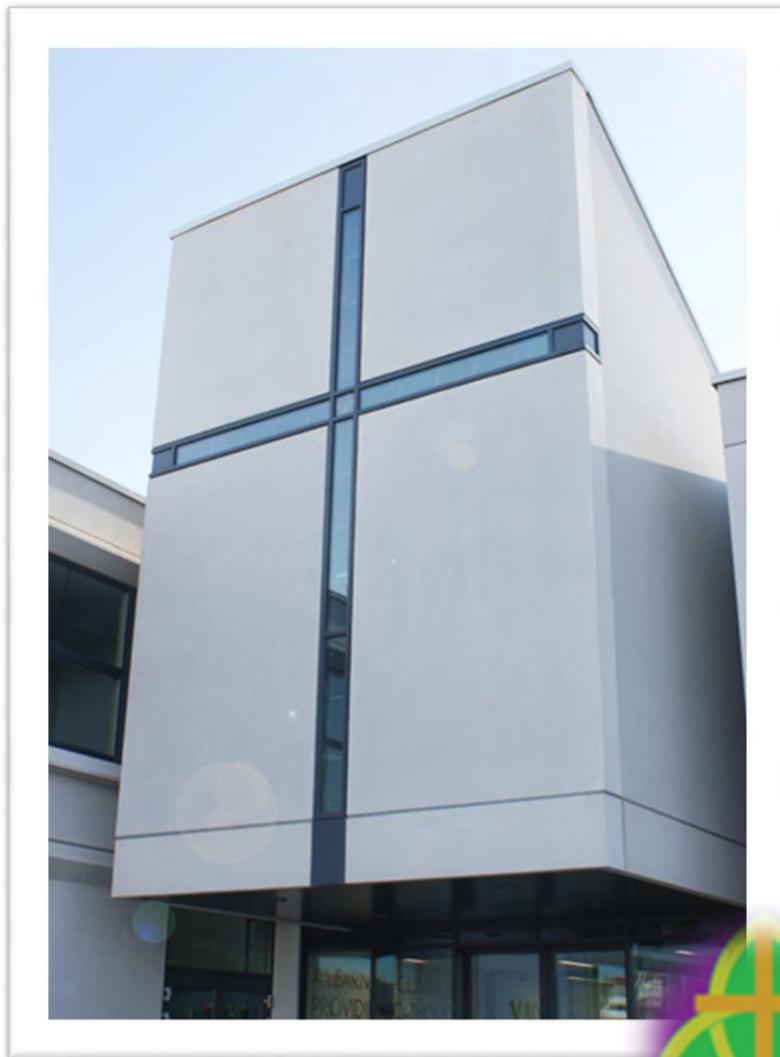


# Holy Trinity

A Catholic and Church of England Voluntary Academy  
The Hallam Schools' Partnership Academy Trust



**NEW INTAKE BOOKLET**

**July 2020**



## Mission Statement

Holy Trinity celebrates the uniqueness of every person as a child of God. We seek to create an inclusive and supportive learning community, based on Gospel values, that nurtures each individual in order that they reach their full potential.



## **WELCOME TO HOLY TRINITY**

We would like to offer you a big welcome to the Holy Trinity family. For the next five years your child will be at the heart of this family and we hope their time here will be rewarding, fulfilling and prayerful.

Like all families we have to work together to achieve our aims, and it is through this working together that we continue to develop and maintain high standards and expectations. We ask that all pupils, parents and staff help to ensure that these standards are kept. We look for your support in keeping attendance and punctuality levels high, ensuring that full uniform is worn at all times and that behaviour is always positive.

We are proud of our school and the pupils who work hard to give the school its good reputation. Now that your child is a part of the Holy Trinity family we look forward to the contribution which he/she will bring to enhance and strengthen this.

Once again, welcome to Holy Trinity.

### **LEADERSHIP TEAM**

Acting Headteacher	Mrs L Oldcorn
Assistant Headteacher	Mrs J McCluskey
Assistant Headteacher	Mrs T Dolan
Business Manager	Mr D Lodge



We are all on a journey; physically, mentally, emotionally and spiritually. At Holy Trinity, we all have the opportunity to develop our gifts and skills, as well as to explore our response to God's invitation to love Him. Chaplaincy is here to support, encourage and guide your son/daughter on their journey of life through school.



Need some help and support?



Want to say sorry about something?



Feeling sad?



Would you like to light a candle for someone?



Bursting to share some good news?



Want to help others?

**Christianity is central to the life of the school; all that we do flows from the prayer life of the community. Chaplaincy seeks to be alongside pupils on their spiritual journey - welcoming, befriending, supporting, encouraging and guiding.**



## **Chaplaincy Team**

Becoming a member of the Christian community at Holy Trinity offers the opportunity for your son/daughter to learn about the Christian faith and explore their own spiritual journey.

Catholic Mass and Church of England Mass are celebrated in the Chapel twice a term in each tradition at lunchtimes and attendance is voluntary. Everyone is welcome to these services.

## **Open to God**

God invites us into a relationship with Him. Holy Trinity provides opportunities to open ourselves to prayer, and the many ways in which that is expressed.

All pupils engage in:

- Daily morning prayer time in their Form, House or Year groups
- Celebrating the feasts and festivals of the Christian year in acts of worship

*We seek to enrich our daily prayer and worship by encouraging the input and participation of all pupils*



## SCHOOL DAY

<b>08.40</b>	<b>Warning Bell</b>
08.45 – 09.00	<b>Form Time / Worship</b>
09.00 – 10.00	Period 1
10.00 – 11.00	Period 2
<b>11.00 – 11.15</b>	<b>Morning Break</b>
11.15 – 12.15	Period 3
<b>12.15 – 13.00</b>	<b>Lunch</b>
13.00 – 14.00	Period 4
14.00 – 15.00	Period 5

The school food counter is open from 8.30am, during break and at lunchtime. Pupils can purchase food and drinks during these times.

We have a system of 'cashless catering'. Pupils can put money into one of the machines in the heart-space, or payments can be made online through the Parents' Page on the school website. They scan their finger print at the cash machine when they have to pay for food or drinks.



## **ORGANISATION AND COMPOSITION OF YEAR 7**

There are five academic groups in Year 7.

The Head of Standards in charge of Year 7, has a particular responsibility to oversee the settling in period for all new pupils and to ensure that any small problems which may arise are dealt with. The Form Tutors work in close co-operation with the Head of Standards to provide a stable and caring base for pupils.

The policy of the school is to ensure, as far as possible, that our pupils have an educational experience which is both broad and balanced. The core curriculum in Years 7 to 9 and the options system in Years 10 and 11 are both designed to that end, and also meet the requirements of the National Curriculum.

In their first three years our pupils follow the core curriculum of Religious Studies, English, Mathematics, Geography and History, French, Technology, Art, Music, Drama and Physical Education. Pupils are taught mainly in mixed ability groups.

Arrangements for helping children with individual needs are deliberately flexible and are discussed at a departmental level to enable the pupil to have as individual a programme of learning as possible.

### **Heads of Standards**

<b>YEAR 7</b>	<b>Mr A Fox</b>
<b>YEAR 8</b>	<b>Mrs J Shaw</b>
<b>YEAR 9</b>	<b>Mr T Smith</b>
<b>YEAR 10</b>	<b>Mrs M Kaye</b>
<b>YEAR 11</b>	<b>Dr S Watts</b>



## **PROGRESS THROUGH LEARNING**

### **Assessment and Progress**

We have high aspirations for our pupils at Holy Trinity. As your child moves through Key Stages 3 and 4 on the journey with us, we will closely monitor and support him/her to make progress and achieve their best academically. We will expect a positive attitude to learning and good attendance, as along with great teaching, these are the two most important contributing factors for academic success. We will reward individuals who are committed to trying their best! We will provide information about your child's attitude to learning, attendance, progress, behaviour and achievements 3 times each year and you will be able to view your child's progress on-line, via our Learning Gateway. We have special progress assemblies during which pupils receive their reports and rewards.

### **How we assess progress through learning – KS3**

Teachers measure pupils' learning through assigning and evaluating 'Stepping Stone' and 'Milestone' assessments as well as judging the overall quality of work produced in lessons and for homework. Each subject area has 'Excellence Criteria' to measure pupils' work against and these criteria become more challenging as pupils move through Y7-9. We use the terms, 'Working Towards', 'Emerging', 'Developing' 'Securing' and 'Excelling' to describe your child's learning. You will see these terms in your child's exercise books when work is assessed.

To report learning progress, we use a colour-coding system to show you if your child is making expected progress based on his/her starting point, less than expected, or more than.

### **How we assess progress through learning – KS4**

Throughout KS4, teachers are asked to predict the grade which your child is most likely to achieve by the end of Y11. This will take into account recent 'Stepping Stones', 'Milestones' and mock exams assessments, classwork and homework. Teachers use GCSE or equivalent grades to do this.

Low  **GCSE: WT / 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9**  High

**Cambridge National / BTech / Vocational Award:**  
L1 Pass / L1 Merit / L1 Distinction / L2 Pass / L2 Merit / L2 Distinction



## **CARE GUIDANCE AND SUPPORT**

For pastoral and academic guidance the school is divided into year and house groups.

The Heads of Standards lead this work with their year group.

A team of Form Tutors is designated to each year group and they work closely with Heads of Standards. The Form Tutors tend to the general welfare and guidance of the pupils in their care. They will see their pupils regularly each day and will follow the progress of their pupils and assist in their development.

We have a team of Student Support Officers who deal with day to day issues concerning pupils. They support the work of the Heads of Standards and Form Tutors.

We feel that we can only be successful in ensuring the best for our children if there is full co-operation between home and school. Parents are most welcome to contact the school if there is any problem or query concerning their child. Should parents wish to discuss a problem with the Deputy Head, Assistant Headteacher or a Head of Standards please contact us to arrange a mutually convenient appointment.

### **School Planner**

On the first day of term, all pupils are given a School Planner, in which they write their weekly timetable and homework timetable. The homework set by subject teachers is recorded in the planner. Pupils can earn Achievement Points for good work, attitude, effort, improvement, or other conduct worthy of appreciation and these may also be recorded in the planner.

Parents are asked to give us their valuable support by ensuring that homework is completed, and, by checking and signing the School Planner at the end of each week.



In September your child will be given a copy of the Homework timetable. Pupils must be prepared to study at home each evening of the week, and normally this study is likely to occupy one hour each evening for Year 7 pupils.

### **Sanctions**

Whilst we do have a positive system of rewards, e.g. Achievement points, problems do occur occasionally. Therefore, we have devised a programme of sanctions to deal with these. If any pupil gives ongoing cause for concern, parents will be requested to come to school so that together we may work to improve the situation.

### **Attendance**

If a pupil is absent from school, parents are requested to contact the school by 9.00am, or as soon as possible thereafter. A note will also be required on the first day the pupil returns to school for school records.

Leave of absence can only be authorised by the Headteacher as per Government guidelines. A Leave of Absence form must be completed at least a month in advance **requesting permission for absence**. Holidays will not be authorised.

We would appreciate notification of absence for reasons other than illness in advance wherever possible.

Full attendance at school is essential if pupils are to reap the full benefit of the education provided at Holy Trinity. We recognise pupils' efforts through Attendance Certificates and individual letters of congratulations.

### **Medical Problems**

At the beginning of each new school year pupils will bring home an Emergency Contact Form for parents to complete so that if a pupil has any medical conditions, or in the event of an accident, we are able to support them appropriately. We should like to take this opportunity to assure parents of the confidentiality of this form.



### **Lockers**

Pupils are provided with a locker at the start of their school career; £5.00 is charged for a replacement key if it is lost at any time; this helps cover repairs, maintenance and upkeep of the locker over the five-year period.

### **Parents' Evening**

Parents will be invited to a Parents' Evening during the school year and meetings will be arranged so that parents may discuss their child's progress with specific subject teachers.

### **Medication**

If your child needs to take medicines or tablets at any time would you please contact school. Any medication will be kept in the general office and administered by a member of staff. We would ask that pupils do not carry their medication around with them.

### **Equipment**

Pupils should have a pen, pencil and ruler for use in all lessons, and need a suitable bag for carrying books and equipment.



## UNIFORM AND APPEARANCE

Pupils are expected to be neat and tidy at all times and wear the correct school uniform. Parents will receive a detailed list of the school uniform annually. Briefly, the uniform is as follows:

### GIRLS

- Navy blue school blazer with logo
- Plain medium grey **traditional** style knee length pleated or 'A' line skirt
- Plain black opaque tights must be worn with skirts – no socks allowed
- Plain medium grey **traditional** style trousers.
- Black leather shoes in **traditional** style.
- Socks worn with trousers should be grey or black
- Clip-on school tie
- White shirt (**which must button up at the neck**)
- Medium grey long-sleeved v-necked jumper (optional)

### BOYS

- Navy blue school blazer with logo
- Plain medium grey **traditional** style trousers
- Black leather shoes in traditional style
- Black or grey socks
- Clip-on school tie
- White shirt (**which must button up at the neck**)
- Medium grey long-sleeved v-necked jumper (optional)

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### PLEASE ENSURE THAT ALL ITEMS OF CLOTHING ARE CLEARLY LABELLED

**NB** - The following are **NOT** part of the school uniform and should **NOT** be worn

Black trousers/leggings

Sweatshirts/hoodies

Polo shirts

Shoes with high heels/boots or sandal type footwear

Short skirts

Tight-fitting shirts

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Trainers are required for PE lessons but **must not be worn** at any other times.

Outdoor coats should be appropriate for school wear and must not be of denim or leather or extreme fashion.

Outdoor coats must be removed once inside school.

Jewellery (including earrings) and make-up **are not acceptable in school.**

Hair should be a natural colour; **extremes of colour or cut not allowed.**

**Pupils who do not adhere to school policies will issued with a detention.**



## **PE Uniform**

### **Female:**

- White polo shirt with school logo
- Navy blue shorts
- White football socks
- Trainers
- Football boots (optional)

### **Male:**

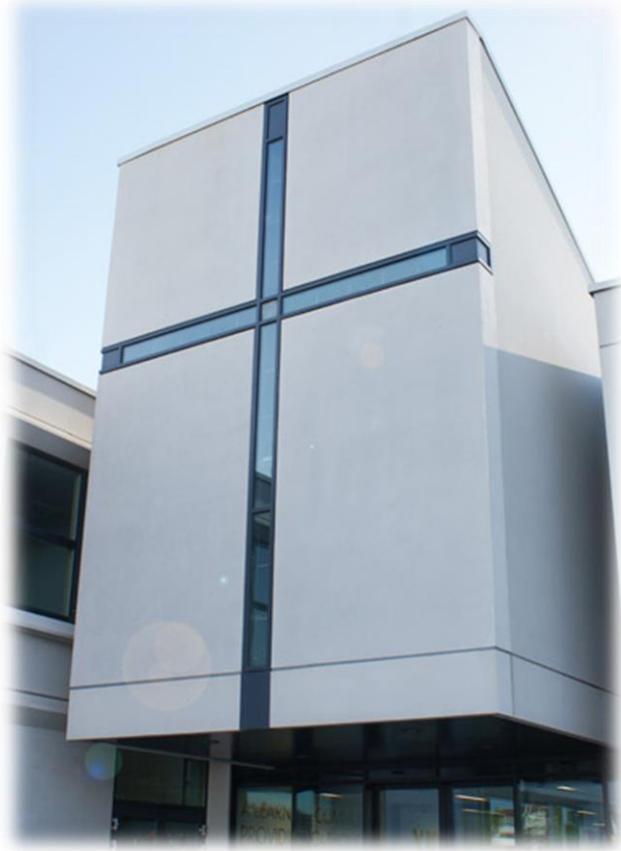
- Navy blue rugby shirt with school logo
- Navy blue shorts
- White football socks
- Gum-shield
- Trainers
- Football boots

It is advisable that all PE equipment and personal belongings are clearly marked with the pupil's name.

Physical Education is a compulsory subject. Pupils will be expected to take part to the best of their ability at all times. If they are ill or injured on the day of a PE lesson they must bring a note to explain the problem, but must also bring the correct PE kit to join in with the lesson as they will be expected to participate as judge / coach / umpire / choreographer, etc. A doctor's note must accompany any request to be excused from all involvement.







Holy Trinity  
Carlton Road  
Barnsley  
S71 2LF  
(01226)704550  
[www.holytrinitybarnsley.org](http://www.holytrinitybarnsley.org)



Holy Trinity, Barnsley



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