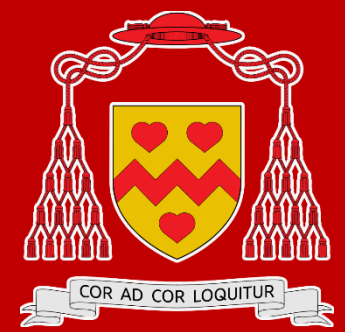















































St John Henry Newman Catholic School Handbook



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Welcome from the Headteacher

I am delighted to welcome you to our school community. As the new Headteacher of St John Henry Newman Catholic School it is a privilege to lead a school grounded in the teachings of Christ and the values of the Catholic faith. Our mission is to provide a nurturing and inclusive environment where every child is known, valued, and encouraged to reach their full God-given potential. Together with our dedicated staff, I am committed to fostering a culture of academic excellence, personal growth, and spiritual development.

We believe that education is a partnership between home, school, and parish, and that strong relationships with parents and carers are key to the success and wellbeing of our pupils. This handbook has been prepared to help you understand more about the daily life of the school, our expectations, routines, and the many ways you can support your child's journey with us. I warmly encourage you to take the time to read through the information provided, and to keep it as a helpful point of reference throughout the school year.

Thank you for entrusting us with your child's education. I look forward to working closely with you as we support your child to grow in faith, wisdom, and confidence.



Mission Statement

Our mission is to educate our pupils in the wholeness of mind, body and spirit through the teachings of Jesus Christ as proclaimed by the Catholic Church by placing Him at the centre of their lives. We encourage pupils to cultivate Christian virtue and an appropriate sense of social responsibility. We support the spiritual and mental well-being of all our community daily.

We are ambitious for every child, and we strive to achieve success for all. We are a small, caring school where each child is an individual. Our aims are simply that all our pupils, whatever their ability, fulfil their potential, enjoy school, and are happy and safe.

Our school commits itself to the principles of Catholic education and academic excellence, leading our pupils from shadows and images to the fullness of the Truth, as envisioned by St John Henry Newman. We inspire an enthusiasm for life-long learning and are committed to success for all, ensuring that all our community has the highest aspirations to achieve the best outcomes in life.



Governors

Our school is fortunate to have an experienced, committed and supportive Governing Body, who are involved in all aspects of the school. The names and roles of the School's Governors can be found on the school website along with their strategic vision for the future of the school.

The role of the governing body is to:

- Ensure there is clarity of vision, ethos and strategic direction
- Hold the school leaders to account for the educational performance of the school and its pupils
- Oversee the financial performance of the school and make sure the money is well spent.

Any correspondence for the governors should be sent through the Clerk to the Governors, who can be contacted at school.



Catholic Values

At the heart of our school community are the enduring values of the Catholic faith, which guide all aspects of school life. We are committed to nurturing each student as a unique child of God, promoting dignity, compassion, respect, and a deep sense of social justice. The Catholic life of our school is enriched through a variety of spiritual and formative opportunities, including our tutor time programme, The Way, Friday Form Time Mass, and regular form time reflections held in the Chapel.

We also come together as a community to celebrate Year Group Masses and important Feast Day Masses throughout the liturgical year. Pupils are further encouraged to deepen their faith through opportunities to go on pilgrimage. Rooted in the teachings of Christ and the traditions of the Church, these practices inspire a culture of prayer, service, and moral development. In partnership with parents, we seek to form young people who are confident in their faith and committed to making a positive difference in the world.





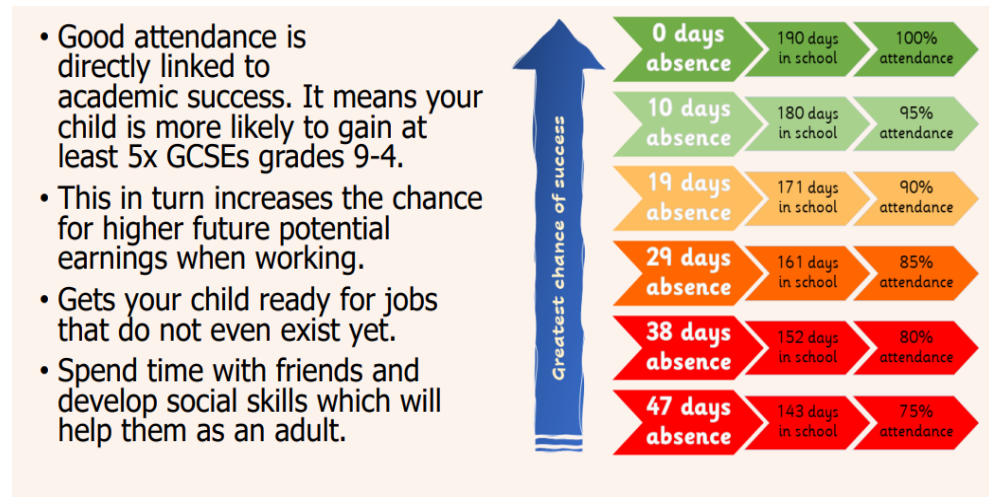
Attendance

Requirements

Regular attendance and punctuality are essential for both academic achievement and social development. Attending school consistently allows pupils to fully engage with their learning and make the most of educational opportunities, while also fostering vital social skills and friendships through daily interaction with peers. Please note that term time absences are not authorised, except in exceptional circumstances authorised by the headteacher. Medical evidence must be provided for any emergency appointments to ensure that absences are accurately recorded. Our school works closely with the Local Authority to monitor attendance patterns and provide support to pupils and families, helping to promote consistent attendance and positive outcomes for all.

Persistent Absence

‘Persistently absent’ pupils (those who are off school for 18 days or more in a school year), perform significantly less well than pupils with lower absence rates.



Procedures

All pupils are expected to be in school by 8.45am each morning. If pupils are late to school, they will receive an after school detention. Pupils who truant internally or externally, will be placed into Isolation for one day. Attendance registers are taken in every lesson, and the school day ends at 15.05pm.

Pupils should only be absent from school if they are suffering from a genuine illness. In this case, please contact the attendance line on 01228 404769 before 9.00am or email attendance@newman.cumbria.sch.uk. In the case of prolonged absence (beyond 2 consecutive days) on medical grounds, we may ask for a letter or other form of confirmation from the GP or other health professional confirming the medical issue and likely length of absence from school.

We realise there may be other reasons why a pupil must be absent from school and on such occasions the school should be informed as soon as possible via e mail or phone call. Should a pupil have an unavoidable appointment and need to leave school during the school day, please provide medical evidence of this to attendance@newman.cumbria.sch.uk. Pupils should report to the main reception when leaving and again on their return. Should a pupil need to take a longer period off school, and this is known in advance, there is a leave of absence request form, available on our website. Please see our attendance policy for further information.

Expectations

St John Henry Newman Catholic School appreciates the support of parents/carers regarding their children's attendance at school and all lessons. Parents/carers have a legal duty to ensure that children attend school regularly until they reach school leaving age and attendance and punctuality are carefully monitored. We routinely contact parents/carers on the first day of any absence which has not been notified. In exceptional cases school may send an attendance officer to the family home to investigate unexplained and/or prolonged absences that we have not been adequately notified about. We also celebrate good attendance and improved attendance, with a variety of rewards.

The Local Authority reserve the right to prosecute the parents and carers whose child has severe absence from school.



Transport

Most of our pupils travel to school on foot, and we actively encourage walking as a healthy and sustainable option. For those who choose to cycle, we provide a sheltered bike shed on site. Pupils who cycle must wear a helmet for their safety. The 67 bus service comes directly onto the school site at the beginning and end of the school day, providing a convenient transport option for many families. Parents may drive onto the school site in the morning to drop off their child. However, please note that in the interest of pupil safety, the school gates are locked at the end of the day from 3:05pm until 3:20pm. During this time, vehicles will not be able to exit or enter the site to ensure all pupils are able to leave safely on foot or by bike.



Appointments with Staff

All our staff are happy to discuss individual pupils and address any concerns. However, due to daily commitments, staff cannot promise to see parents/carers who arrive at school unexpectedly. Please call the school office on 01228 404942 or email office@newman.cumbria.sch.uk to arrange an appointment. Whilst we aim to reply to messages and make appointments as soon as possible, please be mindful that staff may be busy with teaching classes, meetings and other appointments so please allow up to 48 hours for a response. Please remember to be courteous in your emails and when speaking to staff over the phone.

If the matter to be discussed is related to a single subject or lesson, please arrange an appointment either with the class teacher or subject leader. For wider issues relating to teaching and learning, please contact the deputy headteacher. For pastoral or safeguarding issues, please contact the head of year, senior head of year, or form tutor. If you are unsure who you need to make an appointment with, please call the office and explain what the issue is, and the administration team will direct you to the right person.

We ask that all visitors arriving to the school reception should arrive by appointment only. This helps us to ensure the safety and smooth running of the school for all pupils and staff. Our reception and phone lines are open from 8: 00 am – 4: 00 pm Monday to Friday.



Communications

Our primary platform for communicating with parents/carers is Arbor.

We encourage all parents and carers to download the Arbor app to stay up to date with school news, events, and important information.

Through the app, you can:

- View your child's timetable
- See details of trips and visits
- Track your child's achievements and behaviour
- Update your contact information, including email address, mobile phone number and update any medical information for your child



Keeping your contact details up to date helps us ensure you receive all relevant communication promptly.

Messages to Pupils during the School Day

We ask parents and carers to understand that, in a school where pupils move between different areas of the site for various lessons, it is not always possible to pass on messages during the school day.

While our office staff are always willing to assist, we kindly ask that you avoid requesting non-urgent messages be delivered to pupils, as it is not our policy to interrupt lessons for this purpose.

Of course, in cases of genuine emergency, we will ensure that important messages are passed on promptly and appropriately.



News

Up to date news on current events are uploaded regularly to the school website and through our social media page on Facebook. Letters are emailed home to keep parents/carers regularly informed and there is a weekly communication sent via email and a video from the headteacher.



Photographs

Early in the Autumn term all Year 7, 10 and 12 pupils have their school photographs taken for our records. Parents/carers in Year 7 are offered to purchase the pictures. There is, of course, no obligation to purchase.



Student Services

Student Services is a dedicated support point for your child, available before school, during break and lunchtimes, and after school. If they have a query during the school day, they can visit Student Services for help with:

- Getting a copy of their timetable
- Checking their iPay balance
- Purchasing basic stationery items
- Calling home

Our staff are on hand to support pupils with everyday queries and ensure they have what they need to succeed throughout the school day.



Equipment

All pupils will need to bring equipment for the day. The equipment list is as follows:

- Black pen (and ideally, at least one spare black pen)
- Green pen
- Pencil
- Ruler
- Rubber
- Calculator

Every pupil also needs to have a reading book with them every day. This can either be brought from home or borrowed from the school library.



SEND

The SEND department operates under the leadership of the Special Educational Needs Co-ordinator, Mrs Keelan. Our SEND Department provides a nurturing, inclusive environment where pupils with special educational needs and disabilities are fully supported to achieve their full potential; academically, socially and spiritually.

Our primary school colleagues typically inform us of any specific needs a pupil may have before they join us, allowing us to ensure a smooth transition for pupils. We then continue to offer the appropriate support through a variety of approaches, such as classroom-based assistance and small group work, to ensure each pupils needs are met. For other pupils, the need for support through the SEND department may emerge for the first time while here, either through identification by teachers following assessments, pastoral staff or parents.

To ensure the best possible support, we work in close partnership with parents and carers, keeping them fully informed about additional support and provision their child receives. The SEND team welcomes communication and is always happy to arrange individual appointments when needed.





Religious Education

Religious Education is one of the Core subjects within the curriculum. At Key Stages 3 and 4 all pupils receive 2 ½ hours of RE each week. The RE department reflects the Catholic ethos of the school. Our curriculum is in line with the Bishops' Conference Directory and the Catechism of the Catholic Church. At Key Stage 3 pupils follow six branches: Creation and Covenant, Prophecy and Promise, Galilee to Jerusalem, Desert to Garden, To the Ends of the Earth and Dialogue and Encounter. In Year 7 pupils are provided with a theological foundation of Catholicism. The focus is on God's revelation and salvation history. In Year 8 pupils consider questions that lie at the heart of humanity and reflect on the meaning of suffering and the meaning of death. In Year 9 pupils look at the stories of the Bible, of Christianity and the Church today. At Key Stage 4 all pupils follow the Edexcel GCSE in Religious Studies Specification A. This consists of three components: Catholic Christianity, Judaism and Philosophy and Ethics. A Level Religious Studies is offered in Key Stage 5. We follow the OCR A Level Specification with Philosophy, Ethics and Developments in Christian thought studied. All Key Stage 5 pupils receive one hour of RE a week. Parents and carers have a legal right to withdraw their children from Religious Education lessons and school worship. To exercise this right, parents and carers should contact our Headteacher.



Chaplaincy

Inspired by our patron St John Henry Newman, we aim to encounter Jesus Christ who is the way, the truth, and the life. As a Catholic School, the spiritual life of our pupils and staff is central to our educational mission. This enables us to live out Newman's motto "Cor ad cor loquitur – Heart speaks to heart" by connecting our hearts to our relationship with Jesus and with others. We live this daily through: Daily prayer (The Way, Hail Mary lunchtime prayer, Newman end of the day prayer), regular prayer in the chapel (form time reflection, staff INSET, Liturgical Worship), weekly Mass for form groups, yearly Mass for each year group and on feast days, weekly assemblies linked to our school theme, form group and whole school charity events, a Year 7 day retreat to Castlerigg, Years 8 and 9 residential retreat to Castlerigg, Year 10 morning retreat in school and a Sixth Form day retreat. The school has a chapel where we encounter the Blessed Sacrament. There is also a Memorial Garden in which we can remember those members of our school who have died, and all our departed loved ones.





Assemblies

"For where two or three are gathered in my name, there am I among them." Matthew 18:20

St John Henry Newman Catholic School has a firm basis in our Catholic faith. Therefore, our assemblies form part of our daily pattern of collective worship. Each year group has an assembly once a week which is usually delivered by teachers but can also be led by outside speakers, careers providers, local clergy or groups of pupils. Each assembly starts with a reading from Scripture and ends with a prayer. Examples of assembly themes include key events in the Church calendar such as Advent, Pentecost, Lent, Easter; themes that support our pupils' development such as Catholic Social Teaching, Anti-Bullying and Careers; and themes linked to specific events during the year such as Remembrance Day and Holocaust Memorial Day. There are also half-termly Rewards Assemblies and Cor ad Cor Loquitur Assemblies which celebrate our pupils' successes.

There is an expectation that all pupils attend assembly. As part of the collective worship programme, parents and carers may exercise their right to withdraw their children from assemblies and should contact the Headteacher to do so. In this instance, they will be asked to attend a form group of a different year for the length of the assembly. However, we hope that everyone will recognise the importance of assemblies in giving key information to pupils and supporting our Catholic ethos.



Homework

At St John Henry Newman Catholic School, we recognise the vital role of homework in consolidating classroom learning, fostering independent study skills, and deepening pupils understanding. Our approach is rooted in research from the Education Endowment Foundation (EEF), which highlights that the quality and purpose of tasks are more impactful than the quantity. We believe effective homework should be regular, meaningful, and linked clearly to classroom learning, with tasks designed to support knowledge recall, critical thinking, and independent practice.

Pupils engage with a range of activities tailored to suit different subjects and learning styles, including retrieval tasks, reading, revision techniques, flipped learning, vocabulary building, and digital platforms such as Sparx, Seneca and GCSEPod. We promote balance, carefully considering time allocations that increases with age and stage. To ensure equity and accessibility, we offer a variety of support measures including daily homework clubs, access to ICT facilities, and clear communication with families via Arbor.

Where pupils do not complete homework for the deadline, they will be issued with a behaviour log. More than one behaviour log in a week may result in a detention. Pupils who complete homework to a high standard will be rewarded with an 'Excellent Homework' achievement point.





Revision

Revision is a vital part of learning that should take place throughout a pupil's school journey, not just in the lead-up to exams. It plays a key role as pupil's complete important pieces of work at every stage of their education, helping them to consolidate knowledge, reflect on feedback, and make meaningful progress. Regular revision not only builds confidence but also strengthens understanding, laying the foundation for success in both everyday learning and public examinations. We encourage parents and carers to support their child's revision early on, helping them to embed effective techniques that will benefit them in every subject. To support this, the school has created a Revision Hub on our website, where you'll find a wealth of information, including top tips from our subject leads and guidance on how to make revision manageable and effective.



Year 11 Expectations

As the most senior year group in Key Stage 4, Year 11 pupils are role models to younger pupils and are expected to lead by example through their behaviour, effort, and attitude to learning.

The year begins with a Year 11 Expectations Evening, where parents and carers are invited into school to hear about the year ahead, including key dates, academic expectations, revision support, and how we can work together to ensure every pupil is fully prepared for their GCSE examinations.

This is a significant year in which pupils sit their final GCSEs, and the decisions they make now will help shape their future. Many pupils continue their education in our Sixth Form, while others pursue college courses, apprenticeships, or other post-16 pathways. Whatever their destination, strong attendance, a positive attitude, and consistent hard work are essential.

As a Catholic community, we believe in the God-given potential of every individual, and we expect our Year 11 pupils to take responsibility for their learning by engaging fully in independent revision and attending the school's teacher-led extra-curricular revision sessions. These opportunities are in place to support success, and pupils are expected to approach them with commitment, focus, and a readiness to do their best.

At the end of Year 11, pupils are rewarded for their hard work and dedication with a celebration and school Prom. This marks not only the end of their Key Stage 4 journey, but also the beginning of an exciting new chapter in their lives.



Exam Requirements

Throughout Key Stage 3 (Years 7–9), pupils complete regular internal assessments in all subjects. These help monitor progress and prepare pupils for the demands of external qualifications. In Key Stage 4 (Years 10–11), pupils study for a combination of GCSEs and vocational qualifications. These are assessed through a mix of coursework, controlled assessments, and final examinations at the end of Year 11. At Key Stage 5 (Sixth Form), students can choose from a range of A-Level and vocational courses, which also include coursework and final exams.

To support pupils in reaching their full potential, the school provides a variety of additional help, including after-school revision clubs, booster sessions, and targeted intervention where needed. Good attendance, meeting coursework deadlines, and preparing for assessments are essential for success. Parents and carers will receive regular updates about assessment dates and are encouraged to help pupils maintain a consistent study routine at home. If a pupil or parent/carer is unhappy with the result of any internally assessed work, there is an appeals process in place — please contact the school’s exams officer for more information and guidance on how to appeal. More information about exams can be found on the school website.



Rewards

At St John Henry Newman Catholic School, our rewards system is rooted in our motto *Cor ad Cor Loquitur* – “Heart speaks to heart”. We celebrate pupils who embody this spirit through kindness, compassion, leadership, as well as those who work hard and strive for excellence in their learning. Rewards are central to our culture of encouragement and recognition, ensuring every pupil feels valued for the unique gifts they bring to our community.

Pupils earn achievement points for effort, positive behaviour, and academic success. Many proudly wear their reward badges on their blazers as a visible sign of their commitment and contribution to school life. Teachers regularly acknowledge pupils’ hard work, and each month Key Stage 3 pupils are nominated for Pupil of the Month in different subject areas. These rewards not only celebrate individual success but also encourage pupils to be positive role models for others.

The *Cor ad Cor* Award, presented each half term, is a special recognition of those who go beyond attendance or grades to show the very best of our school values. Pupils may be nominated for achievements in or outside of school, such as acts of kindness, service to the community, or personal milestones that demonstrate resilience and character.

Through this culture of praise and recognition, we encourage pupils to take pride in their achievements, to live out our school values, and to recognise the joy that comes from making a positive difference to others.



Careers

At St John Henry Newman Catholic School, we believe that every pupil is uniquely gifted by God and called to flourish. Inspired by Genesis 2:15, our careers provision encourages pupils to understand their talents and apply them purposefully in the world. We aim to be at the forefront of careers education, offering a robust and engaging programme across all key stages.

Our pupils benefit from regular and meaningful exposure to the world of work. This includes employer and university visits, inspirational speakers, workplace encounters, one-to-one mentoring, and strong partnerships with organisations such as Hello Future. These partnerships allow us to provide impartial, expert guidance and high-quality resources that help pupils make informed decisions about their futures.

Every pupil at Newman has access to Unifrog - a careers platform offering tailored advice, opportunities, and a digital record of experiences. Pupils receive a personalised experience, whether they have clear goals or are still exploring their options.

Our programme includes dedicated Careers Weeks each half term, when every subject area highlights relevant careers. Pupils learn how their classroom experiences link to real-world opportunities, reinforcing the value and purpose of their learning.

Our careers education is regularly reviewed against the Gatsby Benchmarks, ensuring a high-quality, evolving programme. Through our careers provision, we aim to inspire high aspirations, equip pupils with the knowledge and confidence to succeed, and support them on their journey to a fulfilling future.

The Careers Programme is overseen by Mr Robinson (Assistant Headteacher), and the school's Careers Officer Mrs James.





Form Groups

Typically, forms remain the same throughout the pupils five years with us. Forms are carefully considered before pupils arrive with us in Year 7, in consultation with your child's primary school and other agencies where necessary. There are four to five form groups per year group in Years 7-11 and one to two in Sixth Form. Each year group will be allocated a non-teaching 'Head of Year' and a teaching 'Senior Head of Year'. Each form has a form tutor and during form time will complete a variety of activities, including 'The Way'. Forms spend time in the Chapel for form time reflection as well as time in the library to develop our pupils' reading.



Pastoral

Each year group is allocated a non-teaching Head of Year and a teaching Senior Head of Year. Additionally, there is an Assistant Headteacher and Senior Assistant Headteacher (DSL). Supporting the pastoral team is an Attendance Officer and an Attendance Assistant. All Heads of Year remain with their year group throughout their education with us, to maintain consistency for the pupils ensuring that our staff know your children individually.



Bullying

At St John Henry Newman Catholic School, we believe that pupil safety and wellbeing are paramount, and we are committed to fostering a culture of respect, kindness, and inclusion. Bullying in any form is taken extremely seriously and is dealt with swiftly and appropriately in line with national guidelines and statutory safeguarding expectations. All incidents of bullying are thoroughly investigated and recorded on both Arbor and CPOMS to ensure robust monitoring and follow-up. Sanctions will be applied where necessary to address unacceptable behaviour, alongside restorative conversations and supportive interventions to prevent recurrence and ensure that all pupils feel safe, valued, and able to learn without fear.



Behaviour

At St John Henry Newman Catholic School, we are committed to the high achievement of all our pupils. We cultivate success and foster the highest aspirations through excellent teaching. We are a learning community which actively seeks to celebrate the good in every pupil. St John Henry Newman Catholic School is built on the Christian values of trust, respect and compassion.

We inspire an enthusiasm for life-long learning and are committed to success for all. For the school to achieve a positive ethos it is essential that all members of the school community work well alongside each other and develop positive working relationships (this includes all staff and other adults working in the school, pupils and parents/carers). Having a positive ethos helps to ensure good behaviour from pupils in school. Young people learn by example and as such, having high standards of behaviour expectations from all parties involved in their education will create adults with similarly high behaviour standards. Through the promotion of pupils' spiritual, moral, social, and cultural (SMSC) development within the curriculum, we will positively promote fundamental British values.

In school, for any disruption to the learning or school community, we use a 'Stage' system. These stages link to 'Conduct Levels' which are all further supported by a plethora of interventions with the aim of all pupils experiencing success. Stages 1 and 2 are a warning to pupils, to refocus them and encourage them to correct their behaviour. If disruption/poor behaviour continues, pupils will be given a Stage 3 and asked to move seats in the classroom. Any further failure to correct their behaviour, will mean a Stage 4 and they will be removed from the classroom. If pupils return to apologise to the teacher, this is logged as a 'Stage 4' and will result in an after-school detention. If not, it is logged as a failed referral which will result in a day in isolation.

Pupils who receive three Stage 4s in any half term will move up a conduct level, at which point, further interventions take place such as meeting with parents, external agencies and potentially more serious sanctions.



Detentions

We have a variety of sanctions at our school to support our behaviour policy: homework detentions, SLT detentions and an inclusion room within school. Pupils receive homework detentions for incomplete homework and can receive SLT detentions for different reasons such as (but not limited to) reaching a stage 4 in lessons, poor school/community conduct, incorrect uniform/equipment, rudeness, mobile phone use, disrespect and failing to attend a homework detention. Should pupils fail to attend an SLT detention or fail to apologise to the member of staff for reaching a Stage 4, they will spend time in our inclusion room (Isolation). Other reasons that may warrant spending time in the internal inclusion unit are (but not restricted to) vaping, truancy, lesson refusal, return from suspension, return from offside directions and serious incidents. Detentions and isolations are used to deter the pupils from making poor choices in relation to their behaviour, maintaining a purposeful, safe and disruption free environment for all learners and supporting every pupil to have high aspirations. Parents are expected to support the school's sanctions and attend meetings to discuss behaviour.



Jewellery

Acceptable jewellery in school includes a watch and one pair of earrings in the lobe. We do not allow pupils to wear bracelets, rings or necklaces due to health and safety factors in lessons such as PE and Science. Facial and body piercings are also not allowed. The school will not accept any responsibility for jewellery lost in school. Any jewellery worn that does not comply with policy, will be confiscated and pupils will need to collect it from student services at the end of the day. Repeated instances of this may result in further sanctions.



Mobile Phones

When pupils arrive at the school site, mobile phones and any other electronic devices must be switched off and placed in the pupil's bag. Mobile phones are not permitted to be used inside the school building. If pupils choose to use phones inside the building, they will be confiscated and a detention issued. If a phone is confiscated three times, parents will be asked to come in to collect the phone. We do allow mobile phones to be used outside at lunchtimes when the weather permits. Pupils are not permitted to use mobile phones to take photographs, videos or make telephone calls. This will be monitored by staff on duty. As pupils return into school at the end of lunch, pupils should turn their phones back off and place them back into their bags. School do not accept any liability for damage to pupils' devices.



Uniform

All pupils must wear a black blazer and tie that proudly displays our school badge and motto. Optional sweaters can also be worn underneath the blazer. These are to be worn with a white shirt and black school trousers or skirt. Skirts must be A-line and knee length. We do not allow pupils to wear leggings or joggers.

School shoes must be black polishable leather without any coloured logos.

We do not allow any form of false nails or BIAB, clear nail varnish is allowed with the length of the nail no longer than the tip of the finger. Make-up should not be excessive, we do not allow eyeliner, blusher, highlighter, eye shadow, lip stick/lip gloss or excessive eyebrow pencil/dye. We allow foundation that blends naturally with the skin tone and a thin layer of mascara. False eyelashes should not be worn, and we do not allow fake tan.

Full details of our uniform policy can be found on the school website.





PE

At St John Henry Newman Catholic School, we offer a high-quality physical education curriculum in both Key Stage 3 and 4, which we hope will inspire all pupils to take part in regular physical activity and have opportunities to excel in competitive sport. We would like all pupils to become physically confident in a way which supports their health and fitness whilst benefiting from personal, social and emotional development. The broad and balanced curriculum provides pupils the opportunity to determine their interests and talents, and we hope this will lead them to remain physically active into adulthood and throughout their life.

We offer a wide range of extra-curricular sports and encourage all pupils to come along and further develop their skills, fitness, and performance. Commitment to attend after school clubs and training sessions will help pupils to improve and have opportunities to represent the school in competitive fixtures/events and some pupils will progress to represent the district and county.

Pupils are expected to always wear full Newman PE kit in lesson and at after school practices. If a pupil is unable to participate practically in a lesson, they must provide a medical note and will still be expected to change for the lesson taking on different roles within the lesson such as a coach, official or scorer. If a pupil needs to be excused in the long term, then a letter from a doctor or hospital is required.

It is encouraged that all items of PE kit are marked with pupils' names. Full details of PE kit can be found on the school website.

<https://www.newman.cumbria.sch.uk/parents/uniform>



Lost Property

All lost property will be handed in to Student Services. If your child loses an item, please ask them to visit a member of staff on Student Services before school or during break or lunch time. In the event of a lost item, if your child is unsure, please ask your child to speak to their form tutor who will be able to advise and support them.



Safeguarding

The safety and well-being of everyone in our school is paramount and it is vital that our pupils feel safe. We are a small and secure site, and all staff are trained to Level 1 in relation to safeguarding. We have CCTV cameras in all areas of the school, numerous staff on duty and robust safeguarding procedures in place. All our staff have been checked through the Enhanced DBS process and all visitors to school are accompanied. Mrs Mooney has the responsibility for safeguarding issues in school and is trained to Level 4 and the pastoral team are trained to Level 3. In her absence, Mr Robinson is the first person to contact. In the unlikely event that they are both off-site, please contact any member of the pastoral team.



Medical

If a pupil becomes too unwell to continue with their lesson, they should let their teacher know. The teacher will assess their condition and decide if 'On Call' needs to come to the classroom. Pupils can visit student services during break or lunchtime. Should a student need hospital care, school will contact parents or carers to arrange this together. If it is an emergency, the school will organise for the pupil to be taken directly to the Accident and Emergency Department at the Cumberland Infirmary, accompanied by a school First Aider, and parents or carers will be asked to meet them there. In other cases, if the school feels it is better for the pupil to recover at home, parents or carers will be asked to collect them. It is expected that parents and carers will follow this advice; the school cannot accept responsibility for a pupil's health if this guidance is not followed. To ensure your child's wellbeing, we ask that at least two emergency contact numbers are provided and kept up to date so someone can always be reached if needed. Pupils should not text parents or carers themselves to ask to come home, as this poses a safeguarding risk.

Medication

If a pupil needs to take medication during school hours, it must be brought to reception in its original container, clearly labelled with the pupil's name and form, along with a medical form completed at reception. No medication can be administered without parental permission. First Aiders can provide paracetamol during school hours if we can contact you via telephone. Pupils with asthma should always keep their inhalers with them, clearly labelled with their name. It is also advisable to leave a spare inhaler with the medical unit. With parental consent, pupils may access school-held inhalers if needed. If a pupil needs to carry any medication themselves for emergency use, this should first be discussed with their Head of Year.

Paracetamol tablets are kept on site to reduce risks associated with pupils carrying medicines and to ensure clarity over what can be administered. Pupils must not bring paracetamol into school for self-administration. All medication, including paracetamol, is stored securely and not kept in first aid boxes.

The medical room can only accept prescribed medicines if they are in date, clearly labelled, and provided in the original packaging as dispensed by the pharmacy, including clear instructions for dosage, administration, and storage.



Parents Evenings

At St John Henry Newman Catholic School, we value the strong partnership between home and school and believe that regular communication with parents and carers plays a vital role in each pupil's success.

Parents' Evenings are held face-to-face throughout the academic year for each year group. These evenings provide a valuable opportunity to meet with subject teachers, discuss academic progress, reflect on strengths, and identify areas for further support. We also hold expectations evenings and guided choices events at key points in a pupil's school journey to help with important decisions and transitions.

Appointments are booked through an easy-to-use electronic system called School Cloud, with details shared well in advance via school communication channels. This ensures parents and carers can schedule meetings with the relevant staff efficiently.

Outside of these scheduled events, parents and carers are welcome to get in touch with their child's Form Tutor, Head of Year, or Senior Head of Year if they have any questions or concerns. Every pupil at Newman is part of a form group and has a pastoral team who know them well and are available to offer support, guidance, and encouragement throughout their time at school. We welcome ongoing dialogue and are committed to working together with families to help every child reach their full potential, both academically and personally.



Extra-Curricular Activities

At St John Henry Newman Catholic School, we offer a rich and varied extra-curricular programme that supports the spiritual, academic, creative, and physical development of every pupil. We encourage all pupils to take part in at least one activity beyond the classroom as a way of developing character, confidence, friendships, and new interests.

Our weekly timetable offers something for everyone. From competitive sports such as football and athletics to creative pursuits like choir, art club, music and jewellery making, there are regular opportunities for pupils to discover and develop their talents. Activities such as Debate Club, Homework Club and Tranquil Tuesdays also offer space for reflection, support, and academic growth.

Clubs and activities run before school, at lunchtime, and after school, led by dedicated members of staff and external partners. Many of our sessions are designed to build teamwork, leadership, resilience and service. Qualities we believe are central to a life rooted in Gospel values.

The full timetable is shared termly and displayed in form rooms and on the school website. Pupils are encouraged to speak to the member of staff running the activity if they wish to join. Attendance at clubs is voluntary, but we hope all pupils will make the most of what is on offer and discover the joy and fulfilment that come from engaging in school life beyond lessons.



Child Protection

Safeguarding is at the heart of our ethos ensuring that every child feels safe, supported, and valued. The school's approach is underpinned by statutory guidance including Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children, alongside local safeguarding partnership procedures. All staff are trained to Level 1 in Safeguarding and the Prevent Duty to ensure they can identify, and report concerns appropriately. All pastoral staff hold Level 3 Safeguarding qualifications. Our Designated Safeguarding Lead (DSL- Kirsten Mooney) is trained at Level 4, ensuring strategic oversight, robust case management, and effective liaison with external agencies to protect pupils from harm.

The safeguarding team and indeed the whole school community are passionate, knowledgeable, and deeply committed to ensuring the welfare of every child. They create an environment where pupils feel confident to disclose worries and know they will be listened to with care and urgency. Child protection concerns are dealt with promptly and robustly, with clear recording, referral, and support processes in place to keep children safe. This caring and supportive approach, rooted in statutory guidance and best practice, ensures that safeguarding is not just a policy, but a culture embedded throughout the school community.

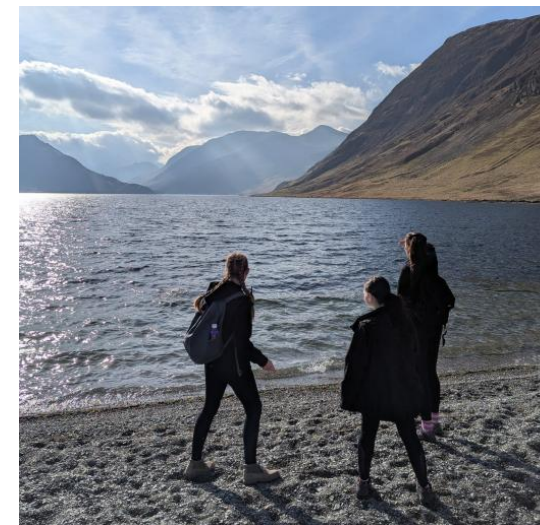


Trips and Visits

We recognise the valuable benefits of learning beyond the classroom. We believe that every young person, regardless of age, ability, or circumstances, should have the opportunity to experience the wider world as an essential part of their education and personal development. We offer a wide range of curriculum-based and enrichment trips and visits from Year 7 through to Year 13.

One of our most popular experiences is the Castlerigg retreat residential, held annually in July, which is offered to pupils in Years 8 and 9. In addition, Young Leader positions are available for pupils in Year 10 and the Sixth Form, providing an opportunity to develop leadership skills in a supportive environment.

All trip payments and consents are managed via iPay. If your family receives free school meals or certain benefits and you require assistance with trip payments, please contact the school office for support where this request will be considered.



Equality, Diversity & Inclusion

“Do we not all have one Father? Did not one God create us?” Malachi 2:10

At St John Henry Newman Catholic School, we firmly believe in the equality and inherent human dignity and worth of every person regardless of race, ethnicity, nationality, gender, disability, religion or cultural or socio-economic background. Therefore, we are committed to ensuring equality of education and opportunity for all pupils, parents and carers. Discrimination and prejudice have no place in our school community. Any incidents can be reported to Heads of Year, any member of SLT or via our dedicated email address speakup@newman.cumbria.sch.uk. Our full policy can be found on our website.



LRC

The Learning Resource Centre is a welcoming and vibrant space at the heart of our school. Open to pupils across all year groups, the LRC supports both academic learning and reading for pleasure, encouraging a lifelong love of books. We offer over 6,000 titles, including fiction, non-fiction, graphic novels, eBooks, and audiobooks, as well as a range of magazines to suit all interests. Pupils also benefit from access to The Day; an engaging online news platform designed specifically for young people. This helps develop current affairs awareness, critical thinking, and literacy skills across the curriculum.

The LRC provides desktop computers, laptops, and printing facilities. Pupils receive a login for Accessit, our online library catalogue, where they can search, reserve, renew, and review books from school or home. Pupils are also encouraged to suggest new titles for the library. Accessit features regular competitions, seasonal activities, and useful links to support learning.

All pupils in Years 7 to 10 visit the LRC at least twice a term during tutor time to return, renew, and choose books. The LRC is also open before school, at break, lunchtime, and after school for independent reading and study. All year groups are welcome.

Pupils in Years 7, 8, 9, 10 and 12 take part in the Form Time Reading Challenge – a shared reading programme that promotes discussion, teamwork, and reading confidence. Pupils read together, take turns leading discussions, and earn achievement points for their engagement.

Throughout the year, the LRC runs clubs, competitions, and author visits. Highlights include our Spellbinding Book Club and a variety of themed reading events.

The LRC also runs a popular homework club after school (except Tuesdays), providing a supportive and calm space for pupils to complete homework, revise, or ask for help. Staff are on hand to offer guidance, and pupils can use the computers, laptops, or borrow resources. It's an excellent way to develop independent learning skills in a calm environment.

The LRC is open from 8:30am to 4:00pm on Monday, Wednesday, Thursday, and Friday. On Tuesdays, the LRC is open before school, at break, and lunchtime. It is a calm, inclusive environment where pupils can read, study, or simply enjoy a good book.





Pupil Premium & Free School Meals

"Let the nations be glad and sing for joy, for you judge the peoples with equity and guide the nations upon earth." Psalm 67:4

Pupil Premium is additional funding from the government for schools to "improve educational outcomes for disadvantaged pupils." (DfE Website, Pupil Premium: Overview, updated 9th June 2025). This includes funding for those who have been eligible for Free School Meals in the past 6 years; children looked after by the local authority; children adopted from state care; and children of parents serving in the armed forces. The funding is not a personal budget for individual pupils but given to the school to support pupils in a variety of ways. Our full Pupil Premium Strategy can be found on our website.

It is helpful to the school if all eligible pupils are registered for Free School Meals, even if it is your intention not to claim the free meals, as it increases the school's Pupil Premium funding which means we can do more for your children. To check eligibility and apply for Free School Meals, please use the Cumberland Council Website:

<https://www.cumberland.gov.uk/schools-and-education/free-school-meals-clothing-vouchers-and-activities/free-school-meals-and-clothing-vouchers>

Parents of pupils eligible for Pupil Premium can make requests to the school for financial support with things like uniform and trips by emailing office@newman.cumbria.sch.uk. Free School Meals funding is sufficient for a meal deal with a hot meal (or sandwich) and drink in the restaurant and will be added to eligible pupils' iPay accounts.



Dining

We are delighted to be providing catering services at St John Henry Newman Catholic School. Meals are served in the San Lorenzo Restaurant under the guidance of our Head Chef and committed kitchen team.

We embrace natural ingredients, love seasonal produce, and develop ethical trading with many of our suppliers. 95% of our products are sourced locally with nearly 30% being produced, grown, or reared in Cumbria. We also try to use fish from sustainable sources wherever we can.

Our menus are refreshed every term to ensure they reflect the changing seasons and trends from the high street. We fully endorse our fresh food policy meaning that our food is prepared fresh on site daily. Our menus can be found in the Dining section of our website.

We allow pupils to either buy a school meal or to bring in their own meals. Food is cooked and served daily on our site. All our food meets the requirements of the School Food Trust.

Every day we serve at least one meat dish and one vegetarian dish which are served with either vegetables or salad. There is also a large selection of additional dishes such as jacket potatoes, sandwiches, and wraps. We offer hot snacks at break time. We hold regular consultation with the pupils to allow them to select a new dish or to comment on the current menu available.

We ask that food and drinks are not taken out of the restaurant or eaten anywhere else on the premises to minimise litter and spillage.



iPay Impact

The San Lorenzo restaurant operates via a cashless catering system. Biometrics are used to allow speedy payment, and parents can top up their child's account when necessary. You will receive a welcome to iPay letter with a link code to set up your child's account. If you require assistance setting up your account or any additional support, then please email office@newman.cumbria.sch.uk.



<https://www.ipayimpact.co.uk/IPI/>



Complaints

We hope our pupils time at St John Henry Newman Catholic School is a positive and rewarding experience, and that you feel satisfied with both the curriculum and the care your child receives. However, we understand that issues or concerns may occasionally arise.

If you ever have any concerns or feel the need to raise a complaint, we encourage you to bring the matter to our attention so we can work to resolve it promptly. While full details of our complaints procedure can be found on the school website, we recommend that any concerns are discussed initially with your child's Form Tutor or Head of Year. They will aim to address any issues and guide you through the next steps if a more formal approach becomes necessary.



Insurance

Our insurance provides cover for accidents occurring during school time and during school related activities, but only where the school is found to be negligent. The school's insurance does not cover sports injuries or pupils' personal belongings, equipment or clothing. School trips and visits often require additional insurance cover. Any cost of this insurance is included in the overall cost of the trip.



Data Processing

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint/iris/palm. The school would like to take and use information from your child's fingerprint and use this information to provide your child with secure and easy access to services at the school such as Cashless Catering.

The automated biometric recognition system will take measurements of your child's finger and convert these measurements into a unique template to be stored on the system. A physical image of your child's finger is not stored, neither can the fingerprint be reconstructed from the template. When your child used the system to access services, the measurements of their fingerprint will be matched to their unique template and access to the service will be granted.

The law places specific requirements on schools when using personal information, such as biometric information about pupils for an automated recognition system. For example:

- a) the school cannot use the biometric data for any purpose other than those for which it was originally obtained and made known to the parent(s), without further notification of the purpose and specific consent being sought.
- b) the school must ensure that the information is stored securely.
- c) the school must tell you what it intends to do with the information.
- d) unless the law allows it, the school cannot disclose personal information to another person/body.

You should note that the only organisation the school will share the information with is CRB Cunninghams Ltd, our contracted service provider. This is necessary to allow the company to support the software used to process the biometric information.

Providing your consent/objecting:

As stated above to be able to use your child's biometric information, the consent of at least one parent is required.

However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information.

Similarly, if your child objects to the processing of their biometric data, the school cannot collect or use their biometric information for inclusion on the automated biometric recognition system.

You may also object to the processing of your child's biometric information at a later stage or withdraw any consent you have previously given at any time. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.