

Blessed Hugh Faringdon Catholic School & Sixth Form Centre



Fawley Road
Reading
RG30 3EP

Tel: 0118 957 4730
Email: admin@hughfaringdon.org
Website: www.hughfaringdon.org
X @BHFCS

'True Teaching'

PARENT GUIDE

2024 / 2025

"Outstanding School"
June 2018 validation



IMPORTANT INFORMATION

Headmaster	Dr S Uttley
Deputy Headteacher	Mr B Winsor
Assistant Headteachers	Mrs S Matthews Mrs A Donaldson Ms H Jordan Mr J Webster
Head of Year 7	Miss L Heaver
7BL Tutor	Miss C Wilmot
7DB Tutor	Miss E Tighe
7MK Tutor	Mr M Hryniewicz
7ML Tutor	Mr B Platt
7MT Tutor	Miss R McEvoy
7OR Tutor	Mr N Clough
SENDCO	Mrs M L Edwards
BMW Centre	Miss L Boorman
KS3 Achievement and Pastoral Co-ordinator	Mrs L Richards
Co-Chair of Governors	Mrs Maureen McCartney Mrs Nicola Milsom-James

Term Dates: 2024-2025

Term 1
Tuesday 3 September *Staff training day*
Wednesday 4 September *Staff training day*
Thursday 5 September **Students return to School**

Thursday 5 September to Friday 25 October 2024

Holiday: Monday 28 October to Friday 1 November 2024

Term 2 **Monday 4 November to Friday 20 December 2024**
Friday 6 December 2024 *Staff training day*

Holiday: Monday 23 December to Friday 3 January 2025

Term 3 **Monday 6 January to Friday 14 February 2025**
Holiday: Monday 17 February to Friday 21 February 2025

Term 4 **Monday 24 February to Friday 4 April 2025**
March 2025 (date TBC) *Staff training day*

Holiday: Monday 7 April to Monday 21 April 2025

Term 5 **Monday 22 April to Friday 23 May 2025**
May Day Bank Holiday *Monday 5 May 2025*

Holiday: Monday 26 May to Friday 30 May 2025

Term 6 **Monday 2 June to Wednesday 23 July 2025**
Wednesday 23 July 2025 *Staff training day*

Summer Holiday: Thursday 24 July to Wednesday 3 September 2025



Blessed Hugh Faringdon Catholic School & Sixth Form Centre

Dear Parents

I am delighted to welcome you and your family to the next seven years with Blessed Hugh Faringdon Catholic School. The purpose of this booklet is to provide you with details about the school and to emphasise that we take your role as partners with us in your child's education very seriously indeed. In short, we are determined to have the best communication with home of any school in the region.

You will be able to access information regarding homework via ClassCharts. We hold Parents' Evenings each year but also special information evenings relating specifically to your child's year group specific curriculum needs.

Each week you will receive from me the Head's e-newsletter called '*Heads Up*'. We also keep the school website up to date at www.hughfaringdon.org and, to get day-by-day updates, we operate a very active X feed @BHFCS, as well as a Facebook and Instagram feed. Finally, you will be given log-in details for ClassCharts and SIMS Parent App which allows you to monitor your child across a range of indicators in real time. If you are not able to access the internet for any reason, please let us know and we will ensure you receive paper copies of relevant information.

In addition to this range of communication, the most important relationship for you and your child is the Form Tutor. Please contact the Form Tutor regarding any questions and concerns.

Finally, may I wish your child a happy and successful time at Blessed Hugh Faringdon School.

Yours faithfully

A handwritten signature in black ink that reads 'Simon R. Uttley'.

Dr Simon Uttley
Headmaster

Our Mission and What Makes Our School Distinctive

1 Our School Motto:

**Nihil Nisi Deo, meaning 'Nothing without God:
Lively faith,
active minds and
the best place to learn and work'**

This means that we are founded on our Catholic faith and this belief informs all that we do. It is also the reason we welcome students and staff from all faiths and backgrounds and ensure that all of us – students and staff – can expect to be treated with dignity.

2 Character Education

We believe that as a school that believes in the God-given vocations of every child, and every member of staff, we are not only concerned with examination results, but also the kind of people we can become. Character education means that in all our learning, we look at how this learning can strengthen our positive character, as well as looking at how others, in history, have become better people through a proper study of the subjects we teach. This is why parents and carers will be told about how their child is developing holistically, not only academically.

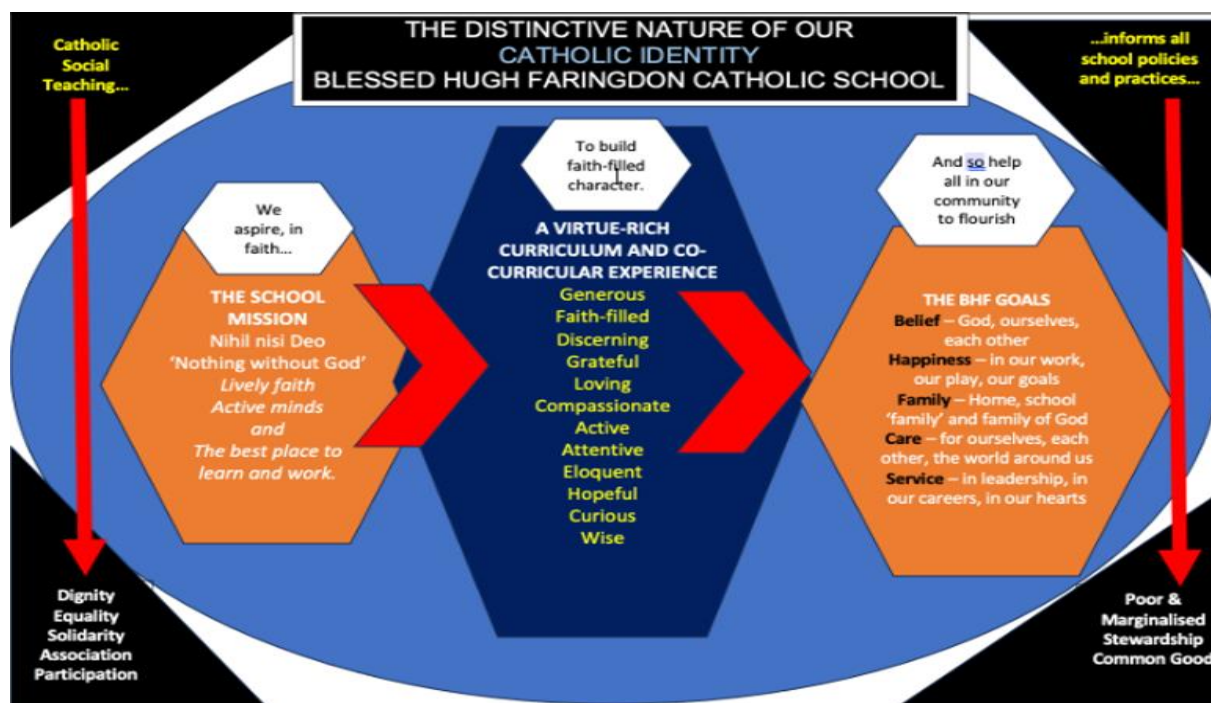
3 The Blessed High Faringdon (BHF) Way

When your child leaves Blessed High Faringdon, our hope is that they leave with a sense of belief, as happy people, as people who value family, as people who know the value of caring for others, and have had the experience of being cared for, and people who will offer service to their communities in whatever they go on to do.

4 Catholic Social Teaching

What is distinctive to a Catholic school is the belief that the school itself should reflect specific values in everything it does. Values such as solidarity – bringing people together, rather than separating them – Participation – everyone should be given a chance to thrive – and stewardship – care for the world around them.

All of these come together like this.



loving
hopeful
attentive
learned
curious
faith-filled
learned
wise
generous
prophetic
grateful
eloquent
discerning
intentional
compassionate
truthful
active



The Blessed Hugh Faringdon way



Belief-in God

in ourselves
in each other



Happiness-in our work

in our play
in our goals



Family –family and school together
school as family

family of God



Caring-for ourselves

for each other
for our world



Service-in leadership

in our career destinations
in generosity of spirit



Who was Blessed Hugh Faringdon?

Blessed Hugh Cooke of Faringdon was a Benedictine Monk and the last Abbot of Reading Abbey.

He was martyred near St James Church in Reading in the year 1539 because of his beliefs and commitment to the Catholic church during the reformation.

We mark this event each year during the month of November with a whole school mass followed by an afternoon of festivities in honour of his name.



Spiritual Life

Here at Blessed Hugh Faringdon Catholic School, we gather together every morning to pray, either as individual year groups or as tutor groups.

Our relationship with God is very important to us and at the centre of all that we do.

We have a school chapel and Mass is celebrated on a weekly basis, in addition to Holy Days.

Every pupil in the school has the opportunity to experience days of fun and prayer away from school in the form of retreats. These are organised by the RE Department.

On important occasions such as Blessed Hugh Faringdon Day in November and the Thanksgiving Day in July, we celebrate Mass together as a school.



School Prayer

Father
pour out your Spirit
upon our School
and grant us
a renewed vision of your glory
so that we may experience your power,
be faithful to your Word,
and consecrate ourselves to your service.
We pray that your love may grow among us,
and your kingdom come;
through Christ our Lord.

Amen

Uniform

Blessed Hugh Faringdon has its own distinctive uniform. There are good reasons for this. The most important is that our students come from a wide variety of backgrounds and uniform helps us create a sense of our school as a community. Moreover, smart appearance is very important for a student's self-esteem. Some of our students, understandably, like to show they can keep up with the latest trends in teenage fashions. This puts other students, and their parents who have limited resources, under unnecessary pressure. A school uniform removes these distractions and allows students to concentrate on their learning. We ask parents to resist reacting to each change of fashion where school uniform and hairstyles are concerned. Often what is fashionable is unsuitable for wearing at school.

Our compulsory school uniform and PE kit can be purchased online at www.valentinoschoolwear.com or by telephone on 01483 475051. Valentino Schoolwear also have a shop in school which is open every Monday from 10.00am to 2.30pm.

School Blazers and Ties

- These are **compulsory** items of uniform which Must be worn to school every day.
- All students are aware that blazers should be worn to assembly.
- Blazers can be taken off if the weather permits. students will be advised of these times.



Boys

Blazer: Maroon with school badge
Trousers: Plain grey (no jeans, chinos or other fashion trousers) – **not black**.
Shirt: Plain white school shirt
Tie: School tie
Jumper: V-Necked maroon (*optional under Blazer*)
Socks: Black or grey
Shoes: Plain black (**no boots, trainers, pumps or fashion shoes**)



Girls



Blazer: Maroon with school badge
Skirt: Banded school skirt available from Valentino Schoolwear Ltd. (**not optional**).
Trousers: Plain grey tailored flannel. School wear not fashion trousers – **not black**
Shirt: Plain white school shirt
Tie: School tie
Jumper: V-Necked maroon (*optional under Blazer*)
Socks/Tights: Plain white, grey or black socks or flesh or black tights – not patterned tights.
Socks & tights worn together are not allowed.
Shoes: Plain black (no trainers, boots, canvas or fashion shoes). Heels should be no higher than 5cms

Outdoor coats should be plain and dark in colour. Leather/PVC and denim jackets are not permitted. Hoodies of any colour are not acceptable.

PE Kit

Boys and Girls

- Black and white polo shirt with school crest or plain black polo shirt
- Black shorts with school crest or all black shorts with a small branded logo
- All black sport leggings only - Shorts must be worn over the top if wearing black sport leggings.
Normal cotton leggings are not allowed
- Black tracksuit bottoms (Only allowed a sports brand logo)
- Plain black football socks
- White sports socks
- Football boots and shin pads
- Trainers



Optional:

- School crested black tracksuit trousers
- School crested black fleece top
- Black thermal skin
- Kit bag

Please Note: the following are not permitted as part of the PE Kit:

- Hoodies
- Other colours
- Sport team emblems
- Sports leggings (lycra – no cotton)

All jewellery must be removed this includes earrings and also newly pierced ears, and long hair must be tied up for practical subjects such as PE for health and safety reasons.

School uniform and PE kit is available for purchase through Valentino Schoolwear

If you require any assistance with ordering, please contact the school office. Students will be instructed to remove any items of non-uniform.

School Bag

The bag must be capable of holding an A4 folder. Small fashion bags will not be allowed and will be confiscated if used. A rucksack style bag worn across both shoulders is recommended to alleviate problems of back pain later in life.

Nails

Students are **NOT** permitted to wear nail varnish, including gel, acrylic or artificial nails.

Jewellery

Students are allowed to wear **ONE** ring and **ONE** pair of small metal stud earrings in the lower ear lobe only.

All jewellery for PE must be removed this includes earrings and also newly pierced ears, and long hair must be tied up for practical subjects such as PE for health and safety reasons.

Bracelets are not allowed, and necklaces should be out of sight (unless for religious reasons).

NO other piercings, including nose studs, eyebrow and tongue piercings or tattoos are permitted.

Hair

Hair must be kept clean, tidy and of reasonable length.

Students should have their natural hair colour whilst in school, unusual, exaggerated, and coloured hairstyles which are deemed by the Headteacher to be excessively long or short, patterned corn rows and other patterned haircuts are not permitted.

Long hair must be tied up for PE / practical subjects.

E- Scooters

Please note: e-scooters are not permitted on school site. We will not allow these to be stored in our bike shelters – Parents will be required to collect these from school if they are brought in.

Under current legislation the riding of privately owned e-scooters is illegal on roads, pavements, cycle ways and any other public place. It is a road traffic offence, as defined under the Road Traffic Act 1988.

At the moment, e-scooters are covered by the same legislation as motor vehicles and are subject to all the same legal requirements - MOT, tax, licensing and specific construction regulations.

A privately owned e-scooter can only legally be used on private land and with the permission of the land owner.

Care of Property

Personal Property

We expect all our students to take great care in their use of facilities and equipment. Any damage should be reported immediately to a member of staff. Accidents will happen, but where there is a degree of carelessness, students will be asked to contribute to the cost of replacement. Students should be responsible for looking after their own property including all items of clothing, especially outdoor coats, bags and writing materials.

Mobile Phones

We discourage the bringing in of mobile phones or any mobile devices. However, if it is deemed necessary to bring such items to school **they can be handed into Reception in the morning and collected at the end of the school day.**

If a pupil is seen using a mobile phone or it goes off during a lesson the phone will be confiscated; the student may then collect, it at the end of the school day. If the mobile phone is confiscated for a second time, it will be necessary for you (the parent/carer) to collect it from school at a time convenient to you.

The school cannot accept any responsibility for loss or damage to such items and staff will not be deployed to search for such items in the event they go missing.

Lost Property

Students who find property which has been lost should hand it into Reception as soon as possible. If money or valuables are lost this should also be reported immediately to Reception. **All clothing, books, and other equipment should be clearly marked with the owner's name** so that the owner can be quickly located. Students should not bring to school large sums of money or items of great value. Parents are reminded that neither the school nor Governors accept responsibility for any property lost or damaged whilst in school. However, most household insurance policies can be easily extended to give the appropriate cover.

Students must always hand in items of any value to the PE staff when they are involved in physical activities.

Student Mobile Phone Protocol

- Phone **MUST NOT** be out in school except where teachers have given specific permission to do so in a lesson.
- Phones to be switched off and kept in bags at all other times including social times (break & lunch) and lesson transition.
- Phones to be turned off upon arrival to school gate and not switched on until students leave the premises at the end of the day.

Scenario

Outcome

- | <u>Scenario</u> | <u>Outcome</u> |
|---|--|
| <ul style="list-style-type: none">• First Offence | <ul style="list-style-type: none">• Phone confiscated by a member of staff and logged and securely placed in Main Office. Student to collect at 3pm. |
| <ul style="list-style-type: none">• Second Offence or failure to hand in immediately on the first offence | <ul style="list-style-type: none">• Phone handed in and placed in the Main Office. Parent contacted to collect at the end of the school day. |
| <ul style="list-style-type: none">• Further offences | <ul style="list-style-type: none">• Parents are required to collect phone from school and meet with a member of staff. |
| <ul style="list-style-type: none">• Refusal to hand over mobile phone | <ul style="list-style-type: none">• Student will be appropriately sanctioned with possible fixed period of internal exclusion. |

The School Day

There are **five** periods each school day and each day the same lesson times apply.

The timetable is as follows:

<i>8.30am</i>	<i>First bell</i>
8.35am	Tutor time
8.55am	Lesson 1
9.55am	Lesson 2
<i>10.55am</i>	<i>Break</i>
11.15am	Lesson 3
12.15pm	Lesson 4
<i>1.15pm</i>	<i>Lunch</i>
2.05pm	Lesson 5 - to include afternoon roll call
<i>3.05pm</i>	<i>School ends</i>

Equipment

Each day students should make sure they have their pencil case packed in their bag.

It should contain the following items:

- Pens
- Pencils
- Colouring Pencils
- Pencil Sharpener
- Eraser
- Ruler
- Compass
- Calculator
- Dictionary /Thesaurus

These are the tools of the trade and a full day's work cannot be completed without them!

In addition to a pencil case, they will need to pack their school books (which will be issued by the various subject teachers) and PE kit on the days when this lesson is timetabled.

It is also necessary for students to have a reading book at all times.

Form Tutor and Pastoral Support Assistants

Your child will be allocated to a tutor group and if you have any immediate worries or concerns, please contact their Form Tutor or KS3 Pastoral and Achievement Co-ordinator.

Attendance and Punctuality

Regular attendance is not only required by law, but it is essential if students are to make progress. The minimum expected attendance for all pupils is **96%**. In a secondary school, with different teachers for each subject, a short absence can result in a student missing a week's work in some subjects and it is very difficult to catch up. Poor attendance has increasingly serious effects as students get older and eventually makes it very hard for them to find a job. The only acceptable reason for absence is the child's illness. If you know that your child is likely to be absent, please notify the school as soon as possible.

You will be notified via GroupCall (see page 10) as soon as we know your child is absent. This helps school and parents to work together to improve attendance.

Certificates are awarded each term for 100% attendance.

Please do not book a holiday in term time.

The school does not expect you to take family holidays during term time as it disrupts your child's education. The Headteacher's permission must be sought before arranging any time off during term time. It is very unlikely any request for absence will be authorised.

If your child is likely to be absent for a long period of time but is able to work at home, please let their form tutor or head of year know so that work can be sent home.

A note of explanation, signed by the parent, should be sent in when the student returns to school.

It is very important for children to develop good habits about punctuality, not only in arriving at school but in moving from one lesson to another, and we hope parents will ensure that they leave home in good time.

At Blessed Hugh Faringdon we expect all students to arrive at school on time.

If a pupil is late for school and therefore late for Tutor time, **he/she will be detained at lunchtime that day for 30 minutes.** If a pupil continues to be late to school without good reason, then additional school sanctions will be imposed. In extreme cases, the Education Welfare Service will become involved.

Dental/Medical Appointments

Notes are also required for dental and medical appointments, although we would prefer if students do not have appointments during the school day.

If an appointment during the school day is unavoidable, students **must sign out at Reception and sign back in again on return to school.**

Illness at School

If a pupil feels unwell during the school day, they must report it to their class teacher before attending the medical room.

Parents will be contacted if urgent medical treatment is required (in which case, parents will be asked to go straight to the hospital).

Parents will also be contacted if their child is ill and they need to go home, so they can make the necessary arrangements to collect them. The school does not have a nurse on site, but an assessment will be made by a qualified first aider.

Please let the school know if any information about contacts, emergency numbers, doctors etc. changes.

It is very important that the information we hold is accurate.

Medicines

We have staff trained in First Aid to deal with accidents, however, we **DO NOT HAVE A NURSE**, and no staff are medically qualified.



We are not allowed to give students any medicine (including paracetamol) without prior written consent from parents. If you wish your child to be given paracetamol, or any other medication, please sign the appropriate consent form (available from Reception) and supply us with the required **medication in its original packaging, with instructions** as to when it is to be administered and the required dosage.

Homework

Homework is an integral part of the learning process and is a vital preparation for lifelong learning and later life. It encourages the students to develop the skills, confidence and motivation needed for independent learning. It is an ideal opportunity to develop research skills and to spend time reinforcing skills and concepts learned at school. It enables the student and teacher to manage particular demands on time, such as GCSE coursework. **It is an extension to school based learning and all students should be encouraged to undertake such tasks outside the classroom.**

Please support the school by providing a suitable area and encouraging your child to do their homework in an acceptable manner. If there are any difficulties experienced with homework, please contact their subject teacher, or contact the Head of Department directly.

A homework timetable is given to every student at the beginning of the school year.

Students will have reading homework every week this is something they will need support with. As I'm sure you'll appreciate, reading at home is as important as reading at school. Research shows that regular reading will improve a student's:

- understanding of vocabulary and spelling,
- understanding of punctuation and sense of sentence structures,
- ability to use their imagination,
- understanding of the world around them and of other cultures,
- ability to relax and focus on a single task for a sustained period of time.

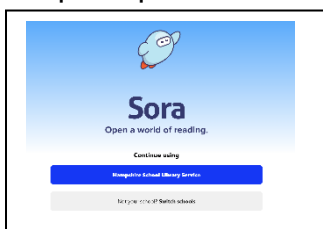
Interestingly, reading for just 20 minutes per day will expose a child to 1,800,000 words per year and mean they are more likely to achieve stronger academic success.

To support our students to continue to read at home, we are delighted to share with you our membership of the Hampshire School Library Service, an online library service, which is straightforward to access. In addition to a wide range of texts, the library also includes a range of audiobooks for those who may prefer, for example, to listen to a book at home, whilst on their journey to/ from school, when exercising, completing chores or even before going to sleep.

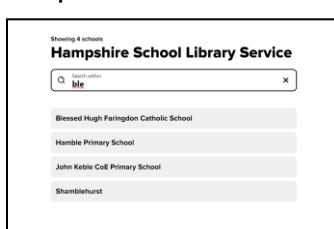
In order to access the site, please follow these 4 steps:

The website address is: [Sora \(soraapp.com\)](https://soraapp.com)

Step 1: open the link



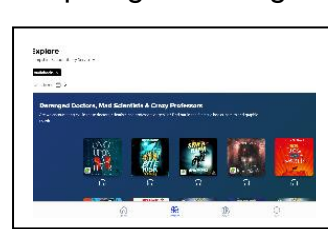
Step 2: search our school



Step 3: click on BHF



Step 4: get reading!



In addition, below are some other useful sites that you/your child may wish to use to help you decide what to read:

<https://www.lovereadingschools.co.uk/>

<https://schoolreadinglist.co.uk/category/reading-lists-for-ks3-pupils/>

<https://www.goodreads.com/>

<https://www.booktrust.org.uk/booklists/1/100-best-12-14/>

ClassCharts



Most homework is set via ClassCharts. Teachers will set most homework via ClassCharts Homework Tab. This will display a list of homework tasks and notifications that your child has been assigned to. You will also be able to view your child's behaviour record.

You will receive a Parent Code to access ClassCharts. Students will access using their school e-mail address and password.

Microsoft Teams

In the event that your child is required to attend lessons remotely this will be assessed via Microsoft Teams online lessons. Students access using their school e-mail address and password.



Assessment

Assessment of students' work is an important part of the learning process. Students' work is regularly assessed during the course of each year. These assessments take a variety of forms including end of unit tests and regular assessment of classwork, homework and coursework.

Reports are sent home three times a year – Autumn, Spring and Summer.



SIMS Parent

You will be invited to SIMS Online Services, once registered you will be able to login and see information on your child's, or children's, attendance, behaviour, timetable, attainment and you can download school reports.

Login details will be issued via your email address; therefore, it is crucial that we have a current e-mail address recorded for you.

Once your child is on roll, you will receive an e-mail from SIMS Online Services inviting you to register. Please follow the link in this e-mail, you won't need to remember any additional login details as you'll link with your existing Facebook, Twitter, Google or Microsoft account

Rewards and Recognition

At Blessed Hugh Faringdon Catholic School, we want to recognise the hard work and achievement of all pupils. To help achieve this we stage rewards and achievement assemblies three times each year to celebrate hard work and achievement. Pupils are awarded certificates for the following:

- Outstanding attendance
- Excellent punctuality
- Effort and achievement in lessons

Each week the Headmaster selects the “Headmaster’s Student of the Week” for a standout student. We also hold weekly Deputy Headteacher Breakfasts with Mr Windsor, where a group of students are invited to attend a celebration breakfast. This recognises students’ hard work, dedication, and contribution to the school community.

In July we run what we call the ‘Success Bus’ trips. These are trips for pupils who have worked hard and behaved excellently in lessons. Pupils have the opportunity to go to Marwell Zoo, Chessington World of Adventure or Thorpe Park for the day depending on their Year group.

School Colours

As a school, we are proud of our students. Proud of their achievements, talents and commitment to not only their study, but to their extra-curricular activities and interests.

At Blessed Hugh Faringdon Catholic School, we celebrate the whole child.

Our school colours are an important part of our student’s identity, celebrating their excellence in and outside of school.

It is important for us to not just recognise outstanding academic achievement but also the amazing work our students do in the local community, our school community and their dedication to sport, drama, music and other competitive activities. School colours will be awarded at Celebration Assemblies throughout the year.

We rely on students to apply for their colours. We welcome nominations from parents, too.

For school colours to be awarded, each student must be a participant for a minimum of three months.

For external activities, we will require evidence of activity – such as an invite from a Musical Director, a reference from a coach or a rehearsal schedule. Please ask your child’s Head of Year if you are unsure.

Behaviour for Learning

The school is committed to providing a positive culture of learning and expects all pupils to be courteous, considerate and cooperate with others

The Behaviour for Learning policy has been designed to provide both a choice and a consequence for pupils and has six levels of sanctions that pupils can go through on a scale of C1 to C6

- C1** First verbal warning by classroom teacher
- C2** Second verbal warning by classroom teacher
- C3** One hour after-school detention
- C4** Referral to Head of Year and KS3 Pastoral and Achievement Coordinator
- C5** Suspension
- C6** Permanent exclusion (Headmaster only can permanently exclude).

C3 Detentions:

If your child is given a C3 detention, you will also receive a text message 24 hours before the detention. **It is the responsibility of your child to attend the detention.**

- **C3: Stage 1 Behaviour Detention:** these are held on Monday, Tuesday, Wednesday, and Thursday after school and run for **20 minutes** held in the department area.

If a student does not attend because they are absent that day, they will be reissued that detention. If the student was present at school and has not attended, their detention will escalate to **stage 2**.

- **C3: Stage 2 Behaviour Detention:** these are held on Tuesday, Wednesday, and Thursday after school and run for **one hour** and run by **Subject Leader or a Head of Year**

If the student does not attend because they are absent that day, they will be reissued that detention. If the student was present at school and has not attended, their detention will escalate to **stage 3**.

- **C3: Stage 3 Behaviour Detention:** these are held on a Friday after school and run for **one hour** and run by a member of the **Senior Leadership Team**.

If a student does not to attend, a meeting will be arranged between Parents, Head of Year and the Senior Leadership Team lead, and the detention will be reissued. If the student fails to attend again, they will be issued a C4 Internal exclusion for 'gross misconduct'.

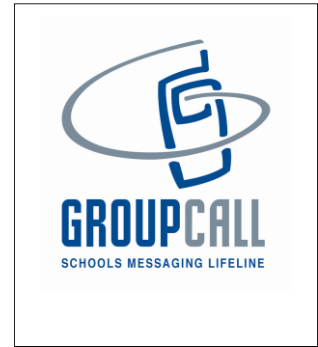
If your child receives a C4 then we consider this a serious breach of the school's behaviour code. Your child will be Referred to the Head of Year and KS3 Pastoral and Achievement Coordinator and appropriate action taken. This may result in an internal exclusion, and you will be informed. It is important with the C4 that the issue is resolved so that your child can return to lessons. This can either be done by telephone, or in some cases it may require you to come into the school to resolve the issue.

If your child receives a C5 they will be externally suspended for a fixed period of time. A C6 is a permanent exclusion that can only be authorised by the Headmaster. Hopefully, this will not happen to your child.

GroupCall

We have a facility in school which will allow us to contact you quickly and efficiently. The system is called GroupCall.

GroupCall gives us the ability to send text messages to your mobile phone. We will also use it to send you emails. This facility enables us to get a message to one parent or the whole school very quickly.



To ensure that e-mails do not end up in your spam or junk files, please add 8705411@groupcallalert.com to your safe senders.

We may use the GroupCall system to advise you of the following:

- School Closures
- Advise / acknowledge that your child is absent from school
- Detentions
- Changes to meetings and after school events
- Unauthorised absence reminder notices
- Parents' evenings
- School trip reminders and updates
- Upcoming special school events
- General information about what is going on at school
- Notification that reports, letters and newsletters have been sent home

Depending on the reason for contacting you, we will either send an email or a text message to your mobile phone. We may also choose to send some messages in duplicate (i.e., via text and email).

GroupCall will be our first method of reaching parents, so it is important that your contact information (*mobile telephone number and email address*) is kept up to date.

Please ensure that the school office has all your current contact details, especially your current mobile phone number and email address, and advise us immediately if these change.

Thank you.

Lunch Time Arrangements

Harrison Catering Services provide a wide variety of food in a fun environment for students during morning break and lunchtime.

Every day students will be offered an interesting and varied range of hot and cold choices, including traditional home cooked dishes, continental and oriental dishes, freshly prepared vegetables, salad pots and pasta salads.

For any information, or to discuss particular dietary requirements, please contact the Catering Manager at school.

School meals are available for all students.

A tariff is displayed in the dining area along with the weekly menus and is also available on the school website.

There are various **healthy options** available daily, which you may wish to discuss with your child.

Sandwiches – students who bring sandwiches may eat them in the main hall, under the canopy in the front quad or under the canopy on the Tennis Courts. They may purchase food from the dining hall as well if they wish. Some examples from the current pricing structure menu, please be advised that prices may vary and are subject to change.

Meal Deal (Main Meal & Pudding): £3.00

The Main Meal £2.76, the Menu is based on various themed days such as:

- Curry Day
- Mac N Cheese
- International Day
- Roast Day
- Noodles
- Fish & Chips

Hot To Go	from	£2.54	Breakfast Wrap	from	£2.44
Pizza	from	£1.96	Sandwiches/ Baguettes/Wraps	from	£2.12
Pasta Pots	from	£2.07	Toasty	from	£1.59
Salad Bar	from	£2.33	Fresh Fruit Pot	from	£1.06

Drinks

Coffee	from	£1.59	Hot Chocolate	from	£1.59
Selection of cold drinks	from	90p			

(Above are 2023/2024 prices, there will be a price increase for 2024/2025)

Prices will be increasing in the forthcoming school year.

Please remember, all items must be paid for when purchased. We operate a cashless catering system. Please see next page for further details.

Free School Meal (FSM) the current free school meal allowance is **£3.00**, this amount is added onto your child's canteen account daily for school days. The free school meal allowance will cover the cost of the meal deal which is the main meal of the day plus a pudding or small bottle of water; any allowance not spent will not transfer to the following day. Ideally the allowance is intended to allow the student to purchase the main meal at lunchtime however there is no restriction on this. Should you wish your child to be able to purchase items over and above the allowance then please ensure that their ParentPay account has sufficient funds as there is no credit facility. Students are of course welcome to bring food from home.

Students must remain on the school site during the lunch break.

Payments to School

Cashless Catering

We operate a cashless catering system to provide an efficient, fast, and high quality of service in our canteen. This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. It uses facial recognition so there is no need for students to carry a card or remember a PIN as the system will recognise your child at the tills. These systems are widely used in Secondary Schools around the country.

Any amount can be paid into a student's account, and any money spent on food and drink will be deducted on a daily basis. Payments to the Cashless Catering system are made online via ParentPay. A daily 'spend' limit of £5 is programmed into the system. This can be decreased or increased for an individual student by making a written request to the school Finance Office or by email to: finance@hughfaringdon.org

As per current legislation all pupils will have an annual photograph taken for safeguarding purposes. We will also use a photograph to enable facial recognition in the canteen. If you do not want the photograph of your child used in this way, you can email the school.

ParentPay

The school is a cash free environment, and we use ParentPay to allow parents to make payments for all school trips and canteen services. You will receive a letter with instructions to activate your account. If your child uses the school canteen services, you must ensure that the account is kept in credit.

(Free School Meal allowance is automatically added onto your child's ParentPay account daily for school days. Any money not used within that day **cannot** be transferred to the following day).



Already have a ParentPay account?

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the **Add a child** tab on your home page. You will need the activation username and password from your instructions letter to do this.

New to ParentPay?

You will have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.

If you have two or more children at a ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the **Add a child tab** on your home page. Please visit www.parentpay.com and activate your account via the **Account login** area on the home page of the site.

ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away.

NB: Information given in this booklet is an overview only, please refer to our school website for full policies.

*'Be not afraid,
I go before you always,
come follow me
and I will give you strength'*