



Welcome

Guide

NDHS

LIFE TO THE FULL

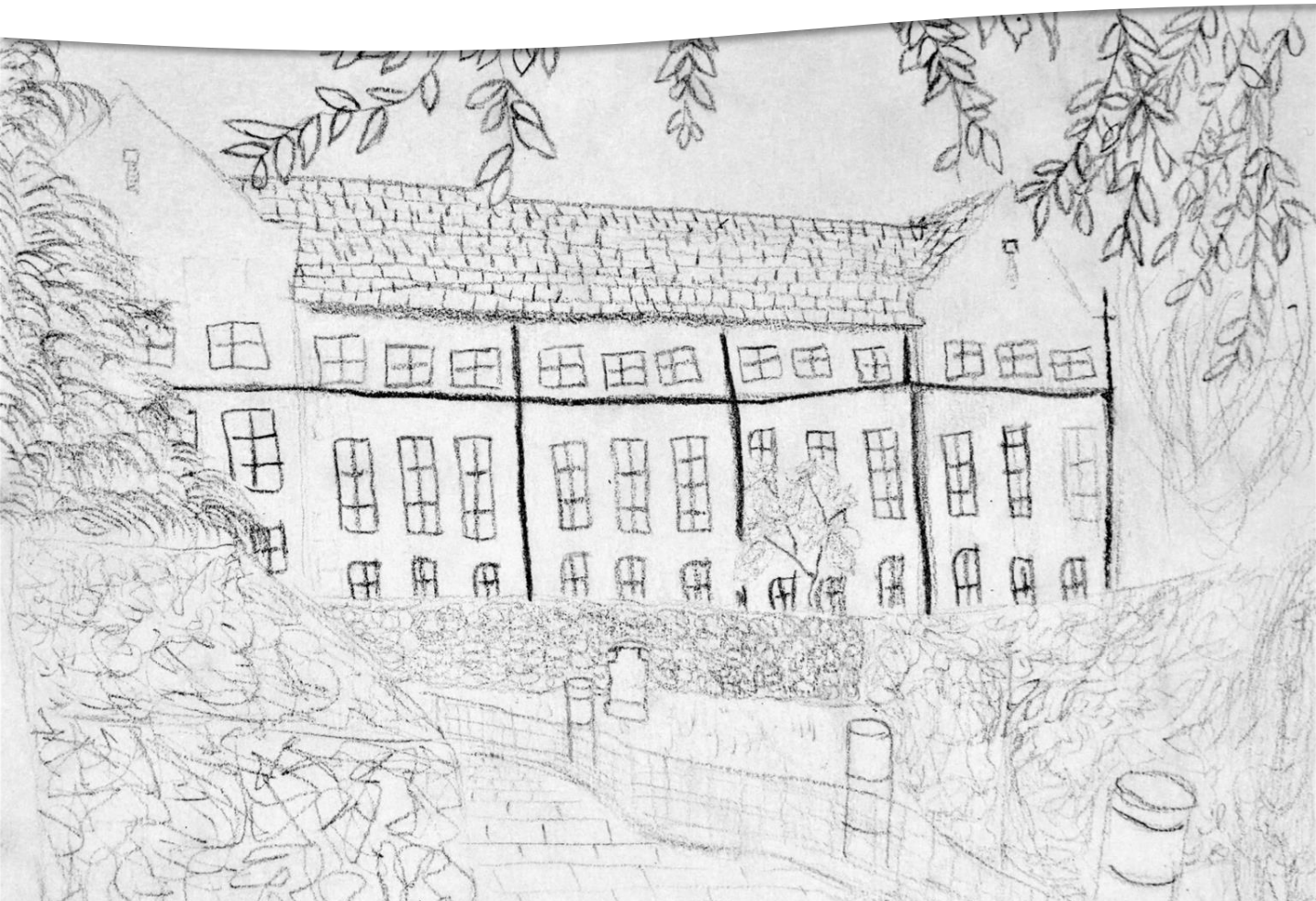


Our Mission Statement

**'I have come
so that they may have life
and have it to the full' (John 10:10)**

We are a joyous and inclusive Catholic school,
inspired by the love of God and the teachings of Jesus,
specifically faith, hope, forgiveness and peace.

Our community is committed to
a rounded education that develops knowledgeable,
morally informed and compassionate young leaders.



Welcome To Our School



Welcome to our school - current pupils made this booklet to help you.

They have thought about all the things that they wanted to know when they first arrived at Notre Dame and who to ask for help.

Notre Dame is a really friendly community, that helps us all to live **life to the full!** We can't wait to help you settle in.

Hi, I'm Mrs Bryant. I will be your Pastoral Support Worker.

I'm here to help you when you need support and advice.

I'm really looking forward to seeing you all soon and getting to know you all.



'Have hearts as wide as the world'
St. Julie Billart

Friendly Faces



Mr Pinnington
Headteacher
tpinnington@



Dr Stevenson*
Deputy Head
sstevenson@



Mr Croucher
Deputy Head
jcroucher@



Mr Maxwell
Head of Year
smaxwell@



Mrs Murphy*
Pastoral and
Attendance Lead
jmurphy@



Mrs Bryant*
Senior Pastoral
Support
jbryant@



**Mrs
Riseborough***
Pastoral Support
lriseborough@



Mrs Johnston
Lead Mental
Health Support
ejohnston@



Mr Butters*
Safeguarding
dbutters@



Mrs High
Learning Support
shigh@



Mrs Martin*
Learning Support
gmartin@



Mrs Pointer
Learning Support
cpointer@



Mrs Aldred
SENDCo
kaldred@



Father Sean
Chaplain
chaplaincy@



Mr Savage
Lay Chaplain
asavage@

*** = Our
Safeguarding
Team**

**All our email
addresses finish
with @ndhs.org.uk**

Stars and Sunflowers

In our Chapel, the ceiling above the altar is full of golden stars. They are different sizes, point in different directions, with different spaces between them. Together they make an awe-inspiring starry sky.



In the same way, we are an inclusive community in which everyone shines in their own unique way. Together we illuminate and inspire each other's lives.

St Julie started a community of nuns called the Sisters of Notre Dame de Namur, in Belgium.

As their community grew, they started schools around the world.

St Julie's most important message is to be like a sunflower that always turns towards the sun.

In our lives we should always focus on what is good for us.

How good is the good God'
St. Julie Billiart



Positive Relationships

We are a joyous, inclusive and forgiving community. Our most important lesson is to learn how to treat everyone with equal care and respect.



Our healthy relationships help us to better understand ourselves, each other and our world.

Therefore, we must all avoid the following:

Bullying is saying or doing something, more than once, to deliberately hurt or upset someone else. It can be physical, verbal or indirect (spreading rumours, excluding you, or posting info about you online).

Racism is treating someone differently or unfairly simply because they belong to a different race or culture.

Sexist and **Homophobic** bullying are when someone feels bullied because of their actual or perceived gender or sexuality.

What to do

Be as confident as you can and walk away if you need to. Tell a friend, a family member, your Form Tutor/ Head of Year, Pastoral Support Worker or any adult in school. Together we will agree on how to resolve the issue. Look in your planner for more advice on how we can help.

Jesus said 'Love one another as I have loved you'
John 13:34

Staying Safe Online

Cyber bullying is when a person uses any device to hurt another person.

To stay safe online, follow this advice:



Stay Safe - Be careful who you give your contact details to and who you allow to be your friend on social network sites.

Keep Control - Make sure you have the right policy settings on social network sites.

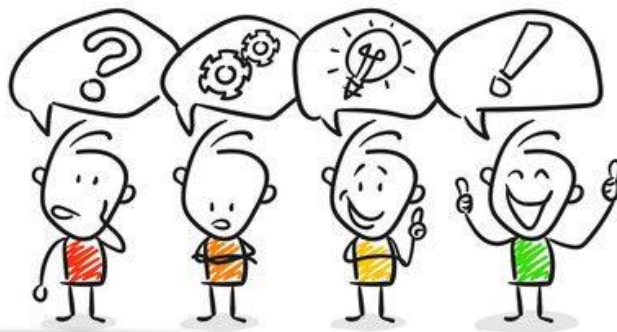
Respect Others - Be careful what you say and send, especially photos and videos. They could stay online forever.

Don't Reply - Never retaliate, or reply if someone hurts you.

Keep Evidence - Save messages and take screenshots

Report It - Tell an adult you can trust at home and/or in school. Also report it to the website provider and/or CEOP.

Find Out More - Visit the Year 7 Students Page on our website.



'Treat others and the planet as you would wish to be treated' The Golden Rule

Your Planner

Becoming a young adult is all about being able to do things for yourself and being independent.

Planner & Home Learning

It is important that you look after your planner and use it to stay organised.

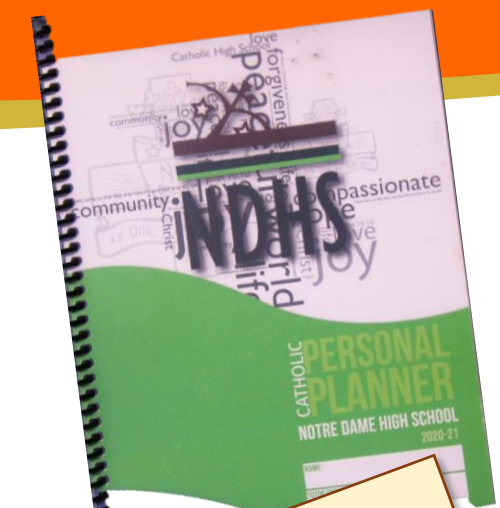
You need to bring your planner to every lesson.

Your parent/carer must check and sign it once a week.

Your Form Tutor will also regularly monitor it.

When you get a home learning task, record it on the day that it is due. You will get short tasks that need to be done within a few days and/or project tasks that last up to a half term.

Your planner is full of other useful information including all the key dates for the year, prayers and even a map to help you find your way around the school.



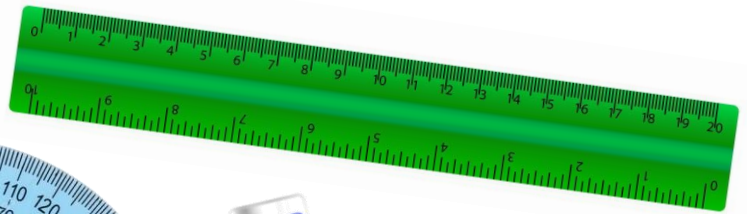
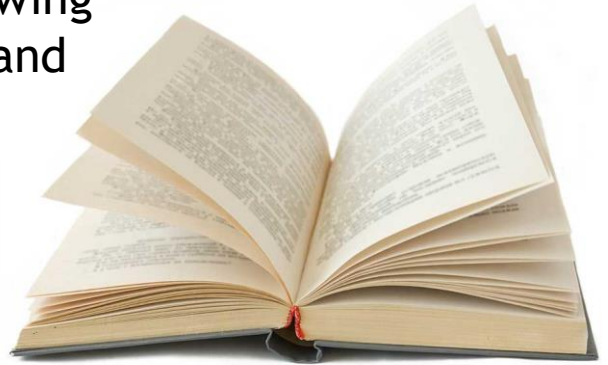
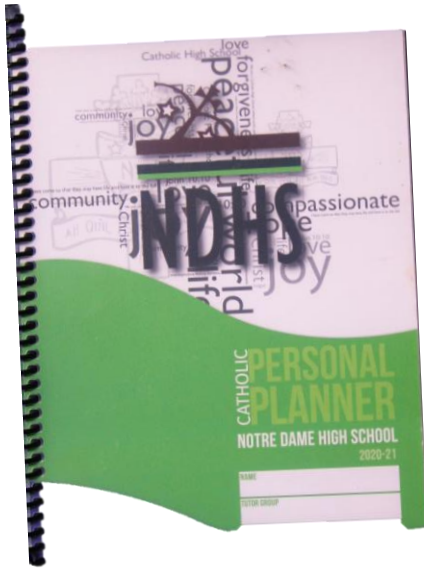
Get your
planner signed
each week!



'Do not be afraid to dream of Great Things'
Pope Francis

Being Organised

Every day you must bring the following items including a spare black pen and a blue pen for self marking. You will also need a reading book.



'We have different gifts, according to the grace given to each of us.' Romans 12:6

Refectory

We have a wonderful refectory that serves a very wide selection of food (including vegetarian options) and drink at first break and lunchtime.

Please talk to our team if you have any allergies and need to know what is in any dish. We will advise you on your food choices.

We have a cashless system. This means that you need to have some money on your WisePay Account. You can then pay either by using your thumb, or a special card that we will give you.

We use cutlery and packaging that is either biodegradable or easy to recycle.

Sample Menu



Courses	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	50% Plant Based Bolognese, Garlic Bread & Salad	Marinated Chicken Pieces, Wings & Sides	Roast Pork Loin Apple Sauce Apricot & Parsley Stuffing, Gravy	Delhi Tikka Chicken Masala, Rice and Sides	Battered Fish, Chips, Peas, Lemon & Tartare Sauce
	Quorn Mince Ragu	Spicy Bean Burger, Sweet Chilli & Lettuce	Mac n Cheese	Mughlai Vegetable Korma, Rice & Sides	Fajita Spiced Vegetable Fajitas
	Pepperoni Pizza Slice	Cheese Panini	Margherita Pizza Slice	Triple Cheese Panini	Fish Finger Ciabatta, lettuce & mayo
	Triple Cheese Panini	BBQ Chicken flatbread	Chicken Fillet Burger, salsa & cheese	Tandoori Chicken flatbread	Pasta Kitchen
	Vegan Rice Bowl	Pasta Kitchen	Noodle Street	Pasta Kitchen	
Desserts	Chocolate & Mandarin Brownie	Peach Upside Down cake	Toffee Apple Crumble	Lemon Drizzle	Jam & Coconut Sponge

MENU 1

Some dishes may vary and are subject to availability.

‘Go eat your food with gladness’
Ecclesiastes 9:7

Positive Behaviour

DOs and DON'Ts

You must attend school in the correct uniform.

If you arrive after 9:05 you must sign in at the Pastoral Office.

Mobiles MUST be switched OFF once on school site. If you use it during the school day it will be confiscated and you will receive an ASD (After School Detention). Any valuables that you bring into school are your responsibility to ensure they do not get lost, broken or stolen.

You must have permission from a member of staff to not attend a lesson. You must sign out in the Pastoral Office if you need to leave the site before 3:30.

If you do not have a legitimate reason for missing a detention, you will be given a more serious sanction.

If you behave inappropriately whilst off school site and can in some way be linked to the school, you will receive the sanction for the same behaviour on site.

Do not bring into school anything that is illegal and/or could harm someone.

Behaviour Policy

Stage 1	Verbal warning
Stage 2	Recorded warning
Stage 3	Time Out / Dept. detention
Stage 4	Head of Year / LSC support
Stage 5	Senior Leadership support

Sanctions

Bromcom Event: A statement is recorded on your record. Your family can view online and in your report.

Lunchtime Detention: Given by a Dept. and recorded in your planner.

Time Out: Given by a Teacher. You spend the rest of the lesson in the Learning Support Centre. Recorded on Bromcom.

After School Detention: Given by your Head of Year and recorded in your planner. Takes place on Wednesday from 3:30 – 4:30.

Formal School Detention: Given by your Head of Year and recorded in your planner. Involves an interview with a Senior Leader. Takes place on Friday from 3:30 – 4:30.

Inclusion: You attend school, but are supervised in the LSC. Recorded on Bromcom.

Suspension: Given by Head teacher. You do not attend school for a fixed period. Your family is informed by phone and letter. You attend a reintegration meeting before returning to lessons.

Attendance

Every student should aim for 100% attendance - it's that simple

80% attendance is equal to:

- missing a day every week
 - missing over 4 weeks of school in the year
 - missing half a year of school over a 5 year period
 - missing approximately 100 hours of lessons in the year
- so, even 90% attendance needs to be improved upon ... to 100%
- The school's GCSE results clearly show the relationship between good attendance and good attainment at GCSE.

Requests for leave

School only authorises leave in extenuating circumstances such as a day for a funeral. A request for leave must be submitted on a form available from the 'parent section' of the schools' website/under policies/Holidays in Term Time or from The Pastoral Office. This form must be submitted no less than 2 weeks before the leave starts. Please give this form to the pastoral office.

Arriving on time

Form registration starts promptly at 8:50am and closes at 9.05am.

If you arrive after 8.50am this will be recorded as late.

If you arrives after the registers have closed at 9.30am you will be recorded as absent for half a day.

Punctuality is paramount –

8.50 is the start of the school day – regardless of the distance you need to travel.

Punctuality to lessons is also paramount to your learning and others.

Illness

The school must be contacted on every day of any illness, if not you will be recorded as an unauthorised absence (email

pupilabsence@ndhs.org.uk) – we will not assume that you continue to be absent due to illness unless your parent/carer informs us of this on a **daily** basis. The school has the right to ask for medical evidence to cover longer absence for illness (i.e. medical certificate/prescription). Further information in respect of support for students with medical needs may be found in the school Medical Needs Policy. More information regarding attendance can be found in the School Attendance Policy.

Our Routines & Rituals

Daily Routine

8:50	Registration
9:05	Period 1 Lesson
10:10	Period 2 Lesson
11:00	First Break
11:30	Period 3 Lesson
12:30	Lunch
1:30	Period 4 Lesson
2:30	Period 5 Lesson
3:30	End of School Day

Prayer Routine

Mon	Assembly, Sports Hall
Tues	Scripture Soundbite
Wed	Lord's Prayer
Thurs	Words of Wisdom
Friday	Thanksgiving



Autumn Term

Whole School Mass, Cathedral
Founder's Day and Sponsored Walk
Christmas Fayre
Carols and Cookies Celebration
Advent Candlelit Chapel Service
Advent Concert
Whole School Advent Celebration

Spring Term

Y7 Mass Candlemas & Feast of St Julie
Lent Chapel Service and Reconciliation
CAFOD Appeal and Comic Relief
Whole School Lent Service

Summer Term

Refugee Week
Y7 Retreat Days
Sports Day
Summer Concert
Whole School End of Year Celebration

'For everything there is a season, and a time for every matter' Ecclesiastes 3:1-8

Our Houses



Our students belong to four different Houses. They are named after famous places of pilgrimage.



JERUSALEM



ROME



SANTIAGO



WALSINGHAM

Each half term we have a House Assembly which gives us an opportunity to be with students from all year groups in the school.

In the Autumn Term we choose charities for each House to support and raise money through our Sponsored Walk.

The positive credits that we get through the year are totalled for each House each half term.

At the end of the year the winning House is awarded the House Cup.

Our Sports Day in the Summer is also a House Competition.





ATTITUDE TO LEARNING

- I am focused
- I am motivated to progress
- I am willing to try new challenges
- I learn from my mistakes and respond to feedback
- I help others to learn



COMMUNITY

- I am kind and caring
- I put the needs of others first
- I listen and show respect
- I co-operate and support
- I lead by example
- I support the wider community



SKILLS & KNOWLEDGE

- I retain new knowledge
- I practice new skills
- I communicate my ideas clearly and with confidence
- I am creative in applying my skills and knowledge in new ways



‘Do not be afraid to dream of great things.’ Pope Francis



NDHS
LIFE to the FULL

Our Uniform

If you look smart, you are showing our community that you are keen to do your best.

Notre Dame School Uniform is compulsory for all students in years 7-11. If in doubt, always check our Uniform Policy.

If you are not wearing the correct uniform, you will be sent to the Pastoral Office to explain why. This will result in a sanction and if not resolved will lead to not being allowed into lessons until you are appropriately dressed.

Jewellery is generally inappropriate for school and can be a hazard. Therefore, it should be limited to a watch and one pair of small stud earrings to be worn, one in each lobe of each ear. No other body piercings are permitted, covering of such with plasters is not sufficient, nor are clear plastic piercings permitted - nose studs or rings may not be worn in school.

Only official school badges should be worn on uniform.

Tattoos (even Henna types) are not permitted. (It is illegal for anyone to tattoo you if you are under 18).



Our Uniform

Hairstyles should not be extreme, this includes unnatural colours or sharp contrasts in colours. Sharp contrasts in length or patterns shaved into hair are not allowed. Hair accessories should be discreet and functional.

Make-up is not allowed in Years 7 - 9. In Years 10 & 11 make up may only be worn if it is discrete. Nail varnish, false nails and false eyelashes are not allowed.

The final decision on the suitability of student appearance rests with the Headteacher. In some cases the student may be sent home to change into appropriate uniform.

Blazer	Plain black blazer with pre-sewn on ND Badge (no rolled-up sleeves)
Shirt	Plain white. Must be worn tucked into trousers or skirt with top button to be fastened.
Trousers	Plain black, tailored. No turn-ups, cords, patterns, denims or fashion trousers. Trousers should cover the ankle. If a belt is worn it must be plain black and not have a large buckle.
Skirt	School bottle green, pleated. No more than 2 inches above or below the knee.
Shorts	Plain black tailored shorts (Summer Term Only)
Tie	Years 7-10 green striped tie. Y11 – Dark green and rust stripe.
Jumper	(optional) School bottle green 'V' jumper with logo.
Socks & Tights	Plain black ankle socks. Plain black tights.
Shoes	Plain black, polished no logo. Must be suitable for school. Trainers, suede or canvas shoes, boots & ankle boots are not allowed. High heels are considered dangerous on the grounds of health and safety and not allowed.
Coats	No logos, no hooded sweatshirts no denim (removed at the gate).
PE Kit	Compulsory for all students :- Plain Black shorts with school logo or <u>no logo</u> , white polo shirt with school logo, Black Mid Layer Top with logo, Black football socks, trainers, Plain black tracksuit bottoms with school logo or <u>no logo</u> (optional). Or Black/Green reversible rugby shirt with school logo, Plain black shorts with school logo or <u>no logo</u> , Black football socks, white polo shirt with school logo, trainers, football boots. Plain black tracksuit bottoms with school logo or <u>no logo</u> (optional).

Where To Go For Support?

Student Reception

Student Reception is in St Catherine's Courtyard. We are on hand to offer any help and advice you need at any time during the day.

Pastoral Office

The Pastoral Office is based in St Julie's just off Main Reception. This is where you will find the Heads of Year and the Pastoral Support Workers. If you need to report an issue or just want to have a chat you can visit the Pastoral Office during breaktime, lunch, or after school until 4pm. If you arrive after registration, or need to leave before 3:30pm, this is where you need to sign in or out.

Chaplaincy Office

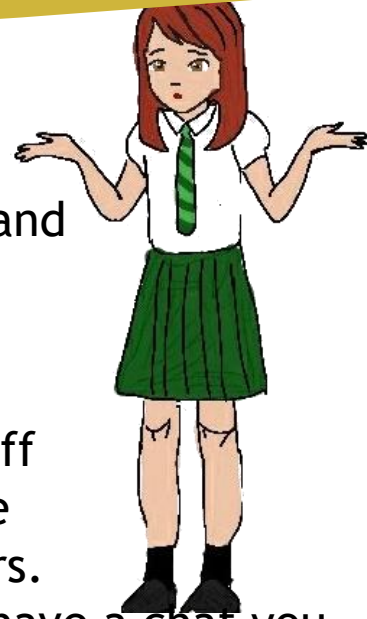
The Chaplaincy Office is in St Catherine's Courtyard. You are welcome to drop in for a chat with Mr Savage any break time, or lunchtime.

Our Chapel

You are welcome to visit the Chapel anytime outside of lessons. It is a place to go when you need some peace and calm.

You are welcome to light a candle for you, or anyone else you wish to pray for.

We have Mass every Thursday from 8:20-8:45am. Students and staff are very welcome.



‘All shall be well’ Julian of Norwich

Sr Mary's Library

Our Library is based in St John's Building. It is full of fiction and non-fiction books that you can borrow and take home for up to 3 weeks.

It is important that books are returned by their due date so that they can be borrowed by other students.

We have computers that you can use for homework and research. You can also print off work.

Our progress mentors are available at lunchtime and after school to support you with homework and researching topics.



Reckless words pierce like a sword, but the tongue of the wise brings healing. Proverbs 12:18

Our website ndhs.org.uk

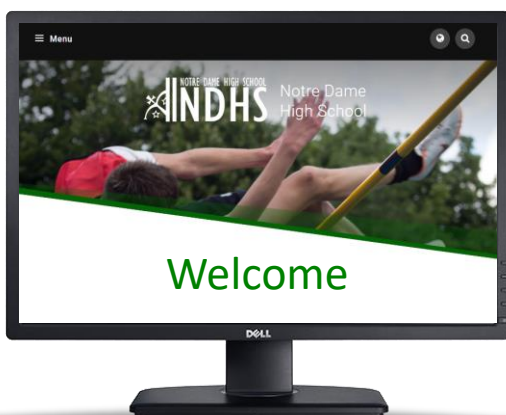
The home page has a latest news section with our weekly theme and daily announcements. There is also a calendar with all the key events throughout the year.

We produce a fortnightly newsletter which is emailed to parents/carers and can be accessed from the homepage.

There are shortlink icons at the top to My Child at School (MCAS) and Wisepay.

At the top you'll find a special menu devoted to Students. It gives you access to all our online learning tools and email. There are pages to help you with your wellbeing and careers advice. We also give you updates on what clubs and activities you can get involved in.

There is also a special menu for parents/carers giving more detailed info about all aspects of school life and who to contact when you have a question.



'Aspire not to have more, but to be more'
St Oscar Romero

Notre Dame App

Why should I use the Notre Dame App?

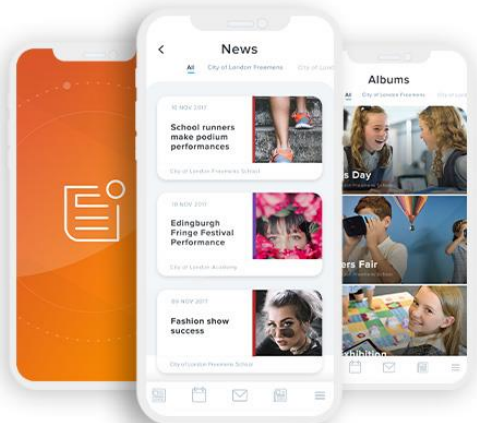
- Get notifications on the latest news and info
- Stay up to date with a special page of key info for your year group
- Enjoy photo albums of special events such as Sports Day
- Click on the TODAY tile for daily updates of available activities, room changes etc.

How do I access the App?

- Simply download and install the 'School News' App from your App Provider
- Search for our school with the postcode NR13PB
- Navigate the menus at the bottom of the App

What does it show?

- Latest news items and a quick link to TODAY
- Calendar of upcoming events
- Albums of images from recent events
- Click on the menu icon (3 lines) to view a page of regularly updated info for your year group



'Let us always go on sowing the good seed'
St Julie Billiart

SCHOOL COUNCIL

Why do we have a School Council?

We are an inclusive community that celebrates its diversity. We want to meet the needs of every person. Each of us has a unique set of skills and ideas to contribute. Together, we enable our community to flourish.

How does it work?

Each year the whole community elect our Head Students. We have 3 Council Teams: Years 7 to 9, 10 to 11 and 6th Form that meet once a half term. To join your team, complete an application in September.

What have we achieved?

In the past year we have:

- Selected charities and raised over **£18,000**
- Established our new rewards system
- Raised awareness on gender equality issues
- Improved toilet and water fountain facilities
- Successfully campaigned for a Summer Uniform
- Established Duke of Edinburgh Award (DofE)



SPONSORED WALK

Our Buildings



St Mary's (M10-M26)



St Julie's (J10-J23)



St John's (10-46)



St Catherine's (C10-C22)



St Paul's (S10-S29)



Lady Julian's
(L10-L32)



St Peter's
(P10-P29)

Chapel



Fire Evacuation Plan

8 ---- 8
8 ---- 7
8 ---- 6
8 ---- 5
8 ---- 4
8 ---- 3
8 ---- 2
8 ---- 1

Year 8

7 ---- 8
7 ---- 7
7 ---- 6
7 ---- 5
7 ---- 4
7 ---- 3
7 ---- 2
7 ---- 1

Year 7

Lower Playground

10 ---- 8
10 ---- 7
10 ---- 6
10 ---- 5
10 ---- 4
10 ---- 3
10 ---- 2
10 ---- 1

Year 10

9 ---- 8
9 ---- 7
9 ---- 6
9 ---- 5
9 ---- 4
9 ---- 3
9 ---- 2
9 ---- 1

Year 9

12/13
12/13
12/13
12/13
12/13
12/13
12/13
12/13

Year 12/13

11 ---- 8
11 ---- 7
11 ---- 6
11 ---- 5
11 ---- 4
11 ---- 3
11 ---- 2
11 ---- 1

Year 11

Headteacher

12/13
12/13
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12/13

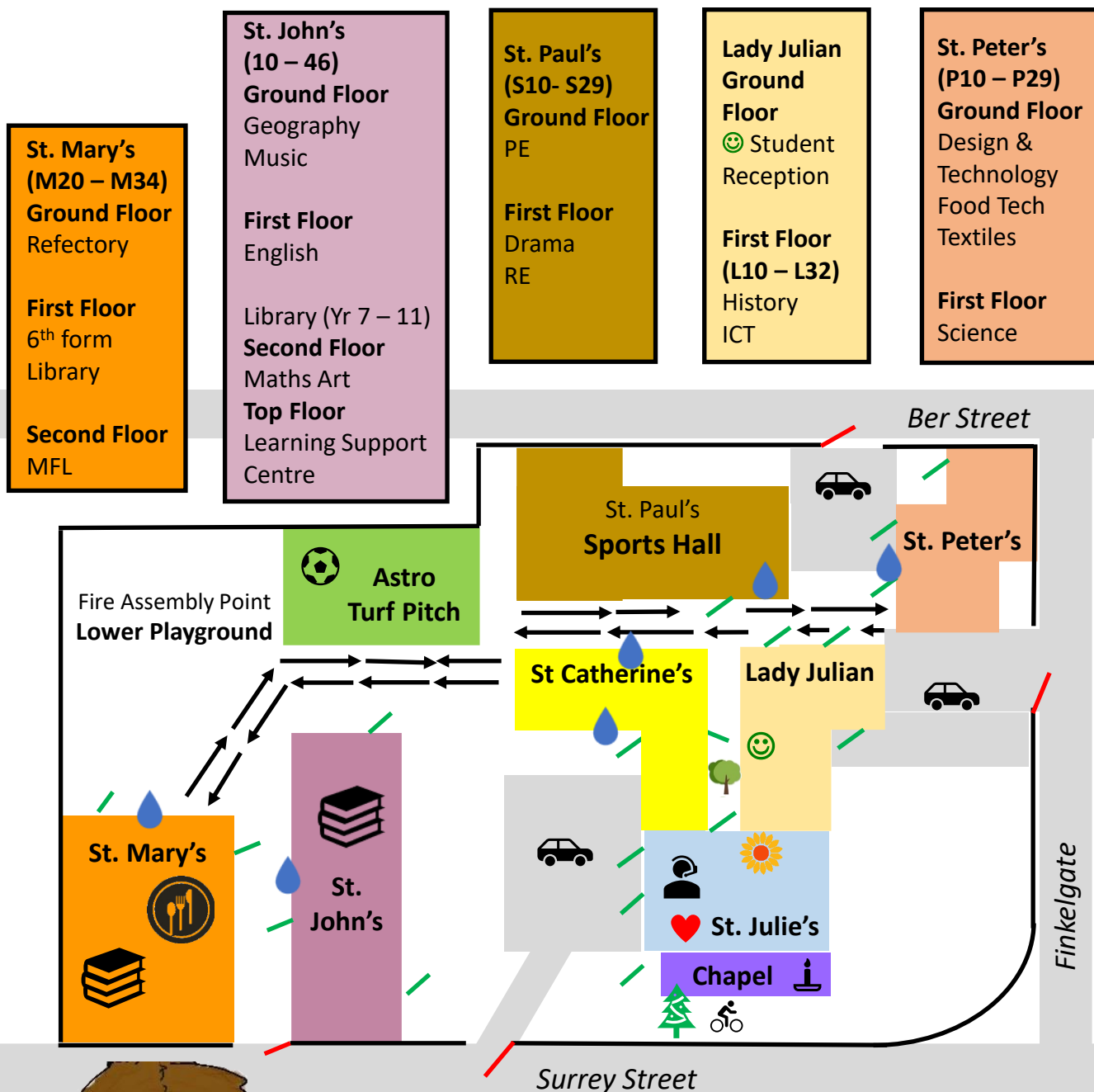
Year 12/13

Peri Music
Visitors
Catering Staff
All other staff



St Mary's Building

Our School Site



- Main Gates
- Entrances
- St Catherine's Courtyard
- Christmas Tree
- Bicycle Racks

St Julie's

Main Reception

Mr Pinnington's Office

Pastoral Office

Chaplaincy Office

Water Fountain