

**Cathedral Academy**  
**Welcome Booklet**

**Academic Year**  
**2020 - 2021**

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# Welcome from the Principal



We are delighted to welcome you officially to Cathedral Academy.

We hope you are raring to go in September! This welcome booklet is designed to make your start with us as smooth as possible, ensuring that you have all of the key information you need before you arrive.

Joining secondary school is a big step and the more we can do to make students feel comfortable and parents feel involved, the better. We hope you find it useful.

For now we hope you all have a fantastic summer and look forward to welcoming you in September.

**Mr Rob Marsh**  
Principal



## Transition Staff



**Mr Pickering**  
Associate Assistant Principal



**Mr Harrison**  
SENCO



**Mr Craven**  
Head of Year 7



**Mr Boam**  
Year 7  
Student Liaison Officer



**Mrs Trout**  
Transition Mentor



**Mr Fahey**  
Curriculum Leader  
for CAPA Juniors

If you would like to speak to any of the above members of staff,  
please contact them through the below methods.

**Email:** [contactus@cathedral.trinitymat.org](mailto:contactus@cathedral.trinitymat.org)

**Telephone:** 01924 330640

*“Everything  
is possible for  
one who believes.”*  
**(Mark 9:23)**

## Vision

**To develop conscientious and caring young people who are ambitious, work hard to achieve excellence and make a positive contribution to society.**

**Our mission is to nurture an environment rooted in Christian values where:**

- Students lead successful lives through developing crucial knowledge and skills.
- Young people develop character and have strong moral values, allowing them to play an active and positive role in their communities.
- Achievements are celebrated and young people are encouraged to work hard to fulfil potential, overcoming obstacles, regardless of background or circumstance.

### Empathy

We recognise the importance of understanding the feelings and experiences of others.

*“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience.”*

**(Colossians 3:12)**

### Honesty

We understand that truthfulness and integrity are key to building a strong community.

*“Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.”*

**(Philippians 4:8-9 NIV)**

### Respect

We value each member of community, showing regard for others and celebrating difference.

*“So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.”*

**(Matthew 7:12 NIV)**



### Responsibility

We are committed to caring for ourselves, our community and the world around us.

*“Each of you has received a gift to use to serve others.”*

**(1 Peter 4:10 NCV)**

# The Cathedral Odyssey

## An exciting set of challenges to complete as students embark upon their Cathedral Academy journey

The Odyssey of Homer is a Greek epic poem that tells of the return journey of Odysseus to the island of Ithaca from the war at Troy. In the Greek tradition, the war lasted for ten years. Odysseus then spent a further ten years getting home. Within the middle section of the poem, Odysseus describes all the challenges that he faced on his journey.



As our new Year 7 students are embarking on their journey, we thought we would set them 40 challenges to support their transition, their development, and to encourage them to participate in all of the opportunities we offer.

In September, students will receive a record sheet of all of the challenges that they should complete, and they will be rewarded throughout the year when key milestones are reached. The Cathedral Odyssey contains a wide range of challenges, from having brilliant attendance, receiving lots of achievement points and reading plenty of books to going on trips, attending clubs and fundraising for charities.

Parents/Carers will need to support their child, as challenges such as attending Parents Evening will require your assistance. We would also really appreciate you encouraging your child to show perseverance in trying to complete all of the challenges.



### Masters of Recall Programme – knowledge is the key to success

As part of the Year 7 to Year 9 curriculum at Cathedral Academy, students are required to gain key knowledge in all of their subjects. This knowledge will equip them not only to understand each subject in more depth and set the foundations for GCSE study, but will also help them to understand the world around them. At Cathedral we understand that learning knowledge takes time and requires revision skills which the students are shown on arrival at the academy.

Students will be provided with 'knowledge organisers' from the following subjects each term:

- English
- Maths
- Science
- History
- Geography
- RS and PSHE
- French
- Art and Food

As part of their weekly homework students will be expected to revise from each knowledge organiser. This knowledge will be tested at the end of every term in the form of a multiple choice test. From the results of these tests students will be able to see which subjects they are performing well in and which subjects they need to put more focus on.

We have very high expectations on the quality of homework produced, and if staff deem that students have not tried their hardest with this, we do ask students to attend compulsory catch up sessions after school. Failure to attend these will result in a detention.



# Building Character at Cathedral

## Involve

Education outside of the classroom is a fundamental part of a students' Cathedral experience. Cathedral Academy's extra-curricular programme, INVOLVE, ensures that students experience a range of character and resilience building out of classroom activities. The vast range of clubs enhance our students' interests, skills and talents outside of the usual curriculum; there's something for everyone to get involved in.

Activities range from sports including football, rugby and netball, creative activities including clay club, gardening club and eco club and STEM based clubs which ask students to investigate out of this world questions such as 'Can you survive an asteroid impact or a zombie apocalypse?'

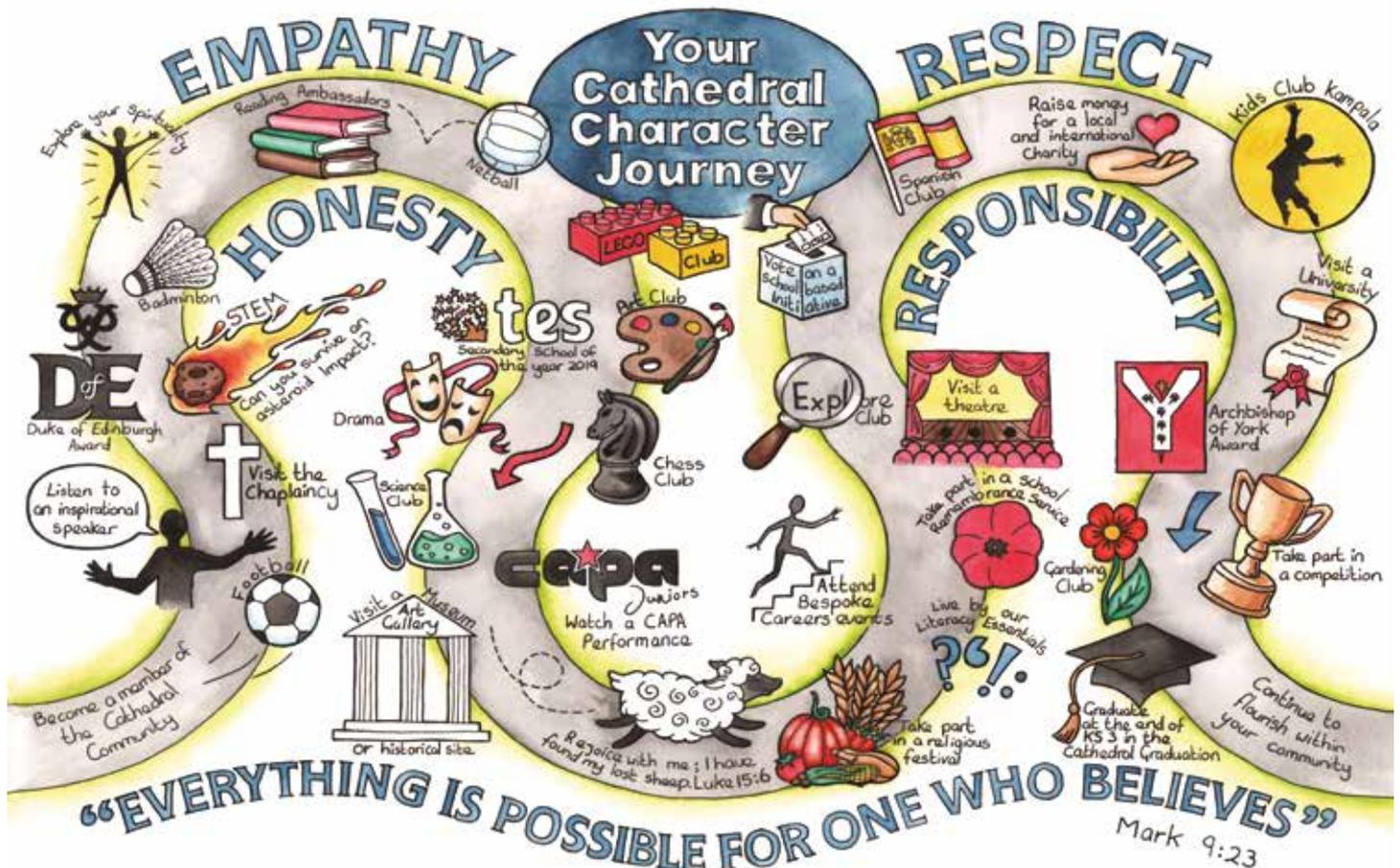
The INVOLVE programme runs outside of the timetabled school day with students able to attend more than one club in a week to ensure that they try new activities that stretch and challenge them. All Key Stage 3 students must take part in a minimum of one extra-curricular club each week as this is one of the criteria needed for success in our initiatives. The additional lessons that CAPA Juniors complete counts towards this.

## Opportunities

A student at Cathedral has access to more than a quality education in the classroom. A plethora of trips to exciting destinations from New York to France, conferences with speakers including Brian Cox and work with local businesses/charities including the National Coal Mining Museum forms a key part of a students' experience and compliment the school's four core values. Students can take on a position of responsibility as a student ambassador and lead on an initiative that is rolled out across the school which has included mental health awareness and LGBT awareness week. Head Boy and Head Girl are elected in Year 11 and play a key part in leading their year group in assemblies, running charity events and organising prom. All students can become volunteers and assist in the successful running of important school events such as Open Evenings, Parents' Evenings and the annual Senior Citizen's Christmas Party.

This vast array of opportunities equips our students with the necessary communication and organisation skills whilst exposing them to new experiences, developing their cultural capital.

Please view the graphic to see a visual representation of how we encourage the personal development of our students and encourage them to flourish in their own community.



# Attendance Information

Cathedral Academy expects a minimum attendance of 97% for all students. The academy day is split into 2 sessions, an AM session and a PM session, and 97% attendance equates to no more than 5.5 days/11 sessions of absence a year. We ask that parents/carers report all absences to us as early as possible on the day in question, but please note this does not necessarily mean the absence will be authorised, this is to safeguard your child. In many cases, we will ask for medical evidence (doctors' notes, appointment cards etc.) to support their absences. If evidence is not provided, their absence will be marked as unauthorised which could lead to a Penalty Notice being issued or a parental prosecution being sought.

If a student's half termly attendance is below 90%, they are classified by the Government as "Persistently Absent". The Academy will put in an intervention in order to stop the situation from deteriorating further. In many cases, this will be an attendance tracker, but could, in some cases, involve legal action being sought against parents/carers. At the end of every term the Academy reports to the DFE on Persistently Absent students. The table below shows the maximum amount of days' absence per half-term before a student reaches the Persistent Absence threshold.

Half-term 1	7 weeks	No more than 3.5 days / 7 sessions of absence
Half-term 2	7 weeks	No more than 3.5 days / 7 sessions of absence
Half-term 3	6 weeks	No more than 3 days / 6 sessions of absence
Half-term 4	6 weeks	No more than 3 days / 6 sessions of absence
Half-term 5	7 weeks	No more than 3.5 days / 7 sessions of absence
Half-term 6	7 weeks	No more than 3.5 days / 7 sessions of absence

If a student's attendance is at 90% at the end of they year, they will have missed:

- Four full teaching weeks or;
- The equivalent of half a day's education every week
- If they have 90% attendance throughout their five years at Cathedral Academy, they will have missed half a year's worth of learning. A study found that this level of attendance can lead to one entire grade drop in each GCSE subject.

## Illness

We understand that children get ill, but there are many minor ailments that do not require an absence from school. These include colds, and issues that can be managed with painkillers, such as headaches, stomach aches, sore throats and period pains. We do not ask that students stay off school for 48 hours following an episode of vomiting that is not due to an infection, simply that they show good personal hygiene and wash their hands regularly on their return to school.

We appreciate that sometimes parents only have a short amount of time to decide whether they should send their child to school or not. Further on is a quick-look guide in order to help you make that decision based on information taken from the Health Protection Agency document 'Guidance in infection control in schools and other childcare settings'- March 2017.

## Appointments

We ask that appointments are, where possible, made out of school hours. On those occasions that this proves impossible, we will allow students to leave school to attend an appointment during the school day. We ask that parents call in advance of appointments and provide us with an appointment card or letter where possible. Students who leave during the day are expected to return to school afterwards.

## Uniform Issues

Please do not keep your child off school for uniform issues. The Academy has spare uniform to lend to students on a short-term basis to allow parents/carers to rectify the situation after school or at weekends. Please note there are sanctions in place for students who regularly forget items of uniform without a valid reason.

## Holidays

The Education (Pupil Registration)(England) 2006 Act states that “head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.” Cathedral Academy will request penalty notices for unauthorised term time holidays. (Penalty amount per parent, per child is £60 if paid within 21 days, and £120 if the payment is made within 28 days. Please note that this money does not go to the Academy but to the local authority. Failure to pay a Penalty Notice could result in a parental prosecution for non-attendance.)

Occasionally it has come to light that illness has been given as a reason when a holiday has actually been taken. Please note that in line with Government guidance on school attendance the Academy are not obliged to mark a student as “ill” unless we have some sort of medical proof for this. Failure to provide evidence could result in a Penalty Notice being issued for unauthorised absence.

Symptom	Requires absence?	Actions
Head, ear and stomach ache	No	<ul style="list-style-type: none"> <li>Let the staff know they have felt unwell, give Paracetamol and plenty of fluids to drink.</li> <li>If head, ear and stomach ache persist, seek medical advice.</li> </ul>
High temperature	Possibly	<ul style="list-style-type: none"> <li>Give Paracetamol and plenty to drink. After Paracetamol, if your child feels better, bring them into school.</li> <li>If the child's high temperature continues for three days or more, seek medical advice.</li> </ul>
Coughs and colds	No	<ul style="list-style-type: none"> <li>Children should be given Paracetamol, plenty of fluids to drink, tissues and can be sent to school.</li> <li>If your child is asthmatic, remember they may need their inhaler more often.</li> <li>When coughing and sneezing encourage them to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting should be discouraged.</li> </ul>
Sore throat, tonsillitis and glandular fever	No	<ul style="list-style-type: none"> <li>Children should be given Paracetamol, plenty of fluids to drink and can be sent to school. They are more than welcome to bring cough sweets as well.</li> </ul>
Diarrhoea and vomiting	Yes	<ul style="list-style-type: none"> <li>Children can return to school 48 hours after the last episode of diarrhoea or vomiting <b>however</b>, if it is clear that your child is not vomiting because of a bug, they can return the next day.</li> </ul>
Head lice	No	<ul style="list-style-type: none"> <li>Children can go to school but they <b>must</b> be treated for the condition to prevent further spreading.</li> <li>Parents should treat their children and other family members by wet combing with a nit comb and conditioner.</li> </ul>
Scabies	Possibly	<ul style="list-style-type: none"> <li>Children can go back to school after the first treatment.</li> <li>Others at home should be treated.</li> </ul>
Threadworm / Ring worm	No	<ul style="list-style-type: none"> <li>Children can go to school when they have started their treatment.</li> <li>Others at home should be treated.</li> </ul>
Hand, foot and mouth warts, verrucae and athlete's foot	No	<ul style="list-style-type: none"> <li>Children can go to school. Verrucae should be covered when students are in changing rooms.</li> </ul>
Conjunctivitis	No	<ul style="list-style-type: none"> <li>Children can go to school after they have started their first treatment and should be encouraged to wash their hands to prevent further spread.</li> </ul>

Please note that during the current Covid-19 situation, Cathedral Academy will always adhere to guidance released by the Government in regard to symptoms and attendance. Therefore, the Government guidelines would override our attendance policies. These are written for 'non-pandemic times' and will take full effect when Covid-19 restrictions are lifted by the Government.

For anything not listed, please contact the academy.

# Behaviour – Rewards and Consequences

At Cathedral Academy, we have a culture of rewarding our students for meeting and exceeding our high expectations. These rewards come in a variety of forms and students will be informed of these as they become available. However, from the very first day in the academy, students should be striving to receive as many achievement points as possible. To achieve a bronze award students must receive 250 achievements points, 400 for silver and 600 for gold. If students combine this with excellent attendance of 97% or above over the year, they will receive a special 'Cathedral Academy Award' for the year. However, if students receive any behaviour points these are subtracted from their points total.

**Classroom rewards**

At Cathedral Academy you are rewarded with Achievement Points for excellent behaviour and effort. By following the Cathedral Academy Absolutes you will succeed.

Ways you may be recognised with Achievement Points include

- Working Hard on a piece of classwork or homework
- Making a positive contribution in class or to the academy
- Setting an example to others

**Achievement Points then lead to . . .**

Each term we celebrate your success and you will be recognised by

- A text message home to congratulate you
- A certificate and a letter home

• Rewards events such as trips and special events within the academy.

Remember, that these are based on net points

**Achieve your goals...**

Over the year your net points accumulate and you will be recognised for your success at three levels. These are:

Bronze:	Silver:	Gold:
a special achievement you will be given your first badge	the next step, you have earned your silver badge!	the absolute goal, - you have achieved the highest level!

When you reach each stage you will be recognised. Your Form tutors will take you through what you need to do to achieve this and help you plan your route to success!

Students receive behaviour points during lessons as outlined below in our consequences system. Students receive a consequence every time they do not follow expectations within the classroom. This might be talking out of place, turning around, or for inadequate work. If a student receives a C3 they will attend a same night one hour detention – if this is missed they will receive a two hour detention the following evening and be escorted there by a member of staff. If they receive a red card, they will be removed from the lesson and have to spend a day, including a detention, in the inclusion unit to reflect on their behaviour. A C2 equates to one behaviour point, a C3 is two behaviour points and a red card is four behaviour points.

Students also receive behaviour points for being late, for poor uniform, for missing equipment, for lack of kit when it is required and for not following our corridor and social time expectations.

C1	C2	C3	Red Card
Verbal warning	Negative Behaviour Point	After school detention and a note in your planner	
You are disrupting your own learning	You are continuing to disrupt learning	You are seriously disrupting learning	You have not improved your behaviour or listened to the guidance and warnings given to you

# Uniform and Equipment

Students at Cathedral Academy are expected to achieve standards of excellence in all areas of the academy life including appearance; therefore it is important that a smart uniform is worn at all times. The intention is to instil pride, support positive behaviour and discipline, encourage identity with and support for the academy ethos. Another key reason for the academy uniform is to ensure students of all races and social and economic backgrounds feel welcome and protect students from social pressures to dress in a particular way.

Students at the academy are expected to wear correct uniform at all times, including when entering and exiting the academy. When uniform is worn inappropriately or incorrect pieces of uniform are worn, appropriate sanctions will be put in place.

## Academy Uniform

- Blazers - All students must wear a black blazer with the academy logo (or CAPA Junior logo if following the CAPA Junior pathway). This must be worn at all times around the academy site with sleeves rolled down.
- Shirts/Blouses - All students must wear a white cotton shirt or blouse with a buttoned collar. This can be long or short sleeved.
- Tie - Academy ties must be worn at all times.
- Jumper - The academy branded jumper is optional.
- Trousers – Trousers for both girls and boys must be straight legged, black polyester or cotton material with no coloured stitching or decoration. Skin tight trousers are not permitted.
- Skirts - All skirts must be pleated and made of cotton or polyester material. Skirts must also be of appropriate length (knee length or below). Black tights must be worn at all times.
- Shoes – Shoes for both girls and boys must be all black, flat and without any buckles/logos or decorative features.

Items made from denim, sweatshirts, hooded tops, sportswear, cardigans or jumpers other than the school uniform above are not allowed and will be confiscated if worn within the academy grounds. Clothing must not be decorated with pictures, logos, slogans or badges.

None of the above should replace the academy blazer.

**Students must wear the full academy uniform to and from the academy each day, in particular when entering/exiting the school gates.**

**Equipment:** Students will be expected to be 'equipped to learn'. It is essential that they bring a range of stationary equipment every day. This equipment should include:  
A sensible bag, a pen, pencil, ruler and planner.

**Jewellery:** The only items of jewellery allowed are plain wrist watches and one silver or gold ear stud worn in the lobes of the ear. All other items of jewellery including visible piercings are not allowed. Students will not be permitted to cover piercings with plasters. Piercings must be removed.

Any student wearing nail varnish will be asked to remove it with products supplied by the academy. False nails of any description are not permitted.

Students are allowed to wear subtle make-up. Sanctions are in place for students who wear unsuitable make-up to the academy. Hair must be neat and tidy with no 'extreme' styles, two-tones colours or unnatural colours. Fashion styles, including very short hair with patterns etc cut into the hair are not permitted. Hair braiding and hair fashion items such as large clips and bows are not allowed. Long hair must be tied back in practical lessons for health and safety reasons.

## Physical Education Uniform (Cathedral Academy Pathway Only)

- Tops – Cathedral Academy navy top or Cathedral Academy reversible navy long sleeved top.
- Shorts / Tracksuit – Plain navy shorts or plain navy tracksuit bottoms or plain navy sports leggings, NOT thin fashion leggings.
- Socks - Students must wear navy football socks for all PE lessons.
- Footwear - Appropriate sports trainers and plastic/metal studded boots. No pump style trainers are allowed (for e.g. Converse/Vans).

Expectations are that students must bring their PE kit to ALL PE lessons. This is to ensure that all students are engaged in lessons regardless of the amount of physical contribution they can make and if this is limited, they will be involved in the lesson in other aspects such as coaching, officiating or choreography. Wearing PE kit will prevent their academy uniform from getting dirty and allow every student to play a full part in PE lessons. Sanctions are in place for students when they fail to bring their PE kit to lessons and further sanctions if they refuse to borrow spare kit. If pupils are injured, a note must be produced that is signed by parent/guardian and kit must still be worn. It is also advisable to write names in all items of student's kit to ensure it does not get lost as PE kit will be student's responsibility.

## Practical Kit (CAPA Juniors Pathway Only)

The equipment list below is required for all practical lessons:

- CAPA Juniors t-shirt and/or hoody
- Black shorts, tracksuit bottoms, leggings or leotard and tights
- Bare feet for most dance lessons. Trainers occasionally for dance as directed by the teacher.
- No jewellery
- Long hair tied up
- Bottled water

Equipment for ballet lessons is as follows:

- Girls: Black leotard, pink ballet tights, pink split sole ballet shoes. A black ballet skirt may also be worn (optional).
- Boys: Black unitard, white socks, black split sole ballet shoes. Black shorts may also be worn (optional).

Where correct kit is not available, please send your child in an alternative Practical Kit (preferably plain dark colours) and a note explaining the situation. Students who fail to bring kit will receive an 'equipment mark' and will be expected to borrow kit for that lesson. Refusal to borrow kit will result in a detention. Students will always have a role in lessons even if they do not have kit and will be expected to take part in some way. If a student is ill or injured a note must be provided by the parent/carer. Students will still be expected to bring and change into kit and will be given meaningful learning tasks which will not impact upon their injury or medical condition.

## Uniform Suppliers

### Rawcliffes

**Address:** 18A Crackenedge Lane, West Yorkshire, WF13 1PU

**Telephone Number:** 01924 465510

**Our uniform is also available to order online:**

**Cathedral Academy** – <https://smartschoolwearcentre.co.uk/cathedral-academy/>

**CAPA Juniors pathway** – <https://smartschoolwearcentre.co.uk/capa-juniors/>

## Healthy Eating

At Cathedral we promote the importance of establishing healthy eating habits from an early age. Students can enjoy a varied range of meals, snacks and drinks in our onsite Restaurant. Our dedicated team cook, bake and create food in-house.

Our school has joined the government's National School Breakfast Programme (NSBP), which is being delivered by the charities Family Action and Magic Breakfast. As a NSBP School we are pleased to offer a FREE healthy school breakfast every day from 8am, available to all, and enjoy the benefits that brings, with children settled and ready to learn at the start of the school day.



Students have a half hour lunch split by year group, and are encouraged to make their way to the Restaurant when the bell goes so that they can make the most of their break. We do not allow food to be eaten in any of our classrooms or corridors, and students bringing a packed lunch will need to eat this in the Restaurant.

Please note that we are a Healthy School, and as part of this we ask that students do not bring in fizzy and energy drinks and 'family sized' and multi-packs of crisps, chocolate and other unhealthy items. If these items are seen within the academy, they will be confiscated by a member of staff. Naturally, students are welcome to bring standard sized treat items and are encouraged to enjoy these as part of a balanced diet.

## Mobile Phones

Our approach to electronic devices including mobile phones, smart phones, MP3 devices and other similar devices is simple – they are not to be seen, heard or used at any point during the academy day (including lunch and break).

Students will be fully focused on their learning, and enjoying the varied experiences the academy offers. We recognise the use of these devices when a student is travelling to and from the academy, but if a student chooses to bring a device into the academy it is their responsibility and at their own risk. Parents/carers and students should be aware of the following:

- If a student is seen using any device during the academy day it will be confiscated immediately.
- The first time it is confiscated the student will be permitted to collect it at the end of the academy day from Reception at 3.40pm after a one hour detention.
- In cases of subsequent instances, parents will be informed and be required to pick up the device from Reception at their convenience. Reception is staffed from 8.00am until 4.30pm.

Our attendance desk provides a way for students to contact home in an urgent situation, where necessary. Using a mobile device inside the academy is a behaviour issue, and as well as the device being confiscated a same night detention will be issued.

# Frequently Asked Questions

We asked some of our current Year 7 students about a few of the most common worries that students have when moving to secondary school. Hopefully these responses go some way to making you feel less nervous!

## ***Is Cathedral Academy really strict?***

I wouldn't say that Cathedral is strict, but staff can be if you don't do as your told. Also, if you have a problem they will take it very seriously and solve it properly.



***Morgan***



***Olivia***

No, not really, but if it comes to anything bad, for example bullying, then YES!

## ***I don't know anyone else going to Cathedral Academy. What if I don't make any friends?***

When I was moving up to high school I was so scared about not making any friends. I look back now and don't know why I was worrying because I have some of the bestest friends I could ask for. You just have to be polite, be yourself and remember everyone is in the same boat and are probably thinking the same thing.



***Sophia***



***Isabelle***

You will soon make so many friends as everyone is so nice and you could always go to chaplaincy and you will definitely meet people there!

## ***Cathedral Academy is really big. What happens if I get lost? Will I get into trouble?***

You may feel like it is big to begin with but you will get used to it in your first week at the school. If you ever get lost there is always someone there to direct you to where you need to be.



***Lily-Jane***



***Mya***

If you are lost getting to a class you just need to ask anyone passing you to help you, there are signs around school that do help, but if you are lost just ask someone. As a Year 7, you will not get told off if you are late to class, as you are just getting used to the school.

No, you won't get into trouble! Staff and students will help you find the rooms and there is only one way around the school which makes it a lot easier to find your way.



***Aaron***



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**Follow us on Twitter:** @cathedralacadem

**Follow us on Twitter:** @capajuniors