

Blessed Thomas Holford Family Handbook

2024 - 2025



Blessed Thomas Holford Catholic College

May God's love be our guide 

Welcome

At Blessed Thomas Holford everything we do is rooted in our mission:

May God's Love Be Our Guide

As a Catholic family we have the gospel values and Catholic Social Teaching at the core of all we do and we live our values every day. We provide a nurturing, caring and loving environment where spirituality and Catholic ethos and faith permeate everything we do.

We expect our college family to **be kind** at all times. We aim to develop respectful, compassionate students who are kind to everyone. This reflects the gospel values of Compassion, kindness, service of our neighbour, gentleness, love and generosity. This means that we think of others before we think of ourselves. Being kind is an intrinsic part of what we do at Blessed Thomas Holford.

As a Catholic college we are proud to worship, and follow the teachings of Jesus Christ. Walking around our college you will 'feel' our Catholic ethos in the air – the way we talk to one another, the way we support and trust each other and the way we are driven to succeed in our mission.

We **work hard**. Being successful does not happen without hard work. Everyone must give 100% effort in all subjects, all the time. We promote the values of resilience, perseverance, and determination as qualities to be admired and rewarded, at college, as they will be in life. We expect our students to respond to feedback, improve and not give up. Our students will learn that success needs hard work and effort. The rewards for this hard work and effort will be knowledge learnt from expert teachers as well as making exceptional progress in all areas. At Blessed Thomas Holford we continually celebrate the success of our students because we know that success only comes with hard work.

The staff at Blessed Thomas Holford Catholic College promote a dedication to all students which empowers our students to excel spiritually and academically whilst expanding their horizons in a nurturing environment. Our commitment to high-quality teaching, focus on mastery of knowledge and partnerships with parents and the local community provides a richness of experience that enables all to develop their God given talents.

We **develop our whole selves**. This means that, as well as developing academically, we also expect students to develop personally, spiritually and emotionally. For example, applying for and holding a student leadership position; training to be a peer mentor; attending an after-college club; supporting one of the charities we work with; become a member of the St Vincent d Paul group; being active in worship; joining our College Choir; or playing for one of our sports teams. There are many, many ways to develop your whole self. This is vital because, although achieving academic success is important, we are not defined by this. We are defined by who we are as people of Christ: we develop our whole selves.

Our total love for the child ensures that all individuals are given the opportunity to succeed. Our consistent approach provides clarity for all students and instils strong lifelong learning habits, thus, aiding every student to become better qualified, more successful, and happier. We have the highest expectations for all.

This means that we will do whatever it takes to ensure that every student achieves their full potential both academically and personally. We aim to develop young people who treat others with dignity and respect and have high expectations of themselves and others, encouraging each other to succeed.

We have an excellent reputation for academic achievement based on a consistent record of excellent examination results. Our values driven policies, clear vision and consistent routines demand and nurture a strong sense of moral purpose, personal responsibility, integrity, honesty and respect for others within our students. These qualities enable each of our young people to fulfil their potential.

We look forward to working with parents and enabling our students to lead full, active, vibrant lives where every child thrives and makes meaningful contributions by serving others and their community; ensuring the journey to adulthood is a journey of faith.

The BTHCC Way

As a member of the Blessed Thomas Holford Catholic family we pray that God's love will be our guide as promise to:

Be Kind - Work Hard - Develop My Whole Self

We achieve this through prayer, celebrating the Sacraments and living the values of Catholic Social Teaching.

Dignity of the human person

- We treat everyone inside and outside our college with respect, through our words and actions.
- We show empathy and kindness to all of our college family.
- We openly oppose any form of discrimination or bullying: we are upstanders.
- We actively listen to each other.

Solidarity

- We support each other and celebrate our differences.
- We work together to establish a consistent and fair culture of behaviour.
- We are active members of our college family; working as a team.
- We are proud to attend BTHCC, we are proud to represent this family.

The common good

- We are polite and caring; we always use our manners.
- We wear our uniform correctly and with pride.
- We do not disrupt learning and reflect on our behaviours.
- We respect that everyone has the right to feel safe, valued and respected.

The option for the poor

- We are generous and share.
- We give time and resources to support charity work.
- We recognise and support the vulnerable in our community.
- We give time, friendship and support for all – no one is alone in our family.

Peace

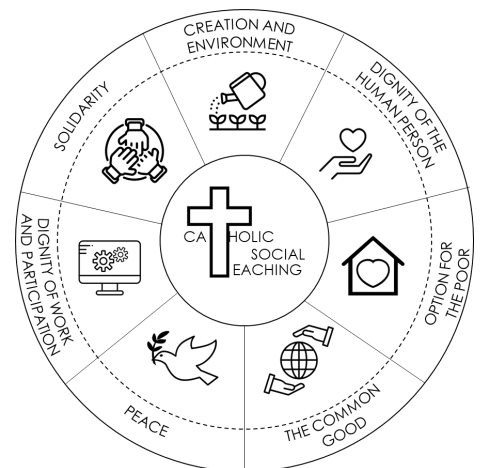
- We move around the school quietly, safely and with self-control.
- We create calm classrooms to allow everyone to learn.
- We seek reconciliation, we say sorry, changed behaviour is the best apology.
- We have zero tolerance of hate and discrimination.

Creation and Environment

- We respect and look after the school environment as stewards of our BTHCC home.
- We put litter in the bin.
- We create a respectful environment so that it is an enjoyable place to learn.
- We leave our classrooms tidy.

The dignity of work and participation

- We arrive on time to where we are supposed to be.
- We take part in all our learning and challenge ourselves.
- We strive to attend school every day and give our best effort.
- We are organised and well equipped.
- We create equity in the classroom so that learning is accessible to all to reach their full potential.
- We give 100% and have pride in our work.



Behaviour:

Students are awarded behaviour for learning points each lesson B1 is outstanding and B5 unacceptable.

BTHCC Behaviour For Learning

CENTRAL

B1 Outstanding

- Exceeded Expectations

Repeated multiple times = Positive Contact Home
More 1's to bid with in the Praise Auction

B2 Good

- Meets Expectations
- Punctual
- Full equipment
- Participated in activities
- Asked for help when needed
- Respectful
- Excellent listener

Repeated multiple times = Positive Contact Home / One Central issued

B3 Inconsistent

- Not wearing perfect uniform
- Not having necessary equipment
- Not following perfect climate
- Not following reasonable requests
- Poor punctuality

Choice, Chance, Consequence.
 Class teacher detention. Class Teacher Contact home

B4 Cause for Concern

- Repetition of poor behaviour
- Refusal to work
- Refusal to follow instructions

On Call Removal to **good neighbour** room. Detention issued by class teacher with Head of Department support and contact home.

B5 Unacceptable

- Rudeness
- Abusive language
- Abusive behaviour
- Aggression
- Failed Good Neighbour room removal

On Call Removal to **PAX**. Context specific sanction issued by Senior Staff. Contact home by Head of Department

Our basic college behaviour expectations are:

BTHCC Behaviour for Success

<p style="margin: 0;">Wear your correct uniform with pride</p>	<p style="margin: 0;">Phones should not be seen or heard at anytime on the school premises</p>
<p style="margin: 0;">Have your correct equipment</p>	<p style="margin: 0;">Be on time. If you are late apologise and make sure you have a note.</p>
<p style="margin: 0;">Line up & wait quietly for your lesson to begin</p>	<p style="margin: 0;">No eating in class. No chewing gum in school at all</p>
<p style="margin: 0;">Be polite, respectful & kind always</p>	<p style="margin: 0;">No swearing, abusive or inappropriate language, at anytime.</p>
<p style="margin: 0;">Follow the teacher's instructions first time, every time.</p>	<p style="margin: 0;">Do Not disrupt lessons</p>
<p style="margin: 0;">Use all equipment respectfully and leave the work space tidy at the end.</p>	<p style="margin: 0;">No eating outside & Do not drop litter</p>
<p style="margin: 0;">Work hard & try your best</p>	<p style="margin: 0;">No visiting the toilet or filling up water bottles during lesson time, ever. Unless you have a medical note</p>

May God's Love Be Your Guide

Praise Culture:

Being positive with each other builds resilience and improves engagement and work rate.

People are motivated by the positive far more than the negative. We place a great sense of importance on the use of praise and rewards.

Students can earn positive behaviour for learning points every day for upholding the BTHCC way of Being Kind, Working Hard and Developing Your Whole Self as well as demonstrating the values of Catholic Social Teachings. Students can use their positive reward points to bid on items in our termly rewards auctions, earn One Central tickets for the half termly raffles as well as our daily queue jump stickers. We also have praise assemblies for each year group every week.

Daily Rewards: Each day in form time public praise is given to each form group based on the students who get the most positive points from the previous day. These students are rewarded with a queue jump pass for the canteen that day. This promotes a sense of family, belonging and teamwork. There is also public recognition for individual students who have gone above and beyond to demonstrate our values and habits each day.

.Mobile Phones:

Please ensure you are familiar with our electronic device policy. The policy is in place to safeguard students and staff. Students that breach the policy will have mobile phones, earbuds, smart watches confiscated, and a detention issued. The policy can be found here: <https://www.bthcc.org.uk/policies>

Off and Away All Day

Turn off your mobile phone and put it away during the school day.





Culture Summary

Core Values:

Be Kind

We aim to **develop respectful, compassionate** students who treat everyone with kindness and have Catholic Social Teaching as their moral compass, guiding them on how to live out their faith in the world

Work Hard

We promote **resilience, perseverance** and **determination** as qualities to be admired and rewarded, at college, as they will be in life. We expect our students to respond to feedback, improve and not give up. Our students will learn that success needs hard work and effort.

Develop Your Whole Self

We want students to **achieve** more than just academic excellence. We encourage **all students** to develop themselves through our extra-curricular provision, so that they leave Blessed Thomas Holford Catholic College as well-rounded citizens who are equipped with the skills they need for life.

Learning Habits:

Track the Teacher

We track the teacher with our eyes when they speak.

Perfect Climate

We follow the Perfect Climate in our classrooms

Perfect Uniform

Students wear their perfect uniform with pride.

Corridor Climate

We are quiet and sensible when we are outside our classroom

Punctuality & Attendance

Students arrive at the college by 8.50am.

Students attend college every day.

Attendance must be higher than 96%.

Respectful, Polite and Courteous

We converse politely and respectfully. If a student feels unfairly treated still follow the instruction and discuss the situation after the learning has finished. #BeKind

Reasonable Requests

We follow reasonable requests first time without question.

Equipment

Students always bring the right equipment for the right lessons. Black pen x2, Red Pen x2, Pencil, Ruler, Calculator, Refillable water bottle, PE Kit (on appropriate day)

Homework

Students complete work outside of lessons to consolidate and master learning.

Deadlines have to be met. All homework is recorded on Bromcom

Core Routines:

Students always walk **quietly with pace and purpose**, on the **left hand side** of the corridor.

Upon arrival to a classroom, students **stand behind their allocated seat**, put their **equipment** on the desk and **bags on the floor**.

Students complete **Retrieval Practice** at the beginning of every lesson

Students follow **reasonable requests** at the **first time** of asking, **every time**.

Students **track the person who is talking** to demonstrate that they are listening carefully.

When silence is required, staff will raise their hand and count down 3...2...1 **we are silent on 1: 100% silence** and thank those who are being silent.

During lessons students do **not raise their hands** to answer a question, instead teachers identify students for responses.

Students follow the **perfect climate** in their classrooms.

Students continue to follow our **code of conduct, core values** and **learning habits** when enjoying leisure time.

Term Dates 2023 – 2024:

Can also be found here: <https://www.bthcc.org.uk/page/?title=Term+Dates&pid=140>

Term Dates 2024-2025

Aug-24							Sep-24							Oct-24							Nov-24										
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa				
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5												1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9				
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16				
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23				
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30				

Dec-24							Jan-25							Feb-25							Mar-25						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4							1							1	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	23	24	25	26	27	28	29		

Apr-25							May-25							Jun-25							Jul-25						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4					1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
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20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

School Open
Bank Holiday
INSET Day
Holiday
A Level Results Day
GCSE Results Day

Holidays From the 1st September 2013, the change to the law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of the leave. Parents can be fined by the Local Authority for taking their children on holiday during term time without consent from the school.

The College Day:

Times of Day	Students
8.45 a.m. – 9.00 a.m.	Ready to Learn <ul style="list-style-type: none"> • Time for breakfast • Meet friends • Toilet Stop • Fill up water bottles • Visit Locker • Be in perfect uniform
9.00 a.m. – 9.30 a.m.	Together for Good
9.30 a.m. – 10.25 a.m.	Lesson 1
10.25 a.m. – 10.40 a.m.	Break (Year 13,11 & 10)
11.20 a.m. – 11.35 a.m.	Break (Year 12, 7, 8 & 9)
10.25 a.m. – 11.35 a.m.	Lesson 2
11.35 a.m. – 12.30 p.m.	Lesson 3
12.30 p.m. – 1.30 p.m.	Lunch for all students Canteen Entry : <ul style="list-style-type: none"> o 12.30 p.m. Lunch (Year 11 and 10) o 12.45 p.m. Lunch (Year 7) o 1.00 p.m. Lunch (Year 8 & 9)
1.30 p.m. – 2.25 p.m.	Lesson 4
2.25 p.m. – 3.20 p.m.	Lesson 5
Leave BTHCC calmly treating our neighbours with respect and dignity	

College Social Media Accounts:

We have active Facebook, Instagram, and X (Twitter) accounts, departments will post regular updates via Twitter and Instagram, please follow our college accounts to find out what is going on

Personal Development

We have a full and well-established Personal Development programme which is delivered to all students by their own form tutor, alongside outside providers who have specialisms in required areas. We aim to develop students in becoming well-rounded citizens who are equipped to face the challenges in our modern society. Through a variety of topics, students are encouraged to question and discuss their own beliefs and understanding of various issues that affect them and those who live and work around them.

The curriculum aims to equip students with the knowledge, understanding, attitudes and practical skills to live healthy, safe, productive, and fulfilled lives. Along with the TEN TEN Life to the full programme (RSE), assemblies, student briefings and content delivered in other curriculum subjects, the PSHCE curriculum develops important understanding and appreciation of the British Values of democracy, rule of law, individual liberty and respect and tolerance. The students' spiritual, moral and ethical development is also addressed through assemblies, numerous faith in action opportunities such as the students St Vincent de Paul group, Wednesday Word, Walk by Faith Sessions and collective worship such as Celebration of the word, Friday Morning Mass, student retreats and in other intangible ways which permeate the ethos of the college.

Together For Good

*And we know that all things work **together for good** to them that love God, to them who are called according to his purpose. Romans 8:28*

Each morning students have up to 25 minutes together (9am – 9.25am) in tutor time with their Form Tutor, we call this time 'Together for Good'. We recognise that in addition to providing outstanding daily learning experiences in their lessons, we must also provide a comprehensive and well-structured programme of additional learning and personal development opportunities to build the 'cultural capital' of our students. Our Pastoral Curriculum is rooted in Catholic Social Teaching, each term students reflect on these values through Celebration of the Word, Assemblies and Together for Good Activities and consider how to embed those values into their everyday interactions with others.

Lunchtime

We encourage students to eat a healthy meal. Students may bring a packed lunch which should be eaten in the designated areas.

However, students are not allowed to bring in energy/fizzy drinks. If a student brings in anything deemed inappropriate by the college, items will be confiscated, and students will receive a sanction.

Please ensure your child has a refillable water bottle so that they can regularly drink water throughout the day. We encourage students to label their bottle with their name. Water refilling stations are available in the dinner hall and can be used in free time. **Single use plastic bottles are not permitted.**

Teaching & Learning

At Blessed Thomas Holford, we have a relentless focus on the highest standards of student achievement. Our teaching is driven by the BTHCC Way; Be Kind, Work Hard and Develop your whole self and the Catholic Social Teachings. They are the values that underpin achievement for all students and are evident in all classrooms.

Our teachers are passionate about teaching and learning. They use the latest research to deliver an evidence-based approach to teaching, learning and assessment; an approach which is continuously evaluated to determine impact and efficacy.

Teaching for mastery is promoted across all subjects and disciplines. Teachers will revisit curriculum components over time, ensuring all students practice retrieval, master skills and concepts, develop long-term memory and make progress from their starting points. The use of ongoing assessment allows teachers to evaluate the learning of all students and ensure that next steps are specifically planned to develop deep understanding. We expect all students to make outstanding individual progress through each phase of their education.

We achieve this mission through an unwavering focus on providing the very best teaching, firmly believing that every child has the entitlement to access to the full richness of the curriculum, preparing all students for their future and supporting them to get there.

Our aim, in partnership with parents and carers, is to support students in their formation: spiritual and social; intellectual and emotional; aesthetic and physical through the provision of a broad, balanced and aspirational curriculum, a rigorous, vibrant curriculum which responds to needs, and at its heart recognises solidarity, human dignity, peace, the option for the poor, the common good and academic achievement.

Each student studies an exciting and varied range of subjects, including those with which there is already familiarity such as Mathematics, English, Science and Religious Education. In addition, each student encounters a breadth of Humanities, Modern Foreign Languages, Technology, Art, Music, Drama, Physical Education, PSHCE and Computer Science.

This crucial development is supplemented by an extensive enrichment programme that connects learning to purpose, context and real-life application; students are provided a wealth of varying experiences, aligned to our personal development programme, to develop independence, leadership and communication skills. This includes charity work, carers opportunities and a wide range of sporting activities.

Spiritual, Moral, Social and Cultural Education (SMSC)

The message of 'Christ at the Centre' is held at the core of our curriculum vision and as such the spiritual, moral, social and cultural (SMSC) enrichment of our students is at the heart of the college's work; every student's journey into adulthood is a journey of faith; one that recognises that true justice, peace and human freedom require, first and foremost, respect for the dignity of human life: equal in the eyes of the Lord; equality through education.

Personal Development Education (PDE)

We are committed to ensuring that our students develop into young adults with the knowledge, understanding and skills to make informed decisions in their future life. We have designed Personal Development Education (PDE) around DfE Guidance for Personal, Social and Health Education (PSHCE) and Citizenship. We have a programme of assembly, liturgy and careers education, including

working with external agencies, to ensure each individual has a positive personal development journey, preparing them for the world of work and adulthood.

Relationship and Sex Education (RSE)

Any teaching about love and sexual relationships in a Catholic college must be rooted in the Catholic Church's teaching about what it is to be truly human in Christ and what it means to live well in relationship with others. With this in mind health and sexual education are covered during Science, tutorial time, assembly and PDE lessons. Outside speakers will come into college to talk about diet, hygiene, exercise, and relationships and sex. Personal health matters are taught in Science lessons as part of the National Curriculum, and backed up with discussions on relationships and moral values in RE and PDE lessons. We use resources produced by TenTen to deliver our Relationship and Sex Education, all resources are endorsed by the Bishops of England and Wales.

Literacy

We believe for all students to succeed they must be equipped with enough language to access the pleasure of reading, the excitement of writing and to explore new subjects, unlocking the potential to learn and grow as individuals. A strong command of language is not only essential in the wider academic world but it can also affect a student's self-esteem and confidence.

Research suggests that students who read more frequently tend to have more academic success and go on to have better career prospects after they leave college than those who read less frequently. Further to this, reading has been proven to help lessen anxiety and improve wellbeing (Clark and Rumbold 2006).

With this in mind, the importance of reading is promoted through our Together for Good curriculum. Students participate in guided reading sessions during tutor time each week. Our guided reading programme aims to encourage our students to develop confidence in reading and to share the joy of reading with others.

Exposure to wider academic reading through our read to succeed sessions, which aim to encourage our students to read more around each subject they study and increase their 'cultural capital' and knowledge of the world around them. The texts that students read always relate to the subjects they are taught, but also cover issues, topics or incidents that aren't necessarily in their day-to-day college curriculum. Departments choose pieces of text which will stimulate students' interest and encourage discussion taking students beyond the National Curriculum.

Wider Curricula Activities

At Blessed Thomas Holford, in addition to their classroom studies, we believe that every child should be provided with a range of opportunities outside of the classroom that enable them to celebrate life to the full. Our extensive enrichment programme allows all students to participate in a wide range of activities in order to foster friendships and develop key employability, leadership and interpersonal skills, which will ensure our students, achieve their full potential and have great success in the future. Our rich extra-curricular timetable runs throughout every lunch time and includes sessions after college.

Home Learning:

We have compiled a home learning schedule to help you to assist your children in managing their home learning tasks and to improve the progress and outcomes for your child. These are published each September and also on our college website.

The purpose of home learning is to:

- o Consolidate, reinforce and extend what pupils know, understand and can do at college
- o Extend college learning: not all learning takes place at college
- o Involve parents and carers in pupils' learning and keep them informed about what pupils are doing at college
- o Help pupils to get to grips with managing particular demands, such as GCSE coursework

Teachers will record home learning tasks on Bromcom which will include instructions, deadlines, submission information and any additional resources required to support your child with completion of home learning tasks set. Pupils may expect to receive two or three pieces of home learning per night and on those nights when less is set they should be engaging in reading, research, improving work and project based learning tasks.

We would like to ask for your support in helping your child complete their home learning tasks, namely by providing an area for them to work in which is free from distractions and where they are able to ask for help when necessary. Also by checking Bromcom and reminding them of upcoming deadlines.

Students wishing to stay after college to complete homework can do so in our homework club in the library.

What are the aims of homework?

To provide opportunities for extended practice: Giving students tasks that enable them to improve their fluency and confidence; tasks that support deeper and more fluent recall. Lesson time is not enough on its own and students need structured guidance to support their practice activities.

To develop students' capacity for independent learning: This includes giving students tasks that encourage them to explore subjects in self-directed and/or creative ways, to develop a sense of responsibility for their own learning and to prepare for lessons so that teachers' input is optimised given the time constraints.

A key purpose of home learning is to build good independent study habits, confidence and academic success. Students must be clear on the value of the home learning tasks set with explicit references made in class to ensure students understand how home learning will support them with their attainment and learning. The checking of home learning should form part of the 'routine' of home learning, this may be done through self/peer assessment/live marking/show call/online intervention with misconceptions addressed and mastered. Teachers should celebrate and reward excellent home learning through:

- Use of One Centrals
- Contact with parent/carer to sign post excellent work to be recognised at home
- Use of show call to model work to other students
- Celebrated in assembly through contact with Head of Year

- Displayed in classrooms
- Postcards home
- Departmental recognition as per the Departmental Handbook

If home learning is to support and extend classroom opportunities then it must be relevant, meaningful and go beyond merely finishing off classwork. Students recognise that effective home learning is home learning completed in books which makes them 'think hard' about their learning. Home Learning needs to be part of the planned opportunities for either consolidating prior learning; laying the foundations for new learning or be centred around reading. Home learning may run over the course of a half term and may be project-based learning. Home learning may be set and completed on an online platform in line with the departmental guide for home learning.

Careers Education, Information Advice and Guidance

Blessed Thomas Holford embeds Careers Education, Information Advice and Guidance into our overall approach to raising aspirations and developing a culture of being kind, working hard and developing your whole Self. We aim to develop students who are employable, confident and ambitious with the knowledge and skills needed to succeed in their chosen career. Through our dedicated careers programme, curriculum and college enrichment programme, we support the development of all our students to ensure they gain the knowledge, skills and experience they need to make informed choices at key transition points and succeed in learning and the world of work. The careers programme is sequenced from Yr7 - Yr13 and aligned to the new CDI framework and the Gatsby Benchmarks. Throughout each academic year a variety of experiences will be on offer, including encounters with employers/employees, encounters with further and higher education, experience of the workplace, and personal guidance.

Attendance

Attendance is monitored very carefully at Blessed Thomas Holford. Every day missed is a learning opportunity wasted. If your child misses college without appropriate reason, you will be contacted by a member of staff by telephone/ letter/ home visit or invited for a meeting in college to discuss this.

The Library is open from 7.45am for students to participate in quiet reading. The dining hall is open for breakfast from 7.45am.

Should a student arrive late for college they will be issued with a consequence to complete that afternoon. This is to act as a deterrent to arriving late in the future.

Absence

When a student is absent from college with no advanced notice, for example because of illness, parents must call college with a reason for absence before 8.30am and each morning of absence after that. You can do this by simply leaving a message on the student absence line at any point before 8.30am – a member of staff may call you back to discuss the absence in more detail, and validate the absence. To report an absence, call 0161 786 6030 and select the student absence option.

To alleviate congestion on the college phones, if you are reporting your child off college for illness; appointments or any other reason, can you report this via your **Bromcom app**.

<https://www.parentmail.co.uk/help/parenthelp/applications/absence-reporting/#what-is-absence-reporting>

To avoid students developing gaps in their subject knowledge and a negative impact on their progress, it is important that routine appointments for doctors, dentists, optician etc are made after 3.20pm or in holidays. When it is known in advance that an absence is needed, a letter or appointment card must be shown at least 24 hours before the appointment to student services. Your child must sign out when leaving the college. It is expected that students attend college prior to and or return to college after their appointment, where possible. You are discouraged from visiting reception on the day of the appointment to ask for your child to leave without evidence of an arranged appointment.

Any unexplained absences will be recorded on our system as 'unauthorised'. Any students with persistent absences will be referred to the local authority attendance team, who will, when applicable enforce the legislation as detailed in the section 7 of the Education Act 1996 – which places a duty on parents to ensure their child receives a suitable education. This offence carries a maximum sentence of £2500 fine and or 3-month custodial sentence.

Obviously, this is the last course of action we can take as a college in order to facilitate an improvement in attendance, however we have a strong pastoral support system in place to engage with you to eradicate any issues which may prevent regular attendance. We strongly advise you contact your child's Head of Year or our educational welfare officer to discuss any issues at your earliest opportunity.

Leave of Absence

The College does not authorise holidays in term time, this is in line with guidance set by the Department for Education which states colleges should no longer routinely authorise holidays unless there are exceptional circumstances – this is done at the discretion of the Head Teacher. Please write to the Headteacher before the absence, you will be informed in writing of the decision as to authorise absence or not. If no absence request is received, the college will refer the matter to the LA attendance team for consideration of legal action.

Bromcom

We use Bromcom to record, praise and set homework and consequences (detentions) for students. The Bromcom app allows you to monitor and support your child with homework alongside monitoring what rewards they may receive. Bromcom enables you to see deadlines for work, dates, and times for any sanctions and if these have all been completed / attended. It is a very powerful tool for keeping you informed about your child's college journey.

You will be invited to download the 'MyChildAtCollege' Bromcom parent app.

Communicating with you is an important part of what we do, making sure you get the correct information about activities, events and college news that really matters is something we care about.

We would like to encourage all parents to download the APP as there are a number of benefits both to you and the college:

- You do not need to login to pick up messages or attachments when you use the App.
- The App stores all the messages we send you in one place.

- Every message sent arrives as an instant alert on your mobile.
- You help save us money, which means more to spend on your child's educational experience.

Personal Appearance:

Personal appearance is a matter of pride. Whilst we are aware of current fashions and the impact of peer pressure, we expect all of our students to present themselves in a smart and respectful manner at all times in College and when travelling to and from College. We insist on perfect uniform at all times.

Uniform should comply with our clear uniform code at all times. **When students wear the BTHCC uniform they take up the responsibility to represent our college family and our college values.** This means that students represent current students and staff and also those that have previously attended BTHCC, all the future generations that will attend BTHCC and everyone in their community. It is a great responsibility to have.

Please check the uniform section of the college website for full details, below is a summary of the key points. If in any doubt please contact to college for clarity. <https://www.bthcc.org.uk/uniform>

- Students must be dressed properly in full college uniform.
 - BTHCC Blazer
 - Skirt with black tights OR trousers with ankle socks
 - White shirt
 - BTHCC tie
 - BTHCC Jumper (optional)
- Extreme hair styles including stepped, undercut, tramlines, extremely close-cut styles (skin head) or any pattern shaved into the hair or hair dye are not permitted. No lines in eyebrows.
- Trainers and boots must not be worn only formal black leather shoes, no suede.
- If wearing trousers students may wear black, white or navy socks only.
- Shirts tucked in at all times.
- Ties should be fastened up to the neck properly and reasonable length.
- Coats should not be worn indoors and removed immediately on entry to the building.
- Jewellery is not allowed in college and will be confiscated for collection at the end of the half term by the student: wrist watches are allowed – no smart watches.
- Every student should have a suitable college bag to carry books and equipment to and from college every day. Handbag or fashion style bags are not permitted. The bag should tone with the colour of the uniform (navy, black or dark grey).
- Students should be properly equipped for every lesson.
- Students must bring the correct kit and equipment for PE and practical lessons.

Equipment

We expect every student to carry a sensible and suitable bag, every day, containing the items listed below to every lesson. At first, you could help with packing your child's college bag with the relevant books and equipment for the next day after reviewing their own timetable each night.

There are a number of items that students must bring to college daily:

A clear pencil case containing:

- 2 black pens
- 2 red pens
- Pencils
- Pencil Crayons
- Rubber
- Ruler
- A compass
- A maths protractor
- An Oxford pocket dictionary
- Scientific Calculator (Casio)
- Independent reading book – age specific
- PE Kit (on the days they have PE)
- Refillable water bottle

Note. Pencil sharpeners are not allowed in college as they contain a blade.

Contact with Families

Parents play a crucial role in ensuring their child achieves at the highest level, adheres to the college culture and makes the most of the diverse number of opportunities on offer.

To ensure a successful partnership between home and college we provide regular data updates for parents to ensure they have the latest information; Parents will receive subject progress reports at different points across the year, this contains additional information including attendance, punctuality, and attitude to learning.

Parents contacting the college to discuss concerns or seek advice should email

blessedthomas.admin@trafford.gov.uk and address the email for the member of staff required.

Alternatively, parents can call reception 0161 911 8090 and leave a message for the member of staff required.

Staff are expected to return emails / phone calls to parents within 3 working days of first receiving the call/message.

Scopay / Cashless Catering :

It's simple, safe and convenient and your child will not need to carry cash into college. The ScoPay is an online payment system for colleges. It allows parents to pay quickly and securely for college meals, trips and activities, music lessons etc. You simply top-up your child's account online in advance by debit or credit card. Your balance can then be used immediately to pay for any of your children's items at college. You can also use our Pay Online service to:

- Top up your child's Break and Lunchtime credit

- Pay for revision books
- View previous online transactions
- View what your child has bought for break and lunch in college

Please note there will be no money accepted within college. All transactions will need to be done either online or through the mobile app. You can find the app from the following: [Apple App Store](#) [Google Play Store](#)

Lost Property

When students come to the college we do request that all their possessions, including clothing, should be named, in order to facilitate returning found articles. All lost property should be handed in at student services. If a student loses any item they should ask at student services if it has been found.

Items that are not named are placed in Lost Property. These are held until the end of term and then put on display for the students to look at. Any unclaimed property will then be disposed of.

BTHCC is looking forward to welcoming you to our family. Ahead of you is five or seven years of new friendships, learning experiences, opportunities to travel, and to grow all your gifts and talents surrounded in God's love.



Blessed Thomas Holford Catholic College

May God's love be our guide 