



Welcome To
Blessed Thomas Holford
Catholic College
Pupil Guide 2021

Welcome Booklet for Pupils

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Welcome to Blessed Thomas Holford Catholic College

We would like to welcome you to Blessed Thomas Holford Catholic College.

We are a very successful school and we pride ourselves on helping everyone in the school achieve their very best.

We understand that this has been an uncertain time for all of you and you may have lots of questions about your new school and what it will be like in September. Due to the ongoing restrictions of which we are all familiar with, we have not been able to invite you to visit us in our usual way. We hope that the information contained in this booklet goes some way to helping you feel confident and excited about your future at BTH.

The move from primary to secondary school can seem frightening but there are lots of people to help you settle into your new routines very quickly. In this booklet we will outline some of the most important things you will need to know.

REMEMBER – We are here to work together, to enjoy and achieve. This guide is to help you to feel you are part of our community and to be ready to start your new school in September 2021.



Our College Prayer

Lord

Make us better persons,
more considerate towards others,
more honest with ourselves
and more faithful to you.

Make us generous enough to
want sincerely to do your will
whatever it may be.

Help us find our true vocation
in life, and grant that through it,
we may find happiness ourselves
and bring happiness to others.

We ask this through Jesus Christ
our Lord.

Amen.



Key Staff at Blessed Thomas Holford



Mr Cornally MBE
Executive Headteacher



Mr Fishwick
Head of School



Mrs Geoghegan
Associate Headteacher



Mr Worth
Head of Year 7



Miss Baskerville
Head of Year 7



Ms Ward
Head of Pastoral
Care and Guidance



Mrs Tarry
Director of Pastoral
Care and Guidance



Mrs Poole
Pupil Services Assistant



Mrs Hardman
Pupil Services Assistant



Miss Pryce
Attendance Officer

What are the Standards and Expectations in our College?

CODE OF CONDUCT

Our Mission says:

We are a Catholic family of aspiration, dedicated to all our students excelling spiritually and academically in our school and beyond.

As a member of the school Family of Blessed Thomas Holford

Catholic College I promise to always:

- Be Safe – Be Respectful – Be Responsible

I will do this in the following ways:

- By respecting the diversity of my school family in the way I think, act and speak
- By wearing my uniform with pride inside and outside school
- By being polite and caring to everyone I meet during the day
- By working to the best of my ability and giving my best effort at all times
- By never disrupting my learning or the learning of others
- By acting safely and responsibly, always following school rules

Subjects you will be Studying

- English
- Maths
- Science
- French
- Spanish
- Geography
- Design Technology
- Computing
- Physical Education
- Art
- Food & Nutrition
- History
- Religious Education
- Music

Can you find them all in the below word search?

G E O G R A P H Y P E R R S H J K R R
Y C W I Y R O T S I H N P S S E E T D
K G F Z O B Z Z E V B A G W G L N J C
J B O L D V Y A R P N Z E L I S E E E
M Y X L A Z R N C I D F Y G I Z H N P
P R M I O R Y O S U N X I C B S M O C
S Y R J V N F H G L F O F Y P I H I L
R J S N U M H V O O U V Z O F A J T C
Z U C W J A K C B S X M W I K G F I U
N O I T A C U D E L A C I S Y H P R S
M J E Z A R T D F T U B D L G N Z T K
V C N H Q V U S Y H N I H N M I N U X
H E C L E C C H T G Z G I K T M R N B
R H E W A I I T T N X T I H A M H D B
M L J T S E E A I H U B Z S C D N O N
E U I U Y K O M W P L E Q M E N Z O G
I O M V W H T L M X V F A M H D E F R
N P G X G O K O K B K F J J H O H R R
G D R R H J C J S Y B I D F A J K I F

How is the School Day Organised?

You will have:

- a 15 minute form time or assembly in the school hall
- five 1 hour lessons
- a 30 minute Literacy session
- a 15 minute break
- a 30 minute lunch

Before you are dismissed at the end of the school day we will say our Sunset prayer together. A copy of this prayer is shown below:

Dear God,

Thank you for the things we have learnt,
experienced and discovered through this day.

Help us to remember it all.

Please bless our rest and sleep tonight
so that we can really enjoy our next day together.

Blessed Thomas Holford,

Pray for us.

Amen

Your First Day Routine

This will be slightly different from a normal day to allow you to receive your timetable and have a tour of the school.

(Please note first day arrangements are subject to change)

<ul style="list-style-type: none">- Assembly in the Hall This will be taken by the Executive Headteacher, Mr Cornally - MBE, and Mr Fishwick, Head of School. You will sit in your form in alphabetical order and your form tutor will tell you where your form will sit.
<ul style="list-style-type: none">- You will work in your form room with your form tutor where you will be allocated the following: Timetable; Pupil Planner; College Rules and Routines and a guided tour of the College
<ul style="list-style-type: none">- Breaktime is for 15 minutes and lunchtime time is 30 minutes. <i>These times will be confirmed to you on the day, as they may differ from usual.</i>
<ul style="list-style-type: none">- You will then have three 1 hour lessons with some of your new teachers
<ul style="list-style-type: none">- A Literacy session
<ul style="list-style-type: none">- Dismissal and Sunset Prayer in the school hall

What to bring on your first day:

- Pencil case including 2 pens; pencils; ruler; rubber & sharpener
- A packed lunch or money on your account to purchase food. Your parent/carer should have done this already for you. Topping up your account online in advance saves time queuing at the machine ☐; queues are likely to be VERY long on the first day and you may miss out on your break!

We will provide you with your planner and exercise books.

Your Personal Responsibility

In Secondary School, you are expected to accept personal responsibility for the following:

- Equipment. Each day you will need to bring to school your planner and your pencil case containing 2 pens, pencils, ruler, glue stick, highlighter pen, rubber & sharpener, calculator, and a reading book.
- Homework. Always write your homework down clearly. If you are not sure about anything, ask your teacher or form tutor.
- Uniform. We expect everyone to wear their uniform with pride. Blazers and jumpers are to be worn at all times, unless you have been told you may remove them in class. Knee-high socks are not allowed. Pupils can wear navy blue or black ankle socks or tights.
- Make-up. **Make-up/fake tan/nail extensions** are not allowed.
- Jewellery. From September 2021 pupils will not be allowed to wear earrings.
- Hair style. Extreme hairstyles are not allowed. Haircuts should not be 'extreme'. Please see the hair cut policy for more information.
- Mobile phones/electronic devices. If a mobile phone or electronic device is brought into school, **it must be turned off before you enter the school premises. Phones should not be seen or heard in College between 8.00 a.m. – 4.00 p.m. Phones seen or heard during the school day will be confiscated for a week (7 days).**
- Attendance & Punctuality. We have a high standard of punctuality and attendance, which should be AT LEAST 96%, and expect all pupils to maintain this.
- Lockers. You can rent a College locker for £15 per year, which can be arranged from our Finance Office or online. You will be asked to provide your own padlock.
- Internet Usage. There are **strict regulations** about the correct usage of the internet, which will be outlined by your teachers.
- Lunchtime Arrangements. As a Year 7 pupil you will have your lunch for 30 minutes. You can purchase food from Café 64 or you can bring a packed lunch.

What if...?

I get lost on the way to my class?

Don't panic! Ask one of the Pupil Services assistants/'Pink Ladies', a teacher or another pupil to direct you to your classroom, or go to Pupil Services. There is a map included in this guide but you will be given another when you start, so keep it with you for the first couple of weeks.

I am ill during the day?

Tell your teacher or go to the Pupil Care & Support Office. If you are too ill to be in school, we will telephone your parents/carers to come and collect you, so it is important we have up-to-date contact details.

I lose something?

Tell your teacher immediately or go to Pupil Services. You could hire a locker from The Finance Office and of course – ***make sure everything is named!***

I am absent?

Your parents/carers need to ring the Pupil Care & Support Office (**0161 911 8043**) **before 8.30 a.m.** If possible, appointments need to be made outside of school hours. If you have an appointment during the day, you need to produce an appointment card which must be accompanied by a letter from your parents, which you give to your Form Tutor. For exceptional circumstances, you may need time off during term. The Pupil Care & Support Office has a request form that must be completed by your parent/carer. Holidays are not able to be authorised during term times.

If you are absent for 3 days or more, Trafford Education Welfare will be informed.

I am late?

You ***MUST*** sign in at the Pupil Care & Support Office. The Pupil Care & Support Office and your Form Tutor check these – too many "lates" are investigated and detentions may be issued, or you may be placed on late report.

I forget my lunch or bus fare?

Tell your Form Tutor straight away or go to Pupil Services – don't wait until lunchtime or the end of the day.

Do not use your mobile phone to phone home about any of these things as you may have it confiscated for 7 days. Go to Pupil Services to call home.

Extra-Curricular Activities

- Football
- Basketball
- Dance
- Fitness
- Maths Club
- Cross Country
- Science Club
- Rugby
- Netball
- Badminton
- Art
- Languages
- Tennis
- Table Tennis
- Rounders
- Cricket
- Music
- Trampolining
- Film Club



Homework Club

We have a Homework Club available before school from 8.30 a.m. – 9.00 a.m. and after the school day until 4.30p.m. This takes place in the school library, which is also open at break and lunch for pupils to read, borrow books or complete work.

Trips

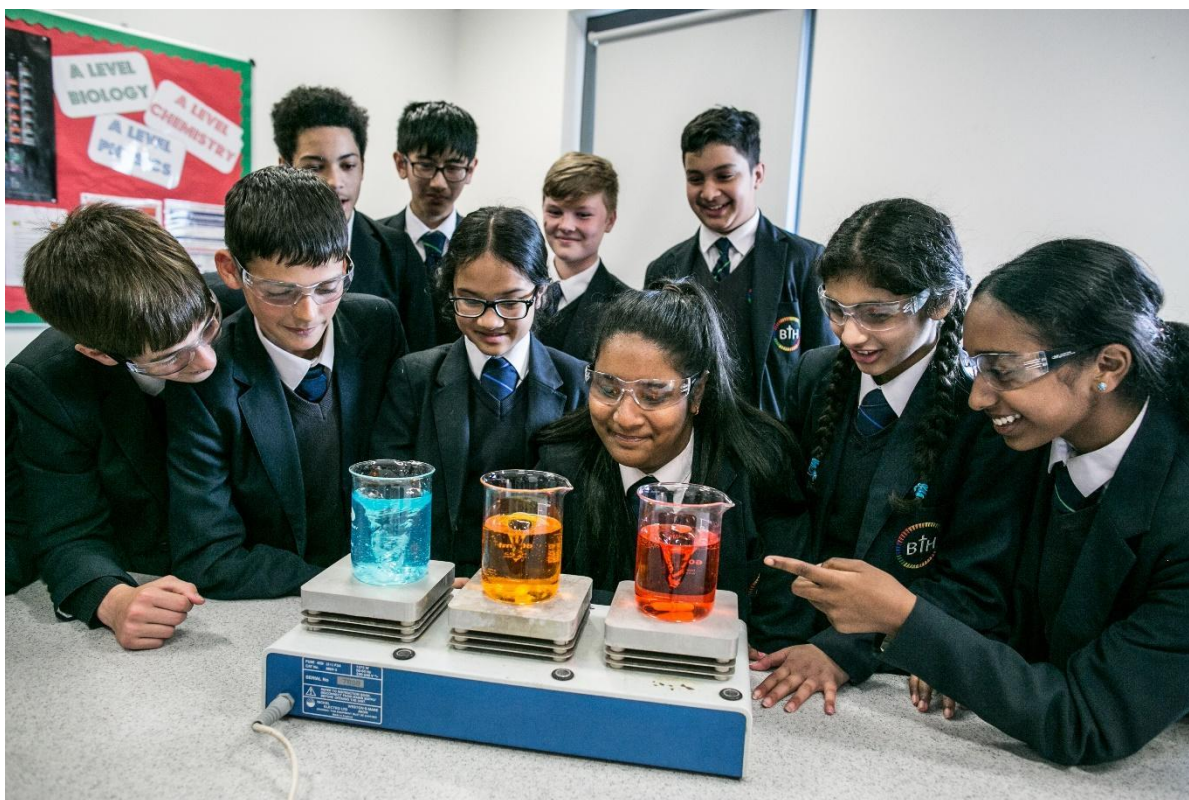
We have lots of trips taking place throughout the year and many of them will be available for you to attend.

Information on trips will be shared with you by your teachers and emailed home to your parents. Our trips are very popular so it is best to reserve your place as soon as possible.

Leadership Opportunities

- Form Captain
 - School Council Representatives
 - Mini Vinnies
 - Student Leadership Committee
 - VIPA Ambassador
- Sports Team Captain
 - Dance Leader
 - Eco Committee.
 - Librarians

By taking on any of these roles, you will gain a sense of involvement in the running of the school, and show that Leadership doesn't just come from adults.

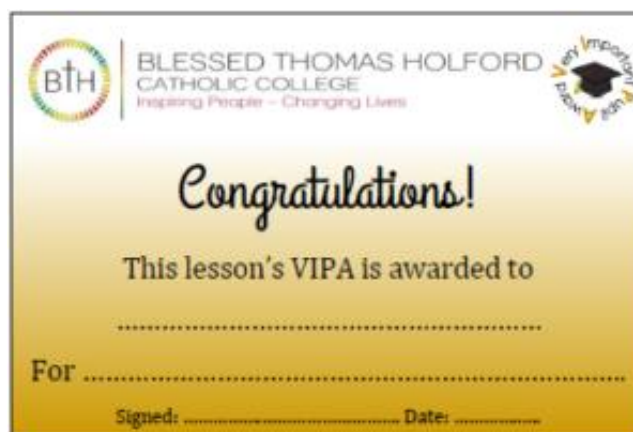


Rewards

You can work towards collecting house points and commendations which can be converted into prizes. Celebration assemblies are held throughout the year to recognise your achievements publicly.

- Praise postcards are sent home by subject staff when you have completed an excellent piece of work or have made a real effort to improve your work
- You can be nominated to receive a Headteacher's Platinum Award by your teachers
- Very Important Pupil Award (VIPA). Each teacher gives one pupil a VIPA award at the end of every lesson to celebrate outstanding effort. These are worth two house points and prizes are given each half term for the pupil with the most VIPAs in each form and year group.
- Special rewards are arranged each term if you have 100% attendance and punctuality.
- There is a Prize evening held at the end of each academic year to recognise the fantastic achievements of our pupils. This event is attended by 100s of pupils and parents, and being invited to attend is something to be very proud of!

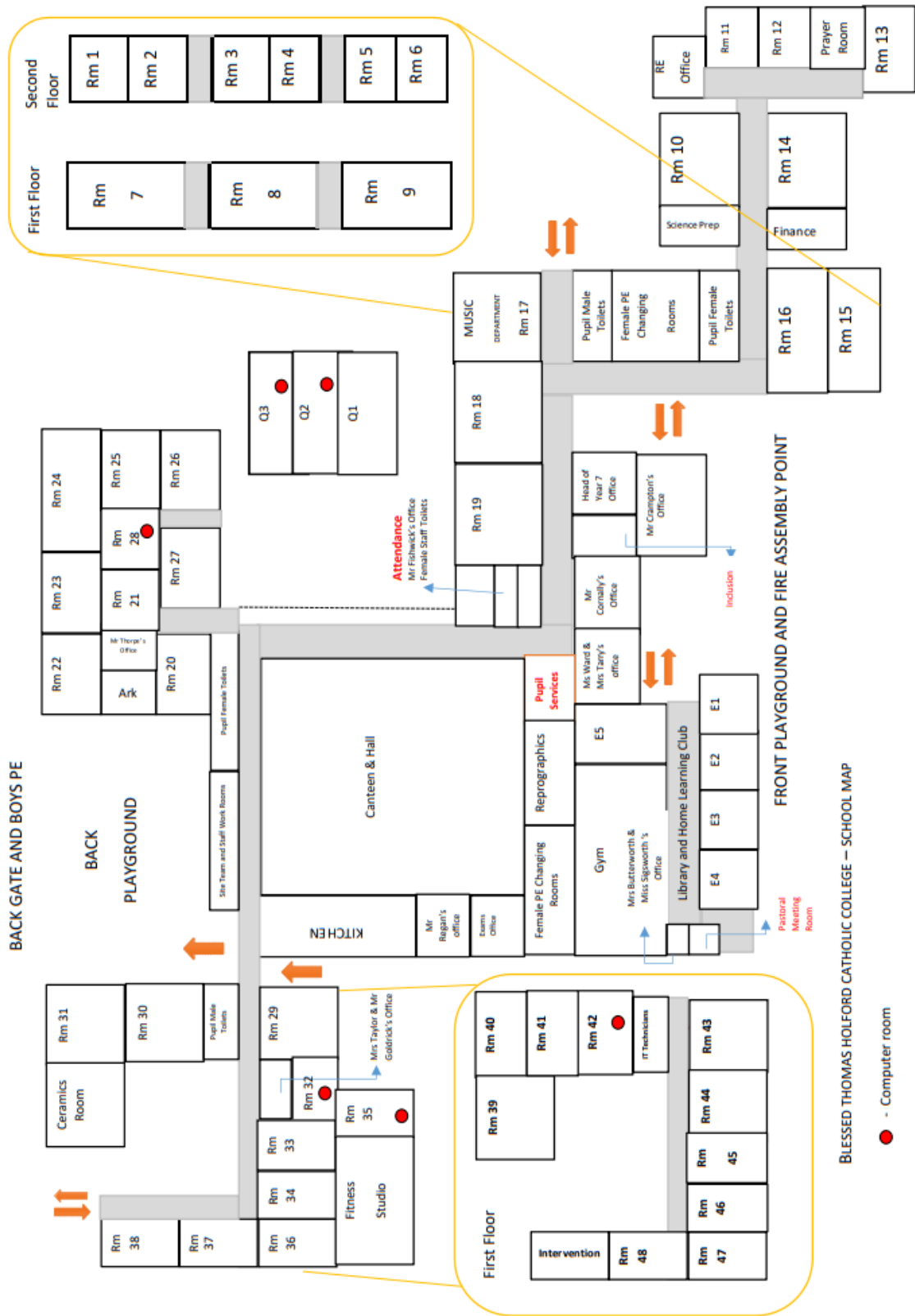
... so you can see, there is a lot to aim for!



Top Ten Tips for Starting Secondary School

1. **Don't panic!** It will take a while for you to learn the routines and to find your way around. Give yourself plenty of time to get the hang of things.
2. Ask for help if you're not sure about something. If you get lost, ask a teacher or an older pupil, or go to Pupil Services.
3. Be organised. If it helps, make a list of what you need each day. Prepare what you need the evening before.
4. Follow the school rules and always wear the correct uniform.
5. Don't worry about tests and exams. They help you and your teacher to know how well you are doing.
6. Tell an adult you trust if something is worrying or upsetting you. Inform your form tutor if someone is unkind and **ignore any stories about what happens to new pupils.**
7. Attend school regularly, and don't be late!
8. Homework is an important part of learning at secondary school – always do it to the best of your ability and on time.
9. Always attend detentions.
10. Think about joining after-school clubs. It is a great way of making new friends, and can help you in your lessons.

School Map 2021/2022



Quiz

(All answers can be found in this pupil guide)

1. What are the names of your two Heads of Year?
.....
2. What time do you need to be ready at your form for as the school day starts?
.....
3. What is the name of the café you can order your cooked meals from at lunchtime?
.....
4. How much does it cost to hire a locker for the school year?
.....
5. Can you name at least 3 items that you will need to bring with you on your first day?
.....
.....
6. What percentage attendance do we expect all pupils at Blessed Thomas Holford to aim for **at the very least**?
.....
7. VIPA awards are a way to reward pupils for hard work, but what does "VIPA" stand for?
.....
8. What time does our school Homework Club stay open until each day?
.....
9. Can you name 3 of the extra-curricular clubs which you will have the opportunity to take part in?
.....
10. Where should you go if you ever lose one of your belongings?
.....

Matthew 17:20

If

you

have

faith

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small

as

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mustard

seed

Nothing is impossible...