




# Family Handbook



Blessed Thomas Holford Catholic College

May God's love be our guide 

# Welcome



## Dear parents and carers

Welcome to Blessed Thomas Holford Catholic College. It is with great joy that we welcome you and your child into our school family. As a Catholic college, our mission **"May God's Love Be Our Guide"** is at the heart of everything we do. This mission shapes the way we teach, the way we care, and the way we live together as a community.

As a family united in Christ, we strive to ensure that every student is known, valued, and supported to flourish both spiritually and academically. Our gospel values and the principles of Catholic Social Teaching are not simply ideals; they are lived out daily through our words, our actions, and our expectations. We believe in kindness **(Be Kind)** above all else. We teach our students to be compassionate, to think of others before themselves, and to treat every member of our community with gentleness, generosity, and dignity. We expect kindness in every interaction and believe that by nurturing respectful and compassionate students, we build a culture that reflects the love of Christ.



We are also a community that believes in the transformative power of hard work (**Work Hard**). Success does not come easily, and we are committed to teaching our students that excellence requires effort, determination, and resilience. We expect all students to give 100% in every lesson, every day. They are encouraged to respond to feedback, persevere in the face of challenges, and take pride in their learning. With the guidance of expert teachers and the support of our pastoral team, students at Blessed Thomas Holford achieve exceptional progress and grow in confidence and capability.

Academic achievement is a key part of life at our college, and we are proud of our consistent record of excellent examination results. But our vision goes beyond grades. We are equally committed to developing the whole person (**Develop Your Whole Self**) – spiritually, morally, emotionally, and socially. Our students are encouraged to take on leadership roles, train as peer mentors, participate in worship, join our College Choir, play in sports teams, and become involved in charitable work through groups like the St Vincent de Paul Society. These opportunities help our students grow into well-rounded, thoughtful young people who live out their faith and make meaningful contributions to their communities.



As educators, we are driven by a deep love for every child. This love is expressed through our dedication, our consistent approach, and our unwavering belief that all students can achieve great things. We set the highest expectations because we believe in their God-given potential. We aim to develop young people who not only excel academically, but who act with integrity, show respect for others, and carry themselves with purpose and responsibility.

We are proud of our strong Catholic ethos, which can be felt throughout our school—in the way we speak to one another, the way we support one another, and the way we worship together. Our recent Ofsted inspection highlighted many strengths, including the strong relationships between staff and students, the positive attitudes to learning, and the caring, supportive environment we provide. We are fully committed to improvement and continuing to strengthen every aspect of our provision so that each child thrives in a setting of high ambition, love, and faith.

We look forward to working in close partnership with you as your child begins their journey with us. With your support, we will nurture their talents, challenge them to achieve their best, and help them grow in faith, wisdom, and confidence.

Thank you for choosing to become part of the Blessed Thomas Holford community. We are excited for all that lies ahead.

With warmest regards,

**Mrs Clare Hogg**  
**Headteacher**

# THE BTHCC WAY

As a member of the Blessed Thomas Holford Catholic family we pray

**'May God's love be our guide'**

as we follow the BTH Way 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.



## 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

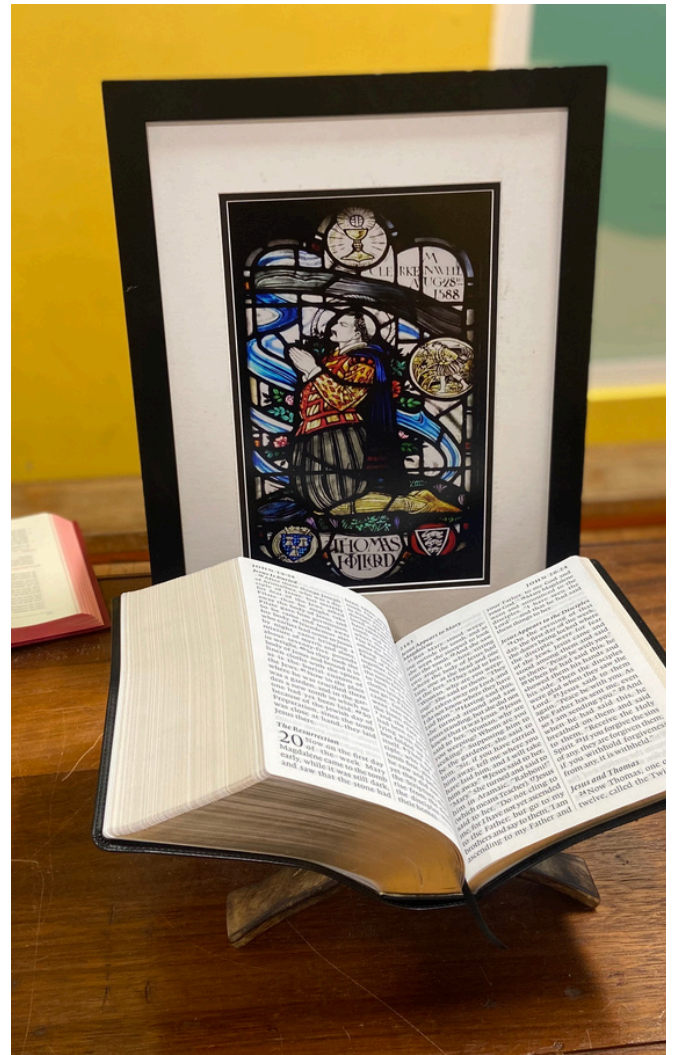
- We move around the school quietly, safely and with self-control.
- We create calm classrooms to allow everyone to learn.
- We seek reconciliation, we say sorry, changed behaviour is the best apology.
- We have zero tolerance of hate and discrimination.

### 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

1

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 consequence. Class Teacher contact home

B4 Cause for Concern

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

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

Students begin each week with a perfect score of 100 points and points will be deducted if students are scored a B3, B4 or B5 by their class teacher. Each term any Students who have maintained a perfect score of 100 each week during that term will be rewarded with a trip.

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## 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 (B1s) 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.

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## 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.



# THE BTH WAY:



## 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 whenever they are speaking. This shows focus, respect, and readiness to learn.

## Perfect Climate

We contribute to a calm, focused, and productive learning environment by following the **Perfect Climate** expectations in every classroom.

## Perfect Uniform

We wear our uniform with pride. It reflects our identity, high standards, and commitment to excellence.

## Corridor Climate

We move around the college quietly and sensibly. We respect the learning and personal space of others.

## Punctuality & Attendance

We arrive at college by **8:45am** every day, ready to learn.

We aim for **100% attendance** and understand that our **minimum expectation is 96%**. Every lesson counts.

## Respectful, Polite, and Courteous

We speak to everyone with kindness and respect. If we feel something is unfair, we still follow the instruction first and then respectfully raise concerns **after the learning has finished. #BeKind is at the heart of all we do.**

## Reasonable Requests

We follow all reasonable instructions the first time, without argument. This keeps everyone safe and learning effectively.

## Equipment

We bring the correct equipment **every day** to every lesson:

- o 2 black pens
- o 2 red pens
- o Pencil
- o Ruler
- o Calculator
- o Refillable water bottle
- o PE kit (on the appropriate day)

## Homework

We complete all homework on time to consolidate and master our learning. Deadlines must be met. All homework is recorded on Bromcom.

# Core Routines

## Movement Around the College

Students walk quietly, with pace and purpose, keeping to the **left-hand side** of the corridor at all times.

## Entering the Classroom

Upon arrival, students stand silently behind their **allocated seat**, place their **equipment on the desk**, and **bags on the floor**, ready to begin learning.

## Lesson Start: Retrieval Practice

Every lesson begins with **Retrieval Practice**. Students are expected to start this independently and in silence as soon as they enter the room.

## Following Instructions

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

## Tracking the Speaker

We show respect by **tracking the person who is speaking**—whether it's a teacher or another student—demonstrating that we are listening carefully and valuing their voice.

## Signal for Silence

When silence is required, staff will raise their hand and begin a **countdown: 3... 2... 1.**

Students are **silent on 1**, and staff will **thank those who respond immediately.**

## Questioning in Lessons

During lessons, students **do not raise their hands** to answer questions. Instead, teachers will **select students** to respond. This ensures full participation and engagement.

## Perfect Climate

Students follow the **Perfect Climate** expectations in every classroom to ensure a focused and respectful learning environment.

## Conduct During Leisure Time

Even outside of lessons, students are expected to uphold our **Code of Conduct**, live out our **Core Values**, and maintain high standards in line with our **Learning Habit**.



## What Does Learning Look Like at BTH?

Learning is a change in long-term memory. It is the process of acquiring and building knowledge and skills so that you know more, remember more, and can do more!

What am I learning?

Your curriculum maps and curriculum overviews show you:

- ✓ What you are learning
- ✓ Why you are learning it

🧠 What does learning look like in lessons?

✓ Sequenced Curriculum

Our curriculum builds step-by-step on what you have learned before.

✓ Personalised Teaching

Your teacher adapts lessons to help you learn in the best way possible.

✓ Reading & Vocabulary

We are a school that reads. Literacy and subject vocabulary enrich every lesson.

✓ Checks for Understanding

Teachers regularly assess what you know and can do – and help you move forward.

✓ Positive Learning Climate

Classrooms are calm, focused, and full of respect so that everyone can thrive.

✓ Catholic Social Teaching

Our faith is at the heart of the curriculum



# Term Dates -

## BLESSED THOMAS HOLFORD TERM DATES 2025 2026



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- = BANK HOLIDAY
- = COLLEGE HOLIDAYS
- = INSET DAYS

### The College Day:

Time of Day	Students
8.45 a.m. – 9.00 a.m	<p><u>Ready to Learn</u></p> <ul style="list-style-type: none"> <li>Time for breakfast</li> <li>Toilet Stop</li> <li>Be in perfect uniform</li> </ul>
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. – 11.20 a.m.	Lesson 2
11.20 a.m. – 11.35 a.m.	Break
11.35 a.m. – 12.30 p.m	Lesson 3
12.30 p.m. – 1.30 p.m	<p>Lunch for all students</p> <p>12.45 p.m. Year 7 lunch hall entry</p>
1.30 p.m. – 2.25 p.m	Lesson 4
2.25 p.m. – 3.20 p.m	Lesson 5

## College Social Media Accounts:

We have active Facebook and Instagram account, 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 30 minutes together (9am – 9.30am) 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. Our canteen menu can be found here: <https://www.bthcc.org.uk/mainschoolmenus> 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 at the Walsingham building and in the dinner hall and can be used in free time. As we are stewards of God's creation we strongly discourage the use of Single use plastic bottles.



# Teaching and 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.

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## 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.

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## 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.

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## 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 Curricular 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

Home learning is set to support learning. If home learning is to support and enhance learning, then it must be relevant, meaningful and purposeful. 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.

### **The purpose of home learning is to:**

- Consolidate, reinforce and extend what pupils know, understand and can do
- Extend learning opportunities
- Support academic success and attainment
- Involve parents and carers in pupils' learning and keep them informed about what pupils are doing at college
- Help pupils to manage independent work and the demands of the curriculum

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 set

We would like to ask for your support in helping your child complete their home learning tasks by checking BromCom and reminding them of upcoming deadlines. Designated spaces are available to all students before school, at lunch time and after school to complete home learning which is staffed and resourced should they require further support and a space to work.

### **What are the aims of homework?**

To provide opportunities for:

- Extended practice
- Consolidation of learning
- Retrieval of learning
- Revision of curriculum content
- Mastery
- Reading and comprehension
- Independent learning and self regulation

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



## 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.

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### 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.

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### 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 768 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 My Child At School browser, at present the App does not support this function please log in using the browser either on your phone/laptop/desktop computer.

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.

## My Child at School

We use My Child At School to record, praise and set homework and consequences (detentions) for students. The My Child At School app allows you to monitor and support your child with homework alongside monitoring what rewards they may receive. My Child At School 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.

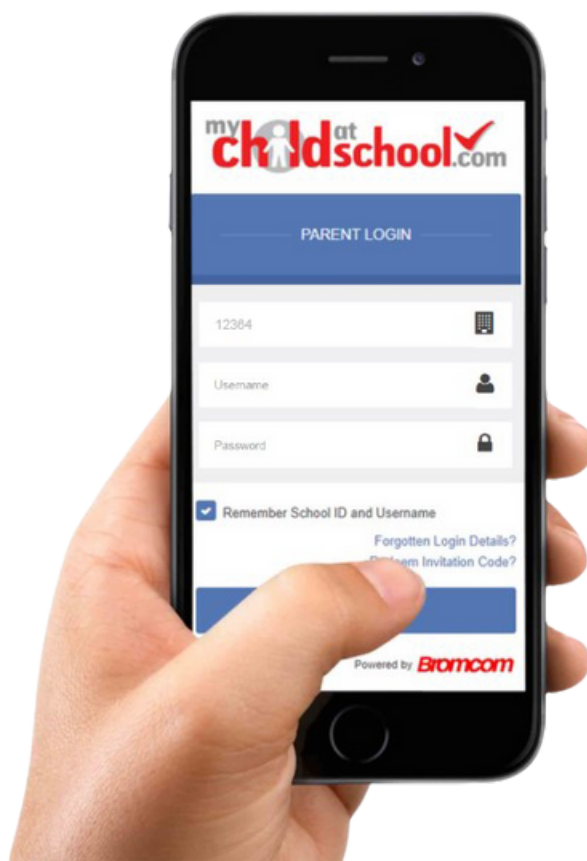
You will be invited to download the My Child At School app and an invitation link will be sent to you after your child's first day of enrolment.

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.

Above may need to come out as messages are being sent via email as notifications are a known issue. We do send home academic Reviews and Reports via My Child At School



# 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](mailto:blessedthomas.admin@trafford.gov.uk) and address the email for the member of staff required. Alternatively, parents can call reception 0161 768 6030 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

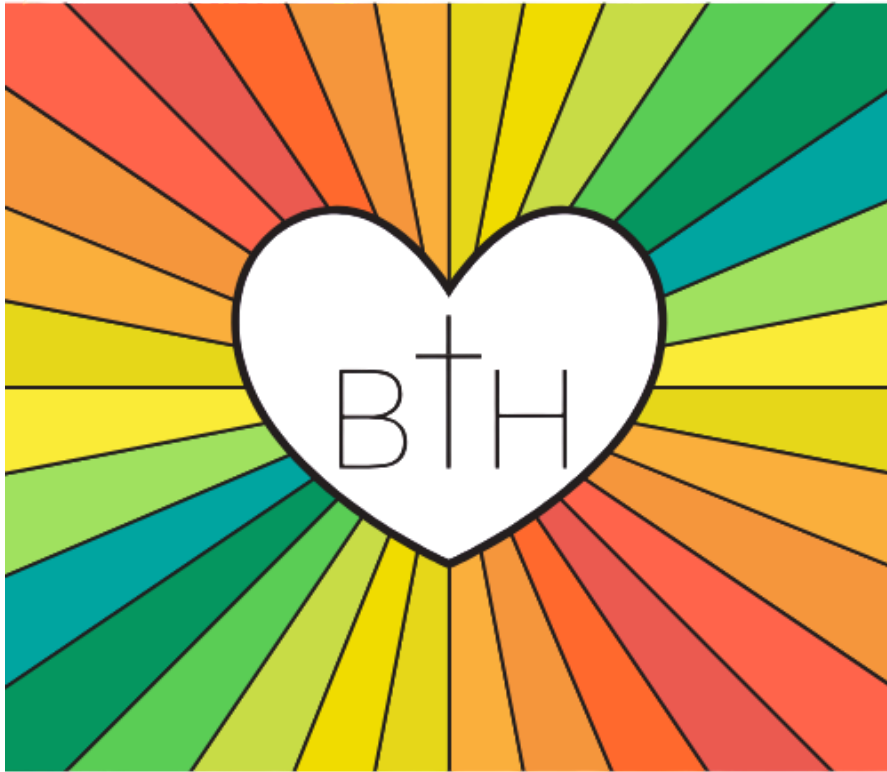
Please note there will be no money accepted within college. All transactions will need to be done either online or through the mobile app. You can find the app from the following: [Apple App Store](#) [Google Play Store](#)

## 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.

