



De La Salle School

A Very Warm Welcome from your Year Team!

We are very much looking forward to you starting at De La Salle, your school. We understand that in these unprecedented times, what the next few months hold we are still unsure but we would like to make it as smooth as possible and have enclosed everything you need at this stage of the transition process from Year 6 to Year 7. If you have any questions at any point during this transition time please do not hesitate to get in touch. There are lots of staff and pupils available to make sure you feel happy and confident when you join us on **Monday 7th September at 8.30am** in the school hall.

We will keep you updated as much as possible via our school website www.delasalle.st-helens.sch.uk. This is updated regularly and there may be familiar faces on the pages, or events advertised which you might want to get involved in.

Also included is a friendship form for you to complete. Please note we will try to accommodate you being in a form with at least one of your friendship group.

Mrs M. Croft
Head of Year 7

Miss L. Swaby
Pastoral Support Manager Year 7

Enclosed you will find:

- Attendance Matters Leaflet
- Uniform List
- ParentMail Poster – ParentMail is our payment and communication system. You will be able to register with ParentMail from July 2020.

There is also a separate section of forms which need to be completed and returned to De La Salle in the **addressed envelope by Friday 29th May**.

- Information from Parents (both sides)
- Home-School agreement
- Confidential medical form
- Biometric letter
- PTFA 400 club form
- Use of lockers form
- Photo consent
- Friendship form

The use of mobile phones and social media can create barriers to the education of your child. There is no need for your child to have a phone as contact can be made directly to the school. If you wish your child to have a mobile phone in school then it must be switched off from 8.30am until 3.00pm so that it cannot be used during the day, otherwise it will be confiscated if used.

We would urge you to ensure the forms above are returned promptly, as without them, your child's transition to De La Salle could be affected or even delayed.

Should you have *any* questions please contact: swabyl@delasalleschool.org.uk / croftm@delasalleschool.org.uk



De La Salle School

Dear pupil,

We're glad that you've chosen to come to De La Salle. As the Head Girl and Head Boy we want to make sure that your journey from primary to secondary school is as smooth as possible. There's really nothing to worry about! Here are some tips for when you come to De La Salle.

Our main piece of advice for you is to take advantage of all the opportunities that are on offer, from your first day in year 7 to your last day in year 11. All the way through your school life there are many extracurricular activities for you to take part in, ranging from sport-based activities such as football, netball and rugby, to our eco school group and even our school and year councils which help to improve our school community from a pupil's viewpoint.

There are also many trips for you to get involved in, both in the local area and abroad! In year 7 there is a form retreat to Lowe House, Lasallian retreat to The Briars in Derbyshire, as well as a water sports PGL in France! Other trips include history trips to Belgium and Auschwitz, a geography trip to Reykjavik, Iceland. A maths trip to Disneyland Paris and an English trip to Italy (where you visit Venice, Verona and Rome).

There is no need to worry about getting lost at De La Salle, as if you don't quite know your way around there will always be a friendly face to help you find your way around! We are looking forward to seeing you soon. We are sure that your time here at De La Salle will fly by and you will make some great friends and memories!

Best wishes on the next step of your journey,

Head Boy and Head Girl.



De La Salle School

All items are available from
Slater's & Whittakers



The School Bag

A **dark** soft type of bag which will collapse when belongings are removed and will easily fit into a locker that is 37cm x 30cm x 24cm.

The school is very proud of its attractive uniform. Each item of uniform and all personal property must be clearly labelled:

Black trousers

Dark navy A-line skirt with or without pleats or a dark navy pinafore dress (square neck, pleated skirt) – no fashion skirts or straight skirts

Pale blue shirt or blouse

School tie in the year colour – purple

Dark navy blazer with the school badge

Dark navy school pullover with double gold stripe (optional)

Black socks with trousers, blue socks with skirts or pinafores (black tights may be worn in winter)

Flat black shoes with rubber soles (not canvas or training shoes)

White craft apron

Dark navy or black outdoor coat (no logos)

Uniform issues We would appreciate your support in ensuring the uniform policy is respected as this ensures pupils are smart, ready to study, and the system is as fair as possible.

- Pupils are expected to keep their top buttons done up and their ties fastened in such a way as to ensure that the school badge is visible.
- **Hair:**
 - o Only dark blue clips, hairbands or ribbons are allowed
 - o Pupils with long hair are advised to tie it back/fringes should not cover eyes for health and safety reasons
 - o No extreme hairstyles are allowed (this includes colours/ tramlines/ very short hair/ hair gel etc)/
- **Shoes:**
 - o No trainers or boots allowed. Black **shoes** only (with black rubber soles).
- No jewellery (no earrings or piercings etc). Pupils wanting to have their ears pierced must do so at the beginning of the summer holidays as no earrings are allowed.
- All items of personal property and uniform must be labelled.
- Pupils must have a padlock for their locker and give their form tutors a spare key
- If a jumper is worn it *must* be the school jumper as described above.

Please help us in ensuring your child does not come to school wearing make-up, fake tan, false nails or nail varnish. Students will be expected to remove this before coming to school.

De La Salle PE kit is supplied to parents by Whittakers & Slater's school wear. Parents can purchase the kit 3 ways:

1. Online through www.whittakersschoolwear.co.uk/prods/De-La-Salle-School-St-Helens
2. At Whittakers shop in St Helens – Bridge Street 01744 451812
3. Slater's school wear Wigan – www.slaters-schoolwear.co.uk

Boys' Uniform

- *Navy blue shorts
- *Navy blue polo shirt
- *Navy blue sports socks
- *Navy blue reversible rugby jersey (optional)
- Trainers

Girls' Uniform

- *Navy blue shorts and/or skirt
- *Navy blue polo shirt
- *Navy blue sports socks
- Trainers

*Items illustrated

The navy blue tracksuit bottoms* and the hoody* (both illustrated) are OPTIONAL extras.



De La Salle
School

Sections to be Returned

Primary School: _____

Pupil's Surname: _____

Forename(s): _____

Gender: (M or F): _____

Date of Birth: _____

Ethnicity:(eg white British) _____

First Language:*
(If other than English) _____

Religion: _____

Pupil's Home
Address: _____

Post Code: _____

Service Child:** _____

Please tick the box if this child has been adopted from Local Authority Care. ***

PARENTS' DETAILS – NO DUPLICATE EMAILS/MOBILE NUMBERS

Mother

Contact Phone Numbers:

Title: _____

Mobile: _____

Forename: _____

Home: _____

Surname: _____

Work: _____

D.O.B: _____

Email address: _____

N.I. Number: _____

Does your child live with you: Yes No

Do you have parental responsibility: Yes No

Alternatively please provide an address for mailing purposes

Father

Contact Phone Numbers:

Title: _____

Mobile: _____

Forename: _____

Home: _____

Surname: _____

Work: _____

D.O.B: _____

Email address: _____

N.I. Number: _____

Does your child live with you: Yes No

Do you have parental responsibility: Yes No

Alternatively please provide an address for mailing purposes

EMERGENCY CONTACT

Please give the name (including their relationship to child), address and **telephone number** of another person who can be contacted in an emergency. **Please ensure this person is local to the school and gives their consent for us to hold their information and contact them should the child need to go home.**

Emergency Contact 1

Name: _____ Address: _____

Telephone Number _____

Relation to child (eg Grandma/Grandad) _____

Consent obtained to hold information in school

Emergency Contact 2

Name: _____ Address: _____

Telephone Number _____

Relation to child (eg Grandma/Grandad) _____

Consent obtained to hold information in school

Please indicate who the school should contact first in case of emergency & telephone number:

Name and address of Family Doctor:

Name of any relatives at De La Salle and their present Form:

Name	Relationship	Form
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Any language other than English that a child was exposed to during early development.

** One of their parents is serving in the regular armed forces

*** Previously looked after by a local authority and has now been adopted or is under a special guardianship or child arrangement order.



To Be Returned

De La Salle School

Year 6/7 Medical Form

Name: _____ Primary School: _____

Doctor's Name: _____

Address: _____

Telephone No: _____

Medical History e.g. long term illnesses, recent operation etc.

Current long term medication e.g. inhalers, tablets etc.*

Other medical conditions e.g. difficulties with vision (glasses/ contact lenses), hearing, mobility etc.

Any allergies to food or medication**

Signed: _____ *Parent/Guardian*

* Please send a spare inhaler into school in September
** If provided with medication, please send a spare set into school



To Be Returned

De La Salle School

Home-School Agreement

This agreement has been drawn up together by parents, pupils, governors and staff.

The school will:

- care for your child's safety and happiness
- contact you if we have any concerns or problems that appear to be having a negative influence on your child's attitude or approach to school life
- ensure that your child will realise their full potential in every aspect of their development
- send home regular assessments of academic progress and an annual report
- set, mark and monitor homework and provide facilities in the school for pupils to do homework
- keep you informed about school activities via a regular parental newsletter

The Parents . . .

I/We will:

- see that my child goes to school regularly, on time and properly equipped
- support the school's policies and guidelines for behaviour
- ensure that my child does not use their mobile phone in school
- let the school know about any concerns or problems that might affect my child's work, attendance or behaviour
- support my child in homework and other opportunities for home learning
- attend parents' evenings and discuss my child's progress
- get to know about my child's life at the school

The Pupil . . .

I will:

- attend school regularly and be punctual to registration and lessons
- observe all school rules and observe the guidelines for behaviour and code of conduct, both during the school day and on travelling to and from school
- follow the school rules about mobile phone use
- wear the school uniform and be tidy in appearance
- do all my classwork and homework to the best of my ability
- be polite and helpful to others
- keep the school free from litter and graffiti

PLEASE READ, SIGN AND RETURN THIS TO THE SCHOOL OFFICE

PUPIL'S NAME & SURNAME _____

Parent's signature: _____

Pupil's signature: _____

Would you like to win £150 each month?

To Be Returned

You have a chance by joining the

De La Salle School PTFA 400 Club!

Prizes in each monthly draw:-

1st - £150 2nd - £100 3rd - £75 4th - £50

All profits outside the prize money are used by the PTFA to support activities at De La Salle School.

Subscriptions: **£2 per month** by Standing Order

400 Club Rules

1. The name of the club is De La Salle PTFA 400 Club.
2. Membership totals up to 400, which may be extended by the organisers.
3. The monthly subscription should be paid before the 15th of each month.
4. Membership ceases by resignation in writing to the organisers c/o De La Salle School.
5. Membership is otherwise automatically renewed each year.
6. Failure to pay the subscription before the monthly draw disqualifies a member from participation in subsequent draws until the arrears are paid.
7. The monthly draws will take place at school each half term for the preceding months.
8. Winners will be notified by post, and prizes paid by cheque, to the details provided below.
9. Prize money is 50% of the subscriptions received; the remainder, less expenses, goes to the PTFA funds raised for the school.

To join the 400 Club, please complete all sections of the forms below IN BLOCK CAPITALS and return to the school office.

I wish to support the PTFA 400 Club *(please tick the box)*

Name _____

Address _____

Post Code _____ Email _____

Signed _____ Date _____

STANDING ORDER INSTRUCTION - PLEASE COMPLETE IN BLOCK CAPITALS - DO NOT DETACH

To the manager of _____ Bank

Branch Address _____

Account Name _____

Account Number _____ Sort Code _____

Please pay to: National Westminster Bank, 5 Ormskirk St, St Helens WA10 1DR. Sort code 60-70-08

Account No: 94086311 For the credit of De La Salle PTFA 400 Club

The sum of £2 per month commencing on the 1st October 2020 until further notice.

Name _____ To be used as **payment reference**

Signed _____ Date _____



To Be Returned

De La Salle School

Dear Parent/Carer

Please sign the permission slip below so that we can set your child up on our biometric system for school meals, printing and library books.

Please note that a biometric system is **NOT** a finger printing system and all data stored will be protected under the Data Protection Act 2018. See the link below should you have any further questions, or contact warburtonc@delasalleschool.org.uk

From September, parents can add money to their child's dinner money account via our ParentMail app. For the first couple of weeks, whilst your ParentMail account is being set up, pupils can also add cash to their dinner money account via 2 machines in school, or parents can send in cheques (made payable to **St Helens Council**) which will be credited to pupils' accounts on the same day as long as they are placed in the box before 9am.

Yours faithfully,

Mr A. Rannard
Headteacher

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

Please return to De La Salle School

I give permission for my child's biometric data to be used in the school for the systems outlined above.

Child's Name _____

Primary School: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____



De La Salle School

Dear Parent/Carer

USE OF LOCKERS

In September your son/daughter will be given a locker in which to keep their books and equipment for the day so that he/she will not have to carry a bag full of books and kit around all day. The lockers are located in communal areas in school. The lockers will only be used during year 7 – in years 8 to 11 pupils carry their belongings with them. The lockers will be of the type which requires a small padlock. Please ensure that your child brings in a padlock on the first day of term.

To fund the upkeep of these lockers we ask for a nominal donation of £5 so that we have a small fund to replace damaged lockers and other school resources at the end of the year.

Please send your £5 donation (cheques made payable to De La Salle School) in an envelope marked 'LOCKERS' with the completed pro forma below by Friday 29th May.

Yours faithfully

Mr A. Rannard
Headteacher

DE LA SALLE SCHOOL – LOCKER USE AND AGREEMENT

Name of Pupil		Primary School	
Parent	I enclose £5 donation		
	Signed:	(Parent/Guardian) Date:	
Pupil	I agree to look after my locker.		
	Signed:	(pupil)	

During your child's time at the school, we may wish to take photographs of activities that involve your child. The photographs may be used for displays, promotional material, our website, social media and in the newspaper.

Photography or filming will only take place with the permission of the Headteacher and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Before taking any photographs of your child for these purposes, we need your consent. This is necessary to comply with data protection laws (i.e. the General Data Protection Regulation).

Please note that there may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. The school recognises that, in such circumstances, specific consent from a parent or guardian will be required before photography or filming of children can be permitted.

We would be grateful if you confirm your preferences by ticking the appropriate boxes below:

Pupil Name	
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Consent	Yes	No
I consent to my child's photograph being used on Facebook and/or Twitter		
I consent to my child's photograph being used in the school newsletter		
I consent to my child's photograph being used in school promotional material / prospectus		
I consent to my child's photograph being published in the newspaper (and their online outlets)		
I consent to my child's photograph being used on the school website		
I consent to my child's photograph being used on display in the school		

If you give your consent this will last for the period that your child is registered at the school and for 12 months after they leave. If we wish to continue using photographs after this period, we will ask for your consent again.

If you give consent for photographs to be used as described above, you may withdraw your consent at any time. If you decide to withdraw your consent, please contact the school office so that we can update our records accordingly.