



De La Salle School

Dear students

I am delighted to welcome you to De La Salle School and celebrate you becoming one of the newest members of our De La Salle community. I am looking forward to the chance to get to know you better and delighted that you and your parents decided to choose our school for the wonderful and exciting next stage of your education.

These are very unusual times and, education has been very different for everybody over the past twelve months however, I wanted to assure you that we are working hard to make sure that your move to secondary school goes as smoothly as possible. Please do not worry about this move, we will work hard to make it as smooth as possible and welcome you to De La Salle.

As part of the De La Salle community, you do not just join our school, but become part of a worldwide family consisting of 17 schools in Great Britain and over 1 million students spread across 80 countries!

I want your time at De La Salle to be a fantastic experience that provides you with fabulous opportunities (including trips to France, Spain, Italy, USA, Iceland and Belgium) and an excellent education in specialist classrooms with specialist teachers.

Beyond the classroom, there are lots of other exciting developments and opportunities for you, now that you are part of our family, including many sports teams (such as football, netball, hockey, basketball, rugby, cricket and tennis), acting groups, singing groups, the chance to learn a musical instrument, school band, science club, chess club, homework club, reading club, debate society, enterprise club, art club, code club, Filmosophy, el club de cine and extreme readers to name but a few!

I want you to have the best experience of school over the next 5 years and a key part of that is the transition from your current school across to us. At the moment, we cannot say what that will look like, but as soon as we can, we will let you and your families know.

There are so many other exciting things I could share with you, but that would leave me nothing to say in the summer term. So for now, for now it is important that you do the work your teachers are providing you and make the most of your time at home.

Yours sincerely,

Mr Rannard
Headteacher



De La Salle School

A Very Warm Welcome from your Year Team!

We are very much looking forward to welcoming you to your new school, De La Salle. We have enclosed everything you need at this stage of the transition process from Year 6 to Year 7. If you have any questions during this transition, please do not hesitate to get in touch. Our staff will do everything we can to ensure that you feel happy and confident when you join us on **Friday 3rd September at 8.30am**. We can't wait!

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.

Ms A. Critchley
Head of Year 7

Miss L. Swaby
Pastoral Support Manager Year 7

Enclosed you will find:

- Attendance Matters Leaflet
- Uniform List
- ParentMail Information – ParentMail is our payment and communication system. You will be able to register with ParentMail from July 2021.

There is also a separate section of forms which need to be completed and returned to De La Salle in the **addressed envelope by Wednesday 19th May**.

- Information from Parents (**both sides**)
- Home-School agreement
- Confidential medical form
- Biometric letter
- PTFA 400 club 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, this includes to communicate with parents. This must be done through the year office. It will be confiscated if seen by staff.

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 / critchleya@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 – blue
- 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:**
 - Only dark blue clips, hairbands or ribbons are allowed
 - Pupils with long hair are advised to tie it back/fringes should not cover eyes for health and safety reasons
 - No extreme hairstyles are allowed (this includes colours/ tramlines/ very short hair/ hair gel etc)/
- **Shoes:**
 - 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

- Navy blue shorts and/or skort
- Navy blue polo shirt
- Navy blue sports socks
- Navy blue reversible rugby jersey (optional)
- Trainers



De La Salle
School

Sections to be
Returned

Information from Parents

To Be Returned

Please complete both sides

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. ***

Please tick the box if you are currently receiving FSM (free school meals)

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 in priority order who the school should contact first for medical/pastoral reasons.

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

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 2021 until further notice.

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

Signed _____ Date _____



De La Salle
School

Mill Brow, Eccleston, St. Helens,
Merseyside WA10 4QH

Telephone: 01744 20511
Email: delasalle@delasalleschool.org.uk

Headteacher: Mr. A. Rannard BA (Hons) NPQH

Dear Parent/Carer

Notification of Intention to Process Pupils' Biometric Information

The school wishes to use information about your child as part of an automated (i.e. electronically operated) recognition system. This is for the purposes of providing catering services and access to printing. The information from your child that we wish to use is known to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The school would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with catering services and access to printing.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's fingerprint) is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- a. the school cannot use the information for any purpose other than those for which it was originally obtained
- b. the school must ensure that the information is stored securely
- c. the school must tell you what it intends to do with the information
- d. unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is Biostore, the supplier of the biometric system for printing, and iDStore (CRB Cunninghams), the supplier of the biometric system for catering, which is necessary for the operation of the system.

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken and used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

The school is also happy to answer any questions you or your child may have. If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to catering services, access to printing and library services.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the school. Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

Further information and guidance

This can be found via the following links:

DfE guidelines for schools on communicating with parents and obtaining consent:

<https://www.gov.uk/government/publications/dealing-with-issues-relating-toparental-responsibility>

ICO guide to data protection:

http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx

ICO guidance on data protection for education establishments:

http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx

British Standards Institute guide to biometrics:

<http://shop.bsigroup.com/Browse-by-Subject/Biometrics/?t=r>

Yours sincerely

Mr A. Rannard
Headteacher

CONSENT FORM FOR USE OF BIOMETRIC INFORMATION

Please complete this form if you consent to De La Salle School taking and using information from your child's fingerprint as part of an automated biometric recognition system.

This biometric information will be used by the school for the purposes of providing catering services and access to printing. You are able to choose from the list below which purposes you are providing your consent for.

In signing this form and ticking the appropriate box(es) below, you are authorising the school to use your child's biometric information for those purposes until he/she either leaves the school or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to the school at the following address:

Email: delasalle@delasalleschool.org.uk

Post: De La Salle School
Mill Brow
St Helens
WA10 4QH

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the school.

Having read guidance provided to me by school, I give consent to information from the fingerprint of my child:

Child's name	
---------------------	--

being taken and used by De La Salle School for the following purposes:

1 Provision of canteen services

☐

2 Provision of printing services

☐

I understand that I can withdraw this consent at any time in writing.

Name of Parent	
Signature	
Date	

DE LA SALLE SCHOOL CONSENT FOR PHOTOGRAPHY AND IMAGES OF STUDENTS

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.