



Ss JOHN FISHER & THOMAS MORE  
~ Roman Catholic High School ~

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# PARENT GUIDE

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2022 ~ 2023



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# WELCOME LETTER

## Dear Parents & Carers

### Welcome To Ss John Fisher & Thomas More RC High School

We would like to extend a warm welcome to you and your child to Ss John Fisher and Thomas More Roman Catholic High School. We are a Voluntary Aided school and part of the Salford Diocese. Our school enjoys a family atmosphere where we ensure our Catholic ethos and gospel values are right at the heart of everything we do, developing well-rounded and happy individuals with a thirst for knowledge who aspire to live life to the full. Through the implementation of an enriching, challenging and relevant curriculum we nurture every child's God-given gifts and talents, ensuring that pupils leave our school as responsible citizens of the local and wider community by "letting all their bright colours shine". We hope to achieve this by working in partnership with families to ensure that all children are safe, happy and given opportunities to thrive.

We are proud of our high academic standards, but also of our pupils' smart uniform, excellent attendance, behaviour and individual talents, whatever they may be.

This Parent Guide is aimed to help you feel relaxed, informed and a part of our school community. It contains a wide range of information to reassure you and to answer your questions. Should you have any specific issues, please contact us.





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## SCHOOL'S EDUCATIONAL RESPONSIBILITIES

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We acknowledge our responsibility to develop every child so they can reach their true potential in all aspects of their development. **Therefore we will:**

- Provide a friendly welcome to your child and a secure, stimulating, Catholic environment in which to learn.
- Ensure that your child is valued and helped to make good progress in their spiritual, moral, emotional and academic development.
- Demonstrate our faith and our school's foundation in the teachings of Jesus Christ, by what we teach and the way we live and worship in our school.
- Provide the best possible education we can for your child.
- Provide you with information about your child's progress and opportunities to communicate with their teachers.
- Keep you well informed about school policies and activities via our home to school communication platform, Synergy.
- Set, mark and monitor homework suitable for your child's needs.
- Report home on your child's progress on a regular basis.
- Contact you if there are any concerns about your child's attendance, punctuality, behaviour, work or health.
- Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do.



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## MISSION STATEMENT

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### **We Seek To:**

Recognise the worth and dignity of all people.

Deliver a challenging, high quality education.

Enable everyone to grow as balanced individuals, intellectually, spiritually and morally.

Provide a secure, supportive and stimulating Christian environment within the context of Catholic tradition, in which justice, tolerance, forgiveness and generosity are practised with courtesy, consideration and common sense.

Offer young people a reason for living and hoping.



## SHOOL PRAYER

### **Loving God**

We thank you for all our opportunities.  
Help us to form a community in which all our  
bright **colours** can shine.  
Remind us to work hard. guide us to make good  
choices and teach us to be kind and fair.

**Amen**



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## INFORMATION FOR PARENTS & CARERS

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### **Welcome To All Parents**

Please look at the following and discuss this important information with your child. Below is a quick guide to FAQ with more detailed information following.

### **Travelling To School**

Help your child to feel confident about the journey to and from school, perhaps by practicing this before they start school. Year 7 pupils starting in September, will find Year Leaders and teaching staff at the Main Entrance on the first day to assist them. In-year admissions will come straight to the main reception.

**Bus** - Pupils can catch the mainline bus (check relevant bus company for timetables and routes)  
**Or** you can check the LCC website regarding contracted school bus services.

Please note: the timetables may change, please check again before the first week of term

### **Absences / Late Arrival To School**

Please inform school by 8:40am if your child will be absent or will arrive late to school. Please inform us by selecting 'Option 1' on the school telephone answering service. You can also email school or send a message via Synergy. In the event your child does not arrive for registration and a message is not received by school re absence, school will send a text alert.

### **Movement Around School**

House Captains and Pupil Mentors will help Year 7 to become confident around school during the first two weeks, helping pupils to navigate the school and their timetable and chat through any questions that Year 7 may want to ask. In-year Admissions will be paired with another pupil who will accompany them during the school day and help to familiarise them with the school day and navigate the school.

### **Phones & Electronic Devices**

Use of phones and any other electronic device is strictly forbidden during the school day. Any device seen out will be confiscated and kept for safe-keeping until 3:00pm on the first occasion. Any subsequent occasions will require school to contact parents, who will need to collect it from reception. Smart watches may be used for timekeeping only.

We expect that children will keep phones and mobile devices switched off, safely stored in school bags whilst on the school premises. School cannot accept any responsibility for electronic devices/phones brought into school by children. Please refer to our Behaviour For Learning Policy that is available on the school website.



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# INFORMATION FOR PARENTS & CARERS

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## Organisation

**Please name everything!** Year 7 will be moving from classroom to classroom as they move around school and it is important that all items of clothing and all belongings are clearly labelled with your child's name. It is your child's responsibility to take care of their belongings and it is easier to re-unite a lost item with its owner if clearly labelled.

Help your child to be organised and equipped for their lessons by using the timetable (distributed on the first day) to help them pack for each day. This teaches children to be prepared and only carry as much as they need to. Encourage your child to put out uniform and pack his/her school bag every evening ready for the day ahead. Use the timetable to check whether it is Week One or Week Two.

**School does not provide lockers** for pupils belongings. We are unable to store items for pupils.

## Form Groups & Teaching Sets

In Year 7, children are placed in form groups for registration and assembly activities. We endeavour to place your child with someone they know and will have acted on the advice of their Year 6 teachers. Starting secondary school provides a fresh start and an opportunity to make new friends.

Initially, Year 7 pupils are placed in a teaching set according to SATs scores and information from their primary school. Pupils' progress is closely monitored during the Autumn term with the completion of some CAT/school-based tests and all sets are reviewed and teaching sets adjusted.

We ask that you allow your child time to settle into secondary school during this first term, in the knowledge that appropriate set adjustments can be made when he or she is more established at Fisher More. Set reviews for all year groups take place at the end of term. Do inform your child's Year Leader if you have concerns.

In-year Admissions will have had their information transferred across from their previous school and we will use the information to plan and implement a suitable teaching timetable. Pupils transferring in Years 10 & 11 have to consider 'option' choices available on moving to Fisher More.

## Illness During The School Day

Should your child feel unwell during the school day, the Year Leader will contact you. We discourage pupils from using their own phones to get in touch, as you may not be available and may worry unduly. We encourage children to speak to their Year Leader, or go to Student Services, if they need support. Should your child need to send you a message e.g. regarding a lift home, your child should go to their Year Leader who will either allow your child to make contact with you OR contact you on their behalf.



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## INFORMATION FOR PARENTS & CARERS

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### Homework

To help establish effective homework routines, encourage your child to complete homework promptly in a quiet environment. If there is any uncertainty about a task, information can be checked on Synergy or pupils should ask their teacher for clarification the next day. Parents are expected to check the Synergy homework list on a daily basis.

*Homework club is available from 8.00am - 8.30am (Monday - Thursday).  
After school 3.00pm- 4.00pm (Monday - Thursday).*

### Learning Resource Centre

Pupils are encouraged to use the Learning Resource Centre here in school, where they can access the library and computers to help them complete homework and take advantage of the information available. It is available for use by pupils from 8.00am - 8.30am and 3.00pm - 4.00pm (Monday to Thursday).

### Pastoral Support

Although children remain in the same form group and House up to the end of Year 11, pupils have a new Form Teacher every academic year and a new Year Leader at the start of Year 7, Year 8 and Year 11. All Year 7 parents/carers will have the opportunity to attend a Year 7 information evening where you can check on your child's initial progress socially and academically.

### Synergy

Synergy is a web-based communication between home and school. With Synergy, school news and information specific to your child is shared in real time. It is used to record behaviour, rewards and homework. It is also a useful way to share information with parents.

Use your parent log-in (sent out in September) to access letters, your child's records and to book on events such as Parents' Evenings.

### Uniform

From September 2022 our uniform is changing. The new design is compulsory for all new Year 7 pupils and optional for one year for pupils in Years 8 to 11. From September 2023, the new design is compulsory for all pupils.

Please refer to details on the following pages and the school website.



# ESSENTIAL EQUIPMENT FOR SCHOOL

## Equipment Required For School & Homework

- School bag that will accommodate an A4 size folder (handbags not allowed).
- Several writing pens: either fountain pen, gel pen or biro (*blue or black ink only*).
- 30cm ruler.
- Eraser.
- HB pencil.
- Pencil sharpener.
- Pair of compasses.
- Protractor.
- Casio scientific calculator.
- Spanish : English Dictionary.
- Reading book (*either from home OR you can select from the school library*).
- PE Kit (*as specified on the uniform list available on the school website*).
- Highlighter pen.
- Small notebook for you to make your own notes.
- Refillable water bottle.

## What To Bring On The First Day

- School bag.
- Pencil case with basic equipment.
- Packed lunch if you are not having a school dinner.
- A reading book.
- Bus fare or bus pass, if required.

PE Kit will **not** be needed on the first day. Please check your timetable for your PE lessons; this will be given to you on your first day. In the evening, check your timetable with your parent/carer for the items required for the next day.



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## NEW SCHOOL UNIFORM

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### From September 2022 Our Uniform Is Changing

The new design is **compulsory** for all new Year 7 pupils and optional for one academic year for pupils in Years 8 to 11. **From September 2023, the new design is compulsory for all pupils.** The new uniform will be available from Whittakers Schoolwear based in Pendle Village Mill, Brierfield and all the usual uniform suppliers.

If you are unsure on the suitability of any aspect of the school uniform, please feel free to contact your child's Year Leader prior to purchasing.

Please refer to our uniform list available on the school website for those items your child will require and to ensure that you are not persuaded to purchase unsuitable items.

Extremes of fashion in clothes and hairstyle are not permitted. Make-up and jewellery are not allowed except one small stud per ear lobe. Outdoor coats must not be worn inside the school building. Any item not acceptable as uniform may be confiscated and parents required to collect it at their convenience.

**Please see the following link:**

<https://www.fishermore.lancs.sch.uk/page/?title=Uniform&pid=531>

### Official School Uniform Suppliers

Whittakers, Pendle Village Mill, Hollin Bank, Brierfield, Nelson, Lancashire BB9 5NG

**Telephone:** 01282 442424

There are also the other usual suppliers in Pendle too.

# SCHOOL UNIFORM REQUIREMENTS

## Uniform For All Years

- Official Fisher More school blazer - new version is purple with new school logo
- Official Fisher More tartan, pleated skirt - **knee length only**.
- Official Fisher More charcoal grey tailored trousers with our school logo on the pocket.
- Plain white school shirt with short or long sleeves and formal stiffened collar.
- Official school tie - in grey with house colour (**to be provided by the school for Years 7 to 10 in September 2022 & to all new Year 7 starters**). Replacement ties can be purchased thereafter.
- Plain coat with no large logos or badges.
- Traditional sensible, low-heeled black school shoes.
- Plain black opaque tights OR white or grey ankle socks.
- If a hair band or fastener is worn, this should be plain black or grey.
- All pupils should provide a sturdy, traditional school bag large enough to comfortably fit an A4 folder and keep all contents dry and safe (**handbags are not permitted**).

## PE KIT - Compulsory

**All the items below can be purchased from our usual uniform suppliers**

- Black, purple and white t-shirt with new school logo (**from a designated uniform supplier**)
- Black, purple and white shorts or skirt with new school logo (**from a designated uniform supplier**)
- Plain, black, unbranded football socks or white ankle socks.

### **Optional additional items for outdoor activities**

- Black track-pants with new school logo.
- Black leggings with new school logo to be worn under shorts or skirt only, not on their own.
- Black, purple and white 1/4 zip sweatshirt with the new school logo.

## Footwear For PE

- Footwear suitable for the 3G pitch.
- Shin pads.
- Appropriate footwear for indoor/outdoor PE lessons. Trainers should provide support and stability The sole should be flexible and provide cushioning in the heel and midsole, offer good traction and be of a non-marking nature. Any colour of trainer is permitted.

# REQUIREMENTS ON APPEARANCE

## For All Year Groups

- School shirt to be worn tucked in.
- Tartan skirts to be worn at knee length and must not be rolled at the waist.
- Ties should be clipped to shirt collars.
- Pupils may wear a wristwatch only, with one small stud per ear lobe.
- Hair should be no shorter than a number two razor cut. Tram lines or patterns cut with a razor are not allowed.
- Facial hair is not permitted
- Any hair colours/highlights should be natural shades or combinations of shades.
- If it is necessary for your child to temporarily wear an item which does not comply with our uniform list, a note to their form teacher or Year Leader is essential.
- If parents are in doubt about the suitability of items of school clothing, please consult us or the stockists before making your purchase. Our uniform does not allow for fashion items.
- If your child loses any belongings in school he/she should first try to find them by re-tracing steps. Lost PE kit is handed in to the PE Department. Other Lost Property can be claimed from the Year Leader. If you could please make sure that **EVERYTHING IS NAMED**, it is much easier for us to return it to your child.
- Where appropriate we shall be sensitive to the needs of different cultures, religions and sexuality.

## The Following Are Not Allowed

- Slim/skinny/fashion trousers. They should be school's official trousers with school logo only.
- Round-necked or polo-necked, hooded or front fastening jumpers or sweatshirts.
- Any facial/body piercings or plastic retainers. Please note that jewellery may be confiscated and parents required to collect it at their convenience.
- Coats made of denim, suede, leather or sweatshirt fabric are not permitted.
- Extreme hairstyles are not permitted. Hair must be of a naturally occurring shade.
- Distinct or two-tone colours are not permitted. No shaven heads or lines cut into the hair.
- Make up and nail varnish are not permitted. Body piercing, false eyelashes, tinted eyebrows, fake tan, gel or acrylic nails are not allowed.
- Footwear must be school shoes. Boots, sport shoes, sandals, ballerina pumps, plimsolls, high heels/platforms are not allowed.

**Please note:** The school will be the final arbiter regarding suitability of dress and appearance







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## REQUIREMENTS ON APPEARANCE

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### Kit Reminders

#### **All pupils must have:**

-  A change of socks for PE lessons.
-  Trainers with non-marking soles.
-  Long hair tied back and nails at a suitably safe length.
-  If kit is lost/misplaced or in the wash please bring alternative sporting wear with a note. If not, the expectation is that kit will be borrowed and a detention issued.

### Fit For School, Fit For PE Policy

The PE Department expects that all pupils who bring a sick note to lessons also bring their PE kit to every lesson. All pupils can enjoy involvement in the sporting activity, perhaps through coaching, organising or officiating. This positive inclusion policy ensures that all pupils are included in the lesson and make progress. Pupils will be expected to change into full PE Kit (*where possible*) and the level of activity will depend on the injury. If pupils are to miss full involvement in PE for two weeks or more, a doctor's note is required.

### Competitive & Non-Competitive Sport

The PE Department organises a full programme of sporting activities at a competitive level with the help of some non-specialist staff. All pupils are welcome and encouraged to attend.

For inter-school fixtures, it is expected that all pupils will wear school uniform and behave in a manner befitting a pupil from Fisher More. Details of these activities and lunchtime clubs can be found within the PE Department, on the PE Facebook page and on the PE notice board.

The department also offers various leisure and non-competitive activities outside of normal school hours. All pupils are encouraged to take advantage of the extracurricular activities on offer.

### Medical Information

Please inform the Department of any current medical issues of your child. In the event of a child being injured, the School has first aid facilities where treatment can be provided. If your son/daughter is injured during the course of a lesson/practice, he/she must report the injury to a member of staff, to ensure an appropriate response.

# DAILY SCHOOL TIMETABLE

## School Day Years 10, 11

8.45am	Start of School Day
8.45am - 9.45am	<b>Period (1)</b>
9.45am - 10.45am	<b>Period (2)</b>
10.45am - 11.00am	Break Time
11.00am - 12.00pm	<b>Period (3)</b>
12.00pm - 12.40pm	<b>Period (4) Lunch</b>
12.40pm - 1.40pm	<b>Period (5)</b>
1.40pm - 2.00pm	Personal Development Time
2.00pm - 3.00pm	<b>Period (6)</b>
3.00pm	End of School Day

## School Day Years 7, 8, 9

8.45am	Start of School Day
8.45am - 9.45am	<b>Period (1)</b>
9.45am - 10.45am	<b>Period (2)</b>
10.45am - 11.00am	Break Time
11.00am - 12.00pm	<b>Period (3)</b>
12.00pm - 1.00pm	<b>Period (4)</b>
1.00pm - 1.40pm	<b>Period (5) Lunch</b>
1.40pm - 2.00pm	Personal Development Time
2.00pm - 3.00pm	<b>Period (6)</b>
3.00pm	End of School Day

Each year group will attend one assembly per week with acts of daily worship in form time.



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## FOOD IN SCHOOL

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### **Breakfast: 8.15am - 8.40am**

A variety of breakfast items are available to those children who arrive before school. Items include crumpets, toasted teacakes, waffles and a variety of other food items and drinks.

### **Morning Break: 10.45am - 11.00am**

A wide range of mid-morning snacks are made available and include bacon sandwiches, cheese bagels, hash browns, pancakes, with some lunchtime items, such as sandwiches, available to purchase at that time.

### **Lunch: KS3 and KS4 are allocated separate lunchtimes (*see timetables*)**

A diverse range of food items are available and freshly made in the school kitchen on a daily basis. These include hot meals, sandwiches, paninis, wraps, pasta dishes, snacks and drinks. A daily 'Meal Deal' is available for £2.50 and includes a hot meal with a dessert and a choice of any drink and is extremely popular. We are a cashless school and parents can use 'ParentPay' to add money to their child's account in order to purchase items from the dining room. Pupils use their own PIN number to pay at the tills and money is taken from their balance. Parents can set a daily spending limit and would need to contact reception to arrange this.

Children registered for Free School Meals are entitled to a daily 'Meal Deal' and this is purchased using their PIN number every lunchtime.

### **Packed Lunches**

Pupils may bring their own snack, drink and packed lunch to school. These must be stored in a strong container, as any food or drink brought from home will be kept in school bags through the day.

***Please note, high energy/caffeine drinks are not allowed and may be confiscated.***

If they wish, pupils may also buy hot and cold drinks, snacks, fruit or hot puddings to accompany packed lunches. We encourage pupils to bring fresh, still water to school in a plain, clear reusable water bottle. There are four drinking fountains in various places around school to top up bottles at break and lunchtime.

If parents or pupils have any questions about food and drink served in school, the Catering Manager will be happy to help you. Please contact her via Reception.



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## ATTENDANCE, ABSENCE & HOLIDAYS

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### **Attendance** (*Full policy available on the school website*)

Levels of attendance are very high at Fisher More with around 96%+ attendance achieved by the whole school each year. We expect pupils to attend school whenever they can and hope that they will keep absences to a minimum. Many pupils receive certificates and badges for full attendance.

### **Absences**

Please inform school by 8.40am if your child will arrive late to school. Please inform us by selecting 'Option 1' on the school telephone answering service. You can also email school or send a message via Synergy. In the event your child does not arrive for registration and a message is not received by school about the absence, school will send a text alert.

### **Lateness**

Pupils should value the importance of arriving at school promptly. Arrival late to school on two occasions in a week will result in 20 minute detention, during a breaktime. Constant late arrivals will result in more sanctions being given. [See the Attendance Policy on the school website for further details.](#)

### **No Need For 48 Hours Absence After Sickness**

Unlike Primary School guidance, pupils do not need to remain absent for 48 hours after sickness. Pupils are expected to return to school as soon as they are recovered and fit for school.

### **Permission To Leave School - Appointments Etc**

If your child needs to leave school during the school day, e.g. for a dental / medical appointment, you must inform either the attendance team or the Year Leader. You can send a note in advance to explain the absence. Your child will collect a permission slip from either of the above and this allows the pupil to exit their lesson. On leaving school, pupils "sign out" at Reception, showing the permission slip. If pupils return to school after the appointment, they must also "sign in" at Reception before joining their class.

### **Holidays**

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before pupil absence for a holiday during term time is deemed authorised. Legally, parents do not have an automatic right to take their children out of school for holidays during term time and may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement with the Headteacher. The DfE states that Headteachers are not to grant any leave of absence during term time. In exceptional circumstances only, parents may seek permission from the Headteacher. This must be done well in advance of the proposed date, by completing a 'Leave Of Absence' form that can be requested from the attendance team or the Year Leader.





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# BEHAVIOUR & ANTI-BULLYING

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## All Policies Are Available On The School Website

These policies give details of what we expect from our pupils at Fisher More.

In order to flourish at secondary school and become proud ambassadors of Fisher More, pupils are expected to support the school's Behaviour Policy. We are proud of our Church school and of our good reputation in the local community. Pupils and staff, past and present, have worked hard to build a good name for our school and its pupils and we all benefit from the school's high regard. We hope that your child will do all they can to promote the school and to be a good representative of our school.

## Anti-bullying (*See full policy on the website*)

Everyone is equal and we treat each other with dignity and respect. We aim to provide a school environment where bullying is not tolerated and pupils feel safe to tell someone, whether another child or adult. Any incidents are investigated and dealt with as per the school's policy. Please do not hesitate to contact the Year Leader if you have any concerns regarding bullying in school.

## Reporting Bullying

If you are being bullied, or you know someone else is being bullied, please tell either your Form Teacher, Year Leader, or any other member of staff or a senior pupil. Alternatively, your parents can telephone or email school.

## Pupil Responsibilities

You should not take part in any kind of bullying, you should watch out for signs of it and you should not be a bystander. Offer support and make sure that any problems are reported to a member of staff.

## Extra Information For Parents

Online bullying (and how to avoid it) is a regular feature of our assemblies. We recommend that parents visit the CEOP website <https://www.thinkuknow.co.uk/parents> for further advice.

Please telephone or email your child's Year Leader if you have concerns about bullying or your child's well-being in school.



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# REWARDS

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**At Fisher More we recognise and reward good behaviour, effort and attendance.**

## **House Points**

Teachers award House Points for a pleasing attitude to work, each other and contribution to school life. Pupils AND parents are encouraged to access their own Synergy account to view individual House Point totals and behaviour records.

## **Attendance**

Badges and certificates are presented to pupils who achieve 100% attendance throughout the year.

## **Subject Awards**

Awards are also presented at the annual Awards Assemblies for progress and achievement in each academic subject in 7 Seven to 10. Subjects may send home achievement postcards throughout the year.

## **Pupil Reports**

Throughout the year parents/carers are informed of their child's progress via reports which summarise:

- Academic Achievement
- Effort
- Behaviour
- Progress

Parents/carers can contact subject teachers and Year Leaders if they have any queries regarding their child's academic progress.

## **Positions of Responsibility**

Various roles such as House Captain, Vice House Captain, GIFT Team and Sport Captain are available to those pupils keen to help in the running of school life.



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# HOMWORK GUIDANCE

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## Principles

Well-organised homework plays a vital role in raising standards of achievement by pupils and is an essential part of preparation for tests, exams and life-long learning. Homework tasks are set by teachers and will include deadlines.

## Pupils Are Expected To:

- Complete and hand homework in on time.
- Catch up with homework missed through absence.

## The Role Of Parent

*Parents are asked to support school policy by endeavouring to:*

- Check your child's Synergy homework record daily/weekly.
- Provide a quiet environment at home for the completion of homework.
- Make clear to pupils that they value homework and its contribution to pupil progress.
- Encourage and praise the completion of homework.
- Support the school in expecting deadlines to be met, helping to establish a workable routine.
- Consider the time demands of homework before agreeing to pupils undertaking part-time jobs or hobbies which might interfere with their school-related work.

## Additional Note

Where a formal homework has not been set, pupils should ensure their books are fully up-to-date and will find it useful to read through recent work to consolidate their understanding, responding to teacher feedback. We also encourage regular reading.



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## ONLINE SAFETY – A PARENTS’ GUIDE

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As a parent you will know how important the internet is to children and young people. It is the most popular way to interact with friends and it helps them to connect to the virtual world. You might worry about the risks they can face online, such as bullying or contact from strangers, as well as the possibility of accessing inappropriate or illegal content. To help them to stay safe, it is important that you understand how your children might use the internet. Please be reminded that children should be 13 years of age or older before having or accessing sites on social media. By following this simple checklist, you can help to protect your child and decrease any risks.

***I have asked my child to set profile settings to private*** - social networking sites, such as Instagram or TikTok, are increasingly used by young people to share information, photos and just about everything they do! Insist that your child sets his or her privacy settings to private. Children need to think about the information they post online as it could be copied and sent anywhere, without their permission.

***I have asked my child about online friends*** - we know that some people lie online about who they are and may create fake identities. It is very important that children understand this. Cyber bullying / cyber stalking and online grooming are all risks relating to this.

***I have set appropriate parental controls on my child’s computer, mobile / games console*** - filters on computers and mobiles can prevent your child from viewing inappropriate and possibly illegal content. You can activate and change levels depending on your child’s age and abilities. You can also set time restrictions for using the internet or games. Explain to your child why you are setting parental controls when you talk about internet use.

***My child has agreed to tell me if he or she is worried about something online*** - sometimes children get into situations online where they don’t feel comfortable or see something they don’t want to see. By opening up the communication channels and talking to children about the internet, their favourite sites and the risks they may encounter, they are more likely to turn to you if they are concerned about something.

***I know where to get help if I’m concerned about my child*** - the CEOP Safety Centre Website, provides access to a range of services. If you are concerned that an adult has made inappropriate contact with your child you can report this directly to CEOP. You can also find help if you think your child is being bullied, or if you’ve come across something on the internet which you think may be illegal.

Fisher More's staff are happy to discuss these issues further. Please contact the Designated Safeguarding Leads ( DSL) as noted on the school website. We also highly recommend referral to CEOP (Child Exploitation Online Protection) which provides clear, easy to follow guidance from the Police. Please visit the Safety Centre at [www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre) OR [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents)



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# PLANNING FOR EXAMINATIONS & TESTS

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This guide is intended to help you prepare your child for any important school and GCSE exams and other tests that take place. Dates of the annual examinations for each year group are sent home. Preparation before each set of examinations or tests is important, so use the guide below as a checklist:

## Plan Revision

- Try using a revision timetable to help you manage your workload.
- Make sure that all your notes are in order and up to date.
- Be clear about the date and length of each exam.

## Preparation

- Read through your notes, highlighting, re-writing key words/ phrases or summarising them in bullet point form.
- Try using mind maps.
- Aim to work in 45-60 minute stretches, taking regular breaks.
- Obtain copies of the specification/past papers/revision guides and use them.
- Ask a parent or friend to test you, or 'teach' them a topic.

## Before Each Exam

- Re-read your notes/mind maps/revision guides etc.
- Get a good night's sleep.
- Make sure you have all the equipment required; including spare black pens.
- Make sure you are comfortable, have a light snack/meal before each exam.
- Visit the toilet.

## In The Exam

- Read the instructions and questions carefully - do the correct number of questions.
- Highlight or underline key words in questions to help you stay focused.
- Plan your time to ensure you have enough time for each question you must answer.
- Try not to panic, leaving tricky questions to come back to.
- Drink water during the exam to stay hydrated, if your teacher allows this.

## At The End Of The Exam

- When you have finished, check your paper carefully for careless mistakes and complete any unfinished sections.
- Cross out rough work and mistakes with a single line.

## After The Exam

- Do not worry about the exam you have just taken.
- Have a rest, a meal or take part in a leisure activity.
- Begin to concentrate on the next test or exam.



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## CONTACTING SCHOOL

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Parents should make an appointment in advance of visiting school as staff are not usually available to speak to you at short notice due to their teaching commitments. You will be contacted as soon as possible, but if staff are teaching they will not be able to respond immediately. You should either:

- Contact Student Services to request a call or to book a meeting with a Year Leader (**general issues**), or with a Subject Leader (**subject issues**).
- Or use Synergy to send an email to a member of staff via the Home Page

### See The School's Website For An Up To Date List Of Staff & Contact Details

#### General Concerns

Year Leader, or your child's Form Teacher - you can contact them via Synergy or via email. You can also contact Student Services and leave a message. Year Leaders can be left a voicemail message by selecting option 2 on the school's answering service.

#### Subject Issues

Subject Leader of the subject area

#### Attendance

Attendance Team

#### SENDCo / Pupil Support

SENDCo Coordinator

#### Safeguarding Pupil Welfare

Designated Safeguarding Lead (DSL) as published on the school website

#### Your Contact Details

Up-to-date contact details are essential to allow school to communicate home via Synergy and in order for school to send absence alerts. Please inform us in writing or via email immediately of any changes of address, telephone numbers or e-mail address.

#### Ss John Fisher & Thomas More Roman Catholic High School

Gibfield Road, Colne, Lancashire, BB8 8JT

**Telephone:** 01282 865299

**Email:** [email@fishermore.lancs.sch.uk](mailto:email@fishermore.lancs.sch.uk)



**Ss JOHN FISHER & THOMAS MORE**  
~ Roman Catholic High School ~