St. Anthony's Girls' Catholic Academy

Information for Parents/Carers of Year 7 Students

2021 - 2022

What does the word 'transition' mean?

A transition is a time in your life when something changes. For you it is a change of school.

Some of us might find change exciting; some might find it nerve-wracking; some might feel a bit of both!

We understand this at St Anthony's and all our staff are here to help you settle in.

St. Anthony's Girls Catholic Academy

A message from the Pastoral Team

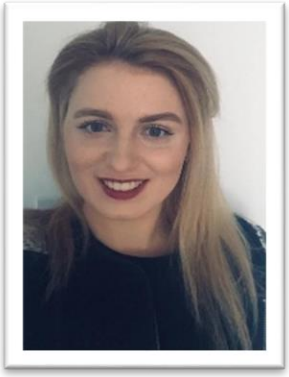
We hope that your daughter settles well into life at St Anthony's. Starting secondary school is an exciting new challenge which can be overwhelming for both students and parents. There are so many differences between primary and secondary school, and they are expected to cope with a lot of changes in their routine and become more independent and responsible for organising themselves.

As parents you will have your own worries about transition and in this booklet we have tried to give you as much information as possible to help you and your daughter adjust to the new routines. We have tried to provide as many practical tips and ideas as possible so you can help her to become more independent, enjoy learning and achieve her full potential.

The information in the booklet describes life in St Anthony's as it is without any covid restrictions. Please bear in mind that depending on government decisions and the ever-changing nature of the pandemic, some of the routines stated in this booklet may be subject to some change nearer the time.

Meet the Pastoral Team

A message from Miss Jones, Assistant Director KS3 (Y7)



Welcome to St. Anthony's Academy. Your transition from primary school to Year 7 may seem like a big leap, but it is my job to support you so you can settle quickly into life at St. Anthony's. It is also my role to work with your form tutor and to deal with any questions or concerns you may have- so that you are able to make the most of your time at our school! I look forward to meeting you all in the new term!

Mrs Tomlin

Director KS3 (Y7-9) / Music Teacher

Mrs McGann

KS2-3 Transition Co-ordinator/ MFL Teacher

Mrs Perrett

HLTA/ Medical support

Mrs Richardson-Dunn

Director of Student Support/ Deputy Safeguarding Lead

Mrs Moran

RE Teacher/ Head of Catholic Life

- **Miss Britton** – Director of KS3-4/ Business Studies teacher
- **Mrs Lanaghan – Deputy Head Teacher/ Safeguarding Lead**
- **Mrs Collins** – Senior Assistant Head/ Deputy Safeguarding Lead/ MFL teacher
- **Mrs Dugdale** – SENCo/ Science Teacher

Daily Routine

The academy day begins at 8.30 when girls will line up in the Year 7 yard to go to their first lesson. If they arrive before this time they can go to the dining hall for breakfast or wait on the year 7 yard area. The academy opens at 8am.

Period 1: 8.40 – 9.40am

Break: 9.40 – 10.00am

Period 2: 10.00 – 11.00am

Form time/Assembly: 11.00-11.20

During this time the form tutor will:

- Lead morning prayers
- Check uniform is correct
- Give pupils reading time (pupils should bring a book with them or they can borrow one from the Learning Resource Centre)
- Check the planner is being completed and is signed every week (planner checks are on Fridays)
- Tell pupils about anything that is happening in school that day/week.
- Assembly takes place at this time one day each week.

Period 3: 11.20 -12.20pm

Lunch: 12.20 – 1.15pm.

Registration: 1.15-1.25pm

Period 4: 1.25 – 2.25pm

Period 5: 2.25-3.25pm

Tour of the school!

St. Anthony's Girls' Catholic Academy
A Mercy Academy committed to excellence

Y7 yard and McAuley

Every year group has their own social area. The Y7 yard is especially private with picnic benches, a grassed area for picnic blankets in the summer and a private toilet for Y7.

The surrounding building is called McAuley. This is the Y7 form class area as well as Music, English and RE classrooms. The brick building to the right is Westburn where you will find reception.

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Westburn

This building is called Westburn or as you get to know St Anthony's better, many refer to it as reception.

This is where pupils go to be collected for medical appointments or will be looked after by first aiders if they are unwell.

Our lovely admin team are based here as well as SLT (Senior Leadership Team) offices.

There are also ICT suites which are all equipped with Apple Mac computers.

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The Chapel

Mass is celebrated every Friday from 8.30-9.00am and everyone is welcome!
The Chapel is also a perfect place for quiet contemplation with a member of our Chaplaincy team – this is available for all pupils if they need it.

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The Cottage

This building is called The Cottage and is situated next to the school's visitors' entrance and Westburn reception.
Mrs Richardson-Dunn (Director of Pupil Support) and Mrs Perrett (HLTA/ Medical officer) are based here to support pupils and families outside of the classroom.

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Technology Room

Art Room

Every Y7 pupil studies Technology. During the year you will try Textiles, Food Technology and Design Technology. Our fantastic Art department help you create a 3D sculpture project and offer lunch time Art Club for you to get creative!

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The Canteen (Martha's Kitchen)

The canteen serves the whole school a variety of freshly made hot dishes, a salad bar, a pasta bar, baked potatoes, wraps, baguettes, sandwiches, drinks and snacks. It is open from 8am for pupils to grab a hot chocolate, bacon sandwich or croissant before the day starts! It is also open at break time for a snack. Food allergen information is available in the canteen and on the menu, which is on our school's website.

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Science Laboratory

In your Biology, Chemistry and Physics lessons from Y7-11 you will have the opportunity to take part in exciting experiments in one of our fully equipped labs!

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Netball Court

PE Department

PE is a big part of the St Anthony's community – our staff offer a wide variety of sports clubs and organise teams that compete locally and nationally. We have a full-sized basketball court, dance studio, trampolines and running track

Equipment

The pupils are responsible for bringing in the correct equipment for lessons. It is also important that pupils know whether it is week A or week B as their timetable might be slightly different (this will be on their individual timetable that they receive on their first day). It is advisable that the pupils make a copy of their timetable in their planner. Highlighting any lesson changes in week A and B will make it easier for them too. Girls must be organised when it comes to having the correct P.E. kit. Spare kit is available, but pupils are strongly encouraged to get into good habits of bringing their own. If a pupil forgets an exercise book for a lesson, they should inform the subject teacher who will decide what action to take. Any punishments given by teaching staff for forgetting equipment or homework aim to develop the pupils' organisation skills and help make them more independent.

Equipment to bring every day:

- Pencil case (any colour, it doesn't have to be black or navy!)
- Black/blue pens, pencils, ruler, rubber, pencil sharpener
- Reading book
- Planner and timetable (they will receive these on their first day)
- Plain black/navy school bag
- PE (on days they have PE or a sports club)

Uniform

We are very proud of our school uniform and our love of navy has not changed since the school first opened in 1902!

Our main stockists are **Little Gems** for the school uniform and **Total Sports** (orders@totalsport.co.uk) for PE kit.

- Blazer – designated St. Anthony's blazer (navy with green braid and school crest).
- Jumper – designated St. Anthony's jumper (navy with green braid and school crest).
- Blouse – white, long sleeved, loose fitting, open necked blouse with revere collar.
- Skirt – navy designated St. Anthony's skirt (length: on the knee, just above the knee or below the knee).
- Tights – navy, plain, opaque tights.
- Shoes – black, flat "school" shoes. N.B. no sandals, sling backs, heels, mules, canvas shoes etc. Black boots may be worn during severe winter weather.

- Scarf – designated St. Anthony's scarf or plain navy scarf.
- Coat – navy or black , no logos, worn over blazer.
- Head Wear – navy scarf or hijab available from The Uniform Shop in Sunderland
- PE Kit – With St Anthony's school crest. PE kit is compulsory and available from Total Sport, Tel: 0191 5679043 Navy T-shirt, polo shirt Navy shorts Navy tracksuit bottoms Navy hooded top Navy socks Cross trainers
- N.B. leisure trainers and plimsoles are not suitable. Trainers don't have to be navy or black!
- Gym bag
- Plain black/navy school bag/backpack. Big enough to carry everything!

Information regarding uniform can be found on the school website in Y6/7 Transition arrangements.

Your first day: common questions

WHAT TIME DO I ARRIVE?

- ✓ The school day starts at 8.30am. You must be in school before then at the latest. School is open from 8am. If you are late, go to the top gate on Thornhill Terrace, press the buzzer on the black gate and go to reception to sign in.

WHERE DO I GO WHEN I GET THERE?

There will be staff at the gates waiting for you to arrive on your first day. They will guide you to the Y7 yard.

WHAT TIME DOES SCHOOL FINISH?

The school day ends at 3.25pm. We recommend you do not get collected by car on Thornhill Terrace as it is very very busy. Arrange to meet someone nearby.

WHAT IF I GET LOST?

Don't worry about getting lost, to be honest it is very likely that you will! There will always be a teacher or another pupil who is willing to help!

WHAT IF I'M NOT CATHOLIC?

Do not worry about not being Catholic or if you have a different faith. We ask that you either join in the prayers if you or simply be respectful as we worship.

WHAT IF I FORGET SOMETHING?

Share any worries you have with your form tutor during form time (11-11.20) and they can solve the problem for you!

AM I ALLOWED TO BRING A MOBILE PHONE?

Yes, pupils are allowed to bring their mobile phones but we recommend you only bring it if you really need to use it for travelling to and from school. It will be your responsibility to look after it – it must be switched off as soon as you enter the school gates and it cannot be used/looked at throughout the day. Any pupil found breaking this trust will have their phone confiscated, detention given or will be placed on report to monitor this behaviour. We are trusting pupils to be mature and responsible and do not like it when this trust is broken!

WHAT IF I NEED TO CONTACT HOME DURING THE SCHOOL DAY?

This will probably be very rare – it may be because you have forgotten to bring your PE kit or you have forgotten dinner money for example. You must NEVER use your phone to contact home. If we discover you have done this there will be consequences. Whatever the issue is, always talk to your form tutor first as they will be able to solve the problem!

The Pupil Planner

Part of ensuring a happy and successful transition to secondary school is being organised and planning ahead. Our student planner has been designed to help them with these important skills. Used properly, it is a fantastic tool to help your daughter manage homework, monitor progress and record achievements. Regularly monitored by parents, the planner becomes a key source of information on deadlines and progress. It is also a useful way of communicating information between parents and form tutors so please check it regularly and sign it each week. It is a good idea for students to pack their bag the night before, using their planner as a reminder of what they will need for whatever lessons are on their timetable for the next day. Pupils should tick off any homework that has been completed. Planners must be signed weekly by parents/carers to check homework is being completed on time and to read praise/ comments by teachers. In Year 7 we want positive planners! Merits/ stickers/ stamps are put in the planner to praise good work, attitude and homework. The cost of the planner is £2 which will be payable using ParentPay in September.

Homework

Homework is a vital part of learning and encourages children to think independently and use their initiative. Students will be set homework tasks every week by their subject teachers. When homework is set, the teacher will ask students to write the task and deadline in their planner. You can then monitor the work they have been set and help them to organise their time to complete it. Students should try to get into the habit of doing their homework on the night it is set, rather than leaving it until the last minute. We believe that homework is important and expect students to complete all pieces of homework to a high standard and hand it in by the deadline set. If your child is regularly struggling to understand the tasks set for their homework their subject teacher will be happy to help them; all they have to do is ask. There is also the option of using the Learning Resource Centre before and after school, break times and lunch times, if they need access to books or computers. Our librarian is always happy to help.

Attendance

Attendance Matters
Every student. Every day.

In order for our students to have the best possible chance to succeed and to be happy and settled at school, it is essential that we work together to ensure that attendance is excellent. A child who is absent from school one day each week misses an equivalent of two years of their school life, and being absent from school unnecessarily can affect motivation, confidence, enjoyment, and mean that students fall behind in their work.

If your daughter is sick and cannot attend school, please inform us on the first day of absence by phoning the school reception. If your child will be absent from school for longer than predicted, please phone school to let the pupil support manager know (Mrs Richardson-Dunn). When pupils return to school after a period of absence the child must provide a note briefly explaining the absence to the form tutor. If no contact from home is made the child's attendance will be marked as unauthorized.

There are certain times of the academic year when full attendance is of paramount importance. In November, February and June your daughter will sit internal Key Assessments which are used by staff to track and monitor her progress. Your daughter will be given the dates and times for the tests by her individual subject teachers. Reading tests and MidYis tests will also take place throughout the month of September – the girls cannot revise for these and are nothing for them to worry about!

If there are issues which are affecting your daughter's attendance please contact the academy.

Medical appointments

Please try to make routine medical/dental appointments outside of school hours where at all possible. In an emergency situation or for hospital appointments please send your daughter into school with a medical card/appointment letter at least 24 hours before the appointment. Please state what time your daughter will be collected from our main reception. Your daughter needs to obtain 2 signatures to be allowed to leave for an appointment (form tutor and Assistant Director or Deputy Director permission) and wait at reception until an adult collects them. Due to safeguarding we do not allow students under the age of 16 to leave for appointments on their own . Students will be given an official pass out which they need to carry with them. Pupils need to sign in at main reception when returning from their appointment. If there are a series of appointments try to ensure the day and time is varied to avoid missing the same lesson and falling behind with work. Every effort should be made to catch-up missed work.

Term time holidays

The academy term dates are provided in the Academy planner at the beginning of each year and on our school website. Parents/carers are expected to take family holidays during academy holiday periods only. From 1st September 2013 the DFE amended the regulations surrounding holidays in term time. Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. These new amendments give no entitlement to parents to take their child on holiday during term time. Low cost travel or arrangements made by a family member or friends are not deemed to be exceptional circumstances.

The Year 7 Curriculum

Pupils are taught in either mixed ability or in tiers and set classes.

Mixed Ability Classes

These classes are based upon the tutor group that a pupil is in. Some classes are taught as the tutor group whilst others will be a mixture of combined tutor groups.

The subjects taught in mixed ability classes are:

PE, ART, Technology, Food, Careers and Guidance (CIAG), Music.

Tiers and Sets

Pupils are taught within 3 tiers Fatima, Lourdes and Walsingham. This year the pupils have been placed within these tiers based upon a number of factors:

- Combined SATs scores at Key Stage 2 in English and Mathematics.
- Key Stage 2 teacher assessments in English and Mathematics.
- Other relevant information passed on from Primary schools (Statements, Special Educational Needs, etc).

Please note, that due to the ongoing covid-19 pandemic and the pupils not completing their SATs, we will use different sets of data to get the best outcome for your child.

Within these tiers the pupils are placed into sets using the following data:

English

- Sets are based upon their Key Stage 2 English score, their teacher assessed performance at Key Stage 2 and any other relevant information from the Primary School.

Mathematics

- Sets are based upon their Key Stage 2 Mathematics score, their teacher assessed performance at Key Stage 2 and any other relevant information from the Primary School.

Geography, History, RE, Science, Spanish, French.

- Sets are based upon their Key Stage 2 combined English and Mathematics score, their teacher assessed performance at Key Stage 2 and any other relevant information from the Primary School.

Modern Foreign Languages (Spanish and French)

- Pupils in tiers Fatima and Walsingham are allocated to either a Spanish or French class. There will be an opportunity for pupils to pick up a different language to which they have been allocated in Year 9 when they choose their options for Key Stage 4.

Reviewing Pupil Progress

The performance of students in all subjects is continually reviewed. Should we think a pupil would benefit academically from being in a different set during the year we would look at making a decision at the end of a term in preparation for the start of the next term.

Any move would have to be made in consultation with all the subject teachers and would only take place should it be appropriate in all subjects. Parents will be informed in writing of any moves.

St Anthony's Ladder

In years 7 and 8 pupils are placed upon an academic ladder to monitor progress. Pupils will receive an SA step (St Anthony's step) in their teachers feedback.

All students are continually monitored through classwork, homework and Key Assessments in all subject areas.

Pupils are expected to make a minimum of 3 steps progress a year on average. This expectation forms the target grade for each pupil in each subject. Pupils may have different targets for different subjects depending upon their prior attainment in different areas and their individual strengths and skills.

Starting points

The starting point on St Anthony's Ladder for a pupil is determined as follows:

English

- The Key Stage 2 English SATs score.

Mathematics

- The Key Stage 2 Mathematics SATs score.

Geography, History, RE, Science, French, Spanish

- The average Key Stage 2 English and Mathematics SATs scores.

Technology, Art, Music, PE, Food

- These skill-based subjects complete baseline skills assessments in the first three weeks of term. They are done through teacher assessment in lessons and pupils will not have been aware that this was happening.

Reporting to Parents

There are three opportunities to find out how your daughter is doing in Year 7:

1. **Meet the tutor evening (September/October)**

This is your opportunity to meet your daughter's tutor. This evening happens within a few weeks of starting the term and is an opportunity to ask questions around how she has settled into life at St Anthony's.

2. **Parents' Evening (January/February)**

You will then be invited to meet with your daughter's subject teachers to discuss her progress in all of her subjects in January.

3. **Short Reports**

These short reports are issued 3 times a year in December, March and June to share key assessment results.
Should we need to communicate any issues in between these reports a member of your daughter's pastoral team would contact you directly.

A message from Mrs Dugdale, SENCO

If your daughter has any additional needs, Mrs Dugdale our SENCo will be a point of contact and will work with your daughter's subject teachers. There are several lunchtime clubs in place to support your daughter in her academic progress, as well as her social transition into St Anthony's. These sessions are supported by our team of Teaching Assistants.

- Reading club
- Maths club
- Buddy club
- Fun club
- Handwriting club

Catholic life – Mrs Moran (Head of Catholic Life/ RE Teacher)

Our faith is a very important part of life at St Anthony's. We pray every morning and afternoon as a year group, in form class and during lessons. You will even learn to pray in French or Spanish! Every Friday we celebrate mass which every form class is invited to attend. We also have Chapel time when form classes are invited into the chapel to lead their own prayers. If you are not Catholic, you do not need to worry, you are welcome to learn the prayers over time and join in. If you have a faith we ask that you show respect during prayer time. Studying RE is also a core part of the curriculum from Y7-11.

Your daughter is welcome to join the Pupil Chaplaincy Team, led by Mrs Moran. They work together to plan and prepare workshops, worship ceremonies for event such as Holocaust Memorial Day and assemblies. It is a fantastic opportunity for all pupils to develop their leadership skills!

Here are two of the main prayers we use in our daily worship:

The Hail Mary

(In the name of the Father, and of the Son and of the Holy Spirit)

Hail Mary, Full of Grace, The Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now, and at the hour of death. Amen.

(In the name of the Father, and of the Son and of the Holy Spirit)

The Morning Offering

(In the name of the Father, and of the Son and of the Holy Spirit)

O Jesus, through the most pure heart of Mary,

I offer to you,

All my prayers, works, sufferings and joys of this day,

For all the intentions of thy divine heart and the Holy Mass,

And I intend to gain, all the indulgences I can this day,

And I place them in the hands of our Blessed Lady,

For the poor, suffering souls in purgatory.

(In the name of the Father, and of the Son and of the Holy Spirit)

Literacy at St. Anthony's Girls' Catholic Academy –

Reading

At St Anthony's we recognise that reading, and particularly reading for pleasure, has a direct impact on pupils' performance, progression and confidence. It has been proven that pupils who read for 35 minutes a day perform on average 3 levels above those who do not read. Our aim is to develop each pupil's potential to the point where they are reading at or above their chronological age. We monitor this development in Key Stage 3 using the Accelerated Reader Programme. This programme allows us to monitor your daughter's reading levels and progress, offering an individualised reading programme. Your daughter will begin by taking a Star Reader test from which we can identify her reading age, reading levels and targets. Your daughter's reading progress, including her understanding of the texts she is reading, is monitored through the Accelerated Reader quizzes available on a variety of texts. We recommend both you and your daughter familiarise yourself with how this reading programme works, and there's an attached guide for you to do so.

We expect every pupil in Key Stage 3 to have a reading book in school as part of their equipment. Your daughter will be expected to read daily during registration time and in some lessons. She may bring in her own reading book or borrow a book from the library, however we do not take responsibility for any Kindles brought into school. Every KS3 form class also has a box of reading books that your daughter is welcome to use.

The English Department actively encourages pupils to read regularly and will be supporting the Accelerated Reader Programme alongside your daughter's form tutor. Staff will monitor your daughter's reading using the Accelerated Reader quiz data.

As a welcome gift to St. Anthony's all Year 7 pupils are given a free reading book as part of the Book Buzz initiative.

10 tips to support your daughter's reading:

1. Set a regular reading time into your daughter's day.
2. Encourage your daughter to switch off the electronic gadgets for 35 minutes to read.
3. Read with your daughter, discussing the book she is reading and encouraging a positive reading experience
4. Talk to your child about the books you're both reading.
5. Ask what books your child would like for birthday and Christmas presents.
6. Go to the library together - if your child is stuck for a new author, ask the librarian for guidance or look online at book reviews.
7. Encourage your daughter to read magazines, newspapers, or the sports guides. You can help with this by leaving suitable reading materials around the home.
8. Talk about what you are reading with your daughter.
9. Play audio books in the car. This will encourage reading for enjoyment.
10. Make use of e-books and e-book readers such as Kindles. You can access a lot of e-books for free.

Writing

Your daughter's writing skills, and the continued development of her spelling, punctuation and grammar skills (SPaG), are important for her progression. We aim to support this in all subjects, however as a parent or guardian you can also support this by:

1. Being positive and encouraging about her writing.

2. Encouraging your daughter to proof read her work and identify any SPaG mistakes to correct.
3. Letting your daughter see you write often. You are both a model and a teacher. If children never see adults write, they gain an impression that writing occurs only at school.
4. Being as helpful as you can in helping your daughter write. Talk through her ideas with her; help her discover what she wants to say.
5. Involving your daughter in writing for real experiences, for example, helping with grocery lists, adding notes at the end of parents' letters, sending holiday and birthday cards, writing down telephone messages, writing notes or emails to friends, helping plan trips by writing for information and writing notes.

Extra-Curricular activities at St Anthony's.

Becoming involved in extra-curricular activities is a great way for your child to immerse herself into the heart of the school and make new friends that she might not meet in her class and form groups. Joining a group could help your child develop talents that she already has or could even help her realise an interest that she has not yet explored. In addition to this, becoming involved in a club is a fantastic way to make sure your child has lots of exciting opportunities throughout her time at the school. Here at St Anthony's, we have a variety of different clubs both at lunchtimes and after school. Just a small selection of the different clubs available for students at St Anthony's are listed below:

Badminton Club	Jewellery Making	Dancing
Chess Club	Mini Vinnies	Poetry Club
Ski Club	Duke of Edinburgh	Living Streets
Netball	Youth SVP	Junior Choir
Athletics Club	String Orchestra	Mandarin Club
MFL Film Club	Lego Club	Reading Club

Top Tip from one of our Y7 pupils!

"Going to different clubs was the best thing I did – it was an easy way to start talking to new people and it helped me make friends more easily. You can go to whichever ones you like and try something new!"

Music Department

Guys and Dolls 2019

School of Rock 2020

Orchestra concert performance

Junior Choir concert performance

Antonian Award winners for Music

Educational Visits at St Anthony's!

Like our lunchtime clubs, there are so many visits or longer trips on offer! School trips are a great experience and are often part of pupils' best memories of secondary school. Here are some examples of where we have travelled to!

ROME/ VATICAN CITY

PARIS

LONDON

NASA SPACE CENTRE, HOUSTON TEXAS!

WATER SPORTS TRIP – SPAIN/FRANCE

CINEMA

INDIA

SKI TRIP – USA, ITALY, AUSTRIA

DUKE OF EDINBURGH EXPEDITIONS

DERWENT HILL

BARCELONA

St. Anthony's Girls Catholic Academy

Behaviour

We expect all pupils to follow the rules and routines of the Academy to ensure that daily life is calm, organised and that classrooms are a positive environment to learn. We aim to try to help pupils to a sense of self-worth, self-discipline and co-operation so that they mature into responsible adults.

At St. Anthony's we celebrate success and excellent behaviour in the form of awards, positive phone calls/letters home and merit certificates. However, subject teachers and form tutors will need to impose punishments for failure to comply with the school rules and routines e.g. comment in planner, a detention, early intervention report etc. More serious/ persistent issues will be referred to Miss Jones the Assistant Director of Year 7 and if no resolution to the behaviour concern is found to Mrs Tomlin (Deputy Director KS3) and Miss Britton (Director of KS3 and 4).

Form tutors can communicate with parents regarding behaviour through the planner, or when necessary via telephone/letter. School detentions can take place during the school lunch break or after school. Early intervention reports are designed to support students in areas where they are struggling i.e. behaviour, organisation, punctuality to class etc. If an early intervention report is showing no signs of improving the situation a student will then be referred to the Assistant Director and then onto the Deputy Director. We do hope that most issues can be effectively dealt with and resolved at form tutor level.

Communicating with Parents/Carers

It is essential we have up to date contact details for parents/carers for use in an emergency. **Two** named contacts are needed for our records. Please inform us if you change your telephone number, home address or email address. Letters and reports are sent by email. If you require letters or reports by post please inform your daughter's form tutor.

Communicating with staff

We have a number of ways of communication to ensure that your daughter's time in school is effectively supported.

School planner

Our initial form of communication is the use of the school planner. Please write in the 'Comments' section if you would like to speak to a member of staff. Your daughter could show this message to her form tutor or directly to the class teacher.

E-mail

If you would prefer to communicate using email, you can send an email to enquiries@st-anthonys-academy.com and this will be forwarded to the member of staff dealing with your concern/query.

Telephones

In an emergency you can also call the school and speak to the receptionist. Your message will be passed onto the relevant member of staff to return your call; our telephone number is 0191 5658904. Please be aware staff may be teaching throughout the school day and we endeavour to return all calls within 24 hours. This may not always be possible if staff are out at meetings or study visits.

Appointments

You can request an appointment with a member of staff if there are issues you would like to discuss face to face. Appointments can be arranged via email or phone.

Post

You can write to us at St Anthony's Girls' Catholic Academy, Thornhill Terrace, Sunderland SR2 7JN.

Website

There is also the opportunity to communicate with us via our website with a 'contact us' page, where you can complete your details and they will be referred to the appropriate staff member who will get back in touch with you.

Keeping in touch

Keep up to date with what is happening on our Academy website

www.st-anthonys-academy.com and Twitter **@St_Anthonys3**

All our departments also have Twitter accounts which can be found in our main school account – this is a great way to see the fantastic opportunities available at St Anthony's

You will find copies of all our policies available on the Academy's website.

Keeping Informed before September

We regularly add key transition information to our website to keep families informed on planning for September and communicate with the primary school staff.

All key information will on our website. Go to 'Parents' -- 'Y6/7 Transition Arrangements'

Top Tips from our Y7s…

Don't worry about getting lost, the school isn't as big as it first seems. You will get used to it very quickly and everyone is willing to help!

Be confident to be yourself. Treat everyday as a new opportunity to make friends.

Get to know the people that you sit next to and don't be shy! It'll be great!

Get involved with as much as possible. There's something for everyone!

Don't be afraid to ask for help about anything

St. Anthony's Girls Catholic Academy

We look forward to welcoming you to the St Anthony's community!