



St Ursula's Convent School

A Humanities College and Teaching School



Year 6/7 Transition Parent Handbook



Welcome

I am delighted to welcome you to St Ursula's Convent School and that you have chosen to join our school community. It is a time when you will be embarking on a new chapter in both your academic life and spiritual growth.

Although this is an exciting transition, it can also be a daunting experience but I want to reassure you that the staff and existing Ursulines will always be willing to help and support you through your school journey.

C Hamilton, Head Teacher





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Letter from Heads of Year

Dear Future Students,

Welcome to the Ursuline Family! We are delighted that you will be joining the Ursuline community and are very excited to meet all of you as you begin what will be one of the biggest, yet most exciting, steps in your school career. Having been head of year 7 for the past three years, we can reassure you that you have an amazing journey ahead of you, with so many opportunities to come - from meeting life long friends to visiting new places, to being supported by so many teachers. We all work incredibly hard to ensure you feel supported and challenged in all of your lessons, encouraging you to stretch yourself and develop your learning.

Belgium and France are only a few of the amazing places our students have been able to visit as well as many places within the UK from PGL in year 7 and Skern Lodge in year 8 and/or 9. These trips are an opportunity to push your boundaries as well as befriend many of your new classmates. With the help of the school, these friendships will only get stronger as you live out Serviam throughout your time here. We hope you make the most of it!

Your journey as an Ursuline is about to begin. Get ready to dive into a plethora of new opportunities, discover hidden talents and find your passion. St Ursula's has a wide range of extra-curricular activities including debating and coding clubs, dance and board games. Debating club also enters competitions for those of you eager to have your voice heard. Or, if you are interested in being in the West End then perhaps Drama, Choir and Orchestra are more to your liking. Be a leader and take charge while you take on and conquer roles on the Student Council, Chaplaincy and Careers Champions. As you can see, there are so many exciting opportunities to get involved, the fun never stops!

Your time at St Ursula's is guaranteed to be an unforgettable one; a time of growth, independence and strengths. Seize every opportunity and make the most of it.

We look forward to welcoming each and every one of you as you embark on this new adventure.

I am sure this is not how you imagined your transition to secondary school would be, with us living in a semi virtual world. In saying that, we are doing our best to ensure you are looking forward to meeting us as we are to meeting you.

Best Wishes
Your Year Leaders



Miss E Cahir



Ms R O'Donnell



School Trips





Key staff in St. Ursula's



Mrs Hamilton
Head Teacher



Mrs Adams
Deputy Head



Ms Johnson
Assistant Head



Mrs Kerr
Assistant Head



Miss Cahir
Head of Year 7 &
Careers Lead



Ms O'Donnell
Head of Year 7



Mr Mandalos
Head of Year 9



Mrs Irvine
Head of KS4 &
Head of Art



Miss Dias
Head of English



Mr O'Brien
Head of Maths



Mr Fisher
Head of Science



Miss Cushnahan
Head of Religion



Mr Edwards
Head of Geography



Mr Turpie
Head of History



Mrs Jacob
Head of MFL



Dr. Woodward
Head of Drama



Mrs Woolgar
Food Technology



Mr Collins
Digital Curriculum



Mrs Higgins
LSC Manager



Ms Clarke-Gilgeous
School Counselor



Mrs Ferriera
SENCO



Mrs Norbury
Chaplain



Mrs Shackel
P.A to Mrs Hamilton



Mrs Williamson
Business Manager



Mrs Taylor
Exams Officer



Mrs Cole
Office Manager



Mr Latif
IT Manager



Mrs Higgins
Attendance Officer



Mr Baldwin
Premises Manager



Uniform

Outdoor uniform is an integral part of the uniform and must be worn by all girls. The uniform is the public face of the school. It acts as both a unifying element and a point of recognition, whilst removing from parents the financial burden of providing non-uniform clothes.



- **School blazer.** This should have the embossed school logo on it. The blazer must be worn at all times, unless the Head Teacher permits otherwise e.g. during hot weather.
- **Pleated School skirt.** The skirt is a distinctive school style and NO OTHER VARIANT IS ACCEPTABLE DURING THE FIVE YEARS THE PUPILS ARE IN THE SCHOOL. The skirt should be below the knee and above the ankle.
- **Navy blue plain V-necked jumper** with designated coloured stripe from September 2020 – this should be worn every day

YR11 – Gold / YR10 – Lilac / YR9 – Green / YR8 – Blue / YR7 – Red

- **Blouse.** White reverred collar blouse. Jumpers and T-shirts should not be worn under the blouse. The school blouse must be tucked into the skirt, and it is not to be regarded as an overblouse.
- **Tights or knee high socks navy blue or black.** Socks must be worn to the knee
- **Shoes should support the whole foot.** Shoes, which do not firmly grip the upper part of the foot, are not suitable. The heels should be flat, no higher than 3 cms. The colour is plain black. Bows etc. are not allowed and toes should not be too pointed. Sling back shoes, ankle strap shoes, fabric or plastic beach-type shoes and black trainers are not suitable. Trendy fashions must not be followed. Boots or ankle boots must not be worn (this includes Kicker Boots).
- **Outdoor Uniform.** The school blazer over which a plain navy/black coat should be worn in cold or wet weather. Denim/leather jackets, track suit tops, fleeces/hoodies, body warmers/gilets are not allowed.
- **Winter scarves and gloves.** Plain black or navy blue without any logos.
- **School bag.** Black or navy, strong and made of sturdy material. The bag must be free standing, closed at the top and capable of holding books 40 cm x 30 cm. Shaped rucksacks in black or navy are acceptable but should not carry the maker's name/logo. Handbags are not acceptable school bags.



- Hats are not permitted in school unless advised by the Headteacher with regard to adverse weather or school trips.

PE

- **Games kit.** White school polo shirt, school navy shorts and school tracksuit. Plain white/black leather trainers and school sports socks with school initials. Canvas shoes and plimsoles are banned.
- **PE, Dance and Trampolining.** Plain black leggings.



Science

- A white lab coat (purchased at suppliers)

All girls are expected to wear the correct uniform and to wear it well. The school uniform is kept as simple and inexpensive as possible. If there are any special temporary difficulties for any student please let the Deputy Head know by letter on the day.

Girls may wear a watch, a small crucifix under the blouse and one small set of plain gold or silver studs in the lower ear lobe, all other piercings are forbidden. No other jewellery is allowed.

All make up, including make up accessories, is banned. Nail varnish and false/acrylic nails are banned. Nail extensions represent a Health & Safety risk in a number of practical lessons and for this reason are not allowed.

Hairstyles and hair colour including braids should be the student's natural hair colouring; extreme hair colouring is not allowed: hair should not be worn over the face or eyes. The definition of extreme lies with the school; failure to comply with the aforesaid may result in the immediate sending home of the student.

SCHOOL OUTFITTERS

Lucilla Ltd: School House, 180a Cranbrook Road, Ilford, IG1 4LX (Tel: 020 8554 5133)

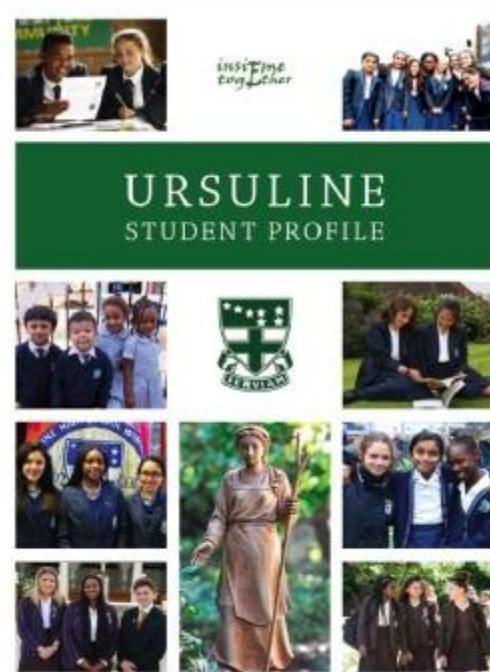
Whitehall Clothiers: 244a Lewisham High Street, SE13, (Tel: 020 8852 8967)

Bailwood: 246 Lewisham High St, London SE13 6JU, (Tel: 0208852 8727)



Serviam & the UEC

As an Ursuline School we are part of a global network of schools with an Ursuline tradition and charism. For more information about the Ursuline Education Community please follow this link: [Ursuline Education Community](#)



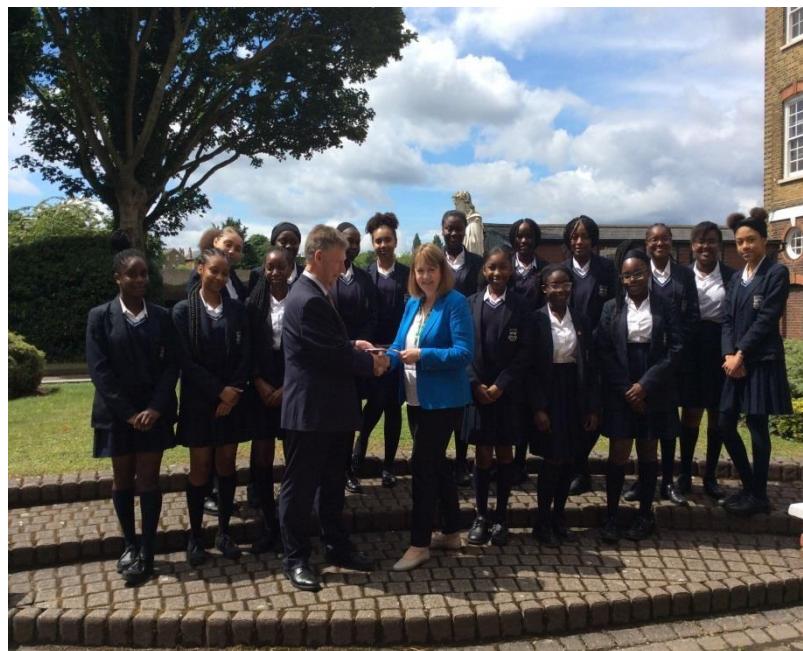
Our Motto is Serviam - To Serve

We have many activities planned each term for pupils to fulfil their commitment to Serviam and do good deeds for others. Pupils keep a Serviam Log of all the acts of service they have performed throughout the year.



Some examples of our Charity Fundraising

- Creating gifts for the 999 Club in Deptford – pupils prepare a shoe box and fill it with items such as toothpaste, socks, sweets and a Christmas card. Always greatly received each year
- Much fundraising for Charities around the world
- Food Drops for the Manna Centre in London Bridge
- Bites and Bingo for local elderly people
- Sponsored Walk





Spiritual Life of St Ursula's



As an Ursuline school, everything we do is characterised by St. Angela Merici's lifelong commitment to loving Jesus Christ. Inspired by her example and supported by her prayers we carry on her legacy by learning, sharing and growing together in the love of Christ.



School Chaplain

Marie is our school's Lay Chaplain. Her role is to guide and support the spiritual needs of the school community by encouraging the school's pastoral care for the whole school, pupils, staff and parents.

Sacrament of Reconciliation

During Advent and Lent all pupils and staff are given the opportunity to receive the Sacrament of Reconciliation.

Weekly Mass

Mass takes place in the school Chapel every Friday morning at 8.00am. This Mass is an opportunity to pray for any members of our school community. Key Stage 3 pupils also attend the Parish Mass on a rota basis taking a full and active part in the service.

Prayer

Prayer underpins everything we do, but there are many ways to pray and no one way is better than another. At St. Ursula's you will find many opportunities to pray in year group or form group collective worship, small group prayer or private prayer.



Retreats

All year groups have a retreat day. Some are in school, facilitated by outside providers, whilst others are off-site. Opportunities for day and residential retreats are very important for our students to experience various styles of prayer that are relevant and attractive for their age group. This experience enables them to develop their own spirituality and unique way of relating to God.

Outreach

There is an active Chaplaincy Team which supports the spiritual and liturgical life of the school as well as putting faith into action through charitable outreach in the spirit of SERVIAM.



Ursuline Links

St Ursula's as an Ursuline School has strong links to the worldwide network of Ursuline Schools. We regularly link with other local and international Ursuline Schools sharing our faith, learning and experiences.





Our Traditions

Every new student and new member of staff in St Ursula's takes the school pledge. This is a very proud moment for our entire school community.

I hope to be a person
Who will serve
Who will pray
Who will act
Who will be open
Who has courage
Who is enterprising

I am aware that God is near me at all times
I want to use my talents to make a difference
I want to reach out to those in need
I want to do what is truly right
I want to challenge wrong and fight for justice
I want to serve God, my neighbour and my school
I am an Ursuline
Today, tomorrow, always

We also start each lesson with the school prayer;

St. Ursula School Prayer

**‘O my God.
We offer you this lesson
for your greater honour and glory.
Holy Guardian Angel watch over us.
St. Ursula
pray for us.
Amen**



Life at St Ursula's

Secondary school life is a little different to that at primary school. You now have a range of subjects to explore throughout each day and you will need to move from one classroom to the next. In order to know which class to go to, you will be given a timetable like the one below. The school day is divided into seven lessons known as Periods (P1 etc).

SCHOOL DAY: ACADEMIC YEAR 2020-2021

	Yr. 7 & 8	Yr. 9 & 10	Yr. 11	Tuesdays
8.40-9.30	P1	P1	P1	P1 8.40 – 9.25
9.30-10.20	P2	P2	P2	P2 9.25 – 10.10
10.20-10.40	Break	Form/ Assembly	Form/ Assembly	Break for all year groups 10.10 – 10.30
10.40-11.00	Form/ Assembly	Break	Break	Form Time 10.30 – 11.15
11.00-11.50	P3	P3	P3	P3 11.15 – 12.00
11.50-12.40	Y7 & 8 Lunch	Y9 Lunch Y10 – P4	P4	P4 12.00 – 12.45
12.40-1.30	P5	Y10 Lunch Y9 – P5	Y11 Lunch	P5 12.45 – 1.30
1.30-2.20	P6	P6	P6	P6 1.30 – 2.20
2.20-3.10	P7	P7	P7	P7 2.20 – 3.10

Tuesday lunch breaks:

Y7, 8, 9 – 12.00-12.45pm

Y10 & 11 – 12.45 – 1.30pm

Year 7 goes to lunch during Period 4 along with years 8 and 9.



Extra Curricular Activities

At St Ursula's Convent School we recognise that classroom-based learning is just one part of the education process. In striving to develop the potential of individuals to the full we offer an extensive range of extra-curricular activities which both compliment and increase learning opportunities for all pupils who wish to participate, whatever their age or ability. Most extra-curricular activities take place in the form of School Clubs either at the end of the school day, beginning at 3:15pm, during lunch break or before school.

In year 7, we encourage all students to sign up to at least 1 extra curricular activity.

Here is a sample of some of the activities we have on offer



St Ursula's Convent School Extra-Curricular Timetable



Day	Activity	Time	Venue	Staff member	Additional Information
Monday	Homework Club	3:10 – 4:15pm	S7	Teaching Assistants	All year groups are welcome
	Basketball	3:15 – 4:30pm	Sports Hall	Ms Franklin	All year groups are welcome
	History Club	3:10 – 4:10pm	U6	Mr Turpie / Mr Mandalos	All year groups are welcome
	Class of 2020 Club	3:10 – 4:20	S10	Ms O'Donnell	Year 11 Revision and Homework
Tuesday	Art (KS3 & KS4)	3:10 – 4:30pm	Art block	Mrs Irvine / Ms Grogan	All year groups are welcome
	Code Club	3:15 – 4pm	F11	Mr Fisher	All year groups are welcome
	Netball	3:15 – 4:30pm	Armidale	Ms Franklin	All year groups are welcome
	Languages Club	3:15 – 4pm	F5	Ms Ghelma / Ms Jennings	All year groups are welcome
	Trampolining	3:15 – 4:30pm	Sports Hall	Ms Nash	All year groups are welcome
	Homework Club	3:10 – 4:15pm	S7	Teaching Assistants	All year groups are welcome
	Class of 2020 Club	3:10 – 4:20	S10	Ms O'Donnell	Year 11 Revision and Homework
Wednesday	Music Club	8am - 8:30am	U3	Mrs Meere	All year groups are welcome
	Environment Club	KS3 LUNCH	T3	Ms Cruickshanks	Open to KS3
	Flute Group	3:15 – 3:45pm	U3	Mrs Wildey	Open to all Flute players
	Homework Club	3:10 – 4:15pm	S7	Teaching Assistants	All year groups are welcome
	Philosophy Club – "Food for Thought"	KS4 LUNCH	I4	Ms Cushnahan	Open to KS4
	WK 1 – Maths Peer Mentoring	KS4 LUNCH	G7	Mr O'Brien	Open to Year 11
	Class of 2020 Club	3:10 – 4:20	S10	Ms O'Donnell / Ms Smith	Year 11 Revision and Homework



School meals

The School Canteen is a hub where students get to eat and socialise together. We have an international menu that gives a range of healthy and exciting options. The Canteen is open for Breakfast club, Break time and Lunch time.

We use Cashless Card System:

St Ursula's operates a cashless card system for meal payment. This is further supported by our online payment system called Parent Pay. (More information on this on the next page)

Sample Menu

MENU WEEK 1

MON	TUES	WED	THUR	FRI
Sausage bar, jacket potatoes, fresh bread, and a selection of homemade cold desserts, yogurts and fresh fruit every day.				
MAIN LIVE YOUR BEST LUNCH! £2.00	Penne pasta with a rich bolognese sauce (G) Feta and spinach puff pie with a chunky tomato sauce, new potatoes and green beans (Mk,G,E,Cr)	Chicken tikka masala with pilau rice and Bombay potatoes (G) Spinach swiss potato and lentil dahl (Mk,E)	Sliced roast gammon served with roast potatoes and garden peas (None) Roast vegetarian loaf served with roast potatoes (G,Mk,E,Ce)	Chilli con carne with steamed rice, topped with sour cream and crushed nachos (Mk,G,Mu) Spinach and cheddar Quiche served with green beans (G,Mk,E,Sa)
EDGY VEG MEAT FREE FEASTS! £2.00				Battered pollock fillet with tartare sauce and lemon, served with oven baked chips and peas (Mu,Mk,F,E,G) Cheese and onion pattice (G,Su,So,Se,Mk,E)
GLOBAL EATS A WORLD OF FLAVOURS! £2.00	Jumbo hot dog served with BBQ sauce and sweet potato wedges (G,Su,So,Mk,E)		Chicken pad Thai with sweet chilli sauce (E)	
PERFECT PUDS SWEET TREAT! £0.90	Apple and berry crumble served with custard (Mk,G)	St Stephens pudding with custard (G,Mk,E,Se,So)	Chocolate chip banana bread (G,Mk,E,Se,So)	Steamed jam sponge and custard (Mk,E,G,So) Vanilla ice cream (Mk,So)
MEAL DEAL Meal deal – Main meal & dessert £2.20				
ALLERGENS D = Dairy Dc = Dairy containing (Casein) E = Egg F = Fish G = Gluten Mk = Milk Mu = Molluscs Se = Sesame seeds So = Soya Su = Sulphur Dioxide V = Vegan W = Wheat P = Peanuts Bt = Bassmer Beads				

SPICE IT UP!
TRY SOMETHING NEW WITH OUR FLAVOUR OF THE MONTH

MARCH CARAWAY
BAKED PIE WEEK THURSDAY 5TH

APRIL STAR ANISE
ST GEORGE'S DAY THURSDAY 23RD

MAY PAPRIKA
NATIONAL BISCUIT DAY THURSDAY 24TH

JUNE CUMIN
ANTONIAL GREEN TEA DAY THURSDAY 25TH

JULY CHILLI
INDEPENDENCE DAY THURSDAY 2ND

Our catering company is committed to using fresh, sustainable ingredients
We also have a cold food counter in Hilltops serving a range of sandwiches, baguettes and baked goods.



Parent Pay

Cashless Card System:

St Ursula's operates a cashless card system for the payment of all things in school. From school trips, equipment, the school water bottle etc.

This is further supported by our online payment system, Parent Pay.

Please click on the link below.

www.parentpay.com

Benefits of using parentpay include:

- A simple to use web interface
- An ability to view payment history
- A reduced risk of pupils losing cash

Further information on how to set this up will be given in due course.

**WELCOME TO
PARENTPAY**

Trusted Cashless School Payments

Schools – Find out more

Parents – Get started



Emotional Wellbeing and Mental Health Vision Statement



As an Ursuline school we commit to promoting positive social and emotional wellbeing, mental health and resilience for pupils, staff and everyone in our community. We acknowledge that this task must be shared by everyone – governors, staff, students, parents and visitors in a spirit of openness and mutual support. All members of our community will endeavour to create an environment that is stimulating, secure and provides opportunities for all to grow in knowledge, strength and love.

At times all of us feel worried and afraid...There are many people and organisations who are here to help you.

- If you need to talk to someone about your feelings while at school, you can talk to any of our Designated Safeguarding Leads or ANY teacher at any time.
- Your SLT, Pastoral team and subject teachers are always there to help.



Useful Links

If you are at home and need some support try these wonderful websites and helplines who are there for exactly that reason!

Links to help you:

Click here to contact Child Line:

<https://www.childline.org.uk/get-support/contacting-childline/>

Click her to call the Hope Line at Papyrus: <https://www.papyrus-uk.org/>

Click here to contact the Samaritans:

<http://www.samaritans.org/how-we-can-help-you/contact-us>

Click here to contact SANE: <http://www.sane.org.uk/>

Click here for help with your emotions:

<https://www.childline.org.uk/info-advice/your-feelings/>

Click here for the childline toolbox: <https://www.childline.org.uk/toolbox/>

Click here for help with bullying:

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/#explore>

Click here for staying safe online:

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/>

Click here for help with thoughts about self harming:

<https://www.childline.org.uk/info-advice/your-feelings/self-harm/>

Click here for help with gender issues:

<https://www.childline.org.uk/info-advice/your-feelings/sexual-identity/>

Click here for advice with eating problems:

<https://www.childline.org.uk/info-advice/your-feelings/eating-problems/>

<https://www.nhs.uk/conditions/eating-disorders/>

Click here to contact MIND: <https://www.mind.org.uk/>



Click here to contact The Charlie Waller Memorial Trust: <https://www.cwmt.org.uk/>

Click here to contact the Education Support Partnership for Professionals:<https://www.educationsupportpartnership.org.uk/>

Click here to contact the Anna Freud Centre: <https://www.annafreud.org/>

Please remember that you are not alone – there are many people who understand and are here to help you.



Mind Full, or Mindful?



FOSTUR - Parents Association

The Friends of St Ursula's Convent School "FOSTUR" has been created to foster links between school and home. We hope to encourage a feeling of 'community' amongst the parents and carers through its social events whilst at the same time raising funds for the benefit of the girls who attend the school. All parents and carers of St Ursula's Convent School pupils are automatic members of FOSTUR.

The aims of FOSTUR are twofold:

- 1) To provide closer links between home and school. FOSTUR events will encourage staff parents, carers and friends to come together socially in support of the school working towards a common goal, and;
- 2) Fundraising activities for providing extra equipment or activities for the pupils, over and above that which the school provides from the funding received from the Local Authority.

Who we are:

A small group of parents have met and agreed to fulfill the committee roles for the current academic year.

Contact FOSTUR:

You can reach us on the email fosturatse10@gmail.com or follow our Facebook page. The link to the Facebook page will be sent out via email from the school office on request, or you can type in the address below and request admission.

<https://www.facebook.com/groups/146431592382512/>

Can You Help?

If you would like to help us in any way, please come to the next meeting (at a date to be advised via the weekly newsletter) or email us. We would love to hear your ideas! There are many ways you can assist FOSTUR and help the school. Attending future events is one way; however we will be welcoming all offers of help including the following: Raffle prizes for future events, Assistance with running future events , Cash donations are always welcome, and FOSTUR are happy to receive donations by bank direct debit, should this prove easier for you.



More details to follow. We are at the early stages of creating FOSTUR, so WATCH THIS SPACE for details of future events and fundraising ideas.

Thank you for your future support; it is very much appreciated by the pupils of St Ursula's Convent School.

FOSTUR has a range of events throughout the school year that Staff, Parents and Students all look forward to. These include;

Quiz night - held in Hiltops

School Fair - held in the school grounds

Donation Fairs - Held in the School Quad

5K Charity Run - Greenwich Park





And Finally....Some words from one of our current year 7 students, Alice.

To all new Year 7's,

My heads of year, Miss Cahir and Ms O'Donnell, have asked me to write this letter just to reassure you and let you know that there is no need to worry about joining us in September. I am going to explain how I felt on my first day, what I thought of the lessons and hopefully once you have read this you will feel more confident about becoming an Ursuline.



If you asked any of my friends they would say that I am far from nervous, but changing schools and starting a new chapter can be difficult. I went to the open day and visited the school a few times before I started, so I could vaguely remember the layout of the school, and for the first few days you will have peer mentors (girls in year 10 that will guide you around) with you. Don't feel hesitant to talk to them because they will tell you a bit about the teachers and answer any of your questions.

Around five girls from my primary school applied to get into St Ursulas, and three of us got in. I wasn't too close with these girls and we didn't really talk much, but we stuck together for the first week, but then made our own friends and started hanging around with them. Everyone is in a different situation when it comes to who you know. Most of my friends came to St Ursula's not knowing anyone but others knew lots of people. There is no need to worry about making friends because within a few days you will know all the girls from your class, and your form class.

There are five classes that you could be put in, 7a, 7b, 7c, 7d and 7e. All of these classes have different lessons at different times, but we all go to break and have lunch at the same time. I am in 7a, and I was so worried because none of the girls who I had met were in this class, nor the girls from my primary school, but, now, I am really familiar with the girls in my class and everyone gets along well. When I used to think about secondary school, I thought that all the teachers would be so strict and that I would have to do homework for hours, but when I got to St Ursulas, that completely changed. All teachers are really understanding, and always try to make lessons as fun as possible, but you need to be respectful and kind if you want to achieve your goals. Also, the teachers make sure that you do not get homework for every lesson that you have in a day and that you have enough time to complete your work. I am a last - minute person, but when it comes to homework I keep ahead and I would tell all of you to do the same, or it will catch up with you and you will become really stressed. Don't leave everything until the night before unless you know you can manage it. I probably do a couple of hours of homework a night (except on a Friday, I just have a rest), sometimes less, and leave a little bit to do on the weekend. You will be given a homework journal where you keep track of homework, information, room changes, school trips and house points. Every week, you and one of your parents will sign your journal and then your form teacher will check that it has been signed. On a Monday morning I always double check that mine is signed because if it is not signed on Tuesday, you get a detention. Also, I would advise you to just check everything before you head off for school as it is your responsibility to make sure that you have everything you need. I have covered pretty much everything, but don't worry because your teachers will explain this further when you start. Stay positive, because you have nothing to worry about, and I hope that this has helped you feel more excited about joining St Ursulas in September.

Thanks for reading,
Alice



In the words of our Foundress,

**“Do something, get moving.
Be confident, risk new things, stick with
it and be ready for big surprises!”**

St Angela Merici

