



St Ursula's Convent School

A Humanities College and Teaching School

ADMISSIONS INFORMATION

St. Ursula's Convent School endeavours to make the school a happy place and to ensure that all pupils achieve their potential.

Mission Statement

Our Mission is to ensure that every individual achieves their potential through the pursuit of academic excellence and the nurturing of their gifts and talents.

To create a caring Catholic community; allowing everyone to develop and share in the love of Christ; serving the world of today and tomorrow through the relationships we make and the service we provide to others.

SCHOOL

- Five form entry.
- 135 pupils admitted divided into five groups.

APPLICATIONS

- Pupils are admitted who satisfy the admission criteria.
- Must have written support from the Priest – supplementary form to be stamped and signed by Priest.
- It is very important that any other evidence of commitment to Catholicity should also be made available, i.e. Baptism certificate, these must be originals.
- Not necessary for pupils to come from Catholic primary schools.
- **Closing date for applications: 29 October 2020.** Applications by Friday 22 October 2020 - before the Half Term holiday **is recommended.**

ETHOS AND VALUES

- It is extremely important that the same values apply at home and school.
- Both child and parent must choose freely without undue pressure.
- Must be an undertaking to observe school rules – discipline, uniform and homework.
- The help and co-operation of parents is necessary to ensure regular and punctual attendance of child.
- Attendance at parents' meetings to discuss your daughter's progress is **compulsory.**

FORM GROUPS

- Girls are placed in five teaching units.
- In year 7, students are taught in mixed ability groups.
- From year 8 students are taught in different groups in four different subjects.

FORM TEACHER

- The Form Tutor is the key person responsible for the immediate care of the pupils in their group.

KEY STAGE LEADERS

- We have two key stage leaders, one for KS3 and one for KS4.
- The KS3 leader is responsible for year groups 7, 8 and 9.
- The KS4 leader is responsible for year groups 10 and 11.

CONTACT WITH PARENTS/CARERS

- There are regular parents' meetings and review days each year.
- Parents may communicate with school using the student journal. Parents can also email admin@stursulas.com or telephone the main office to be connected to the appropriate member of staff.
- FOSTUR (Friends of St Ursula's) – This is our Parents' Association. Details can be found on our website.
- Our St Ursula's Weekly Newsletter is issued each Friday, by email, to all parents / carers and staff.
- Information is also available on the St Ursula's Website – www.stursulas.com.

ROLE OF PARENT

- All parents are required to sign the Home – School Agreement and are expected to support the school and its ethos.
- Parents must attend all scheduled parent and teacher evenings and all student academic review meetings.

CURRICULUM

- All our pupils follow the National Curriculum
- The KS4, y10 and y11, Curriculum involves a broad core offer with option choices

EXTRA CURRICULAR ACTIVITIES

- We offer a range of activities in; music, sport, computers, art, debating, code club, work experience and theatre trips, school journeys (home and abroad), conferences, field courses and many more.

VALUABLES

- Valuables are not allowed in school. St Ursula's hold no responsibility for any loss or damage to items brought in to school.
- Jewellery – a small cross/crucifix worn under the blouse and/or one small pair of plain gold/silver studs in the lower lobe of the ears are allowed. NO OTHER JEWELLERY IS ACCEPTABLE.
- All electronic devices are banned. This includes Mobile Phones / wireless earphones / iPods and smart enabled devices, both to and from school.

LUNCH

- School operates a cashless 'cafeteria' dining hall. Pupils may bring packed lunch.
- Families are entitled to apply for free school meals to the Local Authority.
- No pupil allowed off-site at any time.

ABSENCE – ACADEMIC YEAR 2019-2020

Number on Role - 641

Whole School Attendance – 97 %

Percentage of Unauthorised Absences – 0.50%

School Day: 8.30am – 3.10pm

CHARGES FOR SCHOOL ACTIVITIES

Curricular

- | | |
|--|---------------------------------|
| 1. Games during school time | No charge |
| 2. Materials for practical subjects where parents indicate that child wishes to own finished product | Charge to parents |
| 3. Cost of arranging additional work experience placements | Charge to parents |
| 4. Examination Re-entries | Charge to parents may incur |
| 5. Transport provided in connection with educational visit | Voluntary parental contribution |

Optional Extras

- | | |
|--|-------------------|
| 1. Individual/group instrumental/vocal music tuition | |
| (a) Sheet music | Charge to parents |
| (b) Insurance of school instruments on loan | Charge to parents |
| (c) Instrumental/vocal examinations | Charge to parents |

Nb. The above charges do not apply to Children in Care (see Remissions policy for details)

- | | |
|--|------------------------|
| 2. Educational Visits: subject to parents' voluntary contributions to cover cost. Visits are subject to cancellation if insufficient funds are made available. | |
| 3. School Journeys: These are always voluntary: participation in such an activity will be on the basis of parental choice and a willingness on the part of the parent/carer to meet the charges in full. Charge to parents | |
| 4. Public Examinations - | |
| Where pupils not prepared by the school | Charge to parents |
| 5. Governors' Fund | Voluntary contribution |

Penalty Costs

- | | |
|---|-------------------|
| 1. Public examinations - | |
| Recovery of fees wasted without good reason | Charge to parents |
| 2. Loss of books and equipment | Charge to parents |
| 3. Damage to school property through wilful or careless behaviour | Charge to parents |

For further information, please refer to "Charging for School Activities" guidance document produced by the Fair Access Division, Department for Education and available from the DfE website