



# 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

- Four 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 2021.** Applications by Friday 22 October 2021 - 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](mailto: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](http://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 2020-2021

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