



ARCHBISHOP ILSLEY
CATHOLIC SCHOOL

Let Your Light Shine

Welcome to Archbishop Ilsley! We can't wait to meet you.

Proud to be part of:

**St Teresa
of Calcutta**
MULTI ACADEMY COMPANY



Welcome from Your Head Teacher

Dear new Year 7 pupil (does it feel weird reading that!?)

My name is Mr Clinton and I am your new Head Teacher at Archbishop Ilsley Catholic School. I am really looking forward to welcoming you into our special school community. I know all the staff are too. I hope you find this booklet useful; we have carefully selected the most important information we think you need to know. We hope this booklet will make you excited about starting secondary school and also calm any worries you may have (which are totally natural to have, by the way.)

What does it mean to be a pupil at Ilsley then? Or Archie's as a lot of pupils call it!? Well, one of the great things about the school is the pupils. I have worked in four other schools in Birmingham and Solihull and Archie's pupils are definitely the friendliest. I want this to carry on with your new year group.

About half of you went to a Catholic School. Even if you didn't, there's something that Jesus said to his disciples that's really easy to remember. He said, 'Let your Light Shine.' He wants you to do the same. That means be proud of who you are. Be proud of your family. Be proud of where you come from. And be proud of where you're going. Because if you work hard, and listen to the advice your family and teachers tell you, you'll going to be a huge success at Archie's.

See you at our open evening on 19th June and your transition day on 2nd July.

Mr Ciaran Clinton



Welcome from Your Head of Year



To the New Year 7's of Archbishop Ilsley,

My name is Miss Brady and I will be your Head of Year when you join in September. You probably don't have a Head of Year in Primary School so let me tell you a little bit about my role.

There will be just over 200 pupils in our Year group, there are five year groups in the school as well as a sixth form so we have lots of wonderful pupils to look after. That's exactly what I will do, look after you! I will help you settle in to our school; I will make sure you know where to go, I will ensure you have the right uniform and equipment and I will monitor your attendance and punctuality along with your academic performance. Ultimately, I will help you to be successful and I will encourage you to fulfil your potential.

I have worked at Archbishop Ilsley for eight years and I even attended the sixth form here to complete my A-levels. As well as being a Head of Year I am also an English teacher and teach all year groups. My favourite text to teach is a play by J.B Priestley called 'An Inspector Calls', it's my preferred because it looks at the inequalities within society and teaches rich people a valuable lesson. I am privileged to be a Head of Year as I get to help so many children. I can be very competitive and I really like my Year group to win so I hope you are up to the challenge. I love working at Archbishop Ilsley and I know you are going to love coming here too.

If you have any questions, concerns or worries make sure you speak to me or your form tutor on transition day. Remember first impressions count so make sure you have a great transition day!

Hopefully I will meet all of you before we break up for the summer holidays!

See you soon
Miss Brady

Welcome from Your Pastoral Lead



Dear Year 7 Students,

My name is Mrs Copage and I will be your Pastoral Lead for year 7.

I am delighted to welcome you as the newest members of our school community. Starting secondary school is an exciting time filled with new opportunities, experiences, and friendships—and we are here to support you every step of the way.

At ABI, we believe that every student should feel valued and supported.

We are proud of our inclusive and caring environment, where we work together to help each other learn, grow, and succeed.

As your Pastoral Lead, my job is making sure you feel safe, happy, and settled as you adjust to life at ABI. Whether you have questions, need support, or just want a friendly face to talk to, I am here to help.

So if you see me around school, I would love for you to come over and say hello. If you need to speak to me regarding an issue/ worry, please make an appointment for a check in. You can do this with me directly before school starts in the mornings or through your form tutor, who can email me your request. I will always collect you for our appointment so you aren't out of lessons any longer than necessary.

Over the coming weeks, you'll meet your teachers, explore exciting new subjects, and get involved in all kinds of activities—from clubs and sports to creative arts and school events. You'll also get to know your classmates, who are likely feeling the same mix of excitement and nerves that you might be.

Remember, it's okay to have questions or feel unsure—everyone does at first! Just know that you're not alone, and we're all here to make your transition into Year 7 a positive and memorable one.

We can't wait to see all that you'll achieve this year.

Mrs Copage

Archbishop Ilsley Home School

Contract

A strong partnership between home and school will lead to success for your child

We as a school promise:

1. That your child will be a valued member of our school community.
2. That we will work to maximise your child's progress spiritually, academically and socially.
3. That your child will be taught in a safe environment.
4. That we will communicate with you.

We as parents promise:

1. That our child will be fully supportive of all aspects of our Catholic Life.
2. That our child will engage in all curriculum areas including Religious Studies, PE and Design Technology.
3. That our child will wear the correct school uniform and any specialist equipment that is needed.
4. That our child will be provided with all the materials and support from home to be a success at school.
5. That our child will complete homework.
6. That we will sign our child's homework diary weekly.
7. That we will attend Parents' Evenings and other events that help our child to progress.
8. We will ensure that our child attends school at all times unless there is a good reason authorised by the school.
9. We will ensure that our child arrives on time each day.
10. We accept that if rules are broken our child will accept the sanctions of the school.

As a pupil I promise:

1. That I will be well behaved, polite and respectful at all times.
2. That I will not engage in racism or bullying of any kind.
3. I agree to follow the school rules and if rules are broken I will accept the sanctions of the school. These may include detentions, school environment work or extra school duties.

We (school, parent and pupil) agree to this Home School Contract and agree that together we will promote high standards.

Signature: (School) Date:

Signature: (Pupil) Date:

Signature: (Parent/s) Date:

Admissions Form

Please complete as soon as possible the Admissions Form, which can be found in the link below, so we have all of the necessary information ready before your child starts in September:

<https://forms.gle/FaNttyaSK9qZSqNu6>

Should you have any queries or problems to complete the form, please contact the school by calling 0121 706 4200 or emailing enquiry@ilsley.bham.sch.uk



School Prayer

Prayer for Archbishop Ilsey School

May God grant me,

The wisdom to know what is right and good.
The integrity to do all the things that I should.
The courage to defend the dignity of all.
The graces I need to answer your call.

Fill our school with hope, love, joy and peace.
So we can let your light shine for each person
we meet.

May we be ready, safe, respectful and kind.
With those in most need in our hearts and our
mind.

May we be 'just and firm of purpose' in all we
think, do and say.

Use our gifts, skills and efforts; to make the
most of every day.

Amen.

Why is Archbishop Ilsley called... Archbishop Ilsley!?

Archbishop Ilsley is named after someone called Edward Ilsley. Edward Ilsley was born in Stafford in 1840. He was a priest up the road in Olton. He was passionate about the education and welfare of children living in Acocks Green and East Birmingham. He was very worried that so many children were living in poverty in the 19th century. Ilsley's main concern was that they should be cared for but also should be given a Catholic education. He was a champion of the local youth in the area. In 1905, it was said that in the Catholic circles in the Midlands, there was no one as loved as Edward Ilsley. After being promoted to bishop in 1888, he was appointed the first Archbishop of Birmingham in 1911. He died in 1926.

When a Catholic School was built in Acocks Green in 1957, it was decided to name it after Edward Ilsley, who had died 30 years earlier, as he had been so passionate about Catholic education and for caring for the local children.

Edward Ilsley is not a saint. However, if you pray for him privately and a miracle happens, YOU could set him on the road to becoming one! Maybe then Archbishop Ilsley would be renamed St Edward's Catholic School. Get praying!!

Catholic Life at Archbishop Ilsley

Our faith is at the heart of our school. Every pupil prays each day in form or collective worship and regularly attends Holy Mass with their year group and for Holy Days of Obligation. The theological virtues of faith, hope and love are the basis of our charitable works within school and in the wider community; notably our tradition of creating Christmas hampers and Lenten fundraising for local, national and international charities. There are opportunities for pupils to join groups for liturgy, charity and co-ordinating collective worship, and to join day and residential pilgrimages. Throughout the school year we reflect on different aspects of Catholic Social Teaching and the example of different saints.



We have a dedicated school chapel in which the Blessed Sacrament is present in the tabernacle. The chapel is open as a quiet space all day every day, and regularly used for prayer groups and liturgies. We have two deacons on our staff who support the liturgical life of the school, allowing groups to regularly attend periods of Adoration and Benediction in the chapel.

As part of the Saint Teresa of Calcutta MAC we work with our sister schools to develop the spiritual life of all of our pupils, from ages 4 to 18. We have close links with our parish of Sacred Heart and Holy Souls, regularly travelling to the church for Holy Mass and welcoming our priest chaplain into school. As well as generously celebrating our school masses, our chaplain co-ordinates regular opportunities for the Sacrament of Penance and visits lessons and form groups.

Catholic Life at Archbishop Ilsley

Catholic translates as 'universal', this means that Christ's teachings are for everyone regardless of background. We believe and promote the message that every child is precious, unique and has a mission to use their gifts and talents to make the world around them more peaceful, loving and joyful. We carry out this mission by focusing on a different Catholic Social Teaching each half term. We refer to this in our lessons, assemblies and interactions with students so that it becomes the lived experience.



Day to day we focus on pupils and students becoming:

1. Wise, courageous learners
2. Dignified people with integrity

To build the understanding of the four virtues of Wisdom, Courage, Dignity and Integrity we use the following definitions.

Wisdom - to know what is right and good.

Courage - The strength to do what is right and good.

Dignity - Knowing that human life is precious and should be protected & respected.

Integrity - To do what is right, because it is right.

Useful Information

Free School meals

If you are a parent or carer, and receive any of the benefits below; then your child is eligible for Free School Meals.

Universal Credit (provided you have an annual net earned income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods).

- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on paid for four weeks after you stop qualifying for Working Tax Credit
- Tax Credit run-on paid for four weeks after you stop qualifying for Working Tax Credit

To apply, please go to
<https://www.cloudforedu.org.uk/ofsm/birmingham>.

Yardley Trust Uniform Grant

These grants are for students in years 7 & 10, who live within the Ancient Parish of Yardley and who qualify for Free School Meals, or have done within the past 6 years.

Details of how to apply will follow soon.

Free School Travel Assistance (Bus Pass)

Your child may be entitled to free school travel assistance to get to school.

To apply for free school travel assistance your child, please visit -

<https://www.localofferbirmingham.co.uk/children-young-peoples-travel-service/apply-for-travel-assistance/>

https://www.birmingham.gov.uk/xfp/form/1017?fbclid=IwARlwWP2WbX_wlowDGullQPnGwQ57EIVpo4DD1b3DrtOyWHjXRZt4bsXZyGM

MyChildAtSchool (MCAS) app. MCAS allows you to view your child's school data on your smartphone or any internet enabled device via <https://www.mychildatschool.com/MCAS/MCSParentLogin>. This can be downloaded from Apple or Google play stores for use on iPhones or Android smartphones.

Features of the app include:

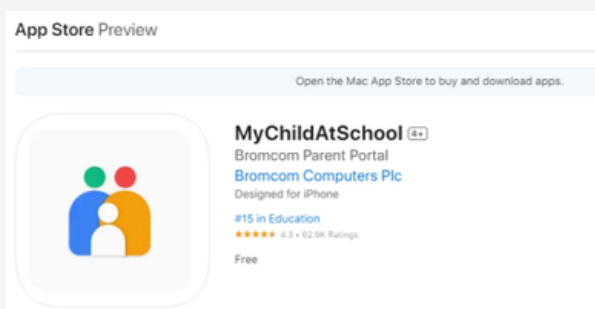
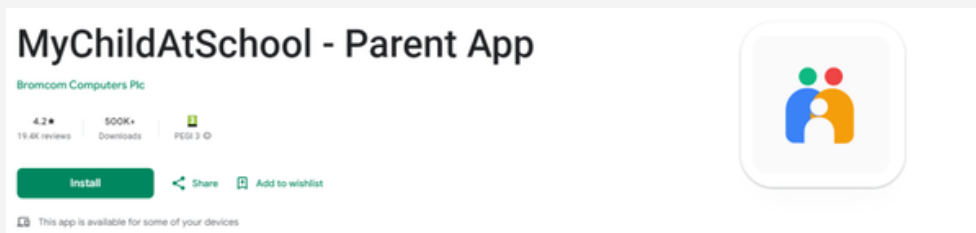
- Real-time attendance information
- Academic term dates
- Your child's timetable
- Personal details held for you and your child which you can update such as a telephone number or address
- School notifications and news
- Reporting absence

We will release more features in due course including enrolling for trips, viewing academic reports and exam timetables and much more. However, please make every effort to use this app now.

MCAS

To download the app, follow these steps:

1) Install the app on your phone via Apple or Google play store

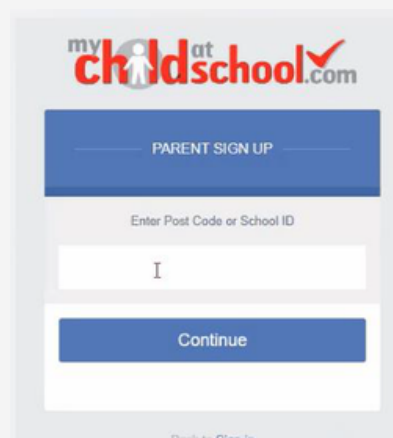
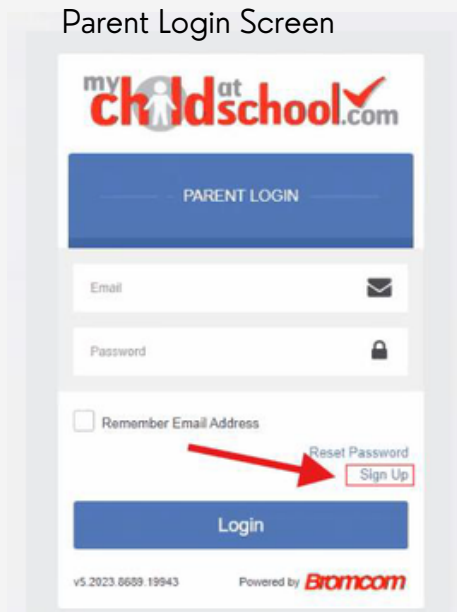


2) Allow the app to send you notifications. Please choose "Allow/Yes".

3) From the MyChildAtSchool app, this will open the parent login screen.

- Click on the Sign Up link in the Parent Login Screen

- Enter the school's Postcode or School ID. (13571)



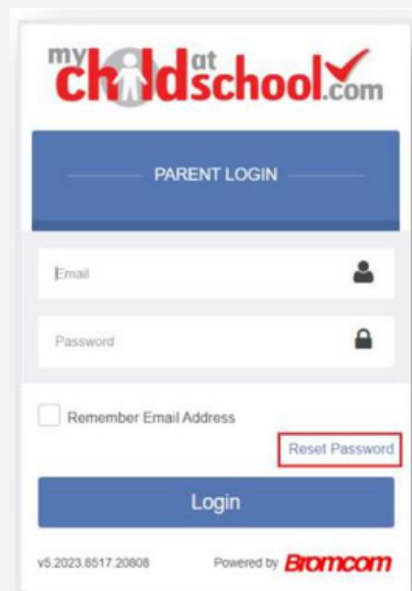
MCAS

To download the app, follow these steps:

- 5) Select Archbishop Ilsley Catholic School
- 6) Click Continue
- 7) Enter the registered email address

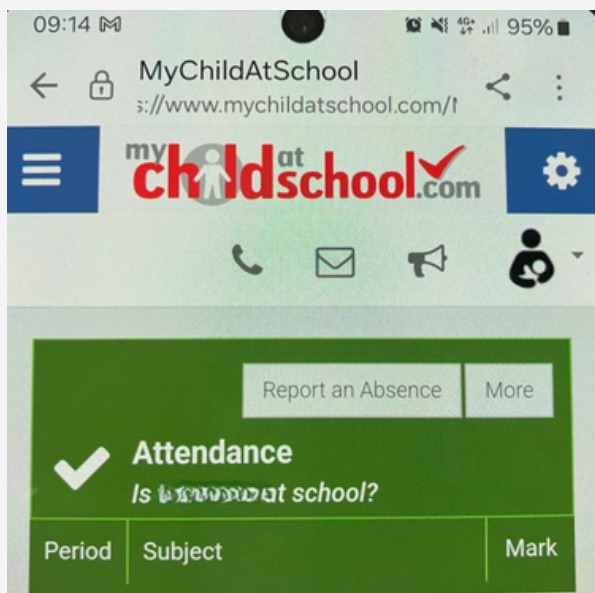
8) You will then see the message 'To complete your registration, we have sent an email to the email address you provided. Please access your email and follow the steps to create your password'.

- Please note only the registered priority 1 email address on our school database for parents/carers with parental responsibility can be used to gain access to information using the app or website.
- If you forget your password, this can be reset by clicking the 'Reset Password' link. Unfortunately, school cannot help with password information.



Reporting Pupil Absence

The MyChildAtSchool app (or website) can now be used for this. Simply click on the 'Report an Absence' button.



Your child and school attendance

- As a parent, you have a legal responsibility to make sure your child gets a full-time education between the ages of five and 16.
- You can be fined up to £2,500 or imprisoned if your child has a poor attendance record.
- If you have problems, your child's school and your local authority can help you get your child back into school.
- There will be times when your child cannot go to school: for example, if they are ill. But taking time off for holidays and birthdays is not acceptable.
- Taking an active interest in your child's education is vital to improving their chances of success.

**MISSING 5 DAYS EVERY TERM
IS THE SAME AS MISSING ONE
WHOLE SCHOOL YEAR**

Legal consequences – what could happen if your child truant from school?

- You may be prosecuted and, if convicted, will have a criminal record.
- For more serious offences, you can be fined up to £2,500 and/or sent to prison for up to three months.
- You could also be given a Parenting Order, which means you have to attend a parenting class.
- You may be issued with a penalty notice of £60 (rising to £120 if unpaid after 28 days). If you don't pay, you will be prosecuted.

Your child and school attendance

When is it OK for your child to stay away from school?

- **Illness** – follow the school's illness procedures and let them know as soon as possible on the first day that your child is ill, by ringing the absent line on 0121 706 4200 opt 1 and leave a message or emailing enquiry@ilsley.bham.sch.uk
- **Medical appointments** – try to arrange them during school holidays, at weekends or after school hours. Naturally, there will be times when this isn't possible, but try to give the school as much advance warning as possible. You will also have to provide proof of the appointment.
- **Bereavements** – let your school know as soon as possible if someone in your family dies – the school will want to make sure that staff and pupils act sensitively with your child on their return.
- **Exclusion** – if your child has seriously misbehaved and the Head Teacher issues a letter saying they must stay away either permanently or for a set number of days (up to 45). If the exclusion is permanent, your child will be offered alternative education
- **Religious festivals** – ask your school well in advance for time off for religious reasons.

Attendance at Archbishop Ilsley

We work with parents to improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class.

In line with Birmingham City Council Local Education Authority's instructions schools are expected to have a minimum of 95% attendance. In order to fulfil this, we will be continuing the following measures;

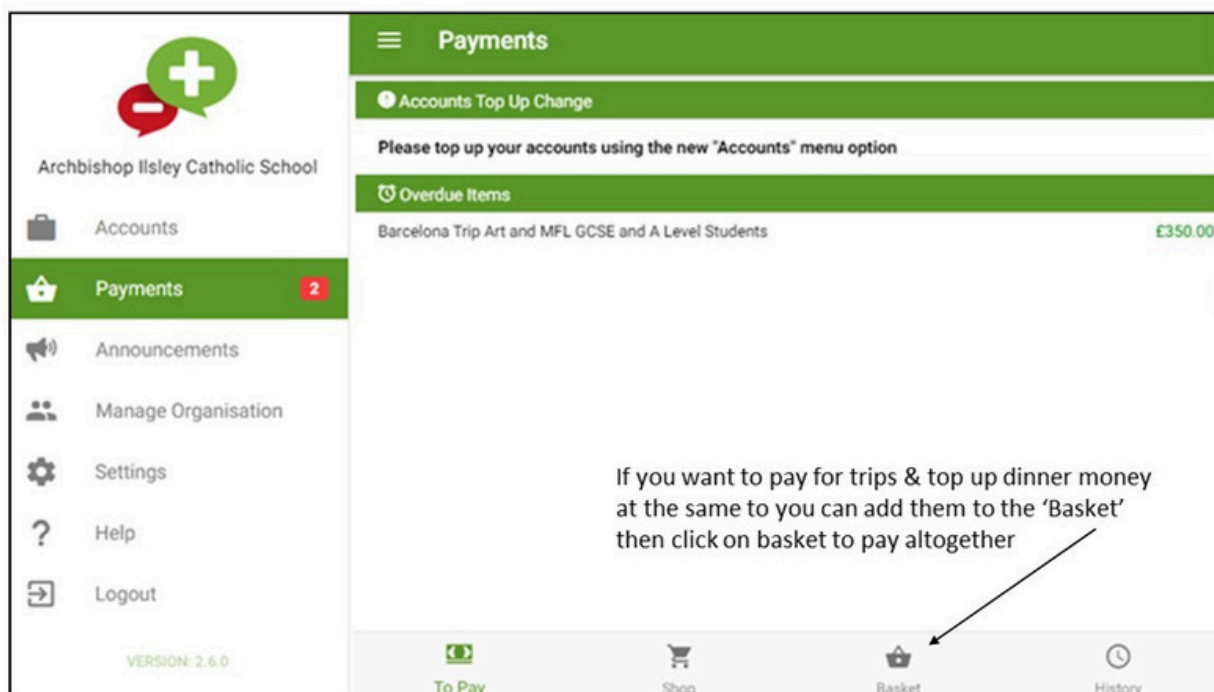
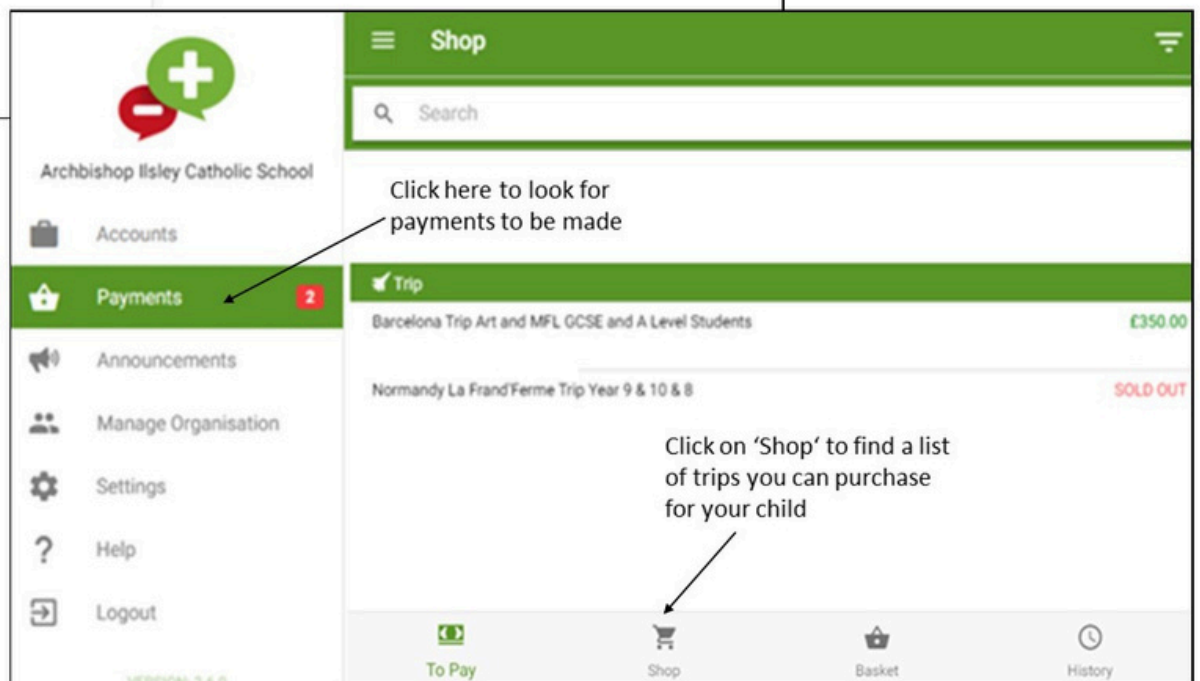
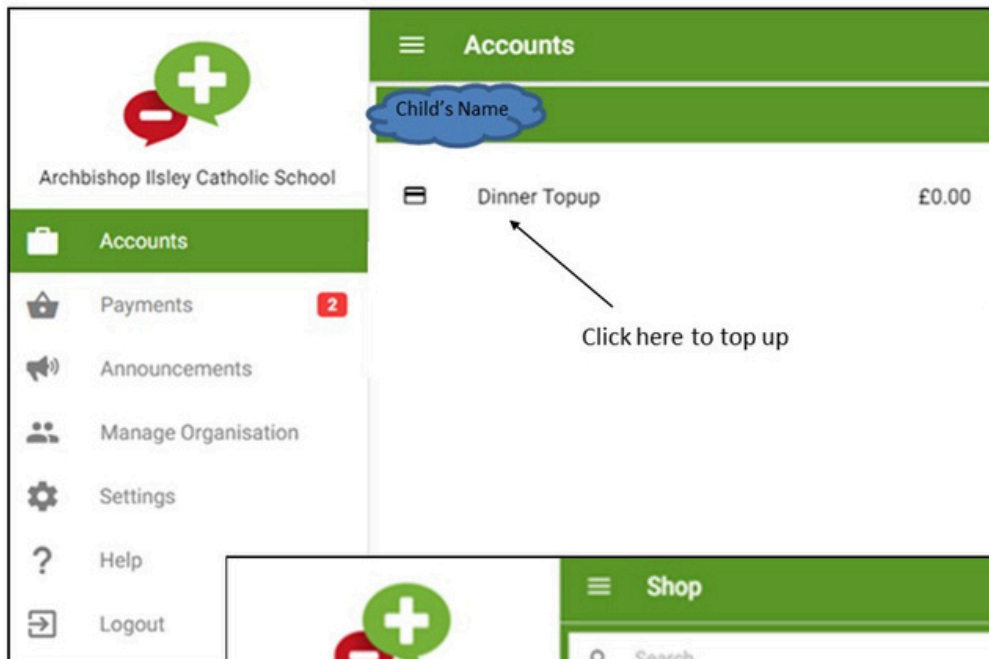
- Under 95% attendance – Parents will be invited into school for an attendance meeting where an 'Individual Attendance Plan' will be formulated and monitored.
- 20 or more unauthorised absences may result in legal action being taken.
- Archbishop Ilsley do not authorise leave during term time. If you decide to take leave, the absence will be marked as unauthorised and may result in a Penalty Notice being issued or legal action being taken.

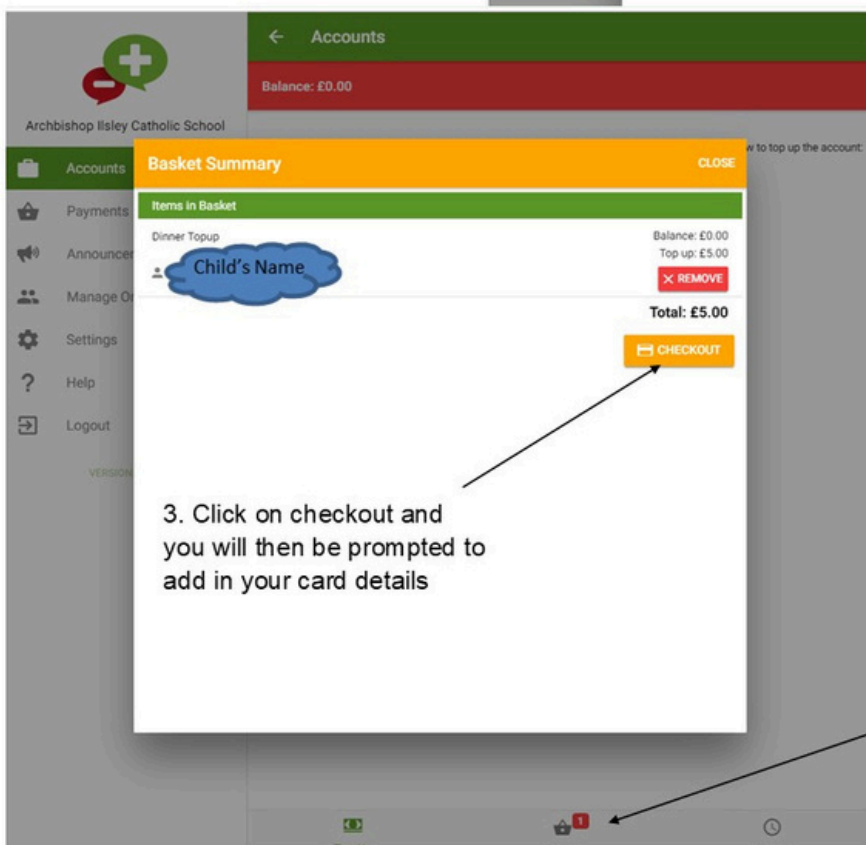
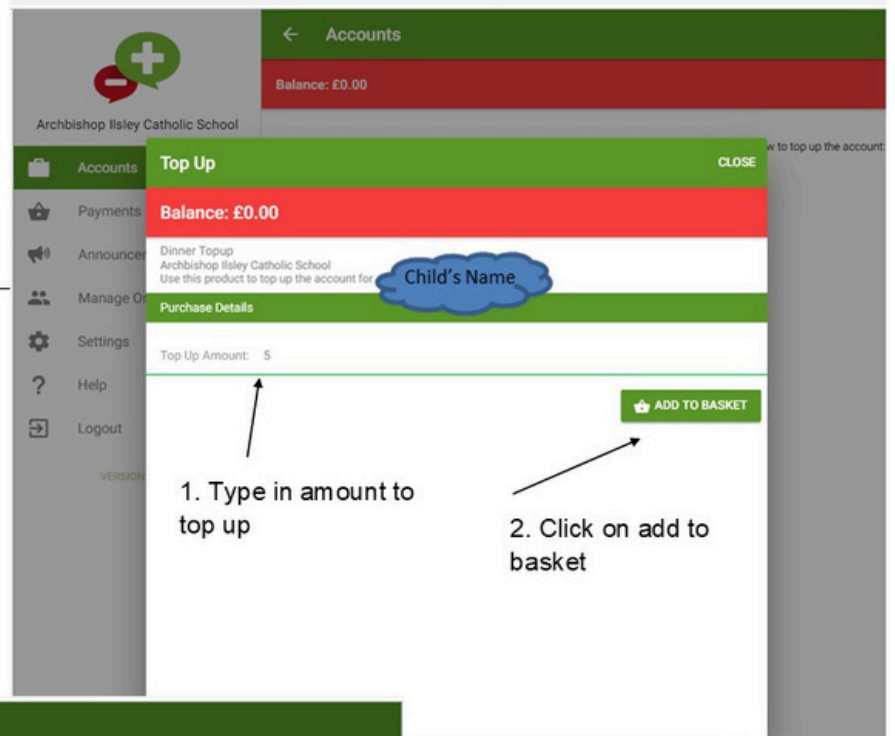
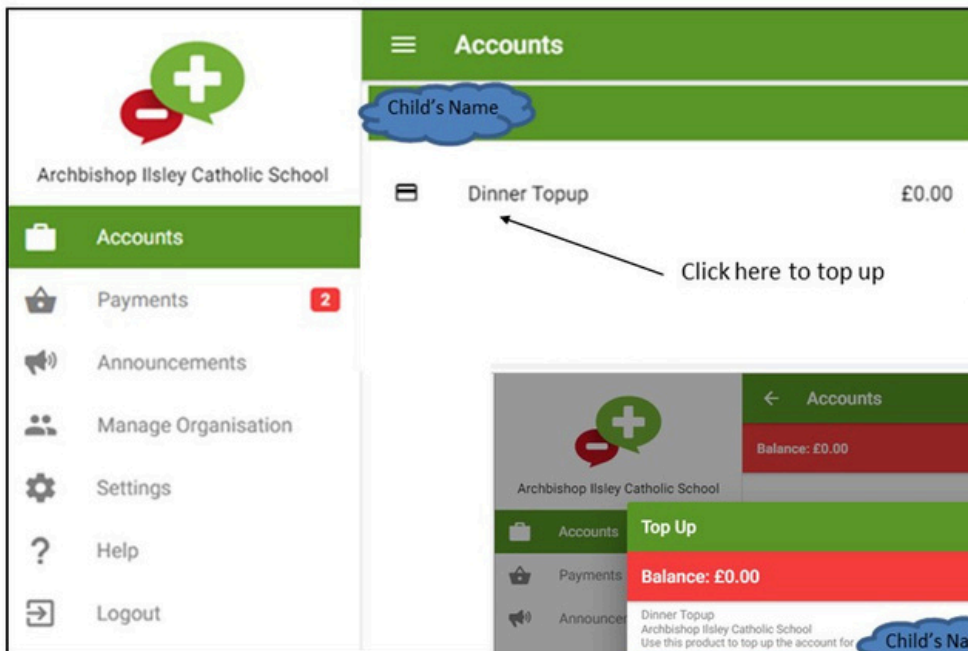
Section 444 of the Education Act 1996 states that:

'If a child of compulsory school age, who is a registered pupil of a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence.'

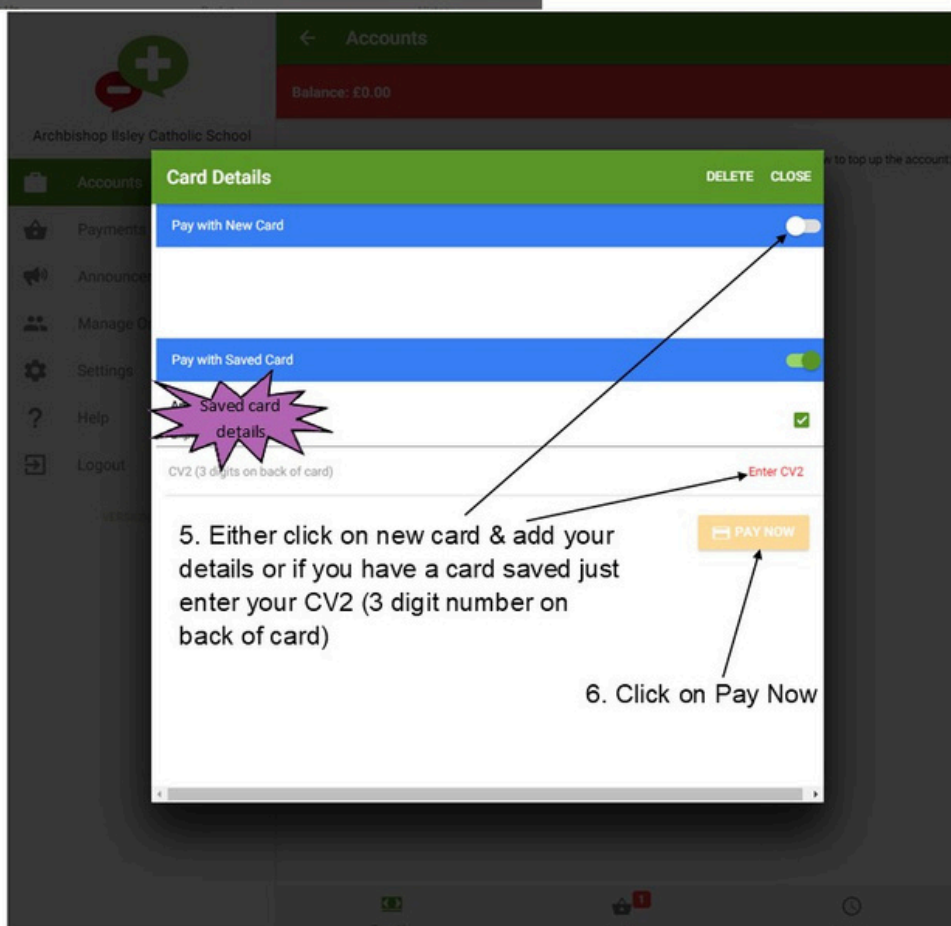
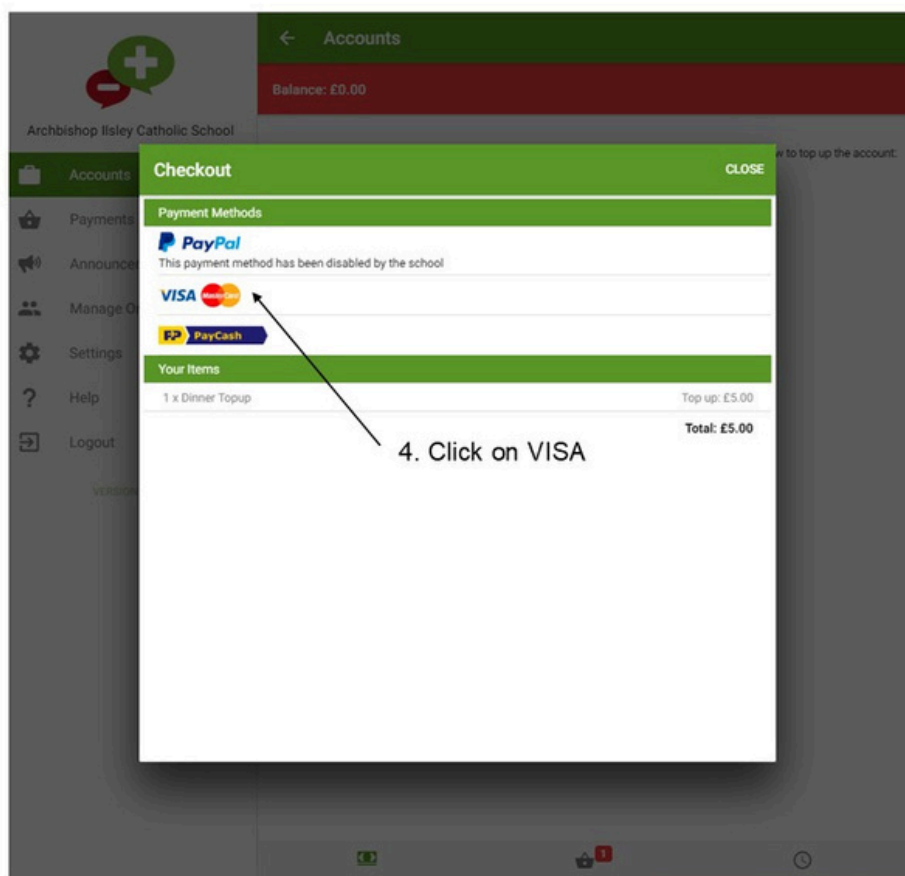
Archbishop Ilsley Catholic School is a cashless school and uses Parentmail. Parent/carers are able to add and top up dinner money, pay for school trips and purchase other materials such as GCSE revision guides etc.

- You can either download the Parentmail app or go online type in Parentmail and be taken to the website to log in.
- It is really important we have your correct email address because we will be sending out your Parentmail invites via the email address you provide. You will receive these via email sometime in August; Please note the invite might go to your junk mail so you may need to check there. You will need to open the email and click on the link to register.
- The attached Quick Guide explains how to top up dinner money and make purchases for things such as trips etc.
- To add dinner money or top up you will need to go to Accounts → click dinner top up → then follow the instructions we have provided in the attached document.
- To pay for a trip, you will need to go to Payments → then click the shopping trolley icon at the bottom of the screen. This will take you to a screen which will show you all of the things you are able to purchase. Select which item you would like to purchase and then follow the instructions we have provided in the attached document.





When you have clicked on add to basket, a red number 1 will appear here



Biometric Fingerprint system

Biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we will record biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and will only be used by the school to confirm who is using a range of services. In future, we may use other biometric services where appropriate.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we will store the amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 1988. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

Current legislation - The Protection of Freedoms Act 2012 and the GDPR 25/05/2018

The legislation requires schools to:

- Inform parents about the use of biometric systems in the school and explain what applications use biometrics.
- Receive written permission from parent or guardian if the school is to continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Please note that children under 18 who do not have permission will not be able to use existing or new biometric system when using services in schools.

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification, we will provide reasonable alternative arrangements that allow them to access current and future services in the form of a PIN number.

School Day

Form Time	8.45-9.05 (20min)
Period 1	9.10-10.10
Period 2	10.15-11.15
Break	11.15-11.35 (20min)
Period 3	11.33-12.35
Period 4	12.40-1.40
Lunch	1.40-2.15 (35min)
Period 5	2.15-3.15

Term Dates

School Year 2025 to 2026

Autumn Term 2025

Term Starts: Wednesday 3rd September 2025

Half Term: Monday 27th October 2025 to Friday 31st October 2025

Term Ends: Friday 19th December 2025

Spring Term 2026

Term Starts: Monday 5th January 2026

Half Term: Monday 16th February 2026 to Friday 20th February 2026

Term Ends: Friday 27th March 2026

Summer Term 2026

Term Starts: Monday 13th April 2026

Half Term: Monday 25th May 2026 to Friday 29th May 2026

Term Ends: Friday 17th July 2026

INSET Days:

Monday 1st September 2025

Tuesday 2nd September 2025

Monday 1st December 2025

St Teresa of Calcutta Multi Academy INSET Day Friday 13th February 2026

Monday 1st May 2026

Monday 20th July 2026

Uniform

GIRLS

- Navy blue blazer with a school badge
- White blouse or shirt
- Relevant Year tie Year 7 St Catherine of Sienna - Black & Yellow
- Navy blue pleated skirt approximately knee length with strip sewn onto centre of waistband – this must be visible at all times. Pupils are not permitted to wear socks with skirts, only plain navy or black tights should be worn
- Navy blue school full length tailored trousers - no leggings, tight trousers, jeggings, not skinny fit, not cropped (trousers must be below the ankle)
- Plain navy blue V-necked pullover/cardigan (optional)
- Plain black shoes – no logos, boots, trainers, fashion shoes, no canvas – business/office footwear only
- Plain navy or black tights
- If a Hijab is worn, it must be navy blue – school tie must be visible.
- Summer uniform can be worn after the Easter holidays until October half term
- No artificial nails or nail varnish
- No fake eyelashes

BOYS

- Navy blue blazer with a school badge
- White shirt
- Relevant Year tie Year 7 St Catherine of Sienna - Black & Yellow
- Medium grey plain school trousers
- Plain navy blue V-necked pullover (optional)
- Plain black shoes – no logos, boots, trainers, fashion shoes, canvas - business / office footwear only
- Plain grey, black or navy blue socks
- If choosing to have a shaven hair cut you must have a grade 2; no shorter, no lines, no patterns, no extreme partings
- No artificial nails or nail varnish
- No fake eyelashes

Uniform

NON-COMPLIANCE WITH SCHOOL UNIFORM

Non-compliance with regard to uniform is a breach of school rules. There are a range of consequences which can be issued, as appropriate:

1. Confiscations of inappropriate items(s)
2. Having to go home to get changed or clothes to be brought in by parent / carer
3. Having to wash off make-up
4. Having to remove nail varnish
5. Not being allowed to take part in an extra-curricular activity or event
6. Isolation
7. Detention

The school's decision is final.

Please note: the school will not accept a note for a student to wear trainers unless this is a note from a qualified doctor. Any other note will not be accepted.

We understand that for some families, finances are an issue. By doing all we can to eradicate fashion items at the school, we are helping all families in keeping costs down. Nevertheless, if you do have a particular problem, or you are unsure about an item of uniform, please do not hesitate to contact your child's Head of Year, who will deal with your enquiry in confidence.

We will contact home whenever there is a problem with uniform.

PE KIT

For Physical Education Lessons

Compulsory Kit

- AISC Navy Blue & Red polo shirt with school logo
- AISC Navy Blue & Red shorts
- AISC Navy Blue & Red socks

Girls Optional Kit

- AISC Navy Blue Leggings
- AISC Navy Blue Polo Shirt

Optional Kit

- AISC Navy Blue ¼ Zip Top

For Swimming

- Swimming hat Plain Navy Blue/Black swimming costume (Girls)
- Plain Navy Blue swimming shorts/trunks (above the knee)
- Towel

The new PE lessons kit can only be bought through;

MIDLAND SCHOOLWEAR
1160 Warwick Rd, Acocks Green,
Birmingham B27 6BP

www.midlandschoolwear.co.uk



RSE

Rationale 'I have come that you might have life and have it to the full' (Jn.10.10)

We are all involved in relationships and sex education precisely because of our Christian beliefs about God and the human person. The belief in the unique dignity of the human person made in the image and likeness of God, underpins the approach to all education in a Catholic school. Our approach to RSE therefore is rooted in the Catholic Church's teaching of the human person and presented in a positive framework of Christian ideals.

Our RSE curriculum is taught using the TenTen Life to the full programme. There is a parent portal to view some of the resources and see an overview of the topics that are covered in each year group.

Ten Ten Resources

Ten Ten's programme, Life to the Full, teaches relationship, sex and health education (RSHE) within the context of a Christian understanding of human sexuality rooted in the wisdom and teaching of the Catholic Church.

Given that RSHE is a statutory subject for all schools, we are embracing "the challenges of creating a happy and successful adult life" by giving pupils knowledge "that will enable them to make informed decisions about their wellbeing, health and relationships" (DFE Statutory Guidance).

We will deliver this teaching through the prism of Catholic RSHE. The framework of our programme is taken from the Model Catholic RSE Programme by the Catholic Education Service, which has been highlighted by the Department of Education as a work of good practice.

Parent Portal

Username: archbishop-ilsley-b27

Password: opp-calculator-987

Extra Curriculum

Pupil Parliament: An opportunity to be heard

Pupil parliament gives you the chance to have a voice.

There will be one representative from each tutor group, through all year groups. Each tutor group will vote for the person they think will best represent them in the pupil parliament. Therefore, an interested candidate will need to be able to present in public and campaign for votes.



Extra Curricular Opportunities

We take pride in offering a number of trips for our pupils to give them a well-rounded education. Current pupils have been to the Natural History Museum, Belgium, Berlin, Cadbury World, Spanish restaurant visit, Bushcraft, Blackwell court, Woodlands Outdoor Adventure, Big Bang Fair, Leicester Space Centre, Spain, Normandy, Lourdes, Cambodia, Peru, Nepal and many more.

We also offer extra-curricular within and after the school day. Please see an example timetable over leaf. (This may be slightly different in September but you will receive a copy of the updated version). Please encourage your child to take part in at least one extra – curricular activity.

Extra Curricular

Example Extra- Curricular Programme					
	Monday	Tuesday	Wednesday	Thursday	Friday
Before School 7.45-8.30		Football (ASTRO)	Cricket (Sportshall)		Football (ASTRO)
Lunchtime		Badminton/ Basketball	Badminton/ Basketball	Badminton/ Basketball	
After School 3.15-4.15	Girls Football (ASTRO)	Maths Club		Science Club	Dance
	Badminton (Sportshall)	Cooking Club		Debate Club	
	Netball Club (MUGA)	Football (ASTRO)		Boys Basketball	
				Table Tennis	



ARCHBISHOP ILSLEY
OUR SCHOOL IS
PHONE FREE



Phones must be off
and in bags from
8.40am-3.15pm



**ARCHBISHOP OF CANTERBURY'S
SCHOOL'S
PHONE FREE**



Appendix 1 – Sanctions: misuse of mobile phones

<u>Situation</u>	1st Offence	2nd Offence	3rd Offence	4th and beyond
Mobile phone heard indirectly e.g. alarm goes off, an incoming call.	Phone confiscated and handed back to pupil after detention. C3 detention issued	Phone confiscated and handed back to parent after detention.* C3 detention and C3+	Phone confiscated and handed back to parent after detention.* 1 day in internal exclusion and C3 detention	Phone confiscated and handed back to parent.* 2 days in Internal Exclusion and C3+ detention.
Pupil is seen using mobile phone. Mobile phone used in school to text/call/access internet/social media.	Phone confiscated and handed back to parent after detention.* C3 detention and C3+	Phone confiscated and handed back to parent after detention* 1 day in internal exclusion and C3+ detention	Phone confiscated and handed back to parent** 2 days in Internal Exclusion and C3+ detention	Phone confiscated and kept for 3 school days. Handed back to parents.** 3 days in Internal Exclusion and C3+ detention
Mobile phone used in school to take photos/video (not shared/posted online)	Phone confiscated and kept for 5 school days. Handed back to parents.* 1 day in Internal Exclusion.	Phone confiscated and kept for 5 school days. Files checked by HT/DSL. Handed back to parents.** 2 days in Internal Exclusion	Phone confiscated and kept for 5 school days. Files checked by HT/DSL. Handed back to parents.** 3+ days Fixed Term Suspension	Phone confiscated and kept for 10 school days. Files checked by HT/DSL. Handed back to parents** 3+ days Fixed term suspension
Mobile phone used in school to take photos/videos which are then shared or posted online	Phone confiscated and kept for 5 school days. Files checked by HT/DSL. Handed back to parents.** 3 days in Internal Exclusion.	Phone confiscated and kept for 5 school days. Possible police involvement. Handed back to parents.** 3 days Fixed Term Suspension	Phone confiscated and kept for 10 school days. Possible police involvement. Handed back to parents.** 5 days Fixed Term suspension	Phone confiscated and kept for 10 school days. Handed back to parents**. Possible police involvement. Headteacher to decide next steps

*Parents can collect the phone between 3.15-4pm whilst the reception is open. After this time the phone will be stored securely until the parent can collect it the next day. **The phone will be returned at the reintegration meeting if not collected by parents between 3.25-4pm.



Consequences for poor choices



C1: 1st verbal warning

Not recorded: directed at individual pupil. Teacher must explain why C1 has been given.

C2: 2nd verbal warning

If unacceptable behaviour continues, the teacher records a warning on Class Charts & explain why this has been given.

C3: 20-minute detention

-C3 recorded on Class Charts
-20-minute **same day** detention issued
- Parents notified via Class Charts

C4: Removal from lesson

C4 recorded on Class Charts. Adult called to escort pupil to another room, usually within the faculty. C3+ detention issued.
If pupil is defiant/dysregulated, SLT on call will escort pupil to the **Refocus Room**.

Late to lesson: over 5 minutes

C3 detention

C3+ detention: 60 minutes

After school (Friday) with notice.
Issued for:

- Failure to attend C3 detention
- Out of lesson incidents, including internal truancy.
- Repeated incidents will result in C5 or fixed-term suspension, depending on severity.

C5: Internal Seclusion

Issued for:

- 2 or more C4s in one day
- Any **serious** breach of the behaviour policy, in or out of lessons
- **Length of time in IS** to be determined by Senior staff: typically, 1-5 days (5 day max)

Guidance notes

C1 – C2 sanctions would typically be issued for behaviour that disrupts or prevents learning, e.g.: persistent talking/distracting others when the teacher is speaking; refusal to work; off-task behaviour. If repeated, these would lead to a C3.

Straight to C3: Behaviour that would warrant a pupil going 'straight to C3' would typically include defiance towards staff (e.g., refusal to follow basic instructions/arguing); use of foul language; negative language towards other pupils and/or arguing with others; littering.

Straight to C4: In lessons, a pupil should go straight to C4 for: use of discriminatory/sexualised language (and/or gestures); verbal abuse towards the teacher; repeated defiance/refusal to follow instructions; excessive physical contact with another pupil

Straight to C3+: Out of lesson behaviour that will result in an automatic C3+ detention will typically include: internal truancy; misuse of toilet facilities (e.g., sharing cubicles); excessive physical contact or fighting; verbal abuse of other pupils, including use of discriminatory/sexualised language; being out of bounds on the school site; unsafe behaviour on corridors/in communal areas.

Straight to C5: Out of lesson behaviour that will result in an automatic C5 sanction would typically include: insolent/defiant behaviour towards staff; vaping; smoking; vandalism; bullying (see separate policy).

For rules and sanctions related to **mobile phones**, see separate policy.

Fixed term suspension

- to be determined by senior staff.
- must** be authorised by head teacher, inc. length of suspension
- documented procedures for suspension to be followed.

Off-Site Direction

Managed Moves

Permanent Exclusion

To be decided by the head teacher and senior staff on a case-by-case basis involving parents and external agencies where appropriate.



Recognising good choices!



Staff will give points on Class Charts when you show the qualities of:



Example qualities

- Being Ready to learn.
- Contributing to lessons.
- Working hard in lesson.
- Taking part in Teams/Groups.
- Challenging yourself.

Example qualities

- Being respectful
- Excellent manners
- Charity Work
- Supporting others
- Tidying/Litter picking
- Being a role model

You can spend your points at the Husley Rewards Store on the Class Charts App. The more points you earn the better the prize! Points refresh each term!

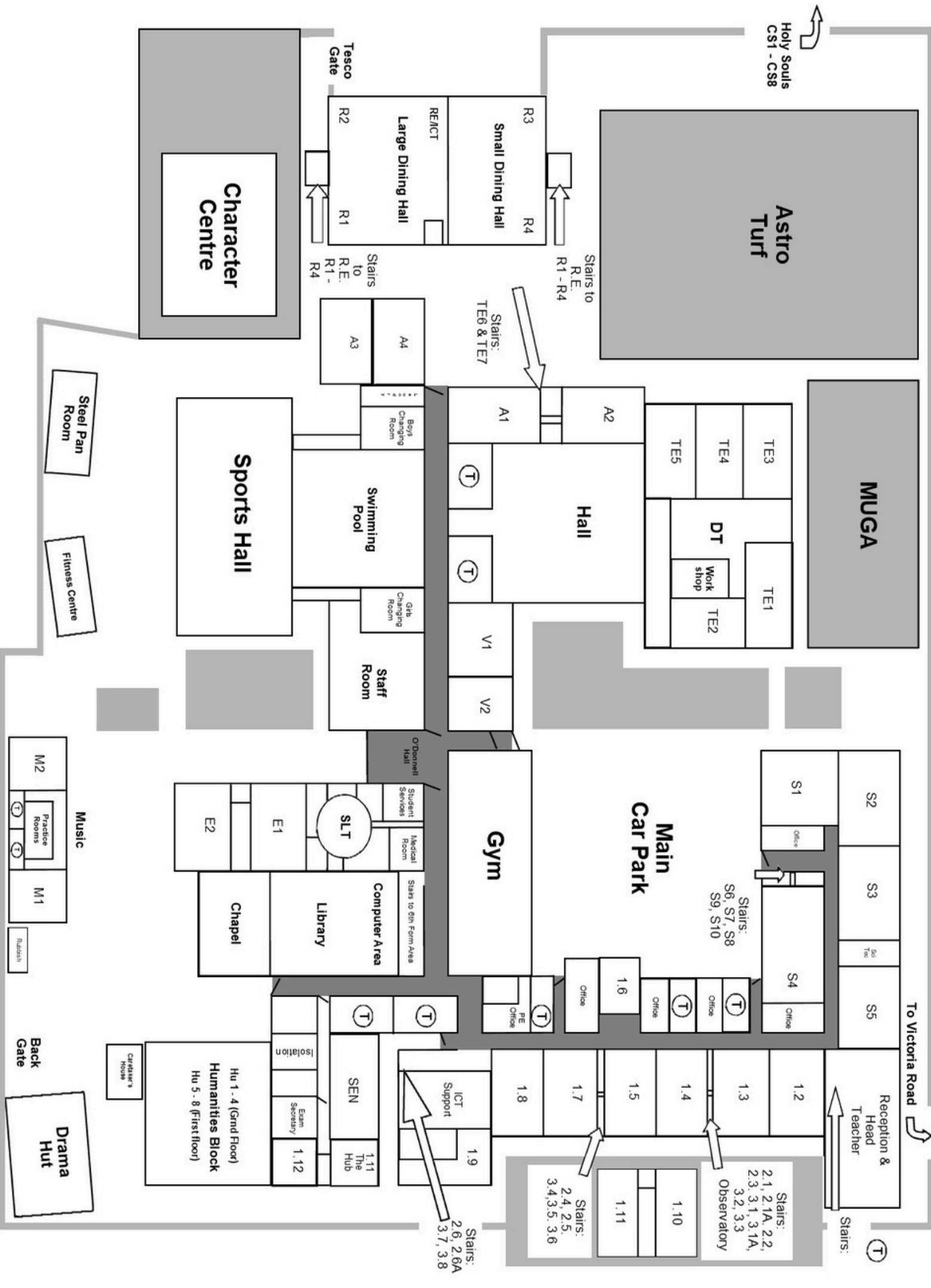
No negatives in a week = 5 points!

100% attendance for the week = 5 points!

	ABI Stationary	100 points
	Cookie/Cake or Jump the Queue for a day	200 points
	Hot Chocolate with HoY or Jump the Queue for a week	300 Points
	End of Term Movie or Activity Afternoon on MUGA/Astro	400+ Points
	Term 1 Trip*: Christmas Market	500+ Points
	Term 2 Trip*: Bowling or Laser Quest	
	Term 3 Trip*: Day to Stratford Upon Avon.	

*Cost of entrance/transport may still apply, but a lovely day out nonetheless!

Husley Rewards Store





ARCHBISHOP ILSLEY CATHOLIC SCHOOL

"Let Your Light Shine"

Victoria Road, Acocks Green, Birmingham, B27 7XY

Tel: 0121 706 4200

Email: enquiry@ilsley.bham.sch.uk

Website: www.ilsley.bham.sch.uk

Headteacher: Mr Ciaran Clinton



Open Evening – Thursday 19th June at 4:30pm

Our open evening will consist of a talk in the main hall at 5:00pm & 6.00pm.

If you would like to come for a guided tour beforehand, you are welcome to arrive in O'Donnell Hall by 4:30pm.

The entrance to our school is on Shirley Road (please see directions below), by the shop Jeffries. If you have a look next time you're passing, you will see our sign. You may have come through this entrance before if you have ever been swimming here or used our astroturf.

You will get an opportunity to meet your form tutor will be an integral part of your secondary school life as you will see them every day and they will be there to make sure you are equipped for learning, happy and help you build your ILSLEY SPIRIT.

You can wear your own clothes. You don't need to wear school uniform.

Shirley Road directions:

Instruction 1 – Head for the shop called Jefferies on the Shirley Road, 35-39 Shirley Rd, Birmingham B27 7XU



Instruction 2 – Turn up the alley way to the side of Jefferies – you will see a sign for Archbishop Ilsley



Instructions 3 - Drive up the alleyway



Instructions 4 – Park on the playground.



Instruction 5 - There will be a sign in sheet upon arrival in O'Donnell Hall.





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Headteacher: Mr Ciaran Clinton



Transition Day – Wednesday 2nd July from 8:00am to 2.45pm

On your transition day, you will have an opportunity to experience a school day.

The Victoria Road gates will open at 8am.

All of new Year 7 should line up on the Muga by 8:45.

You should wear your primary school uniform. Trainers and hoodies are not allowed. Don't forget your school bag and pencil case.

Lunch will be provided for FSM pupils. Pupils who **are not FSM** should bring a packed lunch.

It will be a really exciting day for you, as will be meeting other members of your form group and spend time with your tutor.

Alongside this, you will also get to experience some real-life secondary school lessons and eat in our delicious school canteen!