



*Ad Gloriam Dei et Servitium Omnium*

## **THE PALMER CATHOLIC ACADEMY**

Part of The Good Shepherd Catholic Trust

# Year 6 New Intake Evening

## Monday 4<sup>th</sup> July

*Parent/Carer Information Booklet*

## Year 6 Induction Day

Your child has been invited to attend our induction day on Thursday 7<sup>th</sup> July.

During this day, they will get to meet their head of year as well as our school leaders who will be there to help them in September.

They will work with key staff as well as be able to make friends with members of their new year group. Alongside getting to know new people, they will begin to learn their way around the building and experience lunch and break time routines; all of which will help to make their transition as smooth as possible at the start of the new academic year.

Induction Day – Thursday 7 <sup>th</sup> July	
9:00	Meet in Palmer Yard
9:15	Year 6 Assembly in Palmer Hall – Meet Key Staff
9:50	Meet your Tutor Tour of the School
<b>Break (11:15 – 11:35 – O’Donnell Hall/ Palmer Yard)</b>	
11:35	Literacy Lesson
<b>Lunch (12:35 – 1:35 –O’Donnell Hall/ Palmer Yard)</b>	
1:35	Science Lesson
2:35	Year 6 End of Day Assembly in Palmer Hall
3:00	Home – depart from Palmer Yard

## Key Staff

Mr Downey – Headteacher

Mrs Williams – Deputy Headteacher

Mrs Mayer – Deputy Headteacher

Ms Nelligan – Assistant Headteacher KS3

Mrs Hughes – Head of Year 7

Mrs Pascoe – Matthews – Assistant Headteacher & SENCO

Mrs Osuji – Deputy SENCO

Mrs Ferdinand – Pastoral Assistant KS3

Mr Datson – Pastoral Intervention Leader

Academy Chaplain – Sister Ann- Maris Ezubube

# Academy Uniform

## YEAR 7-11

- A navy blazer with embroidered academy crest.
- A white uniform shirt worn with an academy tie.
- A navy V necked jumper (*no hoodies*)
- Plain full-length straight black trousers worn at the waist (must not be jeans, tight-fitting or cropped) or a navy pleated skirt at least knee-length at the shortest.
- Black, navy or white ankle socks (these must cover the ankle and not be “trainer” socks) or knee-length socks (worn to the knee) may be worn. Navy or black tights with no patterns.
- Shoes should be black leather, able to be polished, with a flat heel (not over 1 inch) and cover the whole foot. Boots, trainers or canvas shoes are not allowed.
- A plain navy or black topcoat which needs to cover the blazer (no hoodies).
- A plain black or navy woollen hat and scarf may be worn.

## PE KIT

Full PE kit is available from the academy preferred supplier: Lucilla Schoolwear.

Alternatively students are able to wear the following for PE:

- **Top:** plain black t-shirt, plain black training jacket/zip-up (no logo or hoods)
- **Bottoms:** plain black shorts/tracksuit bottoms
- **Footwear:** Supportive sports trainers (*for safety reasons no canvas style pumps allowed eg Converse, Vans, Nike Airforce*)

## Lucilla Schoolwear

Academy uniform and PE kit can be purchased from Lucilla Schoolwear who are present this evening.

**Address:** 180 Cranbrook Rd, Cranbrook, Ilford IG1 4LX

**Phone:** 020 8554 5133

**Website:** <https://www.lucillaschoolwear.co.uk/>



## Online Safety

Starting secondary opens up a world of opportunities for children to make friends, take on new challenges and take advantage of their independence. With the added layer of smartphones and social media, it's a time when children are beginning to make deeper social connections for the first time.

To help you give them the support they need to develop good online habits, we've provided a '10 step guide' with easy-to-follow steps enabling you to keep your child safe online.

You may also find the following resources about online communication and online safety.

- BBC Bitesize – Online Communication and Safety

<https://www.bbc.co.uk/bitesize/articles/zq8shcw>

- National Online Safety

<https://nationalonlinesafety.com/>

- Oak National Academy – Collaborating Online Respectfully

<https://classroom.thenational.academy/units/impact-of-technology-collaborating-online-respectfully-35d0>

# Preparing for the First Day of Secondary School

## Timings of the School Day

8:40 – 9:05	Registration
9:05 – 10:50	Period 1
10:50 – 11:10	Break
11:10 – 12:55	Period 2
12:55 – 1:35	Lunch
1:35 – 3:20	Period 3

## School Bag

The things that your child may need to carry include:

- Water bottle
- Exercise books
- A pencil case which should include: a black or blue pen, a purple pen, pencils, highlighters, a rubber, a ruler and a sharpener
- Scientific Calculator (Casio FX83 GTX, for example)
- Maths equipment (compass and protractor)
- Reading book

## Mobile Phones

Mobile phones are allowed to be brought into school but must be switched off and out of sight once you are on the school site, in lessons, during social times (break and lunch) and when moving about school.

## School Meals

The Palmer Catholic Academy uses a cashless system, facilitated by **ParentPay**. Students use their catering cards to purchase food at break and lunchtime. Students receive their catering cards when they join the academy.

## Support Systems

The academy has developed a wide range of pastoral/academic initiatives to support students. These include:-

- Heads of Year and Form Tutors.
- Three fulltime learning Mentors and two Pastoral Assistants.
- Special Educational Needs Support.
- Academy Lay Chaplain.

## The Palmer Catholic Academy – Contact Details

**Headteacher:** Mr P Downey

**Address:** The Palmer Catholic Academy  
Aldborough Road South  
Seven Kings  
ILFORD  
Essex IG3 8EU

Tel: 020 8590 3808

Email: [office@tpc.academy](mailto:office@tpc.academy)

## FAQs

- How will my child know where to go on the first day?
  - All year 7 students will meet on Palmer Yard for their first day of secondary school.
- What if my child forgets something?
  - Teachers will be understanding in the early weeks of the term. If they need something important, the office can contact home for it to be sent in.
- What equipment will they need?
  - A full uniform and equipment list is printed in this booklet and is available on the website. <https://www.tpc.academy/>
  - They should have a pencil case with pens, (including a purple pen), pencil, sharpener, rubber, ruler and scientific calculator. A glue stick is often a useful addition.
- What is the school planner and how will my child use it?
  - The planner is a communication tool between home and school. Your child is expected to write any prep work that they have in the planner. If you wish to update us about any absence or other information, you can use the planner to write in a note.
- Where can my child find out about extra-curricular clubs?
  - There will be information in tutor rooms in September and announcements will be made in assemblies.
- What time does my child need to be at school?
  - All students need to be on site for 8.35am each day. Students can enter through either Heenan or Palmer gate. School gates close at 8:40am, if your child is late they will need to go to the late gate at Heenan.
- How do I pay for my child's school dinner / school trips?
  - You can make electronic payments through our cashless system, ParentPay.
- What happens if my child is absent from school?
  - Excellent attendance is key to a student's success, both academically and socially. We expect all students to meet our minimum target for attendance of 95%. If a student is absent please contact the academy by email on [absence@tpc.academy](mailto:absence@tpc.academy) stating the child's name, year, form and reason for absence.
- My child is not Catholic - does this matter?
  - The Palmer Catholic Academy welcomes students of all faiths and none. All lessons begin with a prayer, and we have assemblies that include readings from the Bible and the singing of hymns. Students will be expected to stand silently and respectfully during prayers and attend the celebration of Mass in the church.

## Questions

Use the space below to write down any questions you might think of, that you want to ask, before you forget them!