

→ WELCOME

TO OUR LADY'S CATHOLIC COLLEGE!

Year 7 Parent's Handbook



"Aspire not to have more, but to be more"

SAINT OSCAR ROMERO



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Welcome Booklet

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INTRODUCTION



We are thrilled to welcome you to Our Lady's Catholic College, a vibrant family of faith where we are nurtured to aspire, achieve and serve. Inspired by Christ's example, we strive to grow in virtue and recognise each child as God's masterpiece.

At Our Lady's we believe in fostering academic excellence within a supportive and spiritually enriching environment. Our mission is to empower students to reach their full academic potential and enabling pupils to enjoy a wide range of extra curricular activities to develop their other gifts. We also instil Catholic virtues throughout our curriculum. The result is pupils leaving school as confident, successful and kind citizens of our world.

Thank you for choosing Our Lady's Catholic College. Together, let us embark on this journey to aspire, achieve and serve.



MISSION STATEMENT

OUR LADY'S CATHOLIC COLLEGE IS A FAMILY OF FAITH WHERE WE ARE NURTURED TO ASPIRE, ACHIEVE AND SERVE. THROUGH CHRIST'S EXAMPLE, WE GROW IN VIRTUE AS GOD'S MASTERPIECE.

IMPORTANT DATES



Transition Day

Thursday 2nd July

8.30am - 2.50pm

I need to wear - the clothes I would normally wear for primary school.

I should bring - My lunch or lunch money (£2.50); a bottle of water

The equipment I need -

Trainers

Pens

Pencils

Any medication or other information



First day of Term

Thursday 3rd September

8.40am - 3.05pm*

I need to wear - my uniform

I need to bring -

My equipment as stated in this booklet

Lunch or money if needed

A water bottle

Travel money if needed

*we are in consultation to potentially shorten the school day



ADVICE AND INFORMATION FOR THE PARENTS/CARERS

As parents/carers, you are encouraged to contact or visit school for advice or information about your child. Once your child has started in September, you will get an account for Synergy. On the Synergy app, you will be able to see all the information for your child, such as their timetable, any aspire points, sanctions and homework. You will also use this platform for making contact with school.

There will be a Progress Evening during the first term when you can speak to your child's Form Tutor about their transition and progress. There will be a further Parents' Evening, when you can talk to all of your child's teachers about their progress.

We will report to you regularly regarding your child's progress as part of the school monitoring system.

All Year 7 students receive 3 progress reports through the year which tell you their curriculum understanding and attitudes to learning. They will sit internal exams in April for us to assess their progress a year on from their SATs .

The school's online news is published through school website and Facebook page:

Website:
<http://www.olcc.lancs.sch.uk>

Facebook:
<https://www.facebook.com/OurLadysCatholicCollege>

↓ PARENTS / CARERS ↑ AND THE SCHOOL ↑



Alongside this booklet you will have received information via our site Applica, to gather data, photographic permission and trip/visit consent. It is important that these sheets are completed accurately and returned to school quickly. In order to keep this information up-to-date, you will need to tell us of any changes, for example, tell us immediately if you change your address or your phone number. If we need to contact you in an emergency we will look to see what contact number you gave us. It is also important that details of any other contacts are kept current so please remember to inform us of any changes.

If your child is ill at school, we will contact the emergency phone number. We will only send your child home with your permission and we ask for them to be collected by an adult whilst they are still in Years 7, 8 and 9.

In the event of a more serious illness, we will send your child directly to hospital and then contact yourself.

If your child is absent from school for any reason, please contact us via synergy on each morning of absence.

You may be contacted and or visited by the school whilst your child is absent. A full list of contact details for the school is included later in this booklet.

SCHOOL CONTACT

We try to make communication as easy, fast and effective as possible.

We can share information with you more quickly via our app synergy. You can also use this portal where you can view your child's reward points and behaviour log.

You will be contacted for the following for your child/children:

- Achievements
- Behaviour
- Attendance
- Lesson timetable
- Your contact details
- Assessment results
- School details
- Medical conditions



THE SCHOOL DAY



FORM GROUPS

Your child will be allocated a form. The form is the social and registration group for your child and normally remains unchanged during Years 7 to 11. Form time happens every morning and it is an opportunity for your child to have a set base and person to go to should they need help or support.



CLASSES

Your child will initially be taught alongside their peers in their form. This will allow students to settle into school like and for our staff to get to know them and to make judgements through assessments and engagement.

Students will then be placed in sets according to their ability; this is a system which allows children of a similar ability to be taught together.

Our classes have been named after well-known saints: Catherine of Siena (S), Francis of Assisi (A) and Carlo Acutis (C). These heroes of faith have been chosen as a witness to Gospel and to encourage us in our own faith.

We have a 2-week timetable. The weeks are called Week A and Week B. This information is on the parent portal.

Teaching periods last for 1 hour and there are 5 each day.

FIRST DAY OF SCHOOL

8.40am - Assembly - short service, parents are welcome.

9.05am - Form based activities

11.05am - Break Time

11.25am - Period 3 form based activities

1.05pm - Early lunch for the first week

2.05pm - Period 5 form based activities

3.00pm - Early finish for the first week

SUBJECTS

Students experience a wide and varied curriculum, they will study:

English
Maths
Science
RE
Geography
History
French
Food Technology
Resistant Materials
Computing
Art
Music
PE
PSHE

RELIGIOUS EDUCATION



Religious Education is a vital part of the curriculum, and we expect that all students and parents will view this positively as a strength of the school. All students will study this and they are also given the opportunity to take part in activities with the school chaplain.

Mass is celebrated weekly in the Chapel and on Holy Days in the hall. Each Mass is celebrated by Fr. John-Paul Evans and we welcome parents who wish to attend. There are opportunities for spiritual growth (prayer, devotions, Eucharist) in the school chapel.

It is policy that sex education is pursued in accordance with the Christian vision of the dignity and worth of each human person. The biological and emotional aspects of sexual relationships will be clearly and honestly presented within the overall context of the Catholic Church's moral and spiritual teachings. In this way we will encourage a sense of self-respect and consideration for others. The presentation of sex education will be appropriate to the age and understanding of the student. Our Human Relationships and Sex Education Policy can be seen on our website.



PHYSICAL EDUCATION

Your child will have the opportunity to take part in a wide range of sporting activities at all levels. We aim to fulfil the needs of the individual who takes part in sport for rest and recreation just as much as the gifted and talented sportsmen/women.

We believe that water confidence and safety is critical for all children. We will continue to include swimming and as part of the compulsory PE programme and aim that every child can swim at least 25 metres by the end of the year.



Participation in all PE lessons is compulsory. If your child is unable to take part fully in the lessons, on medical grounds, please write to the PE department giving brief details, but students will still be expected to take part in the lesson and so must change into their PE kit. They will take part in lessons as a coach, official or observer. We hope to include all students in all lessons as appropriate and we would ask for your full support.

All students are required to remove ALL jewellery for PE.

The school attaches great importance to extra-curricular activities. These include clubs, societies, sport, drama and choir; your child will be encouraged to take part in these.



We offer far more than a good academic education. It is part of our School Mission that each child experiences that they are cherished individuals with unique gifts and talents and to teach them that they have been created in the image and likeness of God. We aim to lay the foundation for a whole life of communion with the Lord and with each other in the family of the Church. It is this ability to nurture our students spiritually and to demonstrate that the Gospel Values are an even more compelling way to live in today's world that marks us out as an exceptional school.

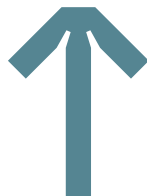
We have a dedicated Chaplaincy team lead by Fr. John Paul and accompanied by a full time Lay Chaplain. They are based in their own room and take credit for many of the wider Christian initiatives that take place throughout the year.

At Our Lady's we work with so many others in our school community to ensure that our students are given an opportunity to grow in their relationship with God during their time at the school and to help them to see the tremendous good in themselves and others. Our Chaplaincy team always endeavour to use various and imaginative ways to proclaim afresh the Gospel of Jesus Christ, and so to inspire new-found faith in Him: the Way, the Truth, and the Life.

Examples include:

- Mass including Holy Days of Obligation
- Lunchtime prayer group
- Days with a difference
- Lenten Reconciliation Services
- Advent Carol Service
- Chaplaincy assemblies
- Liturgical dance and drama
- Fairtrade Work
- Fundraising for CAFOD, a charity close to the school's heart.
- Residential retreats to Savio/Castlerigg

WIDER SCHOOL LIFE



HOME LEARNING



The completion of home learning is essential for your child to reach their full potential. Home learning is the opportunity for students to complete independent learning outside the classroom and consolidate the knowledge and skills that they were developing in lessons.

In order for your child to fully develop their organisational skills, retentive skills and abilities to manage a workload it is essential that they complete their home learning to the best of their ability.

We will support your child with a timetable of when home learning is to be completed for each subject. We understand that for most children, the expectations around home learning is one of the biggest differences from primary school, with that in mind, in order to support your child during their transition we have devised a graduated approach to home learning.

During September, you will be invited in to school to learn about how our home learning will work and ways you can support your child.

Home learning is logged on synergy so you are always able to see what tasks your child should be completing.

What sort of tasks will my child be set?

- Online learning with videos for support
- Retrieval tasks
- Reading
- Creative project based tasks



DAILY TIMETABLE



Arrival from around 8.30am, students head to the yard ready to line up for form.

8.40am - Liturgy and registration in form groups

9.05am - Period 1

10.05am - Period 2

11.05am - Break Time

11.25am - Period 3

12.25 pm - Period 4

1.25pm - Lunch Time

2.05pm - Period 5

3.05pm - End of day

LUNCH TIME

Students will go outside for lunchtime if the weather is dry. If wet or very cold, students will be provided with a room in which to spend lunchtime. Students who chose to bring a packed lunch can choose to eat it in the dining hall or benches provided within the school grounds. All food purchased at the school canteen should be consumed in the dining hall.

School dinners are run on a cafeteria system. We currently use a parent pre-payment portal called "SwiftPay". You will receive details of this before your child joins the school. Alternatively, they can bring a packed lunch. Pupils are not allowed to leave the premises during lunchtime.

Applications for free school meals can be made via:

The community Services Team at White Cross Education Centre.

PO Box 607

Quarry Road

Lancaster

LA1 3SH

Tel: 01524 63243

TERM DATES



Autumn 2026

Starts: Thursday 3 September 2026

Half-term: Monday 26 October–Friday 30 October 2026

School closed: Monday 2 November 2026

School closed: Friday 4 December 2026

Ends: Friday 18 December 2025 – school closes at 12.25pm

Spring 2027

Starts: Monday 4 January 2027

Half-term: Monday 15 February–Friday 19 February 2027

Ends: on Thursday 25 March 2027 – school closes at normal

time
Summer 2027

Starts: Monday 12 April 2027

May Day Closure: Monday 3 May 2027

Half-term: Monday 31 May –Friday 4 June 2027

Ends: Wednesday 21 July 2027 – school closes at 12.25pm



TRAVEL

At the end of the school day, buses leave the school bus bay: from the front of the school, from the bridge at the back of school or the bus station for most destinations including: Morecambe; Westgate; Lancaster; Bowerham; Hala The bus bay is staffed both before and after school. If you would like your child to have a buddy to walk home with, please let us know.

Free travel passes may be supplied by the school to students living over three miles away (walking route as calculated on Google Maps) and attending school on denominational grounds (Baptised Catholic) or attending a Catholic partner primary.

Due to the financial and resource cost of providing the passes the school can only provide passes as per the eligibility conditions outlined and will adhere strictly to the distance criteria. Applications should be made to Katy Walker, via email:

k.walker@olcc.lancs.sch.uk

Bicycles

Children are permitted to ride their bicycles to school, but the school does not accept responsibility for loss or damage. Please remember their cycle helmets. The bicycle garage which is locked at 9.00 a.m. and re-opened at 3.00 p.m.

SCHOOL EXPECTATIONS



Our Lady's Catholic College is a community that works together to reward and develop all members of the community, pupils, staff and parents. The well-being of all our community is paramount to the success and happiness of all who are part of it. The behaviour for learning policy works to support pupils, staff and parents and maximising everyone's potential, be adhering to the Catholic teaching of our virtues, and the expectations of Ofsted.

Failure to comply with any aspect of the code of conduct at Our Lady's could result in one of the following sanctions being applied, such as 60-minute detention after school or a period of time spent in the school's internal exclusion unit. Other undesirable behaviours are sanctioned in accordance with our tariff system.

Repeated failure to comply with the school code of conduct will result in the student being placed on a behaviour contract which is tiered to support the pupils' needs and encourage positive choices. If there continues to be consistent failure to comply with the behaviour for learning policy, this would result in further and more serious sanctions.

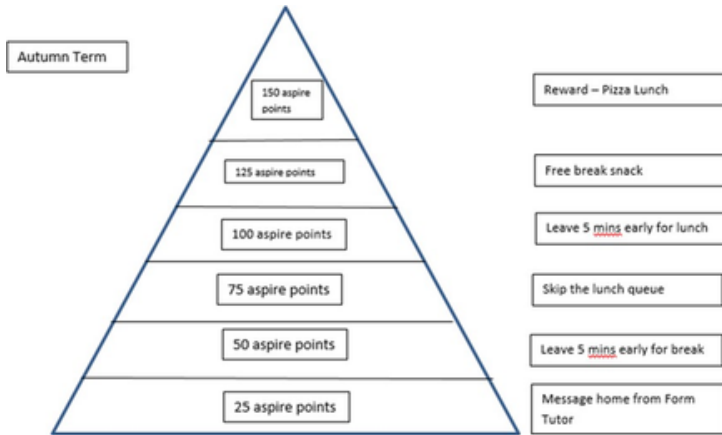
In order that our community may function happily and effectively, expectations of the students are high. Considerations for others is stressed, as is the importance of each student fulfilling his or her potential. Your child will be encouraged to take pride in every aspect of their school lives; work; relationships; appearance and environment.

To be a student in a Christian community requires a high degree of responsibility and a deep sense of caring for others, The basic school rule is that students should act in a Christian manner in all aspects of school life.

SMART DEVICE POLICY

In any emergency we will contact parents//carers ourselves; there is no need for students to carry mobile phones in school.

Should you wish your child to carry a mobile phone or other smart device, it MUST be switched off and at the bottom of their bag during the school day. Failure to comply will result in the device being confiscated. These shall be returned at the end of the school day, following a one hour detention, or the following day. Subsequent misuse of devices will result in more serious consequences.



We take great pride in recognising our students' contribution to school life and their overall conduct in and around school. We celebrate and recognise pupils' efforts through termly distribution of Aspire points, Rewards assemblies and Rewards trips to places like the cinema and Blackpool Pleasure Beach.

Our rewards scheme promotes and recognises achievement in and outside of the classroom including termly attendance, receiving no negative points and star of the class and form. Importantly the rewards system is reset termly so that all pupils have the same chance of recognition, regardless of behaviour, attendance or punctuality in the previous term.

The rewards system is designed to build positive relationships with form tutors as they are responsible for the administration of the rewards,

At the end of each full term there is a celebration assembly run by the head of year which rewards all pupils for 100% attendance, no negative points, aspire points and star of the class and form.

This is where pupils can earn vouchers for local shops to recognise their outstanding achievement.

The rewards policy underpins the school philosophy of

"Aspire not to have more but to be more"

REWARDS 

ATTENDANCE



The school is open for 190 days in the year. All students are expected to attend school on each day. If your child is too ill to attend school, please inform school as soon as possible.

Pupils are expected to be at school by 8.40am. Please help them to attend punctually.

Please arrange appointments outside of the school day. If this is not possible, we ask you to advise school in advance and we expect your child to be in school before and after the appointment where time and distance allow.

Please note there is no 48-hour rule following sickness. If you believe your child is fit and well enough to attend school after any sickness, then they should attend.

If you need to contact the attendance team then you can do so via synergy

As part of our monitoring procedures, we will contact you if your child is not in school.

Family holidays, during term time, are not permitted unless there are exceptional circumstances. Government guidelines state that you must have permission, even in exceptional circumstances, from the Head Teacher. Please be aware that you can be fined for taking your child on holiday during term time without the school's permission. Attendance percentages may not be as good as you think:

97%+	Excellent
95-96%	Good
91-94%	Requires Improvement
90% and below	Cause for concern – Persistent Absence

ANTI-BULLYING

We have a very effective anti-bullying policy which we follow every time we are aware of bullying. It is important to understand what bullying is and then act quickly.

Students and/or parents should report any bullying to either their Form Tutor, Pastoral Support Officer or Progress Leader. Bullying concerns can also be raised through our website, or to any member of our school staff.

All students will be listened to and we will take action quickly.

All students and staff understand that bullying will not be tolerated; we have a culture of "telling" and "speaking up" on bullies.



UNIFORM



The uniform that the students wear represents and reflects the pride that we have in our school. As a result, our school uniform should always be worn with pride and in keeping with the uniform rules. Our uniform is not a fashion statement and as such will not follow the trends in fashion at any one given time. Pupils must observe the uniform policy, while on school grounds and on the journey to and from school.

Item	Description	What is not accepted
College tie	This is the school tie.	
Blazer	A College navy blazer with the school logo	No other coat is permitted to be worn around the School building.
Jumper	A navy jumper or tank top with the school logo.	No other jumper may be worn. Jumpers must be worn at all times until summer uniform is announced by the school.
Shirt	Plain mid-blue regulation school shirt with button up neck.	Pupils must be able to do up their top buttons so please ensure that all shirt necks are bought with this consideration.
Skirt	Navy skirt. This must rest on the knee and be no shorter for the WHOLE year.	The skirt's length is not to be adjusted.
Trousers	Navy tailored school trousers.	No other colour is permitted. Trousers cannot be of the following styles: <ul style="list-style-type: none"> • Flared • Skinny style trousers • Have embellishments
Tights	Navy/black tights	No other colour is permitted.
Socks	Navy/black socks worn to the knee.	No other colour is permitted.
Shoes	Both boys and girls must wear black shoes.	No high or narrow-heeled shoes are permitted. No boots are permitted. Trainers of any variety are not allowed. If your son or daughter comes to school for any reason without black shoes, we will supply students with a pair of school pumps until they are in the correct school shoes.
Jewellery	1 watch, 1 pair of ear studs one stud in each ear lobe.	No facial or tongue piercings. No additional Jewellery other than what has been specified. ALL to be removed for PE.
Hair accessories	All hair bobbles and hair bands must be navy or black.	No hair braids or additional hair accessories are allowed.
Hair cuts	Hair must all be one natural colour. Boys' hair must not be cut below a 2 inch length at the barbers.	No patterns or extremes of artificial colour are allowed. No extremes of style or fashion are allowed these include: Tram lines Hair which is not blended to the one length (not below a 2) If you are unsure about what is permitted please contact your child's progress leader to confirm any proposed changes.
NOT ALLOWED	Make up, fake tan, unnatural colours of dyed hair, nail varnish, false nails, false eye-lashes.	



PE KIT



Students wear all branded items:

- T shirt
- Shorts
- Socks
- ¾ Zip jumper

All our uniform and PE kit is available online or in store at Uniform & Leisurewear



<https://ualonline.co.uk/collections/our-ladys-catholic-college-lancaster-smart>

EQUIPMENT

Students are required to have the following items:

Rucksack - large enough to carry all things needed for the day.











A pencil case, containing all of the below:

- 2 black pens
- 2 green pens
- A HB, 2B and 4B pencil
- A ruler
- Pair of compasses
- A protractor
- A pencil sharpener
- A rubber
- A scientific calculator
- Basic set of colours
- A pocket dictionary

KEY STAFF



S POPULI

Mrs Seddon Headteacher		Mrs Bates Assistant Headteacher – Head of 6 th Form & Middle Leadership Development	
Mr Coyle Deputy Headteacher		Mrs Whiteside Assistant Headteacher – Behaviour & Attitudes	
Mrs Loxam Assistant Headteacher - SENCO & Safeguarding		Miss Brogan Assistant Headteacher – Behaviour & Attitudes	
Mrs Porter Assistant Headteacher – Quality of Curriculum		Mrs Kelly Progress Leader Year 7	
Mrs Monaghan Assistant Headteacher – Quality of Curriculum		Mrs Baldwin Pastoral Support Officer Year 7	

SCHOOL CONTACT INFORMATION

School Address:

Our Lady's Catholic College
Morecambe Road Lancaster
LA1 2RX

Telephone: 01524 66689

E Mail: main@olcc.lancs.sch.uk

Website:

<http://www.olcc.lancs.sch.uk>

*All school policies and safeguarding information can be found on the website.

Facebook: <https://www.facebook.com/OurLadysCatholicCollege>

Headteacher:

Mrs Helen Seddon

Chair of Governors:
(contact via school)

Mr Phil Jones

Parent Governors:

Laura Gatti and Peter Hope

School Chaplain:

Ben O'Flynn
Fr. John Paul Evans

