



## New Intake Booklet 2025

## English Martyrs' Catholic School



English Martyrs' Catholic School,  
A voluntary Academy  
Anstey Lane, Leicester, LE4 0FJ  
Tel: 0116 242 8880 Fax: 0116 242 8881  
Email: [office@englishmartyrs.org](mailto:office@englishmartyrs.org)  
Web: [www.englishmartyrs.org](http://www.englishmartyrs.org)

Principal: M. Calen

Dear Parents and Students,

Welcome to English Martyrs' Catholic School. It is a pleasure to have you join our School community following, our motto "May they All be One".

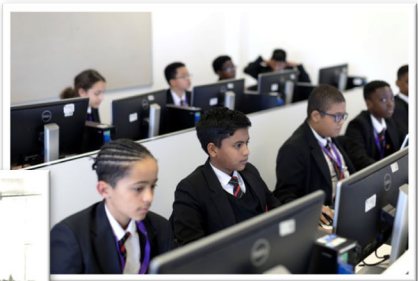
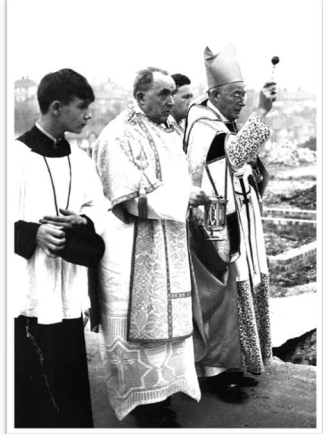
Starting a new school can be daunting. This booklet is designed to hopefully answer many of the questions you may have.

There will be also opportunities to ask questions, please feel free to ring the school office or email to [office@englishmartyrs.org](mailto:office@englishmartyrs.org) with any questions.

I look forward to meeting you all and seeing you grow and flourish here at English Martyrs'.

Kind regards

M. Calen  
Principal



# School Prayer

*Lord Jesus Christ  
Make me a better person  
Considerate towards others  
Honest with myself  
Faithful to you  
Help me to find my true vocation in life  
And so to find happiness myself  
And bring happiness to others*

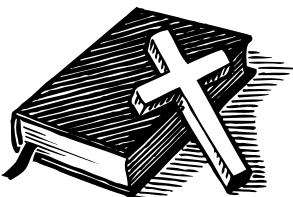
*Amen.*

# School Hymn

## ***All are welcome***

Let us build a house where love can dwell  
and all can safely live,  
a place where saints and children tell  
how hearts learn to forgive.  
Built of hopes and dreams and visions,  
rock of faith and vault of grace;  
here the love of Christ shall end divisions

***All are welcome, all are welcome,  
All are welcome in this place.***



Let us build a house where prophets speak,  
and words are strong and true,  
Where all God's children dare to seek  
to dream God's reign anew.  
Here the cross shall stand as witness  
and as symbol of God's grace;  
here as one we claim the faith of Jesus:

***All are welcome...***

Let us build a house where love is found  
In water, wine and wheat:  
a banquet hall on holy ground  
where peace and justice meet.  
Here the love of God through Jesus  
is revealed in time and space;  
as we share in Christ the feast that frees us:

***All are welcome...***

Let us build a house where hands will reach  
beyond the wood and stone  
to heal and strengthen, serve and teach,  
and live the Word they've known.  
Here the outcast and the stranger  
bear the image of God's face;  
let us bring an end to fear and danger:

***All are welcome...***

Let us build a house where all are named,  
their songs and visions heard  
and loved and treasured,  
taught and claimed as words within the Word.  
Built of tears and cries and laughter,  
prayers of faith and songs of grace,  
let this house proclaim from floor to rafter:

***All are welcome...***



# Code of Conduct

*At English Martyrs' School the following of simple rules helps us to live together as a harmonious Christian community.*

1. Treat all members of the school community with respect and consideration.
2. In conversation with others, be polite, courteous and truthful at all times.
3. Walk quietly around the school, observe the one-way system and keep to the left in two-way areas.
4. Leave valuable items, and large sums of money, at home. Never bring a dangerous item to school.
5. Treat school property with respect, eating only in specified places and placing litter in the bin.
6. Be on time to school and lessons and come properly equipped.
7. Co-operate with staff in and out of lessons.
8. Never do anything which puts another person's health or safety at risk. Respect each others personal space.
9. Work to the best of your ability and help everyone to learn.
10. Take pride in school by wearing school uniform correctly and representing the school to the best at all times including on the way to and from school.

*Good behaviour and dress is expected of all students on the way to and from school and in public places. Poor behaviour on public transport or in a public place will be followed up and sanctions imposed.*

# Lesson Protocol

1. Be punctual to each of your lessons.
2. Enter and leave the classroom quietly.
3. Stand behind your chair at the beginning and end of the lesson.
4. Greet your teacher with “Good morning/good afternoon”.
5. Wear your school uniform correctly and ensure you bring the correct equipment/ kit to lessons.
6. Put your school planner and other equipment on your desk at the beginning of every lesson.
7. Ensure that your bag is placed safely underneath your table.
8. Follow all instructions without comment or argument, completing your classwork to the best of your ability.
9. Follow the English Martyrs Way.
10. Treat others in the class with respect and help ensure that everyone else achieves their best.

# The English Martyrs Way

Our school rewards system is designed to motivate students by recognising the great things they do. Students are awarded praise points through Arbor.

We expect a high standard of behaviour from all our students in lessons and around the school. Students should always follow The English Martyrs Way and demonstrate their commitment to upholding the Catholic Ethos of the school and our Motto “May they All be One.” This will be demonstrated through the following values of:

**Excellence:** We aspire to be better every day. Success is a journey and failure is part of the learning journey.

**Hardworking:** (of a person) tending to work with energy, commitment and diligence

**Resilience:** be determined to never give up, regardless of setbacks. To look for solutions when facing a problem.

**Welcoming:** We recognise and celebrate diversity while being friendly considerate and welcoming to all.

**Respect:** have due regard for (someone's feelings, wishes, or rights)

All teachers will award students with an English Martyrs Way Achievement point when they demonstrate any of the 5 values outlined above. Students will receive an outstanding contribution point (+2) when they do something extra special in lessons or around the school. During the year they will receive the following achievement awards when they reach a certain number of points.

**150 Points – Achievement Award- Letter of Achievement from your Head of Year and a welcoming bookmark**

**250 Points – Bronze Award- Bronze certificate and a Bronze Badge**

**550 Points – Silver Certificate and a Silver Star**

**850 Points – Gold Certificate and Gold Star**

**1250 Points– Platinum Award- Platinum Star and Letter of Achievement from the Principal.**



# **Restaurant Protocol**

In order to treat everyone with respect in our Restaurant the following rules must be observed:

1. Food purchased in the Restaurant must be eaten there. We do not walk around eating.
2. All food purchased in the Restaurant is carried on a tray.
3. The tables and chairs in the Restaurant remain as laid out and are not to be moved around. When you leave, place your chair under the table.
4. When finished, each person clears his/her own place, using the clearing stations and bins.
5. Bags should be placed safely in the storage boxes as directed and never put on the dining tables.
6. Follow the queuing system and respect each others personal space.

## **Times of the School Day**

8.25 – 8.45am	Assembly/ Form time / Friday Voluntary Mass
8.45 – 9.00am	Personal Development programme time
9.00 – 10.00am	Lesson 1
10.00 – 10.15am	Break
10.15 – 11.15am	Lesson 2
11.15 – 12.15pm	Lesson 3
12.15 – 12.50pm	Lunch
12.50 – 1.50pm	Lesson 4
1.50 – 2.50pm	Lesson 5
2.50pm	Lessons end - Enrichment Activities begin

Voluntary Mass is celebrated every Friday morning.

# **Movement around school**

When moving around or socialising at school we do so as individuals or in pairs. Staff car parking areas and the area at the back of the sports hall and the astroturf pitch are out of bounds except during lessons or lunchtime when accompanied by a teacher.

- **Be Courteous:** Move around school taking care to respect other people and the buildings. Students must follow the one way system.
- **Be Punctual:** Move to lessons immediately the bell sounds. Students should not stop to talk to people or congregate.
- **Be Organised:** Use lockers and water dispensers only before school, at break and lunch time.
- **Be Quiet:** Move around the buildings and public areas inside and outside in a quiet and orderly way. Walk on your own, not in a group. Do not shout out greetings or messages to other students. Conversations should be at low volume. When waiting outside a classroom for a teacher, students should wait quietly.
- **Be safe:** Never push people or try to push through a crowd or climb over fences.

# **Prayer in School**

Each school day starts with a prayer at 8.35, either as an assembly or in the form of prayers in the registration period.

Mass is celebrated in the School each Friday.

# Uniform list

Boys'		Girls'	
Blazer	Black with school Badge <sup>☆</sup>	Blazer	Black with school Badge <sup>☆</sup>
		Skirt	Black 2" box pleated knee length
Trousers	Black tailored school uniform style	Trousers	Black tailored school uniform style
Jumper	Black V neck, plain or with school badge	Jumper	Black V neck, plain or with school badge
Tie	Clip on school tie <sup>☆</sup>	Tie	Clip on school tie <sup>☆</sup>
Shirt	White, long sleeved formal style with buttoned collar, tucked in at the waist	Blouse	White, long sleeved formal style with buttoned collar, tucked in at the waist
Shoes	Formal, polishable, durable flat black shoes without obvious logos. <u>Trainers are not permitted</u>  Sikh boys may wear a black turban	Shoes	Formal, polishable, durable flat black shoes without obvious logos. <u>Trainers are not permitted</u>  Muslim girls may wear a school approved black head scarf
(examples will be shown at our New Intake Evening)			
Socks	Black or white	Socks	Black or white
Bag	School Ruck Sack	Bag	School Ruck Sack
Aprons (x2)	1 for cooking, 1 for other use <sup>☆</sup>	Aprons (x2)	1 for cooking, 1 for other use <sup>☆</sup>

# Equipment list

Pens  
Pencil  
Ruler  
Eraser  
Protractor

Pencil Sharpener  
School calculator<sup>☆</sup>  
Colouring pencils  
Dictionary

# Games and PE Uniform

## Dance Wear for All

Black English Martyrs' T Shirt<sup>☆</sup>

Black track suit bottoms

Clean sports trainers or dance shoes

## Sports Wear for All

Black polo shirt with logo<sup>☆☆</sup>

Black mid layer top with logo

Black sports shorts

Black tracksuit bottoms (AstroTurf) - Optional

White sports socks

Clean sports trainers - indoor lessons

Astroturf trainers - outdoor lessons

Football boots - for field based lessons and football/rugby fixtures against other schools

Mouth Guard - for Rugby and Hockey lessons

Shin pads - for Rugby and Hockey lessons

Students cycling to school must wear a cycling helmet. **All bikes must be locked.**

**All items listed should conform to English Martyrs' School approved style as available in many retailers and as displayed on the website. Please note "Our appearance - how we wear our uniform" on the next page.**

☆

These items can be purchased from the School Shop via Parent Pay

☆☆

These items can be purchased from:

**Schoolwear Centre**, London Road, Oadby.

**Uniform Direct**, 54-56 Humberstone Gate, Leicester LE1 3PJ

**Trendy Schoolwear**, [www.tswuniforms.co.uk](http://www.tswuniforms.co.uk)

# Our appearance

## How we wear our uniform

All uniform must be worn correctly with care and pride at all times including travel to and from home. Please observe the following instructions carefully.

- The only permitted ear jewellery is a pair of studs, one in each ear in the bottom lobe. Ear stretchers, tapers and plugs may not be worn. Nose piercings are not permitted.
- Tattoos and body piercing is not permitted.
- Make-up or nail varnish should not be worn in school.
- Hair styles should be moderate and appropriate for school as agreed by the Principal. No haircut should be clipped below 2". Hair may not be dyed a colour which is not a natural colour. Lines should not be cut into hair or eyebrow.
- No logo other than the school badge is permitted. Only English Martyrs badges may be worn on school uniform.
- Shoes should be black school shoes which can be polished. They must be durable and protect the feet from potential accidents in classrooms, design and technology activities and around the school. **Fashion items and training shoes or shoes which look like trainers are not appropriate school wear.** Canvas shoes and boots are not permitted. **Shoes should not have obvious logos.** Examples of appropriate footwear are displayed on the school website. Please check with your child's Head of Year if in doubt, prior to purchase.
- Baseball caps and other hats are not permitted at any time. Scarfs including bandanas and woollen hats may only be worn in extreme weather conditions (snow). Hats, gloves and scarfs may not be worn indoors.

Please note that a student who does not turn up to school in correct uniform may be withdrawn from class until the issue is sorted out.

# General Information

## **Arbor**

Arbor App is used to provide parents with up-to-date information on their child's progress, attendance and behaviour.

Payments to school eg for school visits, music lessons etc may be made using the On line Payment system through the Arbor App, via the school website, [www.englishmartyrs.org](http://www.englishmartyrs.org) . Payments may be made via debit or credit cards and Paypoint.

Parents will receive a letter in September with instructions about how to access the system.

Please note that the school cannot take responsibility for the loss of any cash by students. Receipts for payments are available on your Arbor account and can also be requested from the School Office.

## **Arts Mark Gold**

The school has previously been awarded "Arts Mark Gold". Students are encouraged to join in Music, Dance and Drama activities and performances.

## **Assembly**

Assembly takes place twice each week for each year group. Students normally prepare and lead the assembly.

## **Attendance**

Full attendance is extremely important to each student's success and at English Martyrs' Catholic School we expect students to attend fully during term time. Students with 100% attendance receive Attendance Certificates at the end of each term. It is school policy to send home attendance graphs regularly for those students whose attendance falls below 95% whatever the reason for the absence.

It is the policy of the governors not to authorise holidays during the school term. Where unauthorised holiday is taken this is referred to the Education Welfare Service and a Penalty Notice may be issued. Applications for extraordinary leave during term time should be addressed in writing to the Principal by both parents/carers who have parental responsibility for a child (whether they are resident or non-resident parent).

**If a student is ill and unable to attend school, parents should telephone or email ([attendance@englishmartyrs.org](mailto:attendance@englishmartyrs.org)) the school between 8.15 and 8.45 and leave a message.** The school operates a policy to telephone or text a sample of parents if their child has not been registered.

In the case of absence, a letter or note in the students' diary explaining the reason should be given to the student's form tutor on return to school in addition to the telephone message.

If a student's attendance falls below 90% they are classed by the government as a "Persistent Absentee".

### **Autistic Spectrum**

The school caters for a number of students (Year 7-13) who are on the Autistic Spectrum. A child on the spectrum, although generally very capable, may have communication and social difficulties. Where it is necessary, these needs are explained to other students so that everyone can best support each other.

### **Behaviour**

The school has very high expectations of students' behaviour and conduct. This applies in class, around the school and en route to and from school and at all times including when on-line. A small number of students need additional support with behaviour education and this is provided in a variety of ways, eg through closer monitoring by Head of Faculty or Head of Year, or through extra support by the pastoral support team. The school also works in collaboration with other Leicester schools in an 'Attendance and Behaviour Support Partnership'. Through this partnership we provide for the education of a small number of students, eg at the Carisbrooke Learning Centre and the Leicester Partnership School which provide specialist support for behaviour education in small group settings. English Martyrs' Staff are trained to use physical intervention to restrain a student should this be necessary. In practice this is exceptionally rare. Our behaviour policy is found on the school website.

### **Breakfast Club**

The school Dining Room provides breakfast for students between 7.30am and 8.15am. Toast, cereal, bagels, rolls, fruit juice and water are served. All students are offered a free breakfast.

### **Bullying**

At English Martyrs' we take reports of bullying very seriously. Bullying contravenes our belief in the value and uniqueness of each person and we have clear structures in place to deal with bullying.

Our bullying policy is available to all on the website and a student version is contained within the student diary.

Students receive anti-bullying education throughout their school life and our pastoral system supports this. Students are encouraged to report any instance of bullying to any member of staff and the matter will be dealt with, initially seeking to promote understanding and reconciliation. Our anti-bullying policy is found on the school website.

### **Calculator**

The school calculator is a CASIO fx-83GT X and may be purchased from the School Shop via Parent Pay. It is most helpful if students use this calculator to avoid confusion.

### **Careers Information, Advice and Guidance Education**

Recognising that God calls us to meaningful work that brings value to humanity, we view high quality careers education as an essential part of each student's education. Students will meet employers and employees and, over time, with representatives from a range of universities, employers and training providers. An overview of our Careers Education Programme can be found on the school's website.

### **Cashless Catering**

The school operates a Cashless Catering system for payments. Each student will use their fingerprint when they purchase food or drink from the Restaurant or snack bars, all payments will be made using this system. Credit may be put on their account using the online payment system "Parent pay" via the school website. Students who receive a Free School Meal will have their accounts automatically credited on a weekly basis.

### **CCTV**

Closed circuit television recording operates throughout the school site. Images are stored for fourteen days. It is the policy of the school not to release CCTV recordings to anyone other than as part of a police investigation.

### **Clubs and Societies**

There are a great many Clubs and Societies in school. These cover a range of activities including Performing Arts, Sport, Science, and Technology. Details will be available in September and during the year. Students are encouraged to take part. Support for costs can be made available through school's Pupil Premium fund.



## **Communication with parents**

We look forward to meeting you at parents meetings which are a vital point of contact. Information is displayed on the website. Each student has a school planner which forms a day to day contact with staff. We also send text messages to parents if there is an emergency or to signal important events and we send emailed letters, MS forms from time to time using a no reply email. Contact data is held on the school's database. **Parents must notify us immediately changes of phone numbers, email addresses etc.**

Should a parent with parental responsibility not be living at the same address as their child, both parents will receive those letters which are sent by e-mail. In this case a note giving the details should be sent to the Principal signed by both parents to give authorisation. Please note teachers and other staff will contact parents by letter or telephone but not by email. We will respond to communications within 3 working days after receipt.

## **Computer Network / E safety**

Every student is given a password to use the Computer Network. This includes filtered access to the Internet. Every student and parent is expected to sign the 'ICT and Internet protocol' in their school diary. The school expects every student to use electronic technology responsibly. Parents are advised to ensure that they talk to their child about internet use and students do not have unsupervised access to the internet outside school. **Please note that under 13s are not permitted by law to use social networking sites.**

## **Chapel**

The School Chapel of The Holy Family is available to students for private prayer before school, throughout the day at break and lunch, and after school.

Form Mass is celebrated in the school Chapel. The Sacrament of Reconciliation is available to students on Friday on request.

## **Chaplain**

The School's Chaplain, Mr James Noakes, supports students' personal and spiritual development and is available to meet with and advise students.

## **Cycling**

Students are encouraged to cycle to school. Bicycle racks are available next to the Science block. Students must lock their own cycle to the rack. Students cycling to school should wear a cycle helmet. All cyclists must dismount and wheel their bicycles on site.

### **Damage to School Property**

Any deliberate damage to school property eg: by graffiti etc. is a serious breach of discipline. It will be followed up and parents/guardians are expected to contribute to the cost of the repairs.

### **Data Handling**

Each year the school will ask parents to confirm which details the personal information we hold about you. Please check for accuracy and return the checking document promptly to the school office. Please also return the medical information form annually.

### **Digital Learning**

Digital learning is an integral part of our curriculum and homework. We expect that every student has digital access via a computer at home. All remote education instructions are issued through “Satchel One” and MS Teams and associated Office 365 programmes are used extensively in digital learning.

Examples of other specific programmes used by departments include:

ActiveLearn	Educake
Focus on Sound	Sparx Maths
Kahoot!	Seneca
Quizlet	

Further information on how to access online learning resources is issued to students by departments.

All students are required to access a number of digital learning platforms and websites as part of their homework. Any student in receipt of the Pupil Premium will be loaned with a laptop by the school and we can assist in cases of hardship. Please contact the Head of Year, Mr Boonham.

### **Dining Room**

A variety of hot and cold meals and drinks are available to students each morning before school during morning break and lunch. Baguettes and drinks can be purchased in the outdoor food hut. Students may also eat packed lunches in the Restaurant and Dining Rooms.

### **Educational Health and Care Plan**

Should your child have an educational Health and care plan we will review with needs with you regularly to monitor provision and progress.

## **Emergency Evacuation and In-vacuation**

Regular drills are held in school to rehearse an emergency evacuation, for instance in the case of fire in the building. Students are taught to distinguish between the Evacuation alarm and the In-vacuation siren. An in-vacutaion is where all members of the community move indoors or stay indoors. An invacuation may take place for instance during severe weather or a gas leak in the local area etc.

## **Examinations**

Students in Year 7 will have baseline tests on entry to the school, regular tests, and examinations in the Summer Term. Students should make a revision timetable for their summer examinations and prepare carefully.

## **Expressing concerns**

We recognise that from time to time concerns or complaints may arise and it is our aim to work with all parties involved towards a satisfactory resolution. We recognise that most matters can usually be resolved through discussion, clarification and action as appropriate at the earliest stage. We encourage open and productive dialogue between school staff and parents. If you are worried about a situation, to do with an academic or social matter please contact your child's Form Tutor in the first instance by writing a note in their School Diary. More serious matters (e.g. bullying) may be dealt with immediately by contacting your child's Form Tutor or Head of Year.

If you contact the school office by email a member of staff will respond by phone or in writing within 3 working days of receipt; please note members of staff are not able to communicate regularly via email with parents. All teachers are in class for up to 23 hours each week. The Head of Year also has a significant teaching commitment. Please note it is not always possible to return your call the same day.

Should you have very serious concerns e.g. about the conduct of a member of staff, please contact the Principal or a member of the schools' Senior Leadership Team.

Formal Complaints will be dealt with under the Academy's complaints procedure which can be found on the school website. If the matter is a concern where you think that students are at actual risk of imminent harm, please telephone the school immediately and ask to speak to the Designated Safeguarding Lead (Child Protection Officer), Mrs Singh, or the Principal.

## **First Aid/Children who become unwell**

First Aid is administered by qualified First Aiders. If a child is referred to the first aid staff because they feel unwell they are assessed by the First Aider on duty.

If it is deemed they are not well enough to attend school, telephone contact is made to parent/carer who will be told that they must collect their child from school. A child who feels ill should report this to their teacher who will help them. In the event of an accident the first aider will make an assessment and parents will be contacted should the child need to be taken home.

We do not permit children who are sick to walk home or catch a service bus under any circumstances. Should a parent wish their child to go home in a taxi the school arrange this however parents must meet the charge when it arrives at their home. Should we be unable to make parental contact, the child will be asked to wait in the admin foyer until we can contact a parent. All children leaving school due to illness will be signed out by office staff. All children who receive first aid are given an "Accident/injury/illness report slip" which they should give to their parents. If a child sustains a blow to the head they are given an ice pack and monitored initially. A phone call home is made.

### **Free School Meals**

Information about applying for Free School Meals is available from the School Office and on the website. We strongly encourage any family eligible to apply and will happily advise.

### **Fundamental British Values**

In recent years the government has introduced a set of Fundamental British values which are delivered through the curriculum in all English schools. These are Democracy; the rule of law; individual liberty; mutual respect for and tolerance of those with different faiths and beliefs, and for those without faith.

At English Martyrs these values form part of the Christian values which underpin the school's ethos and they are part of the curriculum in a number of subjects both explicitly and implicitly. We expect all governors staff, students and parents to respectfully support the teaching and living out of fundamental values at the school.

In particular we foster these values by helping students to develop their self-knowledge, self-esteem and self-confidence and to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely. We help students to distinguish right from wrong and to respect the civil and criminal law of England and for English public institutions and services. We try further to promote harmony between different cultural traditions by enabling students to acquire an

appreciation of and respect for their own and other cultures and we encourage respect for democracy and support for participation in the democratic processes.

### **Further Music Study**

All students study Music as part of the school timetable. In addition a large number of students choose to study musical instruments or voice. Advice about this is available from Mr Leonard, Director of Music. Students are also encouraged to join the Junior Choir, Choir, Schola Cantorum, Bands and Orchestras. There is no charge for group activities. Music lesson fees are met for those students in receipt of Pupil Premium.

### **Healthy Eating**

English Martyrs' School has Healthy School Status and we strongly encourage students to live a healthy lifestyle. Consequently, packed lunches must not include fizzy drinks, crisps or chocolate. Students should carry a 75cl water bottle around school with them and use this discreetly during lessons. Water is available from a water chilling machine in the Dining Room at break and lunch times only. Water bottles must be left in school bags during the school day.

Please read about our payment system "Cashless Catering" (Parent Pay)

#### *Packed Lunches*

Packed lunches should contain healthy foods such as sandwiches/rolls and fruit. Crisps, chocolate, sweets and fizzy drinks should not be brought to school.

Other suitable items include:

- Fruit, both fresh or dried
- Cheese cubes
- Pot of yoghurt or a yoghurt drink
- Cherry tomatoes or sticks of vegetables
- Small pot of potatoes, pasta or rice salad

### **Homework**

At KS3 students undertake weekly homework in English, Mathematics, Science, French, Religious Education, History and Geography. There is also a range of projects throughout the year. A timetable of completion and hand in dates is published to parents in September, at the Parents' Briefing Meeting.

Parents can see all homework set via the "Satchel One" app. It is essential that all Homework is completed. After school detentions are issued if homework is not completed on time.

## **Houses**

The school is divided up into eight houses dedicated to saints who were English Martyrs. More information about these saints is found at the back of this booklet.

## **Information for students and Parents**

Notices for students are given each morning by Form Tutors or in Assembly. Other notices are published on our website: [www.englishmartyrs.org](http://www.englishmartyrs.org). Letters are e-mailed regarding school visits and the End of Term letter. If a student does not live with both parents, both parents will be e-mailed.

## **Identity Card & Lanyard**

Students will be issued with a photo ID card they must have with them in school everyday. To replace a lost card will incur a cost of £3. They must display this, around their neck using the correctly coloured lanyard.

## **International School**

The school previously was awarded an International Schools Award from the British Council and fosters links with schools in a number of parts of the world. International Days are held regularly in Keystage 3. The school has strong connections with a school in Spain, France and Norway.

## **Keeping your child safe on line**

As a school we fully embrace the many benefits of technology and students use the internet frequently to access learning materials. However, as your child journeys through secondary school they will need help from home as well as school to navigate away from some of the dangers of the internet including distorted presentations of human relationships and radicalisation from terrorist groups.

You should maintain an honest dialogue with them about their online use and explain the dangers to them. We will also do so in school every year. Information about e-safety can be accessed through the school website. There is a separate tab on the front page. You will find e-safety information sheets, and 'conversation starters' to prompt for discussions with your child. There also links for students to learn more about e-safety. We recommend that you use this link to access the CEOP (Child Exploitation and Online Protection Agency) website to give them greater information.

We further advise to take note of the advice offered at the following government websites: <http://parentinfo.org/> and <http://educateagainsthate.com/parents> and other sites found in the Well Being part of the School Website.

### **Library**

The school library is open Monday –Friday from 8am - 2.45pm. The library is open during break and lunch time. The library contains a varied collection of fiction and non-fiction books as well as reference books and computers. Students may borrow up to 2 books in years 7-11 and 4 books in the Sixth form. They are issued for 2 weeks. We also have online library access to Leicestershire Libraries. Mrs Alessandrelli is the school librarian.

### **Lockers**

A locker is available for every student in Year 7. Keys are distributed at the beginning of the year on the receipt of a £8 non-refundable administration charge paid via Parent Pay

### **Lunchtimes**

During year 7, lunchtime is extended by 15 minutes until the students become used to the system. Everyone eats together in the Restaurant or snack areas and then are able to have 30 minutes to use the toilet and for recreation activities such as chess and computer clubs.

### **Meetings and Telephone Calls**

In addition to the calendared meetings we may request to speak to or meet with parents from time to time. Please let us know if you cannot attend a specially arranged meeting and please be on time. We understand that meetings can sometimes be stressful but we do expect that all visitors conduct themselves with good manners. Staff are instructed to end meetings or telephone calls where they are subjected to abusive or threatening language or outbursts of temper. Some meetings lead to a special plan called “Pastoral Support Plan” being put in place to help support a student’s educational or emotional need. This sometimes includes inter-agency support.

### **Medical Appointments**

Medical appointments during the timetabled school day (8.25am-2.50pm) should be avoided. Should it be absolutely necessary to attend a medical or dental appointment, we ask parent to make the appointments after 9.00am. Parents/Carers must collect their child from school. Students may not travel to their medical appointment unsupervised. Students must return to school as soon as possible and follow the correct signing in procedure. In this circumstance parents should write to the Head of Year enclosing the appointment card in advance of the day of the appointment so that permission can be granted and the absence authorised as medical.

## **Medical Conditions**

### **Healthcare**

The school works in collaboration with parents/ carers and the Health Service and Social Services to ensure that students are supported to live healthy lifestyles and to manage all medical needs. Advice and guidance on health matters is always available in school via the School Nursing service and a number of aspects of school life support student health in the broadest sense.

### **Student Medical Conditions and medicines**

Parents /carers of students with a recognised medical condition (including allergies) must declare it on the data collection form and tell the Head of Year unless it is outlined in an Education, Health and Care plan (EHCP) and parents/ carers should keep the school updated of any changes.

Some chronic or acute conditions require the child to carry equipment (eg inhaler, epi-pen around with them). Training is given to school staff and to the student.

Should a student need access to a medicine eg paracetamol etc during the school day, parents/ carers should make arrangements with the school administration to leave the medicine with staff and follow this up with a letter. This ensures that medicines are kept secure and reduces the risks of students inadvertently coming to harm. Arrangements for the student to come to get their medicine will then be put in place at an appropriate time as advised in writing or break time, lunchtime. It is to be noted that school first aid keeps no 'stock' of medicines and may not supply pain killers etc. Advice should be sought from the GP by the parents/ carers about any long term, regular use of any medicine; the school may ask for an advice note from the GP or hospital as appropriate. The school nursing service may also be consulted.

A variety of pastoral measures are in place to support students with short term issues or long term medical conditions such as access to the facilities in the Sister Anna Centre, time out cards, pastoral support, counselling. These include pastoral support from the Chaplain and pastoral team.

### **Mobile Telephones / Portable Internet Devices**

Mobile telephones are not permitted in school. Parents are asked to support the school policy. Should a child need a mobile telephone for an after school/ weekend activity then the telephone may be handed in at the School Office first thing for safe keeping and collected at the end of the school day or turned off and stored securely in their school bag.

Students found with a mobile telephone (or wearing headphones) will have



it confiscated in the first instance which they can collect from the school office. The student will then be issued with a school detention. Students may not use mobile phones on the school driveway. In the second instance parents will be asked to collect the phone from the School Office. The school accepts no responsibility for lost, damaged or stolen mobile phones.

### **More Able Education**

The school provides a variety of opportunities in lessons and beyond the classroom for students who are particularly able in a certain discipline and have a very high expected grade. Parents are asked to notify the school where their child has had a particular gift. All students are tracked regularly to make sure they are reaching their potential. It is pleasing to note that students at English Martyrs are highly successful in a range of areas. The Lead teacher for More Able students is Mrs Cajkler.

### **Morning Study Group**

Morning Study Group for year 7 students is held several mornings per week. Students usually attend one session a week from 8.25-9.00 am.

Approximately 15-20 students meet each session to work on both literacy and number skills. Students are usually invited to join the group depending on recognised needs and they work on a variety of skills including spelling, handwriting, reading comprehension, dyslexia programmes, and number work.

Students work in a 1-1 situation with a volunteer Sixth Form mentor or teaching assistant. The Sixth Form students are trained and guided through the programmes by the Learning Support department. Parents are notified at the beginning of term when a place at Morning Study Group is offered to their child. Places may also be offered on request.

### **Movement around the school**

Students should move purposefully and quietly around the school and should not stop to talk to people or congregate. Students must follow the one way system, it is for everyone's safety. In the buildings everyone should be purposeful and conversations should be at a low volume. Shouting out is not allowed. When waiting outside a classroom for a teacher, students should wait quietly.

## **Multi Academy Trust**

English Martyrs' Catholic School is a Catholic Voluntary Academy. The school is a member of the St Thomas Aquinas Catholic Multi Academy Trust which comprises all the Leicestershire Catholic Schools in the Diocese of Nottingham. Information about how the trust promotes working together across our family of schools is found at [www.aquinas-cmat.org](http://www.aquinas-cmat.org)

## **Online Behaviour**

A code of conduct for Online behaviour is printed in the Student Planner. Should you have concerns about a student's behaviour online, please contact Head of Year, Mr Boonham, providing screen shots of any inappropriate posts.

## **Parishes**

English Martyrs' School serves the children of the following parishes:

Blessed Sacrament, Leicester  
Divine Infant of Prague, Syston  
Mother of God, Leicester  
Our Lady of Good Counsel, Leicester  
Our Lady of Victories, Lutterworth  
St. Edward's, Leicester  
St. John Bosco, Leicester

St. Pius X, Narborough  
St. Theresa's, Birstall  
St. Patrick's, Leicester  
St. Peter's, Hinckley  
St. Peter's, Leicester  
St. Peter & Paul, Earl Shilton

## **Personal Development programme**

As part of the programme students will take part in PSHE, careers sessions, debates etc. We also have a rich programme of co-curricular experiences. Parents will have a full update at the Parents' Briefing in September.

## **Personal Property**

Parents are asked to label their child's uniform and property. Lost property is returned to and collected from the Premises Office and small valuable items from the School Office. Please put your child's name in full, with their form.

## **Photography**

Still and moving photography is used in school for a variety of reasons. This includes taking photographic evidence for the completion of examination submissions. Photography is also used to illustrate student work and to celebrate success. Photographs of students may be published in School or

CMAT Publications or on the school website. And we request permission for that. Students are not normally named in these photographs. Occasionally professional video recordings may be made of students taking part in Performing Arts Activities.

Parents/carers who wish their students not to be photographed for official school purposes are asked to contact Mrs Singh in writing.

Students are permitted to bring cameras which take still images on school visits, however the use of mobile telephones to take photographic images is not routinely permitted. Students may circulate photographs of others only with their permission. These should not be posted on social networking sites.

### **Planner**

Each student is issued with a School Planner at the beginning of the academic year. The planner will be used in lesson times to support learning, to record important dates, and provide key information to help students navigate the school day. The planner is also an effective way for parents to communicate with their child's Form Tutor. Planners are expected to be signed by parents and tutors.

### **Punctuality**

Students must arrive punctually to school and each lesson. If a student arrives late to school they must sign in at the Chapel Reception, to get their mark in the register. Late to school will generate a breaktime detention. Twice in a week will generate a 30 minute afterschool detention. The parents of students who are regularly late will be notified by letter and detentions will be set.

### **Pupil Premium**

The school receives funding called "Pupil Premium" to support students who are, or have been, on the Free School Meal register with their learning. The funding is spent on a mixture of things. We support student learning through additional one-to-one tuition and mentoring and we pay for some equipment including Revision Guides. Students receive a small personal allowance which they can choose to spend on learning equipment or school visits. Some of the fund is spent on student welfare and monitoring achievement and some, following government advice, on teacher training and development. Full details are available on the school website. If you feel your child is entitled to this support please contact Mr Manger, Lead teacher for Pupil Premium students.

### **Purple Pens**

Each student is issued with a purple pen which they should use to respond to comments and questions teachers have written on their work.

### **Reading**

All Year 7 students are encouraged to read at least one book for pleasure every two weeks. The school has a drop everything and read programme during accelerate.

### **Relationships and sex education (RSE)**

The school seeks to develop the character and attributes of each person so that they can appreciate their own worth, dignity and talents and build right relationships with others in pursuit of the common good.

We promote delight in the unique set of talents and gifts that each individual has received from God and we seek to foster a warm, inclusive and nurturing culture in which every student is able to flourish and where relationships between all members of the community are constructive and affirming. We champion fundamental values of self-expression, freedom and equality and embrace and celebrate God's creation in all its diversity. Students are encouraged to develop a strong sense that "though we are many, we are one body". (*Romans 12: 5*)

It is our mission to develop each person holistically. As such the school endeavours to nurture the physical, emotional, psychological and spiritual development of each student as they embark on their own unique and special journey with God, lived and revered in their interactions with others in the whole variety of human expressions, including physical love. Relationships education is taught and experienced across the curriculum and includes learning about physical, moral and emotional development.

The full policy may be read on the school's website and parents' comments and reflections on it are always welcomed by the school's governors and the multi academy trust.

### **Reporting Progress**

Parents in year 7 will receive information about their child's progress throughout the year. Parents are asked to discuss the information contained and any action needed with their child. Subject staff are available to discuss academic progress at the consultation meeting held each year or by appointment at school. The system will be explained at the Year 7 September Parents' informal Meeting.

## **Retreat Programme**

A retreat is a time of prayerful reflection on our lives. Students are regularly given the opportunity to go on retreat during their time at English Martyrs' School. In Year 7 students attend a one day retreat, during the school day, with members of their form and the Chaplain.

## **Rewards and Sanctions**

The school rewards students for achievements, effort and good conduct and service to the community. There are many opportunities to receive rewards, particularly through Arbor and also in Celebration Evenings and assemblies. Students may also find that their parents have received a letter, praising them for their good work or effort or are given an English Martyrs Pen by Mr Calen.

Students are expected to follow the school rules at all times. In the first instance, those who do not will be reminded of the school's expectations by members of staff. If this does not lead to an improvement, parents will be contacted and sanctions may apply. School sanctions include "After School Detention" and "Reflection" from other members of the community for a day. An emailed notice of detention is sent to parents informing them that a detention has been set and of the date and length of detention.

If a student fails to turn up for a detention, a half day reflection is set followed by the after school detention. Detentions must be attended on the date set. In exceptional circumstances a student may be excluded from the school. In this case parents will be notified by telephone and invited to a reintegration meeting with a senior member of staff to discuss the reasons for exclusion. A letter briefly explaining these will be sent to parents. Reflections are set at the discretion of the Head of Year. Prior notice is not necessarily given but a letter recording the reflection will be sent to parents.

## **Safeguarding**

The school endeavours to ensure the safety of all students. Parents are asked to support the school especially by telling the school about any situation which may impact on their child's welfare. The school's Designated Safeguarding Lead (Child Protection Officer), is Mrs Singh, Assistant Principal. The DSL Team are Mr Boonham, Mrs Lewis, and Mrs Webster. Our safeguarding policy is found on the school website.

If you have a safeguarding concern with regards to a student attending English Martyrs and the school is closed we would advise you in the first instance to Contact the Police 222 2222 or The Duty and Assessment team on 454 1004.

### **School Council**

English Martyrs' School has a School Council which meets each term. The Council discusses matters raised by the Year Council. School Councillors are elected by members of their form and serve for one year.

### **School Health Services**

Students have access to a school nurse who visits regularly. Referrals can be made through the Head of Year.

### **Special Educational Needs**

The school provides for the different needs and talents of all students. There is a variety of provision for students with Special Educational Needs. In the first instance parents are invited to discuss these with Mrs Webster, Head of Inclusion, to ensure that information is fully shared and appropriate provision put in place.

### **Spiritual Life Group**

The school has a spiritual life group of students, teachers and priests that meets each term to plan and review Spiritual life activities. Young people are very much welcome to make their views and opinions heard and to take a lead in organising activities and events such as Assemblies, Masses, Retreats, Pilgrimages and fund raising for charity. Students are also able to become Chaplaincy Officers, Sacristans, Readers, Servers and liturgical musicians.

### **Study Club**

The Study Club operates in the school Library two afternoons each week and supports students with homework. Details in the Extra Curricular Activities booklet.

### **The School Office**

All student administration is dealt with at the School Office which is staffed by Mrs Brown, Miss Carr, Miss Tipton and Miss Wardle.

The School Office deals with the following and other similar things:

- Collection of replies for school journeys special events
- Return of data forms and medical forms
- Payment for instrumental lessons, school photographs, tickets for school productions concerts and events if not possible via Parent pay.
- Issue of diaries (replacements)
- Issue of ties, badges, equipment etc
- Issue of Locker keys and replacement of lost keys

- Issue of replacement bus passes
- Telephone calls home in the event of a fixture or rehearsal being cancelled and a lift having to be arranged

### **Vehicles on site and in the area**

Parents are asked not to bring cars on to the school site for safety reasons. Students who hold driving licenses are not permitted to bring motorised vehicles onto the school site.

Parents are asked to be considerate to our neighbours and not to block their access when dropping off or waiting for children.

### **Voluntary Mass**

Voluntary Mass is celebrated in the school each week on Friday at 8.25am.

Students are welcome to attend and to take a leadership role e.g. by reading, serving, making music or giving a presentation.

### **Well-Being**

The school's wellbeing and pastoral team is committed to promoting and supporting happiness and wellbeing, encouraging conversation, building resilience, and providing students with the tools to manage emotions.

Mrs Collins is the Well Being champion for the school and is available for all students to talk to.



## Our House Saints



### **Blessed Alban Roe (1583-1642)**

(Alban) Bartholomew Roe was born in Suffolk in 1583. He began his studies for the priesthood at the English College at Douai between 1603 and 1610. In 1613 he joined the English Benedictine Community of St. Lawrence at Dieulouard in Lorraine, taking the name Alban, and was ordained in 1615.

After ordination he joined the missions and worked in London, but was arrested for being a catholic and deported shortly after his arrival. He returned to England in 1618, was arrested and imprisoned until 1623. After two years away he was arrested and imprisoned for another 17 years in the Fleet prison. King Charles I governed without a Parliament and conditions in the prison, for priests, were good. So long as Alban promised to be back at night he could minister to people during the day in the ale houses, as there were no churches.

In 1641 the Long Parliament started and conditions for Alban changed. He was transferred to Newgate prison and found guilty in 1642 of being a Catholic Priest. The jury took about a minute to find him guilty.

On 21st January 1642, Fr Alban Roe and Fr Thomas Reynolds, a priest in his 80s, offered their last Mass and were led to the gallows at Tyburn, where they were hung, drawn and quartered.



### **St. Edmund Campion (1540 – 1581)**

Edmund was a Londoner, the son of a wealthy bookseller, he was destined to scholarly life. He went to Oxford University in 1557, where as an undergraduate, he was known to be one of the best orators in England. He received awards and favours from his patron, the Earl of Leicester. He was destined for fame and fortune. When Queen Elizabeth came to the university it was Edmund who was chosen to greet her. In 1565, he became a deacon in the Church of England. It was after setting up Trinity College, Dublin, that



Edmund decided to give all this up. He travelled to Douai in France where he became a Catholic. In 1578, in Prague, he was ordained a Catholic priest. In the same year he travelled to Rome, joined the Jesuits and was sent on a mission, with Ralph Sherwin, to start a mission in England. For the best part of a year, Edmund travelled the country. He was arrested later in the year and tried as a traitor. He was hung, drawn and quartered at Tyburn alongside St. Ralph Sherwin, on 1<sup>st</sup> December 1581.



### **St. Margaret Clitheroe (1556 – 86)**

Margaret was born into a Protestant family, the daughter of a wealthy merchant of York in 1556. She married well, to John Clitheroe in 1571, a rich butcher. It was at this point in her life she came into contact with Catholics and converted to the faith.

Though John remained a protestant, he tolerated his wife's new faith. Although Margaret's step father was the Sheriff of York and John had become Chamberlain of York, Margaret became a very outspoken and high profile Catholic. During this period she was imprisoned for two years for not attending the parish church. At home Margaret would hide priests and hear mass.

After her son went abroad to a Catholic college, Margaret's family fell under suspicion. A young neighbour revealed under threats of torture, where Margaret hid the priest. Margaret was arrested and after a short trial, sentenced to death. She died on 25<sup>th</sup> March 1586, by being crushed underneath a heavy door, with stones placed on it and a sharp boulder under her back. This happened with her family watching.



### **St. John Fisher (1469 - 1535)**

'Of all the Englishmen that have ever lived, there have been none more nobler than Fisher.' *John Betjeman.*

Like his friend Thomas More, John Fisher was one of the most influential men of his age. Born in Beverley, North Yorkshire sometime between 1459 – 1469, John was very much a man of his age. He rose up from humble origins to become a leading theologian and scholar. He was to also become Chancellor of Cambridge University for many years, a post he truly loved for all the right reasons. It was his involvement in King Henry VIIIth's 'great matter' that brought him to the fore. John was a very humble man who believed that by living an exemplary life, he could inspire others to follow in Christ's teachings. When he became Bishop of Rochester, he had to advise the King on his divorce. When the church in England split, it was John Fisher who spoke out most fervently against the decision. For this, like his great friend Thomas More, his opponents had him tried for treason. The Pope, Paul III, tried to protect John by creating him a Cardinal. Henry saw this as foreign meddling in domestic affairs and famously said '*The Pope might send him a Cardinal's hat, but I will make sure he had no head to put it on.*' John Fisher was martyred on 22 June, 1535.



### **St. Anne Line (1563-1601)**

Anne Line was an English Martyr from Dunmow, Essex. The daughter of William Heigham, she was disowned by him when she married a Catholic, Roger Line. Roger was imprisoned for being a Catholic and was exiled and died in 1594 in Flanders, Belgium. Anne stayed in England where she hid Catholic priests in a London safe house. In this endeavour she aided Jesuit Father John Gerard until her arrest. Anne was hanged in Tyburn on February 27, 1601. Pope Paul VI canonized Anne Line in 1970 as one of the Forty Martyrs of England and Wales. She shares a feast day with fellow female martyr saints, Margaret Clitherow and Margaret Ward on 30 August.



### **St. Thomas More 1478 – 1535)**

*'I am the King's good servant but God's first.'*

*St. Thomas More at his execution*

Thomas was one of the most influential men of his day. A great friend of the philosopher Erasmus; Cardinal Fisher and King Henry VIII. Although Thomas moved in the circles of power, he loved and lived the simple life. Thomas preferred his home life to that of the court. A highly devout and principled man, Thomas was chancellor of England, when King Henry wanted to seek a divorce. Thomas could not reconcile his faith and his loyalty to the king. After refusing to accept Henry as Head of the Church in England, he resigned his post of Chancellor. However, his opponents would not let him retire gracefully and persuaded the king to put Thomas on trial for treason. This he did and Thomas was eventually found guilty of treason. He was martyred on 6<sup>th</sup> July 1535.



### **St. Ralph Sherwin (1550-1581)**

Ralph was born in Roddesly in Derbyshire. At Oxford he studied philosophy and enjoyed the patronage of Queen Elizabeth's favourite, the Earl of Leicester. In 1574 he became a Catholic and joined the English College at Douai and became a priest in 1577. After a short time in Rome he came back to England with St. Edmund Campion in order to serve the Catholic community. He was arrested only a few months into his mission in London. After being both offered a bishopric in the church of England if he converted and at the other extreme, being severely tortured, he was tried with St. Edmund Campion and suffered the same fate. Hung, drawn and quartered at Tyburn on the outskirts of the city of London. He was martyred on December 1<sup>st</sup> 1581.



### **St. Margaret Ward (died – 1588)**

Margaret was born in Congleton, Cheshire. The date of her birth is unknown, as she was born into a poor family. She went into service at an early age in London. It was her participation in the escape of Father William Watson from prison that led to her martyrdom. Margaret worked for a Catholic family, at a time when being such meant heavy fines, imprisonment and even death. As a Catholic herself, she smuggled a rope into Brideswell prison, London, to help Father Watson escape. He did and the rope was traced back to Margaret. She was arrested and tortured but refused to reveal Father Watson's hiding place. Her torturers offered her a pardon if she recanted her faith and conformed to the Church of England. She refused this also and was tried and at the Old Bailey on 29<sup>th</sup> August 1588. She was martyred on 30<sup>th</sup> August 1588.