



Welcome to Caldew School



Where every student is successful
today and prepared for tomorrow

Aspire, Believe, Achieve

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Introduction

Dear Parents/Carers and Students,

Welcome to Caldew School! On behalf of the Caldew Transition Team, I look forward to welcoming you to our school community in September.

As the Head of Year 7, but also as a teacher and parent myself, I understand how exciting and vitally important the transition process is for every child. This information has therefore been prepared to provide families with essential information to ensure the transition process is as smooth and stress free as possible. However, if you do have any queries please do not hesitate to contact the Transition Team.

During these unprecedented times, we are reviewing our transition programme to ensure that we continue to build strong and lasting relationships with parents/carers and their children and that each and every student is fully prepared for their transfer to our secondary school.

We look forward to meeting you.

Mrs McGuinness and the Caldew Transition Team



A Warm Welcome from our Headteacher

Whether you are a new parent or whether you already have children at the school, I would like to take this opportunity to warmly welcome you to Caldew School. In September you will join a school which has a rich history and has established an enviable reputation where students of all abilities flourish. We are a friendly and inclusive community with high aspirations and expectations for the students within our care. Our GCSE and A level results continue to be strong and we place a high importance in equipping our students with the skills they will need for the world after school. We expect our students to become the leaders of tomorrow in whatever field they choose.

I am very proud to be the Headteacher of Caldew School. I feel very privileged to spend my days working with young people who never cease to impress me with their talents, skills and enthusiasm both within and outside school. Caldew has a well-founded reputation as a Good school and I believe we have the potential to be truly Outstanding. I am committed to ensuring our students enjoy a high quality education and achieve the qualifications that they need for the next stage in their lives, in a school where they feel valued, cared for, where they feel respected and treat others with respect. Our expectations of students, in terms of their achievement and behaviour, are very high. If our students are to realise their full potential they need to aspire to be the best that they can be.

We firmly believe that students, parents and teachers must work closely together if we are to support every young person to unlock their potential and achieve success. We hope that you will find the school welcoming and supportive and that we can quickly develop a partnership which best serves your child's needs and aspirations in the years ahead.

Moving to secondary school is an exciting time but I fully appreciate how daunting the transition process can be, both for yourself as a parent but also for your child. To this end, we have put together this guide which we hope will be useful to you as you become an integral member of our school community. It introduces some of the school staff, our routines and the expectations we will have of your child as a student in our school.

Please do not hesitate to get in touch with us if you need any further information at this stage and we will be happy to help or add any clarification.

We look forward to working with you in partnership over the years ahead!



Vicki Jackson
Headteacher



Primary School Contact

During the summer term, Caldew's Transition Team works very closely with primary schools to ensure that we receive essential information about Year 6 students.

Welcome Meeting

Our Welcome Meeting is an important event in the transition calendar. We invite parents/carers and Year 6 students to meet key staff, including Year 7 Form Tutors. This is an introduction to Caldew School and our vision and values. During these unprecedented times, we are currently considering how we can run this meeting.

Transition Day

During the Transition Day, Year 6 students will have the opportunity to experience a typical school day at Caldew. They will meet Year 6 students from different primary schools, some Caldew teachers, sample lessons, have lunch and also take part in sporting activities. In addition, the students will meet their Form Tutor and will be guided around school by our students. This will provide familiar faces for the Year 6 student when they start school in September, particularly during their first week of school.

We are also currently reviewing how we can currently offer this day and will provide further details by letter.

First Day of School

On the first day of school in September, Caldew staff and students will be present at each entrance point to the school to direct and guide our new students into school. The majority of our students arrive by bus and teachers will take them to the theatre where there will be a welcome assembly. The students will then be taken to their form rooms. Full details of these arrangements will be provided.



At Caldew, my lessons are fun and interactive and I've learnt lots of new things.

Year 7 Tutor Evening

The Tutor Evening is an important opportunity for parents/carers and students to meet with Form Tutors to discuss how students have settled into Caldew and their academic targets. Further details will be provided in September 2020.

Year 7 Parents' Evening

At Parents' Evening, parents/carers and students will have the opportunity to meet with subject teachers to discuss how students have settled into their courses, their achievements and any improvements or changes which may enable students to make further progress. Further details will be provided in September 2020.

Growth Mindset

Caldew School teaches our students about mindset. The key aim of growth mindset is to create a love of learning but also a resilience that is essential for all accomplishments in life. This encourages our students to believe that their effort and attitude determine outcomes and encourages them to persevere. A programme of activities about growth mindset will be delivered via Form Tutors and also in assemblies.

Rewards

Caldew School's rewards system celebrates students' success and achievements. Students will earn rewards based upon a wide variety of factors such as their attitude to learning, their resilience and perseverance and also excellent attendance. Every week teachers nominate students for 'Learner of the Week', Year 7 celebrate a 'Star of the Week' and there are end of term celebration parties.

Form time is a great way to start the day and we do lots of different activities.
Daniel.





Caldew Code of Conduct

Students have the right to learn...

- Aim to 'be the best you can be'
- Be proud of your achievements and celebrate the success of others
- Respect everyone's opinions, listening to others and allowing all to take part in learning
- Take pride in your work and your environment
- Take opportunities to improve your work based on marking and feedback
- Recognise it is OK to fail and get things wrong if you learn from it
- Work in silence when you're asked to
- Make sure your behaviour does not distract other students

Teachers have the right to teach...

- Everyone needs to be on time for lessons
- Bring your books and equipment to every lesson
- Follow instructions first time
- Engage positively in each activity – try your best
- Behave sensibly and concentrate on the lesson
- Listen carefully to others and take turns when speaking

Everyone has the right to feel safe...

- Walk around the school in a calm manner – keeping to the left and being aware of others
- Speak up for others and 'call out' bullying
- Challenge unacceptable language and comments
- Treat each other as you want to be treated
- Make sure everyone is included – be thoughtful and kind
- Think about how your behaviour affects others
- Show tolerance and acceptance of everyone
- Be safe on the internet
- Make sure you know who to turn to for help



Behaviour Code

Caldew School's behaviour code includes very high expectations of students. Sanctions will apply if these expectations are not met. Full details will be provided in September.

Attendance

School attendance and punctuality are extremely important and are linked to attainment. At Caldew we celebrate excellent attendance through our rewards system and our target for every student is 100% attendance.

If however, a student is ever absent, the school's Attendance Officer should be contacted as soon as possible (and at the very latest by 9.30am) every day of absence, explaining the reason for the absence. Medical appointments should always be arranged outside the school day and family holidays should not be taken in term time.

Form Groups

You will receive a letter explaining which Form Group you will be joining. Each form consists of approximately 24 Year 7 students - together with the Form Tutor! The form group will include students from multiple primary schools and the focus of the form during the initial weeks will be to make new friends, to settle into secondary school and to make a great start to secondary education.

A Form Tutor is a teacher who the student will see at the beginning of each school day for the next five years. They will mentor the student throughout their time at Caldew School ensuring good academic progress and enjoyment of learning. The Form Tutor is the first contact if there are any queries, problems or worries and their contact details (email and telephone number) will be provided.

School Lockers

Students may choose to hire a school locker to store PE kits, school books and spare equipment. A letter will be issued during the first week of term in September giving further details.



*I have made lots of new friends since I started at Caldew.
Sophie.*

The School Day

8.40am - 9.00am	Form Time (Registration, time with Form Tutor or Assembly)
9.00am - 10.00am	Lesson 1
10.00am - 11.00am	Lesson 2
11.00am - 11.20am	Break Time
11.20am - 12.20pm	Lesson 3
12.20pm - 1.05pm	Lunch Time
1.05pm - 2.10pm	Lesson 4 (includes afternoon registration)
2.10pm - 3.10pm	Lesson 5

Break and Lunchtime

Year 7 have their own dedicated social area within the school and this is where many Year 7 students initially spend their free time. However, in addition to the Year 7 area, students may instead choose to go outside, go to 'The Curve' and use a computer there, visit the Library or socialise with their friends in another area of the school. There are also a large number of lunchtime clubs available in school such as sport clubs, music and drama clubs, homework clubs and IT clubs.



At break and lunchtime, students will have the opportunity to purchase food and drinks. Students queue up outside the Dining Room which gives them the opportunity to choose something from the menu. There are many daily specials as well as a wide selection of favourites.

Extra-Curricular Activities

An opportunity to represent Caldew School in an activity or event is something to be extremely proud of. We are very proud of the successes that our students have achieved including music and drama, sporting events, Duke of Edinburgh and Young Enterprise.

Success is built upon commitment. If a student is selected to represent the school we ask that they commit to rehearsals and training after school. A full list of extra-curricular activities will be given to students in September and we encourage all to take part. It is a great opportunity to meet new friends from all year groups.

Payment for Food

If a student purchases food from the Dining Room at break or lunchtime, a 'cashless' system of payment operates. Caldew School uses a biometric system which involves taking and using the fingerprint of each student (the system takes the measurements of a fingerprint and converts these into a template which is then stored on the system). We will ask parents/carers to complete a written consent form so that fingerprint data can be taken. Alternative arrangements will be made for students whose parents/carers choose not to give their consent. Once a student is on the system, accounts can then be topped up at the machines sited around school where a gel pad will recognise a registered student when they place their finger on it. Coins or notes can then be fed into the machine on a daily or weekly basis. This system successfully speeds up the food service during break and lunch time.

All students will also have an iPayimpact account which is an on-line payment system for the school's catering. Details of the iPayimpact account system will be provided. In addition, individual details may be accessed online via the iPayimpact system, including a record of purchases made and daily spend amounts.

Students may choose to bring their own packed lunch and this is eaten in the Dining Room too.

Mobile Phones

We recognise that mobile phones may be necessary before and after school for some of our students, but if a parent and student agree that a phone is brought to school, it must be turned off and stored in a school bag. All contact with and by students during the school day should be made via Student Services.

If a mobile phone is seen or heard during lesson time, it will be confiscated and parents/carers will be asked to collect it at the end of the school day. The school is not liable for any mobile phone that is brought into school.

*I really enjoy the opportunity to try lots of different sports and I've taken part in football and rugby matches.
William.*



Buses

There are lots of buses that leave from set points around the school at 3.15pm each day. During the first week at Caldew School, Year 7 students will leave their final lesson early and will be shown where to catch their bus and directed there for the first few days.

School transport for students who live in the catchment area is arranged by the County Council. Please contact them directly for information regarding allocation and passes on 01228 226427. The deadline for new applications for September 2020 is the end of May 2020. School transport for students who live outside the catchment area is arranged by parents/carers. Please contact the school if you require any further information.

Caldew School Library

Caldew School Library is at the heart of the school, supporting a strong reading for pleasure culture through the provision of a wide range of popular fiction and non-fiction books, a Monday lunchtime book club, quiet reading with hot chocolate during Wednesday break time and a friendly, dedicated and professionally qualified librarian to give help and guidance. Students requiring support with their homework are welcome to come to the library at break and lunchtimes, where Mrs Bell (our librarian) and her Sixth Form helpers will be happy to provide assistance.

At the end of this book is a template for a book review "leaf". Year 6 students are asked to review a book that they read over the summer holidays, and then return the 'leaf' to Mrs Bell, our Librarian. Students can choose whether to print out and decorate one of the leaves provided, or to design their own review leaf! Each completed 'leaf' will earn an achievement point, and be displayed on the Reading Tree in the Library (see the picture below). Its branches are currently bare, and it is waiting for our new students to bring it alive! To view our list of recommended reading suggestions for the summer, see the school library website at <http://caldew.cumbria.sch.uk/students/library/>. If you have any queries about the review leaves, or any summer reading, please contact Mrs Bell on 01228 710044 ext 237, or email Rachel.Bell@caldew.cumbria.sch.uk



Caldew School Council

There are 12 members of Year 7 on the School Council and they have been an integral part of the group this year. Caldew School Council has over 70 members this year led by five School Council Chairs who are members of our sixth form community. There are 2 elected representatives per form group and these pupils sit on their Year Council. Year Councils meet a few times per half term and discuss a range of topics including fundraising and teaching and learning. Students are encouraged to share their views with their peers via conversations in form groups which their reps can feedback to their Year Council.

Each year group also has democratically elected year reps who sit on the Whole School Council alongside staff and a member of the school's governing body. The Whole School Council meets once per term to discuss the views of the whole student body and this is fed back to the school's senior leadership and governors.

This year the School Council have a number of avenues of focus including:

- Teaching and learning reviews
- Fundraising
- Promoting the School's values
- Promoting the anti-bullying ambassador scheme
- Engaging in the local community
- Building links with Carlisle Youth Council
- Reviewing sustainable practises at the school
- Developing student awareness of mental health

This year, Year 7 students have been involved in School Council presentations to staff and they have been a credit to the school. We look forward to welcoming new members next year.



***We have really enjoyed making new friends and everyone at school is really friendly and helpful.
Grace and Jasmine.***

Caldew School Transition Team Staff



Mrs McGuinness
Head of Year 7



Miss Eastburn
Primary Liaison



Mrs Cavanagh
Admin Supervisor



Miss Howson
SENCO and Safeguarding



Mrs Taylor
Student Services



Mrs Graham
Student Services



Mrs Richardson
Attendance Officer



Mrs Bell
Librarian

Contact Details

Name	Telephone Number	Email Address
School Reception	01228 710044	office@caldew.cumbria.sch.uk
Student Services: Mrs Taylor	01228 710044 option 4	Sheila.Taylor@caldew.cumbria.sch.uk
Student Services: Mrs Graham	01228 710044 option 4	Lorraine.Graham@caldew.cumbria.sch.uk
Attendance: Mrs Richardson	01228 710044 option 3 text: 07860 055816	attendance@caldew.cumbria.sch.uk
SENCO and Safeguarding: Miss Howson	01228 710044	sen@caldew.cumbria.sch.uk
Head of Year 7: Mrs McGuinness	01228 710044	Catherine.Mcguinness@caldew.cumbria.sch.uk
Primary Liaison: Miss Eastburn	01228 710044	Cheryl.Eastburn@caldew.cumbria.sch.uk
Admin Supervisor: Mrs Cavanagh	01228 710044	Karen.Cavanagh@caldew.cumbria.sch.uk
Librarian: Mrs Bell	01228 710044	Rachel.Bell@caldew.cumbria.sch.uk

School Term Dates 2020-2021

Autumn Term 2020

INSET Days Tuesday 1st and Wednesday 2nd September

STARTS Thursday 3rd September

ENDS Friday 18th December

HALF TERM HOLIDAY Monday 26th - Friday 30th October

Number of school days in term – 72

Spring Term 2021

STARTS Monday 4th January

ENDS Thursday 1st April

HALF TERM HOLIDAY Monday 15th - Friday 19th February

Number of school days in term – 59

Summer Term 2021

STARTS Monday 19th April

ENDS Friday 16 July

INSET Day Friday 16th April

Good Friday – 2nd April

Easter Monday – 5th April

Early May Bank Holiday 3rd May

HALF TERM HOLIDAY Monday 31st May - Friday 4th June

Number of school days in term – 59

I was the only student to come to Caldew from my primary school, but I found it easy to make friends as everyone is really friendly.
Rhys.



Uniform

Girls' Uniform

Blue shirt	It must have a top button and not be open-necked. Ties are expected to be done up fully with the top button fastened. Polo shirts are not acceptable.
Black trousers or skirt	Trousers should be straight and not tight to the leg or heavy cotton or jean-like in appearance. Skirts must be black, at least knee length, A line or pleated style to the knee. No Lycra tube skirts allowed.
Dark socks or black tights	
Caldew blazer	Non-Caldew jackets must not be worn on the school premises.
Caldew tie	
Caldew jumper	Optional
Black shoes	These should be proper school shoes. Shoes should not have any visible logos or flashes of colour. Stitching on the shoes should be black. No heels or shoe accessories such as fake gems or silver trim should be evident. No boots or trainers of any kind or colour are allowed.
Hair	Hair should be clean and in a style acceptable to the ethos of the school. Students should not have patterns or logos shaved into their hair, also it should not be of a colour which could be described as non-conventional. Hair accessories should be discreet.
Important additional information	No make-up (Years 7 and 8) /Light make-up only (Years 9 – 11). No coloured nail varnish or nail decorations to be worn. One stud earring per ear lobe. No other piercings. No jewellery.
<i>All the above items can be purchased from The Uniform Shop, Unit 3, Atlas Works, Nelson Street, Denton Holme, Carlisle, CA2 5NB</i>	

Boys' Uniform

Blue Shirt	It must have a top button. Ties are expected to be done up fully with the top button fastened. Polo shirts are not acceptable.
Black trousers	Trousers should be straight and not tight to the leg or heavy cotton or jean-like in appearance.
Dark socks	
Caldew blazer	Non-Caldew jackets must not be worn on the school premises.
Caldew tie	
Caldew jumper	Optional.
Black shoes	These should be proper school shoes. Shoes should not have any visible logos or flashes of colour. Stitching on the shoes should be black. No boots or trainers of any kind or colour are allowed.
Hair	Hair should be clean and in a style acceptable to the ethos of the school. Students should not have patterns or logos shaved into their hair, also it should not be of a colour which could be described as non-conventional.
Important additional information	One stud earring per ear lobe. No other piercings. No jewellery.
<i>All the above items can be purchased from The Uniform Shop, Unit 3, Atlas Works, Nelson Street, Denton Holme, Carlisle, CA2 5NB</i>	

PE Kit

Girls (see photo)	Compulsory - navy/light blue hoody, navy/light blue polo shirt (fitted or regular), navy court skort or centre short (girls can purchase longer boys shorts if they prefer), light blue socks. Optional – navy cuffed tracksuit bottoms.
Boys (see photo)	Compulsory - Navy/light blue reversible rugby top, navy light blue regular polo shirt, navy/light blue action short, navy football socks. Optional – navy cuffed tracksuit bottoms.
	Additional optional equipment – shin pads and gum shields
<i>All the above items can be purchased from The Uniform Shop, Unit 3, Atlas Works, Nelson Street, Denton Holme, Carlisle, CA2 5NB</i>	



*There is always someone to help us and talk to at Caldew.
Danielle and Mia.*

Shopping List

Item	Image	Tick when purchased	Item	Image	Tick when purchased
Blue shirt long or short sleeved			PE trainers		
Black school trousers or skirt			Rugby top (boys) or hoody (girls)		
Caldew blazer			PE shirt		
Caldew tie			PE shorts or skort		
(Optional) Caldew jumper			Socks light blue (girls) navy (boys)		
Black school shoes No logos			(Optional) Navy tracksuit bottoms		

Shopping List

Item	Image	Tick when purchased	Item	Image	Tick when purchased
School bag			Colouring pencils		
Black ball point pens			Protractor		
Pencils			Calculator		
Eraser			Pencil case		
Pencil sharpener			Reading book		
Ruler			Highlighters		

Library Book Review Leaf

Name:

Title & Author of Book

Review of Book

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Rating /10

Name:

Title & Author of Book

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Rating /10

Review of Book

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SCHOOL

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