



**St. Cuthbert's**  
Roman Catholic High School

# Welcome to St. Cuthbert's

## A Guide for Parents and Carers



Year 7  
**2021**



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# Welcome

*Dear Parent/Carer*

*May I extend a very warm welcome to you and your child on behalf of the staff, students and governors at St. Cuthbert's R.C. High School.*

*I am delighted that you have chosen to send your child to St. Cuthbert's; you are joining us at this most exciting time and I can promise you we will do our absolute best to help your child achieve their full potential academically, physically, socially and spiritually.*

*This year our transition for Year 7s is different to what we would usually offer and I understand that this can be an anxious time for our new Year 7 students and their parents, carers and families. Please be assured that we will do everything we can to support your child in their transition from primary school to joining the St Cuthbert's community.*

*We are a Catholic school with a distinct ethos centred upon the life and teachings of Jesus Christ. We believe every student has their own God-given strengths, gifts and talents and we take great pride in nurturing these.*

*We encourage you to be involved in every aspect of your child's education at St. Cuthbert's. Your contribution to this is vital, so that over the next five years we work closely together to ensure your child is happy, safe and successful at St. Cuthbert's R.C. High School.*



*Mr D Shields  
Headteacher*



# Welcome

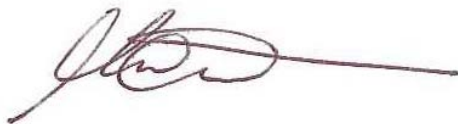
*Dear Parents and Carers*

*Firstly, could I say a warm welcome to you as your child's Head of Year at St. Cuthbert's R.C. High School. I am looking forward to working with you in what will be a very busy and exciting time as your child settles into life at secondary school.*

*At St. Cuthbert's we pride ourselves on the excellent quality of our pastoral care; all staff are dedicated to supporting and caring for our students. The Year 7 transition team including myself, our committed Form Tutors and experienced pastoral staff are here to offer help and guidance in order to support your child through their time at St. Cuthbert's, ensuring they feel safe, happy and achieve success. At every opportunity, we will encourage your child to be the best that they can be.*

*Especially in the current climate, it is only natural that some children may feel apprehensive about moving on from primary school. Our robust transition programme will guide and nurture your child so that they are supported throughout their educational journey and settle quickly into our St. Cuthbert's community. Please do not hesitate to contact our pastoral team should you have any concerns or information you can share in order to support your child's transition to secondary school.*

*We look forward to you joining our school community!*



*Mr M Lockett  
Assistant Headteacher  
Transition & Head of Key Stage 3*



## SCHOOL YEAR CALENDAR 2021/2022

Term	Term Starts	Half Term	Term Ends
Autumn	Tuesday 7 September 2021	Monday 25 October 2021 To Friday 29 October 2021	Thursday 17 December 2021
<b>CHRISTMAS HOLIDAY – Monday 20 December 2021 – Tuesday 4 January 2022 Inclusive</b>			
Spring	Wednesday 5 January 2022	Monday 21 February 2022 To Friday 25 February 2022	Friday 8 April 2022
<b>EASTER HOLIDAY – Monday 11 April 2022 – Monday 25 April 2022 Inclusive</b>			
Summer	Tuesday 26 April 2022	(Bank Holiday Monday 2 May 2022) Monday 30 May 2022 To Friday 3 June 2022	Friday 22 July 2022

## THE SCHOOL DAY

The school day consists of six 50-minute lessons as well as a form tutor period. Some lessons may be timetabled as double lessons meaning a duration of 100 minutes. There will be a two week timetable in place from September 2021 so students will have to ensure they are aware of what week it is when preparing their school equipment

TIME	DURATION	KS3
08.25 – 09.15	50 min	Period 1
09.15 – 10.05	50 min	Period 2
10.05 – 10.25	20 min	Form Tutor Period
10.25 – 10.45	20 min	Break
10.45 – 11.35	50 min	Period 3
11.35 – 12.25	50 min	Period 4
12.25 – 13.10	45 min	Lunch
13.10 – 14.00	50 min	Period 5a
14.00 – 14.50	50 min	Period 5b

## **ATTENDANCE MATTERS**

Every child at St. Cuthbert's RC High School matters. The most important factor in your child's success at St. Cuthbert's is full attendance. The link between attainment and good attendance is firmly established.

### **WHAT DO I DO IF MY CHILD IS GOING TO BE ABSENT?**

If your child is going to be absent from school you must contact the attendance office before 8:15 am.

You can contact the office by telephone on 01706 647761, selecting option 2, or by SMS text on 07624 804 546

Parents/carers must contact school on each day of their child's absence. You will be required to provide evidence of absence for medical appointments or illness if attendance falls below 95%.

### **ROUTINES AND PREPARATION**

Please ensure that your child is up sufficiently early in the morning to get to school on time. Help your child organise themselves the night before by ensuring their school bag is packed.

### **PUNCTUALITY**

All students are expected to arrive on the school site by 8.15am. Registration takes place at 8.20am each morning. Students who arrive late to registration will be issued with a late mark. Students who arrive to school after the registers close at 9am will be given a "U" code which is recorded as an unauthorised absence.

### **MEDICAL AND DENTAL ABSENCE**

Medical appointments should be taken outside of school hours where possible. If a medical appointment is taken during the school day, students are expected to attend before and after the appointment. Parents/carers are expected to contact school to advise of all medical appointments. Parents/carers will be asked to provide supporting medical evidence for their child's absence if their attendance falls below 95%.

### **LEAVE OF ABSENCE / HOLIDAYS**

At St. Cuthbert's R.C. High School we do not authorise leave of absence during term time unless there are extenuating circumstances. Leave of Absence application forms are available from the attendance office. This should be completed at least four weeks in advance of a planned absence, otherwise the absence will be recorded as unauthorised.

## **BREAK AND LUNCH TIME ARRANGEMENTS**

Food and drinks are available at break and lunchtime in the Cuisine. There is a vast range to choose from, with something to suit everyone's tastes. During break and lunchtime, as well as the Cuisine there are also various outdoor areas available to students. In adverse weather conditions students are directed to indoor spaces by year group.

A full school lunch costs £2.20 presently (but is subject to change). Our menus are available on the school website, Twitter and Facebook accounts for your perusal. If you have any concerns or allergies, please contact us and we will be more than happy to help.

### **Parent Pay**

St. Cuthbert's has a cashless catering system and we are sure that you and your children will greatly benefit from this. The cashless catering system eliminates the need for your child to bring any money to school to pay for breakfast or lunch. The system also gives you as parents greater control over what your child spends their dinner money on and enables you to obtain information about what your child has purchased through the cashless catering system.

In addition, the system is linked to a web-based service called ParentPay which enhances the cashless system even further by providing parents with the opportunity to 'top up' the cashless catering account set up for your child either online or via paypoint locations in the local community. The ParentPay system can also be used for some other school payments.

Once your child is registered at St. Cuthbert's, you will be given login details in order to add money to your child's account. Before September we will register your child's thumbprint. Whenever a student purchases an item, their thumbprint will be scanned, and money will be taken from their account. There is an automatic daily spending limit on each account of £4.00 which you can reduce to what suits you. To do this please contact the school office.

**Please see page 22 for further details**

## **MOBILE PHONES**

Mobile phones are not required in school. If a student brings a mobile phone, the school accepts no liability for any loss or damage.

Mobile phones can only be used to listen to music or play games in the dining room or outside at break and lunch. They must not be used for any other purposes (e.g. photos, phone calls) in any other areas at any other times. If they are, then the phone will be confiscated and not returned until the end of the day. This policy is subject to change.



## TUTOR TIME AND PASTORAL CARE

All staff are committed to supporting and caring for their students. We have an excellent pastoral system, with form tutors being the primary point of contact in our partnership with parents.

Form tutors, along with the pastoral support team and the Heads of Year, work together to ensure students achieve their full potential whilst being safe and happy in school. Academic success and the safety of students are our primary concerns.

There is a comprehensive form tutor programme, where various aspects of PSHE and Citizenship are covered. Students are also registered during this time and there is a time of prayer and reflection preparing students for the day ahead.

## GROWING IN FAITH

As a Catholic community, we believe that every person is created in the image and likeness of God and has a unique God-given purpose.

At St. Cuthbert's, it is our privilege to ensure that all our students are given every opportunity to recognise God in themselves, identify what their divine purpose is and become the very best versions of themselves. Students are invited to develop spiritually through daily prayer - with each morning beginning with prayer in Form Time or with an assembly. Students are also invited to attend Mass regularly, take part in and lead para-liturgies, participate in religious retreats and days of reflection, become Student and Junior Chaplains and Caritas Ambassadors, work with local and global charities such as Caritas, Mary's Meals and CAFOD, and travel on pilgrimage to places of religious significance such as Rome. All of these opportunities serve to nurture each student's gift of faith and develop them into the spiritually-aware, well-rounded individual they were created to be.

At St. Cuthbert's we are blessed with our own beautiful chapel within the school's grounds. The chapel is used throughout the year to facilitate many of the activities listed above and can also be opened for private visits by students accompanied with a member of staff.



## ST. CUTHBERT'S R.C. HIGH SCHOOL CORE VALUES

As a school, we have chosen five of the foundational values from Jesus' teachings in the Gospels which form the core of who we are and how we act as a member of St. Cuthbert's R.C. High School community.

### LOVE

Love is the central value which inspires our other 4 core values. We demonstrate our Christian love for one another in practical ways and by living out our core values. That is the "St Cuthbert's Way."

***"Love is patient, love is kind. It does not envy, it does not boast, it is not proud. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, and always perseveres."*** Corinthians 13:4-8

### RESPECT

At St. Cuthbert's RC High School we respect ourselves, others and our environment. We look after our own property and the property of others. We know how important it is to care for our school building, grounds and contents.

***"So God created mankind in his own image, in the image of God he created them; male and female he created them."*** Genesis 1:27

### COMPASSION

We treat others as we would like to be treated; with kindness, consideration and compassion. Bullying has no place in our school and we work together to prevent this. We are considerate of our local community and conduct ourselves appropriately on the way to and from school.

***"Do to others as you would have them do to you."*** Luke 6:31

### SERVICE

We use our God given talents to help others. We recognise that we are very fortunate and have much more than many in our world do. We offer our friendship, help and kindness to all that need it and expect nothing in return.

***"Now that I, your Lord and Teacher, have washed your feet, you also should wash one another's feet. I have set you an example that you should do as I have done for you."*** John 13:14-15

### STEWARDSHIP

We value our environment and planet and work hard to take care and preserve it. We take pride in our school and local community, working cooperatively to ensure it is looked after so that others can make use of and enjoy it.

***"Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms."*** 1 Peter 4:10



## ENRICHMENT ACTIVITIES

We encourage all our students to develop their talents and to do their very best in all their work.

One of the good things about belonging to a secondary school is the number of opportunities students have to learn new skills, develop new interests and to join new clubs and societies.

Every child coming into Year 7 has their own special talent. It may be in subjects, such as: English, Maths, Foreign Languages, Music, Dance, Drama and Sport. A student's talent may lie in charity work, helping others, caring for the environment, using computers, painting or drawing.

The list of extra-curricular activities on offer grows year by year. In recent years we have seen success from many of our sports teams including football, rugby, netball, hockey, cross-country, gymnastics, rounders, athletics, badminton, dodgeball and trampolining to name a few! Here at St. Cuthbert's we believe there is a sport for everybody. We welcome all students to get involved in the many activities on offer.



In Expressive Art, Music, Art and Drama we offer students lots of opportunities to be creative. Students can experiment with a range of instruments such as the ukulele, glockenspiel and keyboard. For budding actors, singers/dancers or stage managers there is the annual school production to look forward to. In Art, students experience a range of materials/artists to enthuse and engage their interest.

### Other extra-curricular opportunities include;

- School Choir
- Maths Club
- Science Club
- SEN Lunchtime Club
- Duke of Edinburgh
- STEM Club
- Paired Reading Group
- Drama Club
- Student Chaplains
- Study Hub
- Art Club

There are also various departmental trips to get involved with.

## PERSONAL DEVELOPMENT

At St Cuthbert's we recognise that a smooth transition from primary to secondary school is vital to your child's wellbeing. We also understand that this can be a testing time for parents/carers with many changes happening as your child becomes more independent. We aim to offer lots of support throughout this process and as part of this your child will have Personal Development lessons.

These lessons are with their Form Tutor and students explore issues such as:

- keeping safe
- friendship
- mental health
- emotional wellbeing
- keeping physically active
- family
- British Values

Our aim is to nurture and guide your child safely through the next stage of their lives.

## REWARDS

### REWARDS

Rewards are an important way of recognising effort, achievement and positive behaviour for learning. Celebrating effort, attendance and achievement are an integral part of school life at St. Cuthbert's.

We endeavour to celebrate the achievements of all of our students, particularly when they have demonstrated an excellent attitude towards school life. Achievement points are given when students demonstrate the 5Ps (Prepared, Punctual, Polite, Participants & Proud) in lessons, as well as for 100% attendance, no behaviour points, making positive progress towards their targets and being an outstanding learner.

### TEACHER REWARDS

Our school places a great deal of emphasis on the classroom teacher rewarding students, as it is through rewards that a positive relationship with learning is fostered. Our classroom teachers and the students' form tutors will issue achievement points on a daily basis. Students may also receive positive phone calls home, stickers and 'Star of the Lesson/Star of the Week' for positive contributions to their class or homework. This also includes contributions to the wider school community and extra-curricular activities.

At St. Cuthbert's R.C. High School, we use both academic monitoring and behaviour monitoring data to decide on eligibility for rewards. We seek to make praise a central theme to our pastoral system, promoting a sense of self-worth and accomplishment for our students and celebrating the many achievements of our young people.

# Behaviour for Learning

## **C1: CHOICE**

**THE EXPECTATIONS OF ME ARE THAT I WILL DEMONSTRATE THE 5PS AND THE BFL RULES.**

*If I choose not to do this, then I will receive a C1. This is a chance to change my behaviour and earn achievement points.*

## **C2: CHANCE**

**IF I AM NOT BEHAVING AS EXPECTED, I WILL RECEIVE A C2.**

*This is my final chance to change my behaviour.*

## **C3: CONSEQUENCE**

**I HAVE A 30 MINUTE DETENTION.**

*I must now make positive choices, demonstrate the 5Ps and earn achievement points.*

## **C4: CONSEQUENCE**

**I HAVE A 1 HOUR DETENTION AND I WILL NOW WORK IN ANOTHER CLASSROOM.**

*I must now make positive choices, demonstrate the 5Ps and earn achievement points.*

## **BEHAVIOUR FOR LEARNING CLASSROOM RULES**

- Not to talk when the teacher or anyone else is speaking
- Must stay on task
- Not to touch or distract another student
- To speak and act respectfully at all times





# The St. Cuthbert's

*As a member of the St. Cuthbert's  
Roman Catholic community,  
you will be:*

# 5Ps

**PREPARED**

**PUNCTUAL**

**POLITE**

**PARTICIPANTS**

**PROUD**



- **Be prepared for lessons with the correct equipment and any homework completed.**
- **Be punctual (within 5 minutes) and polite by arriving to class on time and with a respectful, positive attitude to learning and others.**
- **Participate fully in the lesson by completing all classwork in the time given and in the way in which you are asked.**
- **Take pride in your appearance and work by being in full school uniform and presenting all work neatly and with care. Participate fully in all assessments, responding to feedback to demonstrate what you have learned.**
- **Meet all expectations and contribute positively to the classroom environment at all times.**



## SCHOOL UNIFORM

School uniform plays a valuable role in contributing to the ethos of St. Cuthbert's R.C. High School. It is compulsory that only those items stipulated within the uniform list (below) are permissible to be worn by our students. The official school uniform must be worn by all students who are on roll at St. Cuthbert's R.C. High School at all times, without exception.

Full details of our school uniform and our uniform policy can be found on our website. Parents are strongly advised to consult our "Acceptable School Shoe" guide (<https://www.scrchs.net/transition/uniform>) before purchasing school shoes.

### OFFICIAL SCHOOL UNIFORM LIST

- Black blazer with school badge
- School tie
- White shirt, buttoned to the neck
- St. Cuthbert's mid-grey knee-length skirt (with school badge) /mid grey trousers.
- Black tights (preferable)
- Black socks
- Tailored, full length mid-grey trousers (no skinny/tight trousers or jeans, track suit bottoms, culottes, ski pants, leggings or jeggings)
- Black shoes (school shoes must not display sports logo ie Nike, Adidas etc. on the actual shoe. Please see the school website for further details)
- Optional V-neck grey sweater
- Religious dress (plain black Hijab or turban)
- Jewellery and piercings - 1 pair of small studs in lower earlobe and wristwatch only (smart watches are not permitted)

Please note: The colour of trousers and skirt is mid-grey; charcoal or black is not acceptable.

- Skirts must be knee-length.
- Shoes must be all black with a sensible heel. Boots, trainers, platform shoes, canvas shoes or leisure shoes are not acceptable. Parents are strongly advised to consult our website before purchasing school shoes. Students wearing incorrect footwear will be offered replacement shoes to borrow until appropriate footwear is worn. Failure to wear appropriate school shoes may result in the student working in isolation.

### PE KIT

- Red St Cuthbert's branded T-Shirt or black St Cuthbert's branded ½ zip long-sleeved top
- Plain black socks
- Plain black St Cuthbert's branded shorts, St Cuthbert's branded jogging pants, or St. Cuthbert's branded leggings
- Pumps or suitable trainers (indoor)
- Football boots or suitable trainers (outdoor)

**ALL ITEMS OF CLOTHING SHOULD BE CLEARLY MARKED WITH THE STUDENT'S NAME.**

Students should bring a bag, such as a black rucksack, suitable to carry their books (A4 size), writing equipment and planner (which is supplied by school) for every lesson. All students are expected to take responsibility for their books and equipment. Small handbags / fashion bags are not suitable school bags.

The following items are not permitted in school:

- Baseball caps
- Training shoes (outside of PE lesson)
- Boots
- Canvas trainers
- Hooded tops and hooded sweaters (these will be confiscated)
- Shaved heads or extreme hairstyles (including extreme hair colours).
- Excessive make up
- Jewellery other than watches (smart watches are not permitted) and a single stud in each ear lobe.

All Students in Year 7 to 11 are required to wear full uniform. We have zero tolerance policy towards incorrect uniform. The school uniform is available from Moses, Oldham Road, Rochdale and Top Form, Drake Street, Rochdale. please see the "Acceptable School Shoe" policy on the school website

#### **EQUIPMENT - ALL PUPILS MUST BRING THE FOLLOWING EVERY DAY**

- Pen
- Ruler
- Eraser
- Pencil

**Other essential pieces of school equipment**

- Exercise books
- Planner (supplied by school)
- Calculator
- Compass
- School bag
- PE kit (on relevant days)



## HOME LEARNING AND STUDENT PROGRESS

Our teachers can help your child to reflect on their own learning and take ownership of their progress, but ultimately to be successful they have to take responsibility for doing this themselves.

As your child enters secondary school we strive to build independence. We will set minimum expected standards and encourage students to strive to meet aspirational targets. We expect students not only to be well behaved and compliant, but to put themselves forward to become lead students. Teachers will give feedback and next steps, but we expect students to take positive steps and put the advice into practice. Research has shown that this is vital for students to make progress. We ask that you join us in encouraging your child to take full responsibility for doing this.

We like to keep parents up-to-date with their child's progress. As well as parent information evenings, and termly reports, you can also get real time information on your child's progress, attendance and behaviour by logging into Class Charts. The Class Charts app is mobile phone and tablet compliant so you can check progress whilst on the move. You will be given a sign-up code when your child begins at St Cuthbert's. As always, the traditional way of picking up a phone and contacting school will still be an option if you have any queries that we can help you with.



Communicating with Parents



The Class Charts app is downloadable from the school website, allows parents and carers to see live information about their child/children in school. You can contact us directly via the inbuilt messaging system for pupils and parents to contact their teachers, view behaviour information, attendance, rewards, homework and many more the app enables you to see real time what is happening in school.

To use the app simply browse Google Play or Apple app store, search for Class Charts Parent and install the app, it is free of charge. Once downloaded simply enter the code we will provide to you and follow the rest of the setup instructions.

## ADDITIONAL NEEDS

Our SEND team ensure that all student's individual learning needs are catered for. The specialist, knowledgeable and experienced team work alongside students, parents, carers, staff and other stakeholders to ensure that all students can access all they need to achieve their potential. Where a student's needs are shared prior to moving to high school we collaborate to ensure that students have a pupil passport so that staff know how to meet their individual needs within lessons.

Experienced staff support learning in the classroom, deliver personalised intervention programmes and promote positive attitudes and behaviour. The SEND area (BOOST) in school is also home to a break and lunch club where students can access activities and socialise in a quiet, supportive environment. We endeavour to support all of our students. If you feel your child needs additional help with their learning, please contact Miss N Hamnett, SEND Coordinator.

## SUPPORT AND GUIDANCE

At St. Cuthbert's we are committed to keeping your child safe whether that be with us in school, online or out in the community. Parental support plays a vital part in a child's education, so we work closely with parents and carers to ensure strong links between students, school and home. A good level of communication with parents is essential. We welcome parental input and enjoy the chance to meet parents both at school events and more informally. Our dedicated school-based safeguarding team work with students and their families to provide universal support in the form of parenting support workshops, advice, signposting, onward referrals, meetings in school and home visits.

We are immensely proud of the inclusive education and care that we offer at St. Cuthbert's. Our inclusion facility is used by students who may need additional support either on a short or long term basis. This may include counselling, workshops such as raising self-esteem and anger management or support returning to school following illness or long term absence.



## STAFF LIST

Mr D Shields - Headteacher

Mrs C Hunt - Deputy Headteacher

Mrs T Logan – Senior Assistant Headteacher

Mr Lockett - Assistant Headteacher Transition and Head of Key Stage 3

Mrs J Kirk - Attendance Officer

Mrs K Fairbrother – Student Health and Wellbeing Officer

Miss J Waft - Children's Welfare Lead

Miss A Allport - Deputy Designated Safeguarding Lead

Mrs C Harrison – Deputy Designated Safeguarding Lead

Mrs L Kershaw - Inclusion Manager

Miss N Hamnett – SENDCo

Other members of the Senior Leadership Team can be found on the school website ([www.scrchs.net/transition/transition](http://www.scrchs.net/transition/transition))

My child's Form Tutor is \_\_\_\_\_

All of our staff can be contacted via Reception on 01706 647761.

Why not follow our school on Facebook and Twitter? Our pages are kept up-to-date with regular school developments, and news articles.

'Like' or Follow us on Facebook and Twitter:



[www.facebook.com/scrchs](http://www.facebook.com/scrchs)



[@RcCuthberts](https://twitter.com/RcCuthberts)

# SCHOOL BUS INFORMATION

## FREE SCHOOL BUS PASS

FOR ALL PUPILS WHO LIVE  
OVER A MAXIMUM  
WALKING DISTANCE OF 3 MILES



*For details of eligibility please see the  
Home to School Bus Policy which can be found  
on the school website*

## TRANSPORT INFORMATION

### SCHOOL BUSES

At St. Cuthbert's we have a number of dedicated school buses. A new timetable will be available in late August and can be view on the Transport for Greater Manchester website. [www.tgfm.com](http://www.tgfm.com)

<https://tfgm.com/tickets-and-passes/bus-school-bus-services>

### YELLOW BUSES

These are dedicated school buses for St. Cuthbert's. To use theses buses pupils will need an IGO pass and their scholar concessionary pass or bus fare.

### IGO PASSES

If you are aged 11 to 16 and live or go to school in Greater Manchester you must have an IGO PASS to travel for the concessionary child bus fare in Greater Manchester.

The IGO bus pass is valid until pupils leave school in year 11 and is essential to receive concessionary travel in Greater Manchester. This is a one off payment of £10 and a proof of identity and a passport size photograph will be required.

Application forms are available at [www.tfgm.com/igo](http://www.tfgm.com/igo) or from Travel shops at main bus stations.

**NB: If you are aged 11 to 16 and live or go to school in Greater Manchester you must have an IGO PASS to travel for the concessionary child bus fare in Greater Manchester.**



**St. Cuthbert's**  
Roman Catholic High School

## ONLINE PAYMENT SERVICE

[www.parentpay.com](http://www.parentpay.com)

### What does ParentPay do?

- enables you to pay for school meals
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a ParentPay school
- shows you all the items available for payment, relevant to each of your children
- emails a receipt of your payment to the email address that you register
- offers you the ability to set automated email/SMS payment reminders

### How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- ParentPay is quick and easy to use

If you wish to make payments via a PayPoint facility, please notify the school reception office. A plastic card will be issued to you to make cash payments for school meals at local PayPoint stores. The first card is free of charge; however, any lost or damaged cards will incur a charge. Payment cards take about two weeks to arrive but we can issue a barcode letter as an interim measure.

### How does ParentPay help our school?

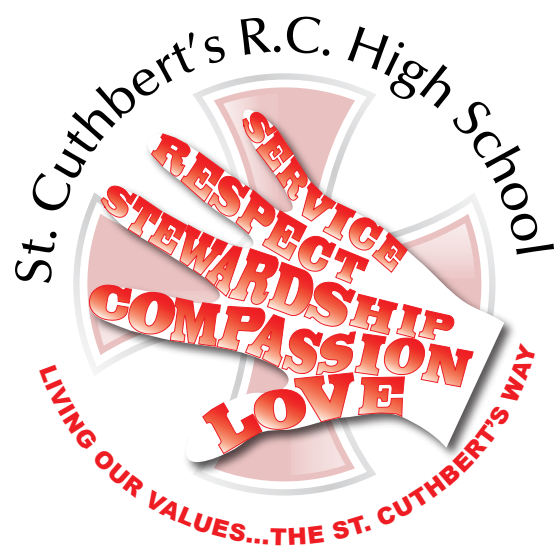
- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, thus reducing the amount of money held on school premises
- helps us improve school-home communication with its integrated email/SMS messaging centre

### Next Steps

You will receive an activation letter containing your activation username and password to enable you to set up your ParentPay account. During the activation process you will be guided through changing your username and password to something more memorable; if you have more than one child at a ParentPay school/s you can also add children to a single account providing one login for all children at ParentPay schools.







**St. Cuthbert's Roman Catholic High School  
Shaw Road, Rochdale. OL16 4RX**

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