



# Our Lady's Catholic High School



*Being One of Ours*

**Year 7 Pupil Transition Guide 2025/2026**



Pupils at **Our Lady's** are growing to be ....

**grateful** for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, becoming men and women for others ....

**attentive** to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices ....

**compassionate** towards others, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words ....

**faith-filled** in their beliefs and **hopeful** for the future ....

**eloquent** and **truthful** in what they say of themselves, the relations between people, and the world ....

**learned**, finding God in all things; and **wise** in the ways they use their learning for the common good ....

**curious** about everything; and **active** in their engagement with the world, changing what they can for the better ....

**intentional** in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.

*Being One of Ours*

# Welcome to Our Lady's Catholic High School

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**Mr Charnock**  
HEADTEACHER

Hello, my name is Mr. Charnock and I will be your headteacher.

Our school is a wonderful place to learn. When you put on our uniform, you put on our school and become 'One of Ours'. This means that we all have a responsibility to work together as a team. I expect excellent behaviour, good manners, hard work and respect from every member of our school family. I expect you to wear your uniform with pride and have a positive attitude to everything you do.

I look forward to meeting you and celebrating your successes over the next five years with us.

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**Mr Horn**  
ASSISTANT HEADTEACHER

Hello, my name is Mr Horn and I am looking forward to welcoming you to Our Lady's.

From your very first day, you become 'One of Ours'. Our values are important to everything we do at Our Lady's and we reward our pupils for their hard-work and commitment to school life.



**Mr Robinson**  
YEAR 7  
LEARNING MANAGER

Hello, my name is Mr Robinson and I will be your learning manager.

Your form tutor is always your first point of contact for any concerns that you may have but I'm always here to help too.

I'm very much looking forward to welcoming you to Our Lady's.





# My First Day

Your first day at secondary school is a big step. Here's some helpful hints to make it a success.



## At least a week before:

- Check that you know how you are getting to and from school.
- Check that you have all parts of your uniform and have labelled them.

## The night before:

- Have your bag packed – check you have all the correct equipment.
- Have your named uniform laid out ready.
- Set your alarm to allow you plenty of time to get up and ready.



## On your first day:

There will only be Year 7 in school.

- Start your first day with a good breakfast and leave the house ready to arrive at school on time.
- When you arrive, you will be greeted by members of staff.
- You will have a Welcome Assembly with your year group before spending the rest of the morning with your tutor group. It is important to listen carefully to all the information being given.
- After the morning with your form tutor, it will be time for your first lesson.
- You will be given your timetable and there will be plenty of people around to point you in the right direction.



# The School Day

This is our current school day. Check your planner in September for the start times of all your lessons.

## MONDAYS, WEDNESDAYS AND FRIDAYS

REGISTRATION	<b>08:55AM</b>	09:20AM
PERIOD 1	<b>09:15AM</b>	10:15AM
PERIOD 2	<b>10:15AM</b>	11:15AM
BREAK	11:15AM	11:30AM
PERIOD 3	<b>11:30AM</b>	12:30PM
PERIOD 4	<b>12:30PM</b>	1:30PM
LUNCH	1:30PM	2:00PM
PERIOD 5	<b>2:00PM</b>	3:00PM

## TUESDAYS

REGISTRATION	<b>08:55AM</b>	09:10AM
PERIOD 1	<b>09:10AM</b>	10:05AM
PERIOD 2	<b>10:05AM</b>	11:00AM
BREAK	11:00AM	11:15AM
PERIOD 3	<b>11:15AM</b>	12:10PM
PERIOD 4	<b>12:10PM</b>	1:05PM
LUNCH	1:05PM	1:35PM
PERIOD 5	<b>1.35PM</b>	2:35PM

## Your Form Tutor

Everyday, you start the morning with your form tutor in registration. Your form tutor will take the register and update you on activities happening in school throughout the week. Always have your planner with you as your form tutor will ask you to make notes in it and will want to check it from time to time.

Your form tutor is there every day to answer any questions you may have and to check your planner is signed and up to date. Your parent/carer can contact them too if they have any concerns.

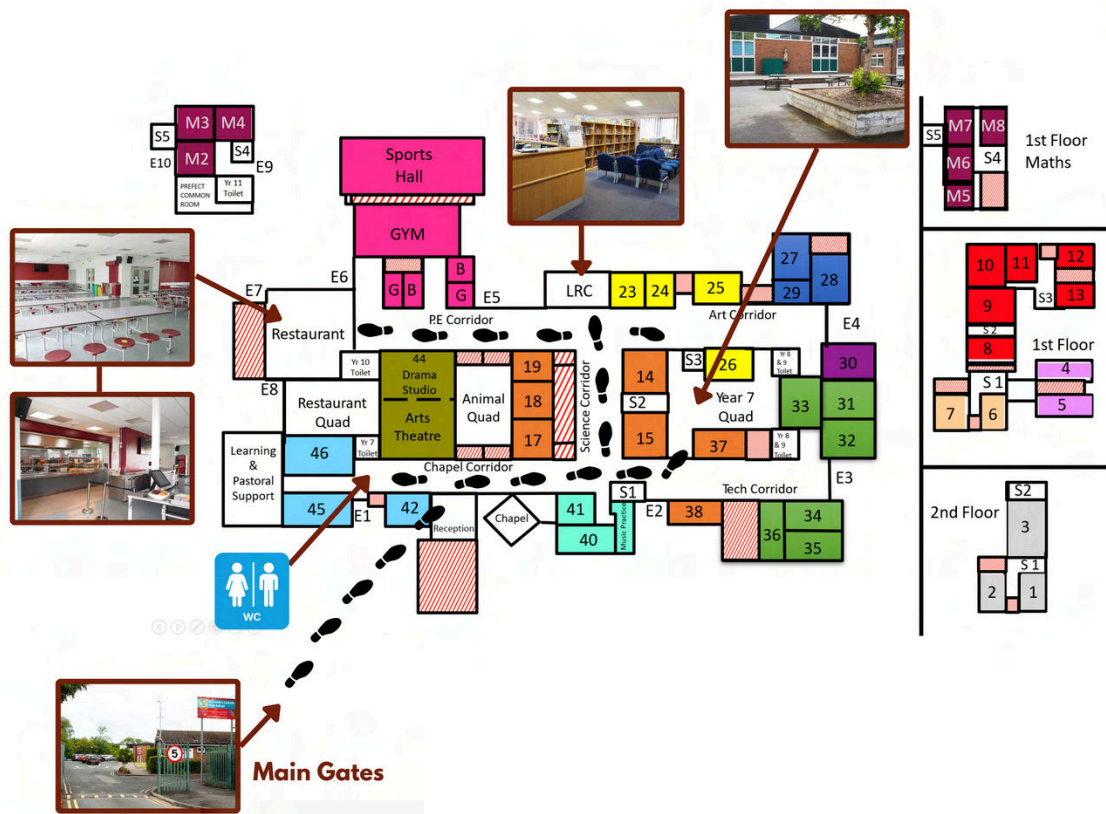
**Every Monday, Year 7 have an assembly**



# School Map



Our Lady's Catholic High School



# Timetable

Here is an example of a Year 7 timetable

Week A

Week B

	AMon	ATue	AWed	AThu	AFri
1a	7D/Mu PRO 41	7C2/Fr JAR 45	7C2/Ma IPR M6	7D/Ar SDE 27	7C2/Re JBY 25
2a	7C2/Ma IPR M6	7C2/Sc CCO 14	7C2/Re JBY 25	7C2/En ASA 12	7C2/Sc CCO 14
3a	7C2/En ASA 12	7C2/Re DHA 24	7C2/Ga AAT 6	7D/Dm MCY Arts Theatre	7i/Pe1G ELE PEG1
4a	7i/DT3 JCE 35	7C2/Hi RSA 3	7C2/Hi RSA 3	7i/DT3 JCE 35	7C2/Fr JAR 45
5a	7C2/Sc CCO 14	7C2/En ASA 12	7C2/Cs KWO 5	7i/Pe1G ELE PEG1	7C2/Ma IPR M6

	BMon	BTue	BWed	BThu	BFri
1a	7D/Mu PRO 41	7C2/Ga AAT 6	7C2/Ma IPR M6	7D/Ar DCO 28	7C2/En ASA 12
2a	7C2/Ma IPR M6	7C2/Sc CCO 14	7C2/Re DHA 24	7C2/En ASA 12	7C2/Sc CCO 14
3a	7C2/En ASA 12	7C2/Re DHA 24	7C2/Ga AAT 6	7D/Dm MCY Arts Theatre	7i/Pe1G ELE PEG1
4a	7i/DT3 JCE 35	7C2/Hi RSA 3	7C2/Fr JAR 45	7i/DT3 JCE 35	7C2/Fr JAR 45
5a	7C2/Sc CCO 14	7C2/En ASA 12	7C2/Cs KWO 5	7i/Pe1G ELE PEG1	7C2/Ma IPR M6



# Being Ready to Learn

Come to school each day with everything you need to learn and participate fully.

Here is a list to help you remember what to bring everyday.

## Essential

- Pencil Case
- 2 Black Pens
- A (HB) Pencil
- Red Pen
- Ruler
- Planner
- Eraser
- Scientific Calculator
- Pair of Compasses
- Protractor

## Optional

- Glue Stick
- Pencil Sharpener
- Colouring Pencils
- Highlighter Pens

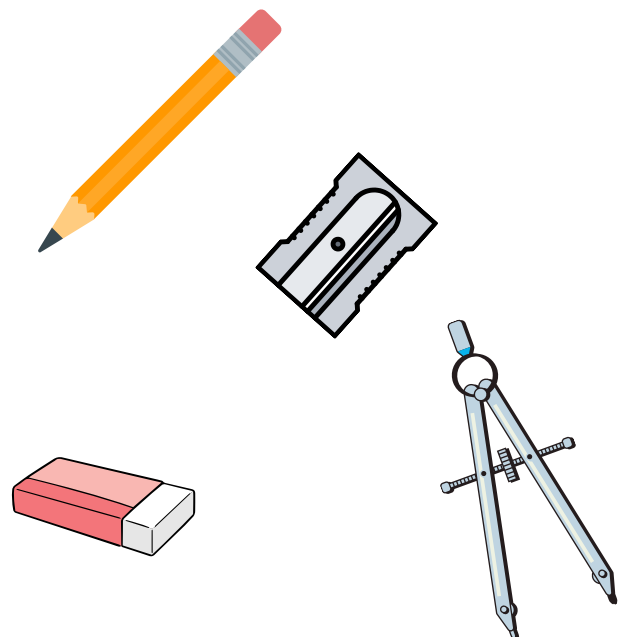
## Planner

You will be given a school planner to keep with you everyday in school.

## Scientific Calculator

Casio FX-83GTX or Casio FX-85GTX.

These can be ordered on ScoPay



# Being One Of Ours Rewards

On your first day, you will receive a planner with all the information you need. It is important you look after this and have it with you at all times.



At the start of each half term, you are given 10 BOOO Points. You can earn more points for your work and for displaying our BOOO virtues (have a look at the inside cover again). At the end of each half term, a prize draw is held and prizes awarded to lucky winners of the draw.

Badges are also awarded at the beginning of each term as follows:



20 points



40 points



60 points



100 points





# Pledge Awards

We encourage everyone to get involved in the clubs and extra curricular activities available. Pupils receive Pledge Points for getting involved.



There are 5 different badges available:

School Trips and Visits	10 POINTS
Performing Arts	10 POINTS
Sports	10 POINTS
Clubs and Societies	10 POINTS
Catholic Ethos and Charity	10 POINTS



# Get Involved

There are lots of clubs and activities at lunchtime and after school. Get involved, learn new skills and make new friends. You also earn Pledge Points for attending too.



**Here are just a few of the clubs that you could get involved in:**

- Faith in Action
- Fiction Addiction
- Sports Council
- Badminton
- Netball
- Football
- Rugby
- Athletics
- Dodge Ball
- Dance
- Debate Club
- Performing Arts Club
- Chess Club
- Animal Care
- Duke of Edinburgh





# School Meals

We have a main restaurant and our outdoor kiosk on the yard, where you can purchase food. We promote Healthy Choices.



## Cashless system

- We run a cashless system in school where pupil's use their fingerprint to pay for food in the canteen and kiosk.
- Parents can prepay your account using SCOPay and set a daily spending limit.
- We advise all pupils to bring a clear plastic water bottle to stay hydrated throughout the day.



## Example of weekly menu

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Mac &amp; cheese with bacon and broccoli</b> Cooked macaroni pasta and a cheese sauce with golden melted cheddar topping.	<b>SAUSAGE &amp; MASH</b> Choose from either a butcher's quality Cumberland sausage or Quorn sausages served on a bed of homemade creamy mashed potato with gravy or baked beans	<b>Roast Dinner</b> Cook's choice of meat with roast potatoes served with cauliflower, broccoli and gravy.	<b>Chilli Nachos</b> Minced beef cooked with onions, peppers, red kidney beans and seasoned with a mild chilli powder topped with nachos and cheese served on a bed of rice	<b>CHIPPY DAY</b> Choose from a battered cod fillet, breaded fish fingers or a fishcake all baked in the oven and served with chips
<b>VEGETARIAN OPTION</b> <b>Mac &amp; cheese with broccoli</b> Cooked macaroni pasta and a cheese sauce with golden melted cheddar topping.		<b>Roast Dinner</b> Quorn fillet served with roast potato, cauliflower, broccoli and gravy	<b>Veggie Nachos</b> Quorn mince cooked with onions, peppers, red kidney beans and seasoned with a mild chilli powder topped with nachos and cheese served on a bed of rice	<b>Tuna and Cheese Melt Panini</b>
Broccoli	Green beans	Cauliflower, broccoli, mix veg	Mixed salad	Mushy Peas
OR				
<b>DELI BAR &amp; JACKET POTATOES</b> Design your own sandwich, first choose your bread – wraps, assorted batch or sliced bread, then choose your filling a selection of the following will be available daily – ham, cheese, tuna, Fajita chicken, egg and finally finish with a choice of salad – carrot sticks, cucumber, tomatoes, iceberg lettuce, red onion, spring onion, coleslaw, and peppers. Jacket potatoes with a choice of fillings will be available daily				
<b>HOT GRAB N GO</b> A selection of hot baguettes wraps and paninis will be available daily with a variety of fillings.				
<b>PASTA POTS</b> A hot pasta offer will be available with a choice of a meat and veggie sauces				
FOR DESSERT				
A selection of home bakery items available everyday: biscuits and cakes and A selection of fresh fruit or fruit pots are also available everyday				



# At the End of Day

Check your planner to see what books and equipment you need for the next day. Empty your bag of the items that you are not going to need.

- Check Synergy for any information notices.
- Do you have any homework to complete?
- Does your planner need signing?
- Hang up your uniform ready for the next day?
- Tell your parents about all your new experiences!

## Planner

- Check your planner to see what homework needs to be completed.
- We recommend that you complete your homework on the same day it is issued so that you do not get behind.



## Join an after-school activity

- Learning Resource Centre (LRC)
- Sports
- Dance and Drama
- Music





# Uniform

Every time you put on your uniform you show the world that you are 'One of Ours'. We take pride in our uniform.



## Shoes

Collared uniform

Blouse uniform



All pupils must wear plain, black shoes. Trainers or trainer-like soles are not permitted. No logos, trim or accessories are permitted (including tassels, bows and unnecessary buckles). Kickers and Doc Martens are not acceptable.

## Bags

You will need a rucksack big enough to fit an A4 file in.

## Coat

You will need a waterproof coat for travelling to and from school. During the school day, your coat will need to be kept in your locker or bag.



# Uniform Rules



## Socks and Tights

Black, white or opaque tights are part of our school uniform. Trainer socks or socks with frills or embellishments are not permitted.

## Make-up and Fake Tan

No make-up is permitted at school. Fake tan, henna, false eyelashes, false nails or nail polish are all classed as make up. Henna must have permission from Mr Charnock.

## Jewellery

You may wear one pair of plain gold or silver studs with a maximum diameter of 4mm. No other piercings or jewellery is permitted.

## Mobile Phone

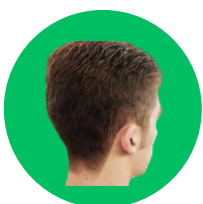
You are allowed your mobile phone in school but it must be switched off and in your bag during the school day.

## Natural Hair Colour

Your hair must remain its natural colour while you are a pupil at Our Lady's High School. Hair should be blended with no ridges and typically no less than a grade 3.

*You must read the full policy before purchasing any uniform or making any hair styling decisions.*

[www.olchs.lancs.sch.uk/school/information/uniform/](http://www.olchs.lancs.sch.uk/school/information/uniform/)



## Uniform Policy

[www.olchs.lancs.sch.uk/school/information/uniform/](http://www.olchs.lancs.sch.uk/school/information/uniform/)



# PE Uniform



From the start of the new academic year, we will be bringing in a totally new PE uniform which will be more suitable to the modern day PE student, better value for money and exactly the same for both genders. The new kit will be Joma branded which offers superb performance quality for sporting activities at a fraction of the cost of the current PE kit.

Orders will be placed online and shipped out to your home address making purchasing and replacing items of kit quicker and more convenient for our parents.

The new kit will consist of three compulsory items: Burgundy (badged) crew neck t-shirt, black shorts and black socks.

These items will need to be brought to all PE lessons across the year but there will also be additional, optional, items which you may wish to purchase for outdoor lessons across the winter months. These are a burgundy (badged) 1/4 zip jumper, a badged, black waterproof jacket and plain black, Joma tracksuit bottoms.

More information and confirmation of the webshop going live will be sent out in the coming months.



# Moving Up Checklist

As the move to secondary school gets closer, this checklist can help you prepare for a great start.

## ✓ Plan your route

Plan your route to school and make a few trial runs.

Familiarise yourself with the route using Google Maps and 'street view'. Pupils are not allowed to use the '19 steps' route.

## ✓ Cycling

If you will be cycling to school, make sure your bicycle is in a good and safe working order and that you have signed and returned your Bicycle Contract.

A helmet and bike lock are essential.

## ✓ Bus

Make sure you familiarise yourself with the bus number you need and where it will pick you up from and drop you off after school.

Check if you need a bus pass and order this in plenty of time.

## ✓ Practise Packing

Practise packing all the things you will need to take to school. Get in the habit of packing the night before.

## ✓ Prepare your uniform

Make sure you have all parts of your uniform ready for the next day. Check your planner to see if you need your drama or PE kit.

## ✓ School Website

Visit our school website and have a look under the school/information tab to find out as much as possible:

### Bus Routes

[www.olchs.lancs.sch.uk/information/transport/](http://www.olchs.lancs.sch.uk/information/transport/)





# School Prayers

Here are the prayers we use in school throughout the school week.

## Monday

### **Glory be to the Father**

Glory be to the Father  
and to the Son  
and to the Holy Spirit,  
as it was in the beginning  
is now, and ever shall be  
world without end.

Amen.

## Tuesday

### **Prayer of St Richard of Chichester**

Thanks be to you, my Lord Jesus Christ,  
for all the benefits which you have given me,  
for all the pains and insults which you have  
borne for me.

O most merciful Redeemer, friend and  
brother,

may I know you more clearly,  
love you more dearly,  
and follow you more nearly,  
day by day.

Amen.

## Wednesday

### **The Memorare**

Remember, O most gracious Virgin Mary,  
that never was it known that anyone who fled to thy  
protection,  
implored thy help, or sought thy intercession, was left  
unaided.

Inspired by this confidence I fly unto thee,  
O Virgin of virgins, my Mother.

To thee do I come, before thee I stand, sinful and sorrowful.

O Mother of the Word Incarnate, despise not my petitions,  
but in thy mercy hear and answer me.

Amen.



## Thursday

### **Hail, Holy Queen**

Hail, Holy Queen, Mother of Mercy,  
Hail our life, our sweetness and our hope!  
To thee do we cry, poor banished children of Eve.  
To thee do we send up our sighs,  
mourning and weeping in this valley of tears!  
Turn, then, most gracious Advocate,  
thine eyes of mercy toward us,  
and after this, our exile,  
show unto us the blessed fruit of thy womb, Jesus.  
O clement, O loving,  
O sweet Virgin Mary.

## Friday

### **Our School Prayer**

Lord, as we travel together in faith,  
we thank you for our school,  
and all who are part of it.  
We pray that we grow, love and learn  
to be more like you  
in our thoughts, words and actions.

Amen

## Grace

Dear God

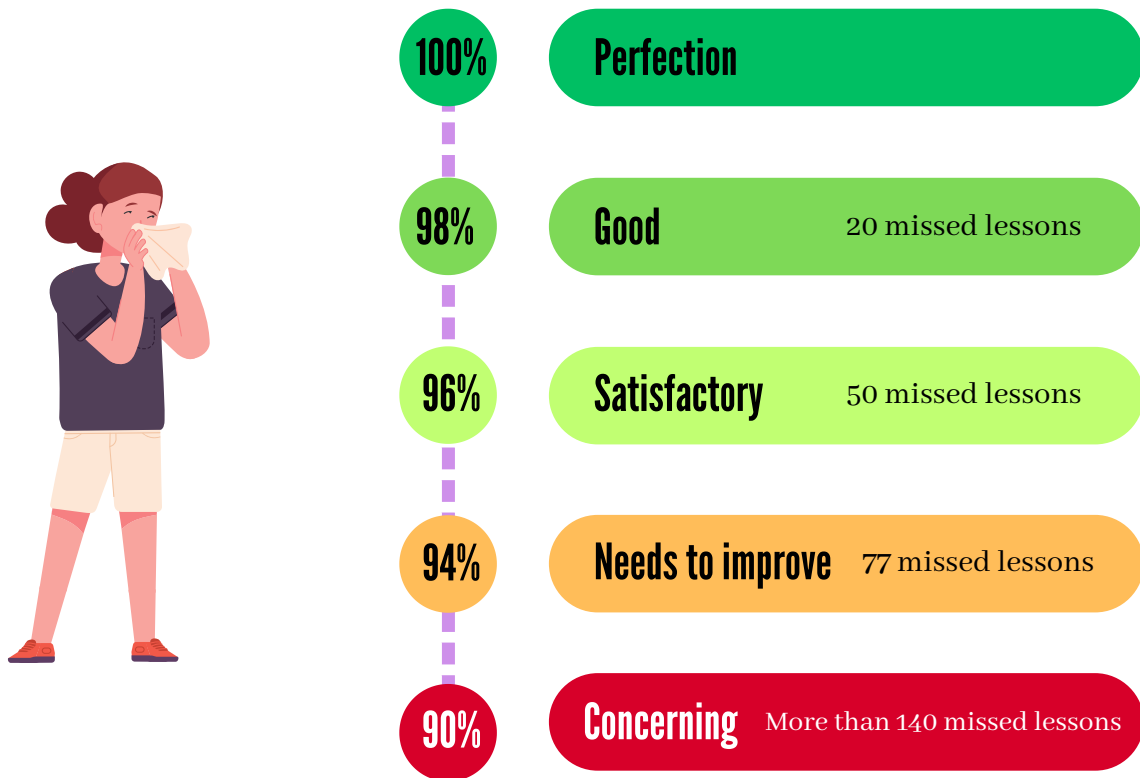
Help us to be grateful for our  
food today,  
And for the generous hands  
that made it,  
As we remember those who  
are less fortunate.

Amen



# Attendance

Outstanding attendance is necessary for outstanding performance in your learning. Every school-day contains five lessons.



- Learning is a gradual and progressive process.
- Every lesson is an opportunity to learn something new and become more confident in something you have already been taught.
- Poor attendance is linked to lower exam results

Come to school if you have :

- A runny nose or just a little cough but no other symptoms.
- A Sore throat but no other symptoms.
- No fever in the past 24 hours without fever-reducing medicine.
- No vomiting or diarrhea for 24 hours.



# Keeping you safe

We take pride in listening to all our pupils and ensuring that they feel supported on a daily basis.

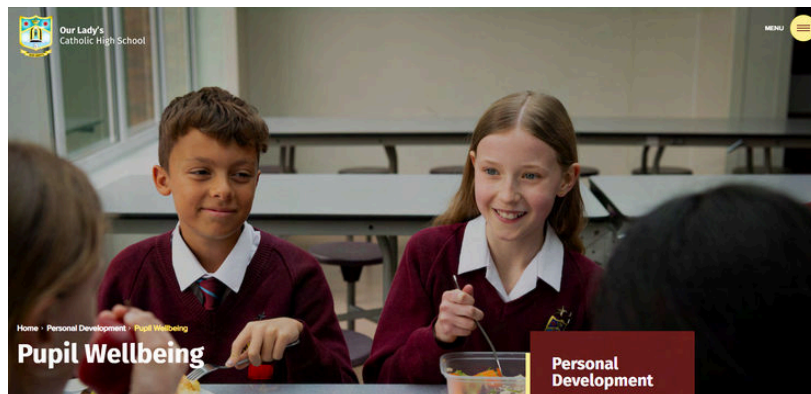
## Bullying:

Our Lady's High School does not tolerate bullying of any kind.

Bullying is defined as a repeated behaviour that is intended to cause distress, embarrassment, discomfort or harm to others.

If you are worried about something, talk to your form tutor, teacher or a member of Learning Support. If you would prefer to write it down instead, use the 'Well Being' button on the home page of our website below to report any behaviour that is causing you to worry.

<https://www.olchs.lancs.sch.uk/>



There is always someone that can help. Here are some numbers that you might find useful.



Whatever your worry, it's better out than in. Call Childline on 0800 1111



It's a place to go if you're struggling to cope and you need immediate help. Text: 85258



For support with your mental health access the website: [www.kooth.com](http://www.kooth.com)





A PARENT'S GUIDE TO:

# Moving to secondary school

Online safety tips to support children



internet  
matters.org

f InternetMatters

▶ internetmatters

🐦 @im\_org



## What are kids doing?

- It's a time when children are beginning to **make deeper social connections** for the first time and learning how to **interact with each other online** which can be overwhelming.
- **The Smartphone becomes a status symbol** and an important tool to stay connected to their friends but it also puts them under **pressure to interact**.
- School interactions with friends **cross over into the online world** and at times it can be challenging to balance this with school work and other activities.

## Online activities

- **Socialising online** on a range of social apps
- **Watching TV online** through YouTube
- Building their digital footprint by **sharing details about their day to day life** with friends and family or people they've met online
- **Gaming online** with friends regularly
- **Doing homework** through video chats with friends
- **Taking part in online challenges** with friends

## What risks and challenges do they face?

As they become more active online, the probability that they will face an online issue increases.

60% of children in early years of secondary school experience a range of peer-to-peer online threats from being ridiculed in a group chat to harassment on social media\*.

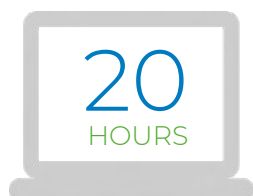
\*Source: University of Suffolk Online peer-to-peer abuse report – June 2018



## Screen time

'Everything in moderation' applies to the screen time debate when it comes to 'how much is too much screen time'.

Research tells us that children's brains, behaviour and sleep can be affected by how much time they spend on screens.



the amount of time 12 - 15 year olds spend online in a week

## What can you do to help?

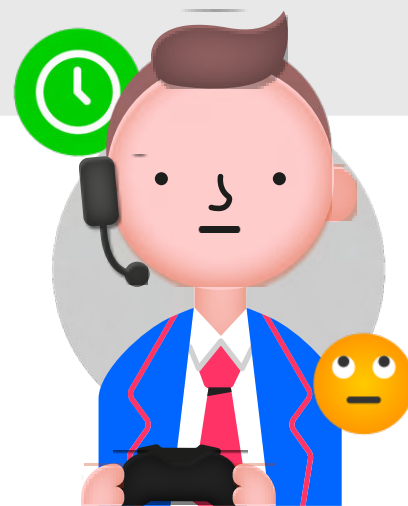
The challenge is helping children to be able to focus on what they are meant to be doing online

- **Discuss how** screen-time is affecting their overall wellbeing
- Set some **digital boundaries** and help them be in control of their tech

- **Make them aware** that most apps, games and devices are designed to keep them watching and playing
- **Stay engaged** in what your child is doing to help them use a wide range of media from safe sources

## Support from schools

Schools can follow a framework that guides children on issues around wellbeing, health and as part of this they give children strategies to manage screen time to avoid the negative affects.



## Peer pressure

From chasing likes on social posts to taking part in risky online behaviour, at this age children are starting to learn about what is acceptable behaviour to follow to be accepted.

Peer pressure can change their behaviour in a positive or negative way depending on who is influencing them.

Also people they've only met online or YouTubers can have the same influence on them as people they know in real life.

### What can you do to help?

- **Stand your ground** & apply rules to counter any negative peer pressure
- **Use a news story or something they can relate to** to discuss potential risks of peer pressure
- **Help them build the confidence** to say no if they are asked to do something that puts them or others at risk

## Support from schools

Many schools promote an inclusive school culture and take the time to celebrate diversity to help form positive social norms. Through PSHE lessons young people also learn to develop emotional resilience and recognise the difference between positive and negative peer pressure.

## Sexting

Exploring sexuality has always been a part of a child's development so it's important to have age appropriate discussions about healthy sex and relationships so they have the right advice.

Children take part in sexting for a range of reasons, to fit in, as a joke, to express feelings in a relationship or as a result of peer pressure.

Although children may be talking about it frequently, research shows that that over time sexting has remained low ranging from 4% – 5% between 2013 and 2017.\*

When sexting goes wrong, it can affect a child's emotional wellbeing, reputation and can lead to blackmail or legal consequences.

### What can you do to help?

- **Discuss the risks of sexting** and what to do to resolve the situation if it does happen
- **Encourage them** to be critical about people's intentions
- **Make sure they can come to you or a trusted adult** if they need support without judgement
- **Create potential responses** if they are asked to share a nude  
– Try Zipit app for support



## Support from schools

PSHE and Sex and Relationship Education (SRE) lessons help children explore and discuss subjects such as relationships, respect, consent, risk taking, exchange of sexual messages and images between peers and bullying. The government has recently announced their intention to make much of this compulsory from 2020.

Sexting guidance helps schools to determine how they should deal with incidents and when external agencies should be involved. In cases where the image is shared as a joke or without intended malice then the school may deal with it themselves however, if there was intended malice and it was shared without consent then the police or social care may be involved.

\*Source: Suffolk Cybersurvey 2017

## Cyberbullying

Research shows that children experience more cyberbullying as they move through secondary school.

As they are new to the social world online, it can be tricky to see how their words and online actions can impact others. A video created by **BBC Own it** showing students reading the nicest and nastiest comments shared by others online brings to life how words can have a real impact on children's wellbeing.

Cyberbullying can affect children's mental health, learning and can lead to legal consequences in some extreme cases.

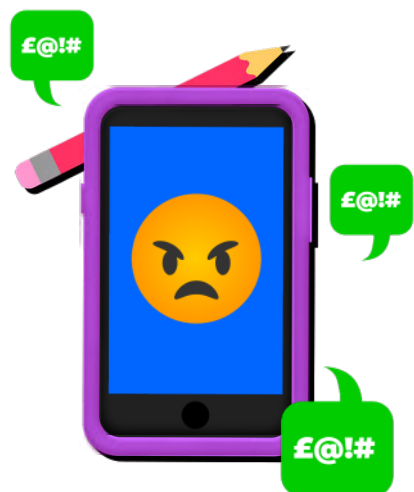
### What can you do to help?

Getting to grips with 'netiquette' of what is acceptable to post and having coping strategies are essential to help children make smart choices online.

- **Discuss the difference** between banter and bullying
- **Discuss the influence of school culture** in how friends relate to each other
- **Teach them** how to report or block people

## Support from schools

All schools should have a policy that guides their response to incidents, they may have mentors who can help or carry out 'Anti-bullying programmes' to raise awareness.



# Useful Information

Useful information that you may need to make a note of.

## Year 7 team

Mr Robinson  
LEARNING MANAGER

Email [PRO@olchs.lancs.sch.uk](mailto:PRO@olchs.lancs.sch.uk)



Miss Scott  
PASTORAL SUPPORT MENTOR

Email [ANS@olchs.lancs.sch.uk](mailto:ANS@olchs.lancs.sch.uk)



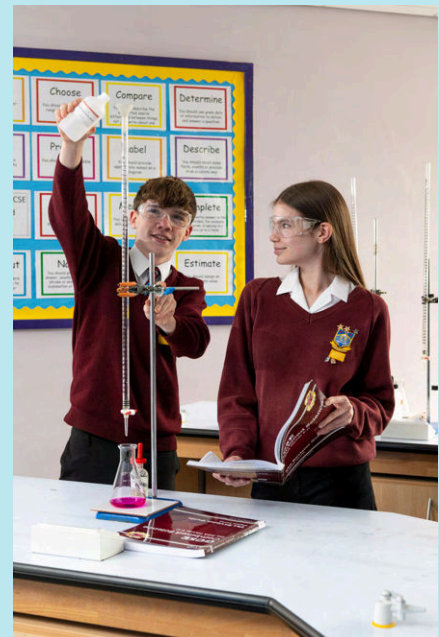
# Summer Challenge

Complete 5 out of the 6 challenges to earn 5 green writings and your first of many 'Being One of Ours' Points.

Week	Virtues Focus	Ideas	Signature and Description
1	Grateful and Generous	<ul style="list-style-type: none"> <li>Supporting others talents</li> <li>Sharing with others</li> <li>Thanking loved ones</li> </ul>	
2	Compassionate and Loving	<ul style="list-style-type: none"> <li>Compliment others</li> <li>Help someone in need</li> <li>Forgiving someone</li> </ul>	
3	Learned and Wise	<ul style="list-style-type: none"> <li>Finding the good in each day</li> <li>Recycle</li> <li>Read Y7 book</li> <li>Spend the day outside</li> </ul>	
4	Curious and Active	<ul style="list-style-type: none"> <li>Try a new skill</li> <li>Support a charity - donating clothes</li> <li>Ask questions about the world</li> </ul>	
5	Intentional and Prophetic	<ul style="list-style-type: none"> <li>Helping with housework</li> <li>Helping cook a meal</li> <li>Show a good example to others</li> </ul>	
6	Faith-filled and Hopeful	<ul style="list-style-type: none"> <li>Pack your school bag</li> <li>Think of 1 question to ask your form tutor</li> <li>Speak to family or friends about why you're excited to start OLCBS.</li> </ul>	







***BEING ONE OF OURS***