CHRIST THE KING

CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

WITH THE POWER TO ACT

Ofsted Good Provider



YEAR 7 TRANSITION BOOKLET 2026

transition@christtheking-school.com

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Introduction from the Headteacher

Welcome to Christ the King Catholic High School and Sixth Form Centre. We are a community inspired by the Gospel message, where every young person is encouraged to grow, learn, serve and pray. Our mission is to help all pupils realise their unique hopes and potential, to flourish in their gifts, and to develop the confidence and *Power to Act* in the world.



At Christ the King, growth is about far more than academic achievement. We seek to develop the whole person, nurturing character, curiosity, independence and creativity so that every pupil can become the very best version of themselves.

At the heart of this is a strong, ambitious and well-sequenced curriculum. It provides pupils with the key knowledge, skills and vocabulary they need to succeed at every stage of their education and equips them for life beyond school. Through engaging lessons and high expectations, pupils develop resilience, curiosity and independence. Our curriculum not only raises academic achievement but also nurtures creativity and critical thinking, preparing young people to thrive in an ever-changing world.

As a Catholic school, we are called to live out our faith through service. We encourage our pupils to build strong, caring relationships and to contribute positively to the life of our school, the local community and the wider world. Service to others is central to our identity, fostering compassion, respect and responsibility.

We also provide opportunities for reflection and personal growth, helping pupils to develop their faith and values within a caring and supportive environment. Every individual is valued and encouraged, and pupils are expected to treat one another with kindness, living out Gospel values in their daily lives.

Our ethos is built upon joy, aspiration and achievement. We hold the highest expectations for all, and we are committed to ensuring that every young person in our care develops not only their academic ability but also the strength of character to meet the challenges of the future with hope and confidence. By embracing *The CtK Way* and our values of honesty, ambition, compassion, respect and high aspiration, our pupils are prepared to lead purposeful and successful lives.

We hope that you are enjoying our well planned Transition programme and we look forward to welcoming the newest members of our CtK Family in September 2026 - our 'Class of 2030'!

Mrs Erin Wheeler, Headteacher





Welcome from Year 6/Year 7 Pupil Progress Leader

Hello to all of our prospective pupils, parents and families.

Thank you for choosing Christ the King Catholic High School for your child. We are confident that they will enjoy their seven years with us up until the end of Sixth Form both in the classroom and beyond. As well as achieving success in their lessons, we also hope they will join as many clubs as possible on offer and will get involved in all of the opportunities outside the classroom at our wonderful, caring school.

Here at Christ the King we appreciate just how hard it is to get the right balance during the transition period when moving up from Year 6 to Year 7, when your child has been the oldest at primary and is now the youngest at secondary school. It will be a whirlwind and may get a bit overwhelming at times to take in all the new changes, but we will support and guide your child at every step and we look forward to witnessing them grow in confidence every day. I would encourage you to talk to your child about their experiences in their first month or so at CTK and if you have any queries please do not hesitate to make contact with your child's form tutor or any of the key staff at school to ask for advice. We will, however, contact you if we need to.

Our Year 7 pastoral team is very experienced in the various concerns and worries that are common to all new Year 7s so your child will be in very capable hands. We hope this will alleviate any worries you will have too.

Every child will cope with this big change differently and all the staff at CTK will be mindful of this during the first term as your child settles in and we will all make a special effort to make the transition for them as smooth and comfortable as possible. We have lots planned to induct them into our school, all intended to help build up their confidence with a range of activities we feel they'll really enjoy and get a lot out of in the first few months to settle into their new school.



By Christmas we hope they will feel that CTK is now 'their' school and they will be fully immersed into life as a CTK pupil - enjoying their lessons, becoming familiar with our policies and ways of working around school and, hopefully, they will have joined some of our extra-curricular clubs with their new and old friends. That is our goal as the Year 7 team.

Please rest assured that we will be providing information that will help you and your child as you prepare over the summer term and summer holidays for their move up to Christ the King.

I look forward to meeting all Year 7 pupils over the coming months so that I am a recognisable face when the pupils (and their families) are welcomed to become part of our CTK community in September.

Best regards,

Miss Summers, Year 6 Transition/Year 7 Pupil Progress Leader

Key Contact Information

Before your child arrives at CTK in September, you can access information from our main website www.christtheking-school.com by going to the 'Parents' tab and then select 'Transition' from the drop-down menu. Please do have a look as it is very useful for both parents and pupils. You are also invited to send in any queries or questions to a dedicated email address we have set up for the summer term and summer holiday: transition@christtheking-school.com. A member of the transition team will reply as soon as they possibly can.

Your child will be given a school email address and they will then have access to all their form tutor and classmates' email addresses so that they can contact them if necessary. We value the pastoral care of our pupils very highly and there are a number of staff in school who you can contact.

The key contact information you may need

Main school office for general enquiries – call us on 01704 565121 press option 3 or email us at info@christtheking-school.com. Open from 8.15am to 4.00pm.

Student Services to report absences – 01704 565121 press option 1 or email us at attendance@christtheking-school.com (see page 9 for more details regarding attendance).

Pastoral Care Staff

Your child's form tutor will be your first key contact whilst your child is a pupil at CTK.

Please refer to the enclosed sheets where you will find details of form tutors names and contacts.

Assistant Headteacher, Attendance and Behaviour, and Designated Safeguarding Lead:
Miss O'Hanlon - ohanlonn@christtheking-school.com

Director of Sixth Form and Designated Safeguarding Lead:
Ms Cunningham - cunninghamh@christtheking-school.com

Year 6 Transition / Year 7 Pupil Progress Leader:
Miss Summers - summersk@christtheking-school.com

Pupil Progress Leader KS3:
Mrs Corner - cornerj@christtheking-school.com

SENDCo:
Mrs Panah – panaha@christtheking-school.com

Safeguarding Team



Miss N O'Hanlon — *Designated Safeguarding Lead*



Miss H Cunningham — *Designated Safeguarding Lead*



Mrs A Ashton — *Deputy Safeguarding Lead*



Miss L Rippon — *Designated Safeguarding Officers*



Ms F Charlton — *Designated Safeguarding Officers*



Mrs A Panah — *Safeguarding Officer SEN/Inclusion*



Mrs M Dobb — *Safeguarding Officer SEN/Inclusion*



Mr S Lawson — *Safeguarding Officer KS5*



Mrs J Corner — *Designated Safeguarding Officers*



Mr C Daly — *Designated Safeguarding Officers*



Mr J Alexander — *Designated Safeguarding Officers*

Our Mission

Grow, learn, serve and pray in a Catholic community inspired by the Gospel message, enabling all to realise their unique hopes and potential.

Christ the King is a community where everybody matters. We are committed to the message that Christ gave us when he instructed his followers to "love one another as I have loved you" (John 13:34).





We do this by:

Celebrating achievement and effort.
Helping others through our charity work.
Respecting each other, being polite, thoughtful and forgiving when necessary.
Including and welcoming all, especially when praying and worshipping together.
Safeguarding our school community so all feel valued and cared for.
Teaching knowledge, skills and values which develop the whole person

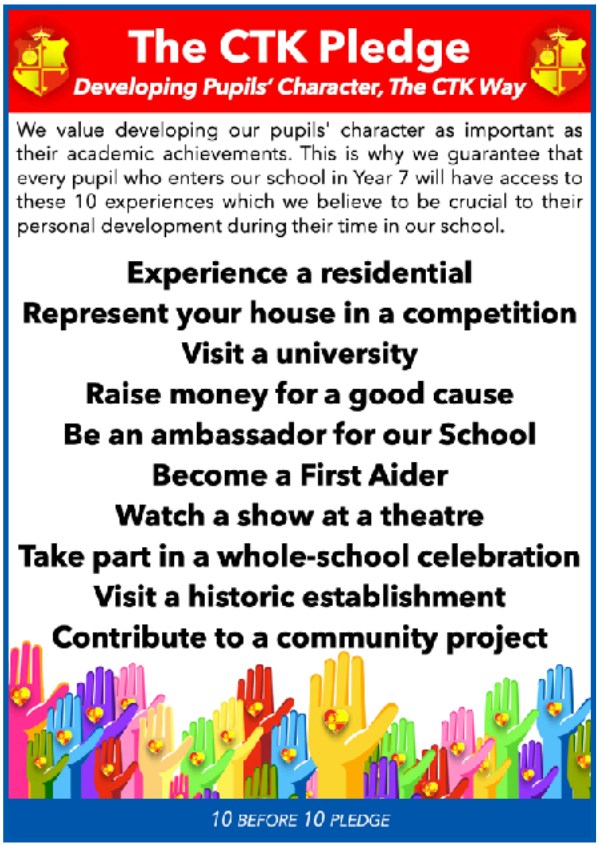
The CTK Way

Our pupils are encouraged to reflect on the morals and values represented by The CTK Way. They are embedded in all aspects of our school in assemblies, prayer and worship, lessons, free time at break/lunch, when representing our school in the local community and as good citizens when they leave CTK to enter higher education, training or work.



10 Before 10

We value the development of our pupils' character and believe it is as important as their academic achievements. This is why we guarantee that every pupil who enters our school in Year 7 will have access to 10 experiences that we believe are crucial to their personal development during their time in our school.









Our Catholic Ethos and Chaplaincy

At CTK we are very lucky to have a School Chaplain, who can be found in the Chapel or in the Chaplaincy. Visiting either of these spaces provides our pupils with time to relax and reflect, either on their own or with friends. There are lots of activities to get involved in in the Chapel and the Chaplaincy.

Getting involved in Chaplaincy at CTK allows our pupils to learn more about who they are and the wonderful gifts that they have - gifts that we sometimes keep hidden. We value all pupils as part of our community and want them to build CTK into an even greater place to grow, learn, serve and pray. They will be given so many opportunities to thrive at CTK to give them the best chance of a happy and fulfilled experience of school and life.

We are proud to have been serving the community of Christ the King for over 60 years and continue to be at the centre of our community outreach.

New Year 7 Induction Activity Programme

Our new Year 7 pupils will follow a carefully planned induction programme in their first few months at CTK which will include team building tasks, adventurous activities and an overnight stay at Barnstondale Residential Centre on the Wirral, all of which are planned to help our pupils make friends quickly and provide experiences for lots of happy memories. One of the activities they will all take part in is a 'retreat day' organised by Dennis, our Chaplain. This experience gives pupils an opportunity to participate in a range of ice-breaker tasks so they can get to know each other and have some fun. The day also allows pupils to prepare for our Year 7 Welcome Mass that all parents/family members are invited to. At the Mass, we will show the range of photographs that have captured the various activities that our new pupils have participated in during their induction into CTK.

Form tutors will spot early on if a member of their form group is struggling slightly to adapt and that pupil will then be paired up with a sixth form 'buddy' who will meet with them each week to help guide them and to offer additional support. This can also be put into place if the pupils themselves ask or if parents or Year 6 primary teachers feel that this would help.

We provide an area at break and lunch designated for Year 7 only but we also encourage them to use other facilities such as Savio Base and our School Learning Resource (Library) as well as the numerous extra-curricular clubs available.

CTK House System

The house system threads throughout the life of the school. Every pupil belongs to a house and is able to contribute to the success of their house every day by earning house points. Whether it be through positive behaviour, acts of kindness, reading, charity work or attending a club, there are plenty of ways for pupils to collect as many points as they can every day. Throughout the year there are many opportunities to reward our pupils for the points they have collected including non-uniform days and Laser Tag events.

Each of the 4 houses is named after a Saint and shares 2 of the school values from the CTK Way and pupils demonstrate their belonging to a house by the stripe on the tie they wear.

Timetable and our School Day

We operate a two week timetable at CTK. We have a Week A and Week B timetable that runs concurrently throughout the academic year so when we finish on a Week A we start again on a Week B, even after school holidays. Every day we follow the same timings as shown below:

8.00am	Our school canteen is open, we offer free toast and free juice for breakfast each day
8.30am	Arrive at school for the start of the school day
8.35am - 9.05am	Registration
9.05am - 10.05am	Lesson 1
10.05am - 11.05am	Lesson 2
11.05am - 11.25am	Break
11.25am - 12.25pm	Lesson 3
12.25pm - 1.05pm	Lunch - various extra-curricular clubs are hosted in various departments
1.05pm - 2.05pm	Lesson 4
2.05pm – 3.05pm	Lesson 5 until the end of the school day
3.05pm - 4.05pm	Homework Club and other extra-curricular clubs are hosted in various departments

Your child will be given a timetable on their first day and they should make a copy of it to keep at home and in their blazer pocket just in case they misplace their original timetable. They must refer to this timetable every evening to pack their school bag for the following day to ensure they have all the equipment and books they will need. Here is an example of our timetable demonstrating what it will look like and the different information that is included on it: subject/ class/staff initials/classroom.

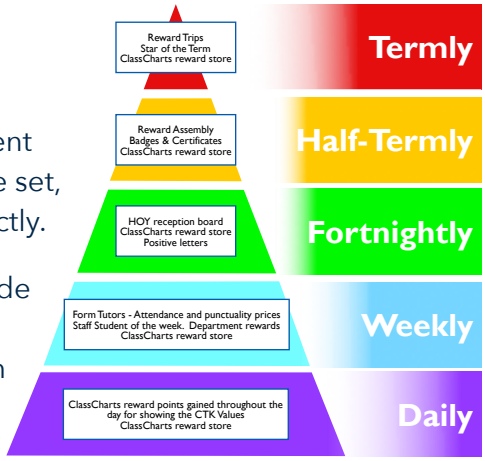
Each year group meets for assembly in the main hall once a week. On all other mornings, pupils will meet in their form room with their form tutor for daily prayer, for wellbeing checks, to receive important notices, to participate in silent reading and to have their uniform and equipment checked to ensure that they are ready for the day ahead.

	AMo	ATu	AWe	ATh	AFr
1	**Gu** 7D/Gu	**Sp** 7AS1/Sp LJS L1	**Gg** 7a/Gg1 DW H7	**Ma** 7a/Ma1 DHA M1	**Sc** 7a/Sc1 PW S2
2	**RE** 7a/Re1 CD RE4	**Hi** 7a/Hi1 SL H4	**Co** 7a/Co1 JEA IT3	**PE** 7a/Pe1 MC	**Ar** 7a/Ar1 DG T1
3	**Ma** 7a/Ma1 LL M7	**Gg** 7a/Gg1 DW H7	**Ma** 7a/Ma1 DHA M1	**Mu** 7a/Mu1 SBK MU1	**Sc** 7a/Sc1 SD1 S4
LUN					
4	**Sp** 7AS1/Sp LJS L1	**DT** 7a/Dt1 DG T1	**PE** 7a/Pe1 MC	**IT** 7a/It1 EB IT3	**En** 7a/En1 HM E1
5	**Hi** 7a/Hi1 SL H4	**En** 7a/En1 HM E1	**En** 7a/En1 HM E1	**RE** 7a/Re1 CD RE4	**Ma** 7a/Ma1 DHA M1

	BMo	BTu	BWe	BTh	BFr
1	**Sc** 7a/Sc1 PW S2	**Sp** 7AS1/Sp LJS L1	**Gg** 7a/Gg1 DW H7	**Co** 7a/Co1 JEA IT3	**RE** 7a/Re1 CD RE4
2	**Ma** 7a/Ma1 DHA M1	**Hi** 7a/Hi1 SL H4	**Hi** 7a/Hi1 SL H4	**PE** 7a/Pe1 MC	**Lv** 7a/Lv1 CPY SLRC
3	**Gg** 7a/Gg1 DW H7	**Ma** 7a/Ma1 LL M7	**En** 7a/En1 HM E1	**Sc** 7a/Sc1 SD1 S4	**Mu** 7a/Mu1 SBK MU1
LUN					
4	**Sp** 7AS1/Sp LJS L1	**DT** 7a/Dt1 DG T1	**PE** 7a/Pe1 MC	**Ar** 7a/Ar1 DG T1	**En** 7a/En1 HM E1
5	**En** 7a/En1 HM E1	**En** 7a/En1 HM E1	**En** 7a/En1 HM E1	**RE** 7a/Re1 CD RE4	**Ma** 7a/Ma1 DHA M1

Behaviour and Rewards

Ready, Respectful and Safe Policy



We encourage your child to be organised with all the equipment they need, to have completed homework to meet the deadline set, to be punctual to every lesson and to wear their uniform correctly.

Pupils earn positive/green points in and out of lessons for a wide variety of reasons these include; being kind, for producing outstanding classwork, being helpful, an excellent contribution in the lesson etc.

We also sanction those who do not follow the rules in our school if necessary by adding negative/red points which then act to negate green points so they are 'lost' This ensures that this acts of poor behaviour are not repeated again to allow others to learn effectively. We want our pupils to have pride in their work and to be recognised for their contribution to school life.

We all work together at CTK to ensure that there is a calm atmosphere where teachers can teach and pupils can learn so our focus is on encouraging good behaviour through positive reinforcement.

All pupils are rewarded continuously throughout the year. This is outlined in our reward triangle above. The foundation of our Relationship Policy is to build positive relationships that last with staff and each other. Being '**Ready**, **Respectful** and **Safe**' is what we want for ALL pupils in our school.

CTK's Expectations

Our **Ready, Respectful, Safe Policy** links in with The CTK Way and our School Mission highlighted earlier in this booklet as our identity as a Catholic school, and the Catholic ethos is

Our Expectations: Ready // Respectful // Safe

1	ACTION	**Reminder** by teacher.
	CONSEQUENCE	Recorded in Class Charts.
	RESOLUTION	**Chance to improve.**
2	ACTION	**Second reminder** by teacher.
	CONSEQUENCE	Recorded in Class Charts, 1 point lost.
	RESOLUTION	**If behaviour improves no point will be taken.**
3	ACTION	**Final reminder.**
	CONSEQUENCE	Recorded in Class Charts, 2 points lost and 10 minute break time detention with class teacher.
	RESOLUTION	**If behaviour improves: negative points can be removed.**
4	ACTION	**Time Out:** pupil sent to buffer zone.
	CONSEQUENCE	Recorded in Class Charts, 3 points lost. Phone call home by Teacher. Break time department 15 minute detention.
	RESOLUTION	**Restorative justice: return to teacher, repair conversation to wipe the slate clean. Detention will be 15 mins.**
5	ACTION	**Removal** from buffer zone by SLT. Add a note on Class Charts.
	CONSEQUENCE	Recorded in Class Charts, 10 points lost. Internal Reset (remainder of lesson) and phone call home by HOD. SLT Friday lunchtime detention.
	RESOLUTION	**Restorative justice: repair conversation to take place before returning to next lesson with a clean slate.**

A point can also be lost for: Being late to the lesson. Not doing your homework. Equipment or Uniform.

A house point can be given at any point during the lesson.

Attendance Matters - 97% Attendance Target

We expect regular school attendance and good punctuality for our students to ensure that they maximise the educational opportunities available. There is clear evidence of strong links between good GCSE outcomes and good school attendance. We care about our pupils' education and understand the consequences of poor attendance. We will work with parents, pupils and our partner agencies to ensure pupils are in school, on time everyday.

Our Attendance Expectations

- Every child is expected to attend school every day.
- Parents should ring or email school daily to report sickness or absence.
- Absences longer than 3 days will have a home visit from the schools welfare officer to offer support even if a parent is contacting school daily. Absences of 3 days require medical evidence.
- Daily contact will be made with the parents of pupils who are absent without reason, this could be a phone call or a home visit.
- Parents of pupils with poor punctuality or attendance to school will be asked to attend a supportive meeting in school to look at ways of reducing the barriers to learning.
- Good attendance and punctuality is rewarded weekly.
- Medical appointments must be held outside of the school day except in exceptional circumstances, in this instance we ask that pupils attend school around the appointment time and produce an appointment card to verify the appointment.
- Unauthorised leave will lead to penalty notices.
- Holidays in term time are not authorised and could lead to a fine from the Local Authority.
- Pupils missing school miss out on learning, clubs and socialising with their peers.

Contact information for reporting an absence

Telephone 01704 565121 or email attendance@christtheking-school.com before 8.25am daily.

% Attendance	What does it mean?	Actions
98-100%	Excellent. You are accessing all learning and education opportunities.	Reward points Form Tutor draw Assembly recognition
96-97%	Great work, you are hitting the school target and accessing learning opportunities.	Reward points Form Tutor draw Assembly recognition
94-95% **(10 days or 50 hours of lost learning)** **(Stage 1)**	Entering the risk zone, You are missing up to 10 days of education per year. You are missing opportunities to excel.	Attendance mentoring for the pupil. Parent meeting in the Friday attendance clinic. Attendance plan for improvement. Catch up plan for subjects.
92-93% **(15 days or 75 hours of lost learning)** **(Stage 2)**	High Risk of underachievement. Up to 15 days of missed education in the academic year. You will start struggling to catch up.	Internal Attendance panel with SLT. Final Attendance improvement plan. Sign posting to external support Catch up plan for subjects.
90-92% **(19 days or 95 hours of lost learning** **(Stage 3)**	Severe risk of underachieving, missing up to 19 days of education.	Referral to external agencies for intervention. Catch up plan for subjects. Monitoring period with local authority which could lead to a fine.
Below 90% **(22 days and above)** **(persistent Absence).** **(Stage 4)**	Severe risk of underachievement. Up to 22 days missed education in the academic year.	Local Authority intervention Risk of Attendance fine Referral to MASH Possible referral to external agencies for intervention

Year 7 Curriculum

Our Year 7 pupils will follow a rich and varied curriculum with 50 lessons over a 2 week timetable cycle. The range and scope of our curriculum ensures our pupils receive a broad and balanced education, which provides appropriate challenges for all pupils as they prepare for today's competitive world of work.

Our Year 7 curriculum consists of the following subjects with the number of lessons per fortnight:

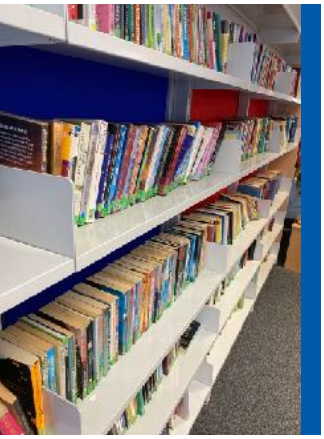
Subject	Lessons	Subject	Lessons	Subject	Lessons
English	7	History	4	Design and Technology	3
Mathematics	7	Geography	4	Computing	2
Science	6	Spanish	4	Art	2
RE	4	Physical Education	4	Music	2

Science lessons include the study of Biology, Chemistry and Physics

Design and Technology lessons include the study of Food and Nutrition, Resistant Materials, Product Design and Textiles.

A Curriculum for Life lesson is delivered once every 2 weeks on a rolling programme which incorporates topics linked to transition, personal well-being, health, British values, citizenship, careers, and social, moral, cultural and spiritual education appropriate to age/experience.

Pupils moving into Year 10 can broaden their curriculum by choosing a wide range of options which include Business Studies, Media Studies, Film Studies, Drama and Sport.



Homework Club

Our teaching assistants (TA's) in CTK run a homework club every night after school, 5 days a week, from 3.05pm to 4.05pm to support our pupils with new topics and to offer advice and guidance on how to organise their time to complete their work in our Learning Resource Area/School Library.

Pupils can access the computers, internet and printers to complete their work whilst supervised by our TA's. They are welcome to attend even if they don't need additional help if they feel that it's more beneficial to them to work in the school environment. We know how difficult it can be sometimes to work at home with distractions such as their iPad/phone/Xbox/Playstation!

Extra-Curricular Clubs and Opportunities

There are numerous volunteering opportunities and clubs/organisations to join at CTK that are offered by our dedicated staff to our Year 7 pupils to widen their experiences, to help them find new talents and to encourage them to make new friends with similar interests to their own.

An example of some include – Team Sports, Cross Country Running, Dance, Drama, School Productions, Science Experiments, Chess, Mental Health Discussion Groups, Musical Instrument Tuition, Computing Club, School Council, CTK Mass, Youth Speaks Public Speaking, Cookery, Student Librarian and Buddy Systems. Many more clubs are offered throughout the school year.

Visits out of school are offered by most subjects, usually for a monetary contribution. These can be subsidised if necessary. Please contact school in confidence to discuss this as we would not want financial issues to affect our pupils' experiences. Trips offered will vary depending on year group. Our older pupils will participate in Duke of Edinburgh expeditions and other overnight residentials.

Special Educational Needs and Disabilities

Our School SENDCo has contacted all the primary schools of children identified with SEN to speak to their SENDCo and/or Year 6 teachers over the summer term. Where required, there have also been additional meetings involving parents and/or other agencies.

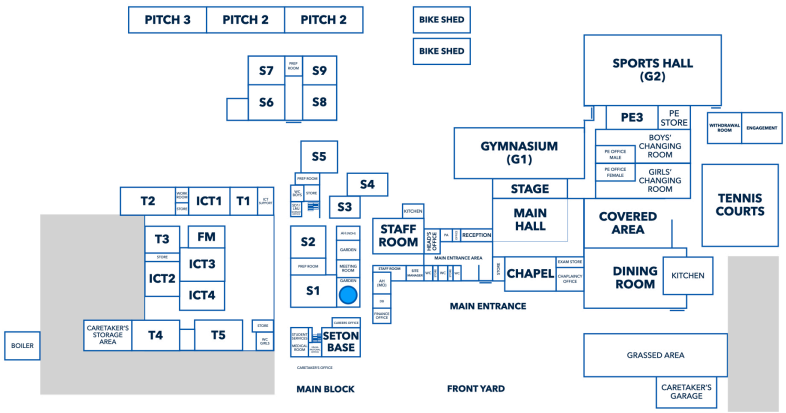
If a pupil with SEN is identified as requiring additional support with their transition to secondary school then we will put in place additional interventions, unique for each pupil. This includes an enhanced transition support programme involving extra visits to tour our school site at CTK. Additional enhanced transition support sessions will be offered to pupils identified with higher levels of support needs which will focus on all aspects of high school and they will also provide more frequent opportunities to visit the key areas around the site. SEN support plans will be written and provided to all class teachers before pupils start with us in September so that they are aware of your child's additional needs and in-class support requirements. Our dedicated teaching assistants work with our SEN pupils from their very first day at CTK providing regular reassurance and an alternative quiet place in our Learning Support Base at breaks and lunchtimes. Our SENDCo will write to all parents and will schedule a meeting to review SEN/transition before the end of the first half term. Please rest assured that your child will be provided with the support they need to access our curriculum.

School Map

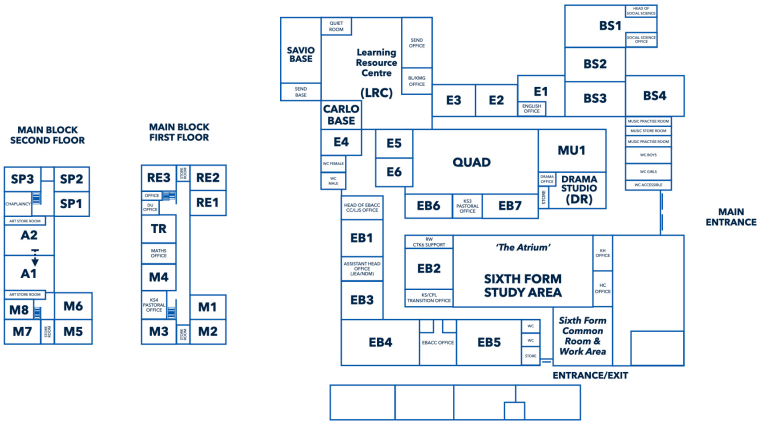
Year 7 pupils find their way around our school site very quickly and they will be provided with a school map to refer to for the first few weeks until they become more familiar with our school layout. Classrooms are signposted on each corridor and there are always plenty of staff around in between lessons to guide them to their next lesson.

Classrooms are coded according to the subject area they belong to. For example, Mathematics rooms are called M1 to M7 and Science rooms are called S1 to S9.

Main School Building and Upper Floors



Sixth Form Block and Upper floors



Personal Appearance and Uniform

All pupils in Years 7 to 11 are required to wear full school uniform on non-PE days so they look smart and are easily identifiable as a member of our CTK community. When pupils are timetabled for PE, they can come to school in their PE kit and trainers and wear them all day. We would appreciate the co-operation of parents/guardians in providing their child with the correct items as described below. Please encourage them to wear it appropriately as advised.

The following is applicable to both boys and girls:

Hair should be its natural colour and worn in an off the face style. Any pupil whose hair obscures their face will be required to tie it back for safety reasons, particularly in practical lessons. No extremes of fashion in cut, style or colour are acceptable. Short hair must not be cut shorter than 'grade 2'.

- Make-up, false nails, false eyelashes, nail polish and hair accessories are NOT permitted.
- Jewellery, including earrings or studs are NOT permitted. The exception is that we allow a wristwatch but it must not have a camera or video recording feature to adhere to GDPR rules.
- Facial piercings, tongue piercings, etc are NOT permitted. Any pupil with a piercing of this type will be required to remove it IMMEDIATELY, again for safety reasons in our busy school.
- Any form of hooded sweatshirt/jackets must NOT be worn in the school building.
- Any form of baseball caps and hats must NOT be worn anywhere on site in school.

Uniform at CTK

- CTK blazer (with school badge).
- White shirt and CTK House tie.
- Grey skirt or black trousers.

Optional items:

- Black jumper or CTK Hoodie.
- Plain black socks.
- Black shoes or black trainers.

Our main suppliers for PE kit, ties, blazers and jumpers are Whittakers 01704 533394 (whittakersschoolwear.co.uk) or Zips N Snips 01704 510166 (Facebook - Zips n Snips).

Shirts, skirts, pinafores, trousers can all be purchased at your preferred shop or supermarket.

If a pupil does not have the correct items of uniform, this will be picked up during registration by his/her form tutor and throughout the school day by subject teachers. They will be sent to the Pastoral Office to borrow the correct item that they need for that day. Non-uniform items will be taken from pupils and returned at a later time.

Persistent offenders may be withdrawn from lessons and/or receive sanctions (notification will be given to parents/guardians).

If you are struggling to buy or replace items of uniform, please contact us at school in confidence and we will offer help and advice wherever possible.



PE Kit

Our PE kit utilises the colours in our school badge and it is made with new fabric technology that is best suited to a sports environment. It was designed after listening to our pupils to hear their opinions on what they would like to wear in their PE lessons so that they feel comfortable and confident. The PE Department recognises that what our pupils wear can massively influence their participation levels and attitude.

The kit is unisex so girls/boys can wear any part of the kit. All of our kit is black with gold side panels and every top features an embroidered CTK badge.

Choices available:

- CTK Hoodie.
- CTK V neck top or buttoned PE shirt.
- Black leggings or tracksuit bottoms (not wide-fit or flared).

Optional items:

- CTK skort or CTK shorts.
- Black base layer long-sleeve top.
- Reversible rugby top.
- Black sports socks.
- White or black trainers.

The skort is sized according to the waistband. A skort with a small sized waist results in a shorter skort when worn correctly just above the hips. If it is worn incorrectly, by pulling it up higher than just above the hips, it reveals the shorts underneath which is not acceptable. It is our strong advice to visit our suppliers to try the skort on before purchase to ensure it remains at a suitable length when moving during exercise and physical activity.

Pupils can choose to have their initials printed on their items at an added cost.

There is also an option for pupils taking GCSE PE in Years 10 and 11 to have the name of their examination course printed on the back of their polo shirt OR hoodie at an added cost.













Personal Belongings

As mentioned, at CTK we want all our pupils to be Ready, Respectful and Safe. As such, we expect them to have all the equipment required in a bag that is strong, robust and of an appropriate size to carry A4 sized documents and books to and from school - as well as all of the other paraphernalia that an 11/12 year old will want to take with them!

During registration, the form tutor will ask members of their tutor group to place all their equipment out on the desk. Any item that your child does not have for that day can be purchased from school in the morning so that they can access all of the tasks and the learning opportunities planned for their lessons.

Essential Equipment List

- Pencil case
- 2 black pens
- A sharp pencil
- A purple pen
- A ruler
- A rubber
- A glue stick
- A pencil sharpener
- A Scientific calculator (Casio fx-85GTCW is recommended)
- A compass
- A protractor
- Felt tips or crayons or colouring pencils
- A highlighter pen in any colour
- A reading book.

Other equipment needed at other times on certain days or throughout the school year include: cookery ingredients (appropriate notice is given), PE kit, an art pad.

Science goggles, foreign language dictionaries etc. are provided for pupils to borrow in those lessons where they are needed. Pupils must provide their own apron in Food lessons.

Mobile Phone Policy

We operate a NO mobile phone policy at CTK for staff AND pupils. Pupils are NOT allowed to have mobile phones whilst on the school premises. Pupils may bring them to and from school, but they must be switched off at the school gates, secured into their Yondr pouch and stored in a safe area of their bag or locker. **When pupils leave to go home each day, they will use the devices near to the school gates to unlock their pouch to access their phone.** Earpods must NOT be seen and they too can be secured into the Yondr pouch. A phone that is visible (or other devices) whilst on the school premises will be confiscated by a member of staff. It will be locked in the school safe and will only be returned to parents/carers (NOT pupils) from the main school office..

Lockers

Lockers are available to hire at the cost of £25 for annual hire. The locker will be used ONLY by the pupil who has paid for it. We recommend that all pupils hire a locker. Please refer to the loose letter included in this booklet with the link to payment/details.

School will investigate any losses of personal belongings, but please note we are NOT liable for any loss or damage incurred and we do not have insurance for such items.

See additional letter provided for details of the website to order and pay for a locker.

Key Year 6/Year 7 Transition Dates

Year 6

September	Parents and pupils attend our Open Evening at CTK as this provides an opportunity to view our school facilities and ask our teachers any questions they may have.
October	Parents add CTK as their preferred school via the Sefton Council online form.
March	Parents and pupils are informed on National Allocation Day via email/letter that they have been allocated a place at CTK.
April/May	A good luck message is sent out to our new pupils at the start of SATs week. Staff that form part of the Transition team at CTK including our SENDCo will contact the Year 6 teacher of every pupil to discuss the key information required to help make the transition as smooth as possible. Our Transition Programme begins. A Meet the Transition Team event will be hosted for parents at school.
June/July	A New Starters Induction Evening event is hosted for parents and pupils (uniform and PE kit will be on sale from our suppliers at this event). Parents will hear from key staff about transitional activities and we will provide the answers to frequently asked questions. Pupils will go to their form room to meet their form tutors and meet the classmates that they will spend the start of each day with.
	Our new intake pupils will be invited to spend a day at CTK as Sefton schools host Year 6/7 National Transition Day. Our new pupils will experience a range of lessons and to become familiar with our school site.
	Anybody who has been highlighted as being really worried about the transition from primary to secondary or with SEN needs will embark on a programme of additional transition activities with our SEN team. Our Year 7 Transition Information Evening will be hosted in school.
August	Tasks accessed via our school website and CTK email. Summer school.

Year 7

September	First day as a pupil of CTK! Pupils will spend most of the day with their form tutor to receive their timetable, to learn more about our school policies, to complete a tour of the school and they will have their fingerprint registered for our cashless catering system.
	Photographs are taken.
	Our carefully planned Year 7 Induction Programme will start and pupils will follow their timetable and become familiar with their new school whilst meeting all their subject teachers. A team-building event in school. Year 7 Retreat Day
October	Parents are invited to our CTK Meet the Form Tutor event to discuss how their child has settled into CTK in the first month and to provide an overview on their child's start in all of their subjects
	Our Year 7 CTK Welcome Mass takes place.
	Barnstondale Residential Visit (one night).
Spring-Term	Our Year 7 Parents Evening is hosted so that teachers can provide a report on your child's attainment and attitude to learning in all their
June	Year 7 and 8 Awards Evening to celebrate successes for attainment and effort in every subject area.
July	Sports Day.
	End of Year Rewards Trip.

There will be numerous other events and visits planned throughout the year and you will receive prior notice of these by letter or email from CTK.

Advice for Parents

All children will be nervous as they start secondary school. In any new situation, it is often the fear of the unknown rather than the actual situation itself that produces anxiety. Encourage your child to share their feelings at home and with their friends.

Plan out the journey to and from CTK over the summer so that your child will know how long it will take so they will become familiar with the journey to and from school.

Set up a work station somewhere at home that gives your child an allocated space to complete any homework.

Every day is busy at CTK! Ensure they have a good sleep pattern and do not have any devices plugged in in their bedroom that will interfere with the quality of their sleep. They will need a good sleep every night to have the energy required for the next day.

Invest in a quality school bag that can close with a zip or catch. It must be big enough to store all your child's books and PE kit. The handle must be comfortable on their shoulder. Ideally it will have a secure pocket for any valuables and a bottle holder for their water to prevent it spilling or leaking.

Ensure your child packs their bag the night before so that they are prepared in advance to avoid rushing in the morning and forgetting something important.

Label EVERYTHING with your child's name. All lost property is taken to Student Services and it can be returned to the owner quickly if it is labelled to avoid any distress or worry.

Teach your child how to organise their time wisely so that they can schedule the homework they will receive so they are not rushing it the night before it is due in. Buy a small chalk board/wipe clean white board or diary to record the date homework is due in. Prioritise it so they complete what is due in first.

If possible, copy and laminate your child's timetable so it is blazer pocket size so that they can access it easily and refer to it quickly throughout the school day.

It will take a few weeks/months for your child to adapt to a new school and new routines. Make sure they know it is OK not to be 100% sure of everything as they'll need to settle in and it will take time to form new friends and adjust to a new environment.

Having to move around the school building for each lesson every day will be daunting at first, and your child will most certainly get lost! They should ask their teacher to show them on their school map where they are going next and they must make use of the signs up on the wall to guide them of where subject areas and classrooms are.

It will be very strange for your child to have a much bigger learning environment and subject areas designated to each subject e.g. changing rooms for PE, labs for Science, Technology workshops and a Drama Studio. They will all feel like massive spaces when they first arrive in Year 7 but it will be so exciting to use all the new equipment and facilities that primary schools often do not have.

Ask your child to think of all the positives about moving up to secondary school. They will start to become independent, self-reliant, organised and more mature and we know they'll cope brilliantly with all the new challenges that will come their way!

This is an excellent resource that you and your child may want to look at together:

https://www.bbc.co.uk/bitesize/groups/c5vpkq1l934t

Key School Information, Consent and Permission Slips

We request that you fill in and submit ONE paper document (Data Collection Sheet) to us to ensure a smooth transition for your child.

Please submit this as soon as possible before the end of term in July.

Items shown with a double asterix ** must be submitted to Sefton Council, **NOT** to us at CTK.

The other documents in your child's transition bag contain useful information for you to keep at home.

Data Collection Sheet

For safety reasons, we must have the name, address, and emergency contact numbers for each pupil. This also includes a contact outside of the family for emergency purposes. We also require medical information and parental permission to administer first aid, to take photographs and for other activities in school that may take place outside of the classroom. We will share the data we hold when we send reports home to parents and would ask you to monitor it to check we have your correct, updated details and permissions at all times.

You will be provided with this form at our New Yr7 Parents Information Evening and Meet the Form Tutor Event. If you did not attend, or needed more time to complete the form to provide all the necessary details, please return the hard copy of this form before the end of term to our main school office/ reception.

Cashless Catering/Biometric Consent, Storage, Use, and ParentPay

At CTK we use biometric registration for the cashless catering and library systems. Pupils are registered on these systems and access their accounts using biometric technology based on fingerprint recognition.

All data is destroyed when our pupils leave CTK.

Username and passwords to set up an online ParentPay account are sent out via email to parents/ guardians of our new Year 7 pupils in June/July. ParentPay is an online payment service that enables adults to make secure online payments by credit/debit card for food/drink in our canteen, school trips and any other payments required. All payments made whilst your child is a pupil at CTK will be via ParentPay. You can also view balances, payments and your child's purchases in our canteen online. Pupils can check the balance on their accounts at the tills in the canteen before school. Cash is not accepted at the tills in the canteen or at the school office; parents must top up pupil accounts online using ParentPay.

There is a tick box in the **Data Collection Sheet** to provide your consent for CTK to record your child's biometric information in the first week of term (fingerprint).

Acceptable Use of Technology Consent

Pupils at CTK will be given access to the internet and all pupils are provided with their own unique school email address. We monitor usage closely and we are alerted if pupils attempt to access inappropriate content or if they add a word into a search engine that is not deemed suitable.

We require your permission to provide consent before we can allow your child to use our computers in school.

There is a tick box in the **Data Collection Sheet** to provide your consent so your child can access and use the internet, email, online learning platforms to complete homework etc.

Key School Information, Consent and Permission Slips

Liverpool Archdiocesan Levy

As a Catholic school, we will provide an education for your child that is taught with a strong Catholic ethos. The Archdiocese requests that each household voluntarily donates £10 per family per academic year. You will find the details on an additional loose sheet enclosed in your child's transition bag.

Please select the relevant payment on your child's **Parentpay** account.

Free School Meals**

If you are in receipt of any benefits, your child may be eligible for free school meals. If you are successful in your application, your child's cashless catering account will be topped up automatically each day. Unused funds provided for Free School Meals do NOT roll over to the next school day.

To check that your child's eligibility will continue when they move to CTK, to apply for the first time or re-apply, please contact Sefton. Further information and an application link was sent **via email** earlier this term. Fill in the online application form and **submit it directly to Sefton Council**.

Sefton Council School Travel Pass**

Sefton will provide a free termly travel pass if your child's nearest qualifying school is beyond 3 miles of their main school address. Conditions apply. Please see the link sent **via email** earlier this term. Fill in the online application form and **submit it directly to Sefton Council**.

Form Tutors

Your child will be placed into a form class and they will spend their registration period at the start of each day with their form tutor. Curriculum for Life lessons are taught in form classes too. You will find the details of form tutors along with their email contact details on an additional loose sheet in your child's transition bag.

ClassCharts

We use ClassCharts at CTK and the app is available to download from the platform where you normally purchase your apps (or you can use their website if you prefer).

Once set up as an app, notifications will be sent to you when your child receives positive and negative behaviour points in accordance with our Ready//Respectful//Safe Policy. You can also track your child's attendance and punctuality from this app. Important announcements about events in school will be communicated to parents and pupils via the ClassCharts app.

You will find a ClassCharts information booklet in your child's transition bag.

Parent and student access codes will be sent out **via email when your child starts with us in September** along with further details on how to set ClassCharts up on your chosen device.

Travelling to Christ the King

The majority of our pupils walk to school and some cycle to school. Parents must not enter the site on foot or in a car/taxi at the start or end of school for safeguarding reasons. We have 2 large bike sheds that allow pupils to store their bike safely with a suitable lock during the school day. They are locked up just before 9am and are opened again just before 3pm and they then remain open for pupils who may be attending after school clubs. Our bike sheds are used at the owner's own choice; CTK cannot accept any liability for damage or losses incurred by using them.

Key School Information, Consent and Permission Slips

Public Buses and Arriva Scholar Bus Pass

A number of our pupils use public transport to travel to and from school and share the bus with the local community. The local bus company Arriva offers a Scholar Bus Pass that can be used by all learners for an annual charge that you can spread over 10 months – September to June – and payment is made on ParentPay. It is valid Monday to Friday and can be used from the first day of term to the last day of term.

See the flyer in your child's transition bag for more information and make payment via **ParentPay** if you'd like to purchase.

Christ the King School Buses

Many pupils use our dedicated School Buses (712 and 714) that Cumfy Bus, a local operator provides for CTK pupils to travel to and from school.

They cover routes to and from St.Luke's Road, Bispham Road and Marshside. Please note, the Arriva Scholar Bus Passes are **NOT** valid on the school buses as they are not operated by Arriva. Please contact Cumfy Bus directly with any query about our school buses: 01704 227321

A MerseyTravel Trio or Solo pass for the correct travelzone, cash and/or debit card payments are accepted on our school buses.

Key School Information

School Term Dates

Please see the loose sheet provided in your child's transition bag for details of our term and holiday dates for the upcoming academic year.

A lot of information can be found on our school website www.christtheking-school.com and we would encourage you to use this to keep up to date over the summer term as we will be providing information for both our new pupils and our new parents too via our website.

Please email us with any questions or queries you may have and we will reply as soon as possible: transition@christheking-school.com.

For any queries regarding transition

Email transition@christtheking-school.com

For general information

Telephone **01704 565121**
Website www.christtheking-school.com
Email info@christtheking-school.com

Find us on Social Media

Twitter **@ctksouthport** **@ctksixthform**
Instagram **@ctksouthport** **@ctksixthform**