



Our Ref: MBU/JQu  
19th July 2017

Dear Parent/Carer

I wish to update you on some important information and changes to the college structure, uniform and equipment requirements for September 2017.

## INSET dates

The dates when the college will be closed to pupils for teacher training (INSET dates) are as follows:

- 4<sup>th</sup> September 2017
- 18<sup>th</sup> December 2017
- 19<sup>th</sup> December 2017
- 12<sup>th</sup> April 2018
- 13<sup>th</sup> April 2018

## Pupil Services

The college will introduce a new feature in the Michaelmas Term of 2017 – Pupil Service. **Pupil Services** will become the first point of contact for parents and pupils for the following issues within the college:

- Passing on parental phone messages to children via the college.
- The collection of items from home by pupils. (*Parents will drop off the items at Reception*)
- Distributing pupil timetables.
- The handing in registers.
- Changes to personal details on the SIMs system
- Phone calls from the college to parents concern administrative or medical matters to parents.
- Transport issues including replacement bus passes.
- Letters from the college to home
- In-term holiday request forms.
- The collection of paper copies of the weekly Griffin.
- Punctuality of pupils to the college.
- Attendance of pupils at the college.
- The handing in of mobile phones.
- The location for the storage of confiscated mobile phones.
- The location for confiscated outdoor coats.
- The removal of make-up
- The supplier of spare uniform.
- The supplier of borrowed items of school equipment.
- The co-ordination of in-college and after-college detentions.
- A meeting point for outside agencies.
- The collection and handing-in of reports.
- Matters relating to Parent Pay.

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- Matters relating Show My Homework
- Arrangements for pupils and parents who wish to leave college, in college hours, to attend an appointment.
- Pupils requesting medical attention.
- Locating teaching staff including Heads of House

The Pupil Services Office will be located in old Admin Office, now the Sixth Form work area. It will be open at the following times to pupils at:

- 08:20 – 08:40hrs
- 10:45 – 11:05hrs
- 13:00 – 14:00hrs
- 15:00 – 15:15hrs

The contact details are below:

Phone number: 01543 502215 Ex 255

E mail address: [R.Scott-Mullen@cardinalgriffin.staffs.sch.uk](mailto:R.Scott-Mullen@cardinalgriffin.staffs.sch.uk)

The office will be open to parents from 08:00hrs until thirty minutes after the end of the college day. Teaching and support staff will ensure that lists of pupils engaged in after college activities are kept in the office and if parents are concerned as to the whereabouts of their children they should contact the Pupil Services.

The office will be managed by Mrs Scott Mullen and Mrs Bayliss. The other members of the pupils' services team are Mr Bradbury, Mrs Felton, Mrs White, Mrs Tapper, and Mr Gonzalez- Fritz. The office number for Pupil services is 01543 502215 extension 255.

### College equipment:

All pupils in the college should have the following items each and every day;

- Two black pens.
- Two green pens.
- Two HP Pencils.
- A Pencil Sharpener.
- A Rubber or eraser.
- Coloured pencils (Red, Brown, Green, Blue, Yellow, and Orange as a minimum).
- A white board pen. (**this is a new requirement**)
- Highlighter pens. (**This is a new requirement**)
- Protractor. (180 or 360 degrees)
- A pencil case to carry all of the above items.
- Ruler. (30cm)
- Scientific calculator.
- Collins Pocket English dictionary.
- A college daybook.
- A reading book agreed with the English department

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Other item we would strongly recommend that all pupils have access to

- Collins Pocket French dictionary.
- A glue stick
- USB Stick
- A Bottle of Water

Teachers will be expected to carry out an equipment check at the beginning of period 1 each day. Pupils who do not have the correct equipment will be sent to Pupil Services for replacement equipment before 09:00hrs which must be returned at the end of the day. Pupil Services will maintain a record of the equipment checks. They will receive an automatic sanction of lunchtime detention in A1 from 13:05 – 13:25hrs for the first offence. A second offence will lead to an automatic after college detention.

All pupils must have a **college bag** that is a minimum 32cm wide and 37 cm tall. Bags should be shoulder or back bags and shower proof. The following types of bags are never acceptable - beach style bags, and bags less than the minimum size. Boots bags (except when used for carrying boots or shoes).

### College Uniform:

A brief reminder to all parents of the dress code. All Rudiment girls (Year 7) are expected to wear the grey checked pleated skirts from September 2017 or trousers approved by the college. For all other girls in the college, they may wear the grey pleated skirts until September 2018, at which point only the grey checked skirt will only be accepted.

Shoes for both boys and girls should have a protruding or small heel. The upper part of the shoe should be leather. The following shoes are not acceptable - Van style shoes, canvas shoes, converse shoes, trainer style shoes, sued shoes, patent shoes, or ballet or soft leather shoes. Be aware that there are some large sportswear companies who brand their shoes as school shoes, they may not meet the requirements of the college – be aware!

The policy states that the shoes should plain, black, non-fashion, leather, and polished shoes with a protruding heel. The shoes below all meet the requirement.

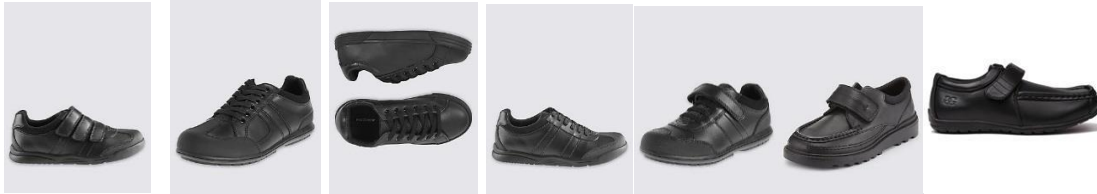


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However, the shoes below are unacceptable because they have no protruding heel or they provide no protection for the top of the foot.

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If parents are unsure, you could send a text with a photo and we will be happy to provide a judgment for you

## College Uniform:

UNIFORM	Boys	Girls
Official Black Blazer with school badge.	√	√
Official College Tie (clip-on)	√	√
Official Sleeved/Sleeveless Jumper with trim.	√	√
Official Plain Grey Trousers.	√	√
Official Pleated Grey Skirt until August 2018.	x	√
Official Pleated Grey Checked Skirt for all Rudiment (Year 7) pupils.	x	√
Plain White Shirt.	√	√
Plain <b>Black/Navy</b> Overcoat or Anorak which covers the blazer when worn.	√	√
Sensible shoes in black leather with black leather uppers and a protruding heel. Boots may only be worn with a medical note from a doctor, paediatrician or Podiatrist.	√	x
Sensible flat-heeled black leather shoes with black leather uppers and protruding heel. Boots may only be worn with a medical note from a doctor, paediatrician or Podiatrist.	x	√
Socks - Grey/Navy Blue/Black.	√	x
Socks - White or Black Tights ( <i>sock or tights to be worn separately</i> ).	x	√



# Cardinal Griffin Catholic College

Headteacher: M Burrowes BA (Hons)

CARDINAL WAY ● STAFFORD ROAD ● CANNOCK ● STAFFORDSHIRE ● WS11 4AW

Telephone: 01543 502215 Fax: 01543 574929 Email: [admin@cardinalgriffin.staffs.sch.uk](mailto:admin@cardinalgriffin.staffs.sch.uk)

Website: [www.cardinalgriffin.org.uk](http://www.cardinalgriffin.org.uk)

PE KIT	Boys	Girls
Official Outdoor Games Top and the Official Polo Shirt, both <i>with school badge.</i>	√	√
Plain black shorts.	√	√
Football Socks – Red.	√	x
Football Socks – Black.	x	√
Football Boots.	√	√
Training Shoes ( <i>no pumps or high top basketball boots</i> )	√	√
Shin Pads ( <i>for Hockey/Football</i> )	√	√
Gum Shield ( <i>for Hockey/Rugby</i> )	√	√
Swimming Costume, Hat, Towel ( <i>Year 7 only</i> )	x	√
Swimming Trunks, Towel ( <i>Year 7 only</i> )	√	x
DT	Boys	Girls
Apron: Food and Constructional Materials	√	√
<b>All items of clothing and belongings <u>must</u> be labelled with the pupil's name</b>		

Yours sincerely

Mr M Burrowes  
**Headteacher**

