



9th May 2022

Dear Parent/Carer,

MAINTAINING STANDARDS

Cardinal Pole continues to strive to gain excellent results and progress and I thank you as parents/carers for working with us in order to achieve these. We keep in our thoughts and our prayers Year 11 and Year 13 students as they commence their examinations next week. In order to maintain our high standards, I ask that you discuss this letter with your child(ren) in order to ensure that we continue to achieve great things together.

Lateness to School and Attendance

Poor attendance and lateness at school sets in place habits that are hard to change later in life and this has consequences in terms of progress and employment into the future. It also means that your child does not arrive in school in a calm and purposeful manner. There has been a lot of research into the impact of poor attendance and punctuality on academic results; it makes for depressing reading. Our attendance and punctuality has returned to our pre-pandemic high. I ask that you ensure that your child arrives in school on time, and are in their classrooms by 8.30am.

Corridor Behaviour

To promote a calm and ready to learn environment, we ask that all students walk (not run) in a calm and quiet manner keeping to the left. We operate a "no touching" policy at Cardinal Pole to ensure that everyone respects each other's space and there are no health and safety issues.

Mobile Phones

As you will be aware, mobile phones, earphones etc. are not permitted either in the school building or its vicinity. Students who disregard this rule will have their device confiscated and it will only be returned to a parent/carers on a Friday, as stated in the student planner. Students can call home from the Head of Year's office in case of emergency. In case of parents/carers needing to contact their child during the school day in the event of an emergency, this can be done by telephoning reception and leaving a message. Again, may I remind parents/carers that where your child fails to hand over the banned item when requested by a member of staff, in line with our sanction policy, your child will be at risk of sanctions up to and including exclusion. Sixth Form students are permitted mobile phones but only in the sixth form area or as part of a lesson (as permitted by the teacher). Please note that if any sixth form student is caught using their mobile phone **irresponsibly**, their phone will be confiscated and only returned to a parent/carers on a Friday, in line with the rest of the school.

Uniform/Equipment

You are reminded that your child should wear to and from school only the Cardinal Pole coat unless they are in Year 11 or the Sixth Form. If there is a financial issue, please contact your Head of Year. All jewellery (unless listed overleaf) is not permitted, along with coloured headbands, hair beads and facial hair. Non-uniform items of clothing brought into school will be confiscated. For clarification see the full list below for both Years 7-11 and Sixth Form.

All students are expected to bring to school every day the necessary equipment to carry out their lessons to the best of their ability. This includes a pencil case holding Pens (Black and Green), a Pencil, a Ruler, a Sharpener, an eraser, a Scientific Calculator, a Protractor. Every student should also carry their reading book with them at all times and their student planner which should be reviewed by parents/carers on a regular basis signing off on their completion of homework.

For full clarification on both Sixth Form and Years 7-11 uniform, please see overleaf:-

Boys Uniform

- Grey Pinstripe Blazer with school logo
- Grey Trousers
- Grey long sleeve or sleeveless pullover with "V" neck with a red stripe
- Plain White with long sleeves (short sleeves shirt may be worn in the summer)
- Black Socks only
- School Tie: All boys must wear a school tie (not clip on version)
- Black low heel leather shoes (Not suede or patent) worn below the ankle. No ankle boots/boots (including "kicker" boots) No trainers or shoes which look like trainers Black laces only
- Male students should be clean shaven: (years 7-13)
- Any haircut shorter than a No.2 is not allowed

Girls Uniform

- Grey Pinstripe Blazer with school logo
- Grey pleated knee length skirt worn below the knee
- Grey trousers
- Grey long sleeve or sleeveless pullover with "V" neck with a red stripe
- Plain White with long sleeves (not blouse type) (short sleeves shirt may be worn in the summer)
- School Tie: All girls must wear a school tie (not clip on version)
- Black tights, or plain knee high Black socks
- Plain low heel black leather shoes worn below the ankle (Not suede or patent) No ankle boots / boots, including kicker boots. No trainers or shoes which look like trainers. Black laces only
- For Health and Safety reasons long hair must be tied back at all times. **Headwear other than plain black hairbands and head coverings for religious reasons are not permitted.**

Outdoor Items

- Cardinal Pole Black School Outdoor Jacket (compulsory) with School Logo (no other coats are allowed except Year 11 & Sixth Form who may wear a plain black coat)
- Plain black bag/rucksack large enough to hold text and exercise books – no logos
- School scarf, hat and gloves (To be purchased from Rough Cuts. No other variation allowed).

Compulsory P.E. Kit for all Pupils

- Black shorts - Plain - no logos
- Black T-shirt with school logo - only purchased from School Supplier (Rough Cuts)
- Black socks (plain, no logos)
- Black PE Jumper with school logo.

Optional Items

- Waterproof suit with school logo - only purchased from School Supplier (Rough Cuts)
- Long white football socks
- Black/Red Tracksuits with School Logo.

Prohibited Items

- The school allows students to wear one small pair of earring studs to be worn (one in each earlobe only) either Gold or Silver. A plain watch is permitted (Apple/Android watches or those with internet connections are NOT permitted). No other jewellery items are permitted
- No Markings or symbols which have been cut into scalp or eyebrows
- No haircut shorter than a no. 2
- No facial hair
- No extensions or hair dye which are not natural colours. Tints and highlights of unnatural colour (yellow, orange, red, purple etc.) are not allowed
- No Ankle boots, including Kickers.
- No Facial or multiple piercings
- No tattoos



Cardinal Pole Catholic School

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Associate Headteacher: Mr A Hall BA(Hons) MA NPQH

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Instagram @cardinalpolerc

Email: enquiries@cardinalpole.co.uk

- No extreme fashion hair styles. The school reserves the right to decide whether a hairstyle meets requirements
- No Hair accessories, including scarves and beads. Black hair bands may be worn.
- No nail extensions or nail colour/varnish
- No make Up - including false eyelashes
- No baseball caps
- No hoodies.

The school will decide whether or not an item is a fashion item.

Uniform Shop Contact Details:

Rough Cuts Casuals
16 Chapel Market
London
N1 9EZ

Telephone: 020 7837 7924
www.directschoolwear.com

Sixth Form Students Only

Students should dress in accordance with the Year 12 and Year 13 Dress Code. The Sixth form dress code is designed to promote a positive image of the school. All Sixth Formers are expected to adhere to the code. This dress code allows considerable freedom whilst ensuring that everyone's appearance is **smart and business like**.

The expectations are:

- Knee-length skirts (girls)/full length trousers (boys/girls) – Black
- Shirt with collar/blouse – White or black
- Ties should be worn by male students on formal occasions
- V-necked Cardigan/jumper and/or smart jacket – Black
- Polishable dark shoes – not Vans, Converse, trainers or pumps
- Plain Face Mask/Covering
- All the above items are available from your local high street chains such as Asda, Marks and Spencer, Tesco, Primark etc.

You are not permitted to wear:

- Any outdoor coat around the building. A tailored jacket is permitted
- Sports clothing in school or on the way to school
- Trainers/Flip-Flops/canvas shoes/shoes containing any logo
- Jeans*/denim/skinny jeans or skinny trousers
- Strappy/revealing tops or bare midriffs/shoulders
- Leggings/jeggings/leather or leather-look trousers/skirts
- Hooded tops
- You are expected to wear clean, safe and functional clothing, which is always appropriate to the study you are undertaking.



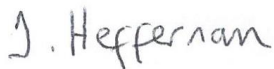
Under no circumstances will denim, baseball caps, hats, hoodies or shorts be deemed acceptable dress.

Failure to adhere to the above dress code will lead to the student being sent home to change. Students who persistently disregard the Dress Code will be referred to the Inclusion Team to address.

*Please note that trousers with back pockets and rivets, even if they are not denim, count as jeans and should not be worn.

I thank you for taking the time to ensure that your child complies with our regulations.

Yours sincerely

A handwritten signature in black ink that reads "J. Heffernan". The signature is written in a cursive style with a large initial 'J'.

Ms J Heffernan
EXECUTIVE HEADTEACHER