

Welcome to Ursuline High School

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For a complete list of Transition FAQs, Resources and Top Tips visit our [Transitions Hub!](#)



Welcome to The Ursuline High School. We look forward to meeting and getting to know you during this transition period.

This transition booklet shares key information to help you and your child prepare to start on this exciting new journey at The Ursuline.

We hope this transition booklet provides you with an insight to our [school values](#) and school life, and answers any questions you may have. Our [Transitions Hub](#) holds more information, including a complete list of transition FAQs and resources. You can also view my full Headteacher welcome on our school website [here](#).

If you have any questions do let us know, we are all on hand to help and support you during this important time.

We cannot wait to welcome you to the Ursuline Community!

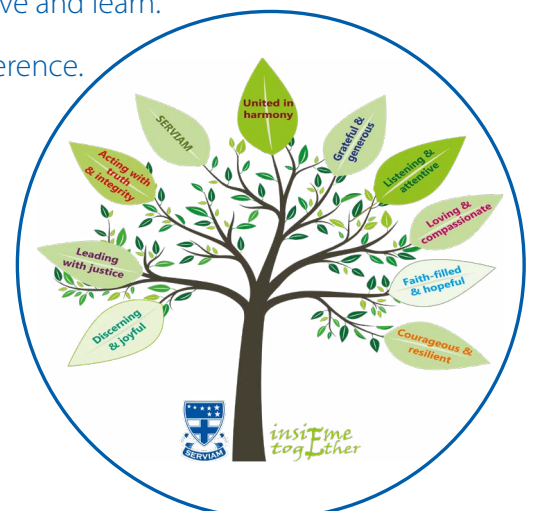
Eoin Kelly Acting Headteacher

Agreement of Expectations

When your child joins our school they are agreeing to uphold the Ursuline standards which make up our school Ethos. These expectations are key to our values of what makes an Ursuline student and ensures our school is a pleasant environment for everyone to thrive and learn.

Please see below link for the Agreement of Expectations for your reference.

[Agreement of Expectations](#)





Dear parents/carers,

It gives me great pleasure to introduce myself as Head of Year 7 at Ursuline High School, Wimbledon, and to extend a warm welcome to you and your daughter.

I understand that moving from primary to secondary is a big change, please don't worry. I will be looking after your child throughout their time in Year 7, and together with a team of dedicated form tutors and Pastoral Support Assistants (PSAs), I will oversee their smooth transition from primary to secondary school, ensuring year 7 students feel safe, meet expectations and are happy.

As Mr Kelly, our Acting Headteacher says, we are very proud of our strong sense of identity, community, and commitment to equality. Student wellbeing and learning are at the heart of everything we do. Supported by their families, an Ursuline student is committed to their catholic faith and our core value of Serviam. We all look forward to supporting year 7 students to be people of action who can make a difference in the school and beyond, who are kind, forgiving, generous of spirit and persevering.

I look forward to working with parents and carers to support your children during their transition to secondary school and we cannot wait to get Year 7 started on the next steps of their educational journey.

Rachel Hoyles Head of Year 7



March 2024

Hello and welcome to the Ursuline from your new Head Student Leadership Team!

We are so excited to meet you as you begin your Ursuline journey, one which will both inspire and challenge you. You will meet incredible people throughout your time here, offering support and encouragement with everything you aim to achieve. And, though leaving your current schools may seem daunting right now, we believe that you are all capable of achieving great things at the Ursuline!

The Ursuline is full of exciting new opportunities designed to help inspire you, and not just academically. We know all of you are looking for a future of successes, and although working hard to produce amazing grades is important, you must also look to become well-rounded individuals who go beyond textbooks. You will have the chance to try new things and discover your true passions, so we hope you take advantage of the huge array of sports or enrichment clubs, including netball, basketball, football, cheerleading, debating, drama, and school counsel - to name but a few! In addition to the varied sport and enrichment programme, there are opportunities for trips away. For example, in your first year at Ursuline, you will be offered the opportunity to go on PGL where you will forge so many long-lasting friendships. There will also be ongoing opportunities throughout your time at Ursuline to widen your cultural knowledge such as multicultural evenings and days. Each academic year also ends with what we call 'UHS Fest' week of activities within school, day trips and even travelling abroad!

The Ursuline Order was founded by St. Angela Merici with the key motto of Serviam. Serviam is Latin for 'I will serve' and through saying this we are saying we will use our gifts and talents for the benefits of others. Although this may be a term you are unfamiliar with now, by the end of your time here it will be at the core of your values. When you join our community, we just ask that you try your best and you look to have a positive impact on others and the school environment. The immense number of opportunities at this school allow everyone to find their light and an equal chance to shine it.

As September approaches, we know the nerves might build but we do hope there is lots of excitement too! We want to reassure you; Ursuline is not just a school, but a community with a large network of support all around you. Change can be scary but marks the start of a new journey which brings lots of exciting new opportunities, experiences, and friendships. You will not be alone as all the older girls will be there to guide you and once you settle in and find a sense of normality, you will be well on the way to becoming the independent, caring, and knowledgeable individuals we know you have the potential to become. We are excited for you and look forward to getting to know all of you. We cannot wait to see what you accomplish and the talents you uncover!



The Head Student Leadership Team

W e l c o m e

Wednesday 17th April 2024

New Intake Parents' Information Meeting

We will be holding a virtual information evening on 17th April, at 6.00-6.30pm. The meeting will take place on Microsoft Teams and joining instructions will be sent to you by email in advance of the event. The purpose of the evening is to share how we plan the transition from Year 6 into Year 7, the ethos of the school, our partnership with you and to also introduce key staff. We would encourage both students and parents to attend the evening. A recording of the presentation will be shared with you after the event.

Saturday 18th May 2024

Student Assessment

Rachel Hoyles Head of Year 7

020 3908 3102

rachel.hoyles@ursulinehigh.merton.sch.uk

Victoria Jefferies SENDCO

020 3908 3132

victoria.jefferies@ursulinehigh.merton.sch.uk

All new students must attend Maths and English assessments at the school. We will hold a morning session on the above date. Your time will be emailed to you closer to the date. These assessments provide us with information so we can accurately group students in English and Maths, provide them with academic targets and plan suitable support, if needed, in time for the start of the school year in September. The information from Year 6 external examinations does not provide all the information we need and is not available until September at the earliest.

These assessments should not cause you or your child any undue concern. There is no need to revise and the only preparation needed is a good night's sleep. There is a break between assessments for a snack and drink, which is provided, and a chance to have some fresh air. Results will not be provided but can be requested by parents / carers in **September**. If your child is currently entitled to extra time or is on the SEND register, please let us know when filling in the data form on Applicaa. Students entitled to SEND support will take these assessments with one of our teaching assistants. Any parents / carers who have a concern because their daughter has an *Education, Health and Care Plan (EHCP)* should contact **Victoria Jefferies**.

Each student will need: 2 pens, a pencil, an eraser and a ruler. **Your child is expected to wear the uniform of their present school.**

You will receive an email in Summer Term A regarding the Governors' Donations Fund. For further information on this vital fund please see page 12 and 13. If you have not returned the financial forms, please bring the completed paper copies with you when your child attends their assessment day. If you do not have access to a printer, please bring all details when you attend, and we can provide you with the forms to complete.

If you are unable to attend, please telephone:
Salvina Barcellona Admissions Officer 020 3908 3167
admissions@ursulinehigh.merton.sch.uk

Tuesday 11th June and Tuesday 18th June 2024

Learning Support Department - Student Induction Mornings

On **Tuesday 11th June** EHCP and SEND support students will be invited to spend a morning at the school. They may, or may not, be on the learning support register. Students will have the opportunity to learn more about the school; how to find their way around and how to organise themselves.

Some formal and informal assessments will take place on **Tuesday 18th June** for any student who is likely to require additional support, to ensure that the correct provision is available on her arrival in September. In addition, all parents and students who will be on the SEND register will be invited into school by invitation on a separate date for a SEND department coffee morning.

Students are expected to attend in their primary school uniform. Each student should bring a drink and suitable* snack.

Monday 24th, Tuesday 25th June & Wednesday 26th June 2024

Student and Form Tutor Meetings

A student and form tutor meeting with each student and a Parent/Carer will take place between 4.00 - 7.00pm, on one of the above dates. These will be face to face interviews where possible. The purpose of the meeting is to get to know your child's individual strengths, requests and any additional needs. Your date and time will be emailed to you closer to the time.

Wednesday 3rd July 2024

Student Induction Day - All Students

This will be an enjoyable opportunity for new students to experience a taste of life at Ursuline High School. Your child should arrive at the school at **9.30am** and will be ready to leave at **2.50pm** (please use Crescent Road entrance). **Students are expected to wear the uniform of their present school and must bring a suitable packed lunch and drink. Further information will be emailed to you nearer to the time.**

Note: *Ursuline High School is part of the School Streets initiative to help tackle air pollution, due to this Crescent Road is not accessible via car Monday – Friday 8.00-9.00am and 2:45-4:00pm (exemptions apply). Parking and turning can be difficult in Crescent Road which is a cul-de-sac. We recommend parking in adjacent roads, which are Controlled Parking Zones or using public transport. Please do not park outside residents' driveways.*

Tuesday 3rd September 2024

The First Day

The first day will start with an assembly and will be spent getting to know the way around school; collecting books; meeting form tutors and other students and preparing for the start of lessons. Year 7 school day timings will be shared nearer to the time.

Note: *Ursuline High School is a part of the School Streets initiative to help tackle air pollution, due to this Crescent Road is not accessible via car Monday-Friday 8.00-9.00am and 2:45- 4:00pm (exemptions apply). Parking and turning can be difficult in Crescent Road which is a cul-de-sac. We recommend parking in adjacent roads, which are Controlled Parking Zones or using public transport. Please do not park outside residents' driveways.*

School Day See Page 8 for bus stop information.

Mon-Thurs: Registration: 8.35am, P1: 8.50-9.40am, P2: 9.45-10.35am, Break: 10.35-10.55am, P3: 11.00-11.50am, P4: 11.55-12.45pm, Lunch: 12.45-1.20pm, P5: 1.25-2.15pm, P6: 2.20-3.10pm, End of Day: 3.10pm.

Fri: As per Mon-Thurs until end of P4. P5: 12.50-1.35pm. End of Day: 1.35pm.

School Equipment

Students should bring the following items to school daily. Black or blue pens, pencils, eraser, sharpener, ruler, glue stick, coloured pencils, highlighters. They will also need a lock for their locker. We will provide students with a mini whiteboard, rubber, board pen and green pen as well as their laptop and planner. Tipp Ex is not allowed in school.

School Lunches

School lunches are compulsory for Year 7. Lunch money should be credited to your child's account via ParentPay by **Friday 23rd August** to ensure your child can buy food on the first day of term. Login details for ParentPay will be issued to parents / carers by post during the Summer holidays. *For more information on ParentPay and school lunches please see page 7.*

Food Allergies

Please inform us of any food allergies using the **Data Collection Form** in the **Medical Conditions** Section.

Wednesday 4th September 2024

Information Evening

On the first Wednesday of term (at 6.00pm), we will hold an Information Evening for Year 7 parents and carers where we will provide you with some key information on Teaching & Learning and how you can track your child's progress throughout Year 7. The meeting will take place in the main school hall. Further information will be emailed to you nearer to the time.

November 2024



Commissioning Service

All Year 7 students, parents and carers are invited to attend a Commissioning Service on this evening to celebrate the end of the Transitions Process. It is an important date in the Year 7 calendar as students become full members of the Ursuline High School community. Further information including date, location and timings, will be shared nearer to the time.

Phone and Social Media Policy

Ursuline students are allowed to have a mobile phone for travel purposes. However mobile phones are to be turned off prior to entering the school site and stored in their locked locker for the duration of the school day. Any phone seen or heard around the school site, outside of lockers will be confiscated.

Year 7 students are **prohibited from using any form of social media** in accordance with the Ursuline school policy and in addition to minimum age restrictions. These include; TikTok, Facebook, Instagram SnapChat and WhatsApp. Failure to comply with this process will result in sanctions following the schools Behaviour Policy. We thank you for your support with managing their online safety.


Parent Resources: [EE Phone Smart course](#) is a great resource for Y6/7 parents and children, focused on preparing children to be safe and kind online before they are given a mobile phone. Other valuable resources include [National Online Safety](#), [Common Sense Media](#), [Jessica Chalmers \(The Social Jess\)](#), [Elizabeth Milovidov - Digital Parenting Coach](#), [Protect Young Eyes](#), and [Bark Technologies](#). All these resources have value adding parent focused websites and social media accounts.

Social Media

Our main school and sixth form have an active presence on Instagram and Twitter. Please give us a follow to access our visual window into school life.

If you are not a social media user don't worry - important school/child information will always be shared directly with you.

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Ursuline Dress Code

The correct school uniform is to be worn at school and also when travelling to and from school. Students are expected to keep themselves, their uniform and belongings neat, clean and in good condition.

School Blazer Must be worn throughout the year by Year 7 -11 students.

Skirt/Trousers, Blouse and Jumper The school blouse must be worn throughout the year. No shortening of the skirt is allowed without the written permission of the Head of Year.

Coat and Jacket Black only, with sleeves – no logo, no denim, leather or fur.

Scarf Black or Navy only. Not to be worn in school.

T-Shirt A white plain round necked t-shirt may be worn under the school blouse – no roll necks allowed.

Shoes Plain black with a sensible heel (5cm maximum) – no platforms, sling backs, trainers, plimsolls or boots of any kind. **Ankle must be visible.**

Tights or Knee-length socks Plain black or navy tights with no patterns must be worn. Plain black or white knee-length socks may be worn in warm weather.

Jewellery One pair of earrings, either studs or small hoops may be worn. One necklace of a religious nature may be worn. No anklets, nose studs, tongue studs or any other body piercing. No tattoos. Inappropriate jewellery will be confiscated and a letter sent home to parents / carers to arrange collection.

Hair and Make Up Any hair accessories must be blue or black. No make-up, nail varnish, false nails. No coloured contact lenses.

The School Bag Must be carried by Years 7 to 11. The correct school bag must be used in or out of school, when in uniform. No plastic bags, drawstring bags or handbags are allowed. These will be confiscated.

Labelling Uniform All uniform including PE Kit, other clothing, text books, exercise books, equipment and belongings must be clearly labelled with the student's name.

Watch This is important to encourage independence and being punctual to school and lessons. No smart watches are allowed.

Ursuline students are allowed to have a mobile phone for travel purposes. However mobile phones are to be turned off prior to entering the school site and stored in their locked locker for the duration of the school day. Any phone seen or heard around the school site, outside of lockers will be confiscated. See page 4 for more information on our Phone and Social Policy.

Uniform Supplier

Schoolwear Inc. 0203 051 7488
198-202 Cheam Common Road
Worcester Park
Surrey, KT4 8QJ

www.schoolwearinc.co.uk

Please be aware of your child's form, as this will be needed when ordering uniform.

Nearly New Uniform Sale

Ursuline Parents' Association run regular secondhand Uniform Sales at the school. **See school website for details as these arise.**

School Lunches

School lunches are compulsory for all Year 7 students. The students sit together with their form group which gives them the opportunity to develop friendships and get to know each other. Lunches include the hot meal of the day plus salads, sandwiches, baked potatoes, soup, dessert of the day, fruit and a variety of drinks. Students are responsible for clearing their own trays.

The school canteen has a cashless card system for payment. Parents / carers pay for lunches by using **ParentPay**, a secure online system, which allows you to credit money to your daughter's account using a credit or debit card. Students will receive their lunch cards when they start school.

ParentPay

ParentPay is the portal we use for managing lunch money. In addition, to adding credit to accounts, the portal enables parents/carers to view lunch items purchased and to check balances. Students in receipt of Pupil Premium will have the relevant amount credited to their account each day.

Login details for ParentPay and details of how to use this system will be sent to you in during the Summer Holidays.

Pupil Premium

Pupil Premium / Disadvantaged

Michelle Alexander Deputy Headteacher

michelle.alexander@ursulinehigh.merton.sch.uk

The Pupil Premium is a government grant paid directly to school to help them support students from families with lower incomes, who have received Free School Meals in the past or are receiving income various other benefits. This funding is very important to help ensure your daughter and all students are able to access a wide range of resources and activities. This can include school trips, music lessons, revision resources and your daughter may be given Free School Meals. To check if you are eligible, when completing your online form, you will be able to access the link to the Pupil Premium section on the Merton website. You do not have to be a Merton resident to apply. We also offer holiday camp provision.

Travelling Home - KS3 Bus Stop

Students must use their designated bus stop area when travelling home by bus. The designated bus stop towards Wimbledon is Arterberry Road and Year 7 must board the bus towards Wimbledon from this stop only. If a student is meeting a sibling they should meet on Crescent Road.

Learning Support

Victoria Jefferies SENDCO

020 3908 3132

victoria.jefferies@ursulinehigh.merton.sch.uk

Ola Calvert EAL Co-ordinator

020 3908 3196

ola.calvert@ursulinehigh.merton.sch.uk

The school asks all parents / carers of new students to fill in the enclosed **Student Data Form on Appliaa**.

This information is used to help the school provide appropriate support and help to all students. This information is important for *Special Educational Needs (SEND)* and for students with English as an *Additional Language (EAL)*. It is used to ensure the correct provision is made available for your daughter.

If you would like this information translated into your language, please contact the EAL Co-ordinator.

Ursuline Parents' Association (UPA)

As a parent/carer of the school you automatically become a member of the UPA. The committee work hard to support the school in many ways. UPA social events provide an excellent occasion for parents / carers to get to know one another better.

See the [UPA](#) section on the school website for details:

Enrichment Opportunities



Students are provided with the opportunity to take part range of enrichment activities as part of the ethos of the Ursuline (at least one activity per week is expected). The more your daughter participates and gives of herself, the happier and more successful she will be at school.

Enrichment activities are released termly and students can sign up on the first week of every new term via emailing the member of staff assigned to the particular club in the enrichment booklet.

To take a look at our current enrichment offer please see our website. (If you are viewing this document virtually please [click here](#) for our current enrichment programme).

Key Contact Information

Ursuline High School

Crescent Road

Wimbledon

London SW20 8HA

Telephone: 020 8255 2688

Website: www.ursulinehigh.merton.sch.uk

Salvina Barcellona **Admissions Officer**

020 3908 3167

admissions@ursulinehigh.merton.sch.uk

Rachel Hoyles **Head of Year 7**

020 3908 3102

rachel.hoyles@ursulinehigh.merton.sch.uk

Magdalena Sawicka **Pastoral Support Assistant**

020 3908 3105

magdalena.sawicka@ursulinehigh.merton.sch.uk

Victoria Jefferies **SENDCO**

020 3908 3132

victoria.jefferies@ursulinehigh.merton.sch.uk

Michelle Alexander **Assistant Headteacher**

020 3908 3139

michelle.alexander@ursulinehigh.merton.sch.uk

Kerry Connor **Assistant Headteacher for Year 7/8**

020 3908 3158

kerry.connor@ursulinehigh.merton.sch.uk

Ola Calvert **EAL Co-ordinator**

020 3908 3196

ola.calvert@ursulinehigh.merton.sch.uk

Alison Silke **Business Manager**

Jivya Sudra / Caijie Zang **Finance Administrators**

020 3908 3133

donations@ursulinehigh.merton.sch.uk

Bernadette Young **Student Services**

Attendance and Pupil Premium Forms

020 3908 3144

bernadette.young@ursulinehigh.merton.sch.uk

Parent Engagement and Communications

The Ursuline High School is committed to ensuring parents are engaged in supporting their daughter's academic progress and personal development.

Parents are given many opportunities over the year to meet with their daughters' teachers and tutors to discuss their progress, and in addition receive regular progress reports.

We also provide opportunities for parents to learn more about the world their daughter's live in, through resource sharing, information evenings, and specialist sessions on issues such as online safety and mental health.

Communications

It is important to us that our parents and carers are kept informed about school life and news. We have a clearly defined communications strategy in place which includes email, website, information meetings, social media, communications from the Head, and our suite of newsletters.

We communicate with both primary and secondary parents – where we have a valid email, and the parent has parental responsibility. There are a few exceptions where we need to communicate with primary parents only, for example Consent Requests and Parent Meeting Bookings. This is to avoid receiving two responses back.

Visit the [Parent Communications](#) webpage for more information, and to read past issues of our newsletters visit our website.

Newsletters

We produce a suite of newsletters throughout the school year. for more information, and to read past issues of our newsletters visit our [website](#).

Photographic Consent

Emma Smedley Marketing & Communications Officer
020 3908 3180

emma.smedley@ursulinehigh.merton.sch.uk

At Ursuline High School we take consent and safety very seriously and this includes the use of images of students. Our latest policy means we ask you to complete a **Photograph Consent section** (available on Applicaa) giving or declining permission for the taking and use of group photographs of student trips, activities and events featuring your child. Should you wish to withdraw your consent at any point you must complete a new **Photograph Consent Form** and email it to the Marketing & Communications Officer.

Individual student portrait photographs are taken for the organisation and security of Ursuline High School (internal use only).

We have a duty of care towards students and to reducing the risk of inappropriate contact.

The school has CCTV cameras in operation for the security of students, staff and equipment. The images may be used for investigative purposes and may, on occasion, be given to the police force.

Any used images is underpinned by the Data Protection Act.

Parent Portals

We use several portals to support various elements of your child's learning journey, including Arbor, Evolve and ParentPay. Further information and logins are provided when children start with us. In the meantime, you can read more about our portals [here](#).

For a complete list of **Transition FAQs, Resources and Top Tips** visit our [Transitions Hub!](#)



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Governors' Development Fund & Financial Assistance

Caijie Zang / Jivya Sudra

(Governors' Development Fund)

Finance Administrators

020 3908 3133

donations@ursulinehigh.merton.sch.uk

Alison Silke

Business Manager

020 3908 3136

alison.silke@ursulinehigh.merton.sch.uk

The **Governors' Development Fund** exists to raise funds which are in addition to the government funding of the school. We ask all parents / carers to make a voluntary contribution to the school, the suggested amount being **£30 per student, per month** for the duration of their education at Ursuline High School.

The fund ensures that Ursuline High School can continue to offer much more than many other schools. As a **Voluntary Aided School**, we are required to contribute 10% of all capital expenditure which gives church schools a small degree of independence within the state sector, however, it does mean we need to raise funds. In choosing a Catholic Voluntary Aided School for their child, parents / carers need to consider their part in raising the 10% cost to the Catholic Community. Some of the more recent projects we have been able to undertake over the past few years include improved I.T. access within the school and an upgrade of the wi-fi system; complete refurbishment of the canteen and dining hall, and a new minibus. The governor's fund has also contributed to the new T Level building, Chapel window, Arts block foyer and our school conferences. These projects would not be possible without the kind generosity of so many parents / carers.

In addition, the school offers the use of a laptop throughout your child's education at the Ursuline. This includes software, insurance cover and warranty. Support is provided by the Laptop Doctor, which is situated in school. If a problem occurs a temporary replacement can be offered. The laptops are used in school during lessons and at home for homework, as part of anywhere, anytime learning.

In Year 7 there is a thorough introduction which covers laptop use and safe internet use. We live in a constantly changing digital world where technology advances at a rapid rate. To operate within our society, we all need to be equipped with up-to-date information and technology skills. The Laptop Doctor provides e forensics monitoring which enables the school to monitor your child's usage and ensure they are not using any appropriate sites or being exposed to potentially harmful material.

In the 21st Century, students' need to be comfortable with each new development. Evidence links the use of technology to improved learning and student outcomes. Schools with a well-developed vision for learning, which lead and manage their use of technology are more likely to reap benefits and have a positive impact on a student's education. Consistent access to technology often motivates them to create work, which leads to increased self-esteem and the ability to explore subjects that interest them in their own time.

All the above would not be possible without the generosity of the parents/carers, all donations are gratefully received, so many thanks in advance.

Donations

We ask all parents / carers to make a monthly donation of **£30 per student**. Some families can afford more, some less, but we ask every family to make a donation.

The school supports families who are unable to afford the full donation. If this is the case please arrange a meeting with **Alison Silke** to discuss financial assistance.

Monthly donations will be collected by **Direct Debit**. A Direct Debit mandate is included in this pack for your completion.

An annual payment of **£360** can be made if preferred.

If you are a UK taxpayer, please complete the **Gift Aid Declaration** section. This allows us to claim back the tax you have already paid, from the Inland Revenue. For every pound you donate, the school receives an additional 25 pence, at no extra cost to you.

Please complete the enclosed **Governors' Development Fund** form.

We ask parents / carers to make the first donation on the date of their daughter's interview. Further donations will be collected by Direct Debit from **September** onwards.

Laptop and Donation FAQs

My daughter has her own device, can she use that?

The school rule is that only Ursuline devices may be used on the premises. Laptops need to be specifically set up by our technicians to connect to the school network.

Am I buying the laptop?

No, you are committing to making a donation towards the IT Infrastructure and a variety of other projects within the school. As a Voluntary Aided School, all building upgrades and renovations require the school to contribute 10% of the cost. Without these donations we would not have the funds to generate the outstanding array of facilities on offer at the Ursuline, which benefit all students.

What happens if my daughter leaves the school?

If for any reason your daughter leaves the school, you must speak to staff in the school Finance Department. We then arrange with you to return the laptop.

What happens if my daughter loses or accidentally damages her laptop?

Students are provided with a laptop cover which the laptop must be stored in when not in use. Insurance cover is provided as part of the scheme to cover theft and accidental damage of laptops. Students are expected to take reasonable care of their laptops, therefore repeated accidental damage claims may not be covered. You will be required to complete an insurance claim advising how the damage occurred. In cases of theft, you will be required to notify the police and provide us with a crime number. Insurers will not cover a laptop that may have been stolen because it has been left unattended or on a bus / train.

What happens if my daughter's laptop needs repairing?

If your child experiences any technical problems with her laptop, she should take it to the Laptop Doctor who will investigate and endeavour to repair it for her. Repairs are usually carried out on site although it may be necessary to send the device to the manufacturer for repair.

Why do I need to make a donation?

Voluntary Aided Schools such as Ursuline High School are required to contribute 10% of all capital expenditure. In choosing a Catholic Voluntary Aided School for their child, parents / carers need to consider their part in raising the 10% cost to the Catholic Community. Ursuline High School is immensely grateful for the generous donations which allow this school to provide excellent facilities.

Why do I need to pay by Direct Debit?

We have been administering the donation scheme for many years and experience has shown Direct Debit to be the most convenient way for parents / carers to make donations. However, if you wish to pay by standing order or any other payment please do.

What happens if I miss a donation?

Finance Staff will contact you to let you know your donation has not been received and kindly ask to rectify the situation. If you are having difficulties making regular donations, please speak with the school's Finance Office in the first instance.

Who should I contact in the Finance Department regarding tablet/donation queries?

Caijie Zang / Jivya Sudra 020 3908 3133
Finance Administrators
donations@ursulinehigh.merton.sch.uk

Alison Silke 020 3908 3136
Business Manager
alison.silke@ursulinehigh.merton.sch.uk

The school uses online monitoring software that reports any suspected safeguarding issues to the school, (regardless if the device is at school or at home). This should provide peace of mind that your child is using the device appropriately.

For a complete list of Transition FAQs, Resources and Top Tips visit our [Transitions Hub!](#)

Health and Well-being

Who should I contact regarding well-being concerns?

Rachael Gilmore Assistant Headteacher/Lead DSL/
Inclusion and Mental Health
020 3908 3168

rachael.gilmore@ursulinehigh.merton.sch.uk

A Supportive Environment

When your daughter starts at the Ursuline she will have a team that you can access to support with any worries or anxieties she may have about school or outside of school. Our pastoral team starts with the tutor that she sees daily, and the pastoral support assistant that works alongside the Head of Year to give guidance and can help find out the right support for your daughter. From organisation to friendship concerns. Beyond that our focus on health and wellbeing is at the forefront of our curriculum and PSHEC, it is an excellent way to express and develop your knowledge on physical and mental wellbeing, as well as how to have successful relationships.

Knowledgeable and Caring Staff

Our extensive support offer enables students to be happy students that can focus on their studies and we have many people that can help on this journey. One of the support mechanisms is the mentoring programme, when older students at school can help you to settle in and transition into becoming an Ursuline. We also have an range of services that you can make self-referrals to such as a school counsellor, a wellbeing coordinator that she can talk to if she is feeling like she needs a better routine or is spending too much time on social media, we have a school nurse, a mental health nurse, and educational welfare practitioners that can offer sessions on sleep therapy or offer support with anxiety.



We Offer Parental Support Too!

We also understand that Parents need support and offer various workshops through the year on key topics such as emotional wellbeing and behaviour support and often we have lead psychologist or social workers leading on this to ensure parents are sign posted to the relevant support in or out of school.

Check out our Mental Health and Wellbeing booklet on our website under 'Parents', 'Health and Wellbeing'. (If you are viewing this document virtually please [click here](#) for link).

Medical Needs / Food Allergies

Karolina Drozek Student Services
020 3908 3121

karolina.drozek@ursulinehigh.merton.sch.uk

For all your daughters medical needs and information on allergies please contact Ms Karolina Drozek who will support you with any information you need and to ensure your daughter's needs are met in school. Ms Drozek will also work with the head of catering to ensure that any allergy requirements are met.

Online Safety

Rachael Gilmore Assistant Headteacher/Lead DSL/
Inclusion and Mental Health
020 3908 3168

rachael.gilmore@ursulinehigh.merton.sch.uk

At Ursuline High School, we provide guidance and train our students to use the internet safely. As part of the ICT curriculum, students in Year 7 are taught how to understand the power of the internet and the rapidly expanding world of digital communications. Every October, all year groups have a dedicated **ICT Safety Week** where we deliver key elements of knowledge and practical tips to students to ensure they use the internet safely. The content of the ICT Safety Week is reviewed yearly, in light of the development in new technologies. We insist that our students and parents agree to our **Use of the Internet Policy**, which can be found in Student Planners and is included in our agreement of expectations. The school uses 24hr online monitoring software that reports any suspected safeguarding issues to the school and so we ask students and parents to commit to using school hardware appropriately. (Please refer to our phone and social media policy for more information).

Privacy notice for parents / carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, *Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA*, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is

Didier Adam Deputy Headteacher

enquiries@ursulinehigh.merton.sch.uk

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Suspension and exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school
- Destinations
- Primary School records

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school as instructed by the Government to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

A copy of our record retention schedule policy can be obtained from Mrs Torch at enquiries@ursulinehigh.merton.sch.uk

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education to meet our legal obligations
- The pupil's family and representatives to support pupil progress, pastoral care and well-being
- Examining bodies to meet our legal obligations
- Our regulator – Ofsted to meet our legal obligations
- Suppliers and service providers to enable them to provide the service we have contracted them for
- Central and local government to meet our legal obligations
- Our auditors to meet our legal obligation

Data sharing cont.

- Our auditors to meet our legal obligations
- Survey and research organisations to support learning and pastoral work
- Health authorities to support well-being of pupils
- Security organisations to support pupil well-being and safeguarding
- Health and social welfare organisations to support pupil safeguarding
- Professional advisers and consultants to support pupils progress and well-being
- Charities and voluntary organisations to support pupils learning
- Police forces, courts, tribunals to support pupils well-being and legal obligations
- Professional bodies to support pupil progress and well-being

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or well-being in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to the London Borough of Merton, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents / carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to the London Borough of Merton.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and students' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Data Protection Officer:

Didier Adam Deputy Headteacher

enquiries@ursulinehigh.merton.sch.uk

Parents / carers also have a legal right to access to their child's educational record. To request access, please contact **Lydia Torch**, Headteacher's PA at enquiries@ursulinehigh.merton.sch.uk

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our **Data Protection Officer**:

Didier Adam Deputy Headteacher

enquiries@ursulinehigh.merton.sch.uk

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our **Data Protection Officer**:

Didier Adam Deputy Headteacher

enquiries@ursulinehigh.merton.sch.uk

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at: <https://ico.org.uk/concerns/>

Call: 0303 123 1113

Or write to: *Customer Contact, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow SK9 5AF*

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Didier Adam Deputy Headteacher

enquiries@ursulinehigh.merton.sch.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

Local Authority

London Borough of Merton Data Protection Officer

The Data Protection Officer
Merton Civic Centre
London Road
Morden
SM4 5DX

Website: www.merton.gov.uk/legal/privacy-and-cookies/councillors

Email: data.protection@merton.gov.uk

Department for Education

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.gov.uk/government/organisations/department-for-education

Telephone: 0370 000 2288

Contact Us!

If you have any questions regarding your transition, or if you have feedback to share on the transitions materials, or overall experience please email:

admissions@ursulinehigh.merton.sch.uk

Don't forget - check out our Transitions Hub!

Remember to check out our [Transitions Hub](#) for more transitions resources, including a comprehensive list of FAQs and Top Tips.



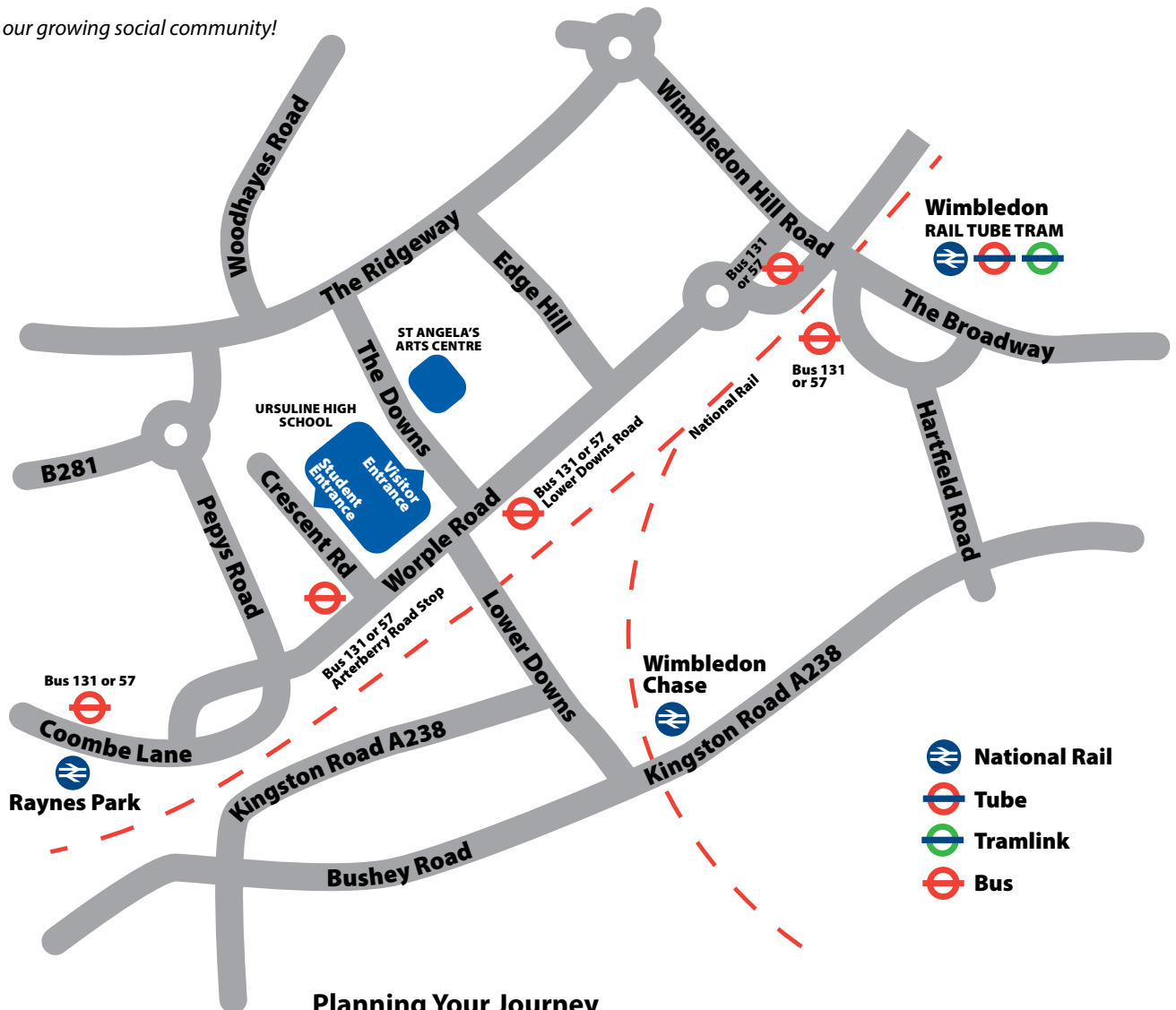
URSULINE HIGH SCHOOL Wimbledon

Crescent Road Wimbledon London SW20 8HA Telephone 020 8255 2688 Web www.ursulinehigh.merton.sch.uk

X @UHSPeDept
@SixthFormUHSWC

Instagram UHSWimbledon
uhssixthform

Follow us! Join our growing social community!



Planning Your Journey

Ursuline High School, Wimbledon, is located in the borough of Merton. Use this helpful map to find your way to us.

By Tube

We are an approx. 20-minute walk or a bus journey from Wimbledon underground station.

By Train

We are an approx. 10-minute walk from Wimbledon Chase and Raynes Park overground stations.

By Bus

57 or 131 to Crescent Road (Lower Downs Road stop).

Note: Ursuline High School is a part of the School Streets initiative to help tackle air pollution, due to this Crescent Road is not accessible via car Monday – Friday 8.00-9.00am and 2:45-4:00pm (exemptions apply). Parking and turning can be difficult in Crescent Road which is a cul-de-sac. We recommend parking in adjacent roads, which are Controlled Parking Zones or using public transport. Please do not park outside residents' driveways.