



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, resources and top tips.

I invite you to view our new [Virtual Tour](#) to explore our facilities, and get a sense of our ethos, values and what it means to be an Ursuline student. Our Virtual Tour includes my Headteacher Welcome, a Tour of the school and Testimonials from some of our staff, students, Governors and parents. Whether you're stepping into Year 7 or transferring later, I am excited to show you what makes our school so wonderful.

We cannot wait to welcome you to the Ursuline Community!

Eoin Kelly Headteacher

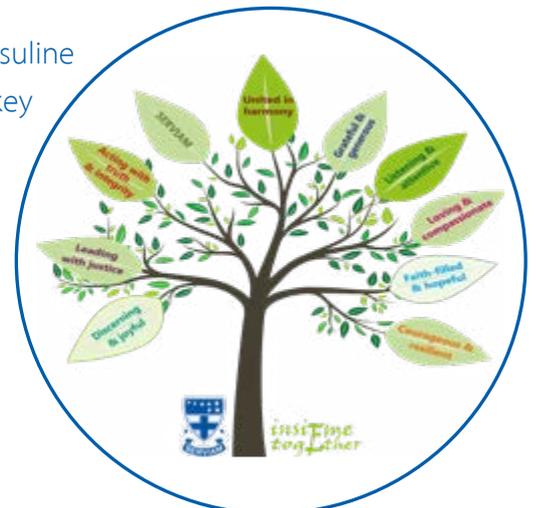


Agreement of Expectations

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 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





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Ursuline
High School
WIMBLEDON

Voluntary Aided 11-18 Roman Catholic School for Girls

Headteacher: Mr Eoin Kelly

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

March 2025

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!



Hop on and strap yourselves in, because you're about to begin an exciting new journey. Welcome to the Ursuline, Year 6s. We are so excited to meet you and officially welcome you into our community. My name is Maia, and I'm a Year 12 student in my sixth year at the Ursuline. I'm proud to be joint Head Girl alongside Catherine. Having been here since Year 7, this school has truly shaped who I am today. Over the years, I've been given so many incredible opportunities that I honestly don't think I would find anywhere else. From an early age, the Ursuline encouraged me to step outside my comfort zone. In Year 8, I raised money for charity and was fortunate enough to win £1,500 which taught me the importance of generosity and giving back, one of the core Ursuline values. The school has also supported me throughout my sporting journey. I've been involved in numerous clubs and competitions, including netball, athletics and football, which helped build my confidence and resilience. This year, I qualified for the British Indoor Championships in athletics, and the encouragement and

support I've received from the Ursuline has pushed me closer to my dream of one day making it to the Olympics. One of my favourite moments at the Ursuline was the opportunity to visit another Ursuline school in Ilford. There, I met so many inspiring girls and truly felt part of the wider Ursuline sisterhood. I was able to use Serviam and my gifts and talents by singing alongside the musician Adenike. As a result of that experience, I later had the incredible opportunity to sing a duet with her at OVO Wembley Arena in the Concert, Flame. This was something I never imagined possible, and it only happened because the Ursuline believed in me. The amount of opportunity you are given here is truly special. As you begin your journey here, use Year 7 as your foundation. Try new things, get involved, and don't be afraid to challenge yourself. You are now part of a family, a community that will support you through every high, every challenge and every achievement. We cannot wait to see you grow, flourish and become confident young women who make a difference. Step into this new chapter with confidence, embrace every opportunity, and most importantly, enjoy the ride.





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Hi! I am Catherine, and I am one of your co-head girls, and I am so excited to be writing to all of you about some of my own wonderful experiences here at the Ursuline. The last six years have been filled with a plethora of memories, incredible opportunities, and yes – even some challenges! All of these experiences have and continue to help me to grow as a person, and I hope for the same for all of you as you begin your Ursuline journey. Throughout my time here, I have had access to so many incredible opportunities, the many school trips including those to Normandy, and even an exchange to Dallas Texas, all of which have given me the chance to make memories that will truly last a lifetime. I have also had the opportunity to grow my confidence through the numerous opportunities to develop my public speaking skills such as the annual school debates, our A-Level Politics conference, LAMDA showcases, and even a school production of Chitty Chitty Bang Bang. This has also been helped through a number of opportunities for student leadership, like the Community Student Leadership team, and most recently – my role as a head girl. But at the core of these many opportunities and the Ursuline experience is the importance of *Serviam*, the willingness to use one's gifts and talents for the benefit of others, and arguably the most important lesson which I have learnt in my years here. As I continue to reflect on my years at Ursuline, I am filled with excitement for you, for the memories you will make, the friendships that you will build, and of course, the many, many lessons which you will learn. I am also filled with great pride and happiness, the joy of being a part of such a beautiful community and a sisterhood which will last a lifetime, once an Ursuline Girl, always an Ursuline Girl!



My name is Emma and I am your deputy head girl. This is my sixth year here at the Ursuline and over this time I've had a huge number of amazing opportunities which have shaped me into the person I am today. I have learnt to push myself out of my comfort zone and strive to be the best person I possibly can, as well as "use my gifts and talents for the greater good" which is a saying you will definitely come to hear more across the years! Some of my favourite moments during my time here have been sports day and multicultural day. Both of these have highlighted the importance of the amazing welcoming community at the Ursuline, as everyone comes together to support one another and celebrate our differences. As someone who was the only person from my primary school who went to the Ursuline, I still remember just how daunting the jump to secondary school felt. But regardless of if you come alone or with lots of friends, the Ursuline will support you no matter what and help you settle in. Don't forget that the nerves you feel today are simply the start of something exciting. Take every opportunity, support one another, and don't be afraid to step outside your comfort zone because that's where growth happens.



The Ursuline will give you so much, and I hope you come to love it as much as I have.





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As we draw closer to September, we understand that feelings of nervousness may begin to creep in – we were in your position not too long ago! You are never alone, Ursuline is full of friendly faces which are always happy to help, and don't be afraid to talk to us older students – we are not scary, we promise! In spite of any anxieties you may have, we hope that this letter will help to reassure you, all the while getting you excited for the wonderful adventure that you are beginning to embark on. It will go so quickly, and soon enough, in a blink of an eye, you will be the older students looking out for your Year Seven counterparts! We can't wait to meet all of you in September, and to witness all of the wonderful things that you will do!

Yours sincerely,



Maia, Catherine, and Emma (Your Head Girl Team)



W E L C O M E

Thursday 23rd April 2026

New Intake Parents' Information Meeting

We will be holding a virtual information evening on 23rd April, at 6.00-7.00pm. 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. The presentation will be shared with you after the event.

Saturday 16th May 2026

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. **Each student should bring a drink and suitable snack (no nuts).** 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' Development Fund, our parental contribution scheme. If you have not returned the financial forms by the deadline set in the email, please bring the completed paper copies with you when your child attends their assessment day. If you do not have access to a printer, we can provide you with the forms to complete. See page 12 for further information on the Fund.

If you are unable to attend, please telephone:
Maria Dancisinova Admissions Officer 020 3908 3199
maria.dancisinova@ursulinehigh.merton.sch.uk

Tuesday 16th June 2026
and Tuesday 23rd June

Learning Support Department - Student Induction Mornings

Some formal and informal assessments will take place on **Tuesday 16th 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 Learning Support Department coffee morning.

On **Tuesday 23rd June** EHCP and SEND support students will be invited to spend a 'meet and greet' 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.

Students are expected to attend in their primary school uniform. Each student should bring a drink and suitable snack (no nuts).

Monday 22nd, Tuesday 23rd June
& Thursday 25th June 2026

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 1st July 2026

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 (no nuts) 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.

Thursday 3rd September 2026

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. Any additional information relating to the first day 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

Monday - Thursday:

Registration/Assembly: 8.30-8.50am

P1: 8.55-9.45am,

P2: 9.50-10.40am

Break: 10.40-11.00am

P3: 11.05-11.55am

P4: 12.00-12.50pm

Lunch: 12.50-1.30pm

P5: 1.35-2.25pm

P6: 2.30-3.20pm

End of Day: 3.20pm.

Friday:

As per Monday - Thursday until end of P4.

P5: 12.55-1.40pm.

End of Day: 1.40pm.

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 combination 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 Arbor by **Friday 28th August** to ensure your child can buy food on the first day of term. Login details for Arbor will be issued to parents / carers by post during the Summer holidays. *For more information on our school lunches please see page 9.*

Monday 7th September 2026

Information Evening

On Monday 7th September (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 2026



Commissioning Service

All Year 7 students, parents and carers are invited to attend a Commissioning Service in November 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.

Mobile Phones, Smart Devices and Social Media

Smartphones and social media are huge safeguarding concerns which you will be aware of due to ongoing research, campaigning and media attention. Indeed, many of you may have even signed the [Smartphone Free Childhood](#) Parent Pact which has over 100,000 signatures.

We are proud to say we have a clear policy in place regarding the use of mobile phones and smart watches at school:

Smart watches are NOT permitted on school premises. Please ensure they are kept at home.

Year 7 Ursuline students are welcome to carry a 'non-smart phone', i.e. brick phone, for travel purposes.

Year 7 students are prohibited from using any form of social media in accordance with the Ursuline school policy and in line minimum age restrictions (13 currently). These include; BeReal, Discord, Facebook, Instagram, Pinterest, Snapchat, TikTok, X, and WhatsApp.

All 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/watch seen or heard around the school site, outside of lockers will be confiscated.

Additional Resources: [Smartphone Alternatives for Kids](#), [Keeping safe online: parent advice and resources library](#), [Agreement of Expectations 2026](#).

Travelling Home - KS3 Bus Stop

Students must use their designated bus stop area when travelling towards Wimbledon by bus.

Designated bus stop: Year 7, 8 & 9 Arterberry Road.

Information

Ursuline School Uniform

As part of our commitment to support families and ensure every child feels confident and included at school, we are updating our school uniform policy in line with the new Children's Wellbeing and Schools Act 2025.

This legislation aims to reduce the financial burden of school uniforms by limiting the number of branded items schools can require to a maximum of three. By aligning with this national initiative, we hope to ease financial pressures, promote equality, and ensure that no child is disadvantaged due to uniform costs.

Key changes for Ursuline High School with effect from September 2026.

There are specific requirements for the items set out in our new School Uniform Policy which will be discussed at the New Intake Parents' Information Meeting on 23rd April. Branded items will be limited to 3: blazer, skirt/trousers (which are classified as branded due to the unique colour) and the PE top.

The blue (not navy) school jumper and black bag (suitable for laptops) will no longer need the school logo and therefore can be purchased from high street retailers.

The striped shirt will change to plain white reverse collar shirt and therefore can be purchased from high street retailers.

PE kit will comprise of the branded PE top (branded with the student's house colour), plain navy joggers/shorts/running leggings and trainers.

The new uniform will be compulsory for incoming Year 7s.

Please hold off on purchasing any uniform until after the New Intake Parents' Information Meeting on 23rd April (see p7), as further information on our full uniform policy and specs, including uniform list will be shared with parents at this event.

All items branded and generic can be sourced at our student uniform supplier **Schoolwear Inc**, who can be contacted via email, phone or in person at the shop.

Phone: 0203 051 7488 **Email:** sales@schoolwearinc.co.uk

Web: www.schoolwearinc.co.uk

Address: 198-202 Cheam Common Road, Worcester Park, Surrey, KT4 8QJ

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Nearly New Uniform Sale

Ursuline Parents' Association run regular secondhand Uniform Sales at the school.

See the [UPA](#) section on the school website for details or email: UPA@ursulinehigh.merton.sch.uk

School Lunches

School lunches are compulsory for all Year 7 students. For the first term, students sit together with their form group giving them the opportunity to get to know each other and develop friendships. The school is committed to providing a range of healthy and nutritious meals for our students. All our menus cater for those with special dietary requirements. We serve hot meals, snacks, cold food and drinks during the morning and lunch breaks, and breakfast before school (agreed in advance).

The school canteen has a cashless card system for payment. Parents/carers pay for lunches using our Management Information System, Arbor and students then use a lunch card to pay for their food. Students in receipt of Pupil Premium will have the relevant amount credited to their account each day. See page 11 for more information re. [Arbor](#).

Read more about our Catering Provision including menus, prices, food regulations, and allergy awareness on our [website](#).

Food Allergies

To inform us about any food allergies please complete the **Medical Conditions Section** of the **Data Collection Form**. Parents/carers can fill out this form online once they have accepted their child's place on AppliCAA.

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 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.

For any further information please see below

[Apply for free school meals and Pupil Premium](#)

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 Applicaa**.

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 or email:

UPA@ursulinehigh.merton.sch.uk

Enrichment Opportunities



Students are provided with the opportunity to take part in a 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.

Our current enrichment offering can be viewed [here](#). If you are reading this in print, please visit the Enrichment page of the Curriculum section of website.

Key Contact Information

Ursuline High School

Crescent Road

Wimbledon

London SW20 8HA

Telephone: 020 8255 2688

Website: www.ursulinehigh.merton.sch.uk

Maria Dancisinova **Admissions Officer**

020 3908 3199

maria.dancisinova@ursulinehigh.merton.sch.uk

Rachel Hoyles **Head of Year 7**

020 3908 3102

rachel.hoyles@ursulinehigh.merton.sch.uk

Karlin Eloff **Year 7 Pastoral Support Assistant**

020 3908 3105

karlin.eloff@ursulinehigh.merton.sch.uk

Victoria Jefferies **SENDCO**

020 3908 3132

victoria.jefferies@ursulinehigh.merton.sch.uk

Kerry Connor **Assistant Headteacher for Year 7**

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**

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/carers are kept informed about school life and news, and 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 - including Headteacher Roundups, school wide, year group, Sixth Form and Catholic Life editions.

For further information and to read past issues of our newsletters please visit the [Parent Engagement & Communications](#) section of 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 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.

Follow us on Instagram

Our main school and sixth form have an active presence on Instagram. 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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Parent Portals

We use several portals to support various elements of your child's learning journey, including Arbor, Evolve and SchoolCloud.

[Arbor](#) is Ursuline High's Management Information System (MIS), where student records, timetables, progress reports, behaviour, detentions and payments are logged. Login details for Arbor and details of how to use this system will be sent to you during the Summer Holidays. We use Evolve for consent forms and SchoolCloud for managing parent/teacher meetings and logins for these will be sent when relevant. You can read more about all 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

(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** is the schools' parental contribution scheme. As a Catholic Academy Trust school, we rely on good financial management of school funds and the fantastic generosity of our whole school community to enable and enhance the education experience to our students. All additional funding secured makes a significant impact on our school's offering and the programmes we provide for our students.

Your support goes directly towards **enriching the educational opportunities** for our students **and maintaining the exceptional environment** in which the students learn. In recent years, your contributions have supported many works including: refurbishment of student services, construction of the accommodation of T Level Nursing, our Katherine Johnson T Level Digital Building, Business and T Level Science, the new roof at St Angela's, new doors, floors and heating upgrades/repair, renovation of our main kitchen /dining room, tennis court upgrade, and LED lighting and CCTV throughout the Main School. None of this would have been possible without this invaluable support.

Additionally, Governors contribute to the **School's Chaplaincy programmes** to sustain and develop the school's charism and ethos, and our **Laptop Scheme** (see below for more information) where our students have the use of a laptop throughout your child's education at the Ursuline.

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 and 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 motivates students to create work, leading to increased self-esteem and the ability to explore subjects that interest them in their own time. Laptop devices 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. Our on-site Laptop Doctor provides software, insurance cover and warranty including a temporary replacement. They also provide Smoothwall forensic monitoring which enables the school to monitor your child's usage and ensure they are not using any inappropriate sites or being exposed to potentially harmful material.

You can read more about our Fund [here](#).

Donations

We ask all parents / carers to make a voluntary contribution of **£30 per month** to the school, for the duration of their child's education at Ursuline High School.

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

Further information including all relevant forms will be sent to parents directly.

Monthly donations will be collected by Direct Debit. 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.

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.

For those facing financial constraints, the **school supports families who are unable to afford the full donation**. If this is the case, please let us know, as any contribution can make a significant difference.

Also, your ongoing support through involvement in school activities, volunteering, and fostering a sense of community is equally invaluable.

To discuss the Fund and/or your donation please contact our [finance department](#).

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 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?

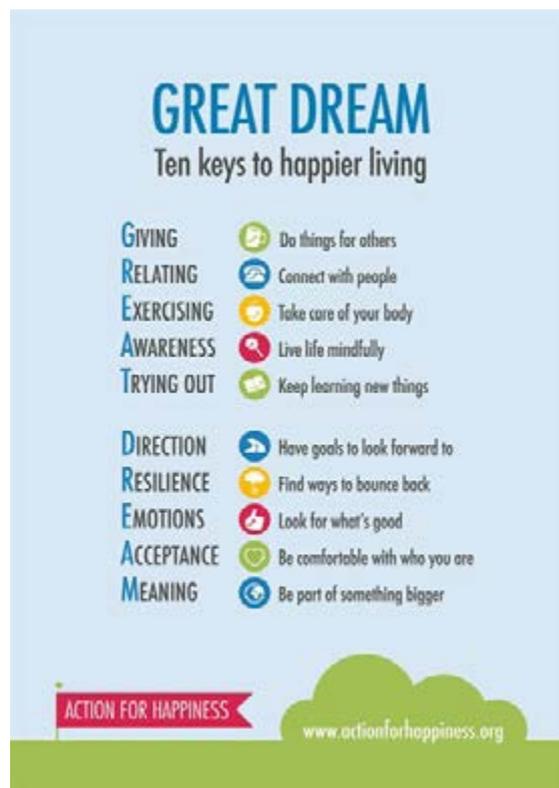
Rachael Gilmore Assistant Headteacher/Lead DSL/
Inclusion and Mental Health
020 3908 3168
rachael.gilmore@ursulinehigh.merton.sch.uk

A Supportive Environment

When your daughter starts at the Ursuline she will have access to our pastoral team who are able to offer assistance with any worries or anxieties that she may have about school. Our pastoral team starts with the tutor that she will see daily. Year 7 has a dedicated Pastoral Support Assistant that works closely with the Head of Year, and together they ensure that students receive appropriate guidance and support as needed. Beyond that, our focus on health and wellbeing is at the forefront of our curriculum and PSHC, it is an excellent way for students to develop their knowledge on physical and mental wellbeing, as well as helping them to develop successful relationships.

Knowledgeable and Caring Staff

Our extensive support offer enables students to be happy students that can focus on their studies. One support mechanism is the 'Big Sibling' mentoring programme, where older students at school can help students to settle in and transition into becoming an Ursuline. We also have a range of external services who attend school such as a school counsellor, a school nurse, St Giles mentor and Educational Wellbeing Practitioners who can offer sessions in areas such as anxiety, low mood and sleep difficulties.



We Offer Parental Support Too!

We also understand that parents/carers need support and offer various workshops throughout the year including topics such as online safety and substance misuse education. There is a programme of emotional wellbeing webinars delivered by Mental Health Teams in Schools as part of our collaborative work with the NHS.

Resources: For further information, please refer to our [Directory and library of resources](#) including our [Mental Health and Emotional Well-being booklet](#). If you are reading this in print please visit the Parent/Carer Support Services webpage in the 'Safeguarding' section of our website.

Medical Needs / Food Allergies

Glynn-Lisa Morley Student Services
020 3908 3121
glynn.morley@ursulinehigh.merton.sch.uk

For all your daughter's medical needs and information on allergies please contact Mrs Morley who will support you with any information you need and to ensure her needs are met in school. Mrs Morley 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 and PSHE curriculum, students in Year 7 are taught how to understand the power of the internet and the rapidly expanding world of digital communications. Every year, 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. We insist that our students and parents agree to our use of the [Digital Learning and Safety Policy](#) which can be found in Student Planners and is included in our [Agreement of Expectations](#).

Resources: For further Online Safety information including our [Digital Learning and Safety Policy](#), Smart Devices and Social Media guidance, resources and recommendations and library of resources please visit to our [website](#). If you are reading this in print please visit the 'Keeping Safe Online' webpage in the 'Safeguarding' section of our website.

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 Lead is

Didier Adam Deputy Headteacher

enquiries@ursulinehigh.merton.sch.uk

Our Data Protection Officer is

School Pro:

<https://schoolpro.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.

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.

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 Lead.

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 Lead.

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 Lead**:

Mr 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 Lead:

Mr 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.

Sancta Familia Academy Trust DPO

School Pro

Website: <https://schoolpro.uk>

Email: contact@schoolpro.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

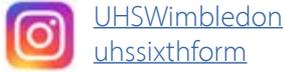
Don't forget - check out our Transitions Hub!

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

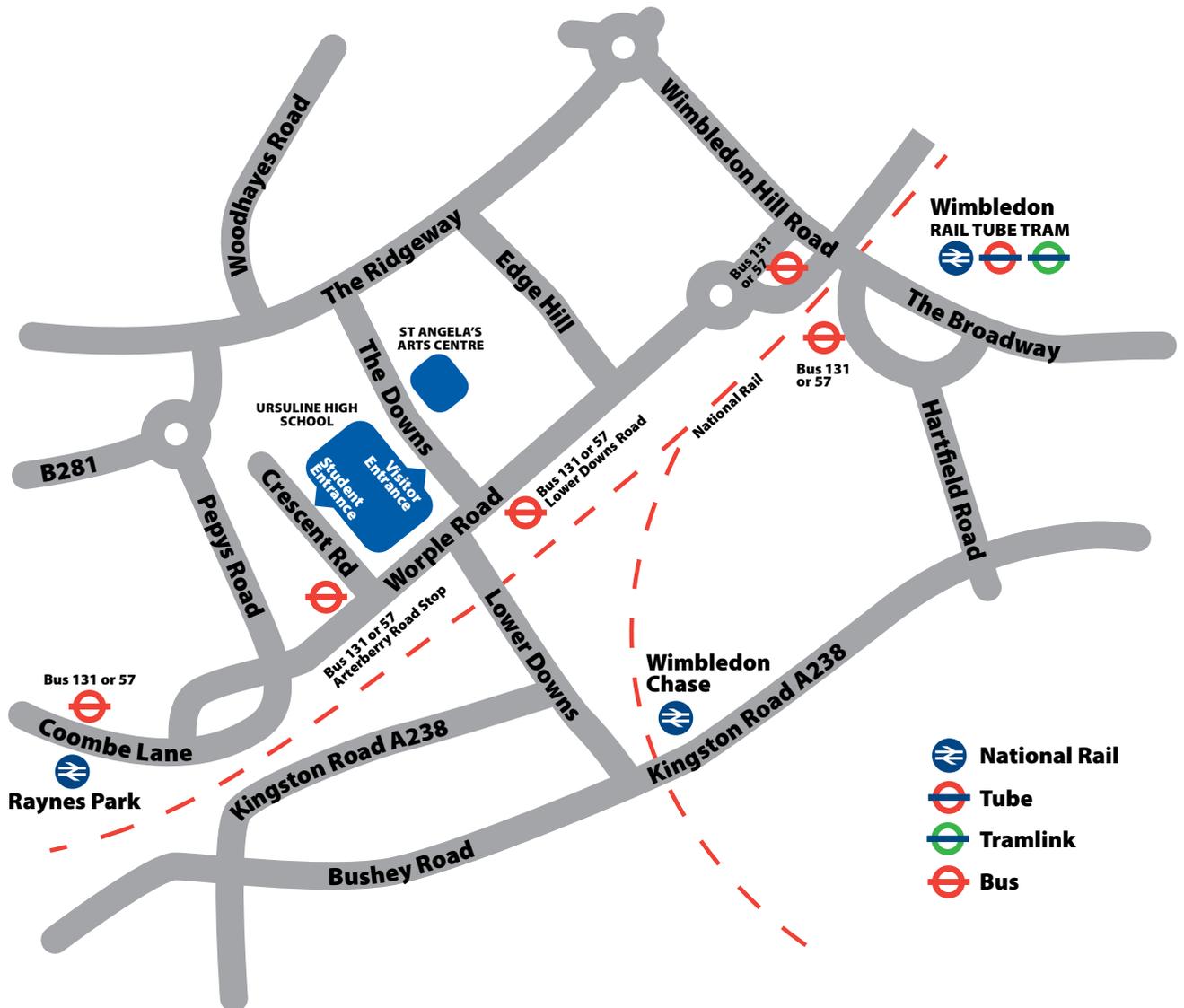


URSULINE HIGH SCHOOL Wimbledon

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



Follow us! Join our growing social community!



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.

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).