2026

Welcome to SAS!

Our helpful guide to get you ready for Secondary School



ST AUGUSTINE'S
VC SECONDARY ACADEMY

St Cuthbert's
ROMAN CATHOLIC ACADEMY TRUST

Intro

Year 6 Transition Information

This information pack has been carefully put together in order to provide families of children moving into Year 7 with as much information and advice as possible so that the transition from primary to secondary school is as smooth and stress-free as it can be.

Chronological Layout

The information has been put together in a very specific way so that you can move through the pages in a chronological manner; the information at the front of the booklet you will need now, moving through the pages towards information you will need in September.



WELCOME

Welcome to St Augustine's!

I am delighted to welcome you our school family. Here at St Augustine's, we pride ourselves on our Catholic ethos that creates a community of inclusion. For us, what matters is 'every child, every day'. There is a place for everyone here in our school.

As Headteacher, I have a deep desire to want more for our students; I want to not only provide the highest quality of education, but opportunities to open young people's eyes to what is possible in the world. I want to raise aspirations and show our community that they can achieve anything they put their minds to.

I believe that our role is to love and care for our students; to listen, to support but also to challenge. We have very high expectations, and I will never apologise for these. The litte things matter to us such as wearing uniform correctly and being fully equipped for the school day. If we look after the little things, the bigger things do not become a problem.
Our Catholic faith drives us in our pursuit of excellence, it provides us core values which help us live out our Mission Statement of 'To Love and Serve through Christ.'

I thoroughly look forward to welcoming you.
God Bless,



Miss. R. Flanagan
Headteacher

WELCOME

I am delighted that you have chosen St Augustine's Catholic School for the next stage of your educational journey. Moving from primary to secondary school is one of the most significant milestones in a young person's life. It is a time filled with excitement, a few nerves, and the promise of new friendships and discoveries.

As the CEO of the Trust, I want to reassure you that you are joining a community that is deeply committed to your success, your well-being, and your spiritual growth. St Augustine's is a special place with a great reputation in Scarborough for its dedicated staff, its inclusive atmosphere, and its pursuit of excellence in all forms.

At the heart of everything we do is our Catholic ethos. We believe that every student is a unique individual with God given talents. Our mission is to provide an environment where those talents can flourish. Being part of the St Cuthbert's Trust means that St Augustine's is supported by a wide network of schools, sharing best practices and resources to ensure you receive the very best education possible.

This transition booklet is designed to help you feel at home before you even walk through the front doors. It contains the practical information you need, but more importantly, it represents the beginning of our partnership with you and your family.

We are here to walk alongside you every step of the way. We want you to feel safe, valued, and inspired to become the person God created you to be.



Mrs. R. McEvoy
CEO - SCRCAT



As St Cuthbert did, we will give ourselves gladly for the education of those in our care and walk with them on their life road wherever it may take them.

At St Cuthbert's our Mission is to:

- Give every member of the St Cuthbert's family the experiences to encounter Christ and know that they are loved by Him
- Provide excellent academic opportunities for learning
- Grow in the Christian virtues including Faith, Hope, Love and in the service of others
- Enable all to meet their full potential and flourish

The Bishop's Vision

**To make Christ known and loved,
through the provision of excellent Catholic education and schools intent on finding Christ in their daily lives
and sharing that encounter with others.**



St Cuthbert's
ROMAN CATHOLIC ACADEMY TRUST



The timeline below lists events that will take place between now and September. The events are displayed chronologically and the following pages give more detail about each event. Attendance is expected at all events

JUNE **w/c 1st June**

St. Augustine's staff will visit all students in their primary schools

JUNE **Wednesday 24th June @ 6pm**

Transition information evening at St. Augustine's - including meeting your Form Tutor

JULY **Thursday 2nd & Friday 3rd**

Transition days at St. Augustine's - 8:45am - 3:20pm.

SEPTEMBER

First day of term for Year 7 will be Wednesday, 9th September with an 8:45am arrival



Key Staff at St. Augustine's

Mrs. R. McEvoy - CEO SCRCAT

Miss. R. Flanagan - Headteacher
Mr. J. Podlewski - Deputy Headteacher and Transition Lead
Mrs. N. Cullen - Assistant Headteacher and DSL
Mrs. T. Clay - Assistant Headteacher and SENCO
Mrs. J. Walker - Assistant Headteacher
Mrs. E. Harrison - Senior Operations Manager

Mr. D. Marley - Head of Year 7
Miss. T. Rhodes - Head of Year 8 & 9
Mr. S. White - Head of Year 10 & 11

Mrs. S. Krlic - Pastoral Manager
Mr. J. Wakeham - Behaviour Support Officer
Mrs. C. Thomas - Year 7 Pastoral Link
Mrs. J. Kaye - School Chaplaincy - Coordinator

Mrs. S. Prendergast - Attendance Officer
Mrs. M. Dufton-Stewart - Deputy Designated Safeguarding Lead
Mrs. S. Brown - Office Manager

CONTACT DETAILS:
St Augustine's Catholic School,
Sandybed Lane,
Scarborough,
YO12 5LH

Call Us:
01723 363280
Email Us:
admin@sasyorks.org

ST AUGUSTINE'S
VC SECONDARY ACADEMY



At St Augustine's, students are expected to wear the uniform as outlined below. Please note that uniform is seen as professional dress and there are clear standards around how uniform should be worn. All students will have regular uniform checks to ensure we are upholding consistent high standards. All instances of uniform defiance will logged, and escalating sanctions will be in place for persistent offenders.

In the final analysis, decisions regarding whether a student's uniform and appearance complies with Directors' requirements of the school, are a matter of judgement for the pastoral team and senior staff.

Outlined below are our expectations on uniform and appearance.

- Skirts All students wearing a skirt must wear the school skirt which is available from Steady Schoolwear. Extreme skirt lengths are not allowed and skirts must be knee length. Skirt waist bands should not be rolled up with the intention of shortening the length of the skirt.

- Trousers – All students wearing trousers must wear smart, black trousers. Please note that jeans, chinos, tight or tapered fashion trousers, or especially loose fitting or flared trousers are not allowed. In addition, trousers that are 'jersey' material are not allowed.

- Jumpers / cardigans – All students should wear a St Augustine's jumper or cardigan, which can also be purchased from Steady Schoolwear.

- White shirt and ties – All students are expected to wear a white shirt, long or short sleeved, with a clip on tie which represents their house colours. Ties can be purchased from Steady Schoolwear. Shirts are expected to be tucked in.

- Shoes – All students must wear smart, black shoes. Black trainers, including 'leather look' trainers, are not permitted. Footwear must be a shoe – boots are not allowed. Shoes should be all black – coloured stitching, embellishments and brand tags should not be worn.

- Outdoor jackets – Students are permitted to wear their own outdoor jacket, however, it is an expectation that jackets are removed in the classroom. Please note that students should be wearing jackets / coats – not hoodies.

- Bags – All students are expected to come to school with their own bag. Any student who does not have a bag will be provided with one for the day.

- Jewellery – Students are not permitted to wear any piercings, this includes ear piercings and nose studs. The only permitted items of jewellry are a discreet crucifix, and a watch. Please note that translucent plastic jewellery are not permitted – these are still items of jewellery.

- Make up – please note that make up should not be worn to school. This includes false eyelashes of any length / style.

- Nails – Students should not have their nails painted. False nails are not allowed.

- Hair styles – Students should not have unnatural colours in their hair and hair styles must reflect the professional standards of appearance for school.

PE Kit:

The following items are compulsory for school PE Kit and can be purchased from Steady Schoolwear:

- Spirit black / Amber polo – female (fitted)
- Spirit black / amber reversible sports top – male
- White polo (optional)
- Black knee length shorts and / or black tracksuit bottoms
- Trainers suitable for sport and exercise
- Black long socks



- Please note, Steady Schoolwear will be in attendance at the information evening in June to allow students to try items on and for orders to be placed.



All students need to be fully equipped for each school day. This includes bringing a bag to school. Students who do not bring a bag will be provided with one. For repeated instances of a lack of equipment, students can be subject to appropriate sanctions. Equipment list:

- X2 black pens
- Red pen
- Ruler
- Rubber
- X2 pencils
- Whiteboard pen



When students are issued with their own 1:1 device, this will also become a part of the equipment expectations:

- Chromebook (fully charged)
- Charger
- Chromebook cover



There are now specific equipment items that are used for mathematics which we have introduced to the compulsory items list. Students are expected to have the following as a part of their equipment:

- Protractor
- Compass
- Scientific calculator - Casio FX83GT-CW+ (These can be purchased via school at a reduced cost if required)





St. Augustine's has a wide catchment area with students attending from around Scarborough and from further afield including Whitby, Filey, Bridlington and Flamborough. There are many different ways to travel to school to make sure students arrive safely and on time. The table below is designed to help you with some of the different methods available.

On foot	Many of our students live within 1-2 miles of St. Augustine's and use this to their advantage by taking the healthy option and walking to school. Being aware of the dangers associated with busy road networks, especially around Seamer Road and Stepney Drive, and practicing good road safety is the key to enjoying this practical transport method.
Cycle	A growing number of students cycle to school, taking advantage of the secure and well-covered bicycle shed at the front of school. We do ask that students wear cycle helmets whilst cycling to and from school and they also bring personal locks to chain their bicycle to the secure shed area. Please make sure your bicycle is covered on your own insurance policy if you choose to bring it to school.
By car	Parents/carers are advised not to come into the main car park for the purpose of dropping students at school as this can delay or prevent staff from parking and is dangerous for the young people walking past the entrance to a busy car park. Please also avoid stopping on the yellow hatched markings outside school as this causes a safety hazard for other road users and pedestrians.
By bus	Public bus service route number 2 stops outside St. Augustine's. In addition, route number 3 stops at the bottom of Sandybed Lane. Both services are provided by East Yorkshire Buses. Esk Valley Coaches also operate a paid school bus service which runs between Flamborough Head and St. Augustine's. Please contact Mrs. Brown in the main office for more details and to request a place on this service. St. Augustine's also operate 2 minibus services between Eastfield and St. Augustine's - there are limited seats on these vehicles. Please contact Mrs. Brown in the main office for more details and to request a place on this service.



Tips For Catching Buses

Getting on the bus

If you are new to public transport, it's a good idea to find the stop you will be using so you know where to go on your first day.

- Make sure you have the correct pass/or money
- Remember to signal the bus by putting your arm out as soon as you see the correct bus – if you don't signal to the driver, the bus may not stop.

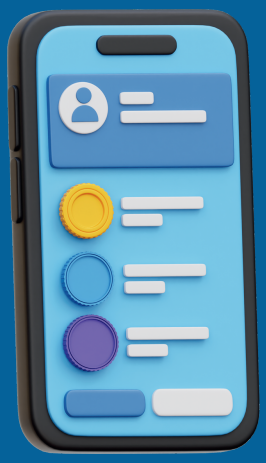
Conduct on the bus

- Remember to show your pass to the driver (where applicable).
- Find a seat and stay seated for the journey. If there are no seats, hold on to the rail (where standing is permitted).
- If the bus has seatbelts, they must be worn.
- Do not distract the driver unless in an emergency.
- Do not damage the bus or interfere with the CCTV or any other safety equipment.
- Photos should not be taken without the prior consent of the person(s) concerned.
- Always behave sensibly throughout your journey.
- Students causing concerns on the school buses will be dealt with in line with the school behaviour policy.

Conduct when getting off the bus

- When your stop is next, ring the bell once. If it has already been rung, you do not need to ring it again.
- If you have to cross the road after you get off the bus, wait until the bus has moved off and you can see the road clearly in both directions, or go to the nearest available crossing.

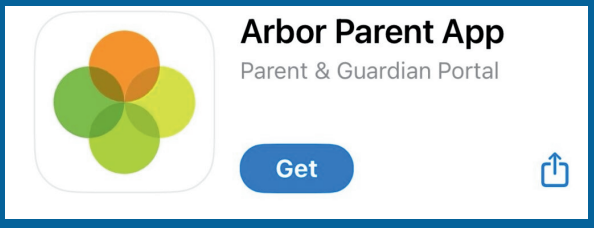




Parents/carers are invited to download our app via Arbor. This will give parents easy access to attendance records and updates, allowing them to stay informed about their child's school attendance. It delivers important school announcements and messages instantly, keeping parents up to date with what's happening.

The app also lets parents view their child's timetable and school calendar events, making it easier to organise their schedules. Parents can quickly report absences and communicate directly with the school through the app.

Additionally, they can track their child's progress and behaviour in real time, staying connected with teachers and school staff. The user-friendly interface works smoothly on both iOS and Android devices, ensuring convenient access for all parents. This tool enhances communication and involvement in your child's education, making it a valuable resource for every family at St Augustine's School.





At St Augustine's, we have introduced a shared commitment to excellence that underpins every aspect of school life and help us live out our Mission. It sets the standard for how we learn, behave, conduct ourselves and treat one another. It also demonstrates the expectation of high attendance and being punctual.

At St Augustine's we believe that all pupils should be commended and rewarded for their efforts, regardless of academic ability. We all respond well to praise and we wish our rewards policy to inspire and motivate pupils to achieve even greater things.

Our staff use a variety of methods to recognise and celebrate students and groups of students who meet our high expectations:

- Verbal praise from staff in lessons, around the school and in assemblies/collective worship. It is important that staff focus on the positive aspects to ensure that students are clear on what good behaviour looks like.
- Communication with home, this can be in the form of a phone call, email or a notification in our parental app from Arbor.
- A range of rewards including:
- House Points issued in every lesson. Between 5-10 students who have met/exceeded expectations should receive a House Point every lesson – these should be logged in a timely manner on our MI system (currently Arbor).
- Above & Beyond nomination – half-termly prize draw for those who exceed expectations
- Pastoral Praise postcards
- Celebration assemblies
- Certificates and prizes for reaching various milestones





For 2026-2027 there will once again be a 'Rewards Calendar' which is linked to the House Points students will earn in lessons/around school – this will reset each half-term to give students a 'fresh start' after each school holiday.

Each half-term, the top net House Points scorers (positives minus negatives) in each year group will be invited to a rewards activity/win a prize as outlined below:

October HT – Halloween Hot Chocolate
Christmas – Selection Box
February HT – Valentines Pizza Party
Easter – Easter Eggs
May HT – Ice Cream Party
Summer – Flamingo Land Trip





In addition to the above, the following rewards will also be offered:

- Top 5 House Points scorers in each year group each week will be published on social media
- House with the most weekly House Points will be celebrated on social media. The 'scores' will also be published on the House noticeboards in A-Block
- The House with the overall House Points each half-term will win a cinema experience in school. This will be for ALL students in the winning house.

Parents/carers can monitor students' behaviour and attendance data via our Arbor Parental app.





Mobile phones and online behaviour

Mobile phones

Mobile phones should not be used by pupils when on the school site. Phones should be switched off and placed in student bags. For further details of sanctions for the use of mobile phones on the school site, please see the mobile phone policy.

Online behaviour

Students are expected to demonstrate the same high standards of behaviour online as they do in school. This includes the appropriate use of their 1:1 devices (when issued), both during lessons and at home. Any misuse of technology—such as accessing inappropriate content, cyberbullying, or using devices to disrupt learning—will be taken seriously and may result in sanctions. Incidents that occur outside of school but impact the wellbeing of others within the school community, including online harassment or threats, will be investigated and, where necessary, reported to the police.

St Augustine's is committed to safeguarding all students and promoting responsible digital citizenship.





Attendance at Parents' Evenings

Parents' Evenings are the most important communication opportunities that we have and as such, attendance at them is very important. Parents' Evenings at St. Augustine's have been arranged in a way that makes them as accessible as possible, running from 3:45pm to 6:30pm.

As such, attendance at Parents' Evenings for Year 7 parents, is compulsory. If you fail to attend a Parents' Evening, you will be contacted by a member of the Senior Leadership Team to discuss your child's progress. Any meetings that are arranged as a result of non-attendance, will be arranged at the convenience of the school.

Commitment to extra-curricular activities and groups

An opportunity to represent St. Augustine's in any activity or event, is something to be extremely proud of. Team success is built upon commitment. If your child is selected and agrees to participate in any team(s)/bands, or other commitment—based activity, we expect that they will attend all additional training/practice sessions, rehearsals, fixtures and performances. Occasionally, some events/fixtures may occur at weekends. Students whose behaviour is not acceptable, will not be available for selection for these teams of groups







Every child has a right to an education, and for the vast majority this education should take place within our schools. At St. Cuthbert's Roman Catholic Academy Trust (SCRCAT), we recognise that improving attendance to school is everyone's business. We must therefore work together to ensure the very best attendance to school for every pupil. School attendance all day, every day, matters for all young people. Regular and consistent attendance forms good habits, promotes better outcomes, and offers protection for potentially vulnerable young people. Although some pupils will find it harder than others to attend school, all pupils should try their very best to aim for 100% attendance and will be supported to do so. As a Trust, it is our aim to create calm, orderly, safe and supportive environments where all pupils want to be and are keen and ready to learn.

The benefits of good attendance at school are far reaching but essentially, good attendance is the essential foundation to positive outcomes for all pupils and research shows that children and young people are at less risk of harm when attending school regularly. Put simply, attending school all day every day is crucial to a child's development and future life opportunities.

5% of absence from school is the same as 9.5 days absence across the school year. If your child continues to have less than 95% attendance each week, over a five year period this will equal half a school year overall. Research tells us that a student who misses 17 days every year, may see a drop of one grade in every GCSE subject. In other words, the greater the attendance, the greater the achievement.







What St. Augustine's School expects from pupils:

- To attend regularly and on time.
- To be punctual to all lessons.
- To ensure all messages and notes from parents/carers are taken to the appropriate place and are handed in to tutors/ the school office.

What St. Augustine's School expects from parents/carers:

- To ensure their child attends the school on those days it is open, punctually, dressed in full uniform and equipped to learn.
- To ensure their child attends every day the school is open unless they are too ill to do so.
- To avoid keeping their child away from the school for any reason other than illness or other authorised explanation.
- To avoid arranging holidays during term time.
- To immediately inform the Attendance Office on the morning of absence if their child is unable to attend (by 8.50 am where possible), giving the reason for absence and expected date of return.
- If no indication of a return date has been given, parents/carers should contact the school on each day of absence.





- The law requires the register to be taken twice a day at the start of the morning session and once in the afternoon session. At St. Augustine's this is at 8.50am and at 1.20pm.
- Pupils are registered at the start of every lesson of the day.
- Registers close at 9.20am in the morning and 1.50pm in the afternoon, after which pupils will be marked as an unauthorised absence unless a satisfactory explanation has been received.

Punctuality/Late Gate

-The school day starts at 8.50am and pupils arriving after this time are deemed to be late.
- Any pupil arriving after this time will be met at the entrance to school by our 'Late Gate' staff, giving their reason for being late.
- Pupils without a satisfactory explanation will be given a sanction. 1st Offence – breaktime detention. 2nd Offence – lunchtime detention. 3rd Offence – after school detention.
- Repeated lateness following this will be reported to parents/carers who will be invited to attend a meeting in school. Students will also be placed on a punctuality report to their Head of Year.
- If the lateness is due to school transport this is taken into consideration







Authorised/Unauthorised Absence

Authorised absence is where the school has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents/carers may not authorise absence; only the school can do this. Where there are repeated absences due to reported illness, parents/carers may be asked to provide medical evidence. This will usually be in the form of an appointment card, prescription etc. or in some cases a doctor's note.

Absence may be authorised for reasons such as:

- illness
- unavoidable medical/dental appointments
- exceptional family circumstances e.g. bereavement
- days of religious observance (see Appendix 2)
- exclusion



Absence will not be authorised for reasons such as:

- looking after brothers/sisters/unwell parents/carers
- birthdays
- days out, e.g. The Yorkshire Show
- shopping trips
- family holidays where permission has not been granted (please note, since September 2024 family holidays during term time are not be approved)
- special occasions, where the school does not agree that the absence should be granted out of school for the purpose of leave of absence in term time without the permission of the school, the absence will be coded as unauthorised and as such may result in a Penalty Notice.



Medical/dental and other appointments should be arranged out of school hours wherever possible. Where this is not possible, pupils should, where practically possible, come to school before the appointment, sign out and return to school after the appointment. Confirmation of all appointments by way of appointment card, letter or appointment slip should be provided for any absence to be authorised. The school requires sight of an appointment card, letter or note in the pupil's planner in order to authorise any absence from school.

If medical appointments are attended at the start of the day, causing the pupil to arrive late to the school, medical evidence (as above) should be provided or a late sanction may be issued. Following an explanation from parents/carers regarding their child's absence, the school will decide whether or not it accepts the explanation and authorise/unauthorise accordingly.

Absence which hasn't been explained will remain as unauthorised.

Persistent Absence

A pupil becomes a Persistent Absentee when they miss 10% of their schooling across the academic year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and co-operation to tackle this. Any pupil whose attendance has reached the Persistent Absence threshold or is at risk of moving towards that threshold is given priority for intervention. Intervention may be in the form of an action plan to improve attendance. This in turn may involve referrals to other agencies alongside meetings between relevant school staff and parents/carers. Where parents/carers fail to co-operate with the support and strategies provided by the school, further advice may be sought which could lead to legal sanctions being imposed.



The school will implement a range of strategies to support improved attendance. Strategies used will include but may not be limited to:

- First day response (usually via text message or phone call)
- Discussion with parents and pupils
- Attendance report cards
- Assemblies
- Reward systems
– attendance leagues (tutor groups) and certificates.
- Chaplaincy support
- Additional learning support
- Pastoral/ Behaviour support
- Referrals to support agencies
- Reintegration support packages
- Time limited part time time-tables
- Attendance contracts
- Attendance panels
- Meeting with parents/carers to evaluate the impact of poor attendance



<u>Attendance Fast Track Support</u>

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils. School will follow a programme of early intervention. If this does not prove successful then school will follow the North Yorkshire Time Restricted School Attendance Procedures.

Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, school will consider the use of legal sanctions.

CLUB 100
ATTENDANCE MATTERS
ALL DAY, EVERY DAY

Good attendance is one of the biggest factors in helping children succeed at school. When pupils attend school every day, they build strong learning habits, develop confidence, and keep up with lessons, friendships, and routines. Even a small amount of time missed can quickly add up, making it harder for children to stay on track with their learning.

To celebrate and encourage excellent attendance, we our very proud of our attendance rewards initiative called 'Club 100'.

Introducing Club 100

Any pupil who achieves 100% attendance for a half-term becomes a member of Club 100 and receives a certificate to recognise their commitment and effort.

Certificates are awarded progressively:

- Bronze – first half-term of 100% attendance
- Silver – second half-term
- Gold – third half-term
- Platinum – full academic year of 100% attendance

This reward system helps pupils understand that every day really does count, and encourages positive attendance habits that will support them throughout their education.





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