

# Bishop Ullathorne Catholic School



# Starting Secondary School September 2023







# Our school mission statement

Our *Mission* is to be an active Christian community of love and service, where *all* feel they belong and are valued.

We will help each other to recognise the gifts of God within us, to search for excellence and to foster the development of our true self.

# Welcome from the Headteacher

We are all looking forward to you joining our Bishop Ullathorne family in September. It is a big, exciting step moving from primary to secondary school. We hope that this booklet will answer some of the questions that you as students and parents may have and be a useful source of information whilst you are settling in.

Students, all that we ask of you, is that you are always kind, pleasant and courteous to staff and other pupils and try your hardest. We also expect you to wear the full school uniform and be proud to be part of Bishop Ullathorne Catholic School.

We are a Catholic school, which means that you have a big responsibility to help build our school into an active Christian community by valuing and respecting everyone at all times. In this way, you are preparing to become a responsible and caring citizen in our society.

This is the Ullathorne Way.

Best wishes

Mr C Billings Headteacher

# Welcome from our Year 7 Key Stage Leader

Welcome to Bishop Ullathorne Catholic School. I am delighted to be your Key Stage Leader.

To help you begin well and develop successfully, you have been placed in special groups, called **forms**. Each form is led by a teacher who will be your **tutor**. Your form will be your **'school family'** and your tutor will personally help you throughout your school career.

Every school day starts by gathering together with your tutor for prayer, registration and a time for developing new learning skills necessary for secondary education.

Each week, Year 7 students also gather together, with me, for a prayer assembly. Week by week, I will help you to explore how you can best live up to the ideals and truths of our Christian faith.

You will be given plenty of help to settle in well and to discover that the school rules are very simple and very sensible. Wearing the right uniform, having the right attitude, doing your best and being in the right place at the right time, means you will be keeping all of the rules.

This is the recipe for certain success.

Ms J Maxwell Year 7 Key Stage Leader

# Settling in sessions

# TERM STARTS AT 8.30AM ON TUESDAY 5 SEPTEMBER FOR YEAR 7 STUDENTS

We are delighted to be able to dedicate the first day to Year 7 in September. By only opening our doors to Year 7 students, this will give them an extra day to settle in to begin to adjust to secondary school life on their own before Years 8 to 11 return to school the following day.

A bespoke programme has been created for this day and will allow students to be introduced to and familiarise themselves with some of our secondary school routines and expectations.

They will also participate in more "getting to know you' activities following on from Transition Day.

# Day 1: Year 7 only Tuesday 5 September



Students must arrive in school by 8.30am. Students should enter the site through Gate 2 (opposite Wainbody Avenue) and head straight to the Year 7 playground.

Staff will be there to welcome the students, including Ms Maxwell, Mrs Brown, Assistant Headteacher attached to Year 7 and Ms Greenway, Pastoral Support Manager for Year 7.

Please note, for safeguarding reasons, parents will not be allowed on site without an appointment.

We will begin our day in a prayer assembly led by Mr Billings and Ms Maxwell.

Following this, tutors will take the students to their form rooms. There they will undertake some 'getting to know you' activities and be given all of the information and help that they will need.

#### **Equipment**

Students should bring their school bags, pencil case (see page 10 for details), a named refillable water bottle and named medication if applicable.

No PE kits are required for the first week.

#### Food

Students may bring in a snack (no nuts or peanuts please) but will be given a complimentary meal on the first day only.

The day will end at 3.05pm as per our normal timings.

# <u>Day 2</u> <u>Wednesday 6 September</u>

The whole school will return to school on this day but the day will start with extended tutor time. During these sessions the Year 7 settling in activities will continue with a bespoke programme, which will include further familiarisation with our routines and lessons.

Please make sure students are on time and know how they are getting home each day.

Please note that it can take some students several months to adjust to the expectations of secondary school life, so parental support during this time is key.

We will continue to support students by allowing them to access the canteen earlier and they will be allowed to board our school buses a few minutes earlier initially, to give them time to adjust to the 'new normal'. These concessions will take place for the first two weeks.

Please ensure you contact us if you have anything that you are unsure about.

Contact details of key Year 7 staff are at the end of this booklet.

### Positive rewards and sanctions

#### **Ullathorne Way**

The Ullathorne Way is the bedrock of everything we do and say. It is the set of values through which we all strive to live and grow. By recognising these virtues within ourselves and others, we learn to see what it is to be truly alive, truly human and truly in tune with God.



The Ullathorne Way is to be:

**Compassionate.** Recognise another person's suffering, see the world through their eyes and step in to their shoes. Have the ability to be moved by what we see and hear and to understand and love one another more deeply.

**Faith-filled and prophetic.** Have faith in our self and others to live and act as God has taught us to. Be seen to be doing good and speak out for what is right. Shape our future and the future of others in a way that is guided by our faith in God, our conscience and our love for one another

**Attentive.** Pay close attention to the choices which we make. We need to ask ourselves whether we have made the right choices and given time and energy to the people and things that matter. It is about making better decisions, learning from past experiences and seeking the better way forward.

**Eloquent.** Have the language skills to ask questions, express our emotions, debate points, engage in conversations, speak our beliefs and to talk about matters of faith. It is about speaking the truth.

# Positive rewards and sanctions

**Wise and Curious.** Recognise that knowledge can empower us to become better people and to build a better future. It is about being eager to learn and actively engaged in our learning. It is about probing, seeking, asking and questioning. It is to think for our self and to become an independent and lifelong learner.

**Grateful.** Recognise and be thankful for the gifts that we have been given: our health and family, our shelter and security, our friends and community, our education, our talents and pastimes. From recognising all that we have, we grow to be generous with our time and talents.

#### **Praise points**

We want our students to become self-disciplined, mature young people who take responsibility for their own actions. We want to recognise their achievement and effort so when they are merited they will receive **ACE points** (Achievement, Community, Effort) and praise letters from their teachers.

If our rules or expectations are not followed, behaviour points will be given.

#### **Character Passport**

Our Character Passport Award gives our students the opportunity to reflect upon their own developing characteristics and celebrate their achievements.

There are three levels of challenge to work through: Bronze, Silver and Gold. Bronze is the standard for all. However, everyone has the potential to reach Gold and each student will have their own unique way of getting there. It is simply a matter of showing that they are prepared to give of themselves, grow in character and flourish.



# Travel



Students may choose to walk, cycle, or travel by bus or car to school.

Please check the details on our website for bus routes.

Our school buses deliver and collect students from our school site.

West Midlands bus 9/ 9A uses the bus stop outside our school Gate 1.



Bus 60 can be accessed from the Kenpas Highway.

Students must be aware of traffic whilst crossing roads.

No student may catch a bus from the Kenilworth Road for safety reasons.

# **Normal routines**

# Students must be in school by 8.30am Punctuality is very important.

We operate a two week timetable which we call **Week A** and **Week B**. There are 5 lessons per day, each lasting 1 hour.

The sch	nool day
8.30am	Arrive in school
8.40am – 9.00am	Registration/ Assembly
9.00am – 10.00am	Period 1
10.00am – 11.00am	Period 2
11.00am – 11.30am	First break
11.30am – 12.30pm	Period 3
12.30pm – 1.30pm	Period 4
1.30pm – 2.05pm	Second break
2.05pm – 3.05pm	Period 5

It is important that students check their timetable each evening, so that they know which books to pack for the next day and whether they need their PE kit.

Parents are encouraged to support students with this initially.

If a student is unable to attend school for any reason, school must be notified of this by a parent/ carer before 8.40am. Written documentation will be needed to authorise the absence at least 24 hours in advance for proof of appointments.

# **Equipment**

Students should have the following basic equipment with them starting on the first day:

- pens blue or black and purple
- pencils
- a ruler
- a rubber
- a glue stick
- colouring pencils
- a pencil case to keep them in.



Please note that students should not be bringing scissors or sharp objects into school. Where absolutely necessary they should be blunt ended safety scissors.



Students should also have a suitable bag to carry all of their books and equipment in. This should be large enough to take an A4 folder but not too big.

Remember that students have to carry their bags with them all day as they move from lesson to lesson, so it is important to only pack the books and equipment for that day.

Everything brought to school must be clearly named.

# Presenting work

Students are expected to present their work clearly and neatly. Below is a template of our expectations:

	Today's date underlined
	Today's title underlined with a ruler
	When I am asked to do any Work, I Will Write very neatly. If I change
	my mind, I will use one line to cross it out, like this: Have changed my
	mind. When I am asked to do any Work, I will write very neatly. If I
	change my mind, I Will use one line to cross it out, like this: Have
	<del>shanged my mind.</del>
	I will always write with a blue or black pen unless I am responding to
	DIRT actions set by a teacher or a peer. Then I will use a purple, like
	this:
	DIRT (subheadings underlined with a ruler)
	Purple Writing, in lots of detail. Repeat, repeat.
spelling	If my teacher writes @in a circle near my work, I will write the
spelling	correct spelling three times near it.
spelling	
	At the end of a lesson, I will underline the work so that no space is
	Wasted.
	Today's date underlined
	Today's title underlined with a ruler
	When I am asked to do any Work, I will Write very neatly. If I change
	my mind, I will use one line to cross it out, like this: Have changed my
	mind. When I am asked to do any work, I will write very neatly. If I
	change my mind, I Will use one line to cross it out, like this: Have
	shanged my mind.
	I will obvious write with a blue as block non unless I am researching to
	I will always write with a blue or black pen unless I am responding to
	DIRT actions set by a teacher or a peer. Then I will use a purple, like this:
	DIRT (subheadings underlined with a ruler)
	Purple Writing, in lots of detail. Repeat, repeat.

# Home learning

Home learning is an essential element of secondary school learning. In Year 7, students are expected to complete 1 hour of quality homework each evening.

Home learning tasks are set to reflect ongoing class work across the curriculum. A significant proportion of home learning set will be 'Mastery Home Learning'. Mastery Home Learning, based on the core knowledge of our curriculum, will include Recall and Retrieval Activities which provide students with the opportunity to retrieve information and recall knowledge from Knowledge Organisers. Knowledge Organisers are a Key Stage 3 school resource we have introduced to support long term learning.



A Knowledge Organiser is generally a summary of the key knowledge of a particular unit of study within a subject. They specify what pupils will need to successfully learn by the end of a unit of study. They can be used to get an overview of a new topic, be referred to during a topic for key points, spellings and meanings and used at home to consolidate learning.

# Home learning

Mastery Home Learning will also includes practice exercises which will provide students with the opportunities to apply new knowledge, or review, revise and reinforce newly acquired skills, including:

- consolidation exercises (e.g. Sparx Maths, Seneca)
- practising for mastery (e.g. spelling words)
- practising words or phrases learned in a language other than English
- practising new skills (e.g. physical education, musical instruments)
- essay writing.

#### Additional home learning activities may include the following:

#### Preparatory home learning:

This provides opportunities for students to gain background information on a unit of study so that they are better prepared for future lessons, including:

- background reading
- reading (e.g. English text for class discussion)
- researching topics for a class unit of work.

#### **Extension assignments:**

Encourage students to pursue knowledge individually and imaginatively, including:

- writing (e.g. a book review)
- making or designing something (e.g. a piece of art work)
- researching (e.g. history, local news)
- information and retrieval skills (e.g. using a home computer to find material on the internet).

# **Class Charts**

#### What is Class Charts for parents?

Class Charts is behaviour management software used by teachers to record and track student achievement and behaviour. The Class Chart app for parents allows you to view progress of your child in real time.

You will be able to use Class Charts to keep track of your child's behaviour, access their weekly timetable, view assigned homework tasks, track scheduled detentions and view announcements from our school.

If you have more than one child, you can access Class Charts information about your children from a single, centralised parent account. Class Charts for parents can be accessed via our website (under the parent tab), or though iOS and Android apps.





You will receive a parent code from us in September which will look similar to the example shown on the right.



This code is used to set up your Class Charts parent account.

# School apps to support learning

Арр	Used for
Microsoft 365 Product family of Microsoft	Email and office suite
Educake	Computer Science Science
Sparx Maths	Maths
kerboodle	Modern Foreign Languages
Quizlet	Religious Education Design and Technology Modern Foreign Languages
÷ SENECA	History Religious Education Design and Technology Business Studies

# **Lunchtime**

We operate a cashless catering system at school. Your ParentPay account needs to be credited online. To authorise payments on the canteen tills students will be given a PIN to access the funds on their account when they pay. More information and consent forms will be emailed to parents/ carers during the Summer holidays.

Our school lunch breaks are 11am to 11.30am and 1.30pm to 2pm.

Students are able to buy a wide range of hot and cold food such as baguettes, wraps, hot meals, cakes and fresh fruit. You can mix and match, have a school meal one day and bring sandwiches the next. Here is an example of a menu:

Monday	Tuesday	Wednesday	Thursday	Friday
Beef Bolognaise	Beef Burgers	Roast of the day	Chicken Curry	Fish and Chips
or	or	or	or	or
Veggie Bolognaise	Shepherdless Pie	Veggie Roast	Broccoli and Cauliflower Cheese	Vegetarian Balti
Flapjack	Fruit Crumble with Custard	Cherry Cheesecake	Chocolate Brownie	Fruit Jelly Fresh fruit pot

If students arrive early they may choose to have free tea and toast or buy other items for breakfast from the canteen to help kick start the day but they must be back on the Year 7 playground by 8.30am.

# Parent Pay



ParentPay is a secure online payment system that replaces cash payments for school meals, trips, events and activities in our school.

ParentPay is easy to use, secure and protects your details. You can top up your account when you want, so you can budget money for lunches, trips and activities. You can top up online or with cash at your local PayPoint.

You can monitor your child's eating habits by selecting specific meals from the school menu or see what meals or snacks they have chosen at school.

Using ParentPay to pay for meals, trips or other school expenses means children don't have to bring cash with them to school.

#### **Getting started**

In September you will receive a letter with your activation details and instructions on how to set up your ParentPay account. If you have more than one child at a school or have children at different schools that use the ParentPay system, you can add them into one single account and have one login for all your children.

# **School**

#### School Uniform

- Bishop Ullathorne blazer.
- School jumper (optional).
- Clip on tie.
- School skirt.
- Tailored black trousers
   No skinny or tight fitting trousers.
- White school shirt.
- Sensible black school shoes.
   No trainers.



A dark coloured school coat. No hoodies, leather, fur or denim jackets.

A good sized school bag.

Jewellery limited to one small stud per ear, a watch and/or jewellery req

A sensible hairstyle (no extreme use of colour or patterns cut in to the h

A black or red hairband.

No acrylic nails, false nails or nail varnish.

No make up.

# <u>Uniform</u>

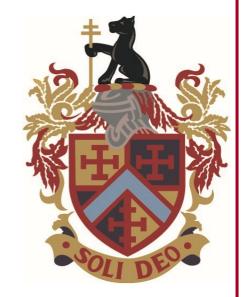


#### PE Kit

- Training shoes.
- Black shorts or black skort.
- Red/ black polo shirt.
- Bishop Ullathorne red/ black socks.
- Football boots-optional.
- Black tracksuit bottoms optional.
- Red sweatshirt optional.

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Please see our school website for more details on uniform (under the student tab).



### School Un





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Blazer up to 31" Chest	Blazer 32"- 36" Chest	Blazer 37"-42"
Essential Value Pack	<b>Essential Value Pack</b>	<b>Essential Value Pack</b>
Black Blazer with logo	Black Blazer with logo	Black Blazer with logo
Jumper V neck striped	Jumper V neck striped	Jumper V neck striped
Clip on school tie	Clip on school tie	Clip on school tie
PE Polo with logo	PE Polo with logo	PE Polo with logo
Black Shorts with logo	Black Shorts with logo	Black Shorts with logo
£75	£80	£90

Girls can swap shorts for SKORTS for an additional £5.00 Bundles with Blazers size 44"-48" will be £95.00

All offers are valid until Sunday 12th August 2023

All Bundle prices are also available online

#### **10% OFF**

Shirts/Blouses, Trousers, Tartan Skirt and any other item of school uniform purchased in the same transaction (In store only)

# Secure your uniforms by joining our payment plan and spread the cost with a small deposit

Centrally Located Stockists of Work Trousers, Safety Shoes, and Hi-Vis Work Wear

#### Store Opening Hours

Monday-Friday 9.00am-5.30pm, Saturday 9.00am-5.30pm

#### Special Sunday and Bank Holiday Opening for 2023

August 20<sup>th</sup>, August 27<sup>th</sup> and September 3rd 10.00am-4.00pm Bank Holiday Monday 28<sup>th</sup> August 10.00am-4.00pm

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### form offers







### Bishop Ullathorne Roman Catholic School ESSENTIAL PACKAGE OFFER

Badged Blazer Striped V Neck Jumper Clip-on-tie Badged PE Polo Badged Short/Plain Skort PE Socks

£85

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Opening times: Monday to Friday 8.30am-6pm from  $10^{th}$  July  $-30^{th}$  August, Late night opening Wednesday & Thursday 8.30am-8pm from  $10^{th}$  July  $-6^{th}$  September and from  $30^{th}$  July  $-3^{rd}$  September open Sundays 10am -4pm



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88-90 Barker Butts Lane, Coundon, Coventry, CV6 1DY
Telephone: 024 76598080 Email: Coundon.shop@clivemark.co.uk
Website: www.coventryschoolwear.com

<sup>\*</sup> Package Price based on sizes up to and including 36" blazer, XS PE Top, 30/32 short/30" skort. For bigger sizes add £10

# School contact details

#### **School information**

School address: Bishop Ullathorne Catholic School

Leasowes Avenue

Coventry CV3 6BH

**Telephone number:** 024 7641 4515

**Email:** admin@bishopullathorne.co.uk

**Website:** www.bishopullathorne.co.uk

All our school policies and further information can be accessed through our school website.

#### Names and details of key staff

Mr C Billings Headteacher

Mrs S Boyle Deputy Headteacher

Mrs Brown Assistant Headteacher for Year 7

Ms Maxwell Year 7 Key Stage Leader

j.maxwell@bishopullathorne.co.uk

Ms Greenway Pastoral Support Manager for Year 7

d.greenway@bishopullathorne.co.uk

Mrs Salter SENCo

j.salter@bishopullathorne.co.uk

# School contact details

### **Year 7 Tutors**

We pride ourselves on our pastoral care. Partnership with parents is key, so if you have any worries please contact us.

Students are allocated a Form Tutor who should lead the students throughout their time at Bishop Ullathorne.

Below are the names and contact details for the tutors. As Form Tutors all teach, an email is usually the best way to communicate with us.

**7ED:** Mrs Davis e.davis@bishopullathorne.co.uk

**7EM:** Mrs McConville e.mcconville@bishopullathorne.co.uk

7IC: Mr Cox i.cox@bishopullathorne.co.uk

**7IK:** Mr Kerrigan i.kerrigan@bishopullathorne.co.uk

**7JR:** Mrs Revell j.revell@bishopullathorne.co.uk

**7KB:** Mrs Brindley k.brindley@bishopullathorne.co.uk

**7SS:** Mrs Shah s.shah@bishopullathorne.co.uk

# The Pastoral Team's top tips for parents

Support your child EACH DAY with their new school routine: waking up, getting out of the door punctually, packing their bag, managing homework deadlines. It might take several months for your child to become independent.

#### Start the day in the correct way:

Ensure your child has everything ready to go THE NIGHT BEFORE: bags packed, uniform laid out, bus pass in blazer pocket. Ensure they know their route. Practise this prior to starting in September.

#### Safeguarding and attendance:

Please inform us by 8.40am at the latest if your child is off sick with a phone call. Do this EACH DAY of the absence. Please call the school if your child has been unexpectedly delayed.

#### Medical appointments:

Make these out of school hours. If unavoidable, a hospital letter or appointment card will need to be provided and please inform us at least 24 hours in advance for us to be able to authorise this.

#### Organisation:

Necessary equipment: rucksack, well-stocked pencil case with several blue/black and purple pens, rubber, ruler, glue stick, colouring equipment. Keep a check that the pencil case remains well-stocked as students do lose items moving between classrooms.

A reading book is also needed at all times. Keep your child reading over the Summer and prior to homework being set.

A book box for their school books in their bedroom with a timetable stuck on it is advised. Support your child EACH EVENING by checking that they have packed the correct books for the next day.

Don't be tempted to do it for them, though! Do it with them or get them to show you once they have done it.

Please get your child to practise now in looking after their belongings by checking the relevant area before leaving.

Your child will need a variety of logins for different school apps. Please support your child with this by helping them remember these and record them somewhere safe at home.

# The Pastoral Team's top tips for parents

#### Homework:

Students should log onto the Class Charts app each day. Parents have their own login and should do this weekly, ideally. Provide a quiet space for them to work, ideally with their own desk, away from distractions. Homework will not be set initially but reading should be competed each evening.

#### Rewards and Sanctions:

Please check Class Charts to keep a track of ACE (reward) points and Behaviour points. Any detentions will also be logged on there.

#### Uniform:

Keep to the uniform rules. Do not be persuaded by your child to get something that is incorrect. Ask us first if you are not sure. Please ensure everything is clearly named.

#### Canteen:

Check the dinner money balance on a regular basis to ensure your child has credit.

#### Home-school communication:

Inform us immediately if any of your contact details change. Let us know of significant or on-going issues so that we can help your child and advise you. Do not let issues build up if your child is struggling. An email is best, with details of the issue.

#### Phones and social media:

These are your responsibility to monitor. There is NO app that any Year 7 child should be on due to age restrictions. Phones are the biggest cause of relationship problems.

Keep phones out of the bedroom at night.

#### Valuables:

Do not send large amounts of money or valuables into school. If this is unavoidable, remind your child to hand them to Ms Maxwell for safekeeping.

#### **Home-School Agreement:**

School and home working in partnership is key to your child's success. Please read and sign the Home School Agreement in the Student Handbook, which will be issued in September. An electronic copy will also be sent home.

#### Friendships:

All children will be supported to make new friends through specific activities. Secondary school is a wonderful opportunity to widen their friendship circle. You may find these and existing friendships change, throughout Year 7, as students find their niche. This is quite normal. Please support your child by encouraging them to talk any worries through with yourselves and pastoral staff at school.

# Terms and holidays



# School term dates 2023-2024

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Summer bank holiday	26 August 2023
Christmas Day	25 December 2023
Boxing Day	26 December 2023
New Year bank holiday	1 January 2024

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Good Friday	29 March 2024		
Easter Monday	1 April 2024		
May Day holiday	6 May 2024		
Spring Bank holiday	27 May 2024		

Term Time 🔲 Holiday 🧧 Bank Holiday 🔲 Weekend 📗 Y7/12 Return 🧱 TTD 🔃

# Year 7 key events in the Autumn term

Monday 4 September Teacher Training Day

Thursday 14 September Information Evening

Monday 25 September Year 7 homework begins

Friday 29 September Teacher Training Day

Thursday 23 November Parents' evening 4.30pm to 6.30pm

Wednesday 20 December School Carol Service 6.30pm

# A message for parents/ carers

By choosing Bishop Ullathorne Catholic School, your child has become part of a school that has a proud and rich history. We have proven academic and sports achievements, but also a strong tradition of providing pastoral care to every student. We promote Christian values and ideals, according to our Catholic faith.

Moving from a familiar primary school to our large secondary school can be a daunting experience. Our well-tested tutor system ensures that each student belongs to a 'family unit'. Their tutor provides ongoing nurturing, stability and continuity from their very first morning until the day they leave.

As we value the importance of home-school communication, we have a strong, efficient year group system in place. Your child's tutor is your first port of call for normal everyday issues. The pastoral team and I are available to all parents for matters of greater concern.

**Appointments need to be arranged by telephone** as both tutors and I have teaching commitments. We will always meet with you as soon as possible.

We know that you want the best for your child. Please know that we are professionally dedicated to delivering the best.

Mrs F Brown Assistant Headteacher



# Our school prayer

Heavenly Father,

Thank you for the unique gifts and talents that overflow from our school community.

We pray that we can do wonderful things with the power and knowledge of God's love.

Help us to grow in compassion that we may become examples of understanding and love.

Help us to grow in eloquence so that our words can make a positive impact.

Help us to grow in attentiveness so that we can assist the needs of others.

Help us grow in wisdom and curiosity to reach our full potential.

Help us to grow in faith actively following You.

You have united us as one family and as one family we will grow.

Bishop Ullathorne pray for us.

**Amen** 



"Pupils have respect for themselves; they know they are loved and created in God's image."

Section 48 Inspection June 2022

Bishop Ullathorne Catholic School Leasowes Avenue Coventry CV3 6BH

