

# Broughton Hall High School Technology College



Information for Parents 2013 A



# **Broughton Hall High School**

**This is a Safeguarding School**

**We are committed to safeguarding and promoting the welfare of young people and we expect all pupils, staff, volunteers and visitors to share this commitment.**

## **The Named Safeguarding Officers are**

**Mrs D Lodge Director of Learning Years 12 & 13 Lead Officer**

**Ms S Reid Student Support Manager Second Lead Officer**

**Mrs A Greenhouse Welfare and Attendance Officer**

**Mrs K Barnes Student Support Manager**

**Mrs A Rock Student Support Manager**

**Mrs P Tyrer Student Support Manager**

**Mrs C Dowling Student Support Manager**

**Mrs S Tait Student Support Manager**

## **The Nominated Governor for Safeguarding is**

**Mrs M Buckley**

# WELCOME

Dear Parents and Carers

I would like to welcome you and your daughter as new members of our school community.

Our school motto "*Cor unum et Anima una*"

One heart and one mind reflects the strong sense of community amongst staff, pupils parents, carers and governors.



We hope your daughter and you will enjoy being part of our school community. Our excellent learning environment and dedicated teaching and support staff will ensure your daughter is offered many opportunities to learn and achieve,

We have one of the finest learning environments in the country, with "state of the art" technologies to help prepare our pupils for the changing demands of the 21st century.

We work closely with our partner schools to ease the transition to the secondary phase of our pupils education. We hold a strong national and international reputation for our expertise in the latest techniques of learning and we aim to enable each pupil to achieve her potential.

I know as parents and carers you will play your part by working with us to ensure your daughter makes the best of the opportunities Broughton Hall will offer her.

Thank you for choosing Broughton Hall for your daughter

Ms S Clarke  
Head Teacher

## STARTING AT BROUGHTON HALL HIGH SCHOOL

The change from Primary School to Secondary School is not an easy one. More is involved than is often realised and because of this we try to make the change as easy and free from stress as we can.

Your daughter is going from being one of the oldest, biggest pupils, perhaps with responsibility in a Primary School, to a large Comprehensive, where she will be among the youngest and smallest- this sometimes takes time to adjust to.

Your children will have as many as twelve different teachers in a week; they will have to move around for most lessons and will have to carry their lesson's books with them for all lessons.

All children who are offered places at the school spend one full day in school during the Summer Term and parents are invited to meet with Mr Reid and his team during the afternoon of one of these days.

In the first month or so at Broughton Hall great care is taken to ensure that the new pupils settle in without undue worry or stress. We ask parents to let us know about children who are worrying, even about trivial problems, as soon as possible. Minor problems can be solved quickly but if ignored can develop into bigger problems that are less easy to solve.

# Aims of Broughton Hall High School

Founded in 1928 under the Trusteeship of the Sisters of Mercy, Broughton Hall High School, Technology College, provides the very best in modern education for your child. Our school motto 'Cor Unum et Anima Una' - One Heart and One Mind - reflects the strong sense of community amongst staff, pupils, parents and governors. The central aim of our school is to provide the very best educational opportunities enabling each girl to develop her God-given talents, to grow in confidence and self esteem and fulfil her potential up to and including Oxbridge entrance.

The Catholic Ethos of the school strives to demonstrate that we respect and value every member of the school community. We have high expectations of all the children in terms of quality and presentation of their work and of their general conduct.

As a Technology College, we are aware of the need to prepare our pupils to achieve the necessary qualifications and skills for their adult lives. A wide range of courses at all levels is available with access to the most up to date equipment. A full range of extra-curricular activities is provided to further the aesthetic, sporting and academic talents of each pupil. Through our Community Courses and Family of Schools, we have extended educational opportunities to all ages.

Our community education programme reflects the belief that education is a lifelong process and we strive to instil the necessary values and attitudes to work to enable all pupils to find fulfilment in a rapidly changing world.

We believe that by fostering self reliance, self control, initiative and the ability to make reasoned judgements, our pupils, with God's help, will develop into caring adults, showing concern for others and contribute much to the development of society in the 21<sup>st</sup> Century



## Pupils' opinion of life at Broughton Hall

"The School is brand new and very clean"

"Don't worry about coming to Broughton Hall because there are a lot of teachers to help and support you if you need help and there are lots of clubs too."

"The teachers are really kind and helpful. They help you with your work, if you get stuck and explain what you do. It's really good!"

"The walls move and the boards are cool!"

"You will make loads of new friends and have lots of fun."

## What parents think of Opening Minds

"My daughter is thoroughly enjoying 12 lessons of Opening Minds a week."

"OM has helped my daughter settle in quickly"

"She is confident and happy here."

"OM is my daughter's favourite lesson."



"I'm impressed with the focus on pupils"

"OM has had a very positive impression on transition."

# The Curriculum

In accordance with the school's aims to promote the overall development of each individual and to prepare each child for the opportunities, responsibilities and experiences of adult life, the school provides a curriculum which is broad, balanced, relevant and differentiated.

In Years 7 your daughter will study:

## **Religious Education**

**English**

**History**

**Geography**

**ICT**

**Design Technology**

**Personal, Social & Health Education (PSHE)**

## **Mathematics**

**Science**

**Art**

**Spanish**

**Music**

**Physical Education & Games**

In modern Foreign Languages this year we are pleased to welcome a Spanish national who will teach other subjects through the medium of Spanish. We will be the first school in Liverpool and indeed one of the first in the country to be involved in such a programme. This, emphasises our commitment to innovation and providing a curriculum which meets the demands of the 21<sup>st</sup> Century.

A second modern language is available in Year 9 for those pupils who display a particular aptitude.

A wide range of Post 16 courses including A Level, Applied A Level, OCR National Certificate Level 3 and Level 2 are offered in Sixth Form and further information will be given in Year 11.

A common assessment process is used across all subjects and is displayed in classrooms, exercise books and pupil files.

Each module in Opening Minds addresses pupils' Literacy & ICT skills and 'Milestone' pieces in each one determine if your daughter is on target and is based upon the 5 competencies - Citizenship, Learning, Information, People, Situations.

During Year 8 your daughter will continue to study the "Minds" curriculum with emphasis on both content skills.

In Year 9 students will move into a curriculum with greater focus on individual subjects, whilst demonstrating the skills that have been gained.

In Years 10 and 11 your daughter will follow our highly successful programme of study (5A\*-C 97%) and (5A\*-C including English and Maths 59%) This will include the "Elective Subjects that your daughter chooses.

### **Laptops for pupils scheme**

Broughton Hall's Laptops for Pupils Scheme is now in its sixth year. This will provide your daughter with access to a laptop for use at school and at home during KS3. A presentation is available on our website, [www.broughtonhall.com](http://www.broughtonhall.com), Please click on the 'laptops for pupils' button to the right of the screen in the Quick Access box. This will help explain the scheme and how it works, outline the costs and benefits and answer any questions you may have. It will enable you to find out about the equipment we have ordered, how it will be made available and what support will be provided.

You will be informed by the Year 7 Progress Manager when we expect to offer this scheme to your daughter and you will be asked to sign The Home School Agreement.

Using e-learning brings learning right into the 21<sup>st</sup> Century. It gives learners the opportunity to learn at their own pace, and for learning at home to be more structured and effective. We believe that e-learning will give every learner the opportunity to progress faster and achieve more. We also believe that it will help to strengthen relationships between home and school.

Use or failure to bring a fully charged laptop everyday will result in the laptop being withdrawn. Regular checks are carried out. We can create a very bright future for all our children by working closely together to ensure that e-learning is a real success.





## **School Reports/Review Day**

Your daughter will receive two school reports ~ one **brief 'learning review' report** distributed at her **review meeting** and a **full subject report** each year.

## **Learning Support**

Girls with special needs will be given extra help in basic English and Maths and other subjects, where necessary, in smaller groups. Children who have a Statement of Special Educational Needs will continue to have these needs catered for. Provision is also made for those girls who have exceptional ability through the school's Gifted & Talented programme. Also, the Aim Higher programme seeks to promote further and higher education opportunities for all.

## **Support Managers**

The school has five Student Support Managers. Their role is to work alongside staff to ensure that any barriers to learning, encountered by particular pupils are recognised and addressed in as positive a fashion as possible.

## **Learning Support Assistants**

The role of the Learning Support Assistant is to work alongside staff and pupils in order to assist the learning process in a wide variety of ways, for example, working with small groups or individuals who need support within particular subject areas.

# Extra-Curricular Activities

Broughton Hall offers many opportunities for curriculum enrichment and out of hours learning.

Many departments offer a range of out of school visits for the girls. Opportunities for the girls to travel abroad with the school is also available.

There have been many outstanding drama productions, concerts and sporting achievements, which are well supported by parents.

Recent extra-curricular activities have included: Athletics, Choir, Drama, Football, Hockey, Information Technology, Music (brass, woodwind, strings, drums, keyboards & guitar) Badminton, Netball, Tennis, Cheerleading, Dance, Dragon Boat Racing and Theatre trips.

Revision sessions for examinations take place during the holidays.



# Home Study

## **Why Home Study?**

Home study helps children with work in a particular subject. They may be asked to revise, research or develop work covered in class. Not all home study tasks are written or learning work. Pupils may also wish to follow up a particular interest or develop their subject expertise.

Home study helps the children learn skills of organising time, themselves and work. Home study helps to develop personal qualities, such as self discipline, independence, confidence and a sense of achievement. These will be useful in their schoolwork and throughout life.

## **How to Organise Home Study**

### **a) What's for home study?**

Check the planner with your daughter, make sure they always write down clearly what their home study is. If they're not sure they should ask the teacher who set it before the next lesson. The date when the work is due in should be written in the planner.

### **b) Who can help?**

Teachers, parents, older brothers and sisters, friends, librarians, etc. Any of these could be valuable source for information.

### **c) Where else can your child get information?**

Books, magazines, newspapers, television, radio, computer databases and CD ROMS, the Internet etc. You could use any these to get useful information.

### **d) Where should your child do their home study?**

Try to find a quiet place with no distractions. This could be in school until 4pm or at home, ideally at a time early in the evening.

### **e) Remember!**

Pupils who regularly complete home study are more successful in exams. Presentation is important and pupils should always aim to do their best. Pupils who fail to complete home study to a satisfactory standard or fail to hand it in on time are likely to be placed on detention.

**f) How much home study will my child receive?**

Completion of home study should take at least one hour per night in year 7, increasing to 3 hours in years 10 & 11. A detailed home study timetable will be issued in the Autumn Term.

**g) What if my child doesn't appear to be getting any/enough home study?**

First check your daughter's planner and talk it through with your child.

**"Have you written down all work set?"**

**"Was the teacher away?"**

**"Have you been given work which covers more than one home study session?"**

If however a problem does exist, PLEASE contact your child's Progress Manager immediately ~ the sooner we all act the better ~ home study is a vital part of learning.



Working in the Learning Hub

# Organisation

## HOW YOUR CHILD'S FIRST YEAR IS ORGANISED AT BROUGHTON HALL HIGH SCHOOL.

Your daughter will be looked after by a team of 3 in Year 7:

Mr Reid	Director of Year 7 Learning
Ms Guy	Year 6 Transition.
Ms Fletcher	Progress Manager
Mrs Tait	Student Support Manager

Your daughter's Progress Manager will be responsible for her and lead the team of 9 Progress Tutors.

When your daughter arrives at Broughton Hall High School she will enter a form group. The forms are grouped into 2 bands for organisational purposes only, "B" band for Broughton and "H" for Hall, both bands are of equal ability. She will be placed in ability groups for OM Curriculum subjects, Mathematics, Science and Languages. We try very hard to place each girl where she will achieve her potential, therefore pupils will be set by ability in Year 8. Girls may then find themselves in a variety of different sets according to their needs and abilities.

### **PARENTS' EVENING**

At least once a year parents have an opportunity to discuss their daughter's progress. The opportunity is provided for parents to speak to all their daughter's subject teachers as well as to the Progress Tutor. Senior staff are also available.

### **REVIEW DAY**

Once a year parents have the opportunity to discuss their daughter's progress with their Progress Tutor and to set developmental targets.

### **COMMUNICATIONS**

There is a half-termly newsletter, giving valuable information about school life. Please ensure that you receive a copy and keep it safe for reference. From time to time we send letters home about various matters, which arise, in school. The PTA also distribute mini-posters about forthcoming events and send home a calendar to parents listing their different functions and activities. The Annual General Report to parents is sent home in the autumn term. To add your email address to our mailing list please go to our website: [www.broughtonhall.com](http://www.broughtonhall.com) and follow the link: 'for parent', 'mailing list'.

## **SCHOOL COUNCIL ~ YEAR COUNCIL**

The School Council consists of an elected representative from each band in each year, Head Girl and her deputies, with a Deputy Head Teacher, in the chair. It meets each term during PSHE to discuss issues raised at the Year Council. Each year has a council meeting prior to the School Council meeting to discuss matters relevant to that year. Two representatives from each form attend the Year Council.

## **LOCKERS**

All pupils are issued with lockers. All girls need to provide their own lock for their locker. Books etc. must be taken from or put back in lockers at the following times:

**BEFORE MORNING REGISTRATION**

**DURING MORNING BREAK**

**AT LUNCHTIME FOR PACKED LUNCHES**

Girls are not allowed to use their lockers at other times as this causes disruption.

## **FIRE DRILLS**

There is a fire drill at least once a term. Girls must follow their teacher's instructions quickly and sensibly. They must not run, make a noise or treat the situation as a joke. Fire drills are essential for everyone's safety.

## **MCAULEY CENTRE PASS**

Your daughter will be issued with a free card with her photograph on it for use in the Resource Area. She should have it with her every day. Replacements are charged at £1.00.



# Pastoral Care

The Headteacher is assisted in the organisation and running of the school by the Leadership Team, Directors of Learning and Progress Managers. The Progress Manager, with the help of Progress Tutors and Year Support Managers, has overall responsibility for the pastoral care of all pupils in their year group. The Progress Manager and Year Support Manager will have regular and direct contact with parents, especially when problems arise. Parents have the opportunity to arrange an interview with their children's Year Support Manager, Progress Manager, Director of Learning, Deputy Headteacher or the Headteacher if the nature of a problem is very serious.

Please ensure that the school is kept informed of any illness, medical or family problem which may affect your daughter in school. Any such information will be treated in confidence.

Information is sent home to parents by means of termly newsletters and Headteacher's letter. An opportunity to share in the activities of the school is provided through the Parent's Association which has as one of its main aims, the fostering of links between school, home and parish. The PTA is an invaluable support to the work of the school, and is involved in the organising of social and fundraising activities throughout the year.

## **STAFF WHOM PARENTS MAY WISH TO CONTACT:-**

**TELEPHONE:** 0151 235 1500  
**FAX:** 0151 259 9599  
**EMAIL:** [admin@broughtonhall.com](mailto:admin@broughtonhall.com)

<b>Y7 PROGRESS MANAGER</b>	<b>Ms FLETCHER</b>
<b>Y7 SUPPORT MANAGER</b>	<b>Mrs TAIT</b>
<b>DIRECTOR OF LEARNING YEAR 7</b>	<b>Mr REID</b>
<b>YEAR 6 TRANSITION</b>	<b>Ms GUY</b>
<b>ASSISTANT HEADTEACHER</b>	<b>Mrs M HAYWARD</b>
<b>DEPUTY HEAD TEACHERS</b>	<b>Mrs M GRANT</b> <b>Mr G PRESTON</b>
<b>HEADTEACHER</b>	<b>Ms S CLARKE</b>

In the first instance your child's PROGRESS MANAGER or YEAR SUPPORT MANAGER should be contacted unless the matter is serious, then the appropriate Assistant Headteacher/Deputy Headteacher. Any communication to school can be written in the Pupil Planner or a letter addressed to the Progress Tutor/Progress Manager.

**A personal visit to school cannot be accommodated unless a prior arrangement i.e. an appointment has been made**

Due to teaching commitments subject teachers are not available to parents except on Parents' Evening or by special arrangements.

### **CHILD PROTECTION**

Mrs Lodge is the lead Safeguarding Officer and Sue Reid they should be contacted if you have any concerns. She is responsible for following up allegations and for contacting Social Services. This is a legal requirement throughout, the school's only concern is for the welfare and well-being of the pupils.

### **SCHOOL NURSE**

The school nurse visits school once a week or on request. She sees any girl who wishes to speak to her in private, in the Medical Room.

Her name is Carole Haslam - she can be reached on 0151 296 7920 if you need her advice.

### **THE CHAPLAIN**

Our Chaplain, Mrs Sheila Betts, provides help, guidance and support for all pupils and plays a leading part in the spiritual and liturgical life of the school.



**RAINBOWS** There is a Rainbow programme in school to help girls who have experienced bereavement, divorce or separation.



# Ways to help your child

When girls start secondary school they need to be much more responsible for themselves. They do not have desks, only lockers, which the pupils are only allowed to visit at set times during the day (see p11).

This may result in girls carrying everything with them, that they need for 2/3 lessons. This is physically exhausting for many and totally unnecessary. What they need is some help to organise themselves.

Many pupils have never seen a school timetable before. They do not know how to use one to find out what lesson they have next, or what books will be needed for that lesson. Therefore would you please take the time to explain to your daughter how her timetable works?

A good idea to cut down on the amount she will have to carry, is to spend time with her checking her timetable looking to see what lessons she has the next day, and ensuring that she has the correct books, P.E. equipment, etc. that she will need.

Laptops, when they are issued, will be needed in every lesson.

e.g.

Tutorial 8.45- 9.05am	Period 1 9.05	Period 2 10.05	Break 11.00 – 11.20	Period 3 11.20- 12.15	Lunch 12.15 – 1.15	Period 4 1.15- 2.10	Period 5 2.10-3.10
Monday	OM	P.E.		Science		Maths	French
Tuesday							
Wednesday							
Thursday							
Friday							

School starts ~ 8.40am      am Registration ~ 8.45am

## PUPIL PLANNERS

Another area pupils have problems with is using their planners. All pupils are given a new planner at the start of each term. The planner should be carried with her at all times. Pupil planners are provided to help your daughter organise her work, she should copy her lesson and homework timetables into her planner by the end of her first week. The planner is only useful if they have help to understand how to use it. A sample is shown as below:

**September**

On the 2<sup>nd</sup> September 1666 the Great Fire of London spread across the city destroying about 13,000 houses.  
The Vespa Scooter 125 cc was first marketed on 1<sup>st</sup> September in 1946.

Day	Event	Due in	Done
03 Monday	Launch of World Without Torture Competition www.amnesty.org.uk		
	Eg. History - See back of exercise book. MATHS - Page 10, ex. 1 → 8. Food - Healthy Eating Poster.	10/9 12/9 6/9	✓ ✓
04 Tuesday	World Without Torture Competition www.amnesty.org.uk		
	* Remember hockey stick for Tuesday's lesson.		
05 Wednesday	World Without Torture Competition www.amnesty.org.uk		
06 Thursday	World Without Torture Competition www.amnesty.org.uk		
	Attend Art Club - 1:00pm in H5.		
07 Friday	World Without Torture Competition www.amnesty.org.uk		
08 Saturday			
09 Sunday			

Comments / Notes  
Nicola needs to bring in her contact form. (Tutor)  
Nicola has lost her map of the school - can she have a new one. (Parent)

"If at first you don't succeed, try, try, again!"  
William Edward Hickson, Poet, 1803 - 1870 (taken from "Try, try, again")

Diary inspected: \_\_\_\_\_ Teacher: \_\_\_\_\_ Parent/Carer: \_\_\_\_\_

Your daughter will need to have her planner signed by a member of staff should she leave her lesson to go to the toilet, visit another classroom or go on a message. She will also need it to get into lunch.

As you will see the amount of space for each day is quite small. It is big enough where pupils only have to put either a page number for each subject or an exercise number (e.g. Page 28 Exercise B). You can see that there is not enough room to write a long explanation. In such cases it would be enough to write the subject and the words "see exercise book". Children could then write their homework fully in the back of their subject exercise book.

Staff also use the planner to write notes to parents. Please look at your daughter's planner EVERY EVENING and sign it each week as there may be a message from her Form Tutor or subject teachers.

Parents can also use the Planner to write notes to staff. Examples of these could be notes explaining absence, why a girl is not wearing the correct school uniform, or if she has had problems completing the homework set.

The planner is also used to record star points & detentions, lateness to school and formal letters sent home. Parents are asked to sign their daughter's planner on WEEKLY basis. Lost planners must be replaced immediately by buying a new one from the school office. New planners cost £4.00.

Some pupils may still have problems with writing homework down either because it was not written on the whiteboard or because they have difficulty copying down homework, or understanding it when they get home. If this happens, please contact school and we will be happy to suggest other ways to help your daughter.

## **GETTING AROUND SCHOOL**

When your daughter arrives at Broughton Hall the size of the buildings, the number of rooms and different teachers are likely to prove confusing. Remember to encourage your children to ask for help if they get stuck ~ both staff and older pupils are more than willing to lend a hand to the year 7s. Please reassure her that she will not be in trouble if she gets lost during the first few weeks.

# Ten Strategies for Effective Learning

Here at Broughton Hall 'Learning Matters' and we are using the latest knowledge and research about the brain and how individuals learn, to help your daughters maximise their learning potential.

Did you know for example that the latest scanning technology reveals that we use on average only 1-5% of the brain's capacity or that 87% of our brain is made of water.

Pupils study best and can even increase their brain's capacity to learn when they are:

- **Positive in outlook** ~ open and active learning ~ linking information with the facts they already know.
- **Relaxed but still concentrating** ~ the playing of music without lyrics in the classroom or while studying at home activates the brain.
- **Use both sides of the brain** ~ it is not enough to learn by 'rote' only using the left of 'academic' side of the brain. The use of colour, pattern, creativity and imagination uses the right side of the brain as well aids learning. Brain gym exercises are used in many classrooms to energise, calm, focus attention and relieve stress
- **Use all their multiple intelligences** ~ current research suggests that we have at least 8 intelligences ~ pupils are tested to find out their strongest multiple intelligences and shown how to use this knowledge to learn more effectively.
- **Aware of their preferred learning style** ~ be it practical (feeling, doing), auditory (hearing) or visual (seeing) ~ and use the senses to learn faster and more thoroughly.
- **Hydrated** ~ drinking water heightens energy levels, improves concentration and reduces stress ~ pupils are asked to bring drinking water to school in a clear, plastic sports bottle (not glass) There are water fountains where the bottles may be re-filled. No other drinks are to be carried around or drunk in class. All bottles **MUST** be kept away from laptops to protect against spillage.
- **Relieved of worry, anxiety or stress** ~ being helped to develop their own coping strategies, removing the blocks to successful learning.
- **Well rested** ~ giving the brain sufficient time to recover from the pressures of the day.
- **Eating a balanced diet** ~ fresh fish, fruit, vegetables and foods rich in Carbohydrates (bread, cereals, pasta) ~ creating energy and increasing their capacity to remember.
- **Well organised** and helped to plan their time to make the best use of their learning opportuniti

Broughton Hall High School expects and promotes high standards of behaviour, which allows all the members of our community to work together in a positive and co-operative environment.

## CODE OF CONDUCT

### YES

- ✓ Always be polite ~ say "please" and "thank you" ~ treat others as you would like to be treated, both inside and outside school.
- ✓ Hold doors open for others and be helpful to visitors and members of the public.
- ✓ Obey Teachers and all other members of staff.
- ✓ Always carry your planner and fill it in.
- ✓ Always work hard in all subjects and do homework on time.
- ✓ Never leave school without permission.
- ✓ Leave all valuables at home.
- ✓ Arrive at school on time ~ if you are late sign the late book before going to class.
- ✓ Walk about school quietly.
- ✓ Look after books and all School property, keep your classroom and corridor, clean and tidy. Put all litter in the bin.
- ✓ Always walk on the right and keep to the one-way system.
- ✓ If you are sick report to your Support Officer or Progress Manager.
- ✓ Leave any medicines (marked with your name & form) with the School Office.
- ✓ Make sure you go to the toilet at break and lunchtime only ~ toilets are locked at all other times except in the case of an emergency.
- ✓ Always wear full uniform including blazer, clearly marked with your full name and your year colour on the breast pocket.
- ✓ Put your name and form clearly on all books, equipment and belongings.

## NO

- X Never deface School property ~ do not bring liquid paper or felt tip pens to school.
- X Never interrupt a member of staff.
- X Do not drop litter.
- X Avoid being late to school or to lessons, or taking time off unnecessarily.
- X Never be out of class without a note in your planner.
- X Do not run.
- X Do not bring chewing gum to school or eat in class.
- X Do not wear make-up, false tan, false nails or unauthorised jewellery.
- X Do not smoke or bring matches/lighters, alcohol, drugs or weapons of any kind to school.
- X Never bully others, or use physical violence.
- X Never leave school without permission.
- X Never carry large amounts of money with you. Always wear a money belt.
- X Do not go into out of bounds areas e.g.

- Corridor near offices and staffroom
- The Convent, lake, and grounds
- 6<sup>th</sup> form corridor

All pupils and parent/guardians are asked to make themselves familiar with the school's code of conduct. We ask parents co-operation ensuring that their daughter adheres to the code of conduct during her time at Broughton Hall - for her own safety and comfort and that of others.

Encourage you child to take pride  
in themselves and in their school -  
we are proud to welcome them to  
Broughton Hall High School.

## **CLASSROOM CODE OF BEHAVIOUR**

Pupils should:

- Arrive on time to lesson, entering and leaving in an orderly manner.
- Come to lessons with all necessary books and equipment.
- Listen to and follow instructions the first time they are given.
- Raise their hand and wait until given permission to answer or speak.
- Remain in their seats unless given permission to move, always obeying safety rules in all areas of the school.
- Treat others, their work, their equipment and their classroom with respect.

## **REWARDS AND SANCTIONS**

Awards are distributed at the end of every module in Opening Minds.

Nominations are made by staff for Achiever, Team Member, Peach and Citizen at the end of every 6 weeks. Science and MFL also award prizes. 100% attendance during those 6 weeks is rewarded as well.

From time to time pupils may need to be disciplined. This may be dealt with via:

Lines

Essays

Extra work

Detentions - teacher, department, Head of Year

Daily reports

And in severe cases removal from class or exclusion for a specified period

## **PROGRESS MANAGER'S DETENTION**

If your daughter is late without a very good cause or late twice in one week she will be required to do late detention with her Progress Manager

This is held weekly on a Wednesday evening and lasts for 1 hour.

Parents are notified 24 hours in advance of their daughters' detention.

Please note this detention is not negotiable.

# Bullying

Here at Broughton Hall High School we want every girl to feel safe and secure. All pupils have the right to be educated in an environment where there is mutual respect and support. Bullying is contrary to the ethos of our school and we do everything possible to discourage it.

Bullying is when someone deliberately goes out of their way to threaten, frighten, abuse or hurt someone else. It is taunting or name calling as well as damaging a person's property, clothing or work. It is ganging up on someone or isolating them.

We must all work together to make sure the bullies never win. Bullies rely on people not telling others about what they are doing. We have recently had problems with out of school bullying on MSN and mobile phones.

## **If your child or someone you know is being bullied - TAKE ACTION**

Telephone your daughter's Progress Manager or Student Support Manager **IMMEDIATELY** if you know, or suspect, that she is being bullied. Encourage your child to tell a teacher, their Progress Tutor, Progress Manager or Year Support Manager. Do not allow it to get worse.

Bullying is taken very seriously and all reported incidents are thoroughly investigated.

However please be careful not to confuse normal teenage falling outs with bullying.





# Attendance & Punctuality

Regular attendance at school is vital ~ 95% being the minimum required attendance ~ even this means nearly 2 weeks or 50 lessons have been missed. Pupils learn best and receive most from school when they are actually there! This issue is highlighted regularly in letters home and is featured in the Home School Agreement.

Parents are asked to avoid taking pupils on holidays during term time. **Please be aware that all family holidays taken during school time are classified as unauthorised absences and reported to the Education Welfare Office who then issue fines to parents/guardians.** The school also requests that as far as possible medical and dental appointments are made out of school hours.

Registers are marked daily both morning and afternoon in accordance with the instructions given by the Department for Children Schools and Families. Notes are retained and any absences without a parental note are recorded as unauthorised by the school.

On the first day of a pupil's absence parents are asked to telephone school by 10am. If no contact has been made, enquires will be made by school staff, by telephone in the first instance. This could be followed up by letter or in exceptional circumstances through the Educational Welfare Officer.

Parents are asked to provide a written explanation for each and every absence upon a pupil's return to school, even if a telephone call has been made. In any case of suspected truancy parents will be informed of the school's concern at the earliest possible opportunity.

Parents are asked to complete and return an emergency contact form. If you have not received this form from your child's primary school, please contact Broughton Hall's school office.

Should your child's contact details, emergency names, telephone numbers, or parental salutation (i.e. Mrs Hill or Mr and Mrs Jones) change during the year please inform the school office. We find it most useful if parents can leave a mobile number where you may be contacted in case of sickness or an emergency.

## **APPOINTMENTS DURING THE SCHOOL DAY**

Please note that students are not allowed to leave the premises at any time during the school day without the permission of their Progress Manager or a Senior Member of Staff. Appointments should ideally be arranged outside of school hours or during holidays. If an appointment is unavoidable the school should be informed in writing and the note countersigned by the Support Officer/Progress Manager. Your daughter will then be issued with an absence pass authorising her absence from school and must be collected in person from the school office. In accordance with HSE guidelines no girl will be allowed to meet parents outside school.

## **PUNCTUALITY**

If a pupil is late this means not only does she miss registration or assembly, when important information is given out, but she will not be able to get to her locker for the books and equipment she needs for lessons 1&2. Being late for school means being late or not equipped for lessons and causes disruption to other pupils. Please encourage your daughter to be in school by 8.30 in order to organise herself. It is a good idea to check bus routes, stops and fares during the summer holidays, so that your daughter feels happy and secure about travelling to school. If your child is eligible for a bus pass please apply to the LEA as early as possible.

## **CARS**

Girls being brought to school by car **MUST** be dropped off and picked up **outside school** by the girls' entrance via the green gate on Monastery Lane (known as the cinder path). **Parents must not drive into school, block the driveway nor do U-turns in the entrance** as this is potentially dangerous and we ask for your full co-operation in this matter. There is a car park behind the Bulldog Pub where girls may be dropped off and picked up.

## **SICKNESS AND EMERGENCIES**

In case of illness or an accident, it may be necessary to send your daughter home or to hospital. We can not do this if we are unable to contact you. Therefore it is vital that you inform us of any change to your EMERGENCY TELEPHONE NUMBERS ~ including mobile numbers. Please be assured that we will only use this number in an emergency (see p23).

PLEASE NOTE THAT WE ARE NOT ALLOWED TO GIVE PUPILS TABLETS OF MEDICINE WITHOUT PARENTS' WRITTEN PERMISSION.  
ANY MEDICINE / TABLETS BROUGHT INTO SCHOOL, MUST BE CLEARLY MARKED WITH YOUR DAUGHTER'S NAME AND FORM, AND HANDED INTO THE SCHOOL OFFICE WITH A NOTE SIGNED BY YOURSELF.

## UNIFORM AND APPEARANCE

At Broughton Hall uniform is worn by all the pupils in years 7 - 11.

The uniform supports the school's ethos, and helps instil discipline and pride in pupils.

**ALL UNIFORM SHOULD BE AVAILABLE FROM JOHN LEWIS, LASER SCHOOLWEAR AND KITTED OUT.**

**ALL UNIFORM SHOULD BE CLEARLY MARKED WITH YOUR DAUGHTER'S NAME AND THE BLAZER MUST HAVE HER NAME EMBROIDERED IN HER YEAR COLOUR (Green)  
THE BLAZER MUST ALSO HAVE RIBBON (Green) SEWN ALONG THE TOP EDGE OF THE BLAZER POCKET, THIS WILL INDICATE THE PUPILS YEAR GROUP.  
ALL STUDENTS MUST CARRY THEIR MONEY IN A MONEY BELT.**



### Indoor

- Pale blue and white check short sleeved open neck shirt.
- Navy box pleated skirt (2½" wide) - not elasticated waist, skirts must not be pulled down onto the hips.
- Air force blue blazer with badge-TO BE WORN AT ALL TIMES
- Navy pullover - single pale blue stripe around neck and wrists.
- Plain navy socks. (No ribbons & bows)
- Non-shiny navy or black tights may be worn November - March.
- Flat, plain black shoes (not brown!) ~ boots, trainers or sandals are not allowed and shoes must have covered toes and backs for Health and Safety.
- Items of uniform, including shoes, should contain no logos or coloured trims.
- Money belt
- Hair must be tied back with black or blue ribbon or bobble.

## OUTDOOR

- Plain navy or black coat
- Coats in other colours, with logos, leather, fur or denim are not permitted.
- Hair ~ long hair should be tied back with a plain black or navy bobble/ribbon. A soft black/navy stretch hair band is permitted. Hair extensions should not be worn.
- Jewellery ~ Girls may wear one pair of small gold or silver stud earrings and a watch with a plain strap. No other jewellery or body piercing is allowed.
- Make up ~ All make up including false tan, nail polish, false nails false eye lashes and lip-gloss are not allowed.

Parents are asked to support the school and their daughter in not breaking the school rules.

Please note that items of incorrect clothing/uniform will be confiscated and returned to parents by arrangement.

Jewellery will also be confiscated and not returned until the end of the school year.

## PE KIT

The PE kit consists of the following items:

Pale Blue Polo shirt with Broughton Hall badge.

Navy Shorts with white piping.

Navy Tracksuit Bottoms with white piping.

Navy Sweat top with Broughton Badge

Pale blue socks.

(Predominantly) white laced trainers. (No Velcro)



Kit can be bought from West Derby Schoolwear 129 Eaton Road, West Derby.

Tel. 0151 228 7896 - Parents can set up an account with this shop to pay in instalments. (Their order form is also available via a link on Broughton Hall website.)

- All other sports equipment is provided.
- If your daughter is unable to take part in PE a note must be brought from home and she must bring her PE kit.



**If you have any P.E. queries please do not hesitate to contact Ms Crummey Head of P.E.**

## **MATHS**

Year 7 children must have a standard geometry set which should include:

- Ruler
- Set square
- Protractor
- Set of Compasses

## **PERSONAL POSSESSIONS**

The children should have a PLAIN, DARK BAG suitable for bringing books and other equipment safely to school. No motifs or logos should be in the design. A black tote bag with the school badge is available from pupil reception for £1. Money or articles of value should not be brought to school unless absolutely necessary and should be marked with your daughter's name. **Mobile phones, electronic games, personal stereos, iPods, CD/MP3 players or radios are not permitted in school at any time. If found, they will be confiscated and only returned care of parents after school has finished 24 hours later. Parents should phone the school to arrange collection of the confiscated items.**

Pupils are actively encouraged to bring drinking water to school as the drinking of water has a proven beneficial learning link. Water should only be carried in a clear plastic bottle with a sports cap - care MUST be taken to ensure the water is kept away from laptops!

## BREAKFAST

Breakfast is available from 8am please encourage your daughter to buy breakfast rather than sweets/crisps.

## DINNERS

Your daughter will have the choice of:-

- a) Having a hot/cold school lunch
  - b) Bring a packed lunch from home
- On the first day, your daughter will be introduced to the cashless catering system which means that no money is used to purchase breakfasts or lunch.
  - She will have her photograph taken and her finger print recorded in order to enter the I.M.A.C.T. system. Finger prints are used to ensure efficiency of the system and security. The software turns the fingerprint into a mathematical formula or pattern called an algorithm.
  - She will be required to put £5.00 minimum in the machine. This will then display her name and her current cash balance.
  - She will then be 'on the system' and will be able to access breakfast and lunch.
  - Should you not wish your daughter to have her finger print taken, please inform Mrs Tait by letter on the first day of term and alternative arrangements will be made.
  - Free school meal entitlement applies as normal as long as a new application has been made. The system will then allow, on a daily basis, the required cash amount for each pupil.



**PLEASE NOTE GIRLS ARE NOT ALLOWED TO GO OFF SITE AND BUY LUNCH OUTSIDE SCHOOL**

# The School Day ~ September 2013

SCHOOL STARTS	8.40am
TUTORIAL	8.45am ~ 9.05
PERIOD 1	9.05am ~ 10.05am
PERIOD 2	10.05am ~ 11.00am
BREAK	11.00am ~ 11.20am
PERIOD 3	11.20am ~ 12.15pm
LUNCH	12.15 ~ 1.15pm
PERIOD 4	1.15pm ~ 2.10pm
PERIOD 5	2.10pm ~ 3.10pm

## TERM DATES

### Autumn Term

Monday 2 September 2013	Term Starts
<b>(Year 7s start on Tuesday 3rd September 9.00am)</b>	
Monday 21 - Friday 25 October	Half Term Holiday
Thursday 19 December 2012	Last day of term
Friday 20 Dec-Friday 3 Jan	Christmas Holiday

### Spring Term

Monday 6 January 2013	Term Starts
Monday 17 - Friday 21 February	Half Term Holiday
Friday 4 <sup>th</sup> April	Last day of term
Monday 7 April-Tuesday 22 April	Spring Holidays

### Summer Term

Tuesday 22 April	Term Starts
Monday 5 May	Bank Holiday
Monday 26 May - Friday 30 May	Half Term Holiday
Wednesday 23 July	Last day of term.

### Proposed Training Days

Monday 2 September 2013	Monday 28 October 2013
Thursday 19 September 2013	Monday 6 January 2014
	Tuesday 22 April 2014

Friday 28 October 2013

*School Production of " Oliver" February 2013*



*We hope your daughter will be happy at Broughton Hall and benefit from all we have to offer.  
We look forward to working in partnership with parents and pupils over the coming years.*