



Broughton Hall High School Technology College



Information for Parents 2014

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 Assistant Head Teacher - 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

Copies of the school safeguarding policy can be obtained from the school on request

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 pupil's 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

I am the senior leader in charge of transition from primary to secondary school and I will be part of your daughter's journey here at Broughton Hall in Year 7 and 8. I would like to extend a very warm welcome to you at the start of what I am confident will be an incredibly happy and successful time for your daughter in our school. As a school we appreciate the trust you have placed in us by selecting Broughton Hall High School for your daughter's secondary education. We are totally committed to providing the very best learning and teaching for your daughter so that she can achieve her full potential.



We have high expectations of our students; we expect them to work to the very best of their abilities, to respect the authority of those people entrusted with their care and education and participate fully in the life of the school.

You will always be made to feel welcome in our school; we value your comments and will try to deal promptly with any concerns you may have. In the first instance please contact your daughter's progress tutor or progress manager.

There are many ways in which you can help us to help your daughter succeed at Broughton Hall High School: by ensuring high standards of attendance, punctuality and appearance; showing interest in her work; praising her achievements and attending information evenings and events.

I hope your daughter will take advantage of all that is on offer and that she is happy and successful during her time with us here at Broughton Hall

A stylized, cursive handwritten signature in black ink.

Mrs B Davies
Director of Learning
Year 6 Transition, Year 7 and 8



Mrs Strefford Year 7 Progress Manager

I am the Progress Manager in charge of Year 7. I will be with your daughter from September through to when she leaves Year 11. My main priority is to ensure that your daughter makes excellent progress in her learning and achieves her full potential at Broughton Hall. I believe that when pupils are safe and happy they will learn most effectively and I will strive to ensure your daughter has the right environment to ensure this

happens. I am here if she is worried and my door is always open to pupils and parents if they need to discuss anything. I will be your first port of call for any issues and I will try to deal quickly with any concerns you may have. I have been a Progress Manager for several years and I have high expectations and standards for all the girls in my care. As a parent myself I know how important it is to you that your daughter is safe, happy and supported and this is my main aim. I will work with you to make sure that your daughter follows our school rules, has high standards of attendance and punctuality, shows respect, takes responsibility and has good positive relationships with all members of our school community. I am looking forward to getting to know each girl and helping them to develop as much as possible within our school.



Mrs Dowling Year 7 Student Support Manager

Hi there, my name is Mrs Dowling and I will be your daughters Year Support Manager during her time at Broughton Hall. I am looking forward to meeting the students and you as parents as their support network. Working together we can ensure that your daughter's time here at Broughton Hall is a very enjoyable experience and will set her up for the life opportunities she will encounter. My role is to settle the girls in and

to make them feel comfortable and confident in the early stages. I will be there to guide and support them through the next 5 years here and assist them in achieving their full potential. I look forward to meeting you all and would like to reassure you that I will help with any concerns that you as parents or your daughter may have.

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 21st Century.



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 Year 7 your daughter will study:

Religious Education

English

History

Geography

ICT

Design Technology

Mathematics

Science

Art

Spanish

Music

Physical Education & Games

School Reports/Review Day

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

Learning Support

Girls with additional 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 Additional Educational Needs will continue to have these needs catered for. Provision is also made for the most able who have exceptional ability.

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, and Music (brass, woodwind, strings, drums, keyboards & guitar) Badminton, Netball, Tennis, 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. Staff will post homework on the show my homework page, the link is found on our homepage. You and your daughter will have your own unique password.

How to Organise Home Study

a) What's for home study?

Check the planner and show my Homework 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) 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.

c) Where should your child do their home study?

Try to find a quiet place with no distractions. This could be in school until 5.15 pm at our homework club. Which is held in our Learning Resource Centre?

d) 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.

e) 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.

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

First check your daughter's planner and show my homework, then talk it through with your child.

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.



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:

Mrs Davies

Director of Learning
Year 6 Transition, Year 7 and 8

Ms Strefford

Progress Manager

Mrs Dowling

Student Support Manager

Your daughter's Progress Manager will be responsible for her and lead the team of 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. On arrival pupils will be taught in mixed ability groups, they will be set according to ability in the second half term.

PARENTS' EVENING

Parents have an opportunity to discuss their daughter's progress and speak to all their daughter's subject teachers as well as to the Progress Tutor and senior staff who are also available.

COMMUNICATIONS

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. It is vital that we have a current mobile phone number as most messages are sent via keep kids safe text message service

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 Director of Learning, in the chair. It meets each term 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 taken from or put back in lockers at the following times:

BEFORE MORNING REGISTRATION

DURING MORNING BREAK

AT THE END OF LUNCH

AT THE END OF THE DAY

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. 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 Head Teacher 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 child's Year Support Manager, Progress Manager, Director of Learning, Deputy Head Teacher or the Head Teacher 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.

STAFF WHOM PARENTS MAY WISH TO CONTACT:-

TELEPHONE: 0151 235 1500
FAX: 0151 259 8448
EMAIL: admin@broughtonhall.com

Y7 PROGRESS MANAGER	Ms Strefford
Y7 SUPPORT MANAGER	Mrs Dowling
DIRECTOR OF LEARNING	Mrs Davies
ASSISTANT HEADTEACHERS	Mrs Hayward Mrs Lodge
DEPUTY HEAD TEACHERS	Mrs Grant Mr Preston
HEADTEACHER	Ms Clarke

SHARING A CONCERN

In the first instance your child's PROGRESS MANAGER or YEAR SUPPORT MANAGER should be contacted unless the matter is serious, then the appropriate Director of Learning. Any communication to school may be written in the Pupil Planner, a letter addressed to the Progress Tutor/Progress Manager, via email or telephone.

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

CHILD PROTECTION

Mrs Lodge is the lead Safeguarding Officer and 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, the school's only concern is for the welfare and well-being of the pupil.

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.



Ways to help your child

At Broughton Hall pupils are given lockers which they can only visit at specific times through the day. Pupils need to be organised so that they are not carrying everything with them.

Timetables are also new to pupils. Therefore would you please take the time to explain to your daughter how her timetable works. Checking to see what lessons she has the next day, and ensuring that she has the correct books, PE equipment etc. That she will need.

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.

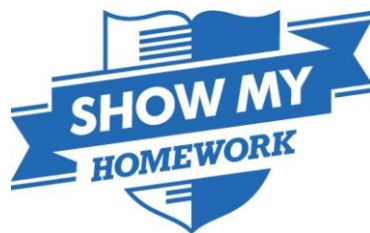
Your daughter will need to have her planner signed by a member of staff should she leave her lesson to go to the toilet, visit another classroom or go on a message.

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.

Lost planners must be replaced immediately by buying a new one from the school office. New planners cost £4.00.

Homework is also recorded on Show My Homework.



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, and 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 opportunities.

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.

OUR SCHOOL AIMS ARE

- To recognise, nurture and celebrate the unique gifts, dignity and potential of each individual.
- To develop a caring, joyful and friendly community in which all work hard and are happy.
- To achieve excellence through an education which is concerned with the whole person and enables each person to develop spiritually, aesthetically, vocationally, physically, and academically.
- To foster a strong sense of community by generosity of spirit, sensitivity and tolerance and forgiveness and compassion
- That prayer and worship underpin the daily life of the school.

EXPECTATIONS AND RESPONSIBILITIES OF PUPILS

- To endeavour to maintain good relationships with all members of our school community.
- To respect themselves and all members of our school community.
- To take responsibility for their own behaviour, progress and achievements.

RESPONSIBILITIES OF STAFF TOWARDS PUPILS

- To follow the Behaviour for Learning Policy consistently and fairly.
- To create a safe, caring environment in which all pupils are treated fairly and with respect.
- To provide positive role models for all pupils
- To provide a challenging and relevant curriculum for all pupils

EXPECTATIONS AND RESPONSIBILITIES OF ALL PARENTS

- To support the Behaviour Policy.
- To ensure their child attends school regularly and punctually and that their child's education is not disrupted through taking holidays in term time.
- To work with the school to ensure their child achieves the optimum from their education.

Encourage your 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 lessons, 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.
- Put up their hand and wait until it is their turn to speak.
- Remain in their seats follow safety rules in all areas of the school.
- Treat others, their work, their equipment and their classroom with respect.

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.

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 Attendance and 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

For safety reasons girls being brought to school by car **MUST** not be dropped off or picked up **outside school** by the girls' entrance via the black gate on Yew tree Lane **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

PLEASE NOTE THAT WE ARE NOT ALLOWED TO GIVE PUPILS TABLETS OR 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 YEAR SUPPORT MANAGER WITH A NOTE SIGNED BY YOURSELF.

UNIFORM AND APPEARANCE

ALL UNIFORM IS AVAILABLE FROM A RANGE OF SUPPLIERS INCLUDING JOHN LEWIS, KITTED OUT AND WEST DERBY SCHOOLWEAR

ALL UNIFORM MUST BE CLEARLY MARKED WITH YOUR DAUGHTER'S NAME.



INDOOR

- Pale blue and white check short sleeved open neck shirt.
- Navy box pleated skirt (6cm wide)
- 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.
- 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)



- 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
- Scientific Calculator

PERSONAL POSSESSIONS

Pupils 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, cameras, 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 to the 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!

MOBILE PHONES

We strongly advise that mobile phones are not brought to school. However if your daughter does need to bring her phone into school this should be switched off and handed in to her Support Manager during morning registration.

If these procedures are not followed and your daughter is found with her phone then it will be confiscated and returned to a parent / carer 24 hours later.

This is a safeguarding matter.

Lunchtime

BREAKFAST

Breakfast is available from 8am.

LUNCH

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 your daughters support manager 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 2014

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 2014/15

(Year 7s start on Tuesday 2nd September 9am till 2pm)

Autumn Term 2014

Monday 1 September	Term Starts
Monday 27 - Friday 31 October	Half Term Holiday
Friday 19 December	Last day of term
Mon 22 December - Friday 3 Jan	Christmas Holidays

Spring Term 2015

Monday 5 January	Term Starts
Monday 16 - Friday 20 February	Half Term Holiday
Thursday 2 April	Last day of term
Friday 3 April- Monday 20 April	Spring Holidays

Summer Term 2015

Monday 20 April	Term Starts
Monday 4 May	Bank Holiday
Monday 25 May - Friday 29 May	Half Term Holiday
Friday 17 July	Last day of term

Inset Days

Monday 1st September 2014
 Monday 5th January 2015
 Thursday 2nd April 2015
 Monday 20th & Tuesday 21st July 2015

Catherine McAuley's Prayer

My God,

You are a god of love and tenderness

I put my faith in you.

*Take from my heart all anxiety and
sadness.*

*And let my delight be hoping
to see you face to face
God my all.*

Amen

