



Broughton Hall Catholic High School



Information for Parents 2016

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My daughter's form class is.....

My daughter's progress tutor

MOODLE (VLE)

Username.....

Password.....

Mymaths

Username.....

Password.....

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. 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 Catholic 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 handwritten signature in black ink, appearing to read 'B Davies'.

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



Ms Kirkham -Year 7 Progress Manager

Coping with transition from primary to secondary school not only affects your daughter but parents too! As Progress Manager, it is my responsibility to ensure that your daughter is working to her full potential therefore making expected levels of progress. I work very closely alongside our Learning Support Manager, Mrs Rock to ensure that your daughter is happy and enjoying her learning. We will help eliminate or remove any obstacles that maybe hindering your daughter's happiness or success at Broughton Hall. Positive relationships between home and school are vital and please be reassured that we will act upon any concerns/issues that you may raise promptly and with sensitivity. At Broughton Hall, we do have high expectations and we do realise that this may be a difficult time for your daughter. I look forward to working alongside all Year 7 parents and welcome you into our school community!



Mrs Rock -Year 7 Student Support Manager

My name is Mrs Rock and I will be your daughter's 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.

MISSION STATEMENT

Founded by the Sisters of Mercy, Broughton Hall is committed to the Catholic Education of girls through Gospel values which permeate the life of the school.

AIMS

- **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: enables each person to develop spiritually, aesthetically, vocationally, physically, academically.**
- **To foster a strong sense of community by:
Generosity of spirit;
Sensitivity and tolerance;
Forgiveness and compassion.**
- **That prayer and worship underpin the daily life of the school.**

OBJECTIVES

- **To ensure that all school policies and documents are rooted in these aims.**
- **To ensure that each pupil leaves with a positive self-image.**
- **To provide a curriculum and teaching strategies which acknowledge and respond to the needs of all.**
- **To create a welcoming, safe, attractive environment.**
- **To promote an awareness of equal opportunities, social justice, peace and global issues.**
- **To strengthen the partnership of staff and pupils, governors, parishes and local community, united in a common purpose.**

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 Headteacher	Lead Officer
Ms S Reid	Student Support Manager	Second Lead Officer
Mrs A Greenhouse	Welfare and Attendance Officer	
Mrs D Kevan	Attendance Officer	
Mrs K Barnes	Student Support Manager	
Mrs A Rock	Student Support Manager	
Mrs P Tyrer	Student Support Manager	
Mrs S Tait	Student Support Manager	
Mrs C Dowling	Student Support Manager	
Mrs M Buckley	Nominated Governor for Safeguarding	
Mrs M Eves	Chair of Governors	
Ms S Clarke	Headteacher	

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

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Attendance & Punctuality

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 issues 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 9 am. 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 data booklets with all necessary information.

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.

Please note we are not allowed to give pupils tablets or medicine without written parental permission. Any medicines brought into school must be clearly marked with your daughter's name and form and handed into the Year support manager.

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 student 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.

PROGRESS MANAGER'S DETENTION

If your daughter is late without a very good cause she will automatically have lunchtime detention on that day. If she fails to attend the lunchtime detention then she will be required to do late detention with her Progress Manager.

If she fails to attend this, she will have a 1 hour detention after school on Friday with Mrs Lodge, Assistant Head Teacher.

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Governing Body

Chair of Governors	Mrs M Eves
Vice chair of Governors	Mrs M Donohue
Safeguarding Governor	Mrs M Buckley
Clerk to Governors	Mrs G Smith
Foundation Governors	Sister Colette Cronin Sister Jean Francis Fitzpatrick Father Sean Kirwin Mrs M Eves Mrs M Buckley Mrs B Sinclair Mrs M Donohue Mr A Francis Miss J Mosinski Mrs F L Onsongo
Parent Governors	Mrs Y O'Sullivan Mrs E Hardaker
Head Teacher	Ms S Clarke
Staff Governors	Mrs D Chantler Mrs L Rowe
Local Authority	Councillor Lana Orr
Co-opted Governors	Mrs C Harrison-Smith

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Management and Staffing

The Senior Leadership Team

The Head Teacher has a Senior Leadership Team to help run the curriculum, pastoral and administration of the School.

The Senior Leadership Team is responsible for a range of specific subjects, for developing their staff, for the effective use of cross-curricular work within the overall curriculum, and administrative and pastoral tasks.

Head Teacher	Ms S CLARKE
Deputy Head Teachers	Mr G PRESTON Mrs M GRANT
Assistant Head Teacher	Mrs D LODGE
Director of Learning Years 10 and 11	Ms S CONNOLLY
Director of Learning Year 8 and 9	Ms A LUNNEY
Director of Learning Transition and Year 7	Mrs B DAVIES
Business Manager	Mrs D BRISCO

PASTORAL CARE

As a Catholic School the pastoral care of our pupils is of the utmost importance. The Progress Manager, with the help of Progress Tutors and Year Support Manager, 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 541 9440

EMAIL: admin@broughtonhall.com

Y7 PROGRESS MANAGER	Ms Kirkham
Y7 SUPPORT MANAGER	Mrs Rock
DIRECTOR OF LEARNING	Mrs Davies
ASSISTANT HEADTEACHER	Mrs Lodge
DEPUTY HEAD TEACHERS	Mrs Grant Mr Preston
HEADTEACHER	Ms Clarke

In Year 7 your daughter will be looked after by a team which is led by;

Mrs Davies Director of Learning Transition and Year 7

Ms Kirkham Progress Manager

Mrs Rock Support Manager

Your daughter will be placed in a tutor group. Each group has the initials of the progress tutor and belongs to a house named after an inspirational woman from history, we hope that these women will inspire our students to always aim higher and to understand that they are capable of achieving anything they set their mind to. The forms are grouped into 2 bands for organisational purposes only, B band for Broughton, H band for Hall. Your daughter will register every morning with her tutor group and have a 20 minute registration session, each morning there will be a different focus therefore it is essential that your daughter arrives on time and participates fully in form time.

Your daughter's progress tutor will be the first point of contact should you need to contact the school.

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, Mathematics, Science, Design & Technology, Information Communication Technology, Art, Citizenship, Drama, Geography, History, Music, Physical Education and Spanish.

Early in the Autumn term you will be given a copy of the curriculum booklet which outlines what your daughter will be studying and how and when she will be assessed. In this booklet you will see the programme of study for each subject and the knowledge, skills and understanding your child is expected to be taught. It is really important that parents take an active interest in the learning that their child is experiencing.

In Year 7 pupils are taught in mixed ability groups where appropriate however they will be set according to ability in the following subjects: English, Maths, Science, Languages, History, Geography and Religious Education.

REPORTS

At a review meeting in the Autumn term you will receive a report which will give you an indication of how your daughter is settling in and the progress she has made in the first vital weeks in secondary school. You will also receive another full subject report in the Summer term; this report will further inform you of your daughter's progress and will give you a fuller picture of the progress she has made throughout her first year.

LEARNING REVIEW DAY

A Learning Review Day is held in the autumn term when you will have the opportunity to discuss your child's progress and how she has settled in at Broughton Hall with her progress tutor. The school closes for the day and your daughter will accompany you dressed in full school uniform. An appointment system is in place so that you can choose times suitable to your day; you will receive a letter in advance. There will also be a Parents Evening in the spring term when you will have the opportunity to discuss your daughter's progress in greater detail with her subject teachers.

LEARNING SUPPORT

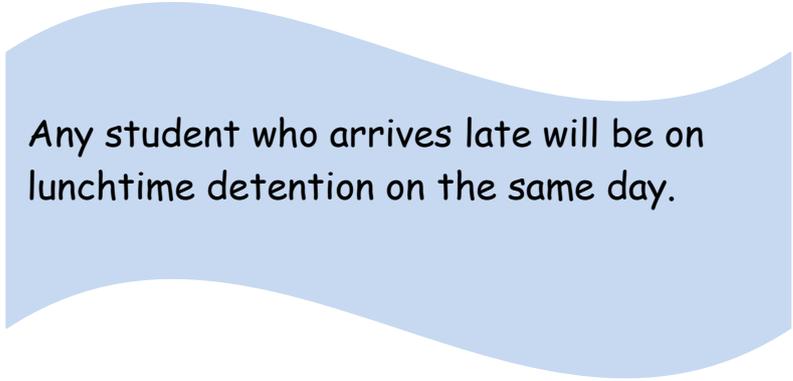
Girls with additional needs will be given extra help in numeracy and literacy and will work in smaller groups. Children who have a statement of Additional Educational Needs will continue to have these needs catered for. Provision is also made for the most able who have exceptional ability.

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Timetable

All pupils follow a timetable that runs over a two-week period. These timetables should be recorded in the Pupil Planner. It is always useful if a copy of the timetable is kept in a prominent place at home to help in the early days. The timetables will be given to pupils on their first day of the Autumn Term. It will highlight the subject, subject teacher and classroom.

8.35 am	Get READY for Registration
8.45 – 9:05	Registration
9.05-10.05	Lesson 1
10.05-11.00	Lesson 2
11.00-11.20	BREAK
11.20-12.20	Lesson 3
12.20-1.15	LUNCH
1.05pm	Go to lockers and make way to class
1.15-2.10	Lesson 4
2.10-3.10	Lesson 5



Any student who arrives late will be on lunchtime detention on the same day.

BREAKFAST

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

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 indicate this clearly in the data booklet 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 PUPILS ARE NOT ALLOWED TO GO OFF SITE
DURING THE LUNCHTIME**

EXTRA CURRICULAR ACTIVITIES

The extracurricular life of the school is rich and varied.

Broughton Hall offers many opportunities for curriculum enrichment and out of hours learning, either at lunchtime or after school.

Extracurricular activities give your daughter the opportunity to build on talents and make new friends.

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

Your daughter can pursue her interests in Athletics, Choir, Drama, Hockey, Information Technology and Music (brass, woodwind, strings, drums, keyboards & guitar) Badminton, Netball, Tennis, Duke of Edinburgh, Textiles, Languages and Maths Clubs.



Homework helps pupils 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.

Homework helps the pupils learn skills of organising time, themselves and work. It also helps to develop personal qualities, such as self-discipline, independence, confidence and a sense of achievement. Your daughter should record all homework in her planner

How to Organise Homework

a) What homework does my daughter have?

Check the pupil planner with your daughter; make sure they always write down clearly what their homework is. If they are 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 homework?

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, Tuesday - Thursday.

d) Remember!

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

e) How much homework will my child receive?

Completion of homework should take at least one hour per night in year 7, increasing to 2 hours in years 10 & 11.

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

First check your daughter's planner, 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 - homework is a vital part of learning

All pupils are given a pupil planner at the beginning of the autumn term. In the planner pupils record important information, homework, key dates and notes. The pupil planner is an important piece of equipment which pupils should have with them at all times. It is also a means by which you can communicate with school and vice versa.

We ask that parents check their daughter's homework regularly and sign the pupil planner weekly: the progress tutor will also sign the planner on a weekly basis so that your daughter's progress is monitored. Lost planners must be replaced immediately by buying a new one at a cost of £4.00

September

On the 2nd 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 1st September in 1946.

Date	Event / Homework	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		
05 Wednesday	World Without Torture Competition www.amnesty.org.uk		
06 Thursday	World Without Torture Competition www.amnesty.org.uk		
07 Friday	World Without Torture Competition www.amnesty.org.uk		
08 Saturday			
09 Sunday			

* Remember hockey stick for Tuesday's lesson.

Attend Art Club - 1:00pm in H5.

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)

Diary inspected: [initials] Teacher: _____ Parent/Carer: _____

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

UNIFORM AND APPEARANCE

ALL UNIFORM IS AVAILABLE FROM A RANGE OF SUPPLIERS INCLUDING KITTED OUT, WEST DERBY SCHOOLWEAR, LISA'S SCHOOLWEAR, LASER (Please see loose leaf sheet)

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.(optional)
- 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, they should not have bows, motifs or any decoration.
- 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 (This is to be ordered via the school website / school office)

The PE kit consists of the following items:

Polo shirt with Broughton Hall badge.

Training top with Broughton Hall badge.

Training shorts.

Training pants

Navy / sky blue socks.

Laced trainers. (No Velcro)

Leggings (optional)

- 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.**

Here are the most important items of equipment your daughter will need at Broughton Hall:

1. Pencil case(a stocked pencil case may be purchased from pupil reception)
2. **Standard geometry set** which should include: Ruler, Set square, Protractor, Compass, Scientific Calculator(Casio)
3. Pencils
4. Colouring pencils – including blue, red, green, yellow and orange
5. Ballpoint pens – blue or black ink only
6. Fountain pen – blue or black ink only
7. Rubber
8. Pencil Sharpener
9. Glue stick
10. Small pair of scissors with blunt ends
11. Pupil planner
12. Pocket dictionary
13. Small padlock and 2 keys for her locker with a distinctive key fob.
14. Strong plain black bag/Broughton Hall bag large enough to hold everything

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 £3. 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 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.

Broughton Hall Catholic 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 Catholic High School.

Anti-Bullying Policy

Founded by the Sisters of Mercy, Broughton Hall is committed to the Catholic Education of girls through Gospel values and respect for one another, which permeates the life of the school.

Broughton Hall is committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere.

Working in partnership with pupils and parents, we aim to create a community in which every member is respected and valued as an individual. We believe that all our pupils have the right to feel safe and secure in the school environment.

Broughton Hall has a rigorous and robust procedure for dealing effectively with allegations of bullying. It is responsibility of all members of the school community to act if bullying is apparent and to promote a culture within the school which helps pupils develop positive relationships. The school will treat seriously all incidents which are brought to the attention of the staff. The victim will be listened to.

Prevention strategies are implemented throughout the school community underpinned by the Gospel Values of the school and the moral values framework as outlined in our anti bullying policy which is available on the school website.

“Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.” (DfE 2014)

Cyber-bullying can occur in or outside of school and “is a different form of bullying and can happen at all times of the day, with a potentially bigger audience, and more accessories as people forward on content at a click.” (DfE 2014)

Our definition of bullying does not include conflict and/or friendship problems between children of similar age and size which does not have imbalance of power or intimation. These problems will still be taken seriously and dealt with immediately to prevent them developing into bullying behaviour.

EQUAL OPPORTUNITIES

This school is committed to working towards equal opportunities in all aspects of school life, irrespective of ethnic origin, cultural differences, gender, disability or sexuality issues. We will ensure that pupils are listened to and that their concerns are appropriately addressed.

REWARDS AND SANCTIONS

We feel it is very important to recognise effort, hard work and success. We use SIMS to record points awarded for good effort and achievement. Positive behaviour points are awarded for a number of reasons including good behaviour, excellent work, supporting the Christian ethos of the school and community.

Points are recorded by staff on a daily basis and pupils are rewarded in assemblies each week when good behaviour and effort is recognised and celebrated. Achievement certificates are awarded and there are termly rewards.

We believe that pupils achieve well through constant encouragement and well-deserved praise.

BEHAVIOUR AND DISCIPLINE

At Broughton Hall Catholic High School we have a clear, fair set of rules which help with the smooth running of the school and foster good working relations between staff and pupils. If a pupil breaks any of the rules, then they are given an appropriate sanction. Good behaviour is expected and rewarded, and poor behaviour is sanctioned.

Any pupil who breaks school rules regarding punctuality, uniform and appearance, behaviour or use of facilities will be dealt with either by a subject or progress tutor in the first instance. For more serious matters pupils will be referred to the Progress Manager or Director of Subject. There may be occasions when behaviour is serious enough to be referred to a senior leader. Incidents of unacceptable behaviour are also recorded on SIMS

Detentions may be given to pupils for a number of reasons including failure to meet deadlines and hand in work, poor behaviour, disruption and poor punctuality. Detentions may be given for 10 minutes at the end of the day without parents being informed, for longer detentions parents will be informed either via a departmental letter, a text message or a note in the pupil planner. If a pupil arrives to school late then she will have a lunch time detention on the same day, failure to attend detention will result in Progress Manager or Senior Leader detention.

We value our community and expect our pupils to do the same, we therefore expect our pupils behaviour to be exemplary whilst traveling to and from school.

AUTUMN TERM 2016**Monday 5th September to Wednesday 21st December 2016**

(Pupils return on Tuesday, 6th September)

Inset Day: Monday, 5th September (staff only)**Holiday: Our Lady of Mercy Day, Friday 23rd September – (no pupils or staff)****Inset Day: Friday, 21st October 2016 (staff only)****Half Term: Monday 24th to Friday, 28th October**

End of Term: Wednesday 21st December

SPRING TERM 2017**Tuesday 3rd January to Friday 7th April 2017**

(Pupils return on Wednesday, 4th January)

Inset Day: Tuesday 3rd January (staff only)**Half Term: Monday 20th – Friday 24th February**

Easter Holidays: Monday 10th April to Friday 21st April 2017

Good Friday 14th April

SUMMER TERM 2017**Monday, 24th April to Thursday 20th July**

Bank Holiday: Monday, 1st May

Half Term: Monday, 29th May – Friday, 2nd June**Inset Day: Thursday, 20th July (staff only)**

End of Term: Thursday 20th July 2017



Catherine McAuley