

Broughton Hall Catholic High School



Year 7 2016 Welcome Handbook

Broughton Hall Catholic High School
Yew Tree Lane
West Derby
Liverpool L12 9HJ
Telephone 0151 541 9440





Welcome to Broughton Hall

Your name: _____

Your form: _____

Your progress tutor: _____

A WELCOME FROM THE HEADTEACHER

MS CLARKE

Welcome to Broughton Hall Catholic High School.

I know you will make the most of the many opportunities we will provide for you and that you will work hard to ensure you achieve the very best you can.

We have excellent facilities, all of which will help you learn and enjoy your time at school.

You have lots of opportunities to develop your special gifts and talents; it is up to you to make the best of the chances you are given.

We hope you are looking forward to being a Broughton Hall pupil; we are certainly looking forward to working with you.

Ms Clarke



Your Year 7 Team.....

The Staff at Broughton Hall are here to help and support you.



Mrs Davies Director of Learning

I am the senior leader in charge of transition from primary to secondary school and I will be part of your journey here at Broughton Hall especially during Year 7. I would like to extend a very warm welcome to you at the start of what I am sure will be an incredibly happy and successful time in our school. We are really happy that your parents have chosen to send you here to Broughton Hall Catholic High School for your secondary education. We are totally committed to providing the very best learning and teaching for you so that you can achieve your full potential.

Of course, we have high expectations of our students, that is why your parents want you to come here; we expect you to work to the very best of your abilities, to respect the people who are responsible for your care and education and participate fully in the life of the school.

We believe in the importance of partnerships so together with you and your parents we will work hard to ensure that your time with us is the best it can possibly be.

A lot at Broughton Hall will be new and slightly daunting at first but you will soon get used to life at secondary school and there will always be lots of people around to help you when you need it. We will help you but you too must help yourself by ensuring that you are always in school so that you do not miss out on your learning, arriving in school on time with all your equipment and the correct uniform and doing all homework set.

This is an exciting next step for you and I am confident that as a Broughton Hall student you will go on to achieve your very best. Welcome to Broughton Hall.



Ms Kirkham Progress Manager

Firstly, I want to say how pleased I am that you have chosen to be part of our school community! I will be your progress manager for the next 5 years, so we will certainly get to know each other very well. Many of you will be looking forward to this next stage of your education and I am sure you have mixed feelings about starting Broughton Hall. "Big school" is an exciting but nerve-wracking time!

The most common worry is usually about losing and making new friends. Some of you will come to Broughton Hall with friends from primary but there will be pupils who come on their own.

Part of my job is to ensure that you settle and that you are happy. We want all of our pupils at Broughton hall to look forward to come into school every day and enjoy their learning. Starting secondary school will give you the opportunity to be more independent. You will enjoy the sense of independence and freedom that secondary school will give you which will help you feel grown up and in charge of your future. In Year 7, you will have so much to look forward to at Broughton Hall - new friends, new subjects, different teachers, moving around the school for your lessons, using new equipment, eating in our canteen and lots of extra-curricular activities to choose from. I look forward to meeting you and I will be there to support you to ensure that you reach your full potential in all that you do!

Ms Kirkham



Mrs Rock Support Manager

Hello, Year 7, my name is Mrs Rock and I will be your Support Manager at Broughton Hall. I am really looking forward to meeting and working with you all over the next 5 years. My role is to support and guide you in all areas at Broughton Hall, to reassure you if you have any concerns and to make your journey the best it can be whilst you are here.

I look forward to watching you grow as individuals into mature young ladies, to helping you achieve your full potential and be the best that you can be in everything you do. My aim is to make your time at Broughton Hall a special time. I look forward to it Year 7.

Mrs Rock

YOUR FIRST DAY

PERSONAL INFORMATION

Fill in the information below:-

NAME: _____

FORM: _____ FORM ROOM: _____

PROGRESS TUTOR: _____

If you are worried or unsure about anything, you must talk to your Progress Tutor or to me, your Year 7 Support Manager, Mrs Rock.



There are 8 **forms** in Year 7. Each form has the initials of their progress tutor and each form belongs to a house, our houses are named after inspirational women from history.

Fill in the boxes below with the other forms and try and find out where their form rooms will be.

GETTING TO KNOW YOUR TEACHERS

Headteacher _____

Deputy Head _____

Deputy Head _____

Assistant Head _____

Director of Learning Transition & Year 7 _____

Director of Learning Y8-9 _____

Director of Learning Y10-11 _____

Director of Learning Y12-13 _____

English _____

Maths _____

Science _____

Art _____

Dance _____

Drama _____

Geography _____

History _____

Information Technology _____

Modern Languages _____

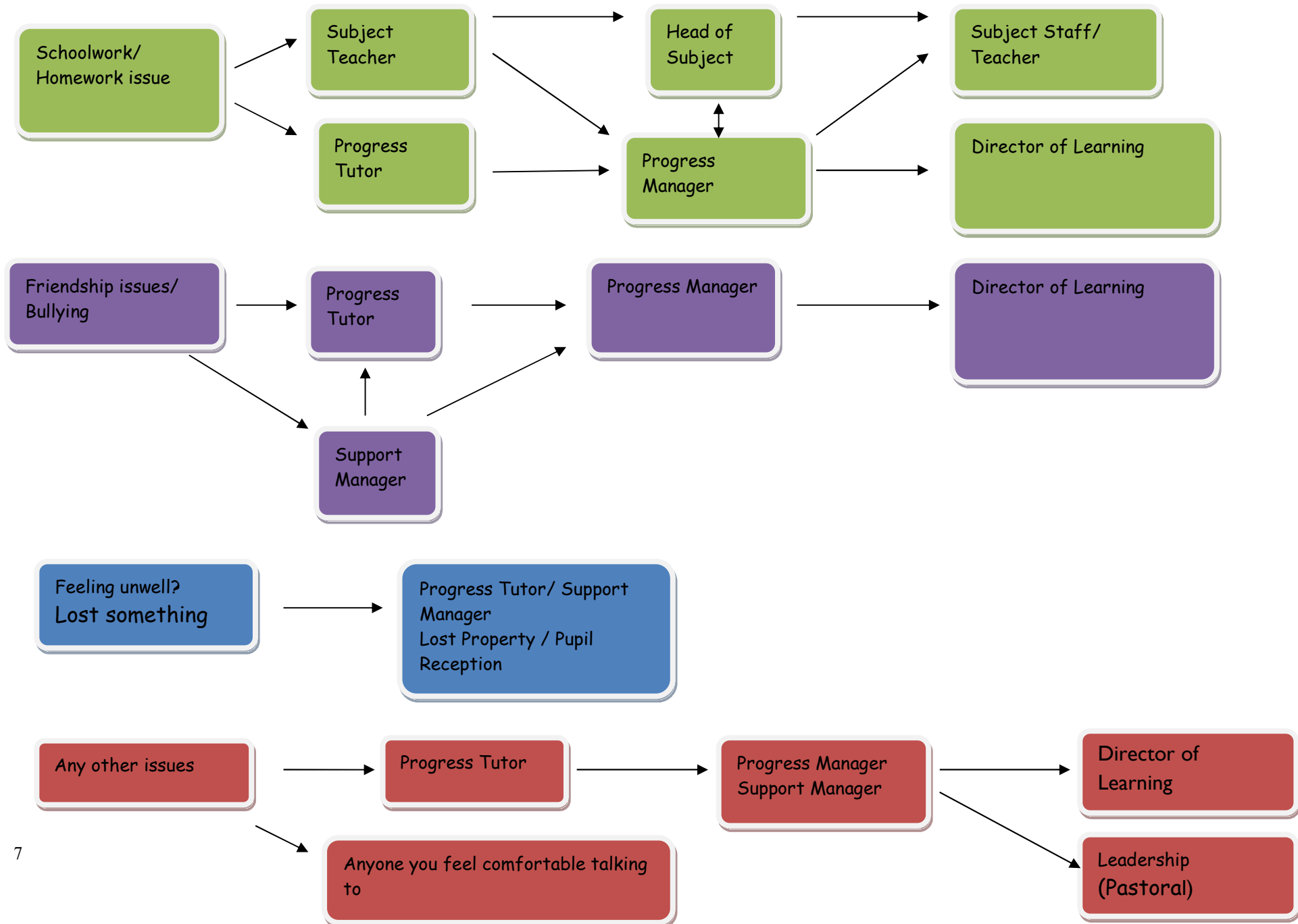
Music _____

PE _____

Religious Education _____

Technology _____

Who to turn to for help



CLASS REPRESENTATIVES

After a few weeks at Broughton Hall you will be asked to elect representatives from your form for the following:-



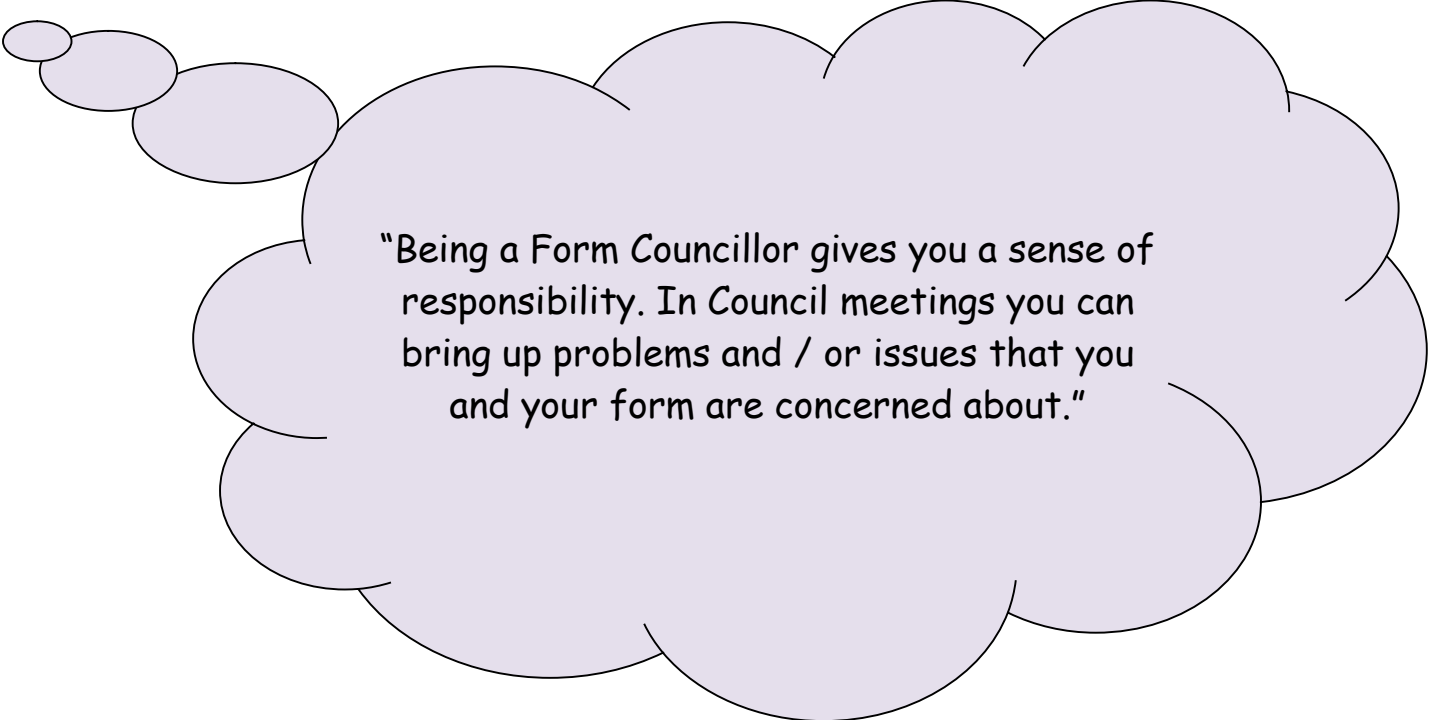
FORM
COUNCILLOR



DEPUTY FORM
COUNCILLOR

A form councillor is someone who is trustworthy and a role model, and can represent her form's views in School Council. She has a very important job to do and can be helped by her deputy.

She must be someone who is reliable and will listen to others as well as giving her own ideas.



"Being a Form Councillor gives you a sense of responsibility. In Council meetings you can bring up problems and / or issues that you and your form are concerned about."

TIMING OF THE SCHOOL DAY

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

Don't be late! Lunch time detention for any pupil who arrives late.

Anti-Bullying Policy

Bullying is ... unfair treatment through action or words, by an individual or group which is meant to make others feel miserable or worthless.

At Broughton Hall Catholic High School we believe that everyone has the right to enjoy their learning and leisure time free from intimidation.

Bullying will not be tolerated. It is everyone's duty to report bullying whenever and wherever they see it. We are a 'telling' school. Bullying is too serious to suffer in silence.

If you are being bullied - TELL SOMEONE - your **Progress Tutor**, your Year 7 **Support Manager** or any teacher you feel comfortable speaking to.

"BE BRAVE, WALK AWAY, GET HELP"



AWARDS

At Broughton Hall good work, effort and attendance are all rewarded. Here is an explanation of the awards you might get in your first year here.

SERVICES TO TUTOR CERTIFICATES

When you are helpful to your Form Tutor, you may receive a certificate presented in our weekly assembly.

MERITS

If you work hard and do a good piece of work, you will get a positive point recorded on SIMS. When you have collected lots of merits across all subjects, you will be given a certificate.

DISTINCTIONS

A Distinction is for excellent work. If your teacher thinks that you did an excellent piece of work, you take it to show the Head teacher, who gives you a Headteacher's positive reward on SIMS.

COMMENDATIONS

If you are helpful at school, or take part in assemblies or show special care and consideration for others, you may be recognised as our Star of the Month.

OTHER AWARDS

A certificate is awarded termly and yearly for good **attendance** and **punctuality**. These are not difficult to obtain, all you have to do is attend school every day and be on time!

DETENTIONS

Detentions are given out to girls whose behaviour falls below standard. There are three types of detentions. These are:

- 10 minutes after school.
- Lunch-time detentions.
- After-school detentions 20, 30, 45 or 60 minutes.

Teachers may keep you after school for 10 minutes without notifying your parent. Subject teachers may issue longer detentions and will inform your parents via a text message, you too must tell your parent that you have a detention and the reason for it.

Zero-tolerance - you automatically get a detention at lunchtime for:

- being late to registration

SOME GIRLS **NEVER** GET A DETENTION!!!!

HOMework

Homework may or may not be a new experience for you. In the first 2 weeks, to help you settle in there won't be too much homework.

Homework comes in lots of different forms such as:-



COOKING
SEWING
MAKING

DRAWING
PAINTING
LOOKING

LEARNING
READING
WRITING
PLANNING

HANDY HINTS FOR HOMEWORK.

- Note down the homework and deadline date in your Pupil Planner.
- Always do homework on the night it has been set, whilst classwork is fresh in your memory.
- Give homework in on time.
- Homework may also be set on MyMaths or on MOODLE - you will get more details from your teachers. Record your log in details in your pupil planner.

**YOU NEED TO SPEND ABOUT AN HOUR EACH
EVENING ON YOUR HOMEWORK.**

FORM TIME

Your Progress Tutor will be your first point of contact in the school day.

You will register in your form room each morning.

Your tutor will help you get ready for your classes by making sure you have the correct:

Uniform

Equipment (pen, pencil, ruler, planner)

Books for the day

Your Progress Tutor will also lead you in an act of worship

(i.e. a prayer or similar moment for thought and reflection) and give you notices for the day.

If you have any problems or questions, Form Time is the time to speak to your Progress Tutors to get help!

Once a week you will have a year assembly led by one of your Year Team or one of the Senior Leadership Team.

On assembly days you must make sure you are in early for school and have time to go to your locker so that you can be lined up by 8.35am ready to go in to assembly.

There will be other opportunities for you to do things with your form and your year group throughout the school year. Be sure to take part fully in form time and assemblies and always give your best.

FORM ROUTINE

Getting ready for learning

Go to your locker at 8.30am put your bag and coat away and get the books you need for the day, and then go straight to your form.

Make sure you have your full school uniform on, including your blazer.

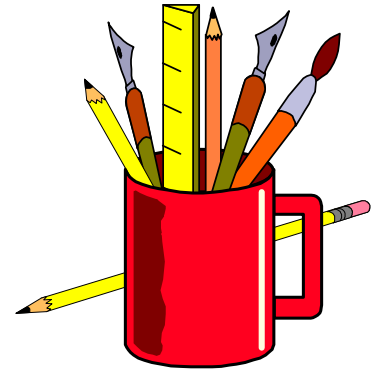
Get your equipment out ready for your tutor to check.

At 8.45am your progress tutor will come in and you should stand behind your chair to greet them. They will say, "Good morning, 7....." You will reply "Good Morning."

It is important to be punctual and ready for your learning.

SCHOOL EQUIPMENT

'You should get all the equipment you need before you start school. Every evening you should pack your bags and look at your timetable and put all the books you need into your bag ready for the next day.'

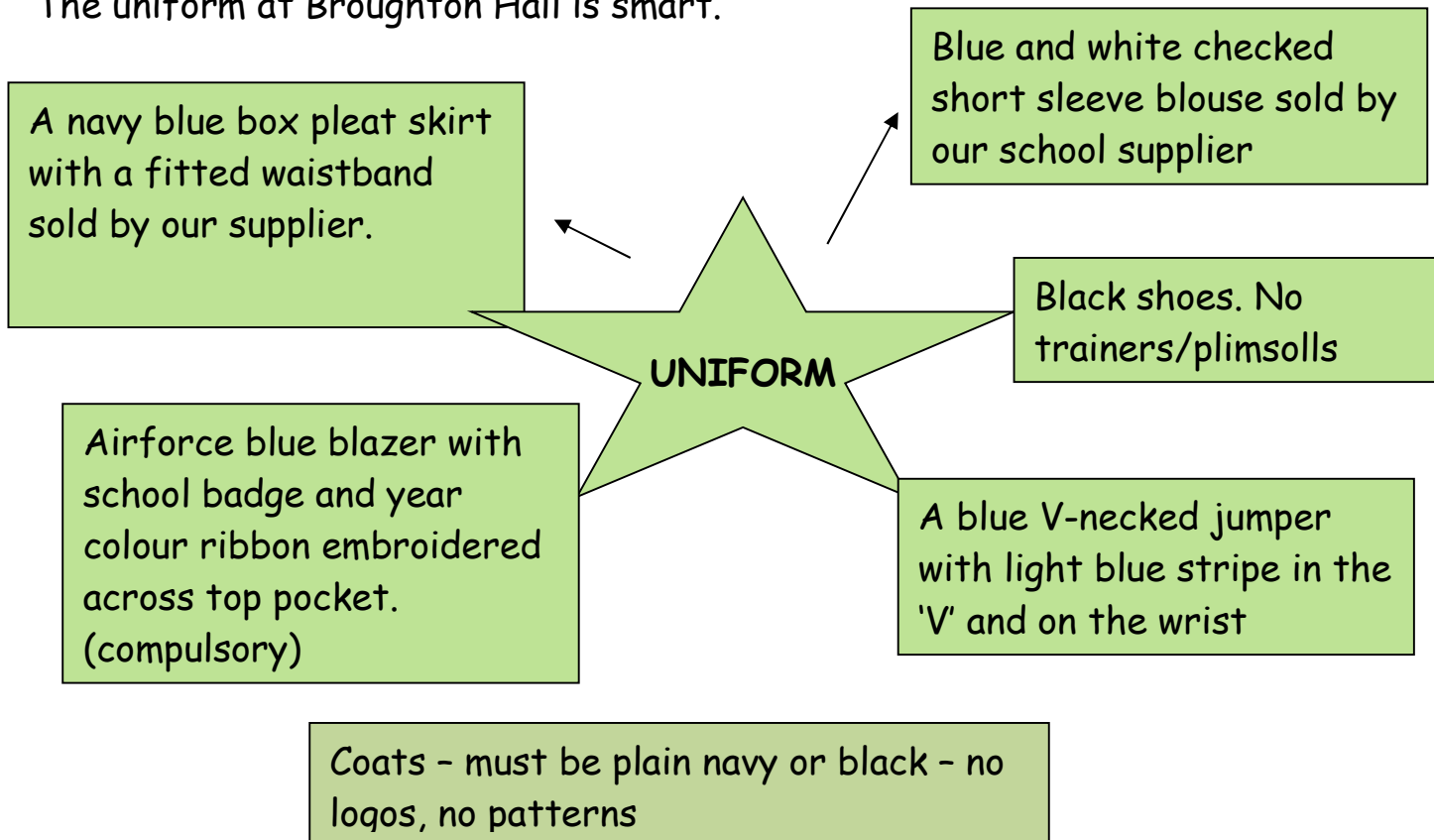


Here are the most important items of equipment you will need at Broughton Hall:

1. Pencil case
2. Ruler
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. Protractor
12. Compass
13. Calculator (Casio)
14. Pupil Planner
15. Pocket dictionary
16. Small padlock and 2 keys for your locker with a distinctive key fob.
17. Strong plain black bag/ Broughton Hall bag large enough to hold everything

SCHOOL UNIFORM

The uniform at Broughton Hall is smart.



Students should take pride in meeting our school's high standards of presentation.

Hair: tied back (plain black or navy ribbon or bobble). No hair extensions or unnatural hair colours.

Make up is not permitted

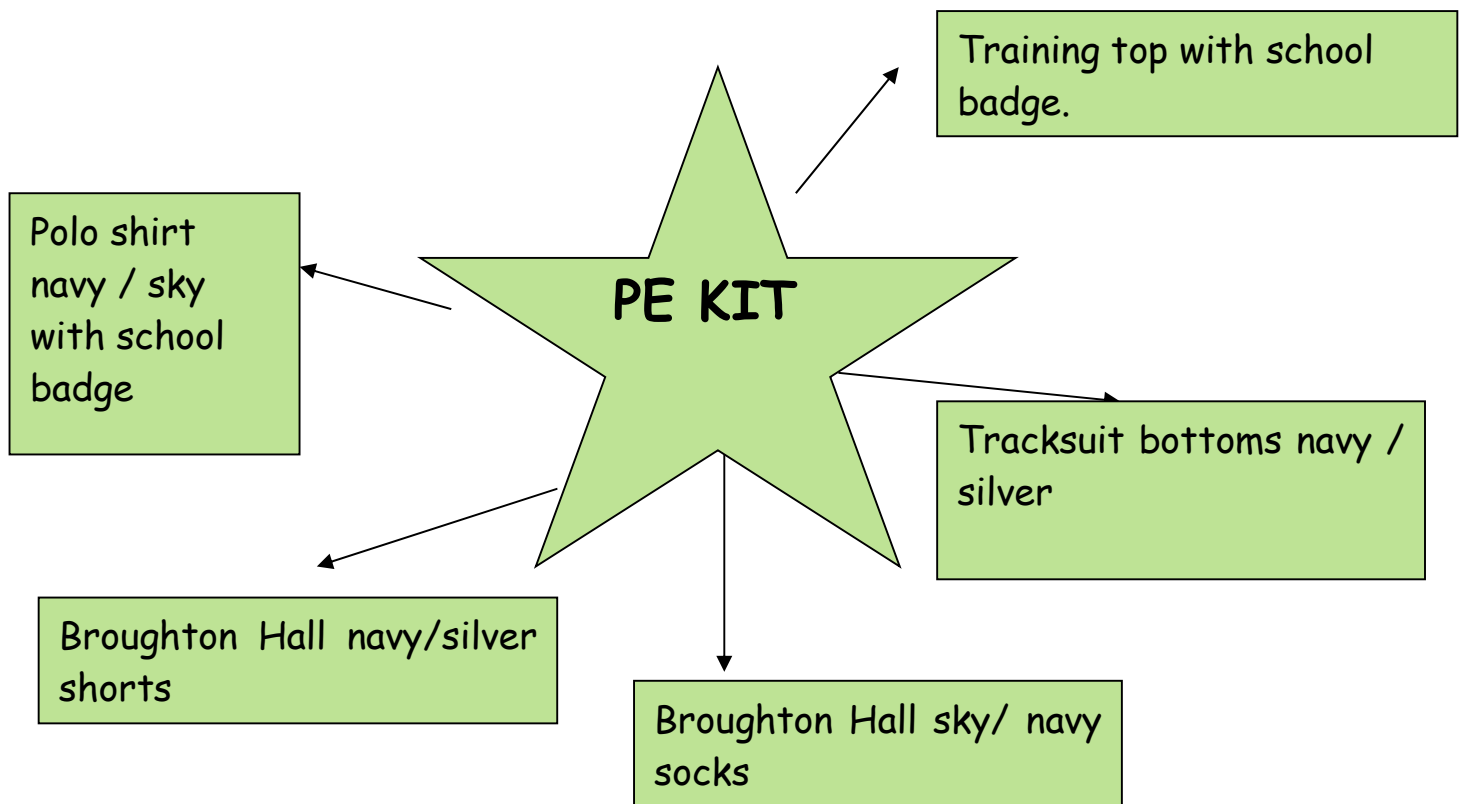
(This includes false tan, nail polish, false nails/eye-lashes and lip-gloss).



PE KIT

You should be wearing any colour lace up sports trainers suitable for indoor and outdoor use and they should have a non-marking sole.

Aerosol sprays are forbidden - this includes deodorants. Use roll-ons or stick deodorants only.



EXTRA-CURRICULAR ACTIVITIES

We have loads and loads of clubs.

**DO JOIN IN - THE SUCCESS OF A CLUB DEPENDS ON THE
AMOUNT OF EFFORT YOU PUT INTO IT!!!!**

Below are just some of the clubs you may enjoy. There are many
more ...

HANDWRITING

BASKETBALL

MATHS CHALLENGE

NETBALL

HOMEWORK

COMPUTER

ART

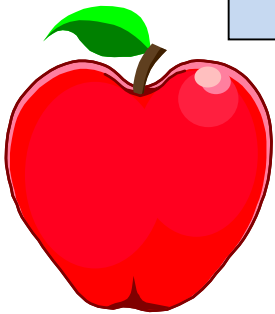
BADMINTON

SPANISH

SINGING

RUNNING

DRAMA



GYM

TEXTILES

The Canteen serves
something for everyone
must put credit on
canteen and on the B corridor

THE CANTEEN

always
is that you
end in the

You will go to lunch at 12.20, you go straight to your yard you will be called to line up when it is your time to go in.

You may choose to pre-order your lunch, this will offer you a choice of cold meals which you must order in the morning before registration or at lunch time or the end of the day before.

Breakfast is available between 8:00 - 8:30am.


The school meals are lovely! There is always a choice of what to have - a hot meal, a delicious fresh roll, a wrap and the desserts are the best.

Of course you may choose to bring in a packed lunch from home with you; you are not allowed to

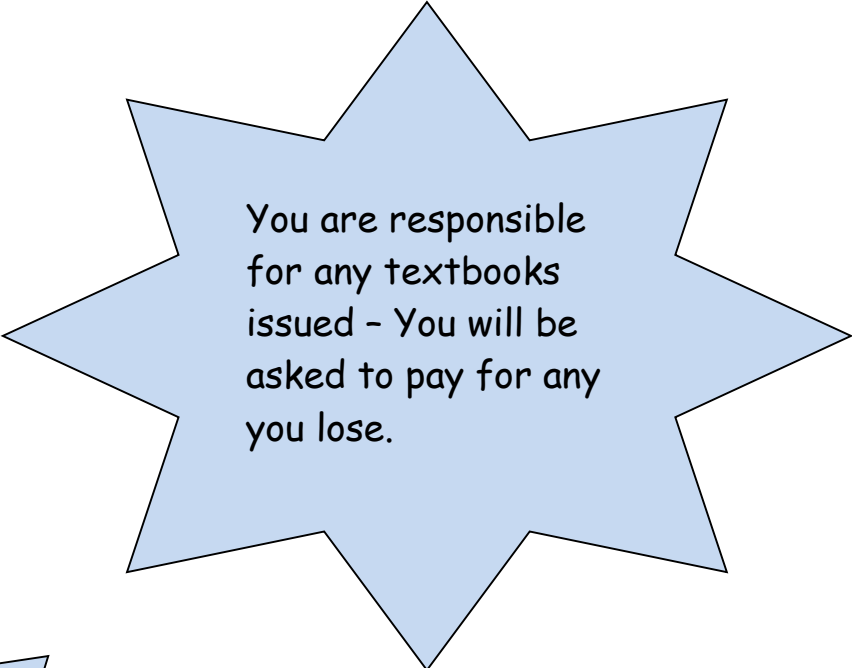
leave school premises during lunch time.

LOOK AFTER YOUR BELONGINGS!!!


There are over 1000 girls at Broughton Hall and with lots of people wearing similar clothes it is important that you follow a few simple rules!




All clothing
must be
LABELLED



You are responsible
for any textbooks
issued - You will be
asked to pay for any
you lose.



NEVER leave money
in your bag or coat
pocket unattended.



Do not bring
expensive items
into school.

THE SCHOOL CANNOT BE RESPONSIBLE FOR ANY MONEY OR ITEMS THAT ARE LOST.

WHAT TO DO IF...

....YOU ARE LATE

First go to the Pupil Reception to sign in the late book.

Remember - **Zero Tolerance!**

..YOU FEEL UNWELL

If you are in a lesson, tell the teacher. S/he may send you to your Learning Support Manager if it is urgent. She is not allowed to give you medicine, only that which you bring from home. If you're really unwell, she will send for one of your parents to take you home.

..YOU ARE ABSENT

Your parents must phone the school before 9.00am to let us know that you are not coming to school. If they do not phone the school then the Attendance Officer will call your parents to find out what has happened to you. Bring a letter the next day giving your reason for absence.

..YOU GET LOST

Use the map in this booklet to help you find your way. Don't be afraid to ask. You'll soon know your way around the school.

VALUES

Helping you be your best and achieve your goals

We have a responsibility for ourselves

Organise what you need every morning and lunchtime so you do not have to visit your locker during the rest of the day.

Remember what day PE is and bring full kit in.

Leave your valuables at home.

Look at what time and where your extra curricular activities are every week.

We have a responsibility to look after each other and to show kindness.

Remember your manners

Be on time for your lesson

Be prepared for each lesson

Complete all of your homework on time

Be helpful

Always look smart

Remember to tidy up after yourself

Put all rubbish in the bin

Put your hand up in class to speak

Positive relationships with adults and pupils

Everybody in the school should feel valued

Everybody deserves to learn

Everybody should feel safe in school

Everybody should have the chance to shine

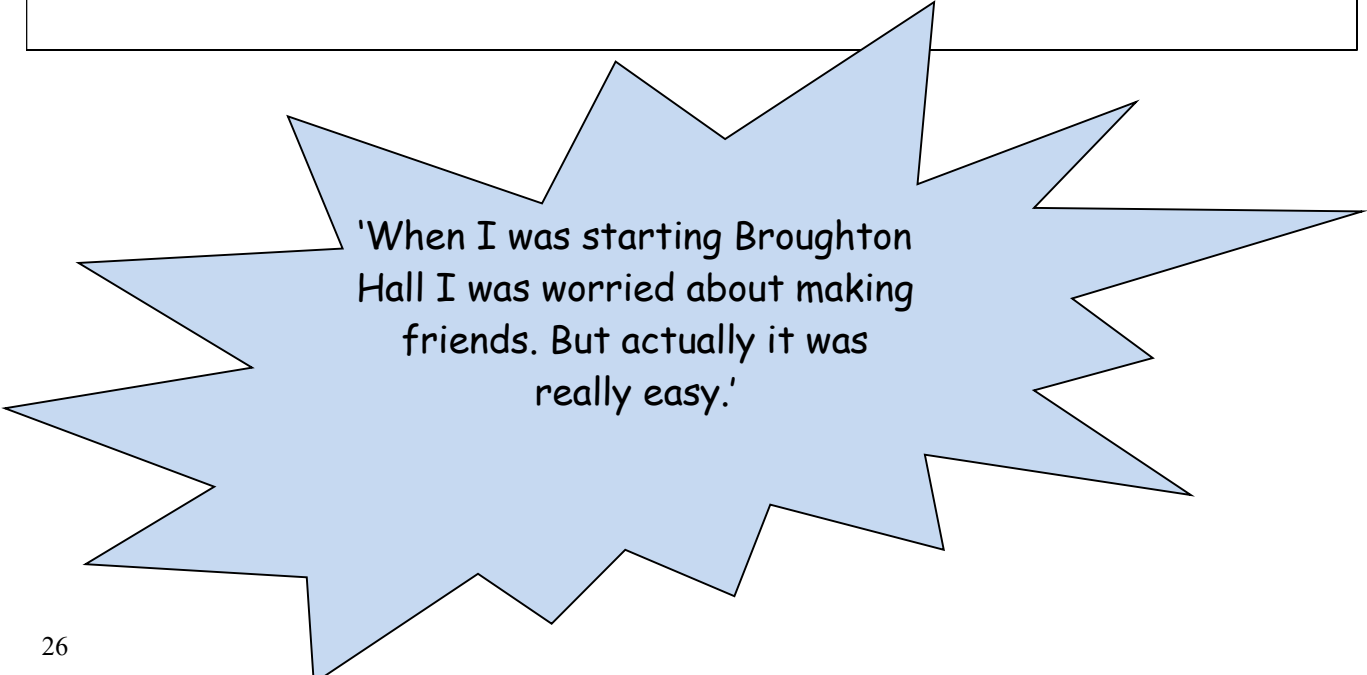
YOUR FIRST DAY

Congratulations on becoming a **Broughton Hall Pupil**

Here is what you need to know about your **first day** at Broughton Hall:

- School starts on **Tuesday 6th September**
- You must come to school in full uniform.
- Come to school at 9.20 am for a 9.30 am start and come to the Dance Drama Hall.
- Mrs Davies, your Director of Learning, Ms Kirkham, your Progress Manager, Mrs Rock, your Support Manager and your progress tutor will be there to meet you.
- You will spend time in your form room making friends, attend assembly and learn how to find your way around the school.
- Don't forget your new padlock, key and spare key for your locker.
- **The day ends at 2.00 pm**

Remember, your Progress Tutor and the Year 7 team are here to help you.



'When I was starting Broughton Hall I was worried about making friends. But actually it was really easy.'

Term Dates 2016 / 2017

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

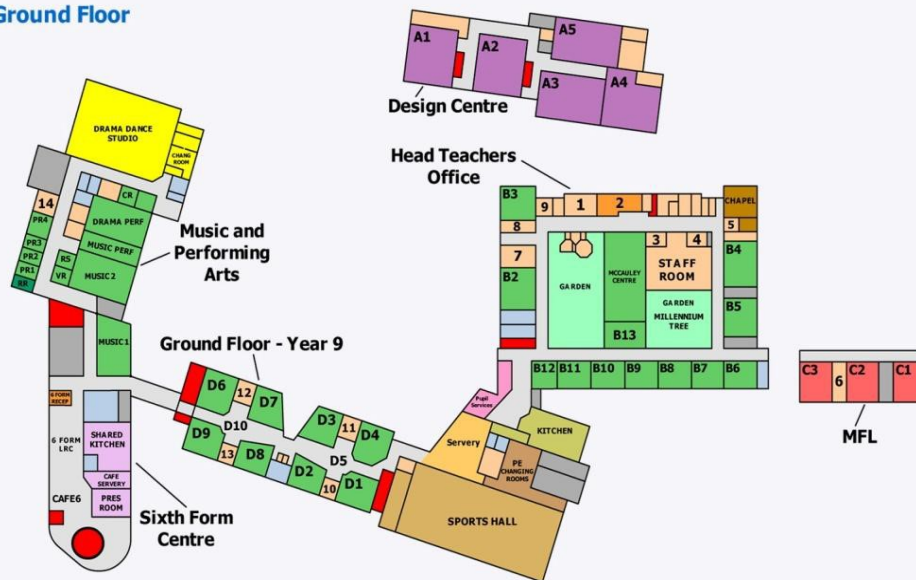
Bank Holiday: Monday, 1st May

Half Term: Monday, 29th May – Friday, 2nd June

Inset Day: Thursday, 20th July (staff only)

End of Term: Thursday 20th July 2017

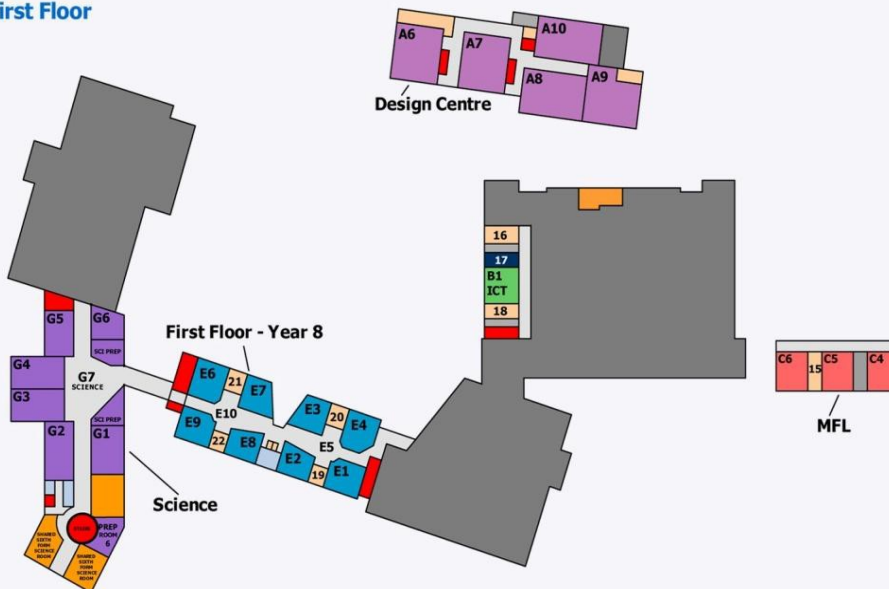
Ground Floor



Guide

- 1 HEAD TEACHERS OFFICE
- 2 VISITOR RECEPTION
- 3 PSHE OFFICE
- 4 YEAR 10 OFFICE
- 5 COVER MANAGER
- 6 YEAR 11 OFFICE
- 7 REPROGRAPHICS / PRINT ROOM
- 8 LEARNING RESEARCH ROOM
- 9 CARETAKERS OFFICE
- 10 HISTORY DEPARTMENT OFFICE
- 11 SENCO OFFICE
- 12 ASSISTANT HEAD TEACHER / EXAMS OFFICER
- 13 YEAR 9 OFFICE
- 14 DIRECTOR OF LEARNING - SIXTH FORM
- 15 MFL DEPARTMENT OFFICE
- 16 PREMISES MANAGER
- 17 IT TECHNICIANS
- 18 DIRECTOR OF LEARNING - YEARS 10 / 11
- 19 DIRECTOR OF LEARNING - YEARS 8 / 9
- 20 ENGLISH DEPARTMENT OFFICE
- 21 DEPUTY HEAD TEACHER - MRS GRANT
- 22 YEAR 8 OFFICE
- 23 RE DEPARTMENT OFFICE
- 24 DEPUTY HEAD TEACHER - MR PRESTON
- 25 DIRECTOR OF LEARNING - YEARS 6 / 7
- 26 YEAR 7 OFFICE
- 27 SIXTH FORM OFFICE
- OFFICE / STAFF AREA
- STAIRWAY / LIFT
- TOILETS
- AREA NOT IN USE

First Floor



Second Floor

