

# Upton Hall School FCJ

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## Information Booklet 2022-2023





# Introduction

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The information contained within this booklet is designed to assist parents who are considering Upton Hall School FCJ for their daughter's education.

As an Academy belonging to the FCJ Academy Trust, we are a state funded independent school. Until recently, Upton Hall School FCJ was funded as a High Performing Specialist School and was designated a Technology College, Language College and Training School. In practical terms this meant the school received additional funding for mathematics, science and technology and modern foreign languages and for the training of our own staff and student teachers. Although the funding has changed the benefits remain and all girls in Years 7 and 8 enjoy a mathematics and science curriculum that prepares them to achieve high grades, they study product design, computing and learn a European language and Mandarin Chinese.

The quality of teaching and the richness of the curriculum have been recognised by the following national awards: Gold Arts Mark, International School status, membership of the Prince's Teaching Institute for English, Geography, History, Mathematics, Science and Art, Sportsmark and Healthy School status. We received a Wolfson Foundation grant to construct the Solardome in recognition of the outstanding quality of our science curriculum.

In 2013 we were fortunate to receive £1.9 million Academy Capital funding which means we now have nine new classrooms in the Gerard Building which are used for teaching Modern Foreign Languages and one classroom dedicated for Physical Education. Our Sports Hall now has a gym and dance studio as well as beautiful changing rooms and showers. In 2020, to celebrate the 200<sup>th</sup> anniversary of the foundation of the FCJ society, we will be opening a new state of the art Sixth form building. These new facilities are an excellent addition to the school and will further enhance the excellent educational offer.

Currently we have approximately 1000 girls on roll. Our planned admission number for September 2020 is 156. Based on previous year's statistics this number should enable **all girls** who reach the required standard in the Entrance Examination to be offered a place.

At Upton Hall we are constantly looking for ways of enriching the education of our pupils and preparing them for life as successful and confident young women.

# Vision Statement FCJ Schools

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Inspired by the Gospel and true to Marie Madeleine's founding ideal, our vision is that FCJ schools are communities of personal and academic excellence.

Strong in companionship, the unique giftedness of every person in these faith communities is recognised, nourished and celebrated.

Our hope and expectation is that, through God's grace working in us all, each young person grows into their best self, with zest for life and the generosity and confidence to use their talents and gifts in the service of others.

This vision is encapsulated in our six key FCJ values:

**Excellence** is an inclusive value in an FCJ school, incorporated in every aspect of school life and living. The ideal of excellence 'for God's greater glory and salvation of souls' pervades Marie Madeleine's writings and recommendations.

**Companionship** is an all-pervading quality present when we work together in an atmosphere of support and love. Companionship is breaking the bread of life together.

**Dignity:** It is of the essence that the dignity of each person is recognised, as that of a human being made in the image of God. Everyone is genuinely listened to and what they say is heard.

**Justice:** being in right relationship with God, self, others and creation.

**Hope** is a faith-based attitude of mind and heart which enables us to think, speak and act in accordance with Gospel beliefs and FCJ values. Hope inspires and enables us to persevere in the face of difficulties and disillusionment.

**Gentleness:** Above all, through God's grace, the whole is marked by gentleness, the gentle strength that comes from 'the fruit of quiet self-possession that has been gained through daily growth in self-understanding through the light of grace'.

## School Motto

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***Age quod agis***  
*Whatever you do - do well!*

# Contents

# Page

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School Year	1
School Day	1
General Information	2
The Curriculum	3
Charging Policy	7
General Regulations	8
School Buses	9

# School Year

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## Autumn Term 2022

Thursday 1 September	School Development Day
Friday 2 September	School Development Day
Monday 5 September	Year 7, 12 and 13 return
Tuesday 6 September	All pupils return
<i>Mon 24 - Fri 28 October</i>	<i>Autumn Half-term</i>
Friday 16 December	Term ends 1.15pm

## Spring Term 2023

Tuesday 3 January	Pupils return
<i>Mon 20 - Fri 24 February</i>	<i>Spring Half-term</i>
Friday 31 March	Term ends 3.45pm

## Summer Term 2023

Monday 17 April	Pupils return
Monday 1 May	Bank Holiday
<i>Mon 29 May - Fri 2 June</i>	<i>Summer Half-term</i>
Friday 14 July	Term ends 1.15pm

# School Day

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08.30am	Pupils arrive
08.35am	Warning bell
8.40 - 8.45am	Registration and prayer
8.45 - 9.40am	Lesson 1
9.40 - 10.35am	Lesson 2
10.35 -10.55am	Break
10.55 - 11.50am	Lesson 3
11.50 -12.45pm	Lesson 4
12.45-1.50pm	Lunch
1.50 - 1.55pm	Registration and prayer
1.55 - 2.50pm	Lesson 5
2.50 - 3.45pm	Lesson 6
<b>NB: Timetable for Wednesday mornings (Week A and Week B)</b>	
8.40 - 8.55am	Form Period
8.55 - 9.45am	Lesson 1
9.45 - 10.35am	Lesson 2
The rest of the day will follow the usual schedule	

# General Information

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## School opening times

The Library and School Dining Room are open to pupils from 8.00am. Breakfast Club begins serving food shortly after opening. At the end of the day pupils may remain in school up to 5.00pm. Pupils who are not working with a member of staff are supervised in the library.

## Admissions

Please see our website (<https://www.uptonhallschool.co.uk>) for the School's Admission Policy.

*For admission to the school in September 2022 there were:*

165 first preference

160 have been admitted to the school

## Parental Contact with School

Parents are welcome to telephone or call to the school if they have a message to convey or an enquiry to make. If a parent has a concern he or she is invited to telephone the school to make an appointment to see the Form Teacher or the Head of Year.

To protect the health and safety of all the pupils, parents are asked NOT to drive vehicles into the grounds or stop outside the gates.

## Attendance

The school values a high attendance rate for pupils. No pupil should have an attendance rate below 97% unless there are very special circumstances that have been made known to the Headmistress.

Parents are asked to telephone to report an absence on the first day of absence and then send a letter explaining the nature of the absence on the first day of return to school.

## Attendance data for 2021-2022 as shown in the School Census January 2022

Number of pupils of compulsory school age on roll for at least one session in Autumn Term 2022 – 984

Authorised absence as percentage of total possible sessions – 7.9%

Unauthorised absence as percentage of total possible sessions – 0.3%

# The Curriculum

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## THE CURRICULUM 2022-23

The curriculum is rooted in our School Mission Statement.

Upton Hall School FCJ strives to provide educational experiences that will enable individuals to achieve their full potential in every aspect of their development, both in school and as active members of the wider community.

Inspired by the vision of the Foundress of the FCJ society, we aim to promote a Christian ethos that encourages students to value the pursuit of excellence, and allows them to attain personal fulfilment by making a purposeful contribution to society.

### ***“Thy kingdom come, Thy will be done”***

The School's curriculum is designed so that students:

- experience the wonder and awe of God’s presence in all things;
- achieve excellence in a balanced and broadly based curriculum;
- find joy in learning;
- gain knowledge and experiences which will be the foundation and inspiration for future learning;
- are well prepared for adult life and experiences including home life, parenthood, enterprise, employment and other work;
- discover their vocation through an appreciation of their talents and gifts;
- are ready to fulfil the responsibilities of citizenship in local, national and global contexts;
- have opportunities for spiritual, moral, cultural, mental and physical development.

The school is committed to the principle and practice of equal opportunities across the curriculum, and will endeavour to ensure that every activity offered in the school is available to every student irrespective of ethnic origin, race, nationality, religion, physical disability, social class or economic background.

### **To put our curriculum into practice, teachers, led by subject leaders and heads of faculty, will:**

- develop their subject and pedagogical knowledge to the highest level
- carefully plan the content of subject curriculums to ensure it meets the school’s aims
- create and maintain well-ordered schemes of work so that pupils learn and retain subject knowledge in the most efficient way
- ensure that pupil learning is checked and help is provided so that all pupils can achieve the curriculum
- regularly assess, record and report pupil progress across the curriculum
- plan and provide rich experiences which enhance pupils’ learning of your subject
- promote FCJ values in what and how we teach



## Years 7 to 8

Pupils study the following subjects:

English, Mathematics, Science, Religious Education, History, Geography, Modern Foreign Languages (either French or Spanish)\*, Mandarin Chinese\*, Computer Science, Product Design (including Cooking & Nutrition), Art, Drama, Music, Physical Education, PHSE (including careers education and Relationships and Sex Education). In Year 7 pupils also study Here I Am.

\*In year 7 pupils study a first European language, either French or Spanish, and Mandarin, a non-European language. In year 8, all pupils will continue their first European language and pupils will either continue with Mandarin or begin a second European language. A minority of pupils may be advised to focus on one language. This decision is made by subject leaders for modern languages based on progress in Year Seven.

In Year 7 to 8 pupils are taught in mixed ability groupings, often in forms. In Maths pupils are grouped by ability in support, core and extension groups from Year Eight.

## Year 9

All pupils follow the following subjects:

English, Mathematics, Science (Biology, Chemistry and Physics), Religious Education, History, Geography, Modern Foreign Languages (one or two from French, Spanish and Mandarin Chinese), Art, Computer Science, Music, Physical Education and PSHE (including careers education and Relationships and Sex Education).

Pupils opt into one of the following subjects:

Product Design, Drama, Additional Computer Science or a second modern language.

Students may choose these subjects at GCSE even if they have not been studied in Year Nine.

In Year 9 students begin the study of GCSE Biology, Chemistry and Physics; this early delivery allows the majority of students to complete three science GCSEs in the time allocated to two subjects. In turn, this means that students have the opportunity to choose a tenth subject at KS4.

## Years 10 and 11

Students follow a curriculum containing compulsory and optional elements. The curriculum pathway followed depends on the individual students' choices and interests.

All pupils follow the following subjects:

English Language, English Literature, Mathematics, Religious Education, Science (Biology, Chemistry and Physics), a Humanities subject (History or Geography), Modern Foreign Language (French, Spanish or Mandarin Chinese).

Pupils then choose another subject from the list below:

Art, Music, Drama, Physical Education, an additional Humanity, an additional Language, Product design, Computer Science.

Some pupils are offered the opportunity to take Further Mathematics. All pupils also study Core PE and PSHE.

## Post 16

Students are guided to choose a Sixth Form curriculum that will enable them to excel and prepare them for further study.

Students choose from the following A level subjects: Art and Design, Biology, Chemistry, Computer Science, Drama, English Language, English Literature, French, Further Mathematics, Geography, History, Mandarin Chinese, Mathematics, Music, Physics, Psychology, Religious Studies and Sociology.

Level 3 BTECs in Information Technology and Health & Social Care are also offered.

Some students will complete the AQA Level 3 Extended Project Qualification (EPQ).

All sixth form students are taught compulsory Religious Education lessons and PHSE which is known as PULSE in the Sixth Form.

In addition to the curriculum, sixth form students have an enrichment programme. Students study either a carousel of subjects such as Life Skills and Current Affairs or pursue qualifications or competitions such as Sports Leader and the Bar Mock Trial.

## Religious Education & Collective Worship

Religious Education is compulsory for all pupils.

The religious worship celebrated and the religious instruction given shall be in accordance with the doctrines, rites, practices and observances of the Catholic Church. The curriculum follows the Curriculum Directory of the Bishops of England and Wales. "The outcome of excellent Religious Education is religiously literate and engaged young people who have the knowledge, understanding and skills –appropriate to their age and capacity –to reflect spiritually, and think ethically and theologically, and who are aware of the demands of religious commitment in everyday life". (The Bishops' Curriculum Directory 2012).

Each morning and afternoon session of the day will start with an act of Collective Worship. This may take the form of class prayers and/or assembly.

## SEND

Arrangements will be made to cater for any student with special needs – academic, social, emotional or medical - so that they can access the full curriculum.

## Extra-curricular provision

The curriculum is enriched by key experiences shared by all pupils. These include a residential trip to Glan Llyn, Apple Day, the Wirral Way Walk and work experience. In addition, Upton Hall offers a wide range of extra-curricular activities. These are published each year in Parent Information booklets and include a wide range of musical and sporting opportunities as well as chances to pursue particular interests. Upton Hall has a programme of activities for pupils who demonstrate exceptional academic aptitude. This is known as the Ada Lovelace programme and begins in Year Nine.

## Homework

Regular homework is an integral part of the school curriculum. Parents are provided with a homework timetable and are asked to inform the school if there is any concern about their daughter doing too little or too much homework. Pupils who do not complete homework will be expected to attend a study hall to complete the missed homework. Parents will be informed of this.

### **Careers Education and Work Related Learning**

Each pupil shall be entitled to a programme of Careers Education in Personal, Social and Health Education throughout Key Stage 3 and Key Stage 4 and post 16, and access to a programme of Work Experience at Key Stage 4. Each student in Year 11 and the Sixth Form shall be entitled to Careers Guidance through dialogue with the school's Careers Adviser. Pupils in KS4 and the Sixth Form have access to an on-line directory called Unifrog to gain information regarding University courses.

### **Relationship and Sex Education**

Relationship and Sex education is an integral part of the Science, RE and PSHE (Personal, Social and Health Education) courses throughout the school, and whether as part of the planned programme or whether it arises in the general context of the curriculum, it is given in accordance with the teaching of the Catholic Church. Further details can be found in the RSE policy.

### **Complaints Procedure**

If a parent has a concern about the curriculum or any other school related matter, in the first instance there should be an attempt to resolve this informally with the school through the Head of Year and other appropriate staff.

Where a concern cannot be resolved informally the parent should write to the Headmistress setting out the grounds of the complaint.

If the matter still cannot be resolved, the parent should write to the Chair of Governors requesting that the complaint be considered formally by the Governing Body.

### **Monitoring**

The curriculum is monitored by the Curriculum Deputy to ensure that it fulfils its aims.

Each subject has a Link Governor who visits subject leaders to discuss each subject's curriculum and its impact.

### **This policy should be read in conjunction with the following policies and documents:**

- Behaviour for Learning
- Careers
- PSHE
- SEND Information Report and policy
- Assessment and Tracking
- Collective Worship and RE
- Relationship and Sex Education policy

# Charging Policy

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Except in the case of activities which fulfil any requirement of a syllabus for a prescribed public examination or of the National Curriculum, the cost of activities which take place wholly or mainly outside normal school hours must be met in full by parents. From time to time, the cost may be reduced by fund-raising or by subsidy from school funds.

It is the policy of the Governing Body:

- ◆ to make the appropriate charge to parents for all board and lodging requirements on residential visits;
- ◆ to charge for activities wholly or mainly outside school hours, where appropriate;
- ◆ to ensure that, on occasions where charges may be made, no pupil is disadvantaged solely by her inability to pay;
- ◆ to leave to the Head's discretion the proportion of costs for an activity which can properly be charged to public or non-public funds;
- ◆ to encourage and support:
  - the work of the Friends of Upton Association which sustains and subsidises a wide range of school activities and resources, and
  - the maintenance of the voluntary School Fund;
- ◆ to ask parents of pupils who do practical subjects such as Technology or Art to provide their own ingredients and/or materials for the finished products which they will take home;
- ◆ to charge pupils travel expenses for work experience and to refund excess costs over normal daily travel;
- ◆ to charge the entry fee for examination of any pupil who, in the Head's judgement, has not prepared herself adequately by effort or study, or of any pupil who, without adequate reason, does not sit an examination for which she has been entered. A charge will be made for re-sits;
- ◆ to submit to the Headmistress and Chairman any issue which may require a decision over implementation of the policy in any particular circumstance.

# General Regulations

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- ◆ Pupils are expected to behave in a responsible and courteous manner, showing respect to their teachers, fellow pupils and all members of the school community. Considerate and appropriate behaviour is expected at all times, including the journey to and from school. Any behaviour which demeans another through bullying will not be tolerated.
- ◆ Pupils are expected to obey the health and safety rules of the school and of each departmental area. Pupils may not leave the school premises without permission. All absences must be authorised by the school.
- ◆ **Uniform rules are strictly enforced.** Skirts must be of knee length. Shoes must have a heel of no more than 1½” and be appropriate for a day’s movement around school. All items of clothing and personal belongings must be marked with the owner’s name. Make-up and nail varnish are not allowed for Years 7 – 11.
- ◆ **School Bags:** All pupils should have a plain black waterproof bag for their school books. Logos, flashes of colour or brand names are not acceptable. It must have handles and be large enough to carry and protect large text books and files. Plastic carrier bags and bags with drawstring ties are not acceptable and will not be allowed.
- ◆ Jewellery and other valuable objects should not be brought to school. The only permitted jewellery is a watch. Expensive watches (including smart watches) should not be worn for school. Money should be kept in a blazer pocket and never left in cloakrooms or in school bags. Each pupil has a locker which must be kept locked. Padlocks are purchased in Year 7.
- ◆ PE Kit should be brought to school on the days of PE lessons and taken home when appropriate.
- ◆ The school accepts no responsibility for pupils’ money or effects lost or damaged on school premises.
- Pupils are **NOT** permitted to bring the following items into school:
  - Magazines
  - Radios
  - MP3 players
  - Playing cards
- Chewing gum and any sort of aerosol are strictly forbidden in school.

Study Hall will be attended during the lunch break by any pupil who has not completed homework.

School detention is held for pupils where behaviour needs to improve.

Mobile phones are an integral accessory for life in the 21<sup>st</sup> century. Pupils are allowed to bring their mobile phone to school. As soon as pupils get into school their phone must be switched off, placed in their locker and left there until 3.45pm.

# School Buses

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Upton Village is well served by a range of public transport run by commercial bus operators and also supported bus services operated on behalf of **Merseytravel**.

**If you require any further information or help planning your daughter's journey to school visit [www.merseytravel.gov.uk](http://www.merseytravel.gov.uk). If you have any queries, please ring Merseytravel on (0151) 330 1000**