

Upton Hall School FCJ

Year 10 Parents' Information Booklet 2019-2020



Introduction

Dear Parents

Your daughter has begun her GCSE journey. It is an exciting time as it will give her the opportunity to immerse herself into all of the subjects in which she excelled at KS3.

This evening is designed to inform you about the different elements of her schooling that will have an impact on the progress that she makes. As parents, your contribution is valued. We hope that this evening will give you a greater understanding of the support that is offered in school so that we can work together as 'co-educators', something that is at the heart of FCJ education.

This booklet will provide you with information but feel free to use the evening to ask questions.

Mrs A Gaunt
HEADMISTRESS

Vision Statement FCJ Schools

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

Age quod agis
Whatever you do - do well!

Overview of Year 10

Expectations

We have very high expectations for your daughters'

- Academic achievement
- Personal appearance
- Behaviour and commitment to the school's ethos

We expect pupils in Year 10 to set the high standards to which our younger pupils can aspire. This includes courtesy and respect for others.

Key Stage 4 Curriculum

Details of your daughter's GCSE Courses are to be found in her Key Stage 4 Curriculum booklet. A copy of this booklet can be found in the Curriculum section of the school website.

GCSEs are studied over the next 5 terms. All of the GCSEs taken this year are reformed GCSEs.

The final term in year 11 is devoted to examinations.

More than half of the content of a GCSE Course is covered in year 10. In Year 9, your daughter started her GCSE course in the 3 Sciences. She will also have begun to cover GCSE content in History, Geography and MFL. This ensures that all pupils go into Year 10 with an excellent grounding in many subjects whilst keeping a broad curriculum in Year 9.

In Year 11, your daughter will complete her GCSE courses. She will complete her mock examinations in November 2020 and in early 2021 she will have to make decisions as to what she will do after her GCSE examinations.

Homework

In years 10 and 11 pupils have approximately 120 minutes of homework each evening.

- Not all homework will be written; some will involve reading, learning, researching on the internet, etc.
- If homework set does not take 120 minutes your daughter should spend her remaining homework time on revision and studying the topics that she has been taught.

Study Hall

As part of our Behaviour for Learning policy we have a session known as Study Hall. If a pupil fails to hand in a piece of homework to a member of staff on the day it is due in, the teacher will place the pupil in Study Hall. This means that on the same day (if the lesson is in the morning) or the next day (if the lesson is in the afternoon) the pupil must report to Study Hall, a room in the Mathematics Faculty (H5) at 12.50pm. Once registered at Study Hall the pupil undertakes work for 30 minutes, usually finishing the missing piece of homework.

Study support

An extra study session is supervised each evening (Monday-Thursday) from 3.45-5.00pm in school. Any Year 10 pupil is welcome to attend this session. Pupils who have fallen behind in their work or who are in danger of underachieving will be required to attend. The Library is also open until 5.00pm each evening for pupils wishing to study in school.

Targets

Your daughter is a member of a very able year group.

- We expect her to go on and achieve excellent GCSE results.
- She should set herself high personal targets.
- Her teachers will set her individual learning goals to move her forward in each subject.

Minimum Baseline Grades

Your daughter will be given minimum baseline grades for each of her GCSE subjects. This year they will be the grades that we think she should be achieving by the end of year 10.

- These are based on her KS2 scores. Meeting them will show that she has made excellent progress.
- These grades are not a guarantee or even a prediction. They can and will depend on your daughter's attendance and the amount of work she does. We have many pupils who show, year after year, that no matter what their grades were when they entered the school, with hard work and determination, they can achieve the top grades at GCSE.

Assessment and Reporting

- Assessment takes place informally during every lesson. At Upton, all staff regularly attend training and discuss what assessment strategies are the most effective.
- Assessment takes place formally through:
 - End of unit tests
 - End of year/mock examinations
 - GCSE examinations
- Progress Information to parents:
 - Wednesday 18 December 2019
 - Friday 3 April 2020
- Parent/Teacher Meeting:
 - Wednesday 25 March 2020
- Annual report to parents:
 - Tuesday 14 July 2020

Attendance and Punctuality

- The school's target for attendance is 97% and it is vitally important that your daughter does not miss school unless she is really ill.
- You should telephone school on her first day of absence and every day of illness and send a note when she returns to school after her illness. Please mark the absent note clearly with your daughter's name, form and the dates when she was absent.
- A reminder that the absence line number is **641 8133**
- Medical appointments etc. should be made outside of school hours whenever possible.
- Family holidays should not be taken during school time.
- Work copied up is not an adequate replacement for being in the lesson when a topic is taught.
- Your daughter must be in school each day by 8.30am. She must also ensure that she arrives on time for each of her lessons throughout the day.

Tracking of Progress

We aim "high" to ensure that all of our pupils make outstanding progress

We believe that by having high aspirations we are able to secure the best possible outcomes for our pupils. Ability is not fixed or innate, and we firmly believe that ability can be enhanced through the adoption of a growth mindset. Your daughter must work extremely hard in the knowledge that human qualities and intellectual skills are cultivated through hard work, effort and having the character to overcome setbacks and utilise constructive criticism. Your daughter must display tenacity and persistence when confronting challenges, see failure as a valuable part of the learning process and display a readiness and passion for learning and self-improvement. She has the potential to grow and succeed, and in order to do this your daughter must take charge of her own learning. Your daughter has clear goals and aims, and must take the appropriate steps to make sure they happen. Some pupils may feel that meeting their baselines is very difficult and it is important that we encourage them to be resilient. We must work in partnership with parents to ensure that we praise the effort that pupils make and celebrate achievements in all aspects of their work.

How will my daughter know which grade she is working at?

In lessons your daughter will be assessed regularly. This may be formally or informally. Your daughter will regularly discuss which grade she is working at and this information can also be found in her exercise books. She should be able to describe her grade and will know what she needs to do in order to progress. Your daughter will have opportunities to act upon advice received and if she is unsure of her current grade or what she needs to do in order to progress she should speak to her subject teacher.

What happens if my daughter isn't making the progress that we would expect?

If your daughter is not making progress, we will ensure that she is provided with the opportunities to improve. Intervention happens predominantly in the classroom, but staff may also offer additional support which takes place outside of lessons, uses student mentors or requires attendance at a study group. If your daughter is receiving extra intervention, it will be indicated on her progress report. Information will also be available through annual reports and at parents' evenings. It is really important that as parents, you discuss the information with your daughter as it is often helpful for pupils to verbalise how they are progressing.

Over the past 2 years, GCSE courses have been reformed. By the time that your daughter completes her GCSE exams in 2021, she will be awarded grades 9 - 1. The table below shows how the new and old gradings compare.

NEW GCSE GRADING STRUCTURE	CURRENT GCSE GRADING STRUCTURE
9	A*
8	
7	A
6	B
5	
4	C
3	D
2	E
1	F
	G
U	U

GOOD PASS (DfE)
5 and above = top of C and above

AWARDING
4 and above = bottom of C and above

Extra-Curricular Activities

One of the great strengths at Upton is the range and quality of the extra-curricular activities that are on offer. The staff at the school are generous with their time and totally committed to developing the all round education of every pupil.

At lunchtimes and after school, clubs, societies, groups and teams meet to work together. These activities are valued by staff as a chance to work with the pupils outside the constraints of the curriculum.

Many of these activities revolve around music and sport. However, for those who are not musical or athletic there is still much on offer. We strongly encourage all pupils to participate in at least two of the activities each week. Of course there are many pupils who find themselves doing something every day. Active and committed involvement in extra-curricular work has so many benefits. The few pupils who do not get involved are missing a valuable opportunity.

The list of activities change from time to time as new activities are added to the programme. Pupils are kept informed of these developments as and when they happen.

Transport difficulties can be a barrier to participation in the after school activities, particularly if pupils live some distance from the school. Usually a solution can be found especially if parents are able to co-operate with each other over lifts.

We place a high value on these activities at Upton. They provide your daughter with a fantastic opportunity to work with a different group of people and to develop new sets of skills. Pupils should show commitment to at least two of these activities each week and note them down in your planner.

Dates 2019 - 2020

Key Events and Dates

School Examination Week Monday 18 – Friday 22 May 2020

Work Experience Week Monday 8 – Friday 12 June 2020

Remaining Term Dates 2019-2020

Mon 28 - Fri 1 November

Autumn Half-term

Monday 4 November

School Development Day

Saturday 9 November

Annual School Mass, Metropolitan Cathedral of Christ the King, Liverpool

Thursday 19 December

Term ends 1.15pm

Spring Term 2020

Monday 6 January

Pupils return

Friday 14 February

School Development Day

Mon 17 - Fri 21 February

Spring Half-term

Friday 3 April

Term ends

Summer Term 2020

Monday 20 April

Pupils return

Friday 8 May

Bank Holiday

Mon 25 - Fri 29 May

Summer Half-term

Monday 1 June

School Development Day

Tuesday 2 June

Pupils return

Friday 17 July

Term ends 1.15pm

The School Day

8.30am	Pupils arrive
8.35am	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
11.50am-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

NB: Timetable for Wednesday mornings (Week A and Week 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

School opening times

The Library and School Dining Room is 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. Unless your daughter is working with a member of the teaching staff, she must read or work in the school Library where she will be supervised.

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.

The **email address** for parents of Year 10 pupils to contact the school office is yearten@uptonhall.org

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.

Online Safety

The Internet can be a wonderful tool but can also pose challenges to young people's safety and wellbeing.

Conduct: children may be at risk because of their own behaviour, for example, by sharing too much information or spending too long online

Children need to be aware of the impact that their online activity can have on both themselves and other people, and the digital footprint that they create on the internet. It's easy to feel anonymous online and it's important that children are aware of who is able to view, and potentially share, the information that they may have posted. When using the internet, it's important to keep personal information safe and not share it with strangers. Discuss with your child the importance of reporting inappropriate conversations, messages, images and behaviours and how this can be done.

When children feel anonymous online sometimes this can tempt them to use social media in unkind ways, often saying things they would never say face-to-face. It is important your child understands how hurtful this conduct can be and that posting or liking unkind messages or images is potentially bullying.

Some young people's use of social media or games can affect their wellbeing, especially if it prevents them getting a good night's sleep.

Content: age-inappropriate or unreliable content can be available to children

Some online content is not suitable for children and may be hurtful or harmful. This is true for content accessed and viewed via social networks, online games, blogs and websites.

Contact: children can be contacted by bullies or people who groom or seek to abuse them

It is important for children to realise that new friends made online may not be who they say they are and that once a friend is added to an online account, you may be sharing your personal information with them. Regularly reviewing friends lists and removing unwanted contacts is a useful step. Privacy settings online may also allow you to customise the information that each friend is able to access. If you have concerns that your child is, or has been, the subject of inappropriate sexual contact or approach by another person, it's vital that you report it to the police via the Child Exploitation and Online Protection Centre (www.ceop.police.uk). If your child is the victim of cyberbullying, this can also be reported online and offline. Reinforce with your child the importance of telling a trusted adult straight away if someone is bullying them or making them feel uncomfortable, or if one of their friends is being bullied online.

Commercialism: young people can be unaware of hidden costs and advertising in apps, games and websites

Young people's privacy and enjoyment online can sometimes be affected by advertising and marketing schemes, which can also mean inadvertently spending money online, for example within applications. Encourage your children to keep their personal information private, learn how to block both pop ups and spam emails, turn off in-app purchasing on devices where possible, and use a family email address when filling in online forms.

Tips for online safety

It is vital that you know what your children are doing online and who they are talking to. Ask them to teach you to use any applications you have never used.

Keeping the computer in a family room means that you can share your child's online experience – and that they are less likely to act inappropriately (i.e. via webcam). Be aware of how they are using their phones.

Help your children to understand that they should never give out personal details to online friends – personal information includes their messenger ID, email address, mobile number and any pictures of themselves, their family or friends. If your child publishes a picture or video online, anyone can change it or share it. Remind them that anyone may be looking at their images and one day a future employer could!

If your child receives spam/junk email texts, remind them never to believe them, reply to them or use them. It's not a good idea for your child to open files that are from people they don't know. They won't know what they contain – it could be a virus, or worse – an inappropriate image or film. Help your child to understand that some people lie online and therefore it's better to keep online friends online. They should never meet with any strangers.

Always keep communication open for a child to know that it's never too late to tell someone if something makes them feel uncomfortable. Teach young people how to block someone online and how to report them if they feel uncomfortable. The Thinkuknow website offers a range of useful videos which it may be helpful to watch with your child.

Set an online 'curfew' to ensure your child's use of the internet is not interfering with their sleep. Consider buying them an alarm clock so that they can leave their phone downstairs for the night.

Further advice and information is available from the Child Exploitation and Online Protection Centre (CEOP). A link to this agency can be found on the school website.

Helpful Websites:

www.ceop.gov.uk

www.thinkuknow.co.uk

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

Attendance

Simply put – if your daughter does not attend Upton Hall she will not achieve. We want all pupils and 6th Form students to achieve high levels of attendance and give themselves the very best chance in life. There are 175 non-school days per year for holidays, shopping and appointments. There is no need, except in extreme circumstances to miss a day's education. If your daughter misses one session in a week (remember, there are two sessions per day) her attendance will be 90%. This may look acceptable but it means she will miss 19 days of education in a year and risk dropping one grade in each of her GCSE exams (DfE research statistics). Analysis of our own results this year showed this to be the case.

We take absence seriously. We target intervention with students whose attendance falls below our target of 97% or better. We use "truancy call" which is an automated message system that will keep ringing parents to request explanations for absence. If a response is not received letters are sent home to resolve reasons for absence and reduce likelihood of future absence.

Absence to be granted only under exceptional circumstances

From September 2013, schools may **not** grant leave of absence during term time unless there are 'exceptional circumstances'. **Therefore, the Headmistress can no longer authorise holidays or extended leave.**

This is the result of amendments that have been made to the 2006 pupil registration regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, which will come into force on 1 September 2013. The 2013 amendments to the 2006 regulations remove references to family holidays and extended leave as well as the statutory threshold of 10 school days.

Upton Hall School will pursue penalty notices with parent(s)/guardian(s) where a pupils' school attendance is at an unacceptable level. This is in line with amendments that have been made to the 2007 penalty notices regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013. These amendments came into force on 1 September 2013. Furthermore, if the absence is not authorised then the pupil may be deleted from the roll after 20 school days. In such an event the parent/guardian(s) would have to re-apply for a place at the school.

Punctuality

We want to work closely with you to make clear to all our pupils the message that attending punctually will mean higher levels of attainment. Arriving just 5 minutes late every day equals 3 days of education lost over the whole year. Arriving half an hour late every day is equivalent to 18 days absence. No employer would tolerate this.

It is vital we work to teach our pupils the value of attending Upton Hall at 8.30am each day.

We do understand that on some occasions children may be ill and unable to attend school.

Please make sure you call the school's absence line on 0151 641 8133 on every day of absence and follow this up with a note or letter explaining the reason for absence.

General Regulations

- ◆ 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.
- ◆ 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 21st 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. If a pupil is found using a mobile phone around the school or in a lesson, the

phone will be confiscated and handed to the school administrative office. Mobile phones will be returned when a parent comes into school to collect them between the hours of 3.45pm and 4.30pm daily.

Behaviour for Learning

At Upton, we have high expectations and high standards of behaviour. This enables us to identify and support pupils who may be struggling with any aspect of school life. It also help us to recognise and reward those pupils who always strive to do their best. The full policy can be found on our school website.

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 Form Teacher or 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.

This procedure is consistent with that operated by the Local Authority.

Anti Bullying Policy (extract)

WHAT DO WE MEAN BY BULLYING?

Bullying can take many forms:

- ◆ physically hurting someone
- ◆ verbally threatening someone
- ◆ making a person feel isolated and alone by encouraging others to exclude or ignore them
- ◆ calling someone names or commenting on their race, sexuality, family, clothes, appearance or ability
- ◆ interfering with or destroying another's property
- ◆ intimidation through the use of social media or mobile phone texting

Bullying is a repeated attack which causes distress not only at the time of each attack, but also by the threat of future attacks.

Definitions of bullying written by pupils at Upton:

- ◆ A bully is someone who picks on you and hurts you physically or with what they say or how they behave online
- ◆ A bully is someone who threatens or mocks another person and gets pleasure out of making fun of them
- ◆ A bully is someone who makes your life very unhappy
- ◆ A bully is someone who goes out of their way to upset and depress others for their own enjoyment
- ◆ A bully makes you feel afraid

What should we do if we think bullying is happening?

If I feel I am being bullied, I should:

- ◆ talk to someone I trust: my Form Teacher or Head of Year, a member of staff, a Senior Prefect or one of the Well-Being Champions
- ◆ tell my parents/carers about what is happening
- ◆ be prepared to write down what has happened and my feelings about it
- ◆ try to remain calm and avoid retaliation

If I think someone else is being bullied I should:

- ◆ offer support and companionship in a gentle manner
- ◆ be prepared to tell my Form Teacher, my Head of Year, a member of staff, a Senior Prefect or one of the Well-Being Champions
- ◆ refuse to be drawn into any group situation in which one person is feeling isolated or mocked

If I am bullying someone, I should:

- ◆ stop the behaviour immediately
- ◆ try to put myself in the shoes of the other person and treat them as I would want to be treated myself
- ◆ behave in a kind and courteous manner to the person I have bullied
- ◆ apologise

(A full copy of these policies are available on the school website www.uptonhallschool.co.uk)

