

# Upton Hall School FCJ

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## Information Booklet 2020-2021





# 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!*

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# School Year

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## Autumn Term 2020

Tuesday 1 September	School Development Day
Wednesday 2 September	School Development Day
Thursday 3 September	Year 7, 12 and 13 return
Friday 4 September	All pupils
<i>Mon 26 - Fri 30 October</i>	<i>Autumn Half-term</i>
Monday 2 November	School Development Day
Thursday 18 December	Term ends 1.15pm

## Spring Term 2021

Monday 4 January	Pupils return
Friday 12 February	School Development Day
<i>Mon 15 - Fri 19 February</i>	<i>Spring Half-term</i>
Friday 26 March	Term ends

## Summer Term 2021

Monday 12 April	Pupils return
Friday 3 May	Bank Holiday
<i>Mon 31 May - Fri 4 June</i>	<i>Summer Half-term</i>
Monday 7 June	School Development Day
Tuesday 8 June	Pupils return
Friday 16 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
11.50am-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	

# General Information

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## School opening times

The School is open to pupils from 8.00am. Breakfast can be obtained from the Pod in the school grounds.

## Admissions

Please see the Prospectus for the School's Admission Policy.

*For admission to the school in September 2019 there were:*

188 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 2018-2019 as shown in the School Census January 2019

Number of pupils of compulsory school age on roll for at least one session in Autumn Term 2018 – 779

Authorised absence as percentage of total possible sessions – 3.46%

Unauthorised absence as percentage of total possible sessions – 0.01%

**Attendance data for 2019-2020 is not available due to Covid-19.**

# The Curriculum

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## Rationale

In accordance with the School Mission Statement, the Education Act 1996, the School Standards and Framework Act 1998, and as amended by subsequent Acts, Regulations and Orders the school will provide a curriculum that:

- ◆ Is balanced and broadly based;
- ◆ Provides opportunities for all pupils to learn and to achieve;
- ◆ Aims to promote pupils' spiritual, moral, physical, mental, social and cultural development;
- ◆ Prepares all pupils for the opportunities, responsibilities and experiences of adult life.

Furthermore, as an FCJ School and in accordance with our Mission Statement we will ensure that the curriculum provides opportunities for:

- ◆ Artistic and creative development;
- ◆ The pursuit of excellence;
- ◆ Service of God and personal fulfilment in the service of others.

## Guidelines

At Upton Hall School the curriculum will enable pupils to:

- ◆ Enjoy learning and perceive education as a lifelong process;
- ◆ Develop self-reliance and the ability to learn independently;
- ◆ Develop the attitude, understanding and skills necessary, now and in the future, to exercise independence and initiative and to work, participate and thrive as citizens of a democratic society;
- ◆ Understand the world in which they live and the interdependence of individuals, groups and nations;
- ◆ Experience in all years the following areas of learning: aesthetic and creative; mathematical; scientific; human and social; moral; spiritual; linguistic and literary; physical; technical.
- ◆ Develop lively, enquiring minds and have the ability to find and use information; to question and debate rationally and to apply understanding and skills in order to address issues, solve problems and carry out practical tasks;
- ◆ Acquire thinking skills such as reasoning skills, enquiry skills, creative thinking skills and evaluation skills;
- ◆ Develop worthwhile personal values and attitudes, including good manners and respect for others, and gain a clear understanding of the ways of life of other people and other cultures;
- ◆ Develop appreciation and concern for the environment and the importance of sustainable development;
- ◆ Acquire key skills of communication, application of number, information technology, working with others, improving own learning and performance and problem solving;
- ◆ Develop financial capability, enterprise and entrepreneurial skills and an understanding of the workplace.



# The Curriculum continued

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## It is intended that the curriculum should:

- ◆ reflect the culturally diverse society to which pupils belong and of which they will become adult members;
- ◆ benefit them as they grow in maturity and help to prepare them for adult life and experience: home life and parenthood; responsibilities as a citizen of the community and society nationally and internationally; enterprise, employment and other work.

## The curriculum should:

- ◆ establish an entitlement for all pupils irrespective of culture, social background or gender;
- ◆ establish standards;
- ◆ promote continuity and coherence.

## The curriculum must be inclusive by ensuring:

- ◆ the setting of suitable learning challenges;
- ◆ provision for the diversity of pupils' needs, including the gifted and talented;
- ◆ that potential barriers to learning for individuals and groups of pupils are overcome, provision for pupils with special educational needs, meeting the needs of those with disabilities and support for pupils for whom English is an additional language.
- ◆ That suitable assessment takes place.

## 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\*, Computing, Design Technology (Product Design/Food), Art, Here I am, Drama, Music, Physical Education, PHSE (including careers education and sex and relationships education).

\*In year 8, pupils will study either 1 or 2 languages (chosen by their teachers) depending on their progress in year 7.

## 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), Computing, Physical education, Art, Music

Pupils opt into a combination of the following subjects:

Product Design and Drama

## **Years 10 and 11**

Students follow a curriculum containing compulsory and optional elements. The curriculum pathway followed depends on the individual student.

All pupils follow the following subjects:

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

Pupils then choose another subject from the list below:

Art, Music, Drama, Physical Education, An additional Humanity, An additional Language, Product design, Computing.

## **Post 16**

Students are guided to choose a 6<sup>th</sup> 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, English Language and Literature, English Literature, French, Further Mathematics, Geography, History, Mandarin Chinese, Mathematics, Music, Physics, Psychology, Religious Studies and Sociology are all offered.

BTEC Level 3 subjects include Information Technology and Health and Social Care.

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

All sixth form students are taught compulsory Religious Education lessons and PHSE.

In addition to the curriculum, sixth form students have an enrichment programme that includes regular visits from outside speakers.

## **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.

Each morning and afternoon session of the day will start with an act of Collective Worship. This may take the form of class prayers, or a School or a Year Assembly.

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

It is the policy of Upton that all pupils shall be enabled to acquire the skills of developing: self-awareness; decision making; coping with change. 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 a Careers Adviser.

### Sex Education

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.

Parents have the right to withdraw their children from all or part of the sex education programme, but not those aspects prescribed by the National Science Curriculum.

### Complaints Procedure

For a full copy of both the curriculum policy and the school complaints policy, please see the school website.

# 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 ask for the sum of £40.00 per pupil in year 7. This is collected during the first weeks of the autumn term. The money is used for activities and events including: Retreat days, study skills workshop and transport to the Wirral Way walk which takes place in the Summer term.
- ◆ 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. (Covid19 - Due to Health and Safety restrictions, lockers cannot be used at this current time).
- ◆ 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.

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**.

*\*only operate evenings and Sundays*

## From Ford Road

*118, 119	New Brighton	via Bidston, Birkenhead Park and Liscard
293	Woodside	via Ford Road Noctorum and Oxtown Road
216	Birkenhead	via Fender Way Bidston and Laird Street (early am)
10	New Brighton	via Noctorum, Oxtown, Claughton and Liscard (Off Peak)
418/419	Woodside	via Beechwood, Laird Street
437	Liverpool	via Claughton, Birkenhead

## From Arrowe Park Road

16/17	Clatterbridge	via Arrowe Park Hospital, Woodchurch Rd, Storeton Rd and Brimstage
418/118	Mill Park	via Arrowe Park Hospital, Woodchurch Road,
419/119		Prenton, Bebington, Spital and Bromborough
217	Birkenhead	via Arrowe Park Hospital, Woodchurch Road, Storeton Road, Oxtown and Bidston (early am)
*293	West Kirby	via Arrowe Park Rd, Greasby Road, Frankby Road, West Kirby
408/409	Seacombe	via Moreton, Leasowe, Wallasey Village
413/*423	Seacombe	via Moreton, Leasowe and Liscard
414	New Brighton	via Moreton, Leasowe and Liscard
413/414	Birkenhead	via Arrowe Park Hospital, Woodchurch Road, Borough Road
423	Liverpool	via Arrowe Park Hospital, Woodchurch Road, Borough Road, Birkenhead Bus Station

# School Buses

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## Route Operator

### Route Operator – Al's Coaches

#### Barnston to Upton

607	Barnston	Storeton Lane/Private Drive, via Storeton Lane,
	0740-0817	Barnston Road, Acre Lane, Brimstage Road, Gayton Roundabout, Telegraph Road, Heswall Bus Station, Thingwall, Arrowe Park Hospital, Upton

### Route Operator – Al's Coaches

607	Upton	Horse and Jockey, Upton to Whitehouse Lane,
	1555-1625	Barnston, Storeton Lane/Private Drive

### Route Operator – Al's Coaches

#### Eastham to Upton

603	Eastham	Raeburn Avenue (Manor Road), Mill Park Clifton Avenue,
	0715-0810	Bromborough Cross, Bebington Civic Centre, Borough Road
		The Wiend, Woodchurch Road, Arrowe Park Hospital, Upton

#### Upton to Eastham

603	Upton	Upton Village to Raeburn Avenue/Manor Road Eastham
	1555-1652	

If you require any further information or help planning your daughter's journey to school as the above information is subject to change due to Covid-19 please visit [www.merseytravel.gov.uk](http://www.merseytravel.gov.uk). If you have any queries, please ring Merseytravel on (0151) 330 1000