

Upton Hall School FCJ

Year 10 Parents' Information Booklet 2018-2019



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 2019 and in early 2020 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:
 - Friday 19 October 2018 (Effort only)
 - Wednesday 19 December 2018
 - Friday 29 March 2019
- Parent/Teacher Meeting: Wednesday 27 March 2019
- Annual report to parents: Monday 15 July 2019

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 2020, 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

Here I am

Two years ago we started work on a new project called 'Here I am'. From the first day at Upton, pupils are encouraged to become articulate learners, able to speak fluently and participate in classroom activities. All pupils will be encouraged to speak out, question and test out their ideas in the safe and supportive environment of their classrooms. Staff will be working hard to adapt their lessons to encourage and make time to hear the girls speak. By doing this we hope to help them be confident speakers who feel able to:

- Be involved in form assemblies and Year masses
- Be involved in extra-curricular clubs such as Drama clubs
- Speak at school events such as open evening
- Be involved in House activities and events

When our pupils leave school, we want them to be able to make valuable contributions to society. We want them to have the confidence to be involved and present in whatever they choose to do. This is something that requires skills that we often take for granted. Two years into the project we are starting to see the difference that it is making.

"Some years ago I was leading an interfaith environmental spirituality retreat near Seattle. My co-leader and meditation teacher, [Kurt Hoelting](#), asked us to do a "walking meditation" where we would *mindfully* walk. This meant that while we were walking (and we were not to try to direct *where* we were walking) we tried to be *mindful* of each step, focusing on the place where we put our foot down and trying to be in the present moment of each step. In practice, this kind of walking is much slower than regular walking but is wonderful to focus the mind on a sense of the present in time and space. We were given around half an hour to do this meditation.

After a while I found that I was walking along a path beside the large pond (or small lake) that was on the retreat center property. As I put down each foot the Hebrew word *Hineni* came into my mind. The word means "Here I am" and so with each step it was, "*Here I am. Here I am. Here I am.*" In each place and in each moment, "*Here I am.*"

On that walking meditation, I answered "*Hineni,*" To every moment when I heard "Where are you? I responded with "*Here I am.*" *Here* at this moment I am in this spot and in this time which will never be repeated in my life or in the history of the universe. Even if I were to return to that same spot, at the same time of year, it would not be the same. So I must try as much as I can to hear the divine question and respond, "*Here I am in this precious moment of my life. Here I am in this sacred spot of Creation seeing the Glory of God filling the world. Here I am grateful for my life at this moment, grateful for the beauty all around me wherever I am. Here I am, ready to work to preserve this beauty for others in the future. At Your service!*"

Here I Am: Responding to the Call in Creation

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.

What follows is a list of the activities currently on offer to our pupils in Year 8. The list changes 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.

Extra-Curricular Activities

SESSION	ACTIVITY / CLUB	LOCATION	TIME
MONDAY LUNCHTIME	Harry Potter Club	U8 & U10	1.15pm -1.45pm
	Computer Science GCSE Support (Week A only)	H15	1.10pm -1.45pm
	School Production Band Rehearsal	M1	12.45pm– 1.15pm
	Hockey Club	Astro	1.00pm -1.30pm
	Fitness	Fitness Studio	1.00pm -1.30pm
	Trampolining Year 7	Sports Hall	1.00pm -1.30pm
	Geography NEA Support	U11	1.15pm -1.45pm
	GCSE History revision	U9	12.50pm-1.20pm
	Shakespeare in Schools rehearsal	M3	12.45pm -1.30pm
	Yr 11 GCSE Spanish Speaking Practice	G8	12.50pm -1.20pm
MONDAY AFTER SCHOOL	DfE Mandarin Excellence Programme Years 7, 8 & 9	G1,G2,G3	4.00pm -5.00pm
TUESDAY LUNCHTIME	DfE Mandarin Excellence Year	G2	1.15pm -1.45pm
	Upton Maker Space	H3	1.00pm -1.45pm
	Psychology A Level- Revision & Support	H2	1.05pm -1.45pm
	Senior Choir (Year 9-13)	M1	12.45pm -1.20pm
	Years 7-11 Maths Study Support	H8	1.15pm -1.45pm
	A Level Maths Study Support	H9	1.15pm -1.45pm
	Physics Support (A Level – Week A & GCSE –Week B)	L7, L8	1.15pm -1.45pm 12.45pm -1.30pm
	Shakespeare in Schools rehearsal (Week A only)	H4	
	Trampolining Year 9	Sports Hall	1.00pm -1.30pm
	Handball Open	Astro	1.00pm -1.30pm
	Senior Netball	Netball Courts	1.00pm -1.30pm
	GCSE Badminton	Sports Hall	1.00pm-1.30pm
	French Grammar Support Yr10,11	G9	12.45pm-1.15pm
	French Club, Year 7,8	G5	1.15pm - 1.40pm
TUESDAY AFTER SCHOOL	GCSE History Revision	U8	12.50pm-1.20pm
	DfE Mandarin Excellence Year 7&9	G2,G3	4.00pm-5.00pm
	Shakespeare in Schools rehearsal	H4	4.00pm-5.30pm
	Cross Country	Field	3.45pm-4.45pm
	Senior Netball	Netball Courts	3.45pm-4.45pm
	Dance Club	Sports Hall	3.45pm-4.45pm
	Fitness	Fitness Suite	3.45pm-4.45pm

WEDNESDAY LUNCHTIME	History Honours Group	U8	12.50pm-1.15pm
	DofE	L6/DofE Office	12.45pm-1.45pm
	STEM Club	Lingdale, H3	1.15pm-1.45pm
	Science Fiction Club (Wk B Only)	H12	1.00pm-1.45pm
	Junior Choir (Years 7 and 8)	M1	12.45pm-1.15pm
	Year 7-11 Maths Study Support	H8	1.15pm-1.45pm
	A Level Maths Study Support	H9	1.15pm-1.45pm
	Sustainable Projects/Eco Group	U11	1.10pm-1.40pm
	Shakespeare in School rehearsal	M3	12.45pm-1.30pm
	Netball Year 9	Netball Courts	1.00pm-1.30pm
	Trampoline Year 8	Sports Hall	1.00pm-1.30pm
	Fitness	Fitness Suite	1.00pm-1.30pm
	Football	Astro	1.00pm-1.30pm
	GCSE English Support	D7	1.00pm-1.30pm
	Bar Mock Rehearsals Yr10 - 12	D2	1.10pm-1.40pm
	RE – A Level Drop in Surgery	U3,U4,U5	4.00pm-5.00pm
	Philosophy Film Club	U1	4.00pm-5.00pm
	Further Physics Club	L8	3.45pm-4.45pm
	Mindfulness Dot Be (Sixth Form only – From 3 October)	Hall	3.45pm-4.45pm
Rehearsals -School Production	H4/Hall	4.00m - 6.00pm	
GCSE Trampoline	Sports Hall	3.45pm-4.45pm	
Badminton	Sports Hall	3.45pm-4.45pm	
Hockey	Astro	3.45pm-4.45pm	
WEDNESDAY AFTER SCHOOL	JASS	L6	12.45pm-1.45pm
	Biology Support (A Level-Week A and GCSE – Week B)	L5	1.10pm-1.45pm
	Brass Ensemble, Junior Flute Ensemble, Clarinet Ensemble	M3,M4,M5	12.45pm-1.45pm
	Violin Club (after Oct half term)	M1	12.45pm-1.15pm
	Rock & Pop Workshop	M7/Chapel	1.00pm-1.45pm
	Years 7 – 11 Maths Study Support	H8	1.15pm-1.45pm
	A Level Maths Study Support	H9	1.15pm-1.45pm
	Senior Flute Ensemble	M5	1.15pm-1.45pm
	Gymnastics Open	Sports Hall	1.00pm-1.30pm
	Netball Year 8	Netball Courts	1.00pm-1.30pm
	Fitness Club	Fitness Suite	1.00pm-1.30pm
	Geography Support	U11	1.10pm-1.40pm
	GCSE & A Level D&T NEA Surgery	H3	3.45pm-5.00pm
	History A Level Coursework Support	U8	4.00pm-5.00pm
	RE – A Level Drop in Surgery	U4	3.45pm-5.00pm
	Rehearsals –School Production	H4/Hall	4.00pm-6.00pm
	Senior Orchestra	M1	3.45pm-5.00pm
	GCSE Climbing	Awesome Walls	3.45pm-6.30pm
	Netball Years 7 and 8	Netball Courts	3.45pm-4.45pm
Fitness	Fitness Suite	3.45pm-4.45pm	
Sixth Form Debating Society	D7	4.00pm-5.00pm	
THURSDAY LUNCHTIME	JASS	L6	12.45pm-1.45pm
	Biology Support (A Level-Week A and GCSE – Week B)	L5	1.10pm-1.45pm
	Brass Ensemble, Junior Flute Ensemble, Clarinet Ensemble	M3,M4,M5	12.45pm-1.45pm
	Violin Club (after Oct half term)	M1	12.45pm-1.15pm
	Rock & Pop Workshop	M7/Chapel	1.00pm-1.45pm
	Years 7 – 11 Maths Study Support	H8	1.15pm-1.45pm
	A Level Maths Study Support	H9	1.15pm-1.45pm
	Senior Flute Ensemble	M5	1.15pm-1.45pm
	Gymnastics Open	Sports Hall	1.00pm-1.30pm
	Netball Year 8	Netball Courts	1.00pm-1.30pm
	Fitness Club	Fitness Suite	1.00pm-1.30pm
	Geography Support	U11	1.10pm-1.40pm
	GCSE & A Level D&T NEA Surgery	H3	3.45pm-5.00pm
	History A Level Coursework Support	U8	4.00pm-5.00pm
	RE – A Level Drop in Surgery	U4	3.45pm-5.00pm
	Rehearsals –School Production	H4/Hall	4.00pm-6.00pm
	Senior Orchestra	M1	3.45pm-5.00pm
	GCSE Climbing	Awesome Walls	3.45pm-6.30pm
	Netball Years 7 and 8	Netball Courts	3.45pm-4.45pm
Fitness	Fitness Suite	3.45pm-4.45pm	
Sixth Form Debating Society	D7	4.00pm-5.00pm	
THURSDAY AFTER SCHOOL	JASS	L6	12.45pm-1.45pm
	Biology Support (A Level-Week A and GCSE – Week B)	L5	1.10pm-1.45pm
	Brass Ensemble, Junior Flute Ensemble, Clarinet Ensemble	M3,M4,M5	12.45pm-1.45pm
	Violin Club (after Oct half term)	M1	12.45pm-1.15pm
	Rock & Pop Workshop	M7/Chapel	1.00pm-1.45pm
	Years 7 – 11 Maths Study Support	H8	1.15pm-1.45pm
	A Level Maths Study Support	H9	1.15pm-1.45pm
	Senior Flute Ensemble	M5	1.15pm-1.45pm
	Gymnastics Open	Sports Hall	1.00pm-1.30pm
	Netball Year 8	Netball Courts	1.00pm-1.30pm
	Fitness Club	Fitness Suite	1.00pm-1.30pm
	Geography Support	U11	1.10pm-1.40pm
	GCSE & A Level D&T NEA Surgery	H3	3.45pm-5.00pm
	History A Level Coursework Support	U8	4.00pm-5.00pm
	RE – A Level Drop in Surgery	U4	3.45pm-5.00pm
	Rehearsals –School Production	H4/Hall	4.00pm-6.00pm
	Senior Orchestra	M1	3.45pm-5.00pm
	GCSE Climbing	Awesome Walls	3.45pm-6.30pm
	Netball Years 7 and 8	Netball Courts	3.45pm-4.45pm
Fitness	Fitness Suite	3.45pm-4.45pm	
Sixth Form Debating Society	D7	4.00pm-5.00pm	

FRIDAY LUNCHTIME	Yoga, Stretch and Relaxation	Gym	1.10pm-1.40pm
	Art Club	H17	1.00pm-1.35pm
	Magazine Club	L6	1.10pm-1.40pm
	Year 7 Drama Club	H4	1.10pm-1.40pm
	Chamber Choir (Years 10-13)	M1	12.45pm-1.20pm
	A Level Chemistry Support	L9	1.15pm-1.45pm
	Netball Year 7	Netball Courts	1.00pm-1.30pm
	GCSE PE Theory	G1	1.00pm-1.30pm
	Cricket	Sports Hall	1.00pm-1.30pm
	KS3 Debating Club	D7	1.30pm-1.30pm
Year 7 Spanish Club	G4	1.10pm-1.40pm	
FRIDAY AFTER SCHOOL	Rehearsals – School Production	H4/Hall	4.00pm-5.30pm

Governors and Staff 2018-2019

<p>GOVERNING BODY</p> <p>Foundation Governors Mrs K Green (Chair) Sister Brigid Halligan <i>FCJ</i> Sr M Cashmore <i>FCJ</i> Mrs S Moore Dr E Smears Mr P Hoskinson Mr B Larkin Mr J Prothero Mrs N Teare Mrs R Farmer</p> <p>Appointed Governors Mr S Duggan (Headteacher – St Anselm’s College) Professor J Hunt</p> <p>Staff Governors Mrs A Gaunt (<i>Ex Officio</i>) Mrs H Whitehurst Mrs L Smith</p> <p>Parent Governors Mrs H Boyd Ms T Hughes Mr R Williams Mr C Lea</p> <p>Clerk to the Governors Ms C Morrison</p> <p>TEACHING STAFF</p> <p>Headmistress Mrs A Gaunt</p> <p>Deputy Head (Pastoral) Mr M Quinn</p> <p>Deputy Head (Curriculum and Pedagogy) Ms A Murphy</p> <p>Director of Pupil Development Mrs N Griffiths</p> <p>Head of Achievement Mrs B Seed</p>	<p>Head of Year 13 Mrs R Smith</p> <p>Head of Year 12 Mr M Whisker</p> <p>Head of Year 11 Mrs L Millward</p> <p>Head of Year 10 Mrs W Crone</p> <p>Head of Year 9 Mrs C Willis/Miss B Flanagan</p> <p>Head of Year 8 Mrs J Pell</p> <p>Head of Year 7 Mrs L Pollock</p> <p>Faculties/Departments Heads of Faculty are in bold</p> <p>Heads of Department are in <i>italics</i> Part-time staff are marked*</p> <p>Art: <i>Miss V Newton*</i> Mrs J Pell Ms S McNicholas*</p> <p>Design and Technology: Product Design Mr P Jones</p> <p>English and Media Studies: Mr S Jackson <i>Mrs B Seed Second in Faculty</i> Miss B Flanagan Miss J Graham* Mrs L Pollock Mrs R Smith Mrs J Wildman Miss S McHarron</p>
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Humanities:**Mr A Smith****Geography:****Mr A Smith**

Miss T Clare

Miss R Patterson

History:*Mrs S Davies*

Dr E Campbell

Mrs A M Wood*

Business Studies:

Mrs N Hall*

Law

Mrs C Pennington*

Religious Education:*Mr I Sanson*

Miss L Harris

Mrs H Murphy

Mrs W Crone

Mrs H Jones

Science:**Biology:****Miss E Chadwick**

Mrs H Boyham

Mrs L Halpin

Mr M Whisker

Chemistry:*Mrs A Fitchett*

Mrs L Millward

Mr B Watts

Miss H Grisdale

Physics:*Mrs E Seed*

Miss V Murphy

Psychology:

Mr L Hale

Mathematics:**Mr R Nall***Mr B Fitzgerald Second in Faculty*

Mr B Dolan*

Miss E Heatlie

Mr J Lee

Mrs E Metcalfe

Mrs S Warren

Miss C McGivern

Modern Foreign Languages:**French:***Mrs S Laloyer*

Mme C Bascetta

Mrs B Fitzgerald*

Spanish:*Ms MD Cano Alcántara*

Mrs S Marin Castro*

Miss J Cochrane*

Mrs C Willisich*

Mandarin Chinese:*Mrs Z Hu*

Miss L Dong*

Performing Arts:**Drama:***Miss J Davenport***Mrs S James**

Mr M Quinn

Music:*Mrs C Hulme*

Mr M Quinn

Physical Education:*Mrs S Fox-Parry*

Miss S Butterworth

Mrs N Griffiths

Mrs S Phelan*

Miss A Statham

SUPPORT STAFF

Director of Business

Vacancy

Data Manager

Mrs D Taylor

Headmistress' PA

Ms C Morrison

Examinations and Supply Cover Administrator

Mrs H Whitehurst

School Secretaries

Miss O Baguley (Sixth Form)

Mrs E May (Curriculum and Pastoral)

Attendance and Clerical Administrator

Mrs D Kershaw

Assistant Director of Business

Mrs A Darroch

Finance Officer

Mrs S Clerke

Finance/Administration Assistant

Mrs A Johnson

Receptionists

Mrs H Boyd

Learning and Cover Supervisors

Mr D Capstick

Mrs A Evans*

Careers Advisor & Work Placement Coordinator

Mrs K Douglas

Librarians

Mrs S Biggs*

Mrs K Douglas

IT Apprentice Technician

Mr J Harris

IT support provided by Hi-Impact

Teaching Assistants

Mr G Seed

Science Technicians

Mrs J Hilton

Mr M Robbins

Estate Staff

Estate Supervisor

Mr D Rosewell

Grounds/Maintenance Staff

Mr G Gibson

Mr M McNab

Housekeeper

Mrs F Smith

Catering Manager

Miss C Harding

Instrumental Music Tutors

Instrumental music tutors are provided by staff from *Music for Life*.

Curriculum Music Tutors

Mr R Greenham

Mrs J Oade

Dates 2018 - 2019

Key Events and Dates

School Examination Week	Monday 4 – Friday 7 June 2019
Work Experience Week	Monday 10 – Friday 14 June 2019

Remaining Term Dates 2018-2019

Mon 22 - Fri 26 October

Monday 29 October

Thursday 20 December

Autumn Half-term

School Development Day

Term ends 1.15pm

Spring Term 2019

Monday 7 January

Friday 15 February

Mon 18 - Fri 22 February

Thursday 29 March

Pupils return

School Development Day

Spring Half-term

Term ends

Summer Term 2019

Monday 15 April

Monday 6 May

Mon 27 - Fri 31 May

Monday 3 June

Tuesday 4 June

Friday 19 July

Pupils return

Bank Holiday

Summer Half-term

School Development Day

Pupils return

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

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).

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.

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

www.getnetwise.org

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)