

# Mount Carmel

R.C. HIGH SCHOOL

*A family of faith & learning*



## Parent and pupil information



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# Religious Education and worship

We welcome everyone into our Catholic School; our pupils are from all different Christian denominations and from other faiths too. We wish for all to participate in the ethos of the school through the Religious Education Programme, in School Worship and Liturgy. At Mount Carmel, we teach and live out our Christian ethos in our daily life and we encourage our pupils to take part in the active growth of their own beliefs.

The Religious Education Course is part of, and central to, the core curriculum at Mount Carmel. At Key Stage Three, all pupils follow the Salford Diocesan Guidelines, taught by specialist teachers as preparation for Key Stage Four. R.E. at GCSE level is taught to all pupils and it combines the Roman Catholic faith and Judaism. Religious Education is an academic subject and therefore has the same status and rigour as other core subjects, across all years.

It is the responsibility of the RE department and the school as a whole, to deliver to the pupils the experience of a Christ-centred education and develop a variety of skills by nurturing any faith in pupils. At Mount Carmel, as part of pupils faith journeys the school provides a caring and Christian environment in which the values of the Gospel are applied on a daily basis.

We have a contemporary Chapel within school that is used for Masses, Liturgies, classes and for many chaplaincy activities.

All pupils take part in daily worship through form time prayers and assemblies. On special occasions and Holy Days of Obligation, the school celebrates a voluntary Mass together, as well as liturgies at the start and end of each school year. There are whole school prayer chains during Advent and Lent with whole school liturgies at Christmas and Lent. We encourage our pupils to involve themselves in the community and the life of the school by taking part in charity events and discussion groups. Also, pupils are encouraged to be involved with interfaith partnership and social cohesion with 'Damascus Days' and trips that investigate our faith and other world religions. There are also opportunities for the pupils to take part in residential retreats and all pupils are involved in retreat days along with 'Health Days' which are taught from the Gospel values.

We ask our parents for full support shown through their understanding of the Catholic ethos and encouragement of their children becoming involved in the life of the school through prayer and worship, charity and discussion and living out the Christian nature of our school.



# Organisational Arrangements



## **Entrance to School**

Pupil access into the school (except the Sports Hall) will be from the main yard. The main entrance and the front entrance to the pastoral office are reserved for staff and visitors. Parents dropping off or collecting pupils by car are asked not to enter the grounds but to use Wordsworth Road above the school, by the playing fields. Please do not park on the zigzag lines outside the school. Parents visiting the school during the day should first report to Reception. The rear car park is out of bounds at all times and must not be used as a route for entering or leaving school premises.

For pupil occasions such as Parents' Evenings, car parking will be available for parents on the main yard, through the South Gate. This will be lit during the evening and access can be gained through the main pupil entrance. Please make use of this car park and avoid parking outside residents' homes if at all possible. Both the front car park areas on those occasions should be used.

## **School Day Timings**

The school day begins at 8.45 a.m. with a formal registration and assembly. Pupils should arrive on site by 8.40am to be present in class for registration by 8.50am. Pupils not in class for registration will be counted as late. The school day will finish at 3.00pm and buses are arranged for that time. Morning break will be from 11.10 - 11.30am and the lunch interval from 12.30 - 1.00pm.

To ensure the safety of the pupils and staff at Mount Carmel R.C. High School, we have in operation an access control system on external doors. This system not only reduces the risk of intruders gaining access into school, which could put staff and pupils in danger, but it also helps protect the school's property.

To enter the school in the morning pupils must ONLY use the doors from the main yard into the Twelve Star Diner where breakfast is served if desired. These doors will be open from 8.15am. Pupils should not enter other areas of school unless supervised by staff.

If pupils try to gain access into the school at any other time and find that the external doors are locked they will only be able to gain access by going to the school's pastoral office doors and registering with the pastoral staff.

The Access Control System is linked into the school's fire alarm system and therefore all doors will automatically release in the event of a fire.

To tamper with this safety system is a very serious breach of the school's Health and Safety policy and may result in exclusion.

## **Important message regarding Pupil Mobility**

Please note that if your child develops mobility problems through injury or illness, this will need to be assessed for Health and Safety purposes. Please contact school to discuss the matter with our Business Manager, Mr B. Georgy. An injured child could be at risk in a busy school environment and should never be sent in without first checking it is appropriate to do so.

# Twelve Star Diner Arrangements



## Break and Lunch Time

Pupils are expected to remain on the school premises at lunchtime unless exceptional circumstances are cited or parents collect and return pupils at the start and end of lunch break. Parents wishing to cite special circumstances such as young carer status, should contact school so that a pass can be issued.

Meals will be served in the Twelve Star Diner. All food including packed lunches must be eaten in the dining room or the outdoor POD area. Snacks will be provided in the dining room during morning break. This should help pupils who may be taking part in lunchtime activities. Pre-ordered packed lunches are available. Food and drinks must not be taken out of the dining room, unless it is being consumed under the supervision of a member of staff.

The meals available in the kitchen conform to county guidelines on Healthy Eating and Nutrition. There are sample menus shown on the following page. Our drinks are in line with government regulations i.e. milk, water, fruit juices (100%).

We have a breakfast service starting at 8.15 a.m. each morning with a range of tea, coffee, toast, cereals, fresh fruit, yoghurts and a variety of fruit drinks and water.

## Cashless School Meal System

Mount Carmel operates a cashless school meal system for the payment of school meals, where no cash is taken at the point of sale. Each pupil using the system is allocated an account - much like a bank account. This information is held on a secure IT server and stores details of individual cash balances, cash spent, cash received and records each transaction in detail - including what food has been purchased.

When a pupil wishes to pay for a meal they simply place their dinner card on a scanner at the till point, this will bring up that pupil's account. The selected food items will be entered into the system from the touch screen terminal while the product values and total balance will show on the display.

Money is entered into the system by cash or the online payment system 'School Cash Office'. All parents will need to set up an online payment account as all trips will be through this account. The system will also accept notes along with £2, £1, 50p, 20p and 10p coins. **Please note the school is unable to provide change.** Therefore, please ensure that your child has change available. Pupils will be able to check the current cash balance on their account by simply placing their finger on the cash revaluation terminal.

# Twelve Star Diner Arrangements



## **Daily spend limits**

A daily spend limit of £5.00 is set for all pupils to ensure they do not spend all their money in one day, a parent can request this limit be adjusted.

No pupil will be refused a school meal because they have not brought their money to school with them. The school will allow for the pupil to have a meal that day. However, the pupil must bring some money with them the next day to re-credit the system.

## **Pupils entitled to a free school meal**

The system works exactly the same for all pupils whether they pay for a meal or are entitled to a free meal. The only difference is that for those on free school meals, the amount is automatically allocated each day. Any underspent amount for that day, or missed dinner, will be identified by the system and will not be added to the next day's balance.

The pupil can also add extra cash on to their balance to enable a greater daily spend on the school dinner than allocated by their free meal allowance.

## **Information on free school meals**

The Department for Education have introduced a new database that will allow the County Council to immediately check whether you are entitled to claim free school meals WITHOUT having to provide proof of your entitlement, which you have had to do in the past.

In order for the County Council to check your entitlement you will need to provide them with your name, date of birth and national insurance number.

Once this information has been obtained it will not be necessary in the future to re-apply for free school meals on an annual basis. The County Council will automatically annually check your eligibility.

Parents who believe they are entitled to free school meals should contact the County Council immediately by telephoning 01254 220714 to check their eligibility.

## **Dietary Control**

Should the pupil have a specific food allergy, or be a diagnosed diabetic, this medical information can be coded into the system, preventing foods with allergy ingredients from being served to a particular pupil.

**It is essential that the school is informed of any allergies.**

**If a parent has any worries about how much money children are spending or what kind of food they are choosing, a report is available from the online payment service.**

Further details, if required are available from our Catering Manager on 01254 233458.

## Breakfast 8.15 - 8.45am

Cereals ~ Toast ~ Fresh Fruit ~ Yoghurts ~ Hot & Cold Drinks

## Break 11.10 - 11.30am

Toast ~ Fruit Toast ~ Bagels ~ Paninis  
~ Garlic Breads ~ Pizza ~ Bacon Rolls ~  
Selection of freshly made sandwiches,  
baguettes, wraps & rolls

## Lunch 12.30 - 1.00pm

See sample menus



### Week to view

#### MONDAY

~ Cheese & Onion Pie  
~ Chicken Balti Curry  
~ Jacket potatoes

2

#### TUESDAY

~ Sausage & Mash  
~ Cheese & Tomato Pizza  
~ Jacket potatoes

#### WEDNESDAY

~ Roast Beef  
~ Tomato Pasta  
~ Jacket potatoes

#### THURSDAY

~ Cottage Pie  
~ Fish finger wrap  
~ Jacket potatoes

#### FRIDAY

~ Fish and Chips  
~ Pizza & Chips

Daily selection of yoghurts ~ fruit ~ cakes ~ biscuits

### Week to view

#### MONDAY

~ Meat & Potato Pie  
~ Tomato Pasta  
~ Jacket potatoes

1

#### TUESDAY

~ Pizza  
~ Chicken Burger  
~ Jacket potatoes

#### WEDNESDAY

~ Roast Chicken  
~ Jacket potatoes

#### THURSDAY

~ Quorn Chilli  
~ Meat Panini  
~ Jacket potatoes

#### FRIDAY

~ Fish and Chips  
~ Pizza and Chips

Daily selection of yoghurts ~ fruit ~ cakes ~ biscuits

### Week to view

#### MONDAY

~ Chicken Tikka Curry  
~ Tomato Pasta  
~ Jacket potatoes

3

#### TUESDAY

~ Cheese Flan  
~ Meat & Potato Pie  
~ Jacket potatoes

#### WEDNESDAY

~ Pizza  
~ Fish Fingers  
~ Jacket potatoes

#### THURSDAY

~ All Day Brunch  
~ Macaroni Cheese  
~ Jacket potatoes

#### FRIDAY

~ Fish and Chips  
~ Pizza & Chips

Daily selection of yoghurts ~ fruit ~ cakes ~ biscuits



# Punctuality and Attendance



**High levels of attendance i.e. 97% and above are the key to ensuring high quality learning and appropriate academic progression.**

It is a legal obligation and parental responsibility to ensure their child attends school and is punctual. The school have a legal obligation to keep accurate registers of attendance and to authorise absence in line with school policy. School and parents will commit to working together in order to secure high standards of attendance and punctuality.

## **Lateness**

Pupils are expected to be in school by 8.45am in order to be present at morning registration which takes place at 8.50am. Pupils must also be present at afternoon registration at the start of Period 4. Registers will be closed at 9.30am and 1.30pm after which a pupil, though present in school, will be counted as absent for the morning or afternoon session. **For safety reasons it is important that pupils arriving in school after the registration period, report to the pastoral office so that their presence in school is known.** (If a pupil is late they will receive a break time detention. If they fail this they will receive a same night after school detention.)

## **Absence**

### **Important procedures regarding notification of absence.**

Parents should ring school on 01254 233458 or record the absence via the school website as soon as possible on the **first morning** of a pupil's absence. This important procedure will help improve pupil safety and distinguish between truancy and unavoidable absence due to illness. Please ensure that you comply with this procedure. Failure to do so will result in the office staff and pastoral staff contacting parents by telephone, text or in some cases a home visit.

### **Family holiday in term time IMPORTANT INFORMATION**

The school expects parents to avoid taking holidays during term-time, to prevent disruption to a child's work and any legal action being taken, which may include a fine.

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Written approval must be sought for any such absence.



# Security



## **Pupils leaving school during the day**

Pupils wishing to leave school early must bring an appointment slip or letter to school. This must be taken to the pastoral office where the pupil will be signed out.

## **Individual Property: Pupil Lockers**

Individual lockers have been provided for all pupils and they are expected to **use their lockers for keeping safe their own books, coats, PE kit and personal equipment.**

A one-off payment of £20.00 provides keys for a locker, a dinner card and a water bottle. This money is put towards the maintenance of the lockers throughout your child's school life. Two keys are given to the pupil and we suggest that one of the keys should be kept in a safe place at home. Should the pupil lose both keys, then a fee of £6.50 will be charged for the renewal of a lock, and two keys. Keys should only be used by the person allocated the locker. **Neither keys nor lockers should be shared.** The locker can be opened by the Site Supervisors only in an emergency. The cost of a replacement dinner card is £5.00.

While we take all reasonable steps to ensure security of property, **the school cannot be responsible for missing items.** Parents should consider insurance arrangements if valuable property must be brought into school.

## **State of Building**

In order to keep the buildings and site in good order, we expect all pupils to respect their surroundings. Damage or spoiling of property in any way, caused by excessively careless or deliberate action will be pursued, parents will be informed and pupils billed for any remedial work required. We also expect pupils to respect our environment and put litter in the bins provided. Parents are asked to support the school in these actions.

# Mount Carmel

R.C. HIGH SCHOOL



## Half price bus passes

**1/2  
PRICE**

Mount Carmel subsidise  
the cost of Lancashire  
County Council bus passes  
by 50% for all pupils

This is equivalent  
to only £1.24  
return fare per day  
(based on a journey up  
to 3 miles using an annual  
pass)

**£1.24**  
return fare  
per day

To purchase a pass  
or for further info  
scan the QR code  
or type in the url



[www.lancashire.gov.uk/children-education-families/  
schools/school-transport/school-bus-season-tickets](http://www.lancashire.gov.uk/children-education-families/schools/school-transport/school-bus-season-tickets)

Please note: 50% discount will be reimbursed by Mount Carmel once the pass has been purchased and a copy of the LCC receipt provided.

# Assessments, Rewards and Sanctions



## **Assessment and Reports**

Each department has a policy of continuous assessment which involves a combination of teacher assessment and pupil self-assessment.

The school's reporting system consists of 3 reports throughout the year

## **Rewards**

A tangible rewards system for outstanding and consistent achievements is in place and rewards are distributed on a termly basis. These include gift tokens, prizes, trophies and certificates. Rewards are also presented to pupils with full or significantly improved attendance.

## **Achievement Points**

Achievement Points operate throughout the school on a continuous basis. Pupils are able to gain Achievement Points for an exceptional piece of work or contribution to school life.

## **Sanctions**

As you would expect, pupils who misbehave will have sanctions imposed. These could be extra work, loss of privileges, detention in school, internal exclusion or fixed term exclusion. For detentions after school, parents will always receive 24 hours notice.

The school keeps the systems of progress reports, rewards and sanctions under review in the interest of raising the achievements of all pupils.

# Study, support and homework



## The Purpose of Homework

- To promote independent learning/self-discipline
- To consolidate learning
- To promote research
- To plan and prepare for lesson(s)
- To practice learning (by doing)
- To help enhance the pupil/parent/teacher partnership
- To complete work not suited to classroom situation

## Underlying principles of Homework

- Learners have an entitlement to expect homework from all subjects.
- Homework that is set is to be marked and assessed, written feedback that moves students forward must be provided.
- Extended projects are set with guidance on completion and checkpoints to aid learners develop their time management and organisational skills.
- All homework and deadlines must be recorded in the pupil planner and can be accessed online through 'Show my Homework'.

## Time spent on Homework

The following times are minimum recommendations for time to be spent on homework per night

- Year 7 - 30 minutes per subject set
- Year 8 - 30 minutes per subject set
- Year 9 - 40 minutes per subject set
- Year 10 - 2 hours per subject set
- Year 11 - 2 hours per subject set

## Raising Achievement

The school has a good record over recent years in raising the levels of achievement of all pupils. This remains an important aspect of academic work in school, and homework plays an important part. Pupils are encouraged to monitor their own progress and a pupil planner is provided to assist in their own management of work. Departments monitor the homework of individual pupils, and parents are contacted should the need arise. It is essential that parents sign the pupil planner each week.

## Library

The school has an excellent library, incorporating a suite of 24 computers. The Library has a computerised borrowing system and has a wide stock of the latest fiction and non-fiction books available for reading and research.

A number of magazines are also available. Pupils are allowed to borrow one fiction book for a period of two weeks (this may be renewed). Pupils will be reminded about overdue books in Form, if books are lost they must be paid for.

We have a Librarian available throughout each school day including break, lunch time and after school. The Library is open to pupils at break and at lunchtimes when there is a booking system in operation for the computers.

# Marking of work



At Mount Carmel we want to encourage your child to be a reflective and independent learner; to act upon advice given in order to improve and meet their individual target and predicted grades. This can only be achieved if pupils are aware of what they need to do to improve, therefore the way teachers will give feedback to your child has been revised.

## **The aims of the Marking Policy:**

- To provide effective feedback to pupils, giving clear direction on how to improve and make progress towards their targets. WOW and NOW comments will be made to pupils' work.
- To enable pupils to feel positive about their progress and provide opportunities for them to experience success.
- To give pupils and staff regular opportunities to check progress
- To strengthen the whole school strategies on literacy.

## **What this means:**

### **Classwork and homework:**

- Your child's exercise book or file will be marked by the teacher and in accordance with the marking policy and will include class work that will be checked by the teacher, or self-assessed, or peer-assessed during the lesson.

### **Assessments:**

- Your child will complete mile stone assessments per term which will be marked by the teacher according to GCSE criteria, and will be used to complete the interim reports sent home to parents.
- Your child's work will receive comments to support their progress in all aspects including literacy, which pupils are expected to act upon and improve their work.

# Uniform and appearance



Mount Carmel have very high uniform expectations and we expect parents to ensure pupils comply with the requirements.

## Girls

- Black blazer with school badge
- Knee length stitched down pleated skirt or slate grey coloured trousers
- Black jumper with gold stripe detail (optional item during November - March)
- Mount Carmel year group tie
- Long or short sleeved white blouse with formal collar
- Either black opaque tights or black knee socks
- Traditional sensible low-heeled plain black school shoes  
(TRAINING SHOES, FASHION BOOTS OR PUMPS MUST NOT BE WORN)
- Girls who choose to wear a Hijab must wear the standard Mount Carmel Hijab. These are available from the reprographics office in school. Head scarves £6.50 and skull caps £1.00.

## Boys

- Black blazer with school badge
- Long or short sleeved white shirt with formal collar
- Black jumper with gold stripe detail (optional item during November - March)
- Mount Carmel year group tie
- Slate grey, conventional school trousers
- Plain black socks
- Traditional sensible low-heeled plain black school shoes  
(TRAINING SHOES OR BOOTS MUST NOT BE WORN)

## Items available from

- **Abbey Street Shopping Centre**, 2/4 Abbey Street, Accrington (T/A Vij Bros.)

# Uniform, appearance and equipment



## Outdoor Clothing

A suitable dark coloured outdoor coat should be worn over the blazer in poor weather conditions. Coats should be placed in a locker on entering the school building.

Multi-coloured tops, sweatshirts, hoodies and expensive fashion coats are not appropriate and are not allowed in any part of the school grounds. Headgear of any type is not allowed in school.

## Jewellery

Wrist bands and jewellery are not allowed. Badges on blazers must be school related. Finger rings are not allowed in school for safety reasons. In the interest of safety one pair of small plain ear studs may be worn in the lobe only of the ear. No other piercings are allowed on any part of the body.

Make-up, nail varnish, false nails and false eye lashes are not considered appropriate for school and will not be allowed.

A high standard of personal appearance is expected. Pupils' hair, if long, should be tied back for practical subjects. All pupils' hair should be groomed and not cut too short. As a guide, hair should be cut no shorter than a number 2. Extremes of hair fashion are not permitted, this includes dying unnatural colours, part shaving, hair braiding and extensions. No pattern or tram lines are allowed.

Whilst it is difficult to stipulate exactly what is and what isn't allowed, the overall aim is to make sure that pupils look smart and presentable for school. Pupils are expected to be either clean-shaven or, if they maintain facial hair, it should be kept neat and tidy. Body jewellery is not allowed.

If you are unsure of any uniform requirements please contact school for clarification before making your purchases. If any disputes arise, the headteacher will make the final decision.

## Academic Equipment

Essential equipment needed to be brought to school each day includes:

**Black pen, purple pen, pencil, ruler, calculator, student planner\*, locker key\***

Please note: items marked with an asterix (\*) will be available from school

Coloured Pencils or Felt Tip Pens and a Small Dictionary may be necessary for use in some subjects

A suitable weatherproof bag to carry the above items, school books and P.E. kit is required.



# P.E. kit



There is a range of sportswear available to buy from Abbey Street Shopping Centre, 2-4 Abbey Street, Accrington.

## **BOYS KIT** (all items with Mount Carmel logo)

- Royal blue with yellow trim short sleeve t-shirt
- Royal blue shorts
- Yellow football socks

### **Optional:**

- White ankle socks
- Navy base layer
- Navy tracksuit pants (with M.C. logo)
- Hooded sweatshirt (with M.C. logo)
- Blade performance top (with M.C. logo)

## **GIRLS KIT** (all items with Mount Carmel logo)

- Royal blue with yellow trim short sleeve t-shirt
- Royal blue shorts
- Yellow football socks

### **Optional:**

- White ankle socks
- Navy base layer
- Navy leggings (with M.C. logo)
- Navy tracksuit pants (with M.C. logo)
- Hooded sweatshirt (with M.C. logo)
- Blade performance top (with M.C. logo)

## **PUPILS REPRESENTING THE SCHOOL AT FOOTBALL MUST WEAR:**

- Shin pads
- Football boots
- Royal blue with yellow trim short sleeve t-shirt
- Royal blue shorts
- Yellow football socks

***We advise that all valuables should be left at home. However, if pupils should wish to do so they can ask P.E. staff to look after them at the beginning of the lesson. Any items of value left with student belongings unattended in the changing rooms are at the owner's own risk.***

***Please note: NO aerosol deodorants are allowed.***

# Uniform requirements



## School Bags

### Yes ....

- Mainly black, mainly very dark grey or mainly dark navy blue
- Minimal decoration
- Sturdy to carry books, equipment and pupil planner without items bending or getting into a poor condition. Be able to fit an A4 file into it.

Here are some examples of styles that are suitable as a sturdy school bag:



### No ....

- No hand bags
- No plastic carrier bags
- No drawstring sports type bags (can be used for P.E. kits but not as a school bag)
- No, if mainly another colour
- No chains (Health & Safety reasons)



## Coats

### Yes ....

- Any sensible coat suitable for weather conditions

## Make-up

### No ....

- No make-up at all
- No fake tan
- No nail varnish
- No false/acrylic/gel nails

# Uniform requirements



## Footwear

### Yes ....

- Must be black all over with no reflectors, no white or colours on the sole
- Any small logos must be black or coloured in black
- Must be sturdy for Health & Safety reasons in a work shop and to cope with Winter

Here are some examples of styles that are suitable as school shoes:



### No ....

- No patent (shiny) leather
- No shoes with more than 2 straps
- No canvas or flimsy shoes
- No reflector strips
- No black sports/trainer style shoes
- No ballet/dolly shoes without a strap or with an ankle strap
- No decoration such as big bows or big shiny buckles
- No over the ankle boots or high heels



## Haircuts and accessories

### Yes ....

- Natural hair colour
- Suitable length - number 2 & above
- Black or white hair bobbles or bands
- Longer hair tied back for technology areas

### No ....

- No extreme haircuts or styles such as less than a number 2, noticeable use of gel, weaves and braids, tram lines/designs etc.
- No noticeable deviation away from natural hair colour such as bright blond, black, colours such as red, pink etc.
- No coloured hair bobbles or bands

# Holiday dates 2021-22



## Autumn Term 2021

Staff Inset Day	Wednesday 1 September
Start of Autumn Term	Thursday 2 September - Year 7 and 11 only Friday 3 September - Year 7 and 11 only Monday 6 September - Year 10 return Tuesday 7 September - Year 9 return Wednesday 8 September - Year 8 return
Staff Inset Day	Friday 8 October
Mid-term closure	Monday 25 October - Friday 29 October (inclusive)
Day closure	Friday 3 December
Closure after school on	Friday 17 December

## Spring Term 2022

Start of Spring Term	Tuesday 4 January
Staff Inset Day	Friday 11 February
Mid-term closure	Monday 14 - Friday 18 February (inclusive)
Closure after school on	Friday 25 March

## Summer Term 2022

Start of Summer Term	Monday 11 April
Good Friday closure	Friday 15 April
Easter Monday closure	Monday 18 April
May Day closure	Monday 2 May
Mid-term closure	Monday 30 May - Friday 3 June (inclusive)
Closure after school on	Thursday 21 July

# Lesson timings



8.40am	Pupils to be in school
8.50am	Registration/Assembly
9.10am	Period 1
10.10am	Period 2
<b>11.10am</b>	<b>BREAK</b>
11.30am	Period 3
<b>12.30pm</b>	<b>LUNCH</b>
1.00pm	Period 4
2.00pm	Period 5
3.00pm	CLOSE

# School charging policy



## **Governors' Policy on Charging**

Any charge, which the school may lawfully make, will be remitted if any family concerned is in receipt of Income Support, Family Credit or any Education Welfare Benefit in line with current recommended policy of the Local Authority.

## **Lawful Charges May Be Made For:**

Board and Lodgings on all Residential Visits. If such a visit is outside school hours additional charges may be made for travel, material, books, equipment, entrance fees, non-teaching staff cost, insurance or other associated costs.

## **Activities which take place wholly or mainly outside school hours**

A charge may be made for any activity, which is deemed to take place outside school hours and which is not provided specifically as part of the syllabus for a prescribed public examination or to fulfil statutory duties in respect of the National Curriculum or Religious Education.

## **Public Examination Fees**

Charges will be made to cover public examination fees in the following circumstances where:

- a) a pupil, with parental agreement, is entered for a public examination other than one on the list prescribed by the Secretary of State. A charge may be made for the entry fee and also for any costs associated with preparing the pupil for the examination if the preparation takes place outside school hours.
- b) a pupil is entered for prescribed public examination for which he/she has not been prepared by the school, for example, a pupil has received private tuition for the examination or where the pupil is re-sitting an examination for which he has been prepared earlier by the school, but when no additional preparation has been given by the school.
- c) a pupil fails without good reason to complete the examination requirements for any public examination for which the Governing Body or the Authority has paid or is liable to pay.

## **Charges for Materials**

A charge may be made for materials where parents indicate in advance that they wish to own the finished product.

## **Replacement charges**

In circumstances where items of school property provided for individual pupil's use, are lost or damaged, the school would reserve the right to charge the parent or guardian of that pupil, up to the replacement value of the item.

## **Voluntary contributions**

In circumstances where lawful charges may not be made, the school will seek, as appropriate, voluntary contributions from parents in support of activities. However, no child will be discriminated against on the grounds of inability to contribute nor will other pupils be surcharged. However, if there are insufficient voluntary contributions an activity may not take place. The Governors may be able to offer some financial support but only on a limited basis.

# Online safety



Online safety is an integral part of the curriculum in years 7, 8 and 9 across all areas.

Pupils receive assemblies during the school year to reinforcing online safety.

Mount Carmel also has pupil online safety mentors who, after having received training, are able to assist pupils with any issues they may have regarding online safety.

You can find more information on the school website including top tips for staying safe online

# Other information



## **School Website**

Our School Website can be accessed on **[www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk)**

Here you can find useful information about the school including departmental information, job vacancies, school news and events, school policies. You can view letters which have been sent home and you may also contact us via the website if you wish to do so.

## **Show my Homework**

Mount Carmel uses Show my Homework to upload homework for pupils. This is a secure website and each pupil is given a unique username and password when they start school.

## **Complaints Procedures**

Information about the established complaints procedure can be obtained from the school on request.

## **Access to Policy Documents and Related Information**

Copies of Policy Documents and other related information are available for inspection at the school, or can be accessed via the website. If individual copies are required they may be obtained from the school at cost.<sup>2</sup>



# PSHE and SRE



## **Personal, Social, Health Education and Sex and Relationships Education**

PSHE is taught by the RE department as a discrete lesson. Topics are age appropriate and dealt with in a sensitive and supportive way. In Year 7 include:

- Bullying
- Staying Safe
- Discrimination

## **Morals and Values framework**

Our approach to SRE will be conducted within a clear morals and values framework, in line with our mission statement and in the context of Catholic education. We believe that pupils have a right to age appropriate SRE and access to help from trusted adults and support services. It is based on the following principles:

- The value of stable and loving relationships
- The proper place for sexual intercourse is within marriage
- Respect, understanding and empathy towards others who may have different backgrounds, culture, sexuality, feelings and views
- The development of relationships, including sexual relationships based on mutual consent, rather than coercion
- The right not to be abused by other people or be taken advantage of

## **Parental concerns and withdrawal of pupils**

Parents have a legal right to withdraw their children from dedicated "sex education" lessons. They do not have the right to withdraw their children from those aspects of Relationship and Sex Education that are taught in National Curriculum Science or where these issues arise incidentally in other subject areas. We will work in active partnership with parents/carers, value their views and keep them informed of the Relationship and Sex provision. If a parent/carer has any concerns about the provision we will address their concerns, and work to allay any fears that they have. If parents/carers decide to withdraw their child we shall work with them and their child to explore possible alternative provision.

# Departmental information



## Design Technology

### MATERIAL COSTS IN TECHNOLOGY

In Design & Technology, pupils are involved in designing and making activities covering a range of material areas. Through challenging opportunities they develop creative, problem solving and practical skills. Projects involve a lot of practical work, in support of which a nominal charge to help cover materials costs will be made on occasions.

Design Technology welcomes donations of quality card, softwoods, MDF and Acrylics (Perspex) – if you are able to help, please contact school on 01254 233458.

### PROTECTIVE CLOTHING IN TECHNOLOGY

For Health & Safety reasons, and to protect the school uniform, pupils must wear an apron in practical lessons. Aprons will be provided for use within lessons by the department.

## Mathematics

In Years 7, 8 & 9 pupils will need the following equipment:

- 30cm ruler (with mm markings)
- Protractor
- Calculator (Scientific)
- Compasses
- Eraser

Pupils should also have black, blue and red pens, pencils and colouring pencils.

It is important that pupils have their own calculator so that they become familiar with its operation. Calculators are also an invaluable aid in other subject areas, as well as being essential equipment in examinations.

# Music lessons



## Would you like to learn a musical instrument?

### Drums ~ Guitar ~ Keyboard ~ Singing

Are you really keen, enthusiastic and determined to play an instrument just about every day?

You will need lots of encouragement and support from home so discuss this with your family before you start.

Lessons take place on specific days each week. You will have a 20 minute session once a week in a small group. Lessons will be at different times of the day to avoid missing the same lesson lots of times during the term. It's up to you to catch up on any work that you have missed.

Once you have started there will be lots of chances to play in various groups. Mount Carmel are really proud of our musicians, and like them to participate in as many school events as possible.

**If you would like to take part in music lessons, they are available through the Lancashire Music Service. For further information and to apply online please visit:**

**[www.lancashiremusichub.co.uk](http://www.lancashiremusichub.co.uk)**



**Scan this code  
to go to the  
Lancashire Music  
Hub website**

# Extra curricular activities



Additional opportunities are available for pupils to participate in a wide range of extra curricular activities both during the school day and beyond. These include opportunities to participate in liturgical, musical, sporting and outward bound activities as well as educational day and residential visits both in the British Isles and abroad.

## SPORTS ACTIVITIES

We have a wide range of sport activities available each school day. These activities change on a termly basis so it is wise to check with school for the current timetable. Activities/sports include Volleyball, Dance, Basketball, Football, Netball, Multi-Sports, Cheerleading, Badminton, Ultimate Frisbee and Zumba (to come)!

## EXPRESSIVE ARTS

The Expressive Arts department offers a wide range of activities including visits to galleries, concerts, theatre trips and workshops. In addition there is a rich variety of extra-curricular activities on offer ranging from bands and choir, drama club and school productions.

### Extra Curricular Activities

Here is just a sample of some of the activities that take place during lunchtimes and after school.

Football  
Outdoor Games Activities  
Netball  
Cricket  
Rounders  
Athletics  
Basketball

Art  
Drama  
Music  
Homework groups  
Book Club  
Duke of Edinburgh  
Chaplaincy  
Eco Champions

# Home School agreement



**Mount Carmel acknowledges the importance of the partnership between school, parents and pupils.**

## **Parents**

### **We ask that you shall undertake to:**

- Support the Catholic ethos of the school
- Ensure the punctuality and attendance of your child
- Ensure that your child complies with the school uniform rules
- Ensure that your child brings a bag to school, fully equipped for school work.
- Support the school's policies and guidelines for behaviour
- Support your child in homework and other opportunities for home learning by checking the pupil planner regularly
- Attend parents' evenings and discussions about your child's progress
- Get to know about your child's life at school by encouraging and supporting the various opportunities provided by the school
- Inform the school about any change in circumstance which may affect your child

Signed .....Parent/Guardian

## **School**

### **The School will:**

- Contact parents if there is a problem with attendance, punctuality, uniform or equipment
- Contact parents about any concerns or problems that affect the child's work or behaviour
- Provide a balanced curriculum and meet the individual needs of each child in keeping with the Governors' policy, statutory requirements and available resources
- Set, mark and monitor homework
- Provide information to parents about the progress of the child by way of reports and parents' evenings
- Keep parents informed about school activities through regular newsletters, letters home and notices about special events

**X. Bowers, Headteacher**

## **Pupils**

### **We expect that pupils will:**

- Co-operate fully with their parents and the school in all matters relating to the above.
- Support the school rules in relation to jewellery, make-up, extreme hairstyles and footwear.

Signed .....Pupil



[www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk)



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