

# St Mary's Catholic High School, Leyland

**Calendar 2022 - 2023**



Address: **Royal Avenue, Leyland , PR25 1BS**

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## **School Mission Statement**

Our Mission is to educate the young people entrusted to our care in a Catholic , Christian way that ensures that each one is valued and cared for and achieves the best of which they are capable.

## DIRECTED TIME 2022 - 2023

### Totals

#### School Day x 190:

School Day : 8:30 – 15:10  
with 35 minute lunch break

6 hours 5 mins  
**1155 hrs 50 mins**

#### Inset:

4 days @5 hours + 3 twilight's totalling 5 hours

**25 hours**

#### Meetings:

|                                  |                               |                 |
|----------------------------------|-------------------------------|-----------------|
| Staff                            | 15:15 – 16:15 x 4             | 4 hours         |
| Pastoral/Curriculum Leaders      | 15:15 – 16:15 x 6             | 6 hours         |
| Department Teams                 | 15:15 – 16:15 x 9             | 9 hours         |
| Pastoral Year Meetings           | 15:15 – 16:15 x 7             | 7 hours         |
| Progress Evenings                | 15:30 – 18:30 x 5             | 15 hours        |
| Y7 Progress Evening              | 16:00—18:00                   | 2 hours         |
| Presentation Evening             | 18:00 – 20:00                 | 2 hours         |
| Open Evening                     | 18:00 – 21:00                 | 3 hours         |
| Performance Management Review    | 15:15—17:45                   | 2 hours 30 mins |
| Y9 Options Evening (preparation) | (as part of Y9 Parents' Eve.) | 1 hour          |
| Formal Assessment Times          | Estimate accounted            | 15 hours        |

#### Total

**1247 hrs 20 mins**

#### Max available

**1265 hrs**

#### Flexibility

**17 hrs 40 mins**

Events such as Parent Information Evenings are run by a skeleton staff of SLT & other staff and so are not included in Directed Time. Curriculum Review Meetings are during the day.

**KEY:** Arrows invariably mean for the whole week.

All Governor meetings begin at 08:00 or 16: 00

Friday morning Mass begins at 08:00

### The School Day

08:30 Staff Briefing

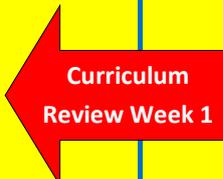
08.40 Movement Bell

| <u>KS3</u>  |              | <u>KS4</u>           |              |
|-------------|--------------|----------------------|--------------|
| Form        |              | <b>8.45-9.00</b>     |              |
| 9:00        |              | <b>Movement Bell</b> |              |
| 9:05-10:05  | <b>P1</b>    | 9:05-10:05           | <b>P1</b>    |
| 10:05-10.25 | <b>Break</b> | 10:05-11:05          | <b>P2</b>    |
| 10.25-11.25 | <b>P2</b>    | 11.05-11.25          | <b>Break</b> |
| 11.25-12.25 | <b>P3</b>    | 11.25-12.25          | <b>P3</b>    |
| 12.25-1:00  | <b>Lunch</b> | 12.25-1.25           | <b>P4</b>    |
| 1:00-2:00   | <b>P4</b>    | 1.25-2:00            | <b>Lunch</b> |
| 2:00-3:00   | <b>P5</b>    | 2.00-3.00            | <b>P5</b>    |



# September 2022

As with any pre-planned calendar, dates are subject to change.

| Mon  | Tue  | Wed   | Thu  | Fri  | Sat       | Sun  |
|--|--|---|--|--|-----------|--|
|  |  |   | <b>1</b><br>INSET DAY<br>Return to school routines   | <b>2</b><br>INSET DAY<br>Return to school routines | <b>3</b>  | <b>4</b>   |
| <b>5</b><br>School re-opens<br>Guardian Angel Y7 & 9<br><br><b>SLT</b>   | <b>6</b>   | <b>7</b><br>School Photos<br>Y11 / 9 / 7<br><br><b>Department Meetings</b>                                      | <b>8</b>   | <b>9 Mass</b>                                      | <b>10</b> | <b>11</b><br><b>1</b>  |
| <b>12</b><br><br>SS Peter & Paul Primary Roadshow<br><br><b>SLT</b>  | <b>13</b>  | <b>14</b><br><br><b>KS3/ KS4 Parents Information Eve.</b><br><br><b>Pastoral &amp; Curric. Leaders Meetings</b> | <b>15</b><br><br>St Mary's Primary Roadshow          | <b>16 Mass</b>                                     | <b>17</b> | <b>18</b><br><b>2</b>  |
| <b>19</b><br>Y11 Runshaw College Assembly<br><br>St Catherine's Primary Roadshow<br><br><b>SLT</b>   | <b>20</b><br><br>Y10 Work Exp. Session 3:00-4:00 pm | <b>21</b><br><br>Y11 Info. Eve. at Cardinal Newman 6:00-7:30 pm (TBC)<br><br><b>Department Meetings</b>         | <b>22</b><br>Y10 Travel & Tourism<br>Blackpool visit | <b>23 Mass</b>                                     | <b>24</b> | <b>25</b><br><b>3</b><br><br> |
| <b>26</b><br><br>Y11 Cardinal Newman Assembly<br><br>St Anne's Primary Roadshow<br><br><b>SLT</b> | <b>27</b>  | <b>28</b><br><br><b>Open Evening 18:00 -21.00</b><br>HT address 18:00 & 19:15<br><br>Early closure 12:30        | <b>29</b><br>Rock & River                            | <b>30</b><br>Rock & River                          |           | <b>4</b>   |

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# October 2022

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| Mon   | Tue   | Wed  | Thu  | Fri   | Sat                        | Sun                   |
|---|---|--|--|---|----------------------------|-----------------------|
|   |   |  |  |   | 1                          | 2                     |
| <b>3</b><br>Y11 Ask Project Apprenticeships Assembly<br><b>OPEN DAY sessions</b><br>Dementia Café 2:30–4:00 pm<br>SLT | <b>4</b><br>LCC 'Streetwise' Theatre Performance P5   | <b>5</b><br>Y7 & 11 only Blackpool Lights Trip<br>GOVERNORS' PUPIL WELFARE 8:00 am<br>Pastoral Team Meetings | <b>6</b><br>Y10 Geog. Fieldtrip to Liverpool               | <b>7 Mass</b><br>SLD 1<br>SLT Planning Evening  | <b>8</b><br>PP Mentoring 1 | <b>9</b><br><b>5</b>  |
| <b>10</b><br>Full Cast Show Rehearsal all day<br>Y11 Myerscough College Assembly<br>GOVERNORS' RESOURCES 4.00<br>SLT  | <b>11</b><br>   | <b>12</b><br><br>Primary HTs breakfast mtg.<br>Twilight INSET 1: 2 hours                                     | <b>13</b>  | <b>14 Mass</b><br>Y7 Welcome Mass (AM)<br>Y7 ATL data deadline<br>KS4 monitoring entry 1            | <b>15</b>                  | <b>16</b><br><b>6</b> |
| <b>17</b><br><br>Technical Rehearsal all day<br>Y11 Preston's College Assembly<br>SLT                                 | <b>18</b><br><br>Dress Rehearsal<br>Monitoring deadline<br>Y9-11 lunchtime Q&A Colleges & Apprentice Q&A 3:00-4:00 pm | <b>19</b><br>Y7 Interim Reports<br>Pastoral Team Meetings<br>Y7 Progress Meetings                            | <b>20</b><br><br>Y10 Hist. trip to Thackery Medical Museum | <b>21</b><br>INSET DAY<br>Teacher, Post Threshold & Leadership Standards and Performance Management | <b>22</b>                  | <b>23</b><br><b>7</b> |
| <b>24</b>   | <b>25</b>   | <b>26</b>  | <b>27</b>  | <b>28</b>   | <b>29</b>                  | <b>30</b>             |
| School Closed for Half Term   |   |  |  |   |                            |                       |

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# November 2022

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| Y9 Reports live (deadline)   | Tue   | Wed   | Thu   | Fri   | Sat       | Sun   |
|--|---|---|---|---|-----------|---|
| <b>31 Re-open HT Awards</b><br><br>KS4 Monitoring letters<br><br>Y9/10 Blood Brothers Theatre Trip (PM)<br><br>SLT                               | <b>1 HT Awards</b><br><br>KS4 Monitoring letters          | <b>2 HT Awards</b><br><br>Y10 Art GCSE visit to Sealife centre & coast<br><br>Pastoral & Curric. Leaders Meetings | <b>3 HT Awards</b><br><br>Y8/9 ATL & Y10/11 CG/EG data deadline | <b>4 Mass HT Awards</b>   | <b>5</b>  | <b>6 8</b>  |
| <b>7 Y11 NCIS Assembly</b><br><br>Dementia Café 2:30–4:00 pm<br><br>SLT  | <b>8</b>  | <b>9</b>  | <b>10</b><br><br><b>PRESENTATION EVENING 18.00 to 20.00</b>     | <b>11 Mass</b>  | <b>12</b> | <b>13 9</b><br><br>Y7 CS I-H<br><br>Collective Worship Audit        |
| <b>14 Y9 Reports live (deadline 21/11/22)</b><br><br>SLT   | <b>15</b><br>Y10 & 11 personal stmt. support 3:00-4:00 pm | <b>16</b><br>Y8 Geog. visit to Leyland<br><br>Department Meetings   | <b>17</b><br>Y8/10/11 Interim Reports Y9 with Full Reports      | <b>18 Mass</b><br>Y11 Geog. Lake District visit (till 20th)               | <b>19</b> | <b>20 10</b><br><br>Curriculum Review Week 2<br><br>Christ the King |
| <b>21 Photography Christmas Card comp. (deadline 02/02/22)</b><br>Y10 Cathedral/Synagogue visit<br><br>GOVERNORS' SEC MEETING 4.00 pm<br><br>SLT | <b>22</b>   | <b>23</b><br>Careers Fair Y9-11 16:00 –18:00<br><br>Pastoral Team Meetings<br><br>GOVERNORS' PAY COMMITTEE 4.00   | <b>24</b><br>KS4 Food visit to NEC                              | <b>25 Mass Non-Uniform Day BINGO items</b><br><br>Curriculum Planning Day | <b>26</b> | <b>27 11</b><br><br>PP Mentoring 2<br><br>1st Sunday of Advent      |
| <b>28</b><br>Y9-11 Q&A Colleges at lunchtime<br><br>SLT  | <b>29</b>   | <b>30</b><br><br>Year 8 Parents' Evening  |   |   |           | <b>Y11 Mocks</b>  |





# December 2022

As with any pre-planned calendar, dates are subject to change.

| Mon   | Tue   | Wed   | Thu   | Fri  | Sat                | Sun   |
|---|---|---|---|--|--------------------|---|
|   |   |   | 1<br>Y10/11<br>Spanish Tapas<br>Trip                        | 2 <b>Mass</b><br>KS4 monitoring<br>entry 2               | 3                  | 4<br><b>12</b><br>2nd Sunday of Advent  |
|   |   |   | <b>Christmas<br/>Community<br/>BINGO 6:00</b>               |  | <b>← Y11 Mocks</b> |   |
| 5<br><br>Dementia Café<br>2:30–4:00 pm<br><br><b>FULL<br/>GOVERNORS'<br/>MEETING 4.00</b><br><br><b>SLT</b>                     | 6<br>Y11 Careers<br>'speed meet' P5<br><br>Monitoring<br>deadline | 7<br>Reconciliation<br>Service Y7 & 9<br><br><b>Department<br/>Meetings</b> | 8<br>Y9 Reports<br>home<br><br><b>Christmas<br/>Concert</b> | 9 <b>Mass</b><br>Christmas<br>Jumper Day                 | 10                 | 11<br><b>13</b><br>3rd Sunday of Advent   |
|   |   |   |   |  | <b>← Y11 Mocks</b> |   |
| 12<br>KS4 Monitoring<br>letters<br><br>New Staff<br>Induction Day<br><br>Deadline for post<br>16 applications<br><br><b>SLT</b> | 13<br>KS4 Monitoring<br>letters                                   | 14<br>Celebration<br>Assemblies<br><br><b>STAFF MTG. &amp;<br/>LITURGY</b>  | 15<br>Celebration<br>Assemblies<br><br>Rewards BINGO        | 16<br>Celebration Mass<br>10:00 / School<br>closes 12:30 | 17                 | 18<br><b>14</b><br>4th Sunday of Advent   |
| 19  | 20  | 21  | 22  | 23   | 24                 | 25<br><br>Nativity<br>of our<br>Lord |
| <b>School Closed for Christmas Break</b>  |   |   |   |  |                    |   |
| 26  | 27  | 28  | 29  | 30   | 31                 | 1   |
| <b>School Closed for Christmas Break</b>  |   |   |   |  |                    |   |

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# January 2023

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| Mon   | Tue  | Wed  | Thu                            | Fri   | Sat | Sun   |
|---|--|--|--------------------------------|---|-----|---|
| 2 School closed<br>Bank Holiday   | 3<br><b>INSET DAY</b><br>Spirituality &<br>Catholic Life<br> | 4 Re-open<br><br><div style="border: 1px solid red; padding: 2px;">Department Meetings</div>                                     | 5                              | 6 <b>Mass</b><br>Y7-9 ATL, Y10<br>CG/EG, Y11<br>MG/CG/EG<br>data deadline | 7   | 8<br><b>15</b>  |
| 9<br>HT Awards<br>Y10 Reports live<br>(deadline<br>16/01/23)<br><br>Dementia Café<br>2:30–4:00 pm<br><br><div style="border: 1px solid orange; padding: 2px;">SLT</div> | 10<br>HT Awards  | 11<br>HT Awards<br><br><div style="border: 1px solid red; padding: 2px;">Pastoral &amp; Curric.<br/>Leaders Meetings</div>       | 12<br>HT Awards                | 13 <b>Mass</b><br>HT Awards   | 14  | 15<br><b>16</b><br><br><div style="border: 1px solid purple; padding: 2px; text-align: center;">← PP Mentoring 3 Y11</div>  |
| 16<br><br><div style="border: 1px solid orange; padding: 2px;">SLT</div>  | 17<br>   | 18<br>Primary HTs<br>breakfast mtg.<br><br><div style="border: 1px solid blue; padding: 2px;">Year 11 Parents'<br/>Evening</div> | 19<br>Y7-11 Interim<br>Reports | 20 <b>Mass</b>  | 21  | 22<br><b>17</b><br><div style="border: 1px solid blue; padding: 2px; text-align: center;">← Y11 Review 1</div> <div style="border: 1px solid purple; padding: 2px; text-align: center;">← PP Mentoring 3 Y10</div> <div style="border: 1px solid blue; padding: 2px; text-align: center;">← GCSE Food ex-</div> |
| 23<br><br><div style="border: 1px solid grey; padding: 2px;">GOVERNORS' SEC<br/>MEETING 4.00 pm</div><br><div style="border: 1px solid orange; padding: 2px;">SLT</div> | 24<br><br>Y10 & 11<br>interview support<br>3:00-4:00 pm      | 25<br><br><br><div style="border: 1px solid red; padding: 2px;">Department<br/>Meetings</div>                                    | 26<br>                         | 27 <b>Mass</b>  | 28  | 29<br><b>18</b>   |
| 30<br><br><div style="border: 1px solid orange; padding: 2px;">SLT</div>  | 31<br>Y10 Mock<br>Interviews<br>                             |  |                                |   |     |   |

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# February 2023

As with any pre-planned calendar, dates are subject to change.

| Mon   | Tue   | Wed  | Thu                                 | Fri  | Sat                     | Sun                    |
|---|---|--|-------------------------------------|--|-------------------------|------------------------|
|   |   | <b>1</b><br>UKMT Maths Challenge<br>Y9 & 10 top sets<br><br>GOVERNORS' PUPIL WELFARE<br>8:00 am<br><b>Twilight INSET 2:</b><br>2 hours | <b>2</b><br>Y10 Reports<br>home<br> | <b>3 Mass</b><br>KS4 monitoring<br>entry 3   | <b>4</b>                | <b>5</b><br><b>19</b>  |
| <b>6</b> Collective Worship Audit<br>pupil voice<br>Dementia Café<br>2:30–4:00 pm<br>GOVERNORS' RESOURCES 4.00<br>SLT | <b>7</b><br>Monitoring deadline<br>           | <b>8</b><br><br>Pastoral Team Meetings   | <b>9</b><br>                        | <b>10 Mass</b><br>Whole School Rewards Trip<br>Y7–9 Science Trip (provisional)<br>Y11 Reports live (deadline 27/02/23) | <b>11</b>               | <b>12</b><br><b>20</b> |
| <b>13</b>   | <b>14</b>                                     | <b>15</b>  | <b>16</b>                           | <b>17</b>  | <b>18</b>               | <b>19</b>              |
| <b>School Closed for Half-Term Break</b>  |   |  |                                     |  |                         |                        |
| <b>20 Re-open HT Awards</b><br>KS4 Monitoring letters<br>SLT  | <b>21 HT Awards</b><br>KS4 Monitoring letters | <b>22 HT Awards Ash Wednesday</b><br>Year 9 Parents' & Options Evening   | <b>23 HT Awards</b>                 | <b>24 Mass HT Awards</b>   | <b>25</b><br>Y8 Art I-H | <b>26</b><br><b>21</b> |
| <b>27</b><br>SLT  | <b>28</b><br>                                 |  |                                     |  |                         |                        |





# March 2023

As with any pre-planned calendar, dates are subject to change.

| Mon  | Tue  | Wed  | Thu  | Fri  | Sat                        | Sun                                  |
|--|--|--|--|--|----------------------------|--------------------------------------|
|  |  | 1<br>  | 2<br>SLD 2<br>   | 3 <b>Mass</b><br>  | 4                          | 5<br><b>22</b>                       |
|  |  | Pastoral & Curric.<br>Leaders Meetings                                   |  |  |                            |                                      |
| 6<br>Y11 Preston<br>College Interviews<br><br>Dementia Café<br>2:30–4:00 pm<br><br>SLT | 7<br>Y11 Runshaw<br>College<br>Interviews                        | 8<br><br>Department<br>Meetings  | 9  | 10 <b>Mass</b>   | 11<br><br>← Y10 Work Exp.  | 12<br><b>23</b>                      |
| 13<br><br>SLT  | 14<br>Y10/11<br>'An Inspector<br>Calls' Theatre<br>Trip (PM)<br> | 15<br>Reconciliation<br>Service Y8 & 11<br><br>Pastoral Team<br>Meetings | 16<br>Y11 Reports<br>home  | 17 <b>Mass</b><br>Non-Uniform<br>Day Easter<br>Eggs  | 18<br><br>← PP Mentoring 4 | 19<br><b>24</b>                      |
| 20<br><br>GOVERNORS'<br>BUDGET SETTING<br>4.00<br><br>SLT                              | 21   | 22<br><br><br>Twilight<br>INSET 3:<br>1 hour                             | 23<br><br>Easter<br>Community<br>BINGO 6:00                        | 24 <b>Mass</b>   | 25<br><br>← Y11 Review 2   | 26<br><b>25</b>                      |
| 27<br><br>SLT  | 28   | 29<br><br>Performance<br>Management<br>Review 3.15 to<br>5.45            | 30<br>Celebration<br>Assemblies<br><br>GCSE<br>Performance<br>Eve. | 31 <b>Mass</b><br>Celebration<br>Assemblies<br><br>KS4 monitoring<br>entry 4<br><br>Y7-9<br>Swimming<br>Gala |                            | 26<br><br>← GCSE Art/Photo.<br>exams |

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# April 2023

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| Mon  | Tue   | Wed   | Thu   | Fri  | Sat | Sun  |
|--|---|---|---|--|-----|--|
|  |   |   |   |  | 1   | 2<br><i>Palm Sunday</i>                    |
| 3<br><br>Dementia Café<br>2:30–4:00 pm<br><br><b>SLT</b>                   | 4<br><i>Monitoring<br/>deadline</i>   | 5<br><br><b>STAFF MTG. &amp;<br/>LITURGY</b><br><br><b>FULL<br/>GOVERNORS'<br/>MEETING 4.00</b>         | 6<br><br>Celebration<br>Mass 10:00 /<br>School closes<br>12:30<br><br>Y7 Reports live<br>(deadline<br>02/05/23) | 7<br><br><b>Good Friday</b><br><br><b>Mission Week</b> ← | 8   | 9<br><b>27</b><br><br><i>Easter Sunday</i> |
| 10<br><b>Easter Monday</b>   | 11  | 12  | 13  | 14   | 15  | 16   |
| School Closed for Easter   |   |   |   |  |     |  |
| 17   | 18  | 19  | 20  | 21<br><b>INSET DAY<br/>(as twilights)</b>                | 22  | 23   |
| School Closed for Easter   |   |   |   |  |     |  |
| 24 Re-open<br>HT Awards<br><br>KS4 Monitoring<br>letters<br><br><b>SLT</b> | 25<br>HT Awards<br><br>KS4 Monitoring<br>letters<br>Local College's<br>Y10 Taster Day<br>Assembly | 26<br>HT Awards<br><br>UKMT<br>Maths Challenge<br>Y7 & 8 top sets<br><br><b>Department<br/>Meetings</b> | 27<br>HT Awards<br><br>Y7-9 ATL &<br>Y10/11 CG/EG<br>data deadline  | 28 <b>Mass</b><br>HT Awards                              | 29  | 30<br><b>28</b>                            |

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# May 2023

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| Mon   | Tue  | Wed  | Thu  | Fri  | Sat  | Sun      |
|---|--|--|--|--|--|----------|
| 1 School closed<br>Bank Holiday   | 2<br><br>SLT   | 3<br>Pastoral & Curric.<br>Leaders Meetings                      | 4  | 5 Mass   | 6<br>PP Mentoring 5                            | 7<br>29  |
| 8<br>Collective<br>Worship Audit<br>staff voice<br><br>Dementia Café<br>2:30–4:00 pm<br>SLT | 9<br>Cardinal<br>Newman Y10<br>Taster Day<br>Assembly        | 10<br><br>GOVERNORS'<br>PUPIL WELFARE<br>8:00 am<br>STAFF MTG.   | 11   | 12 Mass<br>Y11<br>Thanksgiving<br>Mass<br>Y7-10 early<br>closure 12:20<br>Y7-11 Interim<br>Reports | 13<br>Curriculum<br>Review Week 3<br>Y10 Mocks | 14<br>30 |
| 15<br>GOVERNORS' SEC<br>MEETING 4.00 pm<br>SLT  | 16<br><br>'High School<br>Ready'<br>Transition event<br>(AM) | 17<br>Primary HTs<br>breakfast mtg.<br>Pastoral Team<br>Meetings | 18<br><i>Ascension of<br/>the Lord</i><br>Y7 Mass P1<br>Y7 Reports<br>home | 19 Mass  | 20<br>Cambridge National<br>Moderation         | 21<br>31 |
| 22<br>SLT   | 23   | 24<br>Year 7 Parents'<br>Evening                                 | 25<br>Y10 Mocks data<br>deadline   | 26 Mass<br>KS4 monitoring<br>entry 5 (Y10)   | 27   | 28<br>32 |
| 29  | 30   | 31   | School Closed for Half-Term  |  |  |          |





# June 2023

As with any pre-planned calendar, dates are subject to change.

| Mon  | Tue  | Wed  | Thu   | Fri   | Sat | Sun   |
|--|--|--|---|---|-----|---|
|  |  |  | 1   | 2   | 3   | 4   |
| School Closed for Half-Term  |  |  |   |   |     | Pentecost   |
| <b>5 Re-open HT Awards</b><br><br>Dementia Café<br>2:30–4:00 pm<br><br><div style="border: 1px solid black; background-color: #f4b084; padding: 2px; width: fit-content; margin: 5px auto;">SLT</div>  | <b>6 HT Awards</b><br><br>Monitoring deadline  | <b>7 HT Awards</b><br><br><div style="border: 1px solid red; padding: 2px; width: fit-content; margin: 5px auto;">Pastoral &amp; Curric. Leaders Meetings</div>                    | <b>8 HT Awards</b><br><br>Y10 CG/EG data deadline   | <b>9 Mass HT Awards</b><br><br>Common Transfer Day  | 10  | <b>11 33</b><br><br>Trinity Sunday  |
| <b>12 KS4 Monitoring letters</b><br><br><div style="border: 1px solid black; background-color: #d3d3d3; padding: 2px; width: fit-content; margin: 5px auto;">GOVERNORS' RESOURCES 4.00</div><br><div style="border: 1px solid black; background-color: #f4b084; padding: 2px; width: fit-content; margin: 5px auto;">SLT</div> | 13   | <b>14 Good Shepherd Mass (TBC)</b><br><br><div style="background-color: #00a0e3; color: white; padding: 2px; width: fit-content; margin: 5px auto;">Year 10 Parents' Evening</div> | <b>15 Corpus Christi</b><br>Y10 Geog. fieldwork   | <b>16 Mass</b><br><br><div style="border: 1px solid black; background-color: #8b6914; color: white; padding: 2px; width: fit-content; margin: 5px auto;">SLT Planning Event</div> | 17  | <b>18 34</b><br><br><div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; width: 100px; margin: 5px auto;">← Y10 Review 1</div>  |
| <b>19 Y8 Reports live (deadline 26/06/23)</b><br><br><div style="border: 1px solid black; background-color: #f4b084; padding: 2px; width: fit-content; margin: 5px auto;">SLT</div>  | <b>20</b><br>Good Shepherd Mass (TBC)  | <b>21 SPORTS DAY</b><br><br><div style="border: 1px solid green; background-color: #90ee90; padding: 2px; width: fit-content; margin: 5px auto;">New Intake Evening</div>          | <b>22 Y6 Transition SEND (AM)</b><br><br><b>Y6 Transition Singles (PM)</b>  | <b>23 Mass</b><br>Geog. Italy Trip (provisional)  | 24  | <b>25 35</b><br><br><div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; width: 100px; margin: 5px auto;">← Y7-9 Exams</div>  |
| 26   | <b>27</b><br><div style="border: 1px solid red; background-color: #ff0000; color: white; padding: 2px; width: fit-content; margin: 5px auto;">Whole School Rewards Trip</div><br>Senior Prefect day out/evening meal (TBC) | <b>28 SLD 3</b>  | <b>29</b><br><div style="border: 1px solid green; background-color: #90ee90; padding: 2px; width: fit-content; margin: 5px auto;">Y8 Pilgrimage (TBC)</div> | 30  |     | <b>36</b><br><br><div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; width: 100px; margin: 5px auto;">← Y7-9 Exams</div><br><div style="border: 1px solid black; background-color: #d3d3d3; padding: 2px; width: fit-content; margin: 5px auto;">Y7 Art I-H</div> <div style="border: 1px solid black; background-color: #8b0000; color: white; padding: 2px; width: fit-content; margin: 5px auto;">Leavers' Prom</div> |

Royal Avenue, Leyland , PR25 1BS. Telephone 01772 421909

head@lsmchs.com



Archdiocese Event



# July 2023

As with any pre-planned calendar, dates are subject to change.

| Mon                                       | Tue                            | Wed  | Thu                                   | Fri  | Sat   | Sun      |
|---|--------------------------------|--|---------------------------------------|--|---|----------|
|   |                                |  |                                       |  | 1   | 2        |
| 3<br>Dementia Café<br>2:30–4:00 pm<br>SLT | 4<br>Y10 Post 16<br>Taster Day | 5<br>Y6 Taster Day<br>Pastoral Team Meetings<br>FULL GOVERNORS' MEETING 4.00 | 6<br>Y7-9 Internal exam data deadline | 7 Mass   | 8<br>English I-H<br>PP Mentoring 6<br>Y10 Retreat | 9<br>37  |
| 10<br>SLT                                 | 11                             | 12<br>Y11 Final Estimate<br>Department Meetings<br>Summer Arts Festival      | 13<br>Y8 Reports home                 | 14 Mass<br>New Staff Induction Day                 | 15  | 16<br>38 |
| 17<br>SLT                                 | 18                             | 19<br>Celebration Assemblies<br>STAFF MTG. & LITURGY                         | 20<br>Celebration Assemblies          | 21<br>Celebration Mass 10:00 / School closes 12:30 | 22  | 23<br>39 |
| 24  | 25                             | 26   | 27                                    | 28   | 29  | 30       |
| School Closed for Summer Break            |                                |  |                                       |  |   |          |



## Professional Considerations:

All professions are guided by a code of **ethics** designed to protect the integrity of the vocation. These are the principles underpinning our work. All of us possess a set of **personal values** developed over many years, originating from our parents and sharpened or blunted according to the experiences we have had over time. Our **moral integrity** is the way that we impart our values and respond to the ethical codes which provide parameters for working conditions. St Mary's provides many policies which outline ethical considerations and all staff should be aware of policies impacting on their work. There are three areas which are sometimes affected by subjective opinion and the following are reminders for each area:

**Staff Dress Code:** This policy starts with the premise that staff should dress in a professional way. We respect our profession and respect the children we teach. How we dress is a statement of our values. As adults with responsibility for children we are in a position of trust and are seen as role models. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation. **There is more detail on this policy on our website.**

**Use of Social Media:** Employees who choose to make use of social networking site/media should be advised as follows:-

- That they should not access these sites for personal use during working hours;
- That they familiarise themselves with the site's 'privacy settings' in order to ensure that information is not automatically shared with a wider audience than intended;
- That they do not conduct or portray themselves in a manner which may a) bring the school into disrepute, b) lead to valid parental complaints, c) be deemed as derogatory towards the school and/or its employees, d) be deemed as derogatory towards pupils and/or parents and carers, e) bring into question their appropriateness to work with children and young people.
- That they do not form on-line 'friendships' or enter into communication with \*parents/ carers and pupils as this could lead to professional relationships being compromised.
- On-line friendships and communication with former pupils should be strongly discouraged particularly if the pupils are under the age of 18 years.

**There is more detail on this policy on our website.**

**Absence routines and Leave of Absence requests:** Our policy gives clear details on what to do if you are ill. For fairness as well as practical matters it is important that these routines are adhered to: **Day 1:** T, For teachers telephone either the Headteacher or Deputy Headteacher and for support staff the School Business Manager as soon as possible, between 7am and 8am. It is **not acceptable** for a partner to call unless it is a real emergency. You need to tell them: a) When you became ill, b) What the illness is and whether it is related to an existing or potential disability, c) How long you think you will be off work, d) Whether your condition is a result of an accident or injury at work, or a recognised form of work-related ill health, e) Information regarding any work commitments that may need progressing or re-arranging.

The school policy shows examples of cases where a 'Leave of Absence' request may be made. When considering such a request, please be aware that the school's 'business case' ie. The learning needs of our young people are taken as a priority.

# ARCHDIOCESE EVENTS CALENDAR



## AUTUMN

**(Autumn meetings will take place virtually via Zoom)**

**East Cluster Headteacher Meeting**

Tue 20 Sep

**East CPD Leads Meeting**

Mon 26 Sep

**Pastoral Leads Meeting**

Mon 10 Oct

**English HoD Meeting**

Tue 11 Oct

**Senco Meeting**

Wed 12 Oct

**Science HoD Meeting**

Mon 17 Oct

**Maths HoD Meeting**

Tue 18 Oct

**Curriculum Leads Meeting**

Thu 20 Oct

**Half Term Mon 24 Oct—Fri 04 Nov**

**Post 16 Meeting**

Wed 2 Nov

**Health & Social Care HoD Meeting**

Mon 7 Nov

**PE HoD Meeting**

Tue 8 Nov

**Drama HoD Meeting**

Wed 9 Nov

**SENco Meeting**

Mon 18 Oct

**PSHE Meeting / Geography HoD Meeting**

Thu 10 Nov

**Computer Science HoD Meeting**

Mon 14 Nov

**History HoD Meeting**

Tue 15 Nov

**Design & Technology Meeting**

Wed 16 Nov

**Computer Science HoD Meeting**

Mon 8 Nov

**Headteacher Residential**

Thu 17 Nov—Fri 18 Nov

**Art & Design HoD Meeting**

Tue 22 Nov

**Music HoD Meeting**

Thu 24 Nov

**Food HoD Meeting**

Mon 28 Nov

**Careers Meeting / Sociology HoD Meeting**

Tue 29 Nov

## SPRING

**East CPD Leads Meeting**

Tue 17 Jan

**SENco Meeting**

Mon 23 Jan

**East Cluster Headteacher Meeting / English HoD Meeting**

Tue 24 Jan

**Maths HoD Meeting**

Wed 25 Jan

**Geography HoD Meeting**

Thu 26 Jan

**Pastoral Leaders Meeting / Science HoD Meeting**

Tue 31 Jan

**History HoD Meeting**

Wed 1 Feb

**PE HoD Meeting**

Tue 2 Feb

**Drama HoD Meeting**

Tue 7 Feb

**Post 16 Leads Meeting / MFL HoD Meeting**

Wed 8 Feb

**PSHE Meeting**

Thu 9 Feb

**Half Term Mon 10—Fri 24 Feb**

**Curriculum Leaders Meeting / Music HoD Meeting**

Tue 28 Feb

**Sociology HoD Meeting**

Wed 1 Mar

**Careers Meeting**

Thu 2 Mar

**Headteacher Trust Meeting**

Fri 3 Mar

**Computer Science HoD Meeting**

Mon 6 Mar

**Health & Social Care HoD Meeting**

Tue 7 Mar

**Design & Technology Meeting**

Tue 14 Mar

**Food HoD Meeting**

Wed 22 Mar

## SUMMER

**Pastoral Leads Meeting**

Wed 26 Apr

**East Cluster Headteacher Meeting**

Tue 2 May

**PSHE Meeting**

Wed 10 May

**SENco Meeting**

Tue 16 May

**Half Term Mon 29 May—Fri 2 June**

**Headteacher Trust Meeting**

Fri 16 June

**East CPD Leads Meeting**

Tue 20 Jun

**Post 16 Conference**

Wed 28 Jun

**East Cluster Public Speaking Competition**

Wed 5 July

## FORM TUTOR RESPONSIBILITIES

Be in your Form Room ready to greet pupils when they arrive for registration

Say a prayer at the beginning of registration

Call the register

Complete the absence book

Chase up letters from pupils (absences/lates)

Read messages

Monitor Class Charts regularly

Monitor student equipment daily and follow sanctions procedures

Record lates and follow sanctions procedures

Collect reply slips chasing up missing responses and applying sanctions where necessary

Promote the rewards system

**CHECK UNIFORM DAILY** imposing sanctions & informing Pastoral Leader when necessary....

Place pupil on Uniform Report when necessary & monitor daily

Attend the weekly Pastoral meetings.



## Let Your Light Shine