

# St Mary's Catholic High School, Leyland

**Calendar 2021 - 2022**



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

Telephone: **01772 421909**

e-mail: **head@lsmchs.com**

Web: **www.lsmchs.com**



## **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 he or she is capable.

**All events are subject to government guidelines regarding COVID-19**

## DIRECTED TIME 2021 - 2022

### Totals

#### School Day x 189:

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

6 hours 5 mins  
1 hour 15 mins  
**1155 hrs 50 mins**

#### Inset:

3 days @6 hours + 6 twilight @1 hour, 1 @1.5 hours + 1 @2.5 hours **28 hours**

#### Meetings:

Staff	15:15 – 16:15 x 3	3 hours
Pastoral/Curriculum Leaders	15:15 – 16:15 x 6	6 hours
Department Teams	15:15 – 16:15 x 11	11 hours
Pastoral Year Meetings	15:15 – 16:15 x 6	6 hours
Progress Evenings	15:30 – 18:30 x 5	15 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

**1242 hrs 15 mins**

#### Max available

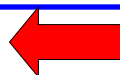
**1258 hrs 30 mins**

#### Flexibility

**16 hrs 15 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>7/8/9</u>		<u>10/11</u>	
Form		<b>8.45-9.00</b>	
9-10	<b>P1</b>	9-10	<b>P1</b>
10-10.20	<b>Break</b>	10-11	<b>P2</b>
10.20-11.20	<b>P2</b>	11.00-11.20	<b>Break</b>
11.20-12.20	<b>P3</b>	11.20-12.20	<b>P3</b>
12.20-12.55	<b>Lunch</b>	12.20-1.20	<b>P4</b>
12.55-1.55	<b>P4</b>	1.20-1.55	<b>Lunch</b>
1.55		<b>Movement Bell</b>	
2-3	<b>P5</b>	2.00-3.00	<b>P5</b>



# September 2021

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		<b>1</b> <b>INSET DAY</b> <b>Return to school routines</b>	<b>2</b> School re-opens for Y7 pupils only.  Y11 lateral flow testing.	<b>3 Mass</b> Y7 in school all day  Y8 /9 /10 lateral flow testing.	<b>4</b>	<b>5</b> <b>1</b>
<b>6</b> School re-opens for Y8-11 pupils.	<b>7</b>  <div>SLT</div>	<b>8</b>  <div>Department Meetings</div>	<b>9</b>	<b>10 Mass</b>	<b>11</b>	<b>12</b> <b>2</b>
<b>13</b> Y11 Cardinal Newman College Assembly	<b>14</b>  <div>SLT</div> <div>Y7 Parents Information Eve.</div>	<b>15</b> <div>Pastoral &amp; Curric. Leaders Meetings</div> <div>Y8/9 &amp; Y10/11 Parents Information Eve.</div>	<b>16</b> Fire Drill	<b>17 Mass</b> School Photos Y11/9/7  Y7 'Streetwise' Production P5	<b>18</b>	<b>19</b> <b>3</b> <div>Curriculum Review Week 1</div>
<b>20</b>  Y11 Myerscough College Assembly	<b>21</b>  Lock Down Drill  <div>SLT</div>	<b>22</b> Primary HT mtgs. Sports Tour Parents Eve. 6:00-7:00 pm <div>Department Meetings</div>	<b>23</b>  <div>Y7 Rock &amp; River</div> <div>Whole School Rewards Trip 2020/21</div>	<b>24 Mass</b>  Y11 Leavers' Celebration 2020/21	<b>25</b>	<b>26</b> <b>4</b>
<b>27</b> Y11 Runshaw College Assembly	<b>28</b>  <div>SLT</div>	<b>29</b>  <b>Open Evening 18:00 -21.00</b> HT address 18:00 & 19:15 Early closure 1:00	<b>30</b>  Y11 Geog. Trip Lakes <div>GOVERNORS' PUPIL WELFARE 8:00 am</div>			

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# October 2021

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 <b>Mass</b>	2	3 5
4 <b>OPEN DAY sessions</b> Y11 ASK Assembly Dementia Café 2:30–4:00 pm	5 SLT	6  Sports Leadership <b>Twilight INSET 1: 2.5 hours</b>	7 	8 <b>Mass</b> SLD 1  SLT Planning Event	9  <b>Y7 Data Collect</b>	10 6
11 Y11 Preston's College Assembly KS4 monitoring data entry 1	12  SLT	13  Y7 Progress Meetings Pastoral Team Meetings	14  Y7 & 11 only Blackpool Lights Trip GOVERNORS' RESOURCES 4.00	15 <b>Mass</b> Y7 Welcome Mass	16 	17 7
18  KS4 monitoring letters	19  KS4 monitoring letters Y11 Lunchtime Q&A Colleges SLT	20  Y10/11 Geog. Trip Liverpool Department Meetings	21  Kindness Club care home visit	22 <b>INSET DAY</b> Teacher, Post Threshold & Leadership Standards and Performance Management	23  <b>Villarreal Sports Tour 19th–23rd October</b>	24 8
25	26	27	28	29	30	31
School Closed for Half Term						

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# November 2021

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>1 Re-open HT Awards</b>  Foodbank Launch	<b>2 HT Awards</b>  SLT	<b>3 HT Awards</b>  Pastoral & Curric. Leaders Meetings	<b>4 HT Awards</b>	<b>5 Mass HT Awards</b>	<b>6</b>	<b>7 9</b>
<b>8</b>  Dementia Café 2:30–4:00 pm	<b>9</b>  SLT	<b>10</b>	<b>11</b>  <b>PRESENTATION EVENING</b> 18.00 to 20.00	<b>12 Mass</b>	<b>13</b>	<b>14 10</b>
<b>15</b>	<b>16</b> Y8 Geog. Trip Leyland Y11 personal stmt. support 3:00-4:00 pm SLT	<b>17</b> <b>Careers Fair Y9-11</b> 16:00 –18:00 Department Meetings	<b>18</b>  GOVERNORS' SEC MEETING 4.00 pm	<b>19 Mass</b> CTA Training Day	<b>20</b>	<b>21 11</b> Christ the King
<b>22</b> Y9 Reports live (checking starts 01/12/21)	<b>23</b>  SLT	<b>24</b>  Year 11 Parents' Evening	<b>25</b> Non-uniform Day BINGO items Y10/11 Sociology Trip (provisional) GOVERNORS' PAY COMMITTEE 4.00	<b>26 Mass</b> Additional Holiday in lieu of Queens Platinum Jubilee	<b>27</b>	<b>28 12</b> 1st Sunday of Advent
<b>29</b> School Council trip to local council  Y11 Lunchtime Q&A Colleges	<b>30</b> Y11 application support 3:00-4:00 pm SLT					<b>Y11 Mocks</b>

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# December 2021

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
		<b>1</b> <div>Pastoral Team Meetings</div> <div>Christmas Community BINGO 6:00</div>	<b>2</b> Reconciliation Service Y7 & 9 (TBC) <div>FULL GOVERNORS' MEETING 4.00</div>	<b>3 Mass</b>	<b>4</b>	<b>5</b> <b>13</b> 2nd Sunday of Advent
<b>6</b> KS4 monitoring data entry 2 Dementia Café 2:30–4:00 pm	<b>7</b> Y11 Careers 'speed meet' P5 <div>SLT</div>	<b>8</b> Christmas Carol Singing Tesco (TBC) <div>Department Meetings</div>	<b>9</b> Y10/11 Travel & Tourism Trip New Staff Induction Day	<b>10 Mass</b> Deadline for post 16 applications Y7 & 8 Food bank drop off	<b>11</b>	<b>12</b> <b>14</b> 3rd Sunday of Advent
<b>13</b> KS4 monitoring letters	<b>14</b> KS4 monitoring letters Kindness Club Carol Singing Broadfield Hs. <div>SLT</div>	<b>15</b> Celebration Assemblies <div>STAFF MTG. &amp; LITURGY</div> <div>Christmas Band Night</div>	<b>16</b> Celebration Assemblies Y11 Spanish groups Tapas Trip Rewards BINGO	<b>17</b> Celebration Mass 10:00 / School closes 12:30	<b>18</b>	<b>19</b> <b>15</b> 4th Sunday of Advent
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Nativity of our Lord	<b>26</b>
School Closed for Christmas Break						
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>
School Closed for Christmas Break						





# January 2022

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
3 School closed Bank Holiday	4 Re-open  SLT	5  Department Meetings	6	7 Mass	8	9 16  Y7-11 Data Collect
10 HT Awards  Y8 Reports live (checking starts 19/01/22)  Dementia Café 2:30–4:00 pm	11 HT Awards  SLT	12 HT Awards  Pastoral & Curric. Leaders Meetings	13 HT Awards	14 Mass HT Awards	15	16 17
17	18  SLT	19  Pastoral Team Meetings	20  GOVERNORS' PUPIL WELFARE 8:00 am	21 Mass	22	23 18  Curriculum Review Week 3
24  SLT	25  Y10/11 interview support 3:00-4:00 pm  SLT	26  Twilight INSET: 1 hour	27	28 Mass	29	30 19
31						







# February 2022

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	<b>1</b>  Y10 Mock Interviews SLT	<b>2</b>  Year 10 Parents' Evening	<b>3</b>  Sports Leadership GOVERNORS' SEC MEETING 4.00 pm	<b>4 Mass</b>	<b>5</b> DofE route planning	<b>6</b> <b>20</b>
<b>7</b> Dementia Café 2:30–4:00 pm	<b>8</b>  Form M Feast Day School production & Primary Matinee SLT	<b>9</b>  Department Meetings School production	<b>10</b>  Whole School 1/2 yr. Reward Trip	<b>11 Mass</b> School production	<b>12</b>	<b>13</b> <b>21</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
School Closed for Half-Term Break						
<b>21 Re-open HT Awards</b> KS4 monitoring data entry 3 Y11 Reports live (checking starts 02/03/22)	<b>22 HT Awards</b> SLT	<b>23 HT Awards</b> Year 9 Parents' Evening Y9 Options Evening	<b>24 HT Awards</b>	<b>25 Mass HT Awards</b>	<b>26</b>	<b>27</b> <b>22</b>
<b>28</b> KS4 monitoring letters						







# March 2022

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	<b>1</b>  KS4 monitoring letters SLT	<b>2</b>  Ash Wednesday Pastoral & Curric. Leaders Meetings	<b>3</b>  SLD 2	<b>4 Mass</b>	<b>5</b>	<b>6</b> <b>23</b>
<b>7</b> Y11 Preston's College Interviews Dementia Café 2:30–4:00 pm	<b>8</b>  Y11 Runshaw College Interviews SLT	<b>9</b>  Pastoral Team Meetings	<b>10</b>  GOVERNORS' RESOURCES 4.00	<b>11 Mass</b>	<b>12</b>	<b>13</b> <b>24</b>
<b>14</b> Lock Down Drill	<b>15</b>  SLT	<b>16</b> Department Meetings	<b>17</b> 	<b>18 Mass</b> Non-uniform Day Easter Eggs	<b>19</b>	<b>20</b> <b>25</b> 
<b>21</b>	<b>22</b> SLT	<b>23</b> Fire Drill Twilight INSET: SEND 1.5 hours	<b>24</b> Reconciliation Service Y8 & 11 (TBC) FULL GOVERNORS' MEETING 4.00	<b>25 Mass</b> Y7-9 Swimming Gala	<b>26</b>	<b>27</b> <b>26</b>
<b>28</b>  Y10 Cardinal Newman College Assembly Kindness Club care home visit	<b>29</b>  Easter Community BINGO 6:00 SLT	<b>30</b> Celebration Assemblies Performance Management Review 3.15 to 5.45	<b>31</b> Celebration Assemblies Rewards BINGO			

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# April 2022

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 Celebration Mass 10:00 / School closes 12:30	2	3 <b>27</b>
4	5	6	7	8	9	10  <i>Palm Sunday</i>
School Closed for Easter						
11	12	13	14	15  Good Friday	16	17  <i>Easter Sunday</i>
School Closed for Easter						
18 Easter Monday	19 INSET DAY Spirituality & Catholic Life 	20 Re-open Y7 Reports live (checking starts 27/04/22)  Department Meetings	21 Form S Feast Day	22 <b>Mass</b>	23 DofE	24 <b>28</b>
					GCSE Art exams	
					Y7-11 Data Collect	
25 HT Awards  KS4 monitoring data entry 4  Y10 Runshaw College Assembly	26 HT Awards  SLT	27 HT Awards  GCSE Performance Eve.  Pastoral & Curric. Leaders Meetings	28 HT Awards	29 <b>Mass</b> HT Awards	30	1 <b>29</b>
					GCSE Art exams	

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# May 2022

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>2 School closed Bank Holiday</b>	<b>3</b> KS4 monitoring letters SLT	<b>4</b> KS4 monitoring letters Y10/11 Separate Science visit to Sellafield Pastoral Team Meetings	<b>5</b>  GOVERNORS' PUPIL WELFARE 8:00 am	<b>6 Mass</b>	<b>7</b>	<b>8</b> <b>30</b>
<b>9</b> Sports Leadership Dementia Café 2:30–4:00 pm	<b>10</b> SLT	<b>11</b> Year 8 Parents' Evening	<b>12</b> 	<b>13 Mass</b> Y11 Thanksgiving Mass Y7-10 early closure	<b>14</b> DofE 	<b>15</b> <b>31</b>
<b>16</b>	<b>17</b>  SLT	<b>18</b> Department Meetings	<b>19</b> GOVERNORS' SEC MEETING 4.00 pm	<b>20 Mass</b>	<b>21</b> 	<b>22</b> <b>32</b>
<b>23</b> Mary's Meals campaign launch	<b>24</b> SLT	<b>25</b> STAFF MTG.	<b>26</b> Ascension of the Lord KS3 invite to Holy Day of obligation mass	<b>27 Mass</b>	<b>28</b>	<b>29</b> <b>33</b>
<b>30</b>	<b>31</b>					
School Closed for Half-Term						





# June 2022

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


Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2 Bank Holiday (moved from Mon 30 May)	3 Additional Bank Holiday Queens Platinum Jubilee	4	5 <i>Pentecost</i>
School Closed for Half-Term						
6 Re-open HT Awards  Y10 Reports live (checking starts 15/06/22)  Dementia Café 2:30–4:00 pm	7 HT Awards  SLT	8 HT Awards  Pastoral & Curric. Leaders Meetings	9 HT Awards	10 Mass HT Awards Common Transfer Day	11	12 34 <i>Trinity Sunday</i>
13  Kindness Club care home visit	14  SLT	15  Year 7 Parents' Evening	16 <i>Corpus Christi</i> Good Shepherd Mass (TBC) Y10 Geog. Fieldwork Trip GOVERNORS' RESOURCES 4.00	17 Mass  SLT Planning Event	18	19 35
20	21  Good Shepherd Mass (TBC)  SLT	22 <b>SPORTS DAY</b>  New Intake Evening	23  Y6 Welcome Sessions AM/PM (identified pupils)	24 Mass Robin Park Athletics Form I Feast Day Leavers' Prom	25	26 36  Y7-10 Exams
27  KS4 monitoring data entry 5	28  Whole School Rewards Trip  SLT	29 SLD 3 Form T Feast Day Post 16 Taster Day Pastoral Team Meetings	30  Y8 Pilgrimage FULL GOVERNORS' MEETING 4.00			  Y7-10 Exams





# July 2022

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				<b>1 Mass</b> <div>Y8 Pilgrimage</div> Fire Drill	2	3 <b>37</b>
4 Form N Feast Day KS4 monitoring letters Y10 Cathedral/ Synagogue visit (TBC)  Dementia Café 2:30–4:00 pm	5  KS4 monitoring letters  <div>Post 16 Taster Day</div> <div>SLT</div>	6  <div>Department Meetings</div>	7 <b>Y6 Taster Day</b> 	8 <b>Mass</b>	9  <div>Y10 Retreat</div>	10 <b>38</b>
11 Form A Feast Day  Y7 Science Zoo visit	12 Grandparents Appreciation Day  <div>SLT</div>	13 Reserve Sports Day  <div>Summer Arts Festival</div>	14 Y10 Science Zoo visit	15 <b>Mass</b>	16  <div>Data Collect</div>	17 <b>39</b>
18 Celebration Assemblies	19 Celebration Assemblies  New Staff Induction Day  <div>STAFF MTG. &amp; LITURGY</div> <div>SLT</div>	20 Celebration Mass 10:00 / School closes 12:30	21 (INSET—as Twilights)	22 (INSET—as Twilights)	23	24
25	26	27	28	29	30 	31
School Closed for Summer Break						

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### **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 14 Sep

**East CPD Leads Meeting**

Mon 20 Sep

**Geography HoD Meeting**

Tue 21 Sep

**English HoD Meeting**

Thu 23 Sep

**Curriculum Leads Meeting**

Fri 24 Sep

**Maths HoD Meeting**

Tue 28 Sep

**Post 16 Meeting**

Wed 29 Sep

**Pastoral Leads Meeting / History HoD Meeting**

Thu 30 Sep

**PSHE Meeting / PE HoD Meeting**

Wed 6 Oct

**Science HoD Meeting**

Thu 7 Oct

**Headteacher Residential**

Thu 7 Oct—Fri 8 Oct

**Music HoD Meeting**

Tue 12 Oct

**Drama HoD Meeting**

Thu 14 Oct

**SENco Meeting**

Mon 18 Oct

**MFL HoD Meeting**

Tue 19 Oct

**Careers Meeting**

Wed 20 Oct

**Art & Design HoD Meeting**

Thu 21 Oct

**Half Term Mon 25—Fri 29 Oct**

**Sociology HoD Meeting**

Tue 2 Nov

**Design & Technology Meeting**

Thu 4 Nov

**Computer Science HoD Meeting**

Mon 8 Nov

**Food HoD Meeting**

Tue 9 Nov

**Health & Social Care HoD Meeting**

Thu 11 Nov

## SPRING

**East Cluster Headteacher Meeting**

Tue 11 Jan

**East CPD Leads Meeting**

Tue 18 Jan

**SENco Meeting**

Mon 24 Jan

**English HoD Meeting**

Tue 25 Jan

**Maths HoD Meeting**

Wed 26 Jan

**Geography HoD Meeting**

Thu 27 Jan

**Science HoD Meeting**

Tue 1 Feb

**Pastoral Leaders Meeting**

Wed 2 Feb

**History HoD Meeting**

Thu 3 Feb

**PE HoD Meeting**

Tue 8 Feb

**Drama HoD Meeting**

Wed 9 Feb

**PSHE Meeting**

Thu 10 Feb

**Half Term Mon 14—Fri 25 Feb**

**MFL HoD Meeting**

Tue 1 Mar

**Curriculum Leaders Meeting / Music HoD Meeting**

Wed 2 Mar

**Careers Meeting**

Thu 3 Mar

**Sociology HoD Meeting**

Tue 8 Mar

**Post 16 Meeting / Art & Design HoD Meeting**

Wed 9 Mar

**Computer Science HoD Meeting**

Thu 10 Mar

**Design & Technology Meeting**

Tue 15 Mar

**Food HoD Meeting**

Thu 17 Mar

**Health & Social Care HoD Meeting**

Mon 28 Mar



## SUMMER

**East Cluster Headteacher Meeting**

Tue 26 April

**Pastoral Leads Meeting**

Thu 5 May

**PSHE Meeting**

Thu 12 May

**SENco Meeting**

Tue 17 May

**East CPD Leads Meeting**

Tue 21 Jun

**Post 16 Conference**

Thu 30 Jun

**Student Media Competition 2022**

Tue 5 July

**East Cluster Public Speaking Competition**

Thu 7 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