

St Mary's Catholic High School, Leyland



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.

WELLBEING CHARTER

ST MARY'S CATHOLIC HIGH SCHOOL, LEYLAND



CPD

- **Increased departmental time:** All departments have 10 minutes weekly, in addition half termly meeting with increased subject specific CPD sessions.
- **Sensible use of directed time:** Our CPD model supports the 12.65 hours principle, and uses twilights which are traded for a day in lieu.
- **CPD Programme:** every member of staff contributes to CPD for the year, based on educational research. This aligns with their professional growth targets, alongside their career stage aspirations. Extensive CPD is offered for ITT, ECTs and aspiring/existing Middle and Subject Leaders.
- **Teacher Development:** Our appraisal system prioritises teacher development, with no lesson grading or performance targets.
- **Calendar Of Events:** Staff are involved in the contribution to the school and assessment calendar.
- **Personal Development:** The curriculum design allows staff members to gain additional PPA time of which some time can be allocated to bespoke CPD to improve subject knowledge within topical Personal Development issues.



TIME

- **Working hours:** There is no expectation that staff respond to emails outside of their contracted hours. We want to ensure staff have a healthy work-life balance, and trust professionals to make decisions about when they work outside of hours.
- **Rational approach to mocks:** We have one full set of mocks in KS4. This reduces pressure on pupils, reduces the volume of marking and reduces the impact on valuable curriculum time.
- **A sensible approach to markings:** Our feedback policy has no expectation for lengthy written feedback, emphasising a focus on responsive teaching.
- **Centralised Detentions:** All detentions are centralised on Class Charts, are issued the same week, take place after school and focus on our core professional standards.
- **Curriculum design:** Departments are encouraged to collaboratively design and resource their curriculum. This is to utilise expertise, minimise replication and reduce workload for subject disciplines.



SCHOOL PRIORITIES

- **Effective use of briefings:** Briefings focus on training staff and sharing key/important messages.
- **New initiatives:** Where new initiatives are introduced, they should be based on evidence that is both likely to improve student outcomes and clearly linked to our School Improvement Plan. Working groups across the staff team are used to support the design and review of whole school policies.
- **Consistent & agreed SLT meetings:** Prevent all communication and repetitive messages. Communication to staff is a permanent agenda for all SLT meetings.
- **Working with Unions:** The Headteacher and Leadership Team meets regularly with our Union representatives.
- **The Voice of St Mary's:** The Leadership team promote staff voice, whereby staff can present issues/concerns and discuss wellbeing. This has resulted in a reduction in data drops and change in how Open Evening is conducted. Staff voice is conducted both electronically and via meetings. The Headteacher meets with all ECTs and new staff once every half term.
- **Mental Health First Aiders:** Introduction and promotion of mental health within the school.



CULTURE

- **Culture:** The culture of our school is critical to ensure we have an enjoyable, rewarding working environment. We believe in the surplus model of school improvement: with the belief that staff are keen to do a good job, with a schools job to support this and remove barriers.
- **High expectations:** Staff, parents and pupils alike are aware that there are non-negotiables in our professional standards. These are designed to make the school a safe and calm learning environment.
- **Being Flexible:** We aim to meet the needs of family life by ensuring emotional wellbeing is supported, this includes events such as children's nativities etc.
- **Social groups:** The school provides tea and coffee for all staff to promote social engagement during breaks, not to mention the monthly "Flapjack Friday" event. Social events are put on regularly to build relationships.
- **SAS:** A mental and physical health service for staff to utilise at any time for free. Services include free counselling & physiotherapy.
- **Opportunities For Extra Income:** Marking for examination's bodies is encouraged within the school and staff can utilise PPA time for this. Staff can also complete lunch duties for additional income.



September 2024

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
2 INSET DAY Return to school routines	3 INSET DAY Return to school routines	4 School re-opens <div style="border: 1px solid black; padding: 2px;">Pastoral & Curric. Leaders Meetings</div>	5	6 Mass School Photos Y11 / 9 / 7	7	8 1 Week A
9 PD P1 Y11 College Assemblies <div style="border: 1px solid black; padding: 2px;">SLT</div>	10 <div style="background-color: #00aaff; color: white; padding: 2px;">Parents' Information Eve. 6:00 pm</div>	11 <div style="background-color: black; color: yellow; padding: 2px;">STAFF MTG.</div>	12 Humanities Y10 Parents' Evening SS Peter & Paul Primary Roadshow 5:00 pm	13 Mass Roald Dahl Day	14	15 2 Week B
16 PD P2 St Anne's Primary Roadshow 5:00 pm	17 <div style="border: 1px solid black; padding: 2px;">SLT</div> Euxton St Mary's Primary Roadshow 5:00 pm	18 Careers Parental Support Eve. 5:00 pm <div style="background-color: #800000; color: white; padding: 2px;">Dept. CPD 1 hr</div> <div style="border: 1px solid black; padding: 2px;">Pastoral Teams 1hr</div>	19 Primary Sports Leadership-3pm Y7 Friendship Day St Mary's Primary Roadshow 5:00pm <div style="border: 1px solid black; padding: 2px;">Y7 Welcome Mass</div>	20 Mass Y7 SEND Coffee Morning	21	22 3 Week A <div style="background-color: #0000ff; color: white; padding: 5px; text-align: center;">← GCSE Review Week</div>
23 PD P3 <div style="border: 1px solid black; padding: 2px;">SLT</div>	24	25 Early closure 1:30 <div style="color: red;">Open Evening 4:30 -8:00</div> HT address 5 / 6 / 7 pm	26 Primary Sports Leadership—3pm European Day of Languages MFL events	27 Mass	28	29 4 Week B <div style="border: 1px solid black; padding: 2px; text-align: center;">← Ex Arts QA</div>
30 PD P4 						





October 2024

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
OPEN DAY sessions Tues/Weds	1 Sports Tour Parents mtg. 4:00 -5:00 pm Managed Move Meeting SLT GOVERNORS' PUPIL WELFARE 8:00 am	2 Department Meetings	3 Primary Sports Leadership—3pm Personal Development Parental Support Eve. 5:00 pm	4 Mass SLT Planning Evening	5 MFL QA	6 5 Week A
	7 PD P5 Farrady STEM Challenge @ LSM Dementia Café 2:30—4:00 pm SLT	8 Y10 Synagogue & Cathedral trip (TBC)	9 Y7 ATL Twilight INSET 1: 2 hours	10 KS3 MFL Tapas Reward trip	11 Mass	12 English QA
14 PD P1 GOVERNORS' SEC MEETING 4.00 pm	15 SLT	16 College lunchtime drop in sessions Y9-11 Y7 Interim Reports Pastoral Teams Meeting Y7 Progress Meetings 3:30—6:00 pm	17	18 Mass Y10 Travel & Tourism Blackpool Trip Y10/11 Music visit to Bridgewater Hall	19 English QA	20 7 Week A
21	22	23	24	25	26	27
School Closed for Half Term						
28 Re-open HT Awards Y11 Reports live PP Mentoring 1 SLT	29 HT Awards PD P1	30 HT Awards Y8-11 Data Deadline Y11 Elevate CPD 1	31 HT Awards Performance Management deadline		PE QA	

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November 2024

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 Mass HT Awards	2	3 8 Week B
4 Nathan Parker Poet Day Y11 Reports Deadline SEND book scrutiny	5 PD P2 SLT	6 Pastoral & Curric. Leaders Meetings	7 Primary Sports Leadership—3pm Y7 & 11 Blackpool Lights Trip	8 Mass Y10 Geography Trip to Liverpool	9 Science QA	10 9 Week A
11 PP Mentoring Deadline 3:00 pm Y11 CL checking deadline SLT	12 PD P3 SLT	13 Y7 rehearsals P4 & 5 Dept. CPD 1 hr Dept. Meetings 1hr Y7 Concert 6:00 pm	14 Primary Sports Leadership—3pm Y8-11 Interim Reports home Anti Bullying Parental Support Eve. 5:00 pm	15 Mass Y11 SEND Coffee Morning	16 Science QA	17 10 Week B
18 Poetry Slam P5 Y11 final checking deadline	19 PD P4 Flu Vaccinations all years SLT	20 Y11 Reports home Careers Fair Y9-11 2:00—6:00	21 Primary Sports Leadership—3pm Y11 English Visit P4-5:30 pm GOVERNORS' PAY COMMITTEE 4.00 PRESENTATION EVENING 6:00 to 8:00	22 Non-Uniform Day BINGO items	23 Tech QA Data Review 1	24 11 Week A Christ the King
25 SLT GOVERNORS' RESOURCES 4.00	26 PD P5 Y9 Mosque visit	27 Year 8 Parents' Evening 3.30—6.30 pm	28 Y8 Geography fieldwork visit to Leyland Photography trip to Manchester	29 Y8 Geography fieldwork visit to Leyland	30 RS QA Y11 Mocks	1 12 Week B 1st Sunday of Advent
Y11 MFL Speaking Mocks						

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December 2024

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
2 Dementia Café 2:30–4:00 pm	3 PD P1 Managed Move Meeting SLT	4 College lunchtime drop in sessions Y9-11 CPD 2 FULL GOVERNORS' MEETING 4.00	5 Reconciliation Services Y7 & Y10 (P2 & 3) Christmas Community BINGO 6:00	6 Mass Y10 Cold War Bunker visit (TBC)	7 Maths QA Y11 Mocks	8 13 Week A 2nd Sunday of Advent
9 Y9 Science Trip Y11 College 'Speed Meet' SLT	10	11 All Day Rehearsals Personal Dvp. Christmas Concert	12 Christmas Jumper Day Whole School Christmas Lunch SEND Support (KS3) Parental Support 5:00 pm	13 Mass Y10 Cold War Bunker visit Part 2 (TBC) Staff Christmas Party	14 Maths QA	15 14 Week B 3rd Sunday of Advent
16 Celebration Assembly Y10 & 11	17 Celebration Assembly Y8 & 9 Feeding the Homeless P2-5 SLT	18 Celebration Assembly Y7 Food Bank delivery P3-5 STAFF MTG. & LITURGY	19	20 Celebration Mass 12:30 pm / School closes 1:30 pm	21	22 15 Week A 4th Sunday of Advent
Year Group Rewards Yrs. 8 to 11						
23	24	25  Nativity of our Lord	26	27	28	29
School Closed for Christmas Break						
30	31					
School Closed for Christmas Break						

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January 2025

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6 INSET DAY Spirituality & Catholic Life	7 Re-open HT Awards Y9 Reports live	8 HT Awards PD P1 Data deadline Y7-11 including mocks Pastoral Team Meetings	9 HT Awards	10 Mass HT Awards	11	12 16 Week B
13 HT Awards Y9 Reports Deadline	14 SLT	15 PD P2 Pastoral & Curric. Leaders Meetings	16 Y9 & Y11 Careers Enrichment (AM)	17 Mass	18 Hums QA	19 17 Week A
20 Y9 CL checking deadline SLT	21 GOVERNORS' PUPIL WELFARE 8:00 am	22 PD P3 Year 11 Parents' Evening 3.30—6.30 pm	23 Y7-11 Interim Reports home	24 Mass	25 GCSE Food exams	26 18 Week B
27 Y9 final checking deadline GOVERNORS' SEC MEETING 4.00 pm	28 Managed Move Meeting SLT	29 PD P4 Y9 Reports home Y9 & 10 top sets Intermediate Maths challenge Dept. CPD 1 hr Dept. Meetings 1hr	30	31		19 Week A

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February 2025

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3  Dementia Café 2:30–4:00 pm <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;">SLT</div>	4  GCSE Science Live Y10 trip <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;">SLT</div>	5  PD P5 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;">CPD 3</div>	6  	7 Mass <div style="background-color: red; color: white; padding: 5px; text-align: center; margin-top: 5px;">Y7 Year Group Rewards</div>	8 	9 20 Week B <div style="background-color: blue; color: white; padding: 5px; text-align: center; margin-top: 10px;">← Data Review 2</div>
10 	11  Y10 Mock Interviews <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;">SLT</div>	12  PD P1 <div style="background-color: black; color: yellow; padding: 5px; text-align: center; margin-top: 10px;">STAFF MTG. (M.I.S.)</div>	13  Internet Safety Parental Support Eve. 5:00 pm	14 Mass	15 	16 21 Week A <div style="background-color: blue; color: white; padding: 5px; text-align: center; margin-top: 10px;">← Chaplaincy visit to Rome 13-17 Feb.</div>
17	18	19	20	21	22	23
School Closed for Half-Term Break						
24 Re-open HT Awards Y7 Reports live <div style="background-color: darkred; color: white; padding: 2px; width: fit-content; margin-top: 5px;">PP Mentoring 2</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">SLT</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">GOVERNORS' RESOURCES 4.00</div>	25  HT Awards <div style="background-color: blue; color: white; padding: 5px; text-align: center; margin-top: 10px;">Year 9 Options Evening 6:00 pm</div>	26  HT Awards <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;">Pastoral & Curric. Leaders Meetings</div> <div style="border: 1px solid green; padding: 2px; width: fit-content; margin-top: 5px;">Band Night 6:00 pm</div>	27 HT Awards PD P1	28 Mass HT Awards		22 Week B <div style="background-color: blue; color: white; padding: 5px; text-align: center; margin-top: 10px;">← Careers Week</div>

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March 2025

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 Y7 Report deadline 	4 Y11 Runshaw & Preston College Interviews <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">SLT</div>	5 Ash Wednesday Y10 Elevate <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Year 9 Parents' Evening 3.30—6.30 pm</div>	6 PD P2 World Book Day	7 Mass 	8	9 23 Week A
10 PP Mentoring Deadline 3:00 pm Y7 CL checking deadline PP book scrutiny <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">SLT</div>	11 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Managed Move Meeting</div>	12 Y9 DTP/ACWY vaccinations <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Dept. CPD 1 hr Dept. Meetings 1hr</div>	13 PD P3	14 Mass Non-Uniform Day Easter Eggs	15	16 24 Week B
17 Y7 final checking deadline Y10 Reports live	18 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">SLT</div>	19 Y7 Reports home <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">FULL GOVERNORS' MEETING 4.00</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">PP / Performance Management Review 3.15 to 5.45</div>	20 PD P4 Y11 Geography Field Trip (after school till Sat 22nd)	21 Mass Y7-9 Swimming Gala	22	23 25 Week A <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto; text-align: center;">← Y10 Work Exp.</div>
24 Y10 Reports deadline <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">SLT</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">GOVERNORS' BUDGET SETTING 4.00</div>	25	26 Y10 Preston & Runshaw Taster P5 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Pastoral Team Meetings</div>	27 PD P5 Y11 Elevate <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Easter Community BINGO 6:00</div>	28 Mass	29	30 26 Week B





April 2025

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31 Celebration Assembly Y10 & 11 Y10 CL checking deadline	1 Celebration Assembly Y8 & 9 Reconciliation Services Y8 & Y11 (P1 & P2) <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;">SLT</div>	2 Celebration Assembly Y7 Y10 Runshaw Masterclass <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;">STAFF MTG. & LITURGY</div>	3 PD P1	4 Rewards BINGO P1 & 2 Celebration Mass 12:30 / School closes 1:30 pm	5	6 27 Week A <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto; text-align: center;"> GCSE Art/Photo. exams </div>
7	8	9	10	11	12	13
<div style="background-color: #0000FF; color: white; padding: 5px; border: 1px solid black;">School Closed for Easter</div>						<i>Palm Sunday</i>
14	15	16	17	18 Good Friday	19	20
<div style="background-color: #0000FF; color: white; padding: 5px; border: 1px solid black;">School Closed for Easter</div>						<i>Easter Sunday</i>
21 Easter Monday	22 Re-open HT Awards Y10 final checking deadline	23 HT Awards Y7-11 data deadline <div style="border: 1px solid red; padding: 2px; width: fit-content; margin: auto;">Pastoral & Curric. Leaders Meetings</div> <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: auto;">GCSE Performance Eve.</div>	24 HT Awards Y10 History visit to Thackery Medical Museum SEND support (KS4) Parental Support Eve. 5:00 pm	25 Mass HT Awards PD P1	26	27 28 Week B
28 HT Awards	29 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;">SLT</div>	30 <div style="border: 1px solid red; padding: 2px; width: fit-content; margin: auto;">Department Meetings</div>				

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May 2025

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 Junior Maths Challenge Set 1 Y7 & 8 Y10 Reports home	2 Mass PD P2	3	4 29 Week A
5 School closed Bank Holiday	6	7 Twilight INSET 2: 2 hours	8 Team Maths Challenge (TBC) 4 pupils Y8/9 Primary Sports Leadership—3pm	9 Mass PD P3 Y11 Thanksgiving Mass Early finish 1:30	10	11 30 Week B Data Review 3 GCSE exams
12 Dementia Café 2:30—4:00 pm GOVERNORS' SEC MEETING 4.00 pm	13 GOVERNORS' PUPIL WELFARE 8:00 am Managed Move Meeting SLT	14 CPD 4	15 Y8 HPV vaccinations Y7-11 Interim Reports home Primary Sports Leadership—3pm	16 Mass PD P4	17	18 31 Week A GCSE exams
19 St Anne's Primary Retreat morning (TBC) PP & SEND book scrutiny SLT	20 St Catherine's Primary Retreat morning (TBC)	21 St Mary's Primary Retreat morning (TBC) Year 10 Parents' Evening 3.30—6.30 pm	22 Primary Sports Leadership—3pm	23 Mass PD P5	24	25 32 Week B Transition Week GCSE exams
26	27	28	29 <i>Ascension of the Lord</i>	30	31	
School Closed for Half-Term						





June 2025

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2 Re-open HT Awards PD P1 PP Mentoring 3	3 HT Awards SLT	4 HT Awards Pastoral & Curric. Leaders Meetings	5 HT Awards Primary Sports Leadership—3pm Sustainability Parental Support Eve. 5:00 pm	6 Mass HT Awards Common Transfer Day	7	8 33 Week A Pentecost
← Y10 Sports Studies Leadership assmts. →			← GCSE exams →			
9 PD P2 Y8 Reports live SLT GOVERNORS' RESOURCES 4.00	10	11 Reserve Sp. St. Leadership assmts. Year 7 Parents' Evening 3.30—6.30 pm	12 SLT Planning Day Good Shepherd Mass (TBC)	13 Mass Y10 Geography trip to Ainsdale	14	15 34 Week B Trinity Sunday
← Reserve Sp. St. Leadership assmts. →			← Y7-10 Exams →			
			← GCSE exams →			
16 PD P3 Y8 Reports deadline PP Mentoring Deadline 3:00 pm	17 Y10 Comp. Sci. Museum visit/Rehearsals Managed Move Meeting SLT St Mary's does Shakespeare	18 Faith in Action Ceremony (TBC) CPD 5 New Intake Evening	19 Corpus Christi SPORTS DAY Y8 Confirmation Service (TBC)	20 Mass Blackpool Athletics	21	22 35 Week A
			← Y7-10 Exams →			
			← GCSE exams →			
23 PD P4 Y8 CL checking deadline Senior Pupil Leadership meal SLT	24 Post 16 Taster Day Leavers' Prom (TBC)	25 Reserve Sports Day Department Meetings	26 Good Shepherd Mass (TBC) Y10 Hutton Taster Day	27 Mass 	28	29 36 Week B
			← Y7-10 Exams →			
			← Food/Geog. visit to Sorrento 26-29th →			

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July 2025

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Mon	Tue	Wed	Thu	Fri	Sat	Sun	
30 PD P5 Y8 final checking deadline	1 Post 16 Taster Day Y5 Science Day SLT Pastoral Team Meetings	2 Whole School Rewards Trip FULL GOVERNORS' MEETING 4.00	3 Y6 Taster Day Y8 Reports home Y8 Pilgrimage	4 Mass	5	6 37 Week A	
7 SLT	8 High School Ready event	9 CPD 6	10 New Staff Induction Day End of Year Data Mock Results Data Deadline	11 Mass	12 Y10 Retreat	13 38 Week B	
14 SLT	15 Grandparents Appreciation Morning SLT	16 Celebration Assembly Y9/10 Mock results home Rehearsals all day STAFF MTG. & LITURGY Summer Arts Festival	17 Celebration Assembly Y7/8	18 Celebration Mass 12:30 / School closes 1:30 pm	19	20 39 Week A	
21 INSET DAY (as twilights)	22 INSET DAY (as twilights)	23-27 School Closed for Summer Break				26	27
28	29	30	31	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

East Headteacher Meeting

Mon 23 Sep

East CPD Leads Meeting

Thu 26 Sep

Creative iMedia HoD Meeting (Teams)

Thu 26 Sep

English HoD Meeting (Teams)

Mon 30 Sep

Maths HoD Meeting (Teams)

Tue 01 Oct

Science HoD Meeting (Teams)

Wed 02 Oct

Curriculum Leads Meeting

Thu 03 Oct

SENCo Meeting

Mon 07 Oct

Geography HoD Meeting (Teams)

Tue 08 Oct

Post 16 Leads Meeting

Wed 09 Oct

MFL HoD Meeting (Teams)

Wed 09 Oct

Pastoral & Attendance Leads Meeting

Mon 14 Oct

History HoD Meeting (Teams)

Wed 16 Oct

Careers Meeting

Thu 17 Oct

Half Term Mon 21 Oct—Fri 25 Oct

PE HoD Meeting (Teams)

Tue 05 Nov

PSHCEE Meeting

Thu 07 Nov

Art & Design HoD Meeting (Teams)

Mon 11 Nov

Design & Technology HoD Meeting (Teams)

Tue 12 Nov

Computer Science HoD Meeting (Teams)

Wed 13 Nov

Headteacher Residential

Thu 14 Nov—Fri 15 Nov

Drama HoD Meeting (Teams)

Mon 18 Nov

Music HoD Meeting (Teams)

Wed 22 Nov

Food HoD Meeting (Teams)

Mon 25 Nov

Christmas Holiday Mon 23 Dec—Mon 06 Jan

SPRING

East Headteacher Meeting

Mon 20 Jan

Pastoral & Attendance Leads Meeting

Thu 23 Jan

Maths HoD Workshop

Thu 23 Jan

Curriculum Leads Workshop

Tue 28 Jan

English HoD Workshop

Tue 28 Jan

Geography HoD Workshop / History HoD Workshop

Wed 29 Jan

MFL HoD Workshop / PE HoD Workshop

Mon 03 Feb

Science HoD Workshop

Wed 05 Feb

CPD Leads Spring Workshop

Thu 06 Feb

Design & Technology HoD Workshop

Thu 06 Feb

Computer Science HoD Workshop / Music HoD Workshop

Tue 11 Feb

Art & Design HoD Workshop / Food HoD Workshop

Wed 12 Feb

SENCo Meeting

Thu 13 Feb

Post 16 Workshop

Wed 05 Feb

Half Term Mon 17—Fri 21 Feb

Drama HoD Workshop

Tue 25 Feb

PSHCEE and Careers Meeting

Wed 26 Feb

Creative iMedia HoD Workshop

Mon 03 Mar

Headteacher Trust Meeting

Fri 07 Mar

Easter Holiday Mon 07 —Mon 21 Apr

SUMMER

East Cluster Headteacher Meeting

Tue 29 Apr

May Day Bank Holiday Mon 05 May

Half Term Mon 26 May—Fri 30 May

CPD Leads (All Clusters) Meeting

Wed 11 Jun

Post 16 Leads Meeting

Tue 24 Jun

Headteacher Trust Meeting

Fri 27 June

East Public Speaking Competition

Thu 03 Jul

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