St Mary's Catholic High School, Leyland

Calendar 2023 - 2024

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 2023 - 2024

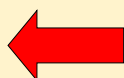| Event	Total	Hours / Minutes	Cumulative Total
School Day 8.30 – 3.10 (less 35 -minute lunch)	6 hr 5 min x 190	1155 hrs 50 min	1155 hrs 50 min
INSET / Twilight *	5 x5 hrs	25 hrs	1180 hrs 50 min
Staff Meetings	3 x1 hr	3 hrs	1183 hrs 50 min
Curriculum / Pastoral Leader meetings OR Pupil Premium checks	6 x1 hr	6 hrs	1189 hrs 50 min
Department Meetings	6 x1 hr	6 hrs	1195 hrs 50 min
CPD	6 x1 hr	6 hrs	1201 hrs 50 min
Pastoral Meetings	6 x1 hr	6 hrs	1207 hrs 50 min
Progress Evenings	5 x3 hrs	15 hrs	1222 hrs 50 min
Open Evening	1 x3 hrs 30min	3 hrs 30 min	1226 hrs 20 min
Presentation Evening	1 x2 hrs	2 hrs	1228 hrs 20 min
Personal Development	1 x1 hr	1 hr	1229 hrs 20 min
Time to prepare for formal assessments	1 x15 hrs	15 hrs	1244 hrs 20 min
'Trapped Time' between end of day and meetings	31 x5 min	2 hrs 35 min	1246 hrs 55 min
'Trapped Time' between end of day and Progress Evenings	5 x20 min	1 hr 40 min	1248 hrs 35 min
Y7 Mini Progress Evening **	1 x2 hrs 30 min	2 hrs 30 min	1251 hrs 05min
			1251 hrs 05 min
Unused 1265 hrs Directed Time/Flexibility – 13 hrs 55 min			

* INSET = 5 hrs 01/09/2023
        5 hrs 04/09/2023
        5 hrs 28/03/2024 (Spirituality)
        2 hrs 30 min 20/03/2024 (Appraisal mid-year)
        2 hrs 30 min 08/05/2024 INSET Twilight t.b.a.
        2 hrs 11/10/2023 INSET Twilight t.b.a.
        1 hr 20/09/2023 INSET Twilight Dept CPD
        1 hr 08/11/2023 INSET Twilight Dept CPD
        1 hr 17/01/2023 INSET Twilight Dept CPD

** Year 7 Progress Evening – 3.30 – 5.30 (no Pastoral Meeting that week for Y7 staff)

The School Day   08:30 Staff Briefing
                     08:40 Movement Bell

KEY: Arrows invariably mean for the whole week.

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

Form / Assembly	8:45-9:00
9:00	Movement Bell
9:05-10:05	P1
10:05-11:05	P2
11:05-11:25	Break
11:25-12:25	P3
12:25-1:25	P4
1:25 –2:00	Lunch
2:00-3:00	P5

September 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 INSET DAY Return to school routines	**2**	**3**
4 INSET DAY Return to school routines	**5** School re-opens	**6** Department Meetings	**7** School Photos Y11 / 9 / 7	**8 Mass**	**9**	**10** **1**
11 SLT	**12**	**13** Roald Dahl Day (KS3 Forms) KS3 / 4 Parents' Information Eve. Pastoral & Curric. Leaders Meetings	**14** Pupil Leadership Review mtg.	**15 Mass**	**16**	**17** **2**
18 SLT Y10 Humanities & Travel Parents mtg.	**19** Barcelona Trip Parents mtg. 6:00—7:00 pm	**20** Pastoral Teams 1hr Dept. CPD 1hr Y11 Cardinal Newman Info. Eve.	**21**	**22 Mass**	**23** Baby Sale GCSE Review Week	**24** **3**
25 SLT	**26**	**27** Open Evening 17:30 -21.00 HT address 18:15 & 19:15 Early closure 12:30	**28**	**29 Mass** Y7 Friendship Day Y7 Welcome Mass (PM)	**30** Internal PP Review European Day of Languages Primary sessions	**1** **4**

Archdiocese Event

October 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
2 OPEN DAY sessions — Dementia Café 2:30—4:00 pm — SLT	**3**	**4** GOVERNORS' PUPIL WELFARE 8:00 am — CPD	**5** Managed Move Meeting	**6 Mass** KS4 Monitoring Deadline — SLT Planning Evening	**7**	**8** 5
9 SLT — GOVERNORS' RESOURCES 4.00	**10**	**11** Y7 / 8 Author visit (Ruth Eastam) P1 & 2 — Twilight INSET 1: 2 hours	**12**	**13 Mass** Y7 ATL Deadline — Y7 SEND Drop-In	**14**	**15** 6
16 KS4 Monitoring letters home — SLT	**17** Pupil Leader Trip to Parliament — KS4 Monitoring letters home — Y7 Interim Reports Home	**18** Y7 Progress Meetings 3:30—6:00 pm — Pastoral Teams Meeting	**19**	**20** Y10 Travel Blackpool Trip	**21**	**22** 7
23	**24**	**25**	**26**	**27**	**28** DT & Art visit to Barcelona	**29**
School Closed for Half Term						
30 Re-open HT Awards	**31** HT Awards — Appraisal Deadline — SLT					

November 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 HT Awards Pastoral & Curric. Leaders Meetings	**2** HT Awards Y8/9 ATL & Y10/11 CG/EG Data Deadline Y7 & 11 Blackpool Lights Trip	**3 Mass** HT Awards	**4**	**5** **8**
6 SLT Y11 Humanities & Travel Parents mtg.	**7**	**8** Dept. Meetings 1hr Dept. CPD 1hr	**9** Y10 Geography Fieldwork Trip to Liverpool	**10 Mass**	**11**	**12** **9**
13 Y9 Reports Live SLT	**14**	**15** Y8-11 Interim Reports Home	**16** PRESENTATION EVENING 18.00 to 20.00	**17 Mass** KS4 Monitoring Deadline	**18** Data Review Y11 Geography Trip to Lake District	**19** **10**
20 Y9 Reports Deadline SLT	**21**	**22** Careers Fair Y9-11 All Hallows Pastoral Team Meetings	**23** Non-Uniform Day BINGO items Y11 National Apprenticeships Show Trip GOVERNORS' PAY COMMITTEE 4.00	**24** INSET DAY (as twilights)	**25**	**26** **11** Christ the King
27 KS4 Monitoring letters home Y9 Imperial War Museum visit Y9 Reports CL Checking Deadline SLT GOVERNORS' SEC MEETING 4.00 pm	**28** KS4 Monitoring letters home	**29** Y8 Geography Fieldwork visit to Leyland Year 8 Parents' Evening	**30** Y8 Geography Fieldwork visit to Leyland Y11 SEND Drop-In			

Archdiocese Event

December 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 Mass	**2**	**3** / **12** / 1st Sunday of Advent
4 Y9 Reports SLT Checking Deadline / Dementia Café 2:30—4:00 pm / SLT / FULL GOVERNORS' MEETING 4.00	**5** Managed Move Meeting / Reconciliation Service (AM)	**6** / CPD	**7** Y9 Reports Home / Christmas Community BINGO 6:00	**8 Mass** Christmas Jumper Day	**19** / Y11 Mocks ←	**10** / **13** / 2nd Sunday of Advent
11 / SLT	**12**	**13** Rehearsals all day / Personal Dev. Meeting / Christmas Concert	**14**	**15 Mass** Celebration Assembly Y7 / Y11 History Cold War Bunker visit	**16** / Y11 Mocks ←	**17** / **14** / 3rd Sunday of Advent
18 Celebration Assembly Y11 / SLT	**19** Celebration Assembly Y10	**20** Celebration Assembly Y9 / STAFF MTG. & LITURGY	**21** Celebration Assembly Y8	**22** Rewards BINGO P1 & 2 / Celebration Mass 12:00 noon / School closes 1:30 pm	**23**	**24** / **15** / 4th Sunday of Advent
25 Nativity of our Lord	**26**	**27**	**28**	**29**	**30**	**31**

School Closed for Christmas Break

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Archdiocese Event

January 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	**2**	**3**	**4**	**5**	**6**	**7**
School Closed for Christmas Break						
8 Re-open HT Awards SLT	**9** HT Awards Y10 Reports Live	**10** HT Awards Pastoral & Curric. Leaders Meetings	**11** HT Awards Y7-9 ATL; Y10 CG/EG; Y11 MG/CG/EG Data Deadline	**12** Mass HT Awards	**13**	**14** **16**
15 Y10 Reports Deadline SLT	**16**	**17** Dept. Meetings 1hr Dept. CPD 1hr	**18** Pupil Leadership Review mtg.	**19** Mass	**20**	**21** **17**
22 Y10 Reports CL Checking Deadline SLT	**23** Y9 Mosque visit TBC Interim Reports Home	**24** Year 11 Parents' Evening	**25**	**26** Mass KS4 Monitoring Deadline	**27**	**28** **18**
						Y11 Data Review 1
29 Y10 Reports SLT Checking Deadline SLT GOVERNORS' SEC MEETING 4.00 pm	**30** Managed Move Meeting	**31** GOVERNORS' PUPIL WELFARE 8:00 am Y9 & 10 Set 1 UKMT Maths Challenge CPD				
						MSA Access Arrangements

Archdiocese Event

February 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 Y10 Reports Home	**2 Mass**	**3**	**4** **19**
					MSA Access Arrangements	
5 KS4 Monitoring letters home Dementia Café 2:30—4:00 pm SLT	**6** KS4 Monitoring letters home **Y10 Mock Interviews**	**7** **Pastoral Team Meetings** **Band Night 6:00 pm**	**8** Y11 Reports Live Sports Tour Parents mtg. 5:00—6:00 pm	**9 Mass** **Whole School Rewards Trip**	**10**	**11** **20**
					MSA Access Arrangements	
12	**13**	**14** Ash Wednesday	**15**	**16**	**17**	**18**
School Closed for Half-Term Break						
19 Re-open HT Awards Dress rehearsals all day SLT GOVERNORS' RESOURCES 4.00	**20** HT Awards Primary Production P1-4	**21** HT Awards **Pastoral & Curric. Leaders Meetings**	**22** HT Awards	**23 Mass** HT Awards	**24**	**25** **21**
		School Production				
26 Y8 History Quarry Bank Mill visit Y11 Reports Deadline SLT	**27**	**28** End of Key Stage Careers Morning **Year 9 Parents' & Options Evening**	**29**			

Archdiocese Event

March 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 Mass	**2**	**3** **22**
4 Y11 Preston's College interviews Y11 Reports CL Checking Deadline SLT	**5** Y11 Runshaw College interviews	**6** Department Meetings	**7** World Book Day	**8** Mass **Non-Uniform Day Easter Eggs**	**9**	**10** **23**
11 Y11 Reports SLT Checking Deadline SLT	**12** Managed Move Meeting Reconciliation Service (AM	**13** CPD	**14** Pupil Leadership Review mtg. Y11 Reports Home	**15** Mass KS4 Monitoring Deadline	**16** Y5 Primary Transition National Science wk.	**17** **24**
18 SLT	**19** Y8 Tapas Trip GOVERNORS' BUDGET SETTING 4.00	**20** Celebration Assembly Y9 Performance Management Review 3.15 to 5.45	**21** Celebration Assembly Y8 Easter Community BINGO 6:00	**22** Mass Celebration Assembly Y7 Y7-9 Swimming Gala	**23** Y11 Data Review 2 Y10 Work Exp.	**24** **25** *Palm Sun-*
25 Celebration Assembly Y11 KS4 Monitoring letters home SLT FULL GOVERNORS' MEETING 4.00	**26** Celebration Assembly Y10 KS4 Monitoring letters home	**27** Y7 Reports Live Rewards BINGO P1 & 2 Celebration Mass 12:00 noon / School closes 1:30 pm	**28** INSET DAY Spirituality & Catholic Life	**29** **Good Friday**	**30** Lisbon Sports Tour 28th—1st April	**31** **26** *Easter Sunday*

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Archdiocese Event

April 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 Easter Monday	**2**	**3**	**4**	**5**	**6**	**7**
					Lisbon Sports Tour 28th—1st April	
School Closed for Easter						
8	**9**	**10**	**11**	**12**	**13**	**14**
School Closed for Easter						
15 Re-open HT Awards	**16** HT Awards	**17** HT Awards — Pastoral & Curric. Leaders Meetings — GCSE Performance Eve.	**18** HT Awards Y7-11 Data Deadline	**19** Mass HT Awards Y10 Thackery Medical Museum visit	**20**	**21** **27**
SLT						
22 Y7 Reports Deadline	**23**	**24** Pastoral Team Meetings	**25** Y7 & 8 Set 1 UKMT Maths Challenge	**26** Mass	**27** Y10 Exams — GCSE Art/Photo. exams	**28** **28**
SLT						
29 Y7 Reports CL Checking Deadline	**30**				Y10 Exams	
SLT						

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Archdiocese Event

May 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 Interim Reports Home Department Meetings	2	3 Mass	4	5 29 Y10 Exams
6 School closed Bank Holiday	7 Y7 Reports SLT Checking Deadline	8 GOVERNORS' PUPIL WELFARE 8:00 am Y11 Thanksgiving Mass Twilight INSET 2: 2.5 hours	9 Ascension of the Lord	10 Mass	11	12 30
13 Dementia Café 2:30—4:00 pm SLT GOVERNORS' SEC MEETING 4.00 pm	14 Managed Move Meeting Y7 Reports Home	15 STAFF MTG.	16	17 Mass	18	19 31 GCSE's (TBC) Pentecost
20 SLT	21	22 Year 7 Parents' Evening	23 Y10 Mock Marks & Grades	24 Mass Y10 KS4 Monitoring Deadline	25	26 32 Trinity Sunday
27	28	29	30 Corpus Christi	31		

School Closed for Half-Term

June 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 Re-open HT Awards SLT	4 HT Awards	5 HT Awards Y10 Mock Grades Reports Home Pastoral & Curric. Leaders Meetings	6 HT Awards Pupil Leadership Review mtg.	7 Mass HT Awards Common Transfer Day	8	9 33
10 KS4 Monitoring letters home Y8 Reports Live SLT GOVERNORS' RESOURCES 4.00	11 KS4 Monitoring letters home	12 Good Shepherd Mass TBC Year 10 Parents' Evening	13	14 Mass	15	16 34 Y10 Data Review
17 Y8 Reports Deadline SLT	18 Managed Move Meeting Good Shepherd Mass TBC	19 Department Meetings New Intake Evening	20 SPORTS DAY	21 Mass	22	23 35 Y7-9 Exams
24 Y8 Reports CL Checking Deadline Y10 Synagogue & Cathedral visit TBC Y11 Pupil Leadership meal/day out SLT	25 Reserve Sports Day	26 Post 16 Taster Day CPD	27 Y10 Geography Fieldwork visit to Southport Leavers' Prom	28 Mass Y7 Rufford Hall visit	29	30 36 Y7-9 Exams

Archdiocese Event

July 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 **Whole School Rewards Trip** Y8 Reports SLT Checking Deadline SLT	**2** Post 16 Taster Day	**3** **Y6 Taster Day** Y8 Reports Home Pastoral Team Meetings	**4**	**5 Mass** Y8 Pilgrimage	**6**	**7** **37**
8 Internal Exam Data Deadline SLT	**9**	**10** Y11 Final Estimates CPD	**11**	**12 Mass** Celebration Assembly Y7	**13** Y10 Retreat	**14** **38**
15 Celebration Assembly Y10 **New Staff Induction Day** SLT	**16** Y10 Travel Careers Trip to Barnsley **Grandparents Appreciation Afternoon Tea** Rehearsals all day **Summer Arts Festival**	**17** Celebration Assembly Y9 **STAFF MTG. & LITURGY**	**18** Celebration Assembly Y8	**19** Celebration Mass 12:00 noon / School closes 1:30 pm	**20**	**21** **39**
22 **INSET DAY (as twilights)**	**23**	**24**	**25**	**26**	**27**	**28**
	School Closed for Summer Break					
29	**30**	**31**				
	School Closed for Summer Break					

Archdiocese Event

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 it's 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 CPD Leads Meeting
Tue 19 Sep
East Headteacher Meeting
Mon 25 Sep
Attendance Workshop
Fri 29 Sep
English HoD Meeting (Zoom)
Mon 02 Oct
Maths HoD Meeting (Zoom)
Tue 03 Oct
Science HoD Meeting (Zoom)
Wed 04 Oct
Curriculum Leads Meeting
Thu 05 Oct
SENCo Meeting
Mon 09 Oct
Geography HoD Meeting (Zoom)
Tue 10 Oct
Post 16 Leads Meeting / MFL HoD Meeting (Zoom)
Wed 11 Oct
Pastoral Leads Meeting
Mon 16 Oct
History HoD Meeting (Zoom)
Wed 18 Oct

Half Term Mon 23 Oct—Fri 27 Oct

PE HoD Meeting (Zoom)
Tue 07 Nov
PSHCEE Meeting
Thu 09 Nov
Art & Design HoD Meeting (Zoom)
Mon 13 Nov
Design & Technology HoD Meeting (Zoom)
Tue 14 Nov
Computer Science HoD Meeting (Zoom)
Wed 15 Nov
Sociology (Zoom)
Thu 16 Nov
Headteacher Residential
Thu 16 Nov—Fri 17 Nov
Drama HoD Meeting (Zoom)
Mon 20 Nov
Health & Social Care HoD Meeting (Zoom)
Tue 21 Nov
Music HoD Meeting (Zoom)
Wed 22 Nov
Food HoD Meeting (Zoom)
Mon 27 Nov
Attendance Workshop / Meeting
Thu 14 Dec

Christmas Holiday Mon 25 Dec—Fri 05 Jan

SPRING (All Meetings Face to Face)

East CPD Leads Meeting
Tue 16 Jan
East Headteacher Meeting
Mon 22 Jan
SENCo Meeting
Tue 23 Jan
Curriculum Leads Meeting / Maths HoD Workshop
Thu 25 Jan
Pastoral Leads Meeting / English HoD Workshop
Tue 30 Jan
History HoD Meeting / Geography HoD Workshop
Wed 31 Jan
PE HoD Workshop / MFL HoD Workshop
Mon 5 Feb
Post 16 Leads Meeting / Science HoD Workshop
Wed 7 Feb
PSHCEE Meeting
Thu 8 Feb

Half Term Mon 12—Fri 16 Feb

Computer Science HoD Worshop / Music HoD Workshop
Tue 27 Feb
Art & Design HoD Workshop / Food HoD Workshop
Wed 28 Feb
Careers Meeting
Thu 29 Feb
Headteacher Trust Meeting
Fri 1 Mar
Drama HoD Workshop / H & S Care HoD Workshop
Tue 5 Mar
Design & Technology Workshop
Thu 7 Mar
Sociology HoD Workshop
Wed 13 Mar

Easter Holiday Fri 29 Mar—Fri 12 Apr

SUMMER

East Cluster Headteacher Meeting
Tue 30 Apr

Half Term Mon 27 May—Fri 31 May

Headteacher Trust Meeting
Fri 14 June
East CPD Leads Meeting
Tue 18 Jun
Post 16 Leads Meeting
Thu 27 Jun
East Public Speaking Competition
Tue 2 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