

St Mary's Catholic High School, Leyland

Calendar 2025 - 2026



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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 1265 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 marks:** We have one full set of marks in KS4. This reduces pressure on pupils, reduces the volume of marking and reduces the impact on valuable curriculum time.
- **A sensible approach to marking:** 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 ECT's 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 2025

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 INSET DAY Return to school routines Mass 8:30 am	2 INSET DAY Return to school routines	3 School re-opens STAFF MTG.	4	5 School Photos Y11 / 9 / 7	6	7 1 Week A
8 PD P1— Y11 College Assemblies	9 SLT Arbor Parents Launch 4:00; 5:15; 6:30 pm	10 Pastoral & Curric. Leaders Meeting	11 Humanities Y10 Parents' Evening St Mary's Primary Roadshow 5:00 pm	12 Roald Dahl Day	13	14 2 Week B
15 PD P2 St Anne's Primary Roadshow 5:00 pm SLT	16	17 ESM Primary Roadshow 5:00 pm Department Meeting	18 SS Peter & Paul Primary Roadshow 5:00 pm	19	20	21 3 Week A GCSE Review Week
22 PD P3 SUMMER FULL GOVERNORS' MEETING 4.00	23 GOVERNORS' PUPIL WELFARE 8:00 am SLT T&L working party	24 Early closure 1:00 Open Evening 5:00 -8:00 HT address 5 / 6 / 7 pm	25 Y7 Friendship Day & Welcome Mass	26	27	28 4 Week B
29 PD P4 OPEN DAY sessions SLT GOVERNORS' SEC MEETING 4.00 pm	30					Tech QA





October 2025

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 Pastoral Teams Meeting	2	3	4	5 5 Week A
6 PD P5 SEND Book Scrutiny	7 Jubilee Year of Hope Mass Y7 & all Y6 pupils from St Mary's Primary Offsite District Meeting SLT	8 PD meeting Band Night	9	10 Y7 SEND coffee morning SLT Planning Evening	11 Tech. CR Maths QA	12 6 Week B
13 PD P1 Dementia Café 2:30–4:00 pm SLT	14 Careers Fair Y9-11	15 Y7 Data deadline Twilight INSET: 2.5 hours	16 Y11 Oxford Uni. Visit (30 pupils)	17 Y10 Travel & Tourism Blackpool visit	18	19 7 Week A
20	21 Y10 Geog. & Photography visit to Salford Quays SLT	22 Pastoral Teams Meeting Y7 Progress Meetings 3:30–6:00 pm	23	24	25 RS QA NEA Mocks	26 8 Week B
27	28	29	30	31		
School Closed for Half Term						





November 2025

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 Re-open HT Awards Y11 Reports live <div>SLT</div>	4 HT Awards PD P1 	5 HT Awards Y8 -11 Data deadline <div>Department Meeting</div>	6 HT Awards Y7 & 11 Blackpool Lights trip	7 HT Awards Y10 Geog. trip to Liverpool HT / DHT Planning Day	8	9 Week A <div>Hums QA</div>
10 Y11 Reports deadline <div>PP Mentoring 1</div> <div>GOVERNORS' RESOURCES 4.00</div>	11 PD P2 <div>SLT</div>	12 <div>Pastoral & Curric. Leaders Meeting</div>	13 Y11 Photography trip	14	15	16 10 Week B <div>English QA</div> <div>Anti-Bullying Week</div>
17 Y11 CL checking deadline <div>SLT</div>	18 PD P4 	19 Y7-11 Flu Vaccinations <div>PRESENTATION EVENING 6:00 to 8:00</div>	20 <div>GOVERNORS' PAY COMMITTEE 4.00</div>	21 Non-Uniform Day BINGO items	22	23 11 Week A <div>Data Review</div> <div>Christ the King</div>
24	25	26 Y11 Reports home <div>Twilight INSET: 1.5 hours</div>	27	28	29	30 12 Week B <div>Y11 Mocks</div> <div>UK Parliament wk.</div> <div>1st Sunday of Advent</div>

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December 2025

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 Dementia Café 2:30—4:00 pm SLT	2 PD P3	3 Reconciliation Service Y7/8 P1/2 Year 8 Parents' Evening 3.30—6.30 pm	4 Fr Joe to hear confessions 2-3pm Christmas Community BINGO 6:00	5	6	7 13 Week A 2nd Sunday of Advent
8	9 PD P5 Offsite District Meeting SLT T&L working party	10 Lunchtime college drop-in / Y11 'speed meet' P5 Pastoral Teams PP Book Scrutiny FULL GOVERNORS' 4:00 Christmas Concert	11 Christmas Jumper Day Whole School Christmas Lunch	12 Y11 SEND coffee morning Y11 College applications deadline	13	14 14 Week B 3rd Sunday of Advent
15 Celebration Assembly Y10 & 11 SLT	16 Celebration Assembly Y7 Rewards Trip Y8-11	17 Celebration Assembly Y8 & 9 PD P2 STAFF MTG. & LITURGY	18 Y7 Concert P1 Y8 Concert P2 (House comp.)	19 Celebration Mass School closes 1:00 pm	20	21 15 Week A 4th Sunday of Advent
22	23	24	25  Nativity of our Lord	26	27	28
School Closed for Christmas Break						
29	30	31				
School Closed for Christmas Break						

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January 2026

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5 Re-open HT Awards Y9 Reports live	6 HT Awards SLT	7 HT Awards PD P1 Y11 Mocks Data Collection & Y11 Estimates Y11 Runshaw interviews from 5:00 pm Dept. CPD 1 hr Dept. Meeting 1hr	8 HT Awards	9 HT Awards	10	11 16 Week B Ex Arts QA
12 Y9 Report deadline Y9 Coram Beanstalk reading training (15 pupils) SLT	13 PD P1 Y9 Coram Beanstalk reading training (15 pupils)	14 Y11 Mock Results Day Pastoral & Curric. Leaders Meeting	15 Y11 Elevate	16	17 17 Week A Reading QA PE QA	18 18 Week B MFL QA GCSE Food exams Y11 Data Review
19 Y9 CI checking deadline	20 GOVERNORS' PUPIL WELFARE 8:00 am SLT	21 PD P3 Year 11 Parents' Evening 3.30—6.30 pm	22	23	24	25 18 Week B MFL QA GCSE Food exams Y11 Data Review
26 SLT GOVERNORS' SEC MEETING 4.00 pm	27	28 PD P4 Y9 Reports home Department Mtg. (CPD)	29	30	31	19 Week A Science QA

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February 2026

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2 Dementia Café 2:30–4:00 pm	3 Offsite District Meeting SLT SEND/PP Book S. T&L working party	4 PD P5 Y9 & 11 Careers Enrichment morning Lunchtime college drop in sessions Pastoral Teams Meeting	5	6 Y9 SEND coffee morning	7	8 20 Week B
9 SLT	10	11 PD P1 STAFF MTG. Band Night 6:00 pm	12	13 Y7 Cultural Visit	14	15 21 Week A
16	17	18 Ash Wednesday	19	20	21	22
School Closed for Half-Term Break						
23 Re-open HT Awards Y8 Geography fieldwork visit to Leyland Y7 Reports live GOVERNORS' RESOURCES 4.00	24 HT Awards Y8 Geography fieldwork visit to Leyland SLT Year 9 Options Evening 6:00 pm	25 HT Awards Y7–10 Data Collection 2 Dept. CPD 1 hr Dept. Meeting 1hr	26 HT Awards PD P1	27 HT Awards	28	1 22 Week B

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March 2026

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
2 Valencia Sports Tour parents mtg. 4:00 pm Y7 Reports deadline PP Mentoring 2 SLT	3 Y8 & 10 Careers enrichment morning	4 Year 9 Parents' Evening 3.30—6.30 pm	5 PD P2 World Book Day	6 Non-Uniform Day Easter Eggs Y9 DTP / ACWY Vaccinations	7 Careers Week	8 23 Week A
9 Y7 CL checking deadline	10 SLT	11 Y9 Runshaw Oxbridge event Pastoral & Curric. Leaders Meeting	12 PD P3	13	14 Ex. Arts CR Science Week	15 24 Week B
16 SLT	17 Reconciliation Service Y9/10 P1/2	18 Reconciliation Service Y11 P1 Y7 Reports home PP / Performance Management Review 3.15 to 5.45	19 PD P4 Y10 Elevate Fr Joe to hear confessions 2-3pm Easter Community BINGO 6:00	20 St Mary's Oracy Day Y7-9 Swimming Gala	21 Data Review	22 25 Week A
23 GOVERNORS' BUDGET SETTING 4.00	24 Y11 College Interviews Offsite District Meeting SLT T&L working party	25 STAFF MTG. & LITURGY GCSE Performance Eve.	26 PD P5 Y11 Geography Trip to Lake District FULL GOVERNORS' MEETING 4.00	27	28 Y10 Work Exp.	29 26 Week B Palm Sunday
30 Celebration Assembly Y10 & 11 SLT	31 Celebration Assembly Y8 & 9					

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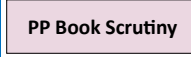






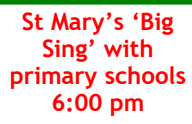
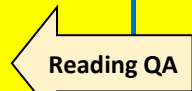
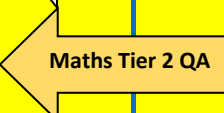


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April 2026

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 Celebration Assembly Y7 Celebration Mass School closes 1:00 pm	2 INSET DAY Spirituality & Catholic Life 	3  Good Friday	4 	5 Week A <i>Easter Sunday</i>
6 Easter Monday	7	8	9	10	11	12
School Closed for Easter						
13	14	15	16	17 INSET DAY (as twilights)	18	19 27
School Closed for Easter						
20 Re-open HT Awards Y10 Reports live	21 HT Awards  	22 HT Awards 	23 HT Awards	24 HT Awards PD P1	25 	26 28 Week B 
27 Y10 Reports deadline 	28 Y10 College Taster choices P5 	29 Y10 Mock Interviews  	30		 	





May 2026

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 PD P2	2	3 29 Week A
					 GCSE exams	
4 School closed Bank Holiday	5 Y10 CL checking deadline <div>GOVERNORS' PUPIL WELFARE 8:00 am</div> <div>SLT</div>	6 Y11 Final Estimates <div>Year 10 Parents' Evening 3.30—6.30 pm</div>	7 Y11 Thanksgiving Mass Early finish 1:00	8 PD P3	9	10 30 Week B
					 RS Tier 2 QA  GCSE exams	
11 Dementia Café 2:30—4:00 pm <div>SLT</div> <div>GOVERNORS' SEC MEETING 4.00 pm</div>	12 <div>Offsite District Meeting</div> <div>T&L working party</div>	13 Y10 Reports home <div>Pastoral Teams Meeting</div>	14 <i>Ascension of the Lord</i>	15 PD P4 Travel & Tourism PSA deadline	16	17 31 Week A
					 Hums Tier 2 QA  GCSE exams	
18	19 <div>SLT</div>	20 Y8 HPV Vaccinations <div>Twilight INSET: 1 hour</div> <div>Department Mtg. (CPD)</div> <div>Piano Recital 6:00 pm</div>	21 Y10 Food & Nutrition Farm visit	22 PD P5 Common Transfer Day	23  Eng. Tier 2  Transition Week  GCSE exams	24 32 Week B
						<div>Pentecost</div>
25	26	27	28	29	30	31
<div>School Closed for Half-Term</div>						<div>Trinity Sunday</div>





June 2026

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 Re-open HT Awards PD P2 Y8 Reports live PP Mentoring 3 SLT	2 HT Awards	3 HT Awards Y10 Sports Studies Leadership assmts. Pastoral & Curric. Leaders Meeting	4 HT Awards Corpus Christi	5 HT Awards Y9 Cultural Visit	6 RS CR Y10 Exams GCSE exams	7 33 Week A
8 PD P1 Y8 Reports deadline GOVERNORS' RESOURCES 4.00	9 SLT	10 Year 7 Parents' Evening 3.30—6.30 pm	11 Y10 Geography trip to Ainsdale (1/2)	12 Y10 Geography trip to Ainsdale (1/2)	13 Ex Arts Tier 2 Y10 Exams GCSE exams	14 34 Week B
15 PD P3 Y8 CL checking deadline SLT	16 Y10 Comp. Sci. Museum visit Hutton Taster Day (15 pupils)	17 Faith in Action Award Ceremony SEND Book Scrutiny Pastoral Teams New Intake Evening	18 Reserve Sports Day Good Shepherd Mass (TBC)	19 SPORTS DAY	20 PE Tier 2 Y10 Exams GCSE exams	21 35 Week A
22 PD P4 Senior Pupil Leadership meal at Papa Luigi's	23 Reserve Sports Day Offsite District Meeting SLT	24 Y8 Reports home Post 16 Taster Day Twilight INSET: 1 hour	25 Post 16 Taster Day	26 School Production Dress Rehearsal all day Leavers' Prom	27 MFL Tier 2 QA Y10 Exams	28 36 Week B
29 PD P5 SLT	30 T&L working party School Production				Sci. Tier 2 QA	

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July 2026

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 Y7–10 Data Collection 3 <div>No mtg. to support school production and rewards trip</div>	2 Y6 Taster Day	3 <div>Whole School Rewards Trip</div>	4	5 37 Week A
		<div>School Production</div>				
6 <div>Y8 Pilgrimage</div>	7 <div>SLT</div>	8 <div>Department Prep. 2026-27</div> <div>FULL GOVERNORS' MEETING 4.00</div>	9 End of Year Data / Mock Results deadline	10	11	12 38 Week B <div>← Y10 Retreat</div>
13 PD P1 New Staff Induction Day <div>SLT</div>	14 Grandparents Appreciation morning	15 Celebration Assembly Y9/10 Mock Results home <div>STAFF MTG. & LITURGY</div>	16 Celebration Assembly Y7/8	17 Celebration Mass School closes 1:00 pm	18	19 39 Week A
20 INSET DAY (as twilights)	21	22	23	24	25	26
		<div>School Closed for Summer Break</div>				
27	28	29	30	31		
<div>School Closed for Summer Break</div>						

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Wednesday AM Briefing 2025-2026

DATE	Team
3rd Sept	Spirituality
10th Sept	SEND
17th Sept	Pupil Premium
24th Sept	T & L
1st Oct	Pastoral
8th Oct	Mathematical Reasoning
15th Oct	Personal Development
22nd Oct	Health and Safety
Half Term	
5th Nov	SEND
12th Nov	Personal Development
19th Nov	T & L
26th Nov	Literacy
3rd Dec	Pupil Premium
10th Dec	Pastoral
17th Dec	Spirituality
Christmas	
7th Jan	SEND
14th Jan	Personal Development
21st Jan	Mathematical Reasoning
28th Jan	T & L
4th Feb	Curriculum
11th Feb	Pupil Premium
Half Term	
25th Feb	Pastoral
4th March	Literacy
11th March	SEND
18th March	Curriculum
25th March	Spirituality
1st April	Safeguarding
Easter	
22nd April	Personal Development
29th April	Pastoral
6th May	Curriculum
13th May	Pupil Premium
20th May	Mathematical Reasoning
Half Term	
3rd June	Safeguarding
10th June	Literacy
17th June	Personal Development
24th June	Pastoral
1st July	SEND
8th July	T & L
15th July	Spirituality
Summer	

ARCHDIOCESE EVENTS CALENDAR

AUTUMN

East Headteacher Meeting

Mon 22 Sep

Curriculum Leads Meeting

Thu 25 Sep

Creative iMedia HoD Meeting (Teams)

Thu 25 Sep

CPD Leads Meeting (All Clusters)

Mon 29 Sep

English HoD Meeting

Mon 29 Sep

Pastoral Leads Meeting

Tue 30 Sep

Maths HoD Meeting

Tue 30 Sep

Curriculum Leads Meeting

Thu 02 Oct

SENDCo Meeting

Mon 06 Oct

Exam Officers Meeting

Mon 06 Oct

Science HoD Meeting

Mon 06 Oct

Safeguarding Meeting

Tue 07 Oct

Geography HoD Meeting

Tue 07 Oct

Post 16 Leads Meeting

Wed 08 Oct

MFL HoD Meeting

Wed 08 Oct

PSHCEE Meeting

Wed 15 Oct

History HoD Meeting

Wed 15 Oct

Half Term Mon 27 Oct—Fri 31 Oct

PE HoD Meeting (Teams)

Tue 04 Nov

Careers Meeting

Mon 10 Nov

Art & Design HoD Meeting

Mon 10 Nov

Design & Technology HoD Meeting

Tue 11 Nov

Computer Science HoD Meeting (Teams)

Wed 12 Nov

Headteacher Residential

Thu 13 Nov—Fri 14 Nov

Drama HoD Meeting (Teams)

Mon 17 Nov

Music HoD Meeting (Teams)

Wed 19 Nov

Food HoD Meeting (Teams)

Mon 24 Nov

Christmas Holiday Mon 22 Dec—Fri 02 Jan

SPRING

East Headteacher Meeting

Mon 19 Jan

Pastoral Leads Workshop / Maths HoD Workshop

Thu 22 Jan

Curriculum Leads Workshop / English HoD Workshop

Tue 27 Jan

Geography HoD Workshop / History HoD Workshop

Wed 28 Jan

MFL HoD Workshop / PE HoD Workshop

Mon 02 Feb

Post 16 Workshop / Science HoD Workshop

Wed 04 Feb

CPD Leads Spring Workshop / Design & Technology HoD Workshop

Thu 05 Feb

Computer Science HoD Workshop / Music HoD Workshop

Tue 10 Feb

Art & Design HoD Workshop / Food HoD Workshop

Wed 11 Feb

PSHCEE Workshop / Drama HoD Workshop

Thu 12 Feb

Half Term Mon 16—Fri 20 Feb

SENDCo Workshop

Tue 24 Feb

Careers Workshop

Wed 25 Feb

Safeguarding Workshop

Thu 26 Feb

Headteacher Meeting (All Clusters)

Fri 27 Feb

Creative iMedia HoD Workshop

Wed 18 Mar

Easter Holiday Fri 03 —Fri 17 Apr

SUMMER

East Cluster Headteacher Meeting

Tue 28 Apr

May Day Bank Holiday Mon 04 May

Half Term Mon 25 May—Fri 29 May

CPD Leads Meeting (All Clusters)

Wed 10 Jun

Safeguarding Conference

Thu 18 Jun

Post 16 Leads Meeting

Tue 23 Jun

SENDCo Meeting

Wed 24 June

Pastoral Conference

Thu 25 Jun

Headteacher Meeting (All Clusters)

Fri 03 Jul

East Public Speaking Competition

Wed 08 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 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