

St Mary's Catholic High School, Leyland

Calendar 2026 - 2027



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 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 2026

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 Guardian Angel Programme	4 School Photos Y11 / 9 / 7 DofE Skills Day	5 DofE practice exp.	6 1 Week A
7 PD P1 Sorrento parents mtg. 5:30 pm SLT	8	9 Pastoral & Curric. Leaders Mtg. 1	10 T&L working party	11	12 GCSE Review Week 1	13 2 Week B
14 PD P2 Roald Dahl Day SLT	15 Parents' Information Eve. 5:00 pm	16 Dept. CPD 1 hr 1 Arbor Update	17 Y7 Friendship Day	18 Y7 SEND coffee morning	19 GCSE Review Week 2 DofE qualifying exp.	20 3 Week A
21 PD P3 SLT	22  GOVERNORS' PUPIL WELFARE 8:00 am Y7 Streetwise Production P5	23 Early closure 1:00 Open Evening 4:30 -7:30 HT address 5 / 6 / 7 pm	24 	25 Whole School Photograph	26 Tech mini QA	27 4 Week B
28 PD P4  OPEN DAY sessions SLT GOVERNORS' SEC MEETING 4.00 pm Sports Tour parents mtg. 4:00	29  Hums / MFL PIE	30 Y7 ATL data live T&L 1			 Ma mini QA	

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October 2026

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 Y9/10 NW Comp. Sci. visit	2	3 Ma 1 Food/Geog. visit to Sorrento 3rd –6th	4 5 Week A
5 PD P5 SLT Iceland PIE (TBC)	6	7 Y9 Geog. fieldwork visit 1 Our Lady of the Rosary Feast Day Y7 2:00 pm PD meeting	8 Y9 Geog. fieldwork visit 2	9	10 PE CR RS mini QA	11 6 Week B
12 PD P1 Dementia Café 2:30–4:00 pm SLT SEND Book Scrutiny	13 Offsite District Meeting	14 Y7 ATL data deadline Twilight INSET: 2 hours	15 Y11 Cold War Bunker visit 1	16	17 Hums mini QA Appraisal mtgs.	18 7 Week A
19 Y11 Cold War Bunker visit 2 SLT	20 Careers Fair Y9-11	21 KS3 Reports live Y10 Photography visit Pastoral Teams Mtg. 1 Y7 Progress Meetings 3:30–6:00 pm	22 Y11 Oxford Uni visit	23	24 Eng mini QA	25 8 Week B
26	27	28	29	30	31	1
School Closed for Half Term						

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November 2026

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
2 Re-open HT Awards PP Mentoring 1 SLT	3 HT Awards PD P1	4 HT Awards KS4 Reports live Y7 Industry Day P1-4 Pastoral & Curric. Leaders Mtg. 2	5 HT Awards	6 HT Awards	7	8 9 Week A Ex A mini QA Tech, Ma & RS
9 SLT GOVERNORS' RESOURCES 4.00	10 Y10 Geog. Liverpool visit	11 KS3 Reports 1 deadline Dept / Cross Cur. 1 hr 1 Dept. Mtg 1hr 1	12 Y11 Photography/DT visit Blackpool Lights visit	13	14	15 10 Week B PE mini QA Collective Worship Audit 1 Hums, Eng & Ex Arts
16 SLT	17 PD P2	18 KS4 Reports 1 deadline GOVERNORS' PAY COMMITTEE 4.00	19 PRESENTATION EVENING 6:00 to 8:00	20 Non-Uniform Day BINGO items HT / DHT Planning Day Y11 SEND coffee morning	21 MFL mini QA	22 11 Week A Anti-Bullying Week PE, MFL & Sci Christ the King
23 SLT	24 PD P3	25 Y11 Raising Aspirations in Maths (10 pupils) T&L 2	26	27 INSET DAY (as twilights)	28 Sci mini QA UK Parliament wk. Y11 Mocks	29 12 Week B 1st Sunday of Advent
30 SLT					Reading QA	





December 2026

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 Offsite District Meeting Y11 'Christmas Carol' visit	2 Y7 -9 Reconciliation Services Lunchtime college drop in Year 8 Parents' Evening 3.30—6.30 pm	3 KS4 Monitoring letters Christmas Community BINGO 6:00	4	5 Reading QA	6 13 Week A 2nd Sunday of Advent Y11 Mocks Data Reviews
7 Dementia Café 2:30—4:00 pm SLT	8 PD P4	9 Y11 mock results data live Nurture Christmas party PP Book Scrutiny Pastoral Teams Mtg. 2 FULL GOVERNORS' 4:00	10 Christmas Jumper Day Whole School Christmas Lunch	11 Y8 Celebration Assembly ATL Reports home Staff Christmas Party	12	13 14 Week B 3rd Sunday of Advent
14 Y11 Celebration Assembly SLT	15 Y10 Celebration Assembly PD P5	16 Y9 Celebration Assembly STAFF MTG. & LITURGY	17 Whole School Rewards Trip	18 Y7 Celebration Assembly Celebration Liturgy in Church School closes 1:00 pm	19	20 15 Week A 4th Sunday of Advent
21	22	23	24	25  Nativity of our Lord	26	27
School Closed for Christmas Break						
28	29	30	31			
School Closed for Christmas Break						

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January 2027

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4 Re-open HT Awards SLT	5 HT Awards	6 HT Awards PD P1 Y11 mock data collection & Y11 estimates deadline Pastoral & Curric. Leaders Mtg. 3	7 HT Awards T&L working party	8 HT Awards	9	10 16 Week B
11 Lunchtime college drop in Peer Reading training (PM) SLT	12 Peer Reading training (PM)	13 PD P2 Dept. CPD 1 hr 2 Dept. Mtg. 1hr 2	14 Y11 Mock Results Day Y5 Mastermind 1/4	15 Y8 & 10 Careers Enrichment	16	17 Week A
18 SLT	19 GOVERNORS' PUPIL WELFARE 8:00 am	20 PD P3 Year 11 Parents' Evening 3.30—6.30 pm	21	22	23	24 18 Week B Y11 Data Reviews
25 SLT	26 Offsite District Meeting	27 Holocaust Memorial Day PD P4 Pastoral Teams Mtg. 3	28 Y5 Mastermind 2/4	29	30	31 19 Week A





February 2027

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
1  SLT SEND/PP Book S. GOVERNORS' SEC MEETING 4.00 pm	2	3  KS3 Reports 2 live PD P5 T&L 3	4 	5 Y7 Cultural Visit	6	7 20 Week B
8 Dementia Café 2:30–4:00 pm SLT	9  Y9 Options Evening	10  Ash Wednesday PD P1 KS4 Reports 2 live STAFF MTG.	11  Y9 & 11 Careers Enrichment Y5 Mastermind 3/4	12	13	14 21 Week A
15	16	17	18	19	20	21
School Closed for Half-Term Break						
22 Re-open HT Awards SLT GOVERNORS' RESOURCES 4.00	23 HT Awards 	24  HT Awards KS3 Reports 2 deadline 70th Anniversary Pastoral & Curric. Leaders Mtg. 4	25 HT Awards PD P1 Jubilee Mass 6:00 pm T&L working party	26 HT Awards	27	28 22 Week B Tech, Ma & RS

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March 2027

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 PP Mentoring 2 SLT	2	3 KS4 Reports 2 deadline Y10 & 11 Sacrament of Reconciliation Year 9 Parents' Evening 3.30—6.30 pm	4 World Book Day PD P2	5 Non-Uniform Day Easter Eggs	6	7 23 Week A Hums, Eng & Ex Arts
8 Y11 Core Revision P3 & 4 SLT	9 Y11 College Interviews	10 Y9 'Blood Brothers' visit T&L 4	11 PD P3 Y5 Mastermind 4/4	12 Oracy Day Y9 SEND coffee morning Y7-9 Swimming Gala	13	14 24 Week B Maths CR PE, MFL & Sci
15 PD P4 SLT GOVERNORS' BUDGET SETTING 4.00	16 Offsite District Meeting KS4 Monitoring letters Y8 Industry Day	17 Y11 Geography Trip to Lake District Dept / Cross Cur 1 hr 3 Dept. Mtg. 1hr 3	18 Y8 Celebration Assembly Easter Community BINGO 6:00	19 Y7 Celebration Assembly All Reports 2 home	20	21 25 Week A Reading QA Data Reviews Y10 Work Exp. Appraisal mtgs. Palm Sunday
22 Y11 Celebration Assembly PD P2 SLT	23 Y10 Celebration Assembly Lenten Mass 2:00 pm FULL GOVERNORS' MEETING 4.00	24 Y9 Celebration Assembly CAFOD colour run School closes 1:00 pm	25 INSET DAY Spirituality & Catholic Life STAFF LITURGY	26 Good Friday	27	28 26 Week B Easter Sunday
29 Easter Monday	30	31	School Closed for Easter			

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April 2027

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
School Closed for Easter						
12 Re-open HT Awards	13 HT Awards	14 HT Awards	15 HT Awards	16 HT Awards PD P1	17	18 27 Week A
SLT		Pastoral Teams Mtg. 4	T&L working party		 Collective Worship Audit 2  Art & Photo. GCSE	
19	20	21 Y11 final estimates live	22	23 PD P2	24	25 28 Week B
SLT PP Book Scrutiny		Pastoral & Curric. Leaders Mtg. 5				
26	27 Y10 College Taster choices P5	28 Y10 Thackery Medical Museum visit	29	30 PD P3	1	2 29 Week A
SLT		Dept. CPD 1 hr 3 Dept. Mtg. 1hr 4				





May 2027

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
3 School closed Bank Holiday	4 GOVERNORS' PUPIL WELFARE 8:00 am	5 Y11 final estimates deadline Year 7 Parents' Evening 3.30—6.30 pm	6 Ascension of the Lord Y11 Thanksgiving Mass	7 Y9 Cultural Visit	8	9 30 Week B Y10 Exams GCSEs begin
10 10X Revision Session P2 Dementia Café 2:30—4:00 pm SLT	11 Offsite District Meeting 10Y Revision Session P4	12 Y10 Mock Interviews T&L 5	13	14 PD P4	15	16 31 Week A GCSE exams Pentecost
17 SLT GOVERNORS' RESOURCES 4.00	18 Y9 RS Cathedral & Synagogue visit	19 Rome visit 18th—21st May Twilight INSET: 1 hour	20 Y10 Food & Nutrition Farm visit	21 PD P1	22	23 32 Week B GCSE exams Y11 Data Reviews Trinity Sunday
24 SLT	25 Y9 Industry Day	26 Y9 Geography visit to Ainsdale (1/2) INSET 1 hr PD mtg	27 Common Transfer Day Y9 Geography visit to Ainsdale (2/2) Corpus Christi	28 PD P5 (Y11 celebration)	29	30 33 Week A GCSE exams Transition Week
31						
School Closed for Half-Term						





June 2027

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
	School Closed for Half-Term					
7 Re-open HT Awards PD P1	8 HT Awards	9 HT Awards KS3 Reports 3 live	10 HT Awards	11 HT Awards	12	13 34 Week B
SLT GOVERNORS' SEC MEETING 4.00 pm	Y10 Sports Studies Leadership assmts.				GCSE exams Tech, Ma & RS	
14	15 PD P1	16 KS4 Reports 3 live	17	18	19	20 35 Week A
PP Mentoring 3 SLT	Reserve Sp. St. Leadership assmts.				English CR GCSEs finish Hums, Eng & Ex Arts	
		SEND Book Scrutiny Pastoral Teams Mtg. 5 New Intake Evening	SLT Planning Day			
21	22	23 PD P1	24	25 Blackpool Athletics	26	27 36 Week B
	Post 16 Taster Day		SPORTS DAY			
SLT	Senior Pupil Leadership Meal at Papa Luigis	Pastoral & Curric. Leaders Mtg. 6	T&L working party		PE, MFL & Sci	
28	29	30 KS3 Reports 3 deadline				
	Offsite District Meeting					
SLT		Dept. CPD 1 hr 4 Dept. Mtg. 1hr 5				

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July 2027

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 Y6 Taster Day PD P1	2 Y8 Pilgrimage DofE Skills Day	3 DofE practice Exp.	4 37 Week A
5 PD P5 SLT	6	7 KS4 Reports 3 deadline Post 16 Taster Day T&L 6 FULL GOVERNORS' MEETING 4.00	8 Reserve Sports Day 	9 DofE qualifying expedition PD P1	10	11 38 Week B
12 New Staff Induction Day PD P1 SLT	13 KS4 Monitoring letters Grandparents Appreciation morning	14 STAFF MTG. & LITURGY	15 Y8 Celebration Assembly	16 Y7 Celebration Assembly	17	18 39 Week A
19 Whole School Rewards Trip All Reports 3 home SLT	20 Y9 & 10 Celebration Assembly Celebration Mass School closes 1:00 pm	21 INSET DAY (as twilights)	22 School Closed	23	24	25 Week B
26	27	28	29	30	31 	
School Closed for Summer Break						



Wednesday AM Briefing 2026-2027

DATE	Team
9th Sept	T & L
16th Sept	Health & Safety
23rd Sept	Curriculum
7th Oct	SEND
14th Oct	Personal Development
21st Oct	Pastoral
Half Term	
4th Nov	T & L
11th Nov	Personal Development
18th Nov	Spirituality / Collective worship feedback
25th Nov	Literacy
2nd Dec	Pastoral
9th Dec	Pupil Premium 1st Data Drop
16th Dec	SEND
Christmas	
6th Jan	T & L
13th Jan	Pupil Premium Year 11 Data
20th Jan	Mathematical Reasoning
27th Jan	SEND
3rd Feb	70th Anniversary Preparation
10th Feb	Curriculum
Half Term	
24th Feb	T & L
3rd March	Literacy
10th March	SEND
17th March	Pupil Premium 2nd Data Drop
24th March	Pastoral
Easter	
14th April	T & L
21st April	Spirituality / Collective worship feedback
28th April	Personal Development
5th May	Curriculum
12th May	Mathematical Reasoning
19th May	Pastoral
Half Term	
9th June	T & L
16th June	Literacy
23rd June	Sport's Day expectations
30th June	Personal Development
7th July	SEND
14th July	Wellbeing Wedneaday
Summer	

ARCHDIOCESE EVENTS CALENDAR

AUTUMN

East Headteacher Meeting

Mon 21 Sep

Curriculum Leads Meeting

Thu 24 Sep

CPD Leads Meeting

Mon 28 Sep

SENDCo Meeting

Mon 28 Sep

Exam Officers Meeting

Tue 29 Sep

Numeracy Co-ordinator Meeting

Thu 01 Oct

English HoD Meeting

Mon 05 Oct

Maths HoD Meeting

Tue 06 Oct

PSHE Leads Meeting

Wed 07 Oct

Safeguarding Leads Meeting

Wed 07 Oct

Science HoD Meeting

Thu 08 Oct

Pastoral Leads Meeting

Mon 12 Oct

Design & Technology HoD Meeting

Mon 12 Oct

Post 16 Leads Meeting

Tue 13 Oct

Creative iMedia HoD Meeting (Teams)

Tue 13 Oct

History HoD Meeting (Teams)

Wed 14 Oct

PE HoD Meeting (Teams)

Thu 15 Oct

Half Term Mon 26 Oct—Fri 30 Oct

Geography HoD Meeting (Teams)

Mon 09 Nov

Careers Lead Meeting

Tue 10 Nov

Art & Design HoD Meeting

Tue 10 Nov

MFL HoD Meeting (Teams)

Wed 11 Nov

Headteacher Residential

Thu 12 Nov—Fri 13 Nov

Drama HoD Meeting

Thu 17 Nov

COP30 Event with Liverpool World Centre

Wed 18 Nov

Computer Science HoD Meeting (Teams)

Thu 19 Nov

Music HoD Meeting (Teams)

Mon 23 Nov

Food HoD Meeting (Teams)

Tue 24 Nov

Christmas Holiday Mon 21 Dec—Fri 01 Jan

SPRING

East Headteacher Meeting

Mon 18 Jan

Pastoral Leads Meeting / History HoD Workshop

Thu 21 Jan

Curriculum Leads Workshop / Design & Technology HoD Workshop

Tue 26 Jan

Geography HoD Workshop / Maths HoD Workshop

Wed 27 Jan

MFL HoD Workshop / PE HoD Workshop

Mon 01 Feb

Post 16 Workshop / Science HoD Workshop

Wed 03 Feb

CPD Leads Workshop / English HoD Workshop

Thu 04 Feb

Computer Science HoD Workshop / Music HoD Workshop

Tue 09 Feb

Drama HoD Workshop / Food HoD Workshop

Wed 10 Feb

Careers Workshop

Thu 11 Feb

Half Term Mon 15—Fri 19 Feb

SENDCo Workshop

Tue 23 Feb

PSHE Workshop / Safeguarding Workshop

Wed 24 Feb

Art & Design HoD Workshop

Thu 04 Mar

Numeracy Co-ordinators Meeting

Tue 16 Mar

Creative iMedia HoD Workshop

Wed 17 Mar

Headteacher Meeting (All Clusters)

Fri 19 Mar

Easter Holiday Fri 26 Mar —Fri 09 Apr



SUMMER

East Cluster Headteacher Meeting

Tue 20 Apr

May Day Bank Holiday Mon 04 May

Numeracy Co-ordinators Meeting

Thu 06 May

Half Term Mon 31 May—Fri 04 Jun

CPD Leads Meeting (All Clusters)

Wed 09 Jun

Safeguarding Leads Meeting

Wed 16 Jun

Post 16 Leads Meeting / SENDCo Meeting

Tue 22 Jun

Pastoral Meeting

Thu 24 Jun

Headteacher Meeting (All Clusters)

Fri 02 Jul

East Public Speaking Competition

Thu 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 register on Arbor

Read messages and check any deadline points

Monitor pupil equipment daily and follow sanctions procedures

Record lates and follow sanctions procedures

Promote the rewards system / record merits for attendance & punctuality

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