

# St Mary's Catholic High School, Leyland

**Calendar 2020 - 2021**



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

Telephone: **01772 421909**

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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.

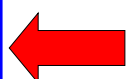
**All events are subject to government guidelines regarding COVID-19**

## DIRECTED TIME 2020 - 2021

			<b>Totals</b>
<b>School Day x 190:</b>			
Morning :	8.30 – 13.20		4 hours 50mins
Afternoon	13.55 – 15.10		1 hour 15 mins
			<b>1155 hrs 50 mins</b>
<b>Inset:</b>			
3 days @6 hours + 6 twilight @1 hour + 2 @2 hours			<b>28 hours</b>
<b>Meetings:</b>			
Staff	15.15 – 16.15 x 2		2 hours
Pastoral/Curriculum Leaders	15.15 – 16.15 x 6		6 hours
Department Teams	15.15 – 16.15 x 10		10 hours
Pastoral Year Meetings	15.15 – 15.45 x 6		2 hours 30 mins
Academic Board	15.15 – 16.15 x 3		3 hours
(1 member of staff per dept)			
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 Option Evening	18.00 – 19.00		1 hour
(1 member of staff per dept)			
Formal Assessment Times	Estimate accounted		15 hours
<b>Total</b>			<b>1245 hrs 50 mins</b>
<b>Max available</b>			<b>1265 hours</b>
<b>Flexibility</b>			<b>19 hrs 10 mins</b>

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 16.30

Friday morning Mass begins at 08:00

### The School Day

08:30 Staff Briefing

08.40 Movement Bell

08:45-09.00 **Registration & Assembly**

09:00 Period 1

10:00 Period 2—plus split break

11:20 Period 3

12:20 Period 4—plus split lunch

13.55 End Lunch bell

14:00 Period 5

15:00 End of the day

15.10 Accepted time for staff departure



# September 2020

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> Return to school routines	<b>2</b> School re-opens for pupils P1-5: Assemblies & Form;  <b>STAFF MTG.</b>	<b>3</b> Lessons begin	<b>4 Mass</b> (will begin when distancing restrictions are lifted)  Friday Briefing Spirituality	<b>5</b>	<b>6</b> <b>1</b>
<b>7</b>  SLT	<b>8</b>	<b>9</b> Fire drill evacuation  Department Meetings	<b>10</b>  GOVERNORS' UPDATE VIA ZOOM	<b>11 Mass</b>  Friday Briefing Pastoral	<b>12</b>	<b>13</b> <b>2</b>
<b>14</b>  SLT	<b>15</b>	<b>16</b>  Pastoral & Curric. Leaders Meetings	<b>17</b> Lockdown drill	<b>18 Mass</b>  Friday Briefing T&L	<b>19</b>	<b>20</b> <b>3</b>  Curriculum Review Week 1
<b>21</b> School Photos Y11/9/7 Y11 Newman College Assembly SLT	<b>22</b>	<b>23</b>  Department Meetings	<b>24</b>  Parents Information Eve. (Provisional)	<b>25 Mass</b>  Friday Briefing SLT	<b>26</b>	<b>27</b> <b>4</b>
<b>28</b> Y11 Runshaw College Assembly SLT	<b>29</b> Y11 Geog. Trip Blackpool (provisional)	<b>30</b> <b>STAFF MTG.</b> <b>Open Evening 18:00 -21.00</b> HT address 18:00 & 19:15 (Provisional)				

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# October 2020

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
			<b>1</b> SLD 1  <div>GOVERNORS' PUPIL WELFARE 8:00 am</div>	<b>2 Mass</b> <div>Friday Briefing Spirituality</div>	<b>3</b>	<b>4</b> <b>5</b> <div>Y7 Data Collect</div>
<b>5</b> <div>SLT</div>	<b>6</b>  Y10 Monitoring introduction assembly <div>Academic Board Y7 only</div>	<b>7</b>  Y10 Geog. visit Liverpool <div>Department Meetings</div>	<b>8</b> Y7 & 11 only Blackpool Lights trip	<b>9 Mass</b> KS4 monitoring data entry start <div>Friday Briefing Pastoral</div>	<b>10</b>	<b>11</b> <b>6</b> <div>Space week Y8</div> <div>PCSHEE assemblies till 9:15</div>
<b>12</b>  Y11 Preston's College Assembly <div>SLT</div>	<b>13</b>  KS4 monitoring data entry end <div>Y7 Progress Meetings</div>	<b>14</b> <div>Pastoral Team Meetings</div> <div>Post 16 Q&amp;A application support</div>	<b>15</b>  Y11 Sports Leadership <div>GOVERNORS' RESOURCES 4.00</div>	<b>16</b> <div>Y7 Welcome Mass</div> <div>Friday Briefing T&amp;L</div>	<b>17</b>	<b>18</b> <b>7</b>
<b>19</b> Y11 Myerscough College Assembly KS4 Monitoring letters <div>SLT</div>	<b>20</b> KS4 Monitoring letters Kindness club visit to Broadfield House	<b>21</b> National Re-start a Heart Day (BHF) all yrs. 1 lesson of CPR training <div>Twilight INSET 1: 2.5 hours</div>	<b>22</b>	<b>23</b> <div>Friday Briefing Staff Wellbeing</div>	<b>24</b>	<b>25</b> <b>8</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>
School Closed for Half Term						

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# November 2020

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>2 Re-open</b> <b>HT Awards</b> Y11 Ask Project Apprenticeship Assembly  SLT	<b>3</b> <b>HT Awards</b> Attendance Assembly	<b>4</b> <b>HT Awards</b>  Year 11 Parents' Evening	<b>5</b> <b>HT Awards</b>	<b>6 Mass</b> <b>HT Awards</b>  Friday Briefing SLT	<b>7</b>	<b>8</b> <b>9</b>  Y8-11 Data Collect
<b>9</b> Y9 Reports Live  SLT	<b>10</b> Remembrance visit to Broadfield House  Post 16 Q&A application support	<b>11</b>  Pastoral & Curric. Leaders Meetings	<b>12</b>  <b>PRESENTATION</b> <b>EVENING</b> <b>18.00 to 20.00</b>	<b>13 Mass</b>  Friday Briefing Sprituality	<b>14</b>	<b>15</b> <b>10</b>  Curriculum Review Week 2
<b>16</b>  SLT	<b>17</b>	<b>18</b>  Twilight INSET: 1 hour	<b>19</b>  GOVERNORS' SEC MEETING 4.00 pm  Careers Fair Y9-11 15:30 – 18:00	<b>20 Mass</b> Non-uniform Day BINGO items CTA Training Day Friday Briefing Pastoral	<b>21</b>	<b>22</b> <b>11</b> Christ the King
<b>23</b>  SLT	<b>24</b> Y11 Sports Leadership	<b>25</b> Y11 application support 3:00- 4:00  Department Meetings	<b>26</b> Y8 Geog. visit 'Rock & River' / Fieldwork Study Croston  GOVERNORS' PAY COMMITTEE 4.00	<b>27 Mass</b>  Friday Briefing T&L	<b>28</b>	<b>29</b> <b>12</b> 1st Sunday of Advent PCSHEE assemblies till 9:15
<b>30</b> Y8 Reports Live Y11 Mocks begin  SLT						





# December 2020

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	<b>1</b> Christmas Carol Singing Tesco <b>Christmas Community BINGO 6:00</b>	<b>2</b> Reconciliation Y7 & 9 (TBC) <b>Pastoral Team Meetings</b>	<b>3</b> <b>FULL GOVERNORS' MEETING 4.30</b>	<b>4 Mass</b> Y11 Careers "speed meet" P5 KS4 Monitoring data entry start <b>Friday Briefing SLT</b>	<b>5</b>	<b>6</b> <b>13</b> 2nd Sunday of Advent
<b>7</b> Deadline for post 16 applications <b>SLT</b>	<b>8</b> KS4 Monitoring data entry end Concert rehearsal P1-3	<b>9</b> <b>Department Meetings</b> <b>Christmas Concert</b>	<b>10</b> Y9 Science Escape Rooms event	<b>11 Mass</b> Christmas Jumper Day New Staff Induction Day <b>Friday Briefing Spirituality</b>	<b>12</b>	<b>13</b> <b>14</b> 3rd Sunday of Advent
<b>14</b> KS4 Monitoring letters <b>SLT</b>	<b>15</b> KS4 Monitoring letters Broadfield House Carol Singing	<b>16</b> Celebration Assemblies <b>Whole School / Community Christmas Meal</b> <b>STAFF MTG. &amp; LITURGY</b>	<b>17</b> Celebration Assemblies Film Reward P4&5	<b>18 Mass</b> Celebration Mass 10:00 / School closes 12:30 <b>Friday Briefing Staff Wellbeing</b>	<b>19</b>	<b>20</b> <b>15</b> 4th Sunday of Advent
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Nativity of our Lord	<b>26</b>	<b>27</b>
School Closed for Christmas Break						
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			
School Closed for Christmas Break						

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# January 2021

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
School Closed for Christmas Break						
4 Re-open HT Awards  SLT	5 HT Awards	6 HT Awards Attendance Assembly  Pastoral & Curric. Leaders Meetings	7 HT Awards	8 Mass HT Awards  Friday Briefing Pastoral	9	10 16  Y7-11 Data Collect
11  SLT	12	13  Department Meetings	14  GOVERNORS' PUPIL WELFARE 8:00 am	15 Mass  Friday Briefing T&L	16	17 17 GCSE Food exams Curriculum Review Week 3
18 Lockdown drill  SLT	19 Fire drill evacuation	20 Y10/ 11 interview tips & techniques 3:00-4:00 Y11 Post Mock Evening SLT/CL Department Meetings	21	22 Mass  Friday Briefing SLT	23	24 18
25 Y11 Sports Leadership  SLT	26 	27 Y10 Mock Interviews P1-4  Pastoral Team Meetings	28  GOVERNORS' SEC MEETING 4.30 pm	29 Mass  Friday Briefing Sprituality	30	31 19

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
1   <div>SLT</div>	2 	3   <div>Twilight INSET 2: 1 hour</div>	4 	5 <b>Mass</b> KS4 Monitoring data entry start J&P event. St Mary's to host Archdiocese  <div>Friday Briefing Pastoral</div>	6	7 <b>20</b>
8  <div>SLT</div>	9  KS4 Monitoring data entry end  Kindness Club visit to care home	10   <div>Year 9 Parents' Evening</div> <div>Y9 Options Evening</div>	11  Whole School 1/2 yr. Reward Trip	12 <b>Mass</b>  <div>Friday Briefing T&amp;L</div>	13  <div>PCSHEE assemblies till 9:15</div>	14 <b>21</b>
15	16	17	18	19	20	21
School Closed for Half-Term Break						
22 Re-open HT Awards KS4 Monitoring letters  <div>SLT</div>	23  HT Awards KS4 Monitoring letters	24  HT Awards  <div>Pastoral &amp; Curric. Leaders Meetings</div>	25  HT Awards Attendance Assembly	26 <b>Mass</b> HT Awards  <div>Friday Briefing SLT</div> <div>DofE training</div>	27  <div>PCSHEE assemblies till 9:15</div>	28 <b>22</b>



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# March 2021

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>1</b> Y11 GCSE Science Live (proposed visit)  Y11 Reports live  SLT	<b>2</b> 	<b>3</b>   Department Meetings	<b>4</b> SLD 2 	<b>5 Mass</b> Non-uniform Day Easter Eggs  Friday Briefing Sprituality	<b>6</b>	<b>7</b> <b>23</b> Y11 Data Collect
<b>8</b>   SLT	<b>9</b>  Y10 Runshaw College Taster Day Assembly	<b>10</b>  Y11 Runshaw College interviews  Twilight INSET: SEND 2.5 hours	<b>11</b> Y11 Preston College interviews  FULL GOVERNORS' MEETING 4.30	<b>12 Mass</b> Y10 Big Bang Fair (proposed visit)  Friday Briefing Pastoral	<b>13</b>	<b>14</b> <b>24</b> British Science wk.
<b>15</b>   SLT	<b>16</b>  Easter Community BINGO 6:00	<b>17</b>  Year 10 Parents' Evening	<b>18</b>	<b>19 Mass</b>  Friday Briefing T&L	<b>20</b> DofE route planning	<b>21</b> <b>25</b>
<b>22</b>   SLT	<b>23</b> Y10 Newman College Taster Day Assembly  Kindness Club Easter visit to Broadfield House	<b>24</b> GCSE Music Performance Evening  Performance Management Review 3.15 to 5.45	<b>25</b> Reconciliation Y8  GOVERNORS' RESOURCES 4.00	<b>26 Mass</b> Y7-9 Swimming Gala  Friday Briefing SLT	<b>27</b>	<b>28</b> <b>26</b>
<b>29</b> Celebration Assemblies  Y7 Reports live  SLT	<b>30</b> Celebration Assemblies  Easter Rewards BINGO P4 & 5  Y11 Prefect Meal 6-8 pm	<b>31</b> Celebration Mass 10:00 / School closes 12:30				Palm Sunday

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# April 2021

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
			<b>1</b> <b>INSET DAY</b> <b>Spirituality &amp; Catholic Life</b> 	<b>2</b>  <b>Good Friday</b>	<b>3</b>	<b>4</b> <b>27</b> <i>Easter Sunday</i>
<b>5</b> Easter Monday	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
School Closed for Easter						
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> (INSET—as Twilights)	<b>17</b>	<b>18</b>
School Closed for Easter						
<b>19 Re-open</b> <b>HT Awards</b> KS4 monitoring data entry start  <div>SLT</div>	<b>20</b> <b>HT Awards</b>	<b>21</b> <b>HT Awards</b> KS4 monitoring data entry end  <div>Pastoral Team Meetings</div>	<b>22</b> <b>HT Awards</b>	<b>23</b> <b>HT Awards</b> Attendance Assembly  <div>Friday Briefing Spirituality</div> <div>DofE practice weekend</div>	<b>24</b>	<b>25</b> <b>28</b> 
<b>26</b> KS4 Monitoring Letters  <div>SLT</div>	<b>27</b> KS4 Monitoring Letters	<b>28</b>  <div>Pastoral &amp; Curric. Leaders Meetings</div>	<b>29</b> Fire drill evacuation  <div>GOVERNORS' PUPIL WELFARE 8:00 am</div>	<b>30</b>  <div>Friday Briefing Pastoral</div>		
						<b>29</b>

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# May 2021

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 School closed Bank Holiday	4	5 Lockdown drill  Department Meetings	6	7 <b>Mass</b> Y11 Thanksgiving Mass  Friday Briefing T&L	8	9 30
10  SLT	11	12  Pastoral Team Meetings	13  Ascension of the Lord	14 <b>Mass</b> GCSE Exams begin  Friday Briefing SLT	15  Curriculum Review Week 4	16 31
17  SLT	18 Kindness Club visit to care home	19  Year 8 Parents' Evening	20  GOVERNORS' SEC MEETING 4.00 pm	21 <b>Mass</b>  Friday Briefing Sprituality	22	23 32  Pentecost
24 Mary's Meals launch assembly  SLT	25	26   Pastoral & Curric. Leaders Meetings	27	28 <b>Mass</b> Science Cern trip till 30th (proposed)  Friday Briefing Pastoral	29  PCSHEE assemblies till 9:15	30 33  Trinity Sunday





Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3 Corpus Christi	4	5	6
School Closed for Half-Term						
7 Re-open HT Awards  SLT	8 HT Awards Attendance Assembly	9 HT Awards  Year 7 Parents' Evening	10 HT Awards  GOVERNORS' RESOURCES 4.00	11 Mass HT Awards  Friday Briefing T&L	12	13 34
14 Y10 Reports live  SLT	15 Y7 Zoo Visit (proposed)   New Intake Evening	16 Good Shepherd Mass at St Mary's TBC  Twilight INSET: 1 hour	17	18 Mass GCSE Exams end (TBC)  Leavers' Prom Friday Briefing SLT	19	20 35
21 Y10 Geog. Field Trip Blackpool  SLT	22 Y10 Runshaw College Taster Day / Work Experience Day  Y10 Synagogue / Cathedral visit	23 Y7 Humanities Trip Liverpool  Department Meetings	24  FULL GOVERNORS' MEETING 4.00 Y8 Pilgrimage	25 Mass Y10 Newman Taster / Work Experience Day KS4 Monitoring data entry start Friday Briefing Sprituality	26	27 36 ← Y7-10 Exams
28 Mary's Meals Launch  SLT	29 Whole School Rewards Trip KS4 Monitoring data entry end	30  SPORTS DAY				



## Archdiocese Event



# July 2021

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2 <b>Mass</b> <b>Y6Taster</b> <b>Day</b>	3	4 <b>37</b>
				Friday Briefing Pastoral	Y7-10 Exams	
5 KS4 Monitoring Letters Y10 Synagogue / Cathedral visit Y10 Geog. Field Trip  SLT	6 	7  Summer Concert  Pastoral Team Meetings	8	9 <b>Mass</b>  Friday Briefing T&L	10	11 <b>38</b>
					Y7-10 Data Collect	
					Y10 Retreat	
12 New Staff Induction Day  SLT	13 Reserve Sports Day  Grandparents Day P3 & 4	14 Celebration Assemblies Y10 GCSE PE / Sports Studies Meal  STAFF MTG. & LITURGY	15 Celebration Assemblies	16 <b>Mass</b> Celebration Mass 10:00 / School closes 12:30  Friday Briefing Staff Wellbeing	17	18 <b>39</b>
					PCSHEE assemblies till 9:15	
19 (INSET—as Twilights)	20 (INSET—as Twilights)	21	22	23	24	25
School Closed for Summer Break						
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 (Draft)

### East Cluster Headteacher Meeting

Tue 15 Sep

### NPQML (Wrightington Grp) Day 2 (Spring 2020)

Wed 16 Sep - The Wrightington Hotel

### East CPD Leads Meeting

Mon 21 Sep

### NPQSL (St John Bosco Grp) Day 2 (Spring 2020)

Wed 23 Sep - St John Bosco Arts College

### Geography HoD Meeting

Wed 23 Sep

### Science 'The Key Foci from Science Engagement Strategy'

Mon 28 Sep

### Post 16 Meeting

Tue 29 Sep

### Pastoral Leaders Meeting

Wed 30 Sep

### English HoD Meeting

Wed 30 Sep

### Maths HoD Meeting

Thu 1 Oct

### Exams Officers Meeting

Tue 6 Oct

### SENco Meeting

Tue 6 Oct

### PSHE Meeting

Wed 7 Oct

### History HoD Meeting

Wed 7 Oct

### Headteacher Residential

Thu 8 Oct—Fri 9 Oct 2020 at The Wrightington Hotel

### PE HoD Meeting

Mon 12 Oct

### Music HoD Meeting

Tue 13 Oct

### East Cluster NQT Session 1

Tue 13 Oct

### Drama HoD Meeting

Thu 15 Oct

### MFL HoD Meeting

Tue 3 Nov

### Science HoD Meeting

Wed 4 Nov

### Design & Technology Meeting

Thu 5 Nov

### Careers Meeting

Tue 10 Nov

### Sociology HoD Meeting

Tue 10 Nov

### Art & Design HoD Meeting

Thu 12 Nov

### Food HoD Meeting

Tue 17 Nov

### Computer Science HoD Meeting

Mon 23 Nov

### Dance HoD Meeting

Wed 25 Nov

## SPRING

### East Cluster Headteacher Meeting

Tue 19 Jan

### East CPD Leads Meeting

Tue 26 Jan—venue TBC

### Geography HoD Meeting

Tue 26 Jan - Holy Family Catholic High School

### East Cluster NQT Session 2

Tue 26 Jan

### English HoD Meeting

Wed 27 Jan—Broughton Hall Catholic High School

### Pastoral Leaders Meeting

Mon 1 Feb—Carmel College

### Maths HoD Meeting

Tue 2 Feb—Carmel College

### Post 16 Meeting

Wed 3 Feb—St Edmund Arrowsmith Catholic High School

### PE HoD Meeting

Wed 3 Feb—St Edmund Arrowsmith Catholic High School

### History HoD Meeting

Thu 4 Feb—Hope Academy

### SENco Meeting

Tue 9 Feb

### PSHE Meeting

Wed 10 Feb—St Peters Catholic College

### Science HoD Meeting

Wed 10 Feb—St Peters Catholic College

### Drama HoD Meeting

Thu 11 Feb—Holy Family Catholic High School

### MFL HoD Meeting

Tue 23 Feb—St Cuthberts Catholic High School

### Music HoD Meeting

Wed 24 Feb—SS Peter & Paul Catholic College

### Careers Meeting

Thu 25 Feb

### Sociology HoD Meeting

Tue 2 Mar—SS Peter & Paul Catholic College

### Art & Design HoD Meeting

Wed 3 Mar—Archbishop Beck Catholic Sports College

### Computer Science HoD Meeting

Thu 4 Mar—St John Bosco Arts College

### Design & Technology Meeting

Tue 9 Mar—De La Salle School

### East Cluster NQT Session 3

Tue 9 Mar

### Food HoD Meeting

Wed 10 Mar—Cardinal Heenan High School



## SUMMER

### East Cluster Headteacher Meeting (TBC)

Tue 5 May

### PSHE Meeting

Wed 26 May

### East CPD Leads Meeting

Tue 15 Jun

### Post 16 Conference

Wed 30 Jun

### East Cluster Public Speaking Competition

Tue 6 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 & sign student planners weekly

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