

St Mary's Catholic High School, Leyland

Calendar 2022 - 2023



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 they are capable.

DIRECTED TIME 2022 - 2023

Totals

School Day x 190:

School Day : 8:30 – 15:10
with 35 minute lunch break

6 hours 5 mins
1155 hrs 50 mins

Inset:

4 days @5 hours + 3 twilight's totalling 5 hours

25 hours

Meetings:

Staff	15:15 – 16:15 x 4	4 hours
Pastoral/Curriculum Leaders	15:15 – 16:15 x 6	6 hours
Department Teams	15:15 – 16:15 x 9	9 hours
Pastoral Year Meetings	15:15 – 16:15 x 7	7 hours
Progress Evenings	15:30 – 18:30 x 5	15 hours
Y7 Progress Evening	16:00—18:00	2 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 Options Evening (preparation)	(as part of Y9 Parents' Eve.)	1 hour
Formal Assessment Times	Estimate accounted	15 hours

Total

1247 hrs 20 mins

Max available

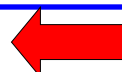
1265 hrs

Flexibility

17 hrs 40 mins

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: 00

Friday morning Mass begins at 08:00

The School Day

08:30 Staff Briefing

08.40 Movement Bell

<u>KS3</u>		<u>KS4</u>	
Form		8.45-9.00	
9:00		Movement Bell	
9:05-10:05	P1	9:05-10:05	P1
10:05-10.25	Break	10:05-11:05	P2
10.25-11.25	P2	11.05-11.25	Break
11.25-12.25	P3	11.25-12.25	P3
12.25-1:00	Lunch	12.25-1.25	P4
1:00-2:00	P4	1.25-2:00	Lunch
2:00-3:00	P5	2.00-3.00	P5



September 2022

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	2 INSET DAY Return to school routines	3	4
5 School re-opens Guardian Angel Y7 & 9 SLT	6	7 School Photos Y11 / 9 / 7 Department Meetings	8	9 Mass	10	11 1
12 SS Peter & Paul Primary Roadshow SLT	13	14 KS3/ KS4 Parents Information Eve. Pastoral & Curric. Leaders Meetings	15 St Mary's Primary Roadshow	16 Mass	17	18 2
19 Y11 Runshaw College Assembly St Catherine's Primary Roadshow SLT	20  Y10 Work Exp. Session 3:00-4:00 pm	21 Y11 Info. Eve.at Cardinal Newman 6:00- 7:30 pm (TBC) Department Meetings	22 Y10 Travel & Tourism Blackpool visit	23 Mass	24	25 3 Curriculum Review Week 1
26  Y11 Cardinal Newman Assembly St Anne's Primary Roadshow SLT	27	28 Open Evening 18:00 -21.00 HT address 18:00 & 19:15 Early closure 12:30	29 Rock & River	30 Rock & River		4

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October 2022

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 Y11 Ask Project Apprenticeships Assembly OPEN DAY sessions Dementia Café 2:30–4:00 pm SLT	4 LCC 'Streetwise' Theatre Performance P5	5 Y7 & 11 only Blackpool Lights Trip GOVERNORS' PUPIL WELFARE 8:00 am Pastoral Team Meetings	6 Y10 Geog. Fieldtrip to Liverpool	7 Mass SLD 1 SLT Planning Evening	8	9 5 PP Mentoring 1
10 Full Cast Show Rehearsal all day Y11 Myerscough College Assembly GOVERNORS' RESOURCES 4.00 SLT	11	12 Primary HTs breakfast mtg. Twilight INSET 1: 2 hours	13	14 Mass Y7 Welcome Mass (AM) Y7 ATL data deadline KS4 monitoring entry 1	15	16 6
17 Technical Rehearsal all day Y11 Preston's College Assembly SLT	18 Dress Rehearsal Monitoring deadline Y9-11 lunchtime Q&A Colleges & Apprentice Q&A 3:00-4:00 pm	19 Y7 Interim Reports Pastoral Team Meetings Y7 Progress Meetings	20 Y10 Hist. trip to Thackeray Medical Museum	21 INSET DAY Teacher, Post Threshold & Leadership Standards and Performance Management	22	23 7
24	25	26	27	28	29	30
School Closed for Half Term						

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November 2022

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Y9 Reports live (deadline)	Tue	Wed	Thu	Fri	Sat	Sun
31 Re-open HT Awards KS4 Monitoring letters Y9/10 Blood Brothers Theatre Trip (PM) SLT	1 HT Awards KS4 Monitoring letters	2 HT Awards Y10 Art GCSE visit to Sealife centre & coast Pastoral & Curric. Leaders Meetings	3 HT Awards Y8/9 ATL & Y10/11 CG/EG data deadline	4 Mass HT Awards	5	6 8
7 Y11 NCIS Assembly Dementia Café 2:30–4:00 pm SLT	8	9	10 PRESENTATION EVENING 18.00 to 20.00	11 Mass	12 Collective Worship Audit	13 9 Y7 CS I-H
14 Y9 Reports live (deadline 21/11/22) SLT	15 Y10 & 11 personal stmt. support 3:00-4:00 pm	16 Y8 Geog. visit to Leyland Department Meetings	17 Y8/10/11 Interim Reports Y9 with Full Reports	18 Mass Y11 Geog. Lake District visit (till 20th)	19 Curriculum Review Week 2	20 10 Christ the King
21 Photography Christmas Card comp. (deadline 02/02/22) Y10 Cathedral/Synagogue visit GOVERNORS' SEC MEETING 4.00 pm SLT	22	23 Careers Fair Y9-11 16:00 –18:00 Pastoral Team Meetings GOVERNORS' PAY COMMITTEE 4.00	24 KS4 Food visit to NEC	25 Mass Non-Uniform Day BINGO items Curriculum Planning Day	26 PP Mentoring 2	27 11 1st Sunday of Advent
28 Y9-11 Q&A Colleges at lunchtime SLT	29	30 Year 8 Parents' Evening			Y11 Mocks	

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December 2022

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 Y10/11 Spanish Tapas Trip <div>Christmas Community BINGO 6:00</div>	2 Mass KS4 monitoring entry 2	3 <div>← Y11 Mocks</div>	4 12 2nd Sunday of Advent
5 Dementia Café 2:30–4:00 pm <div>FULL GOVERNORS' MEETING 4.00</div> <div>SLT</div>	6 Y11 Careers 'speed meet' P5 Monitoring deadline	7 Reconciliation Service Y7 & 9 <div>Department Meetings</div>	8 Y9 Reports home <div>Christmas Concert</div>	9 Mass Christmas Jumper Day	10 <div>← Y11 Mocks</div>	11 13 3rd Sunday of Advent
12 KS4 Monitoring letters New Staff Induction Day Deadline for post 16 applications <div>SLT</div>	13 KS4 Monitoring letters	14 Celebration Assemblies <div>STAFF MTG. & LITURGY</div>	15 Celebration Assemblies Rewards BINGO	16 Celebration Mass 10:00 / School closes 12:30	17	18 14 4th Sunday of Advent
19	20	21	22	23	24	25 Nativity of our Lord
School Closed for Christmas Break						
26	27	28	29	30	31	1
School Closed for Christmas Break						

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January 2023

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
2 School closed Bank Holiday	3 INSET DAY Spirituality & Catholic Life 	4 Re-open <div>Department Meetings</div>	5	6 Mass Y7-9 ATL, Y10 CG/EG, Y11 MG/CG/EG data deadline	7	8 15
9 HT Awards Y10 Reports live (deadline 16/01/23) Dementia Café 2:30–4:00 pm <div>SLT</div>	10 HT Awards	11 HT Awards <div>Pastoral & Curric. Leaders Meetings</div>	12 HT Awards	13 Mass HT Awards	14 <div>PP Mentoring 3 Y11</div>	15 16
16 <div>SLT</div>	17 	18 Primary HTs breakfast mtg. <div>Year 11 Parents' Evening</div>	19 Y7-11 Interim Reports	20 Mass	21 <div>Y11 Review 1</div> <div>PP Mentoring 3 Y10</div> <div>GCSE Food ex-</div>	22 17
23 <div>GOVERNORS' SEC MEETING 4.00 pm</div> <div>SLT</div>	24  Y10 & 11 interview support 3:00-4:00 pm	25  <div>Department Meetings</div>	26 	27 Mass	28	29 18
30 <div>SLT</div>	31 Y10 Mock Interviews 					

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February 2023

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 UKMT Maths Challenge Y9 & 10 top sets <div>GOVERNORS' PUPIL WELFARE 8:00 am</div> <div>Twilight INSET 2: 2 hours</div>	2 Y10 Reports home 	3 Mass KS4 monitoring entry 3	4	5 19
6 Collective Worship Audit pupil voice Dementia Café 2:30–4:00 pm <div>GOVERNORS' RESOURCES 4.00</div> <div>SLT</div>	7 Monitoring deadline 	8 <div>Pastoral Team Meetings</div>	9 	10 Mass <div>Whole School Rewards Trip</div> Y7–9 Science Trip (provisional) Y11 Reports live (deadline 27/02/23)	11	12 20
13	14	15	16	17	18	19
School Closed for Half-Term Break						
20 Re-open HT Awards KS4 Monitoring letters <div>SLT</div>	21 HT Awards KS4 Monitoring letters	22 HT Awards Ash Wednesday <div>Year 9 Parents' & Options Evening</div>	23 HT Awards	24 Mass HT Awards	25 <div>Y8 Art I-H</div>	26 21
27 <div>SLT</div>	28 					

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March 2023

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1  <div>Pastoral & Curric. Leaders Meetings</div>	2 SLD 2 	3 Mass 	4	5 22
6  Y11 Preston College Interviews Dementia Café 2:30–4:00 pm <div>SLT</div>	7  Y11 Runshaw College Interviews	8 <div>Department Meetings</div>	9	10 Mass	11 <div>← Y10 Work Exp.</div>	12 23
13 <div>SLT</div>	14  Y10/11 'An Inspector Calls' Theatre Trip (PM)	15 Reconciliation Service Y8 & 11 <div>Pastoral Team Meetings</div>	16 Y11 Reports home	17 Mass Non-Uniform Day Easter Eggs	18 <div>← PP Mentoring 4</div>	19 24
20 <div>GOVERNORS' BUDGET SETTING 4.00</div> <div>SLT</div>	21	22  <div>Twilight INSET 3: 1 hour</div>	23 <div>Easter Community BINGO 6:00</div>	24 Mass	25 <div>← Y11 Review 2</div>	26 25
27 <div>SLT</div>	28	29 <div>Performance Management Review 3.15 to 5.45</div>	30 Celebration Assemblies <div>GCSE Performance Eve.</div>	31 Mass Celebration Assemblies KS4 monitoring entry 4 Y7-9 Swimming Gala		26

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April 2023

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2 <i>Palm Sunday</i>
3 Dementia Café 2:30–4:00 pm SLT	4 <i>Monitoring deadline</i>	5 STAFF MTG. & LITURGY FULL GOVERNORS' MEETING 4.00	6 Celebration Mass 10:00 / School closes 12:30 Y7 Reports live (deadline 02/05/23)	7 Good Friday Mission Week	8	9 27 <i>Easter Sunday</i>
10 Easter Monday	11	12	13	14	15	16
School Closed for Easter						
17	18	19	20	21 INSET DAY (as twilights)	22	23
School Closed for Easter						
24 Re-open HT Awards KS4 Monitoring letters SLT	25 HT Awards KS4 Monitoring letters Local College's Y10 Taster Day Assembly	26 HT Awards UKMT Maths Challenge Y7 & 8 top sets Department Meetings	27 HT Awards Y7-9 ATL & Y10/11 CG/EG data deadline	28 Mass HT Awards	29	30 28

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May 2023

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 School closed Bank Holiday	2  SLT	3 Pastoral & Curric. Leaders Meetings	4	5 Mass	6 PP Mentoring 5	7 29
8 Collective Worship Audit staff voice Dementia Café 2:30–4:00 pm SLT	9 Cardinal Newman Y10 Taster Day Assembly	10  GOVERNORS' PUPIL WELFARE 8:00 am STAFF MTG.	11	12 Mass Y11 Thanksgiving Mass Y7-10 early closure 12:20 Y7-11 Interim Reports	13 Curriculum Review Week 3 Y10 Mocks	14 30
15 GOVERNORS' SEC MEETING 4.00 pm SLT	16  'High School Ready' Transition event (AM)	17 Primary HTs breakfast mtg. Pastoral Team Meetings	18 <i>Ascension of the Lord</i> Y7 Mass P1 Y7 Reports home	19 Mass	20 Cambridge National Moderation	21 31
22 SLT	23	24 Year 7 Parents' Evening	25 Y10 Mocks data deadline	26 Mass KS4 monitoring entry 5 (Y10)	27	28 32
29	30	31	School Closed for Half-Term			





June 2023

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4 <i>Pentecost</i>
School Closed for Half-Term						
5 Re-open HT Awards Dementia Café 2:30–4:00 pm SLT	6 HT Awards Monitoring deadline	7 HT Awards Pastoral & Curric. Leaders Meetings	8 HT Awards Y10 CG/EG data deadline	9 Mass HT Awards Common Transfer Day	10	11 33 <i>Trinity Sunday</i>
12 KS4 Monitoring letters GOVERNORS' RESOURCES 4.00 SLT	13	14 Good Shepherd Mass (TBC) Year 10 Parents' Evening	15 Corpus Christi Y10 Geog. fieldwork	16 Mass SLT Planning Event	17 Y10 Review 1	18 34
19 Y8 Reports live (deadline 26/06/23) SLT	20 Good Shepherd Mass (TBC)	21 SPORTS DAY New Intake Evening	22 Y6 Transition SEND (AM) Y6 Transition Singles (PM)	23 Mass Geog. Italy Trip (provisional)	24 Y7-9 Exams	25 35
26 SLT	27 Whole School Rewards Trip Senior Prefect day out/evening meal (TBC)	28 SLD 3 	29 Y8 Pilgrimage (TBC)	30 Leavers' Prom	Y7-9 Exams Y7 Art I-H	36

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July 2023

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 Dementia Café 2:30–4:00 pm SLT	4 Y10 Post 16 Taster Day	5 Y6 Taster Day Pastoral Team Meetings FULL GOVERNORS' MEETING 4.00	6 Y7-9 Internal exam data deadline	7 Mass	8 English I-H PP Mentoring 6 Y10 Retreat	9 37
10 SLT	11	12 Y11 Final Estimate Department Meetings Summer Arts Festival	13 Y8 Reports home	14 Mass New Staff Induction Day	15	16 38
17 SLT	18	19 Celebration Assemblies STAFF MTG. & LITURGY	20 Celebration Assemblies	21 Celebration Mass 10:00 / School closes 12:30	22	23 39
24	25	26	27	28	29	30
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

(Autumn meetings will take place virtually via Zoom)

East Cluster Headteacher Meeting

Tue 20 Sep

East CPD Leads Meeting

Mon 26 Sep

Pastoral Leads Meeting

Mon 10 Oct

English HoD Meeting

Tue 11 Oct

Senco Meeting

Wed 12 Oct

Science HoD Meeting

Mon 17 Oct

Maths HoD Meeting

Tue 18 Oct

Curriculum Leads Meeting

Thu 20 Oct

Half Term Mon 24 Oct—Fri 04 Nov

Post 16 Meeting

Wed 2 Nov

Health & Social Care HoD Meeting

Mon 7 Nov

PE HoD Meeting

Tue 8 Nov

Drama HoD Meeting

Wed 9 Nov

SENco Meeting

Mon 18 Oct

PSHE Meeting / Geography HoD Meeting

Thu 10 Nov

Computer Science HoD Meeting

Mon 14 Nov

History HoD Meeting

Tue 15 Nov

Design & Technology Meeting

Wed 16 Nov

Computer Science HoD Meeting

Mon 8 Nov

Headteacher Residential

Thu 17 Nov—Fri 18 Nov

Art & Design HoD Meeting

Tue 22 Nov

Music HoD Meeting

Thu 24 Nov

Food HoD Meeting

Mon 28 Nov

Careers Meeting / Sociology HoD Meeting

Tue 29 Nov

SPRING

East CPD Leads Meeting

Tue 17 Jan

SENco Meeting

Mon 23 Jan

East Cluster Headteacher Meeting / English HoD Meeting

Tue 24 Jan

Maths HoD Meeting

Wed 25 Jan

Geography HoD Meeting

Thu 26 Jan

Pastoral Leaders Meeting / Science HoD Meeting

Tue 31 Jan

History HoD Meeting

Wed 1 Feb

PE HoD Meeting

Tue 2 Feb

Drama HoD Meeting

Tue 7 Feb

Post 16 Leads Meeting / MFL HoD Meeting

Wed 8 Feb

PSHE Meeting

Thu 9 Feb

Half Term Mon 10—Fri 24 Feb

Curriculum Leaders Meeting / Music HoD Meeting

Tue 28 Feb

Sociology HoD Meeting

Wed 1 Mar

Careers Meeting

Thu 2 Mar

Headteacher Trust Meeting

Fri 3 Mar

Computer Science HoD Meeting

Mon 6 Mar

Health & Social Care HoD Meeting

Tue 7 Mar

Design & Technology Meeting

Tue 14 Mar

Food HoD Meeting

Wed 22 Mar



SUMMER

Pastoral Leads Meeting

Wed 26 Apr

East Cluster Headteacher Meeting

Tue 2 May

PSHE Meeting

Wed 10 May

SENco Meeting

Tue 16 May

Half Term Mon 29 May—Fri 2 June

Headteacher Trust Meeting

Fri 16 June

East CPD Leads Meeting

Tue 20 Jun

Post 16 Conference

Wed 28 Jun

East Cluster Public Speaking Competition

Wed 5 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 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