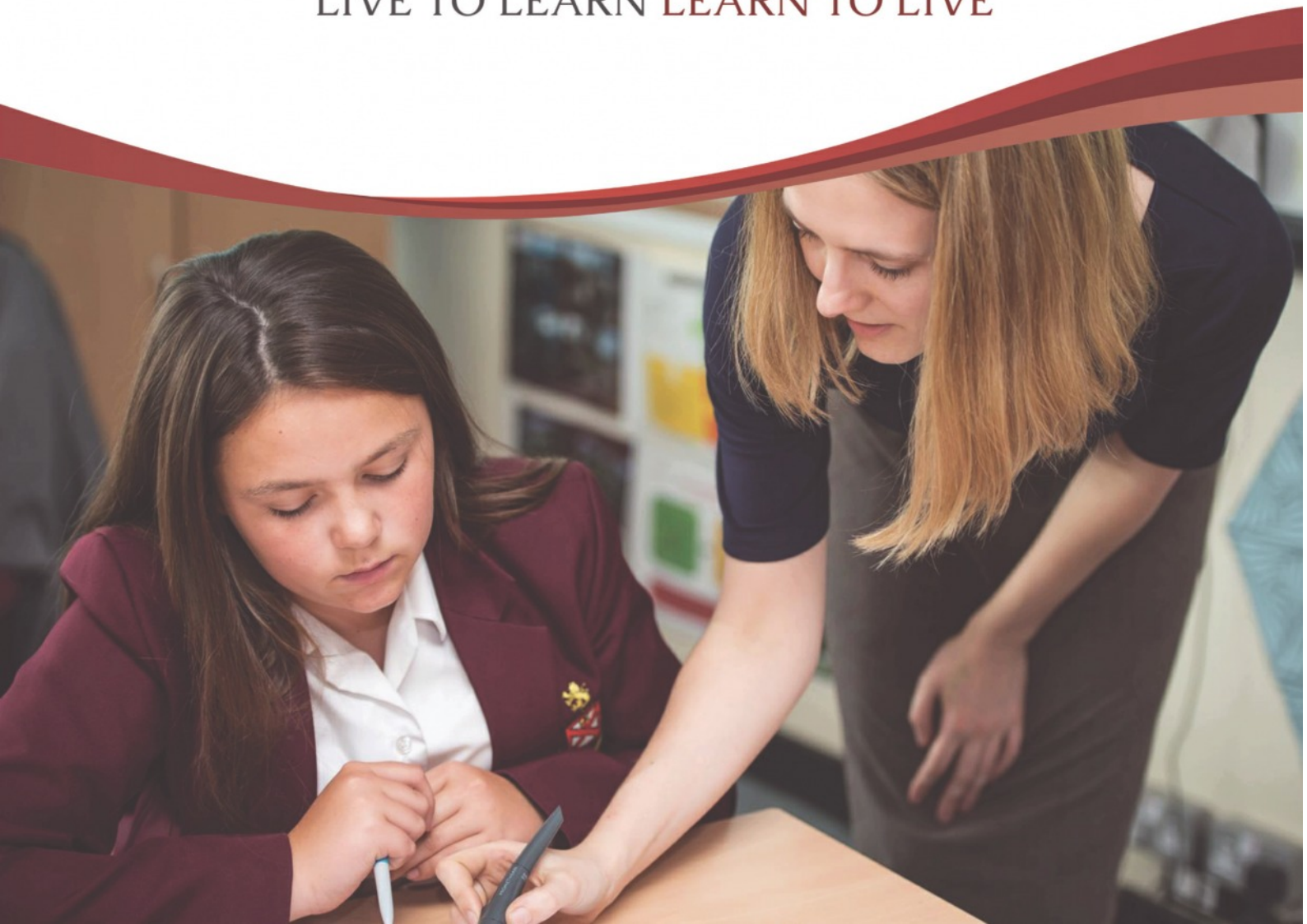




BYRCHALL HIGH SCHOOL

Parent Transition Booklet

LIVE TO LEARN LEARN TO LIVE





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Welcome to Byrchall High School

Dear Parents

We find ourselves in unusual times where you will have worries and concerns. One of these will no doubt be the transition of your child into our school. I hope that you find this Parents' Handbook both helpful and informative. It contains a wealth of information which should answer many of the questions you may have wanted to ask and gives some dates for your diary for the coming year.

We, at Byrchall High School, aim to provide an atmosphere in which everybody, including adults and students, can work effectively and enjoyably. The school is a large establishment of around 1000 students, over 70 teachers and many others who work on administration and maintenance. It is necessary to have rules, regulations and procedures to ensure that your child receives the best possible education and enjoys his/her time at Byrchall. It is important that school and home work in partnership to allow all students to make the most of the opportunities provided at Byrchall. Going through the contents of this handbook with your child may strengthen that partnership; if so, it will have served its purpose.

If you have any queries or concerns about your child's education or welfare, please do not hesitate to contact school; in general, the first point of contact for you is either one of our full-time Pastoral Support Officers, or their Form Tutor. For more substantial queries please contact your child's Head of Year.

I hope that your child enjoys their time at Byrchall and achieves success in all their endeavours.

Yours sincerely

Mr A R Birchall





Keeping you involved

The school is constantly trying to improve communication with parents and has requested mobile and email contacts on the student information form.

A close liaison between home and school is most important. Parents' evenings are held once a year for each year group. There are two in Year 7. Advance notice of the meeting is given and it is hoped that all parents will find it convenient to attend.

A formal report on your child's progress will be issued once per year as well as progress updates. You will also receive details of your child's progress via their exercise books. The student planner is also an important means of communication.

If you have any concerns about your child's work or progress, please speak to your child's form tutor in the first instance or contact school to make an appointment with the Head of Year.

Most concerns and problems are dealt with satisfactorily on an informal basis. However, the school does have an official formal complaints procedure, copies of which are available from the school office upon request.

The school has a range of policies approved by the Governing Body, e.g. Anti-Bullying Policy, Attendance Policy, Substance Abuse Policy, Sex Education Policy, Special Needs Policy, Child Protection Policy etc. A full list and copies are available from the school office upon request and many can be found on our website.

Newsletters and invitations to events will be sent home regularly. The school website also contains much relevant information. www.byrchall.wigan.sch.uk





In recent years, technology has played an increasing key role in bridging the communication gap between school and parents. We have embraced these new technologies to offer a number of communication channels to enable us to keep you up to date with the latest exciting events, trips, achievements and events as well as offering another method for you to contact us.

Website

www.byrchall.wigan.sch.uk will provide you with a wealth of information about all aspects of school life, as well as the latest news and events. There is a separate transition section on this that we encourage you to look at

Facebook

Our Facebook page is available at www.facebook.com/byrchall and will provide you with the latest news, images and video from school. Simply “like” us to get all our updates.

Twitter

The main school Twitter feed is @byrchall and contains the latest news and information from school, but we also offer departmental feeds as well as some enrichment feeds for more specific information.

Apps

Our main app for communication is EduLink, which is also where all student homework is set.





First day arrangements

Year 7 students should arrive at school for 8.30am on Wednesday 2nd September 2019. They should assemble in the Hall. This may be subject to change due to the current situation, but we will keep you informed.

The school day

Registration:	8:30 to 8:50
Period 1:	8:50 to 9:50
Period 2:	9:50 to 10:50
Break:	10:50 to 11:10
Period 3:	11:10 to 12:10
Period 4:	12:10 to 1:10
Lunchtime	
Period 5:	1:55 to 2:55

The school canteen is open every day from 7:45am for Breakfast Club to help students to fuel up for the day ahead. The LRC is also open from 7:45am.

As well as giving students the opportunity to eat lunch, there are also a range of extra-curricular activities that run during lunchtime and the Learning Resources Centre (LRC) is open each day to allow students to complete work and take advantage of the facilities. The Science LRC is also open to all students, offering a range of activities including big-screen films (including 3D films) and board games.

A range of after school activities are on offer throughout the week - see the extra-curricular timetable for more details.



Key people

Headteacher	Mr A R Birchall
Assistant Headteacher (Lower School)	Mrs D Fletcher
Assistant Headteacher (Inclusion)	Mrs A Hudson
Head of Year 7	Miss Tereszczenko



Equipment

It is essential that lessons get off to a prompt start and this is helped if all students have the correct books and equipment.

- Pen, this can be either black or blue
- Pencils
- Ruler
- Rubber
- Calculator (can be purchased from the Maths department at a reduced rate)
- A reading book at all times
- Planner – this must be signed by parent / carer at the end of each school week
- If special equipment is required, this will be provided or notification will be sent home for arrangement
- Subject teachers will provide exercise books
- School bags / rucksacks must be large enough to hold all equipment
- Students should write down everything they need to remember in their planners including information about any homework to be completed
- Timetables should be copied into planners so students know where their next lesson is
- Bag should be packed the night before with everything needed for the following day





Student Planners

Each year, all students are issued with a planner which should be with them at all times in school. The planner should contain their timetable. Please use the planner in the evening to see what your child has done each day, check that your child has completed homework and has all the correct books for the following day.

Virtual Learning Environment - VLE

Details of the work your child is doing can be found on the Virtual Learning Environment. Here you will be able to check details of what your child will be studying, get access to the resources they used in lessons.

EduLink

Homework is set on our app, EduLink. You will receive parental log in details once your child starts with us.





Work

The main rule in the school is that 'Everyone will have respect for each other, acting with courtesy and consideration at all times'. Students are expected to make it as easy as possible for themselves and others to learn and for the teachers to teach.

Homework

Homework is a very important part of your child's education. It encourages your child to work independently and helps ensure an understanding of the work covered in class.

Homework expectations are detailed on the school website. Year 7 students should be occupied on average for up to one hour each night; this will increase to about one and half hours by Year 9. Students in examination groups are expected to do more than this; separate details of examination coursework will be sent to you. If, on occasion, it is inappropriate for a teacher to set a piece of homework your son/daughter should spend some time checking through his/her notes, or revising. It is important that students get into the habit of working at home on a regular basis.



Presentation of work

High standards of work and its presentation are extremely important. Work should be dated and always have a title. Any headings should be underlined. Parents can help by taking an interest in their child's work and insisting on high standards.



Break Time & Lunch Time

The school has a Cafeteria system. All items are individually priced. Students paying for lunch on the first day of term should bring £2.00-£2.50. This will cover a first course, a sweet and a drink. Further details of prices etc. will then be forwarded to you via your child. The school operates a biometric catering system which they will be shown how to use on the first day. A letter giving further information is supplied with this booklet. Money can also be added directly to student accounts via Wisepay.

Students must take school lunch or bring a packed lunch. It is school policy that all students remain on the school premises at lunchtime. During morning break students can purchase snacks from the school canteen or treats from the Fairtrade Tuckshop.

Year 7 have their own area near the Gerard building for use at break and lunch time. The Learning Resource Centre (LRC) is open to different year groups each day, where students can borrow a book to read, do some homework or access the school computers. There are also lots of clubs and activities on at lunch time around school for students to enjoy.

Drinks

Please note that only water, milk and pure fruit juice are to be brought into school by students. These are the only cold drinks available for purchase in school. No Coke, Lucosade or other fizzy drinks are allowed in school due to their possible side effects on some students. There are a number of water fountains around school providing free, clean drinking water.





Transport to and from school

Many students walk to school and will be aware of the traffic conditions on Warrington Road. It would be helpful if parents would emphasise the importance of road safety to their child. Students who need to cross Warrington Road should use the puffin crossing. Students are allowed to come to school on bikes as the school has facilities for storing bikes. For security reasons the bike storage area is monitored by CCTV.

We must insist that parents do not come up the school drive in cars to deliver or collect their child unless they have been asked by school to do so. This is for reasons of safety and security. The school drive is closed at 2:45pm until 3:10pm for safety reasons.

School buses

Byrchall High School is served by a number of School Service buses which carry students to and from Abram, Hindley Green, Hindley, Platt Bridge, Bamfurlong, Garswood, Winstanley, Newton-le-Willows and Haydock. The Schools Service buses are operated by a number of companies. A copy of the school's service bus timetables is enclosed.

It is important that students use the Schools Service buses in order to arrive at school on time and to ensure that those services will be maintained. Students who catch ordinary service buses and arrive at school late will be marked late in the register.

For buses 555 and 888, bus tokens will need to be purchased from the Student Enquiries Office. They cost £1 per token or £8 for 10. These can be paid for by cash or via Wisepay.

All students aged 11 to 16 need an 'igo pass' to pay the concessionary fare on buses in Greater Manchester. An application form can be obtained from www.tfgm.com or collect one from a Travelshop at a main bus station in Greater Manchester. A school-stamped form is available in reception.

To use a Yellow School Bus a children must have a Yellow School Bus pass for the specific service they will use. To apply for a pass complete the application form and travel survey which can be found at www.tfgm.com. If you have any comments, queries or complaints about the Schools Service buses please contact the Mrs P Bailey.



Rewards

Everyone needs encouragement and the staff at Byrchall make every effort to reward achievement and hard work. Students' work is displayed regularly. Students can earn house points for good work or behaviour in each lesson. They also receive house points for taking part, contributing to school life and for being a good citizen. They can also gain Star Awards for outstanding achievement and contributions to school life. These can be exchanged for Fairtrade or ethical products in school. There are Reward Assemblies each term, raffles, certificates and trips for those who are doing well. Prizes are given each year for academic achievement and excellent attitude to learning; certificates for excellent attendance and punctuality are given. The House System is also a source for rewarding students as house certificates and prizes are given throughout the year for a variety of house competitions.

Discipline

A well disciplined environment is essential to your child's progress. The school's Code of Conduct outlines what is expected of everyone at Byrchall High School.



Student welfare

The Form Tutor will deal with any day to day problems. You can contact them via your child's planner, email or telephone. For problems of a more serious nature the Head of Year and/or an Assistant or Deputy Headteacher will become involved. Other individuals available to support students include; Learning Mentors, School Nurse, School Counsellor, Inclusion Manager, Special Needs Co-ordinator, Pastoral Support Staff and the a careers adviser.

One concern of many parents, particularly those of new students, is bullying and so it is worth mentioning separately. Bullying of any sort is unacceptable behaviour. Fortunately, this is rarely a serious problem at Byrchall High School, but in order to prevent bullying, Byrchall High School has the following policy:

- Students should not accept that bullying is part of school life.
- A student who is being bullied should report it to his/her Form Tutor, Head of Year, Student Support Centre or any other member of staff. Issues can be reported in person or via email/text.
- Anyone who sees bullying occurring (students, mid-day assistants, staff etc.) should report it. Students should report to any member of staff to whom they feel they can talk.
- On occasion it may be necessary to share concerns and information about students with other agencies. If you object to this please contact your child's Head of Year.
- If a parent is aware of any incidents of bullying they should inform school immediately.

All incidents of bullying will be dealt with, but we can only help with problems if we know about them.

Safeguarding

In line with the Department for Education, Procedures for safeguarding the school has a named person with responsibility for safeguarding; this is Mrs A Hudson. All senior staff are trained in safeguarding and can be contacted in an emergency. On the very rare occasion that it is necessary to contact outside agencies on matters of safeguarding the guidelines issued by the Wigan Safeguarding Children's Board are used. We would ask parents to understand that there are clearly defined procedures which must be followed and that in these instances, the welfare of the child is always the first priority.



Medical details

Please inform your child's Head of Year about any serious medical condition, so that relevant staff can be made aware of any special needs.

If your child is clearly unwell in the morning, it would be wise to keep him/her at home, as we do not have facilities in school for caring for sick students.

Pain-killers cannot be given to students by members of staff. If your child should need to take prescribed medication during school hours, this can be kept at the school office but can only be administered once a consent form has been signed by a parent. These forms are available at the school office. If a parent is unable to come into school to sign the form, a covering letter must be sent with the medication for the first day and a form will then be sent home with your child.

If your child becomes unwell during the school day, we will contact you and ask you to collect him/her. If both parents work, it is very helpful to have another contact. Please keep the school up to date by giving any changes to these details to the Head of Year, who will pass them onto the School Office.

Students will only be excused from PE or Games if a letter of request from parents is addressed to Mr. R. Williams. Letters should clearly state the nature of the injury/illness and the anticipated duration of the problem. Any long term absence from PE activities should be discussed with a member of the PE Team. Pupils without notes will be expected to take part in PE. All pupils (even if injured) should bring their kit to lessons.

In the case of an accident or injury requiring immediate hospital treatment, your child will be taken to hospital by a member of staff, and the school will make every effort to contact you so that you can make arrangements to meet your child at the hospital.





Attendance & absences

Byrchall High School is proud of its excellent attendance figures which are always amongst the best in the authority.

We operate a Truancy Call system in school. Should your child be absent from school you will be contacted by the automated call system and asked to contact school with a reason for this absence. We ask that you do this as soon as possible upon receipt of the phone call. Should you be unable to telephone us, on your child's return, please provide an absence note giving reasons for, and the exact dates of the absence.

If you know your child will be absent please telephone the Student Enquiries Office to let school know the expected length of absence. Students will be expected to copy up any work missed. For extended absences a Doctor's Certificate may be requested. For lengthy absences, the Head of Year can arrange for work to be sent home at your request.

We would ask parents to avoid, as far as possible, arranging medical and/or dental appointments during school hours.

Schools are now required by law to record all authorised and unauthorised absences. Periods of absence not supported by a reason for the absence will have to be considered as unauthorised (truancy).

Truancy is a serious matter and Start Well may have to become involved.



Punctuality

Punctuality is very important for several reasons:

- No student can afford to miss any part of lessons without good reason.
- Many important announcements are made during registration and/or assembly.
- Punctuality is always stated on any reference given by the school. Should the problem be persistent, this will lead to an adverse comment about punctuality on school records and references.

Students should be in their form room for 8.30am. Students arriving late will receive a same day lunchtime detention. Any student not in their form room in the morning when the register has been taken will be marked late. Any students who miss registration **MUST** register at the Student Enquiries Office. It is essential that in the event of an emergency we know precisely which students are in school.

Holidays

The law states that parents do not have the right to take their child out of school for holidays during term time. In exceptional circumstances, however, the Headteacher can authorise a period of leave up to 10 days in any one school year.

Requests for permission to be absent at a future date or for holidays should be addressed to the Headteacher. **We would advise parents not to take their holidays in school time unless absolutely unavoidable.**

Please note that holidays will not be authorised if

- The student's attendance is below 95% or would fall below 95% as a result of the holiday.
- The holiday falls within a period of public examinations (GCSEs) or school tests/examinations.

Students in Years 10 and 11 must ensure that all coursework is completed and be aware of the dates of all Public Examinations.

PARENTS SHOULD NOTE THAT THEY PERSONALLY CAN BE ISSUED WITH A FINANCIAL PENALTY AS A RESULT OF THEIR CHILD'S UNAUTHORISED ABSENCE FROM SCHOOL.



Student property & lost property

The school is not insured for loss or damage of students' possessions; therefore, students should not bring valuable items to school. If for any reason, your child has to bring money, (other than their usual daily expenditure) to school, it should be handed into the school office for safe keeping.

If students lose something and cannot find it, they need to go to Student Enquiries as they have a lost property box there, if the item hasn't been handed in students should try again the following day, as sometimes it takes a while for collected items to reach there. To make it easier, please clearly mark clothing, coat and bag with the student's name.

The school does not have space for the students to have their own locker and it is necessary for them to carry their books and equipment around with them. Would parents please ensure that clothing is named, in particular **outdoor coats**. Each year we have a large number of items of unclaimed uniform.

Mobile phones

If it is absolutely necessary to bring a mobile phone to school, it must be switched off and kept out of sight in students' bags. They are not allowed to turn on their mobile phone or get it out of their bags at all times during the school day. If a member of staff sees or hears a mobile phone they will confiscate it. This applies to other electronic devices such as MP3 players. The school cannot take responsibility for loss or damage of mobile phones or other electronic devices. If students don't need their mobile phone, please instruct them not bring it in to school. All phones must be registered in school by completing the mobile phone protocol form. If students need to make an emergency call, they must ask permission from a member of staff.





Term dates

Autumn Term 2020

Staff Training Day:	Tuesday 1st September 2020
Term Starts:	Wednesday 2nd September 2020
Half Term holiday:	Monday 26th October 2020 – Friday 30th October 2020
Term Ends:	Friday 18th December 2020

Spring Term 2021

Staff Training Day:	Tuesday 5th January 2021
Term Starts:	Wednesday 6th January 2021
Half Term holiday:	Monday 15th February 2021 – Friday 19th February 2021
Term Ends:	Wednesday 31st March 2021

Summer Term 2021

Please note there is one additional staff training day to be confirmed.

Staff Training Day:	TBC
Term Starts:	Monday 19th April 2021
Bank Holiday:	Monday 3rd May 2021
Half Term holiday:	Monday 31st May 2021 – Friday 4th June 2021
Term Ends:	Wednesday 21st July 2021





Uniform – Girls

- Regulation claret blazer with badge.
- Only one style of regulation grey stitched down pleated skirt (not box pleats) of a reasonable length (not too short or very long). Please buy a skirt long enough to allow for growth during the year. Please do not buy any other design.
- Only one style of regulation grey bootleg trousers. Please do not buy any other design.
- Plain white revere collar tailored blouse. Short sleeved blouses are an option.
- Optional 'V' neck regulation plain claret pullover or slipover. Sweatshirts must not be worn.
- Plain black knee length socks or plain black opaque tights.
- Plain black low-heeled shoes of a sensible style. Trainers, boots or other fashion footwear are not permitted. If in doubt, please contact the school to avoid wasting money.
- Single coloured waterproof coat/jacket. (No leather, imitation leather, waxed jackets or corduroy). No fashion jackets, hooded tops or tracksuit tops. No large writing or logos. The coat must fit over the blazer. **Other short jackets, hoodies, jumpers are NOT permitted.**
- Hood attached to coats are allowed and in extremely cold weather a plain woollen hat may be worn. (No football hats or baseball caps.)
- Protective clothing for Design & Technology. Students with hair of a length likely to be a safety hazard in the workshop will be expected to provide appropriate head covering or tie their hair back.
- Protective clothing for Art – Apron or old shirt
- Personalised embroidered aprons for Food Technology are available from Sportsline.
- An optional claret/grey scrunchie in the school colours is available to tie back long hair. In order to maintain the school's reputation for high standards of appearance the rules on hairstyles are:





- NO EXTREME HAIRSTYLES
- Hair must be kept neat; any ribbons or slides must be of a reasonable colour for school.
- Hair should be of a natural and uniform colour. Hair extensions, braiding or dreadlocks are not allowed. No distinct lines or steps are acceptable. No shaved heads.
- If hair is worn in a longer style it should be tied back in practical lessons for health and safety reasons.

Any parent who is uncertain about whether a style or colour is acceptable or not should contact school for advice.

- Jewellery should not be worn or brought to school. Only a watch is allowed to be worn.
- Make-up MUST NOT be worn. No nail varnish or acrylic/gel nails are permitted.

PE – Girls

- Trainers – please ensure these are sports trainers not leisure shoes. Lace fastening only – no Velcro. Astro turf trainers are optional for use only on astro areas.
- Regulation claret/navy polo shirt reaching well below hips, short sleeves, open neck style. Must have school crest on.
- Navy regulation hooded sweatshirt, navy jogging bottoms. Must have school crest on.
- Regulation claret/navy skirt.
- Regulation claret hockey socks.
- White ankle length sports socks. Padded sports socks are recommended. NO TRAINER SOCKS.

Facilities are available for all girls to shower following their games periods. Showers are not compulsory. Anti-perspirant (no aerosols please) may be brought to lessons if required.

As well as a full name in all PE kit, all PE clothing must be clearly marked with the owner's initials. It would be appreciated if this is completed for September. Students may bring sun screen for protection in hot weather conditions.

A range of Team Byrchall clothing, including rain jackets and sweaters, is now available for order. These items will be available to club members and GCSE/BTEC candidates only.



Uniform – Boys

- Regulation claret blazer with badge.
 - Charcoal grey School trousers.
 - Plain black socks (one colour). Football socks are not to be worn in school.
 - Regulation grey/claret/black striped school tie.
 - Plain white school shirt, No badges. A plain short-sleeved shirt may be worn. Shirts must be worn tucked in and buttoned to the neck.
 - Plain black shoes. Trainers, boots or other fashion footwear are not permitted. If in doubt, please contact the school to avoid wasting money.
 - Optional 'V' neck regulation plain claret pullover or slipover. Sweatshirts must not be worn.
 - Single coloured waterproof coat/jacket. (No leather, imitation leather, waxed jackets or corduroy). No fashion jackets, hooded tops or tracksuit tops. No large writing or logos. The coat must fit over the blazer. Other short jackets, hoodies and jumpers are **NOT** permitted.
 - Hoods attached to coats. In extremely cold weather a plain woollen hat may be worn. (No football hats or baseball caps.)
 - Design & Technology. Students with hair of a length likely to be a safety hazard in the workshop will be expected to provide appropriate head covering or tie their hair back.
 - Protective clothing for Art – Apron or old shirt
 - Personalised embroidered aprons for Food Technology are available from Sportsline.
- In order to maintain the school's reputation for high standards in appearance the rules on hairstyles are:
- **NO EXTREME HAIR STYLES.**
 - Hair must be kept neat.
 - Hair should be of a natural and uniform colour.
 - No distinct lines or steps are acceptable.
 - No shaved heads.





- If hair is worn in a longer style it should be tied back for health and safety reasons in practical lessons. Any parent who is uncertain about whether a style is acceptable or not should contact school for advice.
- No jewellery is allowed. No piercings are allowed. If your child wishes to have pierces ears, please arrange for this at the beginning of the long holiday as plasters worn over e.g. studs are not allowed. A plain wrist watch may be worn.

PE – Boys

- Training shoes (NOT boots) Lace fastening only – no Velcro. Astroturf trainers are optional for use only on astro area.
- All students will need football boots for the start of the year. Students and parents should ensure that studs are not dangerous (not loose or damaged),
- Regulation claret/navy shorts.
- Regulation claret football/rugby socks or white ankle length socks.
- Regulation claret/navy polo shirt reaching well below hips, short sleeves, open neck style. Must have school crest on.
- Regulation reversible claret/navy rugby shirt.
- Navy regulation hooded sweatshirt, navy jogging bottoms. Must have school crest on.
- Facilities are available for all boys to shower following their games periods. Showers are not compulsory. Antiperspirant (no aerosols please) may be brought to lessons if required.

As well as a full name in all PE kit, all PE clothing must be clearly marked with the owner's initials. It would be appreciated if this is completed for September. Students may bring sun screen for protection in hot weather conditions.

A range of team Byrchall clothing including rain jackets and sweatshirts are now available for order. These items will be available to club members and GCSE/BTEC candidates only.





Enrichment

Our curriculum, together with our wide and varied enrichment programme underpins our ethos of Live to Learn: Enjoy and Achieve, Learn to Live Now and in the Future.

Enrichment opportunities:

- Sport clubs including: badminton, basketball, football, netball and many more
- Duke of Edinburgh
- Student Leadership – Prefects, Sports Leaders, Library Leaders etc.
- Cookery
- Creative writing
- Media
- Art, Design and Technology clubs
- Public speaking competitions
- Music
- STEM clubs
- Homework club
- Theatre visits
- Museum visits
- University trips
- Residential trips
- House competitions
- School exchange holidays

We provide a huge range of after school and lunchtime clubs and activities for learners in all groups.

A full list of clubs will be sent home at the beginning of the Autumn Term.





BYRCHALL
HIGH SCHOOL

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