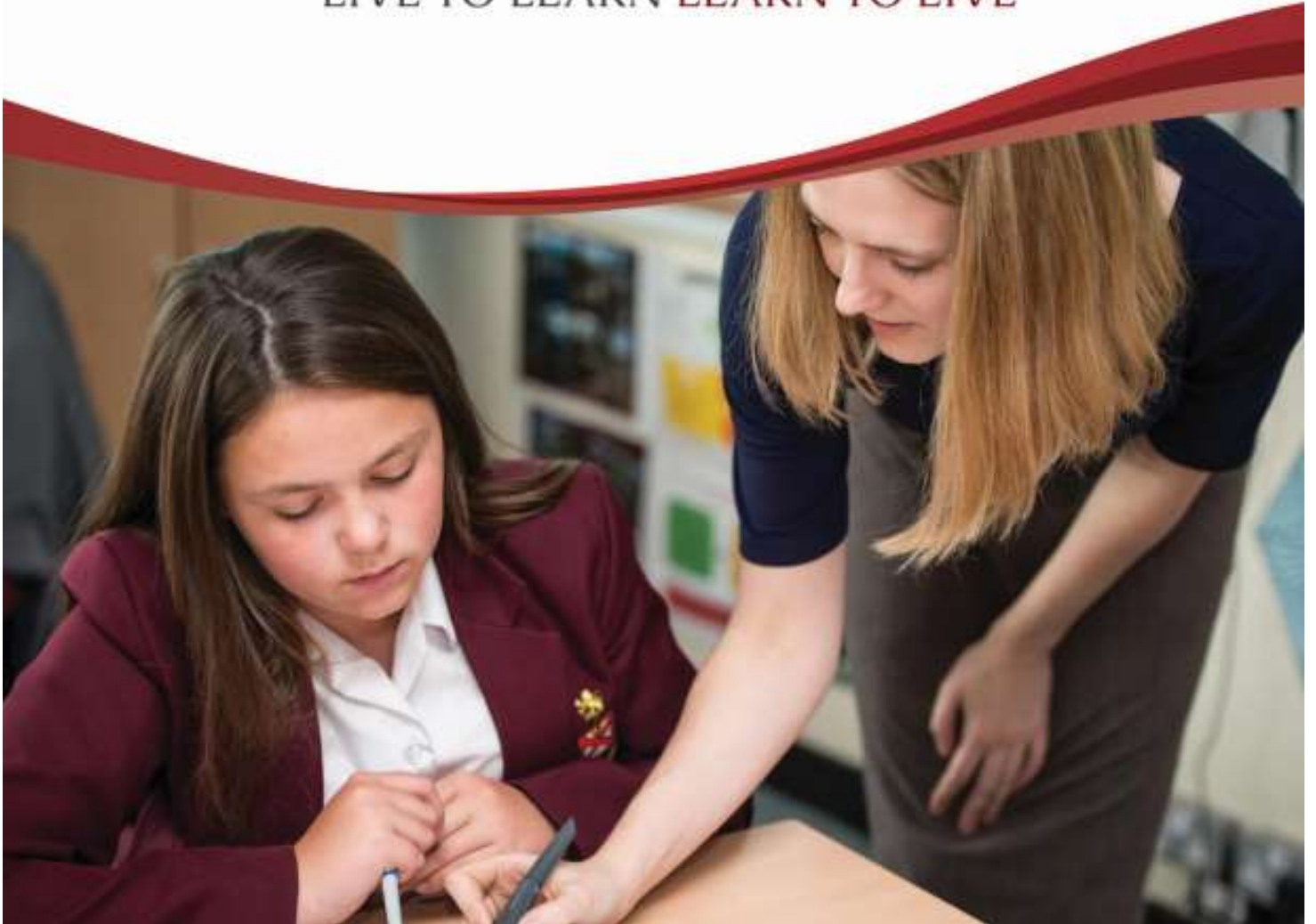




# BYRCHALL HIGH SCHOOL

## Parent Transition Booklet

LIVE TO LEARN LEARN TO LIVE





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## Welcome to Byrchall High School

Dear Parents

It is an exciting time to be joining Byrchall High School and we look to the future whilst enjoying each day. 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 want to ask and gives you 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 and 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 their time at Byrchall. It is important that school and home work together 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

A handwritten signature in blue ink that reads "A. R. Birchall".

Mr A.R. Birchall  
Headteacher





## Keeping You Involved

Byrchall High 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 twice a year for each year group. Form Tutor Evening will take place in school and Subject Teacher Evening will take place remotely.

You will also receive details about your child's progress via their exercise books and through our Synergy portal. Regular progress reports will be sent to you throughout the academic year.

If you have any concerns about your child's work or progress please speak to their Form Tutor in the first instance or contact school to make an appointment with their Head of Year. Most concerns are dealt with satisfactorily on an informal basis. However, the school does have an official complaints procedure, copies of which are available from the school office upon request.

A full list of policies approved by the Governing Body can be requested from the school office and many can be found on our school website.

Newsletters and invitations to events will be sent home regularly, via Synergy. The school website will also contain much relevant information:

[www.byrchall.wigan.sch.uk](http://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 and achievements, as well as offering another method for you to contact school.

## Website

Our school website [www.byrchall.wigan.sch.uk](http://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 also a separate transition section which we encourage parents and carers to explore.

## Facebook

Our Facebook page [www.facebook.com/byrchall](http://www.facebook.com/byrchall) will provide you with the latest news, images and videos from school. Simply click on the 'like' button to get all our updates straight to your newsfeed.

## Twitter

The main school Twitter feed is @byrchall and contains the latest news and information

## Apps

Our main App for communication is Synergy which is also where all student homework is set.



## First Day Arrangements

Year 7 students should arrive at school for 8.25am on Tuesday 5<sup>th</sup> September 2023. They should assemble in the Hall.

## The School Day

Registration	8.30am – 8.55am
Period 1	8.55am – 9.55am
Period 2	9.55am – 10.55am
Break	10.55am – 11.05am
Period 3	11.15am – 12.15pm
Period 4	12.15pm – 1.15pm
Lunchtime	1.15pm – 2.00pm
Period 5	2.00pm – 3.00pm

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 (Learning Resource Centre) is also open from 7.45am

As well as giving students the opportunity to eat lunch, there are also a wide 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, 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 & Welfare)	Mrs A Hudson
Head of Year 7	Miss S Wilson
Pastoral Support Officer	Mrs L Robinson



## 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
- Jotter
- 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 jotters including any information about any homework to be completed
- Timetables should be copied into jotters so that students know where their next lesson is
- Bags should be packed the night before with everything needed for the following day





## Student Jotters

Each year, all students are issued with a jotter which should be with them at all times in school. The jotter should contain their timetable. Please use the jotter 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.

## Synergy

# SCHOOL SYNERGY

We use the School Synergy APP to communicate with parents and visa- versa. This is our main home-school communication system. You can download the APP immediately to start receiving messages and you will get individual login details in September.

The system allows a parent to see

- Your child's homework
- Your child's timetable
- The School Calendar
- Behaviour and Achievements
- Attendance
- Parent letters





## Work

The main rule in 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 approximately one and a 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 child should spend some time reading through their 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 in insisting on high standards.





## Break Time and 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 around £2.50 for the day. This will cover a first course, sweet and a drink. Further information about menus and prices 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 will be supplied. Money can also be added directly to student accounts using the Wisepay System.

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

Year 7 have their own area near the Gerard building for use at break and lunch times. A fenced playground area will be available for football etc. 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 taking place 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, Lucozade 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. Please ensure your child has a refillable water bottle.





## 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 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.

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 2.50pm until 3.15pm 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 bus timetables will be included with this pack.

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.

For the buses 555, and 888, bus tokens will need to be purchased from the Student Enquiries Office. They cost £1 per token and can be paid for in cash or on 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](http://www.tfgm.com) or you can collect one from a Travelshop at a main bus station in Greater Manchester. If you have any comments, queries or complaints about the School Service buses please contact the Academy Business Manager.



## 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 lessons. 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 Behaviour Curriculum 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 email or Synergy. 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 the School Nurse, Chaplain, School Counsellor, Inclusion Manager, SENDCo, Pastoral Support Staff and the 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 unkind behaviour is a part of school life.
- A student who is being treated unkindly should report it to his/her Form Tutor, Pastoral Support Officer, Head of Year or any other member of staff.
- Anyone who sees unkind behaviour occurring (students, mid-day assistants, staff etc) should report it. Students should report to any member of staff 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 please contact your child's Head of Year.
- If a parent is aware of any incidents of unkind behaviour 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 Child Protection: this is Mrs A Hudson, our Deputy Safeguarding Lead is Miss H Rutter. 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 or St Helens Safeguarding Team 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 them at home, as we do not have facilities at 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 First Aid office but can only be administered once a consent form has been signed by a parent. These forms are available from the School First Aider. If a parent is unable to come to 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 the child.

If your child becomes unwell during the school day, we will contact you and ask you to collect them. 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.

Students will only be excused from PE if a letter of request from parents is addressed to Mr R Williams. Letters should clearly state the nature of the illness or injury 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 and absences

Attendance at school is proven to be best for your child's welfare and of course their education. Regular attendance enables children to feel secure and part of their community and enjoy a continuity of learning and as a consequence maximise their achievement.

So that we can work together for the good of your child, we operate an automated system called Truancy Call which will initiate a call or contact parents if a child does not have a registration mark and where we have a notification of an absence. If parents receive this notification we ask that you reply as soon as possible so we can confirm the wellbeing and safety of children.

If you know your child will be absent for any reason please contact the Student Enquiries Office on the first day of absence and every day thereafter to inform them of the reasons and circumstances relating to the absence. For extended absence or illness we may request that medical evidence is provided.

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 matter we take seriously and external agencies may need to be involved for additional support.



## 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.

Students should be in their form room for 8.25am. 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

Guidance from the Department of Education states that head teachers should not grant leave of absence for holidays in term time unless there are exceptional circumstances. Applications must be made at least 6 weeks in advance. Where a leave of absence is granted, the head teacher will determine the number of days granted. Leave is granted entirely at the Head Teacher's discretion.

Parents should note that where holidays have been taken and are unauthorised by school, the school will consider the use of Educational Penalty Notices. This could result in parents receiving a fine.

Please note that holidays will not be authorised if:

1. The student's attendance is below 95% or would fall below as a result of the holiday.
2. The holiday falls within examinations or controlled assessments.





## 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 a student loses 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 the collected items to reach there. To make it easier please clearly mark clothing (including coats) and bags with the student's name.



The school does not have space for 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

We recognise that your child may carry a mobile phone for their journey to and from school. However, 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 also applies to other electronic devices such as airpods. The school cannot take responsibility for loss or damage of mobile phones or other electronic devices. If students do not need their mobile phone, please instruct them not to bring it into school.



Being at high school is, in part, about developing independence and there is plenty of support in loco parentis for routine matters in school. Should your child wish to contact you during school time the correct procedure is for them to ask permission from a member of staff. Alternatively if you wish to contact your child please ring the office and we will always get a message through

## Term Dates

<b>AUTUMN TERM 2023</b>	
<b>Staff Training Day</b>	Monday 4 September 2023
<b>Term Starts</b>	Tuesday 5th September 2023
<b>Half Term Holiday</b>	Monday 23 <sup>rd</sup> October 2023 – Friday 27 <sup>th</sup> October 2023
<b>Term Ends</b>	Friday 22 <sup>nd</sup> December 2023
<b>SPRING TERM 2024</b>	
<b>Staff Training Day</b>	Monday 8 <sup>th</sup> January 2024
<b>Term Starts</b>	Tuesday 9 <sup>th</sup> January 2024
<b>Half Term Holiday</b>	Monday 19 <sup>th</sup> February 2024 – Friday 23 <sup>rd</sup> February 2024
<b>Term Ends</b>	Thursday 28 <sup>th</sup> March 2024
<b>SUMMER TERM 2024</b>	
<b>Staff Training Day</b>	Additional day to be confirmed
<b>Term Starts</b>	Monday 15 <sup>th</sup> April 2024
<b>Bank Holiday</b>	Monday 6 <sup>th</sup> May 2024
<b>Half Term Holiday</b>	Monday 27 <sup>th</sup> May 2024 - Friday 31 <sup>st</sup> May 2024
<b>Term Ends</b>	Friday 19 <sup>th</sup> July 2024



## 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 straight leg school trousers. Please do not buy any other design
- Plain white reverse collar tailored blouse. Short sleeved blouses are an option.
- Optional 'v' neck regulation plain claret pullover or slipover. Sweatshirts must not be worn.
- Plain 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 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
- 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 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, false eyelashes and false nails MUST NOT be worn. Nail varnish or acrylic/gel nails are NOT permitted.

## PE - Girls

- Trainers – please ensure these are sports trainers and 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 skort.
- Regulation claret hockey 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 into 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 could be 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 are available to 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 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 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.
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- NO EXTREME HAIRSTYLES
- Hair must be kept neat.
- Hair should be of a natural and uniform colour. Distinct lines or steps are NOT 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.
- No jewellery is allowed. No piercings are allowed. If your child wishes to have pierced ears please arrange for this at the beginning of a long holiday as plasters worn over studs is not allowed. A plain wrist watch may be worn.

## PE - Boys

- Trainers – please ensure these are sports trainers and not leisure shoes. Lace fastening only, no Velcro. Astro turf trainers are optional for use only on astro areas.
- Regulation claret/navy shorts
- Regulation claret/navy rugby socks
- 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 reversible claret/navy rugby shirt

Facilities are available for all boys to shower following their games periods. Showers are not compulsory. Anti-perspirant (no aerosols please) may be brought into 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 could be 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 are available to 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. We have a wide range of opportunities here in school.

### Enrichment opportunities:

- Sports 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 all learners in all groups.

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





Byrchall High School, Warrington Road, Ashton in Makerfield, Wigan WN4 9PQ.

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