



BYRCHALL HIGH SCHOOL

NEW SCHOOL
NEW START
NEW YOU!



Byrchall High School

Parent Guide 2026

THINK SMART | LOOK SMART | BE SMART



Page	Content
3	Introduction
4-5	Keeping You Involved including Synergy
6	Byrchall Parent Group and Careers Alumni
7	The School Day
8-9	Attendance and Punctuality
10	Being Organised
12	Learning Expectations
13	Timetable and Homework
14	Break Time/Lunch Time
15	Toilet Access
15 - 16	Getting To and From School
17	SMART STEPS
18	The Byrchall Way – The 3C's
19-20	Rewards and Recognition and Student Leadership
20-21	Student Support and Wellbeing
21-22	Medical Details
23	Mobile Devices and Student Lost Property
24	Term Dates
25	Uniform
26-27	Enrichment and Trips
28-34	Appendices: Bus Timetables, Data and Biometrics, School Synergy, Wise Pay



A New Chapter

Starting secondary school is a big milestone and it is completely normal for both children and parents to feel a mixture of excitement and nerves. Please be reassured that every member of our staff is experienced in helping students settle quickly, build new friendships and feel a genuine sense of belonging within the Byrchall community from day one. We are proud of the welcoming, supportive environment we have created and look forward to working in partnership with you to ensure your child enjoys a happy, confident and successful start to this exciting new chapter.

Introduction

We are excited about you joining us in September 2026. The purpose of this guide is to provide an overview of how we do things at Byrchall. It provides students and families with the details they need to make the most of their time with us. This Parents' Handbook contains a wealth of information which should answer many of the questions you may want to ask.

At Byrchall we aim to grow students, so they are ready to present themselves positively in a professional, modern working environment and community, now and in the future

Ours is a civilised environment where everyone is respected and where we can be proud of who we are, individually and collectively. We strive to support each other and develop every person to be the best version of themselves possible, always increasing our skills and learning.

It is necessary to have rules, regulations and procedures to ensure that all students receive the best possible education and enjoy their time at Byrchall. We encourage students to **Think Smart, Look Smart and Be Smart.**





Keeping you Involved

At Byrchall, we believe that a **strong sense of belonging is built through positive partnerships between home and school**. By working together, we can ensure that every child feels supported, valued and able to thrive as part of our school community.

Byrchall High School is continually looking for ways to strengthen communication with parents and carers, which is why we ask for up-to-date mobile and email contact details on the student information form.

Close liaison between home and school is essential. Parents' Evenings are held twice a year for each year group, with Form Tutor Evenings taking place in school and Subject Teacher Evenings held remotely, providing regular opportunities to discuss your child's progress and celebrate their achievements.



You will also receive updates via the Synergy parent portal, with regular progress reports issued throughout the academic year.

If you have any concerns about your child's work, wellbeing or progress, we encourage you to speak to their Form Tutor in the first instance or contact the school to arrange an appointment with their Head of Year. Most concerns are resolved quickly through open and informal communication. However, the school also has a formal complaints procedure, copies of which are available from the school office on request.

A full list of policies approved by the Governing Body can be requested from the school office, with many also available on our school website.

Newsletters, celebration updates and invitations to school events will be shared regularly via Synergy, helping families stay connected with the life of the school.

Technology continues to play an important role in bringing our community together. We embrace a range of communication channels to keep parents informed about the latest news, achievements, trips and opportunities, while also providing convenient ways for families to contact school and remain an active part of the Byrchall community.



Website: Our school 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 also a separate **transition section** which we encourage parents and carers to explore.

Facebook: Our Facebook page 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.

X (Twitter): The main school feed is @byrchall and contains the latest news and information. Please note this is not monitored as a communication method.

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 access

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

SCHOOL SYNERGY

- Timetable**
View your child's school timetable
- School Calendar**
Keep up to date with school events
- Parent Letters**
View electronic versions of school letters
- Communication**
A record of all communication with school – all texts and emails, including replies
- Attendance**
See your child's recent and historical attendance
- Behaviour & Achievements**
View information on achievements and success along with areas for improvement
- Class Work**
View materials and resources shared with students in lessons
- Homework & Assignments**
Clearly see what is due and when. View details, instructions and files. Check grades of homework submitted
- Parents' Evening**
Book appointments for parents' evenings and other school events
- Documents**
View and download documents such as progress reports or results
- Assessment**
Achievements recorded in school are shared so you know how your child is progressing

NB: WE USE SCHOOL CLOUD FOR PARENTS EVENING APPOINTMENTS



The Byrchall Parent Group - Join Our Parent Group!

At Byrchall, we believe that **belonging starts with strong partnerships between home and school**, and that every parent voice matters. As a proud **Parent Friendly Silver Award school**, we are committed to working in partnership with families and value the ideas, feedback and experiences that parents bring to our school community.



Our Parent Group meets once every half term after school in an informal and friendly setting. The group includes parents and carers from all year groups who come together to share ideas, discuss school initiatives and help us continue to develop effective home-school communication. By working together, we strengthen the sense of belonging that makes Byrchall such a supportive and welcoming community. It is a great opportunity to meet other parents, contribute to school developments and ensure that parent views help shape the future of Byrchall. If you would like to find out more or are interested in joining the group, please contact Mrs McGuire at kmcguire@byrchall.wigan.sch.uk.

Careers Alumni

As part of our Careers Programme, we work closely with local businesses, employers, colleges and universities to provide students with a wide range of opportunities, including guest speakers, workplace visits, careers fairs, employer-led workshops and Year 10 work experience placements. These experiences help students explore future pathways, develop employability skills and raise aspirations. We are always looking to expand our network of careers partners and alumni. If you or your organisation could support our programme by sharing your experiences or offering opportunities for our students, we would love to hear from you. Please contact our Careers Team at careers@byrchall.wigan.sch.uk.



The School Day

Registration	8.30am – 8.55am
Period 1	8.55am – 9.55am
Period 2	9.55am – 10.55am
Break	10.55am – 11.15am
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 restaurant is open every day from 7.45am for Breakfast Club to help students to fuel up for the day ahead. The library 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 Library is open each day to allow students to complete work and take advantage of the facilities.

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

Key People

- | | |
|---|--------------|
| 1. Headteacher | Mr P Paul |
| 2. Assistant Headteacher
(Inclusion & Welfare) | Mrs A Hudson |
| 3. SENCO | Miss J Shaw |





Attendance and absences

Good Attendance		
100%	0 days absence in a school year	0 lesson missed
97%	6 days absence in a school year	30 lessons missed

Worrying		
90%	19 days absence in a school year	95 lessons missed
85%	29 days absence in a school year	145 lessons missed

Serious Concern		
80%	38 days absence in a school year	190 lessons missed
75%	47 days absence in a school year	235 lessons missed

Regular attendance at school is one of the most important factors in ensuring your child is happy, successful and feels a genuine sense of belonging within our school community. Being in school every day helps students build positive relationships, develop confidence, enjoy continuity of learning and take part fully in the wider life of Byrchall, enabling them to achieve their full potential.

To help us work together in supporting your child, we operate an automated attendance system called **Truancy Call**. This system will contact parents or carers if a child does not have a registration mark, and we have not received notification of an absence. If you receive this message, we ask that you respond as soon as possible so that we can confirm your child's wellbeing and safety and ensure they remain supported as a valued member of our school community.

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 8.30am and are expected to place belongings in their locker by 8.25am at the latest. 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:

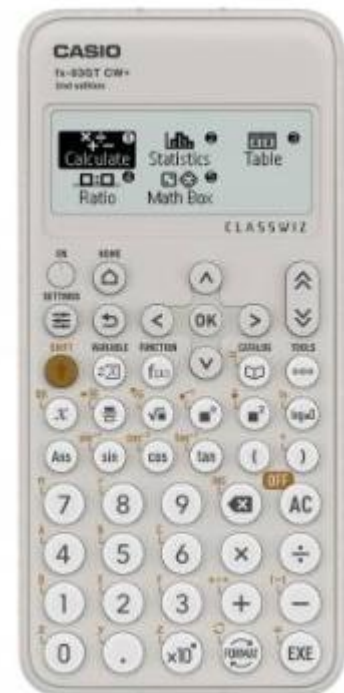
- The student's attendance is below 95% or would fall below because of the holiday.
- The holiday falls within examinations or controlled assessments.



Being Organised

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 ink)
- Pencils
- Ruler
- Rubber
- Calculator (the Maths department recommend CASIO FX83GTCW – You can purchase these at a discounted price through school on Wise Pay in September)
- 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 will be left in Lockers during the day
- Bags should be packed the night before with everything needed for the following day
- Students will be given a Byrchall PE bag on their first day





Student Lockers

Every student will be allocated a locker with a key. There will be CCTV on each locker block. The locker location will change each year as they progress through the years in school. For Year 7 the lockers will be on the Ground Floor. There will be no need to carry a school bag, coat and mobile phone around school as they will be placed in the lockers at the beginning of the day. Students will be able to pick up the books they need for lessons either before school, at break or at the end of lunch. Movement time and bells have been built into the school day. Students will be expected to look after their locker and use it sensibly and responsibly.



There should be:

- No external decoration (although you can decorate the inside of your locker)
- No loitering in the area (be polite and respectful to others accessing their locker)
- No food left in the locker for extended periods of time
- Students will take responsibility for their key and keep it safe (replacement keys will cost £5)



Learning Spaces

Our new school provides us with a professional and modern working environment – one that will effectively prepare young people for success in the future by Living out our school motto – **‘Live to Learn and Learn to Live’**.

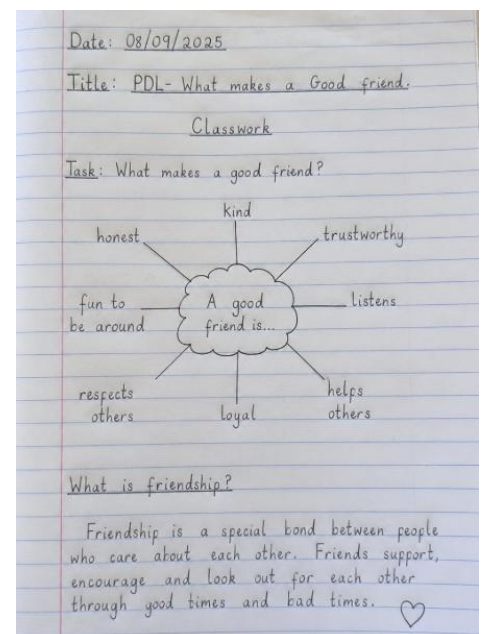
Students will be supported and challenged to take advantage of the opportunities and head start our new build will give to them. This will help them to achieve their full potential, make a positive contribution to the community and support each other to become the best version of themselves.

It will be expected that students will

- Be prepared for every lesson – Ready to Learn, fully equipped (pen, pencil, ruler, bag)
- Respond respectfully and positively – Looking after our environment and each other.
- Be active from the start - participating fully in every lesson
- Take part in extra-curricular opportunities
- Take pride in their learning and work

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 support by taking an interest in their child's work and in insisting on high standards.





Timetable

Initially, all Year 7 students will follow the same timetable as the rest of their form group. This is designed to help students settle quickly, develop a strong sense of belonging and build positive friendships as they begin life at secondary school. Later in the year, students will remain with the same form tutor but will be taught in groups matched to their current attainment to ensure the right level of challenge and support. All students will receive a paper copy of their timetable on their first day, and form tutors will explain how to read and follow it. Timetables will also be available for students and parents through Synergy. Throughout the school day, parents can use Synergy to view their child's timetable and track their learning using our **100-**

Week 1	Mon 18/01/26	Tue 19/01/26	Wed 20/01/26	Thu 21/01/26	Fri 22/01/26
8:00 AM	English Mrs Wright	English Mrs Wright	English Mrs Wright	English Mrs Wright	English Mrs Wright
9:00 AM	Maths Mrs Wright	Maths Mrs Wright	Maths Mrs Wright	Maths Mrs Wright	Maths Mrs Wright
10:00 AM	Science Mrs Wright	Science Mrs Wright	Science Mrs Wright	Science Mrs Wright	Science Mrs Wright
11:00 AM	English Mrs Wright	English Mrs Wright	English Mrs Wright	English Mrs Wright	English Mrs Wright
12:00 PM	Maths Mrs Wright	Maths Mrs Wright	Maths Mrs Wright	Maths Mrs Wright	Maths Mrs Wright
1:00 PM	Science Mrs Wright	Science Mrs Wright	Science Mrs Wright	Science Mrs Wright	Science Mrs Wright
2:00 PM	English Mrs Wright	English Mrs Wright	English Mrs Wright	English Mrs Wright	English Mrs Wright
3:00 PM	Maths Mrs Wright	Maths Mrs Wright	Maths Mrs Wright	Maths Mrs Wright	Maths Mrs Wright

Club colour-coded effort system. Staff award green, orange or red effort indicators in lessons, providing a simple snapshot of the effort and engagement your child is demonstrating and creating opportunities for positive conversations and support at home. Students who achieve a full “100” score across a week get entered into a prize draw.

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. **All homework assignments are set on our Synergy App.** This enables you to view work set and deadlines. **Log ins for Synergy will be provided for students and parents in September.**

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.

SCHOOL SYNERGY	
Assignments	
Search all homework	
Recent	Previous
Computing BQ4 Wed 28th Jan Due: Wednesday 28th January Teacher Status: -	✓
Drama COVER: Curious PPT Due: Thursday 29th January Teacher Status: -	✓
Computing Completed Spreadsheet Doc Due: Thursday 29th January Teacher Status: -	✓
English Spellings Week 2 Due: Thursday 29th January Teacher Status: -	✓
English Sophie KO and Spellings Due: Friday 30th January Teacher Status: -	✓
Geography Rainforest Project HW Due: Tuesday 10th February Teacher Status: -	✓



Break Time and Lunch Time

The school has a large Restaurant with an outside covered area. All items are individually priced, however there several Meal Deals on offer each day. Our menu is available for parents to view on our school synergy app. Students paying for lunch on the first day of term should bring £2.70 for the day. This will cover a first course, dessert 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 leaflet giving further information on how we use the facial recognition



system is available. Money can be added directly to student accounts using the **Wise Pay System**. We also have a fingerprint machine to check balance and top up if needed.

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. Food must be eaten within one of the designated areas either inside or outside. 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 energy drinks or other fizzy drinks are allowed in school due to their possible side effects on some students. There are several water fountains around school providing free, clean, drinking water. Please ensure your child has a refillable water bottle.



Toilet Access During the School Day

At Byrchall, we want every student to feel comfortable, safe and Ready to Learn. We encourage all students to make the most of break and lunchtime to visit the toilet facilities, helping them to maximise their learning time and minimise interruptions during lessons. To support this, all toilet areas are open during social times, giving students plenty of opportunity to access them throughout the day.

During lessons, one central set of toilets will always remain available for students who need them, following our usual classroom procedures. This approach helps us maintain clean, safe and respectful facilities while creating a calm and purposeful learning environment for everyone

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 into the school carpark 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.

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 is included at the back of this pack.

It is important that students use the Schools Service buses 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, subject to change 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 <https://beenetwork.com> or you can collect one from a Travel shop 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, Mr J Leigh.

Arriving to school by bike

For students who wish to cycle to school, we provide a secure bike shelter on the school site. Students are welcome to use this facility but should bring their own padlock or chain to secure their bicycle during the school day. We encourage all cyclists to ensure their bike is locked whenever it is left unattended and to follow safe cycling practices when travelling to and from school.



Live to Learn: Enjoy and Achieve, Learn to Live: Now and in the future.

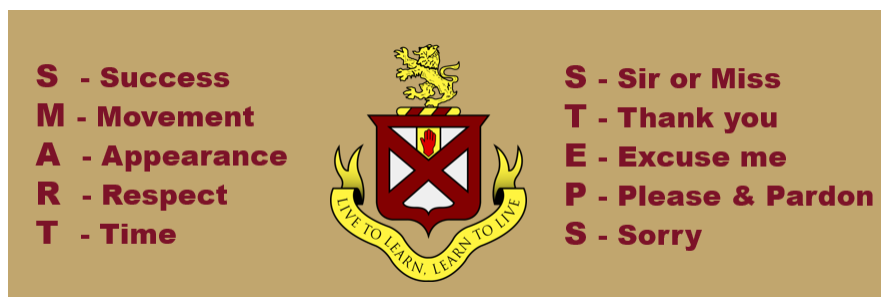
Our school is a place where everyone is encouraged to feel a sense of belonging and to take pride in being part of the Byrchall community. It is an environment where all students are Ready, Respectful and Safe and where we can all enjoy learning, both inside and outside the classroom, channelling our energies positively while growing and developing into confident young people ready for the future.

In every aspect of school life, we have high expectations of behaviour, attitudes and respect for one another. In the classroom, our staff provide high levels of individual challenge and support so that every student feels valued, included and able to succeed. This creates positive attitudes to learning, helping students to become committed learners who are resilient in the face of setbacks and confident in achieving their potential.

Building positive relationships are at the core of our behaviour curriculum. There are four main qualities that we aim to model to, and elicit from, students in how we and they behave:

- Kindness
- Positivity
- Respect
- Pride

Our behavioural norms are summarised via our **SMART STEPS**



Where we encourage our students to **THINK SMART, LOOK SMART, BE SMART**. Students can be rewarded with a SMART card for demonstrating our SMART values of Success, Movement, Appearance, Respect or Time. When students achieve one, they rip the small section off and post this in our reward boxes. Each week all students who received a SMART card are rewarded with additional achievement points and a name is drawn out of the box for an additional reward.





These rewards have been selected by students and range from front of the queue passes to a free cookie.

Behaviour Curriculum

It is necessary to have rules, regulations and routines to ensure that all students receive the best possible education and enjoy their time at school. The school's Behaviour Curriculum outlines what is expected of everyone at Byrchall High School. This is summarised in our mission statement.

The Byrchall Way

At Byrchall, we are committed to creating a school culture where every student can thrive and achieve their very best. As part of this commitment, we have a clear and consistent approach to behaviour and learning known as "The Byrchall Way." The Byrchall Way brings together clear routines, high expectations and a shared language across the whole school. It ensures that all students understand what is expected of them, and that staff respond consistently to both positive behaviour and any disruption to learning.

At the heart of this approach is our simple and clear behaviour model:



Choice → Chance → Consequence

- **Choice** – Students are clearly reminded of the expected behaviour and the choice they are making.
- **Chance** – Students are given a moment to reflect and make the correct choice to enable achievement.
- **Consequence** – If expectations are not met, a fair and consistent consequence is applied.



This approach places responsibility with the student, while also giving them the opportunity to make positive decisions and learn from their actions

Rewards and Recognition



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



Participation,

Community, Leadership and Excellence as part of the **Byrchall Recognition Programme**. They can also gain Subject Awards for outstanding achievement and contributions to school life. These can be exchanged for Fairtrade or ethical products in school. There are regular Celebration 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.

Head Teachers Awards

At Byrchall, we believe that success should be celebrated in every aspect of school life. We recognise and reward achievements both inside and outside the classroom, whether they are academic, sporting, creative, musical or contributions to our wider community. Staff regularly nominate students for our prestigious weekly Headteacher Awards, recognising those who demonstrate our values, work hard or go the extra mile. Award recipients receive a celebratory postcard home and are invited to a special **Hot Chocolate Breakfast** with





a member of the Senior Leadership Team, where they can share their successes and talents. It is a wonderful way to celebrate the incredible achievements within our Byrchall family and to inspire others to be the very best they can be.

Student Leadership Opportunities

At Byrchall, we believe every student has the potential to lead and make a positive difference to our school community. Students can take on a wide range of leadership roles, including Form Captains, Eco Team members, Recognition Ambassadors, Sports Ambassadors, Culture Ambassadors, Head Students and many more. These roles provide opportunities to share ideas, represent the views of others, organise events and contribute to the continued development of our school. Student leadership helps young people build confidence, communication, teamwork and problem-solving skills while developing responsibility and resilience - qualities that are highly valued by colleges, universities and employers. By giving students, a voice and the chance to lead, we empower them to make a meaningful contribution to the Byrchall family and prepare them for success beyond the classroom.



Student Support and Wellbeing

At Byrchall, we believe that every student should feel known, supported and have a strong sense of belonging within our school community. Your child's **Form Tutor is the first point of contact** for day-to-day questions or concerns and can be contacted via email or Synergy. For matters requiring additional support, the Head of Year and/or an Assistant or Deputy Headteacher will become involved. Students also have access to a wide range of specialist support, including the School Nurse, School Counsellor, Inclusion Team, SENDCo, Pastoral Support Staff and Careers Adviser, ensuring that every child has someone to turn to when they need help.

Pastoral Support Areas are located throughout the school within each year group's form area, providing familiar and accessible spaces where students can seek guidance and support. The Year 7 support area is on the ground floor, Years 8 and 9 are on the first floor, and Years 10 and 11 are based on the top floor. The SEND suite is located on the ground floor and can be accessed from both the main corridor and an external entrance. It also benefits from its own outdoor space. Within the SEND base, students will find the SENDCo, Assistant SENDCo,



Teaching Assistants and a dedicated team who support both learning and personal development, helping every student to feel included and able to thrive.

One concern for many parents, particularly those joining us for the first time, is bullying. At Byrchall, we believe that everyone has the right to feel safe, respected and that they belong. Bullying of any kind is unacceptable. Fortunately, it is rarely a serious issue at Byrchall High School, but we remain committed to preventing it through 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 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 Miss H Nelson, or a message is sent via Synergy. 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 decide to meet your child at the hospital.





Mobile phones

As the presence of mobile phones and other electronic devices is discouraged by the DfE **we do not allow the use of mobile phones, smart watches (for communication) or air pods at any point in school**, including during lessons and unstructured time. This ensures that full attention is given to learning as mobile phones are a distraction, disruption and diversion. Complying with the DfE mobile phone and behaviour guidance also ensures the safety and well-being of our school community. This reduces the opportunities for students to use their mobile phone to bully, intimidate or harass pupils or staff via email, messaging apps or social media. It prevents a student from recording photographic images (still or video) or sound recordings of staff or students (and/or uploading images or video onto the Internet) and also limits access to harmful online content. **Mobile phones and air pods that are brought into school should be turned off (not on silent) and either stored in student lockers or handed in.** These lockers are secure and covered by CCTV. If a mobile device is seen or heard during the school day it will be confiscated and stored securely



The school understands a parent's wish for their child to have a phone for their journey to and from school. However, parents and students should understand that this is entirely at their own risk as the school accepts no responsibility for loss, theft or damage of any phone or other device brought into school.

Where circumstances require any exceptions (e.g. for medical conditions) a formal request should be made and a member of the SLT may issue a pass.

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 Time dates

Autumn Term 2026

Staff Training Day: Tuesday 1st September 2026

Term Starts:

Year 7: Wednesday 2nd September 2026

Year 8-11: Thursday 3rd September 2026

Half Term Holiday: Monday 26th October 2026 – Friday 30th October 2026

Term Ends: Friday 18th December 2026

Spring Term 2027

Staff Training Day: Tuesday 5th January 2027

Term Starts: Wednesday 6th January 2027

Half Term Holiday: Monday 15th February 2027 – Friday 19th February 2027

Term Ends: Wednesday 24th March 2027

Summer Term 2027

Staff Training Day: To be confirmed

Term Starts: Monday 12th April 2027

Bank Holiday: Monday 31st May 2027

Half Term Holiday: Tuesday 1st June 2027 – Friday 4th June 2027

Term Ends: Wednesday 21st July 2027





Uniform

The school uniform must be always worn in school, this includes blazers. In lessons pupils will be able to remove blazers if needed.

Please ensure ALL items of uniform have your child's name written on to reunite if lost. Any items not collected from lost property will be donated to charity.

It is recommended that items of PE uniform have student initials on them



Main Uniform

Item	Description
Blazer	Regulation claret with school badge
Skirt / Trousers	Grey trousers for boys Grey trousers or regulation pleated skirts for girls NB: Skirts of an appropriate length.
Shirt	Year 7-10 White. Year 11 Pale blue.
Tie	School grey/claret/black striped tie NB: girls do not wear a tie.
Shoes	Plain black shoes, flat or a low heel Trainers, pumps or boots are not permitted.
Jumper (optional)	Regulation plain claret V neck.
Socks / tights	Plain black
Bag	All students should have a bag that is big enough to carry A4 books to and from school

PE

Item	Description
Training top	Navy regulation with school badge
T shirt and shorts- Navy/claret with school badge Claret football/hockey socks	
Jogging bottoms/leggings	Plain Navy or black only
Socks	Claret football/hockey socks
Trainers	Laced sports trainers not leisure shoes such as converse
Football Boots	NB girls do not need
Byrchall drawstring PE bag	School will provide this on entry Please ensure it is labelled

Hooded sweatshirts are not acceptable as a replacement for a coat. Coats must fit over the blazer. Coats are not permitted inside school and will be placed in the student's locker on arrival. There is the same expectation of hats, please note we do not allow baseball hats

Hair should be clean, tidy and safe. Extreme hairstyles or colours are not permitted, this includes shaved heads, lines and bright colours. If hair is long it should be tied back in



practical lessons such as PE, PD and Science for health and safety reasons. Hair ties should be either black or burgundy.

Make-up, nail polish, false nails or false eyelashes are not suitable for school and students will be asked to remove these,

The only jewellery that is acceptable is a watch. Piercings of any kind are not allowed, and pupils will be asked to remove them, plasters over piercings are not allowed.

Enrichment and Trips



At Byrchall, we believe that some of the most memorable learning happens beyond the classroom. Throughout the year, students can take part in educational visits, explore local colleges and universities, meet employers and hear from professionals from a wide range of industries. These experiences broaden horizons, raise aspirations and help students develop a greater understanding of the world of work and the pathways available to them.

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 and Trips:

- 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





- 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.





Appendices

1. Bus Timetables
2. Data and Biometrics
3. School Synergy sign up
4. Wise Pay sign up



Travelling to School by Bus

The fares on the buses are dependent upon the type of bus and its classification as either a school service or public bus. The current cost of journeys at the time of printing, subject to change are shown below

School Service buses	Tickets are purchased on the bus costing £1.00 for a single, £2.00 for a return, £7.60 for a weekly return (valid to and from school only). A 7 day any bus ticket costs £10 and can be purchased from any Travel shop or online at https://beenetwork.com
Public buses	These are journeys which are operated without funding from TfGM – these are known as commercial journeys. On commercial journeys, the bus operator determines the fare, but they are generally comparable. A day return is £2.00. For Arriva buses the cost is £10.00 for a weekly.
Token buses run by School	These are the 555 and 888 buses. These are paid for by handing a token to the driver for each journey. Tokens are purchased from school at a cost of £1.00 each.

For **all** journeys within Greater Manchester apart from the Token buses students will need to show an IGO pass to travel at the reduced fare. If students do not have an IGO pass, they will have to pay a higher fare. It must be carried on all journeys and shown to the driver before paying the fare. **Weekly tickets are loaded onto the IGO card.** The IGO pass costs £10 and can be bought by students who live, or go to school in Greater Manchester. More information on IGO can be found at <https://tfgm.com/tickets-and-passes/discounted-and-free-travel/young-people/igo>

Area	Service number	Type of service
Newton Le Willows	555, 888	Token bus
	654	Public bus (school route)
Ince and Spring View	320	Public bus
	888	Token bus
Hindley Green and Hindley	950, 951, 559	School Service bus



Pemberton and Garswood	952	Public bus (school route)
Winstanley and Marus Bridge	953	Public bus (school route)
Leigh, Lowton and Golborne	888 (customised route)	Token bus
	610 (runs to Ashton Town Centre)	Public bus
Westleigh, Bickershaw Abram and Golborne	954	School Service bus
Platt Bridge and Bamfurlong	320	Public bus
	950, 951	School Service bus
Haydock	555, 888	Token bus
	320	Public bus

There are several public buses that run into Ashton Town Centre close to school. The following services run from these areas - more details can be found at www.tfgm.com:

Bee Network Go Northwest service 610: Leigh, Lowton, Golborne, Marus Bridge, Wigan

Bee Network Diamond Bus service 559 –Hindley, Platt Bridge, Bamfurlong, Ashton

The **Full bus timetable is available on our website**



Biometrics Policy

What is biometric data?

Biometric data means personal information about an individual's physical or behavioural characteristics that can be used to identify that person; this can include their fingerprints, facial shape, retina and iris patterns, and hand measurements. All biometric data is considered to be special category data under the UK General Data Protection Regulation (UK GDPR). This means the data is more sensitive and requires more protection as this type of data could create more significant risks to a person's fundamental rights and freedoms. This policy complies with The Protection of Freedoms Act 2012 (sections 26 to 28), the Data Protection Act 2018 and the UK GDPR.

What is an automated biometric recognition system?

An automated biometric recognition system uses technology which measures an individual's physical or behavioural characteristics by using equipment that operates 'automatically' (i.e. electronically). Information from the individual is automatically compared with biometric information stored in the system to see if there is a match in order to recognise or identify the individual. The legal requirements under UK GDPR 'Processing' of biometric information includes obtaining, recording or holding the data or carrying out any operation or set of operations on the data including (but not limited to) disclosing it, deleting it, organising it or altering it. As biometric data is special category data, in order to lawfully process this data, the School must have a legal basis for processing personal data and a separate condition for processing special category data. When processing biometric data, the School rely on explicit consent (which satisfies the fair processing conditions for personal data and special category data). Consent is obtained via the correct form. The School process biometric data as an aim to make significant improvements to canteen facilities. This is to ensure efficiency, to do away with the need for swipe cards and cash being used, to safeguard the children.

Consent and Withdrawal of consent

The school will not process biometric information without the relevant consent.

Consent for pupils

When obtaining consent for pupils, both parents will be notified that the school intend to use and process their child's biometric information. The school only require written consent from one parent (in accordance with the Protection of Freedoms Act 2012), provided no parent



objects to the processing. If a parent objects to the processing, then the school will not be permitted to use that child's biometric data and alternatives will be provided. The child may also object to the processing of their biometric data. If a child objects, the school will not process or continue to process their biometric data, irrespective of whether consent has been provided by the parent(s). Where there is an objection, the school will provide reasonable alternatives which will allow the child to access the same facilities that they would have had access to have their biometrics been used. Pupils and parents can also object at a later stage to the use of their child's/their biometric data. Should a parent wish to withdraw their consent, they can do so by writing to the school at gdp@byrchall.wigan.sch.uk requesting that the school no longer use their child's biometric data. Pupils who wish for the school to stop using their biometric data do not have to put this in writing but should let GDPR Manager know. The consent will last for the period that your child attends the school (unless it is withdrawn).

Retention of Biometric Data

Biometric data will be stored by the school for as long as consent is provided (and not withdrawn). Once a pupil or staff member leaves, the biometric data will be deleted from the school's system no later than 72 hours. At the point that consent is withdrawn, the school will take steps to delete their biometric data from the system and no later than 72 hours.

Storage of Biometric Data

Biometric data will be kept securely, and systems will be put in place to prevent any unauthorised or unlawful access/use. The biometric data is only used for the purposes for which it was obtained, and such data will not be unlawfully disclosed to third parties.



Byrchall High School now takes online payments Credit and Debit Card Payments Online with **WisePay**

Benefits to Parents

- Quick and easy to use
- Payments can be made when the School is closed
- Safe and secure to use
- Own private account history available at anytime
- Balances can be viewed 24/7
- Quick and easy way to find information
- No more searching for cash



Have you tried how simple it is?

Go to the Byrchall website for a link to the WisePay Portal
<http://www.byrchall.wigan.sch.uk/parents/wisepay>



All major credit and debit cards are accepted. All payments are highly secure.

WHO ARE WISEPAY?

WisePay is a secure online payment service that allows parents and guardians (and extended family members), to make payments to their school using their debit or credit cards.

The WisePay Service operates in hundreds of schools, academies and colleges across the UK.

WHAT ARE THE ADVANTAGES OF USING WISEPAY?

Using your debit or credit card, payments to your school can be made conveniently from home, office or anywhere that has an internet connection.

Payments can be made 24/7. You do not have to wait until your school is open and you do not have to write cheques or find cash. Furthermore, at any time you can see your payment history in your "Wise Account". Additionally, you can track every transaction that you make – again 24/7.

Your Wise Account also allows you to see your balances at any time. This is particularly useful for, say a school trip that you are paying on instalments or for school meals balances.

WHAT HAPPENS TO MY MONEY?

All money that you pay goes directly and immediately to your school's bank account. WisePay does not take or hold any of your money at all.

IS WISEPAY EASY TO USE?

WisePay is extremely easy to use. It's visual and simple instructions are very quick and easy to follow, even for anyone who has never made an online payment or purchase before.

HOW LONG DO THE PAYMENTS TAKE TO REACH MY SCHOOL?

All online payments are made in real time, so the payment will be credited to your account instantly.

WHAT CREDIT OR DEBIT CARDS CAN I USE?

Payments to your school through WisePay can be made with all well-known credit or debit cards. All cards that you would use in any street stores can be used.

IS MY PAYMENTS AND THE PAYMENT SITE SECURE?
Yes. All pages views on WisePay are encrypted using a Secure Socket Layer (SSL) session.

WHO CAN SEE MY CARD DETAILS?

Neither WisePay nor your school can see or has access to any of your card details. Your card details are never stored by WisePay.

HOW DOES MY SCHOOL KNOW I HAVE PAID?

The finance personnel within your school are notified that you have made a payment. They know which student the payment is for, how much has been paid and the item(s) that you have paid for.

WILL I GET A RECEIPT FOR MY TRANSACTIONS?

Yes, you will automatically receive a directly to your email address for every payment you make.

HOW DO I VIEW MY TRANSACTIONS?

Once logged in to your account, you can access your "Wise Account". Just click on the "Wise Account" tab on the top right of the screen. From here you can see all your transaction history, view food and drink balances (if relevant) and change some of your account details, such as email address or telephone number. You can also change your password from here.

USERNAMES & PASSWORDS

Please note that Usernames and Passwords will be issued during September for new admissions.



School Synergy – you will be sent a personal log in for synergy in September.



SCHOOL SYNERGY

Parents & Carers

Welcome to the Parent App - Your quick, one-stop access to school information!

Available for Android and Apple devices

Your one-page dashboard displays your messages, upcoming events and parent letters. Below this is a summary of recent behaviour, punctuality and assignments/homework for each of your children.



What other information can I see in my Parent Portal?

Timetable View your child's school timetable School Calendar Keep up to date with school events Parent Letters View electronic versions of school letters Communication A record of all communication with school - all texts and emails, including replies Attendance See your child's recent and historical attendance Behaviour & Achievements View information on achievements and success along with areas for improvement	Class Work View materials and resources shared with students in lessons Homework & Assignments Clearly see what is due and when. View details, instructions and files. Check grades of homework submitted Parents' Evening Book appointments for parents' evenings and other school events Documents View and download documents, such as progress reports or results Assessment Achievements recorded in school are shared so you know how your child is progressing
---	---

Download the Synergy Parent App → **Register and verify your device using your mobile number** → **Do you already have a Parent Portal account?**

Yes! I already have a Parent Portal account.

Yes **No**



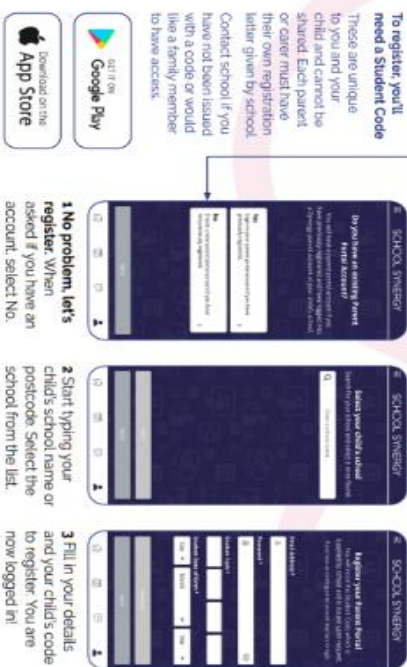
1 Great! Let's log in. When asked if you have an account, select Yes.

2 Start typing your child's school name or postcode. Select the school from the list.

3 Fill in your Parent Portal log in details as you would on the web and click log in. You are now logged in!

No! I do not have a Parent Portal account.

To register, you'll need a Student Code
These are unique to you and your child and cannot be shared. Each parent or carer must have their own registration letter given by school. Contact school if you have not been issued with a code or would like a family member to have access.



1 No problem, let's register. When asked if you have an account, select No.

2 Start typing your child's school name or postcode. Select the school from the list.

3 Fill in your details and your child's code to register. You are now logged in!