

## INTRODUCTION

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The information contained within this booklet is designed to assist parents who are considering Upton Hall School for their daughter's secondary school education.

Upton Hall is a **Technology College, Language College** and **Training School**. In practical terms this means the school receives additional funding for mathematics, science and technology and modern foreign languages and also for the training of our own staff and student teachers.

The specialisms mean that Upton offers pupils the opportunity to learn French, German and Spanish. All pupils at Key Stage 3 learn Mandarin Chinese and Chinese culture and customs. At Key Stage 4 all pupils study technology and at least one modern foreign language. We also have a plan for supporting these subjects in the wider community.

The School achieved **International School** status as the curriculum provides pupils with an appreciation of international issues and opportunities to learn about the culture and customs of a wide range of countries.

**Healthy School** status was awarded in 2006 in recognition of the programme we have to promote healthy eating and physical and mental fitness and well being.

We are fortunate to have outstanding facilities and our newest building, the Holt Building, was opened in September 2006 by Mrs Cherie Blair.

Currently we have over 900 pupils on roll. Our planned admission number for September 2010 is 135. Based on previous years' statistics this would suggest that **all girls** who reach the required standard and whose parents have placed Upton Hall School **first** on the Local Authority Preference form are likely to be offered a place.

At Upton we are constantly looking for ways of enriching the education of our pupils and preparing them for life as successful and confident young women.



## Governors and Staff 2009-2010

### GOVERNING BODY

#### Foundation Governors

Professor J Keaton (Chair)  
Mr B Larkin (vice Chair)  
Sister Brigid Halligan FCJ  
Mrs V Clarke  
Mr T Duffy  
Mrs H Fleming  
Mr P Hoskinson  
Mr P J Howard  
Mr J Prothero  
Sr C Bibby  
Vacancy

#### Associate Governor

Mr R S Duggan

#### The Headmistress (ex Officio)

Mrs P Young BA (Hons)

#### Parent Governors

Dr A P Hughes  
Mrs C Nolan  
Mr D Norton  
Mrs K Page

#### Staff Governors

Mrs A Spears  
Mrs T Carbis

#### LA Governors

Mr M Darby  
Mr M Sullivan

### TEACHING STAFF

#### Headmistress

Mrs P Young

#### Deputy Heads:

Mr M Quinn  
Vacancy

#### Director of Sixth Form

Mr G Donovan

#### Assistant Director of Sixth Form

Miss J Graham

#### Director of Specialism – Languages and IT in Teaching and Learning (and Examinations)

Miss S Taylor

#### Director of Specialism - Training School and Communication

Mrs A Spears

#### Lead Practitioner in Teaching and Learning

Ms E Skyner

### TEACHING STAFF continued

#### Head of Year 11

Mrs A Taylor

#### Head of Year 10

Miss K Green

#### Head of Year 9

Mrs M Foster

#### Head of Year 8

Mrs C Willisich

#### Head of Year 7

Mrs K Lyons

#### Faculties/Departments

*Heads of Faculty are in bold*

*Heads of Department are listed first*

*Part-time staff are marked\**

#### Art, Design and Technology:

**Art:** Mrs A Spears (acting)

Mr J Ford

Miss V Newton

Mr P Vaughan

#### Business Studies:

Mr D Fallon

#### Design and Technology:

##### Product Design

Mr P Vaughan

Mr J Ford

##### Food & Textiles

Mrs E Andrews

Mrs D Hill (cover)

Mrs J Johnson

Ms D Jones (cover)

Mrs J McGettrick\*

Mrs R Moore

Miss V Newton

#### Information Technology:

Mrs S Jones

Mrs L Smith\*

Mr D Williams (cover)

#### English and Media Studies:

**Ms E Skyner**

Miss A Burnett

Mrs B Seed

Miss J Graham

Miss J Harvey

Mrs C Pennington\*

Mrs A Taylor\*

#### Humanities:

##### Classical Civilisation

Dr A Campbell

##### Geography:

Mr A Smith

Miss T Clare

Mr A Hayes

Mrs K Shore

**Humanities continued****History:**

Dr A Campbell  
Miss J Cavanagh  
Mrs K Shore  
Mrs A M Wood\*

**Government and Politics:**

Mrs K Shore  
Miss J Cavanagh  
Mrs A M Wood\*

**Law:**

Ms S Hannam  
Mrs C Pennington\*

**Mathematics:**

**Mr N P Gorman**  
Miss K Hudson  
Mrs C Alpine  
Mr B Fitzgerald  
Mrs A Silas  
Mrs O Steen\*  
Mrs S Warren

**Modern Foreign Languages:****French:**

Mrs S Hollifield  
Mr G Donovan  
Ms S Marin Castro  
**Mrs H Page**  
Miss M Reczuch  
Mme B Toussaint  
Mrs C Willisich

**German:**

**Mrs H Page**  
Miss M Reczuch

**Spanish**

Miss MD Cano Alcántara\*  
Ms S Marin Castro  
Mrs C Willisich

**Mandarin Chinese**

Mrs Z Hu\*

**Performing Arts:****Drama:**

Miss J Davenport  
Miss S Balley  
Mr M Quinn

**Music:**

Mrs T Miller  
Mr M Quinn

**Physical Education:**

Miss S Fox-Parry  
Mrs A Evans\*(cover)  
Miss K Green  
Miss N Millard  
Mrs S Phelan\*

**Religious Education:**

Mrs P Barker\*  
Mrs S Hodrien\*(cover)  
Miss M Burns  
Mrs M Foster  
Mrs K Lyons  
Miss H Wilson

**Science:****Biology:**

**Mrs E Sargent**  
Miss S Cooke  
Miss L Howells  
Mr P Madigan

**Chemistry:**

Mrs A Fitchett  
Miss S Taylor  
Mrs A Vickers  
Miss E Williams

**Physics:**

Mr D Loftus  
Mr P Heritage  
Miss S Cooke

**Psychology:**

Mrs D Ingram  
Miss S Cooke  
Mrs H Davies

**Co-ordinator for Aim Higher**

Mrs E Andrews

**School Priest**

Rev P O'Grady

**SUPPORT STAFF****Business Manager**

**Mrs D Chesters**

**Data Manager**

Mrs D Taylor

**Headmistress' PA**

Ms C Morrison

**Finance Assistants**

Mrs T Carbis  
Mrs J Larkin

**Exam/Supply Cover Administrator**

Ms B Diamond

**School Secretaries**

Mrs I Evans\*  
Ms I Pendleton  
Miss J Macdonald

**Receptionists**

Miss J Jones (am)\*  
Mrs H Boyd (pm)\*

**Learning Mentors**

Mrs C Piccirillo\*

Mrs M Ward\*

**Learning and Cover Supervisors**

Mrs C Langford\*

Mrs S Murray\*

Mrs C Piccirillo\*

Mrs M Ward\*

**Careers Advisor & Work Placement Coordinator**

Mrs K Douglas\*

**Librarians**

Mrs S Biggs\*

Mrs K Douglas\*

**IT Technicians**

Mr M Cashman

Mr J King

**Clerical Assistants**

Mrs J Pugh (am)\*

Miss N Jones (pm)\*

**Teaching Assistants**

Miss N Boyd

Mrs N Lavin

**DT Technician**

Mr W Nichol

**Science Technicians**

Mr D Gorman

Mrs S Murray

Miss K Laurence

**Estate Staff****Estate Supervisor**

Mr D Taylor

**Grounds/Maintenance Staff**

Mr D Rosewell

Mr J Smith

**Catering Staff****Catering Manager**

Mrs B Maddocks

**Chef**

Mr R Stanley

**Instrumental Music Tutors****(Music for Life)**

Mr R Johnson Violin, viola

Mr E Greenham Guitar

Mrs J Gammon Woodwind

Mrs B Lindsay Voice

Mrs P Milne Piano

Miss J Waring Piano

Mrs J Oade Flute

Mr N Byrne Cello

Mr D Ortiz Brass

## SCHOOL MISSION STATEMENT

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Upton Hall School strives to provide educational experiences which will enable each individual to achieve her full potential in every aspect of her development, both in school and as active members of the wider community.

Inspired by the vision of the Foundress of the FCJ society, we aim to promote a Christian ethos that encourages students to value the pursuit of excellence, and allows them to attain personal fulfilment by making a purposeful contribution to society.

*“Thy Kingdom come, Thy will be done”*

## TERM DATES 2009 - 2010

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### Autumn Term 2009

Friday 4 September	Term starts for Year 7 and 6 <sup>th</sup> Form
Monday 7 September	Term starts for all other years
Friday 23 October	School Development Day
Monday 26 - Friday 30 October	Half term holiday
Saturday 7 November	School Mass Metropolitan Cathedral
Friday 18 December	Christmas holidays begin at 1.00pm

### Spring Term 2010

Monday 4 January	Term starts
Monday 15 - Friday 19 February	Half term holiday
Friday 26 March	Easter holidays begin

### Summer Term 2010

Monday 12 April	Term starts
Friday 28 May	School Development Day
Monday 31 May - Friday 4 June	Half term
Friday 16 July	Summer holidays begin at 1.00pm

## **THE SCHOOL DAY**

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8.30	Pupils Arrive
8.35	Warning Bell
8.40-8.45	Registration
8.45-9.30	Lesson 1
9.30-10.15	Lesson 2
10.15 - 11.00	Lesson 3

11.00-11.20	Break
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11.20-12.05	Lesson 4
12.05-12.50	Lesson 5

12.50 -14.00	Lunch
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14.00-14.05	Registration
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14.05-14.55	Lesson 6
14.55-15.45	Lesson 7

## **ADMISSIONS**

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Please see the Prospectus for the School's Admission Policy.

For admission to the school in September 2009 there were:  
245 first preference  
149 have been admitted to the school

## RATIONALE

In accordance with the School Mission Statement, the Education Act 1996, the School Standards and Framework Act 1998, and as amended by subsequent Acts, Regulations and Orders the school will provide a curriculum that is:

- Balanced and broadly based;
- Provides opportunities for all pupils to learn and to achieve;
- Aims to promote pupils' spiritual, moral, physical, mental, social and cultural development;
- Prepares all pupils for the opportunities, responsibilities and experiences of adult life.

Furthermore as an FCJ School and in accordance with our Mission Statement we will ensure that the curriculum provides opportunities for:

- Artistic and creative development;
- The pursuit of excellence;
- Service of God and personal fulfilment in the service of others.

## GUIDELINES

At Upton Hall School the curriculum will enable pupils to:

- Enjoy learning and perceive education as a lifelong process;
- Develop self-reliance and the ability to learn independently;
- Develop the attitude, understanding and skills necessary, now and in the future, to exercise independence and initiative and to work, participate and thrive as citizens of a democratic society;
- Understand the world in which they live and the interdependence of individuals, groups and nations;
- Experience in all years the following areas of learning:
  - aesthetic and creative; mathematical; scientific;
  - human and social; moral; spiritual;
  - linguistic and literary; physical; technical.
- Develop lively, enquiring minds and have the ability
  - to find and use information;
  - to question and debate rationally;
  - to apply understanding and skills in order to address issues, solve problems and carry out practical tasks;
- Acquire thinking skills such as reasoning skills, enquiry skills, creative thinking skills and evaluation skills;
- Develop worthwhile personal values and attitudes, including good manners and respect for others, and gain a clear understanding of the ways of life of other people and other cultures;
- Develop appreciation and concern for the environment and the importance of sustainable development;
  
- Acquire key skills of communication, application of number, information technology, working with others, improving own learning and performance and problem solving;
- Develop financial capability, enterprise and entrepreneurial skills and an understanding of the workplace.

## CURRICULUM ENTITLEMENT

It is intended that the curriculum should:

- reflect the culturally diverse society to which pupils belong and of which they will become adult members;
- benefit them as they grow in maturity and help to prepare them for adult life and experience: home life and parenthood; responsibilities as a citizen towards the community and society nationally and internationally; enterprise, employment and other work.

The curriculum should:

- establish an entitlement for all pupils irrespective of culture, social background or gender;
- establish standards;
- promote continuity and coherence.

The curriculum must be inclusive by ensuring:

- the setting of suitable learning challenges;
- provision for the diversity of pupils' needs, including the gifted and talented;
- that potential barriers to learning and assessment for individuals and groups of pupils are overcome, including provision for pupils with special educational needs, meeting the needs of those with disabilities and support for pupils for whom English is an additional language.

In this context Upton Hall School provides at:

### KEY STAGE 3

- The teaching of Religious Education
- The programmes of study and the attainment targets and level descriptions of all the subjects of the National Curriculum:
  - English
  - Mathematics
  - Science
  - Design and Technology
  - Information and Communication Technology
  - History
  - Geography
  - Modern Foreign Languages including Mandarin Chinese
  - Citizenship
  - Art and Design
  - Music
  - Physical Education
- The teaching of Drama and Instrumental Music in Year 7.
- Personal, Social and Health Education, which includes careers education as required by DCSF circulars 5/97 and 5/98 and the QCA guidance *Learning outcomes from careers and guidance* QCA/99/359; health and sex education, and an understanding of the effects of the misuse of drugs.

## **KEY STAGE 4**

- The teaching of Religious Education;
- The programmes of study and the attainment targets and level descriptions of all the subjects of the National Curriculum, including
  - English
  - Mathematics
  - Science (as either Double Award or the 3 separate Sciences)
  - Design and Technology
  - Information and Communication Technology
  - A Modern Foreign Language
  - Physical Education
  - Citizenship
  - Critical Thinking
- A range of option choices;
- Personal, Social and Health Education (as for Key Stage 3).

## **AT POST 16**

- AS and A2 courses in a range of subjects;
- Religious Education;
- Personal, Social and Health Education;
- General Studies;
- Critical Thinking.

In addition to the curriculum a wide range of extra-curricular activities are on offer to pupils. All pupils are expected to promote their personal development by participating in the extra-curricular activities.

## **Religious Education & Collective Worship**

Religious Education is compulsory for all pupils.

The religious worship celebrated and the religious instruction given shall be in accordance with the doctrines, rites, practices and observances of the Catholic Church.

Each morning and afternoon session of the day will start with an act of Collective Worship. This may take the form of class prayers, or a School or a Year Assembly.

## **Careers Education and Work Related Learning**

It is the policy of Upton that all pupils shall be enabled to acquire the skills of developing: self-awareness; decision making; coping with change. Each pupil shall be entitled to a programme of Careers Education in Personal, Social and Health Education throughout Key Stage 3 and Key Stage 4 and post 16, and access to a programme of Work Experience at Key Stage 4. Each student in Year 11 and the Sixth Form shall be entitled to Careers Guidance through dialogue with a Careers Adviser.

## **Sex Education**

Sex education is an integral part of the Science, RE and PSHE (Personal, Social and Health Education) courses throughout the school, and whether as part of the planned programme or whether it arises in the general context of the curriculum, it is given in accordance with the teaching of the Catholic Church.

Parents have the right to withdraw their children from all or part of the sex education programme, but not those aspects prescribed by the National Science Curriculum.

## **Complaints Procedure**

If a parent has a concern about the curriculum or any other school related matter, in the first instance there should be an attempt to resolve this informally with the school through the Form Teacher or Head of Year and other appropriate staff.

Where a concern cannot be resolved informally the parent should write to the Headmistress setting out the grounds of the complaint.

If the matter still cannot be resolved, the parent should write to the Chair of Governors requesting that the complaint be considered formally by the Governing Body.

This procedure is consistent with that operated by the Local Authority.

## CHARGING POLICY

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Except in the case of activities which fulfil any requirement of a syllabus for a prescribed public examination or of the National Curriculum, the cost of activities which take place wholly or mainly outside normal school hours must be met in full by parents. From time to time, the cost may be reduced by fund-raising or by subsidy from school funds.

It is the policy of the Governing Body:

- to ask for the sum of £15.00 per family each year and this is collected during the first weeks of the autumn term. The money is used for such things as assistance with transport expenses for the school teams and support for school activities;
- to make the appropriate charge to parents for all board and lodging requirements on residential visits;
- to charge for activities wholly or mainly outside school hours, where appropriate;
- to ensure that, on occasions where charges may be made, no pupil is disadvantaged solely by her inability to pay;
- to leave to the Head's discretion the proportion of costs for an activity which can properly be charged to public or non-public funds;
- to encourage and support:
  - a) the work of the Friends of Upton Association which sustains and subsidises a wide range of school activities and resources, and
  - b) the maintenance of the voluntary School Fund;
- to ask parents of pupils who do practical subjects such as Technology or Art to provide their own ingredients and/or materials for the finished products which they will take home;
- to charge pupils travel expenses for work experience and to refund excess costs over normal daily travel;
- to charge the entry fee for examination of any pupil who, in the Head's judgement, has not prepared herself adequately by effort or study, or of any pupil who, without adequate reason, does not sit an examination for which she has been entered. A charge will be made for resits;
- to submit to the Headmistress and Chairman any issue which may require a decision over implementation of the policy in any particular circumstance.

## **Parental Contact with School**

Parents are welcome to telephone or call to the school if they have a message to convey or an enquiry to make. If a parent has a concern he or she is invited to telephone the school to make an appointment to see the Form Teacher or the Head of Year.

To protect the health and safety of all the pupils parents are asked NOT to drive vehicles into the grounds or stop outside the gates.

## **Attendance**

The school values a high attendance rate for pupils. No pupil should have an attendance rate below 96% unless there are very special circumstances that have been made known to the Headmistress.

Parents are asked to telephone to report an absence on the first day of absence and then send a letter explaining the nature of the absence on the first day of return to school.

Attendance data for 2007-2008 as shown in the School Census January 2009

Number of pupils of compulsory school age on roll for at least one session in Autumn 2008 Term	675
Authorised absence as percentage of total possible sessions	4.64%
Unauthorised absence as percentage of total possible sessions	0.0%

## GENERAL REGULATIONS

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- Girls are expected to behave in a responsible and courteous manner, showing respect to their teachers, fellow pupils and all members of the school community. Considerate and appropriate behaviour is expected at all times, including the journey to and from school. Any behaviour which demeans another through bullying will not be tolerated.
- Girls are expected to obey the health and safety rules of the school and of each departmental area. Girls may not leave the school premises without permission. All absences must be authorised by the school.
- **Uniform rules are strictly enforced.** Skirts must be of knee length. Shoes must have a heel of no more than 1½” and be appropriate for a day’s movement around school. All items of clothing and personal belongings must be marked with the owner’s name. Make-up and nail varnish are not allowed for Years 7 – 11.
- **School Bags:** All pupils should have two plain black waterproof bags. Logos, flashes of colour or brand names are not acceptable. They must have handles and be large enough to carry and protect large text books and files. They should measure at least 18” in length, 12” in depth and 8” in width. Plastic carrier bags, haversacks and bags with drawstring ties are not acceptable and will not be allowed.
- Jewellery and other valuable objects should not be brought to school. The only permitted jewellery is a watch, one pair of small plain gold or silver studs. Expensive watches, fountain pens and biro should not be used in school. Money must be kept in a purse belt – never left in cloakrooms or in school bags. Each girl has a locker which must be kept locked. Padlocks are purchased in Year 7.
- PE Kit should be brought to school on the days of PE lessons and taken home daily.
- The school accepts no responsibility for pupils’ money or effects lost or damaged on school premises.
- Girls are **NOT** permitted to bring the following items into school: Magazines, radios, MP3 players, playing cards.
- Chewing gum and any sort of aerosol are strictly forbidden in school.

School detention will be enforced in the case of a girl regularly not completing her homework, consistently producing work of a poor standard or breaking school rules.

Mobile phones should only be brought into school when absolutely necessary and then kept switched off and locked in the pupils’ locker.