



SIR THOMAS BOTELER

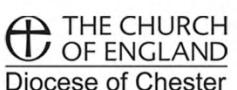
CHURCH OF ENGLAND HIGH SCHOOL



WWW.BOTELER.ORG.UK
APPLICANTS
HANDBOOK

2017-2018
HIGH EXPECTATIONS
HIGH ASPIRATIONS
HIGH STANDARDS
YOU WILL SUCCEED

THROUGH GOD, WE CARE



GRAMMAR SCHOOL ROAD, LATCHFORD, WARRINGTON, WA4 1JL
TCAT **01925 636414** **INFO@BOTELER.ORG.UK**



WE ARE PART OF THE CHALLENGE ACADEMY TRUST

Dear Candidate

Welcome to Sir Thomas Boteler Church of England High School. I have put some information together so you are able to get a real flavour of the school, what we believe in and what we stand for.

We are passionate about our school, young people, staff and wider community. We apply 'High Expectations' to everything we do, ensuring that the educational experience we offer is the best it can possibly be.

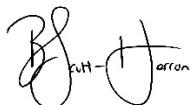
As a School we are on a journey to become outstanding and we strive to achieve this in all aspects of School life. We believe in a holistic education which builds on the strengths of our young people, yet stretches and challenges to ensure they succeed.

Our High Expectations are just as prominent for the staff that work at Sir Thomas Boteler Church of England High School, as they are the role models for our students. We expect them to deliver quality first teaching and to go above and beyond to ensure all our students achieve. Our culture and Ethos are extremely important and the belief that everyone can achieve is founded in our mission statement of "Through God We Care".

We look forward to welcoming you to our School and if there is any further information you require then please do not hesitate to contact us – info@boteler.org.uk.

Please visit our website for further comprehensive information regarding all areas of school, including policies, procedures and key messages. www.boteler.org.uk

High Expectations
High Aspirations
High Standards
You will succeed



Beverley Scott-Herron
Headteacher

**HIGH EXPECTATIONS
HIGH ASPIRATIONS
HIGH STANDARDS
YOU WILL SUCCEED**

WE ARE A GOOD CHURCH SCHOOL WITH OUTSTANDING LEADERSHIP & MANAGEMENT





A BRIEF HISTORY

The founder of the school was a medieval Lord of the Manor, born at Bewsey in 1461, and knighted by Henry VII.

Sir Thomas Boteler made a will in which 500 gold marks out of his estate were to be put aside for the purchase of land to yield rent "to found a free grammar school in Warrington to endure for ever".

On 27 April 1522, Sir Thomas Boteler died and was buried in the Parish Church. Each year, around that date, a service is held in the Boteler Chapel in his memory.

Sir Thomas Boteler's wishes were carried out when a deed was signed on 16 April 1526, four years after his death, establishing a school "whereby men's sons might learn grammar to the Intent that they thereby might the better learn to know Almighty God". The Master was to be an "honest and discreet Priest, learned in grammar".

Richard Taylor was the first Master. The school was located near the Parish Church so that boys could pray every morning "and likewise at night before they depart". During the winter they were to be at the church "between six and seven in the morning" and not depart "till five in the afternoon". In the summer they had to arrive one hour earlier. No scholar was to wear "any Dagger, Hanger or other weapon invasive, other than his knife to cut his meat with".

Although the earliest buildings have long since been replaced, the Boteler Grammar School of 1863 could until recently still be seen at School Brow behind the Sainsbury's store. A stone tablet originally erected by Samuel Shaw (Master from 1687 to 1718) was built into the west wall of the 1863 building and the sun dial erected in the time of Thomas Hayward (Master from 1720 to 1757) is currently on display in the Memorial Garden of the present school.

In 1932 the independent status of the school came to an end when it became clear that governors of the school would not be able to finance a new school building and responsibility was transferred to Warrington Corporation.

Amalgamation with the Warrington Secondary School and the move to the present site at Latchford occurred in 1940. The school's architectural design was given "every consideration to securing a distinctive appearance of dignity and character in keeping with a school of this importance". During recent years a great deal of money, energy and imagination have gone into ensuring that the standards set in 1940 are maintained for future pupils.

The introduction of comprehensive schooling in 1979 (and the creation of a mixed school for the first time) was followed by the amalgamation with the Richard Fairclough High School in 1983, the school being known as Victoria Park High School until it was changed again in 1988 to the Sir Thomas Boteler High School. In 2002, the school's original association with the Church was renewed, as it became Warrington's first Church of England High School.

In addition to this, in 2008 the school achieved Specialist Music College status.

Although there have been many changes in the school's history, Sir Thomas Boteler Church of England High School's original intention to provide a sound education for Warrington children, is still our highest priority nearly five hundred years later.

THE SCHOOL DAY

The new school year starts on Monday 4th September 2017.

DAY 1 (ALL YEARS WILL START AT 8.45AM)

08.45am	Year 7 students meet in the Main Hall
08.45am	Years 8, 9, 10 & 11 students to go to Tutor rooms
08.45am	Year 7 assembly in the Main Hall
09.05am	Year 8 assembly in the Main Hall
09.30am	Year 9 assembly in the Main Hall
09.55am	Year 10 assembly in the Main Hall
10.05am	Year 11 assembly in the Main Hall
11.05am – 11.20am	Break
Normal school day resumes after break	

SCHOOL DAY

08.45am – 09.05am	Tutor Time/Assembly/Worship
09.05am – 10.05am	Period 1
10.05am – 11.05am	Period 2
11.05am – 11.20am	Break
11.20am – 12.20pm	Period 3
12.20pm – 1.20pm	Period 4
1.20pm – 1.50pm	Lunch
1.50pm – 2.50pm	Period 5

Lessons are timetabled over a 2 week period; the weeks are called week 1 and week 2 for organisational purposes.



VISION 2017 – 2018

MISSION STATEMENT – ‘THROUGH GOD WE CARE’

At Sir Thomas Boteler Church of England High School we aim to provide all our students with outstanding educational provision, in a supportive and inclusive environment which is underpinned by Christian Values. Students are at the heart of everything we do and no child will ever be left behind. All our students will receive an inspiring and balanced learning experience which is delivered by dedicated and committed staff, who go above and beyond to secure the best outcomes for each student.

THE COMMITMENT FROM THE TEACHING STAFF COMES FROM THE 5 K'S

Knowing the context

Knowing their class

Knowing the individuals in their class

Knowing the school and wider community

Knowing that they will have an impact on the lives of every individual in their care.

Respect and Integrity are the values which the whole community live for and are the firm foundations on which we stand. Our whole school community is relentless in the pursuit for excellence and are committed to raising standards so that every student reaches their full potential.

“High Expectations, High Aspirations and High Standards - You will succeed. “This is a non-negotiable for every member of staff and student in our school community.

We are determined to diminish the difference in school variation, so that all students make the progress they are capable of regardless of their starting point. Every young person in our care is equally important and deserves the best education possible.

At Sir Thomas Boteler Church of England High School, we have a strong moral purpose to develop the whole child both academically and pastorally because ‘Through God We Care’. We equip them with the skills, knowledge and understanding for lifelong learning in an ever changing society. We will inspire, support and challenge the students, making sure they seek to attain the highest grades, make as much progress as possible and fulfil their potential.

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All our students have a right to learn and our teachers have a right to teach. We are tolerant of one another and build strong relationships. We learn from each other and from our mistakes. We find only solutions to problems and not barriers. We overcome adversity as a team and focus on the ways forward. As a staff we are resilient and ensure that no matter what, the students come first.

Each member of staff is a role model for our students and models the 'High Expectations, High Aspirations and High Standards' throughout all they do. They are clear on their roles and responsibilities and the impact needed. They all instil the belief in the students that they will succeed.

Everyone in our school community has the passion and drive to ensure all our learners succeed and that they are happy and safe. At Sir Thomas Boteler Church of England High School we will support all our students to the best of our abilities to help them succeed in becoming lifelong learners, equipped with the knowledge and skills to achieve their goals.

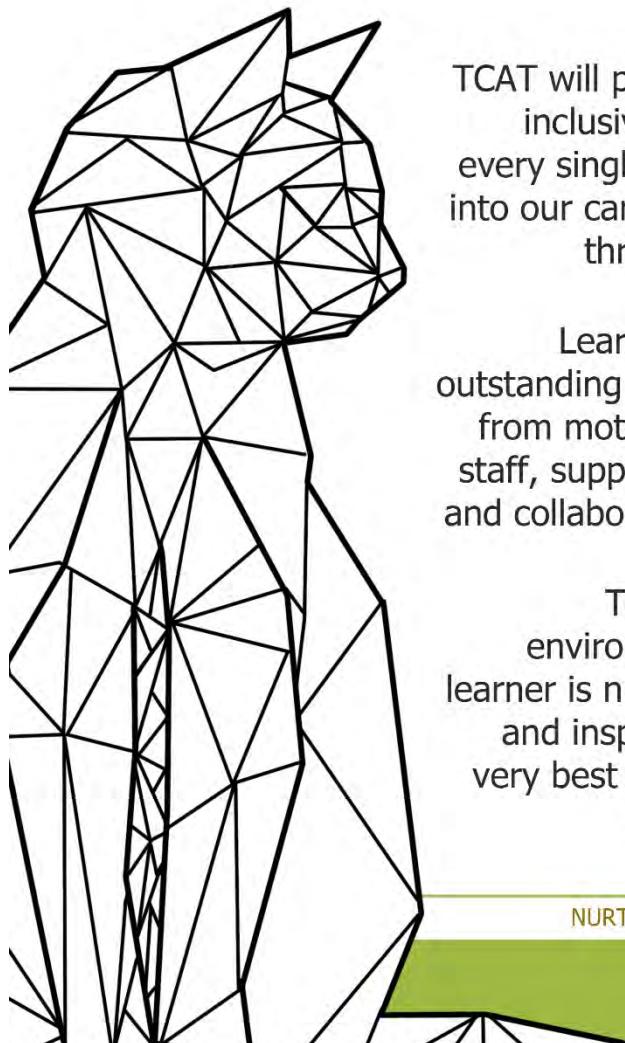


THE CHALLENGE ACADEMY TRUST (TCAT)

On the 1st June 2017 Sir Thomas Boteler Church of England High School became an Academy and part of The Challenge Academy Trust (TCAT). This achievement should not be underestimated as we are moving in a direction where we will still retain our autonomy but are also able to flourish and develop ensuring we become an outstanding education provider. Young people remain at the heart of everything we do and although we subscribe to the TCAT vision we certainly do not lose any of what we stand for and or believe in as a Church School. In essence our Christian Values become even more prominent and other institutions can and will learn for our best practice. The TCAT vision is below and you can see how it aligns with what we believe in and what we stand for. This is a very exciting time for Sir Thomas Boteler Church of England High School due to the opportunities which will be available for our young people within this Multi Academy Trust. It is also exciting as we were fundamental in the design of this Trust and we will lead of Ethos, Vision, Values and Ethics.



THE
CHALLENGE
ACADEMY
TRUST



TCAT will provide exciting and inclusive opportunities for every single learner entrusted into our care, from early years through to adulthood.

Learners will receive an outstanding modern education, from motivated and talented staff, supported by innovative and collaborative partnerships.

TCAT will provide an environment where every learner is nurtured, challenged and inspired to achieve the very best for themselves and their communities.

NURTURE | CHALLENGE | ACHIEVE

www.tcat.uk.com

STAFF AND STUDENT CHARTER TO MEET EXPECTED HIGH STANDARDS FOR LEARNING

STAFF WILL:

- Arrive punctually to classrooms and greet all students at the door.
- Ensure uniform is of the appropriate standard and issue instructions regarding the first activity to engage the students.
- Take the register using the lesson monitor system and report any missing students to the main office immediately.
- Set a seating plan to meet the needs of the group.
- Teachers will not accept students calling out and will promote the desired behaviour, allowing students the opportunity to forward their views when appropriate.
- Ensure students are informed of home learning and record it on 'Show My Homework'.
- Take every opportunity to encourage, praise and empower the students, whilst supporting students as they look to make progress towards their targets.
- Review student performance, rewarding students via lesson monitor and providing them with this feedback at the end of the lesson. Teachers will only dismiss students if the room is tidy and uniform is correct.
- Ensure students follow the school rules and responsibilities at all times. All staff will challenge students when the expected high standards are not met.
- Model the high standards of behaviour expected from students and promote a culture of respect for all.





STUDENTS WILL:

- Arrive punctually to classrooms with a positive attitude, fully equipped for lessons and ready to start learning.
- Wear the school uniform correctly and take pride in their appearance, both in school and when out in the community.
- Answer their name when the register is taken in a polite and respectful manner, 'Here Sir/Miss'.
- Sit in their seat as directed by the teacher.
- Remain silent when the teacher is talking, listening to and concentrating on all instructions.
- Record all home learning in their planner and take pride in its general presentation (no graffiti).
- Complete classwork and home learning to the best of their ability.
- Ask for feedback regarding their performance in relation to the lesson monitor criteria at the end of the lesson. Students will ensure that the room is tidy and that their uniform is correct, leaving the learning space in an orderly fashion.
- Behave safely in lessons, during movement between lessons and in their free time, following the rules and responsibilities.
- Treat all members of the school community with courtesy and respect. Respond to staff at their first request and follow all school rules, responsibilities and policies.



SCHOOL RULES AND RESPONSIBILITIES

- **REPRESENT YOURSELF, YOUR FAMILY AND SCHOOL WITH PRIDE AT ALL TIMES, BEFORE, DURING AND AFTER SCHOOL.**
- **ARRIVE ON TIME AND FULLY PREPARED FOR LESSONS.**
- **WEAR YOUR UNIFORM CORRECTLY AT ALL TIMES AND REMOVE OUTSIDE COATS UPON ENTERING THE BUILDING.**
- **SHOW RESPECT TO: RIGHTS AND RESPONSIBILITIES, ETHOS, SELF, PROPERTY, ENVIRONMENT, CULTURE AND TEACHING AND LEARNING.**
- **BEHAVE IN A SAFE AND ORDERLY MANNER AT ALL TIMES.**
- **FOLLOW INSTRUCTIONS FROM STAFF AT THE FIRST TIME OF ASKING.**
- **ENSURE MOBILE PHONES ARE SWITCHED OFF AND IN BAGS UNTIL THE END OF THE SCHOOL DAY AND THAT YOU ARE NOT IN POSSESSION OF ANY BANNED ITEMS.**

LESSON MONITOR

Lesson monitor is a system that tracks students' attitudes to learning in all lessons using our School Information Management System (SIMS).

- Students are registered in the classroom with a 2 (good) at the start of the lesson, moving away from the traditional present code. We expect behaviour to be good.
- Teachers will use the 'attitude to learning' criteria to change the number dependent on the student's performance.
- Where a 3, 4 or a 5 is recorded, a teacher will record a comment based on the student's performance.
- Where a 4 or 5 is recorded, a sanction will be put in place by the teacher.
- Attitudes to learning will be monitored closely by members of staff and will contribute to decisions made on praise, rewards, sanctions and interventions.
- Lesson monitor will provide staff, students and parents/carers with an accurate picture of a student's performance in all lessons.
- Students should strive to achieve an outstanding (1) in all lessons and will have the opportunity to reflect on their attitudes to learning during tutor time. Lesson monitor data will feed into the rewards system where students will be rewarded for achieving outstanding performance.
- We also celebrate student achievement outside of lessons. Examples include, service to school, sporting representation and many other contributions. We will log this on our SIMS system and the students have the opportunity to win awards throughout the year. Awards include, Service to the School, Progress, Sport, Music, Drama, Citizenship and a Good Samaritan Award.



ATTITUDE TO LEARNING CRITERIA

1 - Outstanding

- You are hard-working, highly motivated and contribute fully to learning.
- You are enthusiastic and co-operative with staff and collaborate very effectively.
- You take full responsibility for your own learning, show perseverance, meet all deadlines and complete work to the very best of your ability.
- You complete research, preparation and home learning thoroughly and are fully equipped for lessons.

2 - Good

- You are hard-working and present a positive attitude to learning.
- You are willing and co-operative with staff and collaborative with others.
- You complete work to the best of your ability.
- You are well-prepared and fully equipped for lessons with home learning completed appropriately.

3 - Requires improvement

- You do not always work to the best of your ability and sometimes need encouragement to stay on task and think for yourself.
- You are coasting and putting in variable effort.
- You are not always fully prepared for lessons, you do not have all the required equipment and home learning is sometimes not completed or shows minimal effort.

4 - Inadequate

- You need frequent reminders to stay on task.
- You do not meet the expected standards of behaviour or effort.
- You are not prepared for lessons and need to accept more responsibility for your learning.
- Your lack of effort and focus has a negative impact on your learning and sometimes that of others.

5 - Unacceptable

- You do not involve yourself in the learning process without frequent prompting.
- You seem unprepared to learn and often stop others learning too.
- You do not meet the expectations regarding behaviour and your response to correction is negative.



THE PASTORAL SYSTEM

Our pastoral system uses the traditional horizontal system where students are placed in tutor groups with students from the same year group. The size of the cohort will determine how many tutor groups there are in each year group.

The system allows students to benefit from sharing experiences with children of their own age with age specific tutor time. Students will have a tutor who will move through the years with their tutor group, watching them grow and progress together. Strong relationships can be formed between students, parents/carers and tutors.

Tutors take pride in their role and strive for the highest possible standards with their tutor group. They will support students in ensuring that they are familiar with school rules and responsibilities.

Each year group is cared for by a Progress Leader and a Pastoral Leader, who support the tutor teams and ensure consistency, whilst having an overview of all aspects of pastoral care across the year group.

Students will also be assigned to a House; Ireland, Priestley, Tyldesley or Warburton. There is a strong House identity in the school and students will have the opportunity to represent their House during key events and competitions during the year.

Years (6) & 7

Progress Leader - Mr Morley

Pastoral Leader – Miss Hayes

Years 8 & 9

Progress Leader – Mrs Butcher

Pastoral Leader - Mrs Ashwin

Years 10 & 11

Progress Leader – Mrs Armstrong

Pastoral Leader - Mrs Savage / Mr Willcock

Assistant Headteacher responsible for Personal Development, Behaviour and Welfare

Mr Leonard – jleonard@boteler.org.uk

There are a number of other members of staff who will support the pastoral team. These include the Attendance Officer, the school Wellbeing Worker and the Safeguarding Officer.

HOUSE SYSTEM

Every student and member of staff who attends Sir Thomas Boteler Church of England High School is a member of a 'house'. The houses are made up of all students from Year 7 through to the Year 11.

The House system is a long standing tradition that creates competition, promotes good work and behaviour, encourages teamwork, provides opportunities to take on responsibilities and brings everyone in the school together.

By being a member of the house family, students and staff are encouraged to show team spirit as all of the houses will thrive on the ethos of "it's the taking part that counts".



PRIESTLEY



IRELAND



WARBURTON



TYLDESLEY

Each house has one male and one female Head of House from Year 11. Each year group has 4 house captains, one from each house.

The role of the Head of House:

- is to take responsibility for the leadership and organisation of their house throughout the forthcoming academic year.
- is to lead House assemblies.
- is to run inter house competitions.
- is to organise and write articles for the Boteler Bulletin/Transition Times every 2 weeks.
- Is to be present at whole school events and support the school.
- Is to attend weekly meetings with Mrs Mawby.

The role of the house captain is to support the Head of House in the leadership and organisation of their year group throughout the forthcoming academic year.

House competitions will take place every half-term. The House programme is designed in such a way as to be inclusive and promote opportunities for all the pupils, recognising all strengths.

All competitions give the students the opportunity to win house points. House points are added together and the house with the most points at the end of the year wins the overall house competition. Students will form an allegiance to their house and a sense of fun and friendly competition will pervade all the house events. Individual students will be awarded House points for manners, extra-curricular, taking part in house competitions, contribution to the Christian Ethos, service to the school and pastoral activities in daily school life.



Tutors will award five House Points a week for perfect attendance, punctuality, uniform and equipment. The House points will build towards certificates of achievement for individuals and develop self-confidence, personal and team pride, building to House pride.

STUDENT VOICE AND LEADERSHIP

Student Voice represents the opinions and views of our school students. Through student Voice we are a more democratic place. It allows us to represent student views on issues around our education and our school.

As a body of students we are committed to the idea that students' views should be considered in all decision-making: in our school, in our community, and on a national level.



Student Voice has five aims that we will achieve:

- 1) Represent the diversity of Sir Thomas Boteler students as stakeholders in our school.
- 2) Provide a space for our students to come together to share and discuss ideas about their education at Sir Thomas Boteler.
- 3) Represent our students' interests in the policy making that affects their education.
- 4) Provide our students with the skills to impact their educational communities.
- 5) Be run by our students and be accountable to our students.

STUDENT VOICE

Head Boy/ Head Girl

Lead all students in a positive manner and are role models for the school, they participate at school events including open evenings, primary days, and music festivals. They speak to parents/carers and external agencies on students behalf.

Deputy Head Boy and Deputy Head Girl

Supporting all students and the work of the Head Boy and Girl.

Lead Prefect

Managing the prefect system

Head of House

Will lead their house throughout the year, they will organize teams for events, lead regular house assemblies, work in partnership with teachers and work towards winning the trophies throughout the year and the overall house trophy at the end of the year.

Student Council

The student council meets twice every half term and is made up of students from each year. It is led by Head boy and Head girl. They lead on fundraising for charities and school as well as bringing about change for our school the community and national events.

TCAT Student Council

Students will lead the student voice across TCAT with students from the other schools within the Academy.

Form Representatives

Are the link for year groups to bring about change in a positive manner.

Prefects

Help to run the school at lunch and at events. They represent a link between the students and staff at the school.

Student Leaders and Ambassadors

Ambassadors are present and active in all Year groups and are trained in leadership skills. They volunteer at school events, work with the primaries and take an active part in the transition programme. We have developed links with Warrington School Sport Partnership and Live Wire and have ran the Level 3 school games at STB and the Warrington RIO Games at Orford Park.

'The Sir Thomas Boteler Church of England High School young leaders have been tremendous today and we really couldn't have held the day without them. They have got on with things and really led by example. The whole school should be very proud of them and we will not hesitate to invite future groups of Boteler leaders back'. *Live Wire Staff*

Health Champions

A group of students who have been trained with the skills in supporting others.

Student interview panels

Students are involved in interviewing new staff where they run their own interview panel. A Year 10 student commented:

"A fantastic opportunity to get to know the candidates and pass our opinions to the Head before final selection, we felt part of the process and very valued"

Student learning conversations

These take place termly during form time, they allow our students to speak out on their learning at STB. Recently due to these conversations homework has been addressed which has resulted in Show my Homework. DIRT is becoming more effective and enhancing progress, the Behavior For Learning policy continues to grow due to students ideas and thoughts. Extra-curricular clubs have been set up by groups of students.



Students lead tours

Students are regularly selected to lead tours of the school for new staff and students. They deliver their opinions about the school to the visitors. They develop relationships with the year 6 students and offer a friendly face for them. Candidates have sung our students praises.

Student panels for Ofsted and other external QA

Students are randomly selected to talk to Ofsted regarding their teaching and learning at Sir Thomas Boteler Church of England High School. A Year 8 student commented: "It's a great chance to show off our school and talk about it. It's fantastic to speak to parents and carers. Parents and carers have only commented positively on our leaders work"

Ethos Group

Participates in the spiritual side of school life, contribute to the services and special events around the Christian calendar. Have an active role in the Acts of Random Kindness program (ARK).

Archbishop of York Young Leaders Award (AoY) – Initially part of the KS3 Religious Studies program this exciting opportunity will see young people involved actively in the school and local community. Examples include the Christmas party for the elderly, visiting St Rocco's hospice and lots of charity work. We will need older pupils to mentor the new year 7s as they attempt their projects in the summer term.

Transition Times

A newspaper written by our students for our primary students, this goes out fortnightly to our primary schools and is on our web site.

Student Leaders in the classroom

In lessons students have the chance to be student leaders in the classroom.

EXTRA-CURRICULAR ACTIVITIES

Activities take place before school, at lunchtimes and after school. They are run by all subjects and are for all year groups. Students require a pass to attend sessions at lunchtime. Students benefit widely from attending the extra-curricular activities. There is a homework room open every day for all students from 2.50pm – 4pm. A full timetable will be issued in September.

PARENTS SUPPORTING BOTELER

Parents Supporting Boteler is a body of parents/carers, representing parents/carers, run by parents /carers with the support of the school. We want to develop a partnership between the school and parents/carers which not only bring about positive changes in students' learning, behaviour and results but also enhances the well-being of the students and school and develops community cohesion.



PERSONAL APPEARANCE

SHIRT AND TROUSER STYLES

Shirts must have a collar (casual shirts and open neck shirts are not permitted) and be worn appropriately, i.e. shirts must be tucked in, collars buttoned at the top. Trousers should be tailored. Trousers should be worn with a plain black belt where necessary and should not hang below the waist. No jeans or leggings are allowed. This year, skirts are specially designed for the school to be on or below the knee. Alterations to the length of a skirt are not permitted.

OUTDOOR COATS

Outdoor coats must be removed on entering the building and should be worn on the journey to and from school. Hoodies, cardigans and non-uniform jumpers are not permitted. These items will be confiscated. Outdoor coats should be of a dark colour.

HAIR

Hair must be worn in an appropriate conventional style. Hair styles must be such that they can easily be kept neat and do not prevent students from participating effectively and safely in all school activities. Heads must not be shaved and should be no shorter than a grade 2. There should not be any style which the school believes would undermine the ethos or discipline of the school. To be clear this means markings cut into the hair or eyebrows, Mohicans and other extreme styles. The dying, high or low lighting of hair in natural colours is acceptable – other colours are not permitted. Students will be required to re-dye their hair in the event of failing to adhere to this rule. Hair accessories must be minimal and appropriate for the learning environment.

MAKEUP AND NAIL VARNISH

Years 7, 8 and 9 are not permitted to wear make-up. Make-up should be minimal and discreet for Year 10 and 11 students. Excessive makeup must not be worn. Lipstick and coloured lip balm is not permitted. False eyelashes, drawn on eyebrows, nail extensions, gel/acrylic nails and nail varnish are not permitted. Students will be asked to remove makeup if a member of staff deems it necessary.

JEWELLERY

No jewellery of any kind is to be worn, except for a watch. Watches must be removed before PE lessons. Students who persist in wearing jewellery, other than a watch, will have these items confiscated. A letter will be sent to parents/carers asking them to collect it. Parents/carers will be asked to sign a receipt on collection. Staff confiscating jewellery will place it in an envelope; the envelope will be taken to the Main Office to be locked away.

The school takes no responsibility for jewellery which should not have been brought into school, and is subsequently lost or stolen. However, once confiscated, the school and its staff are responsible for ensuring its security.



Please note - students should not get their ears or any parts of their face newly pierced any time other than during the 6 weeks summer holidays, due to the length of the healing process. Covering piercings with plasters is not acceptable and students will be required to remove all piercings in line with school policy.

We do not consider make-up, jewellery and non-standard items such as trainers or shirts and sweatshirts with motifs to be acceptable as school uniform. Parental/carer support is crucial in maintaining the high standard of uniform and appearance at our school. Parents/carer are asked to note that we do not accept responsibility for loss of, or damage to, personal property on, or left on, the premises.

The school retains the right to act as the final authority in the interpretation of the dress code. If unsure, parents and students are advised to contact the Pastoral Leaders for clarification before purchasing an item.

As parents / carer, when you chose to send your child to Sir Thomas Boteler Church of England High School, you signed a home school agreement. This essentially means you support our code of conduct and our expectations and standards. Should your child fail to comply with the standards / rules expected, they will be sanctioned accordingly by the Pastoral and/or Senior Team.

EQUIPMENT

Students need to be properly prepared for their lessons. Students need to bring the following equipment every day: pen, pencil, ruler, eraser, pencil sharpener (these all need to be in a pencil case), planner, scientific calculator and a suitable school bag. All students must have a reading book with them.

KS3 Art requires a good quality paper A4 sketchbook, drawing pencils, rubber and a sharpener. KS4 GCSE Art requires good quality A4/A3 sketchbook. A range of equipment can be ordered from the department when starting the art course.

There will be sanctions for any student who does not comply with the rules and parents/carers will be contacted if the problem persists.

MOBILE PHONE POLICY

Mobile phones, iPods and headphones are not allowed to be used or seen in the school building or on site.

- On entry to the school building, mobile phone, iPods or headphones need to be switched off and put in a school bag.
- Mobiles, iPods and headphones should not be visible on a student. They are to remain in bags.
- Mobiles will not be allowed to be used in lessons for research, as a calculator or for telling the time. Students are not allowed to use mobiles as calculators in examinations and they need to have their own scientific calculator for this purpose.

Mobiles, iPods and headphones are not allowed to be switched on/used until students have left the school site.

We appreciate that you may require your child to have a mobile phone but it must be switched off and remain in their bags. In an emergency, please contact the Main Office and we will send a message to your child. The office staff are unable to deliver items to your child e.g. lunches/keys/bank cards. If your child forgets their lunch/money, they can borrow it from the main office.

If a mobile, iPod or headphones are seen in the building or outside during school time they will be confiscated.

Students will be able to collect the item at the end of the school day from the Main Office. Parents /carers will be informed. Sanctions for persistent offenders will be escalated and parents/carers will be required to come and collect the item from the Main Office before 4.30pm (Monday-Thursday) and 4pm (Friday). We appreciate that this is inconvenient and therefore require your support in ensuring that your child knows and understands the rules.

YOUR CHILD'S SAFETY

We pride ourselves on creating a safe and nurturing environment where student wellbeing is at the centre of everything we do.

Mr P McAleese

Designated Safeguarding Lead

Mr J Leonard

Designated Safeguarding Lead

Mrs E Enescott

Safeguarding Officer

CHILD PROTECTION

Parents should be aware that the school will take any reasonable action to secure the safety of its students. Where there is reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow Child Protection Procedures and inform Social Services of their concern. The Senior Designated Leaders are Mr McAleese and Mr Leonard. The school's Safeguarding Officer is Mrs Enescott.

OPERATION ENCOMPASS

In conjunction with Cheshire Police, Sir Thomas Boteler is involved in an initiative called Operation Encompass. The purpose of Operation Encompass is to safeguard and support children and young people who have been involved in, heard or witnessed a domestic abuse incident. Following such an incident, children will





often arrive at school distressed, upset, worried and unprepared. Operation Encompass aims to ensure that appropriate school staff (called Key Adults) are made aware early enough to support children and young people in a way that means they feel safe and included.

At Sir Thomas Boteler our Key Adults are;

Mrs Scott-Herron, Headteacher and Mrs Enescott, Safeguarding Officer.

This is a valuable initiative that means we can continue to support and help children and families within our school community when they need it the most.

You can find out more by visiting www.operationencompass.org or by contacting our Key Adult.

Everyone has a responsibility to make sure that children within Sir Thomas Boteler Church of England High School are safe, as 'Every Child Matters'

If you are worried about the safety of any young person in our school, you MUST report this to the safeguarding team.

PLEASE DO NOT:

- Decide to do nothing
- Leave the school without telling anyone

SAFE WORKING WITHIN SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

- Provide a good example and be a positive role-model by being respectful, fair and considerate to all.
- Treat all children equally – never build a 'special relationship' or favour a particular child above all others.
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- Do not photograph children (unless requested by the school staff) exchange emails, text messages, and phone numbers or give out your own personal details.
- Do not receive or give gifts unless arranged through school.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's wellbeing and safety.

ALLEGATIONS

Any allegations should be reported to the Safeguarding Team. If the concerns are about the Headteacher please inform the Chair of Governors Mr Stuart Titchard.

VOLUNTEERS / VISITORS RESPONSIBILITY

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Sir Thomas Boteler Church of England High School, we all have a duty to safeguard and promote the welfare of our children.

Always have identification documents available for staff to check.

IDENTITY BADGES

All visitors within Sir Thomas Boteler Church of England High School must wear their visitors badge received from Reception. Any adults without a badge will be challenged.

DBS CERTIFICATES

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

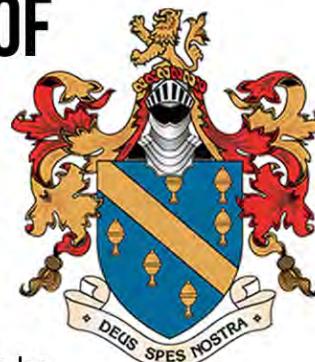
SCREENING DOCUMENT

Visitors will be asked to sign our Screening Document available at the Reception Desk. By signing the document, you agree to comply with Child Protection Procedures within Sir Thomas Boteler Church of England High School, follow the Code of Behaviour and agree to disclose all criminal convictions spent or not. The Screening Document is updated annually.





AT SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL WE BELIEVE IN **RESPECT**



R Rights and Responsibilities

All individuals have the right to feel safe in school and the right to be treated fairly, with respect. Students must follow the school rules and responsibilities, including the rights of all individuals in the school community.

E Ethos

Through God, we care. All of our work is underpinned by Christian Values.

S Self

Students make positive contributions in lessons and to the wider life of the school, taking pride in their efforts. Individuals will have high expectations, high aspirations and high standards in all they do.

P Property

There is a clear respect for other people's property and work that is displayed around the school. Students are required to report any theft or damage to the nearest member of staff.

E Environment

We benefit from working in a clean and tidy environment. We belong to the same community and we must show respect for our surroundings, equipment and resources. No member of the school community should ever drop litter, use chewing gum or eat outside of the designated areas.

C Culture

All members of the school community are valued. Students must be polite and courteous to each other, showing respect for the feelings and beliefs of others. Discrimination will not be accepted and we demonstrate respect and tolerance of different faith, race and ethnicity.

T Teaching and Learning

Teachers have the right to teach and learners have the right to learn. This right must be respected by all.

**RIGHTS AND RESPONSIBILITIES
ETHOS
SELF
PROPERTY
ENVIRONMENT
CULTURE
TEACHING AND LEARNING**

BULLYING

We will not tolerate bullying and will aim to deal with it quickly and effectively if it occurs. Our school strives to create an environment where children feel safe and supported.

The school aims to:

- Reduce and prevent bullying behaviour in school.
- Deal effectively with incidents of bullying.
- Support victims of bullying and educate the perpetrator.
- Ensure proportionate sanctions and support is in place for bullies.
- Promote tolerance and fairness.
- Ensure all students are safe in school.

Students can report any bullying incidents to any member of staff. The school will also be launching a resource hub and reporting platform to beat bullying called TOOT TOOT from September 2017.

Students can report any bullying incidents via the online confidential reporting system called SHARP (School Help Advice Reporting Page) through our school website. Mr Leonard will be alerted to any reports submitted.

Teachers have the power to discipline students for misbehaving outside the school premises "to such an extent as is reasonable". This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre. Therefore, where we have information to suggest bullying has taken place involving members of our school community, an investigation will take place and appropriate measures will be taken to resolve the matter. Where appropriate, the school will notify the police.

E-SAFETY AND CYBER-BULLYING

The internet is a powerful tool that can contribute to raising educational standards and help to promote achievement. It is an essential element in 21st century life. The school has a duty to provide students with a safe and secure online learning environment. We use a monitoring and filtering system which is very effective in blocking inappropriate material and misuse of the internet. If a student abuses the system the school will withdraw access for that student for a fixed period or permanently.

The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur in or outside school. Cyber-bullying is a different form of bullying which can happen anytime, with a potentially bigger audience, and more accessories as people forward on content at a click. (DfE October 2014).

The school will not tolerate cyber-bullying and will aim to keep parents/carers up to date with emerging trends and provide advice and guidance to ensure children remain safe.



A website that addresses a number of the current concerns that schools and parents/carers face is <http://h2bsafetycentre.com/h2report-iphone> and it is recommended that you visit the site when you have questions about your child's use of the internet.

At Sir Thomas Boteler Church of England High School we aim to create a positive school ethos where effective teaching, learning and personal development can take place. We aspire to maintain a disciplined, orderly and friendly atmosphere which fosters the fullest spiritual, academic and personal development of our students. We are continuously committed to raising the standards of behaviour and attitudes to learning. The sharing of common goals is essential to our school community and to the fulfilment of the high aspirations we have for all our students as a Christian school.

This approach will also adhere to section 89 of the Education and Inspections Act 2006 which states that the measures in a behaviour policy should aim to:

- Promote good behaviour, self-discipline and respect
- Prevent bullying
- Ensure that students complete assigned work
- Regulates the conduct of students.

SUPPORT WITH ONLINE SAFETY

The school continues its work in educating students around online safety; however, we must work in partnership with parents and carers.

Below are some useful websites and links through NSPCC and ChildLine to support parents/carers in helping their children to stay safe online.

EDUCATIONAL VISITS

We believe that safely managed, well planned educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum for our students. They are an opportunity to extend the learning of all students, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfillment. The teaching staff and governors are committed to providing Educational Visits and Learning Outside the Classroom activities that supplement and enhance the curriculum, providing experiences that may otherwise be impossible. We seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities.

WORSHIP AT SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

We are proud to be a Christian community and Church of England School and 'Through God we care.' Worship is a key theme within the life of the school and students along with staff are provided with regular opportunities to celebrate their faith and Christian values, including 'God is our Hope,' which Sir Thomas Boteler himself acknowledged almost 500 years ago.

Each morning, every tutor group undertakes an act of collective worship by way of prayer and weekly assemblies provide opportunities for the development and support spiritual well-being.

Each week, there is an opportunity for all students to attend the 'Sharing of the Supper,' which enables all that attend to share in the 'Body' and 'Blood' of our Lord Jesus Christ. This service is led by our part time Chaplain, Revd. Stewart McTaggart.

ETHOS

'We are a good Church school with outstanding Leadership and Management' – SIAMS 2017

We hold numerous services over the course of an academic year across a wide range of local churches and we enjoy positive relationships with the four Latchford based Christian Churches; each of whom play host to services at Advent and Easter time.

In addition to these services we hold our annual Inauguration service for new Year 7 students at the Parish Church, St Elphin's and our Autumn Harvest Service at Christ Church, Latchford.

Our policy for 'Spiritual, Moral, Social and Cultural Development (SMSC) and Collective Worship' is available for all parents/carers to view on the school website.



MORNING PRAYERS

These are examples of some of the prayers provided to assist in the delivery of a consistent act of daily worship as part of every tutor period. Each tutor group has a prayer book which they select prayers for daily form worship.

SCHOOL PRAYER

Dear Lord, Thank you for every one of us here in our school, our wider community and our world. Thank you for our friends and enemies because they both make us strong in our faith. Thank you for creating our beautiful earth, the sun, the sea, the land, the moon and the stars. Thank you for looking down on us and forgiving our sins. Thank you for bringing yourself to us in Jesus and letting us eat and drink with you. You love us as you love your own son. Thank you for everything. Thank you, God.

Amen

THE LORD'S PRAYER

Our Father, who art in Heaven,
Hallowed be Thy Name
Thy kingdom come;
Thy will be done, on earth as it is in Heaven
Give us this day our daily bread
And forgive us our trespasses, as we forgive those who trespass against us
And lead us not into temptation, but deliver us from evil; For thine is the kingdom,
the power and the glory,
For ever and ever.
Amen.

CHRISTIAN VALUES FOR EACH HALF TERM

Half term 1 – Hope
Half term 2 – Thankfulness
Half term 3 – Endurance
Half term 4 – Humility
Half term 5 – Compassion
Half term 6 – Friendship

This is an example of how Collective Worship might look, this is subject to change and is an example only.

Year	Monday	Tuesday	Wednesday	Thursday	Friday
7	Spiritual Assembly	Collective Worship	Student performance or Stop, Drop and Read	Quiz	PSHE
8	PSHE	Spiritual Assembly	Collective Worship	Student performance or Stop, Drop and Read	Quiz
9	Quiz	PSHE	Spiritual Assembly	Collective Worship	Student performance or Stop, Drop and Read
10	Student performance or Stop, Drop and Read	Quiz	PSHE	Spiritual Assembly	Collective Worship
11	Collective Worship	Student performance or Stop, Drop and Read	Quiz	PSHE	Spiritual Assembly

PRIVACY NOTICE

for Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We, Sir Thomas Boteler Church of England High School are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care, and
- Assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.



In addition, for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both your and your parent's/carer's name(s) and address(s), and any further information relevant to the support services' role. However, if you are over 16, you (or your parent(s)/carer(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please inform Miss C Owen, Pastoral Officer if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at: www.direct.gov.uk/en/YoungPeople/index.htm or the LA website shown above. We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

Attendance information is not collected as part of the Censuses for the Department for Education for the following students / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs B Scott-Herron, Headteacher.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

www.warrington.gov.uk and <http://bit.ly/1k5nyRd>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Warrington Borough Council
Children and Young People's Directorate
Performance and Business Unit
2nd Floor New Town House
Buttermarket Street
Warrington
WA1 2NJ

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London, SW1P 3BT

www.warrington.gov.uk
eddat@warrington.gov.uk
01925 443165

www.education.gov.uk
<http://www.education.gov.uk/help/contactus>

0370 000 2288

TEACHING AND LEARNING

Your child will have the opportunity to follow a broad curriculum at key stage 3, and study a range of subjects that include Mathematics, English, Science, History, Geography, French, Spanish, Religious Studies, Computer Science, Design Technology, Drama, Art, Music, Physical Education and Personal Social Health Education (PSHE). At key stage 4 students will be offered a choice of certain subjects that will be studied in more depth.

Lessons in our school have a clear structure with learning intentions made clear to the learners. Students will benefit from a range of learning experiences both within lessons and through enrichment opportunities where possible. We aim to match activities in lessons to the abilities of the students in order to help them learn and make progress. Students will be provided with time to reflect on their learning through teacher feedback with a focus on what went well (WWW) and what they could do to make it even better (EBI). Homework always supports learning and is always appreciated when you support us in this area, as we aim to develop more independent and inquisitive learners ready for the 21st Century. All students and parents/carers are provided with a password to the software used to record home learning (Show My Homework).

Our teachers provide a safe and stimulating learning environment and approach lessons with the belief that teachers have the rights to teach and students have the right to learn. We always appreciate your help in supporting your child's learning by ensuring they have arrived to school on time and ready to learn with all their necessary equipment for all the subjects they study

KEY STAGE 3 (YEARS 7, 8 & 9)

All Key Stage 3 teaching and learning will be delivered through a combination of ability based and mixed ability groups or sets.

All **English Baccalaureate** subjects (Computing, English, French, Geography, History, Mathematics, Science and Spanish – Year 7 and 8) will be taught in tiered ability sets. All other subjects will be taught in mixed ability groups. These groups will also act as the form group for all students at Key Stage 3.

Students are placed in ability sets by staff using a combination of Key Stage 2 data and in-school student progress data. Great care is taken to ensure that students are placed in the correct groups so as to best facilitate progress.

At Key Stage 3, setting reviews will take place throughout each academic year and parents/carers will be informed of any necessary group changes.



KEY STAGE 4 (YEARS 10 & 11)

At Key Stage 4, students follow a programme involving core and optional subjects. Core or compulsory subjects taught at Key Stage 4 are:

English (including Language *and* Literature)

Maths

PE (non-examined)

RE

Science

Core subjects, with the exception of PE are taught in tiered ability sets. Optional subjects are taught in mixed ability sets.

At Key Stage 4, setting reviews will take place throughout each academic year and parents/carers will be informed of any necessary group changes.

Please contact **Mr Koltan (Senior Assistant Headteacher)** if you require any further information:
jkoltan@boteler.org.uk

HOMEWORK

Homework and independent study is crucial for your child to achieve his/her full potential. The following guidance is to help you with what homework should be set, when and how long (approximately) the homework task should take. We follow a 2 week timetable and the subject split may not lend itself to following this to the letter due to the split of the classes. However, the timings should equal out over the fortnight.

All teachers will set the homework at the start of the lesson, and this is done via Show My Homework. This gives students an opportunity to discuss any issues with the teacher before they leave. Students need to take responsibility for their homework and ensure that they have all the correct information in order for them to complete the homework that has been set.

It is also crucial that students complete their homework to a high standard and hand it in on time, so that the homework can be marked and given back. This is where parents and carers can help and support us. We also appreciate your support with the sanctions that are in place for non-completion of homework. We need to send the right message out to all our students. We value homework. If together we can get this right, it will have a massive impact on grades and outcomes for your child.

We want your son/daughter to succeed at the highest level and achieve the best results possible. High standards of independent work are a key feature of us being able to ensure that this happens.

Please ensure your son/daughter has a planner, equipment and a bag every day.

KEY STAGE 3 GUIDANCE

Subject	Year 7 (minutes per week)	Year 8 (minutes per week)	Year 9 (minutes per week)
English	30	2x30	2x45
Maths	30	2x30	2x45
Science	30	2x30	2x45
RE	30	2x30	2x45
Geography	30	30	45
History	30	30	45
MFL	30	30	45
Art	30	30	45
ICT/Computing	30	30	45
Technology	30	30	45
Drama/Music/PE	Practical subject - research based projects where appropriate.	Practical subject - research based projects where appropriate.	Practical subject - research based projects where appropriate.

KEY STAGE 4 GUIDANCE

Subject	Year 10 (minutes per week)	Year 11 (minutes per week)
English	2x60	2x60
Maths	2x60	2x60
Science	2x60	2x60
Option Subjects	2x60	2x60

PSHE homework will be set when and where appropriate within the schemes for learning.

National Average for Homework

Years 7 and 8	45-90 minutes a day
Year 9	60-120 minutes a day
Years 10 and 11	90-150 minutes a day

SHOW MY HOMEWORK (SMHW)



All Sir Thomas Boteler Church of England High School students are provided with a Show My Homework (SMHW) account. Parents/carers also have an account that they can access online to monitor the homework that is being set for and completed by their child(ren).



All Sir Thomas Boteler Church of England High School teachers set homework using SMHW. This is then accessible by students and parents/carers either via the app that can be downloaded or by logging on via an internet connection.

Once students have logged on for the first time using their PIN, they will be able to log on using their school user name and password which is set up to help students manage their Office 365 Account.

Parents/Carers of new Year 7 students will receive their PIN information during the first week of their child being at Sir Thomas Boteler. All Year 7 students will be provided with an opportunity to log-in to their SMHW account during the first fortnight at school as part of their Computing lessons.

ASSESSMENT, RECORDING AND REPORTING

KS3

In our school we no longer use "levels" (for example 5A, 5B, 5C) to report on the progress of our pupils in Years 7, 8 and 9. This is in response to the abandonment of levels by the Department for Education (DfE) allowing schools to consider their own ways to assess, record and report on student progress.

As such, we have introduced a new "life without levels" approach to reporting on progress over time for each student at Sir Thomas Boteler Church of England High School. This is a new system that has been adopted by many schools across the country and was developed as part of a DfE innovation project. We fully understand that the rate of change imposed on us in education can be confusing so please contact us if you have any questions or look on the DfE website:

<https://www.gov.uk/government/speeches/assessment-after-levels>

The most important aspect of the "life without levels" model is that it directly links to the five-year journey to strong outcomes at the end of Year 11 as all the students in Years 7, 8 and 9 will now have GCSE based targets. These targets are what students are aiming to achieve when they leave school in Year 11. KS3 is of crucial importance for future success and this will allow us to prepare all our students now. Progress over time, continuous assessment and tracking is all leading up to the end of Year 11 achievement from when they join us in Year 7.

Prior to joining Sir Thomas Boteler Church of England High School, students will have been assessed at KS2 in Maths and English (reading). This information is used by teachers in their planning, teaching and assessment as there is a very strong correlation between KS2 performance in these subjects and how students perform at GCSE. Teachers will use the information that they have about the starting point of each student, to help each student make rapid progress.

ASSESSMENT AT OUR SCHOOL

Three times a year, teachers will carry out a Working At (WA) assessment of all students. This may take the form of a test, an assessed piece of writing/other piece of work. Following this assessment, the teacher

compares their performance at this point with their starting point and makes a judgement on their progress towards achieving the end of Year 11 target grade. Teachers will make a progress judgment from one of the four criteria below:

- **Exceptional Progress** – suggests that they are currently making excellent progress and will exceed expectations by the end of Year 11
- **Good Progress** – suggests that they are currently achieving well and as a results could exceed expectations by the end of Year 11
- **Expected Progress** – suggests they are on track to achieve in line with expectations by the end of Year 11
- **Below Expected Progress** – suggests they are currently underachieving and not achieving in line with expectations

How this information will look in the report that will be posted home:

Subject	KS2 Reading	KS2 Mathematics	KS2 Average
	5	5	5
	Attitude to Learning (ATL)	Homework	Current Progress
English	1	1	Expected
Mathematics	2	2	Below Expected
Science	2	1	Expected
Art	1	1	Expected
Computing	2	1	Good
Drama	1	1	Expected
Product Design	2	2	Expected
French	2	1	Expected
Spanish	1	1	Good
Geography	1	1	Exceptional
History	1	1	Good
Music	1	1	Expected



KS4

In Years 10 and 11 students complete formal assessments, where students complete a key piece of work. Key pieces might include a piece of homework/classwork or class test/exam which is graded and standardised across the year group.

The results of these assessment pieces will inform the whole school data capture and reporting points. These will be at set times for the whole school (although Year 11 will be treated slightly differently to reflect Mock exams).

It is important that the students themselves know how they are doing in relation to expectations and what steps are needed to progress to the next grade. Three times a year, students are given a Working At (WA) grade in their subjects. These grades are discussed with their tutor and the report is sent home to parents/carers. A detailed report from each subject teacher will be sent home at an appropriate time during the year.

All assessments are posted. If you do not receive your assessment within 5 working days of the issue date, please contact the school.

NEW GCSE GRADING STRUCTURE

A significant change that has taken place within education is that the traditional GCSE A*-G grading structure is being replaced by a new nine-point scale (9-1). This new grading structure will be applied to all subjects studied by our current students with the exception of Year 11 students studying GCSE Resistant Materials. This change will affect all secondary schools nationally.

The new GCSE grades explained:

- **Grade 9:** top A* performers; about half of the 6.8 per cent who got A*'s this year are likely to get it
- **Grade 8:** the rest of those who obtained A* but did not qualify for a 9
- **Grade 7:** equivalent to an A grade pass
- **Grade 6:** equivalent to a top of existing B grade
- **Grade 5:** international benchmark, showing performance equals that of students getting top-grade passes in high performing countries in international league tables. Equivalent to the top of a current C pass to a low current B grade (**Strong Pass**)
- **Grade 4:** equivalent to the bottom of a current C grade (**Standard Pass**)
- **Grade 3:** equivalent to a D grade
- **Grade 2:** equivalent to an E grade
- **Grade 1:** equivalent to grade F and G

TARGETS

The target setting system at Sir Thomas Boteler Church of England High School sets high expectations of student achievement, aspirations and high standards. Students are set end of school targets that they will be working towards from Year 7 to Year 11 with target grades being on the new GCSE 9-1 grading system.

The targets set for students to achieve at the end of the Year 11 will result, in most cases, students making more than expected progress from the end of Key Stage 2 to the end of Key Stage 4. A range of information is taken into account when setting a student's target and students are always considered individually to ensure targets are challenging but achievable.

By setting ambitious, personalised targets that are monitored against current performance we ensure students make sustained progress during their time at Sir Thomas Boteler Church of England High School.

SCHOOL TERM DATES FOR 2017/2018

AUTUMN TERM

Open	Monday 4 September 2017	Close	Friday 20 October
	Monday 30 October		Thursday 21 December

SPRING TERM

Open	Monday 8 January 2018	Close	Friday 16 February
	Monday 26 February		Friday 6 April

Easter Weekend (Good Friday is 30th March and Easter Monday is 2nd April) falls outside the 2 week April break

SUMMER TERM

Open	Monday 23 April 2018	Close	Friday 25 May
	Monday 4 June		Thursday 19 July

INSET DATES

- Friday 1 September 2017
- Friday 22 December 2017
- Friday 29 June 2018 (Walking Day)
- Friday 20 July 2018
- Monday 23 July 2018

BANK HOLIDAYS THIS ACADEMIC YEAR:

- New Year's Holiday: Monday 1 January 2018
- Good Friday: Friday 30 March 2018
- Easter Monday: Monday 2 April 2018
- May Day: Monday 7 May 2018
- Spring Bank Holiday: Monday 28 May 2018



GOVERNING BODY – ACADEMIC YEAR 2017/18

14 Full Members

Headteacher	x 1	Beverley Scott-Herron
Staff	x 1	Kate Coleclough
Parents	x 2	Claire Findlay Louise Hendry
Foundation	x 7	
Liverpool	x 2	Paul King Vacancy
Chester	x 2	Matthew Grant Vacancy
Warrington Education Trust (W.E.T)	x 1	Rev Stewart McTaggart
Ex-Officio	x 2	Stuart Titchard (Chester Diocese) Jane Griffiths (Liverpool Diocese)
Community		Darren Willcock (Voting rights at sub committees only) Barbara Dutton (Voting rights at sub committees only) Vacancy



Full Governing Body

Chair Stuart Titchard
Vice Claire Findlay
 Matthew Grant
 Louise Hendry
 Jane Griffiths
 Paul King
 Rev Stewart McTaggart
 Kate Colecough
 Beverley Scott-Herron
 Darren Willcock
 Barbara Dutton
 3 x Vacancies

Strategy & Leadership Committee

Chair Stuart Titchard
 Claire Findlay
 Jane Griffiths
 Paul King
 Beverley Scott-Herron

Finance, HR & Operations Committee

Chair Claire Findlay
 Stuart Titchard
 Louise Hendry
 Beverley Scott-Herron
 Vacancy

Quality & Standards Committee

Chair Paul King
 Matthew Grant
 Darren Willcock
 Barbara Dutton
 Vacancy

Ethos & Community Committee

Chair Jane Griffiths
 Beverley Scott-Herron
 Kate Colecough
 Vacancy

Panels 2017/18

Headteacher Performance Management

Stuart Titchard, Paul King, Jane Griffiths

Admissions Panel

Matthew Grant, Jane Griffiths + 1

Pupil Discipline Panel

3 Governors

Pupil Discipline Appeal Panel

3 Governors

Staff Discipline Panel

3 Governors

Staff Discipline Appeals Panel

3 Governors

Complaints Panel

3 Governors

Pay Award Panel

Claire Findlay, Matthew Grant, Jane Griffiths

Lead Governors

	Governor	School Contact
Pupil Premium	Matthew Grant	Mr Koltan
Ethos	Rev Stewart McTaggart	Mrs B Scott-Herron
Safeguarding	To be allocated	Mrs E Enescott
Health/ Safety & Buildings	To be allocated	Mrs B Scott-Herron
SEND	Mr P King	Mrs A Harrison
Finance	Mr S Titchard/ Mrs L Hendry	Mrs B Scott-Herron

Governor Meeting Dates can be found on our website in the Governors section:

www.boteler.org.uk/governors



SCHOOL EVENTS

For our full list of school events, please refer to our regularly updated school website calendar at

WWW.BOTELER.ORG.UK

SIR THOMAS BOTELER
CHURCH OF ENGLAND HIGH SCHOOL

WE ARE A GOOD CHURCH SCHOOL WITH OUTSTANDING LEADERSHIP & MANAGEMENT SIAMS INSPECTION 2017

HIGH EXPECTATIONS | HIGH ASPIRATIONS | HIGH STANDARDS | YOU WILL SUCCEED

"I AM THE GOOD SHEPHERD. THE GOOD SHEPHERD LAYS DOWN HIS LIFE FOR HIS SHEEP" JOHN 10:11

SCHOOL INFORMATION | **UNIFORM** | **EXAM & REVISION TIMETABLES**
ADMISSIONS | **CURRICULUM** | **PUPIL PREMIUM**

SCHOOL HANDBOOK | **THE BOTELER BULLETIN** | **TCAT** | **TRANSITION**
CALENDAR OF EVENTS | **DOCUMENTS FOR PARENTS & CARERS** | **PARAVENTS SUPPORTING BOTELER STUDENT**
THE SHARP SYSTEM | **STUDENT**



CORE CHRISTIAN VALUES SUCH AS PEACE AND ENDURANCE FORM A
CONSISTENT THREAD THROUGHOUT THE WORSHIP PROGRAMME.
BECAUSE OF THIS, LEARNERS ARE ABLE TO SPEAK THOUGHTFULLY
ABOUT THE APPLICATION OF THE VALUES IN THEIR LIVES, BECOMING
CONFIDENT AND COMPASSIONATE FUTURE CITIZENS. – SIAMS 2017



**SIR THOMAS
BOTELER**
CHURCH OF ENGLAND HIGH SCHOOL

APPLICANTS HANDBOOK

HIGH EXPECTATIONS
HIGH ASPIRATIONS
HIGH STANDARDS
YOU WILL SUCCEED



SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

GRAMMAR SCHOOL ROAD
LATCHFORD, WARRINGTON
WA4 1JL

01925 636414
INFO@BOTELER.ORG.UK

