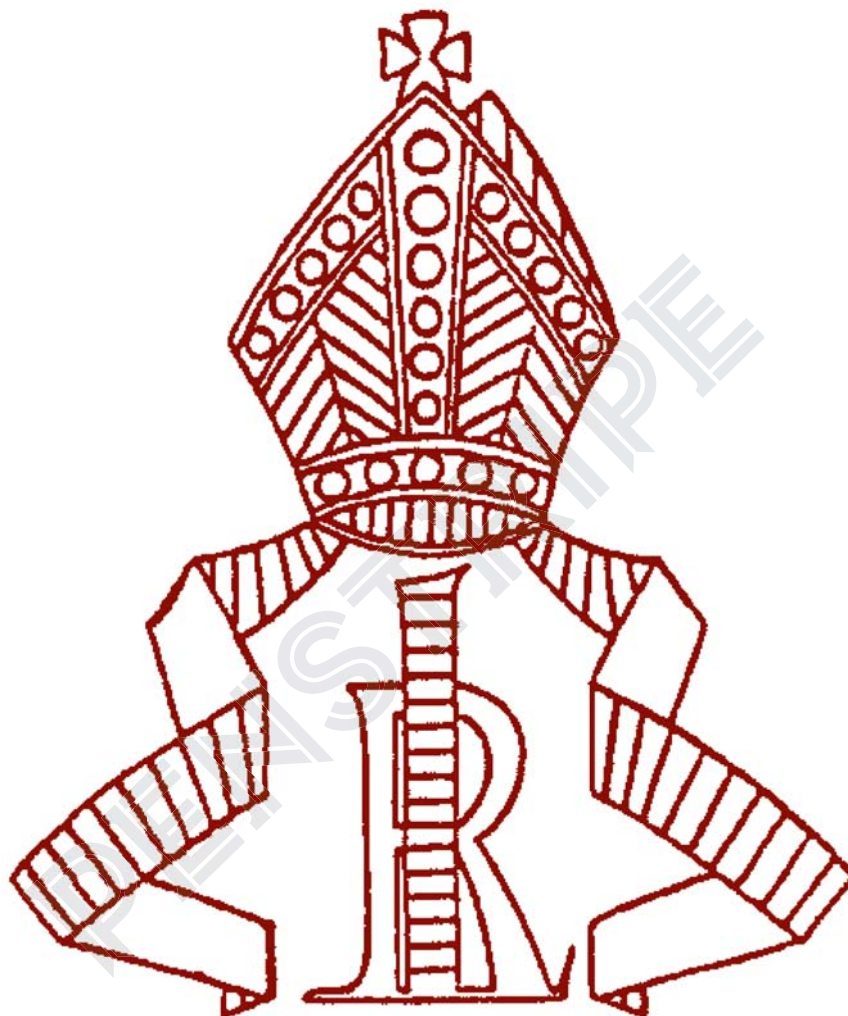


# BISHOP LUFFA SCHOOL

*Always our best because everyone matters*



## PUPIL PLANNER 2020-21

Pupil Name .....

Tutor Group .....

## ALWAYS OUR BEST BECAUSE EVERYONE MATTERS

With the shared involvement of every individual,  
we aspire to be a confident outward-looking Christian community  
in which every member

- enjoys creative, dynamic and reflective learning
- is supported, challenged and equipped for the future
- values and takes responsibility for themselves and others
- relies on and builds support and lasting relationships

Centre No:      Exam Number

65407

.....

Printer Code:      .....

***I have come that you may have life: Life in all its' fullness***

from John 10:10

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# ABOUT YOUR PLANNER

This planner is more than a homework diary. It is designed to help you to:

**Plan** your work

**Manage** your time

Record **your achievements**

Review **your progress**

Set Targets **for improvement**

## **All this is up to YOU...**

Your planner will only be of benefit if you **use it** and keep all the sections **up to date**.

Your teachers will help you with some of the details but really **it is up to you** to include information which is important to you.

Remember to record things which you have achieved both in and **out of school**.

When planning work make sure that you fully **understand** what you have to do - if not then ask your teacher.

The information you write down will be essential to completing your **Annual Record of Achievement**. If you do not keep this record or if you lose the planner then it will be difficult to produce a personal statement which does you justice.

Your planner is a means of communication between you, your form tutor, your teachers and your parents/carers.

**Make sure that your parents/carers see your planner and sign it every week.**

**Take pride in this planner – do not doodle on it or deface it in any way**

## PUPIL INFORMATION:

Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Form Tutor: \_\_\_\_\_

Head of House: \_\_\_\_\_

Wet Weather Area: \_\_\_\_\_

Exam Centre Number 65407

Exam number \_\_\_\_\_

## GENERAL INFORMATION:

Head Teacher: Mr A Hindman

School Address: Bishop Luffa School  
Westgate  
Chichester  
West Sussex  
PO19 3HP

Telephone: 01243 787741

Website: [www.bishopluffa.org.uk](http://www.bishopluffa.org.uk)

## MY REGISTRATION TIMETABLE

	Week A	Week B
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

# TIMES OF THE SCHOOL DAY

08.00	Warning bell for Registration/Assembly
08.05 – 08.23	Registration/Assembly
08.27 – 09.23	Period 1
09.27 – 10.25	Period 2
10.25 – 10.41	Break
10.45 – 11.43	Period 3
11.47 – 12.45	Period 4
12.45 – 13.25	Lunch
13.30 – 14.30	Period 5

## Equipment List : be ready to learn:

### ***Essential equipment you need to bring with you to every lesson:***

This planner, a pencil case containing black pens, green pens (for proof reading and responding to teachers' comments on your work), pencils, highlighters, a ruler, an eraser, a pencil sharpener, a glue stick, some pencil crayons, pen for use on your whiteboard and a reading book. If you have scissors they are to have curved ends and be no longer than 5cm. Scissors must be kept in your school bag and not on your person.

For Maths you will also need a protractor, a compass and a calculator.

For staying hydrated - which is essential for effective learning - you need a reusable drinks bottle for water.

A minor offence is recorded if you don't bring the correct equipment to lessons. Teachers responding to requests for pens etc. hold up other pupils' learning and this is not acceptable.

# TERM AND HOLIDAY DATES 2020-21

## **AUTUMN TERM:**

**Pupils commence:**

Monday 7 September 2020

**Pupils finish:**

Friday 18 December 2020

**Half term:**

Monday 26 October to  
Friday 30 October 2020

**INSET DAYS\*:**

Thursday 3 September 2020  
Friday 4 September 2020  
Friday 27 November 2020

## **SPRING TERM:**

**Pupils commence:**

Monday 4 January 2021

**Pupils finish:**

Thursday 1 April 2021

**Half term:**

Monday 15 February to  
Friday 19 February 2021

**INSET DAY\*:**

Friday 5 February 2021

## **SUMMER TERM:**

**Pupils commence:**

Monday 19 April 2021

**Pupils finish:**

Friday 23 July 2021

**Bank Holiday:**

Friday 3 May 2021

**Half term:**

Monday 31 May to  
Friday 4 June 2021

**INSET DAYS\*:**

Friday 25 June 2021 tbc

**\* Inset days may be subject to change**

Jesus said,  
"I have come in  
order that you  
might have life-  
life in all its  
fullness"  
John 10:10

O most merciful redeemer,  
friend and brother,  
may I know you more clearly,  
love you more dearly, and  
follow you more nearly,  
day by day. Amen.

Calligraphy by Mrs King



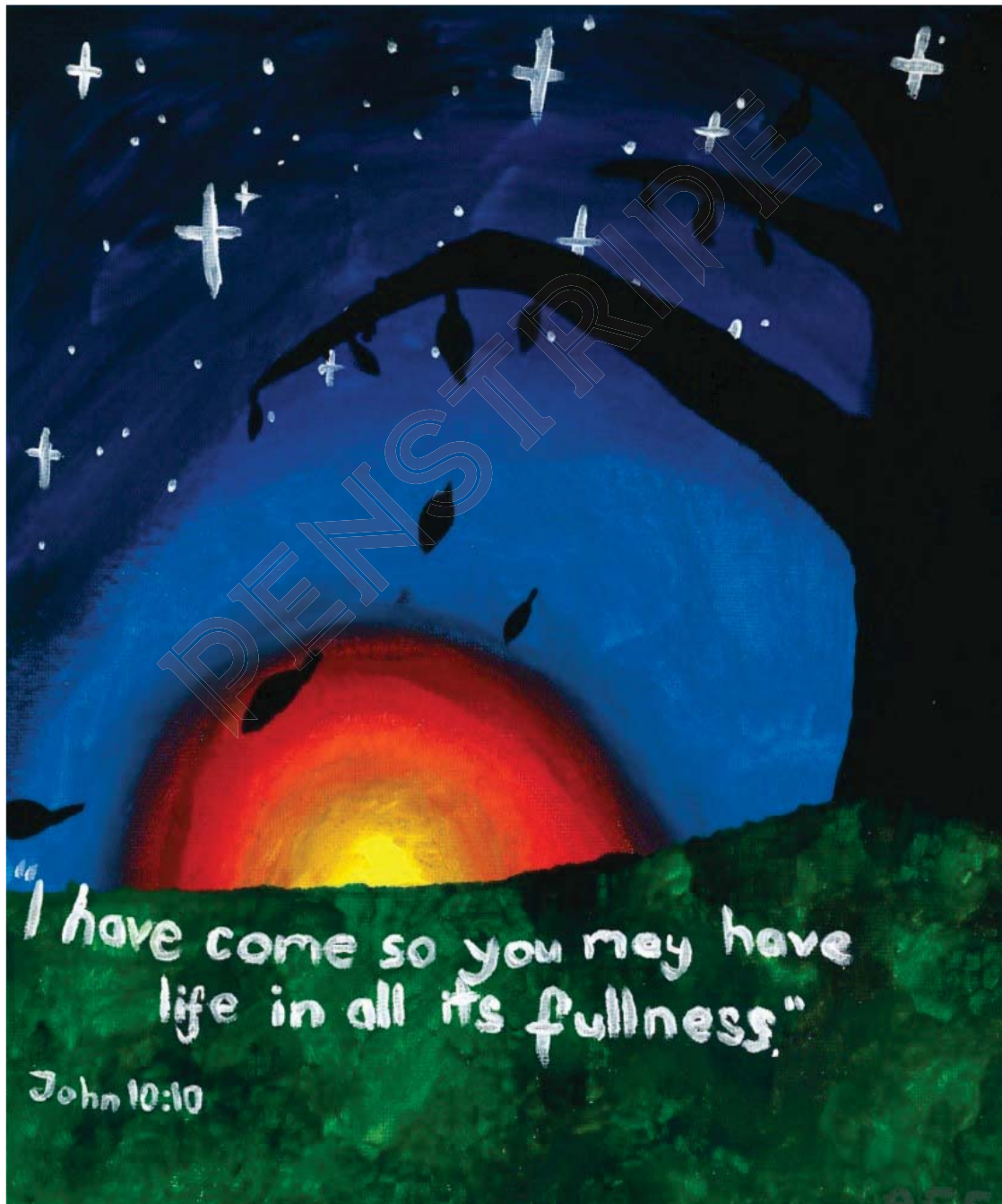
# OUR SCHOOL VISION

We believe in living a full life based on love and respect  
which is why we commit to give

**ALWAYS OUR BEST BECAUSE EVERYONE MATTERS**

*Jesus said, "I have come in order that you might have life  
– life in all its fullness." from John 10:10*

Bishop Luffa School seeks to show what  
'life in all its fullness' means



designed by Aimee Fordyce, 9 Story

# SOME PRAYERS FOR YOU TO USE

*"Prayer is not asking.  
Prayer is putting oneself  
in the hands of God, at  
His disposition, and  
listening to His voice in  
the depth of our hearts."  
- Mother Teresa*



## Prayer Boxes

There are prayer boxes where you can pass on items for prayer in Student Services and Main reception

## **The Lord's Prayer (contemporary version)**

Our Father in heaven, hallowed be your name,  
your kingdom come, your will be done,  
on earth as in heaven.  
Give us today our daily bread.  
Forgive us our sins,  
as we forgive those who sin against us.  
Lead us not into temptation, but deliver us from evil.  
For the kingdom, the power, and the glory are yours  
now and for ever. Amen



## **The Grace**

*The Grace of our Lord Jesus Christ, the love of God  
and the fellowship of the Holy Spirit, be with us all evermore. Amen*

## **The Prayer of Saint Richard of Chichester**

Thanks be to thee, my Lord Jesus Christ,  
for all the benefits thou hast given me,  
for all the pains and insults thou hast borne for me.  
O most merciful redeemer, friend and brother,  
may I know thee more clearly,  
love thee more dearly, and follow thee  
more nearly, day by day. Amen



Remember The Quiet Place is available to you, if you need a place for quiet reflection. Speak with your Tutor or Head of House to arrange this.

*"in prayer it is better to have a heart without words than words without a heart."  
- John Bunyan*



# **SPIRITUAL DEVELOPMENT**

## **Bishop Luffa School – A Christian Community in action**

### **What is spirituality?**

Spirituality is defined in our relationships with:

Myself – in the past, at the moment and in the future

Others – family and friends, peers, neighbours and community

Society – local, national and global

God – who is creator, redeemer and sustainer

### **What do we do?**

Christian spirituality is lived, not simply studied. It is found in the focus of relationships

- as we study together and seek to make individual progress. Opportunities for
- spirituality arise in worship and fund-raising, organised activities and the way we
- encounter random opportunities during the school day. Spirituality is present in our
- day-to-day relationships and interactions. It is all there in all your curriculum subjects.

Particular opportunities to explore spirituality include:

- Tutor time Connect programme
- Assemblies
- House activities
- Year group Eucharists
- Christian Union and many other clubs/extracurricular activities
- Artwork and displays around school, including the Wall just outside the Bartlett Hall offering ways to reflect, publicise, celebrate and fundraise
- Opportunities to meet and talk with your clergy team member in tutor time and lessons

### **Why do we do it?**

Our Vision means valuing and supporting opportunities for Christian spirituality. This is key to our successful work in school and living life in all its fullness.

# Collective Worship opportunities

Being properly informed enables each person to make the best decisions for himself or herself. Therefore, we do our best to help everyone to have a well-informed position, for them to make their own personal decisions about God, faith and belief:

- Around the school there are Christian **symbols and statements** to inspire thought.
- **Year Assembly in Week A.** Year Assemblies are quite formal. They include hymns, a talk about the way faith can be applied to life, and time for reflection and prayer.
- **House Assembly in Week B.** Students describe House Assemblies as having a 'family nature'. These Assemblies focus on the life of the House, and also include input that helps pupils to appreciate Christian values.
- **Year Eucharists** (a communion service with bread and wine, one per year) are a special time to come together. Students co-plan their Year group Eucharist. All students who normally receive bread and wine at their own place of worship can receive at this service. Many other students choose to come forward for a blessing.



The Jubilee Cross was woven by pupils and staff to celebrate the 50<sup>th</sup> anniversary of the opening of Bishop Luffa School in 1963.



'The Connect programme' takes place in Tutor rooms through the week. Students, and sometimes form tutors, lead this worship. All members of the form are usually included on a rota to lead this worship, in a way they are comfortable with, so that everyone is involved in helping each other. In line with 'Always our best because everyone matters', students are encouraged to adapt ideas provided and to create their own worship opportunities.

Bishop Luffa Clergy Team

# MENTAL HEALTH, WELLBEING AND RESILIENCE

Talking about mental health doesn't have to be difficult.

After all, it's something we all have!



**Mental health** is about our feelings, our thinking, our emotions and our moods. Looking after our mental health is important.

There is often a lot of confusion about what we mean when we talk about mental health.

Many people immediately start thinking about mental health problems or mental illness – but this is only one part of the picture.

Everyone has 'mental health' and this can be thought of in terms of:

- How we feel about ourselves and the people around us.
- Our ability to make and keep friends and relationships.
- Our ability to learn from others and to develop emotionally.

The term **“wellbeing”** can be used to describe our physical, mental and emotional health.

When we have good levels of wellbeing we feel that life is going ok and that we can generally cope well. It's all about how well we are, and how our lives are going.

**Resilience** is our ability to cope under difficult circumstances.

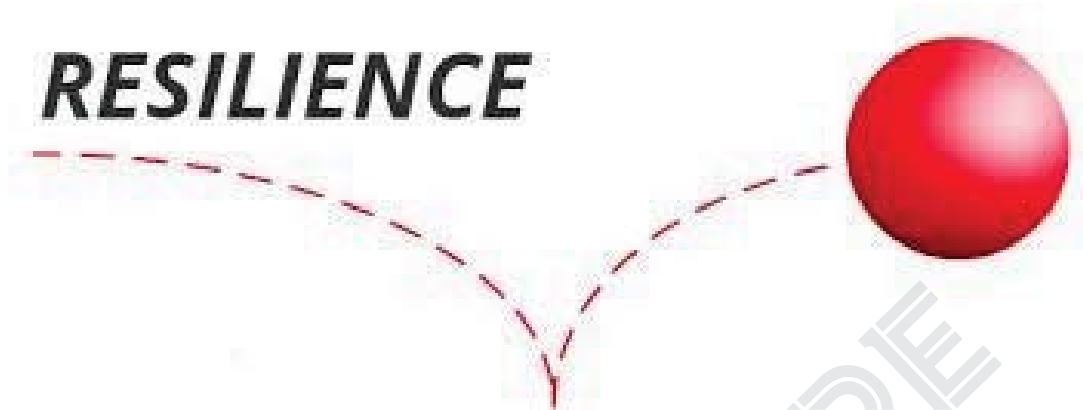
It's important to feel motivated and engaged and able to show resilience and “bounce back” from life's challenges.

Bouncing back means when things go wrong or get difficult, there is an ability and support to bounce back. Being resilient also means knowing when and where to get the help you need at any one time.

# RESILIENCE - WHAT HELPS YOU BOUNCE BACK

Being mentally healthy is also about having the strength to overcome the difficulties and challenges we can all face at times in our lives – to have confidence and self-esteem, to be able to make decisions and to believe in ourselves.

## RESILIENCE



## What helps you to bounce back?

Some ideas to try...

- I talk to someone I trust
- I exercise or do sport
- I think about the future and better times ahead
- I try something new
- I do something I enjoy
- I help someone else
- I have a laugh
- I go to bed early and get a good sleep
- I think about the people who care about me
- I know where to go if I need help
- I create something – art, dance, a game
- I go where I know I will be safe and can relax
- I calm down and think things through
- I remember how I coped with tough times in the past



# HELP, SUPPORT AND GUIDANCE



We all have the potential to feel a wide range of emotions that can affect our mental health.

Sometimes we don't feel certain things, but at other times we can feel quite overwhelmed by particular thoughts and feelings.

This is completely normal.

It can be really helpful to talk to your friends, family or people you know about your feelings, such as a teacher, a church or youth worker, especially if you are finding things difficult.

Sometimes this isn't easy, but there is support out there for you in a way that suits you best - you are not alone!

## ***What to look out for?***

If someone is experiencing worries, anxieties and difficult feelings to the extent that they are seriously interfering with their everyday life, for instance:

- Being able to study and go to school;
- Being able to eat or sleep as they normally do;
- Being able to go out with their friends or take part in their favourite hobby and these feelings are becoming persistent, that is lasting for a few weeks or more, then it might be that they need to get some advice and help.

Small Feelings	Big Feelings
Sometimes feel strong and overwhelming, whether happy or sad, but they go away before too long	Feel strong and overwhelming for a long time
Don't stop us from doing what we want to in life	Stop us from doing what we want to in our lives

## ***Services that can help***

You can send a text to the NHS Community School Nurse (this is not the Bishop Luffa nurse) for confidential advice and support – 07480 635424.





# HELP, SUPPORT AND GUIDANCE

The following are links to trustworthy sources of information and support services. These are not the only things worth looking at online, but they are a great place for you to start looking.

- **Give us a shout** – free text service for anyone in crisis – Text: “shout” to 85258  
[www.giveusashout.org](http://www.giveusashout.org)
- **Anna Freud National centre for Children and Families**  
[www.annafreud.org/on-my-mind/](http://www.annafreud.org/on-my-mind/)
- **Childline** - Comforts, advises and protects children 24 hours a day and offers free confidential counselling. Tel: 0800 1111  
[www.childline.org.uk/](http://www.childline.org.uk/)
- **e-wellbeing (YMCA Dialogue)** - A free and confidential counselling service for young people aged 11-18 in West Sussex – Tel: 07739893707 – Email: [community.counselling@ymcadlg.org](mailto:community.counselling@ymcadlg.org)  
<https://www.ymcadlg.org/what-we-do/health-and-wellbeing/ymca-dialogue-counselling-services/>
- **Find It Out centres** - Drop in-centres offering information, advice and guidance to young people aged 13-25  
[www.westsussex.gov.uk/education-children-and-families/your-space/life/finditout-centres/](http://www.westsussex.gov.uk/education-children-and-families/your-space/life/finditout-centres/)
- **Samaritans** - A 24-hour confidential listening and support service  
[www.samaritans.org/](http://www.samaritans.org/)
- **Young Minds** - A leading UK charity providing resource booklets, self-



# MY STRESS BUCKET

We all have mental health | Stress Bucket Worksheet



## My Stress Bucket

Things that make me feel stressed are...



Some ways to help my stresses go away are...

## Subject Teachers

## Subject

**Teacher**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. A large, light gray watermark with the words "PENS TRIPLE" is oriented diagonally from the bottom left towards the top right. There are no other markings or text on the page.[illegible]



# HOMEWORK

## NOTES TO PUPILS

You must:

- Ask your teacher for help if you are not clear about the homework task before you leave the lesson.
- All homework should be recorded on Frog but please still include a brief note in your planner as to what the homework is.
- Note when the homework is due in.
- Do each subject's homework on the correct night. Always hand in your homework on time.

Helpful hints:

- Take time and care with your homework and avoid distractions.
- Get into a routine of doing homework at the same time each day and as soon as possible after it has been set so that the learning in the lesson and homework instructions are still fresh in your mind.
- Tell your Form Tutor if you are having any difficulties with managing your homework.

## NOTES TO PARENTS

It is important that children get into the habit of completing homework thoroughly from Year 7. As pupils move up through the school the homework demands will increase. It is helpful if you can take an active interest in your child's homework. It is important that they have a quiet area in which to work. Please check each evening that homework has been completed and sign the planner at the end of each week. Please also download the Frog App 'My Frog' to support you in keeping track of homework set and due dates.

Please contact your child's subject teacher if you are concerned over any aspect of homework in a particular subject, or your child's Head of House if there are more general homework concerns.

## TIME ALLOCATED TO HOMEWORK - PER SUBJECT

Year 7 – 20 minutes per subject

Year 8 – 30 minutes per subject

Year 9 – 30 minutes per subject

Year 10 – 40 minutes per subject

Year 11 – 50 to 60 minutes per subject

# **RULES FOR LEARNING IN THE CLASSROOM**

## **Respect yourself by ...**

- remembering your equipment and looking after it
- completing homework on time
- participating actively in class
- staying in your seat, except in designated activities
- always trying your best

## **Respect other people by...**

- listening when someone else is speaking
- respecting their ideas and points of view, acknowledging what they have said before sharing your view point
- being on time to class
- putting your hand up and not shouting out
- leaving other pupils' equipment alone
- behaving appropriately so that others can learn
- using appropriate language when talking to others
- sitting where you are asked to
- learning together (see new box on Sanctions, page 31)

## **Respect your environment by...**

- caring for school property and displays
- leaving the classroom as you would like to find it
- not chewing gum
- placing litter in the bins provided

## **RULES FOR MOVEMENT AROUND THE SITE**

- always walk inside the buildings – do not run
- walk on the left in two-way corridors
- follow the one-way systems
- never push other people
- do not eat between lessons
- do not go to lockers between lessons, only at break and lunchtime
- footballs, basketballs, outdoor coats, etc. must not be taken into classrooms

# CODE OF CONDUCT

At Bishop Luffa our Code of Conduct is based upon the belief that thoughtful behaviour, determination to give our best, courtesy and good manners are what we all want.

Therefore:

Behave in a way which will not cause distress, danger or discomfort to others. Make it **your** responsibility to see that others are treated kindly. See the Anti-Bullying Policy.

Try to use the Restorative Approaches (RA) skills you have learnt in P4C to resolve any conflict and restore friendships.

Listen carefully to what others have to say. Speak respectfully to each other and consider the feelings and views of others.

Work to the best of your ability **always** and help to create an atmosphere where others can give their best too.

Be truthful and tolerant at all times, even if it is difficult.

Care for our school environment and make it a pleasant place for us all to enjoy. This means disposing of litter thoughtfully, keeping walls and furniture clean and unmarked and taking care of displays of work.

Start and end lessons in a punctual and appropriate way and arrive with all necessary equipment.

Respect and do not interfere with other people's belongings. Don't borrow or take them without first asking permission to do so.

Move quietly around the school. This means never running, barging or shouting, but being ready to help others by opening doors, and standing back to let others pass. In crowded corridors **keep to the left** and follow the one-way systems. Sports bags should not be carried on shoulders.

Think about how you present yourself both in and out of school. Dress tidily and in full school uniform at all appropriate times.

Queue for buses in a safe and orderly way. Out of school, travelling on buses, walking/ cycling locally or with a school group, always remember that yours and our school's reputation depends on the way you behave. Be thoughtful. We can all play a part in making sure that our school remains respected and valued.

Care for yourself and others. Cigarettes, matches, illegal drugs, alcohol, fireworks and any item or substance that could be dangerous or injurious to health are NOT allowed on our premises.

Respect our environment

Respect other people

Respect yourself

# REWARDS & SANCTIONS

Our **reward** system is a ladder that you can move up or down, and each stage is linked to other stages in the system.

- In class, the teacher will verbally praise you for good work in, or contributions to, the lesson.
- You can receive formal recognition of good work and effort through being awarded House Points.
- House Points can also be awarded for effort in homework, contribution to community and attendance. Subject Commendations are awarded for achievement and/or effort.
- You will receive a Certificate for 100% attendance in a term.
- Heads of House award House Commendations for contributions to House activities.
- Other Commendations are awarded for excellent contributions in areas such as Worship, Tech Team, etc.
- Each Term Heads of Key Stage recognise exceptional effort across the range of subjects that you study.
- Pupils in Years 7-9 may receive a School Commendation at the end of the summer term if they have shown excellent attitude and behaviour, have received Commendations in most terms, and have made an excellent contribution to the House and School.
- Pupils in Years 10 and 11 may receive House Colours. These are awarded for excellent effort, behaviour and conduct, as well as outstanding contributions to House, school and extra-curricular activities, and showing leadership and initiative qualities. You also need a history of commended ROAs
- A very few pupils go on to achieve School Colours, awarded for all of the categories for House Colours and for excellent achievement in school work.

Our **sanctions** system is also a ladder that you can move up or down

You deserve disruption-free learning every minute of every lesson.

- You can be warned by a teacher in class
- Your teachers expect the best of you.
  - Your behaviour impacts on the learning of yourself and others
  - Your teacher will warn you if your behaviour is a concern
  - You will always have the opportunity to respond to this warning and make better choices
  - If your choices do not improve, you may be asked to move seats
  - If your choices are extremely poor, you may have to be removed from your lesson to prevent further disruption
  - Continued poor choices over a number of lessons may result in being put on Yellow Subject Report

- You may receive a 'minor offence' for being late to lessons/registration or forgetting equipment. Three 'minor offences' in a half term leads to a 20 minute House detention in the hall at lunchtime, starting at 1:05pm.
- You may receive a 'green slip' for incorrect uniform or eating outside the permitted dining areas. For this you will receive a 20 minute lunchtime detention and will collect litter. (Pupils report to the staffroom at 1:05pm).
- If you fail to attend registration or assembly then you will receive a 15 minute breaktime detention in E9.
- PE kit for lessons. On the first instance for not bringing in your kit, or an item of clothing, you will receive a minor offence notification. On the second instance a 15 minute detention during a break time. On the third occasion a Faculty detention and for each subsequent time during a term.
- Failure to attend a House detention or 20 minute lunchtime detention will lead to a 40 minute lunchtime detention in E9.
- If you have to be removed from a lesson by a member of the Leadership Team you will receive a 40 minute lunchtime detention in E9.
- If you do not do your homework, you will complete a 30 minute Faculty Detention after school.
- Persistent infringement of these rules, an accumulation of House or Faculty Detentions, failure to attend a Faculty detention or committing a more serious offence, will lead to a School Detention on Wednesday for 1 hour (after school). You may also be placed 'On Report' by an individual subject teacher or by your Head of House for all lessons. Additionally, you may be taken to Mr Topley, Mr Jackson, Mrs Watson, Deputy Heads or Headteacher, to answer for your misbehaviour.
- Failure to attend a School Detention will lead to a Leadership Detention for 1 1/2 hours (after school).
- Failure to attend Leadership Detention, or more serious misbehaviour can lead to one day of internal exclusion.
- Ultimately, for very serious offences you can be excluded from school for a short period. Thankfully, this only happens to a very small number of pupils each year.
- Very occasionally, pupils can be permanently excluded from school for very serious offences, e.g. bringing illegal drugs into school.

### **Bishop Luffa Drugs Policy**

- **For the safety of all members of our school, be sure you are clear about our Drugs Policy: If a pupil is found in possession of illegal drugs or unauthorised or intoxicating substances, it will normally result in them losing their place at the school.**

Signed(pupil).....Form.....

# RACISM AND BULLYING WILL NOT BE TOLERATED AT BISHOP LUFFA

## WE ARE AN ANTI-RACIST SCHOOL

- We believe that all people should be treated equally. We will not tolerate language or behaviour that singles someone out because of the colour of their skin. We ask all of our students to challenge racism when they see it.

## HOW DO I CHALLENGE RACISM?

- Speak to your Head of House immediately. You can also use our designated email address: [reportracism@bishopluffa.org.uk](mailto:reportracism@bishopluffa.org.uk). All reports to this address are reviewed by the Student Council.
- Racist incidents are also reported to the Directors of our School. If 'everyone matters' at Bishop Luffa School, then we must consider how our words and actions will affect other people.

Our aim is to make Bishop Luffa a school free from bullying. In order to achieve this your School Council and teachers have worked hard in order to create our:

### ANTI-BULLYING POLICY

in order to deal with ANY incident of bullying

### BULLYING IS

any deliberate behaviour which causes distress or hurt to another person, whether physically, mentally or emotionally.

### BULLYING INCLUDES

- persistent name calling and use of offensive language
- cyber bullying: use of mobile phones and the Internet to intimidate and scare, for example use of online petitions of hatred, texts and social networking sites, such as Facebook, Twitter, YouTube, Snapchat, Instagram, MSN, Ask.fm, WhatsApp.
- any forms of discrimination towards others, for example the use of homophobic language, racism or sexist comments
- persistent staring in an unfriendly way
- victimisation, picking on people and putting people down
- spreading malicious rumours
- making sure someone feels left out
- threatening or unpleasant behaviour
- getting others to threaten for you
- actual physical violence
- persuading and manipulating someone to do something they don't want to do. You may think that getting someone to give up their sweets, crisps or lunch money isn't bullying, **but it is**.



# WHAT CAN WE ALL DO ABOUT BULLYING?

**REPORT IT** If you are being bullied

**REPORT IT** If you are a witness to bullying

## **WE MUST ALL TAKE RESPONSIBILITY FOR REPORTING WHAT CAN WE ALL DO ABOUT BULLYING?**

- Report it to your Tutor, Head of House or any other person you feel you can trust.
- A friend could report it for you. You choose.
- If it is happening to YOU or you have WITNESSED it happening to someone else, you could write a brief account of the incident that has taken place, give your name and post it in an envelope into the red letterbox outside the library addressing it to the member of staff you want to share it with.
- Don't be afraid to ask for help. It will NOT get worse if you tell. Action will always be taken.

## **THE BULLY CAN EXPECT ANY OF THE FOLLOWING**

- to be challenged by all staff and a warning from the Head of House and/or Mr Topley / Mr Jackson / Mrs Watson
- that their parents will be informed
- be placed on Red Report and other school sanctions
- to be counselled about their behaviour
- to meet their 'victim' and engage in a restorative meeting (if the victim agrees to the meeting)
- IN SERIOUS OR CONTINUING CASES, TO BE PERMANENTLY EXCLUDED FROM OUR SCHOOL

## **THE VICTIM CAN EXPECT**

- confidentiality
- immediate action to be taken
- the bullying to stop
- support and understanding with the offer of a mentor
- to be consulted about any action taken
- checks to be made to make sure that the bullying has stop

**BULLYING WILL NOT BE TOLERATED AT OUR SCHOOL**

## SCHOOL RULES - SUMMARY

- Follow the Code of Conduct.
- Follow the anti-bullying policy.
- Follow Discipline for Learning.
- Mobile phones must be switched off and put away on arrival at school until 2.30pm
- Keep to the left when moving around inside the building.
- Keep to the one-way systems and do not pass 'No Entry' signs.
- Do not run in corridors or classrooms.
- Play ball games only on H-block playground and the field (small balls only, up to a maximum size 3).
- Do not bring dangerous, anti-social, illegal or valuable items to school.
- Do not smoke or vape.
- Arrive at registration, assembly and lessons on time.
- In lessons, take the correct equipment, do not call out or talk when the teacher is talking, and do not eat or chew in class.
- Enter and leave school through the appropriate gates.
- Behave appropriately when travelling to and from school.
- Follow the in and out of bounds rules.
- Eat your food in the approved areas and dispose of all litter thoughtfully.
- Do not loiter at the school gates.
- Wear the correct uniform in and out of school.
- Report to a member of staff any damage to school property.



## **PUPIL USE OF MOBILE PHONES/ CAMERAS/iPODS/ SMART WATCHES IN SCHOOL**

Mobile phones are an important way of you staying in touch with home when travelling to and from school. However, they can be used for the wrong reasons and every school can cite examples where pictures or video footage of pupils have been used as a bullying tool by being posted on the internet. This has also happened to some staff.

- Pupils are allowed to bring mobile phones to school. However, mobile phones must be switched off and put away as soon as you arrive on the school premises, until after 2.30pm, to contact parents. School takes absolutely no responsibility for those phones and will not spend time trying to locate lost phones – they remain the responsibility of pupils and their parents.
- Under no circumstances must phones be switched on between 8am and 2.30pm, nor must they be visible i.e. they must remain in pockets or bags. The only exception to this is when the PE staff collect valuables before PE lessons when they should be handed in. Pupils involved in after school clubs should lock any valuables in their lockers.
- If a phone is seen or heard in school before 2.30pm on the school premises it will be confiscated by a member of staff and passed to the School reception. The Head of House will insist on seeing any videos or photos on the phone and will ask for those taken in school to be deleted before the phone is returned.
- When a pupil has to contact home in an emergency they should go to student support services who will allow them to turn on their phone in their office to send a message/phone.
- If a pupil is found to have pictures or video footage on their phone of pupils or teachers taken in school then an internal exclusion will normally follow for a first offence. For a second offence a temporary external exclusion will normally follow and the pupil will not be allowed to bring their phone to school again.
- Cameras are not to be brought into school by pupils. If a teacher requires a pupil to have a camera for a lesson e.g. in Media Studies, they must be handed in at 8am to the teacher, used in the lesson and handed back again to the teacher.

- The rules for electronic devices and headphones are as for mobile phones – they should be invisible before 2.30pm. The only exception is on the very rare occasion when a teacher requires pupils to use them during a lesson.
- If pictures or video footage of teachers or pupils at school are found on the internet, the person responsible will normally be given a fixed term exclusion from school. Their parents will be asked to attend an interview with the Head to discuss their return to the school and their future conduct.
- Pupils are reminded that it is essential to report any incidents of bullying to their Form Tutor or Head of House immediately.
- Smart watches should be disabled and unable to receive or send any messages or notifications.

PENSTRIPPE



## USE OF THE QUIET PLACE

This is a special outside area designed for tutor groups to use as a place of reflection and prayer. This is a special place at our school which was originally created in memory of some former students who died when they were with us. Under each of the cobbles a prayer has been written.

## CYCLE PARKING PERMIT

Pupils who wish to cycle to school should complete the Cycle Parking Permit form via Parentmail. All pupils must wear a suitable cycle helmet to and from school. Cycles can be left in the cycle shed just inside the back school gate, and should be padlocked. The cycle shed is locked at 8.30am until 2.15pm. .

PENSTRIPE

# USE OF IT FACILITIES IN SCHOOL

*to be read by parents and pupils and signed to acknowledge agreement*

Bishop Luffa School provides a range of IT facilities for use by pupils in school, these include iPads, laptops and networked computers. If pupils are required to regularly use a device in lessons to support their learning they may be provided with access to the school's wireless network.

Pupils are allocated secure network storage and can, on reasonable request, have this expanded beyond the standard 500MB allowance. Pupils are also provided with £5 worth of printing per month which allows them to use printers and photocopiers in school, this can also be refreshed on reasonable request, but we reserve the right to charge for excessive usage.

Every pupil has filtered, monitored, Internet access and is provided with a school email address which is used for registration onto other third party sites. All pupils are provided with an RM Unify account and a Google account. RM Unify provides single sign on access to a range of other sites including Kerboodle which is used by many Faculties. Every pupil is provided with a Google drive and OneDrive account and can access files stored on the school network through Portico for which there is a link on the school website. All homework is recorded on ClassCharts and some homework will be set using this facility. Google Classroom is frequently used for completion, assessment and feedback on home learning. Parents have the option to receive updates on work completed in classrooms.

In providing these resources we are enhancing and enriching your child's educational experience at Bishop Luffa and it is important that your child recognises that they have a responsibility to keep themselves and others safe when using these systems. The use of the school network and associated accounts is privilege and not a right and maybe withdrawn in the event of misuse or abuse. As a general rule, pupils should not access, keep or send anything they would not want their parents or teachers to see. We request that this is made clear to your child every year by reading and signing the attached Acceptable Use Policy, which is also digitally signed every 30 days by pupils in school.

Should you wish to discuss the use of any of these services and facilities, please contact Mr S White, Deputy Headteacher at the school.

# ACCEPTABLE USE POLICY

Pupils are expected to use the network systems in a responsible manner. It is not possible to set a complete set of rules about what is, and what is not, acceptable.

The following list is an abbreviated version of the digitally signed version and does provide some examples that must be followed:

- I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the school into disrepute.
- I will use appropriate language - I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
- I will not use language that could stir up hatred against any ethnic, religious or other minority group.
- I realise that files held on the school network will be regularly checked by the Network Manager or other members of staff.
- I will not reveal any personal information (e.g. home address, telephone number) about myself or other users over the network.
- I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's username and password.
- I will ensure that if I think someone has learned my password then I will change it immediately and/or contact the Network Manager.
- I will ensure that I log off after my network session has finished.
- If I find an unattended machine logged on under other users username, I will not continuing using the machine - I will log it off immediately.
- I understand that I am will not be allowed access to unsupervised and/or unauthorised chat rooms and should not attempt to gain access to them.
- I am aware that e-mail is not guaranteed to be private. Messages supporting of illegal activities will be reported to the authorities. Anonymous/unnamed messages are not permitted.
- I will not use the network in any way that would disrupt use of the network by others.
- I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to the Network Manager.
- I will not knowingly introduce "USB drives" or other portable devices into the network which have viruses.

I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.

I will not download and/or install any unapproved software, system utilities or resources from the Internet.

I realise that pupils under reasonable suspicion of misuse in terms of time, activity or content may have their usage closely monitored or have their past use investigated.

I will not receive, send or publish material that violates copyright law. This includes materials sent/received using Video Conferencing or Web Broadcasting.

I will not attempt to harm or destroy any equipment, work of another user on the school network, or even another website or network connected to the school system.

**I have read and understood and agree to comply with this policy.**

Signed by pupil: \_\_\_\_\_ Date: \_\_\_\_\_

**I have read and understand this policy and have discussed it with our child.**

Signed by Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer's name: \_\_\_\_\_ Date \_\_\_\_\_

### How is my username created?

Year of entry      House      Surname Initial      e.g. 14RiSmithJ

### What is my school email address?

Username@bishopluffa.org.uk

### RMUnify

From the school website you can access RMUnify, by entering your school login username and password. You can set up access to your Google account and other accounts that you access in school. This site is useful as it can be set up to save your username and password for other sites you need for your studies to prevent you forgetting them.

Through RMUnify you can add a launch pad called Portico which will allow you to access your documents held in school at home. You can also download free copies of the Microsoft Office suite for use at home if you don't have them. You can access your school e-mail from home at: <https://mail.bishopluffa.org.uk> or you can visit the main school website, scroll to the bottom of the page and click on the e-mail link.

### My password does not work, or I have forgotten my username/ password what should I do?

Your teacher may be able to change your password for you. If not, you need to see the Network Manager or Technician in the Network office opposite the library entrance. Most usernames and passwords are the same as your network username or password so resetting this should also resolve any issues you have.

### A screen comes up saying I am out of disk space. What do I do?

Delete any unwanted files and the contents of your RM network recycle bin. Ask the Network Technician if you can have some more space.

### Printing

- Please do not print from the Internet. If you wish to use information from the Internet **ALWAYS** copy and paste just the selected information onto Word or Publisher and only print when your document is completed.
- If a document fails to print – **please do not send it again!**
- Do not waste paper and ink – always check your work carefully before printing.
- Always use Print Preview before printing and check how many pages there are.
- Make sure you only print the page(s) you want.



# FIRST AID PROVISION

- First Aid Provision is for injuries or sickness that may occur during school hours.
- School is only able to store and administer prescription medication provided in the original pharmacist's container with a signed authorisation form obtained from school.
- The Health Care Manager does not hold any other medication, other than personal prescriptions.

## SCHOOL COUNSELLING SERVICE

### What is Counselling?

Counselling offers an opportunity for young people to explore issues which are important to them. A counsellor is trained to enable this process, by using listening and understanding skills, providing a safe and supportive atmosphere. The counsellor encourages the exploration of the pupil's thoughts and feelings; this promotes a deeper understanding of themselves.

### Meeting the need

We provide a service which "builds a bridge" between existing educational and health support systems, providing a safe opportunity for the pupils to discuss any issue or concern they may have. This will help them explore and fulfil their potential.

### Sessions

The initial contact between the pupil and counsellor will be made by Mr Topley / Mr Jackson / Mrs Watson. Parental consent must be obtained before any counselling is started for pupils in Years 7-11.

The sessions offered will then be arranged between the individual pupil and the counsellor.

If you think you would benefit from using this service, please contact your Head of House, who will obtain the necessary information from Mr Topley / Mr Jackson / Mrs Watson.



# GREEN PENNING



Another reason for Green Penning is to make your response to your teachers' feedback more visible in your books. Your teachers are giving you feedback on WWW (What Went Well) and EBI (Even Better If) all the time, in class and through their written comments in your books. Very often they will instruct you to do something to improve what you have done or they may use their Verbal Feedback Given stamp and ask you to record what they've said in green. We ask you to carry out your teachers' instructions in green pen so that it's easy for them to see, when they next mark your book, that you've understood their feedback and that something has changed as a result for the better! In other words that you are making progress.

To help you to improve the quality of your writing in all subjects - not just in English lessons! We don't ever want the quality of your writing to stop you getting the grades you deserve and, for those of you approaching GCSE and A level exams, it becomes increasingly important that you are able to write well so that you don't lose valuable marks.

Green Penning is designed to help you develop the habit of proof reading your work for correct capitals, punctuation and spellings. It's also for you to check that what you've written makes sense and whether you could add more detail to develop a point or make something clearer. Always look for ways to improve the quality of your writing by making and adding better word choices (<http://www.lexipedia.com> an excellent online thesaurus) and include subject specific vocabulary to gain higher grades.

# MARKING CORRECTION CODES

Your teachers will be using these codes when they are marking your work to help you to improve the quality of your literacy. To reduce the number of corrections they need to make, proof read your work to identify any errors yourself – sometimes you will be asked to do this using a green pen. Give time to learning spelling corrections using the Look Cover Write Check method.

**Look...** at the word focusing on: the root word, any words within the word and the part you always misspell

**Cover...**up the word and visualise it in your head before you

**Write...**the word. Say each letter as you write and, as part of this learning process, use a different coloured pen to write the part you always misspell

**Check...**the word, by looking at the one you have been covering

Repeat this process four times to really embed the word in your memory. Otherwise you will keep making the same spelling mistake.

Also, use a mnemonic – a device that helps you remember something - to help you learn a tricky spelling. Keep it simple, though. The best mnemonics are those connecting a word you do know how to spell with one you don't, in a memorable sentence!.

✓	This is correct
✓✓	What you have written is particularly good
x	This is incorrect
?	What has been written does not make sense
rep	Repetition - repetitive use of a word or idea
^	Something has been left out
dev	Develop or expand this more
//	Start a new paragraph here
sp	Spelling mistake. Give time to learning your spelling corrections using the strategies your teacher has taught you.
C	Capital letter mistake
P	Punctuation mistake
P	Excellent presentation of work
P	Poor presentation – redo this work

## COMMONLY MIS-SPELT WORDS

a lot – (two words)

absolutely

actually

argument

minute

necessary

belief

believe

business

definitely

description

differently

disgust

embarrassed

environment

exaggerate

Februay

suppose

surprise

helpful but helpfully

hypothesis

hypothesise

immediately

independent

interesting

arrangement

awful

beginning

occasionally

opinion

parliament

prejudice

preparation

probably

properly

recognise

remember

rhythm

separate

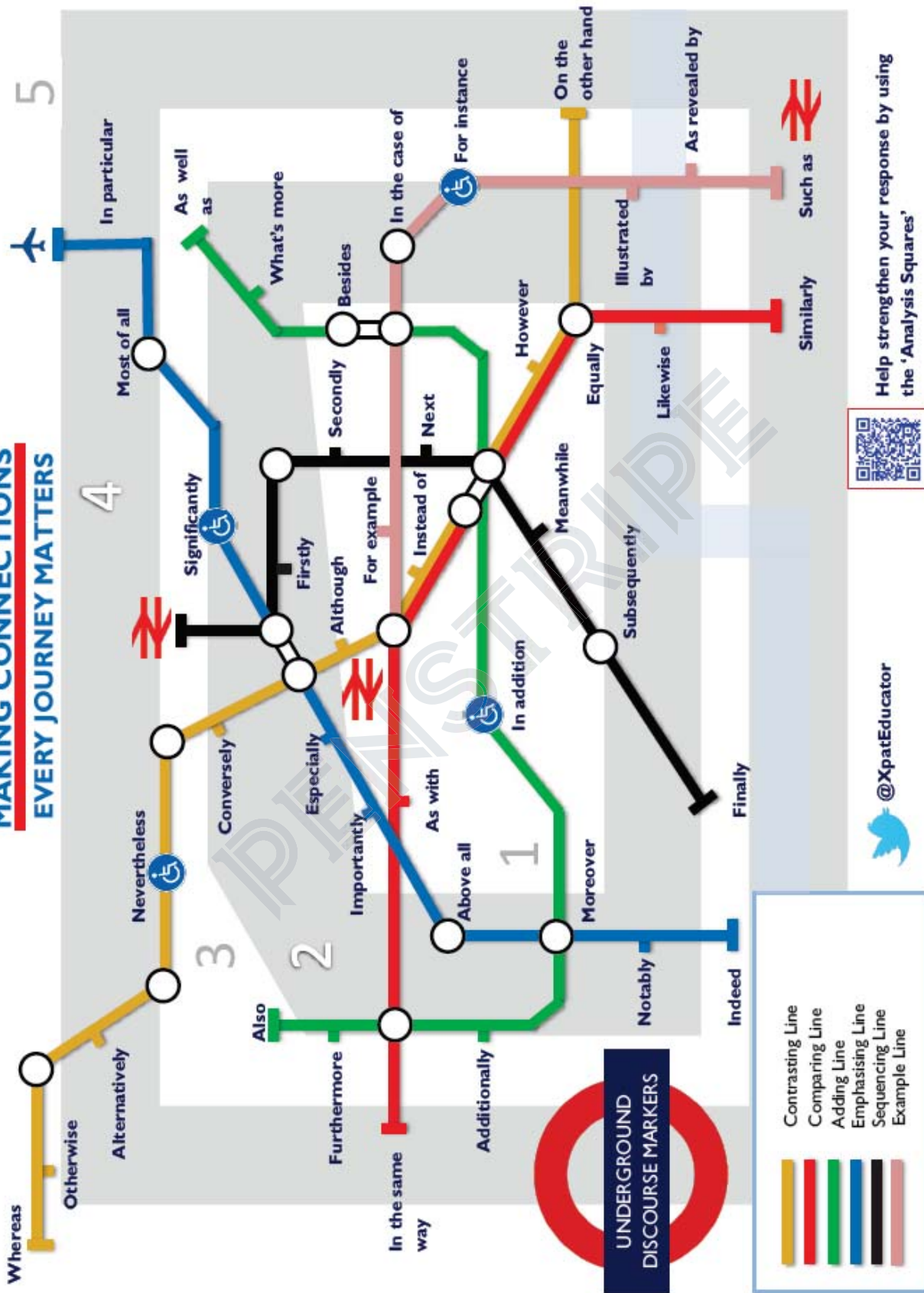
government

their – belonging to them

there – over there

they're – they are

# MAKING CONNECTIONS EVERY JOURNEY MATTERS



# HOW TO WRITE A MODEL PARAGRAPH

It is essential to work on your literacy skills because you are judged to a large extent on your ability to express yourself clearly in writing. Paragraphs provide the structure for writing and enable you to show the progression in your argument, description, explanation, report or story.

This is how to construct a model paragraph:

A paragraph presents one idea. It usually contains several sentences (often between 3-5).

Some of the sentences have different functions:

**The topic sentence** states or explains generally what the paragraph is about

**Developing sentence(s)** expands and clarifies the ideas expressed in the topic sentence

**Supporting sentence(s)** supports the idea through examples, facts, figures, reasoned argument, anecdotes

**Concluding sentence** 'wraps up' the idea of the paragraph, and can introduce the idea of the next paragraph.

# PERIODIC TABLE

# PERIODIC TABLE

PERIODIC TABLE

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NOBLE GASES

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NON-METALS

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TRANSITION ELEMENTS

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# THE MAIN SCHOOL LIBRARY

**Opening times:** 8.05am – 4.00pm Monday to Thursday

8.05am – 3.30pm Friday

**Breaktimes:** Year 7 only up until October half-term

Need some help finding or using information for homework? Not sure what to read next? Got an idea for an event, or a book you'd like to see on our shelves? Come and talk to us, or leave a comment on the website [www.blslibrary.weebly.com](http://www.blslibrary.weebly.com),A

## Borrowing Books

You can borrow up to two books for up to two weeks at a time. If you haven't finished reading a book in two weeks, no problem, just come and see us and we will renew it so you can keep it for a further two weeks. You can check when your book is due back by looking at the most recent date stamped in the front of the book.o

## Overdue Books

If you don't return your book on time, you will receive a reminder through your register, and if you still don't return it, one more is sent through the register before we write to your parents and ask that the book is either returned or paid for. If there is a problem, like your book has been lost or damaged, or you think you have returned it, don't wait until your parents have received a letter before you come and talk to us. The sooner you talk to us, the easier it will be to resolve. Unreturned library books stay on your record until you leave the school, when they must be paid for.h

## Remember

Books you borrow from the Library are your responsibility until they are removed from your record. Don't rely on anyone else to return your books for you, even teachers.

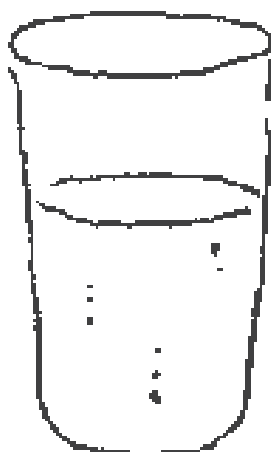
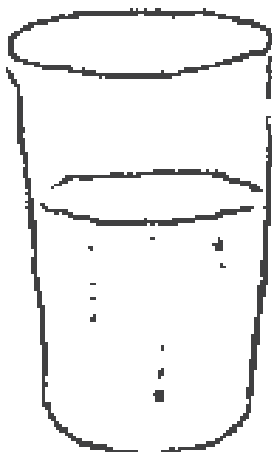
Bring them directly to the Library yourself

# FOOD FOR THOUGHT!



Do you ever feel sleepy in school and find it difficult to learn? Could your brain be hungry or thirsty?

- Our brains, like the rest of our bodies, become dehydrated if we do not drink enough water. Dehydrated brains cannot learn!
- Drink plenty of water throughout the day.
- Eat a healthy diet! Foods like fish, nuts, fruit, vegetables and lean meat nourish the brain and help it to learn.
- **Remember you can bring water into lessons but follow these rules:**
- Water must be still and in a reusable bottle.
- Fizzy or canned drinks or any squash are not as good for you as water and are therefore, not acceptable.
- Pupils will not be able to leave lessons to refill their bottles.
- It is not appropriate for water to be consumed during certain lessons, i.e. Science where a risk to health exceeds other considerations, nor should drinks be consumed in the Library or while working at any computer due to the risk of damage to equipment or electrical shock.



## EXTRA CURRICULAR ACTIVITIES

The School offers a wide and varied range of School Clubs and Activities that take place both during the school day as well as after school.

The School also offers an extended PE Curriculum which is updated every term.

Information about these activities are publicised throughout the school at the beginning of the academic year and full information is also found on the school website.

If you have any queries regarding any activities, please talk to your tutor or Head of House.

PENSTRIPE

# SCHOOL UNIFORM

## \*Compulsory items

*Blazer	Maroon, with School Crest on breast pocket
*Shirt/Blouse	White shirt (which must be worn with the Bishop Luffa School tie) or Gold blouse
Tie	Maroon and gold. The tie must be worn with the white shirt, with at least six gold stripes showing.
*Skirt/Trousers	Skirt: Grey, one design only "Davenport" style, supplied by official stockists. The skirt should be worn with the band showing and should reach the student's knee. Trousers: Plain, straight-legged, charcoal grey or black (not corduroy, jeans or "skinny" style). Do not buy any other style.
*Socks/Tights	Black or grey, plain not patterned. Tights which end at, or above, the ankle are not allowed.
*Shoes	Black, brown or grey, low heels – one colour only, including the sole. No boots, trainers, canvas shoes or sandals.
Jumper	Maroon, with gold stripe in V-neck. They should not be tucked into the skirt or trousers.
Scarf	Plain, dark colour only – not to be worn in the buildings
Outdoor Coats	Any suitable plain pattern (e.g. coat, raincoat, anorak, duffle coat) of a reasonable length and short enough to fit into a locker. 'Hoodies' are not acceptable outdoor coats.

## OFFICIAL STOCKIST

Game Set and Match, Quarry Lane,

Chichester, PO19 8NY

Telephone 01243 538800

[www.gsam.co.uk](http://www.gsam.co.uk)

# P.E. Kit & Equipment

## GIRLS

### P.E. Kit & Equipment - Compulsory

- Burgundy and gold polo top with school badge
- One pair burgundy and gold football socks for games
- White sports socks for all other PE activities
- One pair trainers (non-marking sole)
- One pair football boots or Astro turf style trainers (for use on grass)
- Plain black shorts or burgundy and gold skort
- Mouthguard
- One pair shin pads
- Suitable bag for all equipment

### Optional extra items:

- Maroon sweatshirt (with school badge)
- Plain black track suit trousers – for outdoor games
- Black or white base layer or 'skin'
- Bishop Luffa leggings (purchased from Game Set and Match)
- Reversible rugby shirt - burgundy/gold - for outdoor games

## BOYS

### P.E. Kit & Equipment - Compulsory

- Reversible rugby shirt - burgundy/gold.
- Burgundy and gold polo top with school badge
- Plain black shorts
- One pair trainers (non-marking sole)
- One pair football boots either moulded base or with metal safety studs (no metal tipped or plastic screw in studs)
- One pair burgundy and gold football socks for games
- White sports socks for all other PE activities
- One pair of shin pads
- Mouthguard
- Suitable bag for above equipment

### Optional extra items

- Maroon sweatshirt (with school badge)
- Plain black track suit trousers
- Black or white base layer or 'skin'
- Black sports leggings to be worn underneath shorts

# ALL PUPILS

## ALL UNIFORM AND PE KIT MUST BE CLEARLY MARKED WITH OWNER'S NAME

The School cannot be held responsible for property lost by pupils. We shall do our best to find the missing items and it is a great help if all clothing and property is clearly marked with the owner's name.

No jewellery, (including rings and bracelets of any kind) except one plain stud in each ear. No other piercings are allowed on health and safety grounds. Please do not have, for example, a nose, eyebrow or bellybutton piercing as you cannot wear a nose, eyebrow or bellybutton stud to school on health and safety grounds. In addition, you may not be able to take part in PE or Games activities. You will not be allowed to cover a piercing either, whilst it heals. Pupils are allowed to wear a small cross on a necklace provided it is not visible.

Non-uniform pullovers, sweatshirts or jackets may not be worn or brought to school. Ties must be worn with at least six gold stripes showing. Outdoor coats, anoraks, etc. should not be worn inside the school building. The wearing of make-up, nail polish, false eyelashes or false nails is not permitted, the only exception is that students may choose to wear light foundation. Hair should not be dyed bright or unnatural colours. If you are unsure check with your Head of House before you have it done.

**Full uniform must be worn to and from the school.**

## SUMMER UNIFORM MAY BE WORN WHEN DECIDED BY THE LEADERSHIP TEAM as follows:

Pupils need not wear blazers or jumpers. If wearing a white shirt, ties must, however, be worn. They must be worn correctly and not tucked into the shirt. PE tops may only be worn for PE or Games. Shirts and blouses must be tucked into skirts and trousers. If tights or socks are worn they may be plain grey or black. Toeless shoes or sandals must not be worn.



## Notes

PENSTRIP

## Notes

PENSTRIPPE

**DIARY  
&  
WEEKLY PLANNER**

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**2020 - 2021**





<b>Thursday</b>	<b>3</b>	<i>Remember:</i> INSET DAY, Autumn term starts	Due	Done
Subject:				
		Time Taken:		
<b>Friday</b>	<b>4</b>	<i>Remember:</i> INSET DAY		
Subject:				
		Time Taken:		

Parent & Teacher Comments:



Parent Signature: Tutor Signature:







**Thursday 10**

*Remember:* All students in School

Due

Done

Subject:

Time Taken:

**Friday 11**

*Remember:*

Subject:

Time Taken:

Parent & Teacher Comments:



Parent Signature:

Tutor Signature:

[illegible]



**Thursday 17**

*Remember:*

Due

Done

Subject:

Time Taken:

**Friday 18**

*Remember:*

Subject:

Time Taken:

Parent & Teacher Comments:



Parent Signature:

Tutor Signature:

[illegible]



24

Due

Done

Time Taken:

25

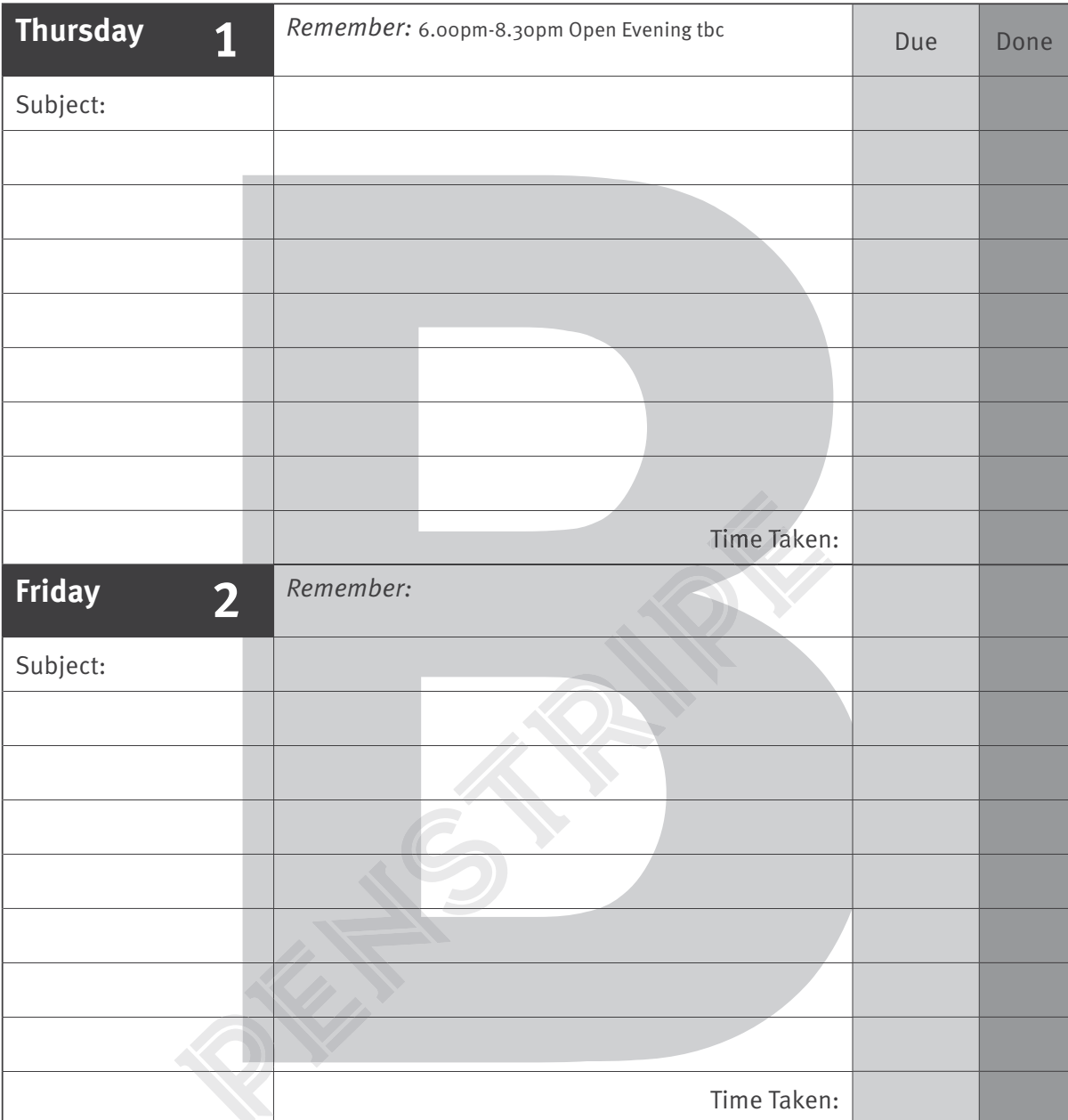
*Remember:* (Saturday 26 Sept PFA Y7 Picnic)

Time Taken:

Tutor Signature:







Parent &amp; Teacher Comments:

Parent Signature: \_\_\_\_\_

Tutor Signature:



**Thursday****8***Remember:* Open Morning, 6.30pm Year 11 Parents & Carers Revision Evening

Due

Done

Subject:

Time Taken:

**Friday****9***Remember:*

Subject:

Time Taken:

Parent &amp; Teacher Comments:



Parent Signature:

Tutor Signature:





**Thursday 15**

*Remember:*

Due

Done

Subject:

Time Taken:

**Friday 16**

*Remember:*

Subject:

Time Taken:

Parent & Teacher Comments:



Parent Signature:

Tutor Signature:





**Thursday 22**

*Remember:*

Due

Done

Subject:

Time Taken:

**Friday 23**

*Remember:*

Subject:

Time Taken:

Parent & Teacher Comments:



Parent Signature:

Tutor Signature:








Thursday 29	Remember: HALF TERM	Due	Done
Subject:			
	Time Taken:		

Friday 30	Remember: HALF TERM	Due	Done
Subject:			
	Time Taken:		

Parent & Teacher Comments:



Parent Signature: Tutor Signature:





5

Due

Done

Time Taken:

6

Time Taken:

Tutor Signature:





**Thursday 12**

*Remember:* 6.30pm Year 11 (2020) Record of Achievement Evening

Due

Done

Subject:

Time Taken:

**Friday 13**

*Remember:* Non-uniform Day for House Charities

Subject:

Time Taken:

Parent & Teacher Comments:



Parent Signature:

Tutor Signature:





**Thursday****19***Remember:* P2 Year 11 Mock Exam Assembly, 4.15pm Y10  
Parents & Carers Consultation Evening

Due

Done

Subject:

Time Taken:

**Friday****20***Remember:*

Subject:

Time Taken:

Parent &amp; Teacher Comments:



Parent Signature:

Tutor Signature:





**Thursday 26**

*Remember:* 4.15pm Year 11 Parents & Carers Consultation Evening

Due

Done

Subject:

Time Taken:

**Friday 27**

*Remember:* INSET DAY (subject to change)

Subject:

Time Taken:

Parent & Teacher Comments:



Parent Signature:

Tutor Signature:





3

*Remember:* Year 8 Target/Effort Grades issued

Due

Done

Subject:

Time Taken:

4

*Remember:*

Subject:

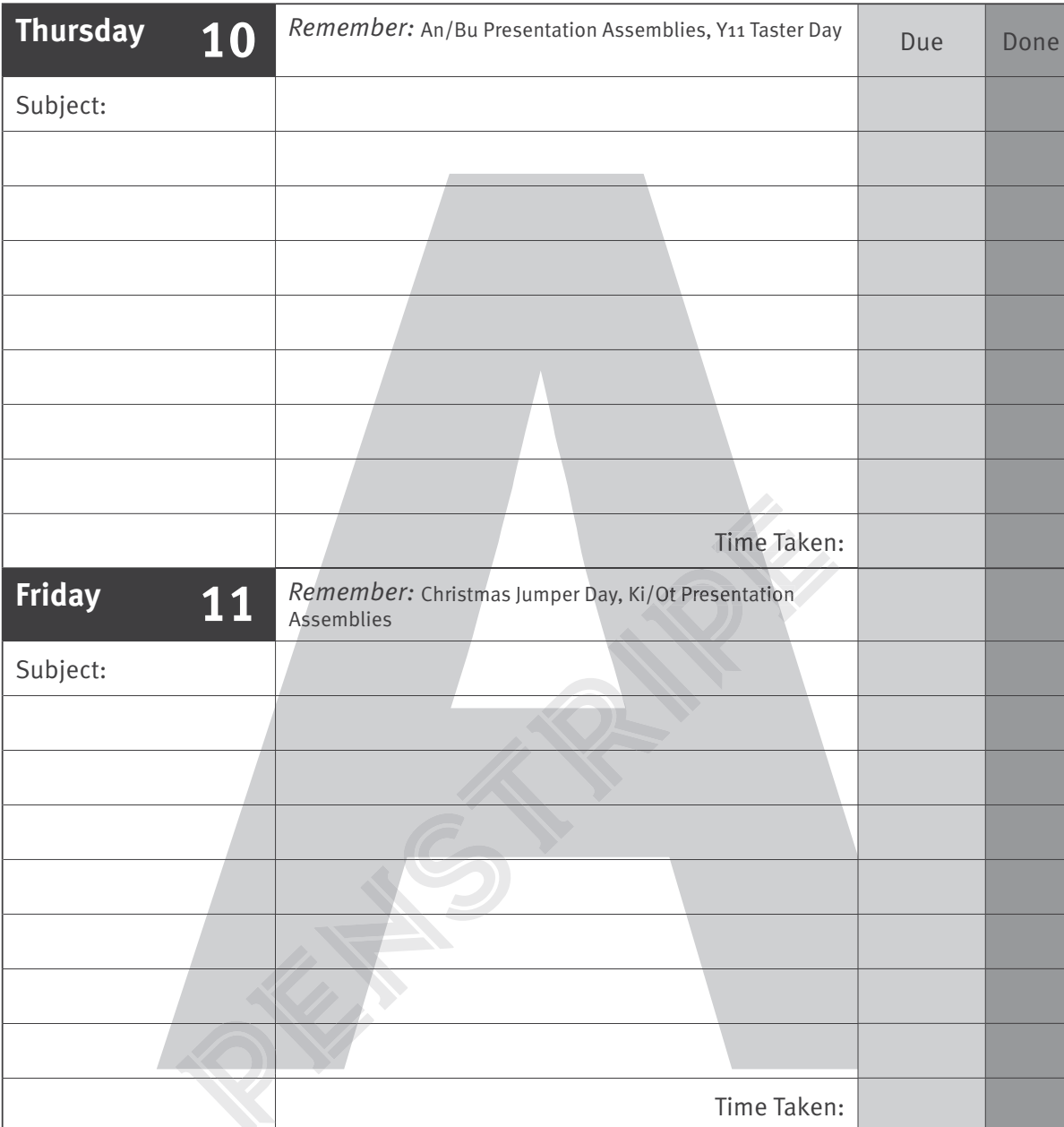
Time Taken:

Parent &amp; Teacher Comments:

Parent Signature: \_\_\_\_\_

Tutor Signature:





Parent &amp; Teacher Comments:

Parent Signature: \_\_\_\_\_

Tutor Signature:







**Thursday 17**

*Remember:*

Due

Done

Subject:

Time Taken:

**Friday 18**

*Remember:* Last Day of Autumn term, Year 11 Action Plans issued

Subject:

Time Taken:

Parent & Teacher Comments:



Parent Signature:

Tutor Signature:





24

*Remember:* HOLIDAY

Due

Done

Subject:

Time Taken:

25

*Remember:* CHRISTMAS DAY

Subject:

Time Taken:

Parent &amp; Teacher Comments:

Parent Signature: \_\_\_\_\_


Tutor Signature:

[illegible]



<b>Thursday</b>	<b>31</b>	<i>Remember:</i> HOLIDAY	Due	Done
Subject:				
		Time Taken:		
<b>Friday</b>	<b>1</b>	<i>Remember:</i> NEW YEARS DAY (BH)		
Subject:				
		Time Taken:		

Parent & Teacher Comments:



Parent Signature: Tutor Signature:







7

Due

Done

Time Taken:

8

Time Taken:

Tutor Signature:





**Thursday 14**

*Remember:* P1 Y11 Eucharist, 6.30pm Year 9 Options Evening

Due

Done

Subject:

Time Taken:

**Friday 15**

*Remember:*

Subject:

Time Taken:

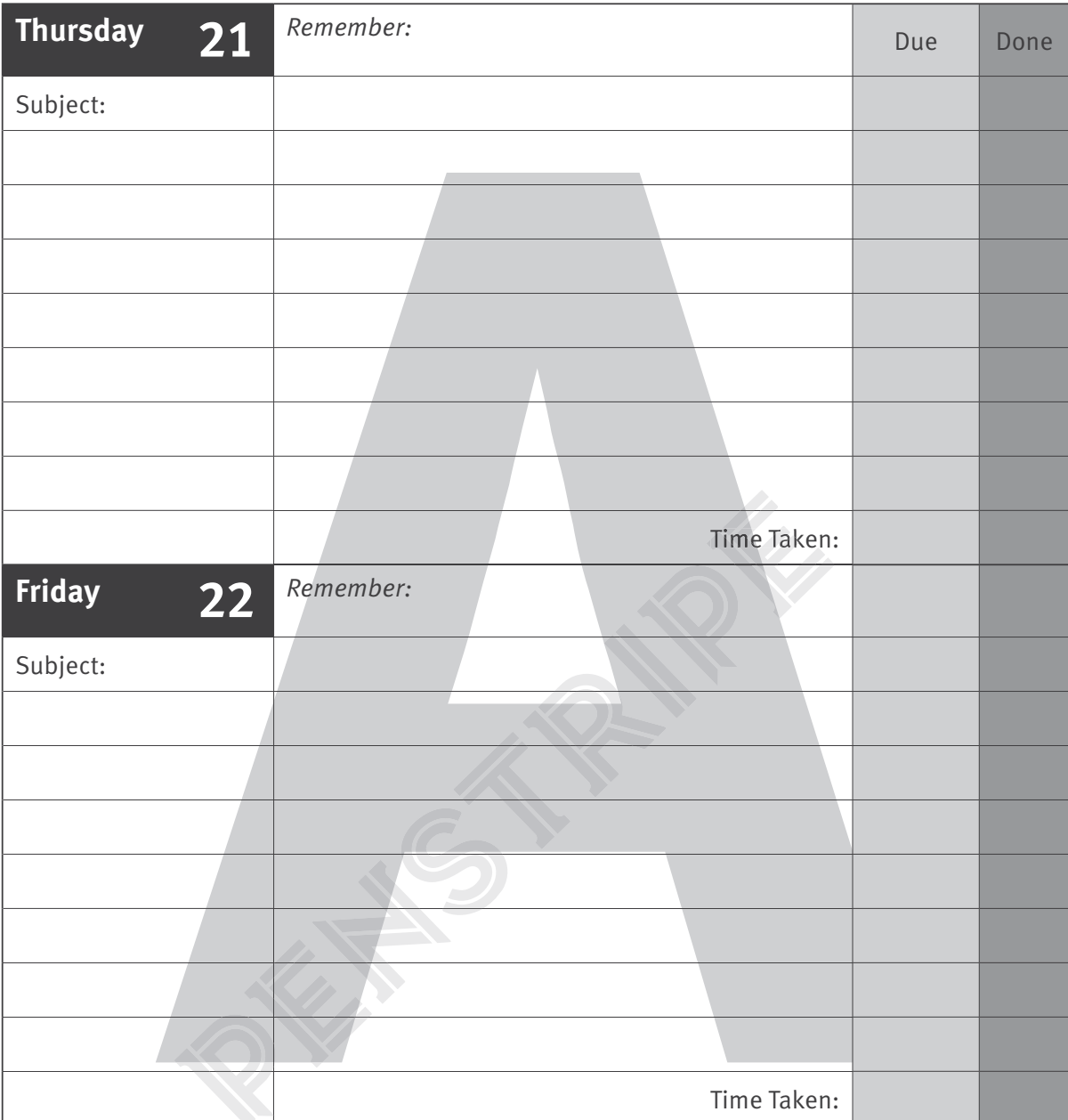
Parent & Teacher Comments:



Parent Signature:

Tutor Signature:





Parent &amp; Teacher Comments:

Parent Signature: \_\_\_\_\_

Tutor Signature:





**Thursday 28**

*Remember:* 4.15pm Year 9 Parents & Carers Consultation Evening

Due

Done

Subject:

Time Taken:

**Friday 29**

*Remember:*

Subject:

Time Taken:

Parent & Teacher Comments:



Parent Signature:

Tutor Signature:








Thursday	4	Remember: 4.15pm Year 7 Parents & Carers Consultation Evening	Due	Done
Subject:				
		Time Taken:		
Friday	5	Remember: INSET DAY	Due	Done
Subject:				
		Time Taken:		

Parent & Teacher Comments:



Parent Signature:

Tutor Signature:





**Thursday 11**

*Remember:*

Due

Done

Subject:

Time Taken:

**Friday 12**

*Remember:*

Subject:

Time Taken:

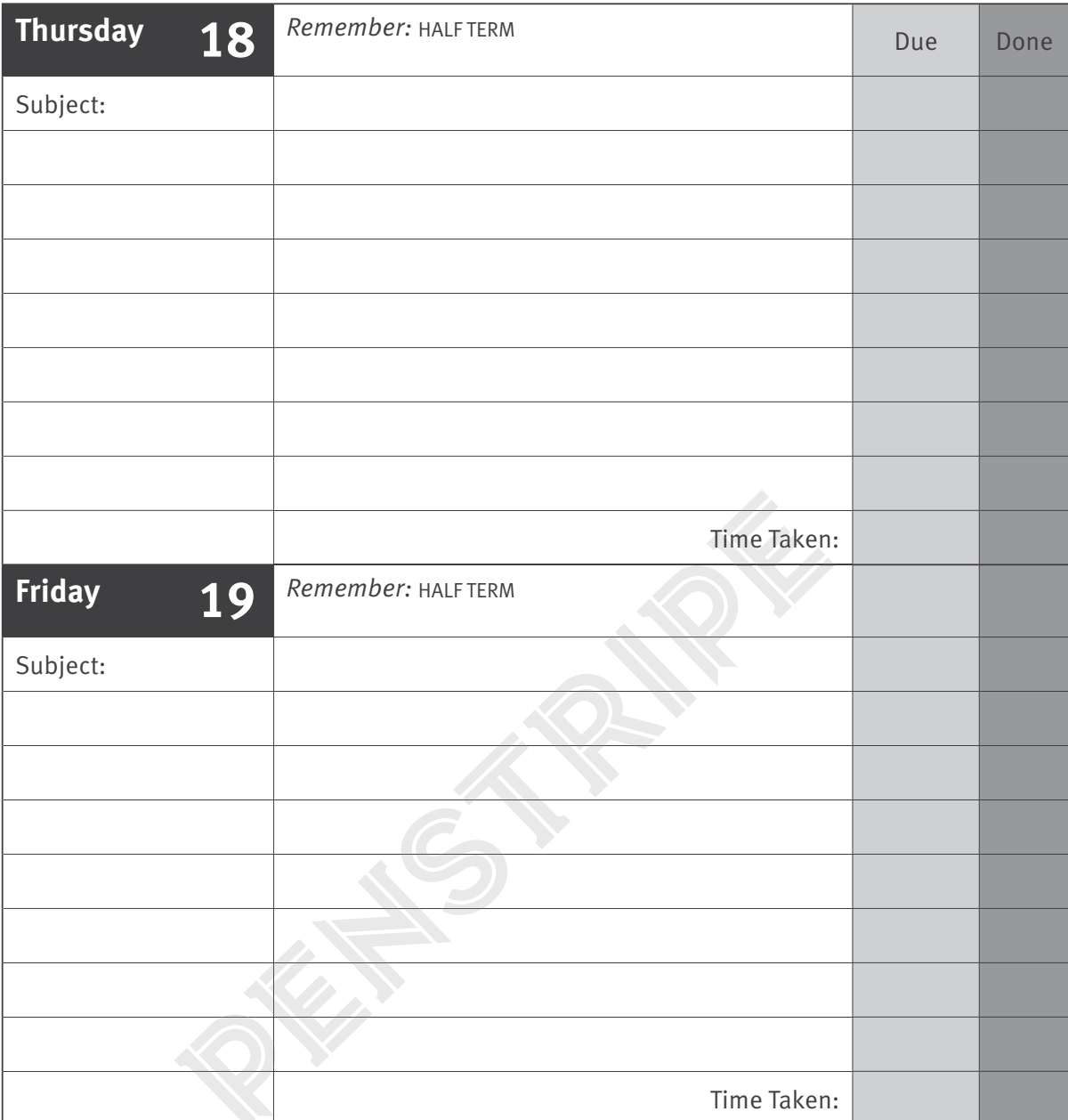
Parent & Teacher Comments:



Parent Signature:

Tutor Signature:



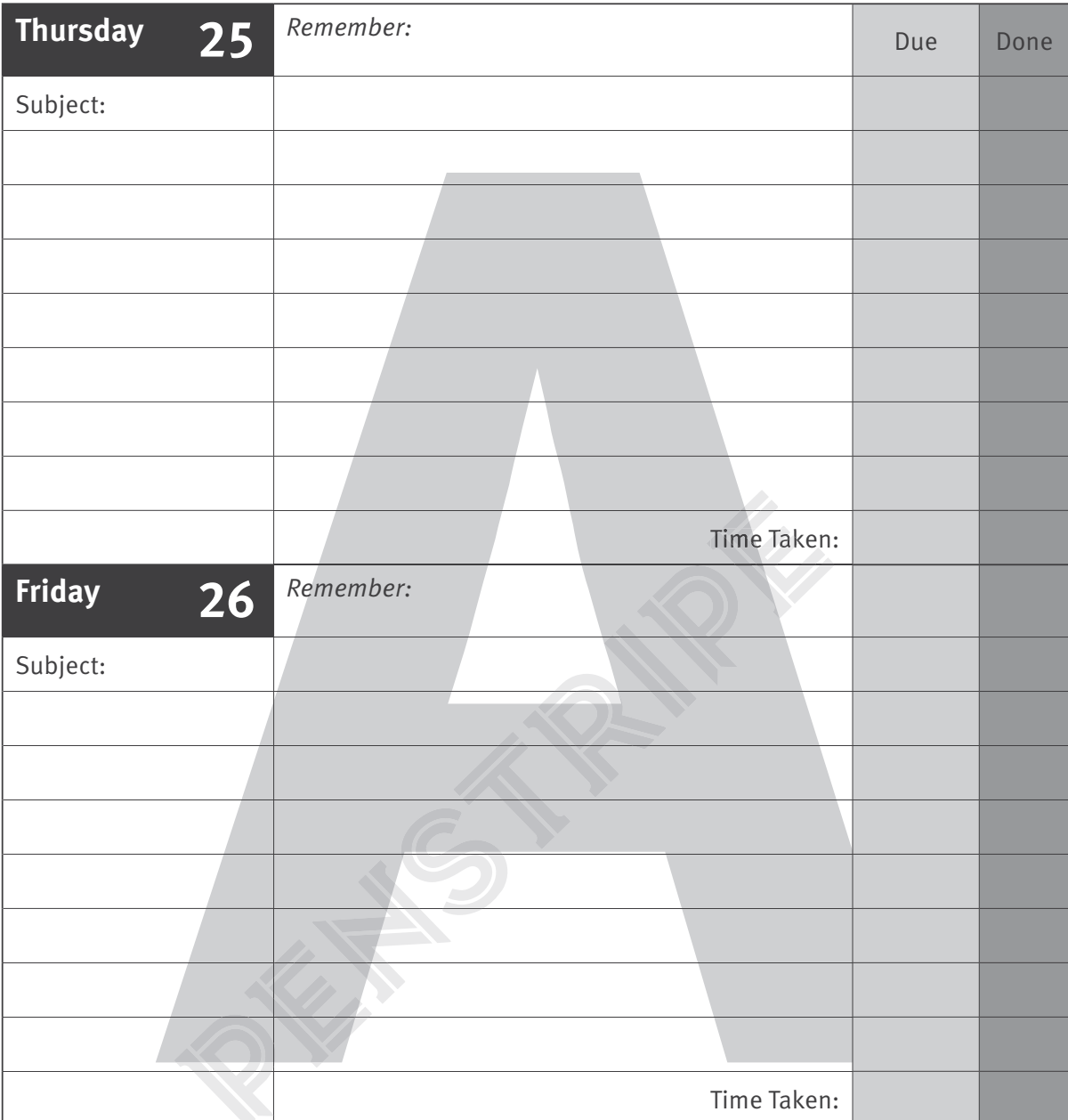


Parent &amp; Teacher Comments:

Parent Signature: \_\_\_\_\_

Tutor Signature:





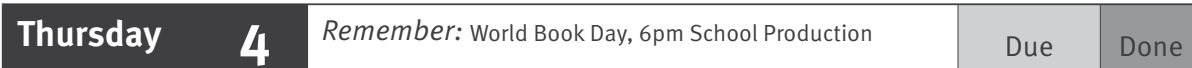
Parent &amp; Teacher Comments:

Parent Signature: \_\_\_\_\_

Tutor Signature:







4

*Remember:* World Book Day, 6pm School Production

Due

Done

Subject:

Time Taken:

5

*Remember:*

Subject:

Time Taken:

Parent &amp; Teacher Comments:

Parent Signature: \_\_\_\_\_

Tutor Signature:



**Thursday****11***Remember:* 4.15pm Year 8 Parents & Carers Consultation Evening

Due

Done

Subject:

Time Taken:

**Friday****12***Remember:* Non-Uniform Fancy Dress Day

Subject:

Time Taken:

Parent &amp; Teacher Comments:



Parent Signature:

Tutor Signature:





**Thursday 18**

*Remember:*

Due

Done

Subject:

Time Taken:

**Friday 19**

*Remember:*

Subject:

Time Taken:

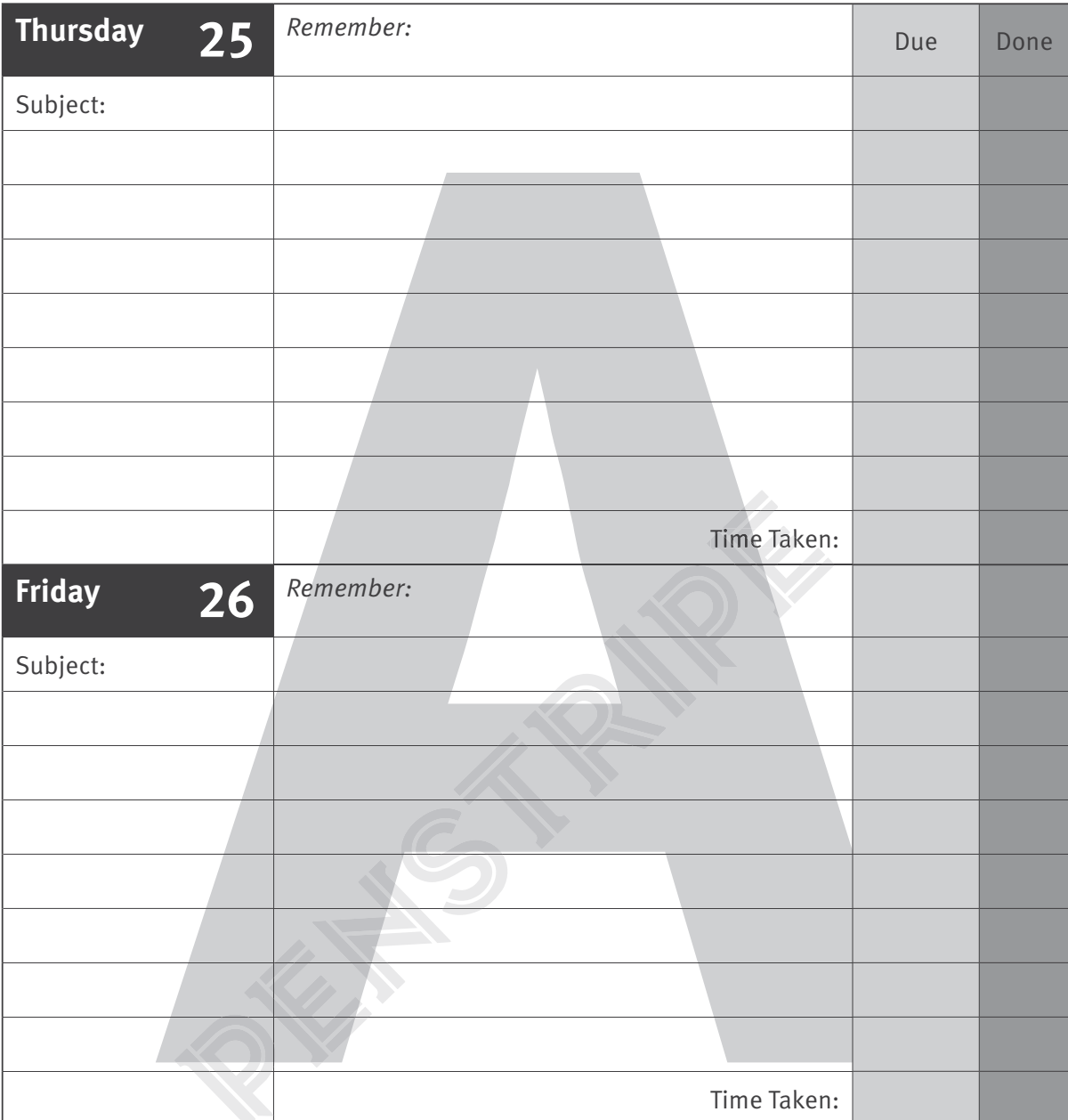
Parent & Teacher Comments:



Parent Signature:

Tutor Signature:





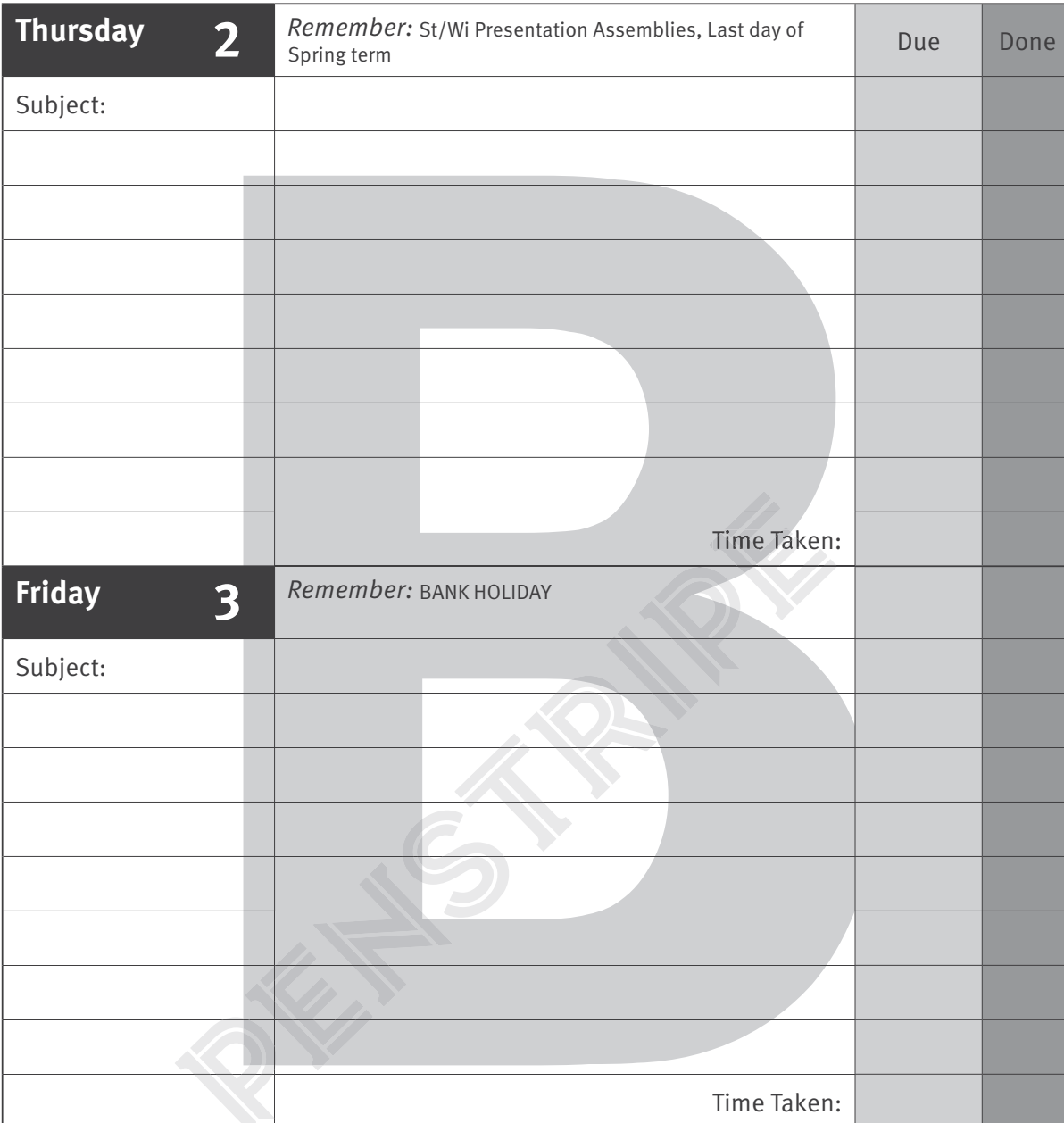
Parent &amp; Teacher Comments:

Parent Signature: \_\_\_\_\_

Tutor Signature:

[illegible]





Parent &amp; Teacher Comments:

Parent Signature: \_\_\_\_\_


Tutor Signature:





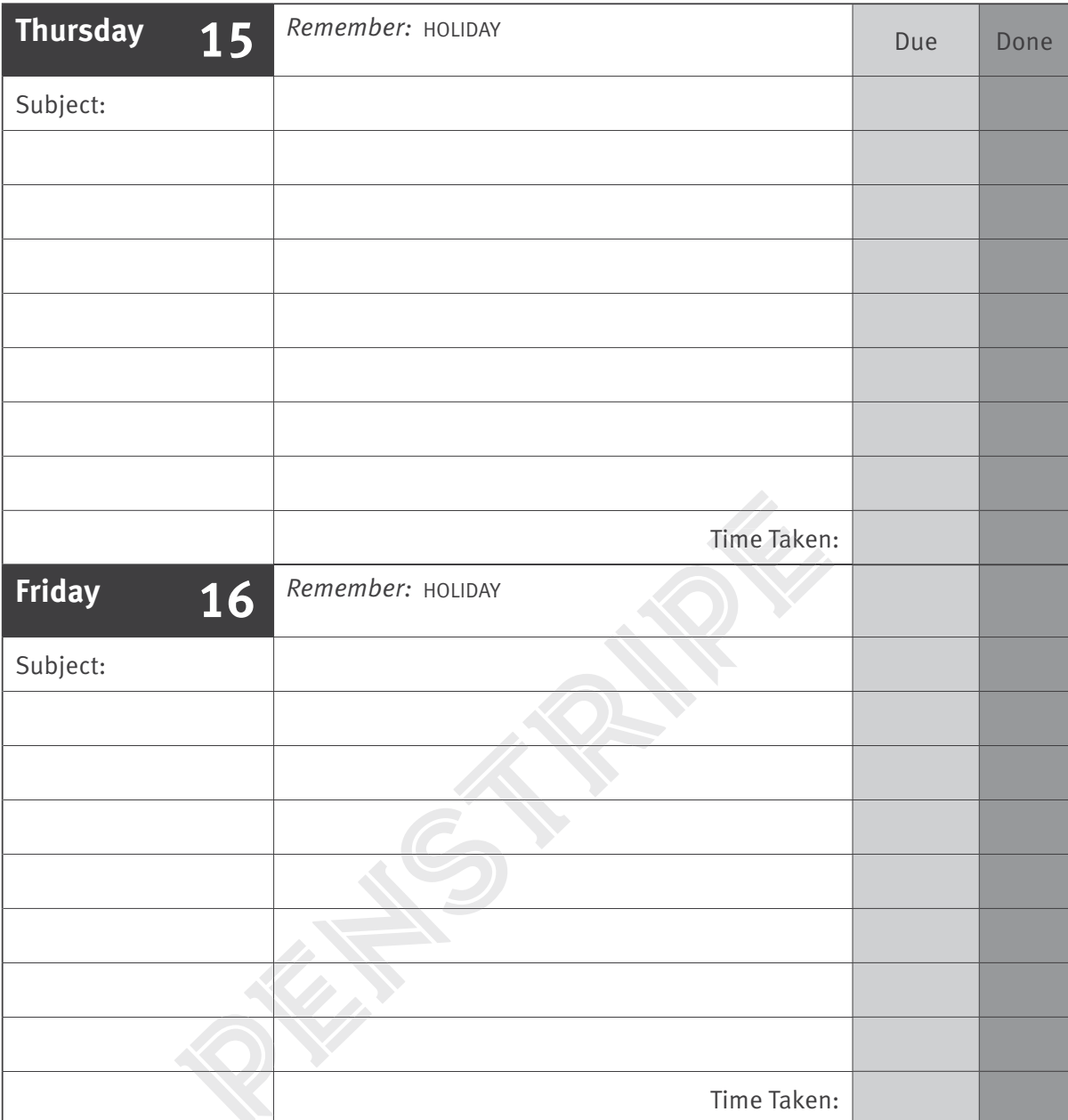
<b>Thursday</b>	<b>8</b>	<i>Remember:</i> HOLIDAY	Due	Done
Subject:				
		Time Taken:		
<b>Friday</b>	<b>9</b>	<i>Remember:</i> HOLIDAY		
Subject:				
		Time Taken:		

Parent & Teacher Comments:



Parent Signature: Tutor Signature:





Parent &amp; Teacher Comments:

Parent Signature: \_\_\_\_\_

Tutor Signature:





**Thursday 22**

*Remember:*

Due

Done

Subject:

Time Taken:

**Friday 23**

*Remember:*

Subject:

Time Taken:

Parent & Teacher Comments:



Parent Signature:

Tutor Signature:







**Thursday**

**29**

*Remember:*

Due

Done

Subject:

Time Taken:

**Friday**

**30**

*Remember:*

Subject:

Time Taken:

Parent & Teacher Comments:



Parent Signature:

Tutor Signature:





Subject:			
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[illegible][illegible][illegible]

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[illegible]

Time Taken: \_\_\_\_\_

**Friday**      **7**      *Remember:*

Subject:	
----------	--

[illegible][illegible][illegible][illegible]

Time Taken:

Parent & Teacher Comments:

Parent Signature: \_\_\_\_\_ Tutor Signature: \_\_\_\_\_

Tutor Signature: \_\_\_\_\_





**Thursday 13**

*Remember:*

Due

Done

Subject:

Time Taken:

**Friday 14**

*Remember:*

Subject:

Time Taken:

Parent & Teacher Comments:



Parent Signature:

Tutor Signature:





**Thursday 20**

*Remember:*

Due

Done

Subject:

Time Taken:

**Friday 21**

*Remember:*

Subject:

Time Taken:

Parent & Teacher Comments:



Parent Signature:

Tutor Signature:







**Thursday 27**

*Remember:*

Due

Done

Subject:

Time Taken:

**Friday 28**

*Remember:* Year 10 Written Reports issued

Subject:

Time Taken:

Parent & Teacher Comments:



Parent Signature:


Tutor Signature:





<b>Thursday</b>	<b>3</b>	<i>Remember:</i> HALF TERM	Due	Done
Subject:				
		Time Taken:		
<b>Friday</b>	<b>4</b>	<i>Remember:</i> HALF TERM		
Subject:				
		Time Taken:		

Parent & Teacher Comments:



Parent Signature: Tutor Signature:





10

Due

Done

Time Taken:

11

Time Taken:

Tutor Signature:





**Thursday 17**

*Remember:*

Due

Done

Subject:

Time Taken:

**Friday 18**

*Remember:* Year 7 written reports issued, 18:30 Year 11 Prom

Subject:

Time Taken:

Parent & Teacher Comments:

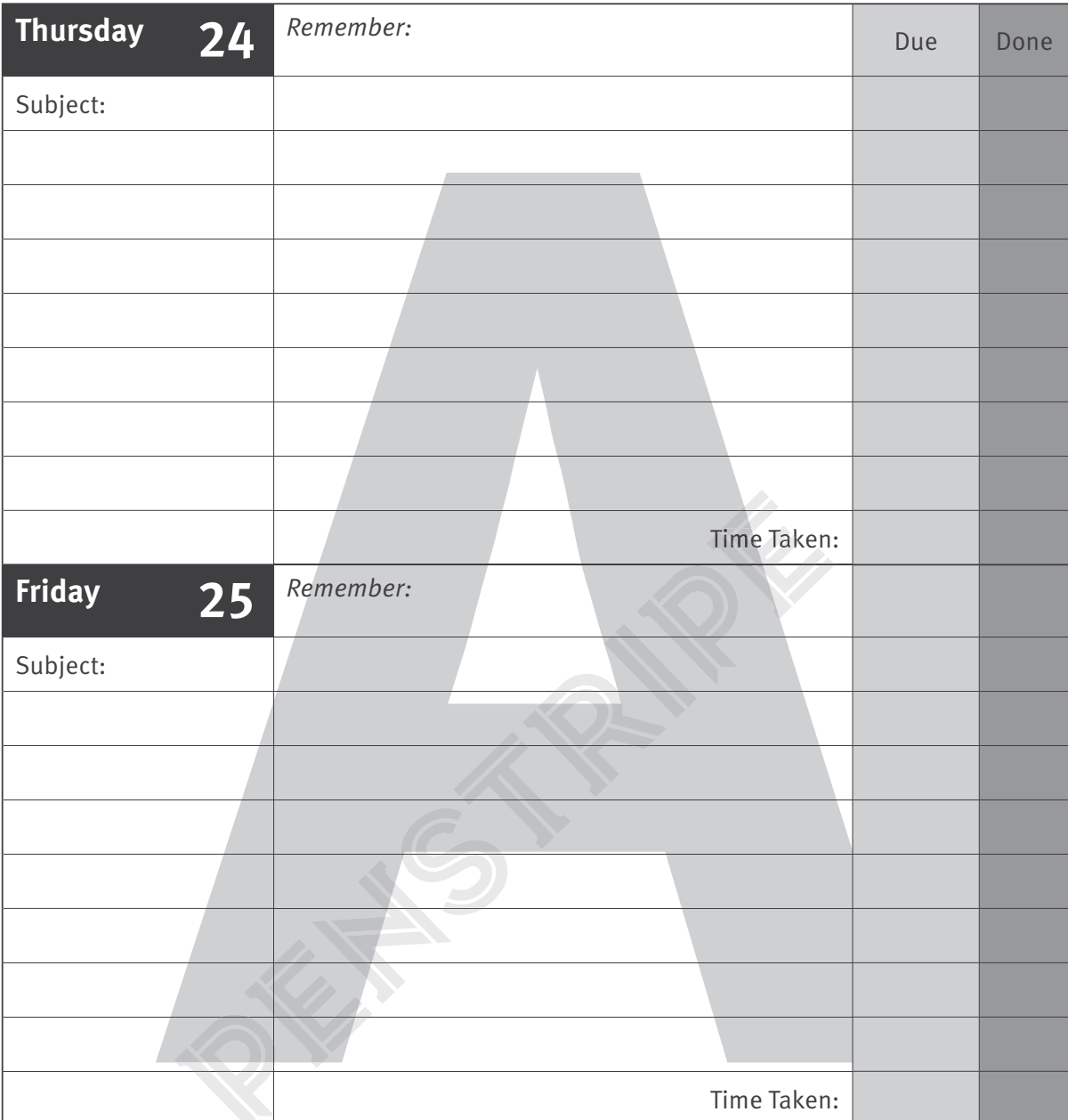


Parent Signature:

Tutor Signature:







Parent &amp; Teacher Comments:

Parent Signature: \_\_\_\_\_

Tutor Signature:



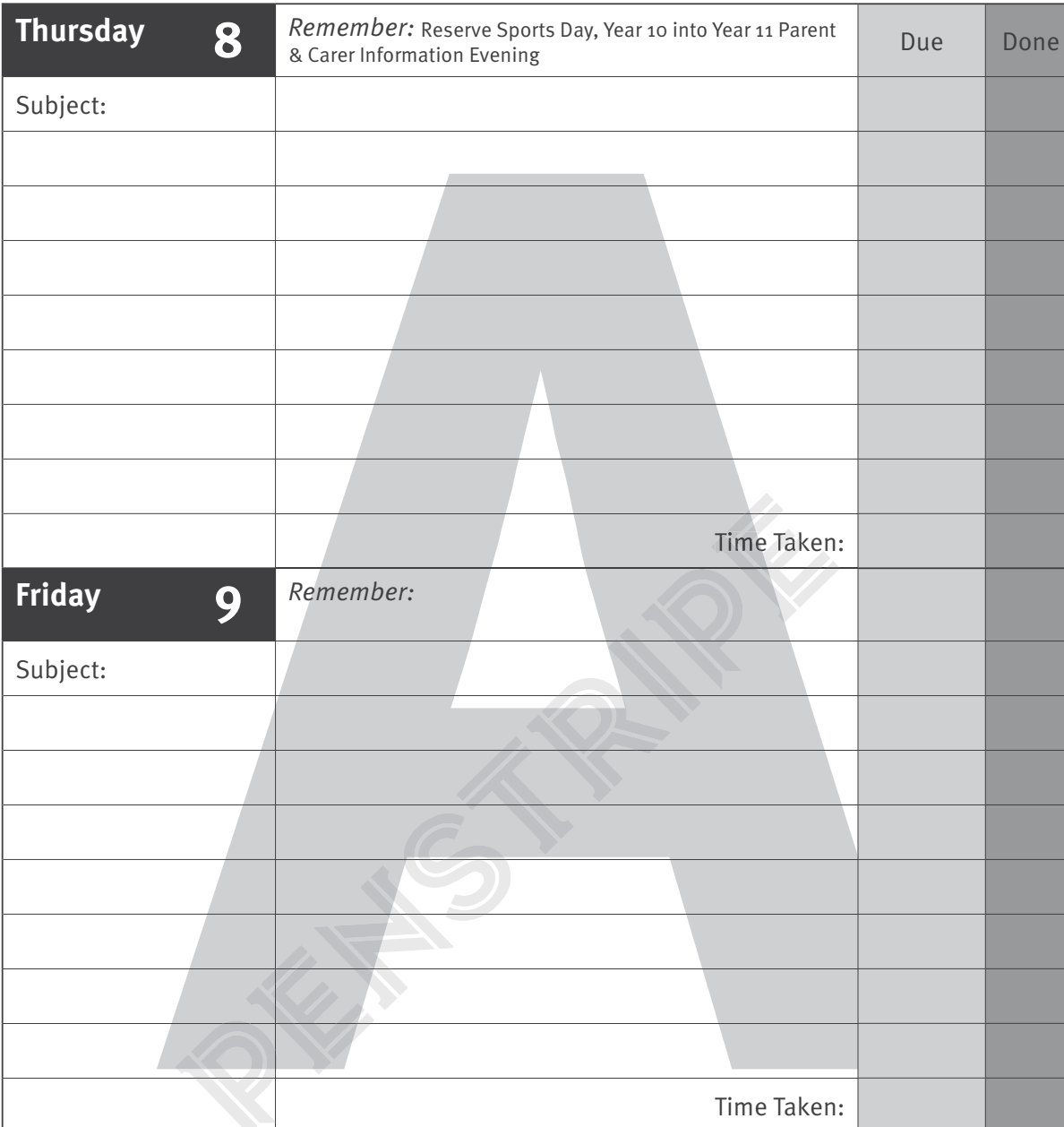
[illegible]

<b>Friday</b>	<b>2</b>	<i>Remember:</i> Sports Day, Year 8 Reports issued		
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Subject:			
		Time Taken:	

Tutor Signature:





Parent &amp; Teacher Comments:

Parent Signature: \_\_\_\_\_

Tutor Signature:





**Thursday 15**

*Remember:*

Due

Done

Subject:

Time Taken:

**Friday 16**

*Remember:* Year 9 Reports issued

Subject:

Time Taken:

Parent & Teacher Comments:



Parent Signature:

Tutor Signature:







**Thursday 22**

*Remember: St/Wi Presentation Assemblies*

Due

Done

Subject:

Time Taken:

**Friday 23**

*Remember: last day of Summer term*

Subject:

Time Taken:

Parent & Teacher Comments:



Parent Signature:

Tutor Signature:

Notes

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**Notes**

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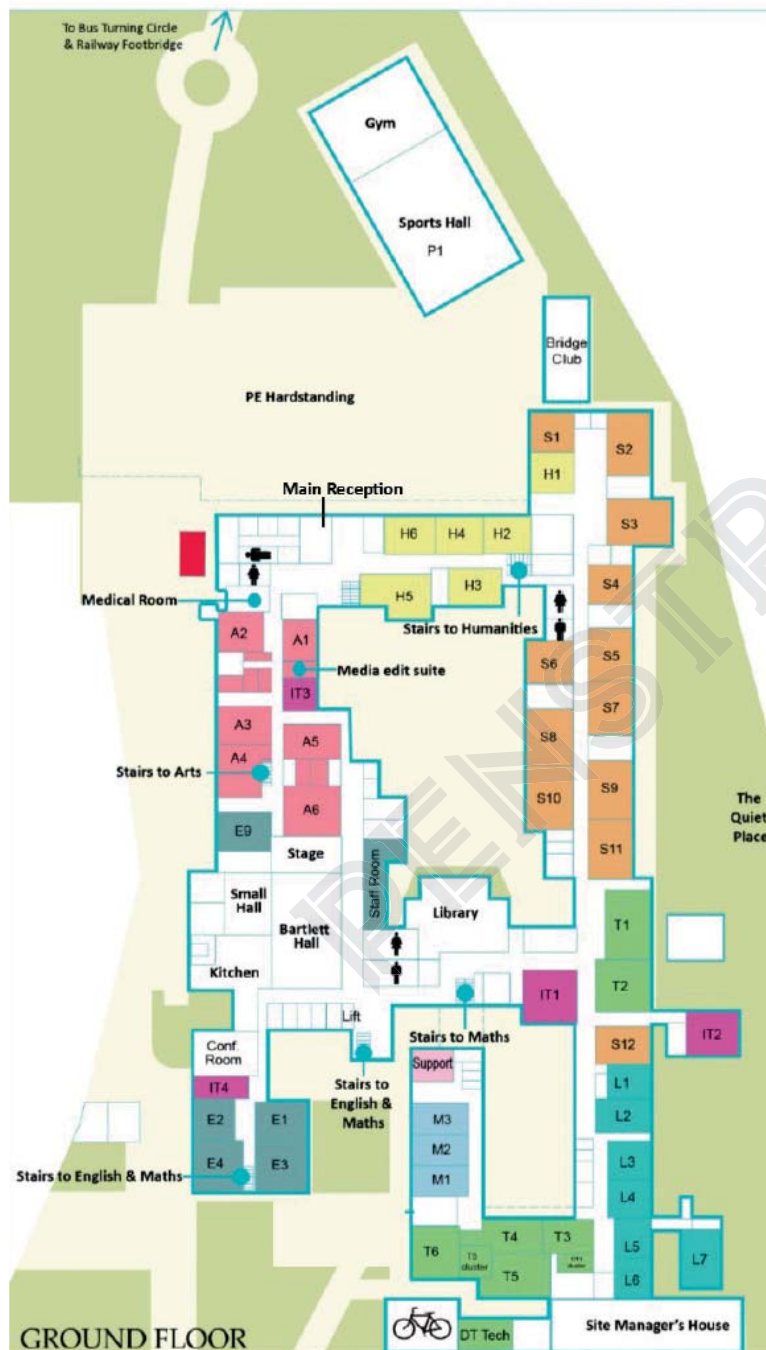




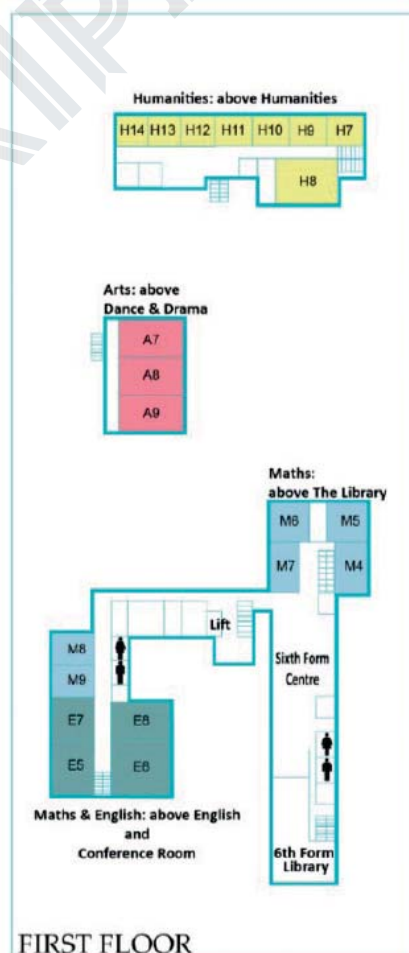
**Notes**

PENSTRIPPE

# Bishop Luffa School Map



- ARTS
- TECHNOLOGY
- ENGLISH
- HUMANITIES
- I.T.
- LANGUAGES
- MATHS
- P.E.
- SCIENCE
- LEARNING SUPPORT
- TOILETS



# The British Isles - Great Britain - United Kingdom





# Europe



# Europe



## Total populations by country in 2019 (millions)

Albania.....	2.9	Lithuania.....	2.7
Austria.....	8.9	Luxembourg.....	0.6
Belarus.....	9.5	Malta.....	0.4
Belgium.....	11.5	Moldova.....	4.0
Bosnia-Herzegovina.....	3.3	Montenegro.....	0.6
Bulgaria.....	7.0	Netherlands.....	17.1
Croatia.....	4.1	Norway.....	5.4
Cyprus.....	1.2	Poland.....	37.9
Czech Republic.....	10.7	Portugal.....	10.2
Denmark.....	5.7	Romania.....	19.3
Estonia.....	1.3	Russian Federation.....	145.8
Finland.....	5.5	Serbia.....	8.7
France.....	65.1	Slovakia.....	5.4
F.Y.R.M.....	2.1	Slovenia.....	2.0
Germany.....	83.5	Spain.....	46.7
Greece.....	10.4	Sweden.....	10.0
Hungary.....	9.7	Switzerland.....	8.6
Iceland.....	0.3	Turkey.....	83.4
Ireland.....	4.9	Ukraine.....	44.0
Italy.....	60.5	United Kingdom.....	67.5
Latvia.....	1.9		

Source: worldometers

## Map Country Key

AL	– Albania
BE	– Belgium
BO	– Bosnia-Herzegovina
CR	– Croatia
CZ	– Czech Republic
ES	– Estonia
F.Y.R.M	– Former Yugoslav Republic of Macedonia
HY	– Hungary
LU	– Luxembourg
ML	– Moldova
M	– Montenegro
NE	– Netherlands
SL	– Slovenia
S	– Serbia
SO	– Slovakia
SW	– Switzerland

EU countries marked in pink.

Non EU countries marked in black.



# World map



## LARGEST COUNTRIES ('000 km<sup>2</sup>) (includes freshwater)

Russia	17,075
Canada	9,971
China	9,561
USA	9,373
Brazil	8,512
Australia	7,682

India	3,287
Argentina	2,767
Kazakhstan	2,717
Algeria	2,382

## MOST POPULATED COUNTRIES

(millions)	
China	1,433
India	1,366

USA	329
Indonesia	270
Pakistan	216
Brazil	211
Nigeria	201
Bangladesh	163
Russia	146
Mexico	128

# World map



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CONTINENT	POPULATION (millions)	AREA (million km <sup>2</sup> )
Africa	1,216	30
Antarctica	—	14
Asia	4,463	45
Europe	741	10
North America	579	24
South America	422	18
Oceania	42	8



**ACHIEVEMENTS AND EXPERIENCES  
OUTSIDE THE CLASSROOM JOURNAL**

Autumn Term	Spring Term	Summer Term
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## OUT OF LESSON LOG

[illegible]

[illegible][illegible]



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## Effort for Learning

	4	3	2	1
<b>Attitude for Learning</b>	You are a truly resilient learner.	You are a good learner.	Your engagement in learning is sometimes good but you need to improve.	You are not engaged with your learning which is a concern.
	You always show an enthusiastic attitude to learning and come to lessons keen to get involved.	You show a positive attitude to learning and come to lessons ready to get involved.	You sometimes show a positive attitude to learning and need to be encouraged to get involved in lessons.	You rarely show enthusiasm for learning and may only do the minimum level of work.
	You actively involve yourself in lessons and are always focused.	You are willing to get involved in lessons and often contribute. Your focus is good.	You usually respond to teacher directions and work co-operatively, but may sometimes be slow to start classwork.	You are regularly slow to start work and/or are regularly off task in lessons.
	You always complete classwork to the best of your ability	You always complete classwork, usually to the best of your ability.	You complete tasks set but not always to the best of your ability.	Your classwork is often incomplete and/or not to the best of your ability.
	You regularly push yourself or you always persevere when you encounter difficulties with your work	You often push yourself or you usually persevere when you encounter difficulties with your work.	You rarely push yourself or you find it hard to persevere when you encounter difficulties with your work.	You are not prepared to push yourself or you give up when you encounter difficulties with your work.
<b>Behaviour for Learning</b>	You always take time to reflect on your work	You often take time to reflect on your work	You rarely take time to reflect on your work	You are not reflective and do not list to or act
	Your behaviour sets a good example at all times—you act thoughtfully and respectfully towards staff and pupils.	You promptly follow the instructions of your teacher and remain focussed throughout the whole lesson.	You occasionally disrupt lessons, for example by talking or calling out.	You regularly disrupt lessons for example by talking or calling out.
	Your behaviour enables you and your peers to make excellent progress.	Your behaviour enables you and your peers to make good progress.	Your behaviour can sometimes make it difficult for others to make progress.	Your behaviour regularly makes it difficult for others to make progress.
	You always arrive at lessons on time.	You usually come to lessons on time.	You are frequently late for lessons.	You are nearly always late for lessons.
	Your uniform is always worn correctly and with pride.	Your uniform is usually worn correctly.	Your uniform frequently requires correcting.	Your uniform is below the standard expected and nearly always requires correcting.
<b>Organisation for Learning</b>	You always have the equipment you need to learn.	You usually have the equipment you need to learn.	You frequently come without the equipment you need to learn.	You nearly always come without the equipment you need to learn.
	Your exercise books/notes are tidy and organised exceptionally well.	Your exercise books/notes are tidy and are well organised.	Your exercise books/notes are untidy and not organised in a way that helps learning.	Your exercise books/notes are untidy and poorly organised.
<b>Homework for Learning</b>	Your homework is always produced on time, with care and represents your very best	You always make an effort with your homework and tasks are completed on time.	You often make an effort with your homework and tasks are usually completed on time.	You rarely make an effort with your homework and tasks are seldom completed on

*Always our best because everyone matters*



# HOMEWORK TIMETABLE

## WEEK A

	Period 1	Period 2	Period 3	Period 4	Period 5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

## WEEK B

	Period 1	Period 2	Period 3	Period 4	Period 5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

## TIMETABLE

### WEEK A

	Period 1	Period 2	Period 3	Period 4	Period 5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

### WEEK B

	Period 1	Period 2	Period 3	Period 4	Period 5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

