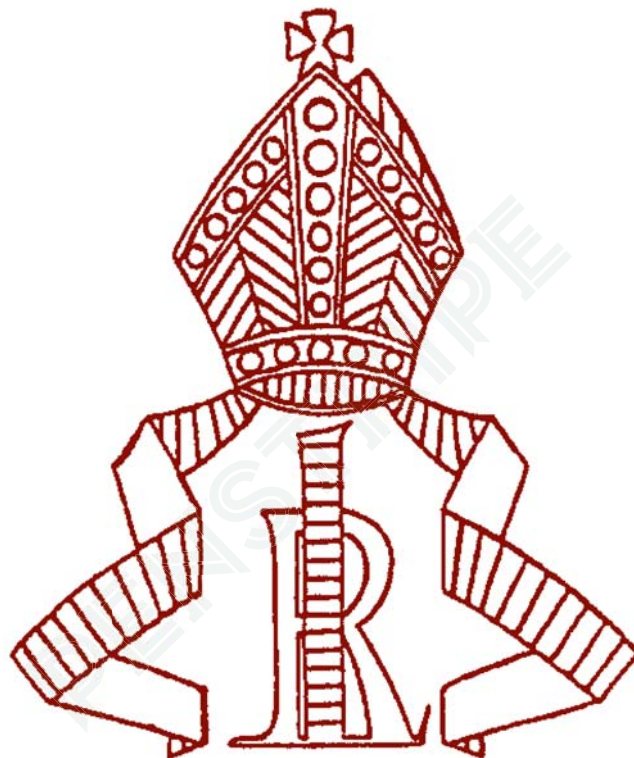




# BISHOP LUFFA SCHOOL

*Always our best because everyone matters*



**YEAR 7**

**STUDENT PLANNER 2023-24**

Student 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:	.....
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*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 and reflect on your **progress and development**

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**

## STUDENT 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)



## TIMES OF THE SCHOOL DAY

08.00	Warning bell for Registration/Assembly
08.05 – 08.25	Registration/Assembly
08.25 – 09.25	Period 1
09.25 – 10.25	Period 2
10.25 – 10.41	Break
10.45 – 11.45	Period 3
11.45 – 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 2023-24

### AUTUMN TERM:

**Students commence:** Monday 4 September 2023  
(Years 7 and 12 only -  
Induction Day)  
Remainder of school start on  
Tuesday 5 September 2023

**Students finish:** Friday 15 December 2023

**Half term:** Monday 23 October to  
Friday 27 October 2023

**INSET DAYS\*:** Friday 1 September 2023  
Friday 24 November 2023

### SPRING TERM:

**Students commence:** Wednesday 3 January 2024

**Students finish:** Thursday 28 March 2024

**Half term:** Monday 12 February to  
Friday 16 February 2024

**INSET DAY\*:** Tuesday 2 January 2024  
Monday 19 February 2024

### SUMMER TERM:

**Students commence:** Monday 15 April 2024

**Students finish:** Tuesday 23 July 2024

**Bank Holiday:** Monday 6 May 2024

**Half term:** Monday 27 May to  
Friday 31 May 2024

There is one remaining INSET day, which will be confirmed at a later date.

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



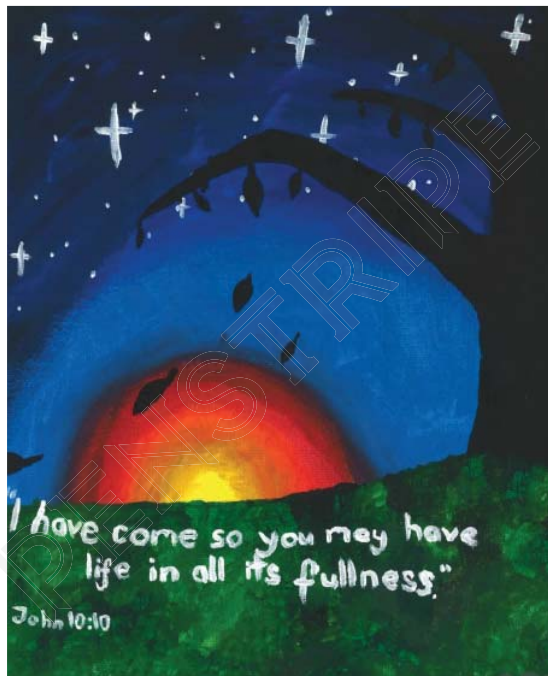
## OUR SCHOOL VISION

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 Year 9 student*

### **Our Bishop Luffa Clergy Team who will be working alongside us:**

Reverend Paul Collins  
Mother Jess Reid  
Reverend Andy Morgan  
Reverend Jo King  
Pastor Bruno Kondabeka

Year 7 clergy  
Year 8 clergy  
Year 9 clergy  
Year 10 clergy  
Year 11 clergy

## 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*



### **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 a special place in our school which is used for prayer and reflection and other learning activities.

*"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 make individual progress
- opportunities arise in worship, fundraising, organised activities and how we encounter random opportunities through the school day
- in the different curriculum subjects
- in our day to day relationships and interactions

Particular opportunities to explore spirituality include:

- Tutor Time Connect Daily
- Assemblies
- House activities
- Year group Eucharists
- Engaging with the work and aims of our whole school charity, Grassroots
- 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 Father Steve, our chaplain, or 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 students 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.
- **Virtual Whole School Assemblies**, which take place regularly, usually on Monday week B - these are times for us to communicate, pray and reflect together as a whole school community.



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 and students receive the Connect Daily thought to their school email each morning. 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.



# HOMEWORK

## NOTES TO STUDENTS

You must:

- Ask your teacher for help if you are not clear about the homework task before you leave the lesson.
- All homework will be recorded on Arbor 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 AND CARERS

It is important that children get into the habit of completing homework thoroughly from Year 7. As students 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 Arbor App 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 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 PSHE 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, vapes, 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.
- You will receive a Certificate for 100% attendance in a term.
- Each Term Heads of Key Stage recognise exceptional effort across the range of subjects that you study.
- Students 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 students go on to achieve School Colours, awarded for all of the categories for House Colours and for excellent achievement in school work.
- Students will be awarded certificates for accumulation of House points for both subjects and their overall total. Students will also be awarded certificates for accumulation of House points for community.
- Each term the top students in a Year Group will be rewarded for their individual achievement with House Points.

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 Report

### Minor Offence

You will be notified of these on Arbor and they include: chewing gum, lack of equipment, incorrect uniform/jewellery. After 3 minor offences your tutor is informed. After 4 minor offences your Head of House





is informed and contact is made with your parent. The accumulation of 5 minor offences leads to a lunchtime detention. Accumulation of minor offences is over a 1 month period.

#### **Late/punctuality**

After 2 offences your tutor is informed and you will be spoken to by your tutor. After 3 offences you will be set a lunchtime detention.

- 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 30 minute after school detention will be issued.
- Failure to attend a lunchtime detention will lead to a 60 minute detention.
- If you have to be removed from a lesson by a member of the Leadership Team you will receive a lunchtime detention in E9.
- If you do not do your homework, you will normally complete a 30 minute detention after school.
- Persistent infringement of these rules, or an accumulation detentions could lead you to 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, Mrs Faulkner, Deputy Heads or Head Teacher, to answer for your misbehaviour.
- Failure to attend a 1 hour detention will normally lead to a period of time in internal exclusion.
- For more serious misbehaviour this can lead to a period of time in internal exclusion.
- Ultimately, for very serious offences you can be suspended from school for a short period. Thankfully, this only happens to a very small number of students each year.
- Very occasionally, students can be permanently suspended 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 student 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 (student) .....Form.....

## As a School We Pledge to Stop Bullying and Discrimination

At Bishop Luffa School we believe that everyone should experience a full life. You can only do that if you feel safe at school and comfortable with the people around you. The next three pages look at some of the things that can go wrong in schools and in society as a whole. They are: sexual harassment, homophobia, racism and bullying. These are all types of discrimination and stop people feeling valued by their community.

### Sexual Harassment

The Citizen's Advice service have tried to make it clear what sexual harassment is. You can find more at [citizensadvice.org.uk](http://citizensadvice.org.uk). Here is their definition:

Sexual harassment is unwanted behaviour of a sexual nature which:

- violates your dignity
- makes you feel intimidated, degraded or humiliated
- creates a hostile or offensive environment

Sexual harassment can include:

- sexual comments or jokes
- physical behaviour, including unwelcome sexual advances, touching and various forms of sexual assault
- displaying pictures, photos or drawings of a sexual nature
- sending emails with a sexual content

At Bishop Luffa School we will not tolerate sexual harassment and are committed to educating our students so that they understand what sexual harassment is and the harm it can cause. If you have experienced sexual harassment, you can report it using the email address:

[TheLockerRoom@bishopluffa.org.uk](mailto:TheLockerRoom@bishopluffa.org.uk). This is run by a group of students who will report all concerns to senior staff.

If we believe that 'everyone matters' at Bishop Luffa School, then we all have to unite against sexual harassment and sexist behaviour

## **RACISM, HOMOPHOBIA 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.

### **WE ARE AN ANTI-HOMOPHOBIC SCHOOL**

- We will not tolerate language or behaviour that single people out.

### **HOW DO I CHALLENGE HOMOPHOBIA?**

- Speak to your Head of House immediately. You can also use our designated email address:  
[reporthomophobia@bishopluffa.org.uk](mailto:reporthomophobia@bishopluffa.org.uk)

### **ANTI-BULLYING POLICY**

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.
- Email: [reportbullying@bishopluffa.org.uk](mailto:reportbullying@bishopluffa.org.uk)
- 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 / Mrs Faulkner
- 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.
- Jewellery - other jewellery worn that is not part of the school uniform policy will be confiscated and returned on the Friday of the following week.

## STUDENT USE OF MOBILE PHONES/ CAMERAS/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 students have been used as a bullying tool by being posted on the internet. This has also happened to some staff.

- Students 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 students 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 or if a member of staff has given you permission to use your phone and you are being supervised. Students 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.
- If a phone is persistently used by a student in School, then the student will be required to hand the phone in to a member of staff at the start of each day.
- When a student 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 student is found to have pictures or video footage on their phone of students 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 student will not be allowed to bring their phone to school again.
- Cameras are not to be brought into school by students. If a teacher requires a student 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 students to use them during a lesson.
- If pictures or video footage of teachers or students 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.
- Students 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.

## THE QUIET PLACE

This is an important area of our school designed with help from former students, staff and parents. It is intended to be used for reflection and prayer. It was originally created in memory of some former students who died from illness towards the end of their time at the school. Each of the cobbles that can be seen has a prayer written on the underside by students.



## CYCLE PARKING PERMIT

Students who wish to cycle to school should complete the Cycle Parking Permit form via Parentmail. All students 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. .

## USE OF IT FACILITIES IN SCHOOL

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

Bishop Luffa School provides a range of IT facilities for use by students in school, these include iPads, laptops and networked computers. If students 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.

Students are allocated secure network storage and can, on reasonable request, have this expanded beyond the standard 500MB allowance. Students 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 student has filtered, monitored, Internet access and is provided with a school email address which is used for registration onto other third party sites. All students are provided with an RM Unify account and a Google account to access Google classroom and Google Drive. RM Unify provides single sign on access to a range of other sites including Kerboodle which is used by many Faculties. All homework is recorded on Arbor and some homework will be set using this facility. Google Classroom is frequently used for completion, assessment and feedback on home learning.

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, students 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 students 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

Students 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 students 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 student: \_\_\_\_\_ 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. 22RiSmithJ

### 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 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 Remote Access/E-mails 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. 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 School Nurse 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 student'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 students to discuss any issue or concern they may have. This will help them explore and fulfil their potential.

### Sessions

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

The sessions offered will then be arranged between the individual student 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 Faulkner / 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.

P	Punctuation missing/unclear
SP	Spelling mistake
WW	Wrong word
AP	Misuse of apostrophes
I ↓	Paragraph needed
^	Word missing
○	Circle to show incorrect use of capital letter, comma or full stop
✓	Good point
✓✓	Excellent point
?	This doesn't make sense/Unclear



# Writing Check list

## Capital letters

these should be used:

- at the start of sentences
- for the pronoun 'I'
- for names of people or places: *France*
- for company or brand names: *Disney*
- for days of the week and months of the year: *Monday, July*
- for key words in titles
- for religious holidays: *Eid, Diwali*
- for the names of languages, ethnic, cultural or religious groups: *Christians, Nigerian*
- for significant historical periods: *Elizabethan*

## apostrophes

are used EITHER to show:

- a letter is **missing**

e.g. the contraction '*you're*' misses out the letter 'a' in 'are', so needs an apostrophe to show where it was.

OR:

- to show **possession**.

e.g. the book belongs to Harriet, so it's *Harriet's* book.

If you want to show possession, but the word already ends with an 's', you put the apostrophe at the end of the word, e.g. *St James' Infirmary*, or *Jess' glasses*

## its/it's

**its** - belongs to 'it'

**it's** - it is

## your/you're

**you're** - a contraction of the words 'you' and 'are'

**your** - a possessive pronoun which usually sits before a noun such as: your father, your car

hint: **yours** does not have an apostrophe

## there/their/they're

**there** - refers to a place or location. It usually indicates where something goes or where something is.

**their** - shows that something belongs to someone or something

**they're** - is a contraction of 'they' and 'are'

## where/were/we're

**where** - refers to a place or location and can also start a question.

**were** - past tense plural of the verb 'be' - use it when more than one person has done something: *they were playing at the park*

**we're** - contraction of 'we' and 'are'

## was/were

Use **was** if you are talking about one person or thing (singular)

Use **were** if you are talking about more than one person or thing (plural)

However, some pronouns make this a little more tricky: *everyone in the group was well dressed* - this is correct because 'everyone' refers to each member of the group individually, whereas the 'all' in *all of us were well dressed* refers collectively to the entire group.

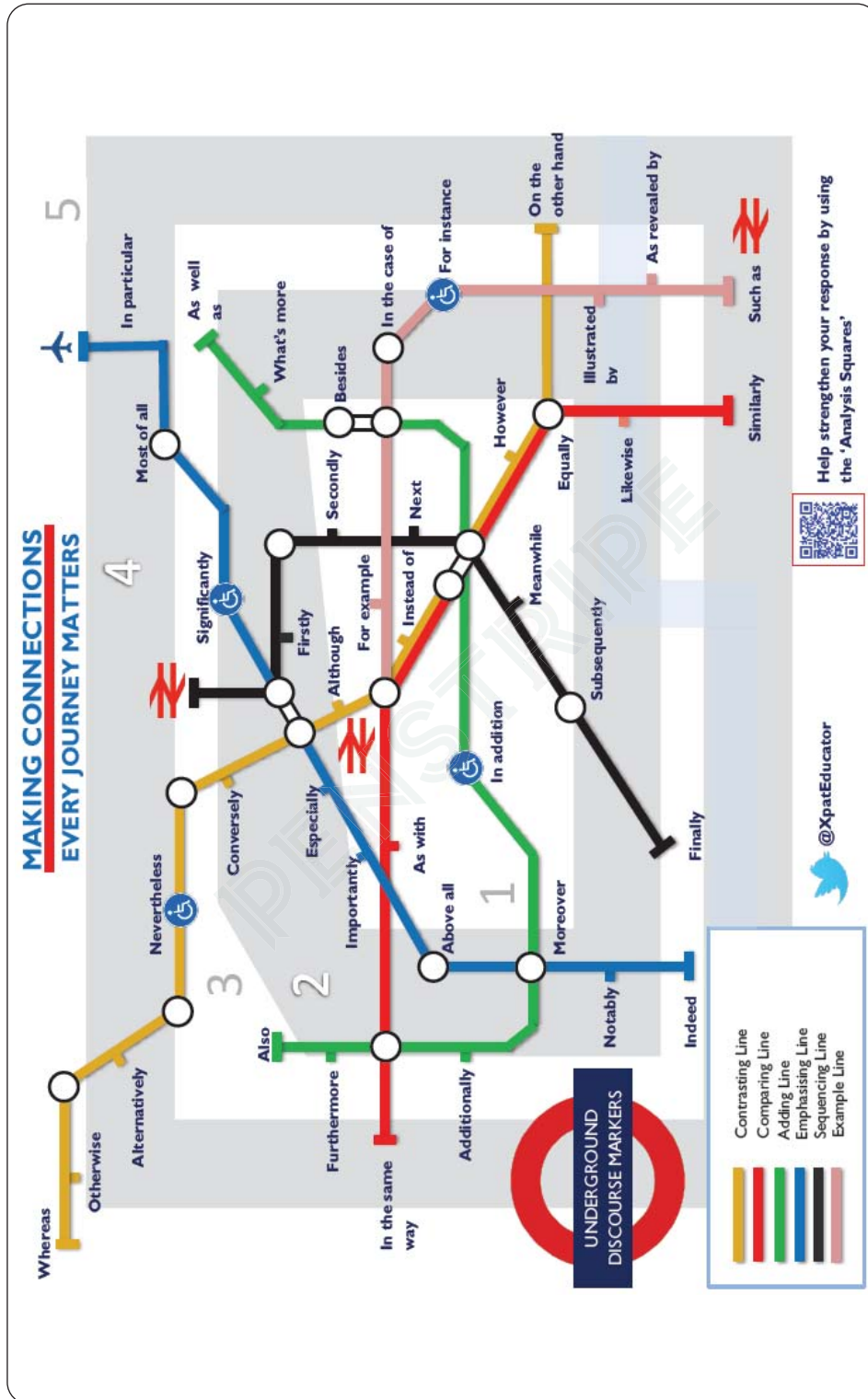
Also, 'I were' can sometimes be used to express a hypothetical or unrealistic situation: *if I were to win the lottery...*

## could/would/should have

The contractions are:

*could've/would've/should've*, but these are used mainly when **speaking**.

The confusion when writing these comes from how we say '*could've*', etc. It sounds like '*could of*'







## 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.

[illegible]

\* The Lanthanides (atomic numbers 58 – 71) and the Actinides (atomic numbers 90 – 103) have been omitted.

Relative atomic masses for **Cu** and **Cl** have not been rounded to the nearest whole number.



## 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? Is there a book you'd like to see on our shelves, or do you have an idea for an event?

Come and talk to us, or email: [library@bishopluffa.org.uk](mailto:library@bishopluffa.org.uk)

### Library User Agreement

- I will treat the library and other users with respect
- I will leave the library clean and tidy
- I will look after any IT equipment I use
- I will do my best to return library books on time
- I will take good care of the books I borrow
- If my book is lost or damaged I will talk to library staff straight away

Pupil signature .....

Library staff initials .....

Access the Library Catalogue from home to check what's on your ticket, reserve and renew books:

<https://uk.accessit.online/bsh03>

Sign in with your school username, no password needed!

**Did you know we have e-books and audiobooks too?**

**Your log-in details will be emailed to you, and you can write them in here:**

<https://Portsmouth.eplatform.co>

Username:.....

Password:.....

## 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/ Shorts	Skirt: 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. Shorts: must be tailored, charcoal grey or black, knee length and not "skinny" 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)



## Students' PE Kit and Equipment

### P.E. Kit & Equipment – Compulsory

- Reversible rugby shirt - burgundy/gold.\*
- Burgundy and gold polo top with school badge
- Plain black shorts (Nike Pro/cycling shorts or equivalent are not acceptable), burgundy and gold skort or Bishop Luffa leggings
- One paid 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 paid burgundy and gold football socks for games\*  
white or black sports socks for all other PE activities
- One paid 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

\*PE kit required for winter sports such as football and rugby on the field

## ALL STUDENTS

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

The School cannot be held responsible for property lost by students. 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.

A blazer must be worn at all times when in School, unless a member of staff has given you permission to take it off.

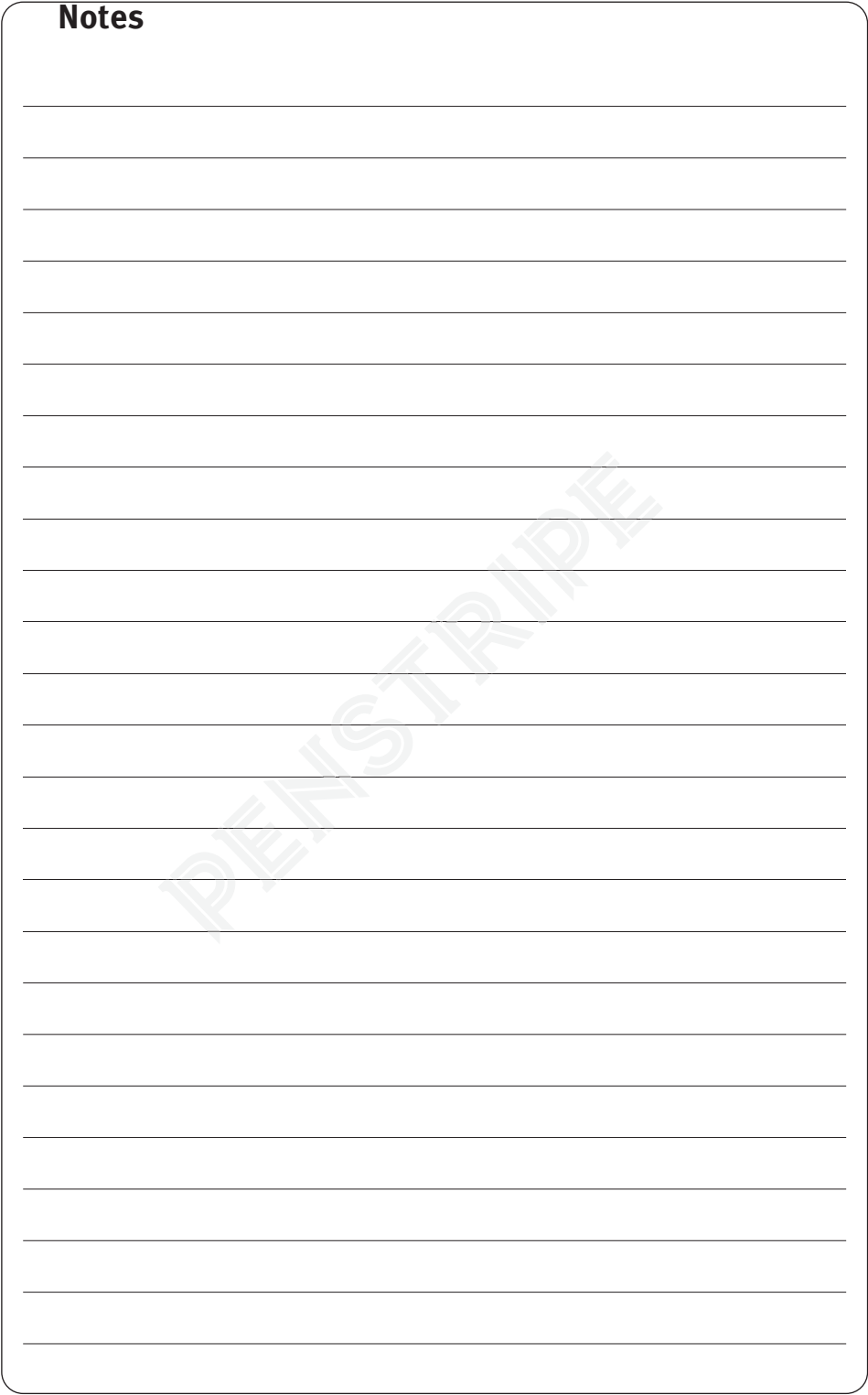
No jewellery, (including rings and bracelets of any kind) except one plain stud in each ear. No other piercings are allowed on health and safety grounds. Please do not have, for example, a nose, eyebrow or bellybutton piercing as you cannot wear a nose, eyebrow or bellybutton stud to school on health 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. Students 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:

Students 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.

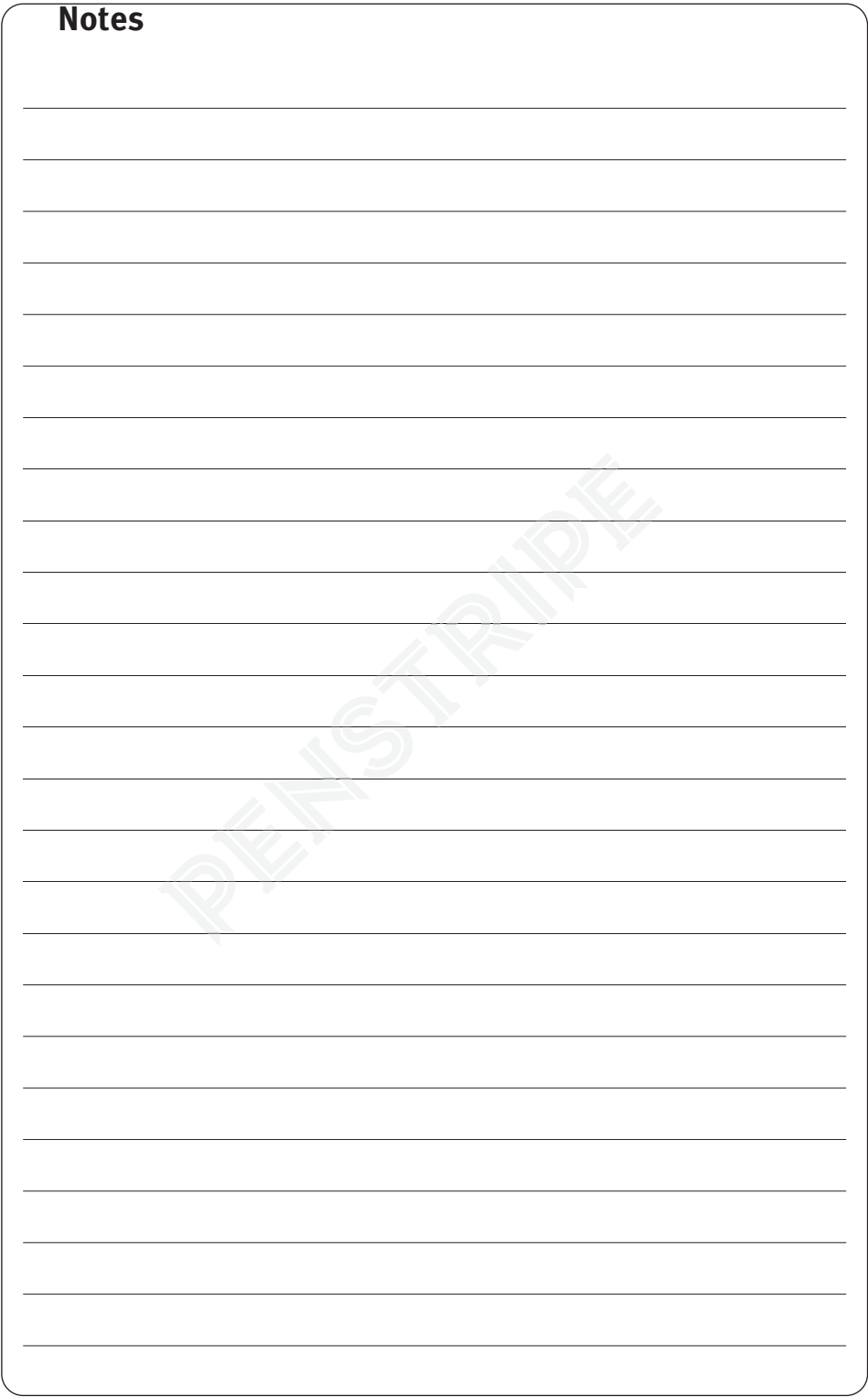


Notes

Handwriting practice lines for notes.







Notes

Lined area for notes, containing horizontal lines and a diagonal watermark reading "PENS STRIPE".

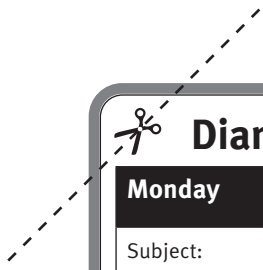




# **DIARY & WEEKLY PLANNER**

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**2023 – 2024**

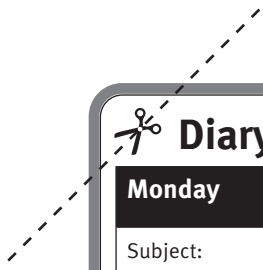


## Diary & Weekly Planner - Aug/Sept 2023

Monday 28	Remember:	Due	Done
Subject:			
	Time Taken:		
Tuesday 29	Remember:		
Subject:			
	Time Taken:		
Wednesday 30	Remember:		
Subject:			
	Time Taken:		

[illegible]

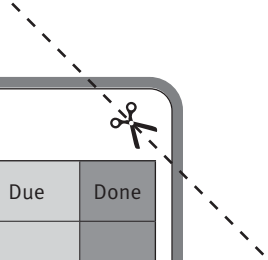


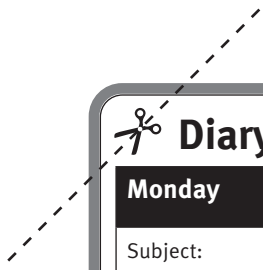
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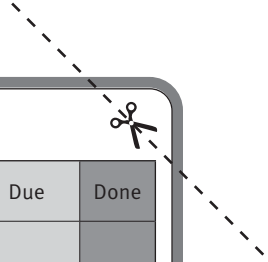




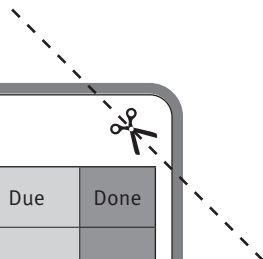
# Diary & Weekly Planner - September 2023

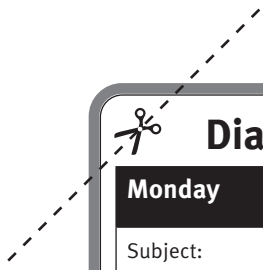
<b>Monday</b>	<b>18</b>	Remember:	Due	Done
Subject:				
		Time Taken:		
<b>Tuesday</b>	<b>19</b>	Remember:		
Subject:				
		Time Taken:		
<b>Wednesday</b>	<b>20</b>	Remember:		
Subject:				
		Time Taken:		

[illegible]



[illegible]

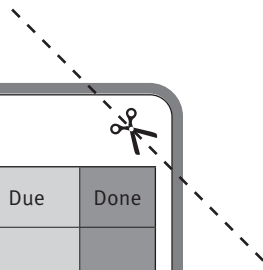




## Diary & Weekly Planner - October 2023

Monday	2	Remember:		Due	Done
Subject:					
			Time Taken:		
Tuesday	3	Remember:			
Subject:					
			Time Taken:		
Wednesday	4	Remember:			
Subject:					
			Time Taken:		

[illegible]



Thursday	5	Remember: Open Evening	Due	Done
Subject:				
		Time Taken:		
Friday	6	Remember: Whole School Photograph		
Subject:				
		Time Taken:		

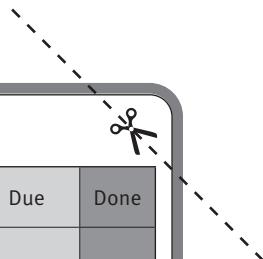
Parent & Teacher Comments:

Parent Signature:

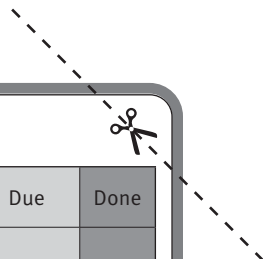
Tutor Signature:

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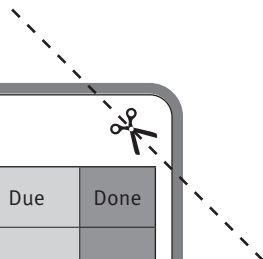


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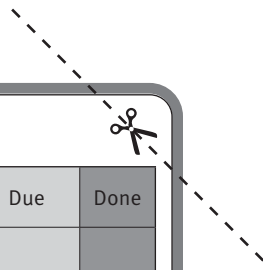
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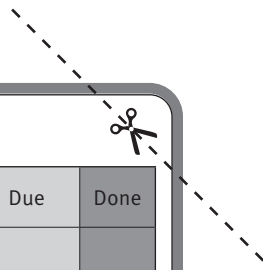


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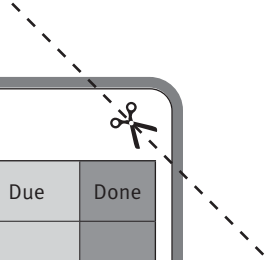









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<b>Thursday 16</b>	<i>Remember:</i>	Due	Done
Subject:			
	Time Taken:		

<b>Friday 17</b>	<i>Remember:</i>	Due	Done
Subject:			
	Time Taken:		

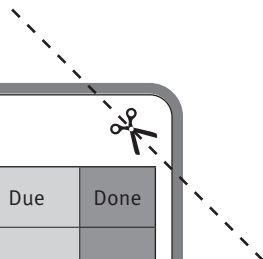
Parent & Teacher Comments:



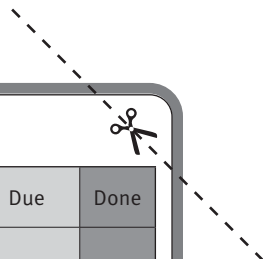
Parent Signature:

Tutor Signature:

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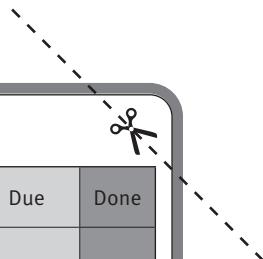


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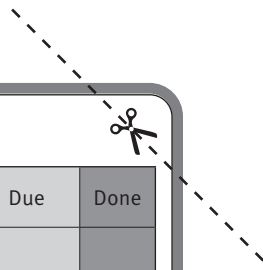
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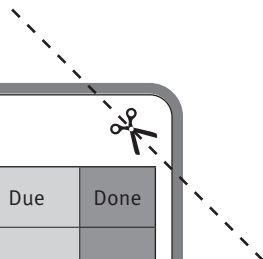




[illegible]



[illegible]



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✂

<b>Thursday</b>	<b>28</b>	<i>Remember:</i> HOLIDAY	Due	Done
Subject:				
		Time Taken:		

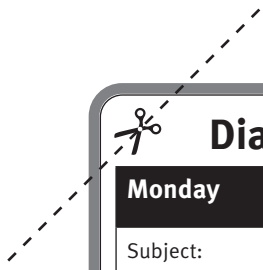
<b>Friday</b>	<b>29</b>	<i>Remember:</i> HOLIDAY	Due	Done
Subject:				
		Time Taken:		

Parent & Teacher Comments:



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

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

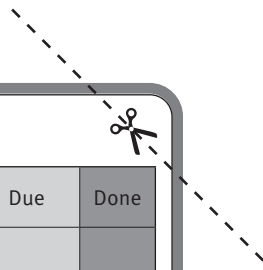


## Diary & Weekly Planner - January 2024

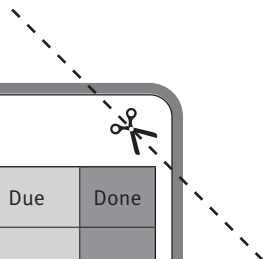
<b>Monday</b>	<b>1</b>	<i>Remember:</i> HOLIDAY	Due	Done
Subject:				
		Time Taken:		
<b>Tuesday</b>	<b>2</b>	<i>Remember:</i> Spring Term starts, INSET day		
Subject:				
		Time Taken:		
<b>Wednesday</b>	<b>3</b>	<i>Remember:</i> Y9 Options Assembly, Y9 Options booklet published		
Subject:				
		Time Taken:		

[illegible]



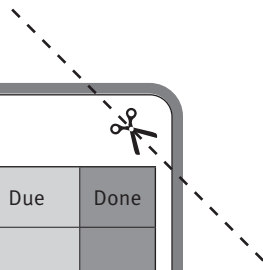


[illegible]

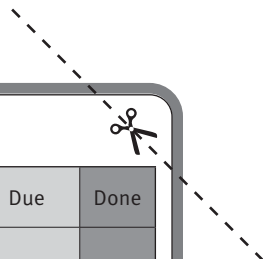


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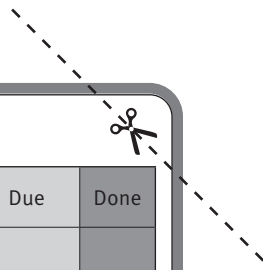




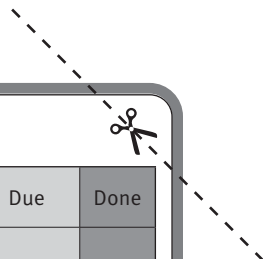


[illegible]





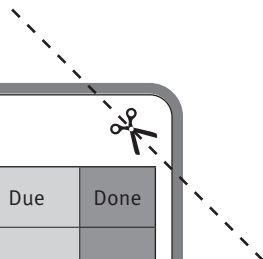
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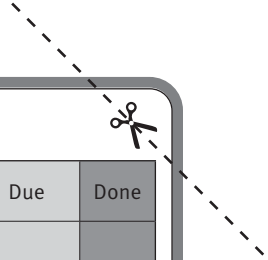
Monday 12		Remember: HALF TERM	Due	Done
Subject:				
		Time Taken:		
Tuesday 13		Remember: HALF TERM		
Subject:				
		Time Taken:		
Wednesday 14		Remember: HALF TERM		
Subject:				
		Time Taken:		

[illegible]



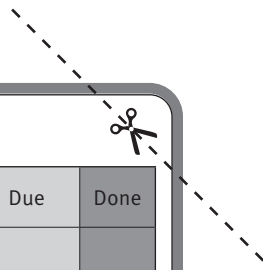


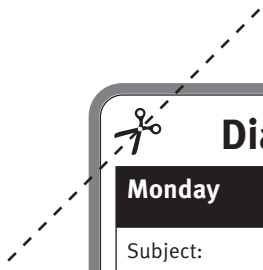
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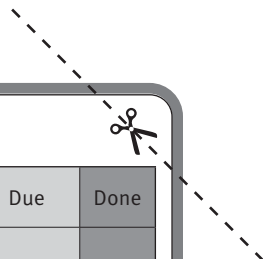




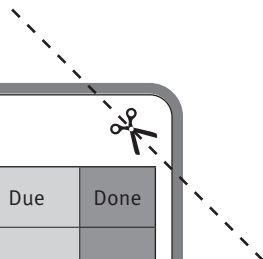


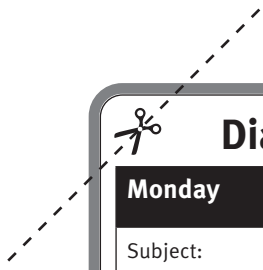
## Diary & Weekly Planner - March 2024

[illegible][illegible]



[illegible]

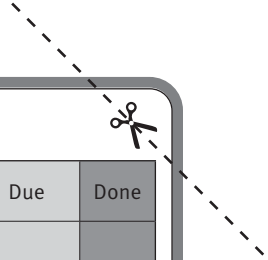
[illegible]



## Diary & Weekly Planner - March 2024

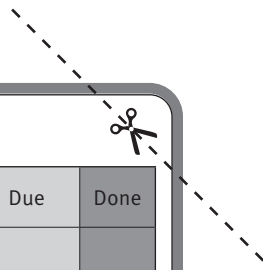
Monday 18		Remember:	Due	Done
Subject:				
		Time Taken:		
Tuesday 19		Remember:		
Subject:				
		Time Taken:		
Wednesday 20		Remember:		
Subject:				
		Time Taken:		

[illegible]



[illegible]

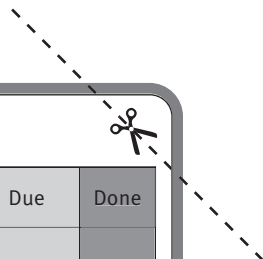




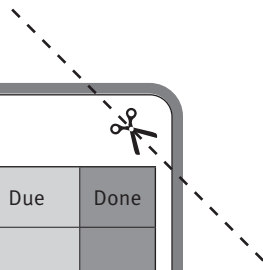


Monday	1	Remember: HOLIDAY	Due	Done
Subject:				
		Time Taken:		
Tuesday	2	Remember: HOLIDAY		
Subject:				
		Time Taken:		
Wednesday	3	Remember: HOLIDAY		
Subject:				
		Time Taken:		

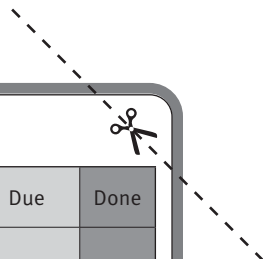
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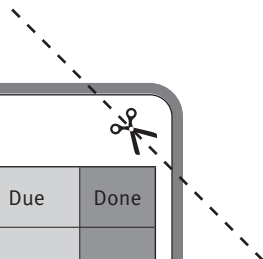


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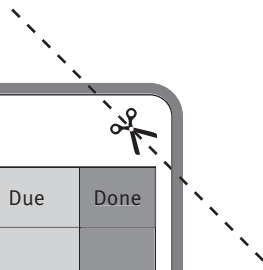


[illegible]





[illegible]

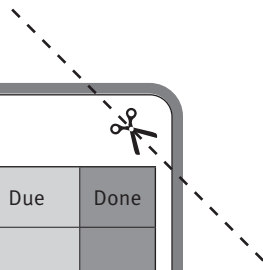


Thursday	2	Remember:	Due	Done
Subject:				
			Time Taken:	
Friday	3	Remember:		
Subject:				
			Time Taken:	

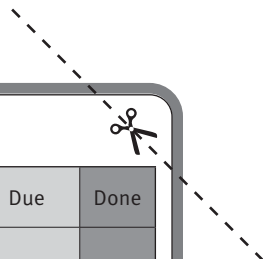
Parent & Teacher Comments:

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

[illegible]

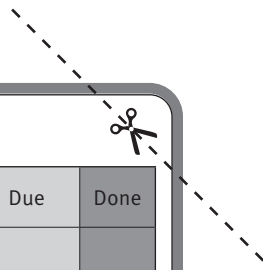
[illegible]

[illegible]

[illegible]

[illegible]

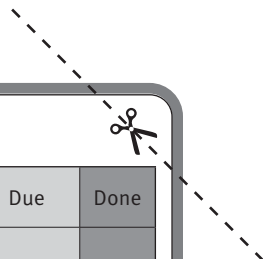




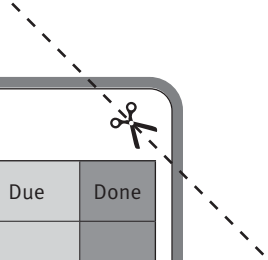


Monday 27	Remember: BANK HOLIDAY	Due	Done
Subject:			
	Time Taken:		
Tuesday 28	Remember: HALF TERM		
Subject:			
	Time Taken:		
Wednesday 29	Remember: HALF TERM		
Subject:			
	Time Taken:		

[illegible]



[illegible]

[illegible]

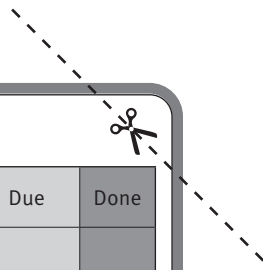
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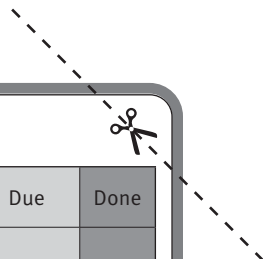


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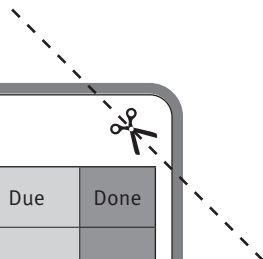




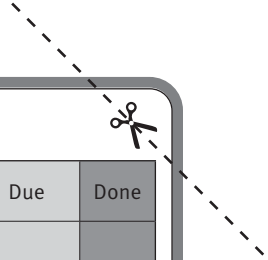
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[illegible][illegible]



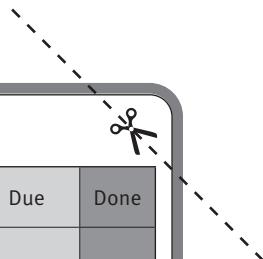
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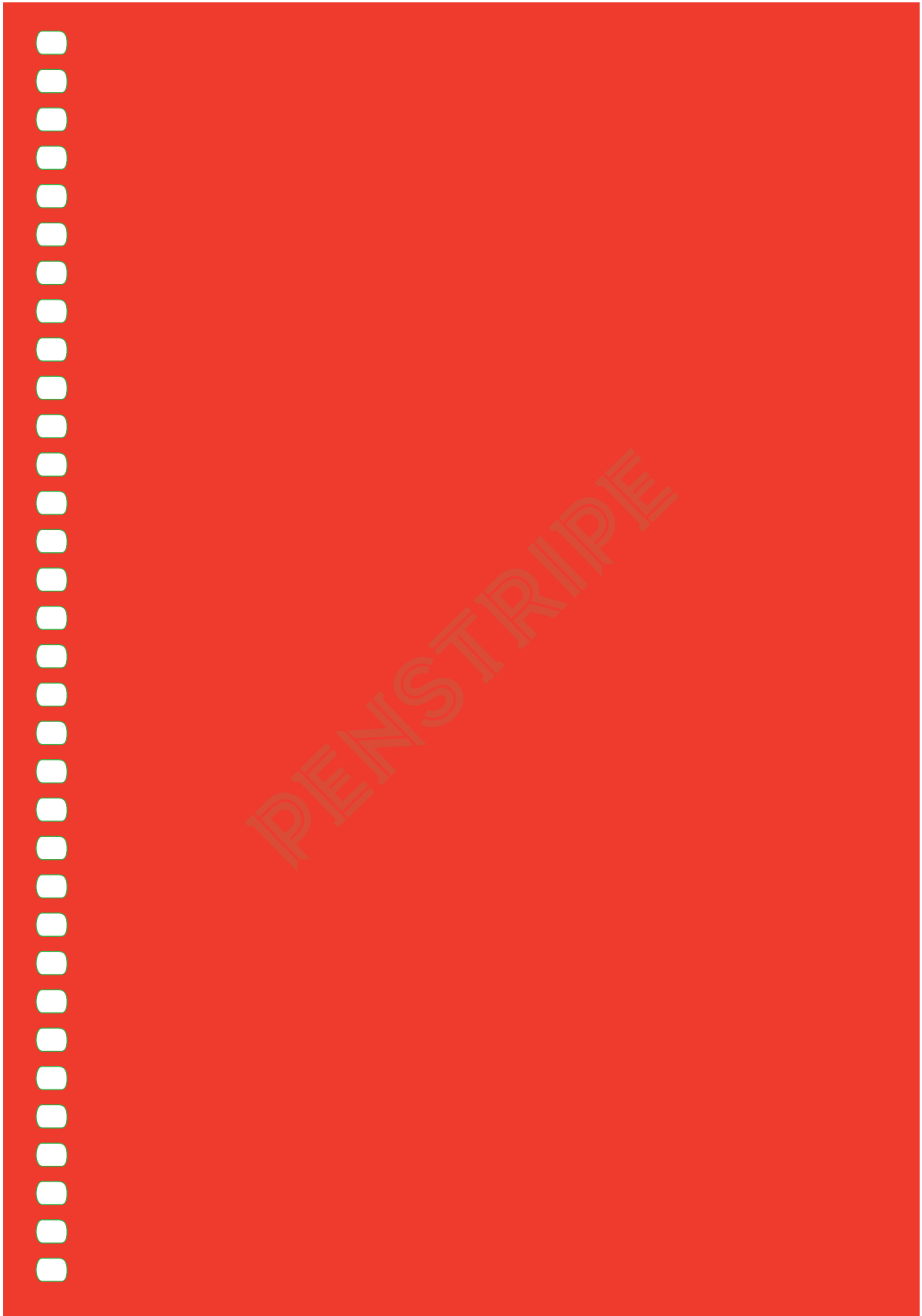
<b>Thursday 11</b>		<i>Remember:</i>	Due	Done
Subject:				
		Time Taken:		
<b>Friday 12</b>		<i>Remember:</i> SPORTS DAY		
Subject:				
		Time Taken:		
Parent & Teacher Comments:				
Parent Signature:		Tutor Signature:		

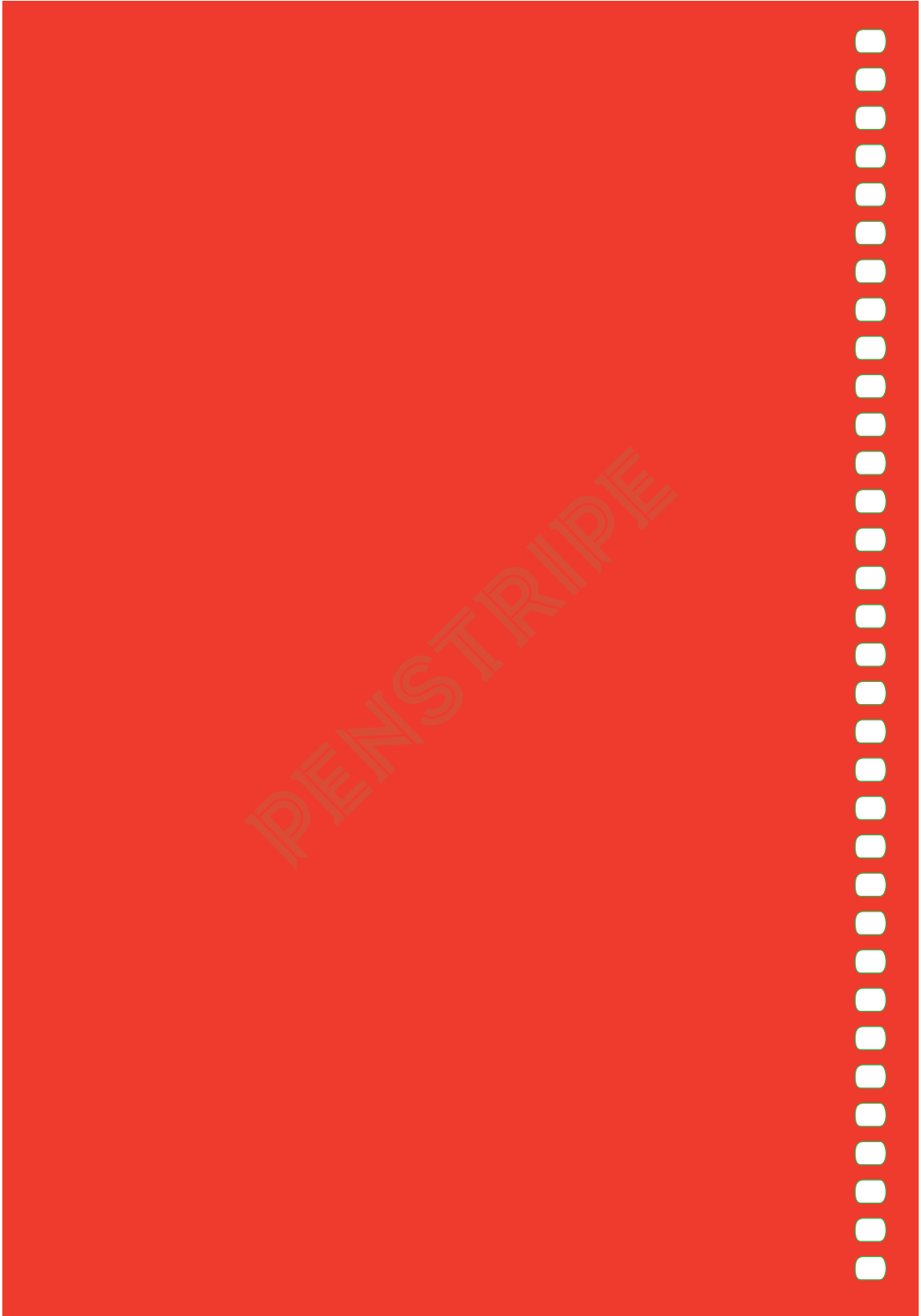
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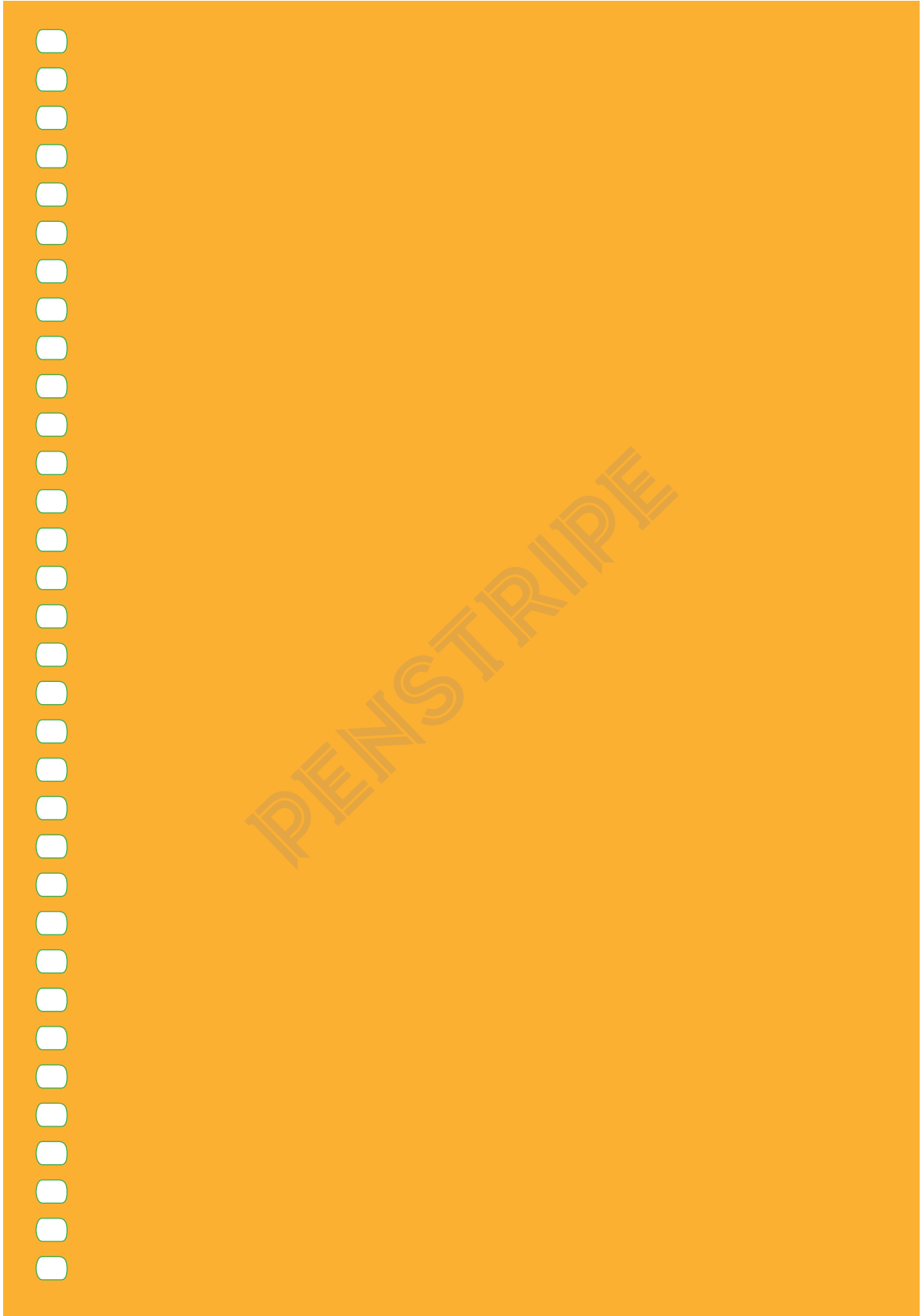


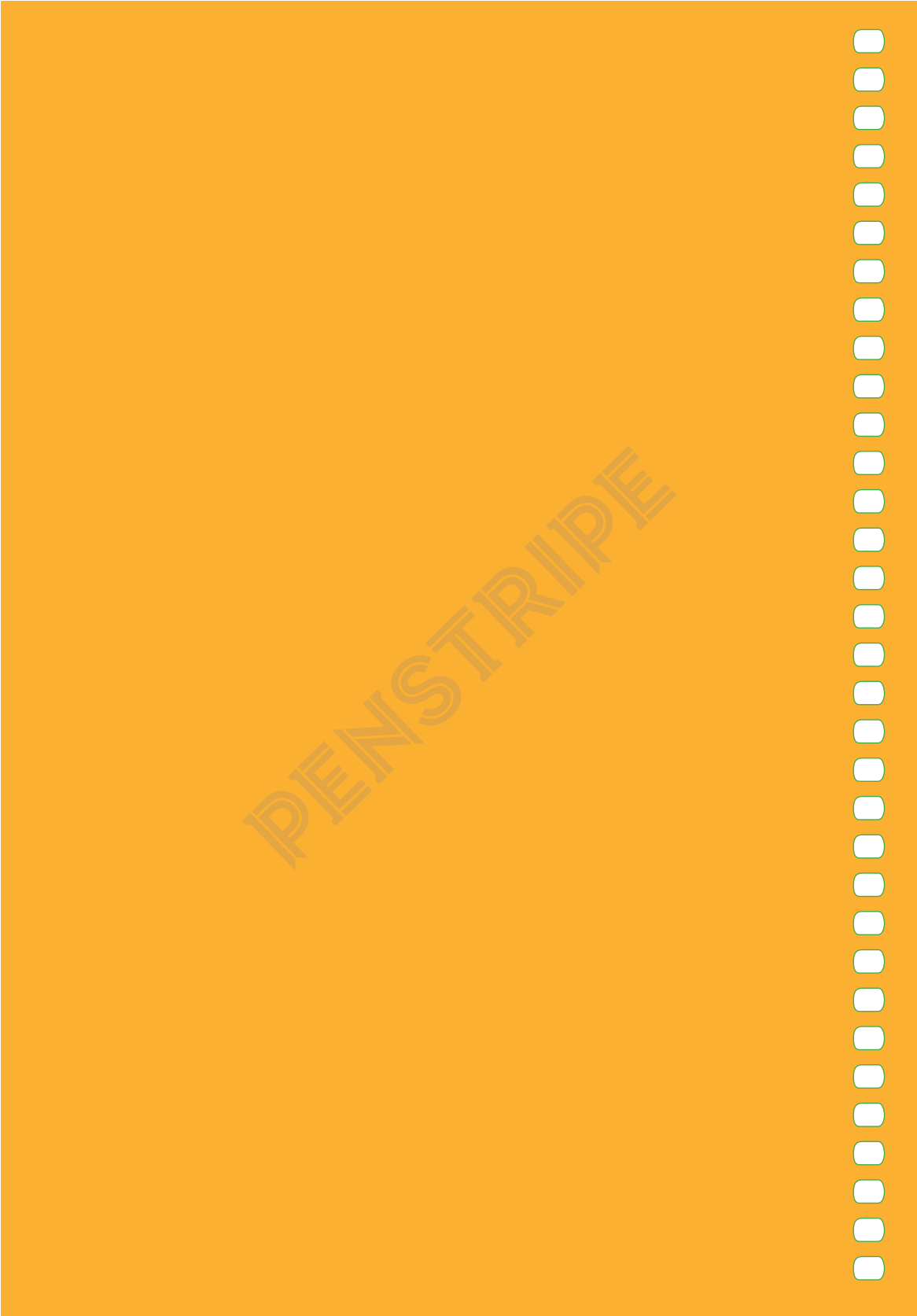


[illegible]





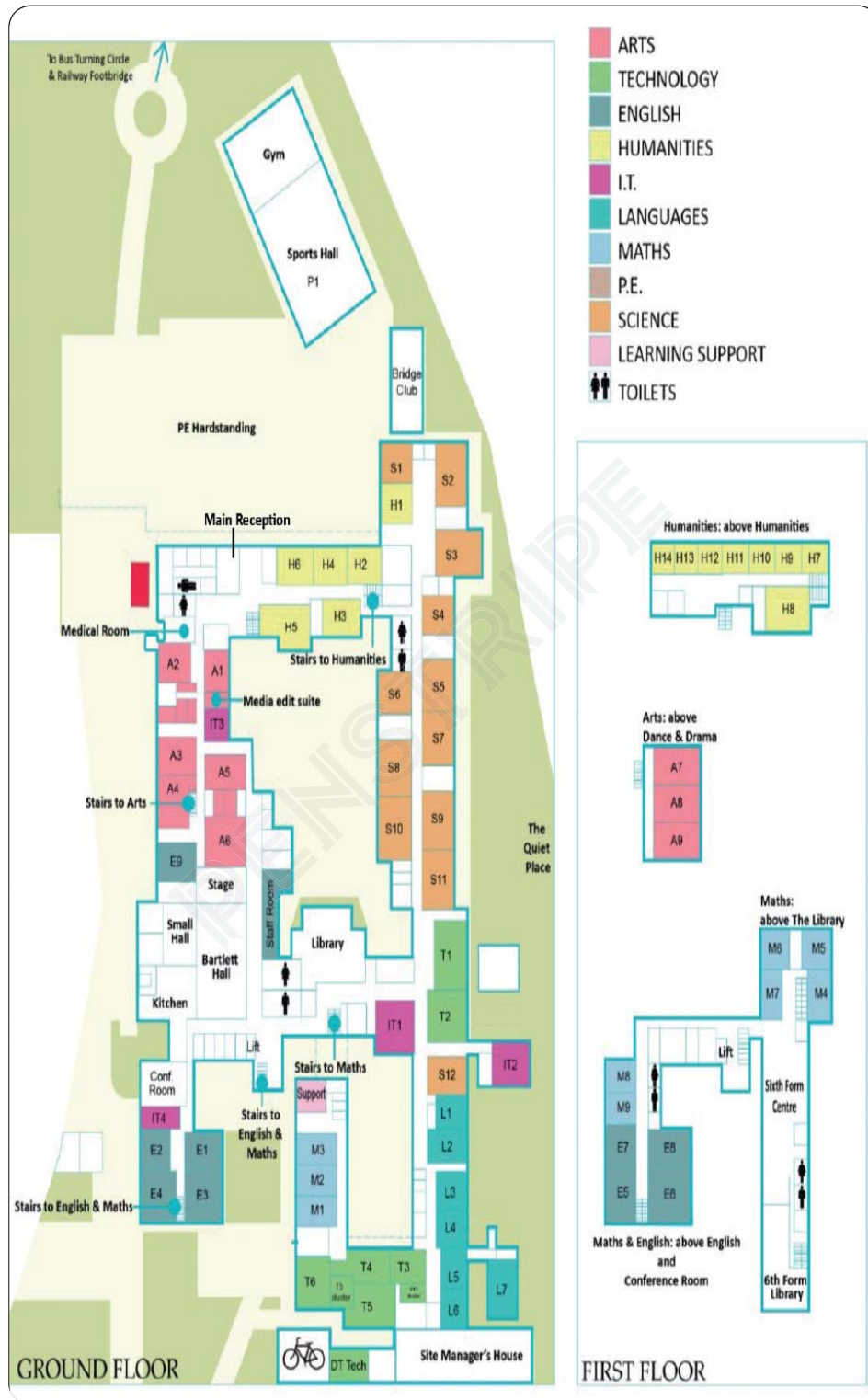












## WHITEBOARD

PENSTRIP





# 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					

