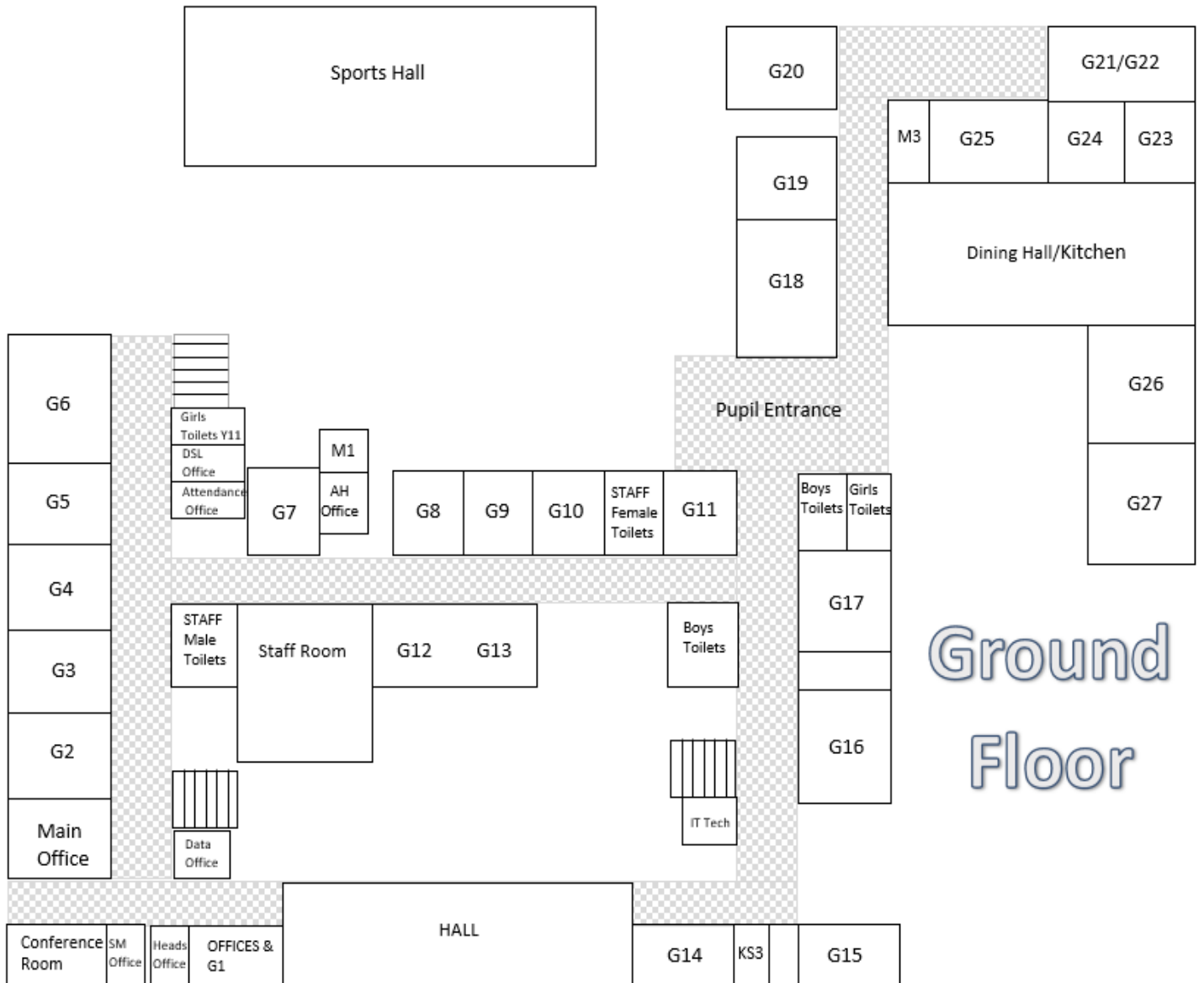




SCHOOL MAP



Ground Floor



SCHOOL MAP





THE SCHOOL DAY

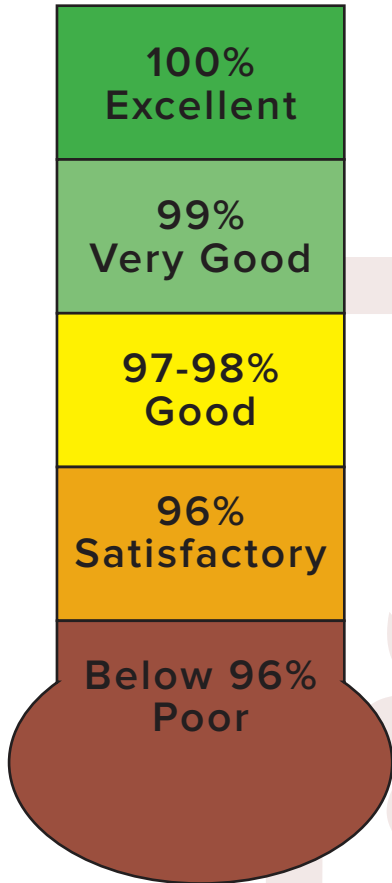
	Year 7 & 8	Year 9, 10 & 11
Warning Bell	8.35	8.35
Registration/Assembly	8.40 - 9.00	8.40 - 9.00
Lesson 1	9.00 - 10.00	9.00 - 10.00
Lesson 2	10.00 - 10.55	10.00 - 11.00
BREAK	11.00 - 11.15	11.00 - 11.15
Lesson 3	11.15 - 12.15	11.15 - 12.15
Lesson 4A	12.15 - 12.40	12.15 - 1.20
LUNCH	12.40 - 1.15	1.20 - 1.55
Lesson 4b	1.15 - 1.50	
Lesson 5	1.50 - 2.50	1.55 - 3.00
End of School Day	2.50	3.00

HOLIDAYS ARRANGEMENTS 2023 - 2024

Autumn Term	Half Term 1 Opens Closes	Tuesday 5th September 2023 Friday 20th October 2023
	Half Term 2 Opens Teacher Training Day Closes	Monday 30th October 2023 Friday 3rd November 2023 (school closed to pupils) Wednesday 20th December 2023 (school closes at 12 noon for pupils)
Spring Term	Half Term 3 Opens Closes	Thursday 4th January 2024 Friday 16th February 2024
	Half Term 4 Opens Closes	Monday 26th February 2024 Thursday 28th March 2024 (school closes at 12 noon for pupils)
Summer Term	Half Term 5 Opens Bank Holiday Closes	Monday 15th April 2024 Monday 6th May 2024 Friday 24th May 2024
	Half Term 6 Opens Closes	Monday 3rd June 2024 Thursday 18th July 2024 (school closes at 12 noon for pupils)



ATTENDANCE



**Aim for Excellence
100% Attendance**

**Grades are affected if
attendance is below 96%**

Punctuality

It is important that pupils arrive at registration and lessons on time. If pupils are late they will receive a detention and a late behaviour point:

08:35 – 09:00 Late to line/Form	20 min DT + Late BP
09:00 – 09:40 Sign in at the office	40 min DT + Late BP
09:40 – 12:15 Sign in at the office	60 min DT + Late BP

Absence

Legislation does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

PLANNERS

Pupils are issued with a planner at the beginning of the school year – a fee of £3 is charged for lost planners. (Price subject to change).

CALCULATORS AND MATHEMATICAL EQUIPMENT

The Mathematics Faculty believes that mental methods ought to be used as a first resort in calculations, but encourages the sensible use of calculators as an aid to understanding. Each pupil must have their own calculator and a geometry set. The calculator which we recommend is the CASIO fx-83GT X. This will be a suitable calculator for all five years at Philips High School. The calculators and geometry sets are available to buy in school from the Mathematics Faculty. Our staff will also be selling both of these items to parents of the New Year 7 pupils at the Induction Evening in the summer term.



CURRICULUM

Our Curriculum intent is at the heart of what we do as a school. Our philosophy is that each pupil is entitled to a curriculum that meets their needs and prepares them for life's opportunities, responsibilities and experiences. Our curriculum is designed to enable each individual to develop their maximum potential through stimulating and challenging pathways and by carefully monitoring each student's social and academic progress.

The Philips High School Curriculum Intent consists of two strands:

An academic curriculum which is based on powerful knowledge and educational research. It builds on cumulative sufficient knowledge which enables students to leave Philips with the best examination results and life chances.

A personal development curriculum. This enables our students to go 'the extra mile' and develop Leadership and independence skills, oracy skills, wellbeing, resilience, internet safety, SMSC, British Values, R&SE and a range of Extra-Curricular Opportunities.

Together, these two strands are central to our STAR Vision and Values.

In Years 7, 8 and 9 pupils study English, Mathematics, Science, French, History, Geography, Religious Studies, Design & Technology, Computing, Art, Music, Drama, Character and Physical Education. In each year all pupils take part in Life Skills Drop Down days.

In Year 9, pupils will select their GCSE options. Pupils are placed in one of the following pathways; Aspire, Inspire, Explore and Thrive. These are devised in such a way as to allow a broad range of subjects to be followed, whilst enabling pupils to specialise according to their abilities, interests and career intentions. Parents will be fully involved in discussions with teaching staff about which courses are most appropriate to their child's needs. Courses are offered in all the main subjects to external examination standard.

Examinations

Pupils are prepared for the examinations which the school considers most suitable for them, bearing in mind their ability and attitude to work.

The school enters all pupils for GCSE examinations wherever possible. However, alternative courses are offered where appropriate.

Our aim is always to achieve the highest level of success for each individual. To this end, we use a variety of examination boards in order to find the most suitable courses for our pupils' needs, so they can access University, Higher Education, Employment or an Apprenticeship and be the very best version of themselves. All students are inspired to 'be a STAR', strive for success, work together, aspire to excellence and demonstrate respect for all.



CURRICULUM

Music Lessons

At present the school takes advantage of the services offered by Bury Music Service. We have visiting peripatetic staff offering lessons in all orchestral instruments and guitar. Details and charges are available from the Music Centre, Tel: 0161 796 9910.

Learning to play an instrument has become very popular at this school and there is a waiting list for some instruments. Tuition is given on a weekly basis, in term time, lessons are rotated so that there is the minimum of interference with the normal lesson timetable. Children who wish to learn an instrument, e.g. violin, viola, cello, double bass, guitar, flute, oboe, saxophone, or any brass instrument, should inform their class Music Teacher during the first fortnight of the school year.

Careers Education

Careers advice is always available and particular opportunities are created from time to time, with the assistance of the Realistic Choices service, for the provision of appropriate information. Careers Education is followed at appropriate times during the pupils' school life.

Religious Studies

The school is not affiliated to any particular religious denomination. Religious Studies and assemblies are carried out within the framework of DfES guidelines together with those of the L.E.A.'s Religious Studies policy.

Learning Support

A number of pupils with learning, physical, emotional and behavioural difficulties benefit from small-group work and support. A diverse team of staff with a variety of skills, led by the SENCO, is involved here. They work with other teaching staff to ensure that the best possible provision is made for pupils with learning or other difficulties. Parents are always closely involved in any decisions about the provision of extra help.

Setting

At Philips, students in year 7 are split into two equal ability bands. There are three sets in each band (C, O & N on the X side and U, E & R on the y side). The top set on both sides (7C and 7U) is based on Mathematics ability determined by their KS2 Scaled Scores and/or the sharing of data from the individual pupils Primary School. The remaining two sets are set on equal ability, which again is based on KS2 Scaled scores.

In year 8 - 11, pupils are split into two bands, x and y for all subjects. Setting is based on academic ability. Those bands and sets are reviewed in conjunction with curriculum leaders.

Independent Learning (Homework)

The school uses Satchel One, an online system for 'Independent Learning' setting and support. New pupils and parents will be provided with log in details. Both parents and pupils can access homework via the open calendar, which can be seen by clicking on the Satchel One icon on the school website.

If a pupil is unable to do his or her homework, a written explanation from a parent should be sent to the school.



SCHOOL UNIFORM & EQUIPMENT

All pupils must wear the correct uniform to School together with the appropriate kit for Physical Education, Food Technology and Design Technology (as described in the Parent and Pupil Guide Handbook that can be found on the School's website).

Pupils who attend School wearing the incorrect uniform will be sent home to change.

All Staff will check regularly for the wearing of the correct uniform by pupils. For persistent non-compliance by individual pupils – sanctions will be applied and communicated home (by phone, e-mail, text etc and logged on SIMS). The STAR Card will be used to monitor the pupils in terms of uniform.

When pupils are given a Non-uniform Day, the School still expects pupils to be dressed appropriately. Instructions for this will be given on the website.

YEARS 7 - 10 PUPILS	
Blazer	Navy Blue Blazer with school badge
Shirt	Either a Blue Shirt (no "button down" collars) with a clip on blue tie (tie only available from school) OR Blue Open Neck shirt with no tie.
Jumper	Navy Blue V Neck Jumper (optional). Round neck hooded jumpers are not permitted
Trousers	Plain Black or Charcoal tailored trousers with zip. Woven/stretch like materials, leggings, jeggings or jeans are not permitted.
Shoes	Plain, all black "business like" shoes. Trainers must be plain black only, strictly no logos or canvas/woven materials
YEAR 11 PUPILS	
All above except – White Shirt (no button down collars)	
Year 11 Tie	
All Pupils are requested to wear a plain outdoor coat	
UNIFORM STOCKISTS	
PT Schoolwear 14 Market Parade, Bury 0161 761 1365	PT Schoolwear 7 New Road Radcliffe 0161 723 0991
Top Form by Monkhouse 116 The Rock Bury 0161 764 4320	Macron Store Manchester, Unit 1A, Off Bright Street, Bury 07479 110 700

Football scarves, hooded tops and hats are not to be worn to School. Jewellery, except wrist watche, should not be worn to School – this included any form of piercings. Pupils should **not** wear any form of make-up including fake tan, eyelashes, coloured or acrylic nails. Extreme hair styles or colours are unacceptable. Hair should be tied back using plain bands or slides. Any form of Headdress worn for religious purposes must be in plain blue/black material.

The Headteacher will have the final decision on all uniform issues.
It is important that all items of uniform are named.

In addition, all pupils must have a white, cotton protective workshop apron for practical work in Design Technology. This can be bought from any outlet. Also to help ensure hygiene standards, pupils must have a royal blue (not navy) school apron for all practical Food lessons. This can be purchased from school. Pupils should bring the money to their first Food Technology lesson. In Art lessons pupils may be asked to wear an old shirt to protect their uniform. Pupils also need a suitable bag in which to carry books to and from school.



PHYSICAL EDUCATION

Participation in a varied programme of physical activity requires a varied amount of sporting clothing and equipment at Philips High School. Pupils must bring PE kit to every lesson even if they are injured or excused. Lessons are adapted to suit each individual case and pupils will be involved in the lesson in some way other than performing.

Please note: some outdoor lessons may result in the need for a change of kit, therefore we advise pupils to also bring in their indoor kits.

PE KIT
Training shoes – no canvas shoes or fashion trainers
Gum shield – for rugby or hockey
Shin pads
Football boots

PE UNIFORM AVAILABLE TO ALL PUPILS



Draco Polo Shirt
(Unisex Fit)



Rigel Shirt
Short Sleeve



Running
Leggings



Mesa Short



Sports Skort



Rayon Socks



Rigel Shirt Long Sleeve
(optional)



Havel 1/4 Zip Top
(optional)



Jotnar Long Pants
(optional)



Base Layer Top
(optional)



Fixed Socks
(optional)

HOW TO ORDER:

MACRON STORE MANCHESTER:

Online: www.macronsports.co.uk/philips

Address: Unit 1A, Off Bright Street, Bury, Lancs, BL9 6AQ

Telephone: 07479 110 700

Email: manchesternorth@macronstore.com



School Blazer

In addition to our PE Kit MACRON also stock our blazers

Student initials can be applied free of charge *One week lead time for orders with initials subject to stock.
(If you are having financial difficulties in purchasing the PE kit then please contact the school)



CARE AND GUIDANCE

Each pupil has a Form Tutor who oversees the child's overall behaviour and wellbeing in school. Pupils are encouraged to take on responsibilities within the tutor group and contribute to form assemblies. All staff are involved in and take a close interest in this aspect of school life. Reports on each pupil's progress are issued to parents at regular intervals and at least once a year there is an opportunity for parents to meet staff in order to discuss the progress of their son or daughter. In addition, the Headteacher, Deputy, Assistant Headteachers and Heads of Department/Year are available to discuss parents' worries or questions at any stage. An appointment should be made by contacting the school office and outlining the problem.

Please note that due to teaching and other commitments it will not be possible to see parents who arrive at school without an appointment unless it is an emergency.

MEDICINE

Philips High School follows guidelines supplied from the Local Authority with regards to medication. Under no circumstances should pupils carry any medication around school (except agreed emergency medication). Medication can only be taken in or brought into school if:

- Your child has been prescribed medicine by a doctor/hospital to take during the day. The office will take care of it providing **a letter is received or form is completed by you absolving the office of any responsibility and the medicine is clearly marked.**
- If your child suffers from asthma or migraine, but only occasionally may have an attack, some medication can be kept in school providing **it is prescribed medication and all relevant forms have been completed.**
- If you need medication for emergency purposes providing **a meeting has been held in school regarding the emergency procedures and the relating forms have been completed.**



DROP IN CENTRE

The school nurse is available on a 'drop in' basis one lunchtime each week. You may speak to her in confidence* on any issues regarding your health or relationships.

*** The school nurse may have to pass on issues if she feels either you or others are suffering, or are likely to suffer significant harm.**

PLACE2BE

Place2Be is a national charity supporting schools, to improve the confidence and wellbeing of children and young people. It provides emotional and therapeutic support to pupils, families and staff in more than 250 schools nationwide.

Place2Be gives pupils a space to express themselves through talking and creative work and to think about any worries they might have. It also provides support for parents and staff too.

One of the most popular aspects of this service is called **Place2Talk**. It's open to all pupils and they can make an appointment to spend 15 minutes with a qualified counsellor, either by themselves or with a friend. On average, about a third of pupils in Place2Be schools take advantage of this service every year. Pupils often talk about friendships or any worries they may have.

Place2Be will record your child's name, date of birth, year group, gender, ethnicity, the broad topic of discussion and any action taken as a result of the session. This information is stored securely. It is used in key coded form to evaluate Place2Be's service and improve their work.





LUNCH ARRANGEMENTS

Philips High School is committed to Healthy Eating

Our school kitchen makes available, each day, a range of good value meals, both hot and cold. Pupils are registered on the biometric data print system to pay for meals. **Full details of this system are explained to the pupils on joining the school.**

Pupils must remain within the school grounds unless permission to go out is obtained from the Headteacher beforehand. On wet days, arrangements are made for pupils to stay within the building.

Information for parents of Philips High School pupils On behalf of Bury Contract Services Catering Division

Philips High School operates a cashless system for the catering service. Our desire is to provide and improve on the quality of the school meal service at your school.

We are sure you will appreciate the advantages that this system offers the parents and pupils of the school. The system also enables us to deliver a more efficient, service and to continue to provide wholesome, healthy and enjoyable meals at the lowest cost.

The school operates a biometric data system, to which pupils are registered on entry to the school, and trained on how to use the system.

No cash can be accepted at the food counter “till point”.

For your convenience, and to assist us in our administration of the service, school catering accounts can be topped up online using ParentPay.

Cash notes can also be placed into an envelope and posted in this post box – please write pupils name and form reference on the envelope – this is absolutely vital.

Any amount of money can be paid into your meals account within this system – money spent on food will be deducted as it is spent, and a check can always be made on remaining balances at the revaluation terminals.

The school is also able to provide you with a report detailing each item of food served, each credit made to the system, for any time period, and show a current balance.

There is a daily spend limit programmed into the system of £5 – this can be increased or decreased for an individual pupil by making a written request to the school kitchen.

However, should you wish your child to continue to bring “dinner money” each day, the system will accept daily cash payments – please note that all cash will have to be entered into the system by using the automatic cash terminals as no cash will be accepted at the tills to purchase food or drinks. You may use £2 - £1 – 50p – 20p – 10p coins.

You should notify school of any food allergies your child has, on entry. They will then be recorded against the pupil’s card, and will thus prevent the purchase of “forbidden” foods.



LETTERS FROM SCHOOL

Text and email is the preferred method of communication but on occasion letters will be sent home with pupils. Please read any such communication carefully, and sign and return any reply slips promptly. General letters for parents/carers are also available to view via the school website.

CHANGE OF CONTACT DETAILS

It is important that school has up to date contact details for our pupils. We should be able to contact parents in an emergency, such as a child's sudden illness or an accident, we require at least two emergency numbers at all times.

If your contact details change, please inform school immediately by reporting them to the school office and Head of Year. Changes to contact details can also be made via the SIMS Parent App.

SIMS PARENT APP:

The SIMS parent app can allow you to keep track of various parts of your child's education such as Homework, Reports, Achievements (please note this is not the same as achievement points), Attendance, Punctuality, Timetable, Parents' Events & Calendar.

To get the SIMS Parent App, please go to the App store (iPhone) or the Play Store (Android) and download the app. If you don't have an Apple or Android Smartphone or Tablet, you can access SIMS Online using a desktop PC, iMac, Macbook or Laptop via this website:

<https://www.sims-parent.co.uk/>

Please contact school to request an invitation by emailing SimsParentApp@philipshigh.co.uk

FINANCIAL ASSISTANCE

Parents who are in need of financial assistance, e.g. free school meals, should contact Housing Benefits, 7 Whittaker Street, Radcliffe. Tel: 0161 253 5858.

Parents who are in receipt of certain benefits are able to apply for free school meals for their child. Applications for Free School Meals can be made online: www.bury.gov.uk/freeschoolmeals

Pupils who live over 3 miles from the school may be entitled to free school travel passes. Applications can be made online: www.bury.gov.uk/schoolandcollegetravelassistance

SCHOOL POLICIES

The school has policies in respect of various matters. These have to be approved by the Governing Body and are reviewed on a regular basis. Copies are available on the school website for parents to read if required.

CONTACT

Address: Philips High School, Higher Lane, Whitefield, Manchester. M45 7PH

Telephone: 0161 351 2200

e-mail: philips@bury.gov.uk

website: <http://philipshigh.co.uk>

Tweets: @PhilipsHigh



BEHAVIOUR EXPECTATIONS

Remember – your education is important for your life! We want you to succeed.

We want you to:

- Arrive at school and all lessons on time.
- Listen to and follow instructions given by the teacher without questioning.
- Listen to others and don't talk when they speak.
- Respect others and build positive relationships with others.
- Have excellent pupil behaviour so that pupils can make excellent progress with their learning.

We celebrate good behaviour and excellent work.

- You can receive achievement points – we have a rewards assembly every term to celebrate achievement points received.
- Work towards your star awards and gain badges.
- Receive positive postcards and positive texts home.
- Go on reward trips.
- Form awards.
- Rewards for attendance.
- Work your way to earn responsibilities within your form, the pupil leadership team and become a prefect.

We will not accept:

- Distracting others while working in lessons.
- Shouting out or disrupting others' learning.
- Answering back or arguing with staff.
- Making inappropriate comments.

In the event of poor behaviour from a pupil:

1. A verbal warning will be given from the teacher/support staff.

If this poor behaviour continues:

2. 1 behaviour point awarded – this will be logged and the pupil is informed.

If this poor behaviour continues:

3. The teacher or support staff will call for on-call and pupils will be spoken to, parked or removed from lessons.

If this occurs then there will be further consequences – an additional behaviour point is added. Parents/carers will be made aware, there will be further interventions from your Head of Year and Form Tutor.



BEHAVIOUR EXPECTATIONS cont.

Behaviour points add up!

The more points you gain, the longer your detention.

- 1 Behaviour point = a warning from your form tutor and if they are concerned there will be a phone home and it will be logged
- 2 Behaviour points = 20 minute detention
- 3 Behaviour points = 40 minute detention
- 4 Behaviour points = 60 minute detention
- 5 Behaviour points = 60 minute detention + SLT break detention – Next Day
- 6 Behaviour points = 60 minute detention + SLT break & lunch detention – Next Day

In addition to this:

- 1 homework point = 20 minute detention in KS3 and an hour detention in KS4
- Late to school in the morning = 20/40/60 minute detention and a behaviour point

08:35 – 09:00	Late to line/Form	20 min DT + Late BP
09:00 – 09:40	Sign in at the office	40 min DT + Late BP
09:40 – 12:15	Sign in at the office	60 min DT + Late BP

Behaviour is monitored from the beginning of period 5 to the end of period 4c.

Reports will be run after period 4c and information about detentions will be given out by your period 5 teacher when you will be told the length of your detention.

YOUR DETENTION WILL BE THAT NIGHT

Please note: the detentions are no notice detentions and parents/carers are not informed. No excuses will be accepted. By law, pupils can be kept for 1 hour without notice.

We expect the support of parents at all times.

If you miss your detention deliberately:

- You will be placed in Isolation at break and lunch with SLT or your HoY
- If you fail to attend the detention again or fail to turn up for your break and lunch detention you will be isolated the following day with SLT in an Iso A plus you will spend your social times with SLT. You will still do a 60 minute detention. Any additional Behaviour Points the time will be added up to 2 hours and your parents/carers will be told.
- If you fail to attend the detention again following this then the Isolation will be upped to Iso B then Iso C. You will still do a 60 minute detention (plus any additional points).

During detentions:

You will be expected to complete work.

Also, teachers will come to talk to you about your behaviour in their lesson.