



WELCOME TO  
**Sale High School**

# SCHOOL DAY

Students in years 7-10 benefit from the full 25 hours of lesson time per week while students in year 11 attend Period 6 at the end of the school day.

On Mondays, Tuesdays, Wednesdays and Fridays students in Years 7-10 finish school at 3:00pm and Year 11 students finish at 3:55pm.

We have an earlier finish for students on Thursdays at 2:10pm.

This enables staff to work together on a range of initiatives.

These include new forms of assessment and reporting, moderating together to ensure high standards and the development of outstanding schemes of learning.

School Day				Thursday School Day			
Years 8 & 10		Years 7, 9 & 11		Years 8 & 10		Years 7, 9 & 11	
Form	8:40 - 9:00	Form	8:40 - 9:00	Form	8:40 - 9:00	Form	8:40 - 9:00
P1	9:00 - 10:00	P1	9:00 - 10:00	P1	9:00 - 9:50	P1	9:00 - 9:50
Break	10:00 - 10:20	P2	10:00 - 11:00	Break	9:50 - 10:10	P2	9:50 - 10:40
Year 8	Back canteen	Break	11:00 - 11:20	Year 8	Back canteen	Break	10:40 - 11:00
Year 10	Front canteen	Year 7	Hall	Year 10	Front canteen	Year 7	Hall
P2	10:20 - 11:20	Year 9	Back canteen	P2	10:10 - 11:00	Year 9	Back canteen
P3	11:20 - 12:20	Year 11	Front canteen	P3	11:00 - 11:50	Year 11	Front canteen
Lunch	12:20 - 1:00	P3	11:20 - 12:20	Lunch	11:50 - 12:30	P3	11:00 - 11:50
Year 8	Back canteen	P4	12:20 - 1:20	Year 8	Back canteen	P4	11:50 - 12:40
Year 10	Front canteen	Lunch	1:20 - 2:00	Year 10	Front canteen	Lunch	12:40 - 1:20
P4	1:00 - 2:00	Year 7	Hall	P4	12:30 - 1:20	Year 7	Hall
P5	2:00 - 3:00	Year 9	Back canteen	P5	1:20 - 2:10	Year 9	Back canteen
		Year 11	Front canteen			Year 11	Front canteen
		P5	2:00 - 3:00			P5	1:20 - 2:10
		Year 11					
		P6	3:00 - 3:55				
		(Mon, Tue, Wed)					

Please note: 778 bus service will be collecting students at 3:10 daily  
students who finish early are to wait in the Library for the 778 to arrive



# UNIFORM

School uniform plays a valuable role in contributing to the ethos of our school. Sale High School is a fully uniformed school and we ask for parents support in ensuring that all students wear the correct uniform. All items with SHS logo available from our official uniform supplier Monkhouse, Stretford.

- Plain white shirt
- Clip on school house tie
- Grey v neck sweater with school logo
- Dark grey tailored trousers from uniform supplier
- Pleated school kilt
- Navy school blazer with Sale High School badge (*Compulsory item to be worn at all times*)
- Plain black or grey socks/plain black/navy tights
- Dark suitable school coat
- Large waterproof bag to carry books, kit/equipment
- Sale High branded water bottle

For students wearing a headscarf this should be grey or navy.

Suitable plain black shoes.

[Further guidance can be found on the website.](#)



## EQUIPMENT

**For all subjects, students will need:**

- Large waterproof bag to carry books, kit/equipment
- Pens, pencils, ruler eraser (all in a pencil case)
- Pencil crayons/felt tips, pencil sharpener
- Scientific calculator
- English: biro/ink pen and a pocket dictionary
- Languages: Dictionary
- KS3 students: reading book

\*Please note: Tippex/correction fluid is not permitted



# PE KIT

- PE polo shirt with school logo
- Navy shorts/skort
- Navy/sky blue socks
- Training shoes with non-marking soles
- Football boots/shin pads

## **Optional items** ( to be purchased from uniform supplier)

- Navy / sky blue rugby shirt
- Tapered tracksuit bottoms with school logo
- Navy school logo leggings
- PE drawstring bag with logo



# EXTRA CURRICULAR

There is a wide range of extra-curricular clubs and activities taking place at Sale High School. Extra curricular activities range from revision sessions, clubs based on school subjects and a wide selection of sports.

Attending extra curricular clubs helps to develop emotional, intellectual, social and interpersonal skills and improve self esteem and confidence. The extra curricular timetable changes every half term.

[The extra curricular timetable is available on the website](#)





# COMMUNICATION

## **GROUPCALL**

At Sale High School we use Groupcall Messenger to communicate with parents. The system allows us to send you important messages, letters, updates and reminders via text and email.

## **PARENT PAY**

As a cashless school we use ParentPay, an online payment system for schools. It allows parents to pay quickly and securely for a range of things including school meals, trips, activities, uniform, music lessons and PE items. You will receive your account information prior to your child starting in September.

## **STAFF COMMUNICATION**

There may be times you need to contact the school regarding an issue with your child. Please be aware that during the day staff will be teaching so may not be available to respond immediately. Please use the school reception as your first point of call, who will be able to direct your call appropriately. Alternatively for non urgent enquires please email: [info@salehighschool.org.uk](mailto:info@salehighschool.org.uk)

## **HEADS OF YEAR**

Heads of Year are our dedicated pastoral team. They are responsible for the support of children outside of the classroom.

Please contact your child's form tutor as first point of contact for any queries or concerns.

## **MIDDLE LEVEL LEADERS**

Middle level leaders are responsible for their faculty, if your query relates to a particular subject, please contact the middle level leader via the school reception or by emailing [info@salehighschool.org.uk](mailto:info@salehighschool.org.uk)

[For a full comprehensive guide to communication please visit the website.](#)

## **TO FIND UPDATES ON EVERYTHING GOING ON IN SCHOOL**



@salehighschool



/salehighschool



@sale\_high



# CODE OF CONDUCT

Excellent behaviour is crucial in order to ensure that teaching staff can deliver exemplary lessons, students can learn and achieve to their maximum potential and that all members of the school community can work in a happy and safe environment. We know that students behave positively when a true partnership exists between school and home and strive to work closely with parents and carers.

At Sale High School we have three simple school rules that we expect all students to adhere to, to be:



**SAFE**



**READY**



**RESPECTFUL**

## CONSEQUENCES

Our behaviour management system is based on a system of choice and consequence. We believe that students are in control of their own behaviour and if they choose to act in a certain way, they must accept the consequences of that choice.

Where a student falls short of our high expectations they can expect:

A verbal warning (C1) and an opportunity to make things right.

A second verbal warning (C2) and another opportunity to make things right.

Staff will adopt the following support strategy or sanctions to allow teaching to continue:

- Seating plan change
- Exit to another room
- Subject teacher detention
- A whole school detention (C3)
- Follow up conversation with the teacher to identify what has gone wrong and how it can be put right to get learning back on track





# ATTENDANCE

We are dedicated to working with students and their families to secure excellent punctuality and attendance. National average attendance is 95% and we are working hard to ensure that wherever possible our students attendance is in line with or exceeding this figure. Regular school attendance is the key to enabling young people to maximise the educational opportunities available to them.

Every day a student misses school, a total of five hours of learning is lost and whilst we understand that illness can't always be avoided, just a few days of absence can have a huge impact on a child's attendance figure and their education as a whole.

## ATTENDING SCHOOL

- Students should be in their form line up at 8:40am.
- If they are late to form they will be marked in with an 'L' and parents/carers will be informed.
- It is a student's responsibility to ensure that they attend form time and are signed in with their tutor.
- If students arrive to school after 9.00am they must sign in at student services.
- They will be given a 45 minute detention unless there is a valid reason for being late.

If you would like further information about the school's attendance policy please contact Miss S Kerrigan, Attendance Officer

## ATTENDANCE TRIANGLE

We use the 'attendance triangle' as a way of assessing where students are in terms of their attendance and the possible impact this may have on their achievement.

**Green** 97-100% no risk

**Amber** 96.9-95% some risk

**Red** below 95% severe risk

It is the head teacher who 'authorises' student absences, not the parent/carer. Failure to follow this guidance will result in your child obtaining unauthorised absences.



## AS A SCHOOL WE WILL

- Promote and reward good attendance
- Work in partnership with parents and carers
- Monitor all students attendance and coordinate support for students who struggle to attend regularly
- Authorise up to a maximum of six sessions of absence for illness unless medical evidence is received

## WE ASK PARENTS TO :

- Please ensure your child attends school every day unless they are seriously ill.
- Contact school on the first day of any absence before 9.30am and each subsequent day that your child is absent. Please ring 0161 973 2713 and press 1 to report a student absence . Leave your child's name and form, reason for absence and possible return date .
- Provide medical confirmation for prolonged periods of absence
- Make all non-urgent medical appointments outside of school hours or in school holidays
- Not book holidays to take place during term time





# ASSESSMENT

We have seen numerous changes to the curriculum and assessment process over the last few years. You will be invited to attend an information and advice evening at key points in your child's school career to ensure you are fully briefed on the impact of these changes.

## **HOW DO WE TRACK PROGRESS?**

Once a child comes to Sale High School we set them a Year 11 target and would expect them to make small steps each year towards that target. Targets are originally set using data from primary schools but we know that all students develop at different rates, so if a child has made rapid progress we would simply alter their pathway to set new and challenging targets.

## **REPORTS**

Parents are sent reviews of their child's progress. This includes percentage scored in an examination when appropriate; teacher assessment of their progress and an attitude to learning grade. Parents can access SIMs to view this information. The reviews will be available twice a year for KS3 and three times a year for KS4. A full written report is issued once a year. [Full guidance on how to use our SIMs can be found on the website.](#)

## **PARENTS EVENINGS**

Each year group will have one parents evening per year. Year 7 will have an additional meet the form tutor evening where parents can see how their child has settled in. This is a vital opportunity to see your child's subject teachers, the SEN department or visit the senior leadership surgery. Parent evenings are booked using an online system accessed through the Sale High home page. [Full guidance on how to use the booking system can be found on the website.](#)


*If at any time of the year you have concerns over your child's progress or assessment please contact Mrs L Rainey, Assistant Headteacher, Raising Standards*

## GCSE GRADING SYSTEM

Year 7-11 are tracked using GCSE number grades. Grading using this system allows us to offer swift and effective intervention whatever the year group that they are in.

A Grade 5 has been set as a good pass and is intended to act as a benchmark against international standards. A Grade 7 should be proportional to those that were awarded an A or A\*

New GCSE grading structure		
New structure		Current structure
9		A*
8		
7		A
6		
5	← <b>'Good pass'</b> Comparable to the standard aimed for by pupils in top-performing countries	B
4		C
3		D
2		E
1		F
		G
U		U

 Department for Education



# TECHNOLOGY

Technology has become integral to daily life and as such the use of electronic devices and digital media has become the norm. Here at Sale High School we want to encourage students to become responsible users of digital media. We have the same high expectations of behaviour online as we do offline and expect that all students are safe, ready and respectful at all times when using technology whether for educational or personal use.

## **ACCEPTABLE USE POLICY**

The primary intended use of technology within the school is to enrich learning. Students will need to agree and sign the acceptable use policy to show their compliance with our guidance for ICT use.

## **MOBILE PHONE POLICY**

Mobile phones and smart watches must be **TURNED OFF** within the school premises. If a student is seen with a mobile phone or smart watch, staff will confiscate the device and log the confiscation. Confiscated phones will be stored securely at student services. A student may report to student services to collect the phone or device at the end of the school day or after 24 hours if this is a repeat occurrence.

The school does not accept any responsibility for mobile phones or any other electronic devices. Students must take full responsibility for their safe keeping.

During examinations students need to make sure all devices are switched off and in their bag before going into any examination room. Any student with an electronic device on their person, even if switched off, within an examination will be reported to the exam board and may face disqualification.

## **GUIDANCE FOR PARENTS**

Parents/carers should avoid contacting their child's mobile phone during the school day. This could disrupt the student's learning. If immediate contact is necessary, with permission from a member of staff, a student can use the school telephone at Student Services to contact parents/carers.

We suggest that parents/carers take out insurance cover for any devices brought into school. The school will not accept any liability for lost or stolen items.





# CATERING

Our school catering is provided for by Trafford Council Operational Services for Education.

- Our canteen is open before school, breaktime and lunch.
- In the morning, the canteen provides a wide range of breakfast foods to start the day right.
- Students can pre order grab bags at breaktime. These are school made packed lunches that include a sandwich, snack and drink. These are ideal for students who wish to take part in extra curricular activities during lunchtime.

## **PAYMENT**

On ordering food students simply pay by placing their finger on a scanner at the point of sale; a display will show the server the student's name, tutor group and current cash balance held within the system.

A consent form regarding the fingerprint (biometric) system we use in school is included in the transition pack.

ParentPay is an online payment system and is our preferred payment option for school meals. It is easy to use and gives you the freedom to make payments 24 hours a day, seven days a week.

Cash payments can be made into an automatic cash terminal located just outside the canteen.

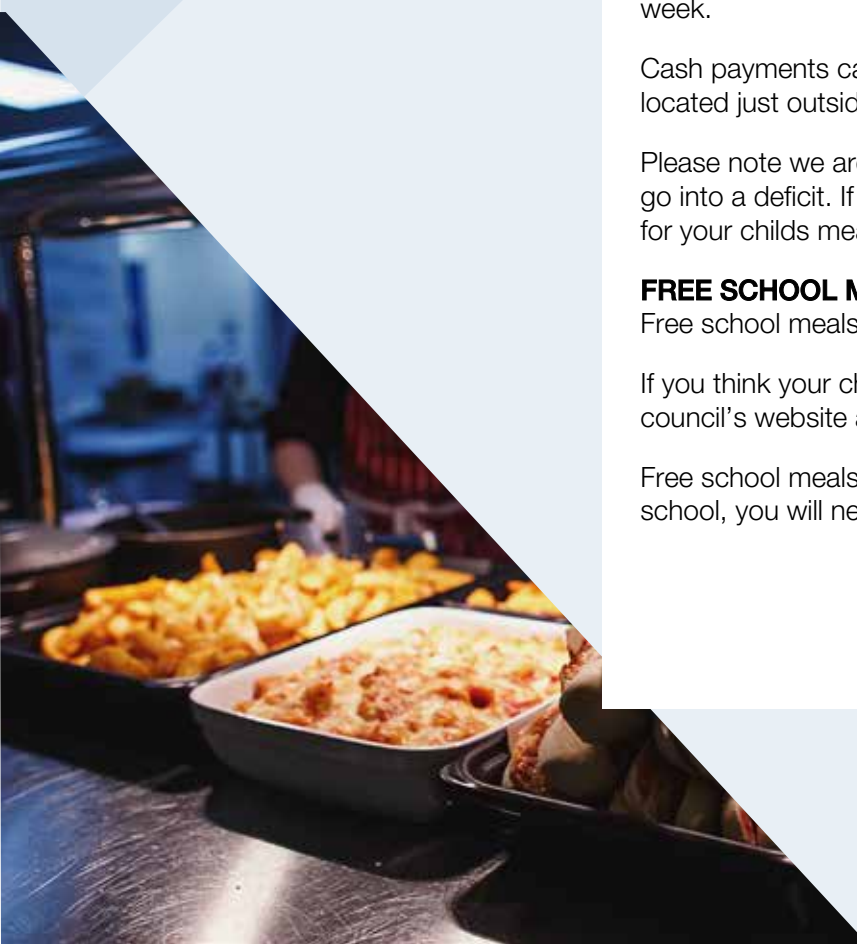
Please note we are not able to allow students' meal accounts to go into a deficit. If for any reason you are finding it difficult to pay for your child's meal please contact your head of year.

## **FREE SCHOOL MEALS**

Free school meals are available to any eligible student.

If you think your child may be eligible please visit your local council's website and complete the application.

Free school meals entitlement does not roll over from primary school, you will need to reapply.





# GETTING TO SCHOOL

We encourage students to travel to school either on foot, by bike or by public transport in order to minimise congestion and the impact on the local community.

## BY BUS

Students wishing to travel by bus must ensure they have a valid IGO pass to ensure that they qualify for child fares. The IGO pass is an ID card and proves that the student is aged 16 or under. It must be carried on all journeys and shown to the driver. Any students without an IGO pass will be charged the full adult fare for the journey.

You can get an application form from a TfGM Travelshop. You will require a passport sized photo.

## SCHOOL BUS SERVICE

Effective from September 2019, TfGM will be replacing the Y72 service with a double decker school bus service along a similar line of route.

Additional YSB passes will not be required for this service in future, although all students should hold a valid IGO card. There is therefore no requirement for students to apply for Yellow School Bus passes from Sale High School.

Full details of the route and timetable will be made available on the TfGM website:

[www.tfgm.com](http://www.tfgm.com)

## BY BIKE

Students should:

- Use the bike shed next to the gym, accessible via the Croft road entrance.
- Always wear a helmet and be vigilant at all times whilst on their bike
- Use a good quality D bike lock to lock their bike up in the designated bike shed. Students should not share locks with a friend.
- Have 'proof of ownership' such as a photograph of the their bike or proof of purchase.

Bicycles are left at the owner's risk whilst on school property.

# HOMework

Sale High School sets homework as a way of helping students make increased progress in lessons. Homework caters for a range of learning styles and provides students with tasks relevant to their learning.

Parents are a vital support in this process and can help organise their child's time and make sure they have a suitable place to study. Homework is set by individual class teachers at least once a week per subject (some subjects have more lessons per week and so set more homework).

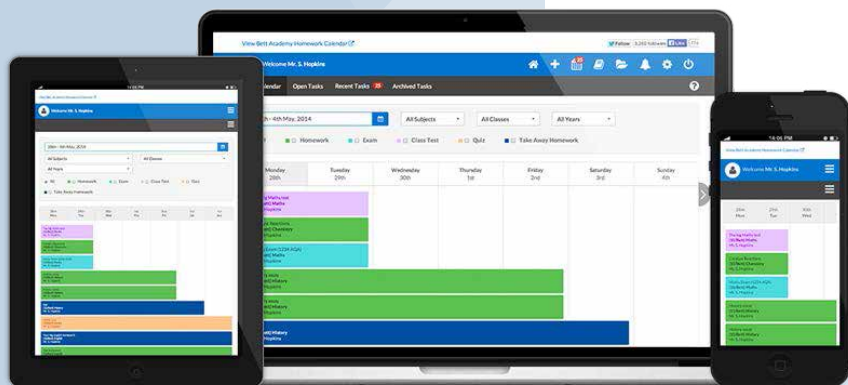
## SACHEL ONE (SHOW MY HOMEWORK)

Homework is set online by teaching staff, using the programme 'Show My Homework'. Students and parents can use the app or log onto the website to see what homework needs to be completed and receive notifications when a deadline is near. Homework tasks can be accessed 24 hours a day, 7 days a week by students and parents. Students must complete their homework using their own login (not their parents) and many tasks (e.g. quizzes and spelling tests) need to be completed on a tablet or PC rather than the phone app.

[Please visit the website to access the app.](#)

For a detailed description of the curriculum for each year group please visit our [curriculum guide](#) on the website.

You will also find information on how to help your child prepare for exams and assessments on the [Revision pages of the school website](#).





## WE ASK PARENTS TO

### **Regularly login to 'Show My Homework'**

So your child will know that you are keeping well-informed and are monitoring their homework closely. Help your child to organise their time so they meet the published homework deadlines.

### **Ensure that your child has a good homework area**

It needs a flat surface, a good light source and the following resources available: pen, pencil, ruler, colouring pencils, paper, dictionary, scissors, glue and internet access when needed.

### **Limit screen time**

Turn off the television and take your child's phone off them while they are working. Limiting screen time will help to create opportunities for them to complete homework. Mobile phones can be a massive distraction for a young person who is trying to work on a challenging task.

### **Show a positive interest**

By showing an interest in the work that your child is doing they know you are placing great value on it. You don't have to be able to do the work yourself but you can praise work they have put a great deal of effort into and tell them if you spot anything that could be improved.

Help your child become an independent learner Explain how to look up information or find a word in a dictionary rather than simply giving them the answer in order to get the task finished.

### **Check their work**

Is it really is the best that they can do? Is it well presented on good quality paper? Are drawings in pencil, writing in pen and would colour improve it? Is written work detailed and well explained? Have they used a dictionary or spell check to check any spellings?

## FREQUENTLY ASKED QUESTIONS

### **What should I do if we are having difficulty accessing 'Show my Homework'?**

Contact the school network manager.

### **What should I do if my child is not completing his or her homework?**

In most cases a conversation and monitoring will be enough. If not, some parents will choose to incentivise homework completion with praise or rewards while others will choose to issue sanctions at home when homework is not completed.

### **What should we do if we do not have internet access?**

The school library has a large number of computers which are available for students to use to complete homework at break, lunch and after school. Local public libraries also have computers available for public use.

### **What should we do if my child has been absent when a homework task has been set?**

The homework will have been published on Show My Homework so there is no need for a child to fall behind on homework as well as classwork. He or she should complete the task and see the teacher if there are any essential materials that have not been made available online.

### **What should I do if my child has not been able to complete their homework for a genuine reason?**

Write a note or send an e-mail to the class teacher so they know your child has a genuine reason.

### **What should I do if I am concerned about the homework being set for my child?**

In the first instance contact the class teacher for that subject. If it is a wider or persistent concern contact Mr Reeve.



If you have any other queries about starting Sale High School, please contact:  
Mrs Morley, Assistant Head of Year 7 and Primary Transition Manager  
Telephone: 0161 973 2713 or email: [vmorley@salehighschool.org.uk](mailto:vmorley@salehighschool.org.uk)