



# SALE HIGH SCHOOL

The school of choice for our community  
where every child succeeds.

[www.salehighschool.org.uk](http://www.salehighschool.org.uk)

## Welcome from the Headteacher

Welcome to Sale High School, we're really excited that you're joining us! In choosing our school, you've made one of the most important decisions of your life so far, and we think you've made the right one.

We're really proud of our school and know that you'll have a fantastic experience here with us. We know that making the move from Primary to Secondary school can feel like a big jump, so we put lots of support in place to help you make a smooth transition.

During Year 7, you will be taught the majority of your lessons in your form group. This helps you to make strong friendships and to not feel too daunted by having to get used to a much bigger school, with lots of different subjects. It also means your form tutor is able to support your form group across subjects.

We recognise that the next 5 years are a key time for you, where you will make some important choices that could help shape you as an individual. Academic choices, such as; which options you will study, which careers you would like to explore and which subjects



you want to specialise in at college/sixth form. Or other equally important choices outside of the classroom; which leadership opportunities you'd like to explore, which extra-curricular clubs you're interested in, which instrument you'd like to learn or which sports you would like to pursue.

There is support available for each important choice you will be faced with, and we aim to equip you with the knowledge and skills to make good choices, now and in the future.

This booklet should help you to understand some useful information about Sale High School. It might not answer every question you have but should give you enough information to help you prepare for starting with us.

I hope you're as excited as we are to get started in September!

**Adam Rogers**  
**Headteacher**

## Contents

<b>04</b>	School Day	<b>14</b>	Communication
<b>05</b>	Getting to School	<b>15</b>	Technology
<b>06</b>	Uniform	<b>16</b>	Library
<b>07</b>	Uniform & Equipment	<b>17</b>	Curriculum
<b>08</b>	Attendance	<b>18</b>	Homework
<b>09</b>	Catering	<b>19</b>	Assessment
<b>10</b>	Code of Conduct	<b>20</b>	Extra Curricular
<b>12</b>	Rewards	<b>21</b>	Residential
<b>13</b>	Consequences	<b>22</b>	FAQ

## 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 and Wednesdays students in years 7-10 finish school at 3.10pm and year 11 students finish at 3.50pm.

	Year 7	Year 8	Year 9	Year 10	Year 11
Students Arrive By:	08:35				
Form Time / Assembly	08:40 - 09:05				
Period 1	09:05 - 10:05	09:05 - 10:05	09:05 - 10:05	09:05 - 10:05	09:05 - 10:05
Period 2	10:05 - 11:05 Break 11:05 - 11:30	10:05 - 11:05 Break 11:05 - 11:30	10:05 - 11:05 Break 11:05 - 11:30	10:05 - 11:05 Break 11:05 - 11:30	10:05 - 11:05 Break 11:05 - 11:30
Period 3	11:30 - 12:30	11:30 - 12:30	11:30 - 12:30	11:30 - 12:30	11:30 - 12:30
Period 4	12:30 - 13:30 Lunch 13:30 - 14:10	Lunch 12:30 - 13:10 13:10 - 14:10	12:30 - 13:30 Lunch 13:30 - 14:10	Lunch 12:30 - 13:10 13:10 - 14:10	12:30 - 13:30 Lunch 13:30 - 14:10
Period 5	14:10 - 15:10	14:10 - 15:10	14:10 - 15:10	14:10 - 15:10	14:10 - 15:10
			Year 11 Period 6 Tues, Weds, Thurs Only		15:10 - 15:50

## Getting to School

### WALKING

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 and environment.

### 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 secure their bike in the designated bike shed. Students should not share locks with a friend
- Have 'proof of ownership' such as a photograph of their bike or a purchase receipt

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

### BY BUS - IGO

Students wishing to travel by bus must ensure they have a valid IGO pass in order to 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 or online at [tfgm.com](http://tfgm.com)

SCHOOL BUS SERVICE 778 – full route and timetable details on the tfgm website [www.tfgm.com](http://www.tfgm.com)

#### Sale High School 0840 – 1510

Effective 1 September 2023

##### Brooks Bar – Stretford – Sale High School

##### Service 778

<b>TfGM Contract:</b>	<b>0030</b>	<b>TfGM Contract:</b>	<b>0030</b>
<b>Minimum Capacity:</b>	<b>86</b>	<b>Minimum Capacity:</b>	<b>86</b>
<b>Operator Code:</b>	<b>SM</b>	<b>Operator Code:</b>	<b>SM</b>
		<b>Days of Operation Code:</b>	
Hulme, Brooks Bar	0752	Sale High School	1520
Firswood, The Quadrant	0758	Stretford, Robin Hood	1532
Gorse Hill	0804	Gorse Hill	1540
Stretford, Robin Hood	0811	Firswood, The Quadrant	1545
Sale High School	0825	Brooks Bar	1552

**Service 778 route:** From Hulme, Brooks Bar via Upper Chorlton Road, Kings Road, Great Stone Road, Chester Road, Davyhulme Road East, Moss Road, Derbyshire Lane, Park Road, Barton Road, Chester Road, Cross Street, Dane Road, Old Hall Road, Baguley Road, Northenden Road, Conway Road, Norris Road to Sale High School. Returning from Sale High School via Norris Road, Derbyshire Road South, Derbyshire Road, Northenden Road, School Road, Tatton Road Ashfield Road, Cross Street, Chester Road and outward route reversed to Hulme, Brooks Bar.

Other nearby bus services are the 18/19 on Conway Road and 41 at Sale Moor – these are public buses and the timetables are on the TfGM website.



## Uniform



At Sale High School we believe the wearing of uniform helps to create a sense of community and equality amongst students, whilst establishing school as a working environment. In a large school it is also of considerable benefit for security reasons that students should wear uniform. A uniform removes the distraction which may be caused by an individual's style of dress and allow students to concentrate on learning.

### Compulsory items

- Plain white shirt
- Clip on school tie with correct colour stripe for year group (only available from Monkhouse or from school)

Academic Year 2024-25	Tie Stripe Colour
Year 7	Gold
Year 8	Blue
Year 9	Green
Year 10	Purple
Year 11	Silver

- Grey or navy v neck sweater, option with or without new school logo. If a jumper is to be worn, it must be a school jumper. Jumper with logo is only available from Monkhouse.
- Dark grey tailored trouser.
- Pleated grey skirt - compulsory for 2024 Year 7 intake. Phased introduction in academic year 2024/25 for all other year groups (pleated school kilt may be worn for years 8-11 in 2024/25)
- Navy school blazer with new Sale High School badge (compulsory item to be worn at all times, unless extreme weather). New blazer design is compulsory for Year 7 students and will be phased in for other year groups. The blazer is only available from Monkhouse.
- Plain black or grey socks/ (not over the knee) /plain black tights
- Dark suitable school coat
- Suitable plain black shoes (see attached guidance for shoes).

For more information, please visit our Uniform suppliers website  
<https://www.monkhouse.com/parent-guide>

## Uniform & Equipment

**PE kit for all (from uniform supplier) NB PE kit must be worn even if not taking part physically.**

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

### **Optional items:**

- Navy and sky blue rugby shirt
- Tapered tracksuit bottoms blue and sky blue
- Navy school logo (SHS) leggings
- PE drawstring bag with logo (SHS)
- SHS hoody with school logo



### **Equipment**

For all subjects students will need:

Pens, pencils, ruler eraser, (all in a pencil case, and a large waterproof bag to carry books and equipment, pencil crayons/felt tips, pencil sharpener.

**Maths:** a scientific calculator (can be purchased via school)

**English:** biro/ink pen and a dictionary (can be purchased via school)

**Languages:** a French/Spanish dictionary

**KS3 students:** reading book and knowledge organiser

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

## 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 8:35am.
- If they are late to form they will be marked in with an 'L' and parents/carers will be informed. Detention is 30 mins for arriving after 9am.
- 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 or Mrs S Houghton, Attendance Officers  
Email: [attendance@salehighschool.org.uk](mailto:attendance@salehighschool.org.uk)



## 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.
- Students can pre order grab bags online via ParentPay. 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 payment method for school meals. It is easy to use and gives you the freedom to make payments 24 hours a day, seven days a week. Further information on setting up or transferring an existing ParentPay account will be sent out in the summer holidays.

Please note, we are not able to allow students' meal accounts to go into a deficit. If you are finding it difficult to pay for your child's meals, for any reason, 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 or follow this link:

<https://www.cloudforedu.org.uk/ofsm/sims-trafford>

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



## Code of Conduct

Excellent behaviour is crucial to enable excellent learning. Students should have every opportunity to learn and achieve to their maximum potential and all members of the school community deserve to work in a happy and safe environment.

We strive to work closely with parents and carers as we know that student behaviour can be positively impacted when a true partnership exists between school and home.

At Sale High School, we ask that students are:

- Ready
- Respectful
- Safe

These clear and simple rules reflect our expectations of how our students conduct themselves throughout the school day and in the local community.



## Code of Conduct



Examples of how students can adhere to these rules include, but are not limited to:

### **Ready**

- Wear correct school uniform at all times and look smart
- Attend all lessons and arrive on time
- Have all the required books, PE kit, equipment and homework completed
- Behave in a way that will make people glad that Sale High School is part of their community - during term times and school holidays

### **Respectful**

- Respect everyone in the school and treat others as we would wish to be treated
- Take personal responsibility for actions and conduct
- Listen silently when others are speaking
- Have a strong work ethic
- Respect school and personal property
- Put litter in the bins provided

### **Safe**

- Walk along corridors sensibly, keeping to the left-hand side
- Report any incidents of bullying or unkind behaviour
- Refrain from chewing, or eating in lessons
- Drink water but not sugary drinks
- Bring healthy snacks into school
- Keep mobile phones switched off and at the bottom of their bags at all times during the school day
- Leave valuable items at home



## Rewards

Rewards can be gained for effort, respectfulness, being ready to learn and engage, creating a safe environment in school and attendance. Sale High school is committed to ensuring all students are rewarded. Rewards include but aren't limited to:

- Reward points
- Postcards and positive notes home
- Weekly rewards pyramid
- Phone calls home
- Awards evenings
- Breakfast with the Headteacher



## Consequences

Our behaviour management system is based on a system of choices and consequences. 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.

### Consequence 1 (C1)

In lessons where a teacher feels that a student is not behaving in an acceptable manner the student will be discretely but explicitly issued with a C1. This is the first consequence issued as a direct result of a negative behaviour and is a warning that the student needs to modify the way that they are behaving.

### Consequence 2 (C2)

If the student chooses to ignore the C1 warning and does not modify their attitude or behaviour the teacher will issue a C2 - the second consequence, a result of further negative behaviour. At this stage the student will receive their final warning.

### Consequence 3 (C3)

Should the student continue to behave in a way that the teacher feels is unacceptable the teacher will issue a C3 - the third consequence. At this point, the student will be collected by the member of staff on call and exited to the reset room.



## Communication



At Sale High School we use Classcharts to award achievement and behaviour points as well as sanctions. Parents/Carers will be sent access codes to be able to download the app and see their child's profile.



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.



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.

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



@salehighschool



/salehighschool



@sale\_high

### STAFF COMMUNICATION

There maybe 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 / FORM TUTORS

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 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.

## 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.

This guidance is written in conjunction with the Department For Education's Mobile Phones in school guidance 2024, which gives guidance to schools on how to develop, implement and maintain a policy that prohibits the use of mobile phones throughout the day.

### **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.

## Library



Our school library is a fantastic resource available to students during specific times before school, at break, and during lunch on designated days. It boasts an extensive collection of both fiction and non-fiction books, catering to a wide range of interests and academic needs. The welcoming environment invites students to explore and enjoy the wealth of knowledge and stories available. Whether you are looking for the latest young adult fiction, classic literature, or detailed non-fiction on various subjects, our library has something for everyone. Additionally, we have a genre corner where books are thoughtfully organised by genre, including fantasy, historical fiction, and more, making it easy for students to find books that match their interests.

In addition to the physical collection, our library web app significantly enhances accessibility and convenience. Students can browse the entire catalogue online, access curated reading lists, and view subject-specific dashboards tailored to their academic pursuits. The app also allows for the reservation of books, ensuring that the desired titles are available for collection at the student's convenience. Moreover, we actively encourage students to suggest new books for our collection, fostering a library that continually evolves to meet the interests and needs of our school community.

<https://uk.accessit.online/slh01>



## Curriculum

We provide our students with a rigorous, broad and balanced curriculum. We want our students to be informed about the world, to be enabled to make the right choices to look after themselves and to go on to play their part as active and engaged citizens.

### Key stage 3 Curriculum

The National Curriculum is taught in its full breadth and depth across our three year Key Stage 3. All students have equal access to a rich curriculum which includes Art, Drama, English, Geography, History, Maths, Modern Foreign Language (this will be French for pupils starting year 7 in 2024), Music, PE, PSHE and Citizenship, RE, Science and Technology.

To find out more about our curriculum visit the school website:

<https://salehighschool.org.uk/parents/curriculum/>

### Year 7

In Year 7 all subjects are taught in mixed ability form groups. Maths and English will have the ability to set after the Winter exams. There will be 8 form groups in Year 7.

Challenging &  
Supportive

Sequenced

Balance of Skills  
& Knowledge

Vocabulary  
Rich

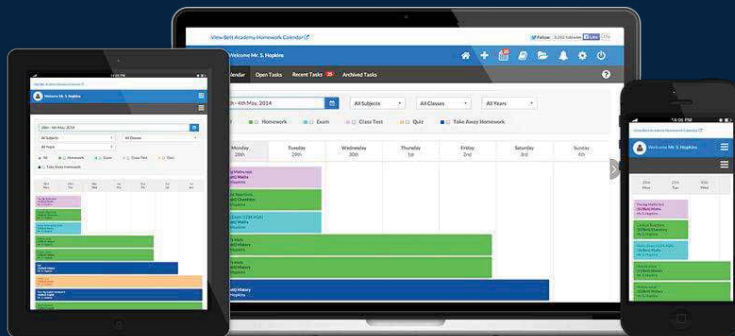
Broad &  
Balanced

Education with  
Character



## Homework

Sale High School sets homework as a way of helping students develop independent study habits that will empower them for lifelong learning as well as accelerating their progress in school. Homework is set by individual class teachers and provides students with a variety of tasks relevant to their learning. Parents are a vital support in this process and can help organise their child's time, make sure they have a suitable place to study and encourage them to invest their best effort in homework tasks.



### **SATCHEL 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. 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 and how to best support them in independent learning and revision.

For further information regarding homework, please contact Mr J Reeve, Assistant Headteacher,  
Curriculum and Timetable



## Assessment

### HOW DO WE TRACK PROGRESS?

When a child comes to Sale High School we want them to be happy and proud of their achievements. We also want students, parents and carers to have a clear understanding of how they are progressing relative to their previous achievements and relative to other children of similar age.

To achieve this, all students in a year group are initially ranked using an average of their KS2 scores in reading and maths. The ranked year group is then divided into 5 sub-groups (quintiles) and each student is assigned a quintile based on their starting rank.

After each exam series (mid-year and end of year) students are ranked based on their result and re-assigned a quintile based on their new rank. The aim is for students to maintain or surpass their previous quintile and make overall progress from their starting quintile.

We use this data to help us compare quintiles after each exam series, to monitor individual progress and support learning. We know that students develop at different rates and therefore use quintiles to measure progress both against an individual's own previous performance and against the wider cohort.

### REPORTS

To inform parents and review student progress our reports include percentages scored in examinations, quintiles, homework performance and an attitude to learning grade. We strongly believe that if students are scoring highly for their attitude to learning and for their homework standards, they are most likely to make robust progress with their learning. 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. Full guidance on how to use our SIMs app can be found on the website.

### PARENTS EVENINGS

Each year group have one parents evening per year to meet subject teachers and an additional meet the form tutor evening in year 7, where parents can see how their child is settling in. These are important opportunities to speak to your child's teachers, the SEN department or the senior leadership team. Year 7 parents 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.

## Extra-Curricular Offer and Off-Site Learning Experiences

Sale High offers an extensive and ever increasing range of extra-curricular and off-site learning experiences for students to get involved in. Sports clubs and fixtures take place throughout the academic year and there is something to get involved in every day of the week.

We believe that learning and personal development can be nurtured and accelerated both in and outside of the classroom and we provide a full programme of enrichment activities in order to deliver this. In addition to some very popular rewards trips, there is a vast array of off-site learning experiences offered to support and augment the curriculum.

Although there will always be some variation in exact details of the extra-curricular club offer students might expect to have the opportunity to be involved in the following during their time at Sale High School:

- Art Club
- Band practice
- Basketball
- Choir
- Debate Club
- Duke of Edinburgh Award
- Eco Club
- Football teams
- GCSE revision support and catch-up
- Guitar Ensemble
- Hong Kong Club
- Inter-faith Club
- Japanese Club
- Multilingual Club
- Musical instrument lessons
- Netball teams
- Platinum Stars Theatre Club
- Rugby
- SALE Awards
- Science Club
- School Productions
- Sports Club
- Student Council and student leadership
- Taekwondo
- Theatre Club
- Unity Club
- Young Chef Club



## Residential

We aim to offer a residential outdoor activity trip to our new year 7 students around October/ November each year. This gives them a great opportunity to form new bonds and friendships with the students in their form and their year group. It is a fantastic opportunity and more details will be given to parents at the year 6 transition evening and when students start in September.



## FAQ's

### WE ASK PARENTS TO

Regularly login to 'SatchelOne' 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?

## FAQ's

**What should I do if we are having difficulty accessing 'SatchelOne'?**

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  
[WelcometoSHS@salehighschool.org.uk](mailto:WelcometoSHS@salehighschool.org.uk)





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