





# Mission Statement and Aims

The Sacred Heart High School Hammersmith is an 11-16 girls' Comprehensive school. The school was founded in 1893 by the Society of the Sacred Heart and has always sought to promote the education of women and academic excellence. Today we are a community of faith and learning, based on the Gospel of Jesus Christ, His values and teachings. We seek to constantly improve everything we do so that we can make a difference for the young women who will shape the society of the future.

Above all else, this community works together to bring one another to an awareness of the fullness and meaning of their life, rooted in the love of God.

## We do this through:

- providing an excellent education;
- respecting the uniqueness, worth and development of each individual, both as a learner and as a person called by God in dignity and faith;
- offering a broad and balanced curriculum which meets the needs of each student;
- challenging and supporting each other to achieve our full potential and to develop gifts and talents for the service of others;
- recruiting excellent, committed and highly qualified staff who are valued and respected for their contribution and development as learners and educators;
- building upon our partnership with parents, the Society of the Sacred Heart, Governors, the Church and the local education authority;
- strengthening and extending links with the wider community and other learning institutions;
- creating a well ordered, stimulating, secure and encouraging learning environment;
- making effective use of all our resources on behalf of the young people who come here.

The school will make efficient use of all its resources and will add to these as appropriate. Our most valuable and respected resource is the staff. The school aims to recruit excellent, committed and highly qualified staff and to provide for them the best possible facilities for work and professional development. The school values its links with other Sacred Heart institutes

and its partnership with parents, Trustees, Governors and the local authority. With their active co-operation, we will seek to create a well-ordered, aesthetic and encouraging learning environment for students.

## Aims

In everything we do our aim is that each student will:

- develop a strong spiritual life;
- participate actively in the school's life of worship and liturgy;
- grow in dignity as a woman;
- be guided towards mental and physical well being;
- express concern for others in her attitudes and in the very highest standards of behaviour;
- learn to live and make decisions as an independent, self disciplined individual, who is able to co-operate with others;
- know about and respect the richness and variety of other races, cultures and religions so as to develop the ability to act with justice and take a stand against everything that undermines her own dignity and that of others;
- acquire a reverence for creation and a broad, critical vision of the world and environmental issues and be prepared to express concern in action;
- become increasingly skillful in the use of language and number;
- be a confident, flexible and critical user of Science and Technology, understanding their impact on society;
- develop cultural, artistic and creative achievements of her own and appreciate those of others;
- broaden her interests and skills so as to continue her development and education as a learner and live purposefully and with enjoyment in society;
- enjoy her years at the school and leave with a sense of her own giftedness and achievement, equipped to face the future.



# Discipline and Uniform

The school has a tradition of discipline and concern for others. We strongly believe in self-discipline and as the student moves up the school a responsible use of freedom is expected of each one. We believe in:

- Punctuality for registration, all lessons and other events.
- Full School Uniform as outlined overleaf.
- Courtesy, politeness and a respectful manner in and out of school.
- Creating and maintaining an atmosphere of order and achievement.

A copy of the whole school behaviour policy is available on request.

## The school day

### ORGANISATION

School begins at 8.45 am with registration and Assembly. Lessons begin at 9.00 am and the day is organised into six fifty minute periods. The total time available for delivering the formal curriculum at Keystage 3 and Keystage 4 is therefore twenty five hours per week.

### ASSEMBLIES

Each morning there is a short collective act of worship either through a year or form assembly or attendance at a Year or Keystage Assembly. There is a voluntary Mass once a week at lunchtime in the school Prayer Room. On Holy Days of Obligation, there is a Mass in the school Chapel at the beginning of the day instead of Period One.

### UNIFORM

Peter Jones at Sloane Square are the official school outfitters.

Uniform should be worn at all times, including to and from school. The normal outdoor wear is the school blazer. An outdoor coat is also available from Peter Jones.

The Head will make a decision during the summer term when girls do not need blazers during exceptionally hot weather. No other outdoor wear may be substituted.

Plimsolls or trainers, except for Games are not acceptable and may not be worn without the full PE kit. Shoes should be low-heeled in brown, black or dark blue and should preferably have rubber soles. Ankle boots are not allowed.

All items should be marked with the pupil's name.

### COMPULSORY UNIFORM

- Blazer with school badge
- Skirt in unmodified form
- V-necked jumper or sweatshirt
- Cream blouse (long or short sleeved)
- Plain black or navy tights or white socks

### SPORTSWEAR

- Cellular blue skirt
- Cellular blue top
- Wrap over skirt
- Leggings
- Navy track-suit
- White/blue trim P.E. shirt

The school scarf is optional but no other scarf may be worn in its place.

Year 11 wear a different colour top.

### JEWELLERY

A small chain and cross and stud earrings are the only jewellery allowed.

The following are not allowed in school:

- Make up and nail varnish are not appropriate for school. A charge of 20p which will be donated to charity will be charged to pupils for the use of nail varnish remover. (2nd office)
- Smoking
- Chewing gum
- Personal stereos
- Aerosols
- mobile phones

(See school behaviour policy)



## The Curriculum

The Sacred Heart High School aims to provide a broad and balanced curriculum, differentiated and relevant to each student's needs, so that each one will be challenged to achieve her potential spiritually, morally, academically, physically and socially

The National Curriculum is delivered in accordance with the regulations laid down by the Secretary of State. However, the school aims to extend all girls by offering a range of subjects wider than that required by the National Curriculum and by ensuring that there is a range of co-curricular experiences and activities available to all pupils .

The formal curriculum is organized into a thirty period week. Each period is fifty minutes long. There is a rotating P.S.E. period which moves throughout the week. The programme is currently being developed to respond to pupil need, and to reinforce cross curricular elements found elsewhere in the curriculum. Pupils are taught in mixed ability classes for the most part, but in certain subjects, they are put into different ability sets so that curriculum delivery and individual pupil needs can be supported.

### KEY STAGE 3

At Key Stage 3, all pupils are offered a broad and balanced curriculum in line with National Curriculum demands, which includes spiritual, moral, religious, linguistic, literary, aesthetic, creative, scientific, technological, historical, geographical, environmental and physical areas of knowledge and experience. In Year 7, as well as Religious Studies, English, Maths, Science, ICT Technology, Art, History, Geography, music, a Modern Language, and Physical Education, which are the core and foundation subjects of the National Curriculum, all students study Drama and Dance. In Year 9 a second Modern Foreign Language is available for girls who have an aptitude in this area.

### KEY STAGE 4

At Key Stage 4, a broad and balanced curriculum is achieved through offering a range of core and extended core subjects. In Year 10 these include R.S., English, Maths, Science, Technology, Modern Foreign Languages, Business Studies

and Physical Education. Alongside the core and extended core subjects, other subjects are organized in option blocks in Year 10 and Year 11. As far as possible, option subjects are organized in both years to sustain balance and to meet individual development needs and personal interests.

## Special Educational Needs

In accordance with the school Mission Statement and Aims, Learning Support at Sacred Heart High School identifies and supports those girls who are liable to find the classroom experience a stressful or an unrewarding one because of a difficulty that hinders their learning. Learning Support aims to ensure accessibility to the full school curriculum through effective differentiation that meets the identified needs of individual students.

All girls identified by the screening processes and ongoing teacher assessment as having a learning difficulty are entered at one of three stages on the school's Learning Support Register. The progress of girls on the Register is periodically reviewed, enabling appropriate levels of intervention to be made. For those girls with identified literacy and numeracy needs small group or individual withdrawal is provided. The amount of support and other resources are allocated according to the level of need identified through the assessment processes. When their expertise is required to assess and support a girl's progress, Sacred Heart makes full use of the Educational Psychologist and Specialist Teaching Team provided by Hammersmith & Fulham.

The quality and effectiveness of Learning Support is constantly reviewed as part of our continued commitment to improve and develop special educational needs provision at Sacred Heart.



# Parent/Teacher Relations, Homework Policy, Sex Education Statement

## Parent/Teacher Relations

The school has a tradition of high standards which can only be maintained with the cooperation of parents. Parents are contacted and invited up to school if there is concern felt for their daughter in the field of either studies or behaviour.

There is an Association of Parents, Teachers and Friends of the school run by a parents' committee. This committee fosters communication between the school and parents, organises social and fund-raising functions, and aims to promote the well-being of the school. There is no subscription to the P.T.F.A; staff as well as parents are automatically members and are warmly welcomed to committee meetings and all other functions.

### PARENT TEACHER MEETINGS

These are initiated by the school and are an opportunity for parents to meet their daughter's tutor. They have proved to be of real value, both to the school and to the parents. At present, these take place on a Wednesday between 4.00 pm and 6.30 pm and are spread over two evenings for each year group.

## Homework Policy

Work done outside lesson time is an important part of the study programme in this school.

- In Year 7, pupils should be prepared to work for up to an hour each evening.
- In Years 8 and 9, up to an hour and a half may be expected.
- Once the GCSE course is started, two to two and a half hours will be required most evenings in order to keep up with coursework and to achieve good grades.

Of course, people often work at different speeds and so homework will take longer for some girls than for others. If there is a problem, or if younger pupils are spending too much time on homework, parents are asked to contact the form tutor.

Work set out usually involves a continuation and development of that done in class or a preparation of work to follow. Sometimes a specific project or piece of work may be set that is

less obviously related to current class work, but it is always work that is of value and all girls are expected to complete homework. Pupils are issued with a homework diary/planner to help them organise their work.

## Other Policies/Documentation

Whole School policies on:

- Curriculum
- Equal opportunities
- Special Education needs
- Attendance and punctuality
- Charging and remissions
- Personal and social education
- Sex education
- Behaviour
- Careers, work experience
- Examination entrance
- Homework

are all available on request from the school.

Also available on request from the school:

- The LEA statement on secular curriculum
- LEA approved arrangements for making formal complaints about the curriculum or any related matter.

## Sex Education Statement

Within Sacred Heart High School, sex education is part of a whole school approach to personal and social development and is informed by the values and teachings of the Catholic church. The delivery of sex education is through a planned, balanced and cross-curricular programme that spirals throughout the 11-16 age range. The Sex Education programme is placed in the context of, and supported by, the very strong Christian ethos and Mission Statement that drives our school. Our programme hopes to complement the role of the parent/carer as their daughter develops into adulthood. The programme affirms our Catholic teachings about marriage and family life whilst also recognising the cosmopolitan community in which we live.



## Physical Education

### AIMS

Physical Education is an aspect of education which specifically employs physical activity to achieve the general aims of education. Its greatest impact is made in the following areas:

- physical development and the acquisition of skills;
- achievement, enjoyment and satisfaction;
- expression and creativity;
- preparation for leisure;
- health

The department will aim to provide a broad and balanced programme, fulfilling National Curriculum requirements and giving pupils the fullest opportunity our facilities allow, so that at the completion of the five year course different interests have been pursued and pupils of all abilities have found success and enjoyment in physical education.

The department will aim each year to arrange fixtures with other schools and enter as many competitions as is possible.

The department aims to prepare for after school life, so that pupils will continue some aspects of physical education through clubs, firms' teams and other opportunities offered through work and leisure time.

### SPORTS OFFERED

#### TEAM GAMES/TIME ALLOCATED

#### Traditional sports played:

Netball, Hockey, Football, Basketball, Tennis, Rounders

#### Also offered:

Touch Rugby, Volleyball, Table Tennis, Softball, Badminton

#### Other non-team activities:

Gymnastics, Athletics, Cross country

#### Dance taught in all years

### CURRICULUM TIME FOR GAMES

#### Year 7

50 minutes per week for 4 x half term block (2 x half term gymnastics)

#### Year 8

50 minutes per week for 5 x half term block (1 x half term gymnastics)

#### Year 9, 10, 11

50 minutes per week for 6 x half term block

### OFFERED OUTSIDE CURRICULUM TIME

#### Tuesday

3.30 - 4.30 pm Hockey Club (Athletics in summer)

#### Wednesday

3.30 - 4.30 pm Netball Club

#### Tuesday, Wednesday, Thursday

Match nights as arranged 3.15/5.30 - 6.00 pm  
Matches arranged: Netball, Hockey, Touch Rugby

Team Practices - Lunch times - 2/3 per week -  
Half hour each

Courts available for pupils' own clubs before school, break, lunchtime and after school.

### FACILITIES

- 4 Netball/Tennis Courts (2 Rounders pitches on two of these courts)
- Basketball rings on one court
- Shared Gym/Dance Studio
- Use of Cloister area



# Charging policy

The Mission Statement of the Sacred Heart High School aims to recognise the uniqueness of each child and develop her to the full regardless of gender, race, social background or ability.

The school policy on charging for activities will aim to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the parent/carer.

Those activities for which a charge may be made are governed by the Education Reform Act 1988 and laid down in the DFE Circular 2/89.

Education wholly or mainly within school hours (not including break times) will be provided free of charge. The exception to this is the provision of individual music tuition, not linked to GCSE. Parents will arrange this privately with specialist teachers.

If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent. A charge may be made for activities which take place partly or wholly outside school hours. Out of school activities will be organised to supplement and support formal learning in curriculum areas and to provide further experiences to enable girls to develop their full potential.

## OPTIONAL EXTRAS

The school cannot require a pupil to pay for use in connection with education provided within school hours. Parents may be invited to provide particular items on a voluntary basis eg. calculators, Bible etc. but if unable or unwilling to comply no child will be disadvantaged.

## CLOTHING

The above does not apply to the uniform but the school, in conjunction with the LEA, will use its discretionary powers to assist where able. This may be in the form of an LEA clothing grant, where their criteria are met. In exceptional circumstances by the use of school voluntary funds. The school will supply essential protective clothing when necessary eg. safety goggles.

## FIELD COURSES

The school will charge for board and lodging for those pupils involved in Science or Geography field trips, in line with sections 29-35 of DFE Circular 2/89. In addition, voluntary contributions will be requested to cover the cost of travel. All parents will be notified when the

trip is organised that there is a remission of board and lodging charges for those parents in receipt of certain benefits eg. Income Support. The school will make applications to the LEA on behalf of the parent.

## SCHOOL TRIPS ABROAD

Education trips to Europe and skiing holidays are organised in the school holidays. These are always voluntary and parents will be expected to meet the full cost. However, parents who are in receipt of Income Support may be entitled to a grant towards the cost from the LEA. Applications will be made to the LEA on behalf of the parent.

All applications for grants from the LEA (Uniform, Free Meals & Journey Grants) will need to be accompanied by evidence of the benefit received.

## DAY OUTINGS

Parents may be asked for a voluntary contribution to cover day visits arranged for individual classes if the school has insufficient funds to meet the cost. However no child will be prevented from taking part in the outing because parents are unwilling or unable to pay. But it may happen that without sufficient contributions the activity may have to be cancelled. This will be made clear to parents in the letter advising details of the activity.

## Ingredients/Materials for Practical Subjects

Normally all ingredients and materials will be provided. However in cases where a child wishes to retain the finished produce, a small charge can be made.

## DAMAGE/LOSS OF EQUIPMENT

A charge may be made for damage or loss caused by a pupil. This will be at the Head's discretion. Currently a book deposit of £10.00 is required at the beginning of Year 10. This is refunded on the return of all school books at the end of Year 11.

## EXAMINATION FEES

Pupils are not charged for exams for which they are prepared in school. Parents will be charged the appropriate fee for any additional exam for which a child is entered but not prepared at school (eg. Home Languages).

The school reserves the right to charge parents if a pupil is withdrawn or fails to attend an examination without good reason.



## Dear Parents

Welcome to the Sacred Heart High School. The school is an 11-16 all girls' comprehensive school under the trusteeship of the Religious of the Sacred Heart. In 1999, the school was awarded Beacon status. It is open to Catholic families with a commitment to their local parish for whom the school is within easy reach.

This school is founded upon the Gospel of Jesus Christ and has a long tradition of excellence. We aim to provide for all girls the experience of belonging to a Community of Faith where Gospel values challenge everyone to develop to their full potential. The curriculum is broad and deliberately wide ranging to enable each girl to develop her talents. It is our intention that each girl should leave this school not only having enjoyed her years here but also with a sense of giftedness and achievement. This will enable her to take up her role as a responsible and critically thinking member of society who is concerned for others and has a clear sense of faith and dignity.

As a Community of Learners, we value academic excellence and learning. We are proud of our examinations record and the fact that the recent OFSTED Inspection praised the quality of the school's teaching and learning and its strong ethos. We are equally proud of other non-academic achievements as well as our success in the field of creative arts. The supportive

relationship between teachers, parents and pupils encourages the high levels of achievement and behaviour which OFSTED praised and have contributed to OFSTED's rare and highly valued judgement of us as "a school of excellence, with many outstanding teachers."

Girls from this school are encouraged to continue their education at Sixth Form level. The new Catholic Sixth Form college at St Charles Square provides an excellent and challenging wide range of subjects for girls of all abilities. The opening of this college means that we look to the girls of Year 11 to develop qualities of leadership and concern expressed in a responsible attitude towards study, the younger girls and the wider community.

We look forward to meeting you at the opening sessions in the Autumn Term and to working with you to provide an excellent education for your daughters.

Yours sincerely

**Dr Christine Carpenter**  
Headmistress