



**Sharples**  
SCHOOL

# **INFORMATION PACK FOR PARENTS**

## **Year 10**



Dear Parent/Carer,

Every year in school is important and many activities will take place during Year 10 that are intended to prepare students for their careers after secondary school and to ensure that they reach their full academic potential.

### **Year Group Support**

If you have concerns about any aspect of school life, please do not hesitate to contact your child's Year 10 Coordinator, Mr Sharples. A senior member of staff is attached to each year group. For Year 10 this will be Mr Jackson.

Year Coordinators are usually available throughout the day. Form Tutors are in daily contact with your child and you may wish to speak to them. A list of forms and their tutors is below:

Form	Form Tutor	Room
10S	Mr P Foster	U37
10H	Mr A Barnes	U41
10A	Mr R Poole/Ms N Patel	U36
10R	Ms K Boardman/ Ms A Solomons	U51
10P	Mr E Newhouse	U39

Form	Form Tutor	Room
10P1	Mr I Davies	U57
10L	Mr A Studdart	U38
10E	Mr O Jenkins	U35
10S1	Ms P McManus	U32

***School reopens for Year 10 pupils on Wednesday, 6 September, 2023 with a prompt start to registration at 8:45am.***

### **Home Learning**

At Sharples we believe that home learning is incredibly important as it reinforces and extends the learning which takes place during lessons. Investing time and effort into the completion of home learning also helps our students to develop the skills of self-discipline and motivation which are key to achieving success in both learning and life.

All students at Sharples are given access to the Student Portal which allows students to organise and track their home learning tasks online. All parents/carers will be able to view set home learning tasks through 'MyChildAtSchool' and keep track of your child's home learning using your mobile phone or other electronic device.

I will look forward to working in partnership with you over the next academic year.

Yours faithfully,



Ms. A. Webster  
Headteacher



## THE SHARPLES ETHOS

### OUR MOTTO

Sharples is a values driven school. Our motto is:

**Learn ▪ Dream ▪ Achieve**

This means that we should all strive to reach our full potential and set our sights high. It is our expectation that every student will aim high in order to achieve the best possible grades by working hard in all lessons to maximise learning (**Learn**), by having high aspirations (**Dream**) and that the impact of this will be achieved at the highest level possible (**Achieve**).

### OUR VALUES

In order to ensure that all members of our school community can thrive, we expect students to mirror the core values that reflect the philosophy of the school:

**Community** – Playing an active part in the life of our school community, being proud to be in Team Sharples.

**Cooperation** – Listen and respond correctly to the instructions of staff and work with each other in teams to maximise achievement.

**Consideration** – Deliberate thought for others, to enable all members of our community to thrive and learn.

**Common sense** – Approach all situations with rational thought, use your intuition. Do the right thing at the right time. You must use your ability to make good judgements as a member of our community.

### OUR CORE PRINCIPLES

At Sharples we:

- have an aspirational culture; we encourage our students and staff to be ambitious and we provide them with the building blocks to fulfil their potential;
- have a broad and balanced curriculum that challenges students and promotes a love of learning;
- are a vibrant learning community; teaching and learning is at the heart of all that we do;
- care about each other and work hard to promote positive wellbeing for all.



# Sharple's

SCHOOL

## The School Day 2023-24

<b>Assembly &amp; Registration</b>	<b>8.45 – 9.15</b>
<b>Period 1</b>	<b>9.15 – 10.05</b>
<b>Period 2</b>	<b>10.05 – 10.55</b>
<b>Break</b>	<b>10.55 – 11.15</b>
<b>Period 3</b>	<b>11.15 – 12.05</b>
<b>Period 4</b>	<b>12.05 – 12.55</b>
<b>Lunch</b>	<b>12.55 – 13.35</b>
<b>Period 5</b>	<b>13.35 – 14.25</b>
<b>Period 6</b>	<b>14.25 – 15.15</b>

## UNIFORM POLICY

School uniform is compulsory and must be worn on the way to and from school. Name tags should be attached to all clothes. We strongly advise that expensive 'designer label' clothing should not be purchased for school. We cannot guarantee the security of expensive clothing or footwear.

### Main Uniform

**Blazer** – graphite grey with school badge. Available only from school uniform suppliers.

**Jumper (optional)** – purple 'V' neck jumper with school badge.

**Shirt** – white, plain poly-cotton shirt with buttoned collar.

**Tie** – standard striped tie with school badge. Available only from school uniform suppliers.

**Trousers** – black, formal (no denim, skinny / ski pants or lycra) and full length. No cropped trousers.

**Skirt** – standard black skirt, pleated with school badge. To be worn no shorter than one inch above the knee. Available only from school uniform suppliers.

**Lanyard** - provided by school.

**Socks** – black or white.

**Shoes** - black polishable leather or simulated leather. Black laces only. No boots, canvas shoes or trainer style shoes, including branded sports brands including (but not limited to) Nike, Adidas, Reebok, Converse and Vans.

**Coat** – plain (no denim, leather, quilted shirts or hoodies).

**School bag** – all pupils require a school bag for books, equipment etc. Small rucksacks or 'record bags' in black or a neutral colour are acceptable. No large sports bags.

### Important Information

Make-up, false eyelashes, nail varnish or jewellery **must not** be worn for school. **Items of jewellery which are not in line with the policy will be confiscated.** If ears are already pierced, only one small, plain gold or silver-coloured stud (no jewels) may be worn in each ear lobe. No other body-piercing is allowed, e.g., nose studs, tongue studs or other ear piercings. All studs should be removed for PE. Smart watches must not be worn. No tattoos are allowed. Long hair should be tied back for practical lessons, plain black headscarves only may be worn. Hair should not be outlandish in style or colour and no brightly-dyed/multi-tonal hair is permitted. Heads must not be shaved - as a guide, a number two cut is the shortest permitted and there should be no tramlines or patterns shaved into hair.

### Physical Education Kit

#### Boys

**Polo shirt** – black and teal with school badge. Available only from school uniform suppliers.

**Shorts** – black with school badge. Available only from school uniform suppliers. **OR**

**Tracksuit trousers** – black with school badge. Available only from school uniform suppliers.

**Hooded sweatshirt** – black and teal, pocket-less with school badge. Available only from school uniform suppliers.

**Waterproof jacket (optional)** – black with school badge. Available only from school uniform suppliers.

**Socks** – plain black.

#### Girls

**Polo shirt** – black and purple with school badge. Available only from school uniform suppliers.

**Hooded sweatshirt** – black and purple, pocket-less with school badge. Available only from school uniform suppliers.

**Waterproof jacket (optional)** – black with school badge. Available only from school uniform suppliers.

**Socks** – plain black.

### ONE OF THE FOLLOWING:

**Shorts or 'Skort'** (combined skirt/shorts) – black with school badge. Available only from school uniform suppliers. **OR**

**Gym shorts (optional)** – purple with school badge. Available only from school uniform suppliers. **OR**

**Tracksuit trousers** – black with school badge. Available only from school uniform suppliers. **OR**

**Leggings**- plain black leggings. With the school logo when available at the suppliers.

**Uniform grants are available from the Local Authority in certain circumstances. Pupils who come to school without the correct uniform may be sent home to change.**

### School Uniform Suppliers:

Whittakers Schoolwear, 106 Deansgate, Bolton BL1 1BD 01204 389485

Smart Clothing, Units 5/6/7, Blackhorse Street, Bolton BL1 1SY 01204 392610

Harrisons Schoolwear, 467A Blackburn Road, Bolton BL1 8NN 01204 307382

## Standards at Sharples

At Sharples we are proud of our school and we are proud of our standards. We have high expectations of all students and all strive to be the best that we can be. Our Core Values are the 4Cs: Cooperation, Consideration, Community and Common Sense. Some key points that help us to follow these values are noted below.

### Uniform

Uniform is an important part of our school's identity. It reinforces who we are as a community and helps our students to feel pride in their school. It also helps prepare students for life after school where many will have to dress smartly for work. The uniform policy is available on the website

<https://www.sharplesschool.co.uk/wp-content/uploads/Uniform-Policy-2020-1.pdf>, but please see the additional guidance below:

- Skirts – standard black skirt, pleated with school badge. To be worn no shorter than one inch above the knee.
- Socks – black or white, ankle or knee socks. Trainer socks or branded socks are not allowed.
- Shoes - black polishable leather or simulated leather, please see examples below.



- No boots, canvas shoes or trainer style shoes are permitted, including branded sports brands including (but not limited to) Nike, Adidas, Reebok, Converse, Stan Smiths and Vans. **Please see below examples of prohibited shoes:**



- Make-up, false eyelashes, nail varnish or jewellery - must not be worn for school. Items of jewellery which are not in line with the policy will be confiscated. If ears are already pierced, only one small, plain gold or silver-coloured stud (no jewels) may be worn in each ear lobe. No other body-piercing is allowed, e.g., nose studs, tongue studs or other ear piercings. All studs should be removed for PE.
- Hair - should not be outlandish in style or colour and no brightly-dyed/multi-tonal hair is permitted. Heads must not be shaved - as a guide, a number two cut is the shortest permitted and there should be no tramlines or patterns shaved into hair.
- Badges - only school issued badges are permitted to be worn.

## **Mobiles**

Mobile phones and smart watches are not permitted in school and will be confiscated until the following day if visible.

## **Energy drinks**

Energy drinks must not be consumed on the school site.

## **Behaviour and support**

The Pastoral team works with teaching staff to monitor all behaviour at Sharples. Evidence of positive behaviour, good progress and good citizenship is always rewarded throughout the school year in a variety of ways. Our expectation for students is articulated within the SMART principles:

**S**martly dressed in full uniform

**M**ust be equipped

**A**ttend school every day and on time

**R**espectful of others and the school environment

**T**arget success in all lessons

Any student who does not meet these expectations will be placed in a detention with their Year Coordinator. More information about our behaviour pathway can be found on our website: <https://www.sharplesschool.co.uk/wp-content/uploads/Policy-Behaviour-Policy-and-Statement-of-Behaviour-Principles-2021-22-1.pdf>

## **Attendance and punctuality**

We aim for 100% attendance and punctuality. Pupils must be in form by 8.45am or will receive a detention. Form time is at the start of the day and during this time students complete essential study through Citizenship, PSHE and core skills



## CASHLESS CATERING – SCHOOL MEALS

Sharples School operates a cashless, biometric system for all food and drink bought in our dining room. The most frequently asked questions related to payment are outlined below.

### BROMCOM

We would prefer all parents to use our e-payment method as we move forward in our attempt to remove all cash and cheques from school. This system may be used to pay for dinner money, trips, etc. using a very secure online platform called 'MyChildatSchool' (MCAS).

**If you are a parent/carer of a child starting in September then you will receive an invitation to sign up for the MCAS system. Further to this, you will be given full instructions of how to sign up.**

### PAYMENT BY CASH

Cash Coin terminals are located near pupil reception and on the maths corridor. The Cash terminal will accept £2, £1, 50p, 20p, 10p coins [1p, 2p, 5p coins cannot be used].

Pupils can use the Cash Coin terminals at the following times:

8.15 a.m. to 8.40 a.m.

10.45 a.m. to 11.05 a.m. (morning break)

12.45 p.m. to 1.25 p.m. (lunchtime)

3.05 p.m. to 3.30 p.m. (after school)

A total spend limit of £4 per day has been set up for food and drink purchases.





## ONLINE PAYMENTS TO SCHOOL WITH MY CHILD AT SCHOOL (MCAS)

Sharples School uses 'MyChildAtSchool' MCAS. This is our online platform to communicate and engage with our parents and carers.

'MyChildAtSchool' gives you real-time access to your child's information. For example, you can view their academic timetable, exam timetable, school dinner account, the payment of school trips, and daily notifications from school.

'MyChildAtSchool' can be accessed through the web browser or by downloading the mobile app (iOS and Android).

Sharples School recognises the importance of parental engagement, especially when it comes to home learning. Therefore, 'MyChildAtSchool' allows you to track and support your child with their Home Learning tasks.

Additionally, MCAS facilitates secure booking and online payment for trips, dinner money and the MCAS parental consent feature which enables you to give/revoke your consent as required, and has a feature to allow parents/carers to inform the school of changes to your key contact details.

The system is fully GDPR compliant and parents/carers will be invited to set up their secure account, and when downloading the app, you can add additional security including biometric authentication and a PIN for ease of use.

### Summary of the MyChildAtSchool platform

- MyChildAtSchool.com enables parents to access their child's information through a portal, either browser or App, promoting communication between both schools and parents, and parents and their children
- All the data is in real time so a parent can instantly see whether his/her child is in school now
- Ability to manage payments online securely for all kinds of school activities – Trips, Dinner money
- Comprehensive communication between parents and schools about their child(ren)
- An excellent means for schools to communicate useful information to parents, such as upcoming school events or important documents
- Parents can update their personal contact details online so that the school always has their most up to date information
- Fully GDPR compliant with option to collect Parental consent/allow parents to revoke consent

**If you are a parent/carer of a child starting in September then you will receive an invitation to sign up for the MCAS system. Further to this, you will be given full instructions of how to sign up.**



## LOCKER RENTALS

Students are able to rent a locker for the school year by registering with our suppliers Perfect Lockers at [www.locker.rentals](http://www.locker.rentals).

From September 2023 the cost per school year is **£20.00**

Payment can be made online visit [www.locker.rentals](http://www.locker.rentals) or over the telephone on **0845 880 2426**.

**Online booking instructions:**

**Log onto the website above – select Sharples School – select academic year 2023/24, select your child's year group and a locker number – continue on to personal details and payments.**

**Please ensure you insert the year group your child will be in from September 2023.**

On receipt of payment, a locker will be issued to you child and the lock combination confirmed by email.

**Please book as soon as possible to secure a locker for the next academic year.**

## SEX EDUCATION

From September 2020, all secondary schools must provide Relationships and Sex Education (RSE) and Health Education within their curriculum.

RSE is delivered primarily through PSHE lessons, although some aspects are covered within the science curriculum.

This aspect of the curriculum is approached in a sensitive manner, placing emphasis on mutual respect and care in human relationships and the importance of the family.

The RSE policy can be accessed on the school website.

Parents do have the right to withdraw their child from the non-statutory components of sex education within RSE. If you wish to do so, you must complete the form found in Appendix 3 of the RSE Policy.



## **PRIVACY NOTICE**

### **for parents/carers**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Sharples School, Hill Cot Road, Astley Bridge, Bolton, BL1 8SN are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Caroline Molyneux (see 'Contact us' below).

### **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

### **Why we use this data**

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

### **Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

## **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Record Management Retention policy sets out how long we keep information about pupils.

A copy is available on request from the DPO

## **Data sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding*
- *Concerns and exclusions*
- *The Department for Education*
- *The pupil's family and representatives*
- *Educators and examining bodies*
- *Our regulator, e.g., Ofsted,*
- *Suppliers and service providers – to deliver the curriculum or to enable them to provide the service we have contracted them for*
- *Financial organisations*
- *Central and local government*
- *Our auditors*
- *Survey and research organisations*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*
- *Social media and press publications*

## **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's web page on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

## **Youth support services**

Once our pupils reach the age of 16, we are legally required to pass on certain information about them to Bolton council, as it has legal responsibilities regarding the education or training of 13–19-year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Bolton Council.

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Parents and pupils' rights regarding personal data**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 16), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

## **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations to exercise any of these rights, please contact our data protection officer.

## **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>

- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer** on 01204 333652 or email [gdpr@sharplesschool.co.uk](mailto:gdpr@sharplesschool.co.uk)



**Sharples**  
SCHOOL

## SCHOOL TERM AND HOLIDAY DATES 2023-2024

Term	Dates
Autumn Term	<p>Tuesday, 5 September 2023 <b>Start of term - Year 7 only</b></p> <p>Wednesday, 6 September 2023 <b>Term begins for all students</b></p> <p>Friday, 29, September 2023 <b>Teacher Training day - Non-Pupil day</b></p> <p>Monday, 30 October - Friday, 3, November 2023 <b>Half term: 1 Week</b></p> <p>Friday, 8 December 2023 <b>Teacher Training day - Non-Pupil day</b></p> <p>Friday 22, December 2023 <b>End of term: Holiday for two weeks</b></p>
Spring 2024	<p>Monday 8, January 2024 <b>Term begins</b></p> <p>Monday, 19 February - Friday, 23 February 2024 <b>Half term: 1 week</b></p> <p>Thursday 28, March 2024 <b>End of term: Holiday for two weeks</b></p>
Summer 2024	<p>Monday, 15 April 2024 Term begins</p> <p>Monday, 6 May 2024 Spring Bank Holiday</p> <p>Monday, 27 May - Friday, 31 May 2024 <b>Half term: 1 Week</b></p> <p>Monday, 17 June 2024 <b>Teacher Training day - Non-Pupil day</b></p> <p>Friday, 19 July 2024 <b>End of term</b></p> <p><b>Monday, 2 September - School reopens for 2024-2025</b></p>



## SHARPLES SCHOOL BUS TIMETABLES

Brightmet / Withins / Harwood / Hall i' th' Wood - Sharples High School	Service 928
Bolton / Halliwell / Astley Bridge - Sharples High School	Service 537

**928: INWARD From BRIGHTMET**, Somerton Road/Honiton Drive via Somerton Road, Brodick Drive, Blenheim Road, Garstang Avenue, Bury Road, Ainsworth Lane, Thicketford Road, Winchester Way, Blair Lane, New Lane, Stitch Mi Lane, Hough Fold Way, Longsight Lane, Longsight, Lea Gate, Bolton Road, Bradshaw Brow, Tonge Moor Road, Crompton Way, Blackburn Road, Ashworth Lane, Arncot Road to SHARPLES HIGH SCHOOL.

### 928:OUTWARD From Sharples High School towards Brightmet

928 All journeys: From SHARPLES HIGH SCHOOL via Arncot Road, Ashworth Lane, Blackburn Road, Crompton Way, Tonge Moor Road, Bradshaw Brow, Bolton Road, Lea Gate, Longsight, Longsight Lane, Hough Fold Way, Stitch Mi Lane, New Lane, Blair Lane, Winchester Way, Thicketford Road, Ainsworth Lane, Bury Road, Garstang Avenue, Blenheim Road, Brodick Drive, Somerton Road to BRIGHTMET, Somerton Road/Honiton Drive.

Bolton / Halliwell / Astley Bridge		Service 537	
<b>TfGM Contract:</b>	<b>1374</b>	<b>TfGM Contract:</b>	<b>1374</b>
<b>Minimum Capacity:</b>	<b>90</b>	<b>Minimum Capacity:</b>	<b>90</b>
<b>Operator Code:</b>	<b>VBL</b>	<b>Operator Code:</b>	<b>VBL</b>
Bolton, Interchange	0805	Sharples High School	1515
Astley Bridge, Pineapple	0818	Astley Bridge, Pineapple	1521
Sharples High School	0825	Bolton, Interchange	1539

**NB: Fares on this service are set by the operator and the single/return fares shown on page 6 do not apply.**

**From Bolton Interchange** via Great Moor Street, Bradshawgate, Deansgate, Bridge Street, Higher Bridge Street, Blackburn Road, Blackburn Road, Ashworth Lane, Arncot Road, Hill Cot Road to **Sharples High School**.

**Returning from Sharples High School** via outward route reversed to Higher Bridge Street then St George's Road, Knowsley Street, Deansgate, Black Horse Street, Great Moor Street, Newport Street to Bolton Interchange.

All students under 16 years should be in possession of an igo pass – <https://tfgm.com/tickets-and-passes/igo-pass>