

HANDBOOK CONTENTS

Welcome	2	School Buses	29 - 30
The Mount Trust	3	Health & Wellbeing	31
Mission Statement	4	- Lunch	31
Keeping Children Safe at School	5	- Healthy Eating	31
Mount 175	6	- Sex Education	31
Year Group Names	7	Reports & Parents' Evenings	32
Daily Routine	8	Parent Helpers	32
Parking & Drop Offs	9	Barlborough Hall Parents' Association	32
Health & Safety	9	School Publications	32
Homework	10	School Directory 2015/16	33 - 36
School Calendar	11	Useful Contact Details	36
House System	11	Governing Body	37
Emergency Procedure	11		
Code of Behaviour/ Discipline	12		
Complaints	12 – 14		
Recognition of Achievement	15 – 17		
Uniform	18		
Uniform Lists	19 – 23		
Attendance	24		
Books & Stationery	24		
Special Educational Needs	24		
Examinations & Assessment	25		
Reports	26		
Academic Portfolios	26		
Music & Instrumental Lessons	27		
PE & Games	28		
Out of School Club	28		
Hobbies & Studies	28		
Saturday School	29		

WELCOME TO BARLBOROUGH HALL SCHOOL

Dear Parents

It is my pleasure to welcome you to Barlborough Hall School. We very much hope your child thoroughly enjoys school life at Barlborough, which is a very unique community.

This is the Parent and Family Handbook for Barlborough Hall for the Academic Year 2015-16. The aim of this publication is to ensure that everyone has access to all the information they need about our school and the life and the opportunities that are shared by the pupils here. In addition to information about the Academic and Pastoral Structures of the school this Handbook is designed to provide you with access to clear information about all important procedures and policies including the School's Safeguarding Policy, as well as information about the structure of the school day and other regulations and rules that help us to keep everyone safe, challenged and happy while with us.

We hope you will find it useful. Please feel free to feed back any improvements you think could be made to the handbook, to help us help other parents in the future.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N. Boys', written in a cursive style.

Nicholas Boys
Headteacher

INTRODUCING THE MOUNT TRUST

There are two schools currently governed by one charitable Trust. The **Mount Trust**, as we know it today, was set up in 2006 to manage Barlborough Hall School and Mount St Mary's College as co-educational inclusive day and boarding schools in the Jesuit tradition, providing children and their families with access to a quality education from the ages of 2+ to 18 yrs.

The story of our schools dates back to 1620 when the Jesuits first became active in this part of the UK. In 1842 the Jesuit Provincial established Mount St Mary's College in Spinkhill. The Preparatory School at Barlborough Hall first opened in 1939.

We are Independent Schools affiliated to IAPS and HMC. Our mission is to provide families and children with access to a Jesuit education of the very highest standard. As Jesuit schools there are many ways in which our schools resemble other schools of quality. Our class sizes are small and our standards are high in terms of discipline and conduct. At Barlborough Hall we aim for the very highest standards in everything from Academics to Sport, Music and the Arts.

A genuine family atmosphere dominates in both schools. We provide a home away from home with genuine care and individual attention for day pupils in small class groups from the age of 2+years with the opportunity to Board for those from 11years+. What sets us apart from other schools of quality are the strengths we draw from the Ignatian tradition and the rich heritage of Jesuit education in the UK and worldwide. Barlborough Hall and Mount St Mary's are child-centred schools but we are also family-centred. We work in partnership with parents and families.

We pursue academic excellence and want all of our students to enjoy their learning. We have high expectations of our pupils but our first commitment is to their care. To use the Jesuit terminology we seek the *Magis* (excellence) in all things and deliver *Cura Personalis*, (personal attention and care) to each individual. We are inclusive and we welcome families of all faiths who share the vision and values that inspire our approach to education as set out in the mission statement below.

MISSION STATEMENT

At Barlborough Hall School and Mount St Mary's College a common spirit underpins teaching and learning, the broad curriculum and the entirety of school life. Our mission which is inspired by the Jesuit vision of the person and the Ignatian characteristics of education is to produce well rounded, well-educated and mature men and women of conscience, compassion and competence who will follow the example of Christ as "Men and Women for Others".

Therefore we commit ourselves in all areas of school life to realising the following.

1. *Cura Personalis*, The care of each individual.
In our schools we insist on respect for the dignity and potential of everyone because we all are God's creation. We are all persons of value whatever our different talents or role in the school may be. We value everyone. We are ambitious for everyone. We seek out their talents and we develop them.
2. *The Magis*; The pursuit of excellence.
This is a core concept in Jesuit education. We expect the best from everyone and we aim for the highest standards in all things. We set ambitious targets for our students and carefully monitor their academic performance. We seek excellence in Music, in Sport and in every hobby, pastime, project and co-curricular activity that our students engage in both inside and outside the classroom.
3. *Maturity*. The Growth of our students in freedom and responsibility.
From the time the students first join us even at age 3, we focus our attention on their growth and on their journey towards greater freedom and responsibility. In both our schools we challenge our students to grow through a broad academic curriculum with wide subject choices and a diverse programme of extra-curricular activities, numerous sports and hobbies.
4. *Holistic Education*. The development of the whole person.
We challenge our students to help them grow holistically. To develop the whole we devote time to the spiritual, intellectual, emotional, artistic, and physical dimensions of the person. We recognise that each one is unique in the eyes of God.
5. *Sharing Joy in community*. Jesuit schools are places that celebrate successes and achievement. Because we keep our class sizes small, we can reach out to each student individually. We want our students to love coming to school. Both the boarders and the day students are surrounded by a supportive community.
6. *The spirit of gratitude*.
We want to develop an appreciation for life and a gratitude for the many gifts and talents given to us. We meet regularly at assemblies and liturgies to give thanks and celebrate all that is good in our school life.

The Admissions Policies and Procedures for both schools are available on the school website. A hard copy is available on request from the school offices. Copies of other policies are available on our website or by request.

KEEPING CHILDREN SAFE AT SCHOOL

Safeguarding at Barlborough Hall

As a Jesuit school our first concern is for the safety and wellbeing of our pupils and everyone in our care. **A full copy of the school's Safeguarding Policy is available on the school website. A hard copy is available on request.** We recommend that all parents read this policy each year.

All those who come into contact with our pupils in their everyday work at this school, including those who do not have a specific role in relation to Safeguarding, have a duty to safeguard the welfare of the young people in our care and to promote the values which the tradition and ethos of the school holds dear. This means being attentive and supportive to children in need and safeguarding those who are at risk of harm.

Child abuse can happen within or outside the school environment and all staff are trained to raise their awareness of the signs in order to protect the pupils with whom they work. The school will have no hesitation and will fulfil its common law duty of care towards children in all instances of reported abuse. All allegations of abuse will be referred to outside agencies. We will work with outside agencies to support pupils, these include Derbyshire Safeguarding Children Board, Derbyshire County Council, Derbyshire CAYA and Derbyshire Police.

We review and update our safeguarding procedures and policies each year and currently use the most up-to-date statutory guidance; *Keeping Children Safe in Education 2015* and *Working Together to Safeguard Children, 2015* in our policy documents and practice.

Nicholas Boys, Head Teacher of Barlborough Hall School is the Designated Senior Leader for Safeguarding (SL) at Barlborough Hall School. When he is away from school the **Deputy SL** will take on the responsibility. This is currently **Mrs Maria Neal, the School's Assistant Chaplain**. In the absence of both these members of staff, **Jack Murphy**, Head of Higher Line at Mount St Mary's College will act as the **SL**. The named governor for safeguarding issues is **Mrs Marian Bolton**.

MOUNT 175

Mount 175 is the name we have given to our plan for on-going whole school improvement and growth. The plan contains a set of targets for improvement in various areas of school life across the two campuses which are already being achieved as we prepare to celebrate our 175th anniversary in 2017.

Key to the success of **Mount 175** so far has been our ability to work as a team across the two schools within the Trust. We are integrating and aligning our aims and objectives for both schools. Two very obvious examples of our successes so far are the development of a **Marketing, Admissions and Development** department across the Trust and the introduction of a **Cross Campus ICT** strategy for both schools. We have also recently created Cross Campus Management structures in Music, Sport and ICT.

Mount 175 is the formal response of the Executive and School Leaders to all of the information we have gathered about our school over a period of consultation and reflection during 2014-15. The sources of this information include the ISI Inspection report, self-evaluations, consultations with Trustees, Governors, Parents and students and reflections at Governors meetings and other meetings of staff and school leaders during 2014-15. Inspired by the upcoming 175th anniversary of the foundation of Mount St Mary's College.

Mount 175 is a strategically focused plan for whole school improvement and growth. It contains two year subject department plans and a set of targets in various areas of school life across the two campuses which will be achieved by the end of 2017. **Mount 175** brings together the plans in place at both schools and enhances them by focusing our energies on improvement and growth. **Mount 175** includes milestones and timeframes against which we can monitor and verify the rate of success of the implementation of the plan.

Under **Mount 175** we will work together to integrate the plans for Barlborough Hall and align them with all of our plans for Mount St Mary's. In 2015-16 **Mount 175** provides the framework for us to continue the work we started in 2014-15 to improve the internal structures of communication, student monitoring and tracking to improve the test scores and the general satisfaction and confidence of our current parent population.

For more details of the school's Strategic Action Plan for 2015-16-17 please take a look at the Mount 175 document now published in full on the school website. Parents are also directed to the SEF or School Self Evaluation and Planning Document which outlines the specific targets for this academic year.

OUR YEAR GROUP NAMES

Barlborough Hall School has some idiosyncratic names associated with our year groups. These names have their origin in the earliest days of Jesuit education in the sixteenth century when the Jesuit founder, Ignatius of Loyola, adopted a system of education common in the universities of Europe at the time.

These names may seem old fashioned to us today, but they do serve to remind us of the long-standing Jesuit tradition of education of which we are proud to be a part.

Upper School	Elements I	Year 6
	Elements II	Year 5
	Elements III	Year 4
	Preparatory	Year 3
Lower School	Pre-Prep I	Year 2
	Pre-Prep II	Year 1
Early Years Foundation Stage	Pre-Prep III	Reception
	Nursery	

DAILY ROUTINE

Day Time Session	
7.30am	Breakfast Club opens (Front Parlour Entrance)
8.10am – 8.30am	Pupils begin to arrive on premises – supervised play
8.30am	Nursery opens
8.30am	School begins
8.45am	Assembly
10.30am – 10.50am	Playtime - Pre-Prep & Nursery
11.10am – 11.40am	Playtime - Upper School
11.40am – 12.10pm	Foundation Stage Lunch
12.10pm – 12.40pm	Playtime – Foundation Stage
12.10pm – 12.40pm	Pre-Prep II & Pre-Prep I Lunch
12.40pm – 1.10pm	Playtime - Pre-Prep II & Pre-Prep I
12.40pm – 1.40pm	Upper School Lunch
12.40pm – 1.40pm	Playtime - Upper School
12.40pm	Start of afternoon school for Foundation Stage
1.10pm	Start of afternoon school for Pre-Prep
1.40pm	Start of afternoon school for Upper School.
1.40pm – 2.05pm	Afternoon break for Foundation Stage
2.10pm – 2.30pm	Afternoon break for Pre-Prep II & Pre-Prep I
3.30pm	End of school – Pre-Prep. (Children to be collected from Pre-Prep Playground between 3.30pm – 4.00pm)
4.00pm	End of school – Upper School. (Children collected from car park /refectory for tea.)
After School Session	
4.00pm - 4.15pm	Tea
4.15pm	Crèche \ Hobbies \ Studies
5.15pm	Children collect belongings and go to Front Parlour to be dismissed by duty teachers
6.00pm	Crèche finishes – children to be collected

PARKING & DROP OFFS

In the morning the car park is very busy between 8.20am and 8.30am. Please help by following these guidelines:

- Please do not drop children off before 8.10am unless you are using the Breakfast Club as there is no supervision until this time.
- Parents of younger children (Pre-Prep) may park and take their children down the side path to the black gate entrance but older children could be dropped off at the drop off zone and go in by themselves, avoiding the need to park (unless there is a real need for a parent to come into school). Parents must not park or leave their car in the Drop Off zone.
- Older siblings are allowed to walk younger ones into school.
- Keep parking to a minimum.
- Do not block the driveways, gateways or park in the middle of the car park area as this is an access route for emergency vehicles etc.
- Please do not use the main Front Door when dropping off or collecting children. All children must use the path at the side of the school, even if they are late for school. For any reason a parent needs to come into the main school building, they are to use the entrance via the main front door where they must sign-in using the Visitors Book located in the Front Parlour.
- For security reasons the main entrance is on a coded lock. There is a bell at the entrance which you will need to use to gain access to the school office.

In the evening there is less congestion as finishing times are staggered, but please park rear to curb in the car parking spaces. Parents using the Drop-off and Pick-up lane, must remain with their car at all times to allow for the steady flow of traffic. If parents are not able to remain with the car, they should use the designated parking bays.

NB Once the children are dismissed by teachers, for safety reasons children **MUST NOT** be allowed to wander or run around the school grounds after school but must stay with parents/guardians or people collecting them. The playing fields and Adventure Playground are for use during school time only.

HEALTH & SAFETY

The school has a comprehensive Health & Safety Policy. Please ensure yours and your own child's safety by walking around pathways and grounds carefully. Barlborough Hall School is a Grade I listed building and as such has many uneven surfaces; care must be taken.

HOMWORK

Homework is an integral part of the curriculum at Barlborough Hall School. It extends and consolidates classroom learning and allows pupils to develop independent research and study skills. The school looks for an active and ongoing partnership with parents in monitoring the quality and completion of homework.

In Pre-Prep, children are encouraged to read at home. Every child is given a reading diary in which all their books are recorded. We would appreciate it if parents could sign this when they hear their child read and add any appropriate comments about the book. From time to time teachers may ask children to undertake more specific tasks for homework e.g., tables, spelling, topic work, particularly as the children move through Pre-Prep.

In Upper School (Preparatory - Elements I) homework timetable is as follows:

- PREP – ELEMENTS III

Monday	Tuesday	Wednesday	Thursday	Friday
Set work 30 Mins – 1 hour Reading 15 Minutes	Reading/ Research Reading 15 minutes	Set work 30 Mins – 1 hour Reading 15 Minutes	Reading/ Research Reading 15 minutes	Set work 30 Mins – 1 hour Reading 15 minutes

- ELEMENTS I & II

Monday	Tuesday	Wednesday	Thursday	Friday
Set work 1 hour Reading 15 Minutes	Reading/ Research Reading 15 minutes	Set work 1 hour Reading 15 Minutes	Reading/ Research Reading 15 minutes	Set work 1 hour Reading 15 minutes

HOMework DIARIES

These are used from Preparatory upwards and are an important means of communication between home and school. Children note their homework daily and parents and teachers sign these weekly. Any notes between home and school can be written into the diary.

SCHOOL CALENDAR

The school calendar is posted out before the beginning of each term and copies are always available from the school office. Occasionally changes may occur, we will endeavour to inform parents of these changes as soon as possible. Parents are warmly invited to all concerts, plays and sports fixtures etc.

HOUSE SYSTEM

There are three houses, Campion (red), Loyola (green) and Xavier (gold). Each child from Pre-Prep III is automatically placed in a house when they enter the school. There is a member of staff in charge of each house and house meetings are held weekly. Children gain golds (+) or blanks (-) which are added up to give a weekly house total. At the end of each term the winning house is taken on a house treat (e.g., cinema, bowling). High scoring individuals are awarded within each house for their contributions. These Houses continue through to Mount St Mary's College as of September 2015 for continuity between the two schools.

Each house is engaged in a service programme. These links with the local community provide opportunities for the children to find God in all things, engage with the wider world, show love in deeds, build Christian communities, encourage excellence and care for the individual.

EMERGENCY PROCEDURE

During emergency situations (e.g. poor weather, school closure), communication is essential but can be difficult. Often school phone lines can be jammed or, in the case of a power cut, not working. For this reason, we have tried to clarify lines of communication and you will be contacted by either e mail or text via our Parent Mail communications system. Messages may also be on the school's website.

In the first instance, you should always check the school website.

Please try to avoid calling the school directly

CODE OF BEHAVIOUR/ DISCIPLINE

In a Jesuit school, academic and co-curricular pursuits take place in a strongly moral context. The attitudes and values of this context are those of Christ's command *'to love one another as I have loved you'* (John 13:34) where this love means putting others first (MMK 9:35), turning the other cheek (MK 5:39) and going the extra mile (MK 5:41).

Pupils are taught, encouraged and expected to develop and maintain a strong personal integrity that is truthful, generous, courteous, and considerate of the needs and feelings of others. They are expected to have a positive and purposeful attitude to their studies and school lives and to their relationships with staff and other pupils.

The schools system of discipline rewards good behaviour and commitment to studies, and provides for sanctions against poor behaviour. Pupils who fail to strive to meet our high standards will be called to account. At the same time, the school of course, recognises that pupils do sometimes err and tries to help them learn from their mistakes and so grow in maturity and self-discipline.

The school looks for the support of parents in its expectation that all pupils follow the school rules.

Barlborough Hall School has in place detailed Health and Safety, Safeguarding and Anti-Bullying policies that conform to statutory requirements and the guidelines of national codes of practice. By putting these policies into practice the school is committed to providing a safe and supportive environment for the well-being of all its pupils. These policies and procedures are reviewed regularly and are the subject of formal staff training.

The Anti-Bullying Policy is available upon request and can be found on the school's website.

Complaints

At Barlborough Hall School we regard parents as partners in the education of the pupils. We take every complaint seriously and encourage parents to make contact with the school swiftly if they are concerned or unhappy about something. Normally when following the procedure for expressing concerns a face to face meeting, a conversation on the phone or an email can help resolve the issues we have to deal with. The following guidelines are intended to assist parents who have a complaint about any aspect of the educational provision for their children at Barlborough Hall School including EYFS.

The school endeavours to deal with complaints in a sensitive manner and keeps written records which are confidential.

Please note that Barlborough Hall School's Safeguarding Lead is the Head Teacher.

- STAGE 1

Parents should refer a complaint to the relevant teacher or the Deputy Head Teacher in the first instance. Minor complaints may be dealt with in the first instance through a

meeting with the member of staff or by telephone. If a parent makes a written complaint, they are entitled to a written response. Parents who seek an appointment with any member of staff should contact the school office. We will endeavour to arrange an appointment promptly and at a mutually convenient time. Excluding School holidays, such an appointment should be available to parents within 5 to 7 working days. A record of any complaint at Stage 1 should be kept by the relevant teacher or Deputy Head Teacher.

- STAGE 2

If the complaint is more serious, (e.g. a complaint about a member of staff) or the parent does not feel that a less serious complaint has been handled satisfactorily; the matter should be raised with the Head Teacher. In this case, the parent is asked to write to the Headmaster outlining the complaint. The Headmaster will deal with the complaint promptly including a written response as appropriate. The Head Teacher's written response should be made within 5 working days. The Head Teacher is always willing to meet parents by appointment to deal with complaints. The Head Teacher's PA (01246 810 511) will be happy to make an appointment at a mutually convenient time. Parents are asked to give the Head Teacher's PA, in confidence, some indication of the nature of the complaint, so that she can prioritise appointments with the Head Teacher. Barring the absence of the Head Teacher, such appointments should be available to parents within 5 to 7 working days. A record of stage 2 complaints, resolved or otherwise, shall be kept.

- STAGE 3

If the parent is not satisfied with the Head Teacher's handling of a complaint, or if the complaint is about the Head Teacher himself, the parent is entitled to complain to the Chair of Governors, who will form a panel of no fewer than two governors and another qualified person independent of the management of the school to deal with the complaint. In this instance, parents must address the complaint in writing to the Chair of Governors at the school. The Chair of Governors will normally reply in writing to a complaint under this procedure and the complainant will be given the opportunity to make representations to the panel. A parent may bring another person with them to the panel meeting if they wish, in a supporting role. Legal representation is not normally appropriate. Complaints to the Governors under this procedure will be dealt with as quickly as possible, normally within 10 working days, but parents are asked to bear in mind that Governors are not in the school on a day to day basis and their other commitments can result in a delay in dealing with a complaint. If possible, the panel will resolve the parents' complaint immediately without the need for further investigation.

Where further investigation is required, the panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the panel will reach a decision and may make recommendations, which it shall complete as soon as is reasonably practicable and normally within 5 working days of the hearing. The panel's findings and recommendations will

- be sent by electronic mail and/or otherwise given to the complainant in writing and, where relevant, the person complained about

- be available for inspection on the school premises by the Chair of Governors and the Head Teacher

A record of stage 3 complaints shall be kept. This procedure is intended to provide prompt and fair redress for any complaints parents wish to make. Parents are assured that complaints will be dealt with in confidence as far as is possible, consistent with a thorough investigation of the complaint.

If any parent is unsure how the above procedures apply in a particular case please make contact with the Head Teacher who will be happy to advise.

Although the Independent Schools Inspectorate is responsible for inspecting both Barlborough Hall and Mount St Mary's, all parents should be aware that if they are dissatisfied with the outcome of a complaint, they are entitled to make a complaint directly to Ofsted. They can download the Ofsted leaflet: 'Complaints to Ofsted about Schools: Guidance for Parents' (reference 113018) from <http://www.ofsted.gov.uk/resources/complaints-ofsted-about-schools-guidance-for-parents>

RECOGNITION OF ACHIEVEMENT

The school takes every opportunity to promote a culture of achievement throughout the school and to recognise the achievements of individual pupils. Pupils are set high expectations in every area of school life and are given every encouragement to fulfil their potential, expand their horizons and develop a positive self-image.

The following are some of the ways in which we recognise achievement.

Pre-Prep

Jesuit Pupil Profile 'Apples' – School Assembly each week
Achievement assembly (weekly)/House Points
Achievement stickers/Awards (as appropriate)
Class Certificate – for excellent effort (to an individual in Parents' Assemblies)
Swimming certificates/awards (as appropriate)
Sports Day Awards

Upper School

Jesuit Pupil Profile 'Leaves' – School Assembly each week
House System
Swimming certificates/awards (as appropriate)
Class Certificate – for excellent effort (as above)
Sports Colours

Sports Colours

Sports Colours are awarded to children who have reached a high level of skill and made a significant team contribution in a specific sport that the school offers – rugby/hockey (yellow ribbon) – football/netball (white ribbon) – cricket/rounders (blue ribbon) and athletics/swimming (green ribbon).

Junior Colours

Junior Colours are generally earned by children in Elements III but in exceptional circumstances, Preparatory children also. Children would receive Junior Colours in Elements II and Elements I who have joined the school late or where a child has developed later than others.

A child in **Preparatory** would receive Colours for:

- exceptional ability
- commitment to training (Saturday school, weekly lessons and hobbies)
- attitude to others and officials
- a willingness to develop skills
- played for the school team

A child in **Elements III** would receive Colours for:

- excellent ability
- commitment to training (Saturday school, weekly lessons and hobbies)
- attitude to others and officials
- a willingness to develop skills
- played for the school team

A child in **Elements II or Elements I** would receive Colours for:-

- developing skills and positive attitude
- commitment to training (weekly lessons and/or Saturday school and hobbies)
- attitude to others and officials
- could have joined the school late
- possibly played for the school team

Half Colours

Half Colours are earned by children in Elements II or Elements I.

A child in **Elements II** would receive Colours for:-

- exceptional ability
- commitment to training (Saturday school, weekly lessons and hobbies)
- attitude to others and officials
- a willingness to develop skills
- played for the school team
- development in tactic/match skills

A child in **Elements I** would receive Colours for:-

- excellent ability
- commitment to training (Saturday school, weekly lessons and hobbies)
- attitude to others and officials
- a willingness to develop skills
- played for the school team on a regular basis

Full Colours

Full Colours are earned by children in Elements I.

A child in **Elements I** would receive Colours for:-

- **exceptional** ability
- commitment to training (Saturday school, weekly lessons and hobbies)
- gamesmanship/attitude to others and officials
- ownership and responsibility towards training and match days
- a willingness to develop skills further
- played for the school team on a regular basis
- outside commitment to another team
- respect the decisions made by a teacher

NB In all cases outlined above, children must provide a valid reason for non-attendance to training authorized by the games' teachers.

Children need to fulfil the majority of criteria stated above and the decision made by the teachers is final. Children do not automatically receive Colours from moving from year to year. Colours are a reward for excellence. Ability has to play the major part in receiving Colours as this is the ultimate assessment mechanism of a child being part of the school teams. Growth in ability is increased by a child's attendance at training, where they continue to grow in confidence and develop an appropriate attitude becoming of a mature sportsman or sportswoman.

Colours are worn as follows:

<i>Junior Colours</i>	worn on top pocket (usually awarded ELS III)
<i>Half Colours</i>	worn on lower pockets (usually awarded ELS I or II)
<i>Full Colours</i>	worn on sleeves (usually awarded ELS I or II)

Each year there is a formal Prize Giving Day held in the Summer Term in front of the whole school with parents and friends invited. A wide variety of awards are given recognising all aspects of school life.

Three class prizes are given within each age group. The first and second are based on performance, the third, the merit prize is awarded to an individual who may not have achieved a top place in examinations, but has worked to a consistently high level throughout the year and made significant progress.

The Jesuit Pupil Profile is an integral to the understanding that the children have about what it means to be 'Men and Women for Others':



UNIFORM

Barlborough Hall School uniform is designed to be distinctive but simple and we rely very much on parents support to ensure children are dressed smartly. The school shop is open each Wednesday from 2.00pm – 5.00pm and on Thursday mornings from 8.00am – 12.00pm. It is also open at certain times in the holidays. Most items can be obtained at the shop or on line, details available from the school office.

It is important that all garments, including underwear are clearly named.

For all school engagements, school uniform should be worn unless special permission has been given by the Head Teacher. All children should travel to and from school in school uniform. Children should arrive each morning wearing a blazer. In cold weather a school coat can be worn. Girls should wear sensible, flat, black shoes.

Hair gel, colourants etc. must not be worn by either boys or girls. Girls should ensure that long hair is tied back with appropriate navy or royal blue accessories. Boys hair should be kept neat, tidy and short in length i.e.; short back and sides (above collar, eyebrows and ears).

Jewellery should be kept to a minimum. Earrings, if worn, must be plain, gold studs or small sleepers/studs. The only other jewellery allowed is a watch, cross and chain and a signet ring. For Health & Safety reasons, all jewellery must be removed by the child for games and PE lessons – staff are not allowed to remove jewellery from pupils.

Mobile phones must not be used in school. Any urgent phone calls should go through the school office and I would strongly urge parents to keep children's mobiles at home.

Nursery Department			
Item	Shop	Boys	Girls
<i>Uniform/PE Kit</i>			
School jacket, navy with school badge	√*	√	√
School back pack	√*	√	√
White school polo shirt	√*	√	√
Shorts, navy	√	√	√
Tracksuit with hooded top	√*	√	√
Socks, plain white ankle	√	√	√
Swimming costume, navy	√*		√
Swimming shorts, navy	√*	√	
Towelling robe for swimming (preferably blue)		√	√
White trainers for outdoors – VELCRO		√	√
Swimming hat (sky blue)	√	√	√
Wellingtons		√	√
Summer hat – sky blue	√	√	√
School book bag	√*	√	√
School woollen hat	√*	√	√

* with school logo and only available from the School Shop

All hair accessories MUST be in plain Navy while scarves, hats and gloves and are available from the School Shop.

ALL items worn or used in school should be clearly labelled with your child's name.

Pre-Preparatory Department			
Item	Shop	Boys	Girls
<i>Uniform</i>			
School blazer, navy with school badge	√*	√	√
V necked jersey, navy with school name	√*	√	
V necked jersey or cardigan, navy with school name	√*		√
School tie (elasticated)	√*	√	√
Pinafore dress in school tartan	√*		√
Trousers, dark grey (Autumn & Spring Terms)	√	√	√
Shirt, blue, long sleeved	√	√	
Blouse, light blue, long sleeved	√		√
Socks, Grey	√	√	
Tights or socks, navy blue	√		√
Shoes, black (flat heeled)		√	√
Navy school jacket	√*	√	√
School back pack	√*	√	√
School book bag	√*	√	√
Sun hat	√	√	√
Winter woollen hat	√	√	√
<i>Games Kit</i>			
School Colour House polo shirt	√*	√	√
Games skort, navy	√*		√
Shorts, white	√*	√	
Tracksuit	√*	√	√
Socks, plain white ankle	√	√	√
Swimming costume, navy	√*		√
Swimming shorts, navy	√*	√	
Towel	√	√	√
Swimming hat (sky blue)	√*	√	√

A.M.D.G.

Swimming bag	✓*	✓	✓
White trainers for outdoors		✓	✓
<i>Summer Term Only</i>			
Pinafore dress in school tartan & short sleeved blue blouse	✓*		✓
Dark grey shorts & short sleeved blue shirt		✓	
Long socks, grey with school coloured stripes	✓*	✓	
V necked cardigan, navy	✓*		✓
Black or navy sandals/shoes			✓
Navy knee length socks			✓
Summer cap (blue)	✓	✓	✓

* with school logo and only available from the School Shop

All hair accessories MUST be in plain Navy while scarves, hats and gloves and are available from the School Shop.

ALL items worn or used in school should be clearly labelled with your child's name.

UPPER SCHOOL			
Item	Shop	Boys	Girls
<i>Uniform</i>			
School blazer, navy with school badge	✓*	✓	✓
V necked jersey, navy with school name	✓*	✓	
V necked jersey, navy with school name, or cardigan	✓*		✓
School tie	✓*	✓	✓
Skirt in school tartan	✓*		✓
Trousers, dark grey	✓	✓	✓
Shirt, blue, long/short sleeved	✓	✓	
Blouse, light blue, long sleeved	✓		✓
Socks, grey	✓	✓	
Tights or socks, navy blue	✓		✓
Shoes, black (flat heeled)		✓	✓
School jacket, navy with school badge	✓*	✓	✓
Winter woollen hat	✓*	✓	✓
<i>Games Kit</i>			
School Colour House Polo Shirt	✓*	✓	✓
Games skort, navy	✓*		✓
Shorts	✓*	✓	
Tracksuit	✓*	✓	✓
Rugby shirt	✓*	✓	
Socks, plain white ankle	✓	✓	✓
Swimming costume, navy	✓*		✓
Swimming shorts, navy	✓*	✓	
Towel	✓	✓	✓
Swimming hat	✓*	✓	✓
Swimming bag	✓*	✓	✓

A.M.D.G.

White trainers		✓	✓
Sports holdall	✓*	✓	✓
School bootbag	✓*	✓	✓
School back pack	✓*	✓	✓
Sports socks, navy	✓	✓	✓
Hockey or football boots			✓
Rugby or football boots		✓	
Towel and soap for showering		✓	✓
Summer cap, navy	✓*	✓	✓
Summer Term only option, dark grey shorts & short sleeved blue shirt, long grey socks with school coloured stripes	✓*	✓	
Item	Shop	Boys	Girls
<i>Summer Term Only</i>			
Same as winter, but with blue short sleeved blouse (girls), blue short sleeved shirt (boys) and navy ankle socks (girls), grey ankle socks (boys)	✓*	✓	✓
Navy cardigan, V necked or school jumper	✓*	✓	✓
<i>Summer Term Only – Games Kit</i>			
V neck cricket sweater	✓*	✓	
White cricket trousers	✓*	✓	
White cricket shirt	✓*	✓	

* with school logo and only available from the School Shop

All hair accessories MUST be in plain Navy while scarves, hats and gloves and are available from the School Shop.

ALL items worn or used in school should be clearly labelled with your child's name.

ATTENDANCE

At Barlborough Hall School, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your child, and we look to you to support this objective. All pupils are required to be in school by 8.30am. The school day ends at 3.30pm for Pre-Prep and 4.00pm for Upper School, although many pupils remain later to take part in extra-curricular activities under the supervision of a member of staff when they require picking up at 5.15pm. Children not picked up by 5.30pm will be taken down to join crèche facilities and parents will need to pick their children up from the crèche room located next to the Nursery.

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for a school trip or visit, or a sporting fixture, the dates of which will have been notified to you in advance.

Requests for absence must be made in writing and reach the school at least two weeks in advance (except in an emergency, when parents are asked to telephone the school before 8.45am). Requests for exceptional absence (i.e. absence for days other than Religious Festivals, medical or dental appointments) should be sent the Head Teacher at least three weeks in advance.

If your child is ill, please e-mail or telephone the school before 9.00am on the first day of absence. We will always telephone the home on the first day of an unexplained absence in order to make sure that your child is safe at home with you.

We always send parents the term dates over a year in advance in order that you can arrange your holidays without disrupting your child's education. Please note that it is the Governors' policy usually not to allow holiday to be taken during term.

BOOKS/ STATIONERY

All text books and stationery are provided free by the school, but payment for loss or damage is expected, including un-returned library books.

SPECIAL EDUCATIONAL NEEDS

Learning Support is provided if a child requires specific help and encouragement outside normal curricular provision. By regular monitoring, the school seeks to identify difficulties at an early stage through diagnostic assessment. Where children have been identified in need of further support, the school then sets in place Individual Educational Programmes (I.E.P.) which aim to provide the necessary support each child requires, delivered in partnership between the classroom teacher, Teaching Assistants and the Special Educational Needs Coordinator.

In the case of a child being diagnosed as dyslexic, specialist help is available at school through the Dyslexia Institute, payment being made directly to the institute for this service.

The school has in place more detailed policies on Learning Support, EAL, Gifted and Talented pupils and disability which are available on request.

EXAMINATIONS & ASSESSMENT

Throughout the Early Years Foundation Stage, assessments will be carried out to fulfil the requirements of the Foundation Stage Profile, starting on entry to Nursery and finishing on exit from Pre-Prep III. An individual grid will be completed for children moving to a different setting.

Nursery	Outline Portfolios Profile Grid
Pre-Prep III	Profile Grid Baseline Assessment Outline Portfolios
Pre-Prep II	Reading Now Tracking Grid Online Literacy Assessments Academic Portfolios
Pre-Prep I	Summer Term Assessments - SATS Tracking Grid Online Literacy Assessments Academic Portfolios
Preparatory	Autumn Term Assessments Summer Term Assessments Tracking Grid Online Literacy Assessments Academic Portfolios
Elements III	Autumn Term Assessments Summer Term Assessments Tracking Grid Online Literacy Assessments Academic Portfolios
Elements II	Autumn Term Assessments Summer Term Assessments Tracking Grid Online Literacy Assessments Academic Portfolios
Elements I	Autumn Term Assessments MSM/Scholarship exams Summer term Assessments – SATs Tracking Grid Online Literacy Assessments Academic Portfolios

An extensive tracking system is used which enables the school to follow an individual's progress throughout their time at the school. At Barlborough Hall, we recognise the importance of a broad balanced curriculum in developing the whole child and are careful to ensure that examinations, although very useful in setting targets and monitoring progress, do not become the driving force behind the curriculum.

REPORTS

Reports will give a clear account of each child's performance in relation to each National Curriculum Subject under National Curriculum headings.

The reports will be received by parents twice yearly during the Autumn and Summer terms. A copy will be kept for school records. Parents will be able to comment on the report if they wish to.

Teachers will give verbal reports at Parent Evenings twice yearly in the Autumn and Summer Terms. In the Spring Term (mid-year review), teachers will give verbal reports to parents of children that they request to see, or to parents who simply wish to speak to the teacher and see how their child is progressing.

At the end of each Key Stage, reports will be given to parents indicating levels of attainment in the end of year tests (SATs).

The report should:

- Give as full a picture as possible of the child's achievements
- Reflect the recording and assessment of the child's progress which has been made throughout the year
- Be in a language that is straightforward and easily understood
- Be as objective as possible using evidence collected throughout the year
- Be positive throughout
- Give an indication of the next stage of learning
- Include achievements in extra - curricular activities

ACADEMIC PORTFOLIOS

Academic Portfolios at Barlborough Hall School are an important collection of student work spanning the year, demonstrating effort, progress, achievement and development of growth towards mastering identified outcomes. They serve to enhance both the child's learning and communication between child, teacher and parent.

Work catalogued within portfolios illustrate not only what they are learning and how, but also the capability of each student. For this reason, portfolios will include not just best work and assessments, but will also demonstrate the depth and breadth of learning as shown through real work in progress samples.

Portfolios encourage students to become more focused on their own learning journey as they are measured against specific outcomes. Having been made aware of their progress through feedback, students are then further supported with bespoke learning targets determined by their teacher.

Most importantly, students should be made to feel proud of their achievements at Barlborough Hall, and the Academic Portfolio provides another means to celebrate and encourage the giftedness of each child.

For a child their portfolio says...

- This is my work of which I am proud.
- This is how I approached it.
- This is what I know.
- This is how I/the teacher evaluated it.
- This is what I have learned/how I have changed.
- This is what I should work on next.

MUSIC

A Music Specialist teaches music throughout the school. Children have the opportunity to have private lessons on a wide range of instruments. This is available generally for children from Pre-Prep I upwards, however, where the music teacher feels a child shows particular ability at an earlier age, they will be encouraged to take lessons.

There is a School Orchestra and Choir and many musical events during the year for the children to participate in. The Music Specialist will be pleased to give information and guidance about instrumental music lessons. Peripatetic lessons are paid for in addition to school fees.

INSTRUMENT LESSONS

Lessons are available in the following:

Piano*	Trumpet	Clarinet
Guitar	Trombone	Flute
Violin	Euphonium	Saxophone
Violoncello	Tenor Horn	
Cornet	Drum Kit	

* These instruments are not available on rental at Barlborough Hall.

PE & GAMES

Physical Education and Games Lessons are regarded as a valuable and integral part of Jesuit Education at the school. In addition to contributing to a child's fitness and health, sports help pupils learn to accept both success and failure graciously. They also become aware of the need to co-operate with others using the best qualities of each individual to contribute to the greater advantage of the whole group.

Provision is made for pupils of all ages and abilities to engage in sport, whether in the weekly games sessions, in House Competitions, playing in a school team against other schools or just for enjoyment and there is a firm expectation that they will do so. There is compulsory after-school training for pupils selected for school teams. Pupils are requested to take part in school and house fixtures when selected to do so. The teacher in charge, who will take into account all aspects of a child's ability, will do this objectively. A child not initially selected has every opportunity to become part of a team at any time during the school year. Please encourage your child to attend practices.

Children are expected to wear correct games/swimming kit at all times (See Uniform lists).

OUT OF SCHOOL CLUB

Out of School Club is available before and after school and is charged at an hourly rate. This will be added to your school bill. The club is run by our own staff and your child is most welcome to attend at any time.

Breakfast Club 7.30am – 8.30 am. All ages (In Refectory).

After School Club Until 6pm Crèche room/Pre-Prep Playground

HOBBIES & STUDIES

Hobbies are available five nights a week and vary termly. Your child may initially choose two hobbies and then join others if places are available. The hobby lists for each term can be found on the notice board outside the Refectory. Your child will be asked to sign up at the beginning of each term. Once a place is confirmed, regular attendance is expected. Children will not normally be able to change hobbies mid-term.

Hobbies do not take place during the first and last weeks of each term.

Studies are available each evening when your child is able to complete homework under the supervision of a member of staff. Children who stay until 5.15 pm (i.e., minibus children, or children whose parents have made arrangements) will be able to access either studies or hobbies each evening.

SATURDAY SCHOOL

Saturday school is held for Preparatory children upwards at Barlborough Hall School from 9.00am for a 9.15am start, finishing at 11.45am each Saturday during term time. This is an optional activity which we encourage children to attend, particularly those who are, or wish to be, in the school sports teams.

A variety of activities will take place, not only sport, alternating termly so that during the year a varied programme will be offered. For practical reasons children should come to school in their Games/Sports Uniform. They are encouraged bring their own drink and one small snack.

Children will be informed of the activities available at the beginning of each term. As with hobbies, once a place is confirmed, we encourage regular attendance. However, if on occasions your child cannot attend due to other commitments, please inform us by telephone or in writing.

SCHOOL BUSES

A fleet of minibuses and experienced drivers provide a comprehensive minibus service which covers a wide catchment area, including Sheffield North and South, Chesterfield, Worksop, Doncaster, Rotherham, Retford. For more information, please ring the Transport Office at Mount St Mary's College 01246 437126

Bus Code

This bus code applies to all pupils travelling on any minibus to and from school. The aim is to ensure journeys are both safe and pleasant and that the good reputation of Barlborough Hall School and Mount St Mary's College in the local community is maintained by high standards of behaviour on school journeys.

Getting on and off the bus

Please queue and board the bus in an orderly manner.

Ensure that you have all belongings with you.

Please do not push other pupils in the queue as this can be very dangerous.

Waiting for the bus at school

Remember that whilst you are waiting for the bus, there are other cars moving around the car park, wait in the pedestrian zone or, in bad weather and dark nights, in the Front Parlour until the staff on duty take you to the bus.

- Do not run to the bus and push others.
- Board your minibus only in the minibus parking space.
- If the minibus is late, please wait patiently in the correct place.
- If you miss your minibus, please notify a member of staff who will make alternative arrangements for your journey home.

On board the minibus

All passengers **MUST** wear the fitted seat belts.

Please show consideration towards the driver who is in charge of the vehicle and therefore responsible for the safety of all those on board.

Please remain in your seat until it is time for you to get off.

Show consideration towards the driver and other passengers by avoiding anything that might cause annoyance (e.g. shouting at someone at the other end of the bus or using bad language).

Unacceptable behaviour

The following are expressly forbidden:

- Shouting
- Throwing things
- Putting your feet on the seats
- Annoying other passengers or the driver

The bus drivers report regularly to the school on the running of the buses and if there are pupils who behave badly, they will also be reported. If any pupil's behaviour falls below the standards set, they can ultimately be excluded from the bus.

The minibus service is there for the benefits of parents and the pupils who use it. Difficult traffic and/or weather conditions can create problems of lateness which we shall make every endeavour to minimise, however, it is the passenger's responsibility to be at pick up places in plenty of time so that the bus can maintain its schedule. It is up to everyone to ensure that their behaviour on and off the minibuses contributes to the success of the service.

HEALTH & WELL-BEING

At Barlborough Hall School there is always a trained First Aider on duty during school hours. If a student requires medication during the day parents must bring the medication, fully pharmacy labelled in English, to the First Aid lead. The medication will be stored appropriately and the parents will sign a permission slip allowing staff to administer the medication. The medication will be administered appropriately and recorded in the First Aid log. Parents will be informed of this at the end of the day. If a pupil refuses the medication this will also be recorded and parents informed. The staff at school have no authority to force a child to take medication. Any medication that cannot be identified will be removed and sent to the pharmacy to be destroyed.

It is also school policy and the policy of the local Public Health Department that children suffering from sickness/diarrhoea should be remain off school for a period of 48 hours after the symptoms have ceased.

The Local Health Authority arranges a variety of medical examinations during the year (e.g., hearing/sight tests, meningitis).

It is our aim to give the children all the care and attention they may need. If a child says they feel poorly, we will use our professional judgement to decide whether or not parents should be contacted. Please ensure that all contact details are kept up to date.

LUNCH

All children are provided with a school lunch. This is prepared on the premises and is planned to ensure a balanced and varied choice. A hot main course is provided with a cold salad buffet to supplement the main meal.

There is often an alternative hot course and provision is made for children with special dietary requirements. Fresh fruit and bread is always available.

HEALTHY EATING

The children are provided with a mid-morning snack and with a light tea if staying late. They may bring a water bottle to school for use during the course of the day. Children should not bring sweets, snacks or drinks to school, but may bring fruit.

SEX EDUCATION

This sensitive area is dealt with in school through PSHE, RE and Science, specifically in Elements I & Elements II. The materials are from the 'Journey in Love' scheme. It deals with sex education in the context of Christian values and relationships. Any parent who wishes to find out more is welcome to contact the school.

REPORTS & PARENTS' EVENINGS

Parental Consultation Evenings are held three times each year, including the mid-year progress meetings held in the middle of the Spring Term. Before the consultation, a letter of invitation will be sent out to parents stating a date and optional times. A fifteen minute block is allocated for each consultation.

The Autumn meeting allows teachers to explain the Year Group organisation and goals for the year. It also provides an opportunity for parents to inform teachers of any relevant factors affecting their child, and for parents and teachers to give mutual feedback relating to the initial new school year settling in period. End of school year progress reports written about each pupil in accordance with statutory requirements, are sent out to parents before the Summer Consultation Evening and form the basis of this meeting.

Informal meetings during the year are often beneficial to the child and member of staff alike. Please feel free to contact the school if you wish to arrange to meet a member of staff to discuss any queries you may have.

Parent Helpers

We keep a register of parents who are willing to help out in school from time to time. Any new parent who would like further information about this, should contact the school office.

Barlborough Hall Parents' Association (BHPA)

There is a thriving Parents' Association which provides a social focus for the school. Meetings are held regularly and all parents are welcome. The association arranges major money raising events each year and welcomes all assistance in preparing for these.

Contacts: In the first instance please contact the school office for an up to date list of committee members and contact numbers.

School Publications

The school produces a weekly sports newsletter called 'On the Ball' for children from Preparatory to Elements I. The newsletter acts as permission from you for your child to take part in matches in and out of school. This will avoid letters and reply slips being completed on a weekly basis.

The Early Years Foundation Stage (Nursery and Pre-Prep III) also produce a weekly newsletter called 'The Early Bird'. The weekly topic theme and any numeracy and phonics covered during the week and the week ahead are reported to parents who are encouraged to support their child's learning at home.

The school magazine 'The Mountaineer' is published annually and issued to every family.

BARLBOROUGH HALL SCHOOL DIRECTORY 2015/16

Teaching Staff			Area of Responsibility
Mr N Boys	Head Teacher headteacher@barlboroughhallschool.com	B.A. Dip Ed	
Mrs K Keeton	Deputy Head Teacher kkeeton@barlboroughhallschool.com Elements I Form Teacher	B.Mus (Hons) PGCE Primary Ed	Humanities SATs (KS2)
Mrs M Neal	Assistant Director of Chaplaincy mneal@barlboroughhallschool.com Elements III Form Teacher	B.A (Hons) PGCE Primary Ed	Chaplaincy RE
Mrs C Chadbourne	Prefect of Studies chadbourne@barlboroughhallschool.com Key Stage 1 Co-ordinator Pre Prep I Form Teacher	B.Ed (Hons) MA – Action Research (Assessment & Target Setting)	SATs (KS1) Assessment
Mrs S Dayson	Head of Early Years sdayson@barlboroughhallschool.com Pre-Prep III Form Teacher	B.A (Hons) Geography PGCE Primary Ed	Head of EYFS
Mrs F Wilson	Key Stage II Co-ordinator fwilson@barlboroughhallschool.com Preparatory Form Teacher	B.A (Hons) Primary Ed	English
Miss C Scott	Elements I Form Teacher cscott@barlboroughhallschool.com	B.Sc (Hons) PGCE Primary Ed	Girls Games
Mr L Betts	Elements II Form Teacher lbetts@barlboroughhallschool.com	B.SC (Hons) PGCE (Sec Ed) B.A (Hons) Psychology Diploma Primary Ed	Maths
Mrs H McLoughlin	Elements II Form Teacher hmcloughlin@barlboroughhallschool.com	B.A (Hons) Primary Education	Computing Library First Aid
Mrs C Sides	Elements III Form Teacher csides@barlboroughhallschool.com	B.A (Hons) Geography PGCE	Gifted & Talented
Mr R Stevenson	Preparatory Form Teacher rstevenson@barlboroughhallschool.com	B.A (Hons) Primary Ed	Games

Teaching Staff (continued)			Area of Responsibility
Mrs A Westmoreland	Pre-Prep II Form Teacher awestmoreland@barlboroughhallschool.com	B.Ed (Hons)	Art
Miss T Jennings	Pre-Prep III Form Teacher tjennings@barlboroughhallschool.com	B.A (Hons) Education & English Studies PGCE Primary Ed	English
Mrs L Terry	SENCO lterry@barlboroughhallschool.com	B.A (Hons) Music PGCE Early Years	Learning Support
Mrs Y Salomé-Keetley	French Specialist ysalome-keetley@barlboroughhallschool.com	B.Ed (Hons)	French
Miss L A Carroll	Science Specialist lcarroll@barlboroughhallschool.com	B.A (Hons) History & Sociology PGCE Primary Ed (Science Specialism)	Science
Mrs E Savage	Music Specialist esavage@barlboroughhallschool.com	B.Ed (Hons)	Music/Orchestra/Choir
Mr J Sinclair	Swimming Specialist	Swimming Teacher Cert.	Swimming

Nursery Teachers			Area of Responsibility
Mrs R Cockell	Nursery Manager rcockell@barlboroughhallschool.com	NNEB	Early Years Crèche
Mrs S Hirst	Nursery Nurse shirst@barlboroughhallschool.com	NNEB	Early Years Crèche
Mrs N Hunt	Nursery Nurse nhunt@barlboroughhallschool.com	CACHE Level 3 Diploma City & Guilds Level 3 Diploma Specialist Support for Teaching & Learning	Early Years Crèche
Miss J Ransford	Nursery Nurse jransford@barlboroughhallschool.com	B.A (Hons) Early Years	Early Years Teacher

SUPPORT ASSISTANTS

Mrs L Betts	Classroom Support	
Mrs U Kowalski	Classroom Support	
Mrs L Piercy	Classroom Support	BTEC National Diploma Early Years Foundation Degree Early Years

ADMINISTRATIVE STAFF

Mrs J Wright	Head Teacher's PA/ Secretary
--------------	------------------------------

PERIPATETIC STAFF

Mrs L Barnes	Guitar
Mr M Lee	Drums
Mr J Mugridge	Singing
Mr T Page	French Horn
Mrs J Pell	Piano
Mrs K Prestwood	Singing
Miss L Revis	Cello
Mr D Ross	Violin
Ms N Warrington	Flute
Mrs S Webb	Violin

CATERING STAFF

Mrs M Bramhall	Manager
Mrs T Barber	Staff
Mrs D Greaves	Staff
Mrs C Passey	Staff

GROUNDSMAN/ MAINTENANCE

Mr P Gibbons	Maintenance
--------------	-------------

CLEANING STAFF

Mrs C Finch	Ms E Woodall
Mrs S Plant	Mrs L Whiting

MIDDAY SUPERVISORS

Miss S Bagshaw	Mrs S Webster
----------------	---------------

USEFUL SCHOOL CONTACT DETAILS

Barlborough Hall School Office	01246 810511
E Mail Address	headteacher@barlboroughhallschool.com
Transport Office	01246 437126
Mount St Mary's College Office	01246 433388
Mount St Mary's College Bursar	01246 439301

Correspondence on school business should be addressed to:
The Headteacher,
Barlborough Hall School,
Barlborough,
Chesterfield
S43 4TJ

All correspondence relating to fees and accounts should be addressed to:
The Bursar
Mount St Mary's College,
Spinkhill
Derbyshire
S21 3YL

All correspondence to the Chair of Governors should be sent c/o Barlborough Hall School

GOVERNING BODY

MEMBERSHIP OF THE GOVERNING BODY as of October 2015

President Fr Michael Holman SJ

Chair of Governors Fr Adrian Porter SJ

Vice Chair of Governors Mr Roger Gilbert

GOVERNORS

Chair of Education Committee & Safeguarding Governor Mrs Marian Bolton

Chair of Finance Committee Mr Joe McNally

Fr John Twist SJ

Fr Michael Beattie SJ

Mr Julian Ridley

Mr Mike O'Hara

Dr Lynda Merrick

Headmaster Mount St Mary's College Dr Nicholas Cuddihy

Head Teacher Barlborough Hall School Mr Nicholas Boys

Clerk to Governors Nicola Self

nself@msmcollege.com