



BRENTWOOD URSULINE CONVENT HIGH SCHOOL
QUEEN'S ROAD, BRENTWOOD, ESSEX CM14 4EX
TEL: 01277 227156
EMAIL: ADMIN@BUCHS.CO.UK
HEADTEACHER: DR R J WILKIN

Dear Parents,

I am delighted that you have taken a copy of our prospectus. I hope that you find it informative, providing the information you need in helping you make the decision about your daughter's continuing education.

We aim to provide an introduction to the values and learning of Brentwood Ursuline, how we care for our students and an understanding of how we work as a community to achieve this. Please also refer to our website, which contains plenty of information about our school. (www.brentwoodursuline.co.uk)

If you have anything that you would like to discuss with me personally, please do not hesitate to telephone the school.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dr R J Wilkin', with a long horizontal stroke extending to the right.

Dr R J Wilkin

Headteacher

Chair of Governors: Mr Trevor Kemp
Headteacher: Dr Richard J Wilkin
Deputy Headteachers: Mrs Angela Corless
Ms Karen Wenborne

Status and character of the school

Founded in 1900 by the Ursuline Sisters, the school is a Voluntary Aided Catholic academy for girls aged 11-18 and boys aged 16-18.

Number of students on roll in September 2021: 1040

Indicated admission for September 2022: 175

Number of students in Sixth Form in September 2021: 176

SHORT HISTORY OF THE SCHOOL

The school stands on a pleasant wooded site in the centre of Brentwood, minutes from the station, High Street and Cathedral. The gardens include a natural lake and orchard as well as tennis courts and a hockey pitch.

In 1900 Mother Clare and Sisters from the Ursuline Order at Forest Gate founded a school for 15 girls in a house in Queen's Road. Over the years the number of students and buildings increased.

St John's Block was built in 1924. St Ursula's Block dates from 1932. Major building work from 1935 onwards gave us Trinity, a four-storey block of classrooms. The Hall was completed in 1939 and its cellars became the local air-raid shelter. The school survived a major incendiary bomb attack in 1940 and saw an ambitious building plan in 1963 when St Angela's was built across the stream and valley to the south, providing the school with a handsome galleried library, eight science laboratories, nine classrooms, offices, gymnasium and staff room.

Today the governors place equal importance on improvement of the buildings and grounds so that students can use excellent specialist facilities in their learning.

The school became Direct Grant in 1920, Voluntary Aided in 1979, Grant Maintained in 1994, an Arts College in 1999 and in October 2012 an Academy. As part of the international order of Ursulines, the school has links with schools in France, Spain, Germany, Belgium and the USA.

SCHOOL SELF REVIEW

Governors and staff are committed to reviewing the work and development of the school on a regular basis considering the achievement of students and the progress of the school against the targets that have been set within the School Development Plan. We ask parents, students and all those we work with to be part of this work. Annually, this data is used to renew the School Development Plan.

SECURITY

The school has a policy to ensure that the environment for the students is as safe as possible. To this end all visitors coming into the school are asked to sign in on a Vericool system and are issued with a pass showing the school crest stating who the visitor is. This is an important procedure as it is used if the building needs to be evacuated for any reason. The visitors' entrance is covered by entry phone and closed circuit television. Electronic security gates have been fitted to both car parks.

ADMISSION AT AGE 11

Details of our Admissions Policy for entry to the school in September 2022 are on the school website:

<http://www.brentwoodursuline.co.uk/about-us/admissions>

Application Procedures and Timetable

The deadline for applying for a Music Place/Scholarship for September 2022 entry has now passed.

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form (excluding admission to year 12) available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) enclosed and available on our website if you wish to apply under our oversubscription criteria. The Supplementary Information Form should be returned to Miss Lester, Admissions Officer, by the closing date – see below.

You will be advised of the outcome of your application on 1st March 2022 (or the next working day) by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons and you will have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31st October 2021.

Further information on the Common Application form can be obtained via the website www.essex.gov.uk/admissions or your home local authority website.

Appeals Information can be obtained via the website www.essex.gov.uk/admissions.

THE CURRICULUM AT KEY STAGE 3

CORE CURRICULUM

Brentwood Ursuline offers a broad, balanced and distinctive curriculum at Key Stage 3. All students starting in Year 7 will study RE, English, Maths, Science, Modern Foreign Languages, Geography, History, Art, (consisting of Fine Art and Textiles), PE, Music, Dance and Drama. As students progress they will be able to opt for specified language choices. Creative and performing arts activities are an important part of our curriculum

PSHE

Personal, Social and Health Education is taught through a combination of timetabled lessons and Curriculum Extension Days. The PSHE programme covers a wide range of topics, including healthy living, careers guidance, citizenship, learning skills and enterprise.

SPORT

Brentwood Ursuline believes in the importance of promoting health-related fitness and competence across a range of different sports. All students are encouraged to enjoy sport and to develop an interest that will last throughout their lives. Students at Key Stage 3 can expect to play hockey, netball, rounders, basketball, soccer, as well as develop their strengths in athletics, trampolining, cross-country running and tennis. There are numerous opportunities for competition at inter-school, district and county levels.

ASSESSMENT AND SETTING

The Year groups are divided into 6 forms of equally balanced ability each associated with a House. Most subjects are taught in mixed ability classes but there is setting across half year blocks in Mathematics and Science. There is limited setting in English from Year 9. Technology is taught in smaller groups to meet the demands of health and safety. Students are assessed within the individual subject areas and usually have formal assessments several times a year.

SPIRITUALITY, CAREERS GUIDANCE, CITIZENSHIP AND SEX EDUCATION

THE SPIRITUAL LIFE OF THE SCHOOL

Our aim is to live our Mission Statement and let it permeate all aspects of school life. As a Catholic school, founded by Sisters of the Ursuline Order over 100 years ago, we have a rich heritage on which to draw. The most important emphasis is on developing the school as a community based on Gospel values and the person of Jesus Christ. All our students are introduced to the life and work of St Angela Merici, the founder of the Ursuline Order, and they study the values and spirituality that give us our essentially Ursuline ethos.

Every day begins with prayer, either at a year assembly, a house assembly or the student's form group. The chapel, built by the sisters when they lived in the school, remains at the heart of the school and is in daily use for prayer, Masses, assemblies and other liturgical celebrations.

Students are given opportunities to explore their faith more deeply in informal settings. There is a retreat programme which runs across the whole school. Year 13 students are trained to help to lead the retreat days for the Years 8 and 9 as this provides them with an opportunity to witness to their faith and be good role models for the younger students. We have an active liturgical culture in which all students are invited to participate.

We are an inclusive Eucharistic community and Mass is celebrated in school regularly. As a community we celebrate together the major feasts of the Church and the Ursuline Order. Students are given the opportunity to express their belief and understanding through music, drama, dance, display work and sport.

POLICY FOR THE PROVISION OF CAREERS GUIDANCE

At BUCHS we put high regard and emphasis on the importance of offering all our students impartial careers advice and guidance (CE/IAG) that will help improve their future life chances. The term Careers does not just refer to jobs and professional careers. It also refers to the school career and therefore CE/IAG is about helping students reach informed decisions about pathways at 13, 16 and 19. It is also about developing skills and interests outside of the classroom which will help along the road to having a successful career. At BUCHS, students will be able to access careers support and guidance that is unbiased and professional from our independent Career Advisor. All students can drop in to the Library to receive impartial advice about their choices and options in education, apprenticeships or/and employment.

Year 7

Students are introduced to the history of children in work, the minimum wage and workers' rights. They will have the opportunity to describe their key personality traits and explain how to maintain a good work/life balance.

Year 8

Students are encouraged to assess/reassess their personal qualities and achievements and will be able to describe options other than full time work. They will challenge some gender stereotypes and have the opportunity to discuss new and unusual jobs. All students will attend a Careers seminar with an independent Careers Advisor. They will begin to make realistic plans for their next few years in school and spend time considering their GCSE option choices with individual members of staff.

Year 9

Students will be able to describe their path to a career and imagine their life ten years on. Students will all have the opportunity to use various online systems to help them with their choices.

Year 10

During Year 10 students will be encouraged to research future career choices. They will be made aware of relevant materials in the Careers Library and during the year workshops will be arranged with the school's independent Careers Advisor where students will be encouraged to set targets for Year 11 based on present performance. In liaison with the Head of Key Stage, Careers Co-ordinator and student support teams certain students will be given an individual careers interview to ensure that they are made aware of options and procedures.

Year 11

During Year 11 many students will be offered an in-depth individual interview with the school's independent Careers Advisor. In January at individual meetings with Senior Staff, students will have the opportunity to review their career ideas and post 16 choices. In the Autumn term a Careers Day will be arranged around the theme of "Decisions at 16". Workshops will be arranged incorporating careers-related computer software, vocational courses, Sixth Form choices etc. Workshops will be arranged where the most popular career/higher education aspirations will be discussed. Time will be arranged to allow talks to Year 11 by subject staff regarding "A" Level courses. All Year 11 Students will receive two formal interviews: one with an external professional and one with a member of the school's Senior Leadership Team.

Year 12

During Year 12 students are encouraged to research universities and courses which they are interested in. They will be encouraged to attend Open Days on Saturdays from the beginning of Year 12. Students will be actively supported to engage in work experience at the end of the academic year. We also arrange for our Year 12 students to spend a day at a Higher Education Fair. Additionally, in the summer term, there is a Post 18 Choices Day with presentations on the UCAS application procedure, apprenticeships, student finance, and gap years. Parents are also invited to attend an evening information session on applications to Further Education. Students can also book individual careers interviews.

Year 13

All Year 13 students have an individual interview with a member of the Sixth Form team to discuss their Post 18 plans. Individual careers interviews are arranged on request. Mock interviews are also available on request.

CITIZENSHIP EDUCATION

Citizenship is incorporated in the school's delivery of Personal, Social, Health and Economic education programme. The purpose of the course is for students to gain a broad knowledge and understanding of the topical events that they study: the rights, responsibilities and duties of citizens, the role of the voluntary sector, forms of government, provision of public services and the criminal and legal systems. Students are also given the opportunity to take part in school and community based activities demonstrating personal and group responsibilities in their attitudes to themselves and others.

As this learning is important throughout our lives we find many practical applications so that students can become active citizens whilst in school and firmly embed the skills they will need. The form representatives on the School Council are also elected as part of the Citizenship programme.

RELATIONSHIPS AND SEX EDUCATION

The Education Act 1966 requires the school's Governing Body to maintain a written statement of policy with regard to RSE and to make that policy available for inspection by parents of students at the school. The 1996 Act requires that RSE should be given in such a way as to encourage students to have due regard to moral considerations and the value of family life.

RSE has been made compulsory in secondary schools from 2020.

Parents have the right to withdraw their children from specific RSE lessons except where they constitute part of the National Curriculum, or arise incidentally as part of general discussion. This applies to students of all ages.

It is the intention of the Governing Body, as stated in the school's prospectus, that RSE should be delivered in accordance with the teachings of the Catholic Church and in the context of holistic moral education.

CURRICULUM EXTENSION DAYS

During the school year we have nominated Curriculum Extension Days when the normal timetable is suspended and different activities are introduced. The programme will include:

- Study Skills
- Career Workshops
- Enterprise Education
- Challenging Pursuits
- Fieldwork (Year 8, 9 & 10)
- Cross-curricular Workshops
- RE Days (Years 12 and 13)
- Leadership Activities
- Citizenship Activities
- Health, Safety and Well-being

On these days both staff and students may work in different groupings.

PROVISION FOR SPECIAL EDUCATION NEEDS

The Learning Support Department is led by Miss T Orritt. In addition, there are two learning support assistants. Support for students with Special Educational Needs is allocated according to the students' needs. As a school we endeavour to help all students reach their full potential through high quality differentiated subject teaching. Quality teaching is essential to a student's success and most students will have their needs met within the classroom environment. However, for some students there may be occasions when additional support will be necessary.

The types of support available to students are

- In-class LSA support
- Individual monitoring
- Lunchtime and before school homework clubs
- Option support (Years 10 & 11)
- Individual lessons where appropriate
- Special arrangements for examinations (where applicable)

The Learning Support Department has a base where students can come for pastoral as well as academic support. The department is open most lunch times each week providing support in a variety of ways from developing social skills and raising self-esteem to helping with homework tasks as required.

We aim to ensure that our students leave school with skills necessary for the adult world and with a level of basic numeracy and literacy which will prepare them for the world of work.

If you require further information please contact the Learning Support Department or see our Special Educational Needs Information Report on the school website.

STUDENT CODE OF CONDUCT

Our school rules and classroom expectations flow from our ethos and we expect the highest possible standards from all students. We ask for their best. When we work like this as a community it underpins the respect we should show for others and it impacts significantly on relationships, learning and self-esteem.

There is one principle that guides our relationships with others:

“Everyone acts with courtesy and consideration to others at all times.”

SCHOOL RULES

ATTENDANCE

Every student is expected to attend school every day. All absence should be avoided.

Uniform must be worn correctly.

Every student must be in registration at 8.50 am.

No student may leave the school during school hours without obtaining written permission from their Head of Year.

The school will not allow a student to leave without permission from the parent.

No student may miss PE unless they have a written request in their planner from their parent to do so.

Parents must notify the school as soon as possible on each day of absence. A parental note explaining the reason for the absence should be produced on the student's return to school. If absence is greater than 3 days a medical certificate should also be provided.

Please note that leave of absence cannot be granted other than in exceptional circumstances. 'Exceptional' in this context does not include holidays or dramatic productions/rehearsals, nor does it usually cover family commitments. Any requests for exceptional absence should be made in writing to the Headteacher well in advance, and certainly before any commitments are made that might be difficult for parents to change.

BEHAVIOUR AND SAFETY

Students must treat everyone with respect, courtesy and consideration; including when travelling to and from school, or on trips.

Students should move about the school quietly and in an orderly fashion, keeping to the LEFT, taking special care to keep in single file on staircases.

Students must follow reasonable instructions from those in authority promptly. Failure to do so undermines the good order and safety of the school community.

Students must not use offensive language. Swearing in front of a teacher is completely unacceptable.

Violence towards another student is completely unacceptable. In the event of fighting taking place, the school holds all students involved responsible for any use of violence on their part. Provocation is not an excuse for violence.

Wilful damage to the furniture and fabric of the building, or to the grounds, is an offence. It is the responsibility of every student to keep the school clean and free of litter.

Valuables should not be brought to school: no responsibility can be taken by the school if students ignore this rule and subsequently suffer the loss of valuables.

Possession, or consumption, of alcohol, cigarettes (including vapour substitutes), intoxicating or banned substances is not allowed when in school uniform or on the school premises.

A student's bag or blazer may be searched for items that contravene school regulations. Searches will normally be carried out with the student's consent, except where possession is suspected of the following items:

knives or weapons; alcohol; illegal drugs; stolen items; tobacco and cigarette papers; fireworks; pornographic images; any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil).

Chewing gum is not allowed when in school uniform. Food should only be consumed in the dining hall or outside.

Students needing medication should provide an explanatory note from their parent; they should hand medicines in to the First Aid supervisor on arrival and arrange with the supervisor when they will self-administer their medication.

Mobile phones and other such electronic devices should be switched off and out of sight during the school day.

Students should not bring cars onto school premises. Students wishing to bring visitors to the school must first ask permission of the Headteacher.

Students are expected at all times to uphold the Catholic values and good name of Brentwood Ursuline. Students who engage in behaviour that is counter to these values or brings the school into disrepute may, following investigation, be subject to the full range of sanctions available, including permanent exclusion. The following examples of such behaviour are intended as a guide and the list is not exhaustive:

- Criminal activity;
- Making or distributing material of an offensive nature;
- Rudeness or lack of consideration to members of the public;
- Vandalism;
- Offensive language.

CLASSROOM EXPECTATIONS

This is the guidance students are given.

Classrooms (including laboratories, workshops and gyms) are your places of work. Just as in any workplace, there need to be clearly understood rules and expectations to allow everyone to work successfully, safely and enjoyably.

Start of lessons:

- Arrive on time, enter rooms sensibly and wait quietly until your teacher has greeted the class and then sit down;
- Expect teachers to enforce rules;
- Take out books, pens and equipment and put bags under the desks;
- Remain silent when the register is called.

During lessons:

- When your teacher talks to the whole class, remain silent and concentrate;
- If the class is asked a question, put up your hand to answer: do not call out;
- You must have the equipment, books and folders needed;
- You are expected to work sensibly with those around you: do not annoy or distract them;
- If you arrive late without justifiable cause you must expect to be detained for the amount of time you missed in order to make up the work;
- Homework must be recorded in your planner;
- Eating, drinking and chewing are not allowed;
- You must not leave a lesson without official permission from the teacher.

End of lessons:

- You should not begin to pack away until your teacher tells you to do so;
 - When told, stand and push in or put up your chairs: any litter should be picked up;
 - Walk quietly and sensibly around the school, keeping to the left of the corridor whenever possible.
-

FINALLY, BUT MOST IMPORTANTLY ...

Teachers are in the position of parents/guardians while you are in school. This means in particular that requests from teachers should be carried out at once and without argument.

REWARDS

Students are rewarded in a variety of ways throughout the course of their school life. Praise is given for a good standard of work or behaviour. Award evenings and assemblies are held during the course of each year when achievement and excellence are rewarded in all subjects.

SANCTIONS

When behaviour is deemed inappropriate the school operates a system of sanctions. Detentions are a serious sanction. Detentions are held at lunch time and after school. Departmental detentions are at the discretion of the Head of Department. Failure to attend an initial detention can result in more serious sanctions.

DETENTIONS

All detentions are entered into the student planner and parents are asked to sign the planner. It is the responsibility of the student to ensure that this happens. In the case of after school detentions students will be given 24 hours notice. This will ensure that parents are not anxious if their daughter is late and any necessary transport arrangements can be made. The school values parental co-operation in this important aspect of maintaining a high standard of work and behaviour.

BULLYING

The school works hard to ensure that bullying is not tolerated in the community.

Brentwood Ursuline Convent High School understands bullying to be behaviour that deliberately attempts to cause distress to another person; it may be physical, verbal, psychological or emotional, racist or sexual. It may involve both the spoken and written word including social media, text messages, voice mail on mobile phones and e-mail. Bullying is usually characterised by a pattern of related incidents deliberately targeted at an individual or group and intended to upset them; it usually involves an imbalance of power and control in the relationship, perhaps deriving from age difference, physical power or social influence and status. It is sometimes difficult to differentiate bullying amongst children from other relational difficulties or disputes, and whilst the perception of the student(s) is important, each case should be examined calmly and professionally to determine the nature and extent of the problem.

We respect the rights of each individual in accordance with the Equal Opportunities Policy of the school to ensure that differences are respected and valued, not mocked. Bullying is not acceptable behaviour in this school and we expect everyone to work together to ensure that any incidence of bullying is brought out in the open, treated seriously and dealt with appropriately and decisively.

TERM DATES FOR 2022 / 2023

Autumn Term	Friday 2nd September 2022 – Tuesday 20th December 2022
Half term:	Monday 24th October - Friday 28th October 2022
Christmas holidays:	Wednesday 21st December – Tuesday 3rd January 2023 (incl)
Spring Term	Wednesday 4th January 2023 to Friday 31st March 2023
Half term:	Monday 13th February –Friday 17th February 2023 (incl)
Easter closure:	Monday 3rd April – Monday 14th April 2023 (incl)
Summer Term	Monday 17 th April 2023 – Friday 14th July 2023
May Day:	Monday 1st May 2023
Half term:	Monday 29th May - Friday 2nd June 2023 (incl)

Non pupil days (staff training) are noted in the school newsletter

LESSON TIMES

The school building is opened at 8.15 am. If a student arrives very early they are not permitted access beyond the Dining Hall until after 8.15am.

8.50 am	In form bases for registration
8.50 am	Register
9.00 am	Assembly/Mentoring
9.10 am	Lesson 1
10.00am	Lesson 2
10.50 am to 11.10 am	Break
11.10 am	Lesson 3
12.00	Lesson 4
12.50 pm to 1.30 pm	Lunch
1.30 pm	Lesson 5
2.20 pm	Lesson 6
3.10pm	End of Session
	Extra-Curricular activities

Homework is set regularly. A Homework Timetable is given to each student, with a student planner. Students in Years 7-11 are expected to present their planners each week to their parents for signing. Up to two hours of work per night is regarded as normal for pupils in Years 7-9. More is expected in Years 10 and above.

UNIFORM FOR YEARS 7-11

Brentwood Ursuline Convent High School aims to provide excellence in education. To achieve this aim our students need to have a strong sense of belonging to our community. We recognise that good understanding and practices of school uniform requirements are part of the Ursuline experience that will prepare our students for when they take their place in the wider world.

School uniform may only be purchased from the school outfitter.

- Skirt:** Yrs 7 – 11: Dark brown, pleated kilt, knee length school skirt (purchased from Red Oak)
- Blouse(s):** Yellow school blouse
- Pullover:** Brown school pullover
- Tights:** Plain thick brown or thin brown - no patterned tights allowed
- Socks:** White ankle socks (No over the knee socks)
- Shoes:** Flat plain dark brown or black shoes.
- Boots:** Dark brown boots may be worn in winter (outdoors only, in extreme conditions)
- Blazer:** BUCHS School Blazer from the School Uniform Supplier.
- Coat:** Years 7-8: Dark brown school uniform coat or brown school waterproof fleece from School Uniform Supplier.
Years 9, 10 & 11: A plain, practical, dark (black, brown or navy blue) coat, suitable to wear over the blazer and in keeping with the spirit of the school uniform.
- Hat & Gloves:** Plain brown/black (outdoors only, in extreme conditions)
- Scarf:** School scarf or brown/black/cream scarf (outdoors only)
- School Bag:** Plain black/brown/navy bag with no logos, with zip, large enough to take A4 files

The school uniform outfitter is Red Oak School Uniforms, 4 Buckwins Square, Burnt Mills Industrial Estate, Basildon SS13 1BJ, Telephone number 01268 722680 or shop on-line at www.redoak-schooluniform.co.uk.

PE UNIFORM

COMPULSORY ITEMS

- | | |
|--|--|
| Yellow shirt with school badge* | Royal blue games skort** |
| Royal blue long socks | Navy blue running leggings** (outside only, optional) |
| Short white socks | PE bag – dark coloured bag suitable for PE (not a carrier bag) |
| Studded football boots, shin pads and boot bag | Black leotard (long sleeved, short sleeved or sleeveless) |

House t-shirt in House colour – available from School Uniform Supplier

Black leggings (for Dance) - these may be bought from a variety of places

Black t-shirt is optional in Winter months in addition to a leotard

Royal blue hooded jumper with the school badge with name printed on back – (surname only, in capital letters)

*Yellow shirt to have initials embroidered with royal blue cotton on the left.

**Skort and leggings to be embroidered in yellow on the left.

Brentwood Ursuline Convent High School

2019 academic achievements and successes

GCSE

- Progress 8 Score = 0.93

What does that mean?

It means that on average students at BUCHS achieved almost a grade higher in their GCSE's than pupils with the same Key Stage 2 results

- 92% Level 9 – 4 English and Maths GCSE

This means that 92% of our students achieved a standard pass or higher in English and Maths

- Attainment 8 score = 62.4

This was the highest attainment 8 score of non-selective schools in Essex. By these measures BUCHS is the highest performing non-selective school in Essex.

A Level

Summary of A Level results

- A* - A = 28%
 - A* - B = 53%
 - A* - C = 83%
- Successful admissions into Oxford University and Cambridge University



Where ambition & tradition meet



www.brentwoodursuline.co.uk – Founded 1900