

## GUIDELINES FOR PUPILS

The Christian faith is central to the life of our school community. Stemming from this, our core values are:

- Care and respect for all
- Commitment to each other and to the school
- The pursuit and celebration of excellence.

The main purpose of the following guidelines is to help us, as a community, to live up to our core values.

### 1. Respect and care for others

- a) All relationships at Birkdale should be marked by respect and courtesy.
- b) Bullying, whether physical or verbal, is the single most serious offence against the community, and it will be dealt with firmly. Bullying is the wilful, conscious desire to hurt, threaten or frighten someone.
- c) All of us need help from time to time. Part of our pursuit of excellence is the wish to be seen as helpful and considerate.
- d) Foul or abusive language should be avoided at all times no matter what the provocation.
- e) Personal relationships. Ostentatious displays of affection between pupils, which draw attention to the individuals concerned and cause embarrassment to others, should be avoided.

### 2. Respect for property and the environment

- a) Stealing property is a very serious offence and could lead to your leaving the school.
- b) We are all responsible for maintaining the high standard of our physical environment. This means taking care not to cause damage, reporting any damage to the appropriate person (whether it has been caused accidentally or deliberately) and not dropping litter.
- c) Text books and library books must be looked after carefully and returned at the appropriate time.
- d) It is inadvisable to bring large amounts of money or expensive items to school. If it is unavoidable, ask a member of staff to look after the item. Musical instruments should be kept in Music lockers.

- e) At the start of PE & Games, money and any other valuables *must* be handed in to a member of staff.
- f) For reasons of Health and Safety, pupils may not normally carry bags around the site during the school day.
- g) There must be no buying or selling between pupils.
- h) Personal Sound Systems should not be seen or used during the school day unless specific permission has been granted by a Senior Tutor.
- i) Mobile phones may be brought to school but must be switched off in all formal situations during the school day. This includes, amongst other situations, all lessons, registration, assembly and lunch. Misuse of a mobile phone will be treated as a very serious issue. Videos and pictures may not be taken during the school day without the express permission of a member of staff.
- j) Snowballing is forbidden on the school campus but may be allowed on the Crescent at the discretion of the member of staff on duty.

### **3. Health**

- a) Smoking kills. Smoking and the possession of tobacco in whatever form is forbidden. This includes any form of e-cigarette.
- b) The possession or use of illegal drugs threatens the well-being and quality of life of individuals and the community. Breach of this will be viewed very seriously.
- c) The possession or use of alcohol is prohibited.

### **4. Uniform**

- a) Birkdale has a very good reputation for the appearance of its pupils. Uniform should be neatly adjusted, worn both on arrival and departure from school, and for all school activities (unless directed otherwise).
- b) Hair should be neatly cut avoiding extremes. The Head of Sixth Form will advise pupils whether their hairstyle, or any proposed change, is acceptable. The Head of Sixth Form may choose to consult the Deputy Head, who shall ultimately be the judge of what is, and what is not, acceptable. The spirit of the above also applies to other aspects of personal presentation.
- c) In hot weather, permission may be granted by the Head Master to adopt summer uniform. Under these circumstances, jumpers must not be worn. Jackets may be removed. Ties must be worn. Shirt sleeves may be rolled up neatly if jacket removed.
- d) At the discretion of the Head of Sixth Form a pupil may wear a tie which has

been awarded as a representative honour in place of their school tie.

#### **5. Arrival, departure and attendance at school**

- a) Pupils should arrive punctually for registration at 8.40am.
- b) Pupils should pay particular care to their own safety on the roads around school.
- c) It is very important that any pupil who arrives at school after the register has been called, or leaves before the end of the school day, should report and sign in/out at the School Office.
- d) Sixth Form pupils may visit the shops in Broomhill at lunchtime – please note that uniform should be worn properly at all times. On departure from school, pupils should sign out in the Broomhill signing out book in the Grayson Building and sign back in on their return.
- e) If a pupil is absent from school, he/she should bring on return to school a note from his/her parents, which should be handed to the Form Tutor. Written permission to miss school, for reasons other than illness, should be sought in advance from the Head Master using the formal leave of absence form, which can also be downloaded from the school website.
- f) While in school, all pupils will follow the published timetable and attend classes or activities punctually. Missing lessons is very serious and will be dealt with as such.
- g) Any pupil who is ill should report to the School Matron.

#### **6. Bounds**

The following areas within the school are out of bounds:

- a) The path to School House.
- b) The main entrance to the School.
- c) All roofs.
- d) All lawns and gardens unless specific permission has been given.
- e) The laboratories and workshops are not to be entered unless a member of staff is present.
- f) The Grayson Building, with the exception of the ground floor classroom corridor, is out of bounds to all members of the Lower and Middle School outside lesson times, unless they have an appointment with a member of staff.
- g) The Johnson Building and its grounds are out of bounds to all members of the Middle School outside lesson times, unless they have an appointment with a member of staff.
- h) Pupils who see someone unfamiliar on the school campus, or are approached by an unfamiliar person in the vicinity of the school, should contact a member of

staff immediately.

- i) A rota detailing use of the various play areas is published each term.
- j) One way systems in Oakholme, Endcliffe and Johnson are to be respected.

## **7. Forbidden articles**

Pupils are not allowed to have in their possession any of the following:

- a) Any offensive weapon, including knives of any type, catapults etc...
- b) Fireworks
- c) Matches or lighters
- d) Tobacco, alcohol or any illegal drugs
- e) Chewing gum

## **8. Rewards and sanctions**

At Birkdale, we believe in celebrating and rewarding our pupils' achievements. Each part of the school has its own system of rewards, and prizes are given from time to time for outstanding academic and extra-curricular achievements. (See the intranet for details of Sixth Form commendations.) We also aim to use punishment fairly and appropriately as a constructive means of helping pupils to improve or to correct misbehaviour. In doing so, we seek to protect the interests of individuals and of the community as a whole.

Pupils who produce poor work may be dealt with as follows:

- Repetition of work on red lined paper, to be signed by a parent and the Form Tutor
- Detention after school on a Tuesday evening (4-5pm)
- Saturday morning Detention - for repeated poor work

Pupils who misbehave will be dealt with appropriately. Sanctions may include:

- An essay or lines
- Break or lunchtime detention
- Lunchtime drill
- Deputy Head's detention on Friday evening after school (4-5pm)
- Saturday morning Detention

Where the Head Master deems a pupil's misconduct to be sufficiently serious, he reserves the right to suspend, expel or require that pupil to leave the school.

## **9. Use of email and the internet**

At Birkdale, we teach all our pupils to use the internet in a safe and responsible way. Where appropriate, we also encourage them to use the internet as a research tool. To encourage its proper use, we only allow access from computers in supervised, public areas, or from personal devices such as mobile phones and tablets during

lessons subject to the consent of the teacher. This acts as a deterrent for timewasting or searching for undesirable material. We also filter our internet connection to prevent access to material known to be inappropriate. We provide email addresses for all pupils, which sixth form pupils can use to communicate externally. All emails are logged to ensure the system is used appropriately. Pupils are strongly advised not to give out personal details online.

For their own safety and the good name of the school, pupils may only use an email account and/or the internet if they agree to the school's Acceptable Use Agreement which includes, amongst other things, an undertaking:

- not to post anything on the internet or social media that is illegal, offensive or which brings the school into disrepute
- not to search for inappropriate material on the internet
- not to buy or sell anything over the internet
- to report to the Head of ICT any occurrence which needs investigating (eg. abusive emails)
- not to download software or apps from the internet
- not to give out personal information (eg. address) or agree to meet anyone on the basis of contact over the internet
- always to be polite and courteous in electronic communications

All pupils sign the full agreement when they join the school.

## SIXTH FORM GUIDELINES

The following points highlight a number of key issues which are essential to the smooth running of the Sixth Form. We hope that you will familiarise yourself with them to help us work with you in an effective partnership. There is a range of more detailed guidance on the school intranet to help you to study more effectively and to plan your Higher Education application.

### Expectations

Success in the Sixth Form will come about because of a partnership between you and your tutor. This relationship should be based around mutual respect and TRUST. This might be something that takes time to develop, but it is the Birkdale way.

### What you can expect from your tutor:

1. **Regular meetings and access** either on your own or as part of your form. Where necessary your tutor will find time to see you.
2. **To be available to help with any problems as they arise.**
3. **To monitor and help with planning and time management** including the use of your diary/planner.
4. **To give advice on study skills.**
5. **To discuss your reports and assessments with you.** They will want to agree targets with you in order to try and improve your grades and enhance your

chances of getting to the best university that you might aspire to at the end of the Upper Sixth.

6. **To help you fill out your UCAS form** especially with advice and guidance on the Personal Statement. They will check your draft form as it progresses and sign off your completed form. A good application is essential to achieving your goals.
7. **To collect references from subject teachers and Heads of Departments** in order to write a UCAS reference for you.
8. **To take an interest in the activities that you get involved with.**
9. **To maintain contact with your parents where appropriate.**
10. **To provide encouragement and support** at every stage of your Sixth Form career.
11. **To be your 'defence counsellor' or advocate in case of difficulty.** This includes being there to listen, support and encourage you, to help when things go wrong, to support you in cases of difficulty and to try and steer you away from making major mistakes.

#### **What your tutor can expect from you:**

1. **A commitment to your learning** and academic success.
2. **To make the most of the opportunities** offered to you in the Sixth Form.
3. **To be kept informed** by you of any problems developing around school that might affect your work or progress – and in good time!
4. **To be consulted** at each stage of your university/career decision-making process.
5. **To draft your UCAS form in good time** to allow for checking and discussion rather than making everything a last minute rush.
6. **Punctual attendance** in the morning.
7. **To be a positive role model** for pupils lower down the school. *This includes wearing your uniform smartly and correctly and taking pride in your appearance.*
8. **A positive and co-operative approach** to the advice and time that they give you.
9. **Regular communication and contact outside of tutor meetings**, even if it's just a short conversation in a corridor.
10. **Commitment to all aspects of school and Sixth Form life** whether in the classroom, on the games field or stage or in a duty that you might be required to do.
11. **To offer a positive attitude to life in the Sixth Form.** It is different and it should be different but much of it will depend on you.

#### **Arrival at School**

- As with all members of the school you are **expected** in registration by 8.40 a.m. Registration is a legal requirement which we have to perform every day. It is also vital that we know of your whereabouts in case of a fire or other emergency. We are still 'in loco parentis' for you during the school day.
- If you are late your first duty is to sign in at the school office. Your second commitment is to attend Prayers or go directly to Form Period. If you miss House Prayers you should immediately inform your Housemaster of your late arrival and explain your absence.
- As soon as possible thereafter you should report to your Form Tutor. He/she is responsible for you and it is vital that you report your arrival as you may

- have missed important information or notices relevant to the day ahead.
- If you have genuine reasons for arriving late, explain the situation to your Form Tutor. It may be sensible for you to be granted permission for late arrival, in which case your parents should write to the Head Master. If you are late three times without good reason, you will serve a detention.
- If pupils have a study period during the afternoon and no further lessons are timetabled, you may go home provided you sign out either in the book in the entrance hall in Grayson or at the desk in the reception area.

### **Afternoon Registration**

All Sixth Form pupils should ensure they are registered every afternoon. You will usually be registered by your teacher for period 6. If you have a study lesson during period 6 you should ensure you register at 1.50pm with the member of staff on registration duty in the Sixth Form centre. If you do not have a lesson after period 5 you may go home at 12.40pm but you must first sign out in the book in Grayson or at reception.

### **Games**

- In the Sixth Form your Games afternoon is on Wednesday.
- You must sign up for a games option at the beginning of term and make sure you bring the appropriate kit.
- You should attend the activity that you have signed up each week and not decide to attend a different activity just because you feel like a change. We have a duty of care towards you and that includes knowing where you are during games. If you wish to change your Games activity then this should be done formally through seeing Mr Depledge in good time before the next Games session.
- **It is your responsibility** to make sure that, on a Wednesday afternoon, you have been registered by the member of staff in charge of your Games option.
- If you have a valid reason for missing Games on a Wednesday afternoon you must collect a signed 'orange slip' from Mrs Parsons, Mrs Pickford or Mr Jones on Wednesday morning, to whom you will explain your reason. You must then show the 'orange slip' to Mrs Brocklehurst at the front reception desk before signing out at 1.50pm.

### **Absence from School**

- If you know in advance of an absence you should obtain a leave of absence form from the Head Master's Secretary or your Form Tutor (which can also be downloaded from the school website). Ask your parents to complete it and return it to the Head Master's secretary for the Head Master to sign. Please give us as much notice as possible. This should be at least 2 weeks and preferably much longer. When permission has been granted the signed form will be returned to you.
- If you wish to be absent for part of the school day, and you know in advance, you should also complete a formal absence form. Wherever possible you

should not use school time for routine visits to the doctor/dentist etc. Also you must not arrange driving lessons during school time.

- You should inform your form tutor and those who teach you of any planned absence. School Prefects and House Prefects should also inform the Head of School and members of staff with whom they share duties and should arrange for replacements where necessary.
- If you need to leave the site for any reason during lessons you must ask permission from your Form Tutor or Mrs Parsons and sign out at the School Office.
- For an unplanned absence we ask a parent to ring in as soon as possible to inform us of the reason.
- When you return to school you should bring a note to confirm the reason for absence.
- If you do not feel well enough to attend a lesson at any time during the school day you must report firstly to the member of staff due to teach you (or at least ensure that a message gets to him/her) and then to the School Matron. Please remember therefore that we are responsible for you and that under no circumstances should you leave school without reporting to the School Matron.

### **Study Periods**

- Study periods are an integral part of your A Level courses; plan to use them well.

All Sixth Formers are expected to work during study periods in one of the following:

- a) A Departmental Sixth Form study area (eg History; Geography/Economics)
- b) The supervised study area in the Sixth Form centre
- c) The Careers Room in the Sixth Form centre
- d) The IT department
- e) The Sixth Form Art Rooms in Westbury (restricted to those studying Art)
- f) The Sixth Form Design Studio (restricted to those studying DT)
- g) The Kirkham Library
- h) Sixth Form study areas in the Johnson Building - English, Maths and RS

At busy times Grayson study areas will be unavailable for use by certain year groups as specified by Mrs Parsons.

- All U6th are expected to identify one double study period on their timetable (periods 1 - 6) which they will commit to spending in Supervised Study in the Supervised Study Room. Lower Sixth will be expected to identify two double study periods for Supervised Study from January when they have rationalised their A level subjects from 4 to 3. This will be monitored by the Sixth Form Tutors and will help you to develop the appropriate work ethic and study practices which can be applied at other times.
- You should not be found wandering around the school during the academic working day unless you have been given permission/been requested to do so

- by a member of staff.
- If you find it difficult to work in study periods at school it is important that you organise your work load to make them more profitable. ***Guidance on how to study effectively is available on the intranet.***
- We recognise that not all students find it easy to work independently during study periods. Those experiencing difficulties will be given help after consultation with Form Tutors.
- No musical equipment other than personal stereos is permitted in study areas.

### 6th Form Grades

These aim to provide an ongoing record of the academic progress made by Sixth Formers during the two years of their A level course. In addition to this record, parents will also receive a written report at the end of terms where there is no parent's evening.

#### GRADE SHEET

The 6th form grade sheet is divided into three columns recording:

- 1) classroom contribution;
- 2) study skills;
- 3) quality of work.

In columns 1 and 2 the pupil is graded as follows:

O Outstanding/ Excellent	V Very Good	G Good	S Sufficient	U Unsatisfactory
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In column 3, based on current performance we expect the pupil to be capable of achieving the following grade at A Level:

A*	A	B	C	D	E
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#### UCAS Tariff

The UCAS points totals for each grade at A Level are as follows:

A*	= 56
A	= 48
B	= 40
C	= 32
D	= 24
E	= 16

## PROCESS

Birkdale is committed to encouraging pupils, parents and teachers to work together in monitoring the progress of the individual, and identifying ways in which pupils can develop their full potential. To this end, the grades will be sent home and we ask that parents sign the appropriate sheet to indicate they have seen the grades, results or interview comments. An interview is then carried out with the pupil after each set of grades, exams and reports by either the form tutor or the Head of Sixth Form. A number of targets will be identified for the pupil to work on and parents will be able to review these in conjunction with the following set of grades. If at any time parents have concerns which they wish to discuss regarding their son/daughter's progress they should contact the form tutor.

## OVERALL GRADE RANGE (OGR) AND ASPIRATIONAL GRADES

- OGRs will be on some grade sheets for the first time in November of the Lower Sixth, and will be presented as a single aspirational grade for each subject studied by that student.
- Aspirational grades will be subject-specific and presented in a table like the one below:

Subject	Aspirational Grade
Art	A
Economics	B
Mathematics	A
Music	A

### **The aspirational grade is based on three pieces of information:**

- Your GCSE results have been used to calculate your most likely A level result for each subject that you study, factoring in an average improvement between GCSE and A level.
- To this statistical information we bring staff knowledge of each pupil (work ethic, organisation, motivation, perseverance, etc.).
- As the course progresses, we consider the pupil's performance during the Sixth Form — tests, exams, etc. We introduce aspirational grades following November Assessments in the Lower Sixth. These grades are then replaced by A Level predicted grades in the Upper Sixth, which will have been revised in the light of Lower Sixth mock exam results.

## **Cars**

Many of you will wish to bring a car to school either regularly or occasionally during the Sixth Form. We are happy for you to do so provided that you adhere to the published rules and regulations. These involve obtaining written permission from your parents and completing the appropriate school form. [Forms are available from Mrs Parsons or the Head Master's Secretary.] (6th Formers must not park on the following roads: Ashdell Road, the top of Oakholme Road, Caxton Road, Caxton Lane. Drivers should also be aware of University regulations regarding parking.) In order to

protect drivers, any passengers from school whom you carry must also obtain written permission from their parents. This permission can be given on an ongoing basis. Once you have parked the car it should not be used until you are going home or if you are travelling to a games afternoon venue. Please adhere to these rules. Do not forget that we are responsible for you during the school day. The most important thing is that, when parking, students show respect for local residents and businesses by not blocking access to property or parking illegally.

### School Uniform

Birkdale has a good reputation for the appearance of its pupils. Uniform at Birkdale is intended to be distinctive, but of a straightforward design.

Clear guidance on uniform is below, and parents are asked to support the school by ensuring that pupils have the right garments and that they wear them neatly. Pupils should normally be in uniform on arrival and departure from school, and for all school activities. Hair styles should be neat and tidy, free from extremes, and above the collar for boys.

All pupils must have all their garments clearly marked with name tapes to reduce loss and discourage borrowing. Shoes should be marked with a name tape attached with a special adhesive or with a permanent marker.

#### BOYS

##### *Compulsory item from John Lewis*

- School tie

##### *Further Compulsory items*

*Most available via John Lewis, but can be bought elsewhere*

- Suit: dark navy or black (*matching waistcoat, optional*)
- Shirt: plain white or light blue
- Shoes plain black or brown leather (not boots or trainers)
- Pullover, plain knit (*optional item*) (no hoodies or sweatshirts)

##### *Sportswear:*

- Sixth Form pupils all take part in the Wednesday afternoon Games programme. Details of sports options will be provided in Induction Week, with guidance on requirements for a particular activity.
- Pupils who play for school teams will need the compulsory sports items listed in the Senior School S1 - S5 lists.

#### GIRLS

- Dark navy or black skirt which should be long enough to give a smart, professional appearance at all times, including when girls are sitting down or walking up stairs; the fabric should be of a cotton gabardine type, **not** stretch jersey. We believe that this

will reinforce the smart, business-like appearance which we encourage amongst all the Sixth Form.

- Sixth Form pupils are able to wear the School blazer or a formal dark (plain navy or black) suit. As an alternative to skirts, girls may wear trousers. The same dress code applies for trousers as with the skirt: ie, trousers must be either dark navy or black and match the jacket to form a trouser suit. Jeggings, leggings or jeans are not permitted as we are aiming to create a professional look, rather than a fashion image.
- Blouses should be plain white or light blue and loose fitting and undergarments should be the same colour as the blouse.
- Dark plain knit jumpers (not hoodies or sweatshirts)
- Black, navy or neutral coloured tights or black or navy socks with trousers
- Plain black or navy blue leather low heeled shoes

#### *Sportswear:*

- Sixth Form pupils all take part in the Wednesday afternoon Games programme. Details of sports options will be provided in Induction Week, with guidance on requirements for a particular activity.
- Pupils who play for school teams will be given guidance on the kit requirements.

#### *PROHIBITED ITEMS*

- Footwear without backs (sandals, flip flops)
- Trainers/fashion pumps/boots (including canvas, suede or fabric footwear, Vans, Converse, Decathlon pumps, Ugg boots or Timberland boots)
- Black trainers from sports brands are not allowed as a substitute for school shoes
- Lycra/stretchy, fashion or frilly skirts
- Tracksuit bottoms, jeans, combats, chinos, cords, fashion trousers or leggings
- Headwear such as caps and bandanas, with the exception of students whose religion requires covering (e.g. hijabs, turbans), or medical reasons
- Hooded or tracksuit tops are only to be worn for PE/drama activities and **outside** of school
- Outdoor coats should not be worn indoors

#### *GENERAL APPEARANCE*

- Jewellery and piercings should be kept to a minimum. Permitted items include:
  - a watch
  - only one simple ring per hand
  - one pair of plain stud earrings (girls)
  - a single plain stud (boys) (though it is discouraged for the boys to have piercings and is only permissible in the Sixth Form)
- Make-up must be subtle
- Hair should not be extreme in terms of style, cuts or colour (we do not allow Mohicans, extreme shavings (less than grade 2), lines cut into styles and non-natural hair colours).
- All boys are required to be clean-shaven. The exception to this is if there are religious grounds for growing a beard but this must then be adhered to and with the support of the pupil's religious leader or parent/carers. We ask parents to inform the Head Master

directly if their son is growing a beard for religious observance and all staff will then be notified.

#### *UNIFORM NON-COMPLIANCE SANCTIONS*

All pupils who are not in full uniform must bring a letter from home explaining why they are not able to wear full uniform and for how long the situation will last. Letters from parents must be shown to the form tutor who will sign the note to acknowledge that it has been seen and agreed.

The following will happen in the event of non-compliance of uniform and appearance expectations:

Stage 1 – Staff warning/discussion with pupil (in the event of skirts being too short the pupil will see the Head Master who will provide an alternative skirt for the school day). Non-permissible items will be confiscated for the remainder of the day.

Stage 2 – Persistent disregard will lead to a Friday detention (parents informed).

Stage 3 – Further ignoring of the school uniform policy will lead to a Saturday detention (parents informed).

Stage 4 – If the pupil still ignores the uniform policy the pupil will be withdrawn from lessons pending a meeting with parents.

Stage 5 – Sent home on the grounds that it is now deliberate defiance of the school. Parents will be required to come in to discuss the situation.

## USEFUL ADDRESSES & TELEPHONE NUMBERS

### Education

UCAS ( <a href="http://www.ucas.com">www.ucas.com</a> ) Universities and Colleges Admissions Service 0871 468 0471
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### Health and personal wellbeing

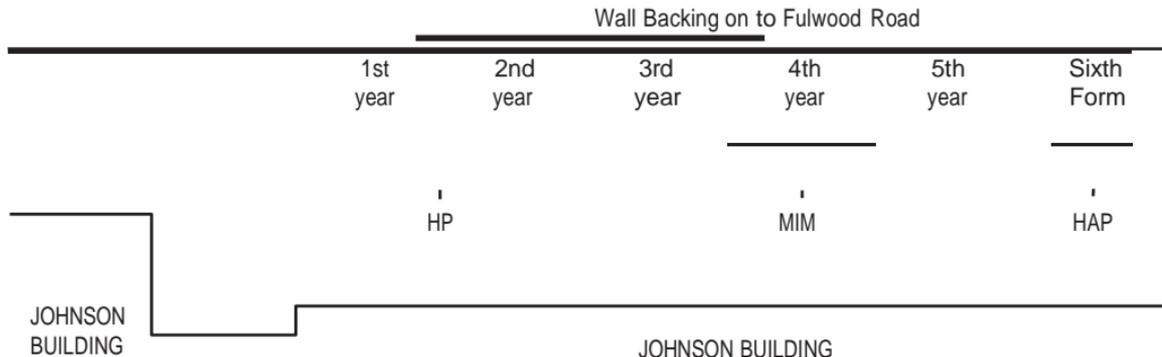
**(Please also consult the School's mental health awareness policy)**

Alcohol Concern <i>Will put anyone with a drink problem in touch with a local group.</i> 0203 907 8480
Childline 0800 1111
Cruse Bereavement Care <i>Offers support, advice and information when someone dies</i> <a href="http://www.cruse.org.uk">www.cruse.org.uk</a> <a href="mailto:sheffield@cruse.org.uk">sheffield@cruse.org.uk</a> <a href="https://www.facebook.com/SheffieldCruse">www.facebook.com/SheffieldCruse</a>
Equality Advisory and Support Service 0808 800 0082
Homeagain.org.uk <i>Some people find that talking about what's happened, or how they're feeling, is helpful, even though it can be really hard.</i> <a href="mailto:hopeagain@cruse.org.uk">hopeagain@cruse.org.uk</a> FREE phone helpline 0808 808 1677 (Mon-Fri, 9.30 am – 5.00 pm)
Hopeline UK <i>A specialist telephone service staffed by trained professionals who give non-judgmental support, practical advice and information to teenagers and young people up to the age of 35 who are worried about how they are feeling, and anyone who is concerned about a young person.</i> Call 0800 068 41 41 Text 07786 209697 Email <a href="mailto:pat@papyrus-uk.org">pat@papyrus-uk.org</a>
Kidscape 020 7730 3300
Legal Information and Advice British Youth Council, 57 Charlton Street, London NW1 1HU. 020 7250 8374
Rape Crisis Centre <i>24 hr phone line offering advice to rape victims.</i> 0808 802 9999
Release <i>24 hr service for drug related problems.</i> 020 7324 2989 <a href="mailto:ask@release.org.uk">ask@release.org.uk</a>

<p>Royal Society for the Prevention of Accidents  Safety Education Dept, RoSPA House, 28 Calthorpe Road, Edgbaston, Birmingham B15 1RP.  0121 248 2000</p>
<p>Samaritans  <i>A listening ear for anyone in distress plus advice and help.</i>  272 Queen's Road, Sheffield S2 4DL  Free helpline: 116 123  Textline: 07725909090</p>
<p>Sexual Health Sheffield Youth Clinic  <i>Free confidential information and advice on contraception, pregnancy, sexuality, relationships.</i>  0114 226 8888</p>
<p>SOBS (Survivors of Bereavement by Suicide)  Phone June on 07858 290078  <a href="mailto:sheffieldsobs@gmail.com">sheffieldsobs@gmail.com</a></p>
<p>The Mix  <i>The UK's leading support service for young people – deals with any challenge including mental health, money, homelessness, finding a job, break-ups and drugs.</i>  themix.org.uk  Free confidential helpline: 0808 808 4994</p>

# BIRKDALE SCHOOL FIRE DRILL PROCEDURE ASSEMBLY POINTS

## JOHNSON BUILDING (TARMAC AREA)



### ANY PERSON DISCOVERING A FIRE

1. Sound the alarm
2. DIAL 999 to call the Fire Brigade 9- 999 if using school phone
3. Inform a member of staff

DHT  
Secretaries and      PSO  
Staff not

### ON HEARING THE ALARM

4. Leave the building by the nearest route
5. Close all doors behind you
6. Walk quietly to the Assembly Points next to the Grayson Building

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Y in the space marked for your Form  
1st to 5th Form in TWO columns 6th Forms in ONE column

non-teaching  
staff

attached to  
forms

