

Dear Parents,

**Thank you for your support** with all the preventative measures we are implementing to reduce the possible transmission of COVID-19. Our very highest priority is to minimise risk and keep your sons/daughters and our staff as safe as possible. Unfortunately, last week three more of our pupils tested positive; two in Year 7 and one in Year 11. As the pupils are working and socialising in their respective 'bubbles' we are always able to identify close contacts, thereby reducing the need to send a whole year group home for the mandatory 14 day isolation period. Currently there are 64 Year 7 pupils and 24 Year 11 pupils affected by this.

A few reminders:

- If your child has **ANY of the COVID symptoms**, please ensure they **stay at home** and get a test.
- Do **NOT** send your child to school **while waiting for COVID test results**.
- If your **child or someone in your household tests positive, inform school immediately**. If this is at the **weekend**, please email:

Mrs Englishby [englishbyj@broughtonhigh.co.uk](mailto:englishbyj@broughtonhigh.co.uk)

Mr Morris [morrisc@broughtonhigh.co.uk](mailto:morrisc@broughtonhigh.co.uk)

We can then take action prior to Monday morning.



**REMINDER**

**PLEASE READ THE COVID-19  
'A quick guide for parents/carers' attached to this newsletter**



Certain staff members who are at a higher risk from COVID-19, or who have family members at risk, have begun to ask pupils to keep their masks on in lessons. They have been deeply touched by the way pupils have, almost without exception, cooperated promptly with this request. This attitude of care for others shows a real generosity of spirit. There is hand gel available in every classroom. If you would like to provide your son/daughter with their own small bottle of hand gel, for their personal use, this would help to reduce the transmission of the virus.

Every day I visit most classrooms, last Thursday I was accompanied by a Senior Adviser from Lancashire County Council. He was especially impressed with the obvious level of attentiveness, exemplary behaviour and how the teachers/pupils were cooperating, despite the restrictions because of COVID.



One highly successful aspect of school life is the **quality and quantity of food we serve**. When 'new' Year 7 pupils are asked about what they like at Broughton, invariably the response is "the food". The variety and quality has been maintained over the years and our new Head Chef, Richard Burgess, and his team have excelled themselves recently producing an array of tempting dishes, with a meal deal costing £2.40.



Apparently, there have been over 1,000 'hits' from prospective parents and pupils viewing our **'A Day in the Life of Broughton'**. Hope they were impressed, as the video does capture a typical day for pupils and staff.

As always, if you wish to discuss any aspects of life here at Broughton do not hesitate to contact me. My email address is [morrisc@broughtonhigh.co.uk](mailto:morrisc@broughtonhigh.co.uk).



**Chris Morris, Headteacher**



## Receptionist/Teaching School Administrator

37 hours per week – term time only

£16,636 - £18,029 pro rata

Closing date: Monday 12<sup>th</sup> October (12 noon)

Please see attached details for further information.

## European Languages Day

### Një mësim Shqip për fillestarët (An Albanian lesson for beginners!)



As part of the celebrations to mark the European Day of Languages, pupils were given an **Albanian for Beginners** lesson by Mr Tomlin. Albanian is an ancient European language believed to have descended from the ancient Illyrians. It is a completely unique language unlike any other in Europe. Mr Tomlin taught pupils greetings, how to present themselves and how to answer the question **Si je?** (How are you?). Pupils learnt about the iconic Albanian flag and were treated to some modern day Albanian pop music! Pupils also made their own Albanian booklets with all the language covered during the lesson. Hopefully this fun experience will inspire future linguists and kindle curiosity in an unfamiliar, yet fascinating and culturally rich region of Europe.



## The Associated Board of The Royal Schools of Music

ABRSM exams are a worldwide music qualification recognised by all major colleges and universities as an excellent achievement. Examiners travel as far as Hong Kong and Australia examining instrumentalists and singers. Grades range from 1-8, with Grade 8 being the highest. Exams are out of 150 and pupils can pass with merits or distinctions. Not many pupils leave secondary school with Grade 8 in either practical or theory exams. Congratulations to the pupils listed below for passing exams recently.

<b>Niamh Atwal-Weir</b>	Grade 3	Alto Saxophone
<b>Erin Kopydlowski</b>	Grade 4	Alto Saxophone
<b>Matthew Siggers</b>	Grade 3	Cornet
<b>Madison Wignall</b>	Grade 3	Flute
<b>Samuel Hartley</b>	Grade 3	Flute
<b>Alicia Dahya</b>	Grade 4	Flute



**Mr Shepherd**

## Music News

Congratulations to **Charlotte Chan-Wenske** who passed her **Grade 4 Piano** with a **Distinction** during 'lockdown'. Very well done to Charlotte.

**Mr Shepherd**



## Library News

This week in the Library we are celebrating **National Poetry Day** which falls on 1<sup>st</sup> October. Pupils will be able to take part in poetry activities and are invited to write their own poem on this year's theme of 'Vision' to hang on our 'Poet Tree'. ClassCharts points on offer for all entries. This week will also see the last chance to take part in our 'Guess the Book Title' quiz as we will be unveiling our October displays featuring a wide range of fiction or non-fiction to explore and choose from. A perfect opportunity to pick up an exciting new read to help pass the chilly Autumn evenings!

**Mrs Whitlock**



## SCHOOL LEAVER OPEN EVENTS

Wednesday 7th October 2020 (Virtual)  
4.00pm - 7.00pm

Thursday 8th October 2020 (Virtual)  
4.00pm - 7.00pm

REGISTER FOR OUR VIRTUAL  
OPEN EVENTS NOW  
[preston.ac.uk/virtual-open-event](http://preston.ac.uk/virtual-open-event)

Saturday 7th November 2020  
10.00am - 2.00pm

Thursday 28th January 2021  
4.00pm - 7.00pm

Wednesday 24th March 2021  
4.00 - 7.00pm

**PRESTON'S  
COLLEGE**

TECHNICAL & VOCATIONAL

APPRENTICESHIPS

T-LEVELS

A-LEVELS

**THE BEST  
PERFORMING  
COLLEGE**  
IN CENTRAL  
LANCASHIRE

Attend our open events and learn more about the fantastic opportunities available to you at Preston's College.

Speak to our tutors, take a tour of our campus and explore our industry standard facilities.

[www.preston.ac.uk](http://www.preston.ac.uk)

[prestoncollege](https://www.preston.ac.uk)

1. The **fibula** is in the **leg**.
2. **Ag** is the chemical symbol for **silver**.
3. **Seven cubed** is **343**.
4. The Latin word '**Tempus**' means **time**.
5. The colours of the Olympic rings are **Blue, Yellow, Black, Green** and **Red**.
6. **Naples** is usually credited as being the birthplace of **pizza**.
7. **The French** refer to the English Channel as **La Manche**.
8. There are **seven** notes in a **musical scale**.
9. **Amazon** is the name of a **company** and also one of the **world's longest rivers**.
10. The houses of **Lancaster** and **York** fought in the **War of the Roses** (1455 – 1485).

**LEARN  
THEM!**

### **Covid: Environmental Impact**

#### **What's the problem?**

In addition to the health and social impacts, Covid is having an impact on our environment.

Increased use of **disposable gloves, masks** and **hand sanitisers** has led to an increase in plastic waste and litter.

**Masks pose a further threat** as animals are getting caught in the ear straps. The RSPCA has dealt with **more than 900 incidents** of animals caught in litter since the start of lockdown.



#### **How can you help?**

Make sure to dispose of your masks, gloves and bottles **correctly**.

**Recycle** your used plastic soap and sanitiser bottles.

**Cut the straps** off your mask before placing it in the waste bin (recycling is not possible due to contamination).

**Swap gloves for more regular hand washing**- the World Health Organisation says the best way to stop the spread is regular hand washing. Gloves could create a greater viral spread as they transfer germs to other surfaces you touch.

**Wear a reusable mask**- These are now widely available at retailers.

Alternatively, you can make your own using instructions available online:

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering>

<https://www.creativeblog.com/news/how-to-make-a-face-mask>





# Archivist

£ £20,000 - £60,000

🕒 Typical hours - 38 to 40 (a week)

You'll need a degree and postgraduate training to do this job. Most degree subjects are accepted, but you may find it useful to take a degree like history, information science, law or languages.

After you complete a degree, you'll do a postgraduate qualification in archives or records management recognised by the Archives & Records Association (ARA).

You'll usually need some relevant work experience to apply for a postgraduate course. This is a great way of finding out if a career as an archivist is for you.

0800 100 900

#AskNationalCareers



# Transport Planner

£ £22,000 - £50,000

🕒 Typical hours - 41 to 43 (a week)

You can get into this job through a university course or an apprenticeship

Most subjects are accepted though you may have an advantage if you study geography, civil engineering, economics, town planning, environmental science or business studies.

You can start by doing a transport planning technician advanced apprenticeship, then with further on-the-job training become a fully qualified planner.

You'll usually need 5 GCSEs at grades 9 to 4 (A\* to C), including English and maths, for an advanced apprenticeship

0800 100 900

#AskNationalCareers #WorkingWeekend



# COVID-19 (coronavirus) absence: A quick guide for parents / carers

What to do if...	Action needed	Back to school...
 <p><b>...my child has COVID-19 (coronavirus) symptoms*</b></p>	<ul style="list-style-type: none"> <li>• Child shouldn't attend school</li> <li>• Child should get a test</li> <li>• Whole household self-isolates while waiting for test result</li> <li>• Inform school immediately about test results</li> </ul>	<p><b>...when child's test comes back negative and child is well enough</b></p>
 <p><b>...my child tests positive for COVID-19 (coronavirus)</b></p>	<ul style="list-style-type: none"> <li>• Child shouldn't attend school</li> <li>• Child self-isolates for at least 10 days from when symptoms* started (or from day of test if no symptoms)</li> <li>• Inform school immediately about test results</li> <li>• Whole household self-isolates for 14 days from day when symptoms* started (or from day of test if no symptoms) - <i>even if someone tests negative during those 14 days</i></li> </ul>	<p><b>...when child feels better, and has been without a fever for at least 48 hours</b></p> <p>They can return to school after 10 days even if they have a cough or loss of smell / taste. These symptoms can last for several weeks once the infection is gone.</p>
 <p><b>...somebody in my household has COVID-19 (coronavirus) symptoms*</b></p>	<ul style="list-style-type: none"> <li>• Child shouldn't attend school</li> <li>• Household member with symptoms should get a test</li> <li>• Whole household self-isolates while waiting for test result</li> <li>• Inform school immediately about test results</li> </ul>	<p><b>...when household member test is negative, and child does not have COVID-19 symptoms*</b></p>
 <p><b>...somebody in my household has tested positive for COVID-19 (coronavirus)</b></p>	<ul style="list-style-type: none"> <li>• Child shouldn't attend school</li> <li>• Whole household self-isolates for 14 days from day when symptoms* started (or from day of test if no symptoms) - <i>even if someone tests negative during those 14 days</i></li> </ul>	<p><b>...when child has completed 14 days of self-isolation, even if they test negative during the 14 days</b></p>

\* Symptoms include at least one of a high temperature; a new continuous cough; a loss of or change to your sense of smell or taste. See more at: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

What to do if...	Action needed	Back to school...
 <p><b>...NHS Test and Trace has identified my child as a 'close contact' of somebody with symptoms* or confirmed COVID-19 (coronavirus)</b></p>	<ul style="list-style-type: none"> <li>• Child shouldn't attend school</li> <li>• Child self-isolates for 14 days (as advised by NHS Test and Trace) – even if they test negative during those 14 days</li> <li>• Rest of household does not need to self-isolate, unless they are a 'close contact' too</li> </ul>	<p><b>...when the child has completed 14 days of self-isolation, even if they test negative during those 14 days</b></p>
 <p><b>...we / my child has travelled and has to self-isolate as part of a period of quarantine</b></p>	<ul style="list-style-type: none"> <li>• Do not take unauthorised leave in term time</li> <li>• Consider quarantine requirements and FCO advice when booking travel</li> <li>• Provide information to school as per attendance policy</li> </ul> <p><b>Returning from a destination where quarantine is needed:</b></p> <ul style="list-style-type: none"> <li>• Child shouldn't attend school</li> <li>• Whole household self-isolates for 14 days – even if they test negative during those 14 days</li> </ul>	<p><b>...when the quarantine period of 14 days has been completed for the child, even if they test negative during those 14 days</b></p>
 <p><b>...we have received advice from a medical / official source that my child must resume shielding</b></p>	<ul style="list-style-type: none"> <li>• Child shouldn't attend school</li> <li>• Contact school as advised by attendance officer / pastoral team</li> <li>• Child should shield until you are informed that restrictions are lifted and shielding is paused again</li> </ul>	<p><b>...when school / other agencies inform you that restrictions have been lifted and your child can return to school again</b></p>
 <p><b>....I am not sure who should get a test for COVID -19 (coronavirus)</b></p>	<ul style="list-style-type: none"> <li>• Only people with symptoms* need to get a test</li> <li>• People without symptoms are not advised to get a test, even if they are a 'close contact' of someone who tests positive</li> </ul>	<p><b>...when conditions above, as matching your situation, are met</b></p>

**For further information:**

**[gmhscp.contacttracing@nhs.net](mailto:gmhscp.contacttracing@nhs.net)**

**[gov.uk/backtoschool](http://gov.uk/backtoschool)**



# Test and Trace

23 September 2020

Dear parents and guardians,

This is an important letter to share some information on how we can work together to make sure we can continue to give children and young people the best education in the safest way possible.

One important part of ensuring the safety and wellbeing of pupils, parents and our communities is testing for coronavirus. We all have a duty to make sure that the right people have access to get tested at the right time. Every time a test is used inappropriately, a person with Covid-19 symptoms may miss out on getting tested.

Therefore, I ask that you all follow these principles:

- You should only book a test if your child has any of these three coronavirus symptoms:
  1. **a high temperature:** any new high temperature where your child feels hot to touch on their chest or back (you do not need to measure the temperature)
  2. **a new continuous cough:** coughing a lot for more than an hour, or three or more coughing episodes in 24 hours
  3. **a loss of, or change in, sense of smell or taste:** a noticeable loss of smell or taste or things smell and taste different to normal
- Your child **does not need a test** if they have a runny nose, are sneezing or feeling unwell but do not have a temperature, cough or loss of, or change in, sense of smell or taste because these are not normally symptoms of coronavirus.
- If you are unsure about whether to get a test, please check the official list of symptoms on the NHS website, which is reviewed regularly:  
[www.nhs.uk/conditions/coronavirus-covid-19/symptoms/](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/)
- Only the person with symptoms should get a test. You do not need to get a test for anyone else in the household unless they also have any of the three symptoms listed above. All members of the household need to self-isolate whilst waiting for the test result.

- If the person with symptoms' test comes back positive, other members of their household should continue self-isolating for 14 days and **only get a test if they develop coronavirus symptoms.**
- If a pupil in a class or bubble tests positive for coronavirus, anyone who is advised to self-isolate **does not require a test unless they subsequently develop symptoms.**

No one else in the same class or bubble as the symptomatic person needs to take any action unless advised by the school. Schools have detailed guidance and access to a Department for Education and Public Health England helpline for advice and support.

Contacts of a person who has tested positive must follow the guidance carefully and in full, which means they must stay at home for 14 days. This is because it can take several days following contact with an infected person before an individual develops symptoms or the virus can be detected. Students should only book a test if they get symptoms.

The NHS has produced some guidance to help parents understand when their child can and cannot attend school which you may find useful: <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

It is vital for children's learning and future opportunities that they are able to return to school and college. It is therefore vitally important that all we work together and do our bit to make this possible.

Yours sincerely,



**Professor Viv Bennett CBE**

Chief Nurse and Director Maternity and  
Early Years | Public Health England

Head of World Health Organisation  
Collaborating Centre for Public Health  
Nursing and Midwifery

Follow me on Twitter: @VivJBennett



**Dr Susan Hopkins**

Interim Chief Medical Officer |  
NHS Test & Trace

Deputy Director | Public Health England

Consultant in Infectious Diseases &  
Microbiology  
Royal Free, London



September 2020

Dear Applicant

**Receptionist/Teaching School Administrator** (37 hours per week - term time only)

Broughton is a successful, heavily oversubscribed school. We have a highly experienced staff, supportive parents and marvellous, well-behaved children who are a delight to teach. Many staff come to Broughton and stay for many, many years because of the 'family atmosphere' and because they genuinely like working here. Standards are exceptionally high.

We are looking to appoint a hard-working, conscientious and reliable person to provide reception and administrative support. This is an exciting opportunity to be the first point of contact for parents, visitors, staff and people coming to our school. In September 2018, we opened a brand new facility. Your role will be to greet people with a warm smile, offering a sincere welcome and representing all that is best about Broughton High School.

Applicants should note that the school's child protection policy and practices comply fully with all local and national guidelines.

If you feel you have the qualifications and skills, and are interested in this opportunity, please complete the application form, together with a supporting letter of application (maximum two sides) outlining your reasons for applying and how you think you can contribute to our future success.

All **applications** should be received **by 12.00 noon on Monday 12<sup>th</sup> October 2020**. **Interviews** for the post will be held **week commencing 19<sup>th</sup> October 2020**. If you have not heard from the school by that date then you should assume that your application has been unsuccessful.

If you wish to arrange an informal visit or discuss any aspects of the post, please contact Mrs Janet Englishby, Business Manager ([englishbyj@broughtonhigh.co.uk](mailto:englishbyj@broughtonhigh.co.uk) or tel: 01772 863849).

Yours sincerely

A handwritten signature in black ink that reads 'C Morris'.

**C MORRIS**  
**HEADTEACHER**

Headteacher: Mr Chris Morris



## **POST SPECIFICATION**

<u>Post Title:</u>	Receptionist / Teaching School Administrator
<u>Grade:</u>	Grade 4 Scale Points 13-17 (£16,636 - 18,029 pro rata)
<u>Responsible to:</u>	Business Manager
<u>Responsible for:</u>	None
<u>Hours of duty:</u>	37 hours per week. Term time only. 8.00am-4.30pm (Mon-Thurs) and 8.00am-4.00pm (Fri) 1 hour for lunch
<u>Any special conditions:</u>	There is a non-smoking policy anywhere on the school site

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### Main purposes of the post

- To provide an efficient and effective receptionist service to Broughton High School
- To provide general administrative/clerical support
- To be aware of the confidential nature of pastoral issues related to home, pupil, teacher and school

### Responsibilities

- To undertake reception duties including answering telephone and responding to routine enquiries from both visitors and students
- To be the first point of contact for all visitors to the school, to liaise with staff as appropriate
- To be responsible for the reception area ensuring it is maintained to a high standard at all times
- To maintain signing in and signing out books for all visitors
- To provide general clerical and administrative support
- To liaise with staff, students, parents/carers and other professional agencies as appropriate.
- To undertake other duties determined by the School Business Manager commensurate with the grade