



# La Retraite

Roman Catholic Girls' School

Additional  
Information  
2009/2010



# La Retraite

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“Choosing La Retraite is one of the best decisions we have ever made as parents. We have never regretted it for a moment.”

– Parent

## School Staff

### Leadership Team

Ms. S. M. Powell	Head Teacher (and English)
Mr. J. Conway	Deputy Head (and Science)
Mr. D. Malins	Deputy Head (and Science)
Mrs. R. Coyle	Assistant Head (and Business)
Miss E. Paton	Assistant Head and Director of Sixth Form (and History)
Miss M. Ungaro	Assistant Head (and History)
Mr. P. Steward	Business Manager

### Religious Education Department

Mr. S. Gayle	Head of Department
Mr. M. Balog	
Miss A. Del Gaudio	(part-time)
Ms. M. Nolan	(and Year 7 Learning Co-ordinator)

### English Department

Mr. J. Lomas	Head of Department
Miss S. Towers	Second in Department
Miss K. Bailey	
Ms. L. Faith	
Ms. B. Hacking	(and i/c Media Studies)
Ms. K. Hiltunen	
Ms. K. Tribe	(and Year 10 Learning Co-ordinator)

### Maths Department

Mr. D. Press	Head of Department
Mrs. M. Matti-Radeef	Advanced Skills Teacher
Mrs. M. Afolabi	
Mr. M. Conneely	(and Year 10 Learning Co-ordinator)
Mr. C. Hoedoafia	
Mr. W. Runsewe	
Mrs. J. Sobowale	

### Science Department

Mr. G. Hamilton	Head of Department and Director of Specialism
Mr. M. Allan	Advanced Skills Teacher
Miss N. Asare	
Ms. H. Ibhadyi	
Ms. J. Macfarlane	(and Year 7 Learning Co-ordinator)
Miss J. O'Shea	
Mrs. J. Sreekumar	
Mrs. D. Williams	(part-time)
Mr. W. Dayoub	Senior Science Technician
Dr. S. Dhanani	Science Technician
Mr. J. Arthur	Science Technician

### Social Sciences Department

Ms. P. Tutty	Head of Department
Ms. K. Christopher	Psychology
Miss H. Connellan	Sociology

### Health & Social Care Department

Ms. K. Baxter-Batchelor	Head of Department
Mrs. C. Storm	

### Information and Communication Technology Department

Mr. N. Chauhan	Director of e-Learning
Mr. S. Baylor	
Mr. O. Ayodele	Network Manager

### Business Department

Mr. R. Stober	Head of Department
Mrs. S. Aluo	(and ICT)

### Design and Technology Department

Miss E. Johnson	Head of Department
Miss R. Steadman	
Miss S. Winterton	(and Art)
Mr. A. Matthews	DT/Art Technician

### Drama Department

Ms. A. Masoliver	Head of Department
Ms. H. Young	(and Sixth Form Learning Co-ordinator)

### Art Department

Ms. J. Chang	Head of Department
Ms. A. Delaney	

### Music Department

Miss H. Rycroft	Head of Department and Director of Music School
Mrs. O. Noble	(part-time) and instrumental (woodwind)
Mr. C. Illie	Instrumental (keyboard)
Ms. J. Lunghi	Instrumental (strings)
Ms. T. Odonkah	Voice
Mr. A. Walker	Instrumental (brass)
Mr. P. Whyman	Instrumental (woodwind)
Mr. E. Lovelace	Rock band
Miss N. Asare	Gospel Choir

### Modern Foreign Languages

Mrs. M-A. Holder	Head of Department
Mrs. C. Flavius	Second in Department
Ms. S. Maigne	
Mrs. H. O'Keeffe	(part-time)

### History Department

Ms. A. Ryan	Head of Department
Mrs. K. Brownlee	(and Sixth Form learning Co-ordinator)



## Admissions Policy for entry in the Academic Year commencing September 2010

The Governors wish to maintain the Catholic and Christian nature of La Retraite School as set out in the Instrument of Government and the Mission Statement. The published admission number is 150. The organisation of the School to admit 150 pupils will ensure the efficient education of the pupils and seek to ensure that the education of no individual pupil is jeopardised.

Admissions to the school are made by the Governing Body.

Parents must make application for admission to Year 7 by completing the Common Application Form (CAF) provided by the Local Education Authority in which the applicant lives. The closing date set nationally for the return of the forms to the Local Education authority is Friday 23rd October 2009. Applications for places in other year-groups can be made at any time.

The Governors will also require parents to complete a supplementary form and return this to the school by the same date. The Supplementary Form will be to establish Catholic practice and commitment. It will seek information not available on the common Application Form relating to the evidence set out in Section 1 below. It will require a reference from a parish priest or other minister of religion. Completion of a Supplementary Form is not mandatory. However, if one is not received, the Governors will not be able to apply the admission criteria, and the application will be considered under the 'Other Girls' category.

The Governors wish to maintain a comprehensive school and applicants take standardised tests in order to ensure a balanced intake. The governors wish to encourage applications from Catholic and Christian girls of all abilities. The date of the test will be published in advance. The aim is to admit Catholic pupils into the School first and then to fill any remaining places to achieve three broad bands of ability (25% in band 1, 50% in band 2 and 25% in band 3).

In making their decisions the Governors will take into account the information from the supplementary form, the Priest or minister's reference and the test.

### Criteria for Admission

1. Governors will give priority to Catholic girls. The evidence of Catholic practice which governors will take into account will be:
  - 1.1. A self-assessment of Catholic or Christian practice and observance, to be counter-signed and stamped by the parish priest, ethnic-group chaplain or minister of religion;
  - 1.2. The original of the baptism certificate or, where this is not available, the original of the First Communion certificate.
  - 1.3. When applications and the results of the tests are received, all applications will be ordered into three ability bands in the proportions outlined above, according to their performance in the standardised tests. Baptised Catholic applicants will then be allocated positions within those bands and priority will be given to those with the highest level of Catholic practice. If a band is full, any spare places in the adjacent band(s) will be allocated to other baptised Catholics until the total number of applicants to be offered places reaches 150.

2. After all Catholics have been admitted, any unfilled places may be filled according to the oversubscription criteria outlined below. In this case, the proportions 25:50:25 will be adhered to.

3. Oversubscription criteria:

Where more applications are received than there are places in a particular ability band, applicants will be admitted in the following order:

- 3.1. 'Looked After' Catholic girls or non-Catholic 'Looked After' girls in the care of Catholic families.
- 3.2. Catholic girls or girls who are baptised members of Eastern rite churches in communion with Rome.
- 3.3. Other 'Looked-after children'.
- 3.4. Girls who are baptised members of Eastern rite churches not in communion with Rome.
- 3.5. Girls who are baptised Christians who are active in their churches (frequent and regular attendance) which are in membership of Churches Together in England provided that they have a statement of frequent and regular Church attendance from the appointed minister etc.
- 3.6. Girls who are Christians (either baptised or preparing for adult baptism) in churches which are in membership of the Evangelical List, provided that they have a statement of Church attendance (mentioning if necessary that the girl is in preparation for baptism) from the appointed minister.
- 3.7. Girls of other faiths.
- 3.8 Other girls.

Where it is necessary to choose between applicants within each of these groups, priority will be given to those girls whose applications show the greatest degree of religious practice and commitment, shown from the evidence described above. Evidence scrutinised will include: the priest's endorsement form showing regular practice; baptism certificate (or First Communion certificate which is also acceptable as proof of baptism.) Baptised Catholic girls will be admitted in the following order: those who attend Mass weekly, fortnightly, monthly, occasionally, never. Baptised Catholics will not be considered as practising Catholics, but only as baptised Catholics if their church attendance is elsewhere than at a Catholic church. Similarly, other Christian girls will be admitted in the following order: those who attend church/service weekly, fortnightly, monthly, occasionally, never.

4. Tie-breakers.

Where applicants are of equal standing within each of 3.1. – 3.8 above, the following sub-criteria will apply in priority order:

- 4.1. Within each of groups 3.1. to 3.8 above, preference will be given to applicants who have a sibling who will be attending La Retraite School at the time of the applicant's admission. A sibling is defined as a full sister or step/half sister living at the same address, a child who is living as part of the family by reason of a court order or a child who has been placed with foster carers as a result of being 'looked after' by the local authority.



## Admissions Policy continued

- 4.2. Priority will then be given on the basis of distance between the child's home and the school, measured by a straight line. This measurement will be done using a computerized mapping system. This measurement will be from a central point from the child's home as identified by the software to a central point in the school as profiled in the software, which will be that used by Lambeth LA. The child's home address will be the child's permanent home address and will not be the address of a relative or carer, unless they have legal custody of the child. Applications must be made from a single address.
5. Notes for guidance.
- 5.1. An applicant who has received sacramental baptism according to the rites of a church which is in membership of Churches Together in England and is either preparing formally for or has made her First Holy Communion in a Catholic church at the time of application shall be considered a Roman Catholic for the purposes of these criteria, as will an applicant baptised into an Eastern rite church which is in communion with the See of Rome.
- 5.2. Girls enrolled in the catechumenate will be considered as Catholics if a date for their baptism or reception into the Church (if already baptised) has been set.
- 5.3. Applications made after the closing date will be processed once the allocation procedure for on-time applications has been finalised. Priority among applications will be given to those who have recently moved into the area, in accordance with the Admissions criteria.
- 5.4. The School will keep a Waiting List. The order in which applicants appear on the waiting-list will be determined according to the usual admissions criteria.
- 5.5. If an applicant and her parents have lived in a parish for fewer than two months at the time of application, they may seek support from the parish priest of their previous parish.
- 5.6. In the event that a parish priest has been in post for fewer than two months before the time of signing or who is away from the parish long-term, the governors will accept a signature from the previous parish priest, or from a parish worker (such as a Eucharistic Minister) who knows the applicant. In this case, the parish priest should countersign.
- 5.7. If a Christian, non-Catholic girl applies to the school, whose father or mother is the local minister/pastor, the 'priest's endorsement' should be counter-signed by another accredited pastor/minister.
6. Appeals.

Parents and guardians have the right of appeal against any refusal of the Governing Body to admit their daughter. All appeals should be directed in writing to the Clerk to the Appeals Panel at the school (an independent clerk appointed under the terms of the relevant Education Act). A letter explaining the basis for the appeal either on the grounds of maladministration by the school or because of the over-riding need of the child should be received at the school, preferably by 31st March 2010.

## Sixth Form Admissions Policy for entry in September 2010

The La Retraite Sixth Form welcomes applications from girls (and boys up to 25% of the total year groups). The governors have a maximum 200 places to offer across Years 12 and 13.

In the case of over-subscription preference will be given to:

- 1 'Looked-After' students who are in public care
- 2 La Retraite students for whom the school can offer a suitable course.
- 3 Students who are baptised Roman Catholics, who attend church and for whom the school can offer a suitable course.
- 4 Students who are Christians, who attend church and for whom the school can offer a suitable course.
- 5 Students of other faiths or none who are willing to support the Catholic ethos of La Retraite.

### Application Procedure

Applicants are asked to take the priest's/minister's reference form to their priest or minister if they attend church, for completion, signature and stamp and to return it with their application form.

Applicants are invited to discuss their curriculum choices with a senior member of staff to ensure a suitable course is available for them.

If the candidate satisfies the admission criteria an offer of a place will be made. The offer will be conditional on the candidate achieving the examination grades required for entry into the course which they have chosen (described in the School's Course Guide).

The candidate will be informed as soon as possible of the outcome of their application, but no later than 1st April 2010.

### Appeals

If you are refused a place and you wish to appeal, please write to the Admissions Secretary at the school, outlining the reasons why you believe that the school's decision was wrong. Your appeal will be heard within 30 working days of receipt of the letter.

## The School Code

These rules have been drawn up and agreed by the governors, staff and School Council of La Retraite School. They should be read in conjunction with the *Six Golden Rules*. They cover the main areas of:

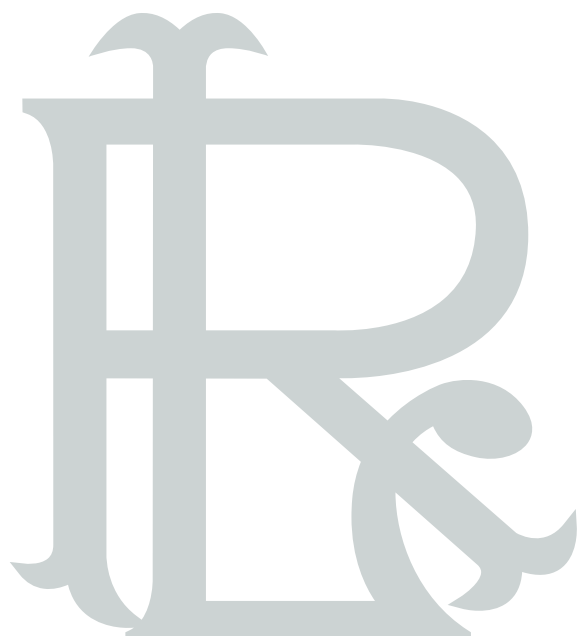
- Ensuring a good climate for learning at the school
- Keeping students safe
- Ensuring the smooth and happy running of the school

### Behaviour for Learning

1. The most beneficial and pleasant learning environment is one where there is mutual respect. This is achieved through good manners and courtesy.
2. Students will follow a member of staff's instructions immediately and at all times. Students should not interrupt and should address members of staff by their names. Rudeness or aggressive behaviour towards staff is not accepted.
3. Students must co-operate through lessons in order to benefit fully from the teaching on offer and to ensure a high level of success in their work. Students must bring the necessary books and equipment to lessons, using lockers only at the following times: before morning registration, at break time and for the first and last five minutes of lunch.
4. Students must be on time for all lessons and for the school day. If they miss any part of their learning time, they are putting at risk the learning of themselves and of others.
5. In the classroom and around the school, a member of staff's word is final. If there is a problem which needs to be sorted out, the matter may be mentioned politely to the member of staff after the lesson is over, or away from a public situation. Or else, the matter may be mentioned later to the Year Learning Co-ordinator or Deputy Head in charge of Key Stage. In this way, confrontation will be avoided and student and member of staff will find it possible to listen to one another.

### Keeping Students Safe

1. The possession of an offensive weapon, fighting or attending an affray are all expressly forbidden. These actions will incur severe penalties. The possession of an offensive weapon, or what the head teacher considers to be an offensive weapon, will usually incur permanent exclusion. The claim that the weapon is for defensive purposes is not acceptable.
2. Having matches, lighters or fireworks in school is forbidden, as are items of electrical equipment. Being with another student who is known to have these items is also considered very serious. Every member of the school community is responsible for avoiding the risk of fire in the school. Tampering with fire safety equipment including falsely setting off the alarm is expressly forbidden.
3. The possession of cigarettes, alcohol and drugs of any sort is expressly forbidden. Students who bring any of these substances into school or who are with girls who have any of these substances will be jeopardising their place at La Retraite. The supply or use of illegal drugs will result in permanent exclusion. Being with another student who has these substances and not reporting this to a teacher is treated very seriously indeed.
4. Students must never miss a lesson or any part of a lesson without written permission from a teacher. This is to safeguard students as much as to ensure that they do not miss work. Teachers are responsible for the health and safety of children in their care during any given lesson.
5. During break and lunch times, no-one will leave the school grounds without written permission for any reason whatsoever, however briefly.
6. Any student arriving late for school or leaving early for an authorised appointment must sign in/out at Reception.
7. Telling lies or seeking to deceive staff is regarded very seriously as it can impede an investigation where students' health and safety are at risk.
8. Mobile phones, personal stereos or radios, MP3 players or digital cameras of any sort can present personal safety hazards of various kinds and are strictly not allowed in school. Any such article must be handed in at Reception on arrival at school. If possession of any of these items is discovered, whether by spot-checks or in any other way, the item will be confiscated and not returned until the end of the full term, unless a parent/carer makes an express appointment to recover the article. This will be the case, whoever the article belongs to. Any refusal to hand over such an item will be regarded as refusal of the authority of the school. A letter will not suffice to recover the object. The school takes no responsibility for the safe keeping of confiscated items.
9. ICT and other technologies present increasing hazards in the 21st century. Under no circumstances may a student use a chat room or any other unsuitable web-site. Any use of technology to cause another person hurt or distress, or to bring the school into disrepute, is treated very seriously indeed.





## The School Code continued

1. La Retraite has an excellent reputation. It is important that every member of the school community endeavours to maintain that high standard. For this reason, uniform is to be worn to a high standard outside the school as well as inside it.

2. More seriously, bad or unlawful behaviour outside the school is regarded in the same way as bad or unlawful behaviour inside the school. Students should not do anything which brings the school into disrepute. Deliberately using force against another and the possession or use of what the head teacher would consider to be an offensive weapon can incur the most severe penalties.

3. Bullying of any sort is regarded with the utmost seriousness. Bullying can consist of various activities designed to hurt or to render uncomfortable another:

- Physical action against another student.
- Unkind words, rumour-mongering or gossiping behind her back.
- Cyber-bullying, using the internet, texting or some other form of hurtful material.
- Laughing at another, or making fun of her.
- Even, being present while such actions are happening and doing nothing to report such difficulty.

It is of the first importance that if any student either suffers bullying herself or sees it happening to someone else, that this is reported to a teacher or to another adult in the school.

4. Students should behave with kindness and consideration at all times – within the school, as well as travelling to and from the school. In this way, a pleasant atmosphere will be fostered, which makes La Retraite a happy place to be.

5. No student should ever 'take the law into her own hands'. Adults in the school community are responsible for the good order of the school and any infringement of this should be reported to a teacher, the Year Learning Co-ordinator, the deputy head or any responsible adult. Under no circumstances may a student correct or discipline another student herself, even in the apparent interests of justice. Neither may she deliver

messages for others, pass on threats or otherwise involve herself in a dispute.

6. Students are expected to come to school prepared for work. This means being properly equipped for work and being correctly dressed for school. Summer uniform may be worn during the summer term and during the first half of the autumn term only. It is compulsory for Years 7 and 8.

7. Students are expected to observe the rule that no jewellery is allowed except a wrist watch and a small pair of plain ear-studs, one in each lower lobe. If this rule is infringed, the jewellery may be confiscated until the end of the full term.

8. Students may not wear make-up, nail-varnish or false nails. Cosmetic and hair-preparation products are not allowed in school.

9. Any stealing is forbidden and is treated very seriously.

10. The buying and selling of goods (unless authorised by the Head Teacher for strictly bona fide charity events) is strictly forbidden.

11. Members of the school community respect the property of the school and that of others. Consequently theft is taken very seriously. Students should take care of their own property which should be marked with their name. Governors and staff are not responsible for loss of property. Students should neither borrow nor lend items, clothes, money or lunch tokens from others.

12. Members of the school community will care for the environment by putting litter in a bin and taking care of the furnishings and fittings and especially of all ICT equipment. As a Christian community, we are considerate of all who work and study here. We want to make La Retraite a school where all of the premises staff, including the cleaners and grounds staff are respected and where we do not make unnecessary work for them.

## Sanctions

These may be any of the following, at the discretion of the head teacher and senior staff:

- Detention after school or at lunch time. (It is likely that the sanction for any lesson missed will be equal time in detention).
- Confiscation of items which are not permitted.
- Loss of lunchtimes as free time over a longer period.
- Saturday or holiday time detention.
- Calling in parents for an interview.
- Internal exclusion from lessons and normal social life within school.

- A short external exclusion.
- A longer external exclusion.
- Permanent exclusion.

If a student contravenes the code in any way, she will accept her punishment with dignity and not challenge the authority of the school. Parents are asked to support the school in this.

## Advice for Parents

Students may be detained for 15 minutes after school without prior notification - parents will be notified 24 hours in advance if a longer detention has been given. Detention may be given for lack of homework, behavioural reasons (for example incorrect uniform, truancy and lateness).

We strongly advise that students do not bring unnecessary money or valuables into school.

All uniform should be labelled clearly.

Please ensure that mobile phones are not brought into school.

School lunches are available from the Canteen for cash

Students may bring a packed lunch if they wish. All meals, whether packed or bought at school should be eaten in the Dining Room.

Any change of address or telephone number must be notified to the school office in writing.

The school must also be informed in writing of any medical condition and medication needed.

If there is a medical reason why a student cannot participate in PE, a note should be written to the subject teacher.

If your daughter needs to have any medication during the day, a note should be sent in giving details and the medicine left at the office. Many girls need to have a spare asthma pump in school, this should be clearly labelled in an envelope and kept in the office.

If you wish to see a member of the staff you should make an appointment via the school secretary. On arrival at the school all visitors should report via the main entrance to Reception. It is expressly forbidden for any adult, whether a parent or not, to enter the school except to Reception without an invitation from a member of the school staff.

This is for the health and safety of students.

Please remember to sign your daughter's homework diary each week. Homework that is completed each evening should be checked against that set in the diary. If there is a change in family circumstances which affects your child please inform the Year Learning Co-ordinator.

## School Uniform

School tartan kilt, must be knee length or longer

School tie

White blouse (buttoned to neck, long-sleeved for winter, V-necked with short sleeves for summer (Years 9 -11 only)

Navy blue blazer with school badge

Dark, navy blue v-neck jumper or cardigan with school colours

Sweat-shirt (for Year 11s only)

Plain black shoes (not trainers, not high heels, and not sling-backs, not canvas plimsolls)

Plain, unpatterned navy or black tights or navy, black or white socks

Plain, dark navy or black outer coat, either full or  $\frac{3}{4}$  length, with no hood, logo or brand name

Either La Retraite scarf or plain navy scarf

A dark bag with no logo or brand name

Summer dress (compulsory for Years 7 and 8)

### PE Kit

White aertex blouse

Plain navy sports skirt or navy track suit with no logo or brand name

Plain, white trainers

**John Lewis of Oxford Street**  
are the recognised suppliers of the  
**La Retraite uniform.**



## Curriculum Offer

### The Key Stage 3 curriculum

The subjects on offer in Years 7, 8 and 9 are as follows: Religious Education, English, Mathematics, Science, Information and Communication Technology, History, Geography, Modern Foreign Languages (French and Spanish), Technology (in the areas of Food, Textiles and Graphics), Art, Music, Drama, Dance and Physical Education. There is also a programme of education for Personal, Social and Health Education, Citizenship, Careers Guidance and Enrichment.

### The Key Stage 4 curriculum

The core subjects on offer are: Religious Education, English, Mathematics and Science (either Biology, Chemistry and Physics GCSE or Science BTEC incorporating the three Sciences) and Information and Communication Technology. Students are then expected to make some choices from the following:

- Modern Foreign Languages (either French or Spanish);
- Humanities subjects (History, Geography or Sociology) so that they will develop an understanding of mankind in the past or the present;
- Technology subjects (Food Technology, Textiles Technology or Product Design);
- Creative subjects (currently Drama, Art and Music).
- Vocational courses in Business or Health & Social Care.

All students also follow a non-examination programme of Physical Education and of Citizenship, Health Education and Enrichment.

### Personal, Social Health and Citizenship Education (PHSCE), Citizenship and Enrichment

On six days every year, we suspend the normal curriculum and have a special programme of events, visits and specialist sessions which cover the Personal, Social and Health Education curriculum and the Citizenship curriculum. Some of these visits also comprise our Enrichment Curriculum which endeavours to give our students experience of artistic and sporting life and the like, as part of our mission to educate the whole person. Some aspects of Citizenship are also covered in the academic curriculum.

### Sex and Relationships Education

We aim to balance the needs of young women who should have the knowledge, skills and strength on which to base decisions about themselves and their lives, with the sacramental education implicit in Catholic schooling. We want our students to understand and to choose to embrace Catholic attitudes to love, sex and family life. A full version of the policy is available from the school.

## Charging Policy

### Educational visits and activities

The 1988 Education Act brought into force on 1 April 1989 a new statutory framework for charging for school activities. Thus, all education provided at school during school hours shall be free. The following are exceptions when a charge will be levied:

- individual tuition given in a musical instrument.
- the board and lodging element of expenses incurred on a residential trip;
- activities which take place wholly or mainly outside school hours.

In the case of activities, trips or visits which take place during school hours as optional extras, parents will be asked to contribute a proportionate sum for their child once the aggregate cost has been determined. Failure to meet the aggregate cost from voluntary contributions means that the activity, trip or visit will not take place.

The following wording will be incorporated into letters to parents regarding such activities, trips or visits:

The visit cannot take place unless we can raise by voluntary contribution the sum of .... per student. This covers the cost of .... I should be grateful if your daughter would bring the contribution, together with the reply slip below, in an envelope marked with her name and form and addressed to her Form Tutor by .... If a cheque is enclosed, please write her name and form on this also. You will be informed as soon as possible if sufficient contributions are made to permit the visit.

## School Fund

£30.00 is collected from each family at the beginning of the school year in September. The school uses this money to provide amenities and activities to enhance the students' educational experience. The money is usually brought in by the youngest student from each family. Please do pay this amount as early as possible, as it is very important for us and for the education of your daughters.

## Complaints

In any community, things occasionally go wrong. When that happens, we want to make it as easy as possible to address any issues with parents.

A way of preventing problems from developing is for parents to encourage their daughter to share any problem or anxiety with her tutor, subject teacher, Year Learning Co-ordinator, Head of Department or one of the Deputy or Assistant Heads, however trivial it may seem. If the problem does develop, we are then able to sort it out as quickly as possible.

In order to inform us of their concerns, parents can:

- write a comment in the student's planner either for the tutor or the subject teacher;
- write a note to the tutor or subject teacher;
- contact the Head of Department to ask for an appointment;
- contact the Year Learning Co-ordinator to ask for an appointment;
- telephone or write a note to the Deputy or Assistant Head in charge of the Key Stage, asking for an appointment. Mr. D. Malins has the overview of Key Stage 3, Mr. J. Conway has the overview of Key Stage 4 and Mrs. S. Fegan has the overview of the Sixth Form.

We are confident that matters can usually be sorted out satisfactorily and informally in these ways. If, however, after following these procedures, parents are not satisfied, they may make a formal complaint in writing to the Head Teacher.

When written complaints are made, we acknowledge the complaint in writing within two school days. In the acknowledgment, we will include:

- the name of the staff dealing with the complaint;
- a deadline of no fewer than seven working days for notifying parents of progress that has been made;
- if at all practicable, a deadline of ten school days for settling the complaint.

If we are unable to resolve the matter in school, a complaint may be addressed in writing to the Chair of Governors at the school. In this case, we have a formal complaints procedure which is available on request.

## Attendance 2008 – 2009

Authorised and unauthorised attendance 2008-2009 (in the form specified by the Department for Education and Skills)

Number of those of compulsory school age on roll for at least two sessions up to May 2009:

	Year 7	Year 8	Year 9	Year 10	Year 11	All
Unauthorised absence as % of total attendance	0.1	0.1	0.2	0.7	0.6	0.4
Attendance as % of total attendance	95.5	95.8	93.9	94.7	92.5	94.5

## Destinations

Destinations of those leaving La Retraite in 2009:

### Year 13:

Those continuing in school	0
Those continuing into Higher Education	58
Those continuing into Further Education	2
Those going straight into work with training	4
Those going to work with no training	3
Unemployed	0
Unknown	5
<b>Total</b>	<b>72</b>

### Year 11:

Those going on to school or Sixth Form College	81
Those going on to Further Education	41
Those going straight into work with training	1
Those going to work with no training	1
Unemployed	0
Unknown	14
<b>Total</b>	<b>138</b>



## School Day

### Structure of the School Day

Registration	8.35 – 8.45 a.m. Students must be in school by 8.30 a.m.
Period 1	8.50 – 9.40 a.m.
Period 2	9.40 – 10.30 a.m.
BREAK	
Period 3	10.50 – 11.40 a.m.
Period 4	11.40 – 12.30 p.m.
LUNCH	12.30 – 1.30 p.m.
Period 5	1.30 – 2.20 p.m.
Period 6	2.20 – 3.10 p.m.
Registration	3.10 – 3.15 p.m.

25 hours per week spent in lessons

## School Documentation

Copies of the current school prospectus are available upon request from the school office. Copies of all school policies are available upon application to the Head Teacher. Several of these are also on the school website. Copies of National Curriculum documentation are available from Heads of Department or from the Deputy Heads.

## Term Dates 2009 – 2010

### Autumn Term 2009

Tuesday 1st September 2009	INSET day Year 11 begin Work Experience Sixth form interviews
Wednesday 2nd September 2009	Sixth form interviews
Thursday 3rd September 2009	Induction Day for Year 7
Friday 4th September 2009	Year 7 continue Induction Years 8 – 10 start school Sixth form interviews continue
Monday 7th September 2009	Sixth Form lessons start
Monday 14th September 2009	Year 11 return from Work Experience
Monday 26th – Friday 30th October 2009	Half term
Friday 13th November 2009	INSET day
Friday 21st December 2009	Christmas holidays

### Spring Term 2010

Monday 5th January 2010	All year-groups return to school
Monday 15th – Friday 19th February 2010	Half term
Friday 2nd April – 16th 2010	Easter holiday

### Summer Term 2010

Monday 19th April 2010	INSET day
Tuesday 20th April 2010	Students return to school for summer term
Monday 3rd May 2010	May Bank Holiday
Monday 31st May – 4th June 2010	Half term
Wednesday 23rd June 2010	INSET day
Tuesday 20th July 2010	End of term

Other INSET days will be taken during the school holidays.

## Key Stage 3 Exam Results

### Teacher Assessments (core subjects)

**Table 1**

Percentage at each level

	W	1	2	3	4	5	6	7	8	EP	Pupils disappled	Pupils absent	Pupils achieving level 5 and above
English	0	0	0	0	10	46	38	7	0	0	0	0	90
Mathematics	0	0	0	0	7	20	35	34	3	0	0	0	93
Science	0	0	0	0	15	31	38	15	1	0	0	0	85
ICT	0	0	0	0	8	19	63	10	0	0	0	0	92

### Teacher Assessments (other subjects)

**Table 2**

Percentage at each level

	W	1	2	3	4	5	6	7	8	EP	Pupils disappled	Pupils absent	Pupils achieving level 5 and above
Modern Foreign Languages	0	0	3	14	29	28	22	1	4	0	0	0	54
Design and Technology	0	0	0	3	10	22	42	22	0	0	0	0	86
Geography	0	0	0	0	1	22	54	22	0	0	0	0	99
History	0	0	0	0	5	16	38	37	4	0	0	0	95
Art	0	0	0	1	5	31	51	10	3	0	0	0	94
Music	0	0	0	1	16	58	18	7	1	0	0	0	83
Physical Education	0	0	0	0	4	76	18	0	0	0	0	0	94
Religious Education	0	0	0	1	5	22	34	37	0	0	0	0	93

#### Notes on Assessment Levels

Levels 4 and below represent achievement below the nationally accepted standard for 14 year olds. Level 5 and 6 represent achievement at the nationally accepted standard for 14 year olds. Level 7 and above represents achievement above the nationally accepted standard for 14 year olds.

# GCSE Results

## GCSE results achieved by pupils aged 15 in 2009

**Table 3**

Number of pupils aged 15 = 142      Number of pupils not entered = 0

Subject	A*	A	B	C	D	E	F	G	U	X	TOTALS
English	1	32	48	45	10	2					138
English Literature		25	53	33	19	5				1	136
Mathematics	5	26	46	32	20	3	3	3			138
Science	1	5	10	37	19	18	20	2	1		113
Additional Science	1	13	10	19	5						48
Applied Science (BTEC)	2		16	110							128
Biology		8	12	5							25
Chemistry		3	14	8							25
Physics		3	11	9	2						25
Religious Studies	7	31	23	37	22	11	5	2			138
Art & Design		3	5	2	3	5	1				19
Business BTEC First	32		12								44
Business Studies	3	5	3	4	5		1	1			22
Career Planning (Asdan Certificate)			56								56
Design & Technology: Food	2	11	6	11	3	4		1			38
Design & Technology: Product Design		1	3	3	4						11
Design & Technology: Textiles	3	11	16	4	6		1	1	2		44
Drama And Theatre Arts	6	14	12	4	7	1	1				45
French	4	8	16	12	7	1	1				49
Geography	3	7	17	10	7	4	1				49
Health/sc BTEC First	8	76	4	20							108
History		6	15	12	8	11	4				56
IT @ Work BTEC					4	8					12
Ict BTEC First	16	16	12	12							56
Arabic	1										1
Chinese	1										1
Polish	1	3									4
Portuguese	1	8	4	1							14
Russian	1										1
Sociology	3	17	16	11	5						52
Spanish	13	4	2	3	1						23
Statistics	6	14	8								28
<b>Totals</b>	<b>121</b>	<b>350</b>	<b>450</b>	<b>444</b>	<b>157</b>	<b>73</b>	<b>38</b>	<b>10</b>	<b>3</b>	<b>1</b>	<b>1647</b>

**Table 4**

## Summary of GCSE Results for pupils aged 15 as a percentage

% of pupils	Entered for 5+ GCSEs	Achieving 5+ GCSEs A* – C	Achieving 5+ GCSEs A* – G	Obtaining no passes	Average points score
La Retraite School (2009)	138	93.5	100.0	0.0	504
UK (2008)	not available	65.3	91.6	1.4	393.1

**Table 5**

## Comparison of A\*– C % pass rate (including English and Maths)

	2009	2008	2007	2006	2005
La Retraite (2009)	78	68	55	66	53
UK (2008)	not available	48	46	45	44

**Table 6**

## Comparison of La Retraite's GCSE results during the last five years for pupils aged 15

	2009	2008	2007	2006	2005
Number in year	138	142	136	123	131
Number of examinations sat	1647	1532	1420	1246	1282
% of A* – A grades	28.5	26.1	14.4	25.0	16.5
% of A* – C grades	82.8	75.8	66.1	69.7	61.9
% of A* – G grades	100.0	98.2	96.2	98.7	98.0
% of pupils achieving 5 or more A* – C grades	93.5	81.0	75.7	74.0	64.1
% of pupils achieving 5 or more A* – G grades	100.0	97.9	96.3	98.4	98.5
% of pupils achieving no passes	0.0	0.0	0.7	1.6	0.0
Average number of entries per pupil	11.9	10.8	10.4	10.1	9.8
Average point score (uncapped) per pupil	504	445.9	414.8	414.2	379.0

Points per grade: A\* = 58, A = 52, B = 46, C = 40, D = 34, E = 28, F = 22, G = 16, U = 0

\* = old points system

## GCE A Level Results

**Table 7**

2009 GCE A level examination results achieved by pupils aged 16 – 18

Subject	A	B	C	D	E	U	Absent	Totals
Art	1		1					2
Biology	1	4	2	4	3			14
Business BTEC National	3		2					5
Business Studies		1	1	1				3
Chemistry	1	5	2	2				10
Drama		1	3	2	3			9
Economics and Business	1	1		1				3
English Literature	3	5	8	7	3			26
French		1	2					3
Government & Politics		2	2	1	2			7
Health & Social Care Applied		1	9	2	1			13
History	1	3	3	2				9
ICT BTEC National			4		7			11
Italian	1							1
Mathematics	3	6	2	5	2			18
Media Studies *			1					1
Physics		1						1
Polish	2		1					3
Psychology	1	1	2	6	5	1		16
Religious Studies			2			1		3
Russian	1							1
Sociology	1	11	8	5	4			29
Spanish		2		1				3
Textiles			1		1			2
<b>TOTALS</b>	<b>20</b>	<b>45</b>	<b>56</b>	<b>39</b>	<b>31</b>	<b>2</b>	<b>0</b>	<b>193</b>

\* These subjects were taught at schools within the SL6 collaboration (Dunraven / St Martin-in-the-Fields)

## GCE AS Level Results

**Table 8**

2009 GCE AS level examination results achieved by pupils in Year 13 only

Subject	A	B	C	D	E	U	Absent	Totals
Art				2	1			3
Biology					1			1
Chemistry			2		2			4
Drama				2	1			3
Economics and Business			1					1
English	2	2		1	2			7
French				1	1			2
General Studies		9	5	9	15	29		71
Government and Politics			1			1		1
History			1	1				2
Health and Social Care		2	1	1				4
Mathematics				1	1			2
Media Studies			1	1		1		3
Physics		1						1
Physical Education				1				1
Psychology				3		1		4
Sociology	1		1	3	1	3		9
Textiles	1			1				2
<b>TOTALS</b>	<b>3</b>	<b>14</b>	<b>13</b>	<b>24</b>	<b>24</b>	<b>35</b>	<b>0</b>	<b>116</b>

**Table 9**

### Comparison of La Retraite's GCE A/AS level results during the last five years

This table includes students numbered in both Tables 7 and 8.

	2009	2008	2007	2006	2005
Number in Year	72	62	42	44	54
Number of examinations sat	309	232	156.5	167.5	201
% of A-E Grades at A2 Level	99.0	95.5	97.4	98.4	97.4
Average number of A-E grades per pupil at A2	2.6	3.5	3.5	3.6	3.4
Average number of A-C grades per pupil	1.6	2.1	2.1	2.4	1.8
Average points score per student	685.6	740.6	717.7	n/a	n/a
Average points score per exam entry	221.6	197.9	194.2	n/a	n/a

In this table A/S levels count as 0.5 of an A level

**Table 10**

### Summary of GCE A/AS results for pupils aged 16 – 18, taking two or more A/AS levels or equivalent

GCE A/AS results score in points: A levels Grade A = 270, B = 240, C = 210, D = 180, E = 150

AS levels Grade A = 135, B = 120, C = 105, D = 90, E = 75

Number of pupils in relevant age group entered for 2 or more A or AS levels or equivalent = 72

% of pupils scoring these points

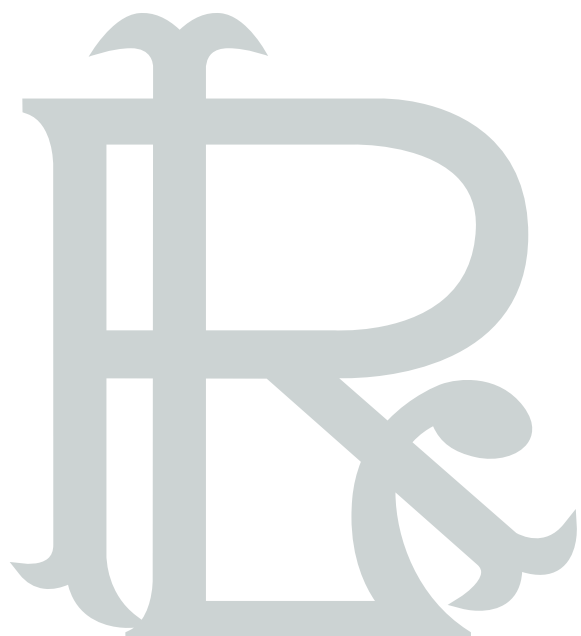
	0 – 329	330 – 569	570 – 719	720+	Average Pts
La Retraite 2009	3	11	11	47	686
Lambeth Schools 2008	—	—	—	—	578
National results 2008	—	—	—	—	731

## Additional Notes

\* The DfES (Department for Education and Skills) defines the age of pupils we must include in the above statistics. Some pupils who have taken examinations this year have therefore not been included. Some other pupils have, for various reasons, been included even though they are studying in a year group which is not taking exams.

## Policy on Examinations Entry

All pupils are expected to be entered for examination in subjects where they have completed the course, except in very rare cases where there is no realistic expectation of a grade being achieved. In such cases, pupils will only be withdrawn from examination after consultation with parents. The Head Teacher makes the final decision on this.



# La Retraite

Roman Catholic Girls' School

Atkins Road, Clapham Park, London SW12 0AB

Tel: 020 8673 5644 Fax: 020 8675 8577

[schsec@laretraite.lambeth.sch.uk](mailto:schsec@laretraite.lambeth.sch.uk)

[www.laretraite.lambeth.sch.uk](http://www.laretraite.lambeth.sch.uk)