Archbishop Holgate's School

A Church of England Academy Founded 1546

Pathfinder Multi Academy Trust

School Newsletter 451

Values – Care – Achievement

Thursday 13 October 2022

Executive Head's Introduction

Dear Parents and Carers,

It's been a busy week in school especially for Year 7 parents, some of whom were in school for both the Accelerated Reader Evening on Monday and the Bewerley Park Information Evening on Tuesday. We look forward to seeing families again next week at the Year 7 Form Tutor Progress Evening. I also, today, visited the Year 7 assembly to speak to students about how well they have settled into life at AHS.

On Tuesday we were fortunate to host a visit from the BBC as part of their 'BBC 100: Share Your Story Tour'. The tour is part of their centenary celebrations to visit around 400 secondary schools across the UK, reaching approximately 400,000 students. A BBC Ambassador shared their inspirational journey with Year 8 and 9 students, to inspire them through the power of storytelling, sharing their true story with the students about something they have been through and overcome. Students then had an opportunity to ask questions and to find out more about the ambassadors including their story and career. Each session had been developed to support the PSHE curriculum in goal setting and overcoming obstacles, and to benefit the English curriculum through the power of storytelling.

SEND coffee morning, Saturday 15 October

This is aimed at parents of SEND students in order for them to meet the SENDCos informally, but also to meet and engage with other parents. Please advertise to any parents you know from a pastoral point of view, or that you know in the wider AHS community.

Food for Thought

Our Form Tutor Collective Worship this week has been inspired by thinking about how we might practice the Art of Contentment. Our daily quotes have been about contentment.

"Health is the most precious gain and contentment, the greatest wealth."

The Buddha

To receive the daily Thought for the Day straight to your phone or other electronic device sign up to @AHSChaplaincy on Twitter.

Restart a Heart Week

We are delighted to be running our Restart a Heart week this week in school. Our aim is to raise awareness of the huge impact that knowing CPR could have on family, friends or even strangers' lives. As part of PE lessons, we are training over 1000 of our school community to perform CPR confidently and then, hopefully, they will be able to pass on their knowledge to others to help increase survival rate from cardiac arrests. Currently only 1 in 10 people survive an out of hospital cardiac arrest in the UK so there is much to do in raising awareness about this lifesaving skill. There have been changes to the guidance since Covid and it is now recommended that you do not administer rescue breaths, and instead, concentrate on continuous chest compressions until a defibrillator or ambulance arrives. Guidance posters for 'Hands only CPR' and 'How to use a defibrillator' have been included in this newsletter for those wanting up to date advice or anyone wishing to refresh their skills.

This week is part of the International 'Restart a Heart Day' initiative. This was originally started by the Yorkshire Ambulance Service in 2014 and has now gone worldwide! Every ambulance service in the UK is involved, as well as Resuscitation Councils from around the globe. Last year, they trained over 200,000 people nationwide through partnership with other services. They work with the Resuscitation Council (UK), British Heart Foundation, St John's Ambulance and British Red Cross nationally to make this project a success.

Students have also been taking part in the Resuscitation Council's interactive videos 'Lifesaver' during form time to see if they can apply the knowledge they have learnt to real life situations. We hope that everyone will have the confidence to pass on this vital, and surprisingly straightforward, skill to family and friends. Families can watch the BHF's 'How to do CPR' video on YouTube https://www.youtube.com/watch?v=ROEyvmZDStI and 'How to use a defibrillator' https://www.youtube.com/watch?v=O6drnMno9nY&t=79s or ask your child to talk you through it with the help of the attached posters. If you are ever in the situation where you find someone unconscious and not breathing, being able to do something is always better than doing nothing.

There is also a 'Learn CPR' in 15 minutes with RevivR™ CPR Training course that is easy to complete. Be ready for the day you might need to save a friend or loved one with RevivR, a fast, free and easy-to-use CPR training course https://www.bhf.org.uk/how-you-can-help/how-to-save-a-life/how-to-do-cpr/learn-cpr-in-15-minutes.

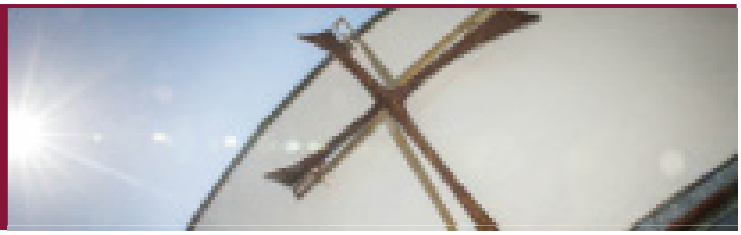
AHS Feedback

We welcome all feedback and thank all parents for their valuable contributions. If you have a query or simply an observation about the school please complete the form online.

Social Media

Please follow us on Twitter @AHSYork or Facebook to keep up to date with the latest news and events!

This Week's School News



Anti-bullying and Discrimination

What is bullying?

The school uses the Anti-Bullying Alliance definition of bullying - "Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online:".

A useful video is available at: www.youtube.com/watch?v=U8iX-rstY9I

There are four key elements to this definition:

- hurtful
- repetition
- power imbalance
- intentional

In this short video you will hear about what we mean by a 'power imbalance': https://www.youtube.com/watch?v=cnA51tmxtag

Bullying behaviour can be:

Physical - pushing, poking, kicking, hitting, biting, pinching etc
Verbal - name calling, sarcasm, spreading rumours, threats, teasing, belittling
Emotional - isolating others, tormenting, hiding books, threatening gestures, ridicule, humiliation, intimidating, excluding, manipulation and coercion
Sexual - unwanted physical contact, inappropriate touching, abusive comments, homophobic abuse, exposure to inappropriate films etc
Online/Cyber – posting on social media, sharing photos, sending nasty text messages, social exclusion
Indirect - can include the exploitation of individuals

Year 7 and 8 Accelerated Reader

It was fantastic to see so many families at the Accelerated Reader information session on Monday. The PowerPoint from the session, alongside key website links, have been uploaded to the Year 7 and 8 Google Classrooms for your future reference.

190 quizzes have been taken over the last 3 weeks which is a brilliant start and we hope students have got some exciting books ready to read over half term.

If anyone is looking for a spooky autumnal read, we can recommend 'Uncle Montague's Tales of Terror' in which you will hear several grisly tales from the eccentric Uncle Montague.

Students have also been given our Book Bingo challenge which encourages students to read across a range of genres , including fiction and non-fiction. They can visit the libraries at break and lunch to get their bingo card stamped by the librarian once they've read a book. Can they get a full house during the year?
Ms Evans, Accelerated Reader Coordinator

Upcoming Events

Fri 14 Oct	Y8/9 Flamingo Land Trip
Fri 14 Oct	Restart a Heart Day
Fri 14 Oct	Y11 IAG Day
Sat 15 Oct	SEND Coffee Morning
Wed 19 Oct	Y7 Form Tutor Progress Evening
24-28 Oct	Half Term
Mon 31 Oct	Students return

Admissions Consultation for 2024-25 Entry

This year's Admissions Consultation is being jointly held by all admission authorities in the City of York between 3 October and 13 November 2022. The consultation includes the admissions policies and planned number of places available at each school for entry in September 2024. For more information and to respond to the consultation, please visit the admissions page on our website or www.york.gov.uk/CoordinatedAdmissionsConsultation.

Careers Corner

PwC 'Women in STEM' Webinar
Wednesday 19 October, 6.30-7.15pm

Success at School have linked with PwC to host a webinar designed for female students in Years 10-13 and their parents who are considering a career in technology or accounting. Throughout the session, you'll hear from a range of female guest speakers, including current students and senior members of the team at PwC. This event provides a chance to find out how technology is used at PwC to solve societal problems, find out about opportunities at PwC, offers time to ask and answer questions, and find out more about their application and recruitment process. For more information and to register, please visit https://tinyurl.com/36hvxrfc

WOW! word of the week

Capacity: noun - the maximum amount that something can contain. 'The room was filled to capacity.'

Tweet OF THE WEEK

@AHSArtsAward: Really inspiring to have the @bbceducation here today speaking to the students for #shareyourstory

Message from Head of Year 11

It's strange to think that we are already nearly at the end of the first half term and that the first break will soon be upon us! I am pleased to say that the dark mornings and evenings that are creeping in don't seem to have dampened the spirits of Year 11 too much and students continue to work hard in their lessons. I am really pleased to see students have begun to take up the opportunity for further support in their subjects over this half term. Coursework subjects such as Music, Drama and Art are running lunchtime and after school Period 6 sessions to help students get the best possible grade they can in their coursework and compositions. During my visits it was great to see so many students making the most of this. In the coming weeks, the more formal Period 6 timetable will be available to parents (including English, Maths and Science) before the mock exams in November.

Speaking of Mock exams, students will be sitting two weeks of formal exams between Monday 28 November to Friday 9 December. The purpose of this period is:

1) To allow students to re-cap and revise their knowledge from the beginning of Year 10.

2) To allow our students to experience a more rigorous exam period than they had in Year 10, to prepare them for their exams in the summer.

3) To assess the current progress students are making in their subjects and action any intervention needed following the mock exams.

The students will be well prepared by revising key content in their lessons in the build up to the exams. The content they revise will be linked to what will appear on their papers during the exam period. Students will also be taught key revision skills during form time to aid them with preparation for the exams. Finally, students will have the opportunity to access Period 6 in certain subjects, that will be welcomed additional time with a teacher to secure the best outcome possible. I will be sending more information to parents about the exams, revision resources and the Period 6 timetable in the near future.

On a slightly separate note I want to make parents aware of the release of the provisional timetable for Year 11 GCSE exams next year. This can be found online, however please be aware that these dates are only provisional and may be subject to change! The exam boards will release the finalised timetable later this term. As soon as it has become official I will be informing parents of this as I know many want to get ahead planning holidays next summer!

One thing that has been really fantastic to see, is the students of Year 11 returning to extra-curricular clubs and sports teams. I have been so pleased to see so many returning to music clubs such as choir, band and music technology club. Alongside this, I know how well the sports teams have been doing, with the boy's rugby and football teams picking up where they left off last year with some excellent performances. I was also delighted to see a number of girls from Year 11 taking part in a football tournament, with a glowing report from Mrs Amos about their level of skill and commitment. I am proud of all the students who represent our school and I am very aware of the commitment they have shown to this over the years. I hope they continue to do so in the Sixth Form, as they are a brilliant role model for our younger students.

I would like to remind parents that this Friday (14 October) is IAG day. This is the Sixth Form taster day, where students will have the opportunity to experience some A Level lessons and ask questions regarding the different courses. Students should have already made young person for whatever reason has yet to make their choices they will need to do so as soon as possible. I really hope students enjoy the day and gain the full experience of what it is like to be a Sixth Former at AHS. As parents, should you have any questions about the day or A Level choices moving forward, please do not hesitate to contact a member of the Sixth Form team (or the subject teacher) and we will be happy to help. There will also be an A Level Open Evening after October half term, which parents can attend to find out more about the Key Stage 5 provision at AHS. Further information will be sent out nearer the time regarding this event.

Recently I have written to parents regarding the importance of attendance at school and the impact having the odd day off across the year can have on a student's education and outcomes at GCSE. I am delighted to say that the year group attendance was improved last week, but in case you missed the letter on the email I have outlined the key takeaways below:

Academic research carried out by the DfE shows that attendance which drops below 95% can have a significant impact on a Year 11 students' outcomes in their GCSE exams. A student achieving 95% attendance will not miss more than 10 school days throughout the academic year.

Research carried out by the DfE in 2019 found the following:

- Students with higher attainment at Key Stage 4 had lower levels of absence over the key stage compared to those with lower attainment.
- Students who did not achieve grade 9 to 4 in English and Maths GCSEs in 2019 had an overall attendance rate of 91.2% or below over the key stage, compared with 94.8% among students who achieved a grade 4 and 96.3% among students who achieved grade 9 to 5 in both English and Maths.
- Of students who were persistently absent, only 35.6% of students achieved a grade 9-4 in English and Maths.

In the coming weeks it is more important than ever that attendance of students is high. Please be aware that we have a large pastoral team and a qualified School Nurse to aid any student who is feeling unwell while they are in school. Thank you for all the hard work you are doing at home to continue to support your child, this is having a very significant impact toward their success at school. The Year 11 pastoral team are always available to help with any questions or queries you may have.

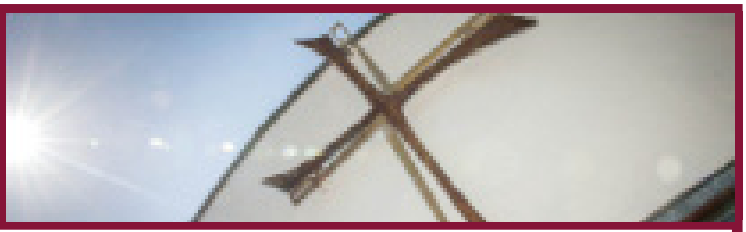
Mr Avery (Head of Year), Mr Deamer, Miss Johnstone and Miss Stocks (Assistant Heads of Year)

AHS achieves Eco Schools Award

Thank you to the Geography department Open Evening helpers who were fabulous, showcasing what we do. One of our priorities is to encourage sustainable thinking which has been led in the past by students through Green Leaders in Year 12 and the Allotment Club and Eco Club. Their work over the last 2 years achieved the Eco Schools Award with merit in Summer of 2022 - an impressive success. This means that we can show how our school community takes steps to reduce its impact on the environment - hopefully instilling confidence in others to take those steps too, perhaps for the first time. This year sees this work continuing, again with Green Leaders in Year 12, along with a new club 'Green Ambassadors' - open to all in KS3 and KS4 - if you would like to find out more please contact hclarke@ahs.pmat.academy.

PLEASE SHARE: If you would like to share students' achievements and events in the community, please email jsissons@ahs.pmat.academy. It's always nice to celebrate our school community.

This Week's Sixth Form News



Messages from Mrs Williams, Head of Year 12 and Mr Charlton, Head of Year 13

- Thank you to everyone who helped at Open Evening last week - students were fantastic and represented the school brilliantly.
- A heads-up that the Sixth Form Open Evening is on Tuesday 8 November and we will again be in need of volunteers to help support the school - thank you in advance!

Othello Trip - The Othello trip for Year 12 and 13 English Literature students is Thursday 20 October. Students should meet Mrs Williams at York Theatre by 7.00pm ready for a 7.30pm start. It is important that students have a safe way home, as indicated on their consent form. The play is due to finish at 9.45pm. Mrs Williams will meet with students prior to the trip to outline expectations and answer any questions.

Year 12

Year 12 Student Leaders - We have received 51 applications for the Student Leader roles and have now met with them as they begin their new role - we look forward to working with each and every one of them. Of those 51 applicants, we have received 31 expressions of interest to be School Captain. The recruitment process has begun and interviews take place wc 17 October. A very exciting time and a fantastic field.

Year 12 Target Grades - Year 12 will now have received their target grades. These are grades that teaching staff will use to inform progression tracking and support. These are not a prediction or a ceiling, but a strong indicator of potential.

Year 12 Form Tutor Evening - We will be hosting an evening on Wednesday 16 November for families of Year 12 to meet their son/daughter's form tutor by appointment. Interim data will be shared alongside behaviour and attendance. We hope this will be an informative evening in advance of the January A Level mock exams and formal external BTEC assessments. Letters will be sent home in due course.

Year 13

Year 13 Mock Weeks - Year 13 will have A Level mock exams wc 7 November and BTEC exams wc 14 November. For the two weeks prior to these exams students will have guided revision in class and as homework. Results will be shared wc 12 December and Parents' Evening will take place that week (Wednesday 14 December).

Students should see their teachers in good time if they have any questions or concerns.

Career Ready - It's important that students make the most of the last couple of months on the course and are proactive in attending masterclasses and meeting with their mentors.

School Menu - w/c 17 October

Monday

Mains
Chicken Korma
Vegetable Tikka Masala(V)

On the side
Rice
Onion Bhaji

Vegetables
Selection of seasonal vegetables served every day

Snack Selection
Baked Potato & fillings
Homemade Sandwiches

Family Favourites
Apple Crumble & Custard

A selection of: Traybake/muffin, Cookies, Yogurt and Fruit

Tuesday

Mains
All Day Breakfast
(sausages, bacon, tomatoes, mushrooms, baked beans, Scrambled egg)
Veggie all day breakfast (V)

On the side
Hash Browns

Vegetables
Selection of seasonal vegetables served every day

Snack Selection
Baked Potato & fillings
Homemade Sandwiches

Family Favourites
Lemon Drizzle cake

A selection of: Traybake/muffin, Cookies, Yogurt and Fruit

Wednesday

Mains
Roast Joint of Beef
Creamy Vegetable Kiev(V)

On the side
Roast Potatoes
Yorkshire pudding

Vegetables
Selection of seasonal vegetables served every day

Snack Selection
Baked Potato & fillings
Homemade Sandwiches

Family Favourites
Syrup sponge & Custard

A selection of: Traybake/muffin, Cookies, Yogurt and Fruit

Thursday

Mains
Beef Bolognese
Veggie Bolognaise(V)

On the side
Spaghetti
Garlic Bread

Vegetables
Selection of seasonal vegetables served every day

Snack Selection
Baked Potato & fillings
Homemade Sandwiches

Family Favourites
Jam Roly - poly

A selection of: Traybake/muffin, Cookies, Yogurt and Fruit

Friday

Mains
Freshly Battered Fish
Vegetarian Quiche (V)

On the side
Chips

Vegetables
Selection of seasonal vegetables served every day

Snack Selection
Baked Potato & fillings
Homemade Sandwiches

Family Favourites
Chocolate Sponge & Chocolate Sauce

A selection of: Traybake/muffin, Cookies, Yogurt and Fruit

Physical Education Department

"Equipping students with the knowledge, skills and motivation to live active, healthy lives."

Newsletter

Speed Skating

Katie-Anne Varga (10JLi) did well at her opening short track ice speed skating event last weekend at the Aldwych Open in London. She came 2nd in the overall competition for her category (it was a mixed boys and girls event and she was 1st girl), in the process knocking 3 seconds off her PB at the 777 metre distance. Superb news!

Football

The Y7 and 8 girls' football team attended a tournament at Bootham on Wednesday night. After finishing top in our pool, the girls successfully won in sudden death penalties. Massive congratulations to the girls for their team work and determination.

The Y8 and 9 team played against The Mount this week. They all played really well and supported each other throughout the game. Massive 10-1 win for the girls, ready for their cup game next week against Thirsk. Well played girls! Girl of the game - Caitlin Moffatt.

Loaned PE Kit

If any student has borrowed school PE kit, please can it be returned to a member of the PE department.

School PE kit is usually labelled "AHS".

If you have any unwanted school PE kit, we would be extremely grateful for any donations.

Extra-curricular PE

Please see our new extra-curricular programme for this half term. Remember that our clubs are a relaxed environment with a focus on participation and enjoyment, students don't have to be selected in teams. Fixtures are also back on, so if students would like to be a part of a team, they will need to attend training to be eligible for selection.

Netball

Y11 were on flying form at their Netball tournament this week. Unfortunately, they narrowly missed getting a place in the semi-finals, but each and every student played at their best showing resilience and great team spirit. Well done to everyone who took part. Star players were Michaela Lynch for a superb goal against St Peter's and Lucy Toulson for her excellent defensive play.

Running

Blossom (7MLn) and Brodie (7ZBl) Barrow went to Newcastle with their younger siblings to complete the Junior Great North Run 4km for the charity ADHD as their brother has ADHD and they wanted to raise more awareness of it, Brodie came 22 out of 253 and Blossom came 123 out of 253. Well done both!

PE Period 1 or 5

If a student has PE Period 1 they should still attend school in their normal school uniform.

Likewise, if a student has PE Period 5, they are allowed to leave school in their PE kit if they wish to do so.

Extra-Curricular Sport

If your son/daughter has had recent success in a sporting activity please contact the school, we would love to promote what they have done.

Google Classroom

On Google Classroom students can access general PE information, their Programme of Study, the Extra-Curricular Programme, Community Links and a curriculum map outlining what students study each year.

Tweet us @ @AHSPhysEd

SCHOOL CLUBS

MONDAY

LUNCHTIME (12.15-12.50pm)
- Y8 & 9 Football (Sports Hall)

AFTER SCHOOL (3.15-4.00pm)
- Y7-9 Girls' Football (Back Field)
- Y12-13 Football (Back Field)
- Y7-9 Badminton (Sports Hall)

TUESDAY

LUNCHTIME (1.15-1.50pm)
- Y10 Football (Sports Hall)

AFTER SCHOOL (3.15-4.00pm)
- Y11 Football (Sports Hall)
- Y7-11 Rugby (Back Field)
- Y7-10 Netball (Tennis Courts)
- Y10 Fitness (Fitness Suite)

WEDNESDAY

LUNCHTIME (12.15-12.50pm)
- Y8/9/SF Detentions (PE1)

LUNCHTIME (1.15-1.50pm)
- Y7 Spikeball (Gym)

THURSDAY

LUNCHTIME (1.15-1.50pm)
- Y7/9/11 Detentions (PE1)

AFTER SCHOOL (3.15-4.00pm)
- Y11-13 Netball (Tennis Courts)
- Y7 Football (Sports Hall)

FRIDAY

LUNCHTIME (12.15-12.50pm)
- Y8 Aerobics & Dance (Gym)

AFTER SCHOOL (3.15-4.15)
- Y7 Rookie Lifeguard (Swimming Pool)

School PE Kit

A reminder that all PE kit should be clearly named. If a student misplaces any PE kit, this makes it easier to return items to their rightful owner.

Reminder that students will be asked to remove ALL jewellery for PE lessons. This is a health and safety precaution and must be adhered to.

The department would like to clarify that the optional PE hoodie can be used for PE lessons, but we encourage students to wear the reversible PE top as this is safer for rugby.

Football Opportunity

Wigginton Grasshoppers FC U14s are looking to recruit some new players (boys or girls wanting to play in a mixed team). There is a genuine concern that without 2-3 additional players the team may fold which would be devastating for the players, some of whom have been with the club for almost 8 years.

🚨 New Players Wanted 🚨

⚽ WIGGINTON GRASSHOPPERS UNDER 14S SANTOS (2022/23 SEASON)

⚽ SCHOOL YEAR 9 SEPT 2022 - BOYS OR GIRLS WANTING TO PLAY IN A MIXED TEAM

🏆 YORK LEAGUE DIVISION 1

📍 Mill Lane, Wigginton, York, YO32 2PY

📅 Training Tuesday evenings. Matches Sunday afternoons.

Wigginton Grasshoppers Santos are looking for new players for the new season.

⭐ Full kit provided
⭐ Experienced, qualified coaches
⭐ Fantastic facilities
⭐ Most importantly, a great bunch of teammates ready to welcome new faces

Please contact Paul on 07894 423995 (phone / text / WhatsApp) for further details! 👍
http://www.wiggintongrasshoppers.co.uk/

New PE Policy Update

In order to ensure a smooth transition from the changing rooms to PE lessons, we have made a change to the current PE kit policy.

Starting from Monday 31 October (the first week back after half term) there will be a new policy for Key Stage 3 (Years 7-9) students and a separate policy for Key Stage 4 (Years 10-11).

If a Key Stage 3 student forgets an item of their PE kit it will result in a PE code. This will be repeated in the second instance they forget an item of kit. If a student forgets an item of kit for a third time, this will result in a lunchtime detention. A lunchtime detention will be triggered from that point onwards each time an item of kit is forgotten. This is then reset each half term.

The policy regarding a student failing to bring in all of their PE kit (which results in a lunch detention) will continue as normal.

If a Key Stage 4 student forgets an item of their PE kit it will result in a PE code. If a student forgets an item of kit for the second time, this will result in a lunchtime detention. A lunchtime detention will be triggered from that point onwards each time an item of kit is forgotten. This is then reset each half term.

The policy regarding a student failing to bring in all of their PE kit (which results in a lunch detention) will continue as normal.

For KS3 (Y7-9) who have two lessons per week, this means for each half term:

- When a student forgets an item of PE kit = PE code
- Student forgets PE kit for the second time = PE code
- Student forgets an Item of PE kit for the third time = lunchtime detention
- If a student forgets all of their PE kit for a lesson = lunchtime detention
- This process is reset each half term.

For KS4 (Y10-11) who have one lesson per week, this means for each half term:

- When a student forgets an item of PE kit = PE code
- Student forgets an Item of PE kit for the second time = lunchtime detention
- If a student forgets all of their PE kit for a lesson = lunchtime detention
- This process is reset each half term

NHS
Yorkshire
Ambulance Service
NHS Trust

HOW TO DO CPR

Cardiopulmonary resuscitation, or CPR for short, is a simple life-saving technique given to someone in cardiac arrest. It aims to take over the job of the heart and lungs by keeping blood and oxygen flowing through the body.

1 CHECK FOR DANGER

Look around for risks to make sure you won't be putting yourself in danger by helping.

2 CHECK FOR RESPONSE

Gently shake the person by the shoulders and ask if they can hear you.

3 SHOUT FOR HELP

If you don't get a response and the person is not breathing or not breathing normally (do not put your face next to theirs when checking), they are in cardiac arrest and you should shout for someone to help you.

4 CALL 999

Call 999 and make sure an ambulance is on its way. You will be talked through what to do and given the location of a defibrillator if there is one nearby.

5 COVER MOUTH & NOSE WITH CLOTH

If you think there is a risk of infection, place a cloth, towel or piece of clothing loosely over the patient's mouth and nose.

6 START HANDS-ONLY CPR

Put your two hands together and interlock your fingers, place your hands in the centre of the chest and push hard and fast to the beat of Stayin' Alive or Baby Shark. Keep going until professional help arrives or the person starts to regain consciousness.

7 USE A DEFIBRILLATOR

Please see our 'How to use a defibrillator' poster.

NHS
Yorkshire
Ambulance Service
NHS Trust

HOW TO USE A DEFIBRILLATOR

Defibrillators give a high energy electric shock to the heart of someone who has suffered a cardiac arrest to restore the heart's normal rhythm. Combined with CPR, defibrillators give patients the greatest chance of survival. It is best if someone starts CPR while another person calls 999 and gets a defibrillator.

1 SEND SOMEONE TO GET A DEFIBRILLATOR

There may be a defibrillator where you are, or the ambulance service will tell you if there is one nearby.

2 KEEP CPR GOING

It is better if someone is doing hands-only CPR while the defibrillator is prepared.

3 SWITCH THE DEFIBRILLATOR ON

Defibrillators are simple to use so the 'on' button should be easy to find. Some will turn on as you open them up.

4 ATTACH PADS TO THE CHEST

The pads must be attached to the patient's bare chest. Instructions on the pads will tell you where to stick them. One goes on the patient's upper right side of the chest, the other on the left side.

5 FOLLOW THE INSTRUCTIONS

The defibrillator will analyse the patient's heart rhythm every two minutes to decide whether it needs to give a shock. If a shock is advised, you will be instructed to press the 'shock' button but make sure there is nobody touching the patient when you do this.

6 CONTINUE CPR

As soon as you have shocked the patient, continue doing CPR. If the defibrillator does not recommend a shock, then continue CPR until the defibrillator is ready to analyse again.

7 KEEP GOING

Continue with this process until professional help arrives or the person starts to regain consciousness.