



# Scissett Middle School

## Welcome Pack

# *Working together, respecting all, because everyone matters.*

Dear Parents,

On behalf of the trustees, governors, staff and children we would like to welcome you and your family to Scissett Middle School.

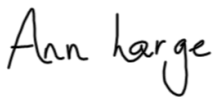
This information pack is designed to introduce you and your child to our school and our way of working together. We recognise that the partnership between home and school is one of the most important elements in ensuring that a child's education is a successful, rewarding and happy experience.

Scissett Middle School is a vibrant learning community, continually looking at ways to improve what we provide for our children and their parents and carers. We always welcome your thoughts and comments about any aspect of our school.


We are proud of our school and its unique qualities and hope you will find Scissett Middle School a warm, welcoming, happy and caring school.

We wish you and your child every success during your time with us.

Yours sincerely



Ann Large  
Headteacher



Nichola Thorpe  
Chair of Governors



<b>Address</b>	Scissett Middle School Wakefield Road Scissett Huddersfield HD8 9JX
<b>Telephone</b>	01484 865444
<b>E-mail</b>	<a href="mailto:scissettoffice@themast.co.uk">scissettoffice@themast.co.uk</a> <a href="mailto:alarge@themast.co.uk">alarge@themast.co.uk</a>
<b>Headteacher</b>	Mrs Ann Large
<b>Chair of Governors</b>	Mrs Nicola Thorpe
<b>Type of School</b>	10 - 13 Middle (deemed Secondary)
<b>School day begins</b>	8.55am
<b>School day ends</b>	3.40pm
<b>Number of pupils on roll</b>	600

### **THE SCHOOL DAY**

The school operates a five lesson day, with one morning break and one hour for lunch.

School day begins	8.55am
Registration	9.00am - 9.15am
Break	11.05am - 11.25am
Lunch	12.20pm - 1.20pm
School day ends	3.40pm

Scissett Middle School serves a large catchment area in which there are nine partnership schools: Birdsedge First School; Cumberworth C E First School; Denby C E First School; Denby Dale First School; Flockton C E First School; Kaye's First and Nursery School; Scissett C E First School; St Aidan's C E (A) First School and Skelmanthorpe First and Nursery School. We also have children from other feeder schools, both within Kirklees and from other Local Authorities.

Arrangements are usually made each year for all new entrants to spend time in the school on agreed days in the Summer Term. Meetings for all parents of children expecting to enter the school in September are usually held in July, when parents may meet the staff and Headteacher. Additionally, there will be an Open Evening in the Autumn Term when parents are welcome to visit and see the school in action.





## ADMISSIONS

**Pupils are admitted to the school in accordance with The Mast Admissions Policy. This means that places are offered as follows:**

### Criterion 1

- Children in public care (looked after children) or a child who was previously looked after.

### Criterion 2

- Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule) attending a feeder school;
- Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule) not attending a feeder school.

### Criterion 3

- Children who live in the school's PAA attending a feeder school;
- Children who live in the school's PAA not attending a feeder school.

### Criterion 4

- Children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule) attending a feeder school;
- Children who live outside the school's PAA who have a brother or sister attending from the same address the date of admission (the sibling rule) not attending a feeder school.

### Criterion 5

- Children who live outside the school's PAA attending a feeder school;
- Children who live outside the school's PAA not attending a feeder school.

**Community and controlled schools will admit a child with a Statement of Special Educational Needs where the school is named on the statement.**

The schools in the Denby Dale and Shelley areas of Kirklees are organised in a '3-tier' system of first, middle and high schools with transfers between schools at ages 10 and 13. Almost all children transfer from first schools to middle school at age 10.

As this age of transfer only applies to the Denby Dale and Shelley areas of Kirklees, and to maintain continuity for children in the system, there is an additional admission criterion specifically for children attending first schools.

### Scissett Middle School Feeder Schools

Birdsedge First School, Cumberworth C E (VA) First School; Denby C E(VA) First School; Denby Dale First & Nursery School; Flockton C E (VC) First School; Kaye's First & Nursery School; Scissett C E Academy; Skelmanthorpe Academy and St Aidan's CE Academy.





The **PAN (Pupil Admissions Number)** is the maximum number of pupils that will normally be admitted to each age range in school. The **PAN** for school year 2022/23 for Year 6 admissions is 200.

During the Autumn Term, parents of pupils in Year 5 at first schools are informed by the Education Authority of arrangements made for the following September. Liaison between first schools and Year 6 staff is continued throughout the year in order to ensure that the move to Middle School is well managed and, as far as possible, Pupils from first schools usually visit Scissett Middle towards the end of the Summer Term prior to admission and a special meeting for their parents is usually arranged.

Based on information received, pupils are grouped in mixed ability classes in order for a balance to be created between feeder schools, sexes, abilities and educational needs. In Maths and English, children are placed into capability groups. This means that each child can be given the help needed to allow each individual to develop confidence and capability. Sets are flexible to enable children to be moved between groups as appropriate.

Discussions regarding admissions for pupils moving into the area during the school year may be made at any convenient time by contacting Mrs S Booth (Headteacher's PA), [sbooth@themast.co.uk](mailto:sbooth@themast.co.uk). Further information (including details of the priority admission area and the appeals procedure) is available from Kirklees Pupil Admissions - 01484 225007.

### ARRIVING IN THE MORNING

Pupils should not arrive at school too early. Currently, children are allowed in from 8.45am; however, in inclement weather, pupils are allowed in school on arrival. The school opens, formally, at 8.55am. When arriving, children can read, talk or complete homework. Supervision is limited at this time so children are expected to follow the early morning rules: go directly to the classroom, sit on a chair and behave responsibly. Children not following these simple rules will not be allowed to continue entering school early.

The school operates a Breakfast Club which is open from 8am. Any child may attend, providing they purchase a food or drink item from the school kitchen.

### PARKING

The school bus bay can become very congested between 8.15am to 9.00am and again from 3.40pm onwards. Parents transporting children to and from school by car should use the bus bay and are requested to park considerately to allow children to move safely across the bus bay or to and from school transport. The driveway or school car parks should not be used for collecting or dropping off children at the start or end of the school day.







## ATTENDANCE RECORDS

We are now required by law to report unauthorised absences from school and are pleased that we rarely have serious problems at Scissett Middle. When these occur, they are dealt with immediately by contacting parents and addressing the problem together.

Good attendance is an important part of achieving success in school. Our children have a good attendance rate of over 94% during the year. However, we want to improve on this through emphasising the link between good attendance and achieving well at school. Each half-term, we award certificates to those children who have at least 98% attendance rate.

Although attendance at our school is well above national averages, one of the biggest causes of absence from school is holidays during the term. In line with DfE guidelines, the school will not be authorising any holidays unless there are exceptional circumstances. This is also in line with the agreed Shelley Pyramid Attendance Policy. If you wish to request absence for the purpose of a term-time holiday, you will be required to complete a request form, which is available from the school office.

If leave is taken without proper authorisation, the absence will be shown as unauthorised on the child's attendance record. Parents may also incur a Kirklees Penalty Notice or be prosecuted for periods of unauthorised attendance.

### **PLEASE DO NOT ARRANGE HOLIDAYS FOR CHILDREN DURING SATS WEEKS.**

**For Year 6 pupils joining in September 2022, this will be week commencing 8 May 2023.**

**Should your child be absent due to illness, please contact the school office with your child's name, class and reason for absence. You should telephone or email every day your child is absent unless you have a doctor's note for a period of time.**





# SCISSETT MIDDLE SCHOOL - TERM DATES 2022-2023

**SCHOOL WILL BE CLOSED ON MONDAY 5<sup>th</sup> SEPTEMBER (Staff Training Day)**

## **SCHOOL OPENS**

Tuesday 6<sup>th</sup> September – all years

## **AUTUMN MID TERM**

School closes Friday 21<sup>st</sup> October 2022  
School opens Monday 31<sup>st</sup> October 2022

**FRIDAY 25<sup>th</sup> NOVEMBER 2022 (Staff Training Day)**

## **CHRISTMAS HOLIDAY**

School closes Friday 16<sup>th</sup> December 2022  
School opens Wednesday 4<sup>th</sup> January 2023

**MONDAY 2<sup>nd</sup> JANUARY 2023 (Bank Holiday) AND TUESDAY 3<sup>rd</sup> JANUARY 2023 (Staff Training Day)**

## **SPRING MID TERM**

School closes Friday 10 February 2023  
School opens Monday 20<sup>th</sup> February 2023

## **EASTER HOLIDAY**

School closes Friday 31<sup>st</sup> March 2023  
School opens Monday 17<sup>th</sup> April 2023

## **MAY DAY**

School closed Monday 1<sup>st</sup> May 2023

## **SUMMER MID TERM**

School closes Friday 26<sup>th</sup> May 2023  
School opens Monday 5<sup>th</sup> June 2023

## **END OF SUMMER TERM**





## STAFF

### Senior Leadership Team

Headteacher	Mrs A Large	alarge@themast.co.uk
Deputy Headteacher/ Designated Safeguarding Lead	Mrs G Senior	gsenior@themast.co.uk
Assistant Headteacher	Mr J McQueeney	jmcqueeney@themast.co.uk
Assistant Headteacher	Mrs N Robinson	nrobinson@themast.co.uk
Assistant Headteacher	Mrs N Hunter	nhunter@themast.co.uk
Associate Senior Leader/Mental Health & Wellbeing Lead	Miss C Turnbull	cturnbull@themast.co.uk

### Pastoral Leadership Team

Head of Pastoral Care	Mr J Terry	jterry@themast.co.uk
Head of Year 6	Mr J Davidson	jdavidson@themast.co.uk
Head of Year 7	Mrs A Glencorse	aglencorse@themast.co.uk
Head of Year 8/Behaviour Lead	Mrs V Ward	vward@themast.co.uk
SENDCo/Designated Safeguarding Lead	Mrs R Onnis	ronnis@themast.co.uk
Lead for Attendance	Mr J McQueeney	jmcqueeney@themast.co.uk

### Academic Leadership Team

Strategic Lead for Computing	Mr J McQueeney	jmcqueeney@themast.co.uk
Strategic Lead for English	Mrs N Hunter	nhunter@themast.co.uk
Second in English Department	Mrs S Hull	shull@themast.co.uk
Strategic Lead for Humanities *	Mrs L Bloomfield	lbloomfield@themast.co.uk
Strategic Second in Humanities Department/Deputy DSL	Mrs R Pocock	rpocock@themast.co.uk
Strategic Lead for Maths	Mrs N Robinson	nrobinson@themast.co.uk
Second in Maths Department	Mrs E Dacres	edacres@themast.co.uk
Strategic Lead for MFL	Mrs S Barker	sbarker@themast.co.uk
Strategic Lead for PE *	Mrs V Joyce	vjoyce@themast.co.uk
Second in PE Department	Mr J Davidson	jdavidson@themast.co.uk
Strategic Lead for Performance	Mr M Osborne	mosborne@themast.co.uk
Strategic Lead for Science *	Miss Z Legray-Wise	zlegray-wise@themast.co.uk
Second in Science	Mrs M Turner	mturner@themast.co.uk
Strategic Lead for Religious Education & PHSE *	Mrs D Johnson	djohnson@themast.co.uk
Strategic Lead for Technology & Art	Mrs C Dobson	cdobson@themast.co.uk

\* Based at Kirkburton Middle School







## TEACHING STAFF

Mrs S Barker, Mr M Bishop, Miss G Booth, Mr T Cawkwell, Ms E Cronin, Miss A Crossley, Mrs E Dacres, Mr J Davidson, Mrs G Degnan, Mrs C Dobson, Mr T Freshwater, Mrs A Glencorse, Mr S Halksworth, Mr S Home, Mrs K Howarth, Mrs S Hull, Miss R Johnson, Mrs N Hunter, Miss R Johnson, Mrs C Keirs, Mr T Large, Mrs T Mann, Mrs K Maryam, Mr S Moorby, Mr J Morelli, Mr J McQueeney, Mrs R Onnis, Mr M Osborne, Mrs R Pocock, Mrs N Robinson, Mr J Terry, Mrs C Thornton, Miss J Threlfall, Miss C Turnbull, Mrs V Ward, Mr A Wiles, Mrs R Wilson.

## NON –TEACHING STAFF RESPONSIBILITY

<b>Headteacher's PA</b>	Mrs S Booth
<b>School Business Manager</b>	Mrs D Conlon
<b>Data/Cover Manager</b>	Mrs S Wilkinson
<b>Trust Site Manager</b>	Mr A Carver
<b>Senior Business Support Officer</b>	Mrs F Thornton
<b>Business Support Officer</b>	Miss L Hunt
<b>Finance Assistant</b>	Mrs K Lee

**Higher Level Teaching Assistants:** Mrs B Baxter, Mrs R Johnson, Mrs K Lane, Mrs W Smith

**Behaviour Support Worker:** Mrs N Hodgson

**Senior ETA/SEN Support:** Miss K Smith

**Educational Teaching Assistants:** Mrs D Barkworth, Mrs E Carter, Mrs M Chinnery, Ms L Hodgson, Miss O Parojcic, Mrs O Scouarnec, Mr E Wainwright

**Family Outreach Worker/Deputy DSL:** Miss M Page

<b>IT Technician</b>	Mr J Webster
<b>IT Technician</b>	Mr T Carey
<b>Science Technician</b>	Mr M Haigh
<b>Technology Technician</b>	Mrs A Merrick
<b>Senior Lunchtime Supervisor</b>	Mrs S Wilkinson
<b>Lunchtime Supervisors</b>	Ms L Chambers, Mrs A Frost, Mrs S Hird, Ms C Rushton, Mrs E Stanger, Mrs J Thorpe
<b>Site Team</b>	Mr A Carver, Mr J Fosbrook, Mr M Pritchatt,
<b>Cleaning Team</b>	Ms J Hornsby, Mr A Kitchen, Ms J Price, Mrs N Pritchatt, Ms S Stephens





## **TRAVEL ARRANGEMENTS**

The majority of children travelling home on school transport will catch their bus from the school bus bay. Teachers supervise all pupils when they are boarding the buses and remain 'on duty' until the last bus has departed.

On occasions, a bus will not arrive on time or may not arrive at all. This might be due to an accident, road works or other traffic problems. Should this situation arise, children will be allowed to telephone home and a teacher will always stay with pupils until the last child has been collected.

Some children may qualify for a free bus pass. Application forms and further information are available from Kirklees School Transport.

- Telephone: 01484 416982
- Website: [www.kirklees.gov.uk/schooltransport](http://www.kirklees.gov.uk/schooltransport)
- Email: [free.buspases4schools@kirklees.gov.uk](mailto:free.buspases4schools@kirklees.gov.uk)

Whilst travelling on the bus, we expect children to behave in a responsible and considerate manner. If irresponsible behaviour occurs, there will be consequences for those pupils concerned, which may include a ban on travelling on school transport for serious or repeated incidents.

On rare occasions, buses break down during a journey. Under no circumstances should children set out to walk if this situation arises. Children must remain with the bus until a replacement vehicle arrives, or parents arrive, to enable them to continue their journey.

Occasionally, a bus may be delayed in the mornings and we would ask that parents arrange to either bring children to school by other means or encourage them to wait for another bus to arrive if it is safe to do so. In any event, please inform the school office as soon as possible as to your child's whereabouts.

For your information, telephone numbers of the bus companies who provide school transport are listed below:

Team Pennine	X1	01535 603 284
Globe Travel	424	01226 299900
Arriva	435	0344 800 44 11

Up to date bus times for Scissett Middle buses can be found at <https://www.wymetro.com/your-school/a-z-school-finder/s/scissett-middle-school/>





## **BAD WEATHER**

During the coldest part of the year, it is wise to consider the possible effects of extreme weather conditions on the normal running of the school.

In the event of a very heavy snow fall, which would prevent a majority of children and staff reaching the school, any decision not to open the school would be available on Kirklees Website (School Closures). Also, a group text would be sent to parents and information published on the school website.

In the event of a closure, all curriculum work will be online on the remote learning section of the school website.

We must stress that such a decision would be exceptional and only likely to be made in conditions where other schools in the area would also be closed. **Please assume that the school is open unless informed otherwise.**

**In icy weather**, playgrounds and steps may be dangerous if coated with ice. When these circumstances arise, children should enter school via the bus bay steps as this area will be given priority when gritting. **Please note that the entrance from Busker Lane may not be open during icy weather.**

We appreciate that it is difficult to predict how the weather will develop at the beginning of the day. However, if conditions appear to be worsening and making journeys to or from school hazardous, it would obviously be wise for children to remain at home. This decision is one which only parents should make. **If the school is already opened for the day and the weather deteriorates** giving cause for concern, then **parents may call at the school to collect their children.** In such circumstances, **please avoid telephoning the school**, if possible, since a large number of calls makes blocks the telephone system making normal communication impossible. Unless parents are able to collect children in person, or delegate another responsible adult to do so, children would NOT normally be released until the usual school closing time (3.40pm) for reasons of safety.

If conditions deteriorate during the day, it may be necessary to send children who travel by bus home early before roads become too hazardous for travel. In the event of this occurring, school will send a group text and parents should make emergency arrangements to receive their children early.

To summarise, the conditions would be severe to prevent the school from opening and, once again, we would not send any pupils home early (except for bus pupils) without informing parents in advance. Our prime concern is for the safety of the pupils.

We trust that this information helps to clarify the position at this school but if you have any other queries





### **BUS TRAVEL DURING BAD WEATHER**

At those times of year when buses may be delayed by poor road or weather conditions, parents of children travelling to school by bus should consider what is a reasonable length of time for a child to wait for a morning bus. Of course, so much depends upon the weather conditions at the time: what may be considered reasonable on a clear and sunny would not be appropriate in driving snow or torrential rain and, obviously, parents must instruct their children according to the weather conditions. With this in mind, it is strongly desirable that parents of children who travel by bus, should make some emergency arrangements.

If a breakdown/minor accident occurs during the journey to or from school, pupils must stay together with the vehicle. Pupils must not set off to walk under any circumstances. The vehicle may provide shelter from the worst of the weather, if it can be safely occupied, and all the pupils will be readily found by relief vehicles tracing the bus route.

### **THE CURRICULUM**

The school's objective is to provide a broad and balanced curriculum through which positive attitudes to learning are fostered and the needs of individual children are met.

We aim to offer rich and varied teaching programmes, which are focused on the National Curriculum, but which extend beyond statutory requirements through our system of pastoral care and wide range of extra-curricular activities.

Homework is a valuable means of reinforcing and extending learning already begun in school. It is set in all subjects in Years 7 and 8 and in English and Maths in Year 6. Pupils should expect to receive around six pieces of homework each week and all pupils are issued planners in which they should write details of homework, which will also be on the ClassCharts system. Homework may not always be written and reading, research, making or learning will be set as the teacher believes to be appropriate. Parents should feel they can help children with homework, without completing it entirely on their behalf. If a child is unable to complete the homework for whatever reason, then parents can put a note in the planner to alert the teacher. Children should not feel they should struggle on if homework is too difficult but this needs to be balanced against challenge as this builds resilience and allows children to be stretched to their potential.

The planner also acts as a helpful method of communication between home and school and parents are encouraged to write notes in planners, which pupils can share with teaching staff.







During the normal school week, 25 hours are spent teaching and this includes the teaching of Religious, Personal and Social Education but excludes registration and breaks.

The school is not affiliated to a particular religious denomination. Religious Education is provided in accordance with the Local Authority's agreed syllabus. Parents may withdraw their child from religious worship or instruction, by arrangement with the Headteacher, in accordance with Section 25 of the Education Act 1944.

### **Break times/Lunchtimes:**

At social times pupils will have access to lockers, toilets and the water coolers in school to fill up their water bottles. There are also outside sinks with drinking water. The dining room is open at morning break for pupils to purchase refreshments and lunches are served on a Year Group rota. If pupils are not attending a club, or the dining room, they are expected to go outside. There will be access to the Multi-Use Games Area (MUGA) each week to play football, except in bad weather, and some structured play sessions on other playgrounds. Pupils should have an appropriate coat to protect them in bad weather.

### **COLLECTIVE ACTS OF WORSHIP/REFLECTION TIME**

In line with Education Act requirements, Collective Acts of Worship at Scissett Middle School are of a broadly Christian nature. Other faiths feature as part of the worship policy to increase children's knowledge, understanding, respect and tolerance of different religions.

The Acts of Worship are first and foremost for the educational benefit of pupils. As well as enhancing the spiritual dimension of human experience, we hope that they give children opportunities to recognise, reflect upon and evaluate their own existence and their relationship with others. Most Acts of Worship are based on a series of weekly themes and are led by Form Tutors in the pupils' own classroom.

Parents may, if they feel strongly, withdraw their children from the Collective Acts of Worship. Any such requests should be made, in writing, to the Headteacher.







## **YEAR 6**

During the first year at Scissett Middle School, children will spend some time with their Form Tutor every day, seeing them for morning registration and afternoon Accelerated Reading. The Form Tutor will be your child's main point of contact as he/she moves through school and will take an active interest in getting to know him/her really well, supporting through difficulties and celebrating successes.

Children will be taught English, Mathematics, Science, RPSE, Humanities, Physical Education, Technology, Art, Music, Drama, Computing and French. Sex Education is included in the teaching of RPSE and Science and is introduced as a normal part of meaningful adult relationships.

At the end of Year Six, all children will sit the national SAT examinations. To support children, we have smaller groups in Year 6 for English and Mathematics. Children are selected by capability in these core areas to allow for more personalised and targeted intervention. It is important for children in Year 6 to build strong literacy and numeracy skills, which will allow them to readily access the curriculum as they move into Key Stages 3 and 4. The basic skills are important: we expect children to learn their times tables and we look for care in handwriting, presentation, reading and spelling. We have high expectations of all children and anticipate that each child will do their best whilst at our school.

If, for any reason, pupils have difficulties with learning, appropriate work and support is provided, from Year 6 onwards. This may include withdrawal from class for individual help or additional support within the classroom.

## **YEARS 7 AND 8**

In Years 7 and 8, pupils continue to cover a broad and balanced timetable. Time spent in English and Maths is slightly less than in Year 6 where pupils build fundamental skills. Consequently, in Years 7 and 8, pupils spend extra time in Technology/Drama, French and Humanities. They continue to have 3 hours each week of Science and have lessons in Art, Music, PE and RPSE.

## **ACCELERATED READING**

In all Year Groups, pupils are expected to read for 25 minutes each day or take part in a reading activity after lunchtime. In this time, they may also change reading books and quiz on books to test their understanding of them. Pupils who need additional support with 'decoding' and comprehending may attend Reading Recovery sessions to help them develop greater fluency in their reading. Some pupils will also be invited to read with an older 'Reading Buddy'. The library books are refreshed regularly and there are lots of recommendations for books on display and often on our school website. These books are recommended by pupils. Our Young Librarians and staff are also available to help pupils choose a book and parents are encouraged to continue to listen to their children read or discuss books they have read together.





## PUPILS WITH ADDITIONAL NEEDS

The arrangements for planning, teaching and assessing pupils at Scissett Middle School take into account the wide range of aptitudes, abilities and interests of our children - the vast majority of whom will learn well and make good progress during their time here.

Children who experience difficulties may have additional educational needs, which call for different arrangements to be made. The school's Additional Educational Needs Policy outlines the procedures and provision for these pupils. It is a detailed document covering the identification, assessment and provision for children who need additional support.

The provision made for these pupils is coordinated by our SENDCO in accordance with the guidelines laid down by Kirklees LA and the Child and Families Bill 2014. A register of SEND children is maintained to ensure that their needs are met and provision is reviewed regularly. The Governing Body, Headteacher and SENDCO actively encourage a partnership between parents, teachers and outside agencies working collaboratively to meet the needs of each child.

One of the main objectives of the policy is the promotion of a learning environment where there is encouragement, acceptance and respect for achievements and sensitivity to individual needs. The school actively promotes a climate of warmth and support to encourage all pupils to have a high level of self-esteem and to feel valued.





## Relationships, Sex and Health Education

In the main, the biological elements of sex education will be taught in the Science curriculum, whilst values and attitudes towards healthy, respectful relationships will be covered within the PSHE department alongside contraception, sexual health, puberty and feelings at age appropriate levels.

The school feels it is important that children are taught within a moral framework, which prepares them both to understand and to contribute to society. Therefore, the following moral values will inform our sex education teaching throughout the school:

Tolerance  
Honesty

Understanding  
Equality  
Care

Compassion  
Respect

Our approach is that sex education is taught as being a normal part of life and it is essential that our young people understand and anticipate their own development. We will also value different types of families and lifestyles. When a sensitive topic is to be discussed, the teacher will ensure that the class is in a sensible and respectful frame of mind before proceeding. In some cases, ground rules will be agreed with the class and the language used in the class will be the correct scientific language.

The school will encourage discussion and clarification of understanding and values. Questions asked by pupils will be answered sensitively and discreetly, albeit at the end of the lesson if necessary. Specific classroom arrangements are that boys and girls will normally be taught together. Where appropriate some discussion may take place within a pastoral setting.

Parents have the right to withdraw their children from some aspects of sex education lessons. Please inform the Headteacher, in writing, should you wish to do this. A copy of the Relationship, Sex and Health Education Policy is available on the school website.





### **EXTRA-CURRICULAR ACTIVITIES**

Our pupils are able to choose from a wide range of activities held during lunchtimes or after school, thanks to the generous amount of time, which staff give freely for the benefit of our children.

Many children like to develop their sporting skills by joining one of the sports clubs or teams. Football, netball, rugby, cricket, hockey and athletics feature strongly throughout the school. Children have opportunities to play against other schools, whilst some have gone on to represent their town, their county or even their country in competitive events.

Others might prefer to develop their Dance or Gymnastic skills. The school has been awarded Sportsmark Gold as national recognition for commitment to outstanding provision for Physical Education and extra-curricular sport. Pupils can join many other subject-based clubs, including French, Maths and Computer clubs. Several other extra-curricular clubs run including Book Group, Enterprise and Musical Theatre Group.

Scissett is renowned for its musical education and activities. All children can learn to compose and play keyboards and other instruments during lessons. Additionally, opportunities exist for Choir, Strings, Windband and Recorders. The school has been awarded Artsmark Gold for the fourth consecutive time, as national recognition for commitment to outstanding provision for Music and Art.

### **HOMEWORK CLUB**

Homework Club operates each evening from the end of the school day to 4.45pm throughout the year where pupils are supervised by school staff either in the classroom or the computer suite. Although the atmosphere is more relaxed than the classroom setting, the expectations for behaviour are adhered to and pupils are expected to occupy themselves on homework tasks whilst present. If homework has been completed, a selection of alternative activities is available for pupils.







## **MUSIC LESSONS**

The opportunities for music-making within the school are wide and varied, with many extra-curricular clubs running weekly. In addition, students have the opportunity to receive instrument lessons with Musica Kirklees. Further details are available on Musica Kirklees website (<https://www.musicakirklees.org/>) or by speaking to Mr M Osborne, Head of Performance Arts, at school.

## **EDUCATIONAL VISITS**

We hope that all pupils will have the opportunity to take part in a number of educational visits. Each year group organises visits directly related to work being undertaken in school. In addition, children also have the chance to attend concerts or visit the theatre should it be considered that such performances would provide an educational benefit to pupils. We also arrange a residential visit to France in Year 8 where pupils have the opportunity to learn about a different culture, find out about the impact of WW2 on communities, and practice speaking French! The effect of all these visits is to offer a richer educational experience to the children at Scissett Middle School than would otherwise be provided.

Government legislation has decreed that the school may not charge for such visits, other than for board and lodgings, where the activity is deemed to take place in school hours. Since capitation funds are insufficient to maintain our present level of visits, we have to rely on voluntary contributions from parents to meet the costs (in addition to any subsidy from school funds). However, unless a substantial majority of parents are willing to offer voluntary contributions, such visits may not take place.

We have always kept the costs of any visits to a minimum and we shall continue to do so. There will be no obligation to contribute and no pupil will be omitted from a visit for non-contribution. No pressure will be put on any pupils to contribute, but any proposed activity must be financially viable or it cannot take place. In the case of residential visits, in term time, parents whose children receive free school meals or some other benefits, may be eligible for reimbursement of board and lodgings.

We do hope that with the cooperation of parents, we can continue to offer a full programme of visits to all our pupils.







## PHYSICAL EDUCATION

PE plays an important role in the provision of a broad and balanced curriculum for our children. At Scissett, Physical Education encompasses Dance, Gymnastics, Racket Games and more traditional activities such as Soccer, Cricket, Rugby, Hockey, Netball and Athletics.

PE is taught by teachers with specialist qualifications in Physical Education and during Years 6, 7 and 8 children enjoy two hours of Physical Education each week.

Scissett Middle School is lucky to have large playing fields and courts for outdoor sports, plus a gymnasium for indoor activities. In addition, the Multi-Use Games Area is floodlit and is usually available for use by school and community. *Unfortunately, at the present time, the MUGA is not currently available for the wider community due to the need for repair work.* The fields are used by the local village junior soccer and rugby teams at weekends and these teams are coached and managed by parents. The school maintains links with local clubs and all the teams and clubs from the surrounding area rely heavily on the enthusiasm of Scissett Middle School pupils. Similarly, the school benefits from the coaching children receive at the local clubs and this collaborative process increases opportunities for pupils to progress in a variety of sports.

We welcome your child to take advantage of the opportunities available.





## UNIFORM LIST

At Scissett our aim is to have a uniform which is smart, simple, inexpensive and easy to obtain. Wearing school uniform is part of the process by which pupils begin to feel a sense of being part of our school. In addition, we feel that wearing uniform contributes to a school ethos where happiness, a sense of community, hard work and achievement are valued.

### School Uniform

- Plain white shirt, specifically designed to be worn with a tie. The shirt must be tucked in. Close fitting fashion shirts are not suitable for school use. Short sleeved shirts are advisable in summer.
- School tie - only clip-on ties are acceptable.
- Plain blue V-necked sweater with the school logo.
- Plain, black tailored trousers. Skinny trousers, jeans, jeans styled trousers, cords, leggings, or tracksuit bottoms are not allowed, nor are combat-style trousers with large outside pockets. In warm weather, pupils may wear smart shorts or culottes (not casual shorts or sportswear).
- Plain black skirt (NB – Tight, split and very short skirts are not allowed. Skirts should not be made of Lycra or other stretchy material and should be around knee length.)
- Socks should be black, grey, blue or white.
- Plain, black, leather/leatherette shoes which are entirely black with black laces/Velcro. Trainers, pumps, boots, shoes with logos or canvas shoes **are not** allowed nor are backless, platform or high-heeled shoes.
- Should hair bands be worn these should be discreet and preferably of school colours. Large floral arrangements, luminous, diamante or head scarves (unless for religious purposes) should not be worn. Please note that in practical lessons, such as Resistant Materials or Science, long hair should be tied back for safety reasons.

Children also require a school bag to transport books and equipment, which should be of a reasonable size, for example, large enough to carry an A4-sized folder.

**ALL ITEMS OF CLOTHING AND EQUIPMENT SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME AS SCHOOL CAN NOT BE HELD RESPONSIBLE FOR LOST ITEMS.**





**All our school uniform can be purchased from the following suppliers:**

Natasha's School Wear

2 Buxton Way (off New Street)  
Huddersfield  
Telephone: 01484 431260

Term Time Wear

5 St. John's Road  
Huddersfield  
Telephone: 01484 453534

Top Class School Wear

Skelmanthorpe  
Huddersfield  
Telephone: 01484 862068 or 07525 740333  
Website: [www.topclassschoolwear.co.uk](http://www.topclassschoolwear.co.uk)  
Email: [sales@topclassschoolwear.co.uk](mailto:sales@topclassschoolwear.co.uk)

**PE Kit:**

- Navy polo shirt with school logo.
- Navy shorts or navy 'skort' with school logo (both from uniform suppliers) and/or blue tracksuit bottoms or leggings with the school logo.
- Hoodie with school logo and/or football shirt with school logo.
- Navy socks from uniform suppliers.
- Sports trainers,
- Strongly advise shin pads, gum shield (Hockey) and football boots for Rugby and Football.

**NO JEWELLERY IS TO BE WORN FOR PE; THEREFORE, IF YOUR CHILD HAS PIERCED EARS, PLEASE ENSURE THAT EARRINGS CAN BE REMOVED AND REPLACED INDEPENDENTLY.**

**PLEASE ENSURE THAT ALL ITEMS ARE CLEARLY MARKED WITH YOUR CHILD'S NAME.**





### JEWELLERY

Only simple items of jewellery may be worn, for example, a watch. If ears are pierced, **one pair of small, plain studs in gold or silver** may be worn, but not sleeper-style earrings please. Likewise, nose studs, eyebrow studs and rings are not acceptable nor is any other body piercing. Pupils wearing unacceptable items will be asked to remove them. Nail extensions / nail varnish should not be worn in school. Pupils wearing nail varnish or make-up will be asked to remove it. Rings and necklaces are not allowed unless for religious reasons. A letter from parents, in this case, would be appreciated.

### HAIR AND MAKE-UP

We are a successful school because we insist on the highest standards. This also applies to appearance. Hair accessories should be plain and discreet. We do not expect pupils to sport some of the extreme haircuts that may be considered fashionable, nor do we expect to see pupils with unnatural colours in their hair.

Pupils may not wear make-up in school. This includes eye liner, mascara, foundation, lip glosses or lipsticks.

### LOST PROPERTY AND VALUABLES

Please note that the school and The Mast Academy Trust cannot be held responsible for any loss or damage to property; therefore, please do not allow your child to bring valuable articles to school.

The vast majority of our pupils are scrupulously honest. Lost property can usually be recovered very quickly if the loss is reported straight away and the **articles are marked**. Watches, etc. can be reclaimed from the school office. However, pupils should not bring valuables or large sums of money to school unless strictly necessary. Money must not be left in classrooms, desks or drawers. During a PE lesson, valuables should be handed to the teacher for safe keeping. Other than mobile phones, electronic devices are not allowed. Understandably, should they be brought to school and lost, damaged or stolen, children would be upset. Don't let your children bring them.

### MOBILE PHONES

Mobile phones may not be used when children are in school and must be switched off before they enter school grounds. They must be handed in during registration and will be stored in a padded box and kept in the school office. They will then be returned to each class by the end of the day and must not be switched on until children have left site. This is for safeguarding reasons.

### LOCKERS

We are able to offer lockers to rent £9 for the year. The money allows us to cover the cost of management and maintenance of the lockers and recoup the initial outlay over a number of years. The lockers are keyless and have codes which the children set at the beginning of the year. The office also holds a master key. Pupils in receipt of Free School Meals will be automatically allocated a locker free of charge. Pupils who do not wish to rent a locker must carry their possessions with them during the day. All pupils should deposit bags in classrooms prior to break and lunchtime.







### **MATERIALS FOR USE IN TECHNOLOGY**

The 1988 Education Reform Act also prevents the school charging for any materials used in Technology subjects unless the pupils wish to own the finished product. Since most pupils wish to bring home the things they have made in Technology, nominal charges are made for materials used in this subject. We also provide a service whereby ingredients for Food Technology are supplied in school and products are packaged to bring home to save parents purchasing, packing and transporting ingredients. Once again, we ask parents to make a contribution to the cost but no child will be excluded from the lessons for non-contribution and all costs will be covered for pupils in receipt of Free School Meals.

### **BASIC CLASSROOM EQUIPMENT**

Every child should have his/her own equipment, which should include:

- good quality ball point pen (or fountain pen) etc.
- set of coloured pencils
- pencil
- eraser
- 30cm ruler
- pencil sharpener
- glue stick
- pair of compasses
- set square
- protractor
- simple calculator
- A4 ring binder and plastic wallets
- pencil case or tin clearly named
- whiteboard pen
- green pen
- basic calculator for KS2 pupils and scientific calculator for KS3 pupils

Basic classroom equipment is on sale in our school shop and pupils can purchase complete pencil cases from the school shop. These items are all sold at cost price.







## **CONCERNS AND COMPLAINTS**

The Mast Academy Complaints Policy allows you to raise a concern or complaint relating to the Academy, or the services that it provides. Parents are encouraged to contact school if they have any concerns and speak to the relevant person. Concerns can also be sent to the Headteacher's PA who will direct them to the appropriate person best placed to resolve the issue (sbooth@scissett.com).

The school values its strong relationships with parents and, consequently, parents are encouraged to contact school if they have any concerns. We also collect feedback at every Parents' Evening and use this to inform our planning for the following year. However, if you feel a concern has not been dealt with appropriately, the school has a clear complaints procedure and policy which is available on the website or by request from school. When complaining, you are required to follow the complaints procedure to allow your complaint to be acted upon both fairly and timely.

Please ensure you give as much accurate information as possible to allow your complaint to be both investigated and heard. To allow for a proper investigation, concerns or complaints should be brought to the attention of the academy trust as soon as possible. In general, any matter raised more than 3-months after the event will not be considered. Also, anonymous complaints will not be investigated under this policy, unless there are exceptional circumstances.

Copies of the policy and procedures are available from each academy by contacting the respective Headteacher or the academy reception.

## **SAFEGUARDING**

The effective safeguarding of pupils is the responsibility of everyone in school.

Any safeguarding concerns should be reported immediately to the Designated Officers in School: Gill Senior (Designated Safeguarding lead), Ruth Pocock (Deputy Safeguarding Lead), Mel Page (Deputy Safeguarding Lead), Katrina Smith, and Sally Booth (Headteacher's PA). The Headteacher can also be notified.

Please refer to the school website for detailed information and full policy on Safeguarding procedures in school.

