



Scissett Middle School

Welcome Pack

Partnership, Excellence and Innovation

Dear Parents,

On behalf of the 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.

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

We are proud of our school and its unique qualities. We 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

Natasha Greenough

Natasha Greenough
Headteacher

Sue Lord

Sue Lord
Chair of Governors



THE SCHOOL

| | | | |
|----------------------------------|--|-------------------------|--------|
| Address: | Scissett Middle School Wakefield Road Scissett Huddersfield HD8 9JX | | |
| Telephone: | 01484 865444 (new from September 2016) | | |
| E-mail | office@scissett.com head@scissett.com | | |
| Headteacher: | Mrs. Natasha Greenough | | |
| Chair of Governors: | Mrs. Sue Lord | | |
| Type of School: | 10 - 13 Middle (deemed Secondary) | | |
| School Day begins: | 8.55 am | School Day ends: | 3.40pm |
| Number of pupils on roll: | 567 | | |

THE SCHOOL DAY

The school operates a five lesson day, with one morning break and one hour for lunch. We also have a 25 minute slot every day dedicated to Accelerated Reading.

| | |
|--------------------|-------------------|
| School Day Begins: | 8.55am |
| Registration : | 9.00am |
| 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: Birdside 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; Skelmanthorpe First and Nursery School. We also have children from other feeder schools both within Kirklees and from other Local Authorities.

Arrangements are 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 held in July, when parents may meet the staff and look around the school. Additionally there will be an Open Evening in October when parents are welcome to visit and see the school in action.





ADMISSIONS

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

Criteria 1

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

Criteria 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

Criteria 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

Criteria 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

Criteria 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 – Shelley area of Kirklees are organised in a “3-tier” system of first, middle and high schools with transfers between schools at ages 10 and 13. The first schools linked to Scissett Middle are shown below. Almost all children transfer from first schools to a middle school at age 10.

As this age of transfer only applies to the Denby Dale – Shelley area 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 are;

Birdsedge First School, Cumberworth CE(VA) First School, Denby CE(VA) First School, Flockton CE(VC) First School, Denby Dale First & Nursery School, Kaye's First & Nursery School, Scissett CE(VA) First School, Skelmanthorpe First & N School, St Aidan's CE(VA) First School





N.B There is no longer a guaranteed place for any child in any of the priorities at any key stage. The priority admission area is a geographical area approved by Kirklees.

The **PAN (Pupil Admissions Number)** is the maximum number of pupils which will normally be admitted to each age range in school. The **PAN** for school year 2016/17 is 189.

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. Pupils from First Schools visit Scissett towards the end of the Summer Term prior to admission and a special meeting for their parents is arranged.

Based on information received, pupils are grouped in mixed ability classes, so that a proper balance is achieved between feeder schools, sexes, abilities and special 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 so children are able to move 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 the Headteacher. Further information (including details of the priority admission area and the appeals procedure) is available from School Admissions - 01484 225007.

ARRIVING IN THE MORNING

Children should not arrive at school too early. Currently, children are allowed in from 8.40am, however, in inclement weather, pupils are allowed in school on arrival. The school opens, formally, at 8.55am. When they arrive children can read, talk, do homework or play board games. Supervision is very limited at this time so children are expected to follow the early morning rules: Go to your classroom, sit on a seat and behave responsibly. Children not following these simple rules will not be allowed to continue coming into school early.

We have a Breakfast Club which is open from 8am. Any child may come to this as long as they purchase a food or drink item from the school kitchen.

PARKING

The school bus bay and drive become very congested between 8.15am to 9.00am and again at 3.40pm. 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 from/onto school transport.





ATTENDANCE RECORDS

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

UNAUTHORISED ABSENCES

The figures for 2015 - 2016 are:

| | | | | | |
|--------|-------|--------|-------|--------|-------|
| Year 6 | 0.34% | Year 7 | 0.38% | Year 8 | 0.62% |
|--------|-------|--------|-------|--------|-------|

AUTHORISED ABSENCES

The figures for 2015 - 2016 are:

| | | | | | |
|--------|-------|--------|-------|--------|-------|
| Year 6 | 2.59% | Year 7 | 2.86% | Year 8 | 3.50% |
|--------|-------|--------|-------|--------|-------|

Good attendance is a very important part of achieving success in school. Our children have a good attendance rate of over 96% during the year. However, we want to improve on this through emphasising the link between good attendance and doing well at school. Each half-term we will be awarding 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 Week commencing 8th May 2017

FOR YEAR 7 & 8 Week commencing 15th May 2017

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 every day your child is absent unless you have a doctor's note for a period of time.





TERM DATES 2016-2017

SCHOOL WILL BE CLOSED ON MONDAY 5TH SEPTEMBER 2016 (Staff Training Day)

SCHOOL OPENS

Tuesday 6th September 2016 - **ALL PUPILS, ALL YEARS**

AUTUMN MID TERM

School closes Friday 21st October 2016

School opens Tuesday 1st November 2016

SCHOOL WILL BE CLOSED ON MONDAY 31ST October 2016 (Staff training Day)

CHRISTMAS HOLIDAY

School closes Friday 16th December 2016

School opens Tuesday 3rd January 2017

SPRING MID TERM

School closes Friday 17th February 2017

School opens Monday 27nd February 2017

EASTER HOLIDAY

School closes Friday 7th April 2017

School opens Monday 24th April 2017

MAY DAY

School closed Monday 1st May 2017

SUMMER MID TERM

School closes Friday 26th May 2017

School opens Tuesday 6th June 2017

SCHOOL WILL BE CLOSED ON MONDAY 5TH JUNE 2017 (Staff training Day)

END OF SUMMER TERM

School closes Friday 21st July 2017

MONDAY 24TH JULY AND TUESDAY 25TH JULY 2017 ARE DISAGGREGATED STAFF TRAINING DAYS.





STAFF

Headteacher: Mrs. N. Greenough
Deputy Headteacher: Mrs. A Large
Senior Assistant Headteacher: Mrs. O Scouarnec
Assistant Headteacher: Mr. J McQueeney

SENIOR LEADERSHIP TEAM

Mrs. N Greenough, Mrs. A Large, Mrs. O Scouarnec, M. J McQueeney and Mr. J Terry

LEADERSHIP TEAM

Mrs. N Greenough, Mrs. A Large, Mrs. O Scouarnec, Mr. J Terry, Mr. J McQueeney, Miss. H Peace, Mrs. G Senior, Mrs. V Ward, Mr. J Clewarth and Mr. J Hampson.

YEAR SIX

Head of Year: Mrs. V. Ward

Mr. M Bishop, Miss. A Crossley, Mr. J Davidson, Miss. B Hampson, Mrs. A Thompson, Mrs. C Thornton, Miss. C Turnbull

YEAR SEVEN

Head of Year: Mr. J. Clewarth

Mrs. S Beckett, Mr. S Halksworth, Mrs. R Johnson, Mrs. T Mann, Mr. M Osborne, Mrs. R Pocock, Mrs. N Robinson.

YEAR EIGHT

Head of Year: Mr. J. Hampson

Mrs. E Dacres, Mrs. C Francis, Mrs. A Glencorse, Mrs. A Greenleaf, Mr. S Home, Mr. T Olumegbon, Mrs. J Reiningger

TEACHING STAFF

Mr. M Bishop, Mr. J Clewarth, Miss. A Crossley, Mrs. E Dacres, Mr. J Davidson, Mrs. C Francis, Mrs. A Glencorse, Mrs. A Greenleaf, Mr. S Halksworth, Miss. B Hampson, Mr. J Hampson, Mr. S Home, Mrs. K Howarth, Mrs. A Large, Mrs. T Mann, Mr. J McQueeney, Mr. T Olumegbon, Mr. M Osborne, Miss. H Peace, Mrs. R Pocock, Miss. J Reiningger, Mrs. N Robinson, Miss. M Ryan, Mme. O Scouarnec, Mrs. V Scully, Mrs. G Senior, Mr. J Terry, Mrs. A Thompson, Mrs. C Thornton, Miss. C Turnbull, Mrs. V Ward.





TEACHING RESPONSIBILITIES

KS2 English: Mrs. V Ward, **KS3 English:** Mrs. T Mann, **KS2 & KS3 Mathematics:** Mrs. E Dacres, **Science:** Mr. S Home, **French:** Mme. O Scouarnec, **Humanities:** Mrs. R Pocock, **Art:** Mr. J Terry, **Computing:** Mr. J McQueeney, **Technology:** Mr. M Bishop, **Religious Education:** Mrs. A Glencorse, **Citizenship Education:** Mrs. G Senior, **Physical Education:** Mr. J Davidson, Miss. C Turnbull,

Special Educational Needs: Miss. H Peace.

Designated Safeguarding Person: Mrs. G Senior

Part-time Teaching Staff: Mrs. K Howarth, Mrs. V Scully, and Ms. C Turnbull.

NON –TEACHING STAFF RESPONSIBILITY

Headteacher's P.A: Mrs. S Booth.

Financial Manager: Mrs. L Etherington.

Data Manager: Mrs. S Wilkinson.

ICT Manager (Technical Services): Mr. J Ambler.

ICT Technician: Mr. J Webster.

Science Technician: Mr. M Haigh.

Higher Level Teaching Assistants: Mrs. B Baxter, Mrs. S Beckett, Mrs. L Dyson, Mrs. R Johnson, Mrs. K Lane.

Pastoral Assistant: Mrs. K Lane

Learning Resource Centre: Mrs. L Dyson.

Educational Teaching Assistants: Mrs. M Chinnery, Mrs. S Jessop, Mrs. D Kitson, Ms. D Mann, Ms. M Page, Mrs. W Smith.

Senior Business Support Officer: Mrs. S Lockwood

Business Support Officer: Miss. K Smith

Site Manager: Mr. P Stronell.

Assistant Caretaker: Mrs. V Sutcliffe.

Senior Lunchtime Supervisor: Mrs. V Sutcliffe.





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 may be due to an accident, road works or other traffic problems. Should this situation arise, children will always 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: www.kirklees.gov.uk/schooltransport, telephone 01484 225263, email school.transport@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. These 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 arrives, or parents arrive, to enable them to continue their journey.

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

| | | |
|--|-----------------------|--|
| Arriva | 424 | 01924 375521 (Customer Services) |
| Yorkshire Tiger | 231, 81, 82, 83A, 435 | 01484 537277 |
| Metro Line | | 01132 457676 (7am. To 10pm.) |
| Travel Line | | 08706 082608 |
| Globe Travel | 24/96A | 01226 299900 |
| www.wymetro.com | | www.arrivabus.co.uk |

SERVICES TO SCISSETT (am)

| | | |
|-----|-----------------------------|-------|
| 231 | Grange Moor - Blacksmiths | 08:33 |
| | Flockton Working Men's Club | 08:40 |
| | Emley | 08.44 |
| | Scissett Middle School | 08.50 |

SERVICES FROM SCISSETT (pm)

| | | |
|-----|-----------------------------|-------|
| 231 | Scissett Middle School | 15:55 |
| | Emley | 16:03 |
| | Flockton Working Men's Club | 16:08 |
| | Grange Moor – Blacksmiths | 16:14 |





| | | | | | |
|-----|------------------------------|-------|-----|---------------------------|-------|
| | Denby Dale – Interchange | 08.30 | 424 | Scissett Middle School | 15:55 |
| | Denby Dale (White Hart) | 08:32 | | Gilthwaites Estate | 15.59 |
| | Gilthwaites Estate | 08:36 | | Miller Hill | 16.01 |
| | Scissett Middle School | 08:45 | | Upper Denby (George Inn) | 16.06 |
| | | | | Sovereign | 16.15 |
| 435 | Holmfirth | 08.04 | | | |
| | New Mill | 08.11 | | | |
| | Shepley (Black Bull) | 08.18 | | | |
| | Upper Cumberworth (Star Inn) | 08.22 | | | |
| | Denby Dale (Dalesman) | 08.25 | | | |
| | Skelmanthorpe (Grove Inn) | 08.40 | | | |
| | Scissett Middle School | 08.46 | | | |
| | | | 81 | Scissett Church | 16:04 |
| 83A | Shepley | 08.28 | | Skelmanthorpe (Grove) | 16.09 |
| | Sovereign Inn | 08.32 | | Shelley (Oddfellows) | 16.14 |
| | Birdsedge PO | 08.34 | | Kirkburton | 16.16 |
| | Upper Denby Church | 08.39 | | | |
| | Dunkirk Junction Inn | 08.43 | 435 | Scissett Middle School | 15.56 |
| | Denby Dale (White Hart) | 08.45 | | Crown | 16.00 |
| | Scissett Middle School | 08.50 | | Skelmanthorpe (Grove Inn) | 16.05 |
| | | | | Denby Dale White Hart | 16.14 |
| 81 | Skelmanthorpe (Grove Inn) | 08.50 | | Upper Cumberworth | 16.17 |
| | Scissett Middle School | 08.58 | | Shepley (Black Bull) | 16.22 |
| | | | | New Mill | 16.29 |
| | | | | Holmfirth | 16.36 |
| | Globe Travel | | | Globe Travel | |
| | Ingbirchworth | 08:15 | | Scissett Middle School | 15:55 |
| | Upper Denby Church | 08:17 | | Skelmanthorpe (Grove Inn) | 16:00 |
| | Denby Dale Interchange | 08:30 | | Denby Dale Miller Hill | 16:07 |
| | Skelmanthorpe (Grove Inn) | 08:39 | | Upper Denby Church | 16:13 |
| | Scissett Middle School | 08:44 | | Ingbirchworth | 16:15 |

Please note the above information is from June 2016. For any changes that may have occurred you are advised to check websites.





BAD WEATHER

EXTREME WEATHER CONDITIONS

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, preventing a majority of children and staff reaching the school, any decision not to open the school would be broadcast on Radio Leeds, a group text sent to parents and published on the school website. We should stress that such a decision would be very exceptional and only likely to be made in conditions in which many other schools in the area would also be closed. **Please assume that the school is open unless informed otherwise.**

In icy weather, playground and steps may be dangerous if coated with ice. When these circumstances arise, children should enter school via the bus-bay steps. This area will be given priority when gritting. **Pupils should not enter school via the yards alongside Busker Lane.**

We fully appreciate that it is often very difficult to predict how the weather will develop at the beginning of the day. However, if conditions appear to be worsening, so that the journey to or from school may become hazardous, it would obviously be wise to keep the children at home. This decision is one which only parents can make (not pupils!). **If the school is already opened for the day and the weather deteriorates** to such a point as to give cause for concern for the safety of children returning home 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 simply has the effect of jamming the switchboard and 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 the children, who travel by bus, home early before the roads become too hazardous for travel. Parents should make some emergency arrangements to receive their children early, in the event of this occurring.

To summarise, the conditions would have to be extremely 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 please do not hesitate to contact us before any further period of severe weather.





BUS TRAVEL

At those times of year when buses may be delayed by poor road conditions, fog, snow, and ice, parents of children travelling to school by bus often enquire as to what is a reasonable length of time for a child to wait for a morning bus. Unfortunately, it is not possible to give one simple answer which is true for all situations as so much depends upon the weather conditions at the time. On a clear and sunny morning it is reasonable to expect that a child who has had a good breakfast, and is well wrapped up against the cold, could wait 20-30 minutes, if, for example the bus were delayed for reasons of accident or breakdown. But in driving snow or torrential rain this would be quite unreasonable 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 work started in school and extending learning. It is set in all subjects on a two week rota system. Pupils are given Planners in which they should write details of homework set. Homework will not always be written. Reading, research, making, thinking, learning etc. will be set as the teacher thinks fit. Parents' should feel they can help children with homework, without doing it for them. If a child cannot do the homework 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 as being challenged is what will build resilience and allow children to be fully stretched to their full potential.





The Planner also acts as a helpful method of communication between home and school. All children are encouraged to work hard and achieve well. Their efforts and successes are noted and shared with parents.

During the normal school week, 25 hours are spent teaching and this includes the teaching of Religious Education but excludes registration and breaks. One of these lessons is spent with Class Teachers and enables Personal Development issues to be discussed and Year Group assemblies to take place.

The school is not affiliated to a particular religious denomination. Religious Education is provided in accordance with the 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.

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 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 Class Teachers 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 at the school.





YEAR 6

During the first year at Scissett Middle School, children will spend some time with their class teacher everyday - seeing them for morning registration and afternoon Accelerated Reading. The Class teacher will be your child's main carer as he/she moves through school and will take an active interest in getting to know him/her really well; supporting through any difficulties and celebrating his/her many successes.

Children will be taught English, Mathematics, Science, Religious Personal Social Education, History, Geography, Physical Education, Technology, Art, Music, and French. Sex Education is included in the teaching of RPSE and Science and is introduced as a normal part of meaningful adult relationships. Some specialist teaching will take place during this year and all children are introduced to Computing and are encouraged to use computers in other curriculum areas.

Obviously at the end of Year Six, all children will sit their National SATs. To support children, we have smaller groups in Year 6 for English and Mathematics – an average class size is between 16 and 22. Children are set by capability in these core areas to allow for more personalized and targeted intervention. All English and Maths lessons for Year 6 children take place in the morning but core skills are taught across the curriculum. 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 Stage 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 will have high expectations for all children and anticipate that each child will do their best whilst at our school.

Appropriate work and support is provided, from Year Six, for any children with learning difficulties. This may include withdrawal from class for individual help, or involve additional support within the classroom.

YEAR 7 AND 8

There is a general increase in specialist teaching as children move through the school, but pupils remain in mixed-ability groups apart from English and Mathematics. In these subjects pupils are grouped into sets according to their level of attainment. Regular reviews of progress are held so that pupils have opportunities to move between sets as their understanding and capabilities develop.

During Year Eight, homework becomes more demanding and English and Mathematics continue to be taught in sets.

Lessons are taught largely by specialist teachers making full use of specialist accommodation, and providing a thorough preparation for transfer to Shelley College.





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 for them. 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 co-ordinated by Miss Helen Peace (SENDCO) in accordance with the guidelines laid down by Kirklees LA and the Child and Families Bill 2014. A register of SEN children is maintained to ensure that their needs are met and provision is reviewed regularly. The Governing Body, Headteacher and SENCO actively encourage a partnership between parents, teachers and outside agencies working 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.

The full school policy and the detailed arrangements for children with additional educational needs can be discussed by contacting the Headteacher at the school.





SEX EDUCATION

In the main, the biological elements of sex education will be taught in the Science curriculum, whilst values and attitudes towards healthy relationships will be covered within the RPSE department. In addition to this,

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:

| | |
|---------------------|-----------------------------|
| honesty | tolerance and understanding |
| care and compassion | respect for all |
| equal opportunities | |

The school will value different types of families and lifestyles.

Our approach is that sex education is taught as being a normal part of life and it is essential that youngsters understand and anticipate their own development. When a specific lesson is to be taught/video watched, the teacher will ensure that the class is in a sensible and serious 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. Sex education will be enhanced by the work of the school nurse who will be invited in to cover some areas. Specific classroom arrangements are that boys and girls will normally be taught together. Where appropriate some discussion may take place after lessons.

Parents have the right to withdraw their children from Sex Education lessons. Please inform the Headteacher, in writing, should you wish to do this. A copy of the sex education policy is available in the school and can be seen by prior arrangement with the Headteacher.





EXTRA CURRICULAR

Music Charges

The opportunities for music-making within the school are wide and varied and any children who are interested in learning to play an instrument should consult their music teacher to see what arrangements can be made. However, the Peripatetic Music Service is operated by Kirklees Education Authority and there is a charge to individual pupils. Further details are available from the Kirklees Music School or from Mr. J Szyszlo at our school.

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. Soccer, 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 learn more about Information Technology, join French, Maths or 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.





The following clubs and activities were organised by staff for pupils at Scissett Middle School last year. Though it cannot be guaranteed that all of these will be available in 2016 - 2017 the following list gives an idea of the wide range of activities and the commitment of the staff:

EXTRA CURRICULAR CLUBS 2015 – 2016

- | | | |
|-------------------------------------|---|------------------------------|
| African Drums | Food Bank Club | Problem Solving Club |
| Animal House | French Computer Club | Rounders |
| Animation and Coding Club | Garage Band Club | Rugby League |
| Artistic/Rhythmic Gymnastics | Girls' Hockey | School Council |
| Arts Award Dressmaking | Girls' Netball | Science Club |
| Athletics Club | Girls' Soccer | Science Homework Club |
| Book Group | Gymnastics | STEM |
| Boys' Hockey | Homework | String Ensemble |
| Boys' Soccer | Humanities Homework Club | Table Tennis |
| Comic Club | Library (Learning Resource Centre) | The Big Think Club |
| Computer Club | Math's Computer Club | Touch Rugby |
| Cricket | Math's Problem Solving | Ukulele Group |
| Cross-Country Club | Only Boys Aloud | Warhammer |
| Dance Club | Performing Arts | Windband |
| Enterprise Club | Pop Choir | |





EDUCATIONAL VISITS

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, for example, when it is considered that such performance would provide an educational benefit to pupils. We also arrange a number of residential visits, some taking place during term time, which give pupils the opportunity of participating in activities not normally available in school e.g. canoeing, climbing and sailing. 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 tried to keep 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 may be eligible for reimbursement of board and lodgings.

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





PHYSICAL EDUCATION AT SCISSETT MIDDLE SCHOOL

PE plays an important role in the provision of a broad and balanced curriculum for children at the school. 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' Six, Seven and Eight children enjoy two hours of Physical Education each week.

Scissett Middle School is lucky to have large playing fields for Rugby, Soccer, Hockey, Tennis and Netball courts, plus a gymnasium for indoor activities. In addition, the Multi Use Games Area is floodlit and available for use by school and community.

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 two-way process increases opportunities for pupils to progress in a variety of sports.

Make sure your child takes 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 the Summer term 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 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/shoes with logos or canvass 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 (i.e. **dark blue, black, grey or brown** would be acceptable). 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.

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

Children do need a school bag to transport books and equipment but it should be of a reasonable size (suggested length 50cm).





All our school uniform can be purchased from:

Term Time Wear, whose shop is situated at 5 St. John's Road, Huddersfield.

Telephone: 01484 453534.

Natasha School Wear, whose shop is situated at 2 Buxton Way, off New Street, Huddersfield.

Telephone: 01484 431260

Boys' P.E. Uniform

Indoor

- Navy & Turquoise polo shirt (with logo).
- Plain navy blue shorts.
- Plain navy socks.
- Sports trainers with non-marking soles.
(no fashion footwear or plimsolls)

Outdoor

- Plain navy blue PE socks.
- Plain navy blue shorts.
- Navy & Sky Blue football Shirt.
- Football boots.
- Sports trainers
(no fashion footwear or plimsolls)

Optional for boys is: Navy & Sky Blue Hooded Top but cannot be worn for Rugby. Navy Precision Rain Jacket which is available from school stockists

Girls' P.E. Uniform

Indoor

- Navy & turquoise polo shirt (with logo).
- Plain navy blue shorts.
- Plain white sports socks.
- Trainers with non-marking soles.
(no fashion footwear or plimsolls)

Outdoor

- Plain navy blue PE socks.
- Navy & sky blue hooded top (with logo)
- Plain navy blue shorts or skort (NOT black)
- Navy blue tracksuit trousers
(no fashion pants or another colour.
Sportswear International preferred option
from school stockist)
- Sports trainers
(no fashion footwear or plimsolls)

Optional for Girls is: Navy Precision Rain Jacket which is available from school stockists.

NO JEWELLRY TO BE WORN FOR P.E.

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, **1 pair of plain studs gold or silver** may be worn, but not ear rings please. Likewise, nose studs, eyebrow studs and rings are not acceptable. 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 currently fashionable. Nor do we want to see pupils with 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 Local Authority cannot be held responsible for any loss or damage to property, so 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 cloakrooms, desks or drawers. During a P.E. lesson valuables should be handed to the teacher for safe keeping. Radios, iPods and MP3 players are not allowed. Should they be brought to school and then lost, damaged or stolen, children would be very upset. Don't let your children bring them.

MOBILE PHONES may not be used when children are in school and must be switched off before they enter school premises. 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.





ART AND CRAFT WORK

Some form of protection for clothing is essential. This may take the form of an old shirt worn back to front or an inexpensive apron. These are available in school.

All children have a personal tray in their form room. School equipment can be stored there if it is not needed at home. It is not necessary for pupils to carry all equipment with them at all times.

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, we have retained the present system, whereby parents supply the ingredients for Food Technology, and nominal charges are made for materials used in Design Technology. Again, there is no obligation to contribute and no child will be excluded from the lessons for non-contribution.

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

Basic classroom equipment is on sale in the Learning Resource Centre every morning break.





PROCEDURE IN THE EVENT OF A COMPLAINT

Should you wish to complain about any aspect of the school's work, we will take your complaint seriously and respond promptly. Our complaints process involves the following procedures:

- We will listen carefully to your complaint and try to resolve it with you.
- If necessary, we will investigate thoroughly and keep you informed of the outcome of the investigation.
- As a result of any investigation we will take action to address your complaint to your satisfaction.
- Should we be unable to resolve the complaint, then the Governors' Complaints Committee will become involved and a written copy of the complaint should be sent to the Chair of Governors.
- If you believe the Governing Body is acting unreasonably or failing to carry out its statutory duties properly you should write a letter to the Secretary of State for Education asking him to look into your complaint, enclosing copies of all correspondence you have had with the school and the Governing Body in relation to your concerns. The address is:

Department for Education, Sanctuary Buildings, Great Smith Street, London. SW1P 3BT

Further advice can be found on their website: www.education.gov.uk

