



**CARLETON
HIGH
SCHOOL**

Important Information for New Year 7 Parents/Carers

Welcome from the Leadership



Headteacher
Mrs Jo Cross



Assistant
Headteacher
Mr Andy Dean

On behalf of the school community, we are pleased to welcome you to Carleton High School at the beginning of what will be an exciting and successful journey. As a parent that is new to Carleton, or as one who has been here before with older siblings, we hope that you will find this booklet a useful starting point for supporting your child's transition to secondary school. Carleton really is a special place to be and we are really looking forward to you joining us in September.

Carleton High School - Term and INSET Dates 2020 – 2021

September 2020		February 2021	
Monday 7th September	INSET – School open to staff	Friday 12th February	School closes
Tuesday 8th September	INSET – School open to staff	Monday 22nd February	School opens
Wednesday 9th September	School open for all year groups	March 2021	
October 2020		Friday 26th March	School closes
Friday 23rd October	School closes	April 2021	
November 2020		Monday 12th April	School opens
Monday 2nd November	School opens	May 2021	
December 2020		Monday 3rd May	Bank holiday
Thursday 17th December	School closes to pupils	Friday 28th May	School closes
Friday 18th December	INSET – School open for staff	June 2021	
January 2021		Monday 7th June	School opens
Monday 4th January	School opens	Friday 25th June	INSET- School open to staff
		July 2021	
		Friday 23rd July	School closes to pupils
		Monday 26th July	INSET – School open to staff

**Please note that Year 11 pupils will be expected to attend School during the May Spring Bank Holiday for exam revision Workshops.*

Please also remember that holidays during term-time will not be authorised. Please ensure that you check our dates carefully before making any bookings.

Behaviour for Learning: delivering results, delivering success

A calm, purposeful atmosphere for learning delivers results. Underpinning this is the Behaviour for Learning (BfL) Policy. This is central to our mantra - 'Culture + Consistency = Excellence'.

The policy ensures that pupils understand our high expectations and the consequences of not meeting these. Crucially, whatever the lesson or teacher, the expectations and consequences are exactly the same. However, at the core of this approach is a focus on rewarding those pupils who meet these high expectations.

Rewards - we run a range of rewards initiatives throughout the academic year as a way to motivate and acknowledge pupils for the great things that they do. This involves termly reward assemblies led by Key Stage Leaders, annual reward celebration evenings which parents are invited to attend and immediate praise in lessons and corridors delivered through an online system, Epraise which tracks pupil rewards points and makes celebrating their achievements easy.

In addition to this when pupils join us in Year 7 they are enrolled on to our KS3 Graduation Programme. By achieving a set of core goals during Years 7 – 9, pupils will graduate at the end of Year 8. Pupils who excel may also be part of an elite group who graduate with honours. Our KS3 Graduation includes a celebratory ceremony for parents and guests at the end of Year 9, where pupils wear a traditional cap and gown and receive a

certificate – recognising their successes at KS3 before moving onto KS4 and their GCSE studies.

Behaviour Points – These are recorded as a consequence of not meeting expectations. Behaviour Points allow us to track and support pupils behaviour. Pupils record their rewards and behaviour points in their planner and it is a great way to celebrate their successes. Equally, plans will be put in place should a pupil not be meeting expectations.

Low level disruption in classrooms has a huge impact on learning. The Consequence system helps to eliminate this and ensure pupils can focus on learning and teachers on teaching excellent lessons. The C System: A C1 represents a verbal warning, a C2 a Behaviour Point and a C3 a detention. These detentions are held on the following day and last for a minimum of one hour. We always give 24hrs notice to enable parents to make arrangements to ensure that their child gets home safely. If a pupil continues to disrupt they will receive a 'Red Card' and be removed from the classroom to ensure other pupils can continue to learn. If pupils fail to attend a one hour detention, they receive a two hour detention the next day.

Pupils and staff understand this system, and these clear, high expectations ensure a purposeful and calm environment for learning - and success.

Pupil Non-negotiables

All pupils are asked to meet the following Pupil Non-negotiables:

- ✓ Follow staff instructions first time and without questions.
We don't want pupils ignoring or arguing with staff.
- ✓ Be punctual in the morning and to all lessons with a full set of equipment.
We want to ensure pupils have good, strong habits and don't miss any learning.
- ✓ Always have a polite and positive attitude towards staff and peers.
Manners are incredibly important and we want to create a really positive environment.
- ✓ In all lessons have your planner out on the desk, record homework and complete it on time.
This enables staff to easily communicate rewards or concerns with parents/carers.
- ✓ Speak only with the teacher's permission during lessons.
Pupils should follow the teacher's instructions in relation to speaking in class which may vary depending on the focus of the lesson. There will, of course, be lots of discussion in class, but focused on learning.

- ✓ Endeavour to speak clearly, correctly and in full sentences.
We want pupils to develop effective communication skills.

- ✓ Walk calmly and quietly around the building; do not have inappropriate physical contact with other pupils.
Pupils are expected to have regard for the safety of themselves and others whilst moving around school, throughout the day, including break and lunch times. This creates an orderly environment and it eliminates further chances of bullying.

- ✓ Respect the building – never drop or leave litter.
Pupils are expected to treat the school building and its contents with respect.

The Behaviour for Learning Policy underpins the above non-negotiables and all aspects of school. We have high standards and expectations of all pupils and the Behaviour for Learning Policy reflects these. Support and plans will be put in place should a pupil not be meeting expectations, and reasonable adjustments made for pupils with specific needs.

THE CORE UNIFORM

Our pupils are expected to achieve standards of excellence in all areas of school life, including appearance. An excellent standard of uniform supports excellent behaviour, equality amongst young people and reflects the pride that our pupils have in being part of the school community.

Correct uniform must be worn at all times. If a pupil wears incorrect pieces of uniform, or wears an item inappropriately, appropriate sanctions will be put in place, and parents / carers will be contacted.

We are using local uniform stockist following feedback from parents. The full uniform list and details of the official school uniform supplier can be downloaded from our website: www.carletonhigh.patrust.org.uk/uniform



COATS AND OUTDOOR JACKETS

If the weather requires an additional layer to be worn over their uniform, pupils should wear a suitable 'outside' coat or jacket. This must be worn over the blazer.

- Outdoor coats must not be worn indoors.
- Hoodies and Denim Jackets are not allowed in school.

JEWELLERY, HAIR AND MAKE-UP

Pupils should be well-groomed at all times. Extreme hairstyles including shaved heads on a number 1 or less and unnatural colours are not permitted.

- Subtle make-up is permitted - this should be subdued and natural. If staff feel it is excessive then pupils will be asked to remove it.
- Pupils may wear a wristwatch and one plain silver or gold stud can be worn in the lobe of each ear. No other piercings are allowed, and must be removed. They must not be left in and covered with plasters.
- Nail varnish or false nails are not allowed, and pupils will be required to remove these immediately using products supplied by the school.

MAKE THE RIGHT FOOTWEAR CHOICES....

Parents / carers should be aware that only plain black shoes are permitted in the school - there must be no white/coloured labels, logos, markings or studs. Shoes must be leather or leather look. Please note that suede footwear is not allowed. A general guide is to ask if the shoe would be considered appropriate for a professional office environment and would be worn with a suit.

Footwear must be sensible. Pumps, high heels, trainers, sandals or boots of any kind are not allowed;

The images below provide some examples. If you are unsure, please contact the academy to clarify before making a purchase. This is not an exhaustive list and is designed to provide a guide. Please note that pupils wearing shoes that do not meet the Uniform Policy will be loaned a pair for the day and parents will be contacted.



UNIFORM CHECKLIST

ITEM		PHOTO	
Blazer* Navy Blue with school logo	Shirt White with a pointed collar and no logo. The shirt may have long or short sleeves.		
Trousers Black tailored formal style, these should not be skinny leg, stretchy, patterned, decorated, jeans, flares, boot-legged, tracksuit bottoms or leggings. Trousers should not have decorative buttons, buckles or fashion belts.	Skirt Black tailored knee length with school identification. The school's official uniform supplier retails a skirt that meets these requirements.		
Legwear Black Opaque Tights (40+denier) Black Socks	Ties* Clip on Dark Blue with shield on the bottom Sweater* (optional) V Neck Navy		

PE KIT

Shorts* Navy Mesh shorts with school logo	Skort* - optional Navy with school logo			
Reversible Rugby Top* Navy/Red with the school logo Fleece*(Optional) Navy with white piping with school logo	Polo Shirt* Pale Blue with the school logo			
Socks* Navy and Red Hoop	Footwear Indoor Trainers - not pumps Football boots, Rugby boots			

*Denotes that this item of school uniform must be purchased from the official Carleton High School Uniform supplier.

Pastoral Structure

Adolescence is a challenging time in so many ways, and we work hard to provide exceptional pastoral care for all our young people at Carleton High. Settled, happy pupils achieve more.

Each year group is led by a full-time non-teaching Student Liaison Officer (SLO), who our pupils know are there to help them with any issues they may encounter, in or outside of school. Pupils' academic progress at each Key Stage is also monitored by a Key Stage Leader who is on hand to ensure all pupils make outstanding academic progress. There are other staff who support pupils with issues including attendance and welfare, and we work closely with a range of external agencies.

The School Day

Our school day has been planned with Year 7 in mind and aims to ease transition into secondary school life. At lunch time they enjoy the opportunity to socialise as a single year group. The structure of the day aims to reduce congestion around school and allows pupils to be supervised more effectively.

09:00 – 09:20	Registration
09:20 – 10:20	Period 1
10:20 – 10:35	Break
10:35 – 11:35	Period 2
11:35 – 12:35	Period 3
12:35 – 13:05	Period 4a
13:05 – 13:35	Lunch
13:35 – 14:05	Period 4b
14:05 – 15:05	Period 5
15:05 – 16:05	Co-curricular time – opportunities to take part in optional enrichment activities

Homework

All home learning tasks are shared with pupils and parents on 'Show My Homework,' an online homework calendar that allows us to include explanations, resources and links to help pupils complete home learning successfully. Pupils are set homework on the same day each week for each subject and make a note of it in their pupil planner. Pupils have a full week to complete homework and ask for help if required and additional support is made available in our after school homework club.

Co-Curricular

We offer an exciting range of possibilities outside of the classroom through our after-school Co-Curricular programme. This encompasses all of the extra-curricular clubs and groups that pupils can join, such as Eco Club, Street Dance, Learn a Language, Ping Pong World, etc. There is something for every pupil and we ask all pupils to get involved in an activity of their choice. In addition to this, we have a large range of sporting clubs and activities. Pupils can choose to join one to stay fit and have fun, or may choose to play competitively. We participate with school teams in a wide range of sporting fixtures such as rugby, football and netball.

Physical Environment

A fundamental finding of educational research is that the quality of the learning environment broadly correlates with pupil outcomes, such as attendance, behaviour and achievement. Poor environments can bring about negative effects and good environments can enhance teaching and learning advancements.



Attendance Matters

Excellent attendance and punctuality are clearly linked to better outcomes, and we expect and celebrate the highest standards. We encourage all pupils to work towards 100% attendance, with a minimum attendance target of 97% per year (equivalent to the top 25% of UK secondary schools).



Transport Services

We have worked hard to ensure that transport is more convenient for our pupils. Please refer to the below information regarding the bus timetables.

<p>Service CL1 – Operator Arriva Yorkshire Pontefract Bus Station – Carleton High School Carleton High School – Pontefract Bus Station</p> <p>ROUTE Towards Carleton High School From Horse Fair, Broad Lane, A645, South Baileygate, Baghill Lane, Eastbourne View, Eastbourne Crescent, Eastbourne View, Baghill Lane, Chequerfield Lane, East Drive, The Circle, West Drive, Monument Lane, Churchbalk Lane, Green Lane. From Carleton High School From Green Lane, Churchbalk Lane, Monument Lane, Chequerfield Road, Broadway, The Circle, East Drive, Chequerfield Lane, Baghill Lane, Eastbourne View, Eastbourne Crescent, Eastbourne View, Baghill Lane, South Baileygate, A645, Broad Lane, Horse Fair.</p> <p>TIMETABLE</p> <table border="0"> <tr> <td>Pontefract Bus Station</td> <td>DEP 0756</td> </tr> <tr> <td>Willow Park Shops</td> <td>DEP 0805</td> </tr> <tr> <td>Eastbourne Crescent</td> <td>DEP 0811</td> </tr> <tr> <td>Carleton High School</td> <td>ARR 0822</td> </tr> <tr> <td>Carleton High Sch</td> <td>DEP 1515</td> </tr> <tr> <td>Eastbourne View</td> <td>DEP 1525</td> </tr> <tr> <td>Willow Park Shops</td> <td>DEP 1530</td> </tr> <tr> <td>Pontefract Bus Station</td> <td>ARR 1535</td> </tr> </table>	Pontefract Bus Station	DEP 0756	Willow Park Shops	DEP 0805	Eastbourne Crescent	DEP 0811	Carleton High School	ARR 0822	Carleton High Sch	DEP 1515	Eastbourne View	DEP 1525	Willow Park Shops	DEP 1530	Pontefract Bus Station	ARR 1535	<p>Service CL2 – Operator CT Plus Hemsworth - Carleton High School Carleton High School - Hemsworth</p> <p>ROUTE Towards Carleton High School From Wakefield Road, Hemsworth Lane, Offley Lane, A638, Wakefield Road, Barnsley Road, Pontefract Road, Castle Syke Hill, Ackworth Road, Carleton Park Road, Carleton Road, Green Lane. From Carleton High School Green Lane, Carleton Road, Carleton Park Road, Ackworth Road, Castle Syke Hill, Pontefract Road, Barnsley Road, Wakefield Road, A638, Offley Lane, Hemsworth Lane, Wakefield Road.</p> <p>TIMETABLE</p> <table border="0"> <tr> <td>Opp. Hemsworth Academy</td> <td>DEP 0750</td> </tr> <tr> <td>Fitzwilliam Hotel</td> <td>DEP 0756</td> </tr> <tr> <td>Ackworth Bracken Hill</td> <td>DEP 0803</td> </tr> <tr> <td>Ackworth Beverley Arms</td> <td>DEP 0810</td> </tr> <tr> <td>Ackworth Brown Cow</td> <td>DEP 0820</td> </tr> <tr> <td>Carleton High School</td> <td>ARR 0835</td> </tr> <tr> <td>Carleton High School</td> <td>DEP 1520</td> </tr> <tr> <td>Ackworth Brown Cow</td> <td>DEP 1530</td> </tr> <tr> <td>Ackworth Beverley Arms</td> <td>DEP 1535</td> </tr> <tr> <td>Ackworth Bracken Hill</td> <td>DEP 1540</td> </tr> <tr> <td>Fitzwilliam Hotel</td> <td>DEP 1545</td> </tr> <tr> <td>Hemsworth Academy</td> <td>ARR 1550</td> </tr> </table>	Opp. Hemsworth Academy	DEP 0750	Fitzwilliam Hotel	DEP 0756	Ackworth Bracken Hill	DEP 0803	Ackworth Beverley Arms	DEP 0810	Ackworth Brown Cow	DEP 0820	Carleton High School	ARR 0835	Carleton High School	DEP 1520	Ackworth Brown Cow	DEP 1530	Ackworth Beverley Arms	DEP 1535	Ackworth Bracken Hill	DEP 1540	Fitzwilliam Hotel	DEP 1545	Hemsworth Academy	ARR 1550
Pontefract Bus Station	DEP 0756																																								
Willow Park Shops	DEP 0805																																								
Eastbourne Crescent	DEP 0811																																								
Carleton High School	ARR 0822																																								
Carleton High Sch	DEP 1515																																								
Eastbourne View	DEP 1525																																								
Willow Park Shops	DEP 1530																																								
Pontefract Bus Station	ARR 1535																																								
Opp. Hemsworth Academy	DEP 0750																																								
Fitzwilliam Hotel	DEP 0756																																								
Ackworth Bracken Hill	DEP 0803																																								
Ackworth Beverley Arms	DEP 0810																																								
Ackworth Brown Cow	DEP 0820																																								
Carleton High School	ARR 0835																																								
Carleton High School	DEP 1520																																								
Ackworth Brown Cow	DEP 1530																																								
Ackworth Beverley Arms	DEP 1535																																								
Ackworth Bracken Hill	DEP 1540																																								
Fitzwilliam Hotel	DEP 1545																																								
Hemsworth Academy	ARR 1550																																								
<p>Service CL3 – Operator CT Plus Brackenhill - Carleton High School Carleton High School - Brackenhill</p> <p>ROUTE Towards Carleton High School From Wakefield Road, Barnsley Road, Station Road, Rigg Lane, Doncaster Road, Whitegate Hill, Doncaster Road, Hardwick Road, A639, Carleton Park Road, Carleton Road, Green Lane. From Carleton High School Green Lane, Carleton Road, Carleton Park Road, A639, Hardwick Road, Doncaster Road, Whitegate Hill, Doncaster Road, Rigg Lane, Station Road, Barnsley Road, Wakefield Road.</p> <p>TIMETABLE</p> <table border="0"> <tr> <td>Ackworth Bracken Hill</td> <td>DEP 0810</td> </tr> <tr> <td>Ackworth Beverley Arms</td> <td>DEP 0815</td> </tr> <tr> <td>Low Ackworth</td> <td>DEP 0820</td> </tr> <tr> <td>Doncaster Road</td> <td>DEP 0825</td> </tr> <tr> <td>Carleton High School</td> <td>ARR 0835</td> </tr> <tr> <td>Carleton High School</td> <td>DEP 1520</td> </tr> <tr> <td>Doncaster Road</td> <td>DEP 1530</td> </tr> <tr> <td>Low Ackworth</td> <td>DEP 1535</td> </tr> <tr> <td>Ackworth Beverley Arms</td> <td>DEP 1540</td> </tr> <tr> <td>Ackworth Bracken Hill</td> <td>ARR 1545</td> </tr> </table>	Ackworth Bracken Hill	DEP 0810	Ackworth Beverley Arms	DEP 0815	Low Ackworth	DEP 0820	Doncaster Road	DEP 0825	Carleton High School	ARR 0835	Carleton High School	DEP 1520	Doncaster Road	DEP 1530	Low Ackworth	DEP 1535	Ackworth Beverley Arms	DEP 1540	Ackworth Bracken Hill	ARR 1545	<p>Service CL4 – Operator CT Plus Upton - Carleton High School Carleton High School - Upton</p> <p>ROUTE Towards Carleton High School From New Lane, Common Lane, Doncaster Road, New Road, Badsworth Main Street, Thorpe Lane, Wentbridge Lane, Old Great North Road, A1, Estcourt Road, Carleton Road, Green Lane. From Carleton High School Green Lane, Carleton Road, Estcourt Road, A1, Old Great North Road, Wentbridge Lane, Thorpe Lane, Badsworth Main Street, New Road, Doncaster Road, Common Lane, New Lane.</p> <p>TIMETABLE</p> <table border="0"> <tr> <td>Upton New Lane</td> <td>DEP 0810</td> </tr> <tr> <td>Badsworth Main Street</td> <td>DEP 0820</td> </tr> <tr> <td>Thorpe Audlin</td> <td>DEP 0825</td> </tr> <tr> <td>Darrington Hotel</td> <td>DEP 0832</td> </tr> <tr> <td>Carleton High School</td> <td>ARR 0840</td> </tr> <tr> <td>Carleton High School</td> <td>DEP 1520</td> </tr> <tr> <td>Darrington Hotel</td> <td>DEP 1530</td> </tr> <tr> <td>Thorpe Audlin</td> <td>DEP 1535</td> </tr> <tr> <td>Badsworth Main Street</td> <td>DEP 1540</td> </tr> <tr> <td>Upton New Lane</td> <td>ARR 1550</td> </tr> </table>	Upton New Lane	DEP 0810	Badsworth Main Street	DEP 0820	Thorpe Audlin	DEP 0825	Darrington Hotel	DEP 0832	Carleton High School	ARR 0840	Carleton High School	DEP 1520	Darrington Hotel	DEP 1530	Thorpe Audlin	DEP 1535	Badsworth Main Street	DEP 1540	Upton New Lane	ARR 1550
Ackworth Bracken Hill	DEP 0810																																								
Ackworth Beverley Arms	DEP 0815																																								
Low Ackworth	DEP 0820																																								
Doncaster Road	DEP 0825																																								
Carleton High School	ARR 0835																																								
Carleton High School	DEP 1520																																								
Doncaster Road	DEP 1530																																								
Low Ackworth	DEP 1535																																								
Ackworth Beverley Arms	DEP 1540																																								
Ackworth Bracken Hill	ARR 1545																																								
Upton New Lane	DEP 0810																																								
Badsworth Main Street	DEP 0820																																								
Thorpe Audlin	DEP 0825																																								
Darrington Hotel	DEP 0832																																								
Carleton High School	ARR 0840																																								
Carleton High School	DEP 1520																																								
Darrington Hotel	DEP 1530																																								
Thorpe Audlin	DEP 1535																																								
Badsworth Main Street	DEP 1540																																								
Upton New Lane	ARR 1550																																								

IMPORTANT INFORMATION FOR PARENTS/CARERS – If you are using this information to choose your child's school, please be aware that these services are subject to change and may be withdrawn if there is a suitable public transport alternative.