



CARLETON
HIGH SCHOOL

IMPORTANT INFORMATION FOR NEW YEAR 7 PARENTS/CARERS



Welcome from the Headteacher



Headteacher
Mrs Jo Cross

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.

Term and INSET dates 2021 – 2022

September 2021	
Monday 6th September	INSET – School open to staff
Tuesday 7th September	INSET – School open to staff
Wednesday 8th September	School opens for students
October 2021	
Friday 22nd October	School closes to students - Half Term
November 2021	
Monday 1st November	School opens for students
December 2021	
Thursday 16th December	School closes to students - Christmas
Friday 17th December	INSET – School open for staff
January 2022	
Monday 3rd January	Bank holiday
Tuesday 4th January	School opens for students

**Please note that Year 11 students 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.

February 2022	
Friday 18th February	School closes to students - Half Term
Monday 28th February	School opens for students
April 2022	
Friday 8th April	School closes to students - Easter
Monday 25th April	School opens for students
May 2022	
Monday 2nd May	Bank holiday
Friday 27th May	School closes to students - Half Term
June 2022	
Monday 6th June	School opens for students
July 2022	
Thursday 21st July	School closes to students - Summer
Friday 22nd July	INSET – School open to staff
Monday 25th July	INSET – School open to staff
Tuesday 26th July	INSET – School open to staff

Behaviour for learning: delivering results, delivering success

A calm and 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 students 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 students who meet these high expectations.

Rewards

We run a range of rewards initiatives throughout the academic year as a way to motivate and acknowledge students 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. This is delivered through an online system called Epraise which tracks student rewards points and makes celebrating their achievements easy.

In addition to this, when students join us in Year 7 they are enrolled on to our Key Stage 3 Graduation Programme. By achieving a set of core goals during Years 7 – 9, students will graduate at the end of Year 9. Students who excel may also be part of an elite group who graduate with honours. Our Key Stage 3 Graduation includes a celebratory ceremony for parents and guests at the end of Year 9, where students wear a traditional cap and gown and receive a certificate recognising

their successes at Key Stage 3, before moving onto Key Stage 4 and their GCSE studies.

Behaviour Points

These are recorded as a consequence of not meeting expectations. Behaviour points allow us to track and support students behaviour. Students 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 student not be meeting expectations.

The consequence system

Low level disruption in classrooms has a huge impact on learning. The consequence system helps to eliminate this and ensure students can focus on learning and teachers can focus on teaching excellent lessons. The C system: A C1 represents a verbal warning, a C2 a behaviour point and a C3 a detention. Detentions are held on the following day and last for a minimum of one hour. We always give 24 hours notice to enable parents to make arrangements to ensure that their child can get home safely. If a student continues to disrupt they will receive a ‘red card’ and be removed from the classroom to ensure other students can continue to learn. If students fail to attend a one hour detention, they receive a two hour detention the next day.

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

Student non-negotiables

All students are asked to meet the following student non-negotiables:

- ☒ Follow staff instructions first time and without questions.
We don't want students ignoring or arguing with staff.
- ☒ Endeavour to speak clearly, correctly and in full sentences.
We want students to develop effective communication skills.
- ☒ Be punctual in the morning and to all lessons with a full set of equipment.
We want to ensure students have good, strong habits and don't miss any learning.
- ☒ Walk calmly and quietly around the building; do not have inappropriate physical contact with other students.
Students 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.
- ☒ 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.
- ☒ Respect the building – never drop or leave litter.
Students are expected to treat the school building and its contents with respect.
- ☒ Speak only with the teacher’s permission during lessons.
Students 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.
- Support and plans will be put in place should a student not be meeting expectations, and reasonable adjustments will be made for students with specific needs.

The core uniform

Our students 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 students have in being part of the school community.

Correct uniform must be worn at all times. If a student 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 stockists 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



“Our high expectations of uniform not only help students to achieve more, but give the best impression of Carleton students throughout the community. They are proud of their school and their uniform reflects this.”

**Mrs J Cross,
Headteacher**

Coats and outdoor jackets

If the weather requires an additional layer to be worn over their uniform, students 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

Students 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 students will be asked to remove it.
- Students 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 must not be covered with plasters.
- Nail varnish or false nails are not allowed and students 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. 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 school to clarify before making a purchase. This is not an exhaustive list and is designed to provide a guide. Please note, students 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 the school logo. 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 logo 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 students achieve more.

Each year group is led by a full-time non-teaching Student Liaison Officer (SLO), who our students know are there to help them with any issues they may encounter, in or outside of school. Students’ academic progress at each key stage is also monitored by a Key Stage Leader who is on hand to ensure all students make outstanding academic progress. There are other staff who support students 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 students 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 students and parents online, this allows us to include explanations, resources and links to help students complete home learning successfully. Students are set homework on the same day each week for each subject and make a note of it in their student planner. Students have a full week to complete homework and ask for help if required. 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 a variety of extra-curricular clubs and groups that students can join. There is something for everyone and we ask all students to get involved in an activity of their choice. In addition to this, we have a large range of sporting clubs and activities. Students can choose to join one to stay fit and have fun or they 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 student 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 students 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 students. Please refer to the below information regarding the bus timetables.

<p>Service CL1 – Operator Ross Travel 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> <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 School</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 School	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> <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
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