



# Sixth Form Induction Booklet





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## Introduction

This booklet has been carefully put together in order to provide you with as much information and advice as possible so that the transition from secondary education to Post 16 education is as smooth and stress-free as it can be.

### Layout of the booklet

The booklet has been put together in a very specific way so that you can move through the pages in a chronological manner; the information at the front of the booklet is information you will need now, moving through the pages towards information you will need for September.

### Important Documents

At the back on the booklet are copies of very important documents that we would like you to complete and hand in to us at the **Year 12 Induction morning on Wednesday 4<sup>th</sup> September 2019**



## Welcome from the Head Teacher

May I extend a very warm welcome to Castleford Academy. We very much look forward to working with you to ensure you have the very best post 16 education possible. We are delighted you have chosen to attend our post 16 academy and during your time here we will ensure that they receive an outstanding education and are well prepared for life after the Academy.

The core values of our Academy's ethos are Care, Aspire, Succeed:

**Care** – At Castleford Academy, we have high expectations of pupil's behaviour. We expect that our pupil's grow to respect themselves and others, to look for the good in others and to honest and trustworthy. We believe that this sets a precedence through the Academy and that our focus can be solely on learning and progress. We want to make sure you are a happy, confident individual who feels valued so that you can make a positive contribution during your time in post 16 education. Our pastoral programme is designed to support you and your families throughout your time with us. Your Form Tutor should always be your first point of contact as a student. The Post 16 Leader, Mrs Falk will lead year 12 & 13 as a group through your time in the Post 16 Academy.

**Aspire** – in a changing world, we have to prepare you to achieve great things and compete locally, regionally, nationally or internationally for the future. Our curriculum is designed to give you the best exposure to learning opportunities both in and outside of school. As an Academy, you will be challenged on an "I can't do it" attitude to encourage a change in mind-set whereby, you learn to think "I cannot do it yet!" This mind-set will equip you well for the challenges you will face in the future by building confidence and raising aspirations.

**Succeed** – here at the Academy, we work hard to unlock potential and develop talent at all levels of ability to ensure that everyone does their best, and that no child is left behind. The curriculum ensures that every pupil leaves with excellent levels of literacy and numeracy, essential for everyday life. We look to find and develop other talents including sporting, art, music, drama and technology. We have state of the art facilities to help to achieve fantastic opportunities, with refurbished maths, science and language classrooms, a second drama suite, music facilities including 24 iMac's, new 3G pitch and changing rooms, learning centre including 90 new pc's, design and technology suite, an upgraded sixth form centre and a new, whole of school, wireless network and wireless devices.

To support you through your time at the Academy, it is imperative that we work together and I would ask that you contact us immediately if you should feel that our standards fall below what you would expect.

I look forward to working in partnership with you to ensure that you achieve great things whilst here at Castleford Academy.

Mr G Panayiotou  
Head Teacher



## A Guide to Year 12 – Induction morning

It is expected that all year 12 students joining the Academy in September 2019 must attend this important induction morning.

The purpose of the morning is to give you an opportunity to meet with key members of staff at the Academy, ask any questions you may have and to discuss the Academy's key expectations and return documentation.

The format for the morning is listed below.

9.00 – 9.45	9.45 – 10.00	10.05 – 10.30	10.35 – 11.00
Head of Sixth Form Introduction	Form tutors	Head of Subjects	Questions and collection of information
Mrs K Falk	TBC	Mrs Radecki, Mr Lloyd & Mr Hazelden	Mrs Falk/Charlotte Wiggins



## Useful contact information for parents

We welcome any contact from your parents/carers and encourage you and them to let us know if you have any concerns regarding your education. Your views are extremely important to us.

The first point of contact is always through the Form Tutor. You can contact your child's form tutor on 01977 605060. Form Tutors will teach during the school day but will do their best to contact you at the end of the day where possible. You can also contact the Head of Sixth Form through the same way if you feel a matter is more urgent.

Parents have been asked not to contact their children during lesson times; and if urgent contact is required then to do so via the school office on 01977 605060 and a message will be sent directly to the classroom in which your child is being taught.

### **Key Staff:**

Mrs K Falk	Head of Post 16	kfalk@castlefordacademy.com
Mrs B Radecki	Assistant Head of Post 16	<a href="mailto:bradecki@castlefordacademy.com">bradecki@castlefordacademy.com</a>
Mrs J Hayden	SENCO	<a href="mailto:jhayden@castlefordacademy.com">jhayden@castlefordacademy.com</a>
Charlotte Wiggins	Post 16 Mentor and Post 16 Attendance Officer	<a href="mailto:charlotte.wiggins@castlefordacademy.com">charlotte.wiggins@castlefordacademy.com</a>

### **School Contact Details**

Castleford Academy  
 Ferrybridge Road  
 Castleford  
 WF10 4JQ

01977 605060 8am-4:30pm  
 (Friday 8am-4pm)  
[admin@castlefordacademy.com](mailto:admin@castlefordacademy.com)  
[www.castlefordacademy.com](http://www.castlefordacademy.com)

Thank you in advance for your support in this.

### Communication

Our main method of communication with parents is through the post 16 reporting system. The post 16 reports will update you on your child's progress throughout the year. In addition, we will send you a newsletter once a term to update you with news from the Academy. Copies of the Inside Magazine will also be sent home with pupils.

We may contact you with important information through our text messaging system or through phone calls home as well as writing to you.

If you wish to see a member of staff, it is always best to make an appointment. We cannot guarantee that a member of staff will be able to see you if you arrive at reception without an appointment. This is because they may be teaching.

### Attendance at Parents' Evenings

Parents' evenings are the most important communication opportunities that we have and as such, attendance at them is very important. Parents' evenings at the Academy have been arranged in a way that makes them as accessible as possible, running from 5:00-8:00pm.

Students will receive 2 academic reports during the year.



## Behaviour Policy

Our post 16 behaviour policy seeks to promote and develop outstanding working relationships between students and staff whilst encouraging students to adopt a strong work ethic and self-discipline. We expect all students to show respect and maturity as they move through years 12 and 13, demonstrating their abilities to meet deadlines working towards taking the next steps into adulthood. In our Post 16 provision, we adopt the behaviour policy of the school.

To achieve this we believe that it is essential for students to have access to a positive working environment that offers guidance and support to match every student's needs with high expectations.

When students enrol at Castleford Academy, we ask them to sign the post 16 agreement. This outlines all the expectations of their attitude to learning and behaviour and their commitment to strive for success in all areas. Where student behaviour fails to meet our expectations then we will follow the system outlined in our policy.

The academy reserves the right to remove students from their course if they fail to adhere to the post 16 behaviour expectations.

### 1. Pupil Expectations

Pupils will be expected to follow the academy universal rules of Ready/Respect/Safe, which require pupils to:

- Adhere to the academy dress code.
- Conduct themselves around the academy premises in a safe, sensible and respectful manner.
- Arrive to lessons on time and fully prepared.
- Follow instructions given by staff.
- Behave in a reasonable and polite manner towards all staff and pupils.
- Show respect for the opinions and beliefs of others.
- Complete classwork as requested.
- Hand in homework at the time requested.
- Report unacceptable behaviour.
- Show respect for the academy environment.
- Failure to follow the universal rules will result in pupils moving through the behaviour system.

### 2. Unacceptable Behaviour

Castleford Academy defines "unacceptable behaviour" as:

any behaviour which may cause harm to oneself or others, damage the reputation of the academy within the wider community, and/or any illegal behaviour, or behaviour which may disrupt the education of the perpetrator and/or other pupils, including but not limited to:



- Discrimination – not giving equal respect to an individual on the basis of disability, gender, race, religion, age, sexuality and/or marital status.

Harassment – behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals.

- Vexatious behaviour – deliberately acting in a manner so as to cause annoyance or irritation.

- Bullying – a type of harassment which involves criticism, personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual.

- Cyberbullying – the use of electronic communication to bully a person, typically by sending via text/email or social media.

- Possession of legal or illegal drugs, alcohol or tobacco.
- Arriving at the academy under the influence of drugs or alcohol.
- Possession of banned items.
- Truancy.
- Smoking.
- Refusing to comply with Academy rules/procedures and disciplinary sanctions.
- Failure to follow the instructions of a member of staff.
- Theft.
- Swearing.
- Fighting.
- Any other illegal behaviour.
- Lateness.
- Low level disruption and talking in class.
- Failure to complete classwork.
- Rudeness.
- Lack of correct equipment.
- Refusing to complete homework, incomplete homework, or arriving at the academy without homework.
- Refusing to adhere to Academy uniform policy
- Disruption on public transport.
- Use of mobile phones/electronic devices without permission.
- Graffiti.
- Breaching the IT acceptable use policy.

This is not an exhaustive list.

The academy operates a no physical contact rule; it is made clear to all pupils that physical contact of any nature will not be tolerated. Castleford Academy will not tolerate the use of physical violence to resolve any situation or conflict and provocation is not seen as justification for resorting to violent behaviour. Staff will not use physical restraint unless a pupil is at immediate risk – see Appendix 10 Restraint Policy

Breaking any of the academy rules will lead to sanctions and disciplinary action.

### **3. Smoking and drug policy**

In accordance with Part 1 of the Health Act 2006, Castleford Academy is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.

- Parents/carers/guardians, visitors and staff must not smoke on the academy grounds and should avoid smoking in front of pupils and/or encouraging pupils to smoke.
- Pupils, including sixth form students over the age of 18, are not permitted to bring smoking materials or nicotine products to the academy. This includes, but is not limited to, cigarettes, e cigarettes, lighters, matches or pipes.

- Pupils smoking cigarettes or e-cigarettes on the academy premises will be internally excluded and spend time in Connect.

- In the interest of health and hygiene, we request that people refrain from smoking outside the academy gates and in the vicinity of the academy gates and grounds. Pupils smoking outside the academy gates or in the vicinity of the academy grounds will be placed in Connect.





**4. Items banned from the academy premises** – these items can be confiscated and parents will be contacted regarding their return.

- Fire lighting equipment e.g. matches, lighters, etc.
- Drugs and smoking equipment: - Cigarettes - Tobacco - Cigarette papers - Electronic cigarettes (e-cigs) - Any equipment related to taking or smoking of drugs - Alcohol - Solvents - Any form of illegal drugs - Any other drugs, except medicines covered by the prescribed medicines procedure
- Weapons and other dangerous implements or substances such as: - Knives - Razors - Catapults - Guns (including replicas and BB guns) - Laser pens - Knuckle dusters and studded arm bands - Pepper sprays and gas canisters - Fireworks - Dangerous chemicals
- Other items: -Liquid correction fluid - Offensive materials (i.e. pornographic, homophobic, racist etc.) - Any other item/items which may be used to offend, harm or hurt individuals or groups.

We reserve the right to ban/confiscate other items that impact on academy behaviour or health and safety.

**5. Post 16 Assertive discipline – In the classroom.**

Failing to follow the universal rules will result in:

- 1 Informal warning in class
- 2 Formal warning 2
- 3 Removal from learning – Significant incident Subject teacher to provide material for pupil to catch up in a compulsory study period and contact home

**6. Behaviour System – Pastoral System**

Stage 1: If a child receives five behaviour logs they will be placed on report to the form tutor for 10 days. Parents will be expected to sign the report every day and will be informed of the report by the form tutor. A meeting will also be arranged with parents to discuss the behaviour of the student. Sanctions will be put into place by the form tutor. Any student who is unsuccessful will be moved onto stage 2.

Stage 2: monitoring will move to the Post 16 year leader. Parents will be invited to a meeting to discuss behaviour and expectations. Sanctions will be put into place by the year leader and can include additional compulsory study periods and use of connect or use of IE. If an improvement is shown, students may be taken off report after a period of five days. If unsuccessful the Year leader report will be extended to 10 days. If unsuccessful after a further five days, pupils will be moved to Stage 3 and placed in IE for five days.

Stage 3: students are placed on monitoring to a member of the senior leadership team for an additional period of five days. Parents will be invited into school to discuss behaviour and expectations. If this report is unsuccessful, students may be removed from the course.

Stage 4: students removed from the course.



## **7. Attendance and Punctuality**

All students are expected to attend 100% of their sessions listed on their timetable, including curricular subjects, registration, assemblies, supervised study, enrichment and form time.

Where a student has no timetabled session, we encourage them to use this time to study in Post 16 study areas.

If absence is unavoidable, the absence may be authorised. The school should be called via the attendance number at the earliest opportunity if a student is ill. If the absence is for other valid reasons, appropriate evidence should be brought into school. All absences will be considered unauthorised unless a valid reason is given.

### **Authorised Absence:**

- Illness (A medical certificate will be required if the illness lasts longer than 10 consecutive days)
- A medical appointment (evidence of this is needed)
- Emergency Medical Care
- Court Attendance
- Religious observance
- Funeral/difficult family issues
- Agreed sporting activity
- Open Days (maximum of 5 – email confirmation required)

### **Unauthorised Absence:**

- Term time holiday
- Driving lesson
- Doctor/dentist appointment (routine)
- Interview for casual employment
- Part time job
- Catching up on work
- You have decided to unofficially ‘drop the course’

Your attendance will be closely monitored by the Post 16 team, your Year 12/13 Leader and your form tutor. If you fail to meet attendance expectations, the following procedure will be implemented:

Attendance at Post 16 is compulsory for pupils who wish to study in our Post 16 provision. All course have guided learning hours. This is the hours of learning that pupils are expected to complete in order for the necessary learning to take place to complete the course. Failing to meet the guided learning hours will hinder the progress that students can make and in some cases make



it impossible for students to complete the course. The attendance target for Castleford Academy Post 16 is 96%

**What Parents/carers can do:**

- Ensure students arrive on time each day, well equipped and in a fit state to learn.
- Take an interest in the education of their son/ daughter by talking to them about the academy and by attending academy events including parents’ evenings and careers interviews.
- If you are aware that your child will be absent from the academy – please write a note explaining the absence and send it to the form tutor.
- Contact the Attendance officer from 8.00am on 01977 605063 to inform of any absences.
- Inform the post 16 year leader immediately if there are any matters that arise that may affect the attendance of your son/daughter.

It is the academy’s policy that all absences should be accounted for either by parents or carers.

If students fall below the academy target of 96% this, we will work with them to improve their attendance as follows:

Stage 1 – Attendance falls below 96%. Monitoring of attendance via form tutor/attendance officer.

Stage 2 – Attendance falls below 90%. Formal meeting with year leader and attendance officer to discuss reasons for poor attendance and how this can be addressed. Concern letter sent to parents.

Stage 3 – Attendance falls below 87%. Parent /Carer meeting. Formal written warning letter issued. At this meeting clear targets will be set for attendance and pupils, parents/carers will be informed that failing to meet those targets may result in removal from the course.

Stage 4 – Students removed from the course.

**8. Academy Dress Code. Mobile Phones, Smart Watches and other Electronic Devices**

The academy has a dress code that all students are expected to follow. We feel that the way in which students dress reflects their commitment and enthusiasm for the ethos of the academy.

There is an emphasis on being clean and tidy and students must appreciate that not all items of clothing are appropriate for a school environment. Students should recognise that conflict over the dress code is inappropriate. The academy dress code is practical and allows a choice within very clear boundaries.

Judgment on correct dress will be at the discretion of any member of the Post-16 team and SLT. To avoid unnecessary cost, if students are in any doubt about a hairstyle, or the purchase of an item of clothing, they should speak with a member of the Post 16 team before going ahead. Students will be asked to rectify any hairstyle, or change any clothing/footwear that is perceived to be unsuitable.

The following guidelines will apply:

- ID badges must be worn around the neck with the Castleford Academy Post-16 lanyard at all times
- Jewellery, including earrings, should be discrete. Facial piercings are not allowed. • Hair colour



must be natural looking. Extreme hairstyles are not acceptable. • Hats must not be worn in school and coats should be removed for studying and lessons. • Tops should be smart, modest and non-provocative, so should not show cleavage, have slits, cuts or be cropped. • If shorts are worn, they must be knee length.

The following are not permitted:

- Clothing should not have inappropriate slogans or print, a slogan is deemed to be inappropriate if it may cause offence or conflict.
- No stilettoes, flip-flops, or backless sandals, high knee length boots.
- No excessive make-up.
- No skin-tight or see-through leggings/shorts (leggings may be worn under a also skirt or dress).
- No hot pants, miniskirts or short shorts.
- No visible tattoos.

### **Mobile Phones, Smart Watches and other Electronic Devices**

With reference to mobile phones, smart watches and other electronic devices, please note these items are allowed to be used in the Common Room only. Phones must be switched off and kept out of view at all other times. The camera function must not be used at any time as it may breach privacy rules and phones must not be taken into examinations. Headphones should not be visible when walking around the Academy. The use of headphones in lesson is at the discretion of the member of staff.

Any student acting in breach of these guidelines will have the phone confiscated and passed to the appropriate Head of Year. On the first instance the phone will be returned at the end of the Academy day. For any further instances the phone will be kept until arrangements can be made for collection by a parent or carer.

Students must sign the IT acceptable use policy. This sets out the expectations for the use of IT and social media both inside and away from the academy. Any breach of this policy will be taken extremely seriously and may lead to disciplinary action being taken against a student.

### **9. Complaints**

Parents should follow the Castleford Academy complaints procedure. Please refer to the policy





## Recommended Equipment

As Post 16 students you will need to have a pen, pencil and ruler in every lesson as well as a ring binder folder to put any completed work in. You will be provided with a green pen at the start of the year for self and peer assessment. You will also need to have highlighters, coloured pencils, rubbers, pencil sharpeners etc.

From September students will not be provided with exercise books for Post 16, they will have to purchase a ring binder folder which they will insert any work completed in lessons. Students will be provided with lined paper in lessons to make any notes from the lesson and it is your responsibility as sixth form students to look after this folder and make sure you do not lose it.

For those students who are re-sitting Maths, Maths equipment is available to purchase from our Maths department.



## Helpful Tips for Catching Public-Service Buses

### Apply for a Young Persons Photocard

If a child is aged 11 to 18\*, they need a Young Person's PhotoCard to be eligible for half fare travel on virtually all buses in West Yorkshire. It also provides them with proof of identity if they want to get a half price rail season ticket. Please be aware that without a Young Person's PhotoCard a child will have to pay the full adult fare for their journey.

A Young Person's PhotoCard is also needed to buy and use a SchoolPlus MetroCard.

A Young Person's PhotoCard entitles the bearer to:

- Half fare\*\* bus and train travel in West Yorkshire at any time of the day, including evenings and weekends.
- Purchase SchoolPlus MetroCards
- Buy concessionary train-only DayRovers

Applications can be made online at <https://passes.wymetro.com/WYPTEYoung.do> or by completing a form that can be collected from your local Bus Station or Student Support based in the Academy

\*A Young Person's PhotoCard is valid until 15 September following the cardholder's 18th birthday

\*\* Half price fares are rounded down to the nearest 1p

### Getting on the bus...

If you are new to public transport, it's a good idea to find the stop you will be using so you are confident you know where to go on your first day.

- Make sure you have the correct pass and or money.
- Remember to signal to the bus by putting your arm out as soon as you see the correct bus. If you don't signal to the driver they will not stop.

**Please note, when using a school bus you will have to adhere to the following code of conduct:**

#### CONDUCT ON THE BUS

- Remember to show your pass to the driver (where applicable).
- Find a seat and stay seated for the journey. If there are no seats, hold onto the rail (where standing is permitted).
- If the bus has seatbelts, they must be worn.
- Do not distract the driver unless in an emergency.
- Do not damage the bus or interfere with the cctv or any other safety equipment.
- Photos should not be taken without the prior consent of the person(s) concerned
- Always behave sensibly throughout your journey.
- Whilst you are wearing your uniform you are representing the Academy and therefore you must follow the behaviour policy of the Academy.

#### CONDUCT WHEN GETTING OFF THE BUS

- When your stop is next, ring the bell once. If it has already been rung, you do not need to ring it again.
- If you have to cross the road after you get off the bus, wait until the bus has moved off and you can see the road clearly in both directions, or go to the nearest available crossing.



## Attendance

(For the full policy, please see our website)

### What's the importance of good attendance?

At Castleford Academy we are striving for excellent attendance that will contribute to maintaining a positive Academy and secure a climate for effective learning and achievement.

There is a clear link between attendance and attainment at school, with those students who have poor attendance being more likely to achieve lower grades in their course.

### What is "Good" Attendance?

The Academy target is 96% attendance, although we strive for 100% attendance for all students. Any student with attendance below 96% is a concern. **The Government considers that any student with attendance of 90% and below is a Persistent Absentee.**

### How can you help yourself?

- ✓ Make sure you are organised for college each night.
- ✓ Ensure you have uniform, equipment, coursework and dinner money the night before.
- ✓ Attend Parents evenings with your parents.
- ✓ Be positive about school, even if there are problems. Contact the Academy as soon as possible to discuss any problems so that we can support you to resolve them.
- ✓ Attend every day and be punctual even when you are feeling under the weather.

### Persistent Absence (PA)

This is any student that has attendance below 90%. Below is a table that shows the amount of day's absence that would result in a pupil becoming PA.

Oct ½ Term	Christmas	Feb ½ Term	Easter	May ½ Term	End of Year
4 days	7 days	10 days	13 days	16 days	19 days

The following table illustrates a more detailed impact of low attendance. This is based on students having on average 4 lessons a day.



Attendance over the whole year	= days missed	= weeks missed	Number of lessons missed
99%	2 days	0	8 lessons
98%	4 days	0	16 lessons
97%	6 days	1 week, 1 day	24 lessons
96%	8 days	1 week, 3 days	32 lessons
95%	10 days	2 weeks	40 lessons
94%	12 days	2 weeks, 2 days	48 lessons
93%	14 days	2 weeks, 4 days	56 lessons
92%	16 days	3 weeks	64 lessons
91%	18 days	3 weeks, 3 days	72 lessons
90%	19 days	4 weeks	76 lessons
89%	21 days	4 weeks, 1 day	84 lessons
88%	23 days	4 weeks, 3 days	92 lessons
87%	25 days	5 weeks	100 lessons
86%	27 days	5 weeks, 2 days	108 lessons
85%	30 days	6 weeks	120 lessons

**\*\*17 Days lost learning can equal a drop in at least 2 Grades at A-Level!\*\***





### **Medical and Dental Appointments**

Where possible these should be made for after school or during school holidays. The Academy understands that this is not always possible, however, you should attend school prior to or following a medical/dental appointment and avoid a full day's absence. If you have a hospital, orthodontist, driving test, university visit, religious festival or other authorised appointment you should advise Mrs Falk or Charlotte Wiggins **in advance** of your intended absence. Marks **will not** be adjusted in retrospect.

### **Unplanned Absence**

A telephone call must be received either by the school attendance officer, Ms Claire Rhodes or notifying Mrs Falk or Miss Wiggins in Post 16 before 10.00 am to inform us of your unexpected absence for that day (01977 605060). Full details of your reason for absence will be required. Student Services will then notify teachers of your absence.

If you have to go home from School due to illness, you must advise the attendance office prior to you leaving. Your parent/carer will be informed of your illness and you will be asked to sign out.

### **Holidays in Term Time**

We strongly discourage the taking of holidays during term time. As you are already aware Castleford Academy no longer authorises term time holidays.

### **What if Attendance doesn't improve?**

If despite support from the Academy your attendance fails to improve, you will be seen to be failing in your responsibility to ensure regular attendance. From here you will be placed onto attendance monitoring and may result being asked to attend a attendance consultation with senior members of staff

### **Contacts**

Mrs Hannah Proda—Home to school Liaison Officer Tel: 01977 605078  
Miss Charlotte Wiggins —Post 16 Attendance Officer Tel: 01977 605060



## School Day

At Castleford Academy Attendance and Punctuality are extremely important.

You are expected to be in form tutor rooms by 8.45am ready to start the college day when you have a period 1 lesson. If you are late to school, you must report to Charlotte Wiggins who will record you as being late. If you have a number of late marks, this will result in an after college consultation with Mrs Falk, Leader of Post 16.

Below the tables outline the school day and arrangements for the start of term in September.

Time	Lesson
08.45 - 09.05	Registration
09.05 - 10.05	Lesson one (P1)
10.05 - 11.05	Lesson two (P2)
11.05 - 11.20	Break time
11.20 - 12.20	Lesson three (P3)
12.20 - 13.20	Lesson four (P4)
13.20 - 13.50	Lunchtime
14.50 - 14.50	Lesson five (P5)
14.50	End of the school day

Day / Date	Arrangements
Monday 2nd Sept 2019	INSET (Staff only)
Tuesday 3rd Sept 2019	Year 7 Only
Wednesday 4 <sup>th</sup> Sept 2019	Year 7 & 12 Only
Monday 9 <sup>th</sup> Sept 2019	<b>All Post 16 students begin courses</b>

Break time begins at 11.05am for all students in the Academy. Sixth form students are welcome to purchase food & drinks from the Butler Hall in main school providing they are wearing appropriate dress and their identification lanyards (which must be worn at ALL times in the Academy). Students are welcome to bring their own snacks if they wish or purchase from the vending machine.

At lunch time, Year Sixth Form will have lunch at the same time as year 9, 10 & 11 and will take place from 13.20-13.50. Students in Sixth Form are allowed offsite at lunchtime.

Students have the option of purchasing food from school or bringing their own packed lunch or leaving site. We offer a variety of meals in the Butler Hall and the Well area. A menu and price list will be sent home in September.

We also operate a cashless system. Students may bring money into school and this is deposited into an account using the students fingerprint. This will be taken on Wednesday 4<sup>th</sup> September. At lunch time, the tills are operated by the cashless system. Students can also add notes to the machines.

### Free School Meals & Sixth Form Bursary

We encourage all students to apply for free school meals if they are eligible. More information is available from school's reception/student support. There is also a letter available in the induction pack regarding how you can apply for a bursary alongside the free school meals application.

To apply for free school meals contact Wakefield Council or visit their website.

[www.wakefield.gov.uk/education/schools/freeschoolmeals/freeschoolmeals.htm](http://www.wakefield.gov.uk/education/schools/freeschoolmeals/freeschoolmeals.htm)



## Online Payments

You can now make online payments for trips or lunch money to school via direct bank transfer, credit or debit card.

We use a 'School Gateway' payment system at the Academy. This means that you will be able to make online payments via the School Gateway smartphone app or website. You will also be able to view school meal balances and top them up at any time.

### **What you need to do now**

Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

**Download the app:** If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website.

**OR**

**Visit the website:** [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please contact school and we will update the details on our system.

We hope that you will find School Gateway to be a fast and easy way to pay for school items.

## General Information

### **Lost Property**

Any lost property will be handed into Student Support for students to collect. Student Support is available before morning registration and at break time.

### **Use of Mobile Phone in school**

The mobile phone policy is available via the Academy website.



## Useful Websites

### [www.childline.org.uk](http://www.childline.org.uk)

- Free 24 hour helpline for children.
- Trained counsellors available to help, listen and give guidance.

### [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

- Advice and frequently asked questions on subjects such as family, health, housing, education, money and peoples' rights.
- Kooth on-line
- Turning Point – adult referral service for counselling (over 18 yrs)
- Women's Wellbeing





## Additional Timetabled lessons

### **GCSE Maths Lessons**

If you are a student who is required to re-sit their GCSE Maths exam, you will be required to complete 3 extra lessons a week which will take place with Charlotte Wiggins. These lessons are compulsory and must be attended. Failure to attend these lessons will result in been placed into a detention with Mrs Falk. If attendance is persistently poor students will be put into the Academy Internal Exclusion provision. All students will be entered for the November GCSE Maths exam and the following summer's examinations if required.

### **GCSE English Lessons**

If you are a student who is required to re-sit their GCSE English exam, you will be required to complete 2 extra lessons a week. These lessons are compulsory and must be attended. If attendance is persistently poor students will be put into after college detentions to make up for the time missed. All students will be entered for the November and following summer's GCSE English exam if required.

### **Work Experience**

It is an expectation that all Post 16 students will take part in voluntary work experience at a location of your choice. This work experience will give you the opportunity to enter the world of work and develop work place skills whilst gaining an insight into employment. This is a compulsory activity for all students which will provide invaluable experiences and give students a taster of life in employment. Work experience will be monitored by Charlotte Wiggins, Post 16 Mentor and the Head of Sixth Form.

### **Personal and Social Development Lessons**

As part of the pastoral care offered at the Academy, we have in place Enrichment lessons where students will attend a compulsory 1 hour a week. Subjects are based upon 3 core areas: health and wellbeing, relationships and living in the wider world. Students will have access to 3 'Drop Down Days' where we invite external providers into Post 16 to deliver presentations and workshops. We also encourage our students to participate in many Academy initiatives such as 'Drop Everything and Read', 'Bigger Picture Weeks' and Charity fundraising events.



## Assertive Discipline Rewards

Our school rewards system is designed to motivate you by recognising the great things you do. You are awarded points for the following:

- Organisation during form time (bringing correct equipment and diary to school every day)
- Punctuality
- 100% attendance (weekly)
- 100% attendance (annually)
- Attitude to learning
- Progress
- Excellent work
- Outstanding effort
- Coursework handed in on time
- Participation in voluntary activities

### **Awards and rewards:**

Students will receive a certificate and chocolate reward for gaining their bronze and silver Epraise awards. Students who receive the gold certificate will be eligible to attend several trips (subject to meeting all coursework deadlines and acceptable behaviour throughout the year). The Academy reserves the right to refuse students from taking part in trips if their behaviour has not been of an exemplary standard.



## ICT Policy

### Rules for Responsible Computer Use

*These rules will keep you safe and help you to be fair to others. You will agree to.....*

- Only use the school's computers for college work and coursework.
- Only edit or delete your own files and not look at, or change, other people's files without their permission.
- Keep your logins and passwords secret.
- You will not bring files into school without permission or upload inappropriate material to my workspace.
- Be aware that some websites and social networks have age restrictions and I should respect this.
- Only e-mail people you know or a respectable adult has approved.
- The messages you send, or information you upload, will always be polite and sensible.
- You will not open an attachment, or download a file, unless you know and trust the person who has sent it.
- Do not give your home address, phone number, send a photograph or video, or give any other personal information that could be used to identify you, your family or friends, unless a trusted adult has given permission.
- If you see anything you are unhappy with or receive a message you do not like, you must not respond to it but will show a teacher/responsible adult.

## Anti-Bullying

*For the full policy, please see our website*

At Castleford Academy, bullying is always unacceptable in any form. The Academy will respond to concerns and will take appropriate actions. We believe that the whole school has a shared responsibility for the safe prevention of bullying. We want our pupils to stay safe and feel safe.

Bullying can take two different forms and is carried out in several different ways:

Direct	Indirect
Physical	Cyber Bullying
Verbal	E-Bullying
Non-Verbal	

### Procedures for how the school responds to bullying.

- All reports of bullying will be addressed and the priority will be to support those being bullied and stop the bullying
- The Academy takes responsibility to assess the seriousness of the bullying and to determine the appropriate action that should be taken
- We will work to help and support those responsible for the bullying to understand the impact of bullying and to change their behaviour
- Bullying behaviour is recorded by Year Leaders.



### What you can do as a parent to help us prevent bullying

- Share any concerns with us as soon as possible
- Contact your form tutor, mentor or Year Leader with any concerns
- Work in partnership with the school

### Signs and Symptoms of bullying

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>✓ Is frightened of walking to or from school</li> <li>✓ Doesn't want to go on the school/public bus</li> <li>✓ Stops eating</li> <li>✓ Changes their usual routine</li> <li>✓ Is unwilling to go to school</li> <li>✓ Begins to truant</li> <li>✓ Comes home starving</li> <li>✓ Asks for money or starts stealing money</li> <li>✓ Has unexplained cuts or bruises</li> <li>✓ Is afraid to use the internet or mobile phone</li> <li>✓ Has possessions which are damaged or go missing</li> <li>✓ Becomes withdrawn and anxious, or lacking in confidence</li> </ul> | <ul style="list-style-type: none"> <li>✓ Starts stammering</li> <li>✓ Attempts or threatens suicide or runs away</li> <li>✓ Begs to be driven to school</li> <li>✓ Feels ill in the mornings</li> <li>✓ Begins to do poorly in school work</li> <li>✓ Comes home with clothes torn or books damaged</li> <li>✓ Is frightened to say what's wrong</li> <li>✓ Is bullying other children or siblings</li> <li>✓ Has dinner money or other monies continually 'lost'</li> <li>✓ Cries themselves to sleep at night or has nightmares</li> <li>✓ Becomes aggressive, disruptive or unreasonable</li> </ul> |
|--|--|

## Home School Agreement

### Academy's Educational Responsibilities

We acknowledge our responsibility to support you and your parents in the task of helping you to mature within a caring community.

Therefore the Academy will:-

- Provide a friendly welcome to you, and make sure a secure, stimulating, moral environment to learn.
- Ensure that you feel valued and are helped to make good progress in your spiritual, moral emotional, social and academic development.
- Treat you with dignity and respect
- Provide a very firm but fair disciplined environment
- Do our utmost to provide you with the best possible education, through enthusiastic teaching, which is rooted in our beliefs, our values and our skills;
- Ensure that the education provided for you is tailored to your needs by using good assessment recording and tracking strategies
- Set, mark and monitor coursework suitable your needs;
- Provide you with information about your progress and provide opportunities to talk to teachers;



## Parental Responsibilities

As parents/carers, we acknowledge that we are the primary educators of our children and have an irreplaceable role to play in supporting our children's learning at Castleford Academy.

Therefore I/We will:-

- Ensure that my child attends the Academy every day, on time, dressed appropriately and fully equipped.
- Ensure that family holidays are taken outside of term time and endeavour to make dental and medical appointments outside the school day;
- Support the Academy's policies and guidelines for behaviour;
- Inform the Academy of any concerns regarding my child's learning or welfare;
- Support all Academy initiatives which enable my child to reach their full potential, including revision classes and extra-curricular classes and ensure that my child is available for revision and catch up sessions;
- Read all information sent home and attend all parents' evenings and meetings about my child as deemed necessary
- Consent to the use of photographic evidence of curricular activities undertaken within the Academy and visual images on the Academy website or for other educational purposes. (Further permission will be sought if any additional use is required);

## Pupil Responsibilities

I acknowledge the different and unique talents which I have been given and my responsibility to use them wisely. Therefore I will:-

- Never miss a day of college or be late unless it is totally unavoidable
- Wear appropriate clothing to college every day and bring all the required equipment I need every day
- Wear the Academy lanyard on the premises at ALL TIMES
- Observe all Academy rules and treat everyone with respect
- Take care of all Academy equipment;
- Help keep our Academy free from litter and respect the Academy environment and property;
- Share my feelings honestly and politely and show consideration for others in the Academy;
- Behave sensibly so that we can be happy and safe as we learn
- Never refuse to follow instructions given by a member of staff
- Try to think for myself and take responsibility for my actions
- Attend all extension classes, revision classes and extra-curricular classes as timetabled or deemed necessary
- Do all my class work and coursework to the best of my ability and be available for extra study during each academic day



**Policy Agreement and consent form**  
**Please complete and return to Mrs Falk**

**Parent Declaration**

Student's Name: \_\_\_\_\_ Form: \_\_\_\_\_

Having read the contents of this induction booklet, I fully understand the aims and visions of the school and fully support the agreement in its entirety.

Parent/Carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Student Declaration**

Student's Name: \_\_\_\_\_ Form: \_\_\_\_\_

I agree to do my best whilst attending Castleford Academy and will follow the rules as set out in this Post 16 Induction Booklet

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Additional Timetabled Lessons – Sign-up sheet

Name: \_\_\_\_\_

### **GCSE Resit**

You are only required to fill in this section if you have not yet achieved a grade 4 in either your GCSE Maths, English exam or both subjects. Please tick to indicate that you require resit lessons.

GCSE Maths

GCSE English