

# Kettlethorpe High School

Standbridge Lane, Sandal, Wakefield WF2 7EL

Headteacher: Mr T Griffiths



June 2024

## To Parents/Carers of Pupils Transferring to Kettlethorpe High School September 2024

Dear Parent/Carer

Congratulations on securing a place at Kettlethorpe High School. We are delighted to welcome your child into our school community. As we prepare for the start of our next academic year and your child starting at Kettlethorpe High School, there are some important pieces of information that we need to share with you to help the transition to be as smooth as possible for both you and your child:

**Induction Day & Evening Thursday 4 July:** This will be a wonderful day in school for all pupils and an opportunity to experience Kettlethorpe High School.

All children need to arrive between 8.30 and 8.40am and meet in the school playground. They need to wear their normal school uniform (if applicable). During the day, they will experience 'taster' lessons, meet their new form tutor/group, and have lunch. They will be dismissed at 2.40pm. Children who need to wait for older brothers or sisters will be able to wait in the school hall. **Please ensure your child knows how they are getting home.** Parking near school is limited, arranging a pick-up area further away from the school site is ideal, for example Asda. Please be courteous of residents, additionally, do not park on Kettlethorpe Hall Drive, access to this road is closed before and after school.

**Lunch:** On Induction Day, pupils can either pay in cash for their lunch in the school canteen (ideally coins) or pupils may prefer to bring a packed lunch. Arrangements are in place for children who receive free school meals. Water will be available at no cost, however, please ensure pupils bring a refillable bottle. Please note that school normally operates a cashless system using pupil finger scans. Details of this will be given to you before September.

**Parent/carer Induction Evening Meeting:** This will take place 5-7pm on Thursday 4 July and follows on from the pupils' day in school. Following a short input by key members of staff, you will then get an informal opportunity to meet your child's new form tutor. Experience tells us that this evening will be very popular with large numbers attending, and the hall meeting, which will be short, can be very hot. If possible, please arrange for your children to be looked after whilst you attend, as this will assist with managing the large numbers expected. To further assist with the management of numbers, the presentation for parents/carers and form tutor meetings will be delivered on rotation, depending on which band your child's form group will be in. This will be signposted on the evening. Information will also be handed out at the evening meeting, which will include the 'Parent/Carer Guide' and school calendar, which details inset days and holidays etc. If you are unable to attend the meeting all information will be available on the school website under the 'Parent/Carer' section "Y6 Transition" found here: <https://kettlethorpehigh.co.uk/transition/>

**Key Staff:** Mr Bruce-Halliwell, Assistant Headteacher, and Miss Bowers, Interim Transition Lead, are responsible for the transition of Year 6 pupils coming into Kettlethorpe High School. Your child will be given information before Induction Day to indicate which tutor group they are in. This has been allocated after discussion with feeder schools and involves your child being placed with learning partners. Tutor groups will not be changed on request.

**Uniform:** Badged school uniform, skirts, ties and PE tops will be available from the school uniform shop from 3.05 pm until 7pm on Thursday 4 July. Payment for items can be made by cash, cheque or debit card. If you would like to purchase uniform on this night, please ensure you have a note of the sizes you require (see size chart below). Unfortunately, there will not be the opportunity to try uniform on, however if all tags and original packaging are still attached it can be returned, with the receipt, for exchange or refund when the uniform shop is open in term time or the summer holidays.

During term time, the uniform shop opening times are Tuesday, Wednesday, Thursday, 3.05pm – 4.00pm. Summer holiday opening times and dates will be published on the school website. Please read the details available on the website related to specific expectations around uniform to avoid any issues at the start in September. If you are in any doubt, please contact school and ask for advice.

**Contact details:** It is important that the school has accurate contact details for parents/carers and that we have the latest medical information to help support your child in school. Please ensure that you complete the school online data collection form as soon as possible. The data collection form can be found here: [Year 7 Data Collection Form](#)

**Friday 6 September, Mission Out: Whole Cohort Y7 Team Building Experience:** We are delighted to be able to provide a trip on Friday 6 September (first week) for all our Y7 pupils. The trip will take place at Mission Out and will involve a full day of exciting confidence and team-building activities. The trip will be free and is a key part of our transition programme aiming at promoting our values and expectations relating to the Kindness Charter, but also foster a sense of belonging and community for our newest pupils. Further information will follow. We expect that all pupils attend this day as there will be something for everybody. We understand certain pupils may have additional needs that need considering; we are an inclusive school and will ensure that all pupils will receive appropriate support, where necessary, to enable full participation by all.

Kettlethorpe High School is a super place to be, where every child has the chance to be valued and successful, and we believe there is a lot on offer to pupils who choose to get fully involved. It is also about working in partnership with you as families, and together, we have the potential to prepare the next generation of learners and young adults.

The Autumn Term for Year 7 pupils begins at 8.40am on Tuesday 3 September 2024.

We look forward to seeing you all in school on Thursday 4 July. Do please contact school if you have any questions regarding the transfer to High School.

Yours sincerely



T. Griffiths

School Uniform – Kettlethorpe High School

Please note that the following items of school clothing and equipment are compulsory:

Girls	
Skirt or Trousers	Navy blue– <b>Knee length skirt</b> (Medway style) – Tailored skirt – No Lycra/bodycon Navy blue or charcoal grey – Tailored, no skinny fit
Jumper/cardigan	Navy blue V neck jumper or cardigan with the school crest
Shirt Style Blouse	Plain white with traditional collar – must be worn tucked in at all times
Tie	Clip on school tie only
Footwear	Black leather school shoes must be worn – Boots/pumps/trainers (including canvas) are not allowed (DMs/Timberland etc)
Coats	Plain, one colour only – no exceptions No hoody tops will be allowed No coats with writing on them, must be plain No leather/leather lookalike jackets, no denim No body warmers or gilets
Boys	
Trousers	Navy blue or charcoal grey traditional in style – Tailored, no skinny fit
Jumper/cardigan	Navy blue V neck jumper or cardigan with the school crest
Shirt	Plain white traditional collar
Tie	Clip on school tie. only
Footwear	Black school shoes must be worn – Boots/pumps/trainers (including canvas) are not allowed (DMs/Timberland etc)
Coat	Plain, one colour only – no exceptions No hoody tops will be allowed/baseball caps No coats with writing on them, must be plain No leather/leather lookalike jackets, no denim No body warmers or gilets

**Please note trainers/pumps are not allowed to be worn under any circumstances.**

**Please ensure that your child can comfortably do up the collar/top button of their shirts to enable them to meet our uniform expectations.**

PE and Games Kit		
	<b>Outdoor Kit</b>	<b>Indoor Kit</b>
<b>GIRLS</b>	Hockey top White polo shirt Navy blue shorts/skort Navy blue/ white socks Trainers	White polo shirt Navy blue shorts/skort White socks Trainers

<b>BOYS</b>	Rugby top Navy blue shorts Navy blue long socks Boots (no metal studs)	White polo shirt Navy blue shorts White Socks Trainers
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Please note:

- Plain navy blue tracksuit bottoms are allowed to be worn in the winter by girls and boys. These are additional items
- Jumpers/cardigans are compulsory for all pupils and must be worn throughout the academic year
- Shirts must be tucked in, and collar buttons fastened
- Only clip on ties are allowed in school
- Boots, pumps and trainers, as stated above, are not acceptable. Please do not purchase these for your child. If you have any doubts, please contact school to clarify the details
- No facial piercings allowed. Girls only, may wear one pair of stud earrings; one in each ear and a small ring/necklace. No other jewellery is allowed.
- No extremes of fashion in hairstyles. Shaved heads/patterns cut into hair, are not allowed. Please check the school website as these are just examples
- Acrylic/Shellac nails are not allowed
- No false eye lashes
- Discreet make up is allowed but it should be natural/subdued
- Nails should be of a reasonable length due to safety in PE
- Pupils must bring a bag to school each day, which can carry all their equipment. This bag should fit an A4 folder inside. Handbags are not appropriate
- A pencil case with pens, pencils, a ruler, rubber, etc, should also be brought each day.

Examples of acceptable school uniform:



## School footwear expectations



School shoes should be **ALL black** (no white or coloured logos).



Shoes should be polishable and must not be made of fabric, suede or canvas material

## Uniform Size Charts

### Skirt Sizes

Size	Waist Size Inches	Waist Size Cm	Length Inches	Length Cm
22/20	22"	55.5	20"	51
24/18	24"	61	18"	45.5
24/20	24"	61	20"	51
24/22	24"	61	22"	55.5
26/18	26"	66	18"	45.5
26/20	26"	66	20"	51
26/22	26"	66	22"	55.5
28/18	28"	71	18"	45.5
28/20	28"	71	20"	51
28/22	28"	71	22"	55.5
30/18	30"	76	18"	45.5
30/20	30"	76	20"	51
30/22	30"	76	22"	55.5
32/18	32"	81	18"	45.5
32/20	32"	81	20"	51
32/22	32"	81	22"	55.5
34/20	34"	86.5	20"	51
34/22	34"	86.5	22"	55.5
36/20	36"	91.5	20"	51
36/22	36"	91.5	22"	55.5
38/22	38"	96.5	22"	55.5

## Knitwear and games tops

SIZE	TO FIT CHEST INCHES	TO FIT CHEST CM	SIZE GUIDE
3/4 years	20/22"	51-56cm	3/4 years
5/6 years	22/23"	56-58cm	5/6 years
7/8 years	23/25"	58-63cm	7/8 years
9/10 years	25/27"	63-68cm	9/10 years
XXS	28/30"	71-76cm	11 years
XS	31/32"	79-81cm	12 years
S	32/34"	81-86cm	13 years
M	34/36"	86-91cm	14 years
L	38/40"	96-102cm	15-16 years
XL	42/44"	107-112cm	
XXL	46/48"	117-122cm	

SPORTS SHORTS & SKORTS					
SIZE	TO FIT WAIST (SHORTS)		TO FIT WAIST (SKORTS)		AGE GUIDE
3/4	20-21"	52-54cm	20-21"	51-53cm	3-4 years
5/6	21-23"	55-57cm	21-22"	54-56cm	5-6 years
7/8	23-24"	58-60cm	22-24"	57-60cm	7-8 years
9/10	24-25"	62-64cm	24-24.5"	61-62cm	9-10 years
XXS	25-26"	65-66cm	25-25.5"	63-64cm	11 years
XS	26-27"	67-68cm	25.5-26"	65-66cm	12 years
S	27-28"	69-70cm	26-27"	67-68cm	13 years
M	28-30"	71-75cm	27-30"	69-74cm	14-15 years
L	30-33"	76-85cm	30-35"	75-89cm	16 years
XL	34-37"	86-95cm	35-37"	90-94cm	
XXL	38-41"	96-105cm	37-39"	95-99cm	
XXXL	42-45"	106-115cm	39-41"	100-104cm	