

A photograph of three school pupils in a hallway. On the left, a girl with glasses and a headband smiles. In the center, a boy with curly hair looks down. On the right, a girl with a ponytail and a striped tie smiles. They are all wearing school uniforms. The background shows a modern school hallway with white walls and doors.

2025-26

GUIDE FOR PUPILS

‘Together, Be the Best We Can Be’

- Present
- Achieving
- Excelling

HELLO!



We would like to extend a warm welcome to all pupils who will be joining Kettlethorpe High School. We are excited to support you to "be the best you can be." The staff and pupils in our school are friendly and helpful, so you can rest assured that we will all work together to help you settle into your new school and 'The Kettlethorpe Way'.

We have produced this guide for you, offering some great tips from our pupils to help you feel more confident. Happy reading.



Scan this to view our 'Day in the life of a pupil' video!

Roisin Paul

Headteacher

KEY PEOPLE

These members of staff will be on hand to help you if you need anything in school. You will also have a form tutor who you will see every morning in registration. Your form tutor should be your first port of call for all concerns.



Mrs Shute

Year 7 Progress Leader and
Safeguarding Lead



Mrs Cotton

Year 8 & 9 Progress Leader
and
Safeguarding Lead

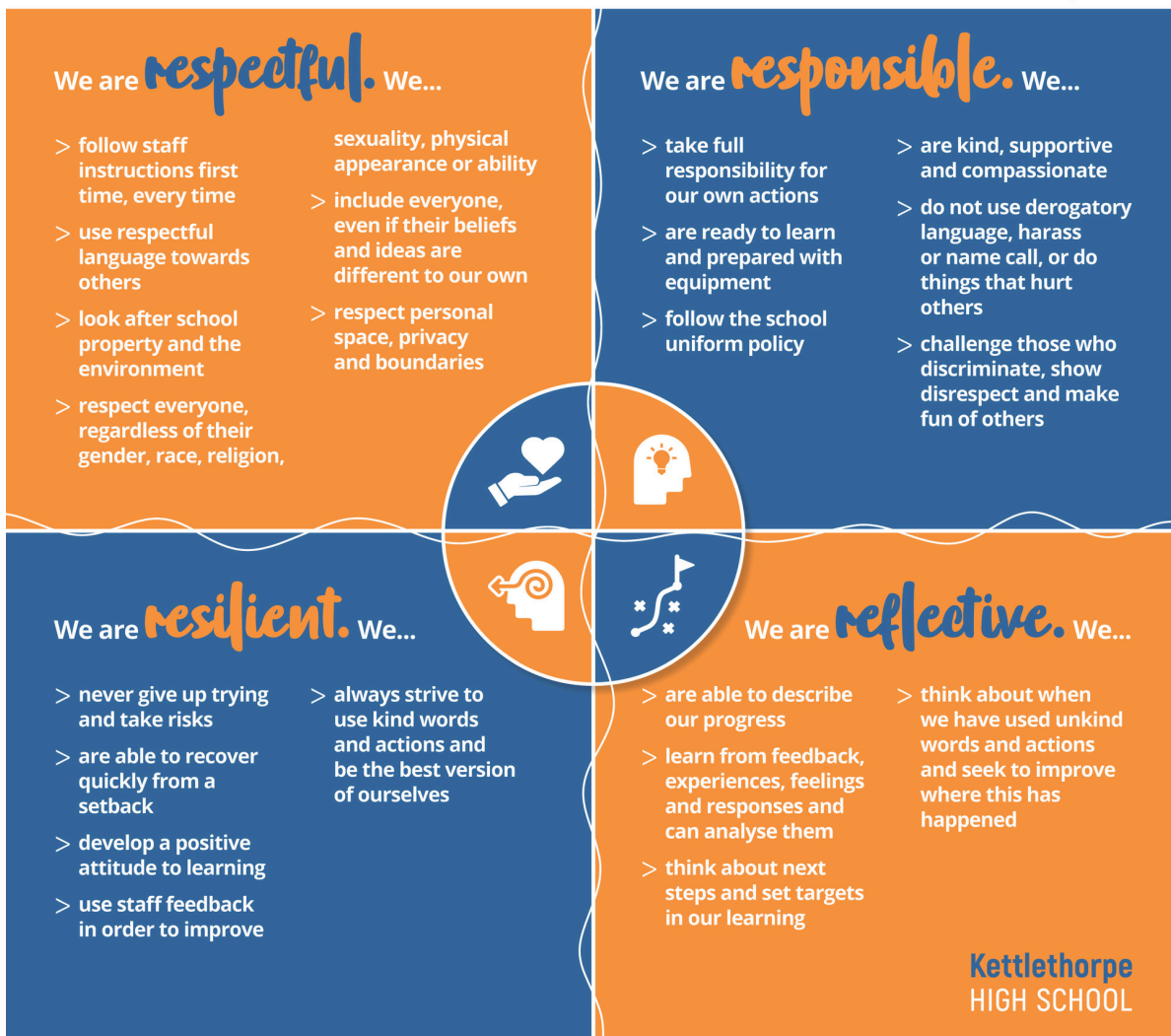


Miss Lee

Year 10 & 11 Progress Leader
and
Safeguarding Lead

4 RS & KINDNESS CHARTER

We are kind. We are Kettlethorpe



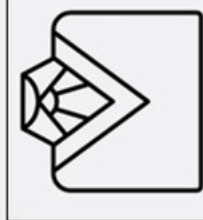
THE KETTLETHORPE WAY

The Kettlethorpe Way

'Together, be the best we can be'

Present – Achieving – Excelling

Be Ready



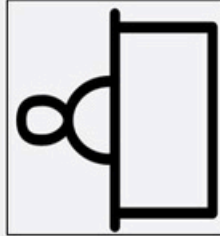
I arrive on time following the one-way system.

I wear the correct uniform, and I am fully equipped.

I have my planner at all times.

I start learning immediately.

Be Present



I stay in lesson and only use toilets & water fountains before school, at break, lunch or after school.

I fully engage with my learning when in lessons.

Be Responsible

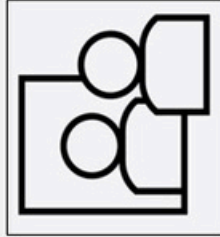


I respond to instructions first time, every time.

I sit in the correct seating plan.

I do not have or use mobiles or smart watches.

Be Reflective



I act on feedback both on my work and my behaviour.

I learn from mistakes.

Be Resilient



I never say "I can't..."

I don't give up on my learning.

I attend all lessons.

Be Respectful

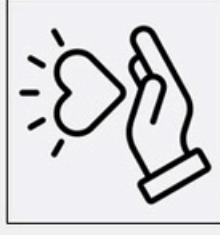


I keep my hands to myself.

I move calmly and quietly around school.

I respect my environment in and around school.

Be Kind



I am kind to all, including myself. Always.

I communicate politely with everyone; I reply to greetings.

**Kettlethorpe
HIGH SCHOOL**

WHAT LESSONS WILL I DO?

Subject	Lessons per week	Grouping
English	4	Mixed ability groups
Maths	4	Ability groups
Science	3	Ability groups
Physical Education	2	Mixed ability groups
French or Spanish	2	Mixed ability groups
DT/Computing/Food/Textiles	3	Mixed ability groups
Art & Design	1	Mixed ability groups
Performing Arts (Drama and Dance)	1	Mixed ability groups
Geography	1.5	Mixed ability groups
History	1.5	Mixed ability groups
Music	1	Mixed ability groups
Religious Studies	1	Mixed ability groups



STUDENT EXPERIENCE

Journey to the best you can be:

Year 7



Extra Curricular Programme:

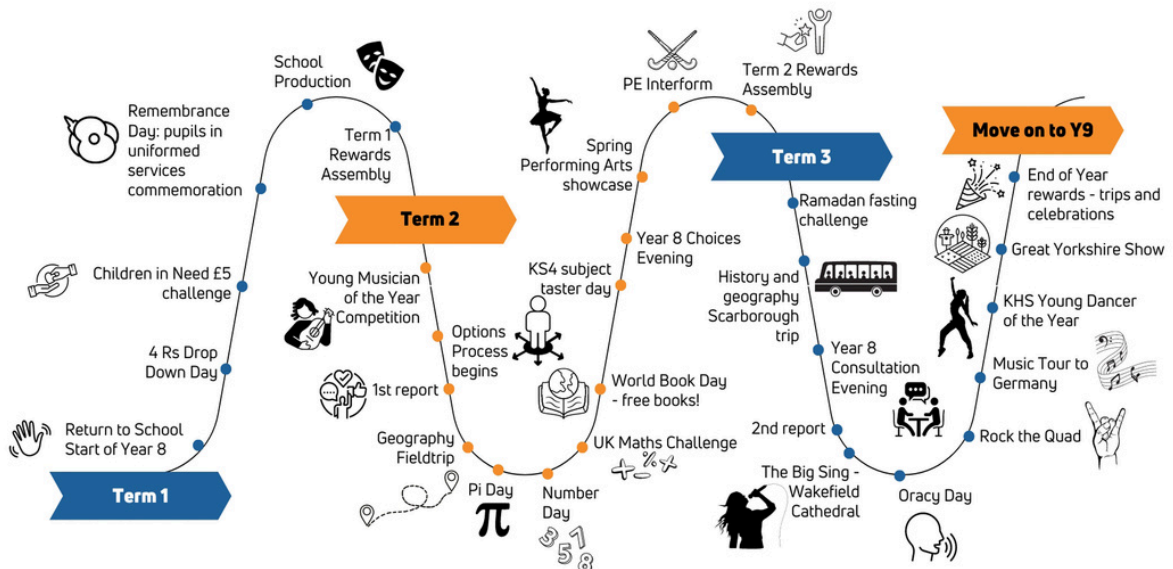
<https://kettlethorpehigh.co.uk/extra-curricular/>

We are kind. We are Kettlethorpe

Art | DT | Digital Subjects | English | Geography | History | Languages | Maths | PE | Performing Arts | RE | Science

Journey to the best you can be:

Year 8



Extra Curricular Programme:

<https://kettlethorpehigh.co.uk/extra-curricular/>

We are kind. We are Kettlethorpe

Art | DT | Digital Subjects | English | Geography | History | Languages | Maths | PE | Performing Arts | RE | Science

HOW DO I KNOW WHERE MY LESSONS ARE?

Each pupil will be given their own timetable of all lessons. It will be stuck in your planner. Your timetable will tell you what lessons you have each day and in which room. You will get your timetable on your first day in September, your form tutor will go through this with you.

At Kettlethorpe High School, pupils will:

- experience a broad, deep and knowledge rich curriculum;
- be literate and numerate;
- have high expectations for their behaviour and achievement;
- build their character;
- develop their cultural, social, moral, mental and physical development;
- secure foundations for progression.

	REG	1	2	3	4	5
1Mon	Rg FLA SC11	Fr RCK Outdoor t	Mu AGI MU1	Dt KSM IT3	Fr THA MA12	En LHI EN4
1Tue	Rg FLA SC11	Sc JNE SC1	Ma TGN MA4	En LHI EN4	Dr KMA EN10	Dt LST Training
1Wed	Rg FLA SC11	En FGA EN7	Ma TGN MA4	Sc JNE SC1	Dr EMI Dance St	Ge JCR GE1
1Thu	Rg FLA SC11	Ad GES AD2	Sc JNE SC1	Ma TGN MA4	Dt LST Training	En FGA EN7
1Fri	Rg FLA SC11	Pe DDY	Ma TGN MA4	En FGA GE1	Re DFS RE2	Hi RDO HI4
2Mon	Rg FLA SC11	Fr RCK Outdoor t	Mu AGI MU1	Dt KSM IT3	Fr THA MA12	En LHI EN4
2Tue	Rg FLA SC11	Sc JNE SC1	Ma TGN MA4	En LHI EN4	Dr KMA EN10	Dt LST Training
2Wed	Rg FLA SC11	En FGA EN7	Ma TGN MA4	Sc JNE SC1	Dr EMI Dance St	Ge JCR GE1
2Thu	Rg FLA SC11	Ad GES AD2	Sc JNE SC1	Ma TGN MA4	Dt LST Training	En FGA EN7
2Fri	Rg FLA SC11	Pe DDY	Ma TGN MA4	En FGA GE1	Re DFS RE2	Hi RDO HI4

This tells you what room you are in.

This room is English 4

These are the initials of your teacher. This teacher is Mr. Greenwood

This tells you what lesson you have. This one is History

SCHOOL DAY

SCHOOL DAY

(8.35: Movement bell)
8.40 - 9.00am: Tutor time
9.00 - 9.20am: Reading/PSHE
9.20 - 10.20am: Period 1
10.20 - 11.20am: Period 2
11.20 - 11.35am: Morning break
11.35-12.35pm: Period 3
12.35 - 13.10: Lunch break
(13.05: Movement bell)
13.10 - 14.10: Period 4
14.10 - 15.05: Period 5

You should arrive in school for 8.30am each morning. Pupils are expected to arrive on time to school and to lessons on time.

Staff and students will warmly greet each other along the pathway and the gate into school.

Uniform will be checked and corrected before you enter school.

Gates will close at 8.35am to allow transition to form by 8.40am. Any pupil who arrives after 8:40 will be marked late.

LOGINS

When you start at Kettlethorpe, you will be given a pupil email address, this means you can access Microsoft 365. Microsoft 365 is an online platform giving you access to Teams, PowerPoint and Word. Your email address will also give you access to an app called Edulink. You can see your timetable on here and, when you get to Year 11, your exam information will be on there.

Parents/carers will also be given a login to this app, as well as one called Class Charts.

You will also be given logins for specific websites to do your homework on, they are:

- KS3 GCSE Pod
- Sparx English
- Sparx Maths

PUPIL PLANNERS /EQUIPMENT

You will be given your planner and knowledge organiser when you start at Kettlethorpe High School. You must make sure you bring it to school with you every day as it is part of your equipment.

Planners must be carried on your person at all times, this means you must have it when walking in between your lessons.

- This is where you will write your homework and teachers will write any notes for your parents to see if needed.
- A knowledge organiser is a way for you to recall and embed knowledge through strategies.

It is really important to be prepared for lessons. Make sure you have all the equipment you need: several black or blue pens, pencils, some coloured pencils, a ruler, a rubber, a calculator, a compass, a protractor and a pencil sharpener. Don't forget a plastic water bottle!

UNIFORM

We believe that pupils have a responsibility to come to school smartly dressed and we expect that all our pupils will attend school wearing the clothes specified here. If, for medical reasons, your child needs to wear anything other than accepted footwear, you must support it with a dated medical letter. Ties, jumpers/cardigans, shorts and rugby/hockey shirts are only available from our uniform shop on school site. All clothing should be clearly labelled. Pupils are allowed to borrow uniform items from Pupil Reception on handover of valuable item: (e.g. mobile phone). Persistent users of this service will be dealt with in accordance to the behaviour policy.

JUMPER/CARDIGAN

V necked jumper/cardigan with school badge. Pupils must wear a jumper or cardigan during assembly.

- Navy - Year 7/8/9
- (Optional) Grey - Year 10/11

SHIRT & TIE

Plain white shirt with stiff collar for wearing with a tie, always tucked in and all buttons fastened. Pupils must wear a school approved tie each day.

TROUSERS & SKIRT

- Traditional dark grey or navy tailored fit trousers. Trousers NOT allowed are: skinny, chino style, cords, trousers made from stretch materials, denim or boot cut trousers
 - Y7 Navy Kettlethorpe High School Pleated Skirt with Logo, ONLY.
 - Y8-11 Navy Kettlethorpe School Skirt pre-Sept 2025 can be worn until July 2026.
- All skirts must be worn at knee length. Skirts must not be rolled over at the top or tied at the back or bottom. These skirts must be bought from our on-site Uniform Shop.

TIGHTS AND SOCKS

Plain black/tan/skin toned tights, plain black/navy/dark grey socks. NO pattern

SHOES & COATS

- Traditional, plain black leather low heeled sensible shoes. NO trainers, logos, canvas pumps or boots
- Plain coat with NO large logos or lettering. NO hoodies, sports jackets, gilets, or body warmers

PE UNIFORM

- Kettlethorpe reversible games top (rugby/hockey) OR white polo shirt
- Navy blue shorts/skorts
- White sports socks OR Navy-blue knee-high socks
- Trainers for outdoors (studs for football/rugby) and clean trainers for indoors

All pupils are expected to take part in PE unless they have a doctor's or parent/carer note which explains why participation cannot happen. They must still bring in their PE kit as they will still be a part of the lesson.

JEWELLERY

- Jewellery is not permitted, except when related to religious observance when it should be worn under the uniform. Explicitly **NO** piercings.
- Smart watches of any description are not permitted.

HAIR, NAILS AND MAKE UP

Make up, if worn, must be subtle; this means **NO** bright colours. False eyelashes are **NOT** permitted. Any facial adornment (piercings), nail varnish, including false or extended nails should **NOT** be worn. Hair is required to be neat and tidy, **NO** extreme colours or styles. Hijabs, if worn should be black or navy and should not cover the school uniform.

BORROWED ITEMS

If a pupil arrives into school without uniform, they should go to the Pupil Reception immediately to remedy the situation and borrow uniform. Pupils will be required to sign for the items loaned out, hand over a similar value item and return them at the end of the day. Failure to do so may result in your child being placed in isolation until the issue is resolved.

HARDSHIP SUPPORT

There may be occasions where pupils need help in the purchase of specific items needed to meet the uniform expectations. We will provide this directly. Contact your child's Year Manager if you feel you need any support.

PUPIL PLANNERS

Planners are provided by the school at the start of the year and need to be brought to every lesson. Planners are used to record pupil's homework with deadlines for completion. Please check and sign your child's planner on a weekly basis.

Replacement planners cost £5 and are available from Pupil Reception.

Parents/are asked to sign it each week to confirm they have seen it. Planners are also a mechanism for whole school communication. **Planners must be carried on lesson transition.**

EQUIPMENT NEEDED

- strong bag large enough to carry an A4 folder
- several good ink or ballpoint pens in black or blue
- Knowledge Organiser (provided)
- several pencils
- a ruler and a rubber
- a reading book
- a compass
- a protractor
- a calculator



Pupils must bring a school bag EVERY DAY

ATTITUDE TO LEARNING

	Resilient	Reflective	Responsible	Respectful
1	<ul style="list-style-type: none"> Always keeps going even when the work gets difficult and produces best work Thrives on challenges and sets challenges for themselves and others Never gives up trying to improve and will take risks 	<ul style="list-style-type: none"> Independent purple pen work (and other reflection work) is detailed and focused on the areas identified Values and welcomes feedback and criticism Highly self-motivated and independent; uses own initiative to extend learning Celebrates success and doesn't see failure as the end of the process 	<ul style="list-style-type: none"> Makes a positive contribution to own learning and that of others (e.g. in discussion) Looks to peers for support and is always ready to support others Takes full responsibility for their own progress – always present in lessons and ready and prepared to learn. 	<ul style="list-style-type: none"> Behaviour is exemplary Excellent punctuality Homework always handed in on time Books and folders show pride Always kind and supportive and challenges those who are not
2	<ul style="list-style-type: none"> Maintains good effort even when work is difficult Has confidence to take on a challenge to help themselves and others Tries new tasks and challenges themselves and takes risks 	<ul style="list-style-type: none"> Purple pen work responds to all the areas identified Self-motivated and will ask about methods to extend learning Sees feedback as supportive and mistakes as temporary setbacks and something to overcome Enjoys the process of practising and sees it as part of improving 	<ul style="list-style-type: none"> Contributes to the lesson when required Supports others through discussion, peer assessment and group work Behaviour is good Knows that they are responsible for own progress and generally present in lesson ready and prepared to learn 	<ul style="list-style-type: none"> Never late for lessons Homework is regularly handed in on time Books are usually well set out Kind and supportive with words and actions
3	<ul style="list-style-type: none"> Sometimes tries a challenge even if they think they may fail Generally positive when work is difficult (not always managed) and putting in a satisfactory effort Doesn't always take the easy task and sometimes feels confident to try something new/take risks 	<ul style="list-style-type: none"> Sometimes uses purple pen for reflection but can be short and lacking detail May be motivated by feedback if not overly critical May persevere with support but needs strategies or may give up Big setbacks can make them quit/more willing to practise things already good at 	<ul style="list-style-type: none"> Will ask and answer questions about tasks they feel they can do Sometimes supports others through discussion and group work Too often passive (uninvolved) or not present Behaviour is inconsistent with occasional low-level disruption 	<ul style="list-style-type: none"> Occasionally late Homework not regularly completed on time Sometimes shows a lack of care Sometimes unkind with words or actions
4	<ul style="list-style-type: none"> If fails, switches off and doesn't want to try Doesn't challenge themselves Doesn't like to risk looking silly Completes minimum work/sometimes no work 	<ul style="list-style-type: none"> Avoids/does no purple pen/reflective work Sees mistakes as failures, as proof that the task is beyond reach/ feels threatened by feedback and gives up Does not have any strategies for reaching the learning goals Unsatisfactory progress due to lack of effort 	<ul style="list-style-type: none"> Contributions to class learning are rare or disruptive Tends to go off task during discussion or group work A passive and/or disruptive learner, rarely present or ready/prepared for learning Unsatisfactory as pupil does not value or take responsibility for their own progress 	<ul style="list-style-type: none"> Behaviour is poor/disrupts learning Demands a high amount of support to stay on task Regularly late Homework rarely completed Books show a lack of pride Uses unkind words or actions

BEHAVIOUR FOR LEARNING

PRAISE AND REWARDS

Rewarding pupils is extremely important to us. All members of the school community encourage positive behaviour and look to reward pupils daily. Positive behaviour and kindness allow all pupils to strive in a safe and supportive learning environment. We aim to recognise those pupils consistently getting it right.

POSITIVE PRAISE POINTS

Class Charts is used to reward pupils through the issuing of positive praise points. Pupils will receive an ethos point for every lesson they attend on the condition that they meet the expectations outlined by the behaviour for learning policy. This means if the pupil is late, lacks the necessary equipment to learn, receives a verbal warning negative behaviour point or is unkind at any point in the lesson, they forfeit their ethos point for that lesson.

Further positive points can be awarded for the following, please note that this list is not exhaustive:

- Outstanding contributions or attitude to learning in lessons
- Outstanding and improved attendance
- Improvement in attitude to learning and/or behaviour for learning
- Charity work
- Contributing to the school community e.g. extra-curricular, open evenings and consultation evenings
- Demonstrating resilience, respectfulness, responsibility or reflectiveness
- Being kind and courteous to all members of the school community

Our expectations are based around the 4Rs – We are respectful. We are resilient. We are reflective. We are responsible. We are kind. We are Kettlethorpe.

Our school ethos is present, achieve, excel. We follow the rules of the Kettlethorpe Way and together, be the best that we can be every day in school.

The following rules are non-negotiable and should be followed by all pupils.

Around the school, students must:

- Arrive on time to school
- Wear uniform correctly with pride
- Walk around the school sensibly, safely and quietly following the one-way system
- Follow instructions from staff, first time, every time
- Listen carefully when staff are talking, showing respect
- Behave respectfully and politely to all adults, students and their property
- Treat everyone with kindness, respect and courtesy
- Follow the 'hands off' principle
- Only eat in designated food/year group areas at the correct times
- Look after the school environment including putting litter in bins
- Not chew gum, eat sweets, or drink carbonated or energy drinks at any time
- Not use their mobile phone/headphones/speakers/ear buds/pods (these will be confiscated)
- Not bring illegal substances onto the school site (including cigarettes, electronic cigarettes, vapes and alcohol)
- Not use foul or abusive language directed towards staff or students
- Complete home learning to the best of your ability

IN CLASS (INCLUDING THE 'OUT OF CLASSROOM' EXPECTATIONS), STUDENTS MUST:

- Arrive on time for lesson
- Take out planners and equipment for the lesson
- Sit in the requested seat from classroom teacher
- Complete work to the best of their ability, so that they can achieve their full potential, without disturbing or distracting others
- Not eat, chew or drink in class (except water)
- Exit lessons quietly and calmly.

DETENTIONS

The school reserves the right, in line with the DfE statutory guidance, to detain or place a pupil in detention. More details can be found in the Culture and Behaviour policy.

EXAMPLES OF PROHIBITED ITEMS

The headteacher and staff authorised by the headteacher have a statutory power to search a pupil or their possessions, without consent, where they have reasonable grounds for suspecting that a pupil may have a prohibited item or any other item the school rules identify as an item to which may be searched for (DfE Searching, Screening and Confiscation 2022)

- weapons of any description or an item intended to be used as a weapon
- alcohol
- illegal substances
- fireworks
- cigarettes
- electronic cigarettes/vapes/
- vaping fluid
- lighter/matches
- pornographic material
- materials linked to extremism or hate crime
- aerosols
- nail polish
- chewing gum
- energy drinks/isotonic drinks
- carbonated fizzy drinks
- water pistols
- tippex
- electronic games
- stolen items
- mobile devices that are switched on
- ear buds
- smart watches

School reserves the right to retain confiscated items which are banned and dispose of them or hand them to the Police.

MOBILE DEVICES

Mobile phones and electronic devices (including speakers, earbuds and smartwatches) should be always out of sight and stored in the pupils bag. If a pupil is caught using a phone on the school premises and/or the phone is heard by a member of staff, the phone and the sim card will be confiscated and placed in the school safe until it can be picked up by a parent/carer if it is the first confiscation. This policy also applies to speakers, smart watches, iPod, ear pods. Collection will always be 24 hours after confiscation or the next working school day if after a weekend/Bank Holiday. For the full policy, scan the QR code above. The school reserves the right to refuse a pupil to bring a mobile phone onto the premises where a pupil has previously refused to hand the phone over or where the phone has been used inappropriately.



ANTI-BULLYING

HOW TO REPORT BULLYING?

If a pupils feels they are being bullied, they can report it to any member of staff. Contact your child's form tutor in the first instance.

Pupils and parents/carers can also send a message via the Anti-Bullying Form on our school website or the no bullying email address on nobullying@kettlethorpe.wakefield.sch.uk

CYBER BULLYING

This type of bullying appears when young people use mobile phones and social media. This is happening outside of school.

In school we take secure measures to ensure online safety. Whilst we will act to help deal with these issues, it is vital that parents/carers are aware of the way this technology can create real issues.

Please report any concerns you have to the police or internet provider.

SAFEGUARDING

SAFEGUARDING

Kettlethorpe High School is committed to safeguarding and promoting the welfare of it's pupils and expects all staff, volunteers and members of the school community to share this commitment.

We are fully committed to ensuring that consistent and effective safeguarding procedures are in place to support families, pupils and staff within the school community. All concerns are passed through the Safeguarding Team in line with our Safeguarding Policy and Keeping Children Safe in Education guidance.

WHO CAN I CONTACT?



Deputy Headteacher
for Safeguarding &
Deputy DSL
Mrs Ilyas



Senior Designated
Safeguarding Lead
Miss Hargreaves



Designated Deputy
Mr Bennett



Designated Deputy
Miss Lee



Designated Deputy
Mrs Shute



Designated Deputy
Mrs Cotton



Designated Deputy
Mr Carr



Designated Deputy
Mrs Foster



Designated Deputy
Miss Caves



Designated Deputy
Mrs Lancaster



Designated Deputy
Miss Wood



Designated Deputy
Mr Henderson



Designated Deputy
Ms Cattle



Designated Deputy
Mr Chapman



Designated Deputy
Ms Mallinson



Designated Deputy
Miss Gorton

LANYARDS



Blue - KHS Staff

Green - Approved Visitor (DBS)

Orange - Contractor (with DBS)

Red - Visitor (No DBS) If you see anyone walking around the school site with a RED or NO LANYARD, please tell a member of staff right away.

THINGS TO LOOK FORWARD TO:

SCHOOL LUNCHES

Mains

Thai red chicken curry and rice
Cheese and onion calzone
Beef and onion pie
Vegetarian lasagne
Beef burger in a bun
Macaroni cheese
Pasta bolognese
Stuffed jacket boats

Desserts

Frozen strawberry yogurt
Chocolate and orange brownie
Apple crumble and custard
Chocolate Mousse

Did you know?

There are also paninis, baked potatoes, wraps and other lunchtime deli goods available every day! You can also bring a packed lunch on any day you wish!



SCHOOL CLUBS

You can join a variety of after-school clubs at our school. These are just a few examples, your tutor will be able to tell you about these activities. It's a great opportunity to try something new!

Concert band, Swing band, Choir, School Musical, Science Club, Textiles, Homework, Cross, DT, Art, Chess, Basketball, Netball, Football, Hockey, Cricket, Athletics



SCHOOL TRIPS

At Kettlethorpe High School you will have the opportunity to take part in a wide variety of trips. There are opportunities to visit different places that you may have never been to before like the theatre or The Great Yorkshire Show.

Year 7 all go to Mission Out in Leeds at the start of the school year as part of the induction process, pupils in the past have absolutely loved it and we can't wait to go back this year. We also organise one-off trips to European cities like Barcelona or Paris, we have even gone to faraway places like Japan, Iceland and USA.





HOME SCHOOL AGREEMENT

As a pupil I will...

- demonstrate kindness, responsibility, resilience, reflectiveness, and respect; I will follow the Kindness Charter
- attend school in correct uniform, be on time and with the correct equipment
- work hard in class and at home, so that I can achieve my full potential
- understand that I belong in this community; I will know that my positive actions make the school a better place
- understand that I will be rewarded for getting it right
- follow all instructions first time, every time; I will understand that sanctions are in place for a reason to help me improve my behaviour and accept them if given
- use my planner to organise my homework and record my achievements
- complete homework on time; ask for help if struggling
- represent the school positively outside in the community
- care for our environment – in and out of school – by putting rubbish in bins and looking after resources
- attempt and regularly take part in extra-curricular activities, trips and enrichment offered by the school

Approved by Governing Body (May 2023)

By choosing to work at this school, send my child to this school, or attend this school, I commit to meeting these expectations.

