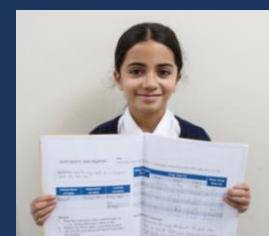


Together, Be the Best We Can Be.

Present – Achieving – Excelling

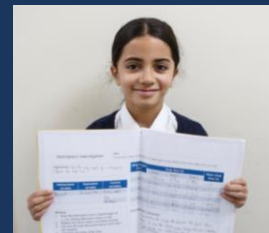


Welcome to Kettlethorpe High School

Name

Tutor

Kettlethorpe
HIGH SCHOOL



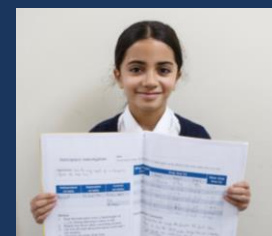
Tutor Introduction

My name is ...

The school email address for teachers are always their first initial and surname followed by @kettlethorpe.wakefield.sch.uk

For example, my email address is

If you need to ask any questions following on from tonight, please feel free to contact us



Communication from Kettlethorpe High School

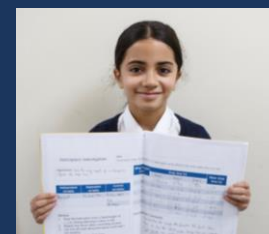
Communication

The form tutor is always the first point of contact.

We would like you to check and sign your child's planner every weekend as this is a good way to pass messages to and from school. You will also be able to track your child's attendance and cumulative positive and negative points from Class Charts.

You may also be contacted by:

- Subject teachers
- Team Leader of department
- Year Manager
- Progress Leader
- Assistant Headteachers
- Deputy Headteachers
- Headteacher



Communication from Kettlethorpe High School

Regular newsletters (sent to contact email addresses)

Planners issued to all pupils with calendar, weekly diary pages – this will be used to record homework as well as a means of communication between parents and tutors.

The school website and social media pages are also useful and are updated daily:

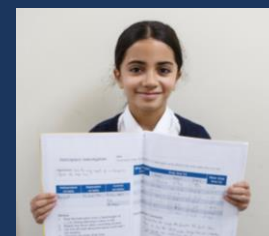
- Website: www.kettlethorpehigh.co.uk
- Twitter: @ketthighschool
- Facebook: www.facebook.com/kettlethorpehigh

Class Charts is now the main form of communication for behaviour between school and families.

This communicates positive behaviour, negative behaviour, notice of detentions, messages regarding conduct.

It is vital all parents/carers have the Class Charts app; as part of our home/school agreement we expect parents/carers to engage regularly with Class Charts.

Further information will be provided regarding logins.



Communicating to us

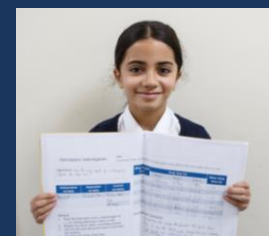
As a school we will support you contacting us on the day if you have a message that would be classed as an emergency. Please contact central school admin and the information will be passed onto the correct member of staff.

Example: Your child needs to know that they are being collected today by the neighbour because....

As well as informing us directly, please communicate this through EduLink.

Please ensure unimportant messages are communicated at home or outside of the school day.

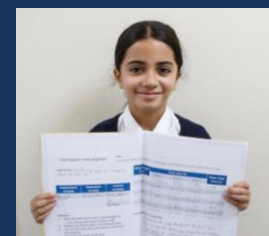
Example: Your child's hair appointment time is...



Attendance

Good attainment is directly linked to good attendance

- Excellent attendance and good punctuality are a priority for us all at Kettlethorpe High School. To achieve this, it is important that everyone ensures school is somewhere pupils want to be. We do this by providing a calm, orderly, encouraging, inclusive, safe and supportive environment for pupils to learn.
- We ask parents and carers to acknowledge and recognise their legal responsibility to ensure their child / children receives an efficient, full-time education by championing good school attendance. Working together we can address any concerns that may arise and overcome barriers to achieve good school attendance for all pupils.



Reporting Absences

- Please can we kindly request that all absences are reported directly to our **Attendance Team** before 08:30.
- Telephone 01924 251605 selecting option 1 and leave a voicemail if your call is unanswered.
- On the Edulink app or Edulink website

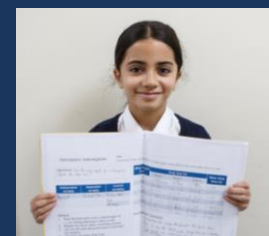
Please ensure the following information is included in voicemail and Edulink messages:

- Parent / carers name
- Student's name
- Date of birth
- Form tutor
- Reason for absence

Punctuality

- Regular lateness has a significant impact on your child's school experience. When arriving after the start of the school day, your child is missing important aspects of our provision, including:
- Morning assemblies
- PSHCE lessons
- The Richer Reading programme
- Daily well-being check-ins
- Important daily notices about school life

If a student arrives after 8:40am they will be marked as formally 'late'. The minutes late will be recorded in our registers, and a same day 20-minute detention will be issued. If a student arrives after 9:11am, we, as a school, are legally required to mark them as a 'U' code which is an unauthorised absence for the morning session, and a same day 40-minute detention will be issued.



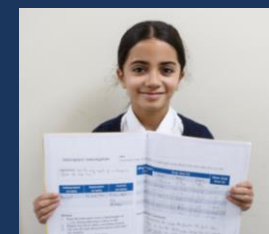
- **Medical / Dental Appointments**

- If possible, all medical appointments should be made outside of school hours. Whilst we understand that sometimes this cannot be avoided, we would like to kindly request that wherever possible, appointments are made outside of school hours to minimise any loss of learning and disruption to teaching. The school must be notified in advance of any absences for medical appointments and evidence of the appointment provided to allow us to authorise absences. Absences for appointments without evidence provided will be unauthorised.
- Please notify our **Attendance Team** in advance of any appointments by sending a message using Edulink or an email to attendance@kettlethorpe.wakefield.sch.uk. Please include if your child/children are being collected, and by whom, or if they have permission to leave school site and make their own way. Notes in planners and telephone calls will not be accepted as parental permission.
- Due to the extended opening hours of opticians, all routine eye tests should be arranged outside of school hours and absences for this reason will not be authorised.

- **Holidays During Term Time**

- The Government strongly urges parents/carers to avoid taking their children out of school for family holidays as this will disrupt their education. Whilst we understand the difficulties parents/carers may have in organising holidays during the school holidays and the benefits to be had from cheaper term-time holidays, this type of absence is detrimental to a child's education.
- Kettlethorpe High School and Wakefield Local Authority do not authorise leave in term time and consistently issue Penalty Notices for such absences.
- Pre-planned absences of 2 days or more should be requested in advance using Edulink or our 'Leave of Absence' form found on our website.

This guidance is set by the government and is not a school decision.



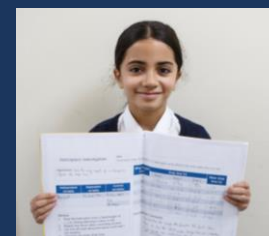
Starting Kettlethorpe High School

The new year starts on Monday 31 August 2026.

Year 7 pupils will be in school from Thursday 3rd September 2026.

Every day pupils need to be in their tutor room for 8.40am. After 8.40, your child will be recorded as late. Your child should arrive at school between 08.15am - 08.35am.

It is vital that you complete the data collection form, so we have up to date details. Please ensure your child's form is completed tonight if it has not already been done.



Timings for the normal School Day

- (08.35 movement bell)
- Tutor Programme* 08.35 – 09.15
- Period 1 09.15 – 10.15
- Period 2 10.15 – 11.15
- Morning break 11.15 – 11.30
- Period 3** 11.30 – 12.30
- Lunchtime 12.30 – 13.05
- Period 4 13.05 – 14.05
- Period 5 14.05 – 15.05
- *AM Registration Mark
- **PM Registration Mark

Pupils should arrive at school for 8.35am each morning.

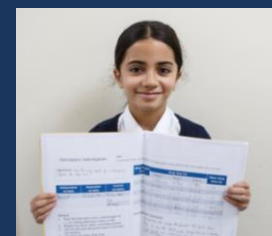
School gates will open between 8:15-8:20am, pupils should not arrive earlier than this.

Pupils are expected to arrive on time to school and to all lessons.

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

Uniform will be checked and corrected before entering school.

Gates will close at 8.40am. Any pupils who arrive after 8.40am will be marked late.



Medical Matters

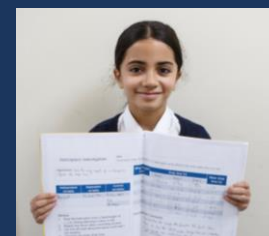
It is important we have all necessary data about your child's medical needs- these need to be included on the data form.

Any medication must be kept with the school first aider - not carried in school. Please do read the school medication policy on the website or in the Parent/carer Guide.

Pupils who are ill before school should see their own GP.

We do not have a school nurse on site; first aid is available for minor injuries and the administration of prescribed medication.

We will be sending out a Microsoft Form when your child starts for permission to give paracetamol, we will need to know either way if you do or do not give consent.



School Uniform

UNIFORM POLICY

KETTLETHORPE HIGH SCHOOL

We believe that pupils should come to school dressed smartly. We expect that all pupils attend school wearing the clothes specified here with a school bag large enough to hold stationery, planner and A4 size exercise books.

JUMPER/CARDIGAN

- V necked jumper/cardigan with school badge. Pupils must wear a jumper or cardigan during assembly.
- Navy - Year 7/8 | Grey - Year 9/10/11



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 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
- Navy Kettlethorpe High School Pleated Skirt with Logo, ONLY.
- 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 MySchool.Shop.



TIGHTS & SOCKS

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

HAIR, NAILS AND MAKE UP

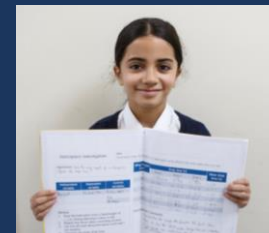
- ONLY subtle make-up, if worn; this means NO bright colours, and NO false eyelashes. NO facial adornment (piercings), NO nail varnish, and NO false or extended nails. Hair is required to be neat and tidy, NO extreme colours or styles.
- Religious head coverings, if worn, should be black or navy and should not cover the face or the school uniform

SHOES & COATS

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

JEWELLERY

- NO piercings or jewellery are allowed, except when related to religious observance when it should be worn under the uniform.
- NO smart watches of any description.



School Uniform

UNIFORM POLICY

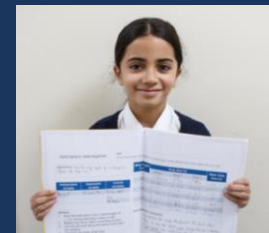
KETTLETHORPE HIGH SCHOOL

PE UNIFORM

- Kettlethorpe games outdoor top - quarter zip | Crew neck sports top
- Navy blue shorts/skorts | navy blue OR black leggings - must be sports leggings NO flares | navy blue joggers. Only navy blue shorts or skorts are allowed for all PE lessons. These must be the appropriate fit and have a loose fitting style. Nike pro shorts or cycling shorts are not part of PE kit. *Black shorts are not to be worn for PE lessons.*
- White sports socks OR Navy-blue knee-high socks
- Trainers for outdoors (studs for football/rugby) and clean trainers for indoors (NO Converse)
-



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.

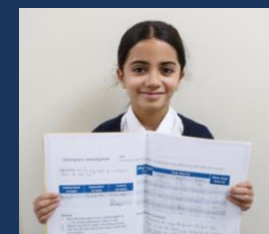


School Uniform

FOOTWEAR **APPROVED** BY KETTLETHORPE HIGH SCHOOL



- Discrete logos are permitted but must be black and blend with the shoe/trainer.
- Smart school shoes are still acceptable for pupils to wear.



School Uniform

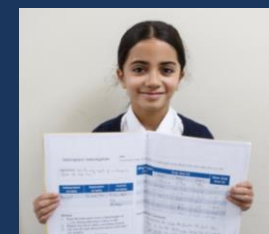
FOOTWEAR THAT IS **NOT PERMITTED BY** KETTLETHORPE HIGH SCHOOL



- All shoes or trainers must have a fully solid black sole/base. This means the sole must be completely black with no visible air units, bubbles, or similar cushioning features.
- No extended sole design.

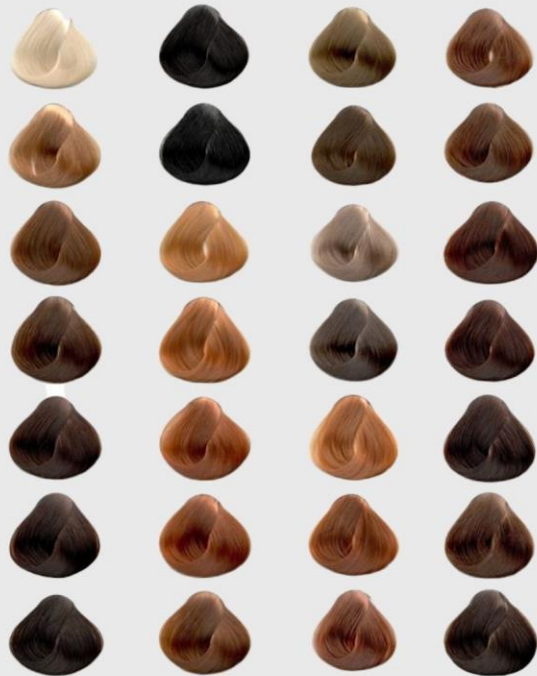


- No high-top or platform trainers.
- No boots.
- No visibly clear or coloured logo. Must be black or dark grey to blend with shoes to make discrete.
- No sliders or crocs permitted.



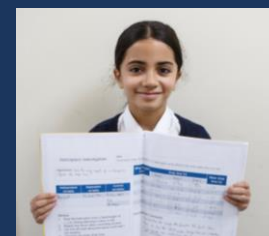
School Uniform

HAIRSTYLES **APPROVED** BY KETTLETHORPE HIGH SCHOOL



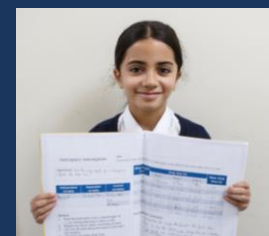
School Uniform

HAIRSTYLES THAT ARE **NOT PERMITTED BY** KETTLETHORPE HIGH SCHOOL



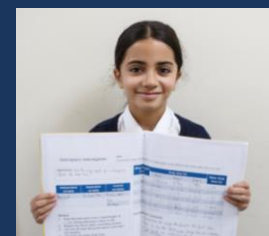
Jewellery and Makeup Policy

- NO piercings
- No jewellery allowed, except when related to religious observance when it should be worn under the uniform.
- NO smart watches of any description.
- ONLY subtle make-up, if worn; this means NO bright colours, and NO false eyelashes. NO facial adornment (piercings), NO nail varnish, and NO false or extended nails. Hair is required to be neat and tidy, NO extreme colours or styles. Religious head coverings, if worn, should be black or navy and should not cover the face or the school uniform



Mobile Device Policy

- Mobile phones and smart devices must not be visible or used anywhere on the school site during the school day.
- This includes before school, between lessons, during breaks and lunchtimes, and after school while on site.
- If a device is seen, heard, or used by a pupil on the school premises, it will be confiscated and dealt with in line with this policy.
- The policy applies equally to speakers, smart watches, ear pods, tablets, and similar devices.



Mobile Device Policy

Confiscation Procedures

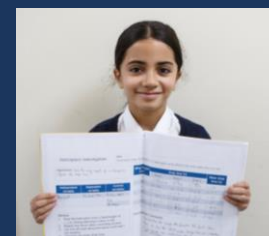
All confiscations are logged on ClassCharts, and parents/carers will be informed via text message. Phones can be collected on the same day.

First Confiscation

- Device confiscated and secured in the school safe.
- Parent/carer informed.
- Device must be collected by a parent/carer from reception after 3:05pm.
- A behaviour point will be issued.

Second Confiscation

- Device confiscated and secured in the school safe.
- Parent/carer informed.
- Device must be collected by a parent/carer from reception.
- A 40-minute detention will be issued.



Lunch Time

School meals should be purchased via the cashless system (see next slide) in the school dining hall.

Packed lunch can be brought and eaten in the school dining hall or on the picnic benches. (No fizzy drinks or energy drinks e.g. Monster, Prime – these are banned)

WEEK ONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MAIN #1	MAC Macaroni Cheese with Roasted Veg or Crunchy Crouton Topping	NEW Chicken Katsu Curry with Noodles	NATION'S FAVOURITES Sausage & Mash with Onion Gravy	SPICE AND RICE Chicken Korma with Rice & Sambals	fish Guppy Battered Fillet of Fish served with Chips, Peas & Tartare Sauce
MAIN #2	NATION'S FAVOURITES Vegetarian Spaghetti Bolognese with Garlic Bread & Salad	Roasted Vegetable Stir Fry with Noodles	NATION'S FAVOURITES Veggie Sausage & Mash with Onion Gravy	SPICE AND RICE Sweet Potato, Chickpea & Spinach Tikka with Rice & Sambals	NEW Feta & Watercress Quiche with Chips & Peas
HANDHELD	Hot Filled Baguette	Chicken Wrap	Cheese & Onion Panini	Jumbo Hotdog	Pepperoni Pizza
BOWLED OVER	Loaded Nachos	Herby Tomato Pasta	Loaded Wedges	Street Chicken Noodles	Tomato Meatball Pasta
MODERN BAKERY	Lemon Drizzle Sponge	Blondie with Berries	Apple & Cherry Oaty Crumble with Custard	Roast Citrus Punch	Chocolate & Banana Sponge
SUPER SPUDS DON'T FORGET ABOUT OUR BAKED POTATOES WITH A VARIETY OF TOPPINGS FOR YOU TO CHOOSE FROM!	SOUP STATION COME AND TRY OUR HOME-MADE SOUPS, AVAILABLE DAILY!	MENU KEY - IM VEGAN! - ADDED PLANT POWER	ALLERGIES PLEASE SPEAK TO A MEMBER OF STAFF IF YOU HAVE AN ALLERGY AND NEED TO KNOW WHAT'S INSIDE OUR FOOD DISHES. THEY WILL ADVISE YOU OF YOUR AVAILABLE CHOICES.	caterlink feeding the imagination	



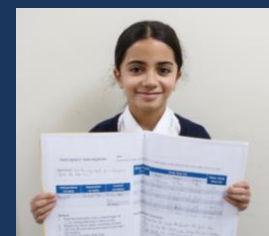
The Cashless System

Kettlethorpe High School use a system called ParentPay which can be accessed by their website. You will be sent log in details, which will allow you to put money on to your child's lunch account or pay for trips via a smart phone or computer, using a debit or credit card. **You will receive these details on your child's first day at school.**

Cash or cheques (made out to Kettlethorpe High School) can be paid in to the 'post box' at pupil reception. Make sure that you clearly mark the envelope with your child's name and tutor group. There are also machines around school where your child can insert pound coins, using their fingerprint.

Default daily spend of £4.00 (unless otherwise requested).

Free school meals are automatically credited daily.



Rewards

We want to encourage the pupils **to be the best they can be**; excellent attitude to learning will be recognised and celebrated in rewards assemblies

Class Charts will be the main method of awarding positive behaviour points.

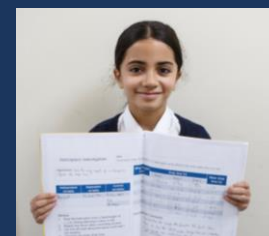
Positive behaviour points lead to certificates and rewards.

Headteacher commendations on reports.

Annual Celebration assemblies and rewards events.

100% Attendance.

Weekly prize draws for 100% attendance and 0 negatives on Class Charts



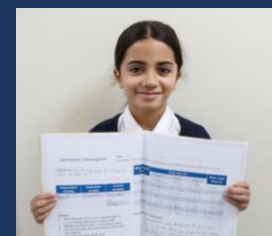
Rewards Shop

The vast majority of our students live out our school values every day - The Kettlethorpe Way.

We have launched a Reward Shop to recognise and celebrate the students who get it right, day in, day out.

This is an important in continuing to strengthen our school culture: making sure positive choices are noticed, valued and rewarded often.

Behaviour Points are rewarded on Class Charts and pupils can 'spend' these points in the shop - some of the prizes are listed below.



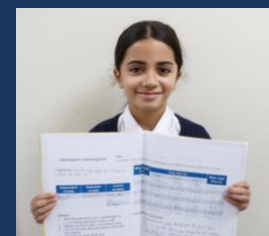
Sanctions

Negative behaviour points will be given through Class Charts.

The graduated responses to negative behaviour are clearly outlined in the school Behaviour Policy. Please can all families familiarise themselves with these details. (The main elements of the behaviour policy can be found in the Parent/Carer guide and on the school website).

Detentions issued will be communicated via Class Charts and take place the same day they are issued. These will only be rescheduled in exceptional circumstances.

We always strive to approach behaviour in a consistent, firm but fair way. If at any point there are any requirements for clarifications, we always recommend contacting the teacher/ form tutor in the first instance as clear communication often resolves any misunderstanding and helps to maintain a stable and consistent environment for supporting your child.



Opportunities at Kettlethorpe

Excellent curriculum offer – broad and balanced.

A values-based curriculum developing pupils' kindness, responsibility, respect, resilience and reflectiveness.

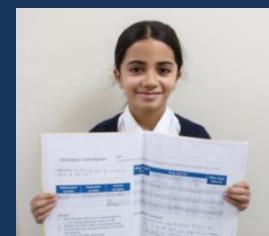
Focus on the importance of reading for pleasure, as well as reading to learn.

Excellent extra-curricular offer with a varied programme of trips and visits.

Experienced and expert staff – teachers teach their specialism.

Large and well-resourced inclusion provision for pupils with additional needs.

Large and well-resourced school environment with up-to-date technology and expansive sports facilities.

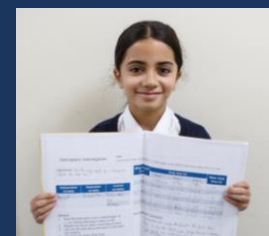
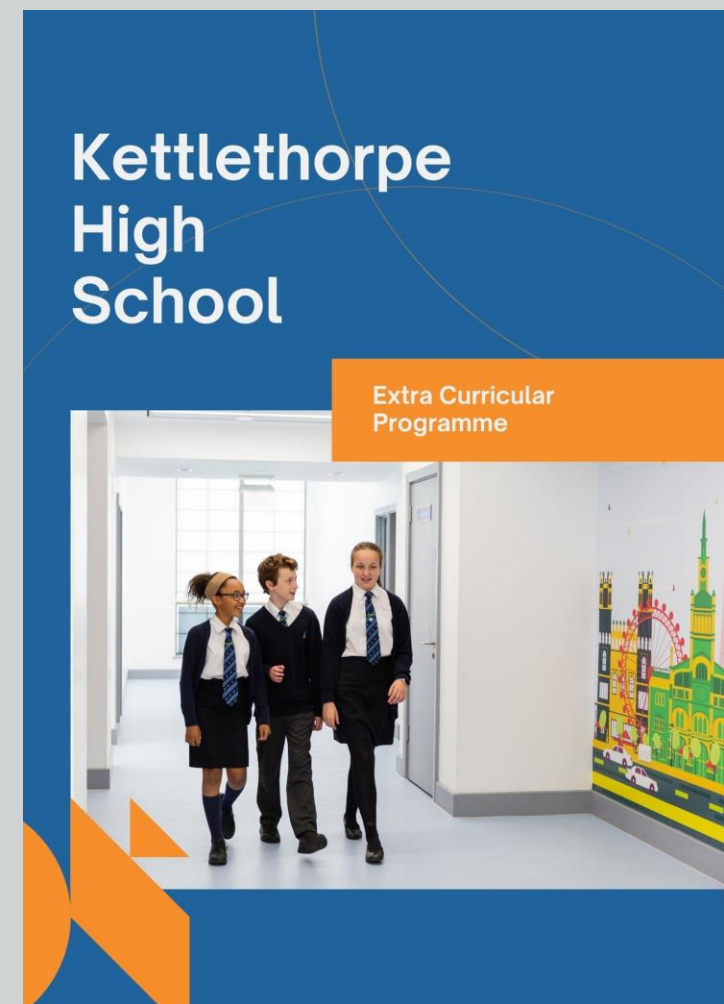


Music Lessons

If your child accessed music lessons at primary school and wish continue these at Kettlethorpe High School, please speak to the music services in the main foyer.

Extra Curricular

At Kettlethorpe High School we offer an extensive extra-curricular programme for pupils. We ask that you encourage your child to participate, in something they already enjoy, or try something new. They are not limited to one! We will send out our schedule for the year in early September.

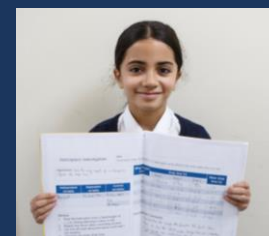


Parent/Carer Information

One of the aspects of life at a new school that we really want to get right from the start is how we support you and your family to engage with us when you are attending school events such as consultation evenings, and celebrations such as the music and dance/drama performances. With this in mind, it would be really helpful for us if you could supply relevant information relating to additional support you may require in order to be able to join us for these events. Please could you either pass on this information to the form tutor or alternatively email us at school:

transition@kettlethorpe.wakefield.sch.uk

Your help with this is appreciated.

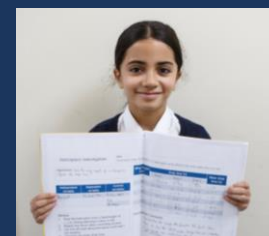


Thank you for listening - Q&A

We look forward to welcoming your child to Kettlethorpe High School in September.

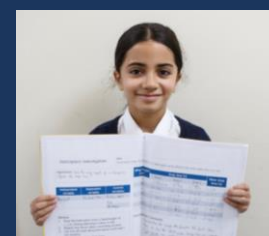
Please ensure the data collection form for your child has been completed.

Please now take the time to ask your child's form tutor about any questions or queries that you may have.



Together, Be the Best We Can Be.

Present – Achieving – Excelling



For more information visit our website

www.kettlethorpehigh.co.uk

Get in Touch



01924 251605



headteacher@kettlethorpe.wakefield.sch.uk

Kettlethorpe
HIGH SCHOOL

