



# MILLAIS

A DCSF DESIGNATED LANGUAGE COLLEGE

A School with an International Vision,  
Ethos and Commitment



## GENERAL INFORMATION

### ARRANGEMENTS FOR VISITS FROM PARENTS CONSIDERING APPLYING TO THE SCHOOL

The school has an Open Evening on Tuesday 6 October when all existing and prospective pupils and parents are invited to visit the school. There will be an opportunity to view work, watch performances by various groups and meet pupils and staff in an informal and, hopefully, informative environment between 7pm - 9pm. Parents of girls in Year 6 are invited to a formal presentation by the Headteacher at 6.30pm or 7.15pm on that evening. Immediately following Open Evening we also offer prospective pupils and parents the opportunity to tour the school during a normal working day. If you are interested in gaining this different and more detailed perspective then please contact the school on 01403 254932.

At all other times parents should contact the school to make individual arrangements.

#### For information only

Published admission number for September 2009:	300
Number of applications or expressions of preferences for September 2009:	323
Number of places made available at the school in September 2009:	300

#### CHILDREN AND YOUNG PEOPLE'S SERVICES

Mr D Sword  
*Director for Operations  
of Learning  
Children and Young  
People's Services*  
County Hall  
Chichester  
West Sussex PO19 1RF  
Telephone: 01243 777100

#### EDUCATION OFFICE (NORTH)

*Pupil Admissions Office*  
Centenary House  
County Buildings  
Woodfield Road  
Crawley  
West Sussex RH10 8GP  
Telephone: 0845 0751007  
Fax: 01293 895182  
E:admissions@westsussex.gov.uk

### ADMISSIONS POLICY

#### Transfer to Secondary School

Parents have a right in law to express a preference for the place of education for their children and forms for this are circulated to all primary schools within the area in September. These have to be returned by the end of October to the Education Office which then allocates places. Once a school is oversubscribed places are allocated according to strict criteria, details of which can be found in a document outlining the Authority's policy and arrangements for admission and transfer and the provision within the County of primary and secondary schools. Copies are available free of charge from the Education Office (North) or any of the maintained schools. Parents who wish to apply for a place from outside the area should contact the Education Office (North).

**Enquiries about admissions other than a normal secondary transfer** from primary school should be directed, in the first instance, to the school on 01403 254932.

## DAY TO DAY ROUTINE

#### Absence

The only excuse for absence is illness, unless there are exceptional circumstances when special permission may be granted in response to a written request. However, when an annual holiday has to be taken during term time parents should make their request on the Local Authority holiday form, obtainable from Pupil Reception, which should be completed in advance.

Parents are asked to inform the school by telephone or by a note on the morning that their daughter is absent from school. An explanation for the absence will be requested in writing by the form tutor as soon as their child returns to school.

If any pupil is away without explanation we shall always communicate with parents in order to check for truancy.

A letter to the Physical Education Staff is also required in a case of temporary unfitness for PE or games which are compulsory unless medically excused.

#### Leave of absence during the school day

Pupils are not allowed to leave the premises at any time during the day unless they have been authorised by a senior member of staff. If a parent wishes a child to leave school for any reason, a letter should be sent to the form tutor who will countersign the written request which will then have to be handed into reception when the pupil signs out.

Occasionally selected pupils are allowed out of school unsupervised, but with staff permission, to undertake a piece of study in the vicinity of school. As part of their course, members of staff may take a group out of school into the locality for a single lesson for field study purposes. Parents will always be informed in writing, and their written consent obtained, for visits that go off the school site.

#### Illness or Injury

If a girl becomes ill during the school day or is injured she will be seen by the school nurse or a qualified first aider. Treatment will be administered in the first aid room and, if necessary, parents will be contacted to take her home or to hospital.

It is vitally important that parents give us the telephone number of a person, besides themselves, who could be contacted in an emergency. It is also important that we know if a child cannot receive normal first aid or headache or stomach-ache tablets. This information will be collected when your child enters the school and it will be updated annually, but to avoid delay in an emergency, it is essential that this information is accurate. Parents are, therefore, asked to let their child's form tutor know of any change of address or telephone number or any change in their child's medical condition.

#### Transport

Free transport or assistance with the cost of travel to school may be offered by the Authority, according to which school your child attends and the distance involved. Please apply to the Transport team on 01243 753530. It is important that parents and school co-operate in ensuring that good behaviour is maintained on school and public transport.

## School Travel Plan

In 2002 Millais produced a School Travel Plan, which has been continually monitored and regularly updated. The Travel Plan and its updates set out a strategy to reduce single occupancy car travel and promote more sustainable transport options for the school journey. In addition we also seek to raise awareness of transport related environmental issues and to improve road safety for both environmental and health reasons.

The school has set a number of targets to help achieve its aims, which include increasing the number of pupils walking or travelling to school by bicycle or car share as well as continuing to improve road safety in the vicinity of the school by liaising with the Safer Routes to School team at WSCC.

## Bicycles

Girls are encouraged to cycle to school provided that they have obtained the necessary permit from the school, their bicycles are in a roadworthy condition and they agree to wear cycle helmets for safety reasons. Riding is not allowed on the school premises. Cycles should be placed in the cycle racks and padlocked, and pumps and lamps should be removed. The school cannot accept responsibility for loss or damage caused while the bicycle is on the premises

## Late Bus

To enable all pupils to take part in out-of-school activities, attend an extra work session, or detention, there are late bus services which operate after 4pm.

## Lunch

Lunches are cooked on the premises and pupils may buy food from the cafeteria or they may bring their own packed lunch. Free lunches are available for pupils whose parents are on Income Support. Forms to apply for these are available from the Finance Office or County Hall. A very small number of girls go home for lunch but the remainder eat their food in the dining hall or designated classrooms. The canteen is also open at morning break for the purchase of snacks and drinks. We operate a cashless system which parents can access on line via Parent Pay. If pupils go home to lunch, parents are requested to seek approval for this in writing at the start of the year.

## Care of property, books and equipment

While all reasonable care is taken to safeguard pupils' property, the school cannot accept responsibility for loss.

To help us to trace lost property and to prevent theft or confusion parents are asked to ensure that all property and clothing are clearly and permanently marked with your child's name and that no valuables, and only essential money, are brought to school. If, on rare occasions, valuables or large sums of money have to be brought into school they should be handed in to Pupil Reception for safe keeping. They should never be left in classrooms or changing rooms.

All the necessary text and exercise books are provided free but remain the property of the school, and, if lost or damaged through misuse, parents would usually be asked for a contribution towards their replacement. In view of their costs, it is better if books are carried in a brief case or firm bag in preference to plastic or other softer bags.

The school has also traditionally asked for parental contributions towards the cost of any damage done to school buildings, furniture or equipment. It is felt that it is morally sound to impress on children, through their parents, the cost of thoughtless, careless or, in extremely rare cases, malicious behaviour.

## THE SCHOOL DAY

The school day begins at 8.25am but no responsibility can be accepted for pupils who arrive before 8.15am from which time there are many staff in the buildings. The timing of the day is as follows:

8.30am	Registration
8.45am	Lesson 1
9.35am	
<b>Changeover</b>	
9.40am	Lesson 2
10.30am	<b>BREAK</b>
10.45am	Lesson 3
11.35am	
<b>Changeover</b>	
11.40am	Lesson 4
12.30pm	<b>LUNCH</b>
1.10pm	Registration
1.15pm	Lesson 5
2.05pm	
<b>Changeover</b>	
2.10pm	Lesson 6
3.00pm	School ends
3.10pm	Buses leave

## EXPECTATIONS

The school has set itself the highest standards of work, dress, behaviour and attitude and these we are determined to maintain. New parents and pupils are invited to sign the Millais Home School Agreement which sets out expectations for all concerned in the partnership which good education represents.

All pupils are expected to dress correctly and smartly, to be well-organised and diligent and to co-operate fully and pleasantly with staff and each other. Discourtesy to staff either inside or outside the school will not be tolerated.

Parents will know that they retain a responsibility for their daughter's behaviour even when she is in school. We ask and expect parents to support the good name and discipline of the school by co-operating with the staff and never condoning misbehaviour.

We believe that the school should exercise a proper authority and insist upon it. It has, therefore, a wide range of rewards and sanctions and aims to use the former in preference to the latter.

### Rewards

The staff are aware of the value and power of praise and endeavour to use it frequently yet without lowering their standards. Letters of congratulations will be sent home, personal praise will be offered in school by a range of senior staff and presentations will be made both informally and formally. The School Prizegiving and Certificate Ceremony are important annual occasions attended by visiting speakers, governors, staff, parents and pupils when academic success and special personal achievements are publicly celebrated.

### Sanctions

Pupils who offend against the few sensible rules, set out in the code of conduct, will be corrected and, if necessary, punished through a variety of strategies and sanctions. The school operates a system of warnings to monitor behaviour, punctuality, homework, the meeting of deadlines, remembering correct equipment etc. Details of this system can be found in the Extended Learning Record. Staff may issue detentions when necessary. Twenty-four

hours notice will be given for detention. Parents are responsible for making any necessary arrangements for their child's safe return home. Parents are urged to note this and to make adequate and appropriate plans, especially after dark. If a child's behaviour becomes a cause for concern parents will be contacted and specific targets will be set.

If pupils do not respond to these sanctions and the support strategies put in place by the school, or if their offences are very serious they will be excluded from school. Exclusion is usually for a fixed period until such time as an appointment can be made to see parents. The ultimate sanction is that pupils are excluded permanently and thus removed from the school. Parents have a right to make representations against exclusion, initially to the school governors and then to an independent appeals panel. The governors and the Local Authority are informed of every exclusion, and parents would always be requested to come into school.

## UNIFORM

School uniform identifies girls with Millais School and should be worn with pride and a sense of responsibility

The school has a clear and firm policy on uniform and we ask parents to study it carefully and give it their full support. This avoids us having to spend valuable time reminding pupils about details or parents being involved in unnecessary expense by buying items of clothing which are unacceptable. The current uniform list is set out at the back of this document.

## TRANSFER REPORT

To help pupils when they transfer to other schools, a special report is compiled which details their attainment level and effort and the courses being followed, with topics that have been covered so far and the resources used. For upper school pupils it will give details of the GCSE examination group and the syllabus being studied.

Parents are, therefore, asked to give the Headteacher as much notice of an impending move as possible, so that the report can be collated and sent to the new school in time for them to prepare for, and welcome, your child, thus ensuring continuity and making the transfer process as smooth and happy as possible.

### Leaving form

When a girl leaves the school she is issued with a leaving form which must be signed by all relevant subject staff, the form tutor, the Director of Pupil Support and Progress and parents, indicating that all books and equipment have been returned. The form should be taken to the Headteacher at an appointed time before the student leaves.

## PREFECTS

Upon reaching year 11 approximately fifty students are selected to become prefects. This honour enables them to develop their communicative, organisational, personal and social skills and to serve the school. Prefects are expected to be ambassadors for the school, to help staff when requested, to carry out their duties reliably and efficiently, to set the highest standards of dress, courtesy and co-operation and to aid the smooth running of the school.

All girls in year 10 who have maintained a good record, have the right attitude to school and a willingness to serve, are eligible to

be nominated as prefects. Staff and students vote to elect the team and they begin their duties after half term in the Summer. The Head Girl is appointed after a selected group of prefects has been interviewed by the Headteacher and other senior staff.

Although we ask much of our prefects, we believe that they gain a great deal from their additional responsibilities and enjoy them, and are proud to add this information to their Progress Files. A large number of other year 11 students volunteer to help the staff in an official capacity as Staff Assistants and also gain recognition of their service to the school.

## PERSONAL ACCIDENT INSURANCE

Pupils are not insured against personal accident by the Local Authority however the Local Authority does administer a personal accident insurance scheme for pupils by special arrangement with Zurich Municipal for a small premium. Details of the scheme are available directly from County Hall and will be issued to all new entrants to the school. **Parents should note that if they do not take out this cover their daughters are not insured against personal accident.**

## THE SCHOOL FUND

The School Fund is made up of voluntary contributions collected annually. This helps to provide extra items of equipment and to assist in the provision of facilities at school which cannot always be met by the Local Authority.

The School Fund also enables us to run numerous activities and extra-curricular events. We can, for example, subsidise visits, fieldwork, the running of the mini bus, the expenses of games teams, plays, concerts, prizegiving etc.

An important guiding principle for the use of the School Fund is that it should benefit pupils as directly and as widely as possible.

The fund is audited every year and submitted to the governors for their approval.

## CHARGING FOR SCHOOL ACTIVITIES

Many extra expenses are incurred in the provision of a good education, most especially when we seek to enrich the experiences offered to the pupils. The Education Reform Act, however, lays down complicated rules about activities for which parents can and cannot be charged. In order to simplify matters the governors have decided to fund all curriculum enrichment activities by voluntary contributions. By law we cannot exclude any girl because her parents are unwilling to pay. However, we have to point out that unless all parents who are able to contribute do so, then a trip may have to be cancelled, as the school could not afford to cover the cost.

Any parents who wish their daughter to take part in any activity, but are unable to contribute, are asked to contact the Deputy Headteacher (Support) in confidence so that personal arrangements can be made.

Parents will be charged for individual music tuition where this is provided as private lessons.

For work done in the Design and Technology area parents will be asked to pay a small sum to cover materials if, as hoped, pupils wish to own the finished product.

It is school policy to enter pupils for public examinations for all the courses they have followed at the level that staff feel is most appropriate. Parents are usually guided by the school about this but there is always a facility for parents to pay entry fees if circumstances warrant it. Parents will, however, be asked to reimburse the school if a girl fails to attend an examination for which the fees have been paid by the school, unless a medical certificate is produced.

## COMPLAINTS PROCEDURE

The Education Act also lays down a procedure for the consideration of complaints. The majority of complaints will, as in the past, be dealt with informally by discussion with the staff, the Headteacher or the Local Authority and settled amicably. In the rare and unfortunate event of a problem not being settled at the informal stage, there is now a formal process in which the complaint can be passed on to the governing body. Further details of this procedure are available from the Headteacher's P.A.

## PUPILS' RECORDS

Pupils' records are kept within school and, apart from certain information which is exempt, are available for parents to see on receipt of a written request.

## APPOINTMENTS

It is in everyone's interests that we work closely together and Directors of Learning, Assistant Headteachers, the Deputy Heads and the Headteacher will always be pleased to see parents to discuss any problems which arise. It is helpful if parents can telephone to make an appointment first but if a matter is very urgent a member of the senior staff can be made available to see a parent at any time.

## SCHOOL TERM AND HOLIDAY DATES 2010/2011

### Autumn Term 2010

Wednesday 1 September – Friday 17 December

HALF TERM 25 – 29 October

### Spring Term 2011

Tuesday 4 January – Friday 8 April

HALF TERM 21 – 25 February

The Easter break will be 11 – 21 April inclusive. Good Friday and Easter Monday being 22 April and 25 April respectively

### Summer Term 2011

Tuesday 26 April – Friday 22 July

HALF TERM 30 May – 3 June

On five days within the term dates schools will be closed for In service Training.

## The Governing Body for 2009/2010 comprises

### Local Authority (3)

Mr Paul Gresham  
Mr Peter Catchpole  
Vacancy

### Staff - Teaching (1)

Mr Howard Hoare

### Staff – Non Teaching (1)

Mr Andy Smith

### Parent (5)

Mrs Helena Croft  
Mr Fraser Danbury  
Mrs Stella Sharp  
Mrs Nuala Vallally  
Mr Dean Vallis

### Community (4)

Mrs Liz Barnes  
*Chair*  
Mrs Linda Boyle  
Mrs Eleanor Coate  
*Vice-Chair*  
Mr John Dent

### Headteacher

Mr L Nettley

### Clerk to the Governors

Mrs Lesa Johnson

## CURRICULUM

Millais aims to offer every pupil a broad, balanced and relevant curriculum matched to her individual needs. Directors of Learning are responsible for their subject areas and for putting into effect the academic policy of the school.

At the start of each academic year parents of Year 7, 8 and 9 pupils can view a copy of the Year 7, 8 and 9 Curriculum Document on the school website which outlines the areas covered, the skills addressed, the teaching/learning styles and the assessment procedures used for each subject. There is also information about the curriculum at KS4 (Years 10 & 11) with access to courses offered in all subject areas on the school website.

### NATIONAL CURRICULUM KEY STAGE 3 YEARS 7/8/9

All Year 7 pupils are placed in mixed ability form groups and these same groups are initially used for teaching purposes in all subjects. At the start of Year 8 (or earlier in Year 7 if considered appropriate) setting is introduced in all subject areas except Art, Music, Drama, Physical Education and ICT. This ensures that all pupils have the chance to reach a level in every subject which is commensurate with their ability and effort. In Years 7, 8 and 9 the year group is divided into three blocks. With such an arrangement we are able to support those who need extra help and those who need to be stretched academically.

SUBJECTS STUDIED BY ALL PUPILS	*PERCENTAGE OF TIME		
	Year 7	Year 8	Year 9
English	12	12	12
Mathematics	12	12	12
Science	13	13	13
Design Technology	7	7	7
Information & Communications Technology	3	3	3
<b>Modern Languages</b>			
French	7	8	8
German/Spanish/Italian/Japanese/Chinese	7	8	8
<b>Humanities</b>			
Geography	7	5	7
History	7	5	7
Religious Education	3	3	3
Personal, Social, Health & Citizenship Education	7	7	3
<b>Expressive Arts</b>			
Art & Design	3	3	3
Music	3	3	3
Drama	3	3	3
Physical Education	7	7	7

\*Figures may not total 100% because of rounding

### NATIONAL CURRICULUM KEY STAGE 4 YEARS 10/11

In Years 10/11 the pattern varies slightly to reflect an element of pupil choice. The curriculum is constantly under review but we currently offer the following:

COMPULSORY SUBJECTS <i>(followed by all pupils)</i>	PERCENTAGE OF TIME*	
	Year 10	Year 11
English Language (and English Literature)	12	12
Mathematics	12	12
Science (Double Award)	17	17
Modern Foreign Language (from French/German/Spanish/Italian/Chinese & Japanese)	10	10
Religious Education (GCSE short course)	3	3
Personal, Social, Health & Citizenship Education (Non GCSE)	3	3
Physical Education (Non GCSE)	7	7
<b>FOUR ADDITIONAL EXTRA SUBJECTS FROM</b>	<b>36</b>	<b>36</b>
Additional Maths	Information & Communications Technology	History
Art & Design	<i>(Full &amp; Short Course GCSE)</i>	Child Development
Citizenship <i>(GCSE Short Course)</i>	Music	Leisure & Tourism
Dance	Physical Education <i>(GCSE)</i>	Business & Communications Systems
Design Technology <i>(Resistant Materials or Textiles)</i>	Statistics	Religious Education
Catering	Triple Science <i>(Physics/Chemistry/Biology)</i>	French <i>(GCSE Short Course)</i>
Drama	Triple Science plus Science for Public Understanding <i>(AS Level)</i>	Spanish <i>(GCSE Short Course)</i>
Performing Arts	Certificate of Personal Effectiveness <i>(non GCSE)</i>	Beginners Japanese, Spanish, Italian, Latin or Chinese
Graphic Design <i>(Accelerated GCSE Full Course)</i>	Geography	
Graphic Design <i>(GCSE Short Course)</i>		

\* Please note that figures may not total 100% because of rounding

### IN ADDITION SOME PUPILS ARE OFFERED THE OPPORTUNITY TO TAKE:

**Engineering, International Award, Junior Sports Leader Award  
Latin GCSE, English Speaking Board Examinations,  
Study Plus, Food Studies (City & Guilds)**

We aim to help students to construct a programme which not only reflects their interests and aspirations, but which represents a balanced education and thus will not prejudice their choice of Sixth Form, Further Education or Higher Education courses.

### SEX & RELATIONSHIP EDUCATION

Sex Education takes place within the formal curriculum of PSHE as part of **Sex and Relationship Education**. Its purpose is to help and support young people through their physical, emotional and moral development. Sex and relationship education does not replace family/parental involvement; the school and parents share responsibility for this aspect of education. Exact details of the content are provided within our Key Stage 3 and Key Stage 4 curriculum documents which are available from the school. There are three main elements: learning the importance of values and individual conscience through exploring, considering and understanding moral dilemmas; learning to manage emotions and relationships confidently and sensitively and developing an appreciation of the consequences of choices made; learning and understanding physical development at appropriate stages which includes learning about contraception and sexual health and the reasons for delaying sexual activity.

**Parents have the right to withdraw their children from all or part of the Sex and Relationship Education programme but not from those aspects covered in National Curriculum Science. Parents wishing to exercise the right should contact the Headteacher and put their request in writing.**

### HOMEWORK

All pupils are expected to do homework; the tasks and the amount will vary according to their age and ability. A homework timetable is issued annually and pupils have an extended learning record in which homework is noted. Form tutors check these regularly and parents are asked to sign them weekly. Increasingly we will be using our Virtual Learning Environment (VLE) for homework which is accessed by pupils via the school website.

### CAREERS EDUCATION AND GUIDANCE

The school provides a planned programme of careers education and guidance in Year 7 - 11, the aim of which is to develop the following skills:

#### Self Development

- Be able to identify strengths and weaknesses
- Be able to relate to others

#### Career Exploration

- Be able to use information and research skills
- Have a broad understanding of the world of work
- Be aware of opportunities in learning and work

#### Career Management

- Be able to make decisions about learning and work
- Be able to use action planning to achieve goals
- Be able to manage transition
- Be able to use presentation skills

In partnership with Connexions (Careers Service) impartial guidance is provided to all pupils aged 14 on GCSE choices, vocational options and where they can lead. Pupils aged 15-16 are offered support and consultations on post-16 choices to which parents are invited.

### RELIGIOUS EDUCATION

Statutory non-denominational Religious Education is given in the school in accordance with the County agreed syllabus. Full details of this, if required, will be made available on request and will be sent home with pupils in years 7, 8 and 9 in the Key Stage 3 curriculum booklet.

**Parents have the right to withdraw their children from Religious Education lessons. Any parent wishing to exercise this right should put their request in writing to the Headteacher.**

### ABSENCES FOR SPRING TERM 2009

Total number of pupils on roll of compulsory school age	1488
Percentage of pupil sessions (half days) missed through authorised absence	5.27%
Percentage of pupil sessions (half days) missed through unauthorised absence	0.7%
Length of Taught Week (lesson time)	25 hrs

### DETAILS OF ROUTES TAKEN BY PUPILS OVER 16

#### For pupils on the school roll aged 15 at the start of the academic year

	2006/07	2007/08	2008/09
Total no. of pupils on the school roll in this category	299	297	293
Percentage of those pupils who:			
i) took up a course in a school sixth form or college of further education	90%	87%	90%
ii) entered employment/youth training	5%	8%	7%
iii) fall into any other category	5%	5%	3%

MILLAIS: GCSE & EQUIVALENT EXAMINATION RESULTS 2009

**RESULTS ACHIEVED BY PUPILS IN YEAR 11**

No. of girls in school in Year 11

293

No. of pupils in school in Year 11 not entered for examinations

0

**G.C.S.E. Results #** Figures based Year 11 students

SUBJECT	ENTRIES	A*	A	B	C	D	E	F	G	(U) Fail	N/A Ø
English Language	293	31	60	86	83	23	10	0	0	0	0
English Literature	293	26	86	120	38	14	5	3	1	0	0
Mathematics	293	24	77	71	80	28	8	4	1	0	0
Core Science	221	7	37	58	62	30	18	7	1	1	0
Additional Science	174	17	26	56	49	23	3	0	0	0	0
Biology	72	13	17	20	12	9	1	0	0	0	0
Chemistry	72	12	11	23	17	9	0	0	0	0	0
Physics	72	15	9	17	16	14	1	0	0	0	0
Geography	113	7	29	23	29	14	5	2	4	0	0
History	111	32	34	21	14	8	2	0	0	0	0
Art & Design	110	0	35	34	26	10	5	0	0	0	0
DT – Food	63	0	10	19	10	14	5	4	1	0	0
DT – Graphic Products	46	3	13	17	9	4	0	0	0	0	0
DT – Resistant Materials	29	6	10	7	3	1	2	0	0	0	0
DT – Textiles	60	9	34	5	10	2	0	0	0	0	0
Music	14	3	4	4	3	0	0	0	0	0	0
ICT	30	0	5	17	6	2	0	0	0	0	0
Business & Comms Systems	96	2	26	28	33	5	2	0	0	0	0
Latin	7	1	2	3	1	0	0	0	0	0	0
French	146	27	29	25	41	15	6	1	1	0	1
French GNVQ Level 1	30	0	0	0	0	0	0	30	0	0	0
German	36	4	7	7	9	5	2	2	0	0	0
Spanish	71	5	19	12	17	12	6	0	0	0	0
Italian	38	8	11	7	8	4	0	0	0	0	0
Japanese	14	5	5	4	0	0	0	0	0	0	0
Dance	37	2	10	10	10	2	2	1	0	0	0
Physical Education	34	7	11	7	5	2	2	0	0	0	0
Drama	76	0	18	31	17	8	2	0	0	0	0
Religious Studies	23	0	6	7	2	6	0	1	0	1	0
Cert of Personal Effectiveness	27	0	0	23	0	0	0	4	0	0	0
<b>Short Courses:</b>											
Religious Studies	267	21	36	66	57	54	16	10	6	1	0
ICT	57	1	9	24	16	4	3	0	0	0	0
French	10	0	4	3	3	0	0	0	0	0	0
Spanish	3	0	0	1	1	1	0	0	0	0	0
Citizenship	25	3	7	8	5	2	0	0	0	0	0
Art & Design	4	0	0	0	1	1	0	2	0	0	0
DT – Graphic Products	14	0	1	6	6	1	0	0	0	0	0
<b>TOTALS</b>	<b>3081</b>	<b>291</b>	<b>698</b>	<b>870</b>	<b>699</b>	<b>327</b>	<b>106</b>	<b>71</b>	<b>15</b>	<b>3</b>	<b>1</b>

N/A Ø denotes that grades are subject to confirmation

MILLAIS: GCSE EXAMINATION RESULTS 2008

**RESULTS ACHIEVED BY PUPILS IN YEAR 11**

No. of girls in school aged 15 at 31.8.07

291

No. of pupils in school aged 15 not entered for examinations

3

**G.C.S.E. Results** # Figures based Year 11 students

SUBJECT	ENTRIES	A*	A	B	C	D	E	F	G	(U) Fail	N/A Ø
English Language	291	25	75	99	60	22	7	1	2	0	0
English Literature	290	3	51	86	97	36	13	1	1	2	0
Mathematics	291	45	48	57	80	29	17	11	2	2	0
Core Science	227	10	40	49	65	30	23	8	1	1	0
Additional Science	227	14	33	38	60	40	25	13	1	2	1
Biology	63	23	12	16	8	3	1	0	0	0	0
Chemistry	63	14	20	13	11	3	2	0	0	0	0
Physics	63	17	18	14	7	6	1	0	0	0	0
Geography	122	15	30	29	16	11	14	5	1	1	0
History	105	32	30	25	6	8	1	3	0	0	0
Art & Design	132	11	28	35	45	6	5	2	0	0	0
DT - Food	84	4	18	20	20	17	4	0	0	1	0
DT - Graphic Products	60	0	10	23	19	7	0	0	0	1	0
DT - Resistant Materials	63	6	14	15	16	10	1	0	1	0	0
DT - Textiles	74	14	37	15	5	1	1	1	0	0	0
Music	19	3	2	6	4	2	0	2	0	0	0
ICT	15	3	4	6	0	2	0	0	0	0	0
Business & Comms Systems	127	2	13	35	43	24	5	3	1	1	0
Latin	6	2	1	1	0	2	0	0	0	0	0
French	143	21	26	25	28	26	14	3	0	0	0
German	42	8	13	4	8	7	0	1	1	0	0
Spanish	64	10	14	14	16	8	2	0	0	0	0
Italian	44	4	5	12	14	9	0	0	0	0	0
Japanese	11	5	2	4	0	0	0	0	0	0	0
Dance	59	6	15	17	6	10	0	5	0	0	0
Physical Education	41	9	10	7	6	6	2	1	0	0	0
Drama	113	3	16	44	34	10	4	1	1	0	0
Religious Studies	28	3	5	8	3	7	1	0	1		0
<b>Short Courses:</b>											
Religious Studies	256	12	18	44	69	52	33	16	8	4	0
ICT	271	24	103	32	46	30	20	11	4	1	0
French	69	8	16	10	22	7	5	1	0	0	0
German	23	3	4	3	12	1	0	0	0	0	0
Spanish	31	0	2	8	10	6	5	0	0	0	0
Citizenship	97	6	15	36	25	6	6	1	1	1	0
<b>TOTALS</b>	<b>3614</b>	<b>365</b>	<b>748</b>	<b>850</b>	<b>861</b>	<b>444</b>	<b>212</b>	<b>90</b>	<b>26</b>	<b>17</b>	<b>1</b>

N/A Ø denotes that grades are subject to confirmation

## SUMMARY OF GCSE RESULTS ACHIEVED BY MILLAIS PUPILS AGED 15

Pupils	Entered for 5 (or more) GCSE's	Achieving 5 (or more) grades at A*-C including English & Mathematics	Achieving 5 (or more) grades at A*-C	Achieving 5 (or more) grades at A*-G	Entered for 1 (or more) GCSE's	Achieving 1 (or more) at A*-G	Achieving No Passes
2004/2005	99.6%	-	84%	99.3%	99.6%	99.6%	0.4%
2005/2006	99.7%	-	81%	99.7%	99.7%	99.7%	0.3%
2006/2007	99.3%	72%	80%	100%	98.9%	98.9%	0.7%
2007/2008	99.3%	77%	84%	98%	99.3%	99.3%	0.7%
2008/2009	100%	81%	87%	100%	100%	100%	0%

## GCSE Results in the Academic Year 2007-2008: Pupils aged 15 : LEA and England Averages

### Percentage of 15 year old pupils:

	Entered for 5+ GCSEs or GNVQ equivalent	Achieving 5+ A* - C	Achieving 5+ A* - C inc English & Mathematics	Achieving 5+ A* - G	Entered for 1+ GCSEs	Achieving 1+ A* - C	Achieving any passes
BOYS England (all schools)	92.4	60.9	43.2	89.6	98.6	82.7	98.1
GIRLS England (all schools)	95.3	69.9	52.3	93.6	99.5	88.6	99.1
ALL PUPILS England (all schools)	93.8	65.3	47.6	91.6	99.1	85.6	98.6

## KEY STAGE 3 TEACHER ASSESSMENTS

This table shows the percentage of pupils at each level at the end of Key Stage 3 2009.  
The number of pupils at the end of Key Stage 3 is 301.

Figures may not total 100 percent because of rounding.

	<b>TEACHER ASSESSMENT</b>											Pupils absent
	Percentage at each level											
	W	1	2	3	4	5	6	7	8	EP	5+	
<b>English</b>	0	0	0	1	4	20	58	16	0	0	94	1
<b>Mathematics</b>	0	0	1	3	2	9	30	37	18	0	94	0
<b>Science</b>	0	0	0	2	5	18	38	37	0	0	93	1
<b>Modern Foreign Languages</b>	0	0	0	4	13	35	45	4	0	0	84	0
<b>Design and Technology</b>	0	0	0	0	1	46	51	1	0	0	98	1
<b>Geography</b>	0	0	0	0	2	14	49	35	0	0	98	1
<b>History</b>	0	0	0	0	2	6	60	32	0	0	98	0
<b>ICT +</b>	0	0	0	0	3	34	62	0	0	0	96	1
<b>Art and Design</b>	0	0	0	0	7	28	42	20	3	0	93	1
<b>Music</b>	0	0	0	2	28	56	13	0	0	0	69	1
<b>Physical Education</b>	0	0	0	0	1	32	56	10	0	0	98	1
<b>Religious Education</b>	0	0	0	0	1	6	38	53	0	0	98	1

W represents pupils who are working towards level 1, but have not yet achieved the standards needed for level 1.

EP represents exceptional performance.

+ Information and communication technology.

\* represents pupils who were not entered for the tests because they were working below level 3 in mathematics or science or below level 4 in English; pupils awarded a compensatory level from the tests (level 3 English; level 2 mathematics/science); and pupils entered for but not achieving a level from the tests.

# pupils working at the levels of the tests, but unable to access them, formally referred to as disapplied.

## KEY STAGE 3 ASSESSMENTS

### RESULTS FOR 2008 - CORE SUBJECTS

Percentage of Students Achieving each Level

No. of pupils in Year 9 in the school: 299

		A	W	N	1	2	3	4	5	6	7	8	EP
<b>English</b>													
Teacher Assessment	School	0	0	0	0	0	1	7	34	49	9	0	0
Test & Task	School	2	0	0	0	0	0	3	13	44	37	0	0
Test & Task*	National '07 (Girls)	4	0	9	0	0	0	13	41	24	8	0	0
<b>Mathematics</b>													
Teacher Assessment	School	0	0	0	0	0	2	5	14	28	33	16	0
Test & Task	School	2	0	1	0	0	3	6	10	27	34	16	0
Test & Task*	National '07 (Girls)	3	0	2	0	0	6	14	20	27	21	8	0
<b>Science</b>													
Teacher Assessment	School	0	0	0	0	0	1	4	12	45	37	1	0
Test & Task	School	2	0	0	0	0	2	10	26	35	23	0	0
Test & Task*	National '07 (Girls)	3	0	2	0	0	5	17	32	25	15	0	0

\*These are provisional percentages. Final figures for Test and Task and Teacher Assessment National (Girls) figures will be available in January 2009.

A – Pupils who failed to register a level due to absence

1-8 – Level pupil has attained

W – Working towards Level 1

EP – Exceptional Performance, where pupils at Key Stage 3 perform above level 8.

N – Pupils not awarded a level in the test

### TEACHER ASSESSMENT - NON-CORE SUBJECTS 2008

Subject	Level %	W	1	2	3	4	5	6	7	8	EP	Abs
		0	0	0	0	1	35	61	2	0	0	0
Information technology	Level	W	1	2	3	4	5	6	7	8	EP	Abs
	%	0	0	0	1	7	23	45	23	0	0	0
History	Level	W	1	2	3	4	5	6	7	8	EP	Abs
	%	0	0	0	0	4	13	47	35	0	0	0
Geography	Level	W	1	2	3	4	5	6	7	8	EP	Abs
	%	0	0	0	0	4	15	53	26	0	0	0
Modern Foreign Language	Level	W	1	2	3	4	5	6	7	8	EP	Abs
	%	0	0	1	8	18	36	30	5	1	0	1
Art	Level	W	1	2	3	4	5	6	7	8	EP	Abs
	%	0	0	0	1	8	36	41	12	1	0	0
Music	Level	W	1	2	3	4	5	6	7	8	EP	Abs
	%	0	0	0	5	31	49	11	3	0	0	0
Physical Education	Level	W	1	2	3	4	5	6	7	8	EP	Abs
	%	0	0	0	0	5	29	52	13	0	0	0

Figures may not total 100% because of rounding.

(Figures are expressed as a percentage of the year group).

Please note that only one level is recorded for Teacher Assessment for Modern Foreign Languages - whichever of the two languages was the higher level.

In Modern Foreign Languages, Levels 4 and 5 represent achievement at the nationally expected standard for most 14 year olds. This is the level below the expectations for the other subjects because Modern Foreign Languages are not introduced until year 7.

Board	No.	Syllabus Title	Year
OCR	A971/1937	History B	10/11
	1994	ICT (full course)	10/11
	1988	Geography C	11
	J621/1930	Religious Studies (full course)	10/11
	1950	Business & Communication Systems	11
	1094	ICT Information Technology (short course)	10/11
	1030	Religious Studies (short course)	11
	J029/1048	Citizenship Studies (short course)	10/11
	6993	FSMQ Additional Maths	10/11
	J281/1942	Latin	10/11
	J441	Child Development	10
J650	Environmental & Land Based Science	10/11	
AQA	3702	English A	10/11
	3712	English Literature A	10/11
	4310/3311	Statistics	10/11
	4658/3651	French A	10/11
	4668/3661	German A	10/11
	4633/3631	Italian A	10/11
	4698/3691	Spanish A	10/11
	3542	Design Technology: Food Technology	11
	3543	Design Technology: Graphic Products	10/11
	4560/3545	Design Technology: Resistant Materials	10/11
	4570/3547	Design Technology: Textiles Technology	10/11
	3553	Design Technology: Graphics (short course)	10/11
	3231	Dance	10/11
	4656/4697	French (short course)	10
	4134	Business & Communication Systems	10
	4411	Science: Biology	10/11
	4421	Science: Chemistry	10/11
	4451	Science: Physics	10/11
	4461	Science A	10/11
	4463	Additional Science	11
2400	Science in Society (GCE AS)	11	
4037	Geography B	10	
4480	Performing Arts	10	
EDEXEL	1380	Mathematics (Linear)	10/11
	1027	Art & Design	11
	2AD01	Art	10
	2CN01	Chinese	10
	2JA01/1752	Japanese	10/11
	2MU01/1426	Music	10/11
	2DR01/1699	Drama	10/11
	1827	Physical Education	10/11
	2701	Applied French	11
	3702	Applied French (short course)	11
	3RS01	Religious Studies (short course)	10
WJEC City & Guilds	0124	Catering	10
	6954	Hospitality Catering	10
	7722	Design and Craft	10/11

**SENIOR LEADERSHIP TEAM**

<b>Headteacher</b>	:	<b>Mr L Nettley</b>
<b>Deputy Head</b>	:	<b>Mrs S Springer</b>
<b>Deputy Head</b>	:	<b>Mr M Sutton</b>
<b>Assistant Headteachers</b>	:	<b>Ms S Kelly</b> <b>Mr A Shepherd</b> <b>Mr K Sivyour</b>
<b>Senior Resources Manager</b>	:	<b>Mr D Brewer</b>

**Modern Foreign Languages**

Miss M J Witt	JW	Director of Learning
Mrs C Rowley	CR	Assistant Director of Learning - Curriculum Development & Inclusion
Mrs A Gilling	AG	Assistant Director of Learning - Curriculum Development & Enrichment
Miss F Scourfield	FS	Assistant Director of Learning - Community Programmes
Miss G Wickenden	GW	Assistant Director of Learning
Miss R Davies	RJD	French/German
Miss E Dupuy	ED	French/German
Mrs J Gammon	JMG	French/German
Mrs K Hall	KAH	French/Spanish
Mrs D Roberts	DLR	French/Spanish/Italian
Mrs E Smith	EDS	French/Spanish/Italian
Miss A Stéphant	AES	Japanese/Spanish/French
Mr N Stevenoot	NS	French/Italian
Miss Y Yin	YIY	Mandarin
Mrs J Johnson	JEJ	Primary French

**TEACHING STAFF**

**English**

Miss J Wyatt	JLW	Director of Learning
Miss A Day	AED	Assistant Director of Learning - Curriculum Development & Inclusion
Miss C Torn	CZT	Assistant Director of Learning - Curriculum Development & Enrichment
Miss C Brownlee	CEB	English
Mr S Gasson	SJG	English
Miss B Lun	BCL	English
Miss P O'Donovan	POD	English
Miss A Shelton	AGS	English
Miss C Stoker	CES	English

**Mathematics**

Mr L Wegg	LW	Director of Learning
Mrs L Brimfield	LB	Assistant Director of Learning - Curriculum Development & Inclusion
Miss A Spurgin	AS	Assistant Director of Learning - Curriculum Development & Enrichment
Miss J Eade	JME	Mathematics
Miss J Ferrigno	JHF	Mathematics
Mr H Hoare	HH	Mathematics
Miss G Merridan	GM	Mathematics
Mr C Powell	CJP	Mathematics
Mrs C Rudd	CLR	Mathematics
Mr M Stephens	MSS	Mathematics

**Science**

Mrs P Henshall	PH	Director of Learning
Mr R Crockford	RLC	Assistant Director of Learning - Curriculum Development & Inclusion
Mrs D Williams	DW	Assistant Director of Learning - Curriculum Development & Enrichment
Mr R Clay	RC	Assistant Director of Learning
Mrs A Banton	AB	Science
Mrs V Cranfield	VC	Science
Mrs J Elmer	JEE	Science
Mrs A Gregory	AKG	Science
Mrs A Lydall	AL	Science
Mrs S MacCaoilte	SJM	Science
Miss H O'Brien	HOB	Science
Dr R Till	RT	Science
Mr N Wohling	NJW	Science

**Humanities**

Mrs J Doyle	JD	Director of Learning
Mrs E Lambie	ERL	Assistant Director of Learning - Curriculum Development & Inclusion
Miss A Wright	AW	Assistant Director of Learning - Curriculum Development & Enrichment
Miss B Quint	BQ	Assistant Director of Learning
Mr D Sherwin	DS	Assistant Director of Learning
Mr E Barham	EB	RE/History
Miss Z James	ZHJ	RE/Personal Development
Miss C Keith	CEK	Personal Development/Citizenship
Mrs M Lawson	ML	Geography/Personal Development
Mr M Parr	MP	History
Mrs H Paterson	HP	History
Miss A Sheppard	AAS	RE/Personal Development, Citizenship
Miss L Smith	LDS	Geography
Mrs R Vande Putte	RVP	Geography

**Technologies**

Mrs H Eldridge	HE	Director of Learning
Ms K Bergwerf	KB	Assistant Director of Learning - Curriculum Development & Inclusion
Ms L Atherley	LA	Assistant Director of Learning - Curriculum Development & Enrichment
Mrs S Scott	SS	Assistant Director of Learning
Miss H Barraclough	HB	IT/Leisure & Tourism
Miss H Clark	HLC	Food Technology/Catering/Personal Development
Mrs S Elwick	SE	Graphics
Mrs J Estebanez	JE	IT/Business & Communications
Ms R Farrell	RAF	Food Technology/Child Development
Mrs R Hunt	RZH	IT/Business & Communications, Leisure & Tourism
Ms M Warrack	MW	Textiles



## Creative & Expressive Arts

Ms E Carver	EC	Director of Learning
Miss B Stredwick	BS	Assistant Director of Learning - Curriculum Development & Inclusion
Ms C Conti	CC	Assistant Director of Learning - Curriculum Development & Enrichment
Miss J Ashforth	JLA	Drama
Mr P Dulley	PD	Drama
Mrs H Rodriguez	HR	Art & Design
Miss K Sampson	KJS	Music
Miss V Watson	VW	Art & Design

## Physical Education

Miss J Morgan	JM	Director of Learning
Mrs A Billington	ACB	Physical Education
Miss C Budden	CMB	Physical Education
Miss J Emery	JLE	Physical Education/Dance
Miss S Hughes	SEH	Physical Education
Miss K Willett	KW	Physical Education

## Special Educational Needs

Mrs A Marshall	AM	Director of Learning
Mrs L Besson	LFB	Special Educational Needs
Mrs S Wohling	SSW	Special Educational Needs

## eLearning

Mr H Hoare	HH	Director of eLearning
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## Pupil Services Team

Mr A Shepherd	ANS	Director of Pupil Services
Mrs L Besson	LFB	Director of Pupil Support & Progress
Ms R Farrell	RAF	Director of Pupil Support & Progress
Ms E Carver	EC	Assistant Director of Pupil Support & Progress
Miss J Emery	JLE	Assistant Director of Pupil Support & Progress
Mrs H Paterson	HP	Curriculum Inclusion Manager
Ms L Evans	LSE	Pastoral Support Assistant
Mrs T Hicklin	TJH	Pastoral Support Assistant
Mrs J Stone	JRS	Pastoral Support Assistant
Ms A Worsfold	AJW	School Nurse

## SUPPORT STAFF

Mr D Brewer	Senior Resources Manager
Ms L Evans	Pastoral Support Assistant
Mrs T Hicklin	Pastoral Support Assistant
Mrs J Stone	Pastoral Support Assistant
Mrs C Groombridge	Finance & Purchasing Officer
Ms J Katon	Finance & Purchasing Officer
Mrs J Ambiguo	Headteacher's PA
Mrs D Davis	School Secretary
Mrs S Spicer	School Secretary
Mrs R Dawson	International Links & Training School Coordinator
Mr A Skinner	Enrichment & Community Awareness Coordinator
Mrs L Sandford	Receptionist & Cover Coordinator
Mrs C Stevens	Senior Examinations & Statistical Analysis Officer
Mrs M McNair	SIMS Operative

Mrs T Cripps	Attendance Officer
Mrs L Johnson	Clerk to the Governors & General Administration Assistant
Mrs J Bilton/ Mrs J Lamberth/ Mrs H Whittaker/Mrs J Wood	General Administration Assistant
Mrs B Clemens	Study Supervisor & Examinations Invigilator
Mrs S Bunting/ Mrs J Coleman/ Mrs K Copley/ Mrs L Purvis/ Mrs N Tucker	Study Supervisor
Ms A Worsfold	School Nurse
Mrs J Dinnage	Offsite Activities Coordinator
Ms J Bellairs	Reprographics Technician
Mrs H McDougal	Network Manager
Mr J Grimsdell	Senior ICT Technician
Mr D Tulett	ICT Technician
Mrs S Reed	Senior Science Laboratory Technician
Dr H Charlton/Mrs G Potter/ Mrs D Ward/Mr P Smith	Science Laboratory Technician
Mrs S Ashenden/Mr R Webb	Design Technology Technician
Mrs C Driscoll/ Mrs M Spencer	Library Assistant
Mrs M Wachnianin/ Mrs P Higgs	After School Supervisor
Mrs S Beck/Ms D Bennett/ Miss E Dear/Mrs J Greenfield/ Mrs J Holt/Mrs J Marchant/ Mrs S Masih/Mrs M Poole/ Mrs L Walters	Learning Support Assistant
Mr A Smith	School Maintenance Supervisor
Mr M Leogue	School Catering Manager

## PERIPATETIC STAFF

### West Sussex County Music Support Service

Mr Walshaw	Drum Kit
Mrs L Napier-Brown	Singing
Mr A Maslen	Guitar
Mrs Keating	Keyboard
Miss Craven-Crew	Violin
Mrs K Franks	Woodwind
Mrs S Grose	Woodwind (clarinet/saxophone)
Miss Lieu	Woodwind (flute)
Mrs C Worth	Woodwind (oboe)
Mr P Satchwell	Brass
Mr E Merrick	Cello
Mr A Baker	Award Violin
Mr C Newport	Award French Horn

### Private instrumental tutors

Mr C Phillips	Guitar
Miss S Chan	Piano

## School Uniform

School uniform identifies girls with Millais School and should be worn with pride and a sense of responsibility.

The school has a clear and firm policy on uniform and we ask parents to study it carefully and give it their full support. This avoids us having to spend valuable time reminding pupils about details or parents being involved in unnecessary expense by buying items of uniform which are unacceptable

<b>SKIRT</b>	School Bottle Green/Black Tartan (This must be knee length)
<b>TROUSERS</b>	Plain Bottle Green (Straight Legged – Not Hipsters) These may be worn as an alternative to the skirt
<b>JUMPER</b>	Black V-Neck with White Stripe – incorporating the school logo
<b>BLOUSE</b>	Regulation white blouse – reverse collar, three quarter length sleeve (incorporating school logo in black on the collar)

**In order to avoid variation in style and colour parents are requested to purchase the above items from the official stockists. These, or an exact replica of these, are the only items permitted**

<b>TIGHTS/SOCKS</b>	<b>Autumn half term to end of Spring term:</b> Plain black opaque tights. <b>Summer term to Autumn half term:</b> Short white socks or flesh coloured tights may be worn as an alternative to the above
<b>SHOES</b>	<b>Low-heeled black leather (i.e. less than 4cm high).</b> Platform shoes, stiletto heels, trainers, sling-backs, backless, open-toed and canvass shoes should not be worn
<b>COAT</b>	<u>Plain</u> black, with no lettering etc. Hoodies, Fleeces and Black Denim Jackets are not acceptable
<b>DRAMA</b>	One Pair of slipper socks
<b>SCHOOL SCARF</b>	Black/Bottle Green/White (from stockists (Optional)

<b>P.E. KIT</b>	<u>Essential items</u> Black games skirt Black/bottle green PE shirt (long or short sleeved, from stockists) Black leotard Plain black cycling shorts Loose black shorts (Year 10 & 11 Only) Black under-knee hockey socks (for hockey and football) White sports socks (netball and summer activities) Training shoes for hardcourt and astroturf Shin pads (hockey and football)  <u>Optional extras</u> Plain black round necked sweatshirt incorporating school logo (from stockists) Plain black track suit or jogging bottoms Gum shield for hockey (an advisable precaution)
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<b>JEWELLERY</b>	This is not part of school uniform and <b>MUST NOT BE WORN.</b> Girls with pierced ears may wear one pair of plain ear "studs" – which must be removed for P.E. Other studs and piercings, including nose and tongue studs are not permitted.
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<b>HAIR/MAKE-UP</b>	'Cult' hairstyles and brightly coloured hair are not acceptable and long hair must be tied back for PE and some Science lessons. Hair bands/clips, etc. should be discreet and of a dark colour  Make-up and nail varnish are not permitted
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Requests for any modifications to the uniform must be in writing, setting out reasons why the request is being made and the grounds on which approval is sought. The final decision rests with the Governing Body.

*The school's official stockists are:*

A H Broadbridge  
6 Piries Place  
Horsham  
West Sussex  
(01403) 272668

School Togs  
15 Erica Way  
Horsham  
West Sussex  
(01403) 266949