

## GENERAL INFORMATION

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

The school has an Open Evening on Tuesday 4 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 Mrs Sandford at 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 2011:	300
Number of applications or expressions of preferences for September 2011:	318
Number of places made available at the school in September 2011:	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  
County Hall North  
Chartwell  
Horsham  
West Sussex RH12 1XA  
Telephone: 0845 0751007  
Fax: 01403 240158  
E:admissions.north@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 information on how to apply online is circulated to all primary schools within the area in September. Applications must be submitted by the deadline 31st October. After the deadline, places will be allocated according to the oversubscription criteria which is published on the West Sussex website: [www.westsussex.gov.uk](http://www.westsussex.gov.uk). Free internet access to apply for a school place is available at all West Sussex Libraries for those parents who do not have access to the internet at home. Further information is available in the Information for Parents booklet which is available to download from the West Sussex website or by telephoning 0845 075 1007. Parents who live outside of West Sussex but wish to apply for a place at this school **must** apply through their home Local Authority.

**Enquiries about admissions other than a normal secondary transfer** from primary school should be directed, in the first instance, to the Pupil Admissions Office, County Hall North, Chart Way, West Sussex RH12 1XH Tel: 0845 075 1007. Application forms are available on the West Sussex website.

## **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.

## **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. A full uniform list is at the end of this document and can also be found on the school website.

## **SCHOOL TERM AND HOLIDAY DATES 2012/2013**

### Autumn Term 2012

Tuesday 4 September – Friday 21 December

HALF TERM 29 October – 2 November

### Spring Term 2013

Monday 7 January – Thursday 28 March

HALF TERM 18 – 22 February

### Summer Term 2013

Monday 15 April – Wednesday 24 July

HALF TERM 27 – 31 May

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

## **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 School Secretary, Mrs D Davis.

## **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.

# **The Governing Body for 2011/2012 comprises**

## **Local Authority (3)**

Mr Paul Gresham  
Mrs Christine Hook  
Mrs Nuala Vallally

## **Staff - Teaching (1)**

Mr Howard Hoare

## **Staff – Non Teaching (1)**

Mr Martin Taylor

## **Parent (5)**

Mr Fraser Danbury  
Mrs Stella Sharp  
Mr Dean Vallis  
Mrs Caroline Baker  
Mrs Gaffney-Berkeley

## **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 Key Stage 3 pupils can view a copy of the Year 7, 8 and 9 Curriculum Document on the school website [http://www.millais.co.uk/curric\\_areas.aspx](http://www.millais.co.uk/curric_areas.aspx) 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.

We take pride in our provision for pupils with Special Educational Needs and make all reasonable adaptations to ensure pupils with disabilities can access the curriculum. Learning Support Assistants work alongside pupils with additional needs in all subjects.

## 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.

## 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

	<u>Year 7</u>	<u>Year 8</u>	<u>Year 9</u>
English	12	12	12
Mathematics	12	12	12
Science	13	13	13
Design Technology	7	7	7
Information & Communications Technology	3	3	3
<u>Modern Languages</u>			
French	7	8	8
German/Spanish/Italian/Japanese/Chinese	7	8	8
<u>Humanities</u>			
Geography	7	5	7
History	7	5	7
Religious Education	3	3	3
Personal, Social, Health & Citizenship Education	7	7	7

## Expressive Arts

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:

<u>COMPULSORY SUBJECTS (followed by all pupils)</u>	<u>PERCENTAGE OF TIME</u>	
	<u>Year 10</u>	<u>Year 11</u>
English Language(and English Literature)	12	12
Mathematics	12	12
Science (Double Award) with the option of separate sciences	17	17
Modern Foreign Language (from French/German/Spanish/Italian Chinese & Japanese)	10	10
Religious Education (GCSE short course)	3	3
Information & Communication Technology (GCSE short course)	3	0
Personal, Social, Health & Citizenship Education (Non GCSE)	3	3
Physical Education (Non GCSE)	7	7
<u>FOUR ADDITIONAL EXTRA SUBJECTS FROM</u>	33	36

Additional Maths	Physical Education (GCSE)
Art & Design	Statistics
Citizenship (GCSE Short Course)	Triple Science (Physics/Chemistry/Biology)
Dance	Certificate of Personal Effectiveness (non GCSE)
Design Technology (Resistant Materials or Textiles)	Geography
Catering	History
Drama	Child Development
Performing Arts	Leisure & Tourism
Graphic Design (Accelerated GCSE Full Course)	Business & Communications Systems
Graphic Design (GCSE Short Course)	Religious Education
Information & Communications Technology (Full & Short Course GCSE)	Philosophy & Ethics
Music	French (GCSE Short Course)
	Spanish (GCSE Short Course)

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

In addition some pupils are offered the opportunity to take:

Latin GCSE	English Speaking Board Examinations
International Award	Junior Sports Leader Award

**MILLAIS: GCSE & EQUIVALENT EXAMINATION RESULTS 2011**  
**RESULTS ACHIEVED BY PUPILS IN YEAR 11**

No. of girls in school in Year 11

298

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

0

**GCSE Results** 2011 Figures based on Year 11 students

SUBJECT	ENTRIES	% A*-C	A*	A	B	C	D	E	F	G
English Language	298	91.9	29	85	105	55	14	8	1	0
English Literature	298	92.6	33	91	104	48	16	4	1	0
Mathematics	298	86.9	46	71	83	59	18	7	7	6
Core Science	235	75.7	12	37	64	65	32	12	9	4
Additional Science	204	84.8	18	26	62	67	27	3	0	0
Biology	64	93.8	23	14	14	9	3	0	1	0
Chemistry	64	90.6	19	21	10	8	5	0	0	1
Physics	64	90.6	17	18	13	10	5	0	1	0
ELBS	29	6.9	0	0	0	2	4	9	11	3
Statistics	51	100.0	24	14	12	1	0	0	0	0
Geography	91	82.4	11	19	27	18	6	9	0	1
History	135	79.3	20	31	27	29	13	7	3	2
Art & Design	101	93.1	18	22	40	14	4	2	1	0
Catering Studies	23	73.9	1	2	11	3	4	2	0	0
DT - Graphic Products	46	93.5	7	8	19	9	0	3	0	0
DT - Resistant Materials	16	100.0	1	1	9	5	0	0	0	0
DT - Textiles	50	90.0	10	12	16	7	3	1	1	0
Music	11	72.7	2	1	3	2	2	1	0	0
ICT	41	97.6	4	7	20	9	1	0	0	0
Business & Comms Systems	46	82.6	0	11	16	11	3	4	1	0
Latin	6	100.0	2	3	0	1	0	0	0	0
French	111	79.3	26	20	18	24	19	4	0	0
Chinese	5	100.0	2	2	1	0	0	0	0	0
German	45	75.6	6	9	6	13	6	4	1	0
Spanish	94	79.8	20	18	17	20	14	5	0	0
Italian	32	87.5	4	8	14	2	3	1	0	0
Japanese	14	100.0	7	6	1	0	0	0	0	0
Dance	44	72.7	1	9	11	11	6	2	1	1
Physical Education	39	87.2	7	7	12	8	2	0	2	0
Drama	64	93.8	0	15	25	20	4	0	0	0
Philosophy & Ethics	42	100.0	18	17	7	0	0	0	0	0
Performing Arts	23	91.3	1	5	14	1	1	1	0	0
Leisure & Tourism	24	75.0	1	3	7	7	5	1	0	0
Child Development	66	66.7	0	3	21	20	7	9	4	2
Cert of Personal Effectiveness	18	83.3	0	0	15	0	0	0	3	0
Preparation for Working Life	104	97.1	0	0	101	0	0	0	3	0
<b>Short Courses:</b>										
Religious Studies	253	83.0	33	64	77	36	22	11	3	6
ICT	117	88.0	2	28	43	30	8	3	2	1
French	20	65.0	0	2	6	5	4	1	2	0
Spanish	1	100.0	0	0	0	1	0	0	0	0
Citizenship	20	100.0	1	7	8	4	0	0	0	0
Art & Design	3	66.7	0	0	0	2	0	1	0	0
DT - Graphic Products	20	80.0	1	1	8	6	3	0	0	1
<b>TOTALS</b>	<b>3330</b>		<b>427</b>	<b>718</b>	<b>1067</b>	<b>642</b>	<b>264</b>	<b>115</b>	<b>58</b>	<b>28</b>

## **SEX & RELATIONSHIP EDUCATION**

Sex Education takes place within the formal curriculum of Personal Development 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.**

## **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.**

## POLICIES

Statutory policies are reviewed and updated on a rolling programme by the governors to the school; these are available on request. Additionally the school has internal policies drawn up to provide guidance for the management and delivery of teaching and learning.

## **MILLAIS SCHOOL UNIFORM LIST**

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.

### **ALL ITEMS OF UNIFORM MUST BE FULLY NAMED**

**SKIRT**

School Bottle Green/Black Tartan  
(This must be knee length)

**TROUSERS**

Plain Bottle Green  
(Straight Legged – Not Hipsters) These may be worn as an  
alternative to  
the skirt

**JUMPER**

Black V-Neck with White Stripe – incorporating the school logo

**BLOUSE**

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**

**TIGHTS/SOCKS**

**Autumn half term to end of Spring term:** Plain black opaque tights.  
**Summer term to Autumn half term:** Short white socks or flesh coloured tights may be worn as an alternative to the above

**SHOES**

**Low-heeled black leather (ie less than 4cm high).** Platform shoes, stiletto heels, trainers, sling-backs, backless, open-toed and canvass shoes should not be worn

**COAT**

Plain black, with no lettering etc. Hoodies, Fleeeces and Black Denim Jackets are not acceptable

**DRAMA**

One pair of slipper socks

**SCHOOL SCARF** Black/Bottle Green/White (from stockists)  
**(Optional)**

**PE KIT**

Essential items  
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)

Optional extras  
Plain black round necked sweatshirt incorporating school logo  
(from stockists)  
Plain black track suit or jogging bottoms  
Gum shield for hockey (an advisable precaution)

**JEWELLERY** This is not part of school uniform and **MUST NOT BE WORN**.  
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.

**HAIR/MAKE-UP** '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

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

Full details of our all our procedures and day to day school routine and curriculum can be found on the school website <http://www.millais.co.uk>