



Millfield Science and Performing Arts College

Creating Bright Futures



Admission Booklet

Taking you step-by-step through starting school



Welcome to Millfield Science and Performing Arts College

Nicola Regan, Headteacher, says:

Congratulations on your child securing a place at Team Millfield; you all must be thrilled!

Our vision and aims

Our school motto is 'Creating Bright Futures'. I believe your child is entitled to an outstanding education, where they can become the very best they can be, in everything they do. Our aim is for us all to be exceptional.

Millfield is a caring school

All students are valued. Happiness - through personal success - is encouraged. We strive for all our students to become emotionally equipped individuals, reaching their full potential through a personal learning experience and gaining a thirst for lifelong learning. We believe in enriching our young people with a wide variety of cultural and sporting experiences.

High expectations

We have high standards in attendance, behaviour, attainment, respect, and we have high expectations for your child. The Millfield team support all students in reaching their full potential.

Millfield is an excellent school, with a team committed to ensuring all students are nurtured, educated and ready to take their next step into the world.

Forms for you to complete

We need some information from you, so please follow the steps in this handbook, completing the form electronically. The pdf will need saving on your computer as your child's name and date of birth and emailing back to transition@millfield.lancs.sch.uk. If you require a paper copy please contact the school.

Information

In this handbook you will also find lots of useful information and the answers to some frequently asked questions. If you have any questions that are not answered, please contact our school office on 01253 865929 or admin@millfield.lancs.sch.uk and we will be happy to help.

The Millfield team and I look forward to working in partnership with you over the next exciting five years of your child's journey.



Key information

What are our school times?

- Doors open: 8.10am
- Registration: 8.20am - 8.45am
- Lunch: 1.05pm - 1.50pm
- End of school day: 2.50pm

Rules

Obey the rules:

Students who do not conform to the uniform rules may be sent home so they can change into the correct uniform. Students are not allowed to wear their hoods up when in school. Students who cannot temporarily conform to school uniform rules due to injury must carry a dated medical note from a Doctor.

Purchase of uniform items:

Our ONLY school uniform suppliers are:
Bispham Clothing, All Hallows Road, Bispham
Tel. 01253 353701.

SMP Separates, Sanjay Jairath, 87-91 Lord
Street, Fleetwood. Tel. 01253 772596.

Labelling of uniform and belongings:

Please make sure that all your child's belongings are clearly marked with their name. It is their responsibility to keep their possessions safe.

Catering in school

At Millfield we use a cash free catering system. Your child will be issued with a 4-digit PIN number which is needed to enter cash into the wall mounted cash machine located near the Student Support Office.

The preferred payment method is via ParentPay (See online payments below).

Parents can pay money into a student's lunch account on-line via ParentPay and the cost of each canteen purchase will be deducted from the lunch account at the till. They will need their PIN to purchase items from the canteen. Your child's photograph will be entered onto the tills to ensure the accuracy and security of the system.

Free school meals:

If your child is entitled to a free meal their account will be automatically credited with an allowance each day, although they will only be able to purchase a full dinner with this at lunchtime. If they wish to spend more than the allowance or purchase items at break, they will need to pay cash into the cash machine, or you may use the ParentPay system.

Any credit balances at the end of term will roll over to the following term.

Online payments:

Millfield uses ParentPay to allow parents to

make online payments for dinner money, trips etc. Please look for your activation letter, which will be posted to you in the summer term. Once you have activated your account you can easily pay money into your child's dinner money account. Any unspent money put into your account from Induction Day will be transferred over for your child to spend in September. We strongly recommend you use ParentPay to put money on your child's canteen account.

Prices:

Canteen prices range from £1.20 - £1.95 for freshly made sandwiches, wraps, pittas and baguettes with salad, to £2.40 for a Meal Deal with a main course such as homemade lasagne, meat and potato pie or macaroni cheese, pudding/fresh fruit or a drink; various drinks from 50p - 80p. (Prices are subject to change). Water is always freely available in the dining rooms.

If your child has a snack at break time and lunch, they may spend up to £5.00 per day in the canteen. A spending cap can be put on your child's account if you wish. You can receive a balance and a report via ParentPay on exactly what your child has purchased for that week. There is not a facility to overspend on the account.

If you have any queries or concerns about the cash-free catering system, please do not hesitate to contact the school.

Uniform

Year 7-9: Lower School		
<i>Option 1</i>	or	<i>Option 2</i>
House jumper with House tie and plain white shirt		House Jumper with reverse collar blouse
Black formal trousers		Black pleated skirt (minimum 100 denier tights)
Year 10-11: Upper School		
Senior Student jumper with red tie and plain white shirt		Senior Student jumper with reverse collar blouse
Black formal trousers		Black pleated skirt (minimum 100 denier tights)
All students are expected to wear black, polishable shoes		
PE Uniform		
<i>Option 1</i>	or	<i>Option 2</i>
Black and red sports shirt		Black and red fitted sports shirt
Black football shorts		Black football shorts
Black football socks		Black sports leggings
Reversible rugby shirt		
Black tracksuit bottoms (optional)		
All students are expected to wear appropriate sports trainers.		

Please also note:

- We welcome items of clothing that your child has outgrown so we can support other families
- Students who arrive at school with incorrect footwear will be provided with plain, black pumps.

Working with parents

Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured, and guided in preparation for their futures. We believe that a positive relationship between home and school is extremely important. We encourage parents to take an interest in their child's education and to work together with the school in helping them to achieve the very best progress.

Parents' evenings

After the new Year 7 students have settled into school life, there will be an opportunity to speak to Year 7 form tutors early in the term. Form tutors will phone home or face to face meetings will be arranged at parental request. This allows Form Tutors to give an update on how the Year 7 students are settling into life at Millfield.

Later in the academic year we will have a Year 7 Progress Evening.

This evening is an opportunity for parents to speak to the subject teachers of their child; a more in-depth report on progress across all the subjects is given on this evening.

Millfield strongly recommends that you attend progress evenings in order for yourself and the school to work in partnership to ensure your child achieves their true potential.

Synergy

In order to improve communication and routine, we have moved to a new online platform called Synergy, which allows for separate parent and student accounts. You will be given details of your parental login for Synergy when your child starts school with us. If you do not see this message in your inbox, please check your other mail folders (junk etc.). Student account details are provided to students in school.

In order to support your child with their home learning, please regularly log in to Synergy to monitor the tasks that have been set and remind your child to complete them. The home learning policy can be viewed on our school website; this explains how much home learning your child should be set each week and the type of tasks they could be set.

Rules

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured, and guided in preparation for their futures. We believe that a positive relationship between home and school is extremely important. We encourage parents to take an interest in their child's education and to work together with the school in helping them to achieve the very best progress.

News

Our website and official Twitter page are a great resource for keeping updated with events and news. You will find regular updates there @Millfieldhighsc.

The Home/School-Agreement

We believe it is essential to have strong links between home, school, and the community. The Headteacher, Parents/Carers and students are asked to sign a Home/School-Agreement that outlines the intentions of all three parties, a copy of which is returned home to the parents.

Contacting parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

Seek permission

Outings and trips are a valuable part of school life and we arrange as many as possible.

On admission, parents sign a form giving consent for local visits on admission. In addition to this, we send a letter asking for permission for any visits which are further away or involve transport. Children are not taken unless the permission slip is returned.

Policies

Policies help develop and define a set of consistent rules, regulations, procedures, and protocols. All key policies are available on the school website.

Some of our key policies are:

- Anti-bullying.
- Behaviour.
- Child protection and safeguarding.
- Equalities.
- SEND.
- Home-Learning.

A full list of statutory policies can be found on our website under the School Information drop-down menu.

Values and ethos

Millfield Science and Performing Arts College aims to create a safe, caring and happy place in which our children learn to meet, with confidence, the challenge of their future.

We are a caring community within which students develop their true potential in intellectual, physical, creative, moral and social terms. Self-awareness and confidence are fostered to enable our students to become responsible participants in an ever-changing society with an awareness of the value of education.

We intend to educate all students to be able to work individually and in teams, to be creative, enterprising and to show initiative; to be able to take decisions and solve problems. We teach them to communicate successfully and to have an appreciation of the aesthetic, physical and cultural dimensions of life.

We aim to instil, in all our students, a commitment to lifelong education and training so that they may acquire the knowledge, competencies and qualifications for working in an ever-changing technological society.

We believe that the Social, Moral, Spiritual and Cultural aspects of education are of paramount importance to our students and the community they live in. In addition, we acknowledge and take seriously our duty to promote the fundamental British Values of Democracy, the Rule of Law, individual liberty and mutual respect and tolerance.

STEP 1: Student Data Entry Form
Millfield Science and Performing Arts College

Step 1

Legal Surname:	Legal Forename(s):
Preferred Surname:	Preferred Forename(s):
Middle Name:	Date of Birth:
Address:	Gender at Birth: <input type="checkbox"/> Male <input type="checkbox"/> Female (Please tick)
Town/City: Post Code:	Preferred Gender if different:
Email:	Home Telephone Number:

Parent/Carer contact details – please supply details of all persons who have parental responsibility:	
Priority 1 Contact details	Priority 2 Contact details
Relationship to Student:	Relationship to Student:
Name: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Name: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
Date of Birth:	Date of Birth:
Address:	Address:
Town/City:	Town/City:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
Mobile:	Mobile:
Email:	Email:
Work:	Work:

Does your child have any brothers or sisters at Millfield? If so please state:	
Name (s):	Year / House:

Child's previous school (s):	
School Name:	Address:
Start Date:	Leaving Date:

Travel Arrangements (Please indicate your first choice of transport):
<input type="checkbox"/> Walk <input type="checkbox"/> Bicycle <input type="checkbox"/> Car/Van <input type="checkbox"/> Dedicated school bus <input type="checkbox"/> Public bus <input type="checkbox"/> Taxi <input type="checkbox"/> Other

Meal Arrangements: Please specify options from the list below (can change):	
Type of Meal	
School Meal	
Packed Lunch	
Is your child in receipt of free school meals?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Ethnic Background: Please tick one box only to indicate your child's ethnic background:			
White:	<input type="checkbox"/> White British <input type="checkbox"/> White Irish <input type="checkbox"/> Any other white background	Mixed:	<input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background
Asian or Asian British	<input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background	Black or Black British	<input type="checkbox"/> Black African <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Any other black background
Chinese	<input type="checkbox"/> Chinese	Other Ethnic Background	<input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Traveller of Irish Heritage <input type="checkbox"/> Any other ethnic group

By ticking this box I confirm I have checked all the information is complete and accurate, consent has been given where requested and the form is signed in the appropriate place.

Pull out section

Medical Information (Please also complete Medical Needs section):	
Medical Practice / GP's Name:	Address:

Student Medical Information:	
Name of Student:	Date of Birth:
Condition or illness: Please include any physical disabilities, including hearing and sight, as well as conditions such as asthma, migraine, diabetes, epilepsy and allergies.	
Any other medical/mental health conditions you would like to mention:	
Does your child carry medication? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your child's condition require the school to keep emergency medication or instructions: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your child take any regular medication? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, please give details:	
Name of medication:	Name of medication:
Dosage:	Dosage:
Frequency:	Frequency:
Does your child have a care plan in place for any of the above medical conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, who initiated this care plan (name of school nurse or other professional):	
Do you wish to discuss your child's medical condition with any staff in school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please note: School can only issue students medication prescribed by their doctor. Students must hand in all medication to reception.	

Parent's/Carer's signature: _____ Date: _____

Note: It is essential that the school is informed if the condition or illness should change.
 It is the responsibility of the parent/carer to inform the school of any changes in contact numbers, medication, or the student's condition.

By ticking this box I confirm I have checked all the information is complete and accurate, consent has been given where requested and the form is signed in the appropriate place.

About the languages your child speaks:

Home Language (language spoken at home)	First Language spoken

Religion: Please indicate by ticking one of the following:

Christian Jewish Hindu Muslim Sikh Buddhist Other None

If any other religion please state which:

OTHER INFORMATION

Has your child ever been involved with any outside agencies such as YOT, Children's Social Care, Barnados, CAMHS, Counselling etc?

Yes No

If yes please give details:

Are there any residency/court orders? Yes No

If yes please give details:

Is your child adopted? Yes No If yes, is this from care? Yes No

Special Needs:

Does your child have any Special Educational Needs Yes or No

Please state below which Special Educational Needs your child has:

Service Children in Education:

Are you a services family? Yes or No

This information was provided by: Parent/Carer (please indicate which)

Parent's/Carer's signature:

By ticking this box I confirm I have checked all the information is complete and accurate, consent has been given where requested and the form is signed in the appropriate place.

Consent Form

All organisations must have a legal basis for processing your personal information or your child's personal data. This legal basis could be a legal obligation, life or death situations, as part of a contract with you or through consent given by you. The General Data Protection Regulation (GDPR) May 2018 explains that:

- *Consent must be a freely given, specific, informed and an unambiguous indication of your wishes. There must be a clear affirmative action showing your consent. Also, consent can be removed, however there may be another legal basis for processing your personal data.*

This form is used to record evidence of your explicit consent to process the following personal data.

The personal data we wish to process under the basis of consent for your child is detailed below.

During your child's time at Millfield we produce educational, achievement and celebratory publications for school use. We use photographs of students in the following ways:

1: Internally	2: Externally	3: Social media on official school social media
Wall displays, including aspirations wall, TV screens around school	The school website The school prospectus The year book School trip reports and reviews Millfield Messenger/school newsletters	Twitter Instagram

These will benefit the school and the student by:

Aspirational and celebratory benefits for students
Notification of events
Support the school's publicity strategy
Provide a professional workig environment

This personal data will be processed as follows:

Captured: Photographs

Stored: In Sims, the management information system we use in order to comply with the statutory minimum requirements to provide the School and Work Force Censuses

Shared with: PPS* for the prospectus and school website

Disposed of: As per the school retention schedule – please contact the DPO at school for further information.

I give my consent for Millfield Science and Performing Arts College to process my personal information as detailed above and I understand that I can withdraw my consent at any time by contacting the school and requesting that they no longer process this personal information unless there is a legal obligation to do so.

1. I agree to data/photograph usage – Internally:

Parent/carer Name:	Signed:	Date:
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2. I agree to data/photograph usage – externally:

Parent/carer Name:	Signed:	Date:
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*PPS is Palmer Publicity Services, a design and print company based in Preston

3. I agree to data/photograph usage – school official social media eg. Twitter, Instagram:

Parent/carer Name:	Signed:	Date:
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By ticking this box I confirm I have checked all the information is complete and accurate, consent has been given where requested and the form is signed in the appropriate place.

Home – School Agreement

The school will:

- Provide a safe, caring and stimulating environment for your child.
- Ensure your child achieves their potential as a valued member of the school community.
- Provide a balanced curriculum that meets their individual needs.
- Instil in your child high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- Recognise, praise and celebrate your child’s achievements.
- Maintain regular communication about all school matters.
- Promote a wide range of extra-curricular activities.
- Offer opportunities to be involved in school life.

Signature of Headteacher: N. Regan

As parents/carers we will:

- Ensure my child attends the school every day, on time, in correct uniform and properly equipped for learning.
- Inform the school of any concerns or problems that may affect my child’s work, behaviour or attendance.
- Support the school policies on learning, behaviour, dress and appearance.
- Support the school home-learning policy and encourage other home-learning opportunities.
- Attend all Parents’ Evenings and consultations concerning my child’s progress or behaviour.
- Take an active interest in life at Millfield and the part my child plays in it.

Signature of Parent/Carer:Date.....

The student will:

- Attend school every day and arrive on time.
- Bring all the equipment needed every day and a bag to keep it all in.
- Wear the full school uniform and be smart and tidy in appearance and adhere to the uniform policy.
- Complete all my classwork and home-learning to the best of my ability.
- Be polite and courteous to others and do what my teachers tells me.
- Respect the feelings, views and property of others in the school.
- Help to keep the school free from litter, graffiti and vandalism.
- Adhere to the ICT user agreement that I have signed.
- Follow and comply with all school rules and expectations.
- Take an active part in the school’s extra-curricular programme.
- All mobile devices are prohibited at any time of the school day. They are not to be used for any reason.
- Will not take and then share online, photographs of other children (or staff) at school, or school events without permission.

Signature of Student:Date.....

**By signing the above, all parties (the school, parents/carers and student) agree to work together collaboratively in order to maximise the child’s progress and achievement.*

By ticking this box I confirm I have checked all the information is complete and accurate, consent has been given where requested and the form is signed in the appropriate place.

Pull out section

ICT Acceptable Use Policy for Students

No technological solution can be a hundred per cent effective in guaranteeing safety when using the internet and related technologies; however, technology can help to minimise the risks to students, particularly when supported by a clear acceptable use policy and appropriate internet safety education. This policy is designed to lay down clear guidelines for all students at Millfield Science and Performing Arts College. Please read the document and sign where indicated.

- An online filtering system called Netsweeper is utilised in school which prevents students from accessing inappropriate material. This system is contained within the bundle of online support packages provided by Lancashire County Council Education Digital Services. The system is regularly reviewed and updated. In the event of access to inappropriate material by students, there is a clear procedure in place to deal with this and the website will then be blocked within school and the details passed on to Education.
- Digital Services. If the student displays a responsible attitude after being questioned about the inappropriate access or can show the incident was accidental, no further action will be taken. However, if the student does not approach the situation in a mature manner the BFL system will be followed, a school detention will be issued, along with a letter home to parents/carers, and the network account will be disabled for at least a week. Serious breaches of deliberate access to inappropriate materials can result in temporary suspension, or the involvement of the police as it is not acceptable to view this type of information in a public place, i.e. a classroom.
- School computers are protected by Sophos anti-virus protection, which is updated daily. Students are required to take measures to protect against importing viruses into school when they bring in removable media USB pen drives, etc. Any malware detected on school machines or removable media is automatically deleted or quarantined as is appropriate.
- The school takes reasonable measures to prevent student misuse of the internet, school network school facilities by using classroom management software and students are made aware of the sanctions resulting from such circumstances. Individual computer login sessions can be viewed and monitored as and when required to help facilitate this. The BFL system is used by all staff for non-compliance.
- Students need to be aware of their individual responsibilities to protect the security and confidentiality of their area on the school network and online school systems. This includes ensuring passwords are not shared, and students must not try to deliberately access files or folders of their peers, teachers or others.
- Students must be aware of their social responsibilities when using the internet and related technologies, including treating others with respect, and reporting instances of online bullying to their teacher.
- All security measures will be reviewed regularly against the perceived risks to students and the latest technology available.
- Students must not attempt to install unauthorised and unlicensed software.
- Students must not use another student's user ID or password, even with their permission.
- Students must not interfere with or cause malicious damage to the ICT resources and facilities.

Please sign below to indicate you have read this policy.

Student Name:..... Date:.....

Signed:..... (Student)

Signed:..... (Parent/Carer)

Nil returns will be regarded as an acceptance of the policy as stated above

By ticking this box I confirm I have checked all the information is complete and accurate, consent has been given where requested and the form is signed in the appropriate place.

Parental Consent Form for Extra-Curricular Activities

If my child is selected to represent Millfield in inter-school sporting fixtures, I am happy that:

- They will be informed of the sporting events via the PE Department's fixtures notice board and email: no further letter or medical form will be sent to parents/carers.
- They could be transported to the event in the school mini-bus, Cleveleys Taxis, or in a staff car (see below).
- They will follow the code of conduct outlined below.
- They will be told where and when students are to be returned following a sporting event.
- I consent to my child being transported in a staff car, where necessary (business insurance will be in place).
- I understand that I am responsible for ensuring that my child gets home safely from the agreed place of return.

Code of Conduct for Students on Extra-Curricular Activities

All students should:

- Observe normal school rules
- Co-operate fully with teachers at all times
- Be punctual at all times
- Not leave the group sessions or accommodation without permission
- Always return to the meeting point or accommodation at agreed times
- Avoid behaviour which may inconvenience others
- Be considerate to others at all times
- Respect all requests made by school staff and accompanying adults
- Behave at all times in a manner which reflects positively on themselves and the school
- Consult with the staff if in doubt about any issues.

I am aware that should my child take part in extra-curricular activities, it is my responsibility to update the school with any medical conditions and new telephone numbers as they arise.

Declaration

I have read the information provided about sporting events.

I consent to my child taking part in the inter-school sporting events and other practices outside curriculum time. I declare my child to be in good health and physically able to participate in sporting activities.

I will notify the school of any change of circumstances, which will affect my child's participation.

Signed: _____	Parent/Carer	Date: _____
Please print name: _____		

By ticking this box I confirm I have checked all the information is complete and accurate, consent has been given where requested and the form is signed in the appropriate place.



Pastoral Team



Millfield
Science & Performing
Arts College

Creating Bright Futures



MR. E. EDET
BEHAVIOUR AND PROGRESS MANAGER



MISS. R. ASHTON
SENCO



MRS. J. PADDON - BAGGALEY
LEARNING MENTOR/FAMILY SUPPORT WORKER



MISS. J. HALE
ATTENDANCE MANAGER



MISS. G. MILLER-CROOK
YEAR 7 PROGRESS LEAD



MR. R. GREENALL
YEAR 8 PROGRESS LEAD



MRS. C. DORAN
YEAR 9 PROGRESS LEAD



MRS. T. CLARE
YEAR 10 PROGRESS LEAD



MR. K. GRIFFITHS
YEAR 11 PROGRESS LEAD



Progress Leads

- Each year has its own progress lead who oversees the forms in their particular year.
- As a team, the Progress Leads look after the pastoral issues of the students in their year.
- They are based in the student support room.
- Progress leads deal with any issues that students may have and they operate an open door policy.
- The Progress Leads hold weekly assemblies.
- All students are allocated to a house. These houses compete against each other throughout the year to earn rewards and prizes.

Form Groups

Tutor groups meet every morning for form time activities or assembly. These assemblies are mixed between year group and house assemblies.

Form time activities include

- Registration
- Uniform/equipment checks reading
- Inter-Form competitions
- Building relationships
- PSHE
- Mentoring
- Current affairs discussions/debates
- Assemblies
- Reading
- Behaviour and attendance monitoring

Role of a Form Tutor and the Behaviour and Progress Lead

- First point of contact at the school along with Progress Lead and the Behaviour and Progress Lead.
- To help monitor academic progress, attendance and behaviour across all subjects.
- Ensure that your child is happy and settles well.

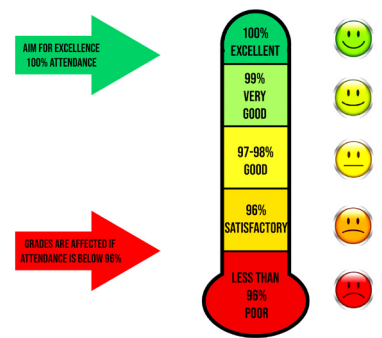
Achieve 100% attendance

To find out your attendance you can ask the following staff: your Form Tutor /Progress Lead/ Attendance Officer.

If your attendance falls below **97%** during any term you will have an attendance meeting with your form tutor

Look at the quick conversion table. Every lesson counts!

% ATTENDANCE	NUMBER OF SESSIONS MISSED IN THE YEAR	NUMBER OF SCHOOL DAYS
100	0	0
99	4	2
98	8	4
97	11	5.5
96	15	7.5
95	19	9.5
90	38	19
85	57	28.5
80	76	38



Frequently Asked Questions

If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Attendance

Millfield emphasises the absolute importance of regular attendance to maximise learning. Good attendance and punctuality are praised and rewarded. Our aim is for 100% attendance and we believe if we provide challenging and exciting lessons, students will always want to be punctual and present.

Report an absence:

Ring the school's 24-hour absence line 01253 865929 immediately if your child is unable to attend school or is running late. If your child is off school for any reason, it is very important that you ring us to let us know immediately on the first day of absence, and by 9.30am every day thereafter.

If your child is not in school by 9.00am and we have not received a call from you, a member of staff will text/phone you to find out why. In the interests of your child's safety, if we have not heard from you on the second day of your child's absence and we cannot contact you, a member of staff will make a home visit.

Medical appointments:

If your child has a medical appointment, proof of the appointment is required, otherwise the absence will be recorded as unauthorised. Wherever possible, please try to make appointments with medical professionals outside school time.

Medical evidence can take the form of prescription labels, appointment cards or a letter from your GP. If your child has to have a medical or dental appointment in school time, please try, to make it after 1.50pm so that your child can be registered for the afternoon before you pick them up. If you need to attend a morning appointment, please try and bring your child to school first to get their mark and then return them to school afterwards.

Unauthorised absence:

PLEASE NOTE – if the school considers a valid reason is not given for your child's absence then it will be recorded as unauthorised.

An accumulation of unauthorised absences will lead to a referral to Lancashire County Council. You are reminded that as a parent / carer it is your legal responsibility to ensure that your child attends school regularly and punctually. Failure to do so could result in legal action being taken against you.

Working together:

The school fully appreciates that families experience difficulties and challenges from time to time and regrettably a child's absence can be unavoidable. However, wherever possible we look to work in partnership with families and would look to the parents/carers of families that are experiencing exceptional circumstances to write to the Headteacher, outlining the details or their reasons for requesting a term time leave of absence. The Headteacher will consider each request based on its individual merit and grant the request only if it is appropriate to do so.

Holidays in term time:

Requests for annual holidays during term time will be denied. Leave of absence will not be granted retrospectively. All reasons for why an absence is exceptional must be stated at the time of application. Leave of absence will never be granted during periods of external examination. Parents/carers will be fined as dictated by the Headteacher.

Mobiles

If they are seen, they will be confiscated by the member of staff and returned at 2.50pm.

Medication

If your child needs to take medication during school hours, please request a yellow form from the school office. This must be completed and returned with the medication. The medication will be kept in the school office and administered as necessary and in line with the instructions on the yellow form.

All medication must be supplied in the original pharmacy packaging, stating the child's name.

Students are not allowed to keep medication on them, with the only exception of inhalers and EpiPens.

Medication will not be administered unless the yellow form is correctly filled in.

Accessories, jewellery, hair and make-up

Hair should be neat and tidy, conventionally styled and naturally coloured. It should be worn in a style which is safe for school.

Trainers or baseball caps are not acceptable with uniform.

One simple plain ring, inexpensive wristwatch, and studs (maximum of two per ear) are the only items of jewellery permitted. Face, tongue, nose, or body piercings in the form of rings, bars or hoops are not acceptable on health and safety grounds and will be removed. Rings and watches must be removed for P.E. and (at the teacher's discretion) for practical lessons.

Discrete make-up, which is deemed to be reasonable and acceptable, is permissible.

Any features which the Headteacher feels are not in keeping with the general ethos or positive philosophy of the school and its codes are not acceptable.

Helping to support children's learning at home

Regular home-learning is an essential part of the curriculum for all our students and is given high priority in all subject areas. Home-learning provides an opportunity for students to consolidate and extend the work done in class.

We use an online platform called Synergy. Parents/carers and students will be given log in details for their Synergy account and from there you will be able to view your child's home-learning, view their timetable and attendance and also book progress evening appointments.

Internet safety

Internet Safety is an important focus within school and students are educated in the safe use of online platforms. For more information about how to stay safe online, please refer to the Parents' section on the school website.

Issues concerning children's welfare

If you have an issue concerning your child, please speak to his or her form tutor or the Progress Lead as the first point of contact. If the situation is not resolved to your satisfaction you should contact the Behaviour and Progress Manager.

PSHE

Students study Personal, Social, Health and Economic lessons that provide them with an in-depth look into aspects of life not normally covered by the traditional curriculum. By teaching our students to stay safe and healthy, and by building self-esteem, resilience, and empathy, we tackle barriers to learning, raise aspirations, and improve the life chances of all our students.

The skills and attributes developed through PSHE are shown to increase academic attainment and attendance rates. It also develops the knowledge, skills and attributes students need to manage many of the opportunities, challenges and responsibilities they will face as they grow up.



Frequently Asked Questions

Right to withdrawal from RSE:

Parents and carers have the right to withdraw their child from all or any part of the Relationships and Sex Education curriculum, other than learning about reproduction and human development within national curriculum science. However, we would urge any parents and carers considering withdrawing their child from these lessons to consider what is being taught, how it is being taught and how important this education is for all children.

Please write to the Headteacher if you would like to withdraw your child from these lessons.

Extra-curricular activities and clubs

A wide variety of sports, clubs, educational visits, performing arts activities, and parent/carer events are offered each year. These generally take place after school, at lunch time, at weekends or during the holidays. All students are encouraged to take part in these additional activities which currently include:

- computer club.
- drama club.
- home-learning support.
- Latin club.
- art club.
- STEM club

Please see the school website for all clubs on offer.

Sport

The school runs teams in football, rugby, basketball, netball, handball, athletics, and rounders. Coaching takes place during and after school in all these sports. All members of the PE staff have appropriate coaching qualifications. The school has an absolute commitment to sport.

Enrichment - educational visits and trips

At Millfield trips and educational visits are viewed as powerful, positive teaching tools that help enhance the social, personal, and emotional development of all learners. Over the past number of years, we have run trips to Real Madrid Football club in Spain, Disneyland in Paris, England rugby internationals, Europa league games, The Lake District, Theatre trips, Army Assault Course, The Lancashire Mathematics Challenge Competition, The Rotary Design & Technology Competition, the Battlefields of Europe, skiing in Italy and taster days in Universities. We have even had school trips to Russia and New York!

SEND

Millfield considers the needs of all its students to be important and students are supported in the first instance through our school commitment to quality first teaching. If a student has additional needs the student will complete a one-page profile about themselves

and how best to help them in class; they will also have a student progress plan (SPP) and a provision map which enable us to monitor progress and keep staff, parents and carers involved. Extra help is provided through in-class support for students with Educational Health and Care Plans, withdrawal for additional intervention, if appropriate, and assistance from external agencies as necessary.

High ability students

It is important to us to ensure all students are challenged in lessons, encouraged to achieve top grades, and are provided with opportunities outside the classroom to further develop their skills. We aim to develop independent learners and we are constantly encouraging our students to have higher-level thinking skills. Metacognitive skills are taught to students from Year 7 so they can assess their own learning and make progress.

Teaching to the top and challenge is embedded into all lessons and is a whole-school priority.

It is important to us to raise students academic aspirations and all students are given the opportunity to discuss their further education choices/careers.

Behaviour

Our Code of Behaviour emphasises that students maintain high standards of work, effort, appearance, manners and consideration for others and their environment.

Students are expected to attend school regularly and be punctual to school and to lessons. They are expected to follow The Millfield Way and be SMART at all times:

- Smart in appearance.
- Manners and respect at all times.
- Achieve and attend.
- Resilient.
- Tolerant of others.

Rewards and sanctions:

It is the policy of the school to acknowledge and reward good behaviour and challenge unacceptable behaviour. The school aims to have a consistent approach to managing the behaviour of our students. Teachers are given the powers to discipline students both at school, on educational visits and when students are in the local community whilst in uniform. At Millfield we reward students for exceptional behaviour and work ethic. Students are rewarded primarily through the BfL system in addition to the regular inter-house competitions, charity initiatives, 100% attendance and on the spot rewards for exceptional contribution to school life.

Payments

ParentPay is an online facility to allow parents/carers to pay money to the school

for the canteen, for trips and music lessons, etc. All parents/carers are sent ParentPay registration details in the post. If you have not received your account details, then please do not hesitate to contact the school office for assistance.

Activate your account:

You can activate your ParentPay account via the Parent Pay website. Once you have activated your account you can make online payments straight away.

Support:

If you have problems activating your account or other related issues, you can find support on our website or by contacting the school office.

If you require a paper copy of the information on our website, we will provide this free of charge.

We do advise that you pay canteen money into Parent Pay the day before it will be required, in order to give it sufficient time to synchronise with the canteen system.

Emergency arrangements

In the event of adverse weather conditions or other unforeseen situations, it is the policy of the school to make every effort to remain open whenever possible. In the unlikely event that the school is to close, the details will be recorded on the school website <http://www.millfield.lancs.sch.uk>, school Twitter and parents/carers will be alerted by text message.

In order to ensure all messages are communicated efficiently, please make sure you check the school website regularly and that you inform the school immediately if mobile telephone numbers change so that we always have an up to date and working contact number.

Charging policy

We operate an extensive programme of trips, visits, instrumental tuition and activities both in and out of school hours, accessible to as many students as possible. Our charging policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school's budget. It also defines other circumstances when the school may wish to ask for voluntary contributions, how these charges will be worked out and who might qualify for help with the costs.

No student should have their access to the curriculum limited by charges. However, the school reserves the right to levy a charge in certain circumstances. When charges are to be made, the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place. For details of what may and may not be charged for, please see our full Charging and Remissions Policy on our website under School Information/School Policies and Documents.



Term dates 2023/2024

Autumn Term

Open Monday 4th September 2023
Close Thursday 5th October 2023
Open Monday 9th October 2023
Close Friday 20th October 2023
Open Monday 30th October 2023
Close Wednesday 20th December 2023

Spring Term

Open Monday 8th January 2024
Close Friday 9th February 2024
Open Monday 19th February 2024
Close Thursday 28th March 2024

Summer Term

Open Monday 15th April 2024
Close Friday 3rd May 2024
Open Tuesday 7th May 2024
Close Friday 24th May 2024
Open Monday 3rd June 2024
Close Friday 19th July 2024

Training days for staff included in the holiday dates are as follows:
Friday 1st September 2023
Friday 6th October 2023
Thursday 21st December 2023
Friday 22nd December 2023
Monday 22nd July 2024

Senior Leadership Team



MRS. N. REGAN
HEADTEACHER



MR. B. HUMPHREYS
DEPUTY HEADTEACHER
QUALITY OF EDUCATION, CURRICULUM,
ATTENDANCE & PROGRESS



MRS. D. MOUNTFORD
BUSINESS MANAGER



MR. T. GRAYSTON
SENIOR ASSISTANT HEADTEACHER
DATA, CAREERS, HEALTH & SAFETY
AND WELLBEING



MR. M. DEVILLE
ASSISTANT HEADTEACHER
INCLUSION, PASTORAL AND BEHAVIOUR



MRS. H. MORTON
ASSISTANT HEADTEACHER
ENGLISH AND T&L: ASSESSMENT



MRS. J. FAWCETT
ASSISTANT HEADTEACHER
DISADVANTAGED & HIGH ABILITY



MRS. S. CROOK
ASSISTANT HEADTEACHER
MFL

Be Exceptional



Millfield Science and Performing Arts College

Belvedere Road, Thornton Cleveleys, FY5 5DG

Headteacher: Mrs Nicola Regan

Telephone: (01253) 865929

Email: Mrs. J. Hall (Head's PA/Office Manager): admin@millfield.lancs.sch.uk

Website: www.millfield.lancs.sch.uk

Twitter: @Millfieldhighsc