



Woodkirk Academy

& The Sixth Form @ Woodkirk Academy

Shaping Young Lives

Additional Information



We hope that our prospectus gives you all the information you need about Woodkirk Academy. Woodkirk Academy has always welcomed the interest of parents and the local community. If you would like to come to see us at work, please contact us.

Senior and Pastoral Staff - 2017/18

Principal
Vice Principals

Mrs J Barton
Mrs L Coffey
Mr N Cook
Mr D Currie
Mr R Jackson
Mr T Jones
Mr P J Lowe
Mrs D McNab
Mr M Warwick-Giles

Teaching & Learning and Group Progress
Behaviour & Safety – Years 7, 8 & 9
Behaviour & Safety – Years 10 & 11
Student Progress KS4
Monitoring & Evaluation
Head of Sixth Form
Curriculum
Student Progress KS3

Year 7 Tutor
Assistant Year Tutors

Mr A Lazarus
Mr T Warburton
Mrs E Lawton
Miss W Holcroft

Year 8 Tutor
Assistant Year Tutors

Mr N Smith
Mr A Grey
Miss C Mills
Miss L Harrison

Year 9 Tutor
Assistant Year Tutors

Mr S McIntyre
Miss A Jobling
Miss E Stebbings
Miss J Davies

Year 10 Tutor
Assistant Year Tutors

Mr D Watson
Ms A Messenger
Miss S Hadley
Mrs J Church

Year 11 Tutor
Assistant Year Tutors

Mr A Smith
Mr T Wilson
Miss G Wells
Miss L Cahill

Sixth Form Tutors
Sixth Form Assistant
Year Tutors

Mr R Ellis/Miss M Danby
Miss J Taylor
Miss L White
Dr J Toczek



A full staff list is available from school.

Our day and term dates

The current day

Period 1	8.50am	-	9.50am	
Period 2	9.50am	-	10.50am	
Break	10.50am	-	11.05am	
Form / Personal Tutor Time / Assembly	11.05am	-	11.25am	
Period 3	11.25am	-	12.25pm	
Period 4	12.25pm	-	2.00pm	
	12.25pm	-	1.00pm	Dinner - 1st Sitting
	12.55pm	-	1.30pm	Dinner - 2nd Sitting
Period 5	2.00pm	-	3.00pm	(Monday - Thursday)

Please note that on Fridays, students in Years 7-10 finish at 2.00pm.
Year 11 and Sixth Form students finish at 3.00pm.
During morning break and lunch periods, students in Years 7-11 must stay on the Academy site.

Academic Calendar for Year 2018-2019

The 2018-2019 Calendar has not yet been finalised. Please see academy website for updates.

Please note that Monday 3 September 2018 will also be a staff training day. School will reopen to students on Tuesday 4 September.

What is our Admission Policy?

Admission to Woodkirk Academy is administered by Leeds City Council and it is intended that 300 students are admitted to our Academy every year. A copy of our Admission Policy is available on our website www.woodkirkacademy.co.uk.

Woodkirk Academy is a very popular school with parents. Although legislation gives parents the right to express a preference for a particular school, all the preferences received must be considered and places allocated to children in accordance with the admission policy. Once the year group has reached its published admission number, it is considered to be full. When there are more requests for places than are available, and it is not possible to meet all of these requests, the Academy's Admission Policy must be carefully applied.

Children are admitted under the following admissions criteria:

Priority: Children with special educational needs who have a Statement which names the Academy will be allocated a place at the Academy. This is a statutory entitlement under S324 of the Education Act 1996.

Criteria 1: Looked-after children or children fostered under an arrangement made by the local authority. Also included in this group will be children who have been adopted during the twelve months preceding the submission of the Preference Form.

Criteria 2: We will also allocate places to those children

"We have been extremely pleased at how quickly our daughter has settled into Woodkirk. She enjoys school and is doing well in all subjects. The teaching she has received is of a high quality and she has been provided with a lot of valuable learning opportunities. Woodkirk is an excellent school."

Parent

without a Statement who have exceptional medical or mobility needs which can realistically only be met by the Academy.

Criteria 3: Children with brothers or sisters who will be on roll at the Academy at the start of the academic year 2017-2018. We can give priority for brothers and sisters only if they are living in the same house and we receive the application by the closing date. This priority will not apply where the older sibling joined the Sixth Form from a different school.

Criteria 4: Children of staff at the Academy, where a member of staff has been employed at the Academy for two or more years at the time at which the application is made.

Criteria 5: Children who, at the time of application, are on roll at the following names schools:

1. East Ardsley Primary Academy
2. Hilltop Primary Academy
3. Westerton Primary Academy
4. Blacksgate Primary School

These schools are regarded as Feeder Schools to Woodkirk Academy.

Criteria 6: Children for whom Woodkirk Academy is the nearest high school (determined by the Local Authority).

Criteria 7: Any other children. Tie break - within each criterion, if there is oversubscription, remaining places available will be allocated according to distance. Children living closest to the Academy will, therefore, be allocated a place before those who live further away.

We recognise that choosing the right school/academy for your child is a vital decision. We hope that this overview has helped you make an informed decision. More specific and detailed information is available on request and we are always more than willing to answer any questions you may have. Please contact Mrs A Scott at the Academy or email scott.a@woodkirkacademy.com should you require any further information.

Transfer between Primary School and Woodkirk Academy is extremely important. We have an experienced team who works very closely with Primary Schools to ease the transfer

from Key Stage 2 to Key Stage 3 for students moving up from Year 6 to Year 7.

Each year, this process begins in September when we hold an Open Day and Evening. Prospective parents are given the opportunity to visit Woodkirk Academy to meet staff and current students. Parents are also encouraged to visit during the day to see the Academy at work. The deadline for applications to the local authority is 31 October 2017.

Starting in January, the team will visit these Primary Schools to work with the staff to support the transfer. Parents are informed of their child's Secondary School place on 1 March 2018. In June, we hold our Induction Evening where students and parents can meet Form Tutors and Senior Staff and receive full details of requirements and what Year 7 will be like. In July, all Year 6 students attend a full day at Woodkirk Academy for a taster day in lessons. In September, the first full day for Year 7 allows them to work as a form group, go to certain lessons and is a 'get to know you' day.

Through our excellent transition process, students moving up from primary to Woodkirk Academy should have a smooth and enjoyable transfer.

Requests for in-year admissions should initially be made to the Academy. We manage admissions to the Sixth Form and full details of our Admission Policy can be found in our Sixth Form Prospectus



Courses

Key Stage 3 (Years 7 and 8)

Students follow National Curriculum courses in English, Mathematics, Science, Art, Design Technology, Geography, History, ICT & Computing, Modern Foreign Languages (French, German or Spanish), Music, Physical Education, a locally agreed course in Religious Education and our Citizenship and PSHE programme of study will be delivered within Religious Studies lessons.

Students are taught in mixed ability groups for some subjects with setting from Year 7 in English and Mathematics, followed by Geography, History and Modern Foreign Languages and Science in Year 8.

Key Stage 4 (Years 9, 10 and 11)

Students in Years 9, 10 and 11 follow an individual timetable based on their core subjects and their option choices. The core consists of lessons in English, Mathematics, Science, Computing, PE and PSHRE and Careers. The option choices available include GCSEs and vocational GCSE equivalents:

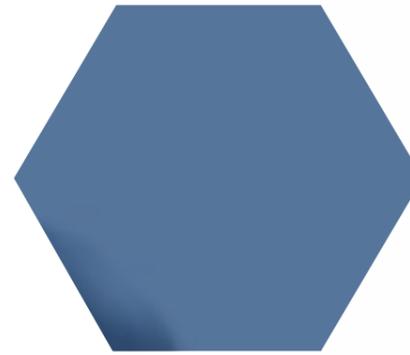
Key Stage 4 (Years 9, 10 and 11)

English
Mathematics
Science
Information Technology
PSHRE
Physical Education

Art
Business Studies
Child Development
Creative iMedia
Geography
Health & Social Care
History
Computer Science
Modern Foreign Languages: French, German & Spanish
Music
Performing Arts
Physical Education
Design Technology (a variety of disciplines)
Sociology
Religious Studies

“Students enjoy their time in the Sixth Form. Completion and pass rates are high. Attendance is above average and students’ behaviour is good. Students have positive attitudes to learning and play a full part in school life.”

Ofsted Report



Woodkirk Academy Uniform

We believe that Woodkirk Academy uniform plays an important role in creating unity and in maintaining the high standards of appearance which we expect from all our students. Parents are asked to support Woodkirk Academy policy on uniform and appearance.

Years 7 to 11

Girls

Trousers Black polyester cotton. No leggings. Trousers should be full length and worn above the hips. They must not cling to the leg below the knee. No visible logos or jean style studded pockets.

NO JEANS, CHINOS, TIGHT FITTING/SKINNY-FIT TROUSERS

Skirt Plain black skirt – not denim and must not be more than 5cm above the knee.

Belts If worn, should be plain black or brown in colour with no large buckles or logos.

Blouse Plain light blue or white, not aertex or sports shirts. Blouses must be worn tucked in at all times and should, therefore, be of a **suitable length**. Blouses must be worn and fastened close to the neck, above the 'V' of the jumper.

Vests/ Tee-Shirts Optional in inclement weather. Should be white in colour only and not visible with top button on blouse fastened when worn.

Pullover Plain, single colour, royal-blue V-neck with year group stripe and Woodkirk Academy crest.

Tie Year group Woodkirk Academy tie (optional).

Socks Plain colours only and cover the ankles. Brightly coloured socks are not allowed. PE socks should **not** be worn outside of PE lessons.

Boys

Trousers Plain dark grey or black, polyester cotton. Trousers should be full length and worn above the hips. They must not cling to the leg below the knee. No visible logos or jean style studded pockets.

Belts If worn, should be plain black or brown in colour with no large buckles or logos.

Shirt Plain light blue or white, not polo or sports shirts. Shirts must be worn tucked into trousers at all times and should, therefore, be a **suitable length**. They must be worn buttoned to the neck.

Vests/ Tee-Shirts Optional in inclement weather. Should be white in colour only and not visible with top button on blouse fastened when worn.

Pullover Plain, single colour, royal-blue V-neck with year group stripe and Woodkirk Academy crest.

Tie Compulsory year group Woodkirk Academy tie which must be worn fastened to the neck with a single knot. The sewing on the tie should not be unpicked. It must be worn as purchased.

Socks Plain colours only and cover the ankles. Brightly coloured socks are not allowed. PE socks should **not** be worn outside of PE lessons.

Girls

Tights Natural or black

Shoes Black full shoes only, with no elaborate patterns, logos or decorative elements. No canvas, backless or high-heeled shoes. No training or trainer style shoes or boots. Shoes with laces must be fastened appropriately. No bright coloured laces.

Apron For Art/Craft Work and Food Technology.

Outdoor wear No coats, denim, hats, scarves or hoods to be worn in the classrooms. No hoods or hats to be worn inside the buildings. Baseball caps are deemed unsuitable and should, therefore, not be worn on Woodkirk Academy grounds. No denim. **Coats, sweatshirts or hoodies should NOT be worn in place of the school jumper.**

Boys

Shoes Black full shoes only, with no patterns, logos or decorative elements. No canvas or backless shoes. No training or trainer style shoes or boots. Shoes with laces must be fastened appropriately. No bright coloured laces.

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Kit Requirements For Physical Education & Games

A high standard of dress is expected at all times.

Years 7, 8 & 9 Girls' Kit

Indoor Compulsory

White polo shirt with blue trim
Royal blue shorts
Royal blue socks or white PE socks
Suitable clean trainers

Outdoor Compulsory

As above with the additions of:-
Navy blue sweatshirt with Woodkirk logo
Football boots: ideally moulded although metal studs and blades can be used but are not recommended
Trainers are **not** allowed on the 3G

Outdoor Optional

Navy blue tracksuit bottoms
Navy blue jacket with Woodkirk logo
Towel

Years 7, 8 & 9 Boys' Kit

Indoor Compulsory

White polo shirt with blue trim
Plain white shorts
White socks
Suitable clean trainers

Outdoor Compulsory

Royal blue reversible rugby shirt
Royal blue shorts
Royal blue football socks
Football boots, ideally moulded although metal studs and blades can be used but are not recommended
Trainers are **not** allowed on the 3G
Towel

Outdoor Optional

Navy blue sweatshirt with Woodkirk logo
Navy blue tracksuit bottoms
Navy blue jacket with Woodkirk logo

Year 10

The compulsory kit for Year 10 is the same as Years 7, 8 & 9.

Any suitable plain navy, grey or black sweatshirt, track-suit top and bottoms can be worn inside and outside

Year 11

The compulsory kit for Year 11 is the same as Years 7, 8 & 9.

Any suitable plain sweatshirt, tracksuit top and bottoms can be worn inside and outside.

Examination Groups

Those who undertake PE examination classes and have purchased the recommended clothing for the course may wear it for core PE lessons.

School Teams and Clubs

Those students who represent the teams and clubs and have purchased the team clothing may wear it for outside core PE lessons.

3G Astroturf

The Academy enjoys the use of a full size football pitch that can be split into three smaller pitches and is also suitable for Rugby. It is available for evening lease by the local community.

**All jewellery must be removed for the safety of all those taking part.
For safety reasons longer hair must be tied back.
Aerosol sprays are not allowed and will be confiscated.**





Hair

Hair style, length and colouring must be suitable for Woodkirk Academy and must not draw particular attention to the individual.

All students:

- Shaven or part shaven styles will not be allowed even if Grade 3 or above.
- Grade 3 is the minimum acceptable length.
- Hair must be one natural colour.
- Highlights are not allowed.
- Elaborately braided, beaded or extended styles should not be worn.
- Hair extensions must not be worn.
- Large and elaborate hair decorations are not allowed and must not be worn in school.
- For boys, hair must be no longer than their shirt collar.

Students who ignore these rules will be placed in isolation until their hair is of a suitable length or style.

The Academy accepts natural variations in hair colour but not as a result of hair being previously dyed. This will be monitored on a daily basis by the Vice Principal for Behaviour and Safety.

Equipment Required

Students need to bring certain equipment to the Academy every day in order to help them achieve all of which they are capable. All students are expected to have pens, pencils and rulers with them at all times, along with their student planner. They must bring the specialist equipment or materials needed for practical lessons, for example PE and Food Technology. Liquid correction fluid is banned because of the damage it causes to clothing and furniture.

THE ACADEMY WILL HAVE THE FINAL SAY ON SUITABILITY AT ALL TIMES. ALL STUDENTS MUST ADHERE TO THE UNIFORM POLICY IN ORDER TO ATTEND MAINSTREAM LESSONS. THE FULL POLICY CAN BE VIEWED ON OUR WEBSITE.

PLEASE NOTE :
I-PODS, MP3 players, cameras and any other recording or music devices are NOT allowed in the Academy and will be confiscated. MOBILE PHONES ARE STRICTLY FORBIDDEN and must not be bought to school. Disciplinary measures will be taken against all students who ignore this rule.





Attendance and Punctuality

- Woodkirk Academy expects the highest level of attendance from every student.
- Regular, unbroken attendance whenever possible is vital to students' progress.
- If a student is absent it must be for a justifiable reason. It is at the discretion of the Principal to authorise any absence.

If a student cannot attend the Academy

- We would ask that the parent contacts the Attendance Officer on 0113 8873602 or email Attendance @ woodkirkacademy.com before 9.30am on the first morning of absence. A daily telephone call is expected to inform us if the student will not be able to attend school.
- If it is known in advance that a student is going to be away, a letter should be brought to the Attendance Office giving the reason and details.
- If a student is leaving the school site during the day, they will need to bring a note explaining the date and time of their appointment. Students are required to complete an Exit-Slip to be signed by their Year Tutor or Vice Principal, this should then be handed in at the Attendance Office when they leave school for the appointment.
- The Principal will not authorise any term-time absence for family holidays unless there are exceptional circumstances and evidence may be requested. REMEMBER that the Form Tutor or Year Tutor will always investigate unjustified or un-notified absence.
- Truancy will not solve anything - it will probably make things worse and we always notify parents and apply sanctions.
- It is students' responsibility to see all subject teachers on their return to collect the work missed and to copy up as soon as possible.

- Punctuality, like good attendance, is expected from every student.
- Remember we will always have to disclose accurate punctuality and attendance figures in any future references.

Student responsibilities

- Students must be on the school site by 8.45am.
- Students must be in first lesson at 8.50am.
- Students must arrive at timetabled lessons promptly.
- Students who arrive late at the start of the day should report to the Attendance Office and their planner will receive a late stamp.
- REMEMBER Students will be marked late if they arrive after 8.50am and will be subject to detention if they receive two late marks in a week or three in a half term.
- If a student is regularly late they will be required to register at 8.45am in the Student Support Area.
- Students arriving after 9.20am will be coded as an unauthorised absence, unless prior notice has been given.
- Lateness to lessons will be monitored by the pastoral staff.
- Sanctions will be imposed if students are persistently late to lesson.

Home Academy Agreement

It is the positive relationship between the Academy and home that is most vital for a successful education. The 'Home Academy Agreement' is based on the belief that together we are striving to achieve a commonly agreed objective and the happiness and success of your child. Parents are encouraged to contact the Academy with any concerns they may have. (A copy of the Home Academy Agreement can be found in the student planner).

Conduct

Responsible behaviour, courtesy and consideration for others is expected from all students. They are made aware of the Academy's Code of Conduct and are required to observe it. We enjoy very positive support from our parents in monitoring consistency in terms of positive attitudes. Visitors to Woodkirk Academy frequently comment on the calm and orderly atmosphere of the Academy and the conduct and attitude of our students. As a general principle we aim to be firm, positive and constructive in our approach to discipline and to treat students, as far as possible, as young, responsible adults.

"Woodkirk Academy's attitude to discipline and the determination to maintain high standards of behaviour was a major attraction to me when I made my choice of school."

Parent

Rewarding achievement

To stimulate enthusiasm we reward success in many aspects of Academy life. We give individual and form awards for academic achievement, attainment, attendance, good work, sporting achievement, drama, music and art. This culminates in our annual prize giving ceremony and termly celebration assemblies.

Monitoring of progress

Throughout the year, we place emphasis on regular reviews and assessment of students' progress. All of our students agree to challenging and realistic targets and are supported and monitored to attain them. Assessment information is communicated to parents on a regular basis via our on-line reporting system: 'OPT'. Parents are issued with their own individual log-in. Paper copies are available on request. In addition, there are important Parents' Information Evenings for each year group.

Homework

We aim to help our students become successful, independent learners, with the capacity to work, learn and research on their own. Homework in Years 7 and 8 is project based alongside weekly homework in English, Mathematics and some other subjects. Students record details of homework tasks in their planners, which parents are asked to sign every week. Our Learning Resources Centre is open before the start of the Academy day, at break, lunch times and at the end of the day, so that research, Internet and word processing facilities are available to all students.

Our Student Leadership Group

Our Student Leadership Group is highly effective and provides the opportunity for students to share ideas and discuss issues which affect the life of the Academy. Student representatives are elected by Year Tutors and the Senior Leaders team to work on the Student Leadership Group.



Equality and Diversity

Woodkirk Academy strongly promotes the fundamental British values of democracy, the rule of law, individual freedom, tolerance of other faiths, beliefs and mutual respect and as a multicultural school, in a mainly monocultural community, we are fiercely proud of the huge steps we have taken to raise awareness and celebrate our diverse community. We have recently celebrated Black History Month, The Universal Declaration of our human rights, Fair Trade and Refugee Awareness which have allowed our students to understand what it is like to be a global citizen. We are extremely pleased to demonstrate this through UNICEF's Rights Respecting Schools Award which is based on the principles of equality, dignity, respect, non-discrimination and participation. The Rights Respecting Schools Award seeks to embed within a school's ethos the UN Declaration of the Rights of Children. This is already at the heart of everything we do but we are never complacent.

Celebration

Bi-annually we celebrate the many varied and sometimes unique achievements of our students in our celebration Magazine: 'Inspire' (copies can be found on the website).

Special Educational Needs & Disability

Student profiles are carefully devised for those who are deemed to require 'additional support'. In addition, those students with a Educational Health Care Plan are offered a well-considered package of support to enhance academic skills and progress.

Woodkirk Academy, as a caring community, highlights the needs of each student. Student profiles are devised for students who have Statements of Special Educational Need and Disability. These are based on the results of the Key Stage 2 tests and teacher assessments, diagnostic tests, primary school reports and comments from parents. Extra help is given for literacy and numeracy where this is necessary, and students identified as needing additional Literacy or Numeracy catch-up are withdrawn from certain subjects. Support continues for as long as it is needed.

Most Academically Able

At Woodkirk Academy we ensure our talented students are given the opportunity to develop their skills, both inside and outside the classroom. Emphasis is placed on individual learning styles and higher order thinking skills. Many of our students benefit from additional mentoring and experiences.

Careers Education

This begins in Year 7 and increases in prominence during Years 8, 9, 10 and 11. Some Year 10 students take part in a Work Experience programme, many Post-16 students increasingly follow Work Experience or Work Shadowing programmes. There is also an extensive programme of university visits to encourage students to consider Higher Education. Years 10 and 11 students go on career visits and speakers come into the Academy giving talks on various careers. All students have access to individual interviews with specialist careers staff. Parents are encouraged to attend these sessions. There is an extensive Careers Library within the Learning Resources Centre which all students can use.





Child Protection and Safeguarding

We believe that all children have the right to grow up unharmed, to have the opportunity to develop fully and have their basic needs met.

Under the Children's Act, it is the duty of all staff and Governors of the Academy to be aware of the signs of child abuse. If the academy has cause for concern about the safety or well-being of a child, it is their duty to notify appropriate agencies with the accepted procedures of confidentiality being observed.

The Academy's designated Child Protection/Safeguarding team is:



Mr D Currie
Vice Principal:
Behaviour & Safety/
Years 10 & 11
Designated Safeguarding Lead



Mr N Cook
Vice Principal:
Behaviour & Safety
Years 7, 8, 9
Deputy Safeguarding Lead



Mr P J Lowe
Vice Principal
Head of Sixth Form



Mrs L Roberts
Leodis Support
Services Manager



Mrs A Scott
Pastoral Mentor



Miss S Johnson
Family Support
Worker

The Academy maintains a Safeguarding (Child Protection) Policy that has been adopted by the Governing Board.

Our Sixth Form

The Sixth Form at Woodkirk Academy provides an excellent educational experience and attracts increasing numbers each year from other schools and academies. To enter the Sixth Form the emphasis is placed on high levels of commitment shown during Years 10 and 11 as well as examination results. There are individual entry requirements for each subject.

Full details about our Sixth Form can be found in our Sixth Form Prospectus.

Transport Arrangements

Students are encouraged to walk, cycle or use public transport to get to and from the Academy. There are a variety of buses available, which cover most areas of the Academy catchment area. Car parking on site is very limited. Students are not allowed to bring vehicles onto the Academy site. Visitors may park in the Visitors' Car Park on the main driveway.

We do request the use of cars only if absolutely necessary as Rein Road is heavily congested at the start and end of the school day. To alleviate problems on Rein Road parents can park on the playground before 2.50pm, but must wait there until 3.10pm Monday to Thursday, 1.50pm until 2.10pm on Fridays, when most of the buses have left the site, before exiting the site themselves. Parents are requested to drop their children off at the bottom of the drive in the mornings on Health and Safety grounds.

Please be aware that bus numbers and routes do change occasionally. We will tell students about any changes as soon as we are made aware of them. Details are also available in the Parents section on our website. For full details of journeys and times, please visit www.wymetro.com for service buses and www.generationM.co.uk for school buses.

Further Information

All subject departments have produced a detailed statement of aims, policies and teaching syllabuses. These are available on request from the Academy.

Documents

Documents relating to:

- Discipline; Health & Sex Education
- Personal & Social Development of students
- Homework
- Collective Worship
- Special Educational Needs
- Equal Opportunities
- Assessment, Recording and Reporting Achievement
- Careers Education
- Charging for Activities
- Fundraising
- Dealing with Drug-related Incidents
- The Curriculum
- Liaison with Morley Family of Schools
- Meeting the Needs of the Most Able Students
- Improving Numeracy and Literacy
- Educational Visits Procedures
- Ofsted Reports
(are available on request) or on the website.





Woodkirk Academy

& The Sixth Form @ Woodkirk Academy

Rein Road, Tingley, Wakefield WF3 1JQ

Principal: Mrs J L Barton

Tel 0113 8873600

Fax 0113 2526456

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Website www.woodkirkacademy.co.uk