



End of Year Update – Summer 2023

Dear Parents / Carers,

I hope you and your families are well.

I just want to provide an update in terms of end of year arrangements and also provide some information regarding the new school year in September 2023.

End of Summer term arrangements

Key Stage 2 pupils will finish on Thursday 20th July, this will give staff a day to pack up the two primary classes in anticipation of our move to Lee Mount in September.

Key Stage 3 and 4 pupils will finish at 12:30 on Friday 21st July, we will provide a minibus as normal for those pupils who use it, lunches will still be provided to pupils as a 'Go-bag' on the day.

Start of the new school year

School will re-open to staff on Monday 4th September for an INSET Day.

- Key Stage 3 and 4 pupils will be expected back in school on Tuesday 5th September.
- Key Stage 2 pupils will be expected back in school on Wednesday 6th September.

Uniform

We fully intend on starting the year with all pupils in full, correct school uniform, this includes all Key Stage 2 pupils; below are the details of the school uniform.

KS2 Uniform	KS3 / KS4 Uniform
<ul style="list-style-type: none">• Plain black trousers or black knee length skirt.• White polo shirt.• Plain black V-Neck jumper.• Black footwear suitable for a busy school environment.	<ul style="list-style-type: none">• Plain black trousers or black knee length skirt.• White shirt - short or long sleeved, no polo shirts.• Plain black V-neck / Crew-neck jumper.• Black footwear suitable for a busy school environment.



If pupils arrive at school and are not in correct uniform, they will be directed to return home to change, and sanctions will be applied on their return to school; staff will liaise with the Assistant Headteachers / Deputy Headteacher when this is required.

School Day

Below is a reminder of the school day for the different key stages in school; the most notable change is the timings for Key Stage 2, their school day starts and ends ten minutes later than it does currently.

Key Stage 2

- 09:10 - 09:20 Form Time
- 09:20 - 10:10 Lesson 1
- 10:10 - 11:00 Lesson 2
- 11:00 - 11:10 Break
- 11:10 - 11:50 Lesson 3
- 11:50 - 12:20 Interventions / Literacy
- 12:20 - 12:40 Lunch
- 12:40 - 13:30 Lesson 4
- 13:30 - 14:20 Lesson 5

Key Stage 3 & Key Stage 4

- 09:00 - 09:10 Form Time
- 09:10 - 10:00 Lesson 1
- 10:00 - 10:50 Lesson 2
- 10:50 - 11:50 Lesson 3 / Break
- 11:50 - 12:10 Interventions / Literacy
- 12:10 - 13:20 Lesson 4 / Lunch
- 13:20 - 14:10 Lesson 5

Cohort	Break	Lunch
KS3	10:50 - 11:00	12:10 - 12:30
Year 10	11:05 - 11:15	12:35 - 12:55
Year 11	11:20 - 11:30	13:00 - 13:20

Lockers / Personal Belongings

In the new school year, we will continue to have lockers available for all pupils, pupils should only bring essential items into school. All pupils will be allocated their own set



of equipment including pens, pencils and books. When entering the school building pupils will be expected to hand in all personal possessions to staff; this includes coats, bags, mobile phones, vapes etc. These possessions will then be securely locked away in pupil lockers for the remainder of the school day. When there are concerns about what pupils may be bringing into school, we will conduct 'bag checks' to ensure that no illicit items are being brought into the academy. At the end of the school day pupils will have their possessions returned; those pupils who have detentions / sanction time after school will receive their possessions only when the sanction is completed.

Transport

Locations and timings of our minibus in the mornings and afternoons will remain the same in the new school year, below is a detailed breakdown. Please do read the schedule carefully, the bus will not wait for pupils, we do expect them to be on time at each pick-up / drop-off point.

Pupils who board the minibus in the morning will be given priority in the afternoon for the return journey. Where appropriate, we will prioritise younger pupils accessing the minibus. All other pupils will be expected to make their own way to school.

Morning - Route One

- 07:30 Minibus leaves the Academy
- 07:40 Salterhebble Bus Stop
- 07:45 West Vale Academy, Bus Stop on Rochdale Road
- 07:55 Elland, outside Morrisons
- 08:10 Brighouse, Wilkinson's Car Park
- 08:20 Southowram, Village Fisheries Bus Top
- 08:35 Minibus arrives at the Academy

Morning - Route Two

- 08:40 Minibus leaves the Academy
- 08:50 Vue layby
- 09:00 Minibus arrives at the Academy

Afternoon – Route One

- 14:15 Minibus leaves the Academy
- 14:25 Vue layby
- 14:35 Minibus arrives at the Academy



Afternoon – Route Two

- 14:40 Minibus leaves the Academy
- 14.55 Salterhebble Bus Stop
- 15:00 West Vale Academy, Bus Stop on Rochdale Road
- 15:10 Elland, outside Morrisons
- 15:25 Brighouse, Wilkinson's Car Park
- 15:35 Southowram, Village Fisheries Bus Stop
- 15:50 Minibus returns to the Academy

Term Dates 2023-24

2023 Autumn 1

INSET Day
Re-open KS3 & KS4
Re-open KS2
Close for Half-Term

Monday 4th September
Tuesday 5th September
Wednesday 6th September
Friday 27th October

2023 Autumn 2

INSET Day
Re-open
Close for Christmas
INSET Day

Monday 6th November
Tuesday 7th November
Thursday 21st December
Friday 22nd December (Disaggregated)

2024 Spring 1

INSET Day
Re-open
Close for Half-Term

Monday 8th January
Tuesday 9th January
Friday 9th February

2024 Spring 2

Re-open
Close for Easter

Monday 19th February
Friday 22nd March

2024 Summer 1

Re-open
Closed for May Day
Close for Half-Term

Monday 8th April
Monday 6th May
Friday 24th May

2024 Summer 1

Re-open
Close for Midsummer
INSET Day

Monday 3rd June
Friday 19th July
Monday 22nd July (Disaggregated)







Safeguarding at the Academy

Safeguarding is everybody's business and part of our role in school is to ensure we keep pupils, staff and volunteers safe.

Safeguarding is the overriding priority at the Academy and includes aspects such as first aid provision, medical care plans, attendance, anti-bullying, risk assessments within the Academy and for educational visits, the safe recruitment of staff and volunteers etc., along with the more obvious areas of Child Protection, Child Sexual Exploitation and Prevent.

There are four Designated Safeguarding Leads (DSLs) in the Academy. Their role is to support other professionals in the Academy to recognise the needs of children, including protecting from possible abuse or neglect.

Who's who?

Mrs R Adams Deputy Headteacher 	Mrs Catherine Maun Safeguarding & SEMH Lead 
Mr A Reid BfL Lead 	Mr P Hannah Headteacher 

If you have any safeguarding concerns, no matter how trivial they may seem, please raise them with Mrs Adams or Mrs Maun in the first instance.



Thank you for taking the time to read through this information and I hope it has provided you with some reassurance and clarification of the steps we are taking in the new school year. Can I say, on behalf of all the staff at The Whitley AP Academy, thank you for all the support you have provided us over the year. Take care and have a restful summer.

Yours sincerely

Phillip Hannah
Headteacher, The Whitley AP Academy