



Welcome to Millais

Key Joining Information

2024/2025



Millais School

In pursuit of excellence

September 2023

Dear Parent / Carer

The next step in your child's academic, social and personal development has arrived and choosing the right secondary school is a very significant decision. Therefore, we welcome the opportunity to share with you reasons why Millais will combine a nurturing and inclusive environment with an outstanding education.

Millais School is a large, single-sex girls comprehensive for 11-16 with 1,215 students on roll. The students are at the heart of everything that we do, and we continually strive to support students to achieve their full potential, whatever their ability. There is a warm, calm and caring atmosphere within our community which also encompasses an underlying creative vibe throughout the classrooms and corridors of the campus.

The students are well-motivated and have a positive, 'can do' attitude to their learning and they enjoy coming to school. The Millais motto 'in pursuit of excellence' encourages students and staff to set high expectations and aspirations, whilst always striving to be the best version of themselves that they can be. The whole community takes pride in upholding the highest standards of achievement, behaviour and personal ambition which is underpinned by our strong core values.

Millais continues to be one of the top-performing local state schools in West Sussex and has gained national recognition for consistently high standards of achievement with an excellent quality of provision. Our curriculum is well planned, innovative, broad and balanced with an exciting range of enrichment and extra-curricular opportunities on offer both within and outside the school.

Included are our latest 2023 GCSE set of results in the examinations this summer. Our Year 11 attained excellent outcomes, with 80% achieving grade 4 or above in English and Maths with 56% gaining grade 5 and above. Millais has demonstrated strong GCSE performance consistently over a number of years.

The school site stretches across 16.5 acres consisting of four main campus buildings which are surrounded by beautiful grounds. This includes 3 football pitches or summer sports field, AstroTurf courts, tennis or netball courts, forest school area and plentiful spaces for eating outside and relaxing at breaks. Our campus provides an excellent learning environment because in 2013 we were fortunate to secure a £14 million building development programme which has created superb





new facilities with the latest technology. We have built bespoke areas for SEND and Inclusion and last year our most recent refurbishment has been the redesign of our Learning Resource Centre which has been described as 'state of the art'.

If you wish to find out more about us then come and see the school in action at our Open Evening on Tuesday 26th September 2023 and / and register for one of our open day tours which will begin on Wednesday 27th Sept 2023 and will continue twice daily (at 9.00am and 1.30pm) until Friday 20th October 2023.

To reserve your place on a tour, please book online at www.millais.org.uk. You will visit lessons to see for yourself the way that students learn and interact with each other and the positive rapport which exists with their teachers and the support staff. Enjoy a comfortable crowd free visit and see the whole school site with ample opportunity to ask any question you wish. Bring your child along with you too so they can experience life at Millais first-hand.

It is a great privilege to be the headteacher at Millais and work daily with amazing students and staff. Over the last few years it has meant steering and leading the school through the most challenging of times and keeping us on course with our aspirations and goals. Ultimately, my aim is to ensure that we remain dynamic in our educational developments and ensure that students leave us at the end of 5 years with a first class 21st century education which enables each and every one to move on confidently to the next step of their education and their lives.

I look forward to meeting you and your child very soon on one of our open day school tours.

Yours sincerely

Dr Alison Lodwick
Headteacher



ARRANGEMENTS FOR VISITS FROM PARENTS CONSIDERING APPLYING TO THE SCHOOL

The school has an Open Evening on Tuesday 26th September 2023 when all existing and prospective students and parents are invited to visit the school. There will be an opportunity to view work, watch performances by various groups and meet students and staff in an informal and, hopefully, informative environment between 5.30pm – 8.30pm. Parents of girls in Year 4, 5 or 6 are invited to a formal presentation by the Headteacher at 6.30pm or 7.30pm on that evening. Immediately following Open Evening we also offer prospective students 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 visit www.millais.org.uk to book a school tour. At all other times parents should contact the school to make individual arrangements.

EDUCATION OFFICE (NORTH)

Pupil Admissions Office
County Hall North (Parkside)
Chart Way
Horsham
West Sussex RH12 1XH

Telephone: 03330 142903
Email: 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. 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 from the West Sussex website or by telephoning 03330 142903. 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 (Parkside), Chart Way, West Sussex RH12 1XH Tel: 03330 142903. 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 Local Authority, according to which school your child attends and the distance involved. Please apply to the Transport team through the West Sussex County Council Website (QR code below). It is important that parents and school co-operate in ensuring that good behaviour is maintained on school and public transport.

Transport Application Form:



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 students. The Education Reform Act, however, lays down complex and detailed 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 that take place during all, or part, of the school day through 'voluntary contributions.' By law we cannot exclude any student because their 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 or activity may have to be cancelled, as the school could not afford to cover the cost.

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, students wish to own the finished product.

It is school policy to enter students 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 child fails to attend an examination for which the fees have been paid by the school, unless a medical certificate is produced.

COMPLAINTS PROCEDURE

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



Millais aims to offer every student a broad, balanced and relevant curriculum matched to their 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 students can view a copy of the Year 7, 8 and 9 Curriculum Document on the school website www.millais.org.uk 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 students with Special Educational Needs and make all reasonable adaptations to ensure students with disabilities can access the curriculum. Learning Support Assistants work alongside students with additional needs in all subjects.

NATIONAL CURRICULUM KEY STAGE 3

YEARS 7/8/9

All Year 7 students are placed in mixed ability form groups and these same groups are initially used for teaching purposes in all subjects except English where they are set for a short time for extra intervention and Mathematics where setting is introduced at some point in the first half term.

<u>SUBJECTS STUDIED BY ALL STUDENTS</u>	<u>*PERCENTAGE OF TIME</u>		
	<u>Year 7</u>	<u>Year 8</u>	<u>Year 9</u>
English	13	13	13
Mathematics	13	13	13
Science	13	13	15
Design Technology	5	5	5
Computing	3	3	3
<u>Modern Languages</u>			
French or Spanish	7	8	7
German/Spanish/Italian/Chinese or French	7	8	7
<u>Humanities</u>			
Geography	7	7	5
History	7	7	5
Religious Studies and Philosophy	3	3	3
Personal Development	5	2	3
<u>Expressive Arts</u>			
Art & Design	3	3	5
Music	3	3	3
Drama	3	3	5
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 student choice. The curriculum is constantly under review, but we currently offer the following:

<u>COMPULSORY SUBJECTS (followed by all students)</u>	<u>*PERCENTAGE OF TIME</u>	
	<u>Year 10</u>	<u>Year 11</u>
English Language (and English Literature)	12	13
Mathematics	13	13
Science (Double Award) with the option of separate sciences	17	17
Modern Foreign Language (from French/German/Spanish/Italian/Chinese)	10	8
Personal Development (non-GCSE) including Religious SP, Citizenship and Sex Education	7	3
Physical Education (non-GCSE)	7	7

***PERCENTAGE OF TIME**

	<u>Year 10</u>	<u>Year 11</u>
<u>FOUR ADDITIONAL EXTRA SUBJECTS FROM:</u>	35	38
Additional Maths & Statistics		Music Technology (Tech Award)
Art & Design		Further Maths & Statistics
Dance		Physical Education (GCSE)
Design Technology (Graphics/Product Design/Textiles)		Triple Science (Physics/Chemistry/Biology)
Computer Science		Geography
Drama		History
Food Preparation & Nutrition		Child Development (Accredited)
Performing Arts (Tech Award)		Citizenship
IT (Accredited)		Philosophy & Ethics
Music		Engineering
		Media Studies

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

In addition, some students are offered the opportunity to take the Junior Sports Leader Award

RELATIONSHIPS AND SEX EDUCATION

Relationships and Sex Education (RSE) is lifelong learning about physical, moral and emotional development. It is about the understanding of the importance of family life, stable and loving relationships, respect, love and care. It is also about the teaching of sex, sexuality and sexual health. The school offers units of RSE as an integral part of the Personal Development programme and within the Science National Curriculum. RSE is delivered in a balanced and sensitive manner, within a moral and caring framework. It is not about the promotion of sexual orientation or sexual activity. RSE does not replace family/parental involvement; the school and parents share responsibility for this aspect of education.

There are three main elements to RSE:

- Attitudes and values.
- Learning to manage emotions and relationships confidently.
- Knowledge and understanding of physical development at appropriate stages.

In accordance with DfE Statutory Guidance, as of September 2020/21 RSHE (Relationships, Sex and Health Education) is now a compulsory aspect of primary and secondary school education. Schools are expected to teach an RSHE curriculum that meets the DfE's statutory guidance. DfE guidance states that *parents have the right to withdraw their children from the 'sex' aspects of RSHE teaching within the PSHE curriculum, but not from that which is covered within the Science National curriculum. After the age of 16, secondary school aged students have the right to decide if they wish to attend their PSHE lessons covering this content. Parents wishing to exercise the right to withdraw need to contact the Headteacher and put their request in writing.*

At Millais, we have designed the curriculum to ensure that all aspects are of a statutory nature.

Parents will be informed of the RSE content of PD lessons before relevant units are delivered. Full details of the RSHE policy and curriculum map can be found on our school website.

CAREERS EDUCATION AND GUIDANCE

Careers education and guidance is delivered within the PD curriculum, the Year 10 Careers Days programme, Work Experience, the CAS tutor time and assembly programme, as well as additional opportunities provided by WSCC Careers Advice team.

The aim is to:

- Create excitement about future thinking to enable a successful and happy future.
- Develop students' understanding of their own interests and strengths and the possible study and career paths these could lead to.
- Give detailed insight into the full range of subjects on offer at Millais and how option choices can link to further study or careers.
- Provide a wide variety of employer encounters through visits, careers fairs and enrichment experiences, all of which demonstrate the wide array of careers available to young people today.

- Share local labour market information and use the Kudos and Unifrog careers packages to give students an idea of the employment opportunities available.
- Facilitate exposure to a range of post-16 study pathways to help students make the right decision for 'life beyond Millais'.
- Help students develop their ability to 'sell themselves' in writing personal statements, CVs or preparing for interviews.
- Liaise with parents and careers to help them support their children with these important next steps.

Impartial guidance is offered to students about GCSE options and post-16 choices. Support and guidance are also offered on the job application process, including how to prepare for an interview and how to write a CV.

RELIGIOUS STUDIES AND PHILOSOPHY

In Religious Studies and Philosophy (RSP) lessons at Millais we study both religious and non-religious views about key issues facing modern society such as conflict and peace, discrimination and the environment. The students explore the key beliefs and practices of a range of worldviews while developing key critical thinking, oracy and literacy skills.

Parents have the right to withdraw their children from Religious Studies and Philosophy 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. All policies are available on our website.

HOMEWORK

All Millais students 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 students have an Extended Learning Record (ELR) to record, plan and organise their time with regards to completing and handing in homework.

Your child will be part of the Office365 TEAM for every class on their timetable, and indeed their tutor group. All Curriculum Areas are asked to use the class's TEAM to set work, provide resources, and where applicable; to collect work in (this means that work should be uploaded via the online assignment). Some classes may be directed to other media platforms or websites for their homework resources, and this will be clearly communicated in class.

Office 365 TEAMS is available as an app which we encourage students to use alongside their ELR. The entire Office 365 Suite is available to our students as part of their school registration.

Millais School

Examination Results 2023

Total number of pupils in Year **315**

At Millais we pride ourselves on entering all pupils for examinations in the subjects they have studied regardless of their expected level of achievement.

Attainment 8	54.25
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Please note that:

- Progress 8 is the benchmark which all schools have to set targets and report results.
- It has replaced the 5 or more passes at A*-C including English and Mathematics measure.
- A standard pass is grade 4 or above, a strong pass is grade 5 or above.

Average Points Score for English Baccalaureate subjects **5.05**
(English, Mathematics, 2 Sciences, Language, History or Geography)

% of Pupils achieving the English Baccalaureate **36%**
(Strong passes in English, Mathematics, 2 Sciences, Language, History or Geography)

% of Pupils achieving a standard pass in both English and Mathematics **80%**
% of Pupils achieving a strong pass in both English and Mathematics **56%**

% of pupils achieving a standard pass in English **87%**
% of pupils achieving a strong pass in English **75%**

% of pupils achieving a standard pass in Mathematics **83%**
% of pupils achieving a strong pass in Mathematics **61%**

% of GCSE grades at 7, 8, 9, A, A* **29%**

% of pupils achieving 10 or more standard passes **35%**
% of pupils achieving 10 or more strong passes **22%**

Millais Examination Results 2023

Subject	Entered		9-7		9-5 stong pass		9-4 Standard Pass		Average Grade
	#	%	#	%	#	%	#	%	
English Language (9-1)	309	98	76	25	216	70	265	86	5
English Literature (9-1)	304	97	88	29	212	70	260	86	5
Mathematics (9-1)	309	98	82	27	191	62	260	84	5
Science: Biology (9-1)	159	50	60	38	126	79	146	92	6
Science: Chemistry (9-1)	157	50	60	38	119	76	139	89	6
Science: Physics (9-1)	157	50	53	34	113	72	140	89	6
Science: Comb Sci (9 - 1)	149	47	23	15	77	52	98	66	5
Additional Maths FSMQ	34	11	0	0	16	47	26	76	4
Arabic Option H - Full Course	1	0	1	100	1	100	1	100	8
Art and Design (9-1)	77	24	19	25	52	68	64	83	5
BTEC Level 1/Level 2 First Award in Music	10	3	6	60	10	100	10	100	7
Child Development OCR	25	8	0	0	2	8	12	48	3
Chinese (9-1)	17	5	6	35	11	65	16	94	6
Citizenship (9-1)	42	13	25	60	37	88	39	93	7
Computer Science (9-1)	37	12	6	16	22	59	28	76	5
Dance (9-1)	33	10	14	42	25	76	29	88	6
Design Tech (9-1)	65	21	16	25	38	58	43	66	5
Drama (9-1)	30	10	1	3	10	33	15	50	4
Engineering (9-1)	19	6	7	37	14	74	17	89	6
Food Prep & Nutrition (9-1)	92	29	26	28	63	68	76	83	5
French (9-1)	110	35	37	34	66	60	82	75	5
Further Maths (9-1)	27	9	9	33	18	67	20	74	5
Geography (9-1)	172	55	68	40	120	70	136	79	6
German (9-1)	43	14	4	9	21	49	30	70	4
History (9-1)	142	45	40	28	74	52	96	68	5
Information Technologies OCR	9	3	2	22	2	22	5	56	4
Italian (9-1)	33	10	8	24	22	67	27	82	5
Media Studies (9-1)	46	15	3	7	30	65	39	85	5
Music (9-1)	21	7	7	33	15	71	17	81	6
PE (9-1)	42	13	9	21	26	62	30	71	5
Performing Arts Tech	43	14	16	37	33	77	38	88	6
Philosophy & Ethics	74	23	24	32	42	57	51	69	5
Spanish (9-1)	87	28	19	22	42	48	53	61	5
Statistics (9-1)	64	20	42	66	60	94	63	98	7
TURKISH OPTION H - Full Course	2	1	2	100	2	100	2	100	8



Millais School

In pursuit of excellence

School Uniform List

School uniform identifies students 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 students about details or parents being involved in unnecessary expense by buying items of clothing which are unacceptable.

BLAZER	School Black – incorporating the school logo
SKIRT	School Bottle Green/Black Tartan (Year 7, 8 and 9 – This must come to below the knee. Years 10 & 11 - This must be on the knee or below)
TROUSERS	School Black – incorporating the school logo on the front pocket These may be worn as an alternative to the skirt
JUMPER	Optional Black V-Neck with White Stripe – incorporating the school logo
BLOUSE	Regulation white blouse – reverse collar, three quarter length sleeves (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 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: Ankle length black or white socks or flesh-coloured tights
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SHOES	Any comfortable black shoes or plain black trainers Shoes must not be above the ankle bone. Laces must be black. For safety reasons platforms, stiletto heels, sliders, sling backs, backless and open toed shoes are not permitted. In bad weather, boots may be worn to and from school but must be changed to shoes in school.
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COAT	Plain any colour, with no lettering etc and with a plain coloured lining The coat must be long enough to cover the blazer Hoodies, Fleeces and Black Denim Jackets are not acceptable
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JEWELLERY	Plain wristwatch is permitted. Students with pierced ears may wear one small pair of plain ear studs, 2mm in diameter, only in the lobe of the ear. These must be removed for PE. Other studs and piercings, including nose and tongue studs are not permitted. Other jewellery must not be worn. This is not part of school uniform.
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ALL ITEMS OF UNIFORM MUST BE FULLY NAMED/LABELLED.

P.T.O.

HAIR/MAKE-UP/NAILS

Hair should be one natural colour, appropriate to the individual and worn in a neat style for school. Natural Afros, braids, cornrows and plaits are permitted. Long hair must be tied back for practical lessons. Shaved hair styles and dip dyed hair are not permitted. Hair bands and clips should be a dark colour, functional, discreet and plain not decorative. Make-up, nail varnish, false nails and false eyelashes / eyebrows are not permitted.

Head scarves, if worn for religious reasons, should be plain black or bottle green.

DRAMA

Slipper socks

PE KIT

New PE kit for Years 7,8,9 and 10 (Optional for Year 11 (September 2023))

The items below can be bought from any supplier

Black leggings with logo **OR** black training pants with logo **OR** black skort with logo.

Bottle green/white side panel PE polo shirt with logo.

Black full zip training top with logo.

Black/white under knee socks for football and hockey.

Optional black base layer.

White sports socks (netball and summer activities).

Trainers for indoor spaces, sports hall, hardcourt and Astroturf.

Football boots.

Shin pads for hockey and football.

Gum shield for hockey.

Further information can be found in the curriculum booklet (Millais website)

A H Broadbridge & Sons

3 Piries Place

Horsham

West Sussex

RH12 1EH

01403 259620

www.broadbridges.co.uk

Sussex Uniforms

8 Bishopric

Horsham

West Sussex

RH12 1QR

01444 227066

www.sussexuniforms.co.uk

There is also a selection of second-hand uniform available from the PTA contact at millaispta@gmail.com

Non-branded items can be purchased from any retailer as long as they are consistent with the requirements outlined above.



MILLAIS Term Dates

The term dates for students shown in the table have been set by West Sussex for 2024-2025. Millais has not yet confirmed its own term dates for 2024-2025 which will include 5 inset days.

Bank and Public Holidays 2024-2025

Boxing Day Holiday	26 December 2024
New Year's Day Holiday	1 January 2025
Good Friday	18 April 2025
Easter Monday	21 April 2025
May Day	5 May 2025
Spring Bank Holiday	26 May 2025
Summer Bank Holiday	25 August 2025

2024 Autumn Term:	Monday 2 September 2024 - Friday 20 December 2024
Half Term break:	Monday 28 October 2024 – Friday 1 November 2024
2025 Spring Term:	Monday 6 January 2025 – Friday 4 April 2025
Half Term break:	Monday 17 February 2025 – Friday 21 February 2025
2025 Summer Term:	Tuesday 22 April 2025 – Tuesday 22 July 2025
Half Term break:	Monday 26 May 2025 – Friday 30 May 2025

GOVERNING BODY

As at September 2023

Local Authority (1)	TBC	
Staff (1)	Mr Charles Horton	
Parent (3)	Dr Roberta Sottocornola Pending Pending	
Co-Opted (9)	Mrs Elizabeth Barnes (<i>Chair</i>) Mr Andrew Hurdle Miss Bridget Quint Mr John Dent Mrs Caroline Carroll	Mrs Nuala Vallally Pending Miss Marie McNeil Mr Richard Robinson
Headteacher	Dr Alison Lodwick	



WELCOME TO MILLAN

We hope that you enjoy your visit.
Our school talks are in the Main School Hall at:

First Talk: 6.30pm
Second Talk: 7.30pm

1	Main Sports Hall
2	Dance Studio
3	Tennis/Netball Courts
4	Science
5	Main School Hall
6	Reception & Dining Hall
7	LRC & Humanities
8	Computing
9	Drama, Music, English & Media
10	Technologies, Languages, Maths & Art
11	All Weather Pitch
12	Sports Field
A	Visitors' Car Park

Depot Road

Highlands Road



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