

SCHOOL HANDBOOK

2017-2018

SENIOR LEADERSHIP TEAM

HEADTEACHER:	Mrs Emily Verow	BA(Hons), PGCE, MSc, NPQH
DEPUTY HEADTEACHER:	Mrs Louise Toach	BSc, PGCE, MSc
ASSISTANT HEADTEACHERS:	Mr Will Wilson	BEd(Hons), MA Ed, SLE
	Miss Sarah Milne	BA(Hons), PGCE, MRes
	Mrs Lisa Boon	BSc, PGCE
	Miss Aimee Williams	BA(Hons), PGCE, NPQML, SLE
BEHAVIOUR MANAGER:	Mr John Hughes	BA(Hons), PGCE, NPQH
BUSINESS MANAGER:	Mr Robert Timmis	MIsntAM, MBIFM

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WELCOME

Dear Parents/ Carers,

Welcome to the school handbook of 'The King's CE (A) School' which OFSTED found to be a 'Good' school with 'Outstanding' features. I hope you find the information it contains useful and informative.

Our motto 'Learning with truth and love' epitomises the values towards which the governing body, staff and student communities continue to strive. Students are consistently inspired and encouraged to become everything that God has created them to be, through a wide ranging and inclusive curriculum and a wealth of vibrant enrichment opportunities. We work hard to create a vibrant, mutually supportive climate for learning in which everyone can thrive.

Staff lead by example and are passionate about encouraging, inspiring, challenging and stretching every individual in their care to ensure that they achieve at the highest levels. Whilst we do our utmost to maximise the attainment of every student, we also place great emphasis on individual character development and personal growth.

We are an inclusive school and have on roll students of all abilities and social backgrounds. We have an extensive Learning Support faculty and cater for students with a diverse range of learning and physical needs.

As a relatively small school it is possible for us to get to know each student as an individual. Our innovative, mixed age tutor groups and our Chapter system, help us to create a real sense of community and to encourage students to take responsibility for themselves and for the welfare of others.

We believe firmly in traditional standards of discipline. Our well embedded 'Behaviour for Learning' policy is designed to encourage positive attitudes to lessons and to ensure students' behaviour supports their learning. The latest CMI report describes behaviour in lessons as 'exemplary'.

Our aim is for students to leave The King's CE (A) School equipped with outstanding results, life changing experiences and responsible, caring citizens ready to impact the world in which they live.

Yours Faithfully

Mrs Emily Verow

Headteacher

Term Dates

3rd January	Start of New Term
20th – 24th February	February Half Term
7th April	Staff INSET Day
10th - 21st April	Easter Holidays
1st May	May Day Bank Holiday
29th May - 2nd June	May Half Term
21st July	Last Day of Academic Year
24th & 25th July	Staff Flexi-INSET Days
26th July - 1st September	Summer Holidays

School Day

8.40am	Lesson 1 (incl. 5 minute registration)
9.35am	Lesson 2
10.25am	Chapter Time & Collective Worship
10.40am	Break
10.55am	Lesson 3
11.45pm	Lesson 4
12.35pm	Lunch
1.15pm	Chapter Time & Accelerated Reader
1.35pm	Lesson 5
2.25pm	Lesson 6
3.15pm	End of School Day & Extra Curricular Activities



Attendance

Parents and carers have a statutory duty to ensure that their children attend school on a regular basis. As part of our commitment to safeguarding, we will contact you if you have failed to advise us of your child's absence by 9am.

Students' achievement is directly related to their attendance; if a student is not in school, they are not able to access learning and the resources presented in class by teachers. Indeed, research conducted by Teachernet in 2009 found that "failure to attend school regularly can have a major impact on young people's education, their future and their life chances"¹.

We take attendance very seriously at The King's. Not attending school is a problem that affects students, families and the community. Students with poor attendance are less likely to do well in school and when students are not in school, they are more likely to get involved in illegal activities in the community.

Every absence from school is classed as either AUTHORISED or UNAUTHORISED:

Authorised absences are mornings or afternoons away from school for a good reason: illness and other "unavoidable causes"

Unauthorised absences are those, which the school does not consider reasonable and for which no "leave" has been given. **This includes truancy.**

If your child is ill, please contact our Attendance Manager by calling the school and selecting "option 1" and giving details about why they are absent.

Please be advised that all absences must be followed up by a letter from parents or carers. In the event that a child has a medical appointment, we will need to see the letter or appointment card in order to authorise the absence. Unless completely avoidable, students ought to attend school before any appointments and should return immediately afterwards. Most doctor appointments last for 10 minutes; thus, it is expected that children would return to school within the hour.

In the event of a significant number of absences due to illness, the local authority may advise that we request evidence of illness in order to authorise your child's absence.

We work very closely with the Education Welfare Workers at Kidsgrove Town Hall in order to promote outstanding attendance for all. The national expectation with regards attendance is 97%, which represents a total absence of 6 days.

The school does not authorise holidays. In the event that a child needs to request time off school for anything other than medical purposes, a "leave of absence" form must be collected from the Attendance Manager and returned to school at least 14 days before the planned absence.

Lateness

Teaching starts promptly at 8:40am. We expect that students are on site by 8:30am. Students must be in their appointed classroom for the 8:40am start. Any lateness will be challenged and sanctioned. As a school, we will authorise absence up to 5 minutes, but the local authority will prosecute families of students who persistently arrive to school after 8:40am. This is classed as unauthorised absence, or truancy. Lateness between lessons is also legally viewed as truancy.



Break & Lunch Arrangements

Students have 2 choices:

A meal from the dining room – A range of both hot and cold food available every day served before school, at break and lunchtime

Sandwiches – Sandwiches should be consumed in the dining room or in a designated classroom with the consent from the teacher. Sandwiches must not be consumed anywhere else in the school building

ParentPay



In an attempt to remove all cash and cheques from school we are asking parents to use our e-payment method to pay for all school meals and educational visits. This can be done using a very secure website called ParentPay.

Each family has a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your username and password for future logins.

Already have a ParentPay account?

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the “Add a child” tab on your home page.

New to ParentPay?

You have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins. If you have not yet received your unique activation details, contact the school finance office who will happily resend them to you.

If you have two or more children at a ParentPay school, you only need to activate one account to create your ‘main account’ and then add your other children via the “Add a child tab” on your home page.

To log in to your ParentPay account simply click on the ParentPay logo in the top right hand corner of this website.

ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away.

Those parents wishing to pay cash should contact the school finance office to request the option of paying via PayPoint.



School Entrances

Students can arrive to school in the following ways:

On foot – using the main entrance off First Avenue

By Car – students can be dropped off at the side of the school building using the coach bay.

Public Transport – there is a bus stop just outside of the main school entrance

Bike – There is a designated area to keep your bike on school site. It is the student's responsibility that the bike is locked safely.

Visitors

If you visit the school, we ask that all visitors report to reception in the first instance to sign in. You will then be issued with a Visitors badge which should be returned to Reception when you sign out.



School Closures

1. During School Hours Procedure

If adverse weather is predicted, the Headteacher or most senior member of staff on site will monitor the situation and once satisfied that the school needs to close early will alert staff.

Please note that notice to close the school will only be served during lesson time to ensure that all students can be accounted for, it is therefore vital that students are told to report to their normal classes.

No decision to close the school will be made during lunchtime to ensure that all students receive the correct instructions.

Once the decision has been taken by the Headteacher, or most senior member of staff on site, a schoolcomms message will be sent to all parent contacts alerting them of the time of closure. Those students who would require assistance in leaving the school early, will be held in school until contact has been made with home.

2. Out of School Hours Procedure

The decision to not open in the morning will be taken by the Headteacher in conjunction with staff on site in the early hours.

If the school is not to open in the morning announcements will be made on the school and local authority websites, local radio stations and via schoolcomms.





All students must wear full school uniform which is smart, practical and easy to maintain.

Please encourage your child to wear the uniform correctly. It is especially appreciated if you check their appearance before leaving for school so that inappropriate extras such as jewellery, make up and trainers can be removed in order to avoid a bad start to your child's day

Sixth form are required to wear smart business dress

Uniform Supplier

The National Schoolwear Centre, Hanley is located on the corner of Stafford Street opposite Go Outdoors.

Orders can be made via telephone or email address and can often be delivered directly to the school.

Tel: 01782 272991

Web: nsc-hanley.co.uk

Email: shop@nsc-hanley.co.uk Years 7-11 Uniform	Male Students	Female Students
Black Blazer with school badge	Required	
School Tie	Required	
Jumper	Optional plain grey v-neck. Sweatshirts and hooded tops are not permitted. Hooded tops and sweatshirts will be confiscated if worn in the school building.	
Shirt / blouse	White shirt. Must have a collar that can take a tie. Shirts must be tucked in at all times	
Black Trousers / skirt and socks / tights	Trousers must be purchased from the uniform shop and have "The King's" tab on the waistband. Black socks must be worn.	Skirts or trousers must be purchased from the uniform shop. Trousers must have "The King's" tab on the waistband. Black socks must be worn with trousers; black tights must be worn with skirts.
Shoes	Plain black school shoes with no markings. No canvas, trainers or casual boots. Shoes must be "leather looking".	
Coat	Coats must be taken off in all buildings	
Hair	For all years, hair should be cut appropriately for school and of a natural colour	
Hats	Hats may only be worn outside the school building	
PLEASE NOTE THAT JEWELLERY IS NOT PERMITTED - TO THE EXCEPTION OF A WRIST WATCH AND ONE STUD PER EAR (NO NECKLACES, BRACELETS OR OTHER JEWELLERY IS PERMISSABLE).		
NO HEADPHONES MAY BE WORN (ANY HEADPHONES "DANGLING" FROM THE COLLAR ETC WILL BE CONFISCATED).		
Blazers with school badge embroidered on are available from <i>The National Schoolwear centre</i>, along with any other item of school uniform.		



PE Kit	Male students	Female students
T-shirt	Compulsory school PE top.	
Shorts/Skorts	Compulsory school shorts.	Compulsory school shorts or skort.
Trainers	Required and MUST be different to normal school shoes.	
Socks	Royal blue football socks.	
Tracksuit bottoms	Optional during winter and adverse weather.	
Outdoor top	Optional during winter and adverse weather.	
Please note all PE kit must be sourced from <i>The National Schoolwear Centre, Hanley</i> , except socks and trainers.		

Child Protection

The School has a Designated Safeguarding Officer (Miss S Milne) and a team of trained staff. Where appropriate, the school shall always implement the statutory procedures and practices in place by the DFE for safeguarding your children. If you have any concerns about the safeguarding of any child in our school, please contact Miss Milne either via reception or by email directly on smilne@thekings.staffs.sch.uk

Behaviour and Welfare

Pastoral care within school is at the fore front of all we do at The King's and we endeavour to look after every student. Students are placed within Chapter Groups (Matthew, Mark, Luke, John), where they have a designated Chapter Leader that they see every day. We also have a strong APU (Academic Progress Unit) which consists of specialised staff to support with any safeguarding, behaviour or academic concerns. Within the Academic Progress Unit, we believe that every child matters which leads to excellent pastoral care at The King's School. The APU deals with a range of issues effectively and also rewards positive behaviour and progress. We also liaise with teachers and outside agencies to ensure that every pupil has a good educational experience and reaches their full potential at The King's.

There is a dedicated progress team: Mr Wilson, Mr Toach, Mrs Hinchcliffe.

There is a dedicated pastoral and welfare team: Miss Milne, Mr Hughes, Mrs Edwards, Mrs Wilcock.



Introduction

Our Behaviour Policy has been designed to promote these values and to develop a positive working relationship between all members of the school community. It aims to protect the dignity of staff and students as well as promoting restorative processes.

Objectives

- To define simply and clearly which aspects of behaviour are expected and which aspects are unacceptable;
- To establish the principle of respect from all;
- To develop consistency of practice;
- To establish a clear shared and easily understood system of rewards and sanctions.
- To establish a school culture which, as far as possible, facilitates discussion and review of behaviour between staff and students within the restorative process;
- To ensure that behaviour incidents are recorded and reviewed to ensure fairness and consistency, and to signpost intervention;
- To establish as far as possible a no-shouting culture in which consequences are applied impersonally, in a consistently applied stepped manner.

Preparation for learning

It is vital that students arrive at lessons ready to engage with their learning. They are to enter the room, stand behind their chair and set out their equipment until asked to sit by the teacher. If the Head teacher enters the room, students are to stand in silence.

The table below identifies the minimum expectations and the consequences faced by students if they are not met.

Expectations	Consequences of not meeting expectations
All students are to be in the Tutor Class by 8.40am. They will be deemed late if they arrive more than three minutes after the start of any lesson	Tutors to record minutes late on SIMS Punctuality detention if late before school on a Monday at 8:10am. (cumulative, ie if they were 12 minutes late through the previous week, the detention would start at 7:50am).
All students are to have full uniform worn correctly. All students are to go to every class with a bag, planner and stocked pencil case. For Maths lessons they will need a calculator and angle measurer.	Uniform and equipment will be checked by the SLT during Tutor time. Lunchtime detentions will be issued for a lack of equipment; incorrect uniform will result in isolation in room 25.



The Classroom Behaviour System

The purpose of the system is to provide a stepped sequence of sanctions. Students will progress through the system unless they respond positively:

	Action	Sanction	Record
C1	First Warning	None	
C2	Second Warning Planner taken	None	
C3	Sent out for reflection	Note in planner Change in seat if appropriate	Staff to record on SIMS
C4	Detention issued	Detention issued and run by subject teacher. There is an option for staff to use the Faculty Buddy System if they wish.	Detention Form completed and sent to APU by teacher and note to be written in planner Details to be recorded in SIMS by APU If 30-minute detention not served, moved to 45 min Faculty Detention on Thursday, then on to SLT detention on Friday.
C5	APU contacted. Student to be seen by APU staff or SLT who will make judgement on next course of action	Previous sanctions apply with possible internal exclusion for a period to be decided APU or SLT	Incident Form completed and sent to APU by teacher and note to be written in planner Details to be recorded in SIMS by APU

Certain behaviour results in **immediate exit from class**. These behaviours include serious incidents such as:

- Foul, homophobic or racist language
- Disrespect towards staff or students
- Refusal to act upon reasonable requests from staff
- Use of a banned item
- Refusal to agree to confiscation of banned item

Although the consequence for a lack of homework or a book for Accelerated Reader is a detention (following the flowchart system below, it must be noted that this is not a C4 sanction (this is coded as an HW or an AR sanction).

Students who do not attend school in the correct, full school uniform (including the wearing of a blazer and school shoes) will receive a C5 sanction.



Smoking

The school is a completely non smoking site. This is adhered to by most students. For those who persist with smoking on site or associating themselves with those who smoke, there will be detentions set and parents informed. Persistent offenders will be dealt with severely.

SEND

The school's SENDCo is Miss Milne, ably supported by Mrs Nevard, Deputy SENDCo. Any students with additional learning needs and / or disabilities are supported by the learning support team, who work closely with the Academic Progress Unit in order to create a bespoke package of support for any child in need of additional resources in school. Where a child has a disability, the school will need full details about the diagnosis. Parents and carers are involved in the drawing up of individual education plans (IEPs) on an annual basis - on occasion, these may be reviewed more frequently.

Illness at School

If a student is injured or becomes ill during the day, it is important that they report this to a member of staff. The staff will then contact a member of APU. There are a number of First Aiders in school to support a student that is unwell or injured. Parents will be informed in all circumstances if there is a concern over illness or injury, therefore, it is important that all contact details are regularly updated. We will always endeavour to keep students in school.

School Gateway



School Gateway is a free downloadable app that parents can use to receive up to date information from the school such as key dates and student attendance. This can be retrieved from your App Store on your phone or from the School Gateway website.

Free School Meals

You can claim free school meals for your children if you receive any of the following:

- Income Support
- Income based Job Seekers Allowance
- Income Related Only Employment and Support Allowance.
- Child Tax Credit with an annual income of less than £16,190.
- The 'Guarantee' element of State Pension Credit Support under Part VI of the Immigration and Asylum Act 1999. (In this case, you will need to call one of the numbers below, where you will be asked for more information).

Please note, however, that your children will not qualify if you are receiving Working Tax Credit, regardless of your income.



Mobile Phones

Students are allowed to bring mobile phones to school. However, before entering the building, phones must be switched off and stored away in school bags. If a student needs to be contacted for an urgent matter, then this can be done through the school reception number 01782 783281. If a student brings their phone to school, then this is done at their own risk and the school does not accept any form of liability for them.

Use of Surnames

The use of a student's appropriate surname can sometimes cause confusion and embarrassment. In order to avoid this, for all ordinary correspondence we use a student's known by surname. On occasions where students' official surnames have to be used, such as, examination entries changes will be made for that sole purpose.

Parents Evening and Reports

Here at The King's, we understand the importance of communicating your child's progress at school. In order to do this, we have termly reports that are sent home and also designated Year Group parent's evenings held throughout the year. Please let us know if additional reports are required for example, parents live at separate addresses.

If there are times where you are unable to attend a parents evening or you do have concerns regarding your child's progress, then please feel free to contact the school to speak to a member of staff.





All students need to be the following equipment to school every day:

- Black or blue pens
- Pencils
- Ruler
- Rubber
- Calculator
- School Planner

Damage to School Property

We encourage students to take pride in the things that surround them. There are occasions where damage is caused. With schools working within fixed budgets, where damage is required to be repaired it reduces the money to spend on resources to support learning.

No food or drink, except water, is allowed to be consumed in the building unless in the dining area or a designated classroom supervised by a member of staff. Chewing gum is not allowed on school site.

Extra Curricular Activities

Students at The King's are encourage to take part in as many activities as they wish beyond the school day. We have numerous sports clubs that run at lunchtimes and after school. The extra curricular timetable is often reviewed to cater for all students and their interests.

Here at The King's we aim to provide students with a range of activities that they can participate in outside of curriculum time. Our aim is to not only run successful teams in every sporting event within the district, but also offer alternative activities to engage pupils in their health and well-being. Due to our fantastic facilities we are able to offer spinning, boxercise and HITT fitness sessions for all of our pupils. We have students that compete and achieve selection at District and County level.

We also have external coaches coming into school from Stoke City and Port Vale to work with netball and girls football teams. There are activities offered every lunchtime and after school and we encourage as many as possible to make the most of the opportunities made available to them.

