



**Kingstone**  
ACADEMY TRUST



# SCHOOL HANDBOOK 2016-17



ACHIEVING SUCCESS TOGETHER

## **School Terms and Holiday Dates 2016-17**

### **AUTUMN TERM**

Term starts	Wednesday 7 September 2016
Half term	Monday 24 – Friday 28 October 2016
Term ends	Friday 16 December 2016

### **SPRING TERM**

Term starts	Wednesday 4 January 2017
Half term	Monday 13 – Friday 17 February 2017
Term ends	Friday 7 April 2017

### **SUMMER TERM**

Term starts	Monday 24 April 2017
Half term	Monday 29 May - Friday 2 June 2017
Term ends	Friday 21 July 2017

**Kingstone High School,  
Kingstone Hereford HR2 9HJ**

**Telephone Number: 01981 250224**

**Email: [khsadmin@kingstoneacademy.co.uk](mailto:khsadmin@kingstoneacademy.co.uk)  
Website: [www.kingstoneacademy.co.uk](http://www.kingstoneacademy.co.uk)**

# Introduction

We are proud to welcome you to Kingstone High School. The aim of this handbook is to introduce you to our school, share with you some of the opportunities on offer and to outline the values that underline our ethos.

We believe that our young people only get one real opportunity to get their schooling right and that it is our responsibility to ensure that we can provide the best for all children in our care. They need to be able to experience a range of opportunities, achieve to the best of their potential, whatever their starting points and to feel safe and happy during their learning.

Although we are not a large school, we take a pride in the breadth of subjects that we are able to offer. As Ofsted noted in our recent inspection, *“The school’s curriculum is well balanced. Leaders are committed to preserving its breadth...”* (Ofsted May 2015)

We are committed to achieving high academic standards and we are doing that by engaging our students, something that they are embracing, *‘Students’ attitudes to learning are overwhelmingly positive. They behave well in lessons and during social times and they take a pride in their work. They feel safe in school and are right to do so...students approach their learning with commitment and enthusiasm...’* (Ofsted May 2015)

We place great emphasis on rigorous academic teaching underpinned by a pastoral system which provides a caring, disciplined and structured learning environment. We are fortunate to have a dedicated team of people at Kingstone High School who work hard to ensure this is provided, and we believe that by working in partnership with parents our students will achieve the most successful outcomes. We are also proud of the wide range of extra-curricular activities within Sport, Music and Drama, trips and visits, and community links which provide young people with a host of opportunities for personal development and enjoyment.

All of our policies are also available for inspection or download on our website: [www.kingstoneacademy.co.uk](http://www.kingstoneacademy.co.uk) in the School section under Policies. Additional information for parents is also available on our website, where you will find our latest news plus copies of letters home, sports fixtures and the school calendar of events.

Kingstone High School offers many great opportunities and I am confident that your child will enjoy their time with us and thrive in this environment.



Mr Steven Fisher  
Executive Headteacher

# How Our School Works

## The School Day

Kingstone High School has a two week timetable in order to incorporate the diversity of lessons that we offer. Students need to take note of which week we are in, particularly after a school holiday – if we finish on week 1, we will return on week 2. We always start the school year in September on week 1.

**Students should ensure that they arrive to registration in their form room promptly at 8.50am.** If students are later than 9.00am arriving at school they must sign in the Red Late Book in Reception giving the reason, this also includes students arriving on late school buses. If a student is regularly late, they may be expected to serve after school detentions to make up the time.

If students arrive by car, please drop them off in the allocated drop off and pick up point in front of the bus bays. Please keep your speed to 5mph whilst driving through. As you can appreciate the bus bay is extremely busy at the end of the day, so we suggest delaying your pick up until the buses have left the site. We request that parents do not use the Staff Car Park. Your vehicle will not be insured whilst in this area of the school.

Students leaving the school at any point during the school day should sign out in the Yellow Signing-out Book. In the event of you arranging an emergency dental/medical appointment, please telephone the office and we will endeavour to locate your child ready for collection in reception.

<b>Times of the School Day</b>		
<b>Start</b>	<b>Finish</b>	<b>Activity</b>
<b>08.45</b>	<b>08.50</b>	<b>Staff Briefing</b>
<b>08.50</b>	<b>09.00</b>	<b>Registration</b>
<b>09.00</b>	<b>10.00</b>	<b>Period 1</b>
<b>10.00</b>	<b>10.15</b>	<b>Break</b>
<b>10.15</b>	<b>11.15</b>	<b>Period 2</b>
<b>11.15</b>	<b>11.30</b>	<b>Break</b>
<b>11.30</b>	<b>12.30</b>	<b>Period 3</b>
<b>12.30</b>	<b>13.10</b>	<b>Lunch</b>
<b>13.10</b>	<b>14.10</b>	<b>Period 4</b>
<b>14.10</b>	<b>14.15</b>	<b>Changeover</b>
<b>14.15</b>	<b>15.15</b>	<b>Period 5</b>

## Reporting Absence

Should your child be too unwell to attend school, or need to attend an emergency medical appointment, we ask that you telephone the school and advise us of your child's name, form and the reason for absence, before 9.30am on each day of absence. You may call early in the morning, before school starts, and leave a message on the school answerphone service.

Should we not hear from you, an automated Child Safety Call will be generated to each contact (in priority order) that we have for your child. These calls will continue hourly until we get a response. On their return to school, students are asked to bring a signed note or a completed blue absence slip from the back of their planner.

## Lunch and Break Times

The times of our school day maximise the number of breaks and the availability of food for students that leave home early because of bus transport. At lunch time and break times students must remain on the school premises where they will be in the care of the Staff on duty.

Packed lunches may be brought to school and eaten in the Dining Hall or students may purchase a meal from The Iron Rice Bowl. Free, chilled water is available. The Iron Rice Bowl does not sell confectionery or crisps. We operate a cashless catering system using a biometric thumbprint identifier or 4 digit pin code. Detailed information and FAQs about the system is available on our website. Three payment options are available online payments using ParentPay, coin and note payments at the revaluation pay-points in school, and at a PayPoint such as the post office

At morning break times breakfast and light snacks are available. This includes a full English breakfast selection, breakfast wraps, cereals, toast and bagels etc. At lunchtime there is a meal of the day which may be, for example, chicken curry with rice and vegetables. A further selection is also available at the Deli Bar and at another counter; students will find filled baguettes and sandwiches, yoghurts, fruit and cakes. All students must clear their cutlery and crockery away to the designated trolley and put all rubbish in the bin provided before leaving the Dining Hall sensibly.

## Accidents and Illness

In the event of your child suffering from illness or an accident during the school day, he or she will be cared for as soon as possible by a qualified first aider. In more serious cases it will be necessary for us to contact you. **It is therefore essential we always have an up-to-date emergency contact telephone number in school.**

If a student is taking prescribed medication they must leave it in the main office during the school day. A record made when your child takes the medication. If your child has Asthma and uses an inhaler please supply a spare to the school office.

Staff are unable to supply medication; however, if your child occasionally requires a painkiller, such as paracetamol for headaches or stomach pains, parents or carers may send in a named pack which is kept in the medical cupboard for individual use.

## Information and News Home

Our newsletters, along with copies of letters home, information, the school calendar etc., can be found on our website [www.kingstoneacademy.co.uk](http://www.kingstoneacademy.co.uk). We also send texts of important information so it is important that you notify us of any changes to your contact details.

## The ParentPay System

Kingstone High School uses ParentPay, an online payment system for schools. It allows parents to pay quickly and securely for school meals, trips and activities. We do not take cash for school trip and items.

Parents can top up their ParentPay account online using any major debit or credit card or use a standing order for regular payments to keep the account topped-up. Most parents prefer the convenience of online payments using a debit or credit card, but parents who wish to pay by cash may be able to do so through PayPoint in over 30,000 stores across the UK.

Parents will be given a letter containing activation details, if you haven't received one, contact the finance office and you will be sent you one, then follow the instructions in the letter.

Once you are up and running you can:

- View your lunch balance, top up online with debit or credit card, set up a standing order or pay by cash through PayPoint
- Request daily spend limits, you can set a sensible daily limit so your child can only spend what you're aware of - especially useful in the canteen.
- Pay for school trips and make flexible trip payments online.
- Pay for a Locker key deposit of £5
- Pay for a Multimedia headset at £5
- Pay for a USB pen drive at £5
- Pay for a Design & Technology ingredients & materials payment of £22.50

## Free School Meals

Students eligible for free school meals receive a credit to the value of £2.20 on the cashless catering system. Parents may also add additional funds to the child's account via ParentPay or by giving cash which is added via the revaluation unit.

Free School Meals can only be awarded if you or your partner is in receipt of one of the following qualifying benefits:

1. Income Support or Income Based Job Seekers Allowance
2. Income-related Employment and Support Allowance
3. Pension Guarantee Credit
4. Child Tax Credit, where Working Tax Credit is NOT in payment AND your annual income does not exceed £16,190 (as determined by HM Revenues & Customs)
5. Working Tax Credit 'Run On' (A 4 week payment when your employment has ceased or your working hours reduce below 16)
6. Support under Part VI of the Immigration & Asylum Act 1999

If you think you may be eligible for free school meals please let us know, you can obtain a form from school or from our website, which you can fill in and we will apply for you.

## School Transport

Many of our young people travel to and from school by bus. We will endeavour to notify you by text of any known difficulties. Mr Dave Baldwin is the Transport Manager at Herefordshire Council. He can be contacted on 01432 260924/260937 or via Passenger Transport, PO Box 236, Plough Lane, Hereford, HR4 OLE. [schooltransport@herefordshire.gov.uk](mailto:schooltransport@herefordshire.gov.uk). Further information can be found on the Herefordshire Council website.

Please ensure that your child has sufficient funds for Bus Fares, and keeps the money in a safe place. **The Finance Office only lends money on a trust basis and will expect it to be paid back the next school day.**

## School Bus Travel

On school days we consider that students represent the school from leaving home in the morning until they return in the evening. Students are asked to complete a bus behaviour contract for travel on school trips and for travel to and from school by bus, if they do so. Throughout their journeys students must follow the high standards of behaviour expected at Kingstone High School. Students must not behave in an irresponsible or anti-social manner. If their behaviour damages the school's good reputation in the community then the school reserves the right to enforce an appropriate consequence.

### **Before the journey students must:**

- Ensure they carry their travel pass
- Be at the pick-up point in good time
- Wait in an orderly manner
- Keep off the road and away from traffic
- Stay clear of the bus until it has completely stopped
- Board the bus one at a time in an orderly manner
- Go to their seats immediately and sit down
- Ensure school bags are stored out of the way of others

### **During the journey students must:**

- Stay properly seated at all times
- Wear seat belts, if they are provided
- Not distract the driver
- Not disturb other passengers
- Not attempt to operate the emergency exit, unless in an emergency
- Keep school bags out of the aisles

### **At the end of the journey students must:**

- Stay in their seats until the bus has stopped
- Get off the bus in an orderly manner
- Not attempt to cross the road until the bus has pulled away
- Keep well away from the bus as it pulls away

## **D & T Materials & Ingredients**

Kingstone High School has a scheme for Design & Technology materials and ingredients. In order to avoid students being unable to cook because they have forgotten to bring in their ingredients, and to reduce the costs for parents, the school buys the ingredients and materials in bulk and asks parents to pay £22.50 for the term of cooking. This payment should be made via ParentPay

## **Severe Weather Conditions**

In the event of bad weather, such as snow, the school may be closed; such information will be broadcast on BBC Hereford and Worcester and Sunshine Radio stations; and on the Herefordshire Council schools' closure page and the BBC Hereford and Worcester website. If possible we will also place a notification on our website and send a text.

## **Lockers**

Lockers are available for students in our dedicated locker room. Keys are available from the finance office for a refundable deposit of £5.00.

## **Music Lessons**

All students are offered the opportunity to have instrument lessons, whether they are already learning or would like to start playing an instrument. Instruments are available for hire. The Music Teacher will be able to provide details of instruments and fees.

## **Fire Safety**

Students are expected to obey all fire regulations currently in practice in the school. Fire drill practices take place at regular intervals. Deliberate misuse of the fire bell will be treated as a very serious misdemeanour and may result in exclusion.

## **Conditions of Use of Mopeds and Motorbikes**

Permission to bring a motorbike/moped to school is totally at the discretion of the Executive Headteacher. If a student would like to use the school car park to park a moped or motorbike he/she should:

1. Speak to a member of the Admin Team to obtain a copy of the Moped and Motorbike policy.
2. The student should fill in the contract with moped/motorbike registration details, read the conditions, sign and also get parents/carers to sign the contract.
3. Return the contract to the Executive Headteacher for approval.
4. If any situation occurs whereby the terms of the contract are broken the student will no longer be allowed to bring the moped/motorbike to school, parents will be informed of this and the reasons why.

## Mobile Telephones

We recognise that a mobile telephone is an important way for parents and carers to keep in touch with young people. As such we anticipate that a large percentage of students will be carrying mobile telephones with them in school. Mobile phones may not be used in the school between 8.50am and 3.15pm with the exception of break and lunchtime. At all other times, including movement between lessons, they must be switched off. They must not be seen in lessons. If they are, they will be confiscated for the remainder of that school day and can be collected from the school office at the end of the school day.

If a student is persistent in his/her use of a mobile telephone in school, that telephone may be kept in school until a parent or carer collects the telephone personally from school. Students who are known to have used their phone to bully, photograph, film or record the voice of other students or staff without their consent will be liable to disciplinary procedures, which may include exclusion.

**Please note that we do not have insurance cover for lost, damaged or stolen phones, any phones or other personal devices are brought to school at the student's own risk.**

## Careers Advice

Mrs Dee Waters, our Careers Advisor, is based at Kingstone High School every Monday. She is available for students wishing to enquire about future choices for college and work, and will help with college applications. You may also email her at [dwaters@kingstoneacademy.co.uk](mailto:dwaters@kingstoneacademy.co.uk)

***“Teachers are knowledgeable and explain ideas in a clear and well-structured manner, so that students can make secure gains in their understanding.”***

Ofsted May 2015

***“Students collaborate effectively in lessons, for example by commenting on a partner's work to help them to improve.”*** Ofsted May 2105

***“The school provides well for disabled students and those who have special educational needs.”*** Ofsted May 2015

***“The school provides good careers guidance and students feel well prepared for their next stage of their lives.”*** Ofsted May 2015

***“Students' attitudes to learning are overwhelmingly positive.”*** Ofsted May 2015

***“Students approach their learning with commitment and enthusiasm, bring the right equipment to class and present their work tidily.”*** Ofsted May 2015

# The Pastoral System

Each student's progress, achievements, and attendance are overseen by a Form Tutor and the Pastoral Team. These roles play a significant part in the academic and personal development of every student.

Our 'House' system also provides many opportunities for academic and sporting competition for students. The 'House' names are: Aqua (Blue); Ignis (Red); Terra (Green). Each student will be assigned to a House.

The Form Tutor is always your first port of call. With your help they are better able to assist your son or daughter with their work. If ever you are concerned about any part of the education your son or daughter is receiving, do not hesitate to contact the school. You can do this through a note in the planner, a formal letter, a telephone call or by e-mail.

## Attendance Management

Regular punctual attendance is essential to the success of every student. There is a clear link between attendance and examination success.

We seek to ensure that all students achieve an attendance rate of at least 95%. If students fall below this category parents will be contacted by their child's Pastoral Lead to see if any support needs to be put in place to enable them to improve their attendance. Students with attendance below 85% are a cause for serious concern. These students will receive support from Mrs Ruvino and the pastoral team.

## Leave of Absence and Holidays in Term time

If you wish to take your child out of school for any reason other than medical or dental, or approved educational activity, please complete a Leave of Absence form, available from the School Office.

### **Kingstone High School does not authorise holidays within term time**

The law requires attendance at school and many parents are not aware that it is not a parental right to take children out of school during term time. There are 190 statutory school days in a year. There are 175 days available outside this for holidays. This equates to 13 weeks. Every school day counts and any absence from school will result in lost learning and a risk of underachievement. Please see our Attendance Policy for more information.

## Uniform and Appearance

At Kingstone it is the policy of the School, endorsed by the Governors of Kingstone Academy Trust that school uniform must be worn. Whilst students are in school uniform, they are representing Kingstone High School and their standard of dress and behaviour should reflect this at all times. We expect students to look smart and respectable whilst in our school uniform both in and out of school. Form Tutors will check that the members of their form are correctly dressed at registration.

<b>Boys' Uniform</b>	<b>Girls' Uniform</b>
<ul style="list-style-type: none"> <li>• Light Blue full collared shirt (long or short sleeve)</li> <li>• Key Stage 3 tie - Navy with diagonal gold stripes.</li> <li>• Key Stage 4 tie - Navy with one diagonal gold stripe and KAT logo.</li> <li>• Navy jumper with embroidered KAT badge - optional</li> <li>• Navy blazer with embroidered KAT badge - compulsory</li> <li>• Navy trousers</li> <li>• Black shoes</li> <li>• (Black leather or synthetic leather in one colour may be worn .Trainers, daps, plimsolls are not acceptable.)</li> </ul>	<ul style="list-style-type: none"> <li>• Light Blue full collared shirt (long or short sleeve)</li> <li>• Key Stage 3 tie - Navy with diagonal gold stripes.</li> <li>• Key Stage 4 tie - Navy with one diagonal gold stripe and KAT logo.</li> <li>• Navy jumper with embroidered KAT badge - optional</li> <li>• Navy blazer with embroidered KAT badge - compulsory</li> <li>• Navy skirt or trousers (A skirt should be knee level &amp; of appropriate material e.g. not lycra, and trousers should not be tight.</li> <li>• Black shoes (Black leather or synthetic leather in one colour may be worn. The shoes should have heels of a sensible height and not be open toed or mules. Trainers, daps, plimsolls or boots are not acceptable)</li> </ul>

<b>Boys' P.E. Kit</b>	<b>Girls' P.E. Kit</b>
<ul style="list-style-type: none"> <li>• Navy blue polo shirt with KHS logo</li> <li>• Gold &amp; navy rugby shirt</li> <li>• Navy blue cotton shorts with KHS logo (<i>Uni-sex</i>)</li> <li>• Navy blue tracksuit trousers with KHS logo</li> <li>• Navy blue socks</li> </ul>	<ul style="list-style-type: none"> <li>• Navy blue polo shirt with KHS logo</li> <li>• Grey hoodie with KHS logo</li> <li>• Navy blue cotton shorts with KHS logo (<i>Uni-sex</i>)</li> <li>• Navy blue skort with KHS logo – optional</li> <li>• Navy blue tracksuit trousers with KHS logo</li> <li>• Navy blue socks</li> </ul>

In cold/wet weather a plain dark coloured coat is to be worn.

**Students should not wear:**

- Make-up and nail varnish
- Jewellery (students will be asked to remove it whilst in school)  
(Kingstone Academy Trust takes no responsibility for such items brought into school)
- Students may wear one small stud in each ear.  
(Students may be asked to remove them for safety reasons in some lessons)

- Students should not have hair styles that step away from what the school considers normal styles or natural colour

**Please ensure all items of your child's uniform are clearly named to ensure uniform is returned to the correct owner in the event of it being lost.**

All Kingstone High School uniform can be purchased from the School Uniform Shop, 10A Saint Peter's Street, High Town, Hereford HR1 2LE (Tel: 01432 340720).

## Equipment

Students are expected to come fully equipped with their planner and appropriate equipment for each day's lessons. Access to an English dictionary at home is essential, and Collins Easy Learner French Dictionary is strongly recommended to support homework and class activities.

All students must be equipped with a pencil case containing the following equipment:

- 2 writing pens either blue or black ink,
- 1 purple pen
- HB pencil,
- 2B sketching pencil,
- 12 colouring pencils,
- Highlighter pen
- Ruler, rubber and pencil sharpener,
- Calculator,
- Compass, protractor
- USB pen drive
- Earphones

If the planner is lost a new one must be purchased from the school office. They cost £5.00 or a paper-back version is available for free. On parent Pay you can pay for a:

- Locker key deposit of £5
- Multimedia headset at £5
- USB pendrive at £5

## P.E. Guidance

If students are unable to take part in P.E. due to injury or illness they must still bring their P.E. kit to every P.E. lesson and will still be expected to take part in the lesson as a leader/umpire/analysing others' performances and/or be a recorder of results. Kingstone High School's P.E. Department would like to advise parents on the issue of protective equipment in physical education. The School's policy regarding the wearing of protective equipment is set out below:

### Mouth Guards

The wearing of mouth guards for rugby is compulsory during lessons/ after school activities involving contact. The wearing of mouth guards by students for hockey is strongly advised. For best results, it is recommended that mouth guards are custom-

made from a dental impression. However, mouth guards can also be purchased from sports shops. Teachers, Coaches and Referees are not qualified to assess the quality of a mouth guard. This remains the responsibility of the parent/guardian.

### **Shin Guards**

The wearing of shin guards is compulsory whilst playing both football and hockey in competitive games according to the regulations laid down by the sports' respective governing bodies. The wearing of shin guards for football and hockey in PE lessons and during after school activities is strongly advised for all students: students will be involved in games involving physical contact.

### **Shoulder Padding and Scrum Caps**

The wearing of shoulder padding and scrum caps for rugby is allowed; these can be bought from sports shops.

### **Cricket Helmets**

The wearing of a helmet for cricket is compulsory when batting or wicket keeping using a hard ball, according to the regulations laid down by the English Cricket Board. These are provided by the P.E. Department in lessons and whilst representing the school.

## **Behaviour for Learning**

We are proud to that Kingstone High School is a friendly place where everyone will act with courtesy, respect and consideration to others at all times. This means that:

- We move sensibly and quietly about the school. (This means never running, barging or shouting, but being ready to help by opening or holding doors for others and showing patience as you move about). Please keep to the right along the corridors and stairs.
- The school is a place of work. In class it is your responsibility to make it as easy as possible for everyone to learn and for the teacher to teach. (This means arriving on time with everything you need for that lesson, beginning and ending the lesson in a courteous and orderly way).
- There are times and places where you need to be silent.
- We keep the school clean and tidy so that it is a welcoming place we can all be proud of. (This means putting all litter in bins, only eating in designated areas, keeping walls and furniture clean and unmarked and taking great care of the displays in school).
- We always speak politely to everyone, even if you feel bad tempered, shouting and swearing is always unacceptable.
- Students must never leave the school site without permission. There will also be times when parts of the school are "out of bounds" for students. These rules must be obeyed.
- When involved in a visit or activity organised by the school, the standards of behaviour outlined above apply equally.

## Disrupted Learning is not Accepted

<p><b>B1 – Class / Form teacher Level</b>  <b>Low Level Disruption that implies the student has fallen out of line with the school's expectations. An immediate consequence should ideally be put into place by the class/form teacher.</b></p>	
<ul style="list-style-type: none"> <li>• Arguing</li> <li>• Chewing Gum</li> <li>• Excessive Talking</li> <li>• Incorrect Equipment/Kit</li> <li>• Lateness to Lesson</li> <li>• Low Level Disruption</li> <li>• Name Calling</li> <li>• Shouting Out</li> <li>• Swinging on Chair</li> <li>• Lack of manners</li> <li>• Failure to complete homework</li> </ul>	<p><b>B1 –Sanction</b></p> <ul style="list-style-type: none"> <li>• Move Seat</li> <li>• Contact with parents ( 'phone, email, letter, meeting)</li> <li>• 10 minute break time detention</li> <li>• 20 minute Lunch Time detention</li> <li>• 1 hour after school detention</li> <li>• Removal to Head of Faculty</li> <li>• Form tutor/Faculty leader report</li> </ul>
<p><b>B2 – Pastoral Level</b>  <b>This is the next step, whereby the student has displayed the same behaviours and the sanction(s) put in place at B1 have not improved behaviour for learning.</b></p>	
<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Deliberate Defiance</li> <li>• Non-attendance to 1 hour after school detention</li> <li>• Fighting</li> <li>• Graffiti</li> <li>• Inappropriate Language overheard by a member of staff</li> <li>• Inappropriate use of ICT/mobile phones</li> <li>• Possession of cigarettes/ lighters/ alcohol</li> <li>• Smoking on school property or in school uniform offsite</li> <li>• Theft</li> <li>• Vandalism</li> <li>• Truancy</li> </ul>	<p><b>B2 – Pastoral Level Sanction</b></p> <ul style="list-style-type: none"> <li>• 1 hour after school detention</li> <li>• 2 hour after school detention</li> <li>• Contact with parents (telephone, meeting, email)</li> <li>• Internal isolation</li> <li>• Referral to Behaviour team</li> <li>• Pastoral Leader report card</li> </ul>
<p><b>B3 – Senior Level</b>  <b>This is reached when a student has committed a high level offence. In situations, whereby the student has presented ongoing poor behaviour for learning the student will be referred to the SLT link for Behaviour for consideration of PSP/ Managed move /Permanent exclusion.</b></p>	
<ul style="list-style-type: none"> <li>• Dangerous behaviour</li> <li>• Possession and/or distribution of illegal substances</li> <li>• Physical attack on another student</li> <li>• Physical attack on a staff member</li> </ul>	<p><b>B3 – Senior Level Sanction</b></p> <ul style="list-style-type: none"> <li>• Parent meeting</li> <li>• Internal isolation</li> <li>• Pastoral Support Plan</li> </ul>

<ul style="list-style-type: none"> <li>• Persistent disruption of learning</li> <li>• Inappropriate language purposely aimed at students and/or staff</li> <li>• Persistent truancy</li> <li>• Exam malpractice</li> </ul>	<ul style="list-style-type: none"> <li>• Pupil Referral Unit placement</li> <li>• Fixed term exclusion</li> <li>• Managed move to another school</li> <li>• Permanent Exclusion</li> </ul>
--	--

## Achieving Success Together

**These are our expectations:**

### **Achieving**

- Being open to new ideas
- Be adaptable
- Have a go at a problem
- Try to find solutions
- Be creative
- Be determined – don't give up
- Be independent
- Try your best

### **Success**

- Achieving over 95% attendance
- Be on time to school and lessons
- Be organised and equipped for learning
- Be responsible for your own learning
- Make a positive contribution to your own and others' learning
- Set yourself challenging targets
- Reflect on your progress
- Stay focused

### **Together**

- Show respect to others
- Listen and Learn
- Be an effective team player
- Help and support others
- Express your views clearly and calmly
- Consider other people's feelings
- Be emotionally intelligent

# Curriculum and Learning

Kingstone High School aims to provide a personalised curriculum for our students. Students are encouraged to become responsible for their own learning and adopt an enquiring approach towards their studies.

Our curriculum is divided into two Key Stages: Key Stage 3 is Years 7, 8 and 9  
Key Stage 4 is Years 10 and 11

## **At Key Stage 3 students study:**

- English
- Mathematics
- Science
- Modern Foreign Languages
- Design Technology
- History
- Geography
- Physical Education (PE)
- Art
- Music

**In Key Stage 4** students study a compulsory core curriculum which includes English, Maths, Science and PE. Students will take external examinations (G.C.S.E.s and BTECs) in Key Stage 4. Outside the core curriculum, at Key Stage 4, students have a guided choice as to which examination subjects to pursue. The curriculum is personalised for individuals, which means that students are guided into pathways most suitable for them. Options information is available on our website in the Information section.

## Learning Support

The HUB (Helping You Belong) has a team of skilled and specialist trained staff who identify the nature of students Additional Educational Needs and offer intervention programmes tailored to students' pastoral or educational needs. We pay particular attention to the Code of Practice in the identification and assessment of students with Additional Educational Needs and work closely with parents and carers to ensure that the needs of the students are met.

## Homework

Homework is set regularly: we regard homework as an essential part of our students' education and we seek your support to see that it is done properly. To help our students organise themselves, we issue a planner in which homework can be noted. The planner also contains information which is valuable for parents as well, and it provides a further link between home and school. We ask that parents sign their child's planner when they have checked that homework has been completed.

The amount of homework varies according to the Year Group, the needs of the class and of the individual. For example, a Year 11 student studying G.C.S.E.s with the expectation of going on to an 'A' Level course at sixth form, should be spending considerably more time on homework than that of a Year 7 student.

**Good practice indicates the following ranges for time spent on homework:**

- Year 7 – 8                      30 – 60 minutes per day
- Year 9                              45 – 90 minutes per day
- Year 10 – 11                    90 – 180 minutes per day

The purpose of homework is to consolidate and extend learning. It enables students to complete coursework and encourages them to extend themselves through utilising the various resources available to them. Students are encouraged to make use of the facilities available in the Library and the ICT rooms.

Homework can take on a variety of forms including research, reading, watching named television programmes, completing unfinished tasks, written assignments, coursework and learning for tests or examinations. Maths homework may be set from the My Maths website. Each child will have their own individual login.

Parents have a crucial role in the completion of homework, they should:-

- Provide a warm, quiet working area where possible
- Provide support and encouragement to the student alerting the school if problems arise
- Make it clear they value homework by checking the planner, reading through and praising completed work and raising homework issues at Parents' Evenings.
- Sign the planner at the end of each week, making any comments you deem helpful or necessary.

Students should:-

- Accurately record all the work set
- Complete homework to the best of their ability
- Hand the homework in on time
- Ask teachers for help in good time should they experience difficulties

**Please let us know if there are problems with access to a computer/internet at home.**

***“Relationships between teachers and their classes are conspicuously good. Classrooms exude a positive atmosphere”*** Ofsted May 2015

## Assessment

Each student has an individual target in each subject area; progress is measured against these targets each term. The criteria by which students are judged, their levels, are regularly discussed in class and students have a good understanding of what they need to do to meet their targets. Students will record these targets in their planners so that they are readily available to them and their parents. All teaching staff and form tutors will welcome discussions with parents on how a student or students can reach their target levels of performance.

## Reporting & Parents' Evenings

The school welcomes questions from parents on their child's progress at any time. Parents' Evenings are intended to provide you and your child with some guidance on areas of focus for the year.

Each academic year the school issues a full report which provides progress data for every subject. The subject report gives a target grade for your child, based upon their prior performance. Your child's teacher will then indicate whether, based on internal assessments, they believe that the target grade will be met. This allows us to identify any concerns that a child is falling behind, so that we can look at strategies for redressing the shortfall. **You will be given a log in for our reporting system Go4Schools so that you can check your child's progress at appropriate points. It is important that we have an up-to-date email address for this purpose.**

## Extra-Curricular Activities and Trips

We are fortunate to have a large number of staff who give willingly of their time organising and encouraging school clubs, activities and trips. These activities varying according to the season and there is always something new to try.

- Orchestra, Choir, Musical performances, Concerts
- Football, Hockey, Rounders, Cricket, Netball, Tennis
- Reading Group, Revision Groups, Homework Club
- Art Club, Sculpture Club, ICT Club
- Kingstone Funds Charity Team (K.F.C.)
- Field Trips for Geography and History
- Theatre Productions (English)
- Techniquist (Maths)
- @Bristol (Science)
- PGL (Outdoor Activities) – Physical Education
- Disney Trip (Maths)
- Ski Trip – Physical Education
- Language Trips to Northern France
- Art trips to galleries and exhibitions

We ask parents or carers to complete a generic off-site consent form which gives permission for your child to be off site for day trips and educational visits. For residential visits we ask parents to complete an additional consent form.

# Kingstone Academy Trust

Kingstone Academy Trust is a Multi-Academy Trust comprising of Kingstone High School and Kingstone & Thrupton Primary School. The Education Funding Agency (EFA) provides a budget directly from the Department for Education (DfE). The leadership of Kingstone Academy Trust determines, along with the appropriate Governors, how to allocate that funding to best serve the needs of our students. The Local Authority continues to have a statutory obligation to provide funding to schools for those students deemed as having Additional Educational needs. Similarly, they retain a statutory obligation to provide school transport for young people. The Local Authority also ensures that the standards for children's education are being met by all schools, regardless of their status. Further information can be found at [www.herefordshire.gov.uk/education](http://www.herefordshire.gov.uk/education).

## The Board of Governors

The Governing Body is responsible for the oversight of the school and for determining the policies which govern the management of the school. The Governing Body is made up of parents, teaching and non-teaching staff and members of the community. These members of the community include people with specific expertise to bring to the Governing Body. Governors sit on one of a number of different committees which have an overview of the work of both schools. These committees are focused on areas such as Quality and Standards, and Finance and Personnel. The Governors can be contacted through the school office. New members are elected to the Governing Body at various points in the year when vacancies arise.

### The present members of the Governing Body are:-

#### **Staff Governors:**

Mr Steven Fisher (Executive Headteacher)

Mrs Victoria Tompkins

Miss Cressida Passmore

#### **Parent Governors:**

Mr James Wright (Chair of Governors)

Mrs Mary Macpherson

Mrs Andie Jordan

#### **Community Governors**

Mr James Hanks

Dr Jeffrey Beatty

Mr Andrew Coates

Mr Rob Pinches

Dr Alan Lavers

Mrs Ruth Deaville

Mrs Susan Lloyd

#### **Clerk to the Governors**

Mrs L Watkins

# Our Staff

## Senior Leadership Team

Mr S Fisher	Executive Headteacher, Teacher of Drama
Mr L Butler	Deputy Headteacher, Teacher of PE & Science
Mrs E Vigus	Head of Primary
Mr N Moon	Business Support Advisor

## Pastoral Team

Mrs M Darcy	Pastoral Lead KS3
Mrs N Butler	Pastoral Lead KS4
Mrs D Carletti	Higher Level Teaching Assistant
Mrs S Howard	Higher Level Teaching Assistant
Miss A Meredith	Higher Level Teaching Assistant
Mrs V Seymour	Higher Level Teaching Assistant

## Communication and Arts Faculty

Mrs R Finch	Head of Faculty, Curriculum Lead English
Mrs L Powell (part-time)	Teacher of English
Miss S Reeves	Teacher of English & Media
Mrs S Kennerley (part-time)	Teacher of English & Media
Mrs R Elliott	Teacher of Art
Mr J Ashworth	Teacher of Music
Mr G East	Teacher of History & Geography
Mrs A Jones (part-time)	Curriculum Lead MFL
Miss T Korun	Teacher of MFL

## Number and Design Faculty

Mrs G Bevan	Head of Faculty, Curriculum Lead Maths
Miss C Passmore	Teacher of Maths
Miss A Shewell	Teacher of Maths
Mr T Bufton	HLTA Maths
Mrs A Knibbs	Teacher of Computer Science
Mr E Dixon	Curriculum Lead Design Technology
Mrs C Rees	Teacher of Design Technology
Mr M Dallimore	Teacher of Design Technology

## Combined Science Faculty

Mr L Butler	Acting Head of Faculty
Dr A Fielding	Curriculum Lead Science
Mr N Price	Teacher of Science
Ms R Ruvino	Teacher of Science
Mr M Booy	Teacher of Geography
Mrs F Whittall	Teacher of Horticulture, Science Technician
Mr J Buckley	Curriculum Lead PE
Miss S Jones	Teacher of PE (Maternity Leave)
Miss E O'Donnell	Teacher of PE
Mr M Saunders	Technician

**Administration Team**

Mrs S Spreckley

Mrs A Dennis

Miss S Hales

Miss E Hughes

Mr A Major

Mr D Rowan

Administration Manager, Headteacher's PA

Administrative Officer

Administrative Officer

Administrative Officer

Cover Supervisor

Examinations and Data Officer

**Finance Team**

Mrs C Williams

Mrs D Chalk

Finance Manager

Finance Officer

**Site Team**

Mr B Hall

Mr R Davis

Site Manager

Site Officer

***“The result is an ethos which is fully focused on good achievement and effective teaching.”*** Ofsted May 2015