



Kingstone
ACADEMY TRUST

Kingstone High School
Handbook
2023-24

Kingstone High School, Kingstone, Hereford, Herefordshire HR2 9HJ
T: 01981 250224 E: khsadmin@kingstoneacademy.co.uk

School Terms and Holiday Dates 2023-24

AUTUMN TERM

INSET DAY school closed	Monday 4 September 2023
INSET DAY school closed	Tuesday 5 September 2023
Term starts	Wednesday 6 September 2023
Half term	Monday 23 October – Friday 3 November 2023
Term ends	Friday 22 December 2023

SPRING TERM

INSET DAY school closed	Monday 8 January 2024
Term starts	Tuesday 9 January 2024
Half term	Monday 12 February – Friday 16 February 2024
Term ends	Friday 22 March 2024

SUMMER TERM

Term starts	Monday 8 April 2024
May Day school closed	Monday 6 May 2024
Half term	Monday 27 May - Friday 31 May 2024
Term ends	Thursday 18 July 2024 @ 12.30pm
INSET DAY school closed	Friday 19 July 2024
INSET DAY school closed	Monday 22 July 2024

Note: we have a two week October half term.

'Parents commented positively about their children's education and about the school. One parent said that their children 'have been supported and encouraged to achieve their full potential both personally and academically'. Ofsted 2018

Key Information

- The school office is open from 8.00am – 4.00pm Monday to Friday. 01981 250224. There are options for leaving messages out of hours, or you can email us on khsadmin@kingstoneacademy.co.uk All messages are collected each morning and passed on to the relevant person.
- Absences, proof of appointments and leave of absence requests can also be reported by emailing attendance@kingstoneacademy.co.uk
- The Headteacher is Mr Lee Butler. If you wish to contact him, please do so via his PA Mrs Sally Spreckley sspreckley@kingstoneacademy.co.uk
- Any visits to the school MUST be made through the main entrance where there is a call button system to access the site: all visitors to school will be asked to sign in and wear a visitor's badge, and follow our safeguarding procedures.
- Staff email addresses are provided on the website under Contacts, so that you can email teachers, the Pastoral Leads and Heads of Year directly.
- Good communication between home and school is essential and we encourage parents to contact us if they have any queries or concerns via 'phone or email. Please arrange meetings in advance as staff cannot be available at short notice.
- We are paperless as much as possible. School information and letters are sent via text or email using the Teachers2Parents service. Texts go to the main mobile 'phone contact, and emails to the two primary addresses we have recorded in our database.
- Copies of letters emailed home are put on our website. Our website also provides policies, curriculum information, term dates and the school calendar of events.
- Sports fixtures are all on the KHS Sports Portal. www.sport.kingstone-high.hereford.sch.uk there is a link to this on our website. Daily PE department messages are put on their Instagram page kingstonehigh_pe
- It is vital that parents keep us informed of up to date telephone contact numbers – home, work and local emergency contact(s) so that we can be sure of reaching you in any situation. Your email address is also your log in for our reporting system, Go4Schools.
- In the event of bad weather, such as snow, there may be an enforced school closure; please check the school website and your text messages for information. Information will also be found on the Herefordshire Council Schools' closure page. This page also provides information about any changes to school transport due to adverse weather conditions.

Child Protection and Safeguarding

We place child protection and safeguarding at the heart of everything we do. We have clear policies, strategies and procedures in place to keep students safe. We ensure that all adults working with students are appropriately recruited and vetted. We also ensure that all adults receive high quality training in order undertake the effective safeguarding of students. Mrs R Williams is our Designated Safeguarding Lead; Mrs M Darcy, Mrs Morris, Mrs L Harrison and Mrs S Robinson are our Deputy Designated Safeguarding Leads. Our Safeguarding Policy is available on our website.

Our Timetable

Our timetable provides a flexible approach that delivers a broad and balanced curriculum whilst also supporting as many subjects as possible, within the context we have at Kingstone.

We have a one-week timetable with 50-minute lesson blocks.

Whole School Timetable		
	Start	Finish
Registration & SPHERE	8.50am	9.20am
Lesson 1	9.20am	10.10am
Lesson 2	10.10am	11.00am
Break	11.00am	11.20am
Lesson 3	11.20am	12.10pm
Lesson 4	12.10pm	1.00pm
Lunch	1.00pm	1.40pm
Lesson 5	1.40pm	2.30pm
Lesson 6	2.30pm	3.20pm

'Kingstone is a welcoming school. Pupils enjoy their education and staff are proud of the school'. Ofsted 2018

Admissions to Kingstone High School

Kingstone High School is a non-selective school and we welcome students of all aptitudes and abilities. Our size allows us to know our students well and we work hard to ensure that every student achieves their maximum academic potential through an individually tailored curriculum. Applications to Kingstone High School for Year 6 pupils due to start secondary school in September 2024 should be made online via the Herefordshire Council website or on the official form provided by Herefordshire Council (available by request). The closing date for applications is 31 October 2023 and offers of places are made to parents, by Herefordshire Council, on 1 March 2024. The KAT Admissions Policy can be found on the school website.

Transferring to Kingstone High School after Year 7

Please contact us directly if you are considering joining Kingstone High School at any other time other than the start of Year 7. We will then arrange to meet with you, show you around the school and give you an application pack. In-county transfers should be made on a Herefordshire Council In-year Transfer Application Form, available from our website. Students in Years 9 or 10 are admitted on the understanding that GCSE Option choices may be limited by availability.

Special Educational Needs & Disability

Kingstone High School has close links with primary schools to ensure smooth transition for all students. Mrs C Sankey, Director of Inclusion and SENDCo, the Pastoral Lead for Year 7 and the Head of Year 7 are always willing to meet with new parents to discuss a student's specific needs. The KHS SEND Policy and details of our Local Offer can be found on the school website.

Transport to School

Please refer to the Herefordshire Council website to clarify which is your catchment area and the nearest school for your address.

https://www.herefordshire.gov.uk/info/200144/schools_and_education/254/find_a_school

This will indicate if you have an entitlement to free school transport. School Transport at Herefordshire Council can be contacted on 01432 260924/260937 or via Passenger Transport, PO Box 236, Plough Lane, Hereford, HR4 OLE or schooltransport@herefordshire.gov.uk.

There is a public bus service, 449, from Hereford, run by Yeomans Transport, which travels to the school bus bay. Bus fares are currently £1.70 each way or you can apply for a Swift travel card via Yeomans transport which you can top up online.

Our school grounds are extremely busy and we request that parents observe road markings and only park in designated areas. Please ensure that the school buses have adequate space to manoeuvre. Please always give priority to students on foot and school transport buses and taxis and follow the directions of the duty staff wearing fluorescent jackets. Students should carry their passes at all times as they will be required to show them when they board the vehicle. Students must wear seatbelts if they are provided and behave well at all times, according to our Behaviour Policy.

A Cashless School

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

Parents will be given a letter containing ParentPay activation details, if you don't receive one, contact the finance office and you will be sent one, then follow the instructions in the letter. There are two payment options for paying into your ParentPay account: online payments by card via the ParentPay website; and coin and note payments at the revaluation pay-point in school (for school meals only). If you have any difficulties setting up your ParentPay account we will help.

Pay for School Meals

No cash is accepted in the canteen. We operate a cashless system using a card. All students will be given training on how to use the system. Parents or Carers can top up a student's account, and any money spent will be deducted on a daily basis.

Pay for School Trips

All school trips are paid through ParentPay. Places on trips are secured through payment or a deposit according to the trip. You can make flexible payments for residential trips.

Pay for D.T. Materials & Ingredients

Kingstone High School has a scheme for Design & Technology and Food & Nutrition materials and ingredients. In order to avoid students being unable to participate 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 one sum of £16.50 for the term, via ParentPay.

Other Items available to purchase on ParentPay

Years 7, 8 and 9 Tie	£8.00
Years 10 and 11 Tie	£9.00
Purple pens	.60
Replacement canteen swipe cards	£1.00

Free School Meals

If your child currently receives free school meals in their current Herefordshire primary, or secondary, school this entitlement will carry forward to Kingstone High School. If you are unsure, please fill in a Free School Meals Application Form. Students eligible for free school meals receive a credit to the value of £2.50 per day on the cashless catering system. The Free School Meal funding is only available to be spent at lunchtime; it is not available to spend at break times. Parents may also add additional funds to the child's account. Pupils with Free Meal Entitlements remain anonymous at all times as all account types are accessed in the exact same manner regardless as to whether paid for directly or not.

If you are entitled to Free School Meals but do not claim this benefit, please consider applying. Schools will gain extra finance for students who claim Free School Meals. As parents and carers you benefit from the extra financial support and the school benefits from the additional funding. If you think you may be eligible for free school meals at any time, 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. If you are not sure please fill in a form.

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

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

School Meals

We have meals cooked on site. For information about menus and prices, please see the school meals section of the website. Parents can view their child's lunch balance, and see what has been purchased via ParentPay.

Students may also bring packed lunches and break time snacks. These may be eaten in the canteen or outside on one of our picnic benches in warmer weather. Students must not bring high sugar fizzy drinks to school and energy drinks are explicitly banned. These will be confiscated if found. We recommend that all students bring a refillable water bottle.

Students **MUST** not bring nuts or products containing nuts into school as we have children with severe nut allergies. If your child has an allergy or food intolerance, please fill in the allergy information forms to be found in the school meals section of our website or contact the school for more information.

Policies

Our policies are available for inspection or download on our website, if you would like them in an alternative format please contact the school office.

Our Staff

Senior Leadership Team

Mr L Butler	Headteacher
Mr M Morris	Deputy Headteacher
Mr D Cook	Assistant Headteacher
Mrs R Finch	Assistant Headteacher
Mrs C Sankey	Director of Inclusion, SENDCo
Mrs K Bayliss	Academy Finance Director
Mrs R Williams	Associate Assistant Headteacher, Pastoral, DSL
Mr M Payne	Associate Assistant Headteacher, Curriculum

The English & Media Faculty

Miss E Starling	Head of Faculty
Mrs R Finch	English Teacher
Mrs L Powell	English Teacher
Miss S Reeves	English & Media Studies Teacher
Mrs S Kennerley	English & Media Studies Teacher
Miss M Addis	English Teacher

The Maths & Computing Faculty

Mr J Marrett	Head of Faculty
Mrs S Hunt	Maths Teacher
Miss K Evans	Maths Teacher
Mr J Wheeler	Maths Teacher
Miss E Ratchford	Maths Teacher

The Science & DT Faculty

Mr M Payne	Head of Faculty
Dr A Fielding	Science Teacher
Mr N Price	Science Teacher
Mrs R Williams	Science Teacher
Mr A Major	DT Teacher
Mrs F Whittall	Science Technician

The PE, Childcare & Food and Nutrition Faculty

Mr D Thomas	Head of Faculty
Miss S Jones	Girls' PE & Childcare Teacher
Mr T Watkins	PE Teacher
Mrs L Finch	PE Teacher
Mr R Harris	Food & Nutrition Teacher

The Languages Faculty

Mrs A Jones	Head of Faculty
Mrs C Clark	MFL Teacher
Mr J Butler -Wells	MFL Teacher
Mrs J Morgan	MFL Teacher

The Humanities Faculty

Mrs O McLachlan	Head of Faculty
Mr D Cook	Geography Teacher
Mr M Booy	Geography Teacher & Head of SPHERE
Miss A Parker	History Teacher
Miss P Bythell	Humanities Teacher
Mr T Watkins	Business Studies Teacher

The Expressive Arts Faculty

Miss S Thomas	Head of Faculty
Mrs L Rees	Art Teacher
Mr M Freeman	Music Teacher

The Pastoral Team

Mr M Morris	Head of Pastoral
Mrs S Robinson	Pastoral Lead Year 7
Mr T Watkins	Head of Year 7
Mrs V Seymour	Pastoral Lead Year 8
Miss P Bythell	Head of Year 8
Mrs L Morris	Pastoral Lead Year 9
Miss S Jones	Head of Year 9
Mrs L Harrison	Pastoral Lead Year 10
Mrs R Williams	Head of Year 10

Mrs M Darcy	Pastoral Lead Year 11
Miss A Parker	Head of Year 11

The Learning Support Team

Mrs C Sankey	Inclusion Director, SENDCo
Mrs D Carletti	HLTA
Mrs B Roberts	HLTA
Mrs F Harry	HLTA
Mrs K Symons	HLTA
Mrs M Webb	HLTA
Mrs K Hirons	HLTA
Mrs J Watts	HLTA
Mrs K Carwood	TA (SEN)
Mrs L Jones	TA (SEN)

Support Staff

Mrs S Spreckley	Administration Manager & Headteacher's PA
Miss T Watkins	Admin Officer (SEND)
Mrs C Husband	Admin Officer
Mrs H Main	Admin Officer
Mrs C Hall	Admin Officer
Mrs D Chalk	Finance Officer
Mrs S Townsend	Exams and Data Officer
Ms M Galvin	Food, Art and DT Technician
Mr G Lawless	Estates Manager
Mr R Davis	Caretaker
Mr A Collinson	Caretaker
Mrs D Waters	Careers Officer

Uniform Policy

It is the policy of the 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 and equipped at registration, and if not will contact home.

Boys' Uniform	Girls' Uniform
<p>Compulsory Navy blazer with embroidered KAT badge</p> <p>Light Blue full collared shirt Long or short sleeve</p> <p>Navy trousers Trousers should not be tight. Socks should be plain dark grey, navy or black.</p> <p>Optional Navy jumper with embroidered KAT badge</p>	<p>Compulsory Navy blazer with embroidered KAT badge</p> <p>Light Blue full collared shirt Long or short sleeve</p> <p>Navy skirt or trousers Skirts should be knee length and of appropriate material e.g. not lycra. Trousers should not be tight. Socks or Tights should be plain navy or black.</p> <p>Optional Navy jumper with embroidered KAT badge</p>
<p>Years 7, 8 & 9 Tie Navy with diagonal gold stripes.</p> <p>Years 10 & 11 Tie Navy with one diagonal gold stripe and KAT logo.</p>	<p>Years 7, 8 & 9 Tie Navy with diagonal gold stripes.</p> <p>Years 10 & 11 Tie Navy with one diagonal gold stripe and KAT logo.</p>
<p>Black shoes Black leather or synthetic leather must be worn. <u>Trainers or plimsolls are not acceptable.</u></p>	<p>Black shoes Black leather or synthetic leather must be worn. The shoes should have heels of a sensible height and not be open toed or mules. <u>Trainers, plimsolls or boots are not acceptable.</u></p>
<p>A plain dark coloured coat is to be worn in cold/wet weather</p>	<p>A plain dark coloured coat is to be worn in cold/wet weather</p>

Boys' P.E. Kit	Girls' P.E. Kit
<ul style="list-style-type: none"> • Summer kit - Navy blue polo shirt with KHS logo • Winter kit - Gold & navy rugby shirt • Navy blue cotton shorts with KHS logo (<i>Uni-sex</i>) • Navy blue tracksuit trousers with KHS logo • Long Navy blue socks • White trainer socks may be worn in the summer term • Trainers • Football boots • Named water bottle 	<ul style="list-style-type: none"> • Summer kit - Navy blue polo shirt with KHS logo • Winter kit - Grey hoodie with KHS logo • Navy blue cotton shorts with KHS logo (<i>Uni-sex</i>) or Navy blue skort with KHS logo • Navy blue tracksuit trousers with KHS logo or KHS leggings • Long Navy blue socks • White trainer socks may be worn in the summer term • Trainers • Football boots • Named water bottle

All PE kit must be Kingstone branded, any uniform that does not meet this standard will need to be removed or changed for Kingstone items and should it reappear then it will be confiscated.

Should students be unable to participate in PE, for whatever reason, it is expected that they attend school in PE kit to take part in the lesson in a non-active way either analysing others' performances, as a leader or umpire, or in recording scores.

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

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

Appearance and Expectations

- Students should not wear nail varnish, false nails, make-up or jewellery.
- The only piercings allowed are **one small stud in each ear lobe** and students may be asked to remove them for safety reasons in some lessons.
- No other piercings are permitted and must be removed.
- Hair must be of natural colour and one colour only. Extreme styles such as shaved heads, shaved patterns are not permitted.
- Outerwear: coats, scarves and hats should not be worn in the school building

Students who do not comply with uniform requirements may be isolated until the issue is rectified.

Student Equipment

Students are expected to come fully equipped with their books, a reading book, and appropriate equipment for each day's lessons, a pencil case containing the following:

- 2 writing pens either blue or black ink (KS4 need black pens only for all exams)
- 1 purple pen
- HB pencil
- 2B sketching pencil
- 12 colouring pencils
- Highlighter pen
- Ruler, rubber and pencil sharpener
- Calculator, Compass, protractor
- Glue stick
- Multimedia headset (Earphones)

Students should bring a named water bottle that they can refill during the day from one of our water coolers.

Protective Equipment

Mouth Guards

The wearing of mouth guards for rugby and hockey is strongly recommended during lessons and after school activities involving contact. Mouth guards can be purchased from sports shops, or custom-made from a dental impression.

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.

Student Support

Each student's progress, achievements, and attendance are overseen by their Form Tutor and Head of Year. These roles play a significant part in the academic and personal development of every student. We have a clear structure for parent/carers wishing to contact the school.

Your son or daughter's Form Tutor should be the first point of contact for all enquires or queries. They can be contacted directly by email. All staff emails are located on the school's website under CONTACT US.

If further support is needed after contacting the Form Tutor, each year group has an assigned Head of Year.

Head of Year 7 Mr T Watkins
Head of Year 8 Miss P Bythell
Head of Year 9 Miss S Jones
Head of Year 10 Mrs R Williams
Head of Year 11 Miss A Parker

The Pastoral team will also support students and families with more complex issues. The Head of the Pastoral Team is Mr Matthew Morris

Pastoral Lead for Year 7 Miss S Robinson
Pastoral Lead for Year 8 Mrs V Seymour
Pastoral Lead for Year 9 Mrs L Morris
Pastoral Lead for Year 10 Mrs L Harrison
Pastoral Lead for Year 11 Mrs M Darcy

If ever you are concerned about any part of the education your son or daughter is receiving or their wellbeing do not hesitate to contact the school.

There is a strong culture of high-quality care and support for pupils in your school and, within this, safeguarding is given particular importance.' Ofsted 2018

Our Procedures

Arrival and Registration

Students should ensure that they arrive for registration in their form room promptly at **8.50am**. **If students are late arriving at school or arrive at any time after morning registration they MUST go to the main Reception to sign in**, giving the reason, this also includes students arriving on late school buses. This is a safeguarding matter as we need to accurately register who is present in school. If a student is regularly late, they may be expected to serve after school detentions to make up the time. **Students leaving the school at any point, for any reason, during the school day should sign out in Reception.**

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.

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.

Reporting Absence

If your child is unable to attend school through either illness or another reason, please telephone the school before 9:00am on each day of absence or email attendance@kingstoneacademy.co.uk. You can leave a message on the pupil absence line if you ring before 8.00am

Please note that if a student does not arrive at school, and there is no reasonable explanation provided for his/her absence, then members of staff will be required to ascertain their whereabouts for the safety of the individual student. A child safety call will be generated to each telephone contact in priority order until the student's whereabouts have been confirmed. If contact cannot be made the situation will be assessed. In order to avoid causing unnecessary concern for staff and parents the importance of good communication between home and school on this matter cannot be overemphasised.

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 Head of Year 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.

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 an approved educational activity, please complete a Leave of Absence form, available from the School Office or the website. **Please note: 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. 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.

Communicable/Infectious Diseases

When pupils are off school because of sickness or diarrhoea, they should not be sent back to school until 48 hours after symptoms have passed. Pupils must also be kept off school for a period of time where they have an infectious or contagious disease. Please contact your GP or local health centre for advice if you believe your child may have a communicable disease. There is a childhood illness fact sheet on the Parents section of the website, under Attendance, which provides information about illnesses and when a child should, or should not, attend school.

Medication

Students should not carry medication (apart from inhalers or EpiPens). All medication should be securely stored in the main office: any medication dispensed to pupils will be recorded. We cannot provide over the counter medication such as painkillers to students without permission, however, parents can give consent for their child to take such medication and also provide it to be stored securely for their child in case of emergency need.

If your child has been prescribed a Ventolin/Salbutamol inhaler for asthma or other breathing difficulty, parents must ensure that their child has a working in-date inhaler, labelled with their name, that they carry with them at all times. Please also provide the school office with a spare in-date inhaler, and spacer if normally used, to retain for emergencies. Please provide a spare EpiPen to the office if your child has a severe allergy and normally carries one with them.

Allergy Awareness

Please be aware that we have a number of students with severe allergies. Nut allergies can be life threatening, and for this reason, we ask that foods containing nuts and seeds, such as energy bars or peanut butter, are not brought onto Academy premises. Our Allergy Policy is on our website. Deodorant and perfume aerosol sprays are not permitted at Kingstone High School. These items can cause serious allergic reactions and asthma attacks. If found they will be confiscated and held for collection by parents. Thank you for your support in ensuring the safety of our students.

Return to School / Play after Concussion

Concussion is a traumatic brain injury which is usually caused by hitting the head or a fall. It can happen at any time, anywhere: for example during sports. Concussion must always be taken seriously and it is vitally important that any child/young person suspected of having concussion should immediately be stopped from continuing whatever activity they are doing and be assessed by a medical professional for diagnosis and guidance.

If your child suffers a concussion outside school, it is extremely important that you keep school informed so that teachers are aware of the potential dangers and any restrictions that may apply to your child's activities. A second injury when a child has had a concussion can be extremely serious and may even be fatal. It is important therefore that medical clearance is sought before your child returns to school/play. Children should not resume physical activities such as PE, sports or games until permitted to do so by a medical professional.

Conditions of Use of Mopeds and Motorbikes

Permission to bring a motorbike/moped to school is totally at the discretion of the 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 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.

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 suspension.

'The school works well together as a community. Bullying of any kind is rare and dealt with swiftly and effectively. Through the curriculum and form assemblies, pupils are aware of the different risks that may face them in today's society. They are helped to keep themselves safe from harm.' Ofsted 2018

Behaviour

We are proud that Kingstone High School is a friendly place where we work together to achieve success and act with courtesy, respect and consideration to others. We have high expectations for the behaviour of all our students. Our rules must be followed in order to create a positive learning community. Parents will be contacted if students incur sanctions so that we can work together to ensure expectations are met.

Rewards

At Kingstone High School we take every opportunity to reward both students' achievement and their good behaviour. These appropriate choices contribute to a positive ethos in the school thereby creating an environment for effective teaching and learning.

Students are awarded reward points for positive behaviour and for being correctly equipped. There are no restrictions on the rewards, they are awarded on the basis that the students have met the criteria and their behaviour or attitude to learning deserves to be praised.

Rules – Ready, Respectful, Safe

- Move sensibly and quietly about the school, walking on the right hand side of the corridors and stairs. 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.
- 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.
- Speak politely to everyone, even if you feel bad tempered: shouting and swearing is unacceptable.
- 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. There should be no food being consumed in the main building; chewing gum is not permitted.
- 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.
- The bell at the end of breaks and lunch signals the end of break/lunch. All students should move towards the classrooms ready to start the learning at this point.
- When involved in a visit or activity organised by the school, the standards of behaviour outlined above apply equally.

Escalation of Behaviour Levels

Class / Form teacher

Behaviour	Sanction	Notes
<ul style="list-style-type: none"> Talking/off task Distracting other students Chewing Gum Internet Misuse Eating food/drink inappropriately *Use of Mobile Phone 	Verbal warning given to the student	*Removal of mobile phone and placed in the office for collection by parent.

Class / Form teacher

Behaviour	Sanction	Notes
<ul style="list-style-type: none"> Talking/off task Distracting other students Internet Misuse Eating food/drink inappropriately 	Written warning-name on board	

LEVEL 1 Class / Form teacher

Behaviour	Sanction	Notes
<ul style="list-style-type: none"> Talking/off task Distracting other students Internet Misuse Eating food/drink inappropriately Lateness to Lesson No homework 	10-minute break time detention	

LEVEL 2 Class / Form teacher

Behaviour	Sanction	Notes
<ul style="list-style-type: none"> Talking/off task Distracting other students Internet Misuse Eating food/drink inappropriately Lateness to Lesson No homework Swearing (indirect) 	<ul style="list-style-type: none"> Contact Home 20-minute lunch time detention 	

LEVEL 3 Class Teacher and Head of Department.		
Behaviour	Sanction	Notes
<ul style="list-style-type: none"> Failure to follow instructions and continued disruption to learning 	<ul style="list-style-type: none"> Contact home Meeting with parents After school detention 	Subject report
LEVEL 4 Pastoral Team.		
Behaviour	Sanction	Notes
<ul style="list-style-type: none"> Failure to follow instructions and continued disruption to learning 2 Level 3's in 1 week Smoking including possession of material Graffiti Threatening behaviour towards a member of staff Racism/discrimination Bullying Verbal abuse Fighting Not responding to uniform warnings (hair, clothes, eyebrows, jewellery, piercings) Internet misuse *Misuse of school/public transport 	<ul style="list-style-type: none"> Contact home Meeting with parents RTL - Internal Isolation 	<p>BRASH form</p> <p>Warning letter followed Bus ban</p>
LEVEL 5 Pastoral team and Senior Leadership Team		
Behaviour	Sanction	Notes
<ul style="list-style-type: none"> Theft Alcohol Illegal substances Graffiti Racism/discrimination Bullying Verbal abuse Threatening behaviour towards staff Fighting Knives/offensive weapons Internet misuse Swearing (direct/extreme) *Misuse of school/public transport 	<ul style="list-style-type: none"> Contact home ARK - Internal Isolation Fixed term suspension Re-admittance with parents 	<p>Police contact</p> <p>BRASH Form</p> <p>*Warning letter followed by Bus ban</p>

Our Behaviour Strategy

Initial Behaviour Strategy

Verbal warning given to a student, clearly explaining the reason for the reprimand

Behaviour strategy

Written warning given, with the student's name clearly written on the board and an explanation for the reason for the reprimand.

Level 1

Break time detention issued with clear direction given that this will be escalated to a lunchtime detention

Level 2

Lunchtime detention issued with clear direction given that this will be escalated to Head of Faculty on-call for the student to be removed from the classroom to work in another class and an after-school detention issued.

Level 3

After school detention issued, Teacher to call parent to inform of detention and initiate letter home and inform office. Student will be removed to work with Head of Faculty with clear direction given that this will be escalated to removal to the RTL by a member of the On-call team

Level 4

Student to be taken by On-call Team (1 full day of RTL to be completed) with clear direction given that this will be escalated to additional time in the RTL if rules are not adhered to.

Level 5

Student to have additional time in the RTL, with clear direction given that this will be escalated to a fixed term suspension.

Expected Bus Behaviour

We consider that students represent the school from leaving home in the morning until they return in the evening. While travelling to school students must follow the high standards of behaviour expected at Kingstone High School. If their behaviour damages the school's good reputation in the community, then the school reserves the right to enforce an appropriate consequence. When using school and public transport students must follow the instructions of the driver, and:

- Ensure they carry their travel pass
- Be at the pick-up point in good time
- Wait, and board, the bus in an orderly manner
- Keep off the road and away from traffic
- Stay clear of the bus until it has completely stopped
- Go to their seats immediately and sit down

During the journey students must:

- Stay properly seated at all times
- Wear seat belts, if they are provided
- Not distract the driver or 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

Mobile 'Phone Policy

1. Mobile phones shall only be brought to school if parents and carers wish to contact their child(ren) and vice versa on the way to, or on the way from, school.
2. Mobile phones **MUST** remain switched off, and in the student's school bag – out of sight and not to be used during the hours of 8.50am -3.20pm.
3. Mobile phones must not be used to photograph or video any student or associate within the school, without express permission from the school. This includes videoing or photographing fellow students on the way to or from school and particularly whilst wearing their school uniform.

Incidents where these steps are not followed will result in the mobile phone being confiscated, to be collected by parents/carers, and an appropriate sanction put in place. We take the way our students behave very seriously and episodes where this does not meet our expectations will be dealt with appropriately. Any student who brings the school's reputation into disrepute or targets students or staff will be dealt with most strenuously.

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.

Learning

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

Kingstone High School 11-16 Education Pathway				
(Emerging)	(Developing)	(Secure)	(Mastering)	
	GCSE Grade 1- 3	GCSE Grade 4- 6	GCSE Grade 7- 9	
Pre-GCSE	1	2	3	Year 7
Pre-GCSE	2	3	5	Year 8
1	2	4	7	Year 9
1	3	5	8	Year 10
1	3	6	8/9	Year 11

In Years 7, 8 & 9 students study:

- English
- Mathematics
- Science
- Physical Education (PE)
- Modern Foreign Languages – French and Spanish
- Design Technology – Resistant Materials; Food and Nutrition
- History
- Geography
- Art and Design
- Music
- Drama
- Computing
- SPHERE

In Years 10 & 11 students study a compulsory core curriculum which is:

- Science
- Mathematics
- English Language & English Literature
- Physical Education (not the GCSE Option Subject)

Outside the core curriculum, students study their personalised curriculum. Students are guided into pathways most suitable for them leading to external examinations. Years 10 and 11 Options information is available on our website. In addition, throughout the year students will have SPHERE sessions covering the following: Religious Education; Health, Society and Culture; and Careers.

Learning Support

The Pastoral Team incorporates a team of skilled and specialist trained staff that identify the nature of students' additional educational needs and offer intervention programmes tailored their educational needs. We pay particular attention to the SEND 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. Homework is put on Go4Schools so that parents can see what has been set and when it is to be completed. This is a valuable link between home and school. The amount of homework varies according to the Year Group, the needs of the subject and of the individual. Maths homework may be set from the My Maths or Hegarty maths website and 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 Go4Schools and reading through and praising completed work

Students should: -

- 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

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.

***'Work in books and in assessments shows a consistently high level of appropriate challenge and progress over time.'** Ofsted 2018*

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.

Kingstone High School does not print reports as a matter of course. Your child's up-to-date report is available to see at any time on our online reporting system Go4Schools and there are data points throughout the year. Each subject will give a target level 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 level 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 can log in to 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 as your email address is your log in.

Careers Advice

Kingstone High School ensures that all of our students go on well prepared to college, training and education, or apprenticeships. We give students an insight into the career paths they might take and helps them consider which the best options choices are for them. Our Year 10s have a CV writing morning, attend a three Hereford Colleges taster day to try the courses they are potentially interested in studying and undertake work experience, and have the opportunity to visit Worcester and Birmingham universities. Our Year 11s undertake mock interviews to prepare them for their college and workplace interviews. Our annual careers' evening is aimed at all year groups and is open to the public.

There is a careers information section on our website and Mrs D Waters, our Careers Advisor, is based at Kingstone High School every Wednesday. 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 for advice at dwaters@kingstoneacademy.co.uk.

Opportunities for Wider Achievement

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

After School Activities

- Winter Sport- Football, Rugby, Netball, Badminton
- Summer Sport - Rounders, Cricket, Athletics, Tennis
- GCSE Revision Groups
- Additional Maths
- Choir, Musical ensembles, Concerts,
- Art Club, Sculpture Club, Drama
- Duke of Edinburgh

Duke of Edinburgh Award Scheme

We have a wonderful team of dedicated volunteers, led by Mr Booy, who run the Duke of Edinburgh Award Scheme at the school. The scheme is a personal achievement award for young people aged 14 to 25. Pupils start at the Bronze level and can progress to Silver after completing Bronze. They can go on to complete the Gold level after they leave school. The award can be undertaken at any time between the ages of 14 to 25. Participants carry out activities over 3 months, 6 months or a year, which include: helping others, pushing yourself physically, gaining skills and exploring the countryside.

Peripatetic Music Tuition

Music education is a wonderful way to teach the skills of independent study as well as offering a pathway to a life-long interest. Kingstone High School, in partnership with the Hereford Music Service offers a range of individual music tuition opportunities including singing, guitar, woodwind, brass, strings and percussion, according to demand. See Herefordshire Music Service www.encore-enterprises.com/choosinganinstrument for more information or contact the music teacher Mr Freeman. Lessons generally last 20-30 minutes and are paid for directly to the teacher. There may be other options for those who receive free school meals.

Junior Leadership Opportunities

There are a wide range of opportunities for students to participate in leadership such as: School Council, Form Representatives, Librarians, Sports Leaders, and the Prefect system and through organising charitable events. Students support the Year 6 Transition Day by working with the younger students. Students are also chosen to host tours of the school. We believe that students benefit greatly from these opportunities.

All Year 10 students have the opportunity to apply to be prefects in Year 11. We expect all applicants for prefect positions to have excellent attendance and punctuality, to always wear the uniform smartly, to contribute to school life and to meet Kingstone High School expectations. Applicants for Head Boy and Girl and their Deputies have to write a formal letter of application, and produce a presentation which is shown to the whole school.

'The school is a calm and happy place. You have created an inclusive and purposeful environment. You and other leaders have high expectations about pupils' achievement, and you communicate these clearly to everyone.' Ofsted 2018

'Pupils are courteous, respectful and willing to talk with visitors. Pupils spoke positively about being part of the school community and about the support they receive from their teachers' Ofsted 2018