



**Kingstone**  
ACADEMY TRUST

**Kingstone High  
School Handbook  
2024-25**

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

## School Terms and Holiday Dates 2024-25

### AUTUMN TERM

INSET DAY school closed	Monday 2 September 2024
INSET DAY school closed	Tuesday 3 September 2024
Term starts	Wednesday 4 September 2024
Half term	Monday 28 October – Friday 8 November 2024
Term ends	Friday 20 December 2024

### SPRING TERM

INSET DAY school closed	Monday 6 January 2025
Term starts	Tuesday 7 January 2025
Half term	Monday 17 February – Friday 21 February 2025
Term ends	Friday 11 April 2025

### SUMMER TERM

Term starts	Monday 28 April 2025
May Day school closed	Monday 5 May 2025
Half term	Monday 26 May - Friday 30 May 2025
Term ends	Thursday 17 July 2025 @ 12.30pm
INSET DAY school closed	Friday 18 July 2025
INSET DAY school closed	Monday 21 July 2025

**Note: we have a two week Autumn half term.**

# Home & School Contact

Good communication between home and school is essential and we encourage parents and carers to contact us promptly if they have any queries or concerns. It is vital that parents and carers keep us informed of up to date contact details – home, work and 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.

School information and letters are sent home 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 also put on our website, under Letters & Information Home. In the event of bad weather there may be an enforced school closure, in such circumstances please check the school website and your text messages for information. Information will also be found on the Herefordshire Council Schools' closure page, which also provides information about any changes to school transport due to adverse weather conditions.

## Contact the School Office

- The school office is open from 8.00am – 4.00pm Monday to Friday on 01981 250224.
- You can leave a voice message out of hours, or you can email general enquiries to [khsadmin@kingstoneacademy.co.uk](mailto:khsadmin@kingstoneacademy.co.uk) All messages are collected each morning and passed on to the relevant person.
- 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.

## Report Pupil Absence

- Absences, proof of appointments and leave of absence requests can be reported by emailing [attendance@kingstoneacademy.co.uk](mailto:attendance@kingstoneacademy.co.uk)

## Contact Staff

- If you wish to contact the Headteacher, Mr Lee Butler, please do so via [head@kingstoneacademy.co.uk](mailto:head@kingstoneacademy.co.uk) or via his PA Mrs Sally Spreckley
- Staff email addresses are provided at the back of this handbook and on the website under Contacts, so that you can email Form Tutors, Teachers, Pastoral Leads and Heads of Key Stage directly. Please arrange meetings in advance as staff cannot be available at short notice.

## Sports Fixtures

- Sports fixtures are all on the KHS Sports Portal [www.sport.kingstone-high.hereford.sch.uk](http://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

# Our Policies & Procedures

## 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 V Seymour, Mrs L Morris, Mrs L Roden and Mrs J Strangward are our Deputy Designated Safeguarding Leads.

Our Safeguarding Policy is available on our website.

## 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 Key Stage 3 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.

## 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.

## Admissions & Transfers

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 2025 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 2024 and offers of places are made to parents, by Herefordshire Council, on 1 March 2025. The KAT Admissions Policy can be found on the school website.

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.

## 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](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 to Kingstone High School. School Transport at Herefordshire Council can be contacted on 01432 260924/260937 or via Passenger Transport, PO Box 236, Plough Lane, Hereford, HR4 0LE or [schooltransport@herefordshire.gov.uk](mailto: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 Card which is like a debit card that can be topped up online and tapped each time the bus is used. Swift Cards can be obtained online from Transport for West Midlands <https://www.tfwm.org.uk/swift-and-tickets/>

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.

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, 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.

## ParentPay

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. If you have any difficulties setting up your ParentPay account we will help.

## School Meals

We have meals cooked on site. For information about menus and prices, please see the school meals section of the website. The canteen operates a cashless system using a card. Parents or Carers can top up a student's account, any money spent will be deducted on a daily basis, 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. All students should bring a refillable water bottle.

## 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, students MUST not bring nuts or products containing nuts into school. Our Allergy Policy is on our website. Deodorant and perfume aerosol sprays are not permitted at Kingstone High School. These items can also cause serious allergic reactions and asthma attacks. If found they will be confiscated and held for collection by parents. 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 office.

## 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, or ask for assistance from the school office.

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.

# Attendance

## Arrival and Registration

Students should ensure that they arrive ready 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 MUST 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. We appreciate a copy of the appointment for our records.

## 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](mailto:attendance@kingstoneacademy.co.uk). You are also able to leave a message on the pupil absence line if you ring before 8.00am

Please be aware that if a student does not arrive at school, and there is no reasonable explanation provided for their 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 Key Stage 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 and additional support may be put in place.

## Leave of Absence and Holidays in Term time

If you wish to take your child out of school for any reason other than a medical or dental appointment, 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 with them (apart from inhalers or EpiPens). All medication should be securely stored in the main office: where 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.

## 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. 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.

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.



# Student Support

Each student's progress, achievements, and attendance are overseen by their Form Tutor and Head of Key Stage. These roles play a significant part in the academic and personal development of every student and our aim is that the student will have the same Form Tutor during their time at Kingstone.

Your child's Form Tutor should be the first point of contact for all enquires or queries. They can be contacted directly by email. You may also wish to contact your child's individual subject teachers regarding aspects of their learning. All staff emails are located on the school's website under CONTACT US and in the list of staff at the back of this handbook.

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

**Head of Key Stage 3 - Miss P Bythell**

**Head of Key Stage 4 - Miss A Parker**

The Pastoral team will also support students and families with their wellbeing and safeguarding concerns, and provide emotional support. The Head of the Pastoral Team is Mrs R Williams, Designated Safeguarding Lead (DSL). Each year group has a pastoral lead, who are Deputy Designated Safeguarding Leads (DDSLs)

**Pastoral Lead for Year 7 - Mrs M Darcy**

**Pastoral Lead for Year 8 & 9 - Mrs J Strangward**

**Pastoral Lead for Year 10 & 11 - Mrs L Morris (supported by Mrs Roden)**

**Attendance and Support to all year groups - Mrs V Seymour**

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

## Learning Support

The Learning Support 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. All students have baseline assessments when joining to ascertain whether any additional learning support is required. 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. Testing for Access Arrangements for examinations takes place in Year 9.

The Pastoral Team and the Learning Support Team are based in the HUB, our Intervention Centre.

# Learning at Kingstone

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. Full curriculum information for each subject for each year group is on our website.

## **In Key Stage 3 - Years 7, 8 & 9 students study:**

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

## **In Key Stage 4 - 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. Key Stage 4 Options information is available on our website. In addition, students have SPHERE sessions covering the following: Society; Personal; Health; Economy; Relationships; and Environment.

## **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. Bookings are made via SchoolCloud for which you will be given a link in the parent's evening letter.

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, or putting additional learning support in place.

## A Two Week Timetable

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

Times of the School Day	
08:50 - 09:00	AM Registration
09:00 - 10:00	Period 1
10:00 - 11:00	Period 2
11:00 - 11:20	BREAK
11:20 - 12:20	Period 3
12:20 - 13:20	Period 4
13:20 - 14:00	LUNCH
14:00 - 14:20	PM Registration / Assembly
14:20 - 15:20	Period 5

## 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 set 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 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: access to a lap top is beneficial.
- Provide support and encouragement to the student and alert the school if problems arise so that we can provide support.
- Make it clear they value homework by checking Go4Schools and reading through and praising work completed to the best of their ability

## **Careers Advice**

Kingstone High School ensures that all of our students go on well prepared to college or apprenticeships. Through our Personal Development programme throughout Years 7 to 11 we give students an insight into the career paths they might take and help them consider which are the best GCSE Options choices for them. 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. The SPHERE programme supports careers in school through a wide range of speakers and assemblies.

There is a careers information section on our website and Mrs C Husband is our Careers Advisor. 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 [chusband@kingstoneacademy.co.uk](mailto:chusband@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, Drama
- Duke of Edinburgh Award Scheme

### **School Trips**

- West Midlands Safari Park
- Blists Hill Victorian Village
- Porthcawl seaside trip
- Bletchley Park
- Wimbledon
- Normandy

- Paris
- Italy Ski trip
- Berlin
- Barcelona
- Theatres and Museums

## 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](http://www.encore-enterprises.com/choosinganinstrument) for more information or contact the music teacher Miss Elliott or the school office. 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. 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 Head Girl and their Deputies have to write a formal letter of application, and produce a presentation which is shown to the whole school.

# Uniform & Appearance

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

Boys' P.E. Kit	Girls' P.E. Kit
<p><b>Compulsory</b></p> <p>Navy blue round neck sports t-shirt with KAT logo</p> <p>Navy blue shorts (<i>Unisex</i>)</p> <p>Navy blue sports leggings or joggers (not cotton)</p> <p>Long Navy blue socks</p> <p>White trainer socks</p> <p>Trainers</p> <p>Football boots</p> <p><b>Optional</b></p> <p>Navy round neck long sleeve sports top</p> <p>Navy Zip neck long sleeve top with KAT logo (<i>Unisex</i>)</p>	<p><b>Compulsory</b></p> <p>Navy blue round neck sports t-shirt with KAT logo</p> <p>Navy blue shorts (<i>Unisex</i>) or Navy blue skirt with KAT logo</p> <p>Navy blue sports leggings or joggers (not cotton)</p> <p>Long Navy blue socks</p> <p>White trainer socks</p> <p>Trainers</p> <p>Football boots</p> <p><b>Optional</b></p> <p>Navy round neck long sleeve sports top</p> <p>Navy Zip neck long sleeve top with KAT logo (<i>Unisex</i>)</p>

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. On days when PE is timetabled students may wear PE kit to school. If they have an after school club they should wear uniform and bring PE kit to change into.

**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 are reminded of the uniform rules by their Form Tutor or Head of Key Stage. If immediate rectification cannot occur, a date is agreed with the student and parent/carer, and a uniform/equipment slip completed. Home is contacted. 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 a reading book 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. Students should have a pencil case containing the following:

- 2 writing pens black ink (KS4 need black pens only for all exams)
- 1 purple pen
- HB pencil
- Highlighter pen
- Ruler
- Rubber
- Calculator
- 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 for Sport

### 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.



# Behaviour for Learning

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. The school uses Go4Schools Behaviour Management System (Go4Schools) to record incidents of unacceptable behaviour and as a method to reward positive behaviour through a points system.

## 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, both inside and outside the classroom. Students that meet a certain threshold per term have the opportunity to attend a range of reward initiatives run and led by Heads of Key Stage.

Points	
7	<ul style="list-style-type: none"><li>• 100% attendance per term</li><li>• Representing the school (above and beyond)</li></ul>
5	<ul style="list-style-type: none"><li>• Exceeding target grade</li><li>• 96%+ attendance (academic year) 100% attendance for an entire half-term</li><li>• Participation in school events (i.e. house competitions)</li></ul>
3	<ul style="list-style-type: none"><li>• Senior Leadership recognition award</li><li>• Values in action (above and beyond)</li><li>• Representing the school e.g. sport</li></ul>
1	<ul style="list-style-type: none"><li>• Weekly equipment and uniform</li><li>• Exceeding targets</li><li>• 100% weekly attendance</li><li>• Values in action – Respect</li><li>• Values in action – Perseverance</li><li>• Values in action – Kindness</li><li>• Ready, Respectful, Safe</li><li>• Positive attitude to learning</li><li>• High quality homework</li><li>• High achievement</li><li>• Extra-Curricular attendance</li><li>• Excellent progress</li></ul>

## Our three School 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.

**When a student breaks the rules teachers will be working with this escalating system:**

### 1. Remind

**A reminder of ‘this is how we do it here’**

### 2. Warn

**Clarity given for the consequence if behaviour continues**

### 3. Intervene

**Teacher strategy or consequence is applied**

### 4. Remove

**On-call requested and student taken to triage**

### Triage Room

The triage room provides a space to continue working without the risk of disrupting others. Students remain in triage for the remainder of that lesson. Being removed from a lesson due to persistent disruption to the learning of others is a serious offence. All such instances will be logged on Go4Schools, deducting two points, and result in an after-school detention. This should be completed on the same day as the offence. Staff involved will attend the detention for a restorative conversation and/or teach any missed work. The aim of this is to ensure a fresh start to the next lesson or day and reduce any further opportunities for repeat offences. If students misbehave in triage, they will have the same Remind, Warn, Intervene and Remove opportunity. If a student needs to be removed from Triage the likely consequence will be Internal Isolation in our Ready to Learn Centre.

## Escalation of Behaviour Choices and/or Consequences

### Class / Form teacher – REMIND

Behaviour	Sanction	Notes
<ul style="list-style-type: none"> <li>• Talking/off task</li> <li>• Littering</li> <li>• Late to lesson</li> <li>• Incorrect / missing uniform or equipment</li> <li>• Failure to follow instructions</li> <li>• Distracting other students</li> <li>• Chewing Gum</li> <li>• Internet Misuse</li> <li>• Use of Mobile Phone*</li> <li>• Any other behaviour deemed 'inappropriate'</li> </ul>	<p>Positive reinforcement used to advise and support students in changing their behaviour choices.</p> <p>Remind the student of 'Ready', 'Respectful' or 'Safe' and indicate how the behaviour needs to change.</p> <p>Use basic scripts: "I've noticed..." "I need you to...", "Thank you for..."</p>	<p>Seating plans and groupings should be considered in advance of lessons to prevent poor behaviour.</p> <p>*Removal of mobile phone and placed in the office.</p>

### Class / Form teacher – WARN

Behaviour	Sanction	Notes
<ul style="list-style-type: none"> <li>• Talking/off task</li> <li>• Littering</li> <li>• Late to lesson</li> <li>• Incorrect / missing uniform or equipment</li> <li>• Failure to follow instructions</li> <li>• Distracting other students</li> <li>• Chewing Gum</li> <li>• Internet Misuse</li> <li>• Use of Mobile Phone*</li> <li>• Any other behaviour deemed 'inappropriate'</li> </ul>	<p>Verbal warning given to student, using simple scripts and reminding them of 'Ready', 'Respectful' or 'Safe.'</p> <p>Highlight that the behaviour is not consistent with the standards of Kingstone, and provide an indication of the consequence should behaviour continue. Focus on learning as soon as possible.</p>	<p>A warning is not logged on Go4Schools.</p> <p>Be explicit with students on the language. It is important that they know they are at the 'WARN' stage.</p>

### Class / Form teacher (-1 point) - INTERVENE

Behaviour	Sanction	Notes
<ul style="list-style-type: none"> <li>• Continued inappropriate behaviour of any of the above</li> <li>• Any behaviour incident relating to the placement of two children (i.e. distracting each other etc.)</li> </ul>	<p>Any intervention that should encourage a swift return to learning, including classroom management strategies (e.g. different work, moving students etc.)</p> <p>Any detentions that are available and appropriate for the level of behaviour, including;</p> <ul style="list-style-type: none"> <li>- Break or lunch time detentions (students should still have an opportunity to eat and drink)</li> <li>- HOF or HOY detention</li> <li>- After-school detention</li> </ul>	<p>This must be logged on Go4Schools as 'INTERVENE' which will deduct one house point.</p> <p>It must specify in the log what intervention was/will be put in place.</p>

<b>Class / Form teacher (-2 point) - REMOVE</b>		
<b>Behaviour</b>	<b>Sanction</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li>Continued inappropriate behaviour of any of the above despite an intervention being applied</li> </ul>	<p>Removal from lesson to triage via the on-call system</p> <p>After-school detention (same day in most cases)</p> <p>Teachers must attend the after-school detention for a restorative conversation and support gaps in learning.</p>	<p>Students should be given work to complete in Triage.</p> <p>This must be logged on Go4Schools as 'REMOVE' which will deduct two house points.</p>
<b>Heads of Faculty, Heads of Key Stage, Senior Leaders (-3 points) – SERIOUS BEHAVIOURS</b>		
<b>Behaviour</b>	<b>Sanction</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li>Verbal abuse towards a student</li> <li>Persistent disruptive behaviour</li> <li>Threatening behaviour</li> <li>Truancy</li> <li>Fighting</li> <li>Inappropriate use of technology or phone</li> <li>Attacking or assaulting</li> <li>Misuse of school / public transport</li> <li>Graffiti</li> <li>Verbal abuse towards staff</li> </ul>	<p>Immediate removal and taking to Triage for investigation.</p> <p>Potential for:</p> <ul style="list-style-type: none"> <li>After-school detention</li> <li>Triage</li> <li>Ready to Learn</li> <li>Suspension</li> <li>Permanent Exclusion</li> </ul> <p>Bus incidents may result in a bus ban</p>	<p>The member of staff responsible for follow up depends on the nature of the incident</p>
<b>Heads of Faculty, Heads of Key Stage (-3 points) – SERIOUS BEHAVIOURS</b>		
<b>Behaviour</b>	<b>Sanction</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li>Refusal to attend break / lunchtime detention</li> </ul>	<p>Escalation of the detention to an after-school detention</p>	<p>Discuss with HOKS where the missed detention was an after-school</p>
<b>Heads of Key Stage, Senior Leaders (-3 points) – SERIOUS BEHAVIOURS</b>		
<b>Behaviour</b>	<b>Sanction</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li>Smoking or vaping (including possession)</li> </ul>	<p>Ready to Learn Centre (first incident)</p> <p>Suspension (repeat incidents)</p>	<p>Logged on Go4Schools as a serious behaviour.</p>
<b>Heads of Key Stage, Senior Leaders (-3 points) – SERIOUS BEHAVIOURS</b>		
<b>Behaviour</b>	<b>Sanction</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li>Racism, Sexism, Homophobia or any other form of discrimination</li> <li>Inappropriate sexual behaviour</li> <li>Bullying</li> </ul>	<p>Potential for:</p> <p>Ready to Learn (Internal Isolation)</p> <p>Suspension</p> <p>Permanent Exclusion</p>	<p>May be relevant to report to the police</p> <p>My Concern log</p>

### Senior Leaders (-3 points) – SERIOUS BEHAVIOURS

Behaviour	Sanction	Notes
<ul style="list-style-type: none"><li>• Theft</li><li>• Knives / offensive weapons</li><li>• Illegal substances</li><li>• Sexual harassment or misconduct</li><li>• Sexual assault</li></ul>	Potential for:  Suspension  Permanent Exclusion	Police report My Concern log Potential for external referrals (MASH etc.)

## 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.

## Mobile Phone Policy

Students are allowed to bring mobile phones to school however the 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.

Mobile phones must not be used to photograph or video any student or member of staff 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.**

# Our Staff

## Senior Leadership Team

Mr L Butler	Headteacher	head@kingstoneacademy.co.uk
Mr M Morris	Deputy Headteacher	mmorris@kingstoneacademy.co.uk
Mr D Cook	Assistant Headteacher	dcook@kingstoneacademy.co.uk
Mrs R Finch	Assistant Headteacher	rfinch@kingstoneacademy.co.uk
Mrs C Sankey	Director of Inclusion, SENDCo	csankey@kingstoneacademy.co.uk
Mrs K Bayliss	Academy Finance Director	kbayliss@kingstoneacademy.co.uk
Mrs R Williams	Assistant Headteacher	rwilliams@kingstoneacademy.co.uk
Mr M Payne	Director of STEM	mpayne@kingstoneacademy.co.uk

## The English & Media Faculty

Mrs L Powell	Head of Faculty	lpowell@kingstoneacademy.co.uk
Mrs R Finch	English Teacher	rfinch@kingstoneacademy.co.uk
Miss S Reeves	English Teacher	sreeves@kingstoneacademy.co.uk
Mrs S Kennerley	English & Media Teacher	skennerley@kingstoneacademy.co.uk
Miss M Addis	English Teacher	maddis@kingstoneacademy.co.uk
Mrs A Cobb	English Teacher	acobb@kingstoneacademy.co.uk

## The STEM Faculty

Mr M Payne	Head of Faculty	mpayne@kingstoneacademy.co.uk
Dr A Fielding	Science Teacher	afielding@kingstoneacademy.co.uk
Mr N Price	Science Teacher	nprice@kingstoneacademy.co.uk
Mrs R Williams	Science Teacher	rwilliams@kingstoneacademy.co.uk
Mrs V Burnside	Science Teacher	vburnside@kingstoneacademy.co.uk
Mrs K Robey	Science Teacher	krobey@kingstoneacademy.co.uk
Mrs F Whittall	Science Teacher and Technician	fwhittall@kingstoneacademy.co.uk
Mrs S Hunt	Maths Teacher	shunt@kingstoneacademy.co.uk
Miss K Evans	Maths Teacher	kevans@kingstoneacademy.co.uk
Mr J Wheeler	Maths Teacher	jwheeler@kingstoneacademy.co.uk
Miss E Ratchford	Maths Teacher	eratchford@kingstoneacademy.co.uk
Mr A Harris	Maths Teacher	aharris@kingstoneacademy.co.uk
Mr A Major	DT Teacher	amajor@kingstoneacademy.co.uk

### The PE, Childcare & Food and Nutrition Faculty

Mr D Thomas	Head of Faculty	dthomas@kingstoneacademy.co.uk
Mr D Bromage	PE Teacher	dbromage@kingstoneacademy.co.uk
Mrs L Finch	PE Teacher	lfinch@kingstoneacademy.co.uk
Mrs J Fox	Food & Nutrition Teacher	jfox@kingstoneacademy.co.uk

### The Languages Faculty

Mrs A Jones	Head of Faculty	ajones@kingstoneacademy.co.uk
Mrs C Clark	MFL Teacher	cclark@kingstoneacademy.co.uk
Mr J Butler-Wells	MFL Teacher	jbutlerwells@kingstoneacademy.co.uk

### The Humanities Faculty

Mrs O McLachlan	Head of Faculty	omclachlan@kingstoneacademy.co.uk
Mr D Cook	Geography Teacher	dcook@kingstoneacademy.co.uk
Mr M Booy	Geography Teacher & Head of SPHERE	mbooy@kingstoneacademy.co.uk
Miss A Parker	History Teacher	aparker@kingstoneacademy.co.uk
Miss P Bythell	Humanities Teacher	pbythell@kingstoneacademy.co.uk
Ms G Healey	Humanities Teacher	ghealey@kingstoneacademy.co.uk

### The Expressive Arts Faculty

Miss S Thomas	Head of Faculty	stthomas@kingstoneacademy.co.uk
Mr M Hince	Drama Teacher	mhince@kingstoneacademy.co.uk
Mrs L Rees	Art Teacher	lrees@kingstoneacademy.co.uk
Ms F Elliott	Music Teacher	felliott@kingstoneacademy.co.uk
Mrs M Galvin	Technician	mgalvin@kingstoneacademy.co.uk

### The Pastoral Team

Mrs R Williams	Designated Safeguarding Lead	rwilliams@kingstoneacademy.co.uk
Miss A Parker	Head of Key Stage 3	aparker@kingstoneacademy.co.uk
Mrs M Darcy	Pastoral Lead Year 7 (DDSL)	mdarcy@kingstoneacademy.co.uk
Mrs J Strangward	Pastoral Lead Year 8 & 9 (DDSL)	vseymour@kingstoneacademy.co.uk
Miss P Bythell	Head of Key Stage 4	pbythell@kingstoneacademy.co.uk
Mrs L Morris	Pastoral Lead Year 10 & 11 (DDSL)	lmorris@kingstoneacademy.co.uk
Mrs L Roden	Pastoral Support to 10 & 11 (DDSL)	jstrangward@kingstoneacademy.co.uk
Mrs V Seymour	Pastoral Lead – Attendance	lroden@kingstoneacademy.co.uk

## The Learning Support Team

Mrs C Sankey	Inclusion Director, SENDCo	csankey@kingstoneacademy.co.uk
Mrs C Wood	Intervention Teacher	cwood@kingstoneacademy.co.uk
Mr D Bowlzer	Vocational Instructor	dbowlzer@kingstoneacademy.co.uk
Mrs D Carletti	HLTA	dcarletti@kingstoneacademy.co.uk
Mrs B Roberts	HLTA	broberts@kingstoneacademy.co.uk
Mrs F Harry	HLTA	fharry@kingstoneacademy.co.uk
Mrs K Symons	HLTA	ksymons@kingstoneacademy.co.uk
Mrs K Hirons	HLTA	khirons@kingstoneacademy.co.uk
Mrs J Watts	HLTA	jwatts@kingstoneacademy.co.uk
Mrs M Webb	TA	mwebb@kingstoneacademy.co.uk
Mrs B Daw	TA	bdaw@kingstoneacademy.co.uk
Mrs K Carwood	TA (SEN)	kcarwood@kingstoneacademy.co.uk
Mrs L Jones	TA (SEN)	ljones@kingstoneacademy.co.uk
Mrs K Griffiths	TA (SEN)	kgriffiths@kingstoneacademy.co.uk

## Support Staff

Mrs S Spreckley	Admin Manager & Head's PA	sspreckley@kingstoneacademy.co.uk
Miss T Watkins	Admin Officer (SEND)	twatkins@kingstoneacademy.co.uk
Mrs C Husband	Careers Officer & Admin Officer	chusband@kingstoneacademy.co.uk
Mrs C Hall	Admin Officer	chall@kingstoneacademy.co.uk
Mrs S Rollinson	Admin Officer	srollinson@kingstoneacademy.co.uk
Mr O Kitching	Cover Manager	okitching@kingstoneacademy.co.uk
Miss J Kent	Academy Business Manager	jkent@kingstoneacademy.co.uk
Mrs D Chalk	Finance Officer	dchalk@kingstoneacademy.co.uk
Mrs H Main	HR and Finance Officer	hmain@kingstoneacademy.co.uk
Mr R Davis	Caretaker	rdavis@kingstoneacademy.co.uk
Mr A Collinson	Caretaker	acollinson@kingstoneacademy.co.uk