

# KING'S



PARENT HANDBOOK



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# WELCOME FROM THE HEADTEACHER



Here at Kings' School in Winchester, we have a clear vision of working together to build inspiring futures for all our pupils, and this I see in evidence every day. As an oversubscribed, happy and successful school – and supported by our Kings' community – we offer exceptional, well-rounded, and individualised education for 11–16 year-olds. Throughout their time at Kings', we support each one of our pupils in their unique passions and talents, providing a wide range of diverse subjects and opportunities, and helping our ambitious, determined young people to find confidence and joy in their work – now and in the future.

I am exceptionally proud and feel immense privilege to be leading Kings', an Outstanding school renowned for our academic excellence. Year on year, our pupils attain at the very highest level and together we celebrate our position alongside the very best state secondary schools in the country. Our aspirations go beyond our consistently high results, and we work together as a supportive school family to inspire each individual to find their spark and forge their own path to personal fulfilment.

We have the highest aspirations for every one of our pupils because we know the impact that a first-class education has on the future of each individual child. We believe that every one of our pupils has something that they can be excited about, excel at, and can inspire others through. Our belief in developing the whole-child is reflected not only in the breadth of academic subjects pupils can study, but also, the extensive extra-curricular activities that are on offer at Kings'.

Our friendly and supportive culture strives to enable each pupil to feel confident and valued, and to inspire a curiosity to discover the things that excite them. We are immensely proud of all our pupils' achievements, whether they be academic, sporting, artistic, dramatic, or personal.

We believe in the importance of supporting our pupils as they develop their character, overcome challenges, and discover their strengths, and our pastoral system is central to this. Through our House system we challenge our pupils to establish themselves as ambitious young people who make a positive contribution to both the local and wider community. Our pupils leave Kings' well prepared for their futures and are successful in gaining places at local colleges, schools and ultimately the universities of their choice.

As a parent myself, I know that children and young people learn best when they feel happy, secure, and valued. We pride ourselves on the warmth and collaboration across the school, the close relationships between staff and pupils, and the care and guidance that we provide to all pupils. We especially value our continued collaboration with parents and the strength of our ties to the wider community that help us build success together. Our ethos and vision are reflected in our school motto, ***Una Laborantes*** (working together) which underpins everything we do.

Dr James Adams  
Headteacher



# ETHOS, MISSION AND VALUES

Our mission is to ensure your child leaves with an inspiring future ahead, because they develop exceptional character and achieve academic excellence. Working together, we offer your child excellent pastoral care, an enriching curriculum and overwhelming opportunities for activities and experiences.

## INSPIRING FUTURES

Discovering your child's passion and talents so that with unlimited ambition, they can pursue their own path to personal success.

## EXCEPTIONAL CHARACTER

Developing your child's skills and courage to make exceptionally good choices: confident that they will do the right thing, at the right time, for the right reason.

## ACADEMIC EXCELLENCE

Ensuring a life of choice and opportunity for your child as a result of the breadth and quality of achievement.

Kings' School Values are:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, humble & have integrity
- Make a difference

# CONTACT INFORMATION

Pupil absence : Via Edulink App

Welfare/Pastoral enquiries : Tutor

Questions about subjects : Subject teacher

Serious Welfare/Pastoral issues : Head of Year

Serious subject-specific issues : Head of Subject

Issues that cannot be resolved through the above staff should be directed to the linked member of the Senior Leadership Team.

How to contact them:

Telephone the school on 01962 861161 or visit [www.kings-hants.com/contactus](http://www.kings-hants.com/contactus)

What should happen:

We aim to respond to telephone messages and emails within two school days.

Headteacher:	Dr Adams
Deputy Headteacher:	Mr Jeckells
Deputy Headteacher:	Mrs Hutton
Deputy Headteacher:	Mr Rossiter
Assistant Headteacher:	Mrs Payne
Assistant Headteacher:	Mr Simpson
School Business Manager:	Mr Culleton
Welfare Lead/DSL:	Mrs Berridge
Learning Support:	Mrs Wilde
Trips and Activities:	Mrs Whitfield
Pupil Premium:	Mrs Jenkins

# PASTORAL INFORMATION

Your child will be a member of a Tutor Group which will contain approximately 30 of their peers. Their Tutor will be your primary point of contact and will have oversight of their welfare and progress.

Each Year Group contains 12 Tutor Groups who are under the care and co-ordination of the Year Office Team, which includes Head of Year, Deputy Head of Year and a Year Officer.

Tutor Groups gather each morning for Tutor Time, where important notices will be given, and a register taken. Once a week your child will attend a Year Group assembly held by the Year Office.

## WELFARE

The school has a dedicated Welfare Team who work closely with children and providing support to those who are having difficulties either inside or outside of school. If you feel your child may need some additional support, please contact their Tutor who will begin the referral process. Children are assigned to a specific member of the Welfare Team, who will book appointments to see them as necessary. If your child becomes distressed and needs someone to speak to whilst at school, they are welcome to visit the Welfare Office.

## MATRON

Children can visit their Year Office or Matron's Office at any time if they feel unwell, or are injured, although they should first seek permission from their class teacher. If necessary, Matron will call home and make arrangements for collection.

Children should not contact home themselves if they feel unwell and should not be collected from school without Matron's permission.

# ATTENDANCE

Regular and Punctual Attendance – it is imperative for a child's future that he or she makes the most of his or her time at school. This means attending regularly and turning up on time – qualities also valued by employers.

- Pupils must arrive at school before 8.40am and although some pupils may arrive at school earlier than this, parents are advised that there will be no staff supervising pupils before 8.30am.
- Pupils are considered late if they have not registered by 8.45am (unless they are late with good reasons e.g. school bus was late.)
- Pupils should move promptly between lessons, arriving before the end of the 5 minutes allocated movement time.
- If for any reason pupils are late for school, or need to leave school early they should 'sign in/out' at Reception. They must also bring a note signed by a parent/guardian.
- Pupils must not be absent from school unless they are ill – casual or holiday absence is not granted. At Kings' School we have always stressed the importance of regular attendance and work together with families to achieve this. We have detailed monitoring systems involving Tutors, Year Offices and the Welfare Team in place, because legislation requires that schools thoroughly investigate any suspected cases of unauthorised absence and report the results of these investigations to the appropriate authorities.
- Any absence should be notified to the school by the beginning of the affected day. This should be done via the Edulink app.
- After school detentions will be issued for repeated lateness to school or to lessons.
- The Attendance Policy is available to view in full on the school website.



# BEHAVIOUR

We have very high expectations of all our pupils. This, combined with creative, challenging, well-resourced lessons and a skilful response by teachers to inappropriate conduct, leads to an inclusive, positive learning environment.

We aim for all within our community to demonstrate the following behaviours as a foundation to our ethos:

## Ready

- Be punctual
- Be organised and ready to access their learning

## Responsible

- Actively support the uniform code
- Demonstrate a purposeful attitude to learning

## Respectful

- Be courteous & co-operative
- Be kind when dealing with others

In school, good order, discipline and considerate behaviour are essential for effective teaching and learning. The school expects the highest standards of personal behaviour from pupils and in return, provides a pleasant and happy environment in which children can work, develop and thrive.

Pupils who do not meet our expectations may be dealt with by counselling, admonishing, the imposition of appropriate tasks or detention etc. The school uses its discretion as to whether or not parents need to be told about minor offences, but where a serious offence has been committed or where there is a deteriorating pattern of behaviour, parents are informed and consulted as appropriate. The school may wish to detain pupils at the end of the school day where it is considered necessary. Pupils' parents are typically given at least twenty-four hours' notice before this sanction is imposed.

The school takes all forms of bullying very seriously. We will always do all that we can to support and protect pupils and eradicate or remove this behaviour from our school. Pupils are made aware of how to report any issues they face either in person or if they prefer, electronically.

All pupils attending Kings' School are required to wear the correct school uniform. There is no negotiation of this point. The school uniform is designed so that it is simple, unequivocal and easily obtainable. We believe our uniform allows pupils to take a pride in their school and their own appearance and helps to provide an inclusive ethos and sense of belonging to our community. (For further information and details please refer to our Behaviour Policy.)

# REWARDS

At Kings', we actively encourage positive conduct and respectful behaviour from all our pupils in lessons and around the school.

Pupils who show and demonstrate positive behaviours and a good attitude towards learning are rewarded with credits.

## Criteria for rewarding credits

- A piece of exceptional work.
- A period of sustained good work.
- An example of exceptional effort.
- A significant period of consistent effort.
- An example of exceptional helpfulness.
- A record of consistent helpfulness.

## Additional certificated awards at KS3

25 credits Bronze Kings' Award  
50 credits Silver Kings' Award  
100 credits Gold Kings' Award  
150 credits Ruby Kings' Award  
200 credits Emerald Kings' Award  
250 credits Platinum Kings' Award  
300 credits Diamond Kings' Award

## Additional awards at KS4

Excellent work can be recognised by teachers by either receiving a post card or a positive phone call home. At KS4, pupils who gain these rewards are entered into a prize draw each term. Pupils who are successfully drawn participate in a celebration event or receive a retail voucher.

# SCHOOL RULES

- The highest standards of personal behaviour are expected from pupils both in school and on the way to and from school, and in other school activities.
- Unless permission has been given, pupils must not leave the school premises during the school day.
- When moving around the school, pupils should walk quietly, keeping to the one-way system. Running is only permitted on the fields and play courts.
- In fine weather, pupils should remain outside before 8.45am and at lunchtimes, unless they are in a designated eating area or making their way to see a member of staff.
- Valuable items should not be brought into school unless they are absolutely essential; any such items remain the responsibility of the pupil and should be kept out of sight.
- Mobile phones should be kept switched off and must be out of sight on school site, from arrival at the start of the day until 3.15pm, unless they are being used with staff permission.
- Pupils are not allowed to listen to music using their own headphones at any time whilst on school site.
- Motorbikes, mopeds, scooters and skateboards must not be brought into school.
- Food should be consumed in the designated eating areas only or outside the buildings. Food should only be eaten in the classrooms during “wet break”.
- Pupils must not bring alcohol, recreational drugs, solvents, energy drinks or large bottles of fizzy drinks into school.
- Prescribed medicines (other than inhalers and epi-pens) must be handed in to Matron for safe keeping. Other medicines must only be brought into school with parental permission; pupils must never give medicines to other pupils.
- Smoking and “vaping” are not permitted in school or on the way to or from school. The possession of cigarettes/e-cigarettes, matches and lighters is not allowed at any point whilst in school uniform.
- Chewing gum is banned and should not be brought into school.
- Dangerous items such as knives, laser pens etc. must not be brought into school.
- All types of aggressive behaviour, whether verbal or physical, are not allowed.
- Pupils must not go into the areas which are out of bounds.
- Outdoor garments should not be worn during lessons.
- Pupils are not allowed to eat sweets/food during lessons.
- Pupils should ensure that litter is placed in bins and recycled where possible.

# EXPECTATIONS OF SCHOOL UNIFORM

At Kings' School, we are proud of ourselves and of our appearance. All pupils attending Kings' School are required to wear the correct school uniform. There is no negotiation on this point. The school uniform has been designed so that it is simple, clear, unequivocal, gender neutral (where appropriate) and easily obtainable. It is, in the first instance, the responsibility of the tutor to monitor uniform standards. All members of staff, however, should assume a corporate responsibility in maintaining the uniform regulations. Pupils are expected to maintain these standards both within and outside school, on the way to and on the way home from. All branded items of uniform are marked with an asterisk and can be purchased through the Hewitts of Croydon online shop.

## Uniform

Plain white long or short sleeved shirt with conventional collar.

\*Maroon School Tie with gold stripe, worn with 6 stripes.

\*Black Blazer, with School Badge.

David Luke grey stitched down knife pleated skirt DL972, worn with plain grey, black or natural tights or plain black or grey socks.

Black straight/slim leg trousers, not skinny leg, worn with plain black or grey socks.

\*Maroon V-neck pullover with gold crest (optional)

Shoes, black sensible with a low heel no more than 2cm. No boots, trainers or sports branded shoes are allowed. (See school website for greater clarification).

Coats must be smart, of a single colour, with no slogans or large lettering or images and avoiding extremes of fashion. Leather or denim jackets should not be worn.

School scarf or plain black scarf (optional)

## PE

Precision Attack, black games shorts.

\*Maroon reversible games jersey with School crest.

Mitre Mercury contrast maroon and white games socks.

Plain white sports socks.

\*Kings' crest polo shirt.

\*Maroon sweatshirt with School crest (optional).

Plain black waterproof sports jacket for extreme wet weather only (optional).

Plain black tracksuit bottoms for winter (optional).

Trainers and studded boots.

Black swim shorts for boys.

Plain black swimsuit for girls.

Top buttons must be done up; shirts must be tucked in; skirts must not be “rolled”.

Hair must be kept smart and tidy, an appropriate style for school, must not reflect any extremes of fashion and should not be dyed, other than a single natural colour. It must be above the eyebrows to allow the pupil to easily see. Plain black hair bands only may be worn as a hair accessory. For health and safety reasons, long hair should be tied back in appropriate subjects e.g. Technology and Science

Eye make-up, nail varnish or false nails are not allowed.

Pupils can only wear one plain gold/silver stud earrings in **both** earlobes. Pupils must not wear earrings in one ear only.

Pupils must not have any other facial piercings, including lip, tongue or nose studs.

Necklaces, chains must not be worn.

One plain, simple ring is allowed, e.g. a signet ring.

Non-religious or non-medical bracelets, bangles, anklets etc. are not allowed.

Watches may be worn.

Shoes must be plain black, solid and without a heel. No ballet pump style, boots or trainers. Plimsolls will be issued for the day to any child who arrives at school wearing incorrect footwear.

School bags must be rucksack style, which distribute weight evenly and are waterproof. Pupils must not use handbag style bags. Carrier bags are not acceptable either for books or PE kit and must not be used.

If any points are unclear or cause confusion, please contact your child’s Head of Year before making expensive purchases or making any decisions regarding your child’s appearance at school.

Uniform will be checked at both the start and end of every lesson and tutor time.

If your child wilfully wears their uniform incorrectly this will be recorded.

If your child persistently wears their uniform incorrectly, they will be placed on ‘Uniform Report’ by their tutor and may also receive a detention.

NOTE:

Pupil swim wear is not gender neutral.

All items of clothing etc. should be clearly marked with the pupil’s name.

Responsibility cannot be accepted by Governors or school for any items mislaid, lost or stolen.

# EQUIPMENT

Pupils are expected to have the correct equipment with them in school every day, in order to be ready to learn. This includes any workbooks, exercise books or textbooks issued by their class teacher, and a pencil case containing the following items:



2 x Black Pens



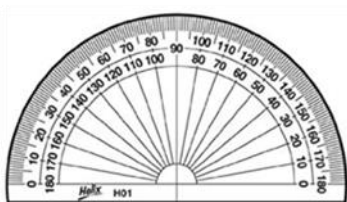
1 x Green Pen



1 x Pencil

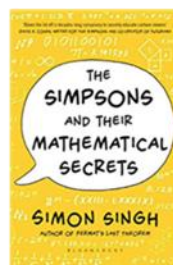


Ruler



Protractor

Reading Book (KS3)



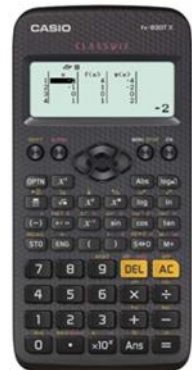
Knowledge Organiser



2 x Highlighters



Rubber



Scientific Calculator

Your child's equipment will be checked every tutor time, and each lesson.

In tutor, if your child is missing items, they will be sent to their Head of Year Office to loan these (in exchange for their phone or £1). This will be recorded.

If they persistently fail to have the correct equipment, they will be placed on 'Equipment Report' by their Tutor and may also receive a detention.



# ICT POLICY

- Pupils will only use their own login and password and will keep their password secret.
- Pupils will only use the computers for schools related study.
- Pupils are responsible for their own files and understand that the school will check the files and monitor the sites they visit.
- Pupils will only email people they know or those their teacher has approved.
- All emails will be polite and sensible.
- Pupils will not give out any personal information in their emails like mobile numbers or addresses or arrange to meet anyone they do not know.
- Pupils will only enter sites on the internet that they have the teacher's permission to enter.
- Pupils will not enter chat rooms or play internet games.
- Pupils will not rearrange the hardware or install any software.
- Pupils will not use social networking sites to post untrue information or comments about any other person.
- Pupils breaking any of the above rules may be stopped from using the school's computers or possibly be excluded from school.

## RULES ABOUT MOBILE PHONES

We recognise that mobile phones may be necessary before and after school for some of our pupils, but pupils **must have phones turned off and in their bags from 8.45am until 3.15pm**. All parental contact with and by pupils during the school day, should be made through the school switchboard. If pupils need to contact home, they may visit their Year office and ask to use the telephone.

**If a mobile phone is seen or heard at any time between 8.45am and 3.15pm, it will be confiscated. Parents will be notified and asked to collect the confiscated phone from the Main Office.**

Earphones or earpods should not be worn or used during the school day. If seen in use, these may be confiscated and returned at the end of the day.

# HOMEWORK

## Key Stage 3

1 Hour per week	30 Minutes per week	30 Minutes per fortnight
English	Languages	Computing
Maths	Geography	PSHEE
Science	History	Technology
Reading	Religious Studies	Music
		Drama
		Art

## Key Stage 4

2 Hours per week*	1 Hour per week
English	All other examined subjects
Maths	
Science	

## REPORTING

Each academic year you will receive two reports about your child's academic progress. There will also be an opportunity to attend at least one Parents' Evening a year.



# THE SCHOOL DAY

The school day will start with Registration / Tutor time at 8.45am and will end for all pupils at 3.15pm. Lunch time runs from 12.25pm until 1.10pm.

<b>08.45-09.10</b>	<b>Tutor Time &amp; Registration</b>
<b>09.10-09.15</b>	<b>Movement Time</b>
<b>09.15-10.15</b>	<b>Lesson 1</b>
<b>10.15-10.20</b>	<b>Movement Time</b>
<b>10.20-11.20</b>	<b>Lesson 2</b>
<b>11.20-11.25</b>	<b>Movement Time</b>
<b>11.25-12.25</b>	<b>Lesson 3</b>
<b>LUNCH BREAK</b>	
<b>13.05-13.10</b>	<b>Movement Time</b>
<b>13.10-14.10</b>	<b>Lesson 4 &amp; Registration</b>
<b>14.10-14.15</b>	<b>Movement Time</b>
<b>14.15-15.15</b>	<b>Lesson 5</b>

# OUR GOVERNORS

There are currently 19 active Co-opted, Parent, and Staff Governors – as well as Headteacher Dr Adams – sitting on the Kings' School Governing Body. The Governing Body is responsible for overseeing the management side of the school specifically: strategy, policy, budgeting, and staffing. Our Governors enable our school to run as effectively as possible, working alongside our senior leadership team, and supporting teachers to provide exceptional, well-rounded, and individualised education to our children.

The Governing Body meets regularly to keep abreast of the school's policies and planning. These meetings ensure all areas of the Governors' remit are covered including Finance, Curriculum, and Pupil Support. The Governors, several of whom are parents, bring a wealth of personal and professional experience to an eclectic mix that sustains the resilience, confidence and ongoing progress of the school and our pupils.

## COMPLAINTS PROCEDURE

Kings' School fully recognises the vital importance of good relationships between staff, pupils and parents and strives to maintain these. In the light of this, every complaint is a matter of concern to the school and will be investigated with due urgency and thoroughness.

To make either an informal or formal complaint, please use the forms located at [www.kings-hants.com/contactus](http://www.kings-hants.com/contactus)

Informal complaints can be raised with any member of staff, who will then launch an investigation. Informal complaints will be acknowledged within 3 school days.

Formal complaints will be passed to the Headteacher (unless they are about the Headteacher), and will be acknowledged by the Headteacher within 5 school days.

Our full complaints policy can be found at [www.kings-hants.com/policies](http://www.kings-hants.com/policies)

# KINGS' SCHOOL PTA

As a state-funded, community school, Kings' relies on volunteers and the wider community of parents and families to support the school with fund raising for additional equipment, events, and resources to provide opportunities for our pupils.

The Kings' School Association (KSA) is run by a dedicated team of parent and carer volunteers and exists to plan and run educational, cultural, sporting, social events and fundraising initiatives that draw the community together and raise essential funds for the school. It helps to provide financial assistance for facilities not normally supplied by the Local Authority.

The KSA have previously funded our Media studio, Duke of Edinburgh Scheme camping equipment, event shelters for use during sports day and other outdoor events to mention just a few.

The committee is extremely generous of its time, energy, and commitment towards the school. If you feel you would like to be actively involved, you can be assured a warm welcome.

Please contact us with any enquiries, ideas, or to get involved

[ksa@kings-winchester.hants.sch.uk](mailto:ksa@kings-winchester.hants.sch.uk)









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EXCEPTIONAL CHARACTER



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