



The King's School Parent Handbook

September 2018

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INTRODUCTION

This guide provides a summary of information that may be required either on a day to day basis or at some point over the course of the year. As well as this guide there are three main sources of information:

School Office

Administrator: Marie Easton
T: 023 8060 0986
E: office@thekingsschool.eu

Headteacher: Heather Bowden

T: 023 8060 0986
E: head@thekingsschool.eu

Admissions Office

Business Manager: Margaret Walker
T: 023 8060 0986
E: margaret.walker@thekingsschool.eu

The School Website

www.thekingsschool.eu

Our policy is to be able to deal with your enquiry efficiently. You may wish to speak to a teacher directly. However, if you speak to one of the above people first, we can ensure that your concerns are dealt with properly. No issue is too small and no time is any less convenient. Email is our preferred method of communication in the first instance but we know that most issues will need some face to face discussion.

The Staff Team

Senior Leadership Team:

Mrs H Bowden, Headteacher	head@thekingsschool.eu
Mrs C Santer, Deputy Headteacher	caroline.santer@thekingsschool.eu
Mrs M Walker, Business & Admissions Manager	margaret.walker@thekingsschool.eu

Middle Leadership Team

Mr T Bryars, Key Stage 4	t.bryars@thekingsschool.eu
Mrs A Scurr, Key Stage 3	a.scurr@thekingsschool.eu

SENCo

Mrs R Firth (SENCO)	r.firth@thekingsschool.eu
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Senior Teachers:

Mrs H Bowden, English	head@thekingsschool.eu
Mr T Bryars, Maths	t.bryars@thekingsschool.eu
Mrs C Santer, English, Latin	caroline.santer@thekingsschool.eu
Mrs K Clucas, Art	k.clucas@thekingsschool.eu
Mr P Darmanin, Senior Food Technology	paul.darmanin@thekingsschool.eu
Mr M Hampton, Computer Science	m.hampton@thekingsschool.eu
Mrs D Hampton, Maths	d.hampton@thekingsschool.eu

Mrs P Hastings, Music	penny.hastings@thekingsschool.eu
Mrs E Hatcher, PE	e.hatcher@thekingsschool.eu
Mrs L House, Art	l.house@thekingsschool.eu
Miss S Kemp-Garcia, Spanish	s.kemp-garcia@thekingsschool.eu
Mr S Knapp, ICT and Geography	steve.knapp@thekingsschool.eu
Mrs C Knight, Religious Studies	c.knight@thekingsschool.eu
Mr J Land-Jones, PE	a.shergill@thekingsschool.eu
Mrs D Land-Jones, History	d.land-jones@thekingsschool.eu
Mrs B Langmead, English	b.langmead@thekingsschool.eu
Mr R Mullane, Science	robert.mullane@thekingsschool.eu
Mrs C Pancott, Spanish	c.pancott@thekingsschool.eu
Mrs J Pinchen, Drama	j.pinchen@thekingsschool.eu
Mrs A Scurr, Maths	a.scurr@thekingsschool.eu
Mr A Shergill, Religious Studies and Physical Education	a.shergill@thekingsschool.eu
Mrs S Smith, Science	s.smith@thekingsschool.eu
Mr R Stannard, Music	richard.stannard@thekingsschool.eu
Mrs M Wilson, Child Development	m.wilson@thekingsschool.eu

Primary Teachers:

Mrs H Trevett, Reception/Year 1	h.trevett@thekingsschool.eu
Mrs A Kinchin, Year 2	ali.kinchin@thekingsschool.eu
Mrs D Vardy, Year 3/4	d.vardy@thekingsschool.eu
Mrs H Hackston, Year 3/4	H.Hackston@thekingsschool.eu
Mrs A Lemon, Year 5	angela.lemon@thekingsschool.eu
Mrs S Allen, Year 5	s.allen@thekingsschool.eu
Mrs R Froud, Year 6	r.froud@thekingsschool.eu
Mrs L Larkum, Year 6	l.larkum@thekingsschool.eu

Classroom Assistants

Mrs S Armstrong
Mrs K Blakeway
Miss A Crane
Mrs S Darmanin
Mrs H Dodman
Miss A Hussey
Mrs T Kemp
Mrs L Lawrenson
Mrs K Parker
Mrs C. Pattinson
Mrs J Szedlak
Mr N Thorpe
Mrs J Walker
Mrs C Williams
Mrs R Wong

Support Staff

Mrs M Easton, Administration Assistant

Mrs H Stride, Finance Assistant

Mrs D Murdock, Stay and Play co-coordinator and marketing officer

If you have any questions or concerns it is often best to initially contact your child's class or subject teacher. However, if you feel it would be beneficial to speak to any of the Leadership Team, please do feel free to contact them directly.

Heather Bowden (Headteacher)

Heather Bowden has overall responsibility for the school. She is ultimately responsible for the curriculum and the pastoral welfare of all students. You are always welcome to contact her to discuss any concerns that you have. To make an appointment, please contact the school on 023 8060 0986 or email head@thekingsschool.eu.

Caroline Santer (Deputy Headteacher)

Caroline Santer is Deputy Headteacher of the whole school and is always able to deputise if necessary. However she has a particular senior focus, coordinating curriculum and pastoral issues in Years 7 to 11. This includes examination entries, work experience, college liaison and student leadership roles. If you would like to speak to Mrs Santer please contact the school on 023 8060 0986 or email caroline.santer@thekingsschool.eu.

Margaret Walker (Business Manager)

Margaret Walker is our business manager and will be able to help you with all enquiries about your fees or other charges that apply from time to time. You may also want to discuss different payment options such as 'advanced fees'. Mrs Walker can arrange to talk to you in complete confidence so feel free to get in touch straight away. To make an appointment, please contact the school on 023 8060 0986 or email margaret.walker@thekingsschool.eu.

Tim Bryars

In addition to teaching Senior Maths, Tim Bryars oversees the academic curriculum and pastoral care of pupils in Years 10 and 11. To make an appointment, please contact the school on 02380 600986 or email t.bryars@thekingsschool.eu

Ali Scurr

In addition to teaching Senior Maths, Ali Scurr oversees the academic curriculum and pastoral care of pupils in Years 7, 8 and 9. To make an appointment, please contact the school on 02380 600986 or email a.scurr@thekingsschool.eu

AUTUMN TERM

School Prayer Meeting

We hold an evening School Prayer Meeting near the start of each term which we would encourage as many parents as possible to attend. This is The King's School and it is important that we keep God at the centre of all that we do.

Open Morning

We hold Open Mornings on three Saturdays throughout the year when the School is open for prospective pupils and parents. This is an ideal opportunity to invite your friends who may be interested in looking at the school for their own children.

College Information Evening

Local colleges give presentations on transitioning from school to college. We would encourage as many Year 10 and 11 students and parents to attend to help inform their choices.

Target Setting Evening

This is the first of our two parents' evenings where parents, pupils and teachers meet to agree on Wisdom, Stature and Favour targets for the year ahead.

New Parents' Information Evening

An opportunity for parents of all new and Year 7 students to meet their tutors, teachers and the Leadership Team and to ask any questions.

Prize Giving – Senior Pupils

This is the School's formal Prize Giving.

Mock Examinations

GCSE pupils sit mock examinations in core subjects only under exam conditions

Primary Christmas Production

This event is held in the school hall one afternoon and evening, normally during the week before the end of term. All primary pupils are involved and parents and older pupils can attend by purchasing tickets.

SPRING TERM

Mock Examinations (January/March)

GCSE pupils sit mock examinations in option subjects (January) and all subjects (March) under exam conditions.

Open Morning

Details as per Autumn Term

Parents' Evenings

Parents of pupils in Years 8 to 11 are invited to meet with subject teachers.
Primary parents are invited to meet with class teachers.

Rwanda

This is an extra-curricular trip for Years 10 and 11.

Ski Trip – a bi-annual event

This is an extra-curricular trip for Years 8 to 11

Primary Easter Activity Day

Primary pupils spend the day doing activities centred on celebrating Easter

SUMMER TERM

Leavers' Celebration

This is the final day for Year 11 pupils before written GCSEs begin which includes a leavers' assembly, a time of sharing memories and a barbecue. Students are expected to attend school for their exams and revision sessions throughout the exam season.

GCSE Examinations

These take place two weeks before and two weeks after the summer half term, involving pupils in Years 9, 10 and 11.

Formal Assessment Week

During this week all pupils in Years 6 to 9 participate in assessment activities in all subjects. In the run up to the assessment week, lesson time is often used to do structured revision.

Year 10 formal assessments will take place in the two weeks after the summer half term when the majority of GCSEs are over.

Open Morning

Details as per Autumn Term

Family Fun Day

This event is organised by the Parents' Association to provide an opportunity for fun, fellowship and fundraising!

Activity Week

During this week all pupils in Years 3 to 9 are involved in a variety of activities. School continues as normal for remaining pupils.

Work Experience

Year 10 pupils participate in two weeks of work experience designed to help with career choice and to give a taste of the world of work.

Year 5 Taster Day

This day is designed for current and prospective pupils to experience a day at the Senior School.

Sports Days

The **Primary Sports Day** is usually held a week before the end of term, starting at 1.00pm following a picnic lunch with families and finishing at 3.15pm.

Senior pupils participate in a variety of interhouse sports events throughout the year. The **Christian School Sports Day** is normally just before the end of term, an exciting event where several Christian schools compete.

Meet Your New Teacher Day

Primary pupils have the opportunity to spend the day with the teacher who will be teaching them the following year. For Year 6, this means they spend the day in the Senior School.

The events listed above are regular events as listed on the school calendar. Please get these in the diary at the start of the year. We will email you to inform you of any other events which are organised during the course of the year.

A–Z Guide

Aims and objectives of the School

The King's School seeks to treasure childhood and enable its pupils to develop strong relationships with God that equip them with the knowledge, skills, personal qualities and qualifications to achieve success and fulfilment at school and beyond.

Assemblies

The primary school has an assembly every Friday morning between 9.10 and 9.50am at which parents and friends are very welcome. Pupils have opportunity to worship together and share what they have been learning in class. Merit and Shining Star certificates are presented and birthdays are celebrated. In addition primary pupils have a weekly worship time as well as class prayer times. Key Stage 1 and 2 also have separate assemblies.

All the senior school meet for an assembly on a Monday morning at 8.50am. There are also separate upper and lower school assemblies each fortnight.

Attendance/Absence/Appointments

Please contact the school by 8.30am if your child is absent for any reason, either by telephone or by email. Written confirmation of all absences is required for our records. If a child has a prolonged period of absence due to illness the school may ask for this to be authorised by a medical practitioner.

If your child is late to school

Please telephone or email to let us know if your child will be late. When your son/daughter arrives at school it is important that they report to the School Office so that they can be recorded as present.

If you need to request a planned absence for your child

It is expected that family holidays will be taken in the school holidays but there may be occasions when you need to request time out of school for your child. In these situations you should email or write to the School Office requesting time out of school, giving as much notice as is possible. Other than in exceptional circumstances the school will only authorise absences if the average attendance of the pupil is over 95%.

If your child has a dental/medical/or other appointment

Ideally these should be arranged outside school hours. If this is impossible, your child's tutor and the office should be informed by email or in writing in advance of the appointment.

If your child is ill or needs first aid assistance at school

If your child needs the assistance of the School First Aider, they should alert their subject teacher. If they are not in a class they should go immediately to the School Office/Medical Room and ask for assistance.

After School

Primary School pupils must remain on the school site until they are met by parents/guardians. Pupils should only be on site after school if they are involved in an official school activity or, for senior pupils only, if they have arranged to stay on and complete their homework. All pupils should be collected by 4.30pm unless participating in an official after school activity. The School is generally locked at 5.00pm.

After School Club – for ages 7-12 off site

The school is unable to offer after school care for primary pupils but we have linked with The Hub in Eastleigh who will collect pupils from the school at 3.15 and offer after school care until 6.00pm each evening.

Contact Tel: 02380 647090 or Email: thehub@youthoptions.co.uk

Before School

Whilst there are often staff present on the School site before 8.00am this cannot be guaranteed. The School Office is operational from 8.30am. The school day starts for senior pupils at 8.50am each morning and it is expected that students will arrive in school in time to arrive punctually to the start of tutor time.

The Primary School starts at 9.00am each morning and parents/guardians are requested to remain on site until the children line up in the playground. Should parents not be able to wait, then arrangements need to be agreed with the class teacher. An adult is on duty on the primary playground from 8.45am.

Before School Club

This runs every morning from 8.00am for pupils in years R to 6. Please contact the office for more information, including cost.

Behaviour and Sanctions

The school operates a staged approach to behaviour management. We begin by asking pupils to be sensible in helping us to create the right environment for successful learning.

Behavioural issues rarely progress beyond the petty rule breaking stage. Pupils may have forgotten equipment, turn up late, have incorrect uniform, be wearing hair or jewellery inappropriately, or a combination of these or other minor misdemeanours. Appropriate sanctions at this stage would be warnings, a note in the pupil planner, and/or a loss of break time or other privileges.

Should behaviour become more serious, parents will be informed and the situation monitored closely and appropriate action taken. Sanctions may include the requirement to work and/or spend a break time in isolation, and pupils would normally be placed on a Target Card where specific behavioural targets will be monitored closely in every lesson.

The final stage is just before pupils are asked to leave the school. Stealing, use of drugs or alcohol, and persistent bullying would be dealt with at this stage, together with wilful and persistent rebellion, gross insubordination or any behaviour which brings the School into disrepute. The Headteacher will deal with all such cases and formal written warnings will be issued. For more information please refer to both the Behaviour & Bullying Policies.

Bicycles

Pupils are allowed to ride their bicycles to school. They should dismount at the school gate as cycling within the school grounds is not permitted. There are allocated spaces for bicycles to be kept during the day. All pupils should wear helmets when cycling to and from school.

Bullying

The King's School acknowledges that pupils need support in forming good relationships with each other. We recognise that at times all children can be intolerant of certain individuals and respond in unkind and unhelpful ways. This can lead to unhappiness and discouragement. We teach all pupils to recognise this scenario and take action within their friendship groups to prevent individuals from becoming isolated and vulnerable.

Our Bullying Policy defines bullying as "any repeated and unwanted attention, verbal, physical, emotional, written or psychological, which causes distress to another pupil and causes a breakdown of relationship between pupils". We recognise that such behaviour is always unacceptable and we work hard with pupils to resolve issues and achieve reconciliation.

Calendar

The general calendar is available on the School's website which is regularly updated throughout the year. A hard copy is also available from the School Office.

Cars

All senior pupils need to be dropped off or collected at the end of the School drive at the beginning and end of the day. Car parking is available for parents in the Catholic Church car park and parents with younger children will need to walk along the drive with them for the start and finish of the school day.

Unless otherwise agreed with the School, no cars are permitted down the drive at the beginning or end of the day when pupils are arriving or leaving. Parking is only available at the School for visitors or by prior agreement.

Child Protection

The School ensures that all staff, teachers and support staff are trained to recognise children who are 'at risk'. The Headteacher is the School's Lead Child Protection Officer and she will liaise with the Police, the Health Service and Local Social Services to ensure the welfare of all children. All staff are required to have a DBS check every three years to ensure that no unsuitable person is allowed contact with children.

The School's Child Protection Policy can be found on the website.

Contacts: Mrs Heather Bowden head@thekingsschool.eu
Mrs Caroline Santer caroline.santer@thekingsschool.eu

The advice below is found in our Pupil Handbook:

Safeguarding and Confidentiality

Introduction

If you are ever worried that you or someone else may be in danger, or if someone is doing something to you or them that makes you or them feel uncomfortable it is very important that you go to an adult for help. Abuse can take many forms including: physical, emotional, sexual and neglect.

Who can I talk to in school?

We would always encourage you to talk to any member of staff at any time if you are worried about something or if you or someone you know is being abused in any way, even if it is happening outside of school. Mrs Bowden and Mrs Santer are responsible for Safeguarding within the school, but you must talk to whoever you feel most comfortable with. We will always make appropriate opportunities for you to talk to someone during the school day if you need to.

What happens next?

Whoever you talk to in school will take you seriously, but won't ask too many questions. If we feel that you are at risk we may have to get the right people, who are experienced in keeping children safe, to come and help you. We promise to do all we can to ensure that the other parts of your life are not disrupted more than is necessary.

Please remember no teacher is allowed to keep this type of information to themselves. They have to pass it on so that help can be obtained. However, only those who need to know will be told. We will explain this at the time and tell you who has to be told and the reason. We will suggest that you talk to them yourself. REMEMBER - nobody has the right to abuse children. It is very important that you tell someone.

Who can I talk to outside of school?

If you would prefer not to talk to anyone in school, there are other agencies you can contact:

NSPCC Child Protection Helpline: 0808 800 5000

Child-Line: 0800 1111

Confidentiality with outside agencies

All suspicions and investigations are kept confidential and shared only with those who need to know. When sensitive information is shared which may give rise to a safeguarding concern, it is important that everyone knows that no one can ever offer absolute confidentiality.

CCTV

There are several CCTV cameras around the school for security purposes which are directed towards most of the entrances and exits and vulnerable areas. Occasionally this footage may be used if it has caught pupils behaving in an inappropriate manner.

Code of Conduct

The School does not have an extensive list of rules. There are five main rules which we ask pupils to follow at all times; these cover virtually every circumstance and eventuality. These are:

- Honour God by taking every opportunity to do your best
- Follow instructions without arguing
- Treat others with kindness, consideration and respect
- Avoid all inappropriate physical contact
- Be on time and properly equipped for every activity

Communication

Our normal means of communication to parents is by email so it is worth checking your account on a regular basis. We will use the email address provided when your child starts school; it is the parents' responsibility to contact their email provider so that thekingsschool.eu email address is not rejected or sent to junk mail/spam. Parents are also required to notify the School of any changes to email address. For parents who do not have access to email a paper mailing will be sent home provided we are notified in advance.

Under normal circumstances parents may expect a response to communication within 3 working days during term time. Parents are asked to understand that staff are very busy and are not always in a position to respond immediately, though obviously any urgent matters will be prioritised. During School holidays issues that require urgent attention should be directed to the School Office: office@thekingsschool.eu. (For additional information see Parent Portal).

Complaints

In the unlikely event you should have a complaint, please refer to our Complaints Policy which is on the website.

Credits

Credits are given to senior pupils for good behaviour or work. These are collected regularly by teachers. Prizes are awarded for the highest number of credits earned. A prize is also awarded to the house which gains the most credits.

Curriculum

The curriculum contains the National Curriculum for each Key Stage. In addition and in keeping with the School's commitment to establish a distinctive Christian curriculum, schemes of work and lessons are planned to deliver key 'heart concepts'. The School's Curriculum Policy, which is available on request from the school office, sets out in detail how this is achieved.

Data Protection

Please see the attached privacy notice in Appendix I.

Extra-Curricular Activities

A variety of sports and clubs are available at lunch time and after school; details are provided at the beginning of each term.

Participation in the **Duke of Edinburgh Award** is available from Year 9 upwards.

Health and Safety

The Headteacher is responsible for Health and Safety. Staff are asked to complete regular visual checks and report anything that presents a risk as defined by the Health and Safety Council's Guidelines. A programme of action is taken to rectify any problems identified as soon as possible.

In addition, annual checks are made by a reputable agency to ensure that the School is compliant with fire regulations. All staff and pupils are made aware of emergency evacuation procedures which are practised regularly.

Homework

Homework is important because it is a time when pupils learn to study independently. Homework timetables are accessible on the School website and details of the homework tasks are available on the Parent Portal. Senior pupils are encouraged to use their pupil planner to record what homework has been set so that they can see at a glance what they have left to do and when it must be completed. Homework is best done in a quiet place which is free from distractions. Pupils need to plan ahead to make the best use of time and ensure they do not leave projects, coursework or homework until the last minute! Primary pupils are set homework on a weekly basis.

Houses

Pupils in the School are divided into four Houses: Truth, Faith, Joy and Peace. House Captains are chosen from the Year 11 pupils. Within the senior school houses regularly meet for praise, prayer and teaching led by the House Captains. Interhouse competitions are held throughout the year.

Internet Safety

Internet Safety is addressed on several occasions throughout a pupil's time at the School; however we would also encourage parents to monitor the on-line activities of their children. The school restricts access to certain websites and e-mail servers in school but pupils may have open access to all of these things outside school. These are the rules set out for pupils:

- Network access must only be made via the user's authorised account and password which must not be given to any other person.
- Pupils may only look at, modify or delete their own files.
- Software/disks must not be brought into school without permission.
- Pupils must ask permission before accessing the internet. It is the School's expectation that the Internet and other computer resources are to be used in a reasonable and efficient way and in an ethical, moral and legal manner in accordance with The King's School's ethos, values, understandings and beliefs.
- Copyright and intellectual property rights must be respected.
- The use of social media, including chat rooms, is not allowed.
- If using e-mail, pupils can only e-mail people that are known to them, or people for whom permission has been approved. The messages must be polite and sensible. Users are responsible for e-mails they send and for contacts made. Anonymous messages and chain letters are not permitted.
- The school ICT systems may not be used for private purposes, unless prior permission has been granted. Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- The school reserves the right to check personal computer files and Internet files visited.
- Irresponsible use may result in a temporary loss of I.T./Internet access.

Lockers

Senior pupils in the School are provided with lockers which are designed to enable pupils to store books, a coat and a small PE kit bag. Pupils are expected to keep their lockers tidy. At the end of the year all lockers are emptied and new lockers are allocated at the start of the next academic year.

Primary pupils have a peg and a class tray.

Lost Property

Valuable items of lost property such as watches, wallets, phones and ipods are held by the School Office. However, we would strongly encourage pupils to leave these items at home. Items such as clothing and sports equipment are stored in the lost property boxes. Lost property is displayed at the end of each term; any property not claimed will be disposed of, used by the PE department or sold as second hand uniform. Naming all property clearly ensures that it can be returned to its owner.

Lunch

Sandwiches and jacket potatoes can be purchased from the school. Primary parents and senior pupils must place orders in the school office by 11.30am. Alternatively pupils may bring in a packed lunch. No nuts are permitted due to a number of children with allergies. All students should bring in a named water bottle.

Medical

All parents complete a Medical Declaration form on their child's admission to the school. Please notify the School Office of any changes that occur regarding your child's health needs.

If your child feels unwell during the school day they must visit the office/medical room where staff will assess whether it is necessary for your child to return home. Please do not send your child into school for at least 48 hours after having had either vomiting or diarrhoea.

Merits

Merits are awarded throughout the primary school to pupils by staff for outstanding work, effort or conduct. When primary pupils have collected a total of 25 merits in Key Stage 1 and 50 merits in Key Stage 2, they will be presented with a certificate in the Friday assembly.

Mobile Phones

We strongly discourage pupils from bringing in mobile phones to school unless it is absolutely necessary. If your child does need to bring one in, it must be handed in to their tutor at the beginning of the day and collected at the end of the school day. The King's School does not accept any liability for phones that are lost, stolen or damaged when brought into school. Any pupil found using a phone without permission will have their phone confiscated for a minimum of 24 hours.

Laptops (and other word processing devices)

These may be used by senior pupils with permission from the Leadership Team. These are the responsibility of the pupil and the School accepts no responsibility whatsoever for theft, loss or damage. It is the responsibility of parents and pupils to ensure laptops are kept safe and properly insured.

Music Lessons

The School has a range of choirs and bands. Pupils are strongly encouraged to join one or more of these groups so that they can develop skills in performing in an ensemble, sight-reading, and enjoy being part of a creative team. This is particularly important for pupils who are taking lessons. Pupils should look at the Music Department noticeboard for days and times of rehearsals.

Individual music lessons delivered by peripatetic teachers on a range of instruments, including guitar, drums, piano, keyboard and singing, are available throughout each week of the term; information can be provided from the School Office and parents can liaise directly with the teacher.

Parent Portal

The "Parent Portal" is available from our website or directly at <https://parents.schoolbaseonline.biz/Login.aspx?DName=kings> which gives you information that is specific to your child. This includes school reports, grades, details of your child's timetable, homework etc. When you first join the School you will receive an "Activation Letter" which will give you personal details of how to register and to access this site. If you have problems with accessing this you can email office@thekingsschool.eu

Parents' Prayer Meetings

In addition to the whole school termly evening prayer meetings, parents also pray once a month on a Wednesday from 09.00 – 10.00am.

Parent Information Evenings

In addition to Parents' Evenings (see below), the School provides a number of information evenings throughout the year as shown on the school calendar. These vary from term to term and year to year depending on what may be relevant. These are not attended by pupils unless by prior invitation.

Parents' Evenings

Parents are formally invited to discuss their child's progress twice a year.

In October all parents are invited to a Target Setting meeting where targets are set for the year.

In March Primary parents are invited to meet with their child's class teacher to discuss progress

In the Spring Term Senior parents are invited to meet with individual subject teachers. Meetings take place in the school hall and appointments should be booked via the Parent Portal.

Should you need to speak with a teacher/tutor for longer, please contact them directly by email to arrange a separate meeting.

Personal Organisation

In order to be successful at school, we encourage pupils to be well organised by thinking ahead and planning for the next day before they go to bed. Please ensure that your child has everything that they need for the following day. A fully stocked pencil case, including a calculator, is essential every day.

Personal Property

Please label all personal items including clothing, shoes and trainers.

Photograph and Film Consent

The School likes to be able to take photographs/films of pupils in the School. These images may appear in our printed publications, on our website, our Facebook page, DVD/CD or on video. To comply with the GDPR, permission must be granted by the parent/guardian before images of your child/children are taken and used; the admissions pack and annual update require you to accept or decline to give consent.

Conditions of use are:

- Your consent will remain valid for the duration of your child/children's education at the School and will expire after this time.
- We will not include details of any person in an image on website, or in printed publications, without good reason and only with the express consent of parents.
- We may use group images with very general labels, such as 'youth enjoying sport' or making Christmas decorations'.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Policies

Updated versions of all School Policies, may be found on the School website, (www.thekingschool.eu) or obtained from the School on request.

Press and Publicity

The School is always keen to publicise the achievements of its pupils and sometimes we do so in local newspapers, radio or television. Any information that you feel may be of interest to the local press should be passed to Margaret Walker (Margaret.Walker@thekingschool.eu).

Pupil Planner

Senior pupils will be given a planner at the beginning of each year to record all homework; this will help with organisation. Parents and Tutors should look at and sign the planner each week. We would appreciate your support in doing this as it is a very effective means of communication between home and school.

Pupil Equipment - Senior pupils will need:

A large pencil case including:

- scientific calculator (Casio FX-83GTPLUS)
- black pens, pencils, ruler, rubber, coloured pencils, highlighter pens, pencil sharpener, compass, protractor

Collins Easy Learning Spanish Dictionary

A4 folders (for some subjects)

Reports

The following reports are available to download from Parent Portal under Common Documents/Reports:

- Agreed Targets (in the Autumn Term after the Target Setting Interviews)
- Mid-year reports (in the Spring Term)
- End of year report (at the end of the Summer Term)

School Site

Dogs are not permitted on the School site (except guide and assistance dogs). Smoking is also not permitted anywhere on the School grounds.

Site Access

All senior pupils must enter the School site through the pupil entrances at the back of the school. They must not enter via Reception unless have prior permission or need to speak to a member of the Office staff. All adult visitors should report to the School Office where they will sign in and be given a Visitor Badge.

Sex Education

A copy of our policy is available on request.

Shining Stars

Throughout the Primary School "Shining Stars" are chosen weekly. These are children who have particularly shone in areas of Wisdom, Stature or Favour. Certificates are presented in the Friday morning assembly.

School Day

Senior Timetable

	Summer	Winter
School begins - Tutorial/Assembly	8.50 am	8.50 am
Lesson 1	9.25 am	9.25 am
Lesson 2	10.20 am	10.25 am
Morning Break	11.15 am	11.25 am
Lesson 3	11.35 am	11.45 am
Lunch Break	12.25 pm	12.45 pm
Lesson 4	1.30 pm	1.25 pm
Afternoon Break	2.20 pm	2.20 pm
Lesson 5	2.40 pm	2.35 pm
School Finishes	3.30 pm	3.30 pm

*Extended tutor time on Wednesdays, resulting in lessons 1 and 2 being slightly shorter.

Primary Timetable

Children Arrive	8.45 am
Session 1	9.00 am
Morning Play Outside	10.15 am
Session 2	10.35 am
Lunch Play Outside	11.45 am
Primary Eat Lunch Inside	12.25 pm
Session 3	12.45 pm
Afternoon Play	2.15 pm
Session 4	2.35 pm
End of School Day	3.15 pm

Special Educational Needs

The school keeps a register of all pupils with identified special educational needs including those with an EHCP. The school's caring environment, small class sizes and curriculum planning ensure that the needs of all pupils are addressed. Where necessary the school deploys support teachers to assist with pupils' learning. If additional support is required, this will be at parents' expense.

Sports Fixtures

The PE department arranges fixtures with other local schools. Parents will be notified in advance of these and will be required to give written consent.

Stationery

Pupils are expected to provide their own equipment for all lessons. The school provides a clear 'exam compliant' fully equipped pencil case for use in public examinations. However, students must still bring in calculators for all exams which permit their usage.

Student Voice/Council

These groups of pupils meet regularly to discuss issues raised by pupils and staff. They consist of two pupil representatives from each year group who are elected by their year group.

Supervision of pupils

Teaching staff are vigilant as they move about the School and they deal with any issues that arise. A formal staff duty rota exists for the supervision of pupils before and after school and also at break and lunchtimes. The duty rota is published on the pupil notice board. Senior pupils are assigned to duties at lunch and breaks to assist staff.

Any member of staff responsible for an activity or trip that finishes after school supervises pupils until they are collected.

Teaching groups and tutor groups

For senior pupils, allocations to teaching groups and tutor groups are made by the Leadership Team. It is only in exceptional circumstances that requests for particular placements can be considered.

Telephone

In emergencies pupils may use the telephone to contact parents.

Important Numbers: School Office: 023 8060 0986 / Fax: 023 8060 956

Uniform - Second-hand

Some second-hand uniform is available – please contact the school office.

Website

Our website can be found at: <http://www.thekingschool.eu>

Primary Year R – Year 6

Uniform

Both primary and senior pupils are expected to attend school in The King's School uniform. Most items can be purchased through local stores, however **all items marked with * need to be purchased through our uniform supplier 'SkoolKit'** based in Eastleigh. SkoolKit visit the School once a year on our annual Induction Day in the Summer Term. (See School Calendar)

	Boys	Girls
WINTER Second half of Autumn term until Easter	<ul style="list-style-type: none"> <input type="checkbox"/> Long navy school trousers <input type="checkbox"/> Infant: Light blue school polo shirt with logo* <input type="checkbox"/> Junior: Long sleeved light blue shirt with collar <input type="checkbox"/> Junior: School tie* or <i>school office</i> <input type="checkbox"/> School sweatshirt with logo* <input type="checkbox"/> Plain navy, black or grey socks <input type="checkbox"/> Plain black or navy School shoes <input type="checkbox"/> Plain dark blue or black coat <input type="checkbox"/> Navy or black scarf, hat, gloves (optional) 	<ul style="list-style-type: none"> <input type="checkbox"/> Long navy school trousers, school skirt or pinafore dress <input type="checkbox"/> Infant: Light blue school polo shirt with logo* <input type="checkbox"/> Junior: Long sleeved light blue shirt with collar <input type="checkbox"/> Junior: School tie* or <i>school office</i> <input type="checkbox"/> School sweatshirt with logo* <input type="checkbox"/> Plain white socks or navy woollen tights <input type="checkbox"/> Plain black or navy school shoes <input type="checkbox"/> Plain dark blue or black coat <input type="checkbox"/> Navy or black scarf, hat, gloves (optional)
SUMMER From Easter and first half of Autumn term	<ul style="list-style-type: none"> <input type="checkbox"/> Long or short navy school trousers <input type="checkbox"/> Light blue school polo shirt with logo* <input type="checkbox"/> School sweatshirt with logo* <input type="checkbox"/> Plain navy, black or grey socks <input type="checkbox"/> Plain black or navy school shoes <input type="checkbox"/> Plain dark blue or black coat 	<ul style="list-style-type: none"> <input type="checkbox"/> School skirt or navy gingham school summer dress /Playsuit <input type="checkbox"/> Light blue school polo shirt with logo* <input type="checkbox"/> School sweatshirt with logo* <input type="checkbox"/> Plain white socks <input type="checkbox"/> Plain black or navy school shoes <input type="checkbox"/> Plain dark blue or black coat
PE/ Games	<ul style="list-style-type: none"> <input type="checkbox"/> Named drawstring bag <input type="checkbox"/> Navy/Amber PE top with logo* <input type="checkbox"/> Plain navy shorts (no Lycra) <input type="checkbox"/> Plain white or navy sports socks <input type="checkbox"/> Black 'slip on' plimsolls for indoors <input type="checkbox"/> Plain navy track suit (optional) 	<ul style="list-style-type: none"> <input type="checkbox"/> Named drawstring bag <input type="checkbox"/> Navy/Amber PE top with logo * <input type="checkbox"/> Plain navy shorts (no Lycra) <input type="checkbox"/> Plain white or navy sports socks <input type="checkbox"/> Black 'slip on' plimsolls for indoors <input type="checkbox"/> Plain navy track suit (optional)
Additional	<ul style="list-style-type: none"> <input type="checkbox"/> Book Bag* 	<ul style="list-style-type: none"> <input type="checkbox"/> Book Bag*

HAIR: Must be kept tidy, with no extreme hairstyles. For girls, long hair must be tied back for PE, Science and Food Technology. Hair accessories must be dark blue. For boys, minimum length is grade 3, maximum length is 'off the collar'. No hair colours, high/low lights, gel or extensions.

JEWELLERY: Limited to a watch and, for girls only, one pair of plain gold or silver studs – If earrings are worn, tape must be supplied for application during PE lessons.

BIBLE: International Children's Bible, New Century Version ISBN 978-0-85009-9010-0

Senior – Year 7 to Year 11

Uniform

Both primary and senior pupils are expected to attend school in The King’s School uniform. Most items can be purchased through local stores, however **all items marked with * need to be purchased through our uniform supplier ‘SkoolKit’** based in Eastleigh. SkoolKit visit the School once a year on our annual Induction Day in the Summer Term. (See School Calendar)

	Boys	Girls
<p>WINTER</p> <p>Second half of Autumn term until Easter</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Long navy school trousers <input type="checkbox"/> Long sleeved light blue shirt with collar <input type="checkbox"/> School tie* <i>or school office</i> <input type="checkbox"/> School sweatshirt with logo* <input type="checkbox"/> Plain navy, black or grey socks <input type="checkbox"/> Plain black school shoes <input type="checkbox"/> Plain dark blue or black coat 	<ul style="list-style-type: none"> <input type="checkbox"/> Long navy school trousers* <input type="checkbox"/> School skirt – knee length* <input type="checkbox"/> Long sleeved light blue shirt with collar <input type="checkbox"/> School tie* <i>or school office</i> <input type="checkbox"/> School sweatshirt with logo* <input type="checkbox"/> Plain white socks or navy tights (Year11 only -sheer flesh coloured tights) <input type="checkbox"/> Plain black school shoes with strap or laces and low solid heel <input type="checkbox"/> Plain dark blue or black coat
<p>SUMMER</p> <p>From Easter and first half of Autumn term</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Long navy school trousers <input type="checkbox"/> Light blue school polo shirt with logo* <input type="checkbox"/> School sweatshirt with logo* <input type="checkbox"/> Plain navy, black or grey socks <input type="checkbox"/> Plain black school shoes <input type="checkbox"/> Plain dark blue or black coat 	<ul style="list-style-type: none"> <input type="checkbox"/> School skirt – knee length* <input type="checkbox"/> Light blue school polo shirt with logo* <input type="checkbox"/> School sweatshirt with logo* <input type="checkbox"/> Plain white ankle socks only <input type="checkbox"/> Plain black school shoes with strap or laces and low solid heel <input type="checkbox"/> Plain dark blue or black coat
<p>PE/GAMES</p> <p>To be brought in as required and taken home and washed</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Named drawstring bag <input type="checkbox"/> Navy/Amber polo shirt with logo* <input type="checkbox"/> Plain navy sports shorts (not lycra cycle shorts) <input type="checkbox"/> Optional navy training trousers* <input type="checkbox"/> Optional navy zip top with Logo* <input type="checkbox"/> Short white socks (Summer) <input type="checkbox"/> Long plain dark blue football socks (Winter) <input type="checkbox"/> Trainers <input type="checkbox"/> Football boots <input type="checkbox"/> Swimming trunks or shorts (not knee length) 	<ul style="list-style-type: none"> <input type="checkbox"/> Named drawstring bag <input type="checkbox"/> Navy/Amber polo shirt with logo * <input type="checkbox"/> Navy Skort* <input type="checkbox"/> Optional navy training trousers* <input type="checkbox"/> Optional navy zip top with Logo* <input type="checkbox"/> Short white sports socks <input type="checkbox"/> Long plain dark blue football socks (Winter) <input type="checkbox"/> Trainers <input type="checkbox"/> Football boots <input type="checkbox"/> Swimming costume (one-piece only)

HAIR: Must be kept tidy, with no extreme hairstyles. For girls, long hair must be tied back for PE, Science and Food Technology. Hair accessories must be dark blue. For boys, minimum length is grade 3, maximum length is ‘off the collar’. No hair colours, high/low lights or extensions.

JEWELLERY: Limited to a watch and, for girls only, one pair of plain gold or silver studs.

MAKE UP: YEAR 11 ONLY - A light application of make-up may be worn by girls only.

Appendix I

Privacy Notice (How we use pupil information)v2

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, DOB, unique pupil number and address)
- Characteristics (such as language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Photographs of the pupils (formal for student identification other)
- Assessment information,
- Relevant medical information,
- Special educational needs and gifted and talented information
- Religion
- Exclusions / behavioural information
- Parent/ Guardian and emergency contact details

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to ensure that we are adhering to best practice in safeguarding
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

Under the General Data Protection Regulation (EU) 2016/679 (from 25th May 2018) we have to identify the reasons as to why we collect and use pupil information

- Article 6(1)(c) – processing is necessary for compliance with a legal obligation to which the controller is subject
- Article 6(1)(e) – the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Article 9(2)(g) – the processing is necessary for reasons of substantial public interest

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

Under UK Law, we are required to hold some pupil data for a certain period time, not exceeding 25 years after which it is destroyed in line with current government recommendations for disposal (this includes shredding of paper files).

The majority of pupil information is held on a secure, cloud based service called SchoolBase, provided by Furlong Business Solutions Ltd, who we have authorised as Data Processors.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- the NHS

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we may also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the business manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: the business manager