



The King's School

Senior Pupil Handbook

June 2018

INTRODUCTION

Welcome to The King's School. What makes this school distinctive is not just our small class sizes, outstanding pupil behaviour and excellent academic record, but the fact that God is firmly at the centre of all that we are and all that we do.

I hope you enjoy your time at The King's School. We highly value relationships and you will undoubtedly make some great friends for life while you are here. The times we are together outside the classroom are some of the most important times we have. It is here that we learn to relate to others, exercise love and respect, and find opportunities to serve. Please do your best to include others in everything you do.

Study this guide carefully. There is important information in it as well as good advice, but please do ask if you are ever unsure about anything. All of the staff and senior pupils are very helpful and want you to feel at home.

A handwritten signature in cursive script that reads "Heather Bowden".

Mrs Bowden
HEAD TEACHER

THE CURRICULUM

What makes The King's School different is that we place all of our learning within a distinctive Christian context.

Your education will prepare you for GCSE examinations, but more importantly we want to prepare you for life. We recognise that no one should live a life independent from God and so we prepare you to rely on God's help and guidance for your future.

Education for Academic Excellence (Wisdom)

We offer a wide range of subjects throughout the school, including Maths and English, Science and Religious Studies, as well as history, geography, Latin, Spanish, computer science, art, music, drama, food and nutrition, physical education, textiles, child development and information technology. A discipleship programme, alongside PSHE (personal, social and health education) and RSE (relationships and sex education) is delivered throughout the year, largely in tutorial time.

Education for life (Stature)

We also believe that everyone needs to learn the character skills which will enable them to succeed in life. These include the 7 Cs of Confidence, Collaboration, Craftsmanship, Creativity, Communication, Curiosity and Commitment.

CONFIDENCE: *"I can do all this through him who gives me strength" (Philippians 4:13)*

We want you to: believe in yourself, know your worth in God, value your ideas, contribute in lessons, don't worry about getting things wrong.

COLLABORATION: *"How good and pleasant it is when brothers live in unity" (Psalm 133:1)*

We want you to: work positively together, value each others' ideas, not insist on having your own way, include everyone, encourage one another.

CRAFTSMANSHIP: *"Whatever you do, work at it with all your heart, as though you were working for the Lord and not for people." (Colossians 3:23)*

We want you to: put in extra effort and give your all, take time to do your best, take pride in your work, pay attention to detail, aim for excellence in all things.

CREATIVITY: *"God created mankind in his own image." (Genesis 1:27)*

We want you to: be original, not to follow the crowd, get inspired to draw, paint, sing, compose, write, create, make and design, have fun experimenting!

COMMUNICATION: *"If I could speak all the languages of earth and of angels, but didn't love others, I would only be a noisy gong or a clanging cymbal." (1 Corinthians 13:1)*

We want you to: express your feelings; talk to your friends; be kind and encouraging; share ideas, opinions and problems; listen to others.

CURIOSITY: *"Fix your thoughts on what is true, and honourable, and right, and pure, and lovely, and admirable. Think about things that are excellent and worthy of praise." (Philippians 4:8)*

We want you to: discover and explore, dig deeper, think outside the box, ask questions, challenge themselves and each other.

COMMITMENT: *"And let us run with perseverance the race marked out for us."*
(Hebrews 12:1)

We want you to: be dependable, not to give up, see things through to the end, be determined.

Education for Eternity (Favour)

As a Christian school we want you to grow in your faith and learn about God. Biblical Studies is compulsory throughout the school as part of the Core Curriculum. In addition, time is spent in assemblies, classes and in tutor time studying the Bible and praying together, allowing you the opportunity to explore your faith.

HOMEWORK

Homework is important because it is a time when you learn to study independently. Often, things you study in class become more challenging once you try and work on them by yourself so homework is a good way of ensuring that you have understood your lessons for that day. Homework will vary from time to time and from subject to subject. You may be required to investigate an issue in preparation for the next lesson, or you may be asked to practise a particular skill. In most cases the purpose of homework will be to re-enforce the knowledge and skills you have studied so far.

All pupils are given a homework timetable which details subjects and the time you should spend on each. If you find that you are spending too long on your homework, you must tell your teachers so that they can either give you extra help or change the tasks they are setting. In this way we can ensure that your independent homework is manageable for you. The normal amount of time to be spent on homework will increase as you go through the school.

Homework is also important for your parents. Through it, they can gauge how well you are coping with work at school. If you are finding some work difficult, ask them to write to your teachers explaining the problems. They can do this by writing in your planner or exercise books after your attempt at the homework or by writing a separate note. Homework that is not completed without explanation from your parents may be seen as 'unsatisfactory work' and sanctions may be applied – so please talk to your teachers and your parents about problems with your work before this happens.

At the start of the school year, you will be given a planner in which you must write down all homework. Your parents will need to sign this each week to confirm that they are happy with the homework set and your progress in completing it. Your tutor will also check and sign your planner each week.

PERSONAL ORGANISATION

In order to be successful at school, you need to be well organised. The main skill is the ability to think ahead. Plan your next day before you go to bed, making you're your bag is packed and you have everything you need. This is an essential life skill and one you must master quickly.

To help you, an equipment list is available on the next page. Spare equipment is also available from the school for you to buy. The most important things for you to remember to bring to school every day are: a fully equipped pencil case; your planner; the relevant school books and any homework that is due in. It is also important to remember your PE kit when you need it.

PUPIL PLANNER

You will be given a planner to record all of your homework. Use it to help with organisation. You will be shown how to do this by your tutor, but you will develop your own style of working – this is fine as long as it is effective.

LUNCH AND BREAK TIMES

At lunch you are allowed to eat your lunch in your tutor room. After 20 minutes you will be asked to clear up any mess and then go outside to play. This is an important activity as it allows you to relax and clear your mind, ready for the afternoon lessons.

Break times last between 15 and 20 minutes and again you are encouraged to get some fresh air as this helps you get the most from your school day.

PUPIL EQUIPMENT

Scientific Calculator:
(recommend *Casio FX-83gt*)
Collins Easy Learning Spanish
Compass
Ruler
Pencils
Pens (black or blue)

Pencil Sharpener
Rubber
Highlighter pens
Protractor
English Dictionary
Shoe Bag

PERSONAL PROPERTY AND SECURITY

Looking after your personal belongings is very important in school. It takes a lot of time to try and find lost items of clothing or other personal possessions so please label all belongings, especially, items of clothing, school shoes and trainers.

Please do not bring into school any expensive items such as watches or electronic gadgets. Mobile phones are not permitted to be used in school. If you do need to bring one in, it must be handed in to your 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.

During the school day you will be given a **locker** in which to keep all your school books and other necessary day to day items. It is your responsibility to keep your locker tidy.

MAKING NEW FRIENDS

Children are very good at making new friends. Friendships and relationships formed at school can be long lasting and very satisfying. It is important that we value friendship and work hard to maintain relationships. Never take your friends for granted. The Bible gives us clear guidelines about how we should love and support each other. Here are a few of them to help you make and keep new friends:

- Love one another
- Pray for one another
- Encourage one another
- Build one another up

If you are having difficulty in making friends then please tell someone at school straight away.

CODE OF CONDUCT

There are five main rules which you need to follow at all times and 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

When pupils get things wrong it is usually because they have failed to follow the five main rules. It is important to think before you speak or act to ensure that your behaviour complies with these expectations.

THE SCHOOL DAY

We have a winter and a summer timetable. The summer timetable runs from after the Easter holidays until after the October half term, during which lessons are slightly shorter to give us time to enjoy the summer weather in an extended lunch break.

	Senior	
	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	12.40 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

Wednesday tutor times are extended by 10 minutes. Lessons 1 and 2 are each 5 minutes shorter. Morning break is at the same time.

UNIFORM

	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.

SANCTIONS

If a teacher or other responsible person feels that you are about to break a rule, they will **warn you**. You may then receive a second or third warning if necessary. Teachers will **advise you of sanctions** that may apply if you continue with unacceptable behaviour. These will usually consist of a loss of privilege or free time. If your behaviour is affecting the learning in a lesson you will be removed from that group.

If your behaviour is **persistently poor**, your parents will be informed and you may be issued with a Target Card in order to help you improve.

For serious incidents of poor behaviour, you may be required to study on your own. Work is set so that you do not miss your lessons, but you have to work in isolation.

ATTENDANCE

Your attendance in school is compulsory and the school has to tell the government how many sessions have been missed by pupils every year. We have to distinguish between authorised and unauthorised absence. Unauthorised absence is defined as that for which there is no reasonable explanation.

Therefore, it is important if you are off school for any reason your parents either telephone or email the school (office@thekingsschool.eu) on the first morning of your absence stating the reason for your absence.

Holidays and appointments must be requested in advance of the date to enable permission to be granted by the school; these too can be emailed to office@thekingsschool.eu and a response will be returned to authorise the absence or advise accordingly. Holidays will generally only be authorised if attendance is at least 95%.

COMMUNICATION BETWEEN HOME AND SCHOOL

There are two main systems of communication between home and school. The first is the **pupil planner**. In here as well as recording homework, your parents can write notes to your teachers and vice versa. This is best for short notes communicating simple messages.

The second is electronic. SchoolBase is our Management Information System which provides an online area for your parents to access ParentPortal. Parents will be given a user name and password to view your timetable, homework set, reports etc, together with being able to see bulletins and other general correspondence and information.

All other communication will be through email, unless otherwise requested by parents.

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.

Keeping Yourself Safe: Awareness of the following guidance and protocols will help you to develop appropriate relationships with staff and your peers and to keep yourself safe.

1. Staff are not allowed to become friends with pupils on social networking sites.
2. If you want to stay in touch with staff when you leave The King's School staff may give you their school email address. However they cannot give you their personal contact details.
3. It never appropriate to take or share photographs of staff or other pupils online without their agreement.
4. Although sometimes a member of staff might tell you the names of their children or pets, it is not acceptable for you to ask them personal details.
5. If you want to talk to a member of staff in private, they may keep the door open so they can be seen by colleagues.
6. Students must never send unkind text messages or online messages to another child at the school as this is not acceptable and could be perceived as bullying. If you receive any such message you should report this straight away to your tutor.
7. You must never leave the school grounds without permission. Your parents trust us to look after you and we need to know where you are at all times.
8. Never get into a stranger's car. Should anyone ask you to do so, please report it straight away to a member of staff or to your parents.
9. It is never acceptable for anyone to try to touch you sexually. If anyone ever asks you to touch them, or asks to touch you, in a 'private place', ie.sexually, please report this straight away to an adult.
10. If you are unhappy and feel like hurting yourself or someone else, tell a member of staff straight away – there will always be someone around to help you.