



The King's School Parent Handbook

2021 2022

July 2021

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KEY CONTACT DETAILS

School Office

T: 023 8060 0986

E: office@thekingsschool.org.uk

The School Website

www.thekingsschool.org.uk

THE STAFF TEAM

Leadership Team:

Mrs 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. She is also a Designated Safeguarding Lead.

head@thekingsschool.org.uk

Mrs Caroline Santer (Deputy Headteacher)

Caroline Santer is also the Examination Officer and her responsibilities include pastoral oversight of students in Years 10 and 11. She is a Designated Safeguarding Lead.

c.santer@thekingsschool.org.uk

Mrs Margaret Walker (Business Manager)

Margaret Walker is responsible for all Admissions and any financial issues.

m.walker@thekingsschool.org.uk

Mrs Ali Scurr (Assistant Headteacher: Senior)

Ali Scurr's responsibilities include pastoral oversight of students in Years 7, 8 and 9.

a.scurr@thekingsschool.org.uk

Mrs Dawn Vardy (Assistant Headteacher: Primary)

Dawn Vardy's responsibilities include oversight of the pastoral care of primary students.

d.vardy@thekingsschool.org.uk

SENCo

Mrs R Firth, SENCo

r.firth@thekingsschool.org.uk

Senior Teachers:

Mr D Adams, Physical Education

d.adams@thekingsschool.org.uk

Mrs Allen, English

c.allen@thekingsschool.org.uk

Mrs D Bell, Spanish and Religious Studies

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Mrs K Clucas, Art

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Mr P Darmanin, Food Technology

p.darmanin@thekingsschool.org.uk

Mrs A Devereux, Religious Studies

a.devereux@thekingsschool.org.uk

Mrs K Forsdike, Spanish

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Mr M Hackston, Science and Geography

m.hackston@thekingsschool.org.uk

Mr M Hampton, Computer Science

m.hampton@thekingsschool.org.uk

Mrs D Hampton, Maths	d.hampton@thekingsschool.org.uk
Mrs P Hastings, Music	p.hastings@thekingsschool.org.uk
Mrs E Hatcher, Physical Education	e.hatcher@thekingsschool.org.uk
Mrs A Howard, Drama and Dance	a.howard@thekingsschool.org.uk
Mrs L House, Art	l.house@thekingsschool.org.uk
Mr S Knapp, ICT and Geography	s.knapp@thekingsschool.org.uk
Mrs D Land-Jones, History	d.land-jones@thekingsschool.org.uk
Mrs B Langmead, English	b.langmead@thekingsschool.org.uk
Mrs N Lee, Music	n.lee@thekingsschool.org.uk
Mr R Mullane, Science	r.mullane@thekingsschool.org.uk
Mrs C Pancott, Spanish	c.pancott@thekingsschool.org.uk
Mr B Perry, Maths and Citizenship	b.perry@thekingsschool.org.uk
Mrs C Santer, English, Latin	c.santer@thekingsschool.org.uk
Mrs A Scurr, Maths	a.scurr@thekingsschool.org.uk
Mrs J Walker, Maths	j.walker@thekingsschool.org.uk
Mrs M Wilson, Child Development and Textiles	m.wilson@thekingsschool.org.uk

Primary Teachers:

Mrs H Trevett, Reception	h.trevett@thekingsschool.org.uk
Mrs L Adams, Year 1	l.adams@thekingsschool.org.uk
Mrs L Lawrenson, Year 1	l.lawrenson@thekingsschool.org.uk
Mrs A Kinchin, Year 2	a.kinchin@thekingsschool.org.uk
Mrs H Mole, Year 3 & 4	h.mole@thekingsschool.org.uk
Mrs L White, Year 3 & 4	l.white@thekingsschool.org.uk
Mrs R Froud, Year 5	r.froud@thekingsschool.org.uk
Mrs A Vale, Year 5	a.vale@thekingsschool.org.uk
Mrs D Vardy, Year 6	d.vardy@thekingsschool.org.uk
Mrs S Allen, Year 6	s.allen@thekingsschool.org.uk

Teaching Assistants

Mr I Ackland	Mrs W Clarke	Mrs T Kemp
Mrs S Armstrong	Mrs S Darmanin	Mrs K Parker
		Mrs C. Pattinson
		Mrs R Pearson
		Mrs V Prow

Mrs B Griffin
Mr N Thorpe

Mrs J Walker
Mrs A Webb

Mrs R Wong

Support Staff

Mr S Pearson, Receptionist
Mrs K Blakeway, Office Support
Mrs H Hackston, Office Support
Mrs D Murdock, Marketing Officer

Mrs H Stride, Finance Assistant
Mrs L Weller, Business Support Officer
Mrs J Zajackowska, Cleaner

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

AUTUMN TERM

School Prayer Meeting

There is an evening School Prayer Meeting near the start of each term and we would encourage as many parents and staff 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

There are three Saturday Open Mornings held throughout the year when the school is open for prospective students and parents. This is an ideal opportunity to invite friends who may be interested in looking at the school for their own children. Current students act as guides to show visitors around.

College Assemblies

We invite several local colleges to take assemblies to tell students what they have to offer Post 16. College applications must be submitted by the end of the Autumn Term at the latest.

Meet your Teacher/Tutor Evening

This is the first of our two Parents' Evenings where parents, students and teachers meet to discuss the year ahead.

New Parents' Information Meeting

This is an opportunity for parents of all Reception, Year 7 and other new students to meet the Leadership Team and to ask any questions.

Prize Giving – Senior Students

This is the school's formal Prize Giving, where GCSE and other certificates and awards are presented. All senior students and their parents are encouraged to attend the event to celebrate their and others' success.

Mock Examinations

GCSE students sit mock examinations in all subjects under formal exam conditions

Primary Christmas Production

All primary students participate in the Christmas Production. Afternoon and evening performances are held in the school hall. Tickets can be purchased from the School Office.

Reports

All students receive their Autumn Term Report containing information regarding their academic progress as well as comments by their class teacher or tutor.

SPRING TERM

Parents' Evenings

Parents of students in Years 7 to 11 are invited to meet with subject teachers. Primary parents are invited to meet with their tutor or class teacher.

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

Reports

All students receive their Spring Term Report.

SUMMER TERM

Year 11 Leavers' Celebrations

There is a variety of leavers' celebrations including a leavers' assembly, a time of sharing memories and a barbecue. Once all GCSE exams are over Year 11 celebrate with their end of year Prom.

GCSE Examinations

These usually take place two weeks before and two weeks after the summer half term, involving students in Years 9, 10 and 11. Lessons continue for Year 11 until the summer half term, after which time there will be optional private study or revision sessions.

Formal Assessment Weeks

During this time all students participate in assessment activities in most subjects. This trains students in how to prepare for a more formal assessment experience. In the run up to the assessments, lesson time may be used for structured revision.

Summer Fayre

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

Activity Week

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

Work Experience

Year 10 students participate in work experience designed to help with career choice and to give a taste of the world of work. This may take the form of either a virtual online activity run in school, an actual work experience with local businesses, or a combination of the two.

Year 5 Taster Day

This day is designed for current and prospective Year 5 students to experience a day at the Senior School.

Sports Days

The **Primary Sports Day** is held at the end of term; parents are invited to bring a picnic and to share in the fun! Senior students 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 held in Abingdon, in which several Christian schools compete.

Meet Your New Teacher Day

Primary students 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 put these in the diary at the start of the year. We will inform you of any other events which are organised during the course of the year.

Reports

All students receive their Summer Term Report containing information regarding their academic progress as well as comments by their class teacher or tutor.

A–Z Guide

Aims and objectives of the School

The King's School seeks to treasure childhood and enable its students 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 to which parents and friends are very welcome. Students have the 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 students have a weekly worship time as well as class prayer times.

All the senior school students meet for an assembly on a Monday morning at 8.50am. There are also separate Upper (Years 10 and 11) and Lower (Years 7, 8 and 9) school assemblies each fortnight.

Attendance/Absence/Appointments

For a child to reach their full educational achievement a high level of school attendance is essential. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

For our students to take full advantage of the educational opportunities offered it is vital that each student is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines students develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

- **If your child is ill:** Please contact the school by 9.00am if your child is absent for any reason, via the Parent Portal. 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, email or use the Parent Portal to let us know if your child will be late. When your son/daughter arrives at school it is important that they sign in at Reception.
- **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 fill in a request on the Parent Portal, giving as much notice as is possible. These requests will be reviewed by the Leadership Team. Generally 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, please use the Parent Portal to inform us of any appointments.

After School

Primary school students must remain on the playground or, in the case of rain, in a classroom, until they are met by parents/guardians. They need to be collected at 3.15 unless they are involved in an official school activity. Senior students may, with permission, stay on site until 4.30, but must sign in and out at the School Office. The school is generally locked at 5.00pm.

After School Care for Primary Students

The school offers after school care. Contact the office if you require this.

Before School

There are always staff on the school site from 8.00am and the school office is operational from 8.30am. The school day starts for senior students at 8.50am and students are expected to arrive by 8.45am. The primary school day 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.

Behaviour and Sanctions

The school operates a staged approach to behaviour management.

Behavioural issues rarely progress beyond the petty rule breaking stage. Students may have forgotten equipment, arrive 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 a warning, the incident logged on Daybook (part of our school management and information system) a note in the pupil planner, and/or a loss of break time or other privileges.

For more serious or ongoing issues, 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 students may be placed on a Target Card.

Very serious issues such as stealing, use of drugs or alcohol, persistent bullying, wilful and persistent rebellion, gross insubordination or any behaviour which brings the school into disrepute, will be dealt with by the Headteacher and appropriate action taken.

For more information please refer to both the Behaviour & Bullying Policies.

Bicycles

Students 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 students should wear helmets when cycling to and from school.

Breakfast Club

If there is a need for students to arrive before 8.30, there is a Breakfast Club for primary students which runs from 8.00am. Please contact the office for details.

Bullying

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 students". We recognise that such behaviour is always unacceptable and we work hard with students to resolve issues and achieve reconciliation.

Calendar

The calendar is available on Parent Portal and is regularly updated throughout the year. A hard copy is also available from the School Office.

Car Parking

Parking for parents at The King's School is limited. In order to ensure the safety of our children all parents of senior school children must drop off and collect their children from neighbouring roads unless arrival is significantly outside peak times. Primary parents may use the Catholic Church car park, but there is insufficient space for all cars. Primary parents may need to park elsewhere. If for accessibility reasons you need to park on the school site you may request a school parking permit, which can be obtained from the school office.

Child Protection

The school ensures that all staff, teachers and support staff are trained to recognise children who are 'at risk'. The Headteacher and Deputy Headteacher are the School's Designated Safeguarding

Leads (DSLs) and they will liaise with the Police, the Health Service and local Social Services to ensure the welfare of all children. All staff are DBS checked.

The school's Safeguarding Policy can be found on the website.

Contacts: Mrs Heather Bowden: head@thekingsschool.org.uk
Mrs Caroline Santer: c.santer@thekingsschool.org.uk

The advice below is found in our Pupil Handbook:

Safeguarding and Confidentiality

- **Introduction**

Keeping children safe and happy is our main priority and all children should feel safe and cared for. Abuse can take many forms, including physical, emotional, sexual and neglect. If you ever feel that you or someone else is unsafe, in danger, or neglected you must tell an adult. If someone is doing something to you or someone else that makes you or them feel uncomfortable, again, you must tell an adult. If you are struggling with self-harm or know someone else who is, you must tell an adult.

- **Who can I talk to in school?**

Please 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 can 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 always listen to your concerns and take you seriously. Please remember that no teacher is allowed to keep this type of information to themselves. They have to pass it on so that we can get you the necessary help. However, only those who need to know will be told. 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**

If an outside agency such as NSPCC, Child-Line or Social Service becomes involved they will only share the information with those who need to know.

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 students behaving in an inappropriate manner.

Chromebooks

Chromebooks allow students to make use of the equivalent of Word and other Office programmes as well as allowing internet access for research and other online tools and resources. Students in Years 9 to 11 need to have their own Chromebook that they bring into school each day. School Chromebooks are available for use by the other year groups in the school. We also use a free online learning platform, G-Suite for Education, which offers numerous benefits for students and teachers.

Personal Chromebooks are the responsibility of the students and the school accepts no responsibility for theft, loss or damage. It is the responsibility of parents and students to ensure they are kept safe and properly insured. All personal Chromebooks will need to be managed by the school and parents will need to purchase an individual licence for this – approximate cost £30.

Communication

Our normal means of communication to parents is by email so please check your account on a regular basis. We will use the email address provided when your child starts school; you may need to contact your email provider to ensure that thekingsschool.org.uk email address is not rejected or sent to junk mail/spam. Parents are also required to notify the school of any changes to an email address.

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, although any urgent matters will be prioritised. During school holidays issues that require urgent attention should be directed to the members of the Leadership Team.

Complaints

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

Curriculum

The school generally follows the National Curriculum. 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.

Friday News

Every week parents are sent the "Friday News", updating them on activities which have taken place within the school that week, and informing them of future events.

Google Classroom

Students are allocated to a Google Classroom for each of their subjects. Classwork is sometimes set and completed on this platform and homework tasks are also set here. Teachers will book out Chromebooks for students in other years if they need to use them in class; Years 9 - 11 are expected to bring in their own personal, fully charged Chromebook each day.

Homework

Homework is important, training students to study independently. For senior students homework timetables are available on the Parent Portal and students can view tasks on their Google Classroom. Senior students must use their pupil planner to record their homework and deadlines. Homework is best done in a quiet place which is free from distractions. Students 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 students are set homework on a weekly basis. This normally includes a reading, spelling and/or maths based activity.

Houses

Students in the School are divided between four Houses: Truth, Faith, Joy and Peace. Primary House Captains are from Year 6 students and senior House Captains from the Year 11 students. Within the senior school Houses regularly meet for praise, prayer and teaching led by the House Captains. Inter-house competitions and events are held throughout the year for both primary and senior students.

Immunisation

Currently the following school immunisations are offered and delivered by the NHS school nursing team. Please be aware that we will always notify you in advance and no immunisation will be given unless the relevant consent form has been received.

- Flu Nasal Vaccination: currently Reception to Year 5
- HPV: Year 8
- Teenage Booster Vaccinations: Year 9

Internet Safety

Internet Safety is addressed on several occasions throughout a student's time at the school; however, we would also encourage parents to monitor the on-line activities of their children. Access to certain websites and e-mail servers are restricted in school.

IT

In school the following rules apply:

- Network access must only be made via the user's authorised school email account and password which must not be given to any other person.
- Students may only look at, modify or delete their own files.
- Software/disks must not be brought into school without permission.
- 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, students can only email 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 emails 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 students are provided with a locker in which to keep their books, PE kit, and other belongings. Students are expected to keep their lockers tidy. Primary students 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 if found. However, we would strongly encourage students to leave these items at home. Items such as clothing and sports equipment are stored in 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

Sandwich and jacket potato meal deals can be purchased from the school. Primary students place their lunch orders in class, while senior students must complete a lunch order form by 11.30am. Alternatively students 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. They should notify the School Office of any changes that occur regarding their child's health needs.

If a child feels unwell during the school day they must report to the office/medical room where staff will assess whether it is necessary for the child to be sent home

In certain circumstances prescribed medicine may be required during the school day. If this is the case parents will need to come to complete a form to allow the school to administer this. If medication is required twice a day parents should administer this before and after school.

Coronavirus

Please check here for updates:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/coronavirus>

In case of general illness parents should refer to the following **NHS Guidelines:**

- **Cough & Cold** - A child with a minor cough or cold may attend school. If the cold is accompanied by raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after feeling better. If your child has a more severe and long-lasting cough, consult your GP, who can provide guidance on whether the child should stay off school.
- **Raised Temperature** - If your child has a raised temperature, they should not attend school; they can return 24 hours once their temperature has returned to normal.
- **Rash** - Rashes can be the first sign of many infectious illnesses such as chickenpox and measles. Children with these conditions should not attend school. If your child has a rash, check with your GP before sending them to school.
- **Vomiting and Diarrhoea** - Children with these conditions should be kept off school. They can return 48 hours after their symptoms disappear. Most cases of vomiting and diarrhoea get better without treatment, but if symptoms persist consult your GP.
- **Sore Throat / Tonsillitis** - A sore throat alone does not have to keep a child from school. If it is accompanied by a raised temperature, the child should stay at home.

Further Information: [NHS is my child too ill for school](#)

Merits

Merits are awarded throughout the primary school for outstanding work, effort or conduct. When primary students 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 students from bringing mobile phones to school unless it is absolutely necessary. If senior students do need to bring one in, it must be kept in their locker and not used during the school day. If parents need to communicate with their child, they must do so via the school office. 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. Repeat offences will result in lengthier confiscation periods.

Music Lessons

The school has a range of choirs and bands which students are strongly encouraged to join. Individual music lessons, delivered by peripatetic teachers on a range of instruments, including guitar, drums, piano, keyboard and singing, are available throughout the year; information can be provided from the school office and parents can liaise directly with the teacher.

Parent and Pupil Portals

The portals can be accessed from our website or directly at <https://schoolbase.online/Logon>. Here you will find information that is specific to your child/ren, including school reports, grades and details of your child's timetable. Pupils will be able to see their school timetable and their homework timetable. In addition you will be able to find general school information including the school calendar. On joining the school parents and pupils will receive an "Activation Letter" which

will give you details of how to access this site. If you have any problems, please email office@thekingsschool.org.uk.

Parents' Prayer Meetings

In addition to the whole school termly evening prayer meetings, parents also meet to pray every Wednesday from 09.00 – 10.00am.

Parents' Evenings

Parents are formally invited to discuss their child's progress twice a year. In October all parents are invited to a Meet Your Teacher/Tutor meeting. In March Primary parents are invited to meet with their child's class teacher to discuss progress. In the Autumn or Spring Term senior parents are invited to meet with individual subject teachers. Appointments for these can be booked via the Parent Portal. Specific dates can be found on the school calendar.

Personal Organisation

In order to be successful at school, we encourage senior students 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. All senior students need a fully stocked pencil case, including a calculator.

Personal Property

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

Photograph and Film Consent

We occasionally use images of students in our printed publications or on our website. To comply with the GDPR, permission must be granted by the parent/guardian before images of their child/children are used; the admissions pack and annual update require you to accept or decline your consent.

Policies

Updated versions of all School Policies, may be found on the School website (www.thekingsschool.org.uk) or obtained from the school on request.

Press and Publicity

The school is always keen to publicise the achievements of its students 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 (m.walker@thekingsschool.org.uk).

Pupil Planner

Senior students will be given a planner at the beginning of each year to record all homework. Parents and Tutors should look at and sign the planner each week.

Pupil Equipment

Senior students will need:

- A large pencil case including: black or blue pens, purple pen, pencils, ruler, rubber, coloured pencils, highlighter pens, pencil sharpener, compass, protractor, glue stick
- scientific calculator ([Casio FX-83GTX](#))
- Collins Easy Learning Spanish Dictionary
- Students in Years 9 - 11 must have a Chromebook; specification can be obtained from the office.

Primary students need:

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

Reports

Termly reports are available to download from the Parent Portal under Common Documents/Reports

Rules

The school does not have an extensive list of rules. There are five main rules which we ask students to follow at all times, which cover virtually every circumstance and eventuality.

Five Main Rules:

- 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

School Site

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

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.

Site Access

All senior students must enter the school site through the pupil entrance at the back of the school. All adult visitors should report to Reception where they will sign in and be given a Visitor lanyard.

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 Thursdays, resulting in lesson 1 being slightly shorter.

Primary Timetable

Children Arrive	8.45 am
Registration	9.00 am
Session 1	9.20 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	2.00 pm
Session 4	2.15 pm
End of School Day	3.15 pm

Special Educational Needs

The school keeps a register of all students 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 students are addressed. Where necessary the school deploys support teachers to assist with students' learning. If additional support is required, this will be at parents' expense.

Sports Fixtures

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

Stationery

Students 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 bring in calculators for all exams which permit their usage.

Student Voice/Council

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

Supervision of students

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 students before and after school and also at break and lunchtimes. Senior students are assigned duties at lunch and breaks to assist staff.

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

Website

Our website can be found at: <http://www.thekingsschool.org.uk>

Uniform: Primary (Year R – Year 6)

Both primary and senior students 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.

	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"/> Light blue school polo shirt with logo* <input type="checkbox"/> School sweatshirt with logo* <input type="checkbox"/> Plain navy or black socks <input type="checkbox"/> Plain black 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"/> Light blue school polo shirt with logo* <input type="checkbox"/> School sweatshirt with logo* <input type="checkbox"/> Plain white socks or navy woollen tights <input type="checkbox"/> Plain black 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 or black 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 or navy gingham school summer dress <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 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"/> Optional navy zip top with Logo* <input type="checkbox"/> Plain white or navy sports socks <input type="checkbox"/> Black ‘slip on’ plimsolls for indoors (Juniors may use laced versions) <input type="checkbox"/> Trainers for outdoors <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"/> Optional navy zip top with Logo* <input type="checkbox"/> Plain white or navy sports socks <input type="checkbox"/> Black ‘slip on’ plimsolls for indoors (Juniors may use laced versions) <input type="checkbox"/> Trainers for outdoors <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.

Girls - long hair must be tied back for PE, Science and Food Technology. Dark blue hair accessories only.
 Boys - minimum length is grade 2, maximum length is ‘off the collar’.
 No hair colours, high/low lights or extensions.

JEWELLERY: Limited to a watch

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

Uniform: Senior (Year 7 to Year 11)

Both primary and senior students 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.

	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 from the school office</i>) <input type="checkbox"/> School sweatshirt with logo* <input type="checkbox"/> Plain navy or black socks <input type="checkbox"/> Plain black school shoes (not logoed sports shoes or trainers) <input type="checkbox"/> Plain dark blue or black coat 	<ul style="list-style-type: none"> <input type="checkbox"/> Knee length school skirt* or long navy school trousers* <input type="checkbox"/> Long sleeved light blue shirt with collar <input type="checkbox"/> School tie* (<i>or from the school office</i>) <input type="checkbox"/> School sweatshirt with logo* <input type="checkbox"/> Plain white socks or navy tights (Year 11 only -sheer flesh coloured tights) <input type="checkbox"/> Plain black school shoes with a 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 or black socks <input type="checkbox"/> Plain black school shoes (not logoed sports shoes or trainers) <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 a 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 (optional) <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* or 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 sports socks (Summer) <input type="checkbox"/> Long plain dark blue football socks (Winter) <input type="checkbox"/> Trainers <input type="checkbox"/> Football boots (optional) <input type="checkbox"/> Swimming costume (one-piece only)

HAIR: Must be kept tidy, with no extreme hairstyles.

Girls - long hair must be tied back for PE, Science and Food Technology. Dark blue hair accessories only.

Boys - minimum length is grade 2, maximum length is 'off the collar', no facial hair.

No hair colours, high/low lights or extensions.

JEWELLERY: Limited to a watch

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

Appendix I

Privacy Notice (How we use pupil information)

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 students (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 of 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/colleges that students attend after leaving The King's School
- Hampshire Education Authority
- the Department for Education (DfE)
- the NHS

Why we share pupil information

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

Students aged 13+

Once our students 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.

Students aged 16+

We will also share certain information about students 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 students 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 students 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 Students) (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 students 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 students 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:

Margaret Walker, Business Manager: m.walker@thekingsschool.org.uk

Privacy Notice (Parents/ Supporters)

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

- personal information (such as name, and address)
- special categories of data including characteristics information such as gender, age, ethnic group, religion

Why we collect and use this information

We use supporter data to:

- To process your donations or other payments, to claim Gift Aid on your donations and verify any financial transactions.
- To provide the services or goods that you have requested.
- To update you with important administrative messages about your donation, an event or services or goods you have requested.
- To comply with the Charities (Protection and Social Investment) Act 2016 and follow the recommendations of the official regulator of charities, the Charity Commission, which require us to identify and verify the identity of supporters who make major gifts so we can assess any risks associated with accepting their donations.
- To keep a record of your relationship with us.
- Where you volunteer with us, to administer the volunteering arrangement.

The lawful basis on which we process 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 supporter information

- Article 6(1)(b) - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- 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)(a) – the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject

Collecting this information

In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We hold supporter data for different periods of time. The details of this can be obtained from the school office. For example, gift aid records are kept for 6 years after the end of the tax year that they relate to.

Information is stored securely

- on a number of computer systems within the school premises
- SchoolBase a secure, cloud based service called SchoolBase, provided by Furlong Business Solutions Ltd, who we have authorised as Data Processors.

Who we share this information with

We will only share this information where we are legally obliged to do so or where you have consented that we share this.

For example, if you have made a donation and have completed a gift aid declaration we will share this with HMRC

Why we share school information

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

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the school office

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 ask 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/>

Further information

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

The Business Manager - m.walker@thekingsschool.org.uk 02380 600 986