

KINGS



PARENT HANDBOOK



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WELCOME FROM THE HEADTEACHER



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

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

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

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

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

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

Dr James Adams
Headteacher



ETHOS, MISSION AND VALUES

WE DO THE RIGHT THING, AT THE RIGHT TIME, FOR THE RIGHT REASON

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

INSPIRING FUTURES

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

EXCEPTIONAL CHARACTER

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

ACADEMIC EXCELLENCE

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

Kings' School Values are:

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



CONTACT INFORMATION

Pupil absence :	Via Arbor
Welfare/Pastoral enquiries :	Tutor
Questions about subjects :	Subject teacher
Serious Welfare/Pastoral issues :	Head of Year
Serious subject-specific issues :	Head of Subject

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

How to contact us:

The contact forms on the [Contact Us](#) page of our website are the quickest and most efficient way to get your message to the correct member of our team.

Please select the form that best matches the area of your enquiry. For example, if you wish to contact a Year Office, select Pastoral, followed by the relevant Year Office from the drop-down list. Using the correct form will help ensure your enquiry reaches the appropriate member of staff as quickly and efficiently as possible.

Alternatively, you can contact our Reception Team on 01962 861161, who will be happy to help with your enquiry.

If you are calling to speak to a member of staff without a pre-arranged appointment, please be aware that our staff are busy supporting and teaching pupils throughout the school day and may not always be available to take your call.

We aim to respond to all enquiries and messages within three working days.

Headteacher:	Dr Adams
Deputy Headteacher:	Mrs Hutton
Deputy Headteacher:	Mr Rossiter
Assistant Headteacher:	Mrs Toy
Assistant Headteacher:	Mr Simpson
Assistant Headteacher:	Ms Webb
Strategic Business Lead:	Miss White
Welfare Lead/DSL:	Mrs Berridge / Ms Webb
Senior Operations Manager	Mrs Tourino Naveira
Senior Finance Manager	Mrs Bennoch
Director of SEND:	Mrs Sutherland
Data Lead:	Mr Coyle

COMMUNICATION



ONLINE CONTACT US FORMS

NEW

Visit the [Contact Us](#) page on our website to submit an enquiry. This is the quickest way to direct your queries to the appropriate member of staff. We aim to respond to enquiries within three working days.

Please select the form that best matches your enquiry. For example, to contact a Year Office, select Pastoral and then choose the relevant Year Office from the drop-down list.

For urgent safeguarding or welfare concerns, please email safeguardingteam@kings-hants.com or contact Reception by telephone.



TELEPHONE CALLS

For most enquiries, the quickest and easiest way to get in touch is via our [Contact Us](#) page, which help ensure your enquiry reaches the appropriate member of staff.

You can contact our Reception Team on 01962 861161, who will be happy to help with your enquiry.

If you are calling to speak to a member of staff without a pre-arranged appointment, please be aware that our staff are busy supporting and teaching pupils throughout the school day and may not always be available to take your call.

We aim to respond to all enquiries and messages within three working days.



ARBOR - REPORTING ABSENCE & UPDATING CONTACT DETAILS

If your child is going to be absent from school on the day, please report their absence via the Arbor app by following the steps below:

- Open the Arbor App. On the home screen click on the 3 lines on the bottom of the screen.
- Select 'Attendance'
- Select 'Log Absence' at the top of the screen
- Complete this page and press 'Log Absence' at the bottom of the screen

If you need to notify us of a future absence for an appointment, or wish to request an authorised absence, please contact your child's Year Office via the [Contact Us](#) page.

Arbor is our primary parent information system and should be used to manage contact details, consent preferences and pupil information. Please ensure these are always kept up to date via the profile section of the App.



INSTAGRAM & LINKED IN

Our social media channels, Instagram and LinkedIn, are a great way to keep up to date with life at Kings'.

We use them to share what's happening around school, promote upcoming events and celebrate the fantastic achievements of our pupils with our school community and beyond.

Follow us to keep up to date with all the latest news and events from Kings'.

Instagram: [@kings_hants](#)
PE Instagram: [@kingsschoolwinchesterpe](#)
LinkedIn: [Kings' School Winchester](#)



OUR WEBSITE - INFORMATION & SUPPORT

Our [website](#) contains a wealth of useful information for parents, carers and pupils, making it a great first place to look for answers and information about life at Kings'.

Use the menu to navigate to the area you need, such as the Pupils' Area or Parents' Area, or simply use the search bar to find what you're looking for.

Within each area, information is organised into clearly labelled sections to help you find what you need quickly and easily.



KEEPING YOU INFORMED - WHERE TO FIND DIFFERENT TYPES OF INFORMATION

We use a number of different platforms to keep parents and carers informed about school news, important information, trips, events and payments.

- **Parent Bulletin → Weekly news, key dates and notices:** Our Parent Bulletin is sent by email each week, usually on a Wednesday, and includes a link to our bulletin on Sway. The bulletin includes a list of letters and communications sent during the previous week, helping you to check that you haven't missed any important information. You'll also find key dates, school notices and information from our wider community in the bulletin.
- **Email → Important school communications:** Whole-school and targeted communications are sent to parents and carers by email as required. Please ensure that the contact details we hold for you are kept up to date via the Arbor app. We also recommend checking your email settings to ensure messages from Kings' School are delivered to your inbox rather than your junk or spam folder.
- **Evolve → Trips and visits:** We use [myEvolve](#) to manage our school trips. When a trip is announced, you will be asked to sign up via Evolve, where you will receive relevant notifications, trip information and payment requests. Please ensure you have set up your account so that you can receive these communications. If you need help accessing or setting up your account, please contact our Trips Team via the [Contact Us](#) page.
- **Arbor → Homework, behaviour and notifications:** We use the [Arbor app](#) to send behaviour notifications and important updates from school, along with setting homework. Please ensure you have the app installed and notifications enabled so that you don't miss important information.
- **ParentPay → Payments:** [ParentPay](#) is used for payments for school items and for topping up pupils' catering accounts. We do not send messages through this channel, though you may receive account notifications from ParentPay directly.
- **Newsletters → Curriculum and Year Office updates:** Start of term curriculum and Year Office information and end of term roundup newsletters are shared twice per term via email.
- **Telephone Calls:** From time to time you will receive a telephone call from us to update you on how your child is getting on.
- **Text Messages → communications requiring a prompt response:** We use our text messaging system when we require a more urgent parental response.



PASTORAL INFORMATION

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

Each Year Group contains up to 12 Tutor Groups who are under the care and co-ordination of the Year Office Team, which includes Head of Year, Deputy Head of Year, Year Officer, and SEND officer. The Heads of House and House Captains will work with all year groups.

Tutor Groups gather each morning for Tutor Time, where important notices will be given, and a register taken. Once a week your child will attend a Year Group assembly held by the Year Office. Themes covered in tutor time and assemblies are closely linked to our “Character Curriculum”.

WELFARE

The school has a dedicated Welfare Team who work closely with children and providing support to those who are having difficulties either inside or outside of school. If you feel your child may need some additional support, please contact their Tutor who will begin the referral process. Children are assigned to a specific member of the Welfare Team, who will book appointments to see them as necessary. If your child becomes distressed and needs someone to speak to whilst at school, they can visit their Year Office who will arrange Welfare support if necessary. Children can also use the “Safeguarding and Bullying Concern” tile on the Pupil landing page to report any issues they may be experiencing.

FIRST AID

Children can visit their Year Office or the First Aid Office if they feel unwell, or are injured, although they should first seek permission from their class teacher. If necessary, Matron will call home and make arrangements for them to be collected.

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

KINGS' SCHOOL CURRICULUM

At Kings' School, our curriculum is at the heart of our mission to achieve inspiring futures, exceptional character and academic success.

At its simplest, a curriculum is the content taught to pupils in lessons. Our curriculum, however, extends well beyond lessons and, indeed, our extensive co-curricular programme. It is seen in interactions throughout the Kings' community, in our daily desire to inspire our pupils to become the very best people they can be.

We want our curriculum to be ambitious and challenging for all so that pupils of all backgrounds learn the best knowledge that we have in each subject area – and beyond. In taking our pupils beyond their lived experiences, our curriculum aims to push pupils to inspiring futures, and to address social disadvantage.

In constructing our knowledge-rich curriculum, we select and sequence the material to be taught with great care and purpose. Key Stage 3 is broad, balanced and challenging, ensuring a strong academic grounding for all before pupils select from a range of challenging option subjects for Years 10 and 11, studied alongside a core of subjects to GCSE level.

In short, our curriculum is focused, coherent and learned.

- Focused – it teaches pupils what they need to know to understand and improve the world.
- Coherent – it has a clear, carefully planned narrative within and across units.
- Learned – our pupils learn more and remember more over time. This is due to core concepts being taught explicitly, deliberate practice that uses this knowledge, and assessment and feedback that leads to pupils 'knowing what they know' and what they need to focus on in order to make improvements.

We are proud of our ever-developing curriculum at Kings' School. It contributes significantly to the fact that so many of our pupils go on to study challenging courses at 6th form college and attend universities across the country and beyond. Whatever a pupil's dreams are beyond Kings' School, when they leave us, we want our curriculum to have ensured that they have the knowledge they need to be prepared for, and inspired by, their future.



PERSONAL DEVELOPMENT

As part of our mission to create inspiring futures and exceptional character, we provide your child a variety of opportunities for Personal Development during their time at Kings'. This helps to support our values of having unlimited ambition and discovering brilliance in everyone.

PSHRE

All pupils participate in a comprehensive programme of Personal, Social, Health, Relationships and Economic Education (PSHRE). In Key Stage 3, pupils take part in a weekly programme consisting of a whole year group assembly and two tutor sessions. In Key Stage 4, pupils continue their PSHRE programme through three dedicated tutor sessions each week.

Our PSHRE curriculum is carefully planned to equip pupils with the knowledge, understanding and skills they need to lead healthy, safe and successful lives. Through a broad range of age-appropriate topics, including healthy relationships, physical and mental wellbeing, citizenship, financial education, drugs education, online safety, careers, community and government, pupils develop the confidence and character to make informed decisions, build positive relationships and become responsible, active members of society.

Character Curriculum

Our character curriculum is delivered by our Pastoral Team during Tutor Time and assemblies. Children learn about what characteristics lead to having exceptional character and study others who model those traits.

Extra-curricular Clubs and Activities

We offer a wide range of extra-curricular clubs and activities at Kings' which are free to attend. It is our expectation that every child attends at least one extra-curricular activity per week.

Activities Days

At the end of Years 7, 8 and 9, we hold our Activities Days. These amazing, sometimes life changing activities, are a very important part of our school curriculum and as such, full attendance is both essential and mandatory.

School Trips

We offer an extensive range of trips, both in the UK and overseas, to support and consolidate your child's learning and to provide a broad cultural experience. We aim to publish a list of the trips which will be available to your child on our website at the start of each academic year, although these may be subject to change.

Work Experience and Careers

Our careers team are on hand to help your child to investigate any career they may wish to pursue. We hold a Careers Fayre each September which your child will be invited to attend in Year 9 and Year 11. They will also undergo a period of work experience at the end of Year 10 to gain experience of the world of work, develop employability skills and help guide future career decision-making.

ATTENDANCE

Regular and Punctual Attendance – it is imperative for a child’s future that they make the most of their time at school. This means attending regularly and turning up on time – qualities also valued by employers.

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

FOCUS

At Kings', we believe in recognising and rewarding our pupils for displaying exceptional character and academic excellence around school.

Pupils that demonstrate behaviours in line with our core values are rewarded with credits, postcards and positive telephone calls home. Pupils with the most recognition points each week are recognised via an email home. At the end of each term, Year groups host celebration assemblies where pupils are recognised for living our values. Below is a table outlining what pupils can be rewarded for.

Value	Reward	Termly	Annually
Earn Success	Attendance	Bronze / Silver / Gold Badge + Certificate	<u>Gold Badge Winners</u> Prom Marquee
	Attitude to Learning		
	Homework		<u>Silver Badge Winners</u> Celebration Lunch
	Progress		
Discover Brilliance in Everyone	House Participation	Bronze / Silver / Gold Badge + Certificate	<u>Gold Badge Winners</u> Prom Marquee
	Co-curricular Participation		<u>Silver Badge Winners</u> Celebration Lunch
Make a Difference	Volunteering inc. leadership	Bronze / Silver / Gold Badge + Certificate	<u>Gold Badge Winners</u> Prom Marquee
	External Activities		<u>Silver Badge Winners</u> Celebration Lunch <u>External performers</u> Headteachers Lunch
Be Kind, Humble and Act with Integrity	Being kind	Bronze / Silver / Gold Badge + Certificate	<u>Gold Badge Winners</u> Prom Marquee <u>Silver Badge Winners</u> Celebration Lunch
Unlimited Ambition	Positive Achievement Point Ratio	Bronze / Silver / Gold Badge + Certificate	<u>Gold Badge Winners</u> Prom Marquee <u>Silver Badge Winners</u> Celebration Lunch

BEHAVIOUR

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

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

Do the right thing, at the right time, for the right reason

Our aim is to reinforce positive behaviour using our rewards and recognition system. We encourage the development of positive relationships between all within and community, as we understand that these relationships are pivotal to the success and holistic growth of pupils. As a school we expect the highest standards of personal behaviour from pupils and in return, provides a pleasant and happy environment in which children can work, develop and thrive ensuring that each and every pupil achieves our mission of Academic Excellence, Exceptional Character and Inspiring futures. This mission is underpinned by our Kings' School values:

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

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

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

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

SCHOOL RULES

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

EXPECTATIONS OF SCHOOL UNIFORM

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

Uniform

Plain white long or short sleeved shirt with conventional collar.

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

*Black Blazer, with School Badge.

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

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

*Grey tailored shorts (optional)

*Maroon V-neck pullover (optional)

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

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

School scarf or plain black scarf (optional)

PE

Precision Attack, black games shorts.

*Maroon reversible games jersey with School crest.

Mitre Mercury contrast maroon and white games socks.

Plain white sports socks.

*Kings' crest polo shirt.

*Maroon sweatshirt with School crest (optional).

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

Plain black tracksuit bottoms for winter (optional).

Black or white thermal underlayer - to be worn under polo and/or shorts (optional).

Trainers and studded boots.

Black swim shorts for boys.

Plain black swimsuit for girls.

(See page 17 for more information)

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

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

Headscarves, if worn, must be plain black.

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

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

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

Necklaces, chains must not be worn.

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

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

Watches may be worn.

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

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

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

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

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

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

NOTE:

Pupil swim wear is not gender neutral.

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

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

PE/GAMES

Pupils are expected to have the correct PE/Games kit with them for their PE and Games lessons each week. Students are told at the start of the academic year by their PE/Games teacher what activities they have and what kit is needed for each activity throughout the year. The table below outlines what kit is required for Games and PE.

<u>BURGUNDY KIT</u> - Plain black games shorts. - Kings' crest polo shirt. - Maroon reversible games jersey with School crest. - Mitre Mercury contrast maroon and white games socks. - Shin pads (Hockey, Rugby & Football). - Gumshield (Hockey & Rugby). - Studded Football/Rugby boots. <u>Your child will need burgundy kit for the following sports/activities:</u> Hockey; Football; Rugby.	<u>WHITE KIT</u> - Plain black games shorts. - Kings' crest polo shirt. - Plain white sports socks. - Maroon sweatshirt with School crest (optional). - Sports trainers. <u>You child will need white kit for the following sports/activities:</u> Netball; Basketball; Badminton; Handball; HRE/OAA; Gymnastics; Dance; Athletics; Cricket; Rounders; Tennis; Volleyball.
<u>SWIMMING</u> Black swim shorts for boys. Plain black swimsuit for girls. Swimming hat (optional) Goggles (advised but optional)	

ADDITIONAL KIT (optional)

Plain black waterproof sports jacket for extreme wet weather only.

Plain black tracksuit bottoms for winter.

Black or white thermal underlayer (to be worn under polo and/or shorts).

Maroon sweatshirt (optional).

Students are permitted to bring in their own equipment, but it is not required (e.g. their own hockey stick).

MISSING KIT SANCTIONS

- If your child fails to bring an item of kit they will be given a 'piece of kit missing' mark, if this happens on two occasions within a half term your child will be set a 15-minute centralised lunchtime detention.
- If your child fails to bring their whole kit, they will be given a 'full kit missing' mark and will be set a 15-minute lunchtime detention.
- If your child persistently fails to bring their kit your child will be set an after-school detention. They may also find themselves placed onto PE subject report.

PLEASE NOTE: If your child is unable to participate in PE or Games, we require a written note or email from a parent/carers, however your child is still required to bring the necessary kit and to get changed. For most instances, the teacher can provide an alternative exercise or activity so that your child can still actively engage in learning.

EQUIPMENT

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



3 x Black/Blue pens

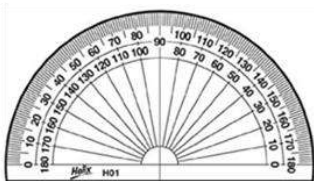
2 x Green pens



1 x Pencil



Ruler



Protractor



1 x Highlighter



1 x Board Marker pen



Scientific Calculator



Knowledge Organiser



Rubber



Glue Stick

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

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

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

ICT POLICY

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

RULES ABOUT MOBILE PHONES

As a school, we believe that pupils should be free from the pressures associated with smartphones. Our Mobile Phone Policy 2026-2027 states that pupils joining in Year 7 from September 2026 onwards are prohibited from bringing a smartphone or any internet-enabled device onto the school site. We recognise that mobile phones may be necessary before and after school for some pupils. However, all pupils in Years 7-11 must ensure that their phones are switched off and kept in their bags from the moment they enter the school site until 3:15pm and have left the school site. All communication between pupils and parents during the school day should be made through the school switchboard. If pupils need to contact home, they may visit their Year Office and request to use the telephone.

If a mobile phone is seen or heard at any time between a pupil entering the school site in the morning and 3:15pm, it will be confiscated. Parents will be notified and may be required to collect the confiscated phone from the Main Office. Earphones or earpods should not be worn or used during the school day. If seen in use, these may be confiscated and returned at the end of the day.

Our aim is to reduce the number of distractions pupils have, reduce the number of social media & phone related incidents, as well as supporting pupils in building the interpersonal skills that come from interacting face to face with one another

KNOWLEDGE ORGANISERS

Our teachers have created Knowledge Organisers to support each unit of learning across Key Stage 3. These are then compiled into a booklet. Knowledge Organisers are a simple tool that provides the foundational knowledge required for each unit across each subject. These are called the Knowledge Base. They are not the whole curriculum, but they do outline the basic knowledge that every pupil should know. Subjects have also added other information—in a section called a Knowledge Builder, which may include extension tasks, or further study that may interest your child. Pupils will be issued with a Knowledge Organiser at the beginning of September for the academic year in Years 7, 8 and 9 and they should keep them safe, and graffiti free. However, we know that accidents happen, so if they are lost, a replacement can be bought from the Year Office at the cost of production (£5). They are a key piece of equipment to help your child's learning, and they will need to bring their Knowledge Organiser to every lesson. There are also places for them to write down their timetable, locker number, and other useful information.

HOMework

Key Stage 3	For how long?	Set	Type of homework
Core			
Science	30 minutes	Once a week	Educake Knowledge Organiser
Maths	30 minutes	Once a week	Sparx
English	30 minutes	Once a week	Variable
Languages	20 minutes	Once a week	Variable
Innovation Subjects			
Tech	20 minutes	Once a week	Variable
Computing	20 minutes	Once a week	Variable
Humanities			
Geography	20 minutes	Once a week	Variable
History	20 minutes	Once a week	Variable
RS	20 minutes	Once a week	Variable
Creative Arts			
Drama	20 minutes	Once a week	Variable
Music	20 minutes	Once a week	Variable
Art	20 minutes	Once a week	Variable
Reading	20 minutes	Every day	

Key Stage 4

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

REPORTING

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

THE SCHOOL DAY

The school day will start with Registration / Tutor time at 8.45am and will end for all pupils at 3.15pm. Break time runs from 11.10am-11.30am. Lunch time runs from 12.30pm until 1.15pm.

8.40	Start of day
8.45 - 9.10	Tutor time
9.10 - 10.10	Period 1
10.10 - 11.10	Period 2
11.10 - 11.30	Break
11.30 - 12.30	Period 3
12.30 - 1.15	Lunch
1.15 - 2.15	Period 4
2.15 - 3.15	Period 5
3.15	End of day

OUR GOVERNORS

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

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

COMPLIMENTS AND COMPLAINTS PROCEDURE

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

To register a compliment, please complete the form located at www.kings-hants.com/contactus

To make either an informal or formal complaint, please use the forms located at www.kings-hants.com/contactus

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

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

Our full complaints policy can be found at www.kings-hants.com/policies



INSPIRING FUTURES



EXCEPTIONAL CHARACTER



ACADEMIC EXCELLENCE

