



The King's Academy

Handbook for Parents - September 2021

Education in the Truth for Life and Eternity

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Principal's Welcome

This handbook is intended to provide you with most of the essential information you will need to know as your son or daughter becomes a student here at The King's Academy.

Moving from primary to secondary school is an exciting and significant event in the life of your child. It is an important milestone which marks a change in expectations regarding crucial life skills such as independent working and self organisation. We hope that your child's time with us will be very happy and that the relationship between school and home will be a strong one.

In gaining and accepting a place for your child at The King's Academy, you are sharing with us your responsibility for encouraging, overseeing, protecting and caring for your child during some of the most important and vulnerable years of his/her life. More than that, we anticipate that you want to prepare him/her to take his/her place within society as a confident, upright, diligent and respected young man or woman. We respect your decision to delegate some parts of the teaching process to us, and we take our role as professional educators seriously as we seek to help develop your child's character.

Whilst the next five or seven years are likely to be challenging, you can expect them to be rewarding and thrilling as well, as we work together towards these common goals.

I hope this booklet is able to answer any questions you may have. If you do have any further questions or queries, please do not hesitate to ask.

Mr David Dawes
Principal

The Christian Ethos

We subscribe to the Christian understanding that all students are equal in the sight of the God who loves him/her and that teachers recognise him/her as wonderfully unique. Within the Academy, all are equally valued and Christian principles permeate the life and relationships of the Academy community.

In partnership with the home our endeavours are both to help students grow in understanding their identity and purpose in life, and to prepare students for a future in which they will be able to become valued members of our society, making a positive contribution and finding meaningful beliefs of their own.

The Academy's ethos is non-denominational Christian, founded upon Scripture. We believe that all students should be made aware of the claims of the Bible and of Christ himself and that they recognise the freedom to come to their own decisions as to how to respond to those claims. The Academy does not seek to press a faith on anyone and yet we would aim, through assemblies and Tutor reflections, and indeed in aspects of the wider curriculum, to point to the Bible and its teaching for thought, consideration and spiritual reflection and challenge.

Within such a Christian framework, we aim to:

1. Promote the spiritual, moral, cultural, mental and physical development of students
2. Enable each student to realise his/her full academic potential
3. Develop awareness by each student of his/her uniqueness and value, promoting a humble and positive self-esteem and helping him/her to discover hidden talents
4. Develop well-balanced individuals of upright character with noble goals and healthy respect for the dignity, worth and needs of others
5. Ensure that students are knowledgeable of the Christian faith and the claims of Jesus Christ, and help students to discover a meaning to life and a personal faith of their own.

All of our rules and principles, from uniform to good behaviour, from courtesy to accepting personal responsibility and respecting authority, are based on our Christian ethos from which our core values are also derived.

Mission Statement and Our Core Virtues

The vision of The King's Academy is to provide excellence in academic achievement for students of all abilities within a Christian framework which allows for personal, spiritual, moral and social development. The mission of The King's Academy is therefore to establish and maintain a disciplined and sensitive environment in which such development can take place, through the design of effective pastoral structures, the delivery of appropriate academic and vocational courses and a clear and consistent spiritual and moral lead.

The King's Academy is designated as a school of religious character. It has a clear and distinctive Christian ethos and is committed to upholding Biblical values, concepts and morality.



LOVE

We act selflessly, with kindness and compassion, for the good of others.

"This is how we know what love is, Christ laid down his life for us."

1 John 3:16



WISDOM

We treat everyone fairly and justly, the way we would like to be treated ourselves.

"Listen to advice and accept instruction and in the end you will be wise."

Proverbs 19:20



FAIRNESS

We treat everyone fairly and justly, the way we would like to be treated ourselves.

"Do to others as you would have them do to you."

Luke 6:31



SELF-CONTROL

We control our desires, not letting our desires control us.

"Like a city whose walls are broken through is a person who lacks self-control."

Proverbs 25:28



COURAGE

We are determined to achieve what is worthwhile even in the face of difficulty.

"Do not become weary in doing good, for we will reap a harvest if we do not give up."

Galatians 6:9



HUMILITY

We avoid arrogance, being realistic about our strengths and weaknesses.

"When pride comes, then comes disgrace, but with humility comes wisdom."

Proverbs 11:2



INTEGRITY

We are honest with ourselves and others, so that our words and actions agree.

"Whoever walks in integrity walks securely."

Proverbs 10:9

The Year 7 Team

Assistant Principal

Mr Johnson is responsible for all pastoral matters involving KS3 students.

Head of Year

Mr Gilbert is also responsible for primary to secondary school transition.

Year 7 Tutors

Your child will be placed in a tutor group, where the Tutor will be responsible for your child's well-being. The Tutor will be the member of staff who gets to know your child best and should be the first point of contact for you regarding attendance and/or your child's welfare.

| No | Tutor | Tutor Group |
|-----------|---------------------|--------------------|
| 7.1 | Miss Harrison-Potts | 7Harrison-Potts |
| 7.2 | Mrs Bunce | 7Bunce |
| 7.3 | Miss Morden | 7Morden |
| 7.4 | Miss Spencer | 7Spencer |
| 7.5 | Miss Portwine | 7Portwine |
| 7.6 | Mr Everson | 7Everson |
| 7.7 | Mr Sturdy | 7Sturdy |
| 7.8 | Miss Flint | 7Flint |

Term Dates 2021 – 2022

| | |
|--|--|
| <i>Staff Training Days (Students on Holiday)</i> | <i>Thursday 2 and Friday 3 September 2021</i> |
| <i>Autumn Term begins</i> | <i>Monday 6 September</i> |
| <i>Autumn Half-Term</i> | <i>Monday 25 to Friday 29 October</i> |
| <i>Autumn Term Ends</i> | <i>Friday 17 December</i> |
| <i>Christmas Holidays</i> | <i>Monday 20 December to Monday 3 January 2022</i> |
| <i>Spring Term begins</i> | <i>Tuesday 4 January 2022</i> |
| <i>Spring Half Term</i> | <i>Monday 21 to Friday 25 February</i> |
| <i>Staff Training Day</i> | <i>Monday 28 February</i> |
| <i>Spring Term ends</i> | <i>Friday 8 April</i> |
| <i>Easter Holiday</i> | <i>Monday 11 April to Friday 22 April</i> |
| <i>Summer Term begins</i> | <i>Monday 25 April</i> |
| <i>May Bank Holiday</i> | <i>Monday 2 May</i> |
| <i>Summer Half Term</i> | <i>Monday 30 May to Friday 3 June</i> |
| <i>Summer Term ends</i> | <i>Wednesday 20 July</i> |

No parents are permitted to take their child out of the Academy for a family holiday during term time. In accordance with the High Court ruling of 7 March 2006, any such term time holidays will be regarded as acts of truancy and will be recorded as such.

Holiday and absence requests

No students are permitted to leave the Academy for a family holiday during term time. Family holidays may only take place during dedicated school holidays. Whilst there are rare and extraordinary exceptions in which written requests for absence from parents to the Principal may be considered, a minimum of *four* school weeks' notice is required for authorisation, and a written reply will be provided.

The Academy Day

| | |
|---------|--|
| 8:00am | Library available (limited numbers) |
| 8:20am | First buzzer: entry and move to Tutor rooms |
| 8:29am | Warning buzzer: registers about to be taken |
| 8:30am | Morning register taken. Students arriving after this time will be marked late. Tutor group time or Year Assembly |
| 9:00am | Daily Reading Time |
| 9:20am | Period 1 |
| 10:10am | Period 2 |
| 11:00am | Morning break |
| 11:20am | Period 3 |
| 12:10pm | Period 4, or Lunch for Years 7, 8, 12 & 13 |
| 1:00pm | Afternoon registration |
| 1:10pm | Period 5, or Lunch for Years 9, 10, 11 |
| 2:00pm | Period 6 |
| 2:50pm | Period 7 (except Fridays when this is end of school day) |
| 3:40pm | End of school day (except Fridays)/Extra-curricular activity |
| 5:30pm | Academy closes – all students off site |

Please note: Students are expected to arrive by **8:20am at the very latest**. On arrival, students should wait outside the front of the main building unless the weather is very poor in which case they will be brought inside. If a student arrives late, after 8.30am, they need to report to student reception.

The Academy day begins at 8:20am and finishes at 3:40pm, except on Fridays when the day finishes at 2:50pm for all students. Students are normally free to go home at the end of the day but may like to stay to play sport, represent their house or take the opportunity to participate in one of our extra-curricular activities. The Academy officially closes at 5:00pm, at which time all students must leave for home. Students on site after 3:40pm must be in organised activities, intervention or attending detention.

Attendance and Punctuality

Students can only fully benefit from the privilege of a full-time education if they attend regularly. Lateness and absences have powerful damaging effects beyond the time period missed, and even beyond the person who is late or absent.

In the interests of *all* students we are committed to high levels of attendance, with non-essential absence and lateness unnecessarily meaning that:

- Consolidation and embedding of prior studies is missed
- Curriculum time is missed
- Preparation for subsequent learning doesn't happen (including homework not being done on time)
- Assessments may be missed, and feedback from teachers will certainly be delayed or is more likely to not occur
- Other students' studies are interrupted by their classmate's non-understanding
- Teachers' focus is unfairly diverted away from more deserving students

It is expected that no child's attendance would fall below 97%. Less than 93% attendance would involve intervention with a senior member of staff. Less than 90% attendance would result in procedures enforced by the local authority including fixed penalty notices (fines) or court prosecution.

Lateness

Students are expected to arrive by 8:20am, at which point the buzzer sounds and students are admitted to the building. By the 8:29am buzzer, students must have arrived at their Tutor rooms in readiness for 8:30am registration. Any student not at his/her Tutor room at 8:30am is late.

Anyone arriving after 9:00am must provide a (signed and dated) note of explanation from his/her parents. Until this note is received, the lateness is considered as being unauthorised absence. Sanctions will be issued to students who are regularly late.

Absence

If your child is absent, you must ring school by 8.30am on 01642 577577 Option 2 **and** provide a note in your child's planner on their return.

1. ***If ill***, and your child is not attending school, in the first instance please phone before 8:30am. Our general advice is that, whilst you should not send a poorly child to school, if you are in *any* doubt then we are happy for a child to attend school and will contact you if they need to be sent home.
2. ***On return to school after illness***, or if late to school beyond 9am, your child **must** bring a letter from you confirming sickness absence and its reason. You can note the reason for absence in your child's Planner.
3. ***For planned medical absence that can only be scheduled during school hours:***
 - At least one day prior to the requested absence: request must be made in writing by a parent accompanied by clear evidence of the appointment (e.g. hospital or orthodontist letter) to the student's Tutor. The Head of Year will then counter sign the Exeat if the request is approved.

If a student is going to be absent for a longer period, we will arrange for work to be sent home so that the student does not fall too far behind with his/her studies. On the student's return they are expected to catch up with any missed work.

Requests to celebrate a religious holiday or festival

Requests for religious observance should be made in writing to the Principal four weeks in advance of the date required. If the exact date is not known at that time, please as just bring it to our attention until such a time is confirmed.

Illness of a student whilst at school

The King's Academy has excellent quality staffing for matters of students' health and wellbeing. Should a child be too ill to remain in school, then every effort will be made to contact the parent immediately. Should such

contact not be possible, or parent is unable to attend with immediately, the Academy will act 'in loco parentis' regarding emergency situations. In the case of sickness, students in Year 7-11 will normally only be allowed home if accompanied by their parent or a parent's representative. An illness telephone call home should only be made by a member of staff, since students are prohibited from using mobile phones during school hours.

Parking at the end of the school day

We welcome a close relationship with our neighbours and the community and we would ask that parents do not park in the car parks of Pets at Home, and B&M.

Lunch Arrangements and Free School Meals

We have two self-service restaurants called *Green Pastures* and *Still Waters*. In Year 7, lunch will be taken in one of these restaurants between 12:10pm and 1:00pm each day. Food and drink may only be consumed in the restaurants or on the picnic tables located adjacent to the tennis courts. Food purchased inside the restaurant may not be taken outside. Energy or fizzy drinks are not permitted at the Academy.

Healthy choices are encouraged and a range of hot and cold food options is available every day. Chips are only offered one lunchtime per week. Weekly menus will be made available on our website .

The Academy's meal account system is fully computerised. A cashless cafeteria system operates in each of our restaurants. Each student has a personal meal account accessed via a 'biometric fingerprint'. Money should be paid into your child's meal account by 'ParentPay'. A standard hot school meal will cost approximately £2.40 per day. It is therefore recommended that parents credit their child's account with £48 a month (£12 a week). Students who qualify for Free School Meals automatically have their meal accounts credited with allowance each day in time for lunch. Extra monies can be added via ParentPay if required.

The Academy's meal system introduces students to the concept of managing money. They need to handle their meal account properly ensuring sufficient emergency funds are always available. In addition students are asked to look after their Student ID card which is presented when accessing the restaurants along with the rest of their tutor group.

Students in Years 7 to 11 are not allowed off the Academy premises at lunchtime.

Free Schools Meals Application

Parents who receive certain benefits are eligible to apply for free school meals for their child.

Eligibility

If you live in Middlesbrough and receive any of the following support, you are eligible to apply for free school meals for your child.

1. Income Support
2. Income-based Jobseeker's Allowance
3. Income-related Employment and Support Allowance
4. Support under Part VI of the *Immigration and Asylum Act 1999*
5. The guaranteed element of State Pension Credit
6. Child Tax Credit (as long as you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190 as assessed by HM Revenues and Customs)
7. Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
8. Universal Credit

How to claim free school meals

You can claim free school means by:

- visiting the website [www.middlesbrough.gov.uk /benefits-and-council-tax/free-school-meals](http://www.middlesbrough.gov.uk/benefits-and-council-tax/free-school-meals)
- downloading and completing the free school meals application form, and sending it to Free School Meals, PO Box 98,

Middlesbrough House, TS1 2YQ or email fsm@mouchel-middlesbrough.com

- visiting the Free School Meals office, which is located in the Customer Centre at Middlesbrough House

What happens next

Once your claim has been assessed, a letter will be sent to inform you of the outcome. If you qualify, Middlesbrough Local Authority will notify the Academy.

Change in circumstances

It is your responsibility to contact the Free School Meals office if your circumstances change, for example, if you no longer receive one of the qualifying benefits, you've moved house, or your child moves to a different school.

Uniform and Appearance

Why we have a uniform and Sixth Form business suits

There are many sound, practical reasons for having a uniform. Perhaps the most obvious is that it removes the burden of having to decide what to wear each day! The principal reason for the Academy uniform, however, has to do with our core values and ethos. We want to look our best because we believe that it is right to give of our best in every area of our lives. Our uniform provides a sense of identity, reminding us that we belong to one another and promoting our Academy's excellent reputation in the community. Perhaps most importantly, it helps prevent bullying.

We want our students to:

1. feel a sense of belonging and identity alongside one-another
2. look smart and tidy
3. work safely and effectively
4. dress modestly
5. avoid causing offence to others
6. maintain the excellent reputation everyone benefits from

7. avoid excluding others from 'our group'
8. avoid flaunting wealth and making others feel inferior

As with everything worthwhile, having a high standard of uniform does require sacrifice on a personal level: we cannot chase fashion in school through the way we dress or wear our hair. Students are asked to respect this, keeping their preference for a particular trend for evenings, weekends and holidays.

Coats

Coats are to be kept plain and dark in colour (e.g. blue, black, etc) and sports/tracksuit style tops are not to be worn indoors. Expensive coats should not be worn as we cannot guarantee their security. Outdoor coats must not be worn inside the Academy building. Reflective markers are recommended for safety, especially on darker days and in winter months.

Shoes and socks

All students must wear plain, sensible black shoes, which can be polished. For Health and Safety reasons, the shoes should be sturdy and offer protection to the whole foot. Shoes with distinctive fashion features such as buckles and tags are not permitted as a normal part of the daywear neither are boots, trainers, plimsolls, moccasins or shoes with heavy sole cleats. No shoe may have a heel of more than one inch, measured where the heel meets the instep. Shoe laces must be firmly tied so the shoe is secure on the foot. Socks must be black and not knee length. Students with medical conditions that may require them to wear different footwear must notify school in writing to the relevant Assistant Principal.

Bags

All students must have a school bag. Fashion bags or handbags with buckles, straps and other adornments are not permitted. Students should carry a bag which is designed for the purpose of school use. Satchel and rucksack style bags are the preferred option. Academy bags, including PE bags, must be as plain as possible and darker in colour. Bags must be strong enough to carry a full day's books and A4 files. We strongly recommend that the bags have two shoulder straps to evenly distribute weight,

avoiding the potential for back problems. Reflective markers are recommended for safety, especially on darker days and in winter months.

Hairstyles

Hairstyles are expected to be neat, tidy and sensible. Students in Years 7-11 whose hair is long must have it tied *back* securely with black bobbles or hair bands and it should never be left loose in such a way that it can get in their eyes. Hair longer than collar length must be tied back.

Hair which is very closely cut, (a 'number one' or 'number two'), very long or clearly "stepped" or shaped, is not acceptable and neither is hair which is significantly shorter at the back and sides than it is on top. Fringes should be kept above eyebrow level for boys and girls, this being important for communication and therefore also safety. Unnatural colours and extremes of hair colouring will not be permitted. Where a judgment is required regarding suitability the Principal's decision will be final.

Jewellery, make-up and wristwatches

Make-up, including fake tan, tinted moisturisers or any product which alters the colour or tone of the skin is not permitted, and as such neither are tattoos or henna patterns. Fashion accessories such as nail varnish, nail extensions, hair extensions, eyelash extensions, mascara or darkly enhanced eyebrows are also not permitted.

No jewellery or piercing studs/blanks may be worn, even concealed under sticking-plaster and students should therefore not have their ears pierced during the summer holidays. Students may wear a wrist watch. Smart watches are permissible but may only be used for the purpose of telling the time during school hours.

General points

Girls' skirts should be touching the top of the knee or longer. Trousers should be straight cut, and skirts are available to be purchased from the uniform shop. Boys' trousers should be pulled up properly, using a plain black belt if required. Girls should wear discreetly coloured bras. A headscarf is permitted for those that choose to wear one, but they must be black or navy in colour. Ties should be worn so as to cover all the

buttons of the shirt. Shirts and blouses must have a collar and be kept fully tucked in.

Parents are advised to ensure that all equipment, bags and clothing are clearly labelled with their child's name. Students who cycle to school are encouraged to wear a helmet and ensure they have a suitable lock to secure their bicycle.

Buying Uniform

In order to maintain the consistency in colour and style necessary for uniformity, for important items we have mandated the exact type of items to be purchased. Whilst some of these items are available to the given specification elsewhere, we believe that the combination of carefully identifying these specifications together with the purchasing power of the Academy uniform shop has ensured parents the optimum 'value' balance between cost and guaranteed quality.

Emmanuel Academy Services (EAS) are the official suppliers of school uniform to The King's Academy.

Due to the coronavirus pandemic, our 'not for profit' uniform shop will be a fully online operation this summer. Details of our uniform requirements and how to access the online shop can be found on our website under Information>Uniform. Items ordered from the online shop can be delivered free of charge to the Academy for collection on a particular date selected at checkout ("Click and Collect") or can be despatched by next-day courier (delivery charge applies), with returns and exchanges being possible where needed. The date and time of collection from the Academy needs to be booked at the time of ordering and cannot be amended once the order has been confirmed. All items must be paid for on ordering with the exception of Sixth form uniform where a place for September is contingent upon exam results to be received in August.

Lost Property

Lost property is housed at sports reception. It is your child's responsibility to look after all of their property and all items should be suitably labelled.

Equipment and Banned Items

Regular uniform and equipment checks are carried out to ensure that Academy students are properly dressed and equipped at all times. Your child will be expected to attend **all** lessons with the correct equipment, with this being important both for his/her development of organisation and sense of responsibility, and to avoid distraction and delay to learning.

Essential items of equipment:

- Student Planner (issued by the Academy)
- Pencil case
- Pens / pencils:
 - Two blue, two black (one spare of each colour) pens
 - One green pen
 - Two HB pencils, with a sharpener or one propelling pencil with spare HB leads
 - One set of coloured pencils
- One eraser
- One 15cm or 30cm metric rule, graduated in cm and mm (plastic, not flexible)
- Casio scientific calculator (e.g FX-83)
 -
- An English Dictionary
- Reading book of choice
- A suitable school bag
- Reusable water bottle
- Student ID card

Banned Items

Unless specifically authorised by a teacher, the following items must **never** be brought into the Academy:

- cameras, electronic tablets, or other similar music storage devices
- expensive watches
- chewing gum
- laser pens
- cash (other than bus fare)
- offensive weapons, knives of any type including pen-knives, guns, explosives, fireworks
- drinks other than still water
- cigarettes, E-cigarettes, alcohol or other illegal substances (all classes)
- aerosols and glass perfume bottles

The Academy discourages students from bringing mobile phones as they are easily lost or stolen. If a parent/carer feel it necessary for their child to carry a mobile phone it must be switched off before entering the Academy and kept out of sight. Failure to do so will result in confiscation and detention.

Payments to the Academy

The Academy operates on a cashless basis, with parental payments for school lunches, trips, educational resources etc made through the online school payments system ParentPay (www.parentpay.com). Parents of new students to The King's Academy are provided with ParentPay activation details in order to set up an account, which should be done in good time before the Autumn term begins.

We recognise that there may be specific circumstances for individual parents where payments cannot be made by ParentPay e.g. no bank account access. Parents in this position must contact the Academy's finance office before the Autumn term begins to discuss and agree the alternative arrangements which can be put in place.

Parental contributions for practical subjects & Activities Week

Students in Year 7 attend engineering and food technology classes. To ensure that your child has access to the best resources possible in these

subjects, we will request a parental contribution totalling £15 which covers the cost of resources for your child's projects in both subjects throughout the academic year. Payment of the contribution is made via ParentPay. Activities week for Year 7 typically costs £30-35.

Curriculum and Studies

The Academy's curriculum is much wider than just the timetabled subjects. It embraces everything possible to help each child achieve his/her fullest potential, to seek truth and to understand the world around him/her, to ask and find answers to the big questions of life, and to develop wisdom as the basis for holding considered viewpoints and for making sound decisions. The curriculum covers the rigours of the National Curriculum, develops social skills and understanding of how to act in different contexts, and crucially it seeks to develop students' characters and their contribution to society in service of others.

Academically, in accordance with the National Curriculum, all students will receive a broad-based education. In Years 7-11, students have 29 periods per week (being six per day except for Fridays when there are five periods). Each period is 50 minutes in length. In addition, students have 30 minutes per day for assemblies or tutor reflections, plus 20 minutes per day of 'Daily Reading Time' when they are required to read from a (literature) book of choice. The standard weekly lesson allocation in Year 7 is:

| | <i>Periods</i> | | <i>Periods</i> |
|-----------|----------------|-------------------------------------|----------------|
| English | 5 (7*) | Geography | 2 |
| Maths | 5 (6*) | History | 2 |
| Science | 4 | Religious Education | 2 |
| French* | 3 | Physical Education | 2 |
| Computing | 1 | Creative Arts/Design & Technology** | 3 |

* The majority of students in the Academy will study French from Years 7 to 11. Those students who do not study French will study additional English and Maths in Year 7. In Year 8, able linguists will study German alongside French and may continue this through to Year 11.

** Creative Arts & Design Technology (Art, Drama, Music, Engineering and Food Technology) are allocated differently each term.

Relationships and Sex Education

Those aspects of relationships and sex education laid down by the National Curriculum are covered at various levels and in varying depths according to

the age of students. Those aspects are coordinated across Science, Physical Education, and Religious Education departments in order to ensure that all information is given within a moral framework according to the principles of the Bible. Great emphasis is placed upon the appropriate contexts for sexuality where celibacy before marriage, self-control and the key features of respect, faithfulness and united family units are recognised as vital.

Relationships and sex education at The King's Academy will never simply be the transmission of factual information nor will it seek to disregard the sensibilities/sensitivities of students or parents.

Further information is available on request, and parents are able to speak directly to the Principal should they wish their child to be excluded from any part of this programme.

Homework and Reporting to Parents

Whilst at The King's Academy your child will be set homework, which will be noted in his or her Planner. For Year 7, this will be 60-90mins each evening covering two or three subjects. This will increase in later years of study as students' capacities for study develop.

It is essential that Homework, including revision for examinations, is done in a place that is as free from distractions as possible and – crucially – that your child has ***no access to a mobile phone whilst studying***. Whilst internet access via a tablet or PC can be helpful for some studies, we strongly advise that in the bedroom there should be no access to internet, TV, video games or telephone at all, to prevent harm to both sleep and studies. Mobile phones are an extremely damaging source of interruptions to studies, and severely impair the learned concentration over extended periods necessary for the deep thinking underpinning effective homework and learning.

Often this is a considerable change from students' experiences in primary schools, but homework is both valuable and essential. Done regularly

throughout a student's time at The King's Academy, this could be equivalent to at least an additional *year* of study, as well as developing essential habits and skills that would otherwise be missing:

- independent learning
- self-discipline
- consolidation
- research
- parental involvement
- practice – learning by doing work not suited to classroom situation
- a check on learning and progress
- completion of coursework assignments

We would, then, ask that you:

- agree a routine for your child to do his/her homework;
- ensure your child has a quiet and orderly place to work;
- ensure that he or she has somewhere safe to store books and equipment;
- check your child's Planner at least once per week, and preferably each night in Year 7. The Planner will tell you which homework has been set that day. There is also space for you to write comments to his/her Tutor as necessary, and you are asked to sign at the *end* of each week.

Students' homework will be marked and they will be expected to respond to feedback given by the teacher.

In Year 7, students will not receive homework immediately. Homework will be introduced during the course of the autumn term.

If you find that either (a) homework is taking an enormous amount of time each evening or (b) very little is being set, then please do not hesitate to contact your child's Tutor. If your child is unable to complete homework for an exceptional reason, then a note from parents is extremely helpful. The Academy will use the BLUE system of sanctions (see 'Student Behaviour' section), and will communicate with parents, if homework is routinely not being completed or is being handed in late.

Reports home will be made throughout the academic year, and there will

also be an opportunity during the first part of Autumn Term to meet with Tutors and discuss how your child is settling into his/her studies and into the Academy in general. In addition it is vitally important that parents/carers attend all parents' evenings and meetings.

Presentation of Work

Presentation of work is always important. Careless presentation will create a bad impression on the reader who may be distracted from the actual content of the text. Many readers will make judgements about general ability and even attitude, if the presentation of a students' work appears to be careless.

As such all exercise books should be clearly labelled with your child's name and tutor group. Books should be well looked after and be free of doodles or graffiti.

Responsibility for Learning

As well as encouraging good behaviour, it is our desire to assist parents in developing children's *self-discipline*, including their sense of responsibility for themselves and for their learning. We use the framework below for discussing and monitoring students' Responsibility for Learning (RfL).

| | | 1 = Outstanding | 2 = Good | 3 = Less than satisfactory | 4 = Cause for concern |
|---------------------|-----------------|--|---|---|---|
| Attitude | Enthusiasm | I love to discover new things, so my work often goes beyond what the teacher expects. | I like to do a good job, especially when I know my teacher is going to check my work. I respond quickly to instructions. | Sometimes it takes me a while to get going with my work and I need the teacher to push me. | When I find it hard to get on with my work, I can't be bothered and give up. |
| | Risk Taking | I am always prepared to attempt demanding tasks I learn from my mistakes and actively seek challenge. | I will try demanding tasks and skills and accept new challenges when there is a good chance of success. | I need to be confident before trying demanding tasks. I might give up if I find something difficult. | I don't like making mistakes, so unless it's easy I make excuses to get out of work. |
| | Serving others | I can use my judgement effectively to know when others need help. | I volunteer to do things without being asked. | I don't volunteer my help but will do something if asked. | I am prepared to let others do things for me in class. |
| Engagement | Enquiring | I always ask my teacher and other students' questions because I want to learn more. | I ask questions of my teacher and other students when I have a query or need help. | I need to be prompted to ask questions in class, even if I am finding the work difficult. | I rarely if ever ask questions in class, because I have no interest in improving my knowledge / skills. |
| | Listening | I enjoy hearing what others have to say, and they can tell I value their views. | I listen carefully to the teachers and other students. | I sometimes lose focus and stop listening to the teacher or other students. | I find it hard to listen to teacher or others, and may interrupt. |
| | Expressing | I am able to think for myself, and I express myself clearly and creatively. | I am able to think for myself and let others know my views. | I write down what the teacher says but rarely express my own thoughts. | I expect the teacher to tell me what to think, say and write. |
| Organisation | Time management | I always meet deadlines and plan ahead without the need for reminders. I use my time productively. | I am able to undertake independent study in order to meet deadlines and organise my workload well with few reminders. | Sometimes I leave things until the last minute and struggle to meet deadlines even though I have been reminded. | I display little accountability for my own learning. I often miss deadlines and would not get the work done without detentions. |
| | Teamwork | I am a leader able to bring out the best in others when I work in a team. | Teams I am in do well because I work hard at doing what I am good at. | When I am in a team, I leave others to do the work. | To be honest, the team would get more done without me! |
| | Self-starter | I take responsibility for my learning. I complete tasks without fuss, and am determined to achieve my personal best. | I get on with my work without having to be told twice, paying attention to feedback to improve. I am well equipped and take pride in my work. | I need a reminder to get on with my work and take note of feedback. I am sometimes ill-equipped for learning. | I reject guidance and do not reflect on my learning. I frequently do not bring the basic equipment. |

Student Behaviour

The King's Academy's approach to student behaviour is designed to ensure that everyone can enjoy Academy life without fear, can work hard in lessons and can grow up with good manners and a positive attitude towards society. In principle, we hope that students look upon the Academy like a wonderful, additional 'family'. As such, we would hope that they value the relationships that they have with each other and with staff, that they would develop in their characters and *self-discipline*, and that they would respect staff as being in right and caring authority over them.

Every good school expects its students to behave in a courteous, polite and well-mannered fashion, both to one another and to members of staff. There are frequently visitors in and around the Academy, making it especially important that these high standards of conduct and behaviour are maintained at all times. Even when our students are off the Academy site, we expect them to behave impeccably and for them to wear their uniform properly. Our reputation and standing in the local community are very important to us.

Students are expected to comply with Academy rules and their compliance will be rewarded by them having the opportunity to enjoy all that the Academy has to offer. We value your support in maintaining a positive and safe environment utilising where necessary the Behaviour and Discipline Policy.

Key rules are that your child:

- Must be on site by 8.20am daily and mobile phones must be switched off and out of sight until 3.40pm.
- Must wear complete, correct Academy uniform at all times *on the way to and from the Academy* and in and around the Academy building itself. Any deviation from the wearing of full Academy uniform is granted solely by the Principal.
- Must ensure he/she has the correct bag, books and equipment for **all** lessons.

- Must **walk** along corridors on the **left hand side**, in an orderly and considerate manner with quiet voices. Running along corridors is not permitted.
- Should address each member of staff by his/her title and surname e.g. “Mr Dawes”, “Miss Watson”.
- Should show consideration for others at all times. For example, during your child’s lunchtime period, the majority of other students in the building will be working in lessons while he/she is not.
- Represents the Academy whenever in the public eye and his/her behaviour on such occasions must always be of the highest standard. This includes travelling to and from the Academy on school buses or public transport.
- Students in Years 7 to 11 must adhere to the uniform and appearance rules, and are **not** permitted to wear jewellery, friendship or charity wristbands or make-up at any time. Watches are permitted, but only if the alarm is turned off.
- Should not use abusive or blasphemous language or physical violence.
- Should not speak dishonestly, threateningly or maliciously.
- Should not use the Academy computer for any activities not directly authorised by staff.
- Must work independently unless otherwise instructed and not copy someone else’s work deceitfully.
- Chewing gum is strictly banned from the Academy. Possession will result in immediate confiscation and detention.

Fundamentally, we want students to develop self-discipline but if a student disobeys these rules, he/she will be disciplined in line with the punishments outlined in the Academy’s Behaviour Policy. Regular or serious misbehaviour will be brought to the attention of the Pastoral Staff, Senior Staff and ultimately to the Principal, as well as being communicated to parents.

Correcting Misbehaviour

The BLUE System

Low level breaches of behaviour expectations are recorded by teachers using the BLUE system (B = behaviour, L= lateness, U= uniform, and appearance, E = Equipment). Three marks in any category from a given member of staff during a half-term will lead to a detention being issued. Parents are fully informed of any serious disciplinary intervention, and any detentions incurred are reported annually. It is not the Academy's wish to have to punish any student but misbehaviour will not be tolerated and the interests of the whole student body must be safeguarded. Further punishment for offenders will be decided in the light of the seriousness of the offence and may involve (but is not restricted to):

- The copying out of Academy Rules
- Extra work to be completed at home
- Extra work to be completed after detentions
- General duties on and around the Academy site
- Loss of free time at break-times and/or lunchtimes
- Loss of privileges

Incidents of poor behaviour will be recorded on the Academy systems. Parents will be informed of scheduled detention via a white slip and text message. It is a student's responsibility to attend and to get any issued white slip signed by a parent/carer prior to attending. Detention can only be rearranged under exceptional circumstances and after a written response has been submitted. A note in the planner would suffice. Where behaviours do not improve, or when behaviour is particularly concerning, appropriate sanctions will be applied and monitored by the Pastoral Staff. Steps taken may include:

- First Call involving removal from lesson, mobile phone confiscation and a same day detention
- Withdrawal from lessons or social times into isolation or an alternative class
- Monitoring by means of a Daily Report requiring teachers to

comment on a lesson by lesson basis and parents to sign

Thereafter, the Academy Assistant Principals and Principal will become involved, which may result in a student being given a fixed term exclusion, or being permanently excluded. Parents will be kept fully informed throughout any such process. *Should a criminal act be committed by an Academy student (in relation to an incident taking place either inside or outside of school) the Academy will always co-operate with the police in their enquiries.*

Recognition of Student Achievement

There are many ways in which the Academy seeks to recognise student achievements. In Assemblies certificates, medals, house colours and awards are given in recognition of success and effort and as an inspiration to others. Other notable achievements are broadcast via the plasma screens and through a variety of publications.

Merits

Subject teachers award merit marks to students who consistently produce work of an excellent standard, who seek to improve their performance in a subject and who impress their teachers with determination and effort. At the end of the year, as part of the house competition, a Trophy is presented to the house with the greatest number of merits and to the individuals in each year group with the greatest number of merits.

On special occasions, the Principal will give a special commendation when a student has achieved something worthy of particular recognition. These will be awarded for a variety of successes such as service to the community, demonstrating courage and maturity in the face of difficulties, outstanding success in Academy or out-of-Academy activities.

Trips

As well as the above, the Academy aims to recognise the many students who seek to do their best at The King's Academy by arranging special events. These may include the opportunity for students to participate in a variety of external trips or subject-based visits.

It is important to us that no one feels left out in the pursuit of excellence and, although academic success is praiseworthy, the purpose of all our awards is to value students' sincere and consistent effort.

Please note that it is vital that suitable arrangements are made to collect your child from the Academy promptly after any external trip.

The House System

All students are allocated to one of the four Academy Houses.

| House Name | House Colour |
|-------------------|---------------------|
| Greeks | Green |
| Hebrews | Yellow |
| Medes | Blue |
| Romans | Red |

During the academic year we organise an extensive set of internal house-based competitions to aid with developing character and teamwork. We hope your child will join in as many events organised between the Houses as possible. Each competition gains points for the specific houses which contribute towards the awarding of the House Cup. The range of activities includes: Engineering, Table Tennis, Netball, Basketball, Cross Country, Rugby, Hockey, Football, Chess, Cricket, Athletics, Performing Arts Festival, Photography, plus many others.

Every year students will have the opportunity to gain their House Colours by representing their house across a number of activities. These House Colours will be issued during an assembly in the form of a metal badge, which can be worn upon the student's blazer lapel.

Activities Week (£30-35 in Year 7)

During the summer term the standard academic timetable will be suspended for a week to incorporate an extensive programme of activities.

The specific activities, trips and events will vary for each age group based around extending the opportunities available to support the curriculum. Further details are made available early in the school year to assist with family budgeting.

Contacting the Academy

Secondary school arrangements are very different from primary schools where students are mostly taught by a single class teacher across the curriculum, who is often readily available at the start and end of the school day. With students being taught by subject specialists at the Academy, other arrangements are necessary for you to make contact, but communication between home and school is nevertheless just as important to us as it was with your child's primary school.

The vast majority of your questions, whether academic or otherwise, should be addressed to your child's tutor using the student planner. In exceptional circumstances the school can be contacted on 01642 577577. **Please do not ring reception to ask to pass messages on to students.**

Alternatively, if related to a particular subject, then it may be appropriate to contact your child's teacher of that subject, or the Head of Department. In cases where the matter needs to be referred further, the Tutor or subject teacher may pass the matter to Head of Year or Head of Department.

Please note that any term-time absence request must be made to the Principal in writing with at least four school weeks' notice, along with explanation of the exceptional circumstances and supporting documentary evidence (see Attendance and Punctuality section of the website). **We do not** authorise Term Time Holidays (see Parental Agreement).

What if...

...your child is worried about getting lost?

There will always be someone nearby to ask. After the Induction Week most students will have become familiar with the building and will be able to find his/her way around. Students are also issued with a map of the building and all its classrooms.

...your child does not seem to be making friends?

Talk in the first instance to your child's Tutor. Many new students feel like this in the first couple of weeks, but they soon make new friends.

...your child is worried about his/her homework?

Students should not get too much homework on any one night as we try to ensure that it is spread evenly across the week. Please check your child's Planner each evening and sign it at the *end* of the week to confirm that all his/her homework has been done.

...your child is unable to do the work they have been set?

Students are placed in sets according to their ability in each academic subject, so should be able to cope with the work they have been given by their teacher. If you are concerned, please speak to your child's Tutor.

...you suspect your child is being bullied?

It is very important that your child tells someone – their Tutor, one of his/her teachers or yourself. We can then set about solving the problem.

...you or your child has a problem of any kind?

In the first instance, raise any concern with your child's Tutor or, in an emergency, ask at Reception. If you have any concerns please contact the school at any time and we will ensure an appointment is arranged.

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