

Kingstone

A COMMUNITY SCHOOL
with performing arts status

Dear Parents,

Everyone at Kingstone has been thrilled by the excellent results achieved by last year's Year 11 students. 48.5% of the year group managed to gain five or more A* to C grades, making them the best performing year group to date. They could not have done it alone; they were well taught and superbly supported by parents. The beginning of the new school year provides an ideal opportunity for us to update parents on developments at Kingstone and provide a reminder regarding the routines and systems that we have put in place to enable the school to run smoothly and to achieve such success. Please accept my apologies for the rather dry and somewhat bulky nature of this document, which is really an information leaflet. Please take time to read the information; as always, the pupils and the staff at the school need your support.

The school day

The timings of the school day remain the same as last year:

8.25 am Registration / Assembly

8.35 am Lesson A

9.35 am Lesson B

10.35 am Break

10.50 am Lesson C

11.50 am Lunch / Form Periods

12.45 pm Lesson D

1.45 pm Lesson E

2.45 pm Compulsory lessons end. Period F and after school clubs

4.00 pm Late bus

Punctuality

School starts at 8.25 am each day. Parents who bring their children to school should make sure they are on site by 8.20 am. With nearly 1500 pupils arriving at school, we have to insist that parents do not bring cars onto the site. Pupils who are late can only be excused if they have a note; otherwise they may be required to make up the time after school.

Pupil Planner

Each year every pupil is given a planner. This is a permanent reference document for parents as well as pupils and contains much of the basic information you require during the year. It is vital that pupils use the planner carefully and we urge parents to ensure that the planner is used appropriately. The planner can provide a vital means of communication between you and school staff. If you write a note for a particular member of staff such as the Form Tutor, please impress upon your child to show it to the relevant teacher the next day. Staff will initial any comments to indicate that they have been noted.

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Lunchtime arrangements

It is in the interests of pupil safety and harmony within our local community, that pupils remain on the school premises at lunchtime. The cash cafeteria provides a good range of food for pupils and staff at break and lunchtime. Pupils entitled to a free school meal will be able to purchase either a two-course meal of the day or other food to the value of £1.30.

Any pupil wishing to leave the site to go home for lunch, must bring a letter stating that they are going home.

- Please make sure that the midday arrangements form in the pupil planner is completed and signed.
- Pupils must either leave or remain on the site for the whole of the midday break. They cannot come and go.
- Pupils must have a midday pass if they leave the site. Passes are issued only on written request from parents and are subject to regular checks. Pupils leaving the site without a pass will face the appropriate school sanction.
- Once a pupil is off site, responsibility safety and welfare passes automatically to the parents.
- Pupils remaining on site must behave appropriately. Poor behaviour will result in detention or, in serious cases, temporary exclusion from school at lunchtime.

We are always pleased to hear from parents who are willing to act as midday supervisors. We currently have vacancies for temporary and relief supervisors and any parents who are interested in helping in this way can obtain details from Mr Kennedy, Business Manager.

Help and Homework

Homework is an essential and integral part of your child's work at school. Teachers will set homework when it is appropriate and we would urge all parents to encourage their children to complete it in full. There will, of course, be variations by subject and from child to child. Any subject-specific enquiries should be made to subject staff and / or those staff responsible for subject management.

Bullying

The school prides itself on its cordial relationships. Where there are concerns about bullying, it is important that these concerns are raised with the school without delay. All reports of bullying will be treated seriously and the school has a number of procedures in place to safeguard the welfare of pupils. Details of these procedures are available on request.

Uniform

The standard of appearance of pupils at the school remains high and is regularly commented upon by visitors to the school. To avoid any costly misunderstanding with regard to uniform or appearance, please consult the relevant section in the planner. Hairstyles should be appropriate for school. Heads of Year are only too happy to offer further clarification over the phone.

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Parents' Evenings

Parents' Evenings run from 4.00 pm to 7.00 pm.

Details of parent consultation arrangements will be sent to you nearer the time.

Bursary

We are able to offer a bursary each year until 2005 to support pupils with exceptional skills and / or talents in a particular field. The value of this bursary will be determined by funding levels each year and the money is drawn from the Excellence in Cities, Gifted and Talented programme. The bursary is open to all pupils who meet the criteria and who are judged by a panel of senior staff and Governors as being appropriate recipients. If you wish to apply for this bursary on behalf of your child, please arrange to collect an information pack and application form. The pack is available from school reception, to where it should be returned to by Monday 27th September.

Parent Governors

Parents play a key role in the work of the Governing Body, representing parents' views on school issues. There are currently seven parent governors whose names and contact numbers are available from Karen Cooper, Office Manager.

School Policies

The Governing Body sets the framework for the school's Discipline Policy. Within school we have a Behaviour Policy, which has been approved by Governors and from this, stems a variety of policies, which we use on a day-to-day basis.

A list of school organisational policies is published in the annual prospectus, the new edition of which is available in September. If parents wish to look at any of the schools policies then they are asked to contact reception. Occasionally, clarification is required over policy matters and we seek to resolve such matters amicably and quickly. Appended to this letter is our Behaviour Policy which we would urge parents to read. The relevant Head of Year will be able to clarify issues regarding specific pupils.

Parents are reminded that in accepting a place at Kingstone, they are effectively accepting the policies, which are set out in the School Prospectus and laid down by Governors. Should parents wish to complain, the school has a clear procedure based on the LEA guidelines. This procedure is available from the school on request. Parents are always asked to telephone the school immediately and if necessary make an appointment with senior staff, who will carry out appropriate investigations. Parents who contact the LEA or Governors about any matter first will, as a matter of course, be referred to the school. Parents have the right of appeal to the Governors following the outcome of any school based, internal investigation.