

# **Kingsbury Green Academy**



**Handbook for Year 7 Parents**

**September 2023**

## CONTENTS

|  |         |
|--|---------|
| WELCOME TO KINGSBURY GREEN ACADEMY       | PAGE 3  |
| A MESSAGE FROM THE YEAR 7 TEAM           | PAGE 4  |
| TIMES OF THE SCHOOL DAY                  | PAGE 5  |
| TERM DATES AND HOLIDAYS                  | PAGE 6  |
| VISIONS, VALUES AND BASICS               | PAGE 7  |
| UNIFORM                                  | PAGE 8  |
| ATTENDANCE AND PUNCTUALITY               | PAGE 11 |
| BEHAVIOUR                                | PAGE 14 |
| CELEBRATING SUCCESS                      | PAGE 19 |
| THE KGA PUPIL CHARTER AND RESPECT AGENDA | PAGE 20 |
| HOMEWORK                                 | PAGE 21 |
| DINING HALL AND FOOD                     | PAGE 22 |
| THE PUPIL HUB                            | PAGE 23 |
| COMMUNICATION                            | PAGE 24 |
| GUIDANCE FOR SEPARATED PARENTS           | PAGE 26 |
| PHYSICAL EDUCATION                       | PAGE 27 |
| KGA CAREERS                              | PAGE 29 |

## WELCOME TO KINGSBURY GREEN ACADEMY

I would like to welcome you all to what I hope will be a successful long-term partnership between your family and Kingsbury Green Academy. This is a tremendously exciting time to be joining Kingsbury Green Academy and I am certain that your child will enjoy the benefits that come from attending a school that is part of the Ascend Learning Trust.

At Kingsbury Green Academy, we believe in the power of education to change young people's lives and we aim to be inclusive and cater for the needs of all our pupils. We will achieve this with inspirational teaching, excellent pastoral care and a wide range of extra-curricular activities that will enable our pupils to become well-rounded, confident young people who have an impact on the world.

Excellence is a thread that runs throughout the Ascend Learning Trust. We are committed to excellence in everything we do, as indicated by our mission statement, which is, "Achieving Excellence Together". This statement highlights our commitment to ensuring our pupils achieve the best academic standards possible for them as individuals. We celebrate achievement in all its forms and aim to help your child define what excellence looks like for them. We believe that this can only be done together in partnership, bringing together the combined expertise of the Trust, you as parents and of course the desire of our pupils to achieve wonderful outcomes.

We will work hard to ensure that our pupils feel a strong sense of belonging both to the school and to the local community and are proud to be Kingsbury Green Academy pupils and proud to be a part of the wider Calne area community.

This booklet contains a range of useful information to help this partnership. I look forward to getting to know you all in what I hope will be seven very successful years together.

Best wishes

Jason Tudor

Principal

## A MESSAGE FROM THE YEAR 7 TEAM

At the start of this new school year, I would like to take this opportunity to welcome you to Kingsbury Green Academy. As with all new situations, I am sure that both you and your child will be experiencing lots of different emotions. The new beginning offers many opportunities to build on the successes of primary school as well as the chance to start afresh, so that every single pupil is helped to achieve more than they ever thought possible.

At Kingsbury Green Academy, we are committed to providing the best all round education and care for pupils. We aim to provide a happy and safe environment that encourages pupils to succeed and supports every individual in taking on new challenges. You and your child's tutor will be the main people supporting them so that they are happy, organised and fully involved in life at Kingsbury Green Academy. We would ask that you attend parents' evenings and any other activities that your child participates in. Your support is invaluable and plays a vital part in ensuring a smooth transition and continued success.

Communication between home and school on all issues, no matter how small, is crucial to your child's success over the next five years. If there is anything that you feel we should be aware of, then please feel free to contact either the subject teacher or your child's tutor via [admin@kga.ascendlearningtrust.org.uk](mailto:admin@kga.ascendlearningtrust.org.uk) in the first instance. If you have any questions prior to starting, please email [transition@kga.ascendlearningtrust.org.uk](mailto:transition@kga.ascendlearningtrust.org.uk)

We look forward to establishing a positive and productive working partnership with you to support and care for your child and ensure that they make the progress that they deserve.

Susan Giddings  
Head of Year 7 and Key Stage 3

Julie Angell  
Pupil Manager Year 7

## TIMES OF THE SCHOOL DAY

|                   |                             |
|-------------------|-----------------------------|
| 8.20am            | Site opens to pupils        |
| 8.30am – 9.00am   | Tutor time                  |
| 9.00am – 10.00am  | Lesson 1                    |
| 10.00am – 11.00am | Lesson 2                    |
| 11.00am – 11.20am | Break time                  |
| 11.20am – 12.20pm | Lesson 3                    |
| 12.20pm – 1.20pm  | Lesson 4                    |
| 1.20pm – 2.00pm   | Lunch time                  |
| 2.00pm – 3.00pm   | Lesson 5                    |
| 3.10pm – 4.00pm   | Extra-Curricular activities |

All pupils are expected to be in school at 8.30am. Pupils are allowed on site from 8.20am when they are expected to go to their tutor rooms.

## TERM DATES AND HOLIDAYS

|           | September '23 |    |    |    |    |
|-----------|---------------|----|----|----|----|
| Monday    | 28            | 4  | 11 | 18 | 25 |
| Tuesday   | 29            | 5  | 12 | 19 | 26 |
| Wednesday | 30            | 6  | 13 | 20 | 27 |
| Thursday  | 31            | 7  | 14 | 21 | 28 |
| Friday    | 1             | 8  | 15 | 22 | 29 |
| Saturday  | 2             | 9  | 16 | 23 | 30 |
| Sunday    | 3             | 10 | 17 | 24 |    |

|   | October '23 |    |    |    |    |
|---|-------------|----|----|----|----|
|   | 2           | 9  | 16 | 23 | 30 |
|   | 3           | 10 | 17 | 24 | 31 |
|   | 4           | 11 | 18 | 25 |    |
|   | 5           | 12 | 19 | 26 |    |
|   | 6           | 13 | 20 | 27 |    |
|   | 7           | 14 | 21 | 28 |    |
| 1 | 8           | 15 | 22 | 29 |    |

|   | November '23 |    |    |    |
|---|--------------|----|----|----|
|   | 6            | 13 | 20 | 27 |
|   | 7            | 14 | 21 | 28 |
| 1 | 8            | 15 | 22 | 29 |
| 2 | 9            | 16 | 23 | 30 |
| 3 | 10           | 17 | 24 |    |
| 4 | 11           | 18 | 25 |    |
| 5 | 12           | 19 | 26 |    |

|           | December '23 |    |    |    |    |
|-----------|--------------|----|----|----|----|
| Monday    |              | 4  | 11 | 18 | 25 |
| Tuesday   |              | 5  | 12 | 19 | 26 |
| Wednesday |              | 6  | 13 | 20 | 27 |
| Thursday  |              | 7  | 14 | 21 | 28 |
| Friday    | 1            | 8  | 15 | 22 | 29 |
| Saturday  | 2            | 9  | 16 | 23 | 30 |
| Sunday    | 3            | 10 | 17 | 24 | 31 |

|  | January '24 |    |    |    |    |
|--|-------------|----|----|----|----|
|  | 1           | 8  | 15 | 22 | 29 |
|  | 2           | 9  | 16 | 23 | 30 |
|  | 3           | 10 | 17 | 24 | 31 |
|  | 4           | 11 | 18 | 25 |    |
|  | 5           | 12 | 19 | 26 |    |
|  | 6           | 13 | 20 | 27 |    |
|  | 7           | 14 | 21 | 28 |    |

|   | February '24 |    |    |    |
|---|--------------|----|----|----|
|   | 5            | 12 | 19 | 26 |
|   | 6            | 13 | 20 | 27 |
|   | 7            | 14 | 21 | 28 |
| 1 | 8            | 15 | 22 | 29 |
| 2 | 9            | 16 | 23 |    |
| 3 | 10           | 17 | 24 |    |
| 4 | 11           | 18 | 25 |    |

|           | March '24 |    |    |    |    |
|-----------|-----------|----|----|----|----|
| Monday    |           | 4  | 11 | 18 | 25 |
| Tuesday   |           | 5  | 12 | 19 | 26 |
| Wednesday |           | 6  | 13 | 20 | 27 |
| Thursday  |           | 7  | 14 | 21 | 28 |
| Friday    | 1         | 8  | 15 | 22 | 29 |
| Saturday  | 2         | 9  | 16 | 23 | 30 |
| Sunday    | 3         | 10 | 17 | 24 | 31 |

|  | April '24 |    |    |    |    |
|--|-----------|----|----|----|----|
|  | 1         | 8  | 15 | 22 | 29 |
|  | 2         | 9  | 16 | 23 | 30 |
|  | 3         | 10 | 17 | 24 |    |
|  | 4         | 11 | 18 | 25 |    |
|  | 5         | 12 | 19 | 26 |    |
|  | 6         | 13 | 20 | 27 |    |
|  | 7         | 14 | 21 | 28 |    |

|   | May '24 |    |    |    |
|---|---------|----|----|----|
|   | 6       | 13 | 20 | 27 |
|   | 7       | 14 | 21 | 28 |
| 1 | 8       | 15 | 22 | 29 |
| 2 | 9       | 16 | 23 | 30 |
| 3 | 10      | 17 | 24 | 31 |
| 4 | 11      | 18 | 25 |    |
| 5 | 12      | 19 | 26 |    |

|           | June '24 |   |    |    |    |
|-----------|----------|---|----|----|----|
| Monday    |          | 3 | 10 | 17 | 24 |
| Tuesday   |          | 4 | 11 | 18 | 25 |
| Wednesday |          | 5 | 12 | 19 | 26 |
| Thursday  |          | 6 | 13 | 20 | 27 |
| Friday    |          | 7 | 14 | 21 | 28 |
| Saturday  | 1        | 8 | 15 | 22 | 29 |
| Sunday    | 2        | 9 | 16 | 23 | 30 |

|  | July '24 |    |    |    |    |
|--|----------|----|----|----|----|
|  | 1        | 8  | 15 | 22 | 29 |
|  | 2        | 9  | 16 | 23 | 30 |
|  | 3        | 10 | 17 | 24 | 31 |
|  | 4        | 11 | 18 | 25 |    |
|  | 5        | 12 | 19 | 26 |    |
|  | 6        | 13 | 20 | 27 |    |
|  | 7        | 14 | 21 | 28 |    |

| August/September '24 |    |    |    |    |
|----------------------|----|----|----|----|
|                      | 5  | 12 | 19 | 26 |
|                      | 6  | 13 | 20 | 27 |
|                      | 7  | 14 | 21 | 28 |
| 1                    | 8  | 15 | 22 | 29 |
| 2                    | 9  | 16 | 23 | 30 |
| 3                    | 10 | 17 | 24 | 31 |
| 4                    | 11 | 18 | 25 | 1  |

### Bank and Public Holidays 2023/2024

|                       |                    |
|-----------------------|--------------------|
| Christmas Day Holiday | 25th December 2023 |
| Boxing Day Holiday    | 26th December 2023 |
| New Year's Holiday    | 1st January 2024   |
| Good Friday           | 29th March 2024    |
| Easter Monday         | 1st April 2024     |
| May Day Holiday       | 6th May 2024       |
| Spring Bank Holiday   | 27th May 2024      |
| Summer Bank Holiday   | 26th August 2024   |

|  |  |
|--|--|
|  | Holiday Dates  |
|  | Professional Training Days – school closed to students |
|  | Virtual Inset Days - school closed to students         |
|  | Trust Inset Day – school closed to students            |
|  | Yr 7, 12 & 13 start                                    |
|  | Whole school starts                                    |
|  | Bank holidays  |

### **Vision**

Kingsbury Green Academy will deliver a rich and diverse curriculum, taught by knowledgeable inspirational teachers, which engages learners so that they make outstanding progress, regardless of their starting points.

Every member of Kingsbury Green Academy will achieve excellence together through:

- Recognising that success is as a result of hard work and perseverance
- Removing social, economic and academic barriers to enable pupils to realise their potential
- Encouraging every individual to be bold, courageous and aspirational
- Creating a culture where individuals respect one another and are proud of themselves, their school and the wider community
- Challenging ourselves to seize every opportunity to grow and develop

### **Values**

Kingsbury Green Academy will provide learners with a depth of knowledge and a rich understanding of a broad range of subjects underpinned by the development of the 5 KGA values of:

- Courage
- Confidence
- Creativity
- Conscientiousness
- Consideration for others

### **REMEMBER THE BASICS**

- Mobile phones must be switched OFF during the school day
- No food is to be eaten on the move
- Pupils must not leave lessons before the bell rings
- Keep to the left in corridors
- Litter must be in the bin, and be picked up if not
- Pupils must not be out of lessons without the permission from a member of staff
- Lessons must start and finish in an orderly manner.

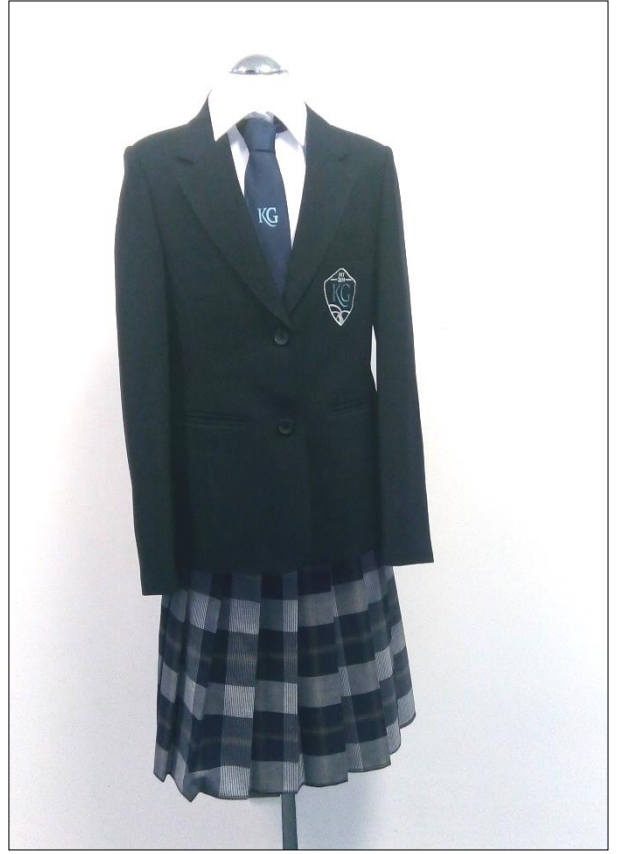
## UNIFORM

At Kingsbury Green Academy we place an emphasis on pride in our community. A visible indication of this is in the standard of pupils' uniform. We feel that a uniform instils pride, a sense of identity and support for the ethos of Kingsbury Green Academy. Our school uniform supplier is Uniform Direct and can be ordered online <https://www.uniform-direct.com>

| Acceptable in school  | NOT acceptable in school  |
|---|---|
| <b>Blazer:</b> KGA blazer only. Compulsory at all times expect break and lunch.   |   |
| <b>Trousers:</b> grey coloured in a traditional full length, formal style. Purchase from Uniform Direct or acceptable alternatives are:<br>NEXT: Catalogue number 598-273 colour grey<br>M&S: Product code T761425, T761431, T763632, T763643 colour grey Price range from £11-£17 for 2 pack<br><br><b>Shorts:</b> Tailored knee length grey shorts may be worn instead of trousers or skirt. The following uniform suppliers offer school shorts identical to the current trouser colour<br>Asda Regular fit slim leg short – From £10 for 2 pairs<br>M&S Shorts T714968 - From £12 for 2 pairs<br>Next Shorts 784-015 – From £10 for 1 pair<br><br><b>Belt:</b> plain black only | No colour other than grey<br>No fashion styles e.g. skinny fit, leggings, jeggings, jeans, baggy.<br>No trousers with metal studs, rivets or accessories such as labels and fake zips.<br>No fabric such as cord, chino, denim, sweatshirt, patterns or branded items.<br><br>No fashion styles<br>No cargo shorts<br>Nothing shorter than knee length<br><br>No decorative or branded belts or buckles |
| <b>Skirts:</b> Tartan style from Uniform Direct only  | No other skirts are accepted. Skirts must not be worn rolled up or have the length altered in any way   |
| <b>Shirts:</b> White button collar suitable for a tie. They may be long or short sleeved. These must be worn tucked in.   |   |
| <b>Jumper:</b> optional item but must be purchased from Uniform Direct.   | No other jumper is accepted.<br>No cardigans, hoodies or sweatshirts.   |
| <b>Tie:</b> KGA tie only to be worn with the KGA logo visible just beneath the knot.  |   |
| <b>Coats:</b> During cold and wet weather, pupils are encouraged to wear a warm waterproof coat. This coat can be worn to school, during break and lunch, between lessons and after school. However, it must be taken off during tutor periods and in lessons. Coats should be dark colour and plain.   |   |
| <b>Footwear:</b> Black shoes, low heeled, plain black polishable  | No high heels, logos, trainers, boots, canvas shoes or pumps.   |
| <b>Socks:</b> Dark grey/black ankle/knee length socks.<br><b>Tights:</b> Black tights   | No socks to be worn over tights   |
| <b>Hair:</b> Hair should be neat and tidy and of a natural colour. Long hair needs to be tied back for PE, technology and science lessons.  | No extreme hairstyle or colour is allowed. This includes tramlines, Mohican or a completely shaved style.   |
| <b>Make-up:</b> Should be natural and subtle. Nail polish should be clear only.   | No extreme make-up or false eyelashes. No artificial nails and no bright coloured nail polish   |
| <b>Jewellery:</b> One plain wristwatch (smart watches are not advised), one single ring, one small pair of stud earrings, one small nose stud piercing. All must be removed for PE.   | Piercings anywhere other than the ear, tragus or nostril  |



| Acceptable in school  | NOT acceptable in school   |
|---|--|
| <p><b>Sports Kit:</b> KGA leggings OR<br/>KGA skort OR<br/>KGA shorts OR<br/>KGA track pant</p> <p>KGA round neck t-shirt<br/>KGA outdoor top (optional but advisable in winter months)</p> <p><b>Sports Footwear:</b> Trainers, studded football boots (moulded, full studs, blades)</p> <p><b>Sports Socks:</b> White ankle socks, long navy blue “football” socks suitable for wearing with shin pads</p> <p><b>Optional items for PE:</b></p> <ul style="list-style-type: none"> <li>• Shin pads for football</li> <li>• Mouth guards for rugby, which can be purchased from Kingsbury Green Academy (from the pupil hub).</li> </ul> | <p>Any non KGA items of clothing</p> <p>Hi-top style footwear and non-supportive footwear such as canvas pumps</p> |



## ATTENDANCE AND PUNCTUALITY

Attendance is a crucial element of success in any walk of life. At Kingsbury Green Academy, we aim to build the complete future global citizen. Our focus is to give pupils the academic base from which to launch their careers from, these academic opportunities cannot be grasped if pupils do not attend lessons.

Absence from school means that crucial learning from a subject specialist is missed. This will result in a knowledge gap that will mean a pupil is constantly trying to fill this gap whilst trying to learn new material. Our 5 values of Confidence, Courage, Conscientiousness, Consideration and Creativity are essential to developing the character of young people so that they can have a positive impact on the world. By attending school, pupils will develop these key characteristics which will give them the skills and resilience to face all of life's challenges.

The government expectation is that every pupil should have an average attendance of 95%. However, as Kingsbury Green Academy focuses on excellence, we strive to achieve 97% attendance. This aim is to ensure that everybody aspires to be the best they can be; this starts with being in school.

However, people can become ill and, when this illness is genuine, pupils may need time off school to recover. If this happens, the school must be contacted to report the absence as soon as possible, but before 8.30am **every day of the absence**. To report an absence call 01249 818100 and select Option 1; please clearly state the name and tutor group of the child and the reason for the absence. Absences may also be reported using the ClassCharts system. ClassCharts can also be used to advise us in advance of medical appointments. If the reason given is valid, the absence will be authorised. This will still impact the overall attendance figure for the pupil. However, Kingsbury Green Academy reserves the right to challenge absence reasons that we feel are invalid; reasons such as the pupil is too tired or they have a sore throat.

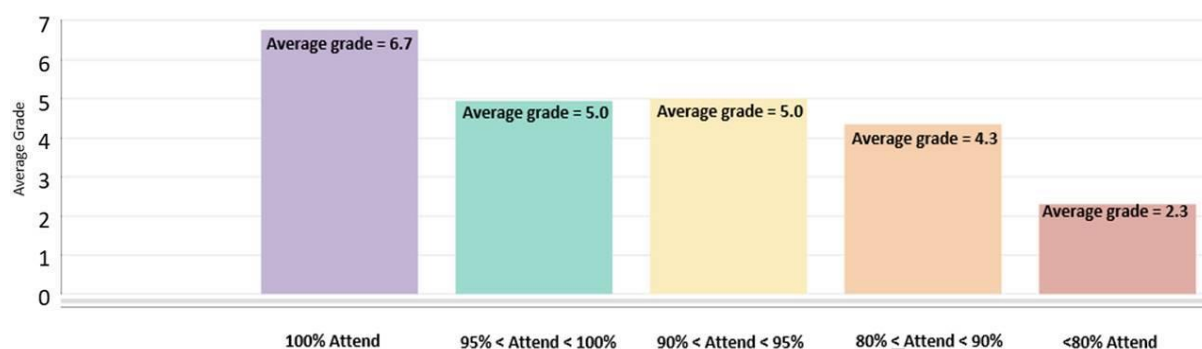
Contacting the school is essential for safeguarding: we need to know where pupils are. There may be incidents where a pupil leaves the house and does not make it to school for whatever reason. If a pupil does not arrive at school and we have not heard that the pupil is ill, this will trigger our 'Missing Child' strategy where parents and carers will be contacted. If we cannot get hold of parents or carers, we will involve other agencies for the safety of the child. Therefore, communication with the school on every day of a pupil's absence is important. The Pastoral team also regularly review attendance data, both current and historic.

Any pupil who falls below the expected level of attendance will be monitored and potentially placed on an attendance contract. This contract is the first stage of the process that can result in fines for parents or carers who do not fulfil their responsibility to send their child to school. Pupils must also arrive promptly to school so that they can get key messages and set themselves up for a productive day. Lateness is not tolerated and will be challenged.

Punctuality is not only a key skill for employability, but also an important life skill. All pupils are expected to be in school at 8.30am. Pupils are allowed on site from 8.20am when they are expected to go to their tutor rooms. Any pupil arriving after 8.30am will receive a lunchtime detention for 20 minutes. If they fail to attend this detention, then they will receive an ASD. If a pupil is late to tutor period, this will also be treated as a late to school and pupils will receive a lunchtime detention. In exceptional circumstances, parents can contact the school explaining the reason for the lateness and the school will consider whether the pupil is still required to attend a detention. Some pupils will have an agreed later start to school, but this is only after consultation with, and approval from, the school and will be in exceptional circumstances.

Good attendance to school will also be recognised and celebrated. We will recognise pupils publicly and privately for their efforts in getting to school, as well as cultivate competitions between tutor groups and year groups.

Pupils who have an average of 97% attendance across their school career are far more likely to achieve higher grades than their peers who have an attendance average of below 90%. If you are struggling in engaging and getting your child into school, please talk to the pastoral team who will support and help you to motivate, encourage and instil resilience in your child to make sure they make the most out of their one chance of an education.



The above graph shows the average GCSE grade KGA pupils achieved Summer 2022. As you can see, those pupils with 100% attendance achieved close to an average grade 7, which is similar to an old grade A. Pupils with attendance below 80% achieved close to an average grade 2, which is similar to an old grade F. It is clear to see that as attendance goes up, so do grades.

### Appointments during the school day

Doctors and dentists' appointments should be made out of school hours or in school holidays. Where this is not possible, we expect your child to return to school or arrange appointments with as little disruption to their learning as possible. If it is necessary for a pupil to leave the premises during the day, please write a note for your child to show their tutor. This must be countersigned by the tutor during Registration. Your child must sign out at main reception.

## Leave of absence

Government regulations state that children should not be taken out of school for family holidays, therefore holiday absence will not be authorised.

If you feel there are exceptional circumstances surrounding a request for absence, please complete the form available from the school office or the Pupil Hub.

If the request for leave of absence does not meet the criteria laid out by the local authority, parents are at risk of receiving a fixed penalty notice of £60 per parent per child, rising to £120 per parent per child if not paid on time:

e.g. parents of 2 children could receive 2 fines each of £120  
total £480.

Anyone who has day to day care of a child is considered a 'parent' and legally responsible for making sure the child attends school, this could be a step parent or a parent not living at the child's home address.

The Principal will consider a pupil's previous record of attendance when making decisions. It is important to note that the Principal can determine the length of authorised absence as well as whether the absence is authorised at all.

Leave of absence will not be granted for shopping expeditions or family trips that can be made during weekends and in holidays.

The vast majority of pupils at Kingsbury Green Academy are well behaved. However, there are occasions when pupils fail to meet our high expectations and intervention is required.

### **Expectations of the staff**

- Consistent, calm, adult behaviour
- First attention of best conduct. This is a staff mind set, that looks to celebrate pupils' achievement first
- Consistent routines, which create clarity and consistency amongst all stakeholders
- Restorative conversations to repair broken relationships.

### **Expectations of Parents/Carers**

A crucial element of ensuring outstanding behaviour at Kingsbury Green Academy is the relationship between the school and the parents/carers. Therefore, the school expects parents/carers to support the school by:

- Supporting their child to fulfil their responsibilities as a pupil at Kingsbury Green Academy
- Attending all relevant parental meetings
- Communicating constructively with the school by telephone, email or letter
- Supporting decisions taken by the school to uphold the highest expectations and promote good behaviour.

### **Expectations of Pupils**

- Show respect to all staff, their peers and the school environment at all times
- Take responsibility and be accountable for their actions
- Show resilience and learn from their errors, following reflection and restorative conversations.

### **KGA Systems**

The KGA behaviour systems are broken down into three types:

1. Behaviour in the classroom
2. Outside of the classroom
3. Other serious types of behaviour

## 1. Behaviour in the classroom

In every lesson, every pupil is expected to:

- Enter the classroom and be seated when invited to do so by the member of staff leading the lesson
- sit silently whenever the register is taken
- listen in silence whilst the teacher is talking
- not shout out answers
- work hard without disrupting any other pupils' learning
- politely follow all instructions from the teacher, and at the first time of asking.

Every teacher will enforce these expectations in their class and within their own established systems. These systems will be made clear at the start of the year by the teacher during an "establishment" lesson. Pupils will record these systems in their exercise books at the start of the school year and the teacher will often revisit the systems to remind pupils. In some practical based subjects, the established rules will be displayed centrally (e.g. in changing rooms, in workshops etc.)

If a pupil fails to meet any of these expectations, the teacher will clearly tell the pupil that they have received a warning, and this warning will be recorded on the board. The warning cannot be withdrawn by the teacher as an incentive to improve behaviour. If the pupil fails to meet the expectations for a second time in a lesson, then they will be sent to the Internal Exclusion Room (H1), where they will spend the rest of the lesson and will receive an After-School Detention (ASD). The pupil has 5 minutes from the teacher emailing the staff in H1 to independently arrive at H1 or they will receive a fixed term exclusion of one day. If a pupil is in a PE lesson, extra time will be given for them to get changed.

The teacher will not give scattergun warnings. If a pupil is given a warning, they could possibly show secondary behaviour (e.g. a negative reaction to the decision) but this should not result in an immediate removal from class, unless their reaction is extreme. The pupil should be given time to reflect on their behaviour and make the correct choice. However, if the behaviour persists then the pupil should be removed.

When the pupil arrives in H1, they will complete a reflection sheet and then complete work based in H1. The pupils will complete the rest of the lesson in H1 and then return the day after the incident at 3.00pm until 4.00pm for their ASD. The school will notify the parents/carers that their child has an ASD. The date of the ASD will not be changed unless evidence is received of a reason why it cannot be sat then. If a pupil is sent out of a second lesson in the same day, they will spend the rest of the day in H1. Also, if the pupil fails to leave the classroom orderly or meet the expectations of H1 when they arrive, then it will be considered whether they should stay in H1 for the rest of the day.

If you are being disruptive, defiant or not completing work you will be given a warning and your name will be written on the board



This is your opportunity to stop and think about your behaviour  
Take a moment to realise the impact it might be having on others

If there is a second incident of disruption or defiance from you, then you will be told to go to H1 (in the Pastoral Hub 3) for the rest of the lesson  
You have to get to the Hub in 5 minutes  
You will then have to sit an after school detention as well AND you get a phone call home about your behaviour

If this happens more than once in one day, you will stay in H1 for a full school day, with the after school detention and phone call home as well

### **Restorative Conversations**

When a pupil has been sent out of a classroom and to H1, there has been a breakdown in the pupil-teacher relationship. There may be one or several reasons for this, but the cause of the break down must be addressed and resolved. This will be through a restorative conversation. The expectation is that the member of staff will meet the pupil before their next lesson, unless there are exceptional circumstances. The meeting will answer six key questions.

- What happened?
- What were you thinking at the time?
- What have you thought since?
- How did this make people feel?
- Who has been affected and how?
- What should we do to put things right/ how can we do things differently in the future?

The restorative conversation will determine what the pupil did wrong, how their behaviour disrupted the learning and how it can be avoided in the next lesson. If appropriate, another adult will be asked to join the conversation.



## **Detentions**

Detentions are part of the school's consequence system to encourage pupils to recognise that their behaviour or attitude to learning has not been acceptable. When issued, detentions are compulsory and failure to attend a detention or not meet the expectations of behaviour will result in further consequences. Whilst the Department for Education states that schools are not required to give notice, give reasons, or gain parental consent for a detention, Kingsbury Green Academy will contact parents/carers to make them aware of detentions. It is important that parents/carers keep the school up-to-date with the contact telephone numbers and email addresses.

There are two types of detentions:

- lunchtime detentions the first 20 minutes of lunch time
- after school detentions (ASD) from 3.00pm until 4.00pm

## **2. Behaviour outside the classroom**

### Conduct card

In Years 7-11, every pupil is expected to carry a conduct card at all times while at school. If a pupil fails to meet any of the following expectations during the school day, then a member of staff will record a conduct point on the conduct card. Tutors will check the conduct card during tutor time. If the pupil receives 5 conduct points then they will be issued with a lunchtime detention. The tutor will notify the pupil of the day of their detention. If a pupil has 5 conduct points and then receives another, the teacher should add this conduct point to the old card, and then when the new card is issued, the conduct points will be transferred.

If the pupil fails to show a teacher their card or walks away defiantly, they will automatically be placed in H1 for 5 lessons and an ASD. If a pupil loses the card then they will receive an ASD, unless there are exceptional circumstances. The card will be re-issued by the tutor with the same number of conduct points that the previous card had. If the pupil loses the card during the school day, then the pupil should attend the pupil Hub where a new card will be issued. The pupil Hub will notify the tutor to arrange the ASD and so that the tutor is aware that they need to transfer any conduct points to the new card.

Members of staff can give a conduct point to a pupil for the following reasons:

- Respect – not being considerate, conscientious or polite. Nor respecting the KGA site, staff, fellow pupils or the wider community
- Locality – not being in the correct location, including walking around site unauthorised during lesson time
- Uniform – not wearing the correct uniform or wearing it incorrectly
- Mobile phone – using a mobile phone around site without permission from a member of staff

A pupil will receive a conduct card ASD detention if:

- They receive 5 conduct points on their card.
  - They lose their card and cannot show it to a member of staff when requested.
- Exceptional circumstances will be considered.

## **Mobile phones and headphones/ear pods**

Mobile phones and headphones/ear pods must not be used around site or in classrooms unless a pupil has been given permission by a member of staff. Pupil's personal electrical devices are not covered by any insurance. If a pupil needs to check ClassCharts or contact home, they should go to the Pupil Hub or ask a member of staff.

Anyone caught recording or taking pictures of someone without consent will be sanctioned. Anyone distributing these recordings or images will face suspension.

SEE IT. USE IT. LOSE IT – If a pupil is caught looking at or using their phone it will be confiscated. It can be collected from the Pupil Hub at 3pm. Refusal to hand over their phone will result in further sanction.

## **Equipment**

At Kingsbury Green Academy, every pupil is expected to independently prepare themselves for the school day by bringing the correct equipment. All pupils are expected to bring a pencil case that includes at least two blue/black pens, a pencil and a ruler. If pupils are found without their pencil cases, they will automatically receive a lunchtime detention. Checks will be carried out in tutor time and pupils will leave the tutor room ready to start the school day. The PE and Technology departments will have similar systems for pupils remembering their PE kit and food ingredients.

## **3. Other serious types of behaviour**

There will be more serious types of behaviour, which will result in a pupil immediately being sent to H1 or a fixed term exclusion being considered. Further details can be found in our full behaviour policy on our website.



Celebrating the successes of our pupils is something that we are rightly proud of at KGA. Whether those successes take place in the classroom, on the sporting field or on the stage, we ensure that such achievements are recognised and rewarded. We do this in a variety of ways, ranging from awarding praise points to pupils when they adhere to the KGA school values, to being recognised with a highly coveted photo on our 'wall of success'. Pupils are competitive in collecting as many praise points as possible as they know that these points contribute towards the annual House competition. This competition is arguably more important than any individual award, as pupils recognise how important it is to be a part of a team and something larger than themselves.

Parents can track how well their children are doing via the online parent portal, Class Charts, which produces live up to the minute headline reports so that everyone can track and celebrate success together.

All pupils are expected to respect and be considerate of each other, the school site, staff, visitors and the wider Calne community. Pupils uphold these standards in everything they do – on their journey to and from school, how they conduct themselves in lessons, moving between lessons, at break and lunch and how they speak to staff.

A KGA pupil:

- Respects all members of the school and wider community
- Is considerate of the school and the wider environment
- Is conscientious in everything they do
- Is confident to engage in their learning and celebrate academic success
- Is punctual to lessons with excellent attendance
- Has the courage to challenge inequality, discrimination and intolerance
- Supports their peers and other members of their community
- Understands that school rules exist to create a positive learning environment
- Adheres to the school rules and takes responsibility for their actions
- Enjoys their learning!

## HOMEWORK

Homework improves learning by giving pupils the opportunity to:

- Practice skills and apply newly acquired knowledge and understanding
- Engage more deeply with subject matter
- Develop independent learning skills in an open-ended and non-competitive learning environment
- Work with their parents/carers to support their learning

Pupils are expected to:

- Complete all homework in the time set
- Get into good routines for learning outside the classroom
- Apply the same effort and care to complete homework as class work
- Catch up any missed work due to absence as additional homework

We encourage all pupils to read widely and they will have access to the library in school. Parents can support this process by asking about a pupil's latest book and encourage reading at home. Any reading is good so even if your child prefers to read a magazine or newspaper at home then this is still beneficial for their reading skills and should be encouraged. Pupils should bring a reading book into school with them each day.

We know that pupils who are confident in their times tables do much better in Maths. Regular practice of these at home is beneficial. Other ways parents can support Maths skills include getting children to measure ingredients whilst cooking, scaling a recipe for different numbers of people and asking what time events start/end based on the duration.

## CLASSCHARTS

Classcharts is a school software system for teachers, pupils and parents. It allows staff, pupils and parents to keep in touch and communicate better. Parents will know what pupils have been rewarded for, can be notified of any detentions and will have detailed descriptions of homework. Classcharts can be used as an app or online. Login details for parents and pupils will be given out at the beginning of September.

## DINING HALL AND FOOD

We encourage healthy eating in school, helping pupils to concentrate better making it easier to learn in lessons.

Our caterers, PS Catering, work with local suppliers to provide food which is balanced nutritionally to meet food standards for education. Food allergens are catered for but specific dietary requirements/allergies must be reported to us. A 3 week menu is in operation which can be found on our website. Pupils can choose when they wish to eat school dinners, there is no need to pre-book as may be the case in primary school.

PS Catering offer a range of incentives including free fruit Friday, 'find the sticker' to win free food, buy 5 break items and get 1 free cards. They also offer theme days such as National Pie Day, Cinco de Mayo, Wimbledon week and Chinese New Year.

The canteen and 'Snack Shack' are open during both break and lunchtimes. We operate a cashless catering payment system for all food and drink purchases. In order to use the cashless system, your child can register their biometric print to use for speedy payment at the till. If you do not wish your child to use this option, they can simply give their name at the till. In order for your child to register their biometric print, you will need to give your permission by completing the form included with this pack. We do not take biometric prints without authority.

You can put money on your child's account by online payment using ParentPay. Details on how to set up this account will be sent separately. This account will also be used to pay for school trips.

Please ensure that there are sufficient funds on your child's account to enable them to purchase food and drink. As a guide, meal deals currently cost £2.50 each.

Pupils who have been eligible for free school meals at primary school at the time of transferring to secondary school (not universal infant free school meals) will have their eligibility transferred to KGA. Students who are eligible for free school meals are encouraged to have a hot meal at lunchtime. They will have a limit of £2.50 per day which can be spread over break and lunch but the meal deals at lunchtime give better value for money. Any spending over this limit will need to be paid for from their account which parents will need to top up.

If at any point you believe your child may be entitled to free school meals, please apply online to Wiltshire Council <https://parentportal.wiltshire.gov.uk/web/portal/pages/parents/free-school-meals> or ask at the main office for a printed form.

## THE PUPIL HUB

Our Pupil Hub is located in the library building and is the first port of call for many pupil queries. Miss Giddings and Mrs Angell are located here along with the rest of the KS3 Pastoral Team. Mrs Amor is also located in here and is our dedicated First Aider for the school.

Your child's tutor is an important contact for both parents and pupils but may not be available during the day to speak to. If your child has any worries or issues during the day, they should go to the Pupil Hub and speak to a member of the Year 7 team.

If your child feels unwell during the day, they need to go to the Pupil Hub to see Mrs Amor who will assess them and will contact you if it is felt that they need to go home. Often pupils simply need 10 minutes to sit quietly rather than go home. Pupils must not contact parents directly asking to be collected if they feel unwell.

The Pupil Hub holds stock of spare uniform so that pupils can borrow any items they may have forgotten for the day. E.g. ties. A limited stock of second-hand uniform is also kept here for purchase.

### **Contact information**

Please make sure that you inform the school of any changes to contact information such as mobile phone numbers, email addresses and home addresses if you move house. This includes temporary changes, for example if your child stays with grandparents whilst you are on holiday. It is useful if you can provide two or three people we can contact for your child. This information is very important if your child is unwell or injured.

### **Academic Progress Reports**

Each year parents/carers will receive 3 reports:

- 1 report early in the year showing attitude to learning only;
- 1 interim report, providing a predictive grade and an attitude to learning;
- A final report including comments from the pupil's tutor and the Head of Key Stage.

### **Parents' Evenings**

There is also a Parents' Evening once a year for pupils, when parents may make an appointment to come to school and discuss progress with any of their child's subject teachers. A teacher might also request to see you. However, if there is a problem or concern please contact the teacher straight away. You do not need to wait for the Parents' Evening. Appointments are booked using an online system.

### **Schoolcomms**

This is the system used by us to contact you by text or email about your child.

The system will be used to inform you of forthcoming events, delays or cancellations relating to school trips, travel arrangements, emergency messages (e.g. in the event of closure due to bad weather) and attendance enquiries.

The system will use a current mobile number and email address provided by Parents/Carers from the pupil database. These will be taken only for the Parent/Carer who is the first contact on the system and has parental responsibility.



## **KGA News**

The KGA News is a weekly newssheet which is issued by Schoolcomms email to all parents/carers every Friday. It contains diary reminders for the following week along with any Year Group specific information. Paper copies of KGA News are not sent out.

We aim to correspond with parents via email wherever possible. It is important that we hold current email addresses for you.

## **Contacting school**

The switchboard is open from 8.15am to 4.00pm. The office is staffed from 8.00am to 4.00pm.

If you have any concerns, you are welcome to contact a member of staff. Usually, the first point of contact will be the pupil's tutor.

If you wish to speak to a teacher, please remember that they will be teaching during the day, and they also have meetings. If you come into school without an appointment, you may not be able to see the teacher. We will take a message and ask the teacher to contact you as soon as possible. Similarly, if you telephone, we will take a message if the teacher is unavailable and they will return your call within 48 hours.

All visitors to the school site must report to the main reception and receive a visitor's badge.

If you have a message for your child during the school day, we will try to pass it on to them. This is not always possible and should be for essential messages only.

It is the case at Kingsbury Green Academy that some of our parents are separated. We recognise that this is a difficult situation and our main aim is not to put any additional stress on the pupils concerned. The pupil is our main priority and we hope parents will make every effort to recognise this and support us and their child.

This guidance will apply unless the school is made aware of any court orders in place and have a copy of the documentation as confirmation. Parents and partners may need to check on who has official parental responsibility.

The school will:

- Send formal documentation, such as reports, to both parents. Please ensure that names and full postal addresses are supplied for both parents.
- Send routine school information, such as school trips, to the parent with whom the pupil lives. In case of shared access, this will be the parent with whom the pupil lives for the majority of the time.
- Not facilitate contact arrangements for a separated parent, if a parent wishes for such arrangements they must do so with the other parent or obtain a 'contact order' through a solicitor.
- Need to be informed, through the contact sheet/school database, as to the people we may call in the event of an accident or emergency, these will be called in the sequence recorded on the sheet.
- Need to be informed as to who is able to give messages to the school regarding the pupil's welfare such as change in travel arrangements or collection for medical appointments; this may include new partners.
- Only accept one request for an appointment at parents' evenings unless there are exceptional circumstances. It is only realistic for teachers to discuss a pupil once per parent's evening/meeting. We hope parents can make amicable arrangements to accommodate this.
- Encourage pupils to be organised, in terms of having homework, uniform etc. in the right location to bring into school.

We hope this makes the situation clear for parents; it is in line with our child protection policy where we have a duty of care to all our pupils.

Our aim at Kingsbury Green Academy is for pupils to:

- Become technically competent in a range of different sports;
- Have fun while learning new skills;
- Develop leadership skills and other qualities such as team work and communication;
- Become aware of the benefits of an active and healthy lifestyle.

### Expectations in the Physical Education Department

Before the lesson all pupils should:

- Wear clean and correct KGA PE kit to each lesson. Spare kit is available from the Pupil Hub if kit has been forgotten;
- Wear the correct footwear for each lesson – e.g. studded footwear when performing outside;
- Consider wearing additional equipment for high risk activities such as shin pads for football, or gum shields for rugby;
- Bring in a signed letter from a parent if the pupil is unable to participate due to injury or illness. Pupils are still expected to change into PE kit even if they are not participating so that KGA uniform is not damaged whilst standing outside or in the gym/ sports hall;
- Tie back long hair;
- Remove all jewellery (which can be exceptionally dangerous if worn). This includes watches, bracelets, ear rings, and necklaces. There are no exceptions to this;
- Hand in any valuables to the teacher, such as mobile phones or money.

During the lesson all pupils should:

- Not wear studded footwear in the changing rooms;
- Sit quietly and respectfully when the register is being taken;
- Consider how they can help the learning of other pupils;
- Consider how they can engage with the learning goals for each lesson;
- Try and work to the best of their ability in every sport or activity;
- Treat others how they would expect to be treated. Consider how they could be perceived by others. Consider their level of competitiveness and how they react;
- Attempt to develop their leadership, team work and communication skills throughout each activity;
- Help carry and set up equipment throughout the lesson.

Post lesson all pupils should:

- Clean studded footwear outside of the changing rooms (or expect to sweep up);
- Leave on the bell, with all their equipment and school uniform. Pupils must not leave early or before the bell, especially during period 5;
- Not loiter or be late to their next lesson;
- Represent the school, playing in tournaments and fixtures against other schools.

## PE AND SPORTS ACTIVITIES AND RISK ASSESSMENT

PE and sports activities, by their very nature, involve an element of risk. At Kingsbury Green Academy, the PE Department staff ensure that this risk is minimised through a regular review of safety procedures and the conducting of periodic and thorough risk assessments of all physical and sporting activities in schools.

Pupils are continually assessed throughout the year, and in every activity. This assessment happens at the end of every module, and pupils will complete their own self and peer assessment before the teacher assessment. The emphasis for this assessment is how every pupil can improve, either in their skills, tactics, team work, leadership, and physical attributes.

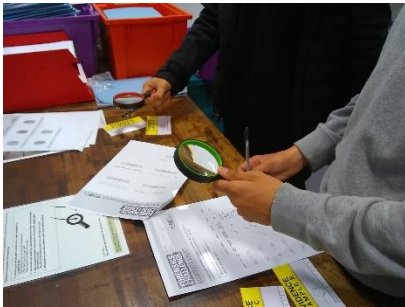
Pupils will have the opportunity to join many different sporting clubs throughout their time at Kingsbury Green Academy. This includes rugby, football, netball, athletics and many more. We play a significant number of fixtures against other local and regional schools. Pupils will also have the opportunity to represent their tutor group in a range of different sporting activities, including sports day at the end of July.

If parents require further information regarding any aspect of PE or sports activities organised by the school, they should contact the Curriculum Leader, Mr Ferguson.

## KGA CAREERS

KGA are lucky to have a full time Careers team. Careers begin in Year 7 with every pupil having:

- Timetabled Careerpilot lessons
- PSHE Day Careers workshops
- Careers assemblies
- KGA Careers fair
- Personal guidance by request
- Weekly lunchtime Careers drop in sessions
- Skills Builder short lessons



See what opportunities there are on [www.altcareers.org.uk](http://www.altcareers.org.uk) and take a sneak peak at Careerpilot on [www.careerpilot.org.uk](http://www.careerpilot.org.uk)







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