

Kingsbury Green Academy



Handbook for Year 7 Parents

September 2026

TABLE OF CONTENTS

TABLE OF CONTENTS	3
Welcome to Kingsbury Green Academy	4
A Message from the Year 7 Team	5
Times of the School Day	6
Term Dates and Holidays	7
Our Vision at Kingsbury Green Academy	8
 Uniform Expectations at Kingsbury Green Academy	9
 Attendance and Punctuality	11
Leave of Absence During Term Time	13
Holidays in Term Time	13
 Safeguarding at Kingsbury Green Academy	14
 Celebrating Success at Kingsbury Green Academy	16
 Behaviour at Kingsbury Green Academy	17
 Essential Equipment	21
 Special Educational Needs at Kingsbury Green Academy	23
Reading at Kingsbury Green Academy	24
Home–School Communication at KGA	26
Learning at KGA	28
 Physical Education at Kingsbury Green Academy	30
 Careers Education at Kingsbury Green Academy	32
 Medical and Facilities	33
 Healthy Eating and School Catering	35
 Guidance for Separated Parents	37

Welcome to Kingsbury Green Academy

A very warm welcome to you as you begin your exciting journey into secondary school life! I'm delighted to have you join our school community, and I'm confident you'll find your time here full of discovery, challenge, and opportunity. We are certain that you will enjoy the benefits that come from attending a school that is part of the Ascend Learning Trust

This handbook has been put together especially for you—to help you feel confident, supported, and ready to make the most of every day. Inside, you'll find helpful information about the school day, our school values, key people who are here to help, and the many opportunities available to you both in and out of the classroom.

As Headteacher, I want you to know that this is a place where everyone is encouraged to aim high, be kind, and embrace who they are. We aim to be inclusive and cater for the needs of **all** our pupils. 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.

Secondary school is a brand-new adventure, and you're not doing it alone. Your teachers, support staff, older students, and of course your new friends will all play a part in your journey. So be curious, get involved, and never be afraid to ask questions.

We are so proud to welcome you to our school—and we can't wait to see all you'll achieve.

Best wishes



Nicola Bull

Headteacher



A Message from the Year 7 Team

We are absolutely delighted to welcome you and your child to Kingsbury Green Academy as you begin this exciting new chapter in Year 7!

Starting secondary school is a big step, and is one filled with new adventures, opportunities, and friendships. We understand that this time comes with a mixture of emotions, but rest assured, we are here every step of the way to ensure that your child feels supported, valued, and ready to shine. This is a fresh start and a fantastic chance to build on all the successes of primary school while embracing everything that life at Kingsbury Green Academy has to offer.

Our school is a place where every student is encouraged to aim high, dream big, and discover their unique strengths. We are passionate about delivering an outstanding education in a caring and inclusive environment, where every child can thrive both academically and personally.

Your child's tutor will be a key part of their journey - someone they can turn to for guidance, encouragement, and support. With their help, students are empowered to step out of their comfort zones, embrace challenges, and develop the confidence and resilience to reach their full potential.

We also value the vital role that parents and carers play in this transition. Your involvement, whether through attending parents' evenings, cheering at performances, or simply talking about your child's day, makes a huge difference. Together, we can ensure your child has the very best start to their secondary school journey.

Open and honest communication between home and school is key to your child's success over the next five years. If there's anything you feel we should be aware of, please don't hesitate to contact your child's tutor or subject teacher. For any questions prior to starting, please reach out to transition@kga.ascendlearningtrust.org.uk.

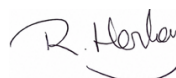
We look forward to building a strong, positive partnership with you - one that supports and nurtures your child every step of the way, helping them grow, thrive, and achieve the success they truly deserve.

All the Year 7 Tutors and



Molly Todd

Head of Year 7



Rachael Henley

Pupil Manager Year 7

Times of the School Day

8.15am	Site opens to pupils who go straight into tutor time
8.25am	School gate closes (late mark issued after this time)
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 – 1.50pm	Lunch time
1.50pm – 2.50pm	Lesson 5
2.50pm - 3.00pm	Tutor time
3.10pm – 4.00pm	Extra-Curricular activities

Year 7 Students start on Friday 4th September 2026 at 8.15am

June 2027					July 2027					August 2027							
	B	A	B	A		A	B	A	B								
M		7	14	21	28	M	5	12	19	26		M	2	9	16	23	30
Tu	1	8	15	22	29	Tu	6	13	20	27		Tu	3	10	17	24	31
W	2	9	16	23	30	W	7	14	21	28		W	4	11	18	25	
Th	3	10	17	24		Th	1	8	15	22	29	Th	5	12	19	26	
F	4	11	18	25		F	2	9	16	23	30	F	6	13	20	27	
Sa		5	12	19	26	Sa	3	10	17	24	31	Sa		7	14	21	28
Su		6	13	20	27	Su	4	11	18	25		Su	1	8	15	22	29

Bank and Public Holidays 2026/2027		
Christmas Day Holiday	Fri	25 th December 2026
Boxing Day Bank Holiday	Mon	26 th December 2026
New Years Holiday	Fri	1 st January 2027
Good Friday	Fri	26 th March 2027
Easter Monday	Mon	29 th March 2027
May Day Holiday	Mon	3 rd May 2027
Spring Bank Holiday	Mon	31 st May 2027
Summer Bank Holiday	Mon	30 th August 2027

Term dates summary:		
Term 1	01 September to 16 October 2026	34 days
Term 2	02 November to 18 December 2026	35 days
Term 3	04 January to 12 February 2027	30 days
Term 4	22 February to 25 March 2027	24 days
Term 5	12 April to 28 May 2027	34 days
Term 6	07 June to 21 July 2027	33 days

Our Vision at Kingsbury Green Academy

At Kingsbury Green Academy, we are committed to delivering a **rich and diverse curriculum**, taught by **inspirational and knowledgeable teachers**, that engages every learner and enables them to make **outstanding progress**, no matter their starting point.

Together, we achieve excellence by:

- Recognising that **success comes from hard work and perseverance**
- **Removing barriers**—social, economic, or academic—so every pupil can thrive
- Encouraging everyone to be **bold, courageous, and aspirational**
- Creating a culture of **mutual respect and pride** in ourselves, our school, and our community
- Seizing every opportunity to **grow, develop, and challenge ourselves**

Remember the Basics

To keep our school safe, respectful, and ready for learning, all pupils must follow these simple but important expectations:

-  **No mobile phones are allowed at school**
-  **No eating on the move** – food must be eaten in the canteen.
-  **Keep to the left** in corridors to keep traffic flowing.
-  **Put litter in the bin** – help keep our school clean and tidy.
-  **Come prepared** – bring all your equipment and a reading book every day.
-  **Follow staff instructions** at all times – it's about safety and respect.
-  **Be kind to each other, always**
-  **Arrive on time, and ready to learn**
-  **Achieve at least 97% attendance**
-  **Wear the correct uniform at all times**

Uniform Expectations at Kingsbury Green Academy

At Kingsbury Green Academy, we take pride in our appearance as a reflection of our high standards and strong sense of community. Wearing the correct uniform promotes not only a sense of identity, pride, and belonging, but also helps to create a level playing field for all pupils.

A consistent uniform policy removes visible social and economic differences, ensuring that every pupil is treated equally and can focus on learning without distraction or comparison. It reinforces fairness, unity, and the shared values that underpin our school culture.

Our Uniform supplier is Stitch Logo

Website: [stitch-a-logo](https://www.stitch-a-logo.co.uk)

Telephone: 01264 351515

Uniform

New KGA Uniform



- Navy KGA Logo V-neck Jumper
- White Polo Shirt
- Tartan Skirt
- Grey Trousers (or tailored shorts)
- All black, polishable shoe (can be a leather-style smart trainer providing the whole shoe, including logos are black)





Jewellery, Hair & Nails

Jewellery: New Government guidance on phones in school states that students are no longer able to wear smart watches. Students are allowed to wear one ring on each hand and one necklace (Stacked necklaces are not allowed). These need to be removed for PE. No bracelets are allowed.

Piercings: Up to two pairs of small, plain studs may be worn in the lobes or upper ear. A small nose stud may also be worn. However, you have to be prepared to cover them during PE lessons if needed.

Other Piercings: Eyebrow studs, tongue studs, septum piercings or other body piercing jewellery are not allowed.

Hair: Hair needs to be predominately a natural hair colour. No extreme hair colours/styles/or cuts are allowed.

Nails: Must be short and natural in colour. No colorful, long acrylics please.

Attendance and Punctuality

Building Future Global Citizens

At **Kingsbury Green Academy**, we are committed to developing well-rounded individuals who are ready to thrive in the modern world. **Regular attendance and punctuality** are essential foundations for both academic success and personal growth.

Why Attendance Matters

Missing school means missing valuable learning from subject specialists, which can lead to knowledge gaps.

Research shows:

-  Pupils with **97%+ attendance** are significantly more likely to achieve higher GCSE grades.
-  Attendance **below 95%** increases the risk of underachievement and long-term consequences in employment and earnings.
-  Each additional day of absence can reduce future earnings by **£750** and increase the risk of becoming **NEET** (Not in Education, Employment, or Training).
- 90% may sound good but it is missing 1 day of learning ever 2 weeks.

Expectations and Support

-  The government expects **97% attendance** — at KGA, we aim for **the same** to support excellence.
-  Attendance **below 95%** will prompt contact with home to offer support.
-  If your child is struggling to attend, please contact the **Pastoral Team** — we take a **personalised approach** to support each pupil and family.

Illness Guidance

Most pupils can attend school even if feeling a little tired or under the weather with a cold. Pupils should only stay home if they have:

-  A high temperature
-  A stomach bug (48-hour rule)
-  A contagious or serious illness

 For guidance, visit: **Is my child too ill for school? – NHS**

Even with a mild cough or cold, many children can still attend or come in later once they feel better.

Reporting Absences

Please report absences **before 8:30am** each day via:

-  **Arbor** (preferred) – this is our home communication app.
-  Call **01249 818100 (Option 1)** — include your child's name, tutor group, and reason for absence

This is essential for **safeguarding**. If we don't hear from you, we will follow our **'Missing Child' procedure** and may involve external agencies if contact cannot be made.

Punctuality Expectations

Punctuality is a key life skill and a **non-negotiable** in the working world.

-  Pupils must be **on site by 8:25am** and **in tutor rooms by 8:30am**
-  Pupils arriving after 8:30am will receive a **20-minute lunchtime detention**
-  In exceptional cases, parents may contact the school to explain lateness
-  Some pupils may have agreed later starts — only with **prior approval**

Appointments During the School Day

-  Please book medical appointments **outside school hours** or during holidays
-  If unavoidable, ensure **minimal disruption** and return your child to school promptly
-  Pupils must bring a **signed note**, get it signed by their tutor, and **sign out at student reception**
-  We require evidence of medical appointments

Celebrating Good Attendance

We recognise and celebrate:

-  Pupils with **excellent attendance**
-  Pupils who make **significant improvements**

 Rewards include **prize draws, reward points, and attendance reward trips!**

The Link Between Attendance and Achievement

Our data shows a clear pattern:

-  Pupils with **100% attendance** average close to a **Grade 7 (old Grade A)**
-  Pupils with **below 80% attendance** average around a **Grade 2 (old Grade F)**

 **The message is clear:**

Better attendance = Better outcomes = More future choices

Leave of Absence During Term Time

Holidays in Term Time

Government regulations state that **family holidays during term time must not be authorised**. Schools are expected to prioritise education, and families have **175 non-school days** each year to take holidays.

However, at the **Ascend Learning Trust**, all schools—including Kingsbury Green Academy—have a **two-week October half term**. This extended break provides families with the opportunity to travel abroad more affordably and outside peak school holiday periods.

Exceptional Circumstances

If you believe there are **exceptional circumstances** that require your child to be absent, please complete a **Leave of Absence Request Form**, available from the School Office

Examples of exceptional circumstances may include:

- A close family bereavement
- Attendance at a funeral
- A housing crisis
- Respite care for a looked-after child

Please note that **shopping trips, birthdays, or family events** that can occur during weekends or holidays are not possible to authorise.

Legal Responsibilities and Penalties

Under UK law, **anyone with day-to-day care of a child**—including step-parents or non-resident parents—can be held legally responsible for ensuring school attendance.

If a request does not meet the criteria for authorisation, the absence will be unauthorised and may result in a **Fixed Penalty Notice issues by the Local Authority**:

- **£160 per parent which is reduced to £80 per parent** if paid within 21 days
- A maximum of **two fines per parent per child** within a three-year period
- Further unauthorised absences may lead to **court action**.

Safeguarding at Kingsbury Green Academy

At Kingsbury Green Academy, the safety and wellbeing of every pupil is our highest priority. We are committed to creating a secure, supportive environment where all children can thrive, feel safe, and be free from harm.

Why Safeguarding Matters

Safeguarding is about more than just protecting children from harm. It's about:

-  Promoting emotional and mental wellbeing
-  Ensuring a safe and respectful school environment
-  Encouraging pupils to speak up if they feel unsafe
-  Working with families and external agencies to provide support when needed

We believe that safeguarding is everyone's responsibility — staff, parents, carers, and pupils all play a part in keeping our school community safe.

Meet the Safeguarding Team

We have a dedicated safeguarding team who are trained to respond to concerns and provide support:

-  **Mrs Richardson** – *Designated Safeguarding Lead (DSL)*
-  **Mr Roberts** – *Deputy Designated Safeguarding Lead (DDSL)*
-  **Miss Giddings** – *Deputy Designated Safeguarding Lead (DDSL)*

These staff members are the first point of contact for any safeguarding concerns. They work closely with pupils, families, and external agencies to ensure the right support is in place.

When to Contact Us

Please contact the safeguarding team if you:

- Are concerned about the safety or wellbeing of your child or another pupil
- Need support with issues such as bullying, mental health, or family difficulties
- Want to understand more about how we keep children safe at school

You can reach the safeguarding team by contacting the school office or emailing the school directly.

Our Commitment

We follow national safeguarding guidance and have robust policies and procedures in place. All staff receive regular training, and we carry out thorough checks on all adults working with children.

Together, we can ensure that Kingsbury Green Academy remains a safe, nurturing place for every child to learn and grow.

Celebrating Success at Kingsbury Green Academy

At Kingsbury Green Academy, we take great pride in recognising and celebrating the achievements of our pupils—whether in the classroom, on the sports field, or on the stage. We believe that acknowledging success not only motivates individuals but also strengthens our school community.

How We Celebrate

We use a variety of methods to reward and recognise positive behaviour and achievement, including:

- ★ **Praise points** awarded for demonstrating our school values
- 🗣️ **Verbal recognition** from staff
- 📞 **Positive communication** with parents via phone calls or messages
- 📜 **Certificates, awards, and celebration assemblies**
- 🎓 **Special responsibilities**, such as prefect roles or leadership opportunities
- 🎁 **Whole-class or year group rewards**
- 🖼️ **Recognition on our 'Wall of Success'**

These rewards reinforce our school culture and encourage pupils to consistently meet or exceed expectations.

House Competitions

House points can also be won at House competitions – of which there are many! Pupils take great pride in earning points for their House, recognising the value of teamwork and being part of something bigger than themselves. Students are placed into Houses on arrival (sadly we don't have a Sorting Hat though 🧙) and will remain in their House for their time at school – it becomes fiercely competitive!

Positive Behaviour Recognition

When a pupil's behaviour meets or exceeds expectations, staff respond with positive reinforcement. This helps embed our school values and routines, and ensures that all pupils understand what success looks like.

Tracking Progress

Parents and carers can monitor their child's achievements in real time through the **Arbor Parent Portal**, which provides up-to-date reports and praise point totals—so families can celebrate success together.

Behaviour at Kingsbury Green Academy

At Kingsbury Green Academy, the vast majority of our pupils behave exceptionally well and contribute positively to our school community. However, there are occasions when behaviour falls short of our high expectations, and appropriate intervention is required to support improvement.

Working Together: Parents and Carers

We believe that strong partnerships with parents and carers are essential.

We understand that all children make mistakes from time to time—it's part of growing up. When this happens, we promise to treat every pupil fairly and to investigate any incidents thoroughly and thoughtfully.

We don't want to issue sanctions any more than you do. Our goal is always to help pupils learn from their mistakes, make better choices, and move forward positively.

We ask for your continued support in:

-  Ensuring your child wears the correct uniform every day
-  **Following the school's rules on jewellery, makeup, hair, and nails**
-  Making sure your child is fully equipped for learning
- If a student's uniform is not correct, we will ask them to wear spare uniform.

Please also help us by:

-  Familiarising yourself with the school's behaviour policy
-  Responding promptly if contacted about safeguarding concerns
-  Informing the school of any changes in circumstances
-  Discussing concerns with your child's teacher or tutor
-  Participating in pastoral support processes
-  Engaging in the wider school community

Pupil Expectations

All pupils are expected to:

-  Be kind and respectful to others
-  Behave in a calm, orderly, and self-controlled manner
-  Contribute to a positive learning environment
-  Move sensibly and safely around the school
-  Respect school property and the environment
-  Wear the correct school uniform at all times
-  Engage with interventions and sanctions when necessary
-  Avoid behaviour that could damage the school's reputation
-  Understand what constitutes misbehaviour and how it is addressed

Staff Responsibilities

All staff play a vital role in promoting positive behaviour. They will:

-  Create engaging, inclusive learning environments
-  Display and model behaviour expectations
-  Build positive relationships with pupils by:
 -  Greeting them warmly
 -  Establishing clear routines
 -  Using non-verbal cues
 -  Recognising and rewarding good behaviour
 -  Ending each day positively and starting fresh the next
-  Manage low-level disruption effectively
-  Use positive reinforcement consistently

Behaviour Beyond the Classroom

Off-Site Behaviour

Pupils represent the school when in the community—on trips, at events, or travelling to and from school in uniform. They are expected to:

-  Behave respectfully and responsibly
-  Follow road safety rules (e.g., cycling safely, using crossings)
-  Respect local residents and their property

 The school may apply interventions or sanctions for off-site misbehaviour when a pupil is:

-  Taking part in a school activity
-  Travelling to or from school
-  Wearing school uniform
-  Identifiable as a Kingsbury Green Academy pupil

 Sanctions may be applied for serious incidents that occur off-site where a student's behaviour brings the school into disrepute or has a negative impact on the safety or wellbeing of the wider school community, particularly where students are identifiable as members of the school (for example, when wearing school uniform).

However, it is important to note that responsibility for students' behaviour outside of school hours rests with parents and carers. Families are expected to set appropriate boundaries and support their children in developing responsible, respectful behaviour in the community.

Where serious incidents occur outside of school (for example at weekends), these may be matters for the police or other relevant authorities rather than the school.

Online Behaviour

The school will respond to online misbehaviour when it:

-  Harms or threatens another pupil during the school day
-  Disrupts the school's orderly running
-  Damages the school's reputation
-  Involves a pupil identifiable as part of the school

 Sanctions will only be applied when the pupil is under the control of school staff.

Parents are encouraged to report online abuse to the police.

Social media apps and age limits

Due to age restrictions, Year 7 students should not have accounts on the following social media platforms:

Facebook, Instagram, Snapchat, TikTok, WhatsApp, or YouTube (standard accounts).

All these platforms have a **minimum age requirement of 13**, meaning that children in Year 7 are **below the legal age to use them**. While *YouTube Kids* is available as a safer, parent-controlled alternative, standard YouTube accounts are also restricted to those aged 13 and above.

We strongly expect parents and carers to ensure these apps are not accessed, and to monitor device use carefully, using the parental controls and checking your child's phone regularly supporting children to stay safe online and use age-appropriate platforms only.

Please note that the government have announced a total ban on social media for under 16-year-olds expected to begin from Spring 2027. So your child should not have any of these apps until their 16th birthday.

Prohibited Items

The following items are banned in school:

-  Weapons or imitation weapons (e.g., BB guns, knives)
-  Illegal drugs, alcohol, or associated paraphernalia
-  Vapes, e-cigarettes, tobacco, and related items
-  Fireworks, laser pens, or harmful substances
-  Offensive or extremist literature/images
-  Pornographic or abusive content
-  Stolen items
-  Mobile phones or devices used in breach of school rules
-  Any item used to intimidate, coerce, or harm others

● The school reserves the right to ban additional items if they pose a risk or disruption.

📵 Mobile Phones and Headphones

To maintain a focused, respectful, and safe learning environment, mobile phones and headphones must not be used on site or in classrooms.

📊 Why This Matters: What the Research Says

Research consistently shows that mobile phone use in schools can negatively impact learning, behaviour, and wellbeing:

- 👁️ **Reduced Focus:** Even having a phone visible on a desk or in a pocket can lower attention and task performance.
- 🚨 **Behavioural Concerns:** Linked to increased incidents of cyberbullying, academic dishonesty, and disruption.
- 🛡️ **Safeguarding Risks:** UK government guidance recommends discouraging mobile phone use to support safeguarding and reduce distractions.

🏫 School Expectations

- 📴 Upon arrival, all mobile phones and portable devices must be **switched off** and placed in the mobile phone lock box at the start of the day. Pupils will collect their phones at the end of the day in afternoon tutor time.
- 🏥 Pupils with a **medical exemption or special permission** may carry their phone, but this must be agreed in advance with the school and medical evidence provided.
- ⚠️ Please note: **personal devices are not covered by school insurance.**

⚖️ Sanctions for Misuse

- **As phones are now prohibited in schools, please see the link <https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-school> we will be collecting them in at the start of the day, students will be issued with an internal suspension if they are found using one. If you need to contact your child during the school day, please phone reception.**

📹 Recording and Privacy

- 📷 Any pupil found recording or taking photos/videos without consent will face a sanction.
- 🚫 Sharing or distributing such content will result in a **suspension**, as this is a serious breach of privacy and trust.

Essential Equipment

At Kingsbury Green Academy, we want all pupils to be fully prepared for learning each day. This includes bringing the correct equipment and being ready to start lessons promptly.

What Pupils Need

Every pupil must bring a pencil case containing at least:

-  Pens (black/blue and green)
-  Pencil
-  Ruler
- Rubber
- Sharpener
-  Scientific calculator
-  Reading book
- White Board Pen (ideally with a pen eraser on the end)

Desirable:

- Glue stick
-  Colouring pens/pencils

 Equipment checks are carried out during tutor time to ensure pupils are ready for the day ahead.

Pupils also need:

-  A suitable school bag, like a backpack – **no handbags please!**
-  A refillable water bottle

PE and Technology Equipment

The PE and Technology departments have similar expectations. Pupils are responsible for remembering their **PE kit** and any required **ingredients or materials** for practical lessons. These departments will also have systems in place to support pupils in meeting these expectations.

Homework: Practice Makes Progress!

At Kingsbury Green Academy, we believe homework is more than just extra work—it's a chance for pupils to:

-  Practise key skills and apply new knowledge
-  Explore subjects more deeply and independently
-  Build good study habits in a low-pressure environment

-  Work with parents/carers to reinforce learning at home

(And yes, it's also a great way to prove to your parents that you do remember what you learned in school!)

✓ **What We Expect from Pupils**

-  Complete all homework on time—no last-minute panics, please!
-  Get into a good routine for learning outside the classroom
-  Put the same effort and care into homework as you do in class
-  Catch up on any missed work due to absence—it's your responsibility

A Gentle Start

To help everyone settle in smoothly, **no homework will be set during the first two weeks of term for Year 7.**

From **Week 3 until Christmas**, pupils will receive homework only in **Maths and English**, delivered through **Sparx**, our intelligent online platform. Sparx uses clever algorithms to personalise tasks, helping pupils practise exactly what they need—like having a digital tutor in your backpack!

After Christmas: More Subjects, More Challenge

From January onwards, we'll gradually introduce homework in other exciting subjects, including:

-  Languages
-  Humanities (Geography, History, and RS)

From **Year 8**, even more subjects will be added in a carefully planned and manageable way, ensuring pupils aren't overwhelmed and can build strong study habits step by step.

Maths at Home

In Maths, regular **times tables practice** makes a big difference. Parents can also help by involving children in everyday maths—measuring ingredients, scaling recipes, or working out timings for events.

Reading at Home

We encourage all pupils to **read widely and out loud**—books, magazines, newspapers, even cereal boxes! Pupils should bring a **reading book to school every day**. Parents can support by asking about what their child is reading and encouraging reading at home. All pupils will also have access to **Sparx Reader** for homework, helping to build daily reading habits and improve reading age over time.

Special Educational Needs at Kingsbury Green Academy

At Kingsbury Green Academy, we are committed to ensuring that **every pupil has the opportunity to succeed**, whatever their individual needs or starting points. We believe that inclusion is a strength, and we work hard to make sure all pupils feel supported, valued, and able to thrive.

Meet the SEN Team

We are proud to have a dedicated and experienced team leading our SEND provision:

- **Miss Susan Giddings** – *SENDCo (Special Educational Needs and Disabilities Coordinator and Assistant Head: Inclusion)*
- **Mr Jake Johnstone** – *Deputy SENDCo*
- **Mrs Julie Angell** – *Deputy SENDCo*
-  Supported by a fantastic team of teaching assistants and support staff

Our team works closely with pupils, parents, teachers, and external professionals to ensure that the right support is in place for every child who needs it.

How SEN Support Works in a Secondary School

As a **mainstream secondary school**, we expect all pupils to access mainstream lessons. However, we recognise that some pupils may need additional support to do so successfully. Our approach includes:

-  **Adaptive teaching** – Teachers plan lessons that are flexible and inclusive, meeting a range of learning needs
-  **Reasonable adjustments** – We make changes to the classroom environment, teaching methods, or resources to remove barriers to learning
-  **Individual support plans** – For pupils with identified needs, we create personalised plans to track progress and outline strategies that work
-  **Collaboration with families** – We value the input of parents and carers and work in partnership to support each child's development
- We expect all pupils to follow our behaviour expectations although we will make reasonable adjustments where necessary

Our Aim

Our goal is to help every pupil:

-  Access a broad and balanced curriculum
-  Develop independence and confidence
-  Communicate effectively and build positive relationships
-  Reach their full academic and personal potential

Reading at Kingsbury Green Academy

At KGA, reading is more than a skill—it's a gateway to confidence, curiosity, and success. We prioritise reading because it positively impacts pupils' academic achievement, wellbeing, and personal development across the curriculum.

Our Three Core Principles

1. **Reading for Pleasure** – nurturing a lifelong love of books
2. **Reading for Scholarship** – building academic reading skills
3. **Closing the Gap** – ensuring every pupil can access and enjoy reading

Reading for Pleasure (RfP)

- We're committed to having a **"book in every bag"**—a reading book is part of pupils' daily equipment.
- Pupils read independently **every morning from 8:30–8:40am** during tutor time.
- Books can be chosen from the **school library, tutor base shelves, Wiltshire libraries**, or brought from home.
- Pupils who need help choosing a book can speak to **Mrs Smith (Literacy Coordinator)** or **Mrs Thornton (Librarian)**.
- Twice a week, tutors read aloud to their groups as part of our **Tutor Time Reading Programme**.
- In **Year 7**, all pupils start with the same book to build community and continue primary school reading habits. Afterward, pupils vote for their next book from a curated menu.
- Year 7 pupils also have **fortnightly library lessons** and take part in the **Bookmark Challenge**, earning rewards for reading.
- Reading is celebrated through events like **World Book Day, Poetry Slam**, and **author visits**.
- Pupils read independently for **10 minutes at the start of every English lesson**.

Reading for Scholarship

- Pupils will have **fortnightly Reading for Scholarship lessons** to:
 - Improve **accuracy, automaticity**, and **reading aloud skills**
 - Receive **direct vocabulary instruction**
 - Build **background knowledge** to support reading across subjects
- Pupils will also use **Sparx Reader**, an online platform proven to improve reading age through personalised homework tasks.

Closing the Gap: Supporting Every Reader at KGA

At Kingsbury Green Academy, we are committed to ensuring that every pupil becomes a confident, fluent reader—regardless of their starting point. Our **Closing the Gap** strategy is designed to help students who are not yet reading at their chronological age to **catch up and keep up**, so they can fully access the curriculum and thrive.

Enhanced Reading Intervention Programme

We are strengthening our approach through providing an important interventions:

Morning Lexia Intervention Sessions

Targeted pupils will attend additional morning sessions using **Lexia**, a proven online reading programme that offers:

- **Personalised instruction** tailored to individual reading needs
- Focused support in **decoding, fluency, vocabulary, and comprehension**
- Regular progress monitoring and adaptive learning pathways

Our Goal

Through these interventions, we aim to:

- Address gaps in learning
- Boost reading confidence and comprehension
- Ensure all pupils remain engaged and able to make progress across the curriculum

At KGA, we believe every pupil deserves the tools and support to succeed—and our reading strategy ensures no learner is left behind.

Home–School Communication at KGA

At Kingsbury Green Academy, we believe strong communication between school and home is key to supporting every pupil's success. We use a range of platforms to keep parents and carers informed, involved, and connected.

Arbor: Your One-Stop Parent Portal

Arbor is our main communication and information platform for parents, carers, and pupils. It can be accessed via the **Arbor app** or online, and **login details will be provided at the start of the school year.**

Through Arbor, you can:

- View your child's **attendance, timetable, and behaviour points**
- Receive **notifications about detentions and rewards**
- Access **homework details** with clear instructions and deadlines
- Track **academic progress and assessment data**
- Update your **contact details** and **permissions**
- Communicate with staff and receive important school messages

We encourage all parents to download the app ready for September and once in use, check it regularly to stay up to date.

KGA News: Bulletin

We also send out **KGA News**, our regular bulletin packed with:

- Key dates and reminders
- Updates on school events and activities
- Celebrations of pupil achievements
- Notices from departments and leadership

It's a great way to stay informed and feel part of the school community.

Facebook: Celebrating and Sharing

Follow us on **Facebook** and **Instagram** for real-time updates, event highlights, and celebrations of pupil success. It's a quick and easy way to see what's happening at KGA and share in the achievements of our amazing students.

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. For safeguarding purposes, we must hold at least 2 contacts.

Contacting School

-  The switchboard is open from **8.15am to 4.00pm**.
-  The office is staffed from **8.15am 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, tutor or Head of Year, please remember that they will be teaching during the day, and they also have meetings. If you come into school without an appointment, you probably won't be able to see the teacher or senior leader as their diaries are usually full for the day. 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, please contact the school reception and we will try to pass it on to them. This is not always possible and should be for essential messages only. Please do not contact them by mobile phone!

Learning at KGA

Curriculum Information Online

At Kingsbury Green Academy, we are committed to transparency and keeping you fully informed about your child's learning.

All curriculum information is available on our **school website in the Curriculum** section, you will find detailed information for **every subject** taught from **Year 7 to Year 13**. This includes:

-  **Learning Journeys** that outline the topics your child will study across each year group
-  Clear overviews of subject content, helping you support your child's learning at home
-  Term-by-term breakdowns of key themes and assessments

We encourage all parents and carers to explore this area regularly to stay up to date with what your child is learning.

Reporting Your Child's Progress

Academic Progress Reports

In Year 7, parents/carers will receive 2 reports:

-  **'Attitude to Learning' report** – issued at the October half term
-  **'End of Year report'** – issued in Term 5, including progress information in all subjects and an 'Attitude to Learning' grade

★ What Does Attitude to Learning Measure?

1. **Effort** – Is the student trying their best in lessons and homework?
2. **Engagement** – Are they actively participating, asking questions, and showing interest?
3. **Organisation** – Do they come to lessons prepared, with the right equipment and homework completed?
4. **Resilience** – Do they keep going when work is challenging, or do they give up easily?
5. **Behaviour for Learning** – Are they focused, respectful, and not disrupting others?

Parents' Evenings and Meetings

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 tutor or subject teacher straight away. You do not need to wait for the Parents' Evening. Appointments are booked using an online system.

-  **Parents' Evening** – 22nd April 2027

Physical Education at Kingsbury Green Academy

At Kingsbury Green Academy, our PE curriculum is designed to inspire, challenge, and support every pupil. Our goals are to help students:

- 🏆 **Master a variety of sports** with technical competence
- 🎯 **Enjoy learning** through fun and engaging activities
- 🤝 **Develop leadership, teamwork, and communication skills**
- 🏃 **Understand and value a healthy, active lifestyle**

PE Expectations

Before the Lesson

All pupils must:

- 👕 Wear **clean and correct KGA PE kit** (spare kit is available if forgotten)
- 👟 Wear **appropriate footwear** (e.g. studded boots for outdoor sports)
- 🛡️ Use **protective gear** for high-risk sports (e.g. shin pads for football, gum shields for rugby)
- 📝 Bring a **signed note from a parent** if unable to participate due to illness/injury
- 💇 **Tie back long hair**
- 💍 **Remove all jewellery** (including watches, earrings and necklaces — no exceptions for health and safety reasons)
- 📱 **Hand in valuables** (phones, money) to the teacher for safekeeping

During the Lesson

Pupils are expected to:

- 🚫 Not wear studded boots in the changing rooms
- 🧑 Sit quietly and respectfully during registration
- 🧠 Think about how they can **support others' learning**
- 🎯 Engage with the **lesson's learning goals**
- 💯 Always try their best in every activity
- 🧠 Be mindful of their **attitude and competitiveness**
- 🗣️ Develop **leadership, teamwork, and communication** skills
- 🧱 Help with **setting up and packing away equipment**

After the Lesson

Pupils should:

- 🧹 **Clean studded footwear** outside the changing rooms (or be prepared to sweep!)
- ⌚ Leave **on the bell** with all belongings - no early exits!
- 🚶 Move promptly to their next lesson

- 🏆 Represent the school in **fixtures and tournaments** when selected

⚠️ PE & Sports Activities: Safety First

All physical activities carry some risk. At KGA, we:

- ✅ Conduct **regular safety checks and risk assessments**
- 🩹 Continuously assess pupils in every activity
- 🔄 Use **self, peer, and teacher assessments** to help pupils improve in skills, tactics, teamwork, and fitness

🏆 Clubs & Competitions

Pupils can join a wide range of sports clubs including:

- 🏉 Rugby
- ⚽ Football
- 🏐 Netball
- 🏃 Athletics
- ...and many more!

We also host **inter-school fixtures** and **intra-school competitions**, including our exciting **Sports Day in July**.

Careers Education at Kingsbury Green Academy

At **Kingsbury Green Academy**, we believe that **careers education is not just for older students** — it's a vital part of every pupil's journey, starting from **Year 7**. Early exposure helps students:

-  **Explore their interests** and discover new possibilities
-  **Understand the world of work** and how school subjects connect to future careers
-  **Build confidence** in making informed decisions about their future
-  **Develop essential life skills** like communication, teamwork, and problem-solving
-  **Set goals early** and stay motivated throughout their education

 **Our Careers Programme includes:**

 **Timetabled Careerpilot Lessons:** Interactive lessons that help pupils explore career options, pathways, and skills.

 **Careers Workshops:** Hands-on sessions with employers, training providers, and alumni to bring careers to life.

 **Careers Assemblies:** Inspiring talks from professionals across a wide range of industries.

 **KGA Careers Fair:** A vibrant event where pupils meet employers, colleges, universities, and apprenticeship providers.

 **Personal Guidance:** One-to-one support available on request to help pupils make informed choices.

 **Weekly Lunchtime Drop-ins:** Open sessions for pupils to ask questions, explore ideas, or get help with applications.

 **Skills Builder Short Lessons:** Focused activities that develop key employability skills like leadership, creativity, and resilience.

We're proud to have a **full-time, dedicated Careers Team** who are here to support every pupil, every step of the way.

Medical and Facilities

If Your Child Feels Unwell at School

If your child feels unwell during the school day, they must report to the **First Aider**, located in the **Humanities corridor (opposite the canteen)**. The First Aider will assess their condition and contact you **if it is necessary for them to go home**.

Important: Pupils should **not contact parents directly** to ask to be collected. In many cases, a short rest and some quiet time is all that's needed before they can return to lessons.

Medication in School

The First Aider can store and administer medication for your child, including:

- Prescribed medication (e.g. ADHD medication, antibiotics)
- Over-the-counter medication (e.g. paracetamol)

For safety reasons, **students must not carry medication with them, except for emergency medication** such as:

- Inhalers for asthma
- EpiPens or other auto-injectors for severe allergies

You will be asked to complete a **medication consent form**, which allows us to store and administer medication according to the instructions provided.

Parents/carers are responsible for ensuring that the school is provided with up-to-date medical information for their child.

Where a student has been issued with a care plan or allergy action plan by a healthcare professional (for example, for conditions such as asthma, anaphylaxis, juvenile arthritis or heart conditions), we kindly ask that a copy is shared with the school. This helps us to provide the best possible support and respond appropriately to your child's medical needs, ensuring that suitable care arrangements are in place.

Providing this information in a timely manner supports the school in maintaining a safe environment and meeting each student's healthcare needs effectively.

Toilet Use During the School Day

Students are expected to use the toilet during **break and lunch times**, or during **lesson changeovers**, when there is plenty of opportunity to do so. Using the toilet during lessons should be for **emergency situations only**, as leaving class disrupts learning.

That said, we understand that sometimes students may genuinely need to go during a lesson if it is absolutely necessary. In these cases, we do allow it, but we **log all toilet visits**. If a student is regularly asking to leave lessons to use the toilet—such as every day or every lesson—we will contact home to discuss this. This is to ensure there are no underlying medical concerns.

If your child has a **medical condition** that requires more frequent toilet access, please provide medical evidence. We can then issue a **toilet pass**, which allows them to use the toilet whenever needed, without question.

We encourage students to be organised and take responsibility for managing their needs during social times. While we know it can be hard to step away from friends or the fun of the field, using the toilet at these times helps ensure that valuable learning time is not missed.

Toilets are **zoned by key stage** during social times, and staff are **on duty at all times**. This helps ensure students feel safe and supported. While we know it can be difficult for students to step away from their friends or the fun of the field, it's important they use the toilet during these times to avoid missing valuable learning in lessons. Encouraging this routine also helps students develop good habits for life, such as being organised and managing their time effectively.

Healthy Eating and School Catering

At Kingsbury Green Academy, we actively promote **healthy eating** to support students' wellbeing and help them stay focused and ready to learn throughout the day.

Our catering is provided in house; we work with local suppliers to offer a wide range of **nutritionally balanced meals** that meet national food standards for education. A **three-week rotating menu** is in place and can be viewed on our school website. Pupils are free to choose when they wish to have a school meal—**there is no need to pre-book**, unlike in primary school.

If your child has any **specific dietary requirements or allergies**, please ensure these are reported to us. We can accommodate food allergens, but we must be informed in advance to ensure your child's safety.

To make lunchtime fun and engaging, we run a variety of **incentives and themed events**, including:

-  **Free Fruit Fridays**
-  **'Find the Sticker'** competitions to win free food
-  **Buy 5, Get 1 Free** loyalty cards for breaktime snacks
-  **Theme Days** such as National Pie Day, Cinco de Mayo, Wimbledon Week, and Chinese New Year

Canteen and Payment System

The **main canteen** and **Snack Shack** are open at both **break and lunchtime**. We operate a **cashless catering system** for all food and drink purchases. Students can register their **biometric fingerprint** for quick and secure payment at the tills. If you prefer not to use this option, your child can simply give their name at the till.

Parental consent is required for biometric registration. A permission form is included with your online registration. We do not take biometric data without your authorisation.

Payments are made via **ParentPay**, our secure online system. You'll receive separate instructions on how to set up your account. This system is also used for **school trip payments**.

Please ensure your child's account has sufficient funds. As a guide, **meal deals currently cost £2.75**.

Free School Meals

If your child was eligible for **free school meals** at primary school (not including universal infant free meals), their entitlement will automatically transfer to Kingsbury Green Academy.

Students eligible for free school meals are encouraged to have a **hot meal at lunchtime**. They receive a daily allowance of **£2.75**, which can be used across break and lunch. Unused funds roll over until the end of the week, when the balance resets each Monday. Any spending above this limit must be covered by the parent via ParentPay.

Free School Meals (FSM)

From **September 2026**, all children in families receiving **Universal Credit** will be eligible for **Free School Meals (FSM)**—even if they haven't received them before. This important change means that many more families will now qualify.

Why Apply?

Applying for FSM can save families up to **£495 per child per year** and ensures your child receives a **healthy meal every day**. It can also provide access to:

-  Help with **uniform costs**
-  Support for **school trips and clubs**
-  Discounts on **learning materials**

How to Apply

Even if you receive Universal Credit, you still need to apply:

1. Visit: <https://www.wiltshire.gov.uk/schools-learning-free-school-meals>
2. Click '**Apply Now**'
3. Fill in your details, including your **National Insurance Number**, and submit the form online

 Please apply **before the new school year starts** to ensure your child receives their meals and support from day one.

If you need help with the application, please contact the **school office**—we're happy to assist.

Guidance for Separated Parents

At Kingsbury Green Academy, we understand that some of our pupils have separated parents.

We recognise this can be a sensitive situation, and our priority is always the wellbeing of the pupil.

We kindly ask all parents to support us in ensuring a stable and supportive environment for their child.

Legal Considerations

- This guidance applies **unless** the school has been provided with **official court orders**.
- Parents should ensure they understand **who holds parental responsibility** and provide documentation if needed.

What the School Will Do

Reports & Formal Documents

- Sent to **both parents** — please ensure we have **full names and postal addresses**.

Routine School Information

- Sent to the **parent the pupil lives with most of the time**.
- In shared custody, this will be the parent with **majority residence**.

Contact Arrangements

- The school **cannot facilitate** contact between a child and a separated parent.
- Such arrangements must be made **between parents** or through a **legal contact order**.

Emergency Contacts

- We will contact individuals **in the order listed** on the pupil's contact sheet.
- Please keep this information **up to date**.

Messages & Welfare Updates

- Only individuals listed on the contact sheet may give instructions (e.g. travel changes, medical appointments).
- This may include **new partners**, if authorised.

Parents' Evenings

- We can only accommodate **one appointment per pupil** unless there are **exceptional circumstances**.
- We encourage parents to make **amicable arrangements** to attend together or share feedback.

Pupil Organisation

- We encourage pupils to be responsible for having the correct **uniform, homework, and equipment** ready at the right location.

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