

Kingsley High School Parent Handbook:

A step-by-step guide to our school





Lee Helyer, Headteacher, says...

I would like to take this opportunity to welcome your young person to our school and I look forward to getting to know them in September. This booklet is designed to help answer all those immediate questions you may have about how our school works, but if you have any further questions, please do not hesitate to give us a call, or email us, using the contact details on the back page.

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, once again, please contact the school office on 020 8421 3676 and we will be happy to help!

Policies and term dates

On page 14 are details of some important policies you need to know about...and page 15 has term dates.

STEP 1: PUPIL INFORMATION FORM Kingsley High School - PUPIL INFORMATION

PUPIL INFORMATION FORM September 2022

Pupil's surname:	Pupil's first name:	
D.O.B. :		
Address:		
Home Telephone no:	Email:	
Full name of Mother:	Mobile:	
Full name of Father:	Mobile:	
Signature of Parent:	Date:	

Additional emergency contact numbers in case parents are not available:

			<u> </u>		
1.Name:	Relat	ion to child:	Tel	no:	
2.Name:	Relat	ion to child:	Tel	no:	
Signature of Parent:			Dat	te:	
Name of Doctor:			Tel	no:	
Address:					
Name of Paediatrician	& Hospital at wh	ich your child is base	ed:		
Child's Medical Condition	on:				
Details of medication to	aken at home:				
Any allergies, if so any	medication for th	nem:			
Names and ages of bro	others and sister	s (under 18) and nan	ne of school :		
Names:					
Names:					
Names:					
1.	Age:	2.	Age:	3.	Age:
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STEP 1: ADMISSION DETAILS Kingsley High School - PUPIL INFORMATION

Dietary requirements for health reasons:			
Dietary requirements for neutrin reasons.			
Dietary requirements for religious reasons:			
FREE SCHOOL MEALS			
Is your child eligible for free school meals:	□NO		
(If not sure please speak to our family liaison advisor, Tahiyy	va Chowdhoury)		
The information provided is required to enable the school to refer to the school's privacy policy.	o fulfil its public duty and to keep your child safe. Please		
Data Colle	ection Form		
	s. This may be based on many things, including for example, t. Ethnic background is not the same as nationality or country		
The information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.			
1. What do you consider to be your child's ethnic orig	yin?		
Asian or Asian British	Mixed		
• 🔲 Bangladeshi	• White and Asian		
• 🔲 Indian	• White and Black African		
• 🔲 Pakistani	White and Black Caribbean		
 ■ Any other Asian background 	• White and Asian		
Black or Black British	White		
• 🔲 African	• 🔲 British		
• Caribbean	• Gypsy/Roma		
 ■ Any other Black background 	• 🔲 Irish		
 Any other Asian background 	• Traveller of Irish Heritage		
 ■ Any other White background 			
• Chinese			
Any other Asian background			
☐ I do not wish an ethnic background category to be	recorded		

Step 1 Step 1

STEP 1: PUPIL INFORMATION FORM Kingsley High School - PUPIL INFORMATION

Which language does your child use most of	nen ar nomer Pieuse specily. (ii more t	Tidit offe piedse sidie dilj.
What is your child's religion?	_	
Christian (please specify)	• Muslim	
• Hindu	• Sikh	
• U Jain	• No Religion	
•	• Other (please specify)	
This information was provided by:		
Parent		
Please r	return the form to the school office asap	
(Any information you provide will be used sol from different ethnic backgrounds, to help er statistics will allow individual pupils to be ide	nsure that all pupils have the opportunit	y to fulfil their potential. These n will be passed on to the Local o local and national statistics. The
information will also be passed on to future s		r again).
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Dear Parent/Carer

Please find below the consent form for your permission to administer Paracetamol to your child in school if

We now have a supply of Paracetamol kept at school for pupil use for fever and mild/moderate pain, so there is no need for you to send in your supply.

If your child requires Paracetamol before 12.00 – we will telephone you first to check if a previous dose has been given in the last 4 hours and if so we will not be able to administer Paracetamol.

A note will be made in your child's link book to inform you if we have given Paracetamol – we will also try to contact you by telephone if possible.

If you have any queries regarding the above, please do not hesitate to contact us.

Yours sincerely

School Nursing Team

Name of child:	
Date of birth:	

Name of Medication	How much/ dose	Route e.g. Oral/	Reason for medication
		Gastrostomy/	
		inhale	
Paracetamol	250mg/5ml		

I give consent for the school nursing team or a designated member of school staff to administer the medication, as above, to my child.

Name of Parent/Carer:	
Signature of Parent/Carer:	_
Date:	_

September 2022

Dear Parents/Carers

There are students in our school who have a severe allergy to nuts.

Touching or eating nuts may cause a severe allergic reaction and can be life threatening.

Therefore, Kingsley High School is now a "nut free" school.

Please can you help us to protect these students by being vigilant when bringing in or sending any foods into school such as snacks, packed lunches and birthday cakes.

I would be grateful if you could sign and return the slip at the end of this letter to let me

know that you have received and read this letter.

Thank you for your understanding and cooperation.

J Hartley

Date:

Deputy Headteacher

Kingsley High School

Please return to the school office.

I confirm that I have read the letter concerning peanut allergies at Kingsley High School.

Sign Name: Print name:	Child's name & class:	
Print name:	Sign Name:	
	Print name:	

Pupil's Name (print):

Home School Agreement

The Family

I/We will do our best to:

- 1. Work with the school and any transport provider to enable our child to attend school.
- 2. Support learning at home as appropriate to promote progress and independence.
- 3. Let the school know of the reasons for any absence in writing or by telephone.
- 4. Ensure that our child is equipped for school and that uniform and equipment e.g. kit for PE and swimming- are provided and named.
- 5. Keep the school informed of any concerns or problems that might affect our child's work, behaviour or health, including medical requirements.
- 6. Use the communication book or phone-calls for day-to-day matters.
- 7. Discuss concerns with the school, rather than posting on social network sites.
- 8. Attend parents' evenings and discussions about our child's progress.
- Participate in school events and support our child's life at school.

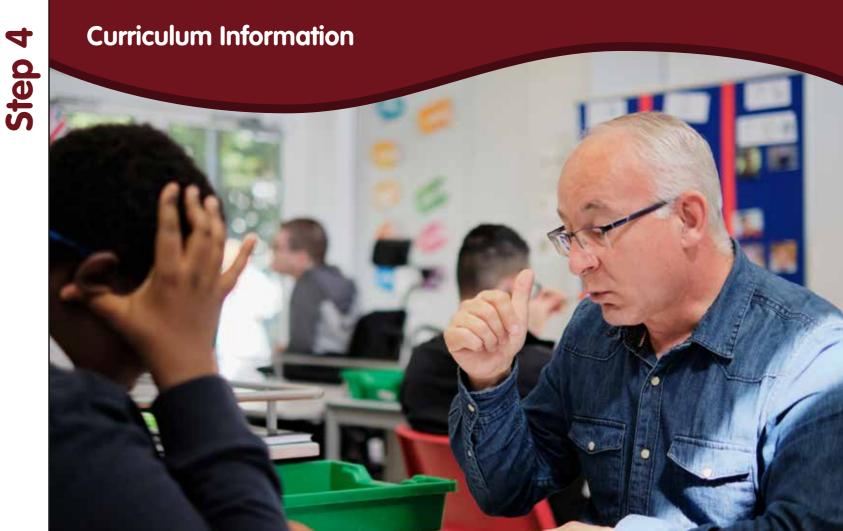
Signature (Parent/Carer)

Kingsley High School

In school we will do our best to:

- 1. Ensure your child's safety and well-being at all times.
- 2. Encourage your child to reach his or her full potential as a valued member of the school community.
- 3. Support your child to take steps towards independence as a young adult, promoting their 'voice' and opinions.
- 4. Be open and welcoming and provide opportunities for you to become involved in the daily life of the school.
- 5. Provide a balanced and engaging curriculum which meets the individual needs of your child.
- 6. Keep you informed of your child's progress via regular reporting and an annual review once a year.
- 7. Keep you informed about the life of the school, for example: through newsletters, emails, text and the website.
- 8. Keep you informed of any equipment required for school e.g. uniform, PE and swimming kit; make every effort that named items are returned home.

Signature(s)			
	Class Teacher:	Headteacher:	



Our Curriculum Journey

Knowing where our pupils' learning has been, where it is at and where we anticipate it developing is the foundation of our school approach to the curriculum. Our pupils engage with the following to allow us to guide each learner on an intensive personalised and bespoke learning journey. Preparing for adulthood begins with our pupils as soon as they arrive, with the work we do looking to the future, beyond life in school.

Thematic Curriculum

We follow a thematic curriculum giving our whole school community the content and themes that allow them to engage with the world around them. Themes include Who Do You Think You Are, Celebration, Come Dine With Me, Kingsley's Got Talent, What a Wonderful World, Keep Healthy, Keeping Fit, Life Histories, Once Upon a Time, Around the World in 80 Days, Going Green, A Question of Sport, My World, Spiritual People, Spiritual Places, Staying Safe, We're all Going on a Summer Holiday.

The thematic curriculum is based on a three-year cycle. Pupils encounter the theme once every key stage. At each key stage the theme has a different focus, to enable the learners to develop their skills without repeating subject content. For example, the Once Upon a Time theme focusses on 'Religious Stories' in KS3, 'Myths and Legends' in KS4 and 'International Folklore' in P16.

Subjects

The Thematic Curriculum is delivered through a subject-based timetable. This includes Core Skills lessons of Literacy, Numeracy and ICT, PSHE lessons including Sex and Relationships Education, Community, Meal Preparation and Food Technology lessons, Design Technology, Leisure Studies including PE and Swimming and Thematic Studies lessons which include Humanities, Religion and Science. Our broad and balanced curriculum underpinned by essential Core Skills ensures our pupils are best prepared for moving on.

Personalised Learning Plans

Each pupil has specific targets based on their needs and Educational Health Care plan for each term to develop the skills and learning need to support them moving towards adulthood. These are shared with families and allow us to work together to achieve the best outcomes for your young person. The timetable has dedicated lessons for work on PLP outcomes, and additional interventions to support specific outcomes, including rebound therapy and use of the hydrotherapy pool, are timetabled throughout the week.



Interventions

Teaching and learning at Kingsley High School is supported by a range of interventions. Some of these are delivered formally in terms of specific group sessions, including Rebound and Hydrotherapy. Others are provided on a more personalised basis, for example sensory diets, habilitation for learners with Visual Impairments and Music Therapy. Speech and Language, physio and occupational therapy interventions meanwhile are delivered in a blended approach, involving both therapists and our very experienced and skilled staff team. Some learners access the Forest School in Stanmore, whilst post16 learners access links with the local further education college.

Skills Workbook

The school has developed a Skills Workbook to track the learning journey of pupils throughout their time at school. These skills integrate with our knowledge-based curriculum to give a broad and balanced curriculum rooted in understanding of each of our pupils as individuals. The skills cover the entire provision at Kingsley High School and are based on the skills our experience suggests our learners will need as they progress into adulthood.

Assessment and Accreditation

Assessment is undertaken in school and externally. In school, PLPs are assessed weekly, with reports being provided to parents at the end of each term. One of these termly reports is in the form of the Annual Review report. Annual Reviews take place in Autumn for P16, Spring for KS4 and Summer for KS3. KS4 learners have their work assessed for an external accreditation: ASDAN Transition Challenge. This is accredited at the end of KS4. P16 learners have their work assessed and accredited by EQUALS Moving On; this is accredited at the end of every year.

Moving on

Year 14 learners take part in a transition link programme with Harrow College to prepare themselves for life after school. The link is part of our curriculum and is intended to provide an experience of learning outside of school; learners may not go to college however depending on individual learner pathways. This link may be offered to Year 13s and Year 12s subject to anticipated need. We work closely with all destination partners to ensure a smooth transition and sharing of Personal Learning Programme outcomes. At all times we are working to move our learners forward and prepare them for the next steps in their lives.

Key information

What are our school times?

• Registration: 8.50am.

• Lunch break: 12.15pm - 1.20pm.

• School ends: 3.15pm.

Breakfast club

The school does not provide breakfast or after school clubs however, an application can be made through the social care team for after school clubs where they apply to your child.

Arrivals and departures

The school site is very busy with transport between 8.30am until 9.15am and 2.30pm until 3.30pm. The local streets can also be busy at these times as there is a local primary school nearby. Due to safety reasons and lack of parking, parents are asked not to bring cars onto the school site at these times. If you are picking up your child, you can do so in person at reception.

Uniform

We expect Years 7-11 to wear school uniform during their time at Kingsley High School. We do, however, understand that some learners might find aspects of the uniform challenging. Post-16 learners are not expected to wear uniform. Uniforms are available to purchase in the school office. This includes:

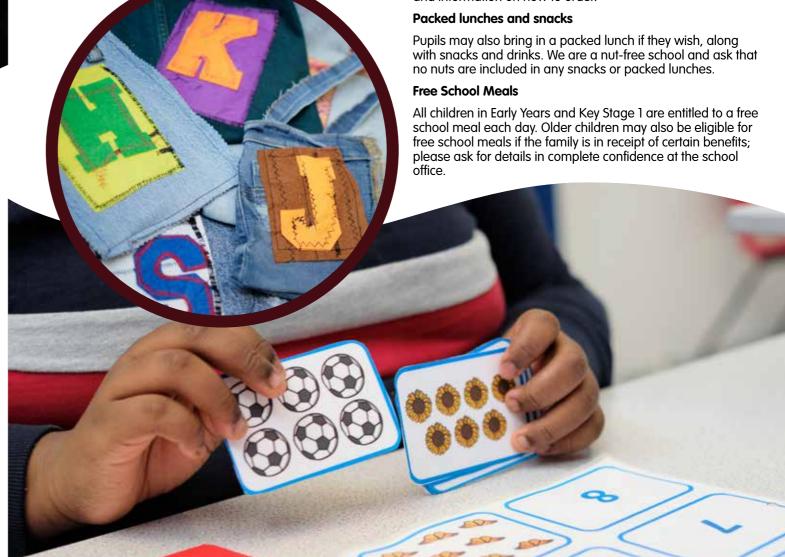
- Polo shirt: Burgundy with gold insignia.
- Sweatshirt: Burgundy with gold insignia.
- Cardigan: Burgundy with gold insignia.

Labelling of clothing

Please ensure that all clothing and possessions are clearly marked with your child's name. The school will not accept responsibility for lost or damaged belongings.

Food in school

Kingsley High School, in conjunction with our catering supplier, provides hot meals for our pupils, staff and visitors. We are happy to work with parents and carers to provide appropriate meals based on our pupils' needs. School meals are chargeable. Please contact the office for the latest meal prices and information on how to order.



Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help.

Absence

If for any reason your child is not able to attend school, or has to leave school during the day, please inform the school in advance where an appointment is known. Usually this would be via the link book or a telephone call to 020-8421-3676. If the absence is through illness or emergency which is not known in advance, please contact the school on the first day of absence before 9am on 020-8421-3676. During this phone call it will also be helpful to give an indication of when your child will be returning to school.

Security

If your child is absent from school and we have not yet heard from you, our procedure is to make a phone call to you during the day in accordance with our safeguarding procedures.

Although the local authority transport staff are very good at relaying messages, please always follow up any messages, particularly regarding attendance, by calling the school yourself. Regular and punctual attendance is an important part of a child's educational development and our high attendance figures are a result of strong parental support.

Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours.

Holidays in term time

Since September 2013, schools are not permitted to authorise any holiday during term time and leave will only be given in very exceptional circumstances. It is important that you are aware that parents do not have a right to take children out of school during term time. If there are exceptional circumstances then you must complete an 'exceptional leave request' form, which can be obtained from the school office. You will be required to meet with a member of the Senior Leadership team to discuss your request.

Other absences

The school will authorise absences resulting from participation in religious observance by the religious body to which the parent belongs. Permission should be sought from the Headteacher using an exceptional leave form. For all cases of exceptional leave, pupils are encouraged to share their experiences as appropriate.

Medication in school

Parents are required to complete and sign a medical information form in this booklet and return it before their child starts at school. The school will also work closely with families prior to their arrival to ensure we have all the information required and it is important that families work with us to keep this up to date to ensure the health and safety of all our young people.

Mobile phones

Pupils are not permitted to have mobile phones during their time at school

Jewellery, toys and other personal items

Unless requested by a teacher for something special, children should never bring toys or other items from home, since they become broken or lost so easily and this causes upset. No jewellery should be worn at school except for a watch. If ears are pierced only plain studs are acceptable. The school will not be responsible for any jewellery that is lost or damaged.

Helping to support children's learning at home main

The school recognises that completion of formal homework for some of our learners can be very challenging. However, some families are keen to continue the learning development at home. Learner Progress in school is measured against the Personal Learning Programme outcomes. These are shared with families on a termly basis to enable learners to develop the same skills at home. Half-termly Home Learning guides are sent out by class teachers. These suggest two activities each for learners to See, Do and Go related to the half-termly theme in school. The school welcomes parental feedback on these activities. Specific resources to support individual learning can be discussed with class teachers.

Internet safety

Internet safety is crucial for all our learners, and we monitor constantly through keyword alerts and staff supervision. This is also an integral part of our curriculum of which more details are available on the curriculum section of our website. Our e-safety policy can be found on the school website.

Issues concerning children's welfare

If you are concerned about any aspect of your child's schooling the first step is to speak to the class teacher. If it is a confidential or complex matter do not try to deal with it immediately before or after school but ask to see the teacher at a suitable time.

Clubs, activities, trips and visits

Kingsley High School values school trips and visitors as it sees the educational value of a range of experiences for our young people. We work hard to ensure that pupils get access to a broad and balanced offer in terms of trips and liaise with a range of partners and organisations to support visitors in school. Recent school trips include:

- Seaside.
- Taplow.
- Parks- Ruislip Lido, Cassiobury Park, Hyde Park, Aldenham Park.
- Sea Aquarium.
- London Zoo.
- Woburn Safari Park.

Visitors and activities

We also like to invite visitors into school as well as organise various whole-school activities. Recent examples include:

- ZooLab.
- Ark Farm.
- Living Eggs.
- Fire Services.
- Nursing Services.International Week.
- Tour de Kingsley.
- Whole School Sports Day (off-site).
- Festival/Religious Celebrations Harvest festival, Christmas, Diwali, Hanukkah, Eid, Chinese New Year.
- Charity Events Sports Relief, Christmas Jumper Day, NSPCC- Number Day, World Book Day.

Special Educational Needs

Kingsley High School is a fully inclusive school for students who have severe and complex learning difficulties. Whatever the level of need, we aim to ensure that all pupils achieve their potential personally, socially, emotionally and academically in all areas of the curriculum.

Effective communication

We aim to ensure that pupils at Kingsley make good progress. We ensure effective communication with parents and carers in order to work collaboratively and secure the best possible outcomes for all pupils. Our pupils' views are also critical in ensuring the right provision to meet children's needs, and we use a total communication approach to facilitate this. We work hard to ensure that reasonable adjustments are made to overcome barriers to learning. We have good relationships with outside agencies (including Educational Psychology Service), who assess children and young people and advise parents, schools and the Local Authority.

Support

We work hard to provide a secure, enjoyable and stimulating learning environment that will enable students to realise their potential as individuals in society, and we provide equal access to a broad and balanced curriculum. Class teachers provide the support required, largely by the provision of differentiated material teaching and learning. We are also supported by a Special Educational Needs Coordinator (SENCo), the Headteacher, the SEN Governor, and family liaison and transition advisors.

Charging policy

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Voluntary contributions

The school may, from time to time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There is no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled. The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Emergency arrangements

We will, of course, endeavour to keep the school open, if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult.

If for any reason the school is required to close this information will be shared on our website, via email and through text to parents at the earliest opportunity.

Stay in touch

In addition to the daily home-school link books and routine letter and email communication, the school communicates with parents using Parents 2Teachers, a text message and email facility which can be used in emergency situations. Emergencies affecting the school will be notified on the school website via the moving ticker, and via the LGfL School Open Status website. Newsletters from the school are sent out termly.

Parent evenings and reports

The main focus for learning is the Education, Health and Care Plan (EHCP) and the targets derived from this via Annual Reviews and termly Personal Learning Plans (PLP). Lesson planning also includes subject-themed 'I Can/Will' statements. PLP targets are assessed daily.

Reporting of pupil progress happens formally three times per year, at the end of each term. Reporting of PLP outcomes is made twice during the year, with the third, more comprehensive report being made through the Annual Review process. Additional contact with parents is made through two parents' evenings, which may be held online or by telephone, and through daily home-school link books.

PTA

Kingsley High School has a PTA that is run by volunteers. Its main aim is to organise fun events for everyone, at the same time it also raises much-needed funds so that the school can buy special equipment for our children. We need more help with ideas and suggestions for future events and also extra hands to help set up on the day of the events. We realise that some parents do work, but if you would prefer evening meetings we can arrange a suitable time, or otherwise you can send in your ideas and suggestions via the school office.

The school PTA has registered with 'easyfundraising.org', which means that when you shop online with retailers (such as John Lewis, Amazon, Asda) who are also part of the scheme, they will make a donation to the school - you don't pay anything extra. To support us we are asking parents to register with 'www.easyfundraising.org.uk' and select 'Friends@ Kingsley' as your chosen cause. Please note the name: 'Friends@Kingsley' as there are other schools with similar names.

This is a very easy way for you to raise money for the school as part of your shopping, at no extra cost to you!

Volunteering in school

We warmly welcome volunteers to the school. If you are interested in volunteering, you may consider helping in the classroom, assisting with trips, serving lunches, helping in the office or working with the pupils sharing your talent i.e., music. We will ask you to go through our volunteer process which includes obtaining a DBS. Please contact the Business Leader for further information.

Governors

Kingsley High School's Governors work as a team. They are responsible for making sure the school provides a good quality education for all pupils. Raising educational standards in school is a key priority. Our Governors promote effective ways of teaching and learning when setting the school aims and policies. They do this together with the head teacher, who is responsible for the day-to-day management of the school.

Kingsley High School's Governing body is accountable to parents, the local community and the Local Authority. The governing body's main role is to help raise pupils' standards of achievement.

Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

News

Our website is a great resource for keeping updated with events and news at school. You'll find regular updates on our website https://www.corringham.lincs.sch.uk/.

Twitter

The school has a Twitter account which posts occasional information: @kingsleyhigh

At home

Naturally parental involvement is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

The Home School Agreement

Good communication between school and home is essential Our home/school agreement will provide the opportunity to stimulate the level and quality of communication; it outlines what parents can expect of the school and what the school expects from parents in the way of support to ensure that children achieve their full potential. Parents and children are asked to sign on admission to school.

Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

Seek permission

Outings and trips are a valuable part of school life, and we arrange as many as possible. Parents sign a form giving consent for local visits on admission. In addition to this, we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

Safeguarding

Effective Safeguarding is essential for your young person and it you have concerns for your child or any other young person it is important you share those concerns and speak to the school office, class teacher, school Designated Safeguarding Lead (Lee Helyer, Julie Kearons) or you can directly contact the Harrow Safeguarding Golden Number on 020 8901 2690.

Policies and term dates

Policies

Why do we need policies?

For a school to offer high-quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

High standards

At Kingsley High School we believe that policies are vitally important and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: www.kingsley. harrow.sch.uk/policies/.

Key policies

Some of our key policies are:

- Admissions.
- SEND.
- Accessibility.

• Child Protection and Safeguarding.

Behaviour.

Medical Conditions.

Term dates

Monday 31st October – Friday 16th December Spring term 2023

Autumn term 2022

Tuesday 3rd January – Friday 10th February Monday 20th February – Friday 21st March

Monday 5th September (Year 7), Tuesday 6th September (all students) – Friday 21st October

Summer term 2023

Wednesday 19th April – Friday 26th May Tuesday 6th June – Friday 21st July

Our Mission Statement Kingsley High School is a unique and diverse school community that has the progress and needs of the pupils at the centre of our thinking. The whole school works together to support all our pupils to thrive whatever their needs. We aspire to enable our pupils to enjoy and achieve with high expectations of Teaching and Learning and the very best personal care. **Aims and Values:** The work we do is centred on the following values: Respect. Integrity. Teamwork. Diversity. Effective Communication. Our school embodies these values in all the work that they do and are committed to ensuring we are consistently having a positive impact on the outcomes of all our young people. We welcome enquiries about the work that we do and are keen to widen understanding of SEND throughout the community. **Kingsley High School** Whittlesea Road, Harrow Weald, Middlesex, HA3 6ND TEL: 020 8421 3676 **Email:** office@kingsley.harrow.sch.uk Website: www.kingsley.harrow.sch.uk