

THE KING'S SCHOOL IN MACCLESFIELD

**Junior School
Parents' Handbook**


King's

Welcome Welcome to the King's Junior School Parents' Handbook.

Our aim in the following pages is to present to you, as concisely as possible, an outline of life at King's during your child's time at the school, as well as something of our expectations.

At King's we try to keep you fully informed through our regular mailings, but this publication is intended to be a handy source of reference about the School and its structures.

We hope you will find the information contained in this handbook helpful. If you do not find the answers to all your questions in these pages, please do ask, using the contact list at the back.

Our Aims & Objectives

King's aims to provide a caring, structured and disciplined learning environment in which all pupils enjoy a wide selection of opportunities to discover and develop their talents and interests to their full potential. The School seeks to promote the highest standards of academic achievement for all individuals in the context of their own abilities. It aims to provide as wide a range of extra-curricular opportunities as possible in order to encourage high standards and teamwork.

Objectives

To achieve its Aims, King's adopts the following objectives for its whole community:

To develop in students a respect for and enjoyment of learning as well as a desire for intellectual challenges;

To foster independent thought, self discipline, mutual respect and spiritual and moral awareness;

To expect and encourage responsible and mature behaviour in the context of a forgiving society where children and young adults can make mistakes;

To foster a sense of community in which co-operative learning and inter-personal relationships are the norm;

To understand the school's importance in society and to interact with and provide associated activities for the benefit of the wider community;

To encourage and develop skills and excellence in a range of academic, physical and aesthetic areas;

To prepare pupils for the challenges of higher education and the world of work.

The School Day

The school day starts at 8.40am and ends at 3.40pm. Details of the timings of lessons, break and lunch can be found in the school calendar.

Children should not be brought to school before 8.30am if it can be avoided. Some members of the teaching staff will generally be on site from 8.15am but not in a supervisory role.

Please ensure that your child arrives at school promptly. This will allow him/her to begin the school day smoothly and to hear important notices which may be given out first thing in the day.

As with all schools, parking problems and congestion occur at dropping off and picking up times. The school's car parks are NOT available to parents at these busy times, to ensure the safety of pupils on the premises. Parents are asked to park well away from the school and walk. Pupils can be met at the end of the day in the Middle Playground. Parents are asked to park with consideration with regards to our neighbours on Lime Grove and Fence Avenue ensuring easy access to property at all times.

Children may bring healthy snacks and/or drinks to school for break times at the discretion of parents. We encourage children to bring a bottle of water to school to drink during the day.

The children attend an assembly of some form each day. As the school has a Christian foundation, these assemblies are based on Christian principles, but stories and teachings from other faiths can form part of an assembly.

Homework

At King's we believe that homework forms an important part of a child's education and we ask for your co-operation in order to ensure that the children gain as much as possible from the tasks set.

We ask that you sign your child's Homework Diary each night when the tasks have been done to your satisfaction and this book provides a vital means of communication between home and school.

Also your child will be expected to read each night with a suitable type of book being selected once the teacher has had a chance to identify the child's appropriate level. We also encourage you to listen to your child read as well as taking the opportunity to read to them also. For children in Years 3-5 we ask that you sign the Reading Diary every day before returning to school.

We also encourage you to assist in improving your child's mental arithmetic skills by practising tables, simple addition/subtraction, telling the time, measuring in the kitchen, etc. during daily life at home. There are many such occasions which arise in everyday life which will add to your child's computational skills.

Homework Allocations

Year 3: three nights per week (normally on Monday, Wednesday and Friday)

Year 4: four nights per week (normally on Monday, Tuesday, Wednesday and Friday)

Year 5/Year 6: two subjects each night

Homework is expected to last a maximum of 30 minutes per subject. Inevitably, some children work more quickly than others and if your child finishes quickly he/she should be encouraged to use the extra time for other school-related activities such as research, extra practice or reading. If the child is unable to finish his/her allotted task(s) in the time allowed, you should write a note in the Homework Diary which the child must present to his/her teacher at the start of the next school day. The teacher would then decide what follow-up action to take.

Reporting & Assessment

Your child will be assessed in English & Mathematics each half-term by written assessments.

Parents' Evenings take place in October and February. The first of these allows you to talk to your child's Form Teacher without your child being present. The February meeting involves your child in the discussion with his/her Form Teacher and yourself.

At the end of the Autumn and Spring Terms you will receive a short report indicating your child's attitude and attainment during the term. At the end of the school year you will receive a full written report on your child's progress.

Behaviour, Rewards & Sanctions

At King's we aim to promote high standards of behaviour, self-discipline and learning through positive encouragement and reward. Our pupils rightly look to their teachers to provide a firm framework of order and discipline where few sanctions are needed.

Rewards are many and varied and achievements may be recognised in a number of ways ranging from the unofficial word of encouragement or support in private, the earning of house points, merit certificates, merit stickers or the Robert Batchelor Award and Trophy. Pupils may also be awarded a green card for an outstanding piece of work or for performing an outstanding kind/helpful deed. This will be recorded in the pupil's Homework Diary. A pupil receiving three green cards in a half term will be seen by the Principal and their parents contacted and congratulated. We place considerable emphasis on the positive side of rewards for effort, commitment and achievements and rarely an assembly will go by without some presentation to a pupil.

When pupils fail to meet the required high standards of application, appearance or behaviour, they should expect to be disciplined in some way.

A yellow card will be issued to a pupil who forgets their homework or when they forget PE/swimming kit or homework diary etc. This will be recorded in the pupil's Homework Diary. A distinction is therefore being made between those pupils who are forgetful and those others who are purposefully misbehaving. The Pastoral Head will contact the parents of

those pupils receiving six or more yellow cards in a half term to discuss strategies to help the pupil to become more organised.

A red card will be issued if a pupil breaks one of the class rules after a warning has been given. The warning system restarts at the beginning of each lesson to give pupils a 'clean slate'. More severe examples of misbehaviour will be punished with a red card outright without a warning. All incidents will be recorded in the pupil's Homework Diary. Any pupil receiving three red cards in a half term will be seen by the Principal and their parents contacted to discuss strategies for improvement.

Children have the opportunity at the beginning of each half-term to start with a 'clean slate'. This is an important part of the system, allowing the children to make a fresh start during the course of the year.

It may be worth stating that we base our code of conduct on respect. Respect for the individual, staff, property and possessions. Discipline in the punitive sense is regarded as a contingency measure, our main emphasis being upon example, communication, sound working relationships and a belief that prevention is better than cure.

Pastoral Structure

Every pupil in the school has a Form Teacher who has over all responsibility for that pupil's well-being, and this includes academic progress, involvement in the school, social relationships and any signs of stress or unhappiness. It is the Form Teacher whom you should contact in the first instance if you have any concerns.

In addition to the Form Teacher, the Pastoral Head deals with matters of a pastoral nature and the Vice-Principal has a specific over all responsibility for the welfare of the Year 3 and 4 children. The Principal has a specific overall responsibility for the welfare of the Year 5 and 6 children.

House system

Each child is assigned to one of four houses (Adlington, Capesthorpe, Gawsworth, Tatton) with the aim of enabling children of all ages to have a common link. Within the house system many tournaments are arranged, encouraging healthy competition amongst peers.

A Year 6 boy and girl from each house is appointed as House Captain. They are responsible for arranging teams to represent their respective houses, as well as assisting the Head Boy and Head Girl with duties.

Absence Planned absence

If you know that your son or daughter is going to need to be away from school, we ask you to write to the Principal to ask for leave of absence at least two weeks before the proposed absence. However, any absence makes it more difficult for your son or daughter to keep up with the pace of work at a school like King's, so unless this is unavoidable we ask you not to take him/her out of school during term time.

Leave of absence will normally be granted on request to the Principal in the following circumstances -

- (i) to allow a pupil to attend a unique and important family occasion.
- (ii) in order that a pupil may join his/her family for the main family holiday of the year when the parental occupation dictates that this should take place wholly or in part during term time.
- (iii) unavoidable travel circumstances e.g. Late notification of flight times.

We are fortunate to have extensive school holidays. In view of this, leave of absence will not be granted to avoid possible traffic congestion or for any other reason which would equally apply to all other parents.

Illness

If your son/daughter is ill, we ask you to contact the Junior Division Office as soon as possible that morning. In line with the guidelines issued by the Department for Schools and Families, the school will automatically make contact with parents/carers for all pupils absent without reason following daily analysis of registration. This is an essential part of our commitment to the Health, Safety and Welfare of our pupils. When he/she returns to school, or after three days of consecutive absence, we require a note explaining the reason for the absence. This is not a whim on our part; the Department for Schools and Families requires us to provide them every year with figures for authorised and unauthorised absences. Absences not supported by a note are counted as unauthorised.

School Nurses

There is a qualified school nurse on each site who is available between 8.30am and 4.30pm. Further information can be found in the Health & Medical Support leaflet contained in the welcome pack.

School Uniform

All King's pupils wear a school uniform. Pupils are encouraged to take a pride in their appearance and we ask parents to support us in our aim of upholding a smart dress code.

For practical reasons (and despite the best efforts of a few pupils!), school uniform cannot reflect fashion trends. Please beware of being coerced into buying non-regulation items, especially shoes, by the promise that 'everyone else is wearing them'! We would prefer not to be put into a position where we have to ask parents to replace expensive items because they do not conform to our uniform regulations. If you need advice on the suitability of any item, please contact either the Principal or the School Shop.

Inevitably, items of clothing can be mislaid, and if we are to have any chance of reuniting them with their owner, they must be clearly labelled. An investment in name tapes at the beginning of your son or daughter's school career invariably pays dividends at a later date.

Appearance

King's pupils are expected to look neat and tidy at all times. Boys may not have extremely long or extremely short hair; girls with long hair should tie it back. Bizarre styles are unacceptable for boys or girls as is unnatural hair colouring. Boys may not wear any jewellery; girls are allowed one pair of plain stud earrings worn in the earlobes and one plain ring. Nail varnish is not permitted.

Personal Possessions & Valuables

Items of value, including MP3 players or i-pods, must not be brought to school. Likewise, expensive toys should not appear without special permission.

We realise that some parents may wish for their child to carry a mobile phone in order to contact home when a change in arrangements is necessary. Since these are brought in by choice, the school can accept no liability for loss or damage. The use of the picture facility on mobile phones is forbidden in school or on school related activities. To avoid disruption, mobiles should be switched off throughout the day. Your child may make outgoing calls at appropriate times after he/she has asked permission of a member of staff to do so. Failure to follow these guidelines will result in confiscation. Your child may use the Junior Division Office telephone in an emergency.

Your child should not bring large sums of money (in excess of £2) to school. If this is unavoidable, the money should be handed to the Junior Division Secretary for safe keeping. When changing for PE pupils should hand all valuables to the PE staff. Pupils are responsible for collecting valuables at the end of the lesson. The school will provide all equipment needed for sport lessons, but we appreciate some pupils prefer to bring their own equipment. Please note that the school does not accept liability for loss of, or damage to, pupils' personal property including sports clothing and equipment whilst it is on or left at any of the School's premises. Such items should be clearly labelled with the pupil's name and, if necessary, high risk items should be covered on a parent's household insurance policy separately. Such items should never be left overnight at School.

Financial Matters

Most financial matters in the school are dealt with by the Finance Office.

The Director of Finance is available to discuss financial problems with parents either by appointment or on the telephone. His direct line is 01625 260010. The earlier that any difficulties are shared, the easier it usually is to agree the best way forward.

Security

Entrance into the school is controlled by security keypads. If you come into school during a working day, you will notice that all staff, teaching and non-teaching alike, are wearing an identification badge. This is a security measure, designed to deter intruders from wandering onto school premises, and the simple fact that we do this does act as a deterrent and improves security. If you are likely to be on the school premises during the day for any length of time, (perhaps helping prepare for a play or concert or organising a Friends of King's function) please report to the office when you arrive and request a visitor's badge.

Publicity & Marketing

The school employs the services of Johnson Carter for our press coverage in order to promote the significant successes of our pupils. Thousands of images have been reproduced in local papers and this has brought a great deal of happiness to many parents and children. Although there is a marketing element attached to these pictures and stories, one of our main aims is to ensure that the achievement of our pupils is celebrated in the widest possible sphere. In addition we use literature, slide shows, a DVD and a

website to market the school. Our parents and children are usually proud to be seen in the newspaper etc.

Should you not wish for your child to be involved, we ask that this is made known to the Principal and the school will ensure that your child is not included in any photographs likely to be used.

School Governors Although you are unlikely to encounter the School Governors very often while your son or daughter is a pupil, they are very important people as they have ultimate responsibility for everything in the school. The Governing Body consists of some twenty men and women, some of whom represent various other institutions such as the Church of England, the local Council or local universities, who give their time voluntarily to running the school. They meet in full once a term and they have a number of sub-committees, responsible for various aspects of the school such as Education, Finance, and Bursary Fundraising who meet more regularly.

The Head of Foundation assumes their delegated authority for every aspect of the school and ultimately for the well-being and education of every pupil. He reports regularly to the Governors, and is accountable to them for everything that goes on.

Friends Of King's All parents of pupils at King's are automatically members of the Friends of King's, which is a body of parents, with staff representatives, set up to support the King's Foundation. In particular, parents of Junior and Infant children form part of the Friends of King's Juniors & Infants which acts to support the younger end of the school. Each year a committee is formed which organises a number of events (Summer Fair, Ball, Games Nights) partly to raise money and partly to provide an opportunity for parents to get to know each other. The money provides a number of extras for a whole range of school activities, and over the years these have amounted to a very significant enhancement of what the school provides. The Friends of King's Juniors & Infants committee looks to other Junior and Infant parents to lend their expertise, either in organising or with specific skills (e.g. needlework for theatre costumes) or in providing refreshments - or simply in rolling up sleeves and moving a few tables! Over the years parents have found this to be an excellent way of getting to know both staff and other parents. Details of how to become involved are given early in the Autumn Term. Do join in and give us the benefit of your expertise - whatever it may be! The Chair of Friends of Kings Juniors & Infants can be contacted via the Junior Division Office.

What To Do If...? **You need to contact your son/daughter urgently at school**
You should ring the school and ask for the Junior Division Office and leave a message. Only urgent messages can be delivered directly to pupils. If your son or daughter has a mobile phone at school you may wish to send a message to them. Mobile phones must be kept switched off and should not receive incoming calls. However, your son or daughter can respond to a message at break or lunchtime.

Your child is late for school

If your child arrives at school after 8.50am he/she must report in late at the Junior Division Office before going to class.

Your son/daughter is absent from school

Contact the Junior Division Secretary and let us know how long he/she is likely to be away. In cases of prolonged absence, it may be appropriate to arrange for some work to be sent home.

Your son/daughter needs to attend a doctor's or dentist's appointment in school time

Write a note to your child's Form Teacher in advance. Collect your child from the Junior Division Office at the agreed time and receive an exempt slip from the Junior Division Secretary which should be returned after your child arrives back at school.

Your son/daughter is not fit enough to do Games/PE/Swimming

You are asked to send in a note detailing why he/she is unable to do games and excusing him/her. This must be handed in to the teacher in charge of their activity. Pupils with a note may be allowed to read outside the Junior Division Office or, at the teacher's discretion, they may be given a useful activity (e.g. timing events) to do with their activity group.

Your son/daughter misses the school bus at the end of the day.

We ask parents to have a contingency plan so that your son/daughter knows what to do. Pupils who miss the bus are asked to go to the Junior Division Office and inform the Secretary so that we are alerted to any difficulty and can help contact parents.

You are delayed at the end of the day and will be late to pick up your child

Contact the Junior Division Office at the earliest opportunity. If there is only likely to be a short delay, your child will be asked to sit outside the Junior Division Office and wait for you to arrive. Should there be a lengthy delay, he/she will be put into the Junior School After School Care Club (which will incur a small charge) which is open until 6.00pm.

You are unable to attend a Parents' Evening

Contact your son's/daughter's Form Teacher at the earliest opportunity. It may be possible for you to speak to staff at an alternative, mutually convenient time or we may be able to send you a written progress report.

You want to make a complaint

Contact the Junior Division Office who will make an appointment to discuss your concerns with the Principal who will follow the appropriate steps. A copy of the Complaints Procedure is available to parents on request.

Other Information & Policies

The school's website www.kingsmac.co.uk is kept up to date and is increasingly becoming a key source of information for you and a communication mechanism between school and home. If you cannot find the answer to a question in this document then the website may provide the information you require.

Policies and procedures including the school's Anti-bullying, School Curriculum and Child Protection policies can all be found on the website. The school's Exclusion policy is available to parents on request.

Keeping you in touch

As you can imagine, there is a great deal going on in a school the size of King's - concerts, plays, trips, Parents' Evenings and much more besides. There are many functions to which we would like to invite you and numerous activities which may interest your son or daughter. To ensure that you are kept up-to-date with these events, we have regular mailings when material is given to our pupils to bring home to you. The school is intending to include all letters on the website. Details will be forwarded to you when this procedure is in place.

Mailing dates can be found in the school calendar which will be given to your son or daughter at the beginning of each term. This includes a wealth of information about functions, fixtures etc., and also has a list of term dates. The Calendar is also posted termly on our website.

Every term, you will also receive a copy of our newsletter King's Colours. This aims to give each King's parent an overview of what is happening throughout the whole King's Foundation and to keep you informed about the many successes and achievements of our pupils. The Junior Division has its own termly publication, First Class, which focuses on the activities of Junior & Infant pupils.

Contacting King's

Parents are encouraged to contact the school if they wish to discuss any concerns they may have. The switchboard is open from 8.00am until 5.00pm during term time. If you ring the school during the holidays, you will be able to speak to the member of the office staff on duty from 9.00am until 4.30pm.

Switchboard 01625 260000

King'sKidz 07710 904431
After School Care

Please see back cover for further contact information.

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