



**The Kings of Wessex Academy**

*Getting the best out of everyone*

**A-Z FOR PARENTS  
2017 – 2018**

*An outstanding Church of England Academy*



# The Kings of Wessex Academy

Getting the best out of everyone

## ACADEMIC YEAR 2017-2018

<b>AUTUMN TERM</b>	
Inset Days	Friday 1 September & Monday 4 September 2017
Academy Starts	Tuesday 5 September 2017
HALF TERM	Saturday 21 October 2017 – Wednesday 1 November 2017 inclusive
Inset Day	Friday 6 October 2017
Academy Starts	Thursday 2 November 2017
Last Day of Term	Thursday 21 December 2017
<b>SPRING TERM</b>	
Academy Starts	Monday 8 January 2018
HALF TERM	Saturday 10 February 2018 – Sunday 18 February 2018 inclusive
Academy Starts	Monday 19 February 2018
EASTER HOLIDAY	Monday 26 March – Monday 9 April 2018 inclusive
<b>SUMMER TERM</b>	
Academy Starts	Monday 9 April 2018
BANK HOLIDAY	Monday 7 May 2018
HALF TERM	Saturday 26 May 2018 – Sunday 3 June 2018 inclusive
Academy Starts	Monday 4 June 2018
Last Day of Term	Thursday 19 July 2018



# The Kings of Wessex Academy

Getting the best out of everyone

July 2017

Dear Parents/Guardians,

## **RE: A – Z for Parents 2017-2018**

I am delighted to introduce this A – Z for Parents for the academic year 2017–2018, in what will be my first in my new post as Executive Headteacher.

The Kings of Wessex Academy is proud of our reputation for excellence and commitment to providing an outstanding, exciting and challenging education for your child.

Experience shows that the educational needs of young people are best served if there is an active partnership between parents and teachers and this booklet will provide the essential information about our Academy.

It is essential that we maintain high expectations both at home and at the Academy, and I thank you for reading this important guidance and referring to it during the academic year.

I guarantee, if you and your child conform to all our Academy's policies, we are confident that we will ensure the success of your child to achieve their personal best in their schooling at Kings; as well as have an enjoyable, rewarding and happy education.

Please work with us and keep in touch; and I look forward to meeting you at our various Parents' Evenings and other events throughout the academic year.

Thank you, once again, for your support and I wish your child a happy and successful 2017-2018 school year here at The Kings of Wessex Academy.

Yours sincerely,

**GAVIN BALL**  
Executive Headteacher

*An Outstanding Church of England Academy*

Station Road, Cheddar, Somerset BS27 3AQ Telephone: 01934 742608 Fax: 01934 742757

Email: [office@kowessex.co.uk](mailto:office@kowessex.co.uk) [www.kowessex.co.uk](http://www.kowessex.co.uk)

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## **ABLE STUDENTS**

The academy identifies those students who are gifted or talented through teacher assessment and examination results. The academy makes use of a number of strategies which support and challenge able students in their learning.

These include setting arrangements, differentiated tasks in class and triple sciences at GCSE. Students are encouraged to take part in courses for the exceptionally able and there are opportunities to become involved in challenging enrichment activities. Teaching also takes into account the needs of the most able by providing opportunities for enrichment and extension work.

## **ABSENCE**

Excellent attendance is essential to good progress. It is also a legal requirement that your child attends school. The only acceptable reasons for absence are student illness or family bereavement. If your child has an absence for one of these reasons then it must be reported to the Academy by telephoning the Absence Hotline before 9.30am on 01934 745304 or by emailing [absence@kovessex.co.uk](mailto:absence@kovessex.co.uk) on each day of absence explaining the reason. This enables the academy to keep their records up to date and helps alleviate the fear of missing children. In the case of extended or chronic illnesses, please liaise with the Year Leader for the relevant support and advice and we will be pleased to assist.

In line with Department for Education regulations we do not authorise term time leave or holidays. Leave during term time may be unauthorised under very exceptional circumstances which includes illness or a family bereavement. As an Upper School all students are involved in preparation for public examinations, Year 9 students start their GCSE courses on arrival and there is a direct link to underachievement and increased anxiety for examinations where attendance is poor.

Where families do take leave including holidays in term time a fixed term penalty fine may follow for each parent or carer of £60 per child.

Where there is a poor attendance record students may be withdrawn from educational trips or enrichment activities to catch up on lessons missed.

We would also ask that you think carefully before you remove your child from their lessons even for a dental or orthodontic appointment.

## **ACADEMY COLOURS**

Academy Colours are awarded to students who have made a special contribution to enrichment activities in the Performing Arts and Sports and are awarded to Juniors (Years 9 and 10) and Seniors (Years 11, 12, 13).

Students are presented with a badge and certificate in the End of Term Achievement assemblies held in individual year groups for the Autumn and Spring Terms, and together as a whole Academy at the end of the Summer Term.

Students wear their badges on the blazer lapel.

## **ADDRESS**

The Academy address is:

The Kings of Wessex Academy, Station Road, Cheddar, Somerset, BS27 3AQ

**Telephone** 01934 742608 **Fax** 01934 742757

**E-mail:** [office@kovessex.co.uk](mailto:office@kovessex.co.uk) and **website:** [www.kovessex.co.uk](http://www.kovessex.co.uk)

## **ADMISSIONS**

The Wessex Learning Trust is a forward-looking family of academies working in partnership to provide the highest quality of education within an environment that promotes care, respect and responsibility. It sets high standards in all aspects of school life. Admission applications are welcomed on behalf of any child. Every admission application received will be administered in a fair and equitable way, in strict accordance with published policy and practice. The 'day to day' management of school admissions is delegated to an Admissions Committee established within each academy.

## **Who can apply for a school place?**

A parent, registered carer, or other person/organisation that has responsibility for the child concerned may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.

## **The Child**

Any child aged four and above who resides within the UK has a right to receive full- time education at a United Kingdom (UK) state funded academy/school. The child/young person must, at the time of applying for a school place, have European Economic Area Citizenship (this includes British citizenship), or hold an appropriate Home Office Visa entitling him/her to reside in the UK.

## **The Home Address**

For admission purposes, the Wessex Learning Trust considers the home address to be: The address at which the child concerned is living at the time of application, with his/her parent(s) for more than 2.5 school days per week. This address should be clearly stated on the application form.

If the child will be moving to a new home address and the parent wishes this address to be used for admission purposes, one of the following documents must be made available in conjunction with the Admission Application Form:

- A legal 'exchange of contract' which confirms the purchase of the property
- A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property
- Where the property is/will be owned by a person other than the parent (for example; extended family member, emergency or public accommodation) - A formal written letter, signed and dated by the person responsible for the address in question, which confirms the residential/care arrangements for the child. This must state how long these arrangements are expected to remain in place.

For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address should be submitted with application.

## **Siblings**

The oversubscription criteria includes criteria which relate to children with a sibling attending the school.

If a parent would like his/her child to be prioritised against one of these sibling criteria, the sibling's details must be provided on the admission application form. The named sibling can be a full, half or adopted brother or sister, or another child, who lives for the 'majority' of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.

The Published Admission Number/Admission Limit will be exceeded in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused if the Admission Number/Limit was adhered to.

## **Waiting lists**

When an admission application is refused, the child's name will be entered onto a waiting list for the required year group, which will be maintained until the end of the school year in question and then shut down. Names are held on waiting lists in strict ranked order, which indicates how he/she qualifies against the published oversubscription criteria. Each time a name is added, the waiting list will be re-ranked. If a place becomes available in the required year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and accepted, offered and declined, or the parent requests in writing that the school removes his/her child's name.

## **Education Health and Care Plan (EHCP)**

A place will be made available for any child who has an EHCP (formerly a Statement of Special Educational Needs) agreed between the Local authority and the Wessex Learning Trust. The place will be made available

at the academy named in the EHCP, above the published admission number (PAN) if places have already been offered up to this limit at that time.

### **The Published Admission Number (PAN)**

Applications to start or transfer school in September are considered by local authorities during the 'normal' admissions- round which applies for new entry to school. A statutory PAN is set which indicates the number of places that can be offered within the resources available.

If fewer applications are received than the PAN set for the respective year of entry, every applicant will be offered a place for their child, without condition. If the total number of applications received exceeds the PAN, the Admission Authority will consider every application against the oversubscription criteria. The Admission Authority will sort the applications into ranked order and identify a priority for the offer of places up to the PAN.

### **Applications**

For a child to start or transfer to a school in September, the parent must complete the Common Application Form (CAF) available from the 'home' local authority. The application will be considered as 'on time' if it is submitted to the home local authority by the following dates/times:

Transferring to Year 9: **23.59 hours on 31 October 2017**

The CAF may be completed and submitted using the local authority 'on line' procedure, or as a paper form. Full details concerning the application process, as well as information about the schools in the local authority is available from the local authority.

For those families who are resident in Somerset, the 'home' local authority is Somerset County Council: [schooladmissions@somerset.gov.uk](mailto:schooladmissions@somerset.gov.uk)

For those families who are resident in North Somerset, the 'home' local authority is North Somerset Council: [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

### **Late applications**

If the application form is submitted to the home local authority after the relevant application deadline (**23.59 hours on 31 October 2017**) it will be considered as 'late' and will not be administered until all on time applications have been processed. By this time, there may no longer be a place available at the preferred school. Some local authorities publish specific dates for a second admissions-round within which 'late' applications will be administered.

### **Notifying the application decision**

Parents will receive an admission decision in writing from their home local authority on or about the following dates:

Transferring to Year 9: **1 March 2018**

### **Admission Arrangements for Sixth Form (Year 12)**

The Kings of Wessex Academy has a published Admission Number of 15. This indicates the number of places that can be offered for new entry to the Sixth Form, for students joining externally who pass the minimum Sixth Form academic entrance requirements. A place will always be made for Kings of Wessex Academy students who wish to move from Year 11 to Year 12, providing they meet these same entrance requirements.

If there are more external applications received than places available, the oversubscription criteria will be applied for every application received. The Admission Authority will sort the applications into ranked order and identify a priority for the offer of places up to the PAN, subject to examination results. The timetable for application is:

- A Sixth Form Open Evening will be held during October 2017 and this will be advertised in the local press and on the School website.
- A Prospectus, and the ‘Sixth Form’ Application Form will be made available at The Kings of Wessex Academy Sixth Form Open Evening.
- Completed application forms must be submitted directly to The Kings of Wessex Academy Sixth Form Office Manager to arrive by 4.30pm on 21<sup>st</sup> December 2017.
- Decision letters will be issued to external applicants on 23<sup>rd</sup> March 2018 (At this stage, offers will be provisional, subject to achieving GCSE Sixth Form entrance requirements).
- Confirmation of offers to external applicants will be notified following the outcome of examination results, at the end of August.

In the event of oversubscription (more external applications than places available) a waiting list of those students refused admission to Year 12 will be maintained until 31 December 2018.

Applications for The Kings of Wessex Academy Sixth Form (Years 12 and 13) will only be accepted if they are made using the ‘Sixth Form’ Application Form which is available to download from the Academy website or as a paper copy upon request to the Academy Office. The Application Form will also be made available at the Sixth Form open evening.

External applications for places in the Sixth Form will not be processed until all ‘on time’ applications have been administered and provisional decisions notified. Late applications will be administered on a first come first served basis, at which time there may no longer be places available.

The minimum academic entrance requirements for admission to the Sixth Form are published on the Academy website. These apply equally for internal and external applicants and evidence of examination results must be provided before the offer of any provisional place will be confirmed.

### **The ‘In-Year’ application process**

The In-Year Application Form is available to download from the academy website or can be provided as a paper form via the academy office. The Application Form may be completed and returned to the academy at any time, although it will only be administered during school term time and within six school weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application will be considered further in advance providing an official letter is submitted with the application, which sets out a relocation date and confirms a Unit postal address or quartering area address.

The In-Year Application Form will usually be submitted for the year group associated with the child’s age. However, a parent may apply for an alternative year group where he/she considers this would be in the best educational interests of the child concerned. The application must be accompanied with as much information as possible to support the case for ‘retaining’ or ‘accelerating’ the child.

The Admission Authority will decide on a ‘case by case’ basis whether to support the parent’s request, taking account of the information provided and what is considered by the Admission Authority to be in the best educational interests of the child concerned. Where an application for a ‘retained’ or ‘accelerated’ placement is refused, the Admission Authority will further consider whether a place can be offered in the child’s relative age year group. The applicant will have the right to appeal the decision where a place cannot be offered in the relative age year group.

‘Retained’ and ‘accelerated’ placements secured through the In-Year admissions process will be reviewed annually in conjunction with the child’s parent.

### **The Oversubscription Criteria**

If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will consider every application received at that time against the oversubscription criteria set out below. This will enable the Admission Authority to sort the applications



into ranked order and identify a priority for the offer of available places. The oversubscription criteria will also be applied where it is necessary to rank a waiting list.

- A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22 (1) of the Children Act 1989 applies).
- Children of Staff who have been employed by the Wessex Learning Trust on a permanent contract at the academy to which the application relates, for at least two years prior to the submission of the admission application, or children of a newly recruited teacher, appointed to satisfy a demonstrable skills shortage at that academy. Priority will only be given to children of staff working at the school where the staff member is physically located. If the staff member works at a number of schools across the Trust, priority will be given to the school where the staff member works for the majority of the time
- Children residing within the overall Wessex Learning Trust catchment area who, at the time of application, have an older sibling on roll at the Academy for which the application has been submitted and who lives at the same home address.
- Children who reside within the catchment area of the Academy for which the application has been submitted or with a confirmed move to a home address within this catchment area, which can be evidenced at the time of application.
- Children who, at the time of application, have an older sibling attending the Academy for which the application has been submitted and who lives at the same home address
- Children who reside within the overall Wessex Learning Trust catchment area or with a confirmed move to a home address within this catchment area, which can be evidenced at the time of application
- Children not satisfying a higher criterion

### **Prioritising applications by distance measurement**

In the event of oversubscription, applications are prioritised by ranking them against the oversubscription criteria until the Published Admission Number (PAN) or admission limit is reached (PANs are set out in the introduction to these Admission Arrangements). If this limit is reached part way through an oversubscription criterion and there are still some applications left to rank, there will be a need to further refine the order of the applications satisfying this 'cut off' criterion and those which qualify against a lower criterion.

The ranked order of these applications will be determined by calculating the straight-line distance between each child's home and the Academy concerned, with the shorter distance receiving the higher priority. Distances will be calculated electronically using digital mapping software and Ordnance Survey 'National Address Base' coordinates and measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building such as a block of flats, the same distance will apply for all occupants.

### **Applying a tie-breaker**

Where two or more distances are exactly equal and it proves necessary to sort the associated applications into ranked order, this will be decided by the drawing of lots. This activity will take place at the Academy and be supervised by an independent person.

### **Appeals**

Applicants whose place application is turned down have the legal right to appeal to the Academy against the decision to refuse admission. Details concerning how to appeal are explained in the decision letter sent out by email or post on the published dates.

Full details of the Academy's admission policy can be found on the academy website.

## **AIMS**

Our mission is *'To get the best out of everyone'* and to achieve our mission we will aim:

- To strive constantly for excellence.
- To make effective learning the focus of the Academy.
- To teach in a way that both inspires and challenges each student to become responsible for his or her own learning.
- To provide a broad and balanced curriculum, which is relevant to students now and in their adult lives.
- To promote an understanding of the meaning, significance and values of the Christian faith.
- To promote an active partnership between the Academy, parents, the communities of the Cheddar Valley, and our international partners.
- To foster a caring and orderly environment for learning in which every student can feel secure and valued as an individual.
- To provide equal opportunities for all.
- To value and professionally develop all staff.
- To promote responsible citizenship and lifelong learning.

## **ALCOHOL**

Students are not permitted to bring alcohol onto the premises, are not allowed to attend school under the influence of alcohol or consume alcohol at any time during the academy day, whilst participating in trips and activities or representing the Academy. Students who do so risk exclusion.

## **AMBASSADORS**

Leadership skills are developed through the student ambassador scheme. Students from Year 9, 10 and 11 are invited to apply for a post of ambassador to represent Kings on committees and the academy student council at formal functions during the school day as well as out of hours. This can involve speaking to adults, operating as academy tour guides, organizing special events, mentoring other students, undertaking special projects, being a role model and supporting other students, these roles are developed further in the sixth form with our senior Ambassadors.

## **APPOINTMENTS**

Staff will be pleased to meet with you or assist you with any queries however; please do not arrive at the academy to meet with a member of staff without arranging an appointment in advance. In order to avoid disappointment or a frustrating wait, you should contact that member of staff first, either by email, by phone or via reception, and get a confirmed date and time before coming in to meet them.

## **ASSEMBLIES**

In the midst of the busy academy day, assemblies provide an opportunity to pause, for students and staff to meet together for Christian worship. This time allows the whole academy community to consider aspects of the Christian faith, as well as important moral and social issues of the day. Tutor group assemblies allow the students themselves to make a valuable contribution to the life of the academy and to grow in confidence and self-expression. In addition, services are held at St. Andrew's Church to celebrate key Christian festivals. On non-assembly days, students participate in a 'thought for the day' and 'moment of reflection' within the setting of their tutor group.

## **ASSESSMENT**

Students are assessed throughout the year to monitor their progress in relation to the GCSE and BTEC courses. Assessment may be in the form of end of unit tests, assignments, examinations or controlled assessment. Students are actively involved in the assessment process and are encouraged to reflect on their own performance and to establish future targets.

## **BEHAVIOUR**

The Kings of Wessex has high expectations of its students' behaviour in all regards, on the way to and from the academy, in the classroom, during social time as well as on academy trips. Students are encouraged to take responsibility for their behaviour and will be taught that Action Brings Consequences (*ABC*). In the same way that positive actions provides benefits and rewards, inappropriate behaviour will be treated accordingly.

## **BICYCLES**

Students who travel to the academy by bicycle may leave them in the 'bike bubble' next to the Supervised Learning Unit. We are very conscious of the high cost of modern cycles and recommend the use of secure locks. All cycles are left at school at the student's own risk. Students are not permitted to ride their bicycles on the school site and should enter and exit via the Memorial entrance. Parents must ensure that bicycles are in a roadworthy condition and that cycle helmets are worn.

## **BOOKS**

Students should ensure that they take good care of books as a charge is made for lost or damaged books. Text books and books on loan from the Learning Resource Centre are issued to students on the understanding that they are returned in good condition.

If a member of staff is not satisfied with the condition, or if the book is lost, then parents will be sent a bill for the books replacement. Money to replace lost or damaged textbooks is not available from the academy funds; therefore it is essential that students take good care of them.

## **BRITISH VALUES**

British Values and tolerance are taught through Citizenship and other aspects of the curriculum this includes democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.

## **BULLYING**

The academy is committed to vigorously challenging all forms of bullying. We will not tolerate any form of verbal, physical or psychological bullying. No student has the right to make other people feel insecure in the school.

The academy guarantees that:

- Teachers will do their best to prevent bullying and will share responsibility for action if bullying does occur.
- All incidents will be investigated in a firm and fair manner.
- Parents and outside agencies may be involved in any course of action.
- Through the curriculum we will encourage students to talk openly about bullying; to recognise its many forms, to realise its consequences, to encourage incidents to be reported and to discuss ways of
- handling bullies
- Sixth Form students attached to tutor groups act as mentors for younger students who may feel vulnerable.
- Senior Sixth Form Ambassadors are also available to act as a critical friend.
- Tootoot is an online reporting app available for students. They can report anything at any time to the school, including attachments of videos, pictures or screenshots. The main advantage is that it is "Pseudo-Anonymous", however staff will support and respond appropriately

## **CCTV**

The academy campus is under 24 hour CCTV surveillance. CCTV has proved to be a very effective deterrent in reducing incidents of vandalism and other forms of anti-social behaviour.

## **CAREERS**

Careers Education and Guidance forms part of the curriculum for all students. Careers Education is taught within our Citizenship programme, while specialist Careers Guidance is available to all students throughout the year and on examination results days. Students can request an appointment with our in-school careers adviser, Dr Hall, or may be referred by staff. Year 11 and 12 students are supported through ‘careers interviews’ with a member of the leadership team. Sixth Form students are supported with UCAS applications and an evening is held to inform parents of the process of applying for a place in higher education.

We also have extensive resources and a programme of events running through the academic year. Careers events are organised and include visiting speakers, STEM events and input from local companies and businesses. Each subject department has an area dedicated to careers opportunities within their field and there may be subject-specific industrial visits out to employers and universities. We have a careers library in the LRC with additional careers information and online resources on Firefly. In Y10 all students are involved in a week of work experience, with a “Key Skills at Work” Day prior to work experience, providing preparation in skills valued by employers. Students in Year 12 are expected to undertake a further week of work experience in their chosen field, to support applications for employment or University in Year 13.

### **CATERING**

The Kings of Wessex Academy operates catering in-house and is committed to providing a wide range of healthy and nutritional food options at a competitive price.

Our catering complies with the latest nutritional food standards and continues to develop healthy food choices for its students and staff.

Vending is available for bottled water and sugar free drinks.

We offer a pre-payment voucher system which is very popular because of the saving you can make and removing the need for your child to carry money each day to pay for their meals. You receive 10 lunches for £26.50. Meals purchased at the cafeteria on a daily basis cost £2.75. Payments can be made either direct to the kitchen or you can pay on-line. Details of how to pay are on the website.

### **CHARGING**

The academy reserves the right to make a charge for the following activities; the board and lodging element of residential activities in academy hours; activities outside academy hours; instrumental tuition either individually or in groups, except where it is provided; ingredients and materials where students wish to take home the finished product; where a student has failed, without a valued reason, to complete the requirements of an examination.

In cases of financial hardship it may be possible to provide some assistance. Requests for financial assistance should be made in writing to the Bursar.

The academy reserves the right to levy a charge where a student loses a book or piece of equipment, misuses and damages school resources and willfully or recklessly damages the fabric of the building e.g. a broken window.

### **CHEDDAR VALLEY SCHOOLS**

The Kings of Wessex Academy (13-18 years) with the two Middle Schools (9-13), Fairlands and Hugh Sexey, and nine First Schools (4-9) - Axbridge, Cheddar, Draycott, Shipham feeding Fairlands, and East Brent, Lympsham, Mark, Weare and Wedmore feeding Hugh Sexey comprise the 12 schools of the Cheddar Valley three-tier system, which provide continuity in education for students of the area from the ages of 4 to 18 years.

A strength of the Cheddar Valley is the liaison between the schools. The Headteachers meet every term and

the Subject Leaders meet on a regular basis to ensure the continuity of the curriculum and the smooth transfer of students.

### **SEE WESSEX LEARNING TRUST CHEWING GUM**

Chewing gum is not permitted on academy premises.

### **CHRISTIAN LEADER**

Elizabeth Alden is our Christian Leader, her role includes co-ordinating our worship programme, prayer, the Christian Union and other special events.

### **CHURCH OF ENGLAND STATUS**

The Kings of Wessex is a Church of England Academy.

The Academy is proud of its tradition of Christian Distinctiveness as embodied with our aim to ‘get the best out of everyone.’

This is achieved through the promotion of our Christian Values, which are demonstrated in all our interactions with and on behalf of students.

Students are treated with kindness and respect, and are encouraged to demonstrate the divine love commandment of ‘do to others what you would have done by you’ (Matthew 7:12)

Staff are aspirational for every individual child, love, forgiveness and second chances are promoted. The Academy’s ethos is supported by a rich variety of SMSC with all Schemes of Work, classrooms and enrichment activities.

Students attend services at St Andrews Church during the year to celebrate key Anglican events, including Harvest, Remembrance, Christmas, Easter and Ascension. Services are organised and led by our Christian Leader who also leads a students’ group “Engage” who meet at lunchtime.

All students follow a GCSE course in R.E., which includes the key aspects of the Christian faith and responses to modern ethical dilemmas and also have the option to study Philosophy and Ethics at A Level.

As a Church of England Academy, Christianity informs not only our acts of worship in assemblies, but also everyday life in the Academy.

Students are encouraged to be free thinkers within a framework of sensitivity, tolerance and harmony. Self-confidence is encouraged so that students are equipped with the resilience and wisdom to make informed choices in modern society.

### **SEE VALUES**

### **CITIZENSHIP**

Students follow a Citizenship and Personal Social Health Education course, which explores many concepts of life necessary to both individuals and as members of society today. Topics include Health Education, Substance Misuse, Sex Education, Relationships, Staying Safe, Careers, Rights and Responsibilities, Bullying and the Law.

The course is taught within discrete timetabled lessons, as well as Tutor time activities and extra conference days where we invite outside agencies to contribute to the scheme. Students are encouraged to participate, to think for themselves and explore problem-solving techniques.

### **CODE OF CONDUCT**

**We expect you to:**

Be polite

Show respect for others

Allow others to learn without distraction

Try hard and do your best  
Respect property and the academy environment  
Wear your uniform correctly  
Attend school and be punctual

**We will:**

Treat you fairly and with respect  
Teach you well  
Give you praise and encouragement  
Help to make you feel safe  
Give you support when needed  
Provide a clean, safe and tidy environment

**Around the Academy:**

Keep to the left in corridors  
Move directly to your next lesson in an orderly way and behave sensibly  
Eat and drink in designated areas only  
Fill your water bottles only at break time and lunchtime  
Retrieve your belongings from lockers only at break time and lunchtimes in readiness for lessons  
Stay away from out of bounds areas

**In Lessons:**

Attend all lessons and arrive on time  
Bring the correct equipment  
Line up outside the classroom  
Remove coats and bags and take out your equipment  
Sit where you are told to do so by the teacher  
Remain seated unless you have permission to get up  
Put your hand up to ask or answer questions. Do not shout out  
Follow instructions given by staff  
Speak politely at all times  
Work hard and always do your best

**COMPLAINTS**

If you have any worries, concerns or complaints, please do not hesitate to contact us. Like any organisation, we do not always get things right, but we are keen to hear about ways in which we can improve the quality of our service.

If you wish to make a formal complaint you should set out your complaint in writing addressed to the relevant member of staff in the first instance, who will be pleased to respond. In the event that you remain unhappy with the response, then a written complaint may then be made to the Executive Headteacher. If having received a response from the Executive Headteacher you remain dissatisfied, then a written complaint can be made to the Local Governing Body by writing to Mr K Perry, Clerk to the Governing Body.

The Complaints Policy is available on the academy website.

**COMPUTERS**

Curriculum ICT provision is made through an academy network. Seven large ICT suites and some smaller collections of computers are spread throughout the subject areas. An additional 40 computers are available in the LRC. Class sets of wireless laptops are used in Science, English and Technology and a set of iPads are available to be used by all subjects.

**CURRICULUM**

Students joining Kings in Year 9 commence a three year Key Stage 4 GCSE course, following a broad and balanced curriculum in line with the National Curriculum. Students choose their options in the Spring Term of Year 8.

All students study English, English Literature, Mathematics, Science and Religious Education, Citizenship plus Personal Social and Health Education and either History or Geography (or both) and French or German (or both).

Able students study Biology, Chemistry and Physics as separate GCSE subjects.

In addition students can choose three subjects: Art, Craft and Design (GCSE), Business Studies (GCSE), Business (BTEC First Award), Computer Science (GCSE), Design and Technology (GCSE), Food Preparation and Nutrition (GCSE), French (GCSE), Geography (GCSE), German (GCSE), History (GCSE), Information and Creative Technology (CiDA), Music (GCSE), Performing Arts (BTEC First Award), Physical Education (GCSE) and Textiles (GCSE).

Good literacy and numeracy skills are essential for life. Therefore some students who are identified as unlikely to achieve a Grade 5 in either English and/or Maths will receive extra lessons in these subjects.

### DAILY TIMETABLE

8.50 – 8.55	AM Registration
8.55 – 10.00	Period 1
10.00 – 11.05	Period 2
11.05 – 11.25	Period 3 Assembly/Tutorial
<b>11.25 – 11.45</b>	<b>Morning Break</b>
11.45 – 12.45	Period 4
<b>12:45 – 13:40</b>	<b>Lunch</b>
13:40 – 14.40	Period 5
14.40 – 15.45	Period 6

Lessons are either 60 or 65 minutes long and students have timetabled lessons for a total of 26¼ hours per week excluding registration, tutorial and assembly time.

The Academy works a fortnightly timetable, Week A and Week B. But lessons are not exactly the same in Week A and Week B.

### DEODORANTS

Deodorants should be of the ‘roll on type’ rather than the pressurized cans. Any aerosol type product found in student’s possession will be confiscated. Students in the sixth form would be expected to use these items in a sensible manner.

### DETENTION

We run a system of lunchtime detentions and an after-school detention every Thursday from 3.45pm. - 4.45pm. Parents will be notified by letter if their child is required to attend an after-school detention. We ask for parents’ support in ensuring that their child attends this important sanction and is able to get home afterwards. Students who fail to attend after school detentions will normally have to attend a rescheduled detention with the additional sanction of community service and loss of social time. Repeated failure to attend detentions may result in fixed term exclusion. In addition teachers may give students detentions during the school day to ensure that class or homework is completed to the appropriate standard

### DISCIPLINE

The academy believes that good discipline is essential to the well-being and education of children. Students are expected to behave with common sense and consideration for others at all times. Where students misbehave, a range of sanctions may be used, including loss of social time, detentions, being placed on report and withdrawal from classes. In serious cases a student may be excluded and banned from trips or residential

visits, which may involve a financial loss to parents where payments have already been made. Teachers will keep parents informed of significant disciplinary issues relating to their child. Students who receive fixed term exclusion may be withdrawn from trips and visits and therefore incur financial costs where payments are non-refundable.

### **DRUGS**

The use and possession of illegal drugs and legal 'highs' are prohibited. The academy has a clear policy for dealing with drug-related incidents should they occur during the academy day or on trips and visits. The dealing in, or possession of illegal drugs and/or their misuse or being considered under the influence of such substances will normally result in permanent exclusion.

The academy has a number of staff who are qualified to use the interactive Somerset substance misuse screening tool. Parents who might wish to discuss these issues may do so in confidence by contacting their child's Year Leader.

### **DUKE OF EDINBURGH AWARD SCHEME**

Access to the scheme is open to all students providing opportunity to progress at Bronze, Silver and Gold. All levels of the award are divided into four areas of experience: service, skill, physical recreation and expedition with an additional Residential section at Gold. The Academy has a Duke of Edinburgh Coordinator that supports every student through weekly 'drop in' sessions. These sessions help in finding appropriate evidence for each area and uploading the evidence to EDofE. The Duke of Edinburgh Coordinator also sets up expeditions with an external provider and assesses presentations.

The scheme is well established and is popular with students providing opportunity to demonstrate personal achievement and contribution to the community. Duke of Edinburgh's Awards are widely recognised by employers and Higher Education.

### **EATING OUTSIDE OR OUT OF BOUNDS**

Eating outside is permitted during the Summer months at the designated picnic benches only. Any student found in contravention of this will be issued with a lunchtime detention or community service by litter picking or additional clearing duties. In the winter months eating is confined to the Kings Café or main hall.

### **ELECTRONIC EQUIPMENT**

Any electronic or expensive equipment brought to school is done so at the student's own risk – students must be responsible for their own property. If any of these items are misused they will be confiscated and returned on Friday week. Repeated confiscation will result in time being spent in The Supervised Learning Unit. Handheld games machines are only to be used at social time, students are not allowed to walk around with their headphones on.

### **EMAIL**

The Academy corresponds wherever possible by email to parents. Reports will be available to view and print from online with a specified log in. Parents are respectively requested to inform the academy of any email changes so that we are able to maintain our records and communicate effectively.

### **EMERGENCY CLOSURE**

In the unlikely event of the closure of the academy because of the weather or other emergency situations, details will be available on the academy website and there will be an answer phone message on the academy telephone. In addition news should be available on BBC Somerset Sound and Heart FM radio stations will broadcast the relevant information.

### **ENERGY AND SUGARY DRINKS**

Are not permitted at the academy, any such items found on students will be confiscated. (Please see useful website in the appendix).

### **ENRICHMENT**



Staff and students work together to provide a wide range of clubs and activities that take place throughout the year. Art, Music and Drama departments provides a large programme of musical, dramatic and artistic events and the Physical Education Department runs a comprehensive list of sports fixtures and clubs.

Other enrichment activities on offer include, Duke of Edinburgh Award Scheme, Young Enterprise, Public Speaking, IT, Master classes plus a wide range of trips and visits. We encourage all students to take part in at least one of the activities on offer. Full details of all extra-curricular activities are published annually and available on the website. Excellent behaviour and cooperation is expected at all times and therefore students may be withdrawn from enrichment activities should their behaviour be of concern. (See Discipline).

## **EQUAL OPPORTUNITIES**

The Academy is committed to equal opportunities for all students, which is reflected in access to courses and the content of the curriculum. Learning takes into account the different needs of students and prepares them for life in an ethnically, culturally, globally diverse society.

## **EQUIPMENT**

All students are expected to have their own pen, pencil, ruler, rubber and calculator every day for use in lessons. Equipment should be carried in a bag suitable for school, (ie large enough to carry an A4 folder). Small handbags are not permitted. Students are responsible for keeping their own belongings secure.

## **EXAMINATIONS**

It is the policy of the academy that as many students as possible should be given the opportunity to sit public examinations provided that they have reached the required standard. Students are entered for examinations at GCSE, A/S Level and 'A' Level.

As well as public examinations, there are also 'exam weeks' for all year groups, which provide students with the opportunity to practise the application of their knowledge under exam conditions. Applications for access arrangements for those students with special educational needs or disabilities should be requested by the January prior to the public examination.

## **EXTENDED DAY**

To support students in achieving their best in their examinations, extra tuition is provided by subjects at lunchtimes and afterschool. Mentors and subject staff will direct students to these sessions for extra support.

During preparation for exams, or to catch up on work missed students may be required to attend school until 5pm. Parents will be notified in writing where extra support is required.

## **EXTENDED PROJECT QUALIFICATION (EPQ)**

The extended project is a qualification which promotes independent and in depth research into an individual project. Year 12 students can opt to take part in this initiative in the summer term. It usually takes the form of a 5,000 word dissertation, and students are assigned a personal supervisor who will track their progress through the process. There is a final presentation which is made at the end of September in Year 13. The assignments are then sent off to the exam board to be marked and results (A\*- E) are issued in the following January. Universities welcome this qualification; extra points and credit are available so this course comes highly recommended. It gives Sixth Form students an opportunity to study something which really interests them and which may not be on their curriculum.

## **FIRE ALARM**

In the unlikely event of a fire, the alarm system will sound: this is a continuous ringing bell. Students are required to leave the building by the shortest possible route and in an orderly manner. Students line up in Tutor Groups on the field facing the slope between the end of the Math's block and the Leisure Centre. Five short rings are given to commence the lock down procedure. Students will be directed to the appropriate areas for supervision.

## **FIREFLY**

Firefly is our online learning platform that can be accessed by both parents and students. Firefly works just like any other web site, from the homepage you can select tabs that show the Subject pages and information on House, Clubs and Activities and Student Services.

All teachers use Firefly to set all homework tasks. Students can log on to their Firefly account and clearly see what work they need to complete and by when. Alternatively students can download the Firefly student planner app to their tablet or phone to receive notifications of their homework tasks.

To help you support your child in their work, parents have an account to log on to Firefly. By logging on to Firefly you will be able to see information regarding your child by selecting the link on their name. In particular:

- Reports
- Homework. You will be able to see a record of the homework that has been set for them. This information will include the date set, date due, the subject, teacher and a short description of the task. Any resources such as PowerPoint files or video clips can also be attached. It will also show you if your child has completed each task.
- Details of their timetable and teachers.

To log on to your Firefly page please go to the website: <https://kow.fireflycloud.net> (there is a link to this from the school website)

1. Select the green box “logging in for the first time? Activate your account”. It is located below the blue Login button.
2. You will then be asked to enter your email address (the email address that you have registered with the Academy) - this will trigger an email from Firefly containing a link that you can follow.
3. Click on the link in the email you will have just received from Firefly.
4. You will be asked to create a password for your Firefly account and once you have done this you will be able to view your Firefly homepage.

NB. Only one email address can be used to log into Firefly, and this will be the email of the person registered as the primary contact for your child.

Firefly is being updated by staff all of the time. We hope that students will use this resource to help with revision and to extend their own learning alongside the homework tasks that will be set via Firefly. We very much hope that you will take this opportunity to further support your child with their homework and hope you find the information provided by logging on to Firefly useful.

## **GOVERNORS**

The Governors have responsibility for the overall direction of the Academy. The Governing Body comprises Governors appointed by the Church of England, Parents, staff and representatives of the community.

The Governing Body meets every term and has a number of committees. The Chair of Governors is Mr Brian Kirkup, who may be contacted at the Academy. There are elections for Parent Governors as vacancies arise.

## **GRADE REVIEWS AND GRADE REPORTS**

The progress of all students is carefully monitored and as parents you will receive either a grade review or grade report each term that provides key assessment data related to your child. This data, provided electronically, will give details of performance in all subjects and progress in relation to GCSE, BTEC and ‘A’ Level target grades. The grade report will also identify any areas for improvement. You will be informed of successes but, if things are not going smoothly, we will write to you and invite you to visit the Academy to discuss the problem.

## **HEADPHONES**

For health and safety reasons headphones must be removed on arrival at the academy. Failure to do will result in headphones being confiscated until a week Friday. This is also advised when walking or cycling to school so that students can be alert to the potential hazards around them.

## **HISTORY**

The Academy has its origins in the 18<sup>th</sup> Century when Hannah Moore established a Church School in Cheddar. The Academy moved to its present location in the early 1960's and stands on the site of an Anglo Saxon Palace. To the front of the Academy a series of square blocks mark the positions of the actual post-holes of the timber framework of the last Palace.

Information from old documents reveals that the site is mentioned in King Alfred's will of 901 A.D. and the Anglo Saxon Chronicle notes that the Witan (Anglo Saxon Council) met on the site in 942, 956 and 968 A.D. In Norman times, King Henry I and Henry II signed Charters here, and in 1209 King John spent £50 on "the King's houses" before giving the manor to the Bishop of Bath and Wells. The ruined church is that of the chapel of St. Columbanus, which was rebuilt in the 13th Century.

## **HOMEWORK**

The Academy considers homework to be very important for the educational progress of all children and accordingly, a wide variety of homework tasks are set on a regular basis for all students.

In order to realise the full potential of each student, GCSE students are expected to undertake one to two hours of homework each evening and Sixth Form students can expect a minimum of four to five hours of homework in each subject per week.

All homework is recorded by staff on our learning platform Firefly. Students can log onto their Firefly account and clearly see what work they need to complete and by when. They can also download the Firefly planner app for their smart phone or tablet that will notify them of the set homework tasks.

Parents can access their own Firefly account. By logging onto Firefly you can see information regarding your child. In particular, details of their timetable and teachers; and importantly, it will also give you a list of all the set homework tasks - including the date set, date due, the subject, teacher and a short description of the task. Any resources such as PowerPoint files or video clips can also be attached. It will also show you if your child has completed each task.

For more details on how to access your Firefly account please see the 'Firefly' section in this document.

As parents, you can support your child by ensuring that homework is completed conscientiously and in the best possible conditions. Where a child has a genuine difficulty in completing their homework or in meeting a deadline, they should make sure that they speak to their Tutor and Subject Teacher before it is due to be handed in. Where a student fails to complete homework without a valid reason, they will be supervised by their teacher to complete the homework or required to attend extra sessions to catch up on work missed. Support with homework is available most lunchtimes in the Learning Support Department.

## **HOUSES**

Every student is placed in one of four Houses - *Avalon, Camelot, Lyonesse and Tintagel*. The Houses compete with each other through range of sporting events and other academic subjects also offer competitions that students can enter. The House system promotes a spirit of competition and allows a large number of students to participate in sport and activities. Awards are presented at the end of each term to the winning teams and certificates for participants, major cups include the Hugh Sexey Cup for Sport. Captains are elected from the 6<sup>th</sup> form and are part of the Academy Senior Team. They take on full responsibilities for running and organizing activities across a range of subjects and year groups. Other students often take on the responsibility of team captains and organising teams.

## **IDENTITY**

Staff can be identified by the lanyard which clearly shows they have appropriate Kings of Wessex photo identification and approval. All visitors, including volunteers and governors, must also wear an identity badge. Sixth form students on roll at Kings are required to wear their personal lanyard for entry to the site, lessons and examinations. Entry may be refused to the site for non-compliance with safe guarding procedures.

## **INSURANCE**

Cheddar Valley Schools run a Student's Personal Accident Insurance Scheme, which is organised by the National Confederation of Parent Teacher Associations. The scheme provides continuous protection 24 hours a day, anywhere in the world, and covers students for up to approximately £125,000. The annual premium is currently £12.00 per student.

The annual renewal date is **1st September** but, for those students joining during the year, an application can be made at any time. Reminders are sent at the beginning of July for those who are already included in the scheme. You will receive a copy of the policy. Parents wishing to join the scheme are asked to contact Gail Millard - Tel: 01934 713922, who administrates this on behalf of the PTA.

## **JEWELLERY**

Students are permitted to wear one pair of small ear studs or small sleeper earrings, one in each earlobe. One *small* ring may be worn on a finger. No other jewellery or decoration is permitted. For reasons of health and safety facial or body piercings are not allowed: this includes nose studs, eyebrow or tongue rings/bars and belly button rings/bars, tattoos are also prohibited. Incorrect jewellery will be confiscated and returned the following Friday week.

## **KINGS FITNESS AND LEISURE**

Kings Fitness and Leisure is a Limited Company wholly owned and managed by the academy and is available for student use during the day. The facilities include a fitness suite, two studios, sports hall and swimming pool. It is out of bounds to students during school time unless they are taking part in a supervised activity. Kings Fitness and Leisure provide a wide range of activities for students to participate in out of school. Full details are available from the reception at Kings Fitness and Leisure (01934 744939) or access their website at [www.kingsfitness.co.uk](http://www.kingsfitness.co.uk)

## **LEARNING RESOURCE CENTRE**

The Centre is open throughout the day from 9am – 4.15pm on Mondays, 8.15am - 4.15pm Tuesday, Wednesday and Thursday, and 8.15am-4.00pm on Fridays and provides a wide range of resources and services including photocopying, scanning, and binding. Students have access to computers during lesson times, and before school, and during Break and Lunchtimes. If there is sufficient demand, then a booking system may be operated. The LRC also sells a range of stationery.

LRC staff are on duty during the day to offer advice and assistance to students. There is also a team of student librarians who assist with library work at break and lunchtime.

As they enter the Academy all students are automatically enrolled as members of the LRC. They are able to borrow up to six items at a time according to their year group, and may keep the various resources for periods of up to two weeks. The support of parents is sought in helping to ensure that books are returned on time. Any items that are not returned following reminders issued within the Academy will have an invoice sent home.

Parents and students can access the LRC catalogue, Eclipse, via the Academy VLE, in the LRC space, or through the Kings of Wessex website. Some items are available as eBooks, and can be read online. Other items need to be reserved, and collected when next in the Academy.

Board games are available for students to play at lunchtimes.

Students are reminded that mobile phones are not allowed to be used in the LRC.

The Learning Mentor is also based in the LRC, and students may come and see her at Break and Lunchtime for advice and help.

## **LEARNING SUPPORT**

Students identified as requiring 'SEN support' may have access to the following, depending on their level of need:

- In class support
- Withdrawal to Learning Support to develop basic skills
- Reading Programmes
- SuccessMaker Spelling
- Individual programmes
- Support from a mentor or Kings volunteer

If concern is expressed about a student, Learning Support will undertake an assessment and gather information in order to identify need, inform teaching and plan the way forward.

Lunchtime study support takes place four times a week in Learning Support. This is an excellent opportunity to complete homework or catch up on other work with help if needed. All students are welcome.

Where students require access arrangements for examinations either for medical or particular individual needs, applications should have been requested by the January prior to the public examination. Please see the access arrangements policy for more details.

The Learning Support Coordinator is Ms Z Boulton.

### **LEAVING ACADEMY PREMISES**

Students in Years 9 to 11 are not permitted to leave the academy site without written permission from parents, and any student needing to leave the premises must then obtain permission in advance from their Year Leader and then sign out at Reception. On parent request for their child to go home for lunch, at the academy's discretion, such students are issued with a pass, which is only to be used for having lunch at home. Students who go home for lunch must have left the premises by 12.50pm each day and have returned by 1.35pm for registration, their pass must be carried with them at all times. Any student misusing this privilege will have their pass removed and be required to remain on site.

Students in Years 9, 10, 11 who journey to school by bus, are not permitted to leave the site either before, during or at the end of the day. Students once on site in the morning, for safe guarding reasons, must stay on site for the remainder of the day. Students who are found to have left the site, including before registration without staff permission will be placed in an after-school detention. Parents who bring their students into school are asked to 'drop off' by the main car park, to ensure students are on site.

If a student needs to leave for part of the day to attend a pre-arranged medical or dental appointment they should meet their parents at Reception and sign out. Students are not permitted to leave the site for any reason, which includes having arrived in school before registration and afterschool before going home on the bus or an agreed school activity starting at 3.45pm.

### **LIVING SEPARATELY**

Where parents live separately we would ask that both parties keep us up to date of any change of contact details. In addition parents are asked to attend parents' evenings or appointments together or jointly wherever possible.

The academy does not have the capacity to provide each parent with separate appointments or phone calls.

### **LOCAL SHOPS**

Some local shops are reluctant to serve large groups of children during the school day and therefore may choose to refuse access. Students in year 9 – 11 are not permitted to go into the village or local stores during the school day, without the express permission from a senior member of staff from the Academy. Students living locally, going home for lunch, are not permitted to use the local amenities.

### **LOCKERS**

All students have the opportunity to rent a locker for the secure storage of their possessions. There is a single charge of £25 to cover the period that the student is on roll. Payments should be made at the reception office. Students need to provide their own padlock. At the end of the summer term students are

required to remove their padlocks and empty their lockers to allow for a deep clean. Any lockers which are left locked will have locks removed.

## **LOST PROPERTY**

In the event of a student losing an item of property he/she should report to the main office and fill in a Missing Property Report. This will be used by the Caretakers to locate missing property. The student should also check the Lost Property Store, which will be opened by a caretaker, if the student enquires at the main office during morning break.

Do encourage your child to try this more than once; it is a large site and sometimes it takes a little while for the lost property to get to a final destination. The best advice for a student who has lost something is to go back over his/her timetable, checking each room in.

## **LUNCH TIME**

Food is served from the KOW Café and students may also bring a packed lunch. Food is paid for in cash at the time of purchase or we offer a pre-payment voucher system which is very popular because of the saving you can make and removing the need for your child to carry money each day to pay for their meals. You receive 10 lunches for £26.50. Meals purchased on a daily basis cost £2.75. Payment can be made either directly to the kitchen or you can pay on-line. Details of how to pay are on the website. Students may be entitled to free school meals if their parents are in receipt of Income Support, Income Based Jobseekers Allowance and Child Tax Credit, providing that the Working Tax Credit is not also received. Applications for free school meals should be made to Somerset County Council. Food purchased in the canteen must be eaten in the cafeteria. Students bringing a packed lunch are required to eat this food in the hall with the exception of Year 11 students who may eat packed lunches in the cafeteria.

During the summer months students may use the outside picnic area to eat their packed lunches. Teaching and support staff are on hand to supervise students throughout the lunch break. Students living locally may go home to lunch providing that they are issued with a school lunch pass. Once issued students should carry the pass at all times. Students going home for lunch should leave promptly at the end of the morning session and return punctually for the afternoon at 1.35pm.

Students in Years 9, 10 and 11 who do not go home for lunch are required to remain on site and will not be allowed into the village. Year 12 and 13 students are free to leave the site at lunch time and break.

## **MARKING**

In each subject a student will be issued with information, which explains the grades to be used. The annotation

used for spelling, punctuation and grammar is common to all subjects. Marking stickers are used by staff to comment on what a student has done well and to identify areas for improvement. Students are then given the opportunity to respond to their teachers' feedback.

## **MEDICAL**

First Aid for minor accidents and sickness is provided by a trained First-Aider. Children who feel unwell should report to the main office. If your child is too ill to stay at school we will contact you in order that you may collect your child. For safety reasons students are not permitted to telephone home themselves or just sign themselves out, these will be treated as truancy and may result in an after school detention. With all other minor medical issues students will be advised to discuss with their parents and consult a GP if their symptoms persist.

In cases where hospital treatment is required, a student will be taken by ambulance to Weston-super-Mare General Hospital. It is essential that we have a contact number where we can contact parents in case of medical problems. Please ensure that you have submitted a contact number to the Academy and notify us of any changes.

Please inform the Academy of any serious medical conditions, e.g. epilepsy, diabetes, asthma, anaphylaxis etc; prior to your child joining the Academy. Physical Education, Chemistry and practical subjects can sometimes

present difficulties, so students with a medical problem should inform their teacher should they anticipate any difficulties or feel unwell.

Students requiring medication should leave their medicine in the main office with a note from parents explaining dosage etc. The Academy will be able to administer paracetamol to students for minor ailments but only on completion of a permission slip signed by parents (available from the office) and kept on file. In cases where students are unable to participate in Physical Education, a medical note or letter from parents should support this.

Medical staff visit the Academy on a regular basis for health checks. Although, in general, it is not essential for parents to be present, you will be informed if it is necessary for your child to have further examinations. The opportunity is always available for you to discuss any problems that your child may have with the visiting Health Personnel.

### **MENTORING PLUS**

The scheme provides students with a professional Mentor or 'personal trainer' who will support and encourage, students to achieve their best in their examinations. Mentoring is introduced to students during Year 10 and provided for all Year 11 students who meet with their Mentor at least termly. The Mentor will have current information on progress including completion of controlled assessments. The Mentor will assist students in prioritising and organising their work.

### **MOBILE PHONES**

Mobile telephones are permitted for social time use only; they must be switched off during lesson time and are not allowed in examination rooms or the LRC. Students are not allowed to record or take photographs with their phones unless specifically directed by a teacher for educational purposes during a lesson or part of a designated activity.

Students in Years 9 to 11 must obtain an academy mobile phone agreement and have it signed by parents in order that they may be allowed to bring their mobile into school prior to enrolment. The Academy does not accept responsibility for the loss or damage of mobile phones. In a case where a student misuses their telephone, it will be confiscated and returned to parents the Friday of the following week. Parents may then collect telephones on the designated date from Reception on receipt of the confiscation letter.

During PE lessons items of value should be handed to the teacher for safe keeping. The academy cannot take responsibility for valuable items not handed in to staff.

Where a telephone is confiscated in the week before a holiday it may be collected on the last day of term.

Students are responsible for their own phone; this includes misuse by a friend who they may have lent it to.

The academy reserves the right to **ban** a student from bringing a telephone into school. Any student found bullying others by any electronic means including texts photograph or video facility will be treated in accordance with the Academy's behaviour policy, in addition they will no longer be allowed to bring their mobile phones into school.

Where students repeatedly misuse their phone or repeatedly fail to comply with the mobile phone code of conduct, their phone will be confiscated, until a week Friday, and the students may receive a fixed term exclusion.

Failure to adhere to the mobile phone agreement will result in a permanent ban until the end of Year 11.

### **MONEY**

Money for trips and other activities can be paid into the main office either between 8.30 - 8.50am, or between 11.25 - 11.45am. All cheques should be made payable to 'The Kings of Wessex Academy'. Alternatively payments can be made using our internet payment system which is accessible through our website using a unique user ID which is issued to all families. Students should not carry around large amounts of money

throughout the day. A receipt for payment is always issued to the student for money paid to the main office.

### **MOPED/SCOOTERS**

Students in Year 11 who are eligible for a motorcycle license are not permitted to bring motorcycles of any kind onto the school premises. This includes Kings Fitness and Leisure during academy hours.

### **MUSIC TUITION**

Music lessons are available for all students and are provided by private teachers on the premises. Requests for tuition on any instrument or voice are to be addressed to Ms Righton (Subject Leader for Music) in the first instance. Contact can be made by email: [srighton@educ.somerset.gov.uk](mailto:srighton@educ.somerset.gov.uk).

### **NEWS**

The Academy publishes regular news stories on the academy website edited by the Head's PA.

If parents would like a story to appear about their child's achievements they can contact the Head's PA at the Academy.

Reporting good news stories is part of celebrating our students and life at Kings and unless parents state otherwise the full name of the student may be used and if appropriate, a photograph.

### **NURSES DROP IN CLINIC**

The academy hosts a young person's NHS clinic during a lunch time, once a week. Students may access this service weekly during their lunch break. Advice can be given on a variety of health subjects including weight management and nutrition, contraceptive and relationship advice.

Parents are requested to write to their child's year leader should they wish to withdraw their child's access to this service and contact the academy after should they wish to re-engage with the service at a future date.

### **OUT OF BOUNDS**

Students in Years 9 to 11 are not permitted to leave the academy site during the day. (Also see leaving the premises).

There are a number of areas on the campus which are out of bounds.

- the bus shelter by the academy entrance
- Kings Fitness and Leisure (unless supervised by a member of staff)
- coach loop and car park areas
- benches alongside the coach loop
- all entrances to the Academy
- the lower area of the playing fields adjacent to the river Yeo
- vicinity of the Cadet Hut
- rooms not designated for year groups
- the area behind the lift
- the front foyer and reception area (unless reporting to the office)
- the staircase near the medical room
- Chapel ruins
- the grass on the Saxon Palace site
- the field during winter months
- the area behind the Kings Theatre and the Psychology huts
- the orchard by the Kings Theatre
- fenced off areas
- bicycle bubble (unless students are depositing or collecting their own bicycle)
- under the stairs in all buildings



- for health and safety reasons students are prohibited from sitting in corridors
- the LRC foyer

Students found out of bounds will receive a lunchtime detention and loss of social time. Repeated misdemeanors will result in a loss of social time, lunch time detention.

### **PARENT TEACHER ASSOCIATION (P.T.A.)**

All parents are automatically members of the P.T.A. The Association supports the academy through its Enrichment Fund and provides an important forum for discussion of educational issues. Funds are raised by an annual voluntary donation of £10 per family. The PTA also supports academy functions. The PTA meet half termly and any parent is welcome to attend.

### **PARENTS' EVENINGS**

In each academic year there is at least one Parents' Evening when subject staff are available to talk with you about your child's progress.

Most parents' evenings are organised by an electronic booking system. A log-in password will be sent to families prior to an event, bookings can be made by parents on line up to 48 hours before the consultation evening. Where students have two family homes we would ask parents to liaise, with regards to appointments and attend these meetings jointly.

Arrangements can be made at other times to meet the Tutor, Year Leader or other teachers if problems arise. Please do not hesitate to contact us if you have any concerns about your child's education. If there are problems with your son or daughter at home we would also like to know as soon as possible. We are always pleased to see parents by appointment.

### **PERFORMANCES**

There are a number of performance evenings throughout the year where parents can see the work produced in class for BTEC Performing Arts or Drama. Some of these are compulsory due to the nature of the course and the assessment requirements. Parents should check the parents section for the calendar of events at the beginning of year as all dates are published here. These performances take a variety of forms from musical theatre to monologues and can be individual and in groups. Students who have not opted for these subjects, will have opportunity to join in a school production within the year should speak to their tutor. Students taking part in productions and events may have their photograph published in the local press or on our website as part of celebrating student achievement.

### **PERSONAL EQUIPMENT**

All students should have their own pens, pencil, ruler, rubber, protractor, compass, calculator and glue stick. They will also need a bag to carry their books and P.E. kit. Students are responsible for keeping their personal belongings secure. During PE lessons items of value should be handed to the teacher for safe keeping.

### **PHOTOGRAPHS**

Students taking part in Academy productions or events may be photographed by The Academy as part of recording and celebrating success. Photographs may be used for press releases or on our website.

### **PHYSICAL EDUCATION**

If your son/daughter has an illness or injury and they are well enough to be at the Academy then they are assumed to be well enough to participate in any PE lesson they have on that day. The student should bring a note to their PE teacher explaining the poor health **and must bring in all their PE kit.** There may be limitations to what your son/daughter can achieve in that lesson and what role they may adopt but it is down to the professional skills of their PE teacher to give them differentiated tasks to guarantee a form of participation and maintain their progress. By wearing their kit it also avoids their uniform getting muddy or wet, when lessons are outside. There are many facets to modern physical education and there are endless activities your son/daughter can perform with various

ailments. During PE lessons items of value should be handed to the teacher for safe keeping. Anything not handed into staff is the responsibility of the student.

## **POLICE SURGERIES**

Police surgeries are conducted at the academy on a regular basis. Students may be required to attend as part of our restorative justice programme or by request for advice. The students meet with a police officer and accompanied by a member of the Academy Leadership Group or their Year Leader. Other students may wish to attend to gain advice on any issue pertaining to the law. Where there has been an incident of bullying the 'victim' may be asked to attend to ensure that all the issues have been resolved that apologies were received and restoration made.

## **POST-16**

The Kings of Wessex is a 13-18 Academy and every encouragement is given to students to continue their education at Kings through to the age of 18. Under the government's Raising the Participation Age (RPA) agenda, all students must now be in education or training in some form until the age of 18 and we would hope that the large majority of our young people will continue into our vibrant Sixth Form. The Sixth Form has around 300 students and an exciting programme of A Level and vocational subjects is on offer alongside a broad enrichment curriculum. Most then continue on to further full time study at university and the guidance and support that our students benefit from is second to none. Students receive detailed information about the Sixth Form in the autumn of year 11 and this is followed by an open evening for both students and parents in October and a taster day for students in November. The current Sixth Form prospectus and an 'A-Z of Life in the Sixth Form' are available upon request.

## **PUNCTUALITY**

All students need to be on site by 8.45am daily for registration. It is important that students arrive punctually since this is a realistic preparation for employment and adult life. Students arriving after registration must sign in at the reception office to comply with health and safety protocol. Those who arrive late without a valid reason will be placed in a lunchtime detention. The morning session starts at 8.50am and the afternoon at 1.40pm. Lateness is recorded on each student's attendance record.

## **RACIAL DISCRIMINATION**

Any form of discrimination is taken very seriously at The Kings of Wessex Academy. Students are encouraged to adopt tolerant and sensitive attitudes to each other including those from different cultures, ethnic backgrounds or faith. Racist or extremist behaviour will not be tolerated and will result in disciplinary action with participation within our restorative justice programme including attendance at one of the police surgeries.

## **RELIGIOUS EDUCATION**

Religious Education is taught to all students in Years 9, 10 and 11. Students study Christianity and other world religions. Parents have the right to withdraw their children from this aspect of academy life. However, we do request that you discuss this fully with the Headteacher before making a final decision.

## **REWARDS**

Celebrating achievements is an essential and enjoyable part of life at Kings and students are rewarded in many ways.

Students who produce a good piece of work or contribute particularly to the Academy are rewarded with a Merit, which is uploaded to our student database and are accumulated as follows:

**Bronze** (15 merits); **Silver** (30), **Gold** (50), **Double Gold** (75), **Platinum** (100), **Double Platinum** (150) and **Titanium** (250).

Students are presented with Special Achievement certificates and badges that they wear their on their blazer lapel.

Star of the Term awards are presented to girls/boys in each year group every term to mark outstanding progress in all subjects.

End of Term assemblies are held in individual year groups for the Autumn and Spring Terms, and as a whole Academy at the end of the Summer Term. Details of award winners are displayed on our "Roll of Honour" outside the Main Hall and on the website.

Praise post cards are also sent home to parents when a student produces an outstanding piece of work.

Photographs of exceptional work across all subjects is also posted on the Brilliant Page on the academy website to be enjoyed by all.

## **ROAD SAFETY**

Students travelling to school either on foot or by public transport at some point in their journey cross roads. Please ensure your child is aware of their personal safety on the roads and that they are clearly visible especially on the dark winter evenings. It is a good idea to wear reflective arm bands or fit a reflective strip to a school bag or garment.

## **SAFEGUARDING**

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, all staff are responsible for Safeguarding and are uniquely placed as responsible adults outside students' family homes to detect signs of child abuse. Teachers of Learning Support Assistants' day to day contact with children provide a positive role in safeguarding, by being able to observe outward signs of abuse, changes of behavior or failure to develop. Child Protection issues also include pregnancy, self-harming, eating disorders, sexual exploitation, interest in extremism or radical political groups; as well as persistent or unexplained absence from school.

The Academy's safeguarding procedure is available on the academy website. The Academy's safeguarding team can be identified by their green lanyards.

## **SEX EDUCATION**

Sex Education aims to help students prepare for adulthood. It encompasses not only facts about human reproductive processes and behaviour but also broader emotional and ethical dimensions of sexual attitude. Sex Education is taught as part of the Academy's PSHE/Citizenship programme with elements included in Science and Religious Education. The programme reflects the age and maturity of the students. Parents have the right to withdraw their children from this aspect of the curriculum but we do request that you discuss this fully with the Headteacher before making a final decision.

## **SKATES AND SKATEBOARDS**

Students are not permitted to use skates or skateboards within the school at any time.

## **SMOKING**

The Kings of Wessex has a strict '*No Smoking Policy*'. Smoking is not permitted within or in the vicinity of the academy. Smoking is also forbidden on all visits and activities. Any student who is found to have been smoking, or in the company of smokers or in possession of cigarettes on the school site or in the vicinity of the academy will receive a fixed term exclusion, this includes the use of E cigarettes which are not permitted at school. All smoking paraphernalia, including E cigarettes, will be confiscated and not returned to the student. Any student found in the possession of smoking paraphernalia will receive a sanction in line with academy policy.

## **SOCIAL NETWORKING**

Students are encouraged to use social networking sites responsibly. E-safety forms part of the curriculum. Parents are advised to monitor internet access and use of social networking sites carefully. Students do not have access to Face book, ASK FM, SNAPCHAT etc from school IT equipment. Parents have found that being a 'friend' on Face book, or other apps, having access to their child's username and passwords to enable

random checks and monitoring which encourages responsible use and helps to ensure children's safety. This is advisable for any young person under 18. Any form of bullying including cyber bullying is taken seriously. Parents are responsible for any misuse of the internet outside of academy hours. ([www.ceop.police.uk](http://www.ceop.police.uk) and [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)) are useful information sites and for reporting potential on line abuse. Recent psychology reports suggest limiting screen time, including sound media and gaming to under nine hours a week in order to limit the negative impact of this important aspect of modern living. Additional information on e-safety can be found on our website.

[http://www.kowessex.co.uk/downloads/parent\\_documents/20170517StudentsAcceptableUsePolicy.pdf](http://www.kowessex.co.uk/downloads/parent_documents/20170517StudentsAcceptableUsePolicy.pdf)

## SPORTS CLOTHING

### BOYS

- Academy Black and Green Rugby Shirt\* (reversible to just green)
- Academy PE Polo Shirt\*
- Academy PE Shorts\*
- Academy PE Sports Socks\*
- Academy PE Hoody\*
- Training Shoes (non-marking sole)
- Football Shin Guards/Pads
- Football Boots
- Gum Shields for Rugby and Hockey
- Towel

### GIRLS

- Academy PE Polo Shirt\*
- Academy PE Skort\*
- Academy PE Sports Socks\*
- Academy PE Hoody\*
- Training Shoes (non-marking sole)
- Football Shin Guards/Pads
- Football Boots
- Gum Shields for Rugby and Hockey
- Towel

### OPTIONAL BUT DESIRABLE

- KOW PE Tracksuit\* (Very useful for both Boys and Girls)  
*(The tracksuit top and bottoms are also available to purchase separately)*
- SKINS compression sleeves / Thermal Garments  
***These must be able to be worn underneath the Academy sports kit.***

The P.E. Department provides hockey sticks and tennis racquets. Students are very welcome to bring their own to lessons. To avoid any confusion, all items of clothing and equipment should be named. Students must make every effort to take responsibility for their equipment. The Academy does not take responsibility for loss or damage to kit or sports equipment.

***\*These sportswear items are only available from Deane & Sons, Bath Street, Cheddar.***

### STUDENT REVIEWS

Where student progress is unsatisfactory, the student may be asked to attend a review meeting, along with their Year Leader. The purpose of the meeting is to review progress to date and set targets for improvement. Students are given improvement targets and five/six weeks later, a further meeting is held to review progress

in reaching targets. Parents may be asked to attend where little progress has been made or there are continuing problems.

### **SUPERVISED LEARNING UNIT**

Students are withdrawn from lessons and placed in our Supervised Learning Unit where there is serious misbehaviour or significant or persistent infringement of the academy rules. Students who attend the Supervised Learning Unit are set work and are required to remain within the unit for the whole day. Parents are informed by letter if the child has been placed in the Supervised Learning Unit.

### **SUPERVISION**

Students are supervised throughout the day from 8.35a.m. – 4.00p.m. A team of staff are on duty around the campus before and after school and at break and lunchtime.

### **SUPPORT WORKER**

Some students require extra support for a short period and may be referred by their Year Leader to our Student Support Worker and student welfare office who can offer a 'listening ear' for teenage related matters. For parents wishing to access counselling the Academy would advise contacting their GP in the first instance.

### **SWIMMING**

Students in Years 11, 12, 13 are permitted to go swimming during the lunchtime at a cost of £2.00.

### **TARGET GRADES**

At the start of Year 9 your child will be issued with either GCSE or BTEC target grades in all subjects. These are the minimum GCSE/BTEC grades that your child should attain by the end of these courses. They are calculated on the basis of their performance in the Key Stage 2 SATs taken in Year 6.

### **TEACHING GROUPS**

In some subjects students are placed in groups according to their ability in that subject. In other subjects, students are taught in mixed ability classes. In Year 9 students are predominantly taught in mixed ability classes in English, Mathematics and Science. Students' options determine which classes they are placed in for other subjects. Some classes are set based on ability in Year 10 and 11 in English, Mathematics and Science.

### **TELEPHONE**

The office staff are able to take messages for students from parents but would be grateful if this service is only requested if the message is really urgent. Messages are passed on as soon as possible.

### **TOILETS**

Toilets are open throughout the day. To avoid unnecessary disruption we discourage students from leaving lessons and encourage them to make use of the facilities at break and lunchtime. In the event of a related medical problem or an emergency, students will be issued with a card that gives them permission to be out of their lesson by their Year Leader.

### **TOYS**

Toys such as Fidget Spinners are a banned item unless specified as part of a specific learning plan.

### **TRANSPORT**

Students in Years 9 to 11 who reside outside a three mile radius and within the academy's designated transport area are entitled to free transport. Prior to admission, parents will be informed by letter, from Somerset County Council, of the route, time and pick-up place. Free transport is not provided for students either living within the three mile radius or outside the catchment area. However, if places are available it is usually possible to obtain a seat on a bus.

Sixth Form students are permitted to travel on school transport, subject to places being available. However a charge is made and permission must be obtained from Somerset County Council before travelling.

If you require any details regarding County or Contract tickets or generally have any questions or complaints about school transport, you should contact David Goodland, Senior Transport Officer, County Hall, Taunton - Telephone 01823 355367. Applications for school transport should be directed to Somerset Roads and Transport Team on 0300 123 2224.

A private hire school transport service is operated by Taylors Coach Travel, serving the Highbridge and Burnham-on-Sea area. Enquires about this service should be made direct to the Bursar on 01934 742608.

Students are expected to behave in a responsible manner when travelling on school transport. They should remain seated and must wear a seat belt at all times. In the interests of safety, students who misbehave on coaches could lose their entitlement to a place. Smoking on coaches is forbidden as is eating and drinking.

When travelling by County transport, it is a legal safety requirement that no student, other than those authorised by Somerset County Council, may travel on the bus, or change route without permission. Students should not leave the Academy site before their coach leaves at the end of school.

In the event of a student missing his/her coach in the morning, he/she should return home and make alternative arrangements to travel to the Academy. Should a student miss a coach on the return journey he/she should report to the Main Office where the necessary arrangements to contact parents will be made. In the event of delayed transport, students should remain on Academy premises until a relief coach arrives.

## TUTOR GROUPS

On entry to the academy each student is placed in a Tutor Group. The Tutor meets the group every morning and is the main contact for each. The Tutor is there to register attendance, monitor progress, help students to organise their work and provide guidance if there are any problems. The Year Leader is always on hand to provide extra support. Parents are issued with tutor contact details annually.

## UNIFORM

### For All Students in Years 9, 10 and 11:

- **Black Blazer with embroidered Academy Crown\***  
Blazers without the regulation embroidered Academy Crown are not acceptable.  
Blazer sleeves should not be rolled up.
- **Plain Traditional White Shirt with Collar suitable to wear with a tie**  
No fashion fitted shirts, undersized shirts, logos or frills.  
Shirts must be tucked in at all times with top buttons and cuffs done up.  
Short sleeved shirts are acceptable in appropriate weather.
- **Black Traditional Trousers/Skirts**  
Skirts and trousers should be **plain black and of a traditional tailored material**. Skirts should be no higher than 2inches/5cm above the *knee* in length, OR a minimum 20inches/60cm in length, whichever is the more demure. Lycra, stretchy or tight pencil skirts are *not acceptable*. Skirts should not 'ride up' significantly when walking or sitting.  
Trousers/skirts should not be of stretchy material or have visible fashion zips, buckles, patch pockets or be frayed and must be worn around the waist. Plain black belts are permitted.  
Trousers must not be skin tight, jeggings type trousers, **nor are** flares, hipsters, floor scrapers with frayed hems and leggings acceptable. Trousers should not be fitted close to the leg or ankle.  
Denim, canvas, corduroy, lycra or similar materials are not permitted.

Trousers must be of a suitable length to cover ankles and the top of the shoe.

- **Plain black Socks or plain black Tights**

- **Plain Black Shoes**

Trainers, daps, sandals, open backed shoes, boots, high heels or platforms are not permitted. Canvas shoes of any kind are unacceptable. No Velcro.

Sports shoe brands are not acceptable, including sports shoe brands that label their shoes as 'school shoes' i.e. Vans. No labelling or brands should be visible, i.e. Vans, Nike, Lonsdale etc.

Shoes should be leather (or faux leather) and be able to be polished and appropriate to wear with smart work wear (i.e. a suit). Leather trainer style shoes are not acceptable (see uniform photo guidance document).

Black brogue style shoes are the desired style (see uniform photo guidance document).

- **Academy Tie\***

Ties are to be worn long with at least 14 bars visible.

- **Jewellery**

Students may wear one small stud earring in each ear lobe plus one small ring on their finger. Rings and studs should be no bigger than 0.5cm Please note that we do not allow any other items of earrings, plugs/spikes, facial jewellery, necklaces, bracelets or bangles/wristbands. Apart from the ear lobe, no other body or facial piercing is allowed; this includes tongue/eyebrow/nose/philtrum or belly button piercings and piercing retainers, this includes any part of the ear other than the lobe. Watches are allowed although smart watches are prohibited during examinations. If students are wearing unacceptable jewellery, items will be confiscate

- **Make-Up/Nail Varnish**

If worn, make up must be applied discreetly for a natural look. Nail varnish including artificial nails are not allowed. Make up should not be brought into the Academy. If seen being applied, make up will be confiscated.

- **Hairstyles**

Extreme hairstyles (including spiked or shaved heads) and brightly dyed colours are not allowed. Conventional hair colours or highlights are allowed e.g. black, brown or blonde. Nothing shorter than a grade 2 trim is permitted.

- **Coats**

A plain coloured outdoor coat may be worn. Not denim or leather. During the winter students who travel to and from school in the dark should wear fluorescent strips to ensure that they are seen by oncoming traffic. Coats should not be worn indoors, Hoodies are not an acceptable replacement for a coat.

- **Hoodies/Sweat Tops**

Hoodies and sweat tops are not permitted, even when worn under the blazer and will be confiscated if repeatedly asked to be removed.

Please note: Chewing gum is not permitted in the Academy. If a student is seen chewing, they will be asked to dispose of the gum and any remaining on their person will be confiscated.

*\*These items of uniform can only be bought from our suppliers, Deane & Sons of Cheddar. Appropriate shirts, trousers and skirts are also available to purchase from Deane & Sons.*

Students are also required to wear the correct uniform on the journey to and from the Academy.

*Any student who fails to attend the Academy in the correct uniform or who does not wear their uniform correctly will be subject to disciplinary action. Items of incorrect uniform will be confiscated. Where footwear is incorrect, the school will provide plimsolls for the student to wear. The only exception to this will be on receipt of a Doctors certificate when black trainers may be worn for the recommended period.*

*Where there are significant and/or persistent infringements of the uniform policy students may be withdrawn from normal lessons pending the correct uniform being worn. The Academy reserves the*

right to send children home when they are inappropriately dressed to change into the correct uniform.

**UNIFORM POLICY**  
**SUPPLEMENTARY UNIFORM PHOTO GUIDANCE DOCUMENT**

Acceptable Items <input checked="" type="checkbox"/>	Unacceptable Items <input type="checkbox"/>
<b>Trousers (Please note: Items of this style but not limited to these examples)</b>	
 <div style="text-align: right; border: 1px solid black; padding: 5px; width: 50px; margin: 0 auto;">✓</div>	 <div style="text-align: right; border: 1px solid black; padding: 5px; width: 50px; margin: 0 auto;">X</div>
<b>Shoes (Please note: Items of this style but not limited to these examples)</b>	
 <div style="text-align: right; border: 1px solid black; padding: 5px; width: 50px; margin: 0 auto;">✓</div>	 <div style="text-align: right; border: 1px solid black; padding: 5px; width: 50px; margin: 0 auto;">X</div>
<b>Skirts (Please note: Items of this style but not limited to these examples)</b>	





## VALUABLES

It is important that all children take care of their property. Money should always be kept to a minimum and never left unattended. Students are allowed to bring telephones and electronic equipment into school but do so at their own risk. During PE lessons items of value should be handed to the teacher for safe keeping. The academy cannot take responsibility for valuable items not handed in to staff.

## VALUES

The Kings of Wessex Academy endorses the Christian theme of 'Love Thy Neighbour' and the aim of getting the best out of everyone as well as the Academy Values as defined by students.

### The Academy's Christian Values

- Respecting Ourselves** Treating myself with respect, valuing my own feelings; knowing what I like and dislike; knowing what I think and feel; taking care of myself; knowing what I want to achieve; knowing how I learn; being committed to learning
- Respecting Others** Respecting other people; valuing others' differences; taking care of other people; valuing our family, friends and communities; respecting others' beliefs
- Respecting the Environment** Taking care of the environment; conservation; taking careful responsibility for our surroundings
- Trustworthiness** Being trusted by others; doing what you will say you will do; keeping promises; being a good friend
- Fulfilling our Learning Potential** Finding out what my gifts and talents are; doing my best in everything; setting learning targets; planning what I want to do in the future; learning how I learn

## VANDALISM

The academy has very few problems of vandalism or graffiti by students. Where damage is done to the academy buildings, equipment or surroundings by students acting in a careless or thoughtless manner, they are expected to contribute towards repair or replacement. In this way we hope to encourage responsible behaviour.

## VISITING

Should you need to visit the academy and meet with staff please arrive by the front entrance and sign in at reception, a visitors lanyard must be worn. If attending an evening event there will be staff or student ambassadors to greet you the main entrance of the Kings Theatre.

## VISITS

The Academy provides excellent opportunities for all students to be involved in a wide range of educational visits. These include visits to the theatre, museums, exhibitions, local fieldwork, sporting events and exam board revision sessions. There are also residential trips with opportunities to go abroad.

## **VOLUNTEERS**

Do you have a little time each day to listen to a student read? Do you have an interesting job or skill which you would be willing to share in one of our job talks? We would be pleased to hear from you please call 01934 742608 or e-mail: [office@kowessex.co.uk](mailto:office@kowessex.co.uk)

## **WATER**

We encourage students to drink water during the day. The academy provides drinking fountains for students to use at break and lunchtimes. Students may bring a clear plastic water bottle in to the academy and can drink water from this at any time providing that it does not disrupt a lesson or compromise health and safety.

## **WESSEX LEARNING TRUST**

From November 2016 Kings joined together with seven partner schools (Axbridge Church of England First School, Lympsham Church of England First School, East Brent Church of England Academy, Mark First and Pre-School Church of England Academy, Weare Academy First School, Wedmore First School Academy and Hugh Sexey Middle School) to form a Multi Academy Trust named the “Wessex Learning Trust.”

The Multi Academy Trust allows a closer working relationship and increased shared resources and ethos, and is an exciting stage in the journey of Kings.

## **WORK EXPERIENCE**

Students in both Year 10 and Year 12 undertake a period of work experience during the Summer Term. This gives students an insight into the world of work and helps them to develop confidence and the skills needed when they leave school. Students are expected to find their own placements, with help and guidance from staff. Year 10 take part in a one-day employment skills conference prior to work experience in preparation for their placement.

## **WORK PERMIT**

All employers are required to have a work permit from the Local Authority for children of school age. There are strict regulations about the number of hours those children aged 14-17 can work whilst in full-time education. This includes working for a family business. Work permits will be withdrawn where there is poor attendance or performance at school.

## SOME USEFUL CONTACTS

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- **Action for ME and Chronic Fatigue**  
42 Temple Street  
Keynsham  
Bristol  
BS31 1EH  
Tel: 0117 927 9551 (Monday – Friday 9am – 5pm)  
Email: [questions@actionforme.org.uk](mailto:questions@actionforme.org.uk)  
Website: [www.actoinforme.org.uk](http://www.actoinforme.org.uk)
- **BARNARDOS** - sex and relationships – recommend the ‘WUD U?’ app, advice for young people, carers and professionals on Child Sexual Exploitation  
Website: [www.barnardos.org.uk/what we do/our work/sexual exploitation/cse-professionals/wud-u-app.htm](http://www.barnardos.org.uk/what_we_do/our_work/sexual_exploitation/cse-professionals/wud-u-app.htm)
- **BEATBULLYING** - CyberMentors is all about young people helping and supporting each other online, in a safe and supportive forum, that guides people to other help, both online and in person, as needed.  
Website: [www.beatbullying.org](http://www.beatbullying.org)
- **CEOP** (*formerly* the Child Exploitation and Online Protection Centre)  
How to report a crime, information on age appropriate resources, media, grooming and relationships.  
Website: <https://www.ceop.police.uk/safety-centre/> for reporting on line abuse or possible exploitation of the young and vulnerable. <https://www.thinkuknow.co.uk/>  
CEOP have recently launched a new Facebook App for young people [ClickCEOP Facebook app](#).  
**Parent Info – from CEOPS and Parent Zone** – Information on all kinds of services, breakdown of apps used by children and young people  
<http://parentinfo.org/>  
<http://parentinfo.org/article/the-6-apps-and-services-that-every-parent-should-know-about>
- **Childline**  
0800 1111  
Website: [www.nspcc.org.uk/services-and-resources/childline/](http://www.nspcc.org.uk/services-and-resources/childline/)  
**Free download**  
The app, developed in partnership with Barclays, is now available as a **free download** so young people can easily access Childline's online services.  
These include:
  - 1-2-1 chat with a counsellor
  - 'Ask Sam' problem pages
  - Private locker - a personal area where young people can track their mood and write down their thoughts
- **C.L.I.C.**

Cancer & Leukemia in Childhood Trust  
4<sup>th</sup> Floor, Whitefriars  
Lewins Mead  
Bristol  
BS1 2NT  
Tel: 0300 330 0803  
Email: [reception@clicsargent.org.uk](mailto:reception@clicsargent.org.uk)

- **Compassionate Friends – Supporting Bereaved Parents**  
National Helpline: 0345 123 2304  
Email: [info@tcf.org.uk](mailto:info@tcf.org.uk)
- **CRUSE – Bereavement Care**  
Somerset Branch  
Tel: 01458 898211 (10.30 – 1.30)  
National Helpline: 0808 808 1677  
Email: [somerset@cruse.org.uk](mailto:somerset@cruse.org.uk)
- **Drugs Advice (A-Z Drugs)**  
Tel: 0300 123 6600  
Text: 82111  
Website: [www.talktofrank.com](http://www.talktofrank.com)
- **FRANK – SUBSTANCES, MISUSE, SUPPORT**  
Website: [www.talktofrank.com](http://www.talktofrank.com)
- **Healthline**  
Website: [www.healthline.com](http://www.healthline.com)
- **HHYPE**  
Sue Carter  
Young People Somerset  
5 – 7 West End  
Street  
Somerset  
Tel: 01458 449108
- **LGBT – Information and resources to support parents and young people**  
Website: [www.2bu-somerset.co.uk](http://www.2bu-somerset.co.uk)
- **ME Association**  
7 Apollo Office Court  
Radclive Road  
Gawcott  
Buckinghamshire  
MK18 4DF  
Tel: 08445 765326 our helpline is open every day 10am-12 noon, 2pm-4pm and 7pm-9pm.  
Email: [meconnect@meassociation.org.uk](mailto:meconnect@meassociation.org.uk)
- **Meningitis Now**  
Helpline: 0808 8010 388  
Email: [helpline@meningitisnow.org](mailto:helpline@meningitisnow.org)

- **MINDFULL** MindFull is a service for 11-17 year olds, providing support, information and advice about mental health and emotional wellbeing.  
Website: [www.mindfull.org](http://www.mindfull.org)
- **MOODJUICE** information on self-help and guidance for anxiety, depression, self-esteem and more  
Website: [www.moodjuice.scot.nhs.uk](http://www.moodjuice.scot.nhs.uk)
- **NATIONAL SELF HARM NETWORK** supports and provides information for individual who self-harm as well as family and carers.  
Website: [www.nshn.co.uk](http://www.nshn.co.uk)
- **NHS – Live Well**  
The NHS - Live Well site offers advice for parents and young people. All you need to do is put in a topic, search and you will be directed to an NHS appropriate site.  
Various information and advice from <http://www.nhs.uk/Livewell/Sexandyoungpeople/Pages/Sex-and-young-people-hub.aspx>
- **NSPCC**  
Tel: 0800 1111  
  
**NSPCC – CHILDLINE MEDIA**  
[Website: www.net-aware.org.uk/networks/?order=-popularity](http://www.net-aware.org.uk/networks/?order=-popularity)
- **PACE** – Parents against Child Exploitation – Parents and Young people affected by exploitation  
Website: [paceuk.info](http://paceuk.info)
- **PAPYRUS** - is dedicated to the prevention of young suicide offering confidential young suicide prevention advice  
Website: [www.papyrus-uk.org](http://www.papyrus-uk.org)
- **Relate Family Counselling**  
North Somerset Relate  
Roselawn, Walliscote Grove Road  
Weston Super Mare  
North Somerset  
BS23 1UT  
Tel: 01934 627206 or 0300 100 1234 (National Helpline)  
Email: [weston.relateavon@btconnect.com](mailto:weston.relateavon@btconnect.com)  
Website: [www.relate-avon.org.uk](http://www.relate-avon.org.uk)
- **RELATE** – Boundaries for Teenagers – Advice and Guidance  
[Website: www.relate.org.uk/.../behaviour/setting-boundaries-teenagers](http://www.relate.org.uk/.../behaviour/setting-boundaries-teenagers)
- **RETHINK**  
The Deane House  
Belvedere Road  
Taunton  
Somerset  
TA1 1HE  
Tel: (Advice Line) 0300 5000 927 or 01823 356489

- **Royal College of Psychiatrists** provides practical and up-to-date information about the emotional and psychiatric disorders for young people as well as teachers and parents, including MindEd.  
Website: <http://www.rcpsych.ac.uk/healthadvice/parentsandyouthinfo.aspx>
- **Samaritans**  
Tel: 116123  
Email: [jo@samaritans.org](mailto:jo@samaritans.org)  
Website: [www.samaritans.org](http://www.samaritans.org)
- **SANE** – adults and young people, information and advice line  
Website: [www.sane.org.uk](http://www.sane.org.uk)
- **SELFHARM** is a project dedicated to supporting young people impacted by self-harm, providing a safe space to talk, ask any questions and be honest about what's going on in their life.  
Website : [www.selfharm.org.uk/home](http://www.selfharm.org.uk/home)
- **SIDAS (Somerset Integrated Domestic Abuse Service)**  
If you or anyone close to you has suffered domestic violence 'Don't Suffer in Silence'  
Call Freephone 0800 694 9999 (24hr helpline)
- **SIGNPOST**  
Somerset Health & Community Care Information Service  
This is a help line service which deals with any issues related to health or welfare  
Freephone: 0300 123 2224
- **Somerset Drug & Alcohol Service (SDAS) Sedgemoor**  
Tel: 01278 456561
- **Somerset Partnership NHS & Social Care Trust**  
Tel: 0300 123 2224/01278 720220  
Email : [childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk)
- **Somerset & Wessex Eating Disorders Association (SWEDA)**  
The Coach House  
Harvest Court  
Park Road  
Shepton Mallet  
BA4 5BS  
Email: [support@sweda.uk.org](mailto:support@sweda.uk.org)  
Tel: 01749 343344 helpline is open Tuesday to Thursday between 9am and 5pm
- **South West Integrated Sexual Health Service**  
Website: [swishservices.co.uk/](http://swishservices.co.uk/)
- **Substance Misuse Advice - CAMHS**  
A specialist Young Person's Drug and Alcohol Service for Somerset  
Tel: 01823 368368
- **THE BLAST PROJECT** - This is a Yorkshire based project but has general information and videos which are useful for parents and young people.

**Website:-**

[www.bing.com/videos/search?q=the+blast+project++my+new+friend&qvvt=the+blast+project+-+my+new+friend&FORM=VDRE](http://www.bing.com/videos/search?q=the+blast+project++my+new+friend&qvvt=the+blast+project+-+my+new+friend&FORM=VDRE)

- **THE CHILDRENS SOCIETY** – Information on research, policies, national support. Blogs and real stories.

**Website:** [www.childrensociety.org.uk/what-we-do](http://www.childrensociety.org.uk/what-we-do)

- **Think U Know**

**Website:** [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) for educational resources and reporting on line problems

- **Young Minds** - Child and Parent support site

**Website:** [www.youngminds.org.uk](http://www.youngminds.org.uk)

**Helpline:** 0808 802 5544





**PLEASE KEEP THIS BOOKLET IN A SAFE PLACE  
FOR FUTURE REFERENCE  
THE KINGS OF WESSEX ACADEMY**

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