

## **ABLE STUDENTS**

The academy identifies those students who are gifted or talented through teacher assessment, cognitive ability tests (CAT) 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, early entry for GCSE in a number of subjects and triple sciences at GCSE. Able students study two languages in year 9. Students are encouraged to take part in courses for the exceptionally able and there are opportunities to become involved in challenging extracurricular activities. Teaching also takes into account the needs of the most able by providing opportunities for enrichment and extension work.

## **ABSENCE**

Regular 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@kowessex.co.uk](mailto:absence@kowessex.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 illnesses, please liaise with the Year Leader who will arrange for work to be sent home.

For absence other than illness we do not give permission for students to take leave during term time except under very exceptional circumstances. We do not authorise holidays during term time. As an Upper School all students are involved in preparation for public examinations. Year 9 start some of their GCSE courses in September with some modular GCSE examinations throughout the year; Year 10 have on-going modular GCSE examination and coursework, whilst Year 11, 12 & 13 are fully occupied with GCSE and 'A' Level commitments.

Any lesson missed is a valuable educational experience lost which cannot be replicated. Research demonstrates that absence undoubtedly hinders progress. We would therefore ask that you think carefully before you remove your child from school.

On occasion we do recognise that there may be extraordinary circumstances which would qualify for leave. If you have a request that you believe would comply with this criteria, a form can be obtained from the reception office, completed and returned to your child's Year Leader in plenty of time.

## **ADDRESS**

The school address is:

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

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

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

## **ADMISSIONS**

The Kings of Wessex is an Academy and as such is the admissions authority.

The school was established to serve all within its community, those of all faiths and of none, and strives to offer a high quality education underpinned by a distinctively Christian ethos.

All applications for admission, and any supplementary information forms will be considered under the Equal Preference with Ranking system of allocation and the admissions/oversubscription criteria will be applied to all applications in the following order of priority.

Children with a statement of SEN naming the school will be automatically admitted before other allocations are made.

## Order of Priority

- 1) Children in Care of the Local Authority.
- 2) Children without a statement of SEN whose school placement has been identified by a multi-agency professional team
- 3) Children living in the catchment area with an older sibling at the school at the time of admission and who live at the same address. *(The admission number will be increased at the point of allocation, if exceeded, to admit multiple birth children i.e. siblings defined as full or half brothers and sisters, adopted brothers or sisters and non-blood-related children who live within the same household).*
- 4) Children who are practising members of the Church of England and who live within the catchment area *(written confirmation is required from the family priest, Minister, or other religious leader confirming the families' religious affiliation or commitment to the Church of England faith and demonstrating regular attendance).*
- 5) Children living in the catchment area.
- 6) Children living outside the catchment area and registered at Fairlands Middle School or Hugh Sexey Middle School.
- 7) Children living outside the catchment area, with an older sibling at the school at the time of admission and who live at the same address. *(The admission number will be increased at the point of allocation, if exceeded, to admit multiple birth children i.e. siblings defined as full or half brothers or sisters, adopted brothers or sisters and non blood-related children who live within the same household).*
- 8) Children of families who are practising members of the Church of England and who live outside the catchment area *(written confirmation is required from the family priest, Minister or other religious leader confirming the families' religious affiliation or commitment to the Church of England faith and demonstrating regular attendance).*
- 9) Children living outside the catchment area but nearest to the school based on the measurement using the Local Authority Geographical Information Service (LA GIS) mapping system.

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

- 1) First priority will be given to those students meeting the minimum entry and required subject grades of 5 GCSE's at grade C and above.
- 2) In the event of over-subscription for any particular course after priority one has been applied, the second stage would be to prioritise eligible students for the places available based upon **distance from home to school** measured using the Local Authority Geographical Information Service (LA GIS) mapping system.
- 3) In the event that Admissions Number is reached in criterion 1 priority will be given to those living nearest the school (straight line measurement).

### Notes:

#### **Siblings**

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

## **Parent or parent/carer**

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

## **Home Address**

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Local Authority reserves the right to seek further documentary evidence to support your claim to residence.

Please note that the school is unable to allocate a place to anyone moving into the country from abroad prior to their arrival in the county. We would then require proof of residency as stated above. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats).

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

You must notify The School Admissions Team, County Hall, Taunton of any change of address during the admissions procedure.

## **Issues relating to shared residency arrangements**

Difficulties in the application process can occur where shared residence arrangements are in place and parents/carers of the child submit 2 separate applications for different schools. In this situation the Admissions Authority (AA) would ask parents try to resolve matters between themselves, and then inform the AA which application should be processed. Where possible the AA should not be involved in private disputes.

The AA does recognise however, that there may be situations where parents cannot reach an agreement between themselves and it is necessary for the AA to reach a decision. Where this is the case the AA will try to establish the child's permanent address, as set out above.

Each parent will be required to write to the AA and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the AA may ask for additional information including who is in receipt of child benefit. Once the AA has received all the necessary information from both parents a decision will be reached based on the evidence provided.

## **Distance Measurements**

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using the Local Authority's Geographical Information Service (LA GIS) mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

## **Practising**

“Practising” is defined as at least once a month or a consecutive period for no less than 6 months attendance at church by at least one parent and/or child (where necessary this may be confirmed with a member of the clergy).

## **Equal Preference with Ranking allocation method**

This approach requires the school to rank all applications against the published admissions criteria for The Kings of Wessex School and where over subscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be allocated.

## **Tie-Breaker**

If there are not enough places to satisfy all the applications under any one criterion, the following will apply:

- For all children whose home is in the catchment area: priority will be given to those who have a longer (straight line measurement) journey, to an alternative school.
- For children whose home is outside the catchment area: priority will be given to those living nearest the school (straight line measurement).

## **Waiting list**

Where an application for a school place is unsuccessful, the application will be kept on a waiting (refusal) list until the end of the term to which the application refers. Should a place become available, it will be offered to the highest ranked application on the list at that time.

## **Supplementary information form (SIF)**

In order for applications to be considered against criterion 4 and 8, applicants will need to use the attached SIF to demonstrate their ability to meet the criterion. The SIF will need to be completed and signed by a member of the clergy and submitted along with the school place application.

A map of the school catchment area is available at the school for viewing.

## **AIMS**

Our mission is quite simply ***‘To get the best out of everyone’***.

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 and while participating in trips and activities. Students who do so risk exclusion.

## **APPOINTMENTS**

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, and 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 school 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 National Curriculum and GCSE courses. Assessment may be in the form of end of unit tests, 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.

## **AWARDS EVENING**

The academy holds an annual Awards Evening in September to celebrate the achievements of students in all aspects of school life. The awards are presented by a guest speaker.

## **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. Exercise books are issued free to all students, but a charge is made for lost 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 book's 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.

## **BUDGENS**

Students in year 9 – 11 are not permitted to visit Budgens during the hours of 8am – 5pm unless they have a pass issued to them by their Year Leader or a senior member of staff.

## **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 school 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 recognize 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.
- Students may report incidents of bullying, crime or theft by texting 20677 with a message to 0778 147 4660 or alternatively by emailing [www.textsomeone.com](http://www.textsomeone.com) or telephoning 0845 2258230 always remembering to use the student login of 20677.

## **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. We also have an extensive careers library in the LRC with additional information on the Kings Learning Platform.

Specialist guidance is available to all students. 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.

Careers Education is taught within our Citizenship programme. Individual Careers support and help is available throughout the year and on examination results days.

## **CATERING**

The Kings of Wessex Academy operates the 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.

## **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; individual

instrumental tuition; ingredients and materials where students wish to take home the finished product; the cost of re-sitting a modular examination for three or more times and where a student has failed, for no good 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.

Students re-taking a GCSE in the Sixth Form will be charged for the examination entry but this will be refunded where the course is completed in a satisfactory manner and the examination undertaken. Students who fail to complete coursework will be charged for the examination entry of the subject/s affected.

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 (13-18) with the two Middle Schools (9-13), Fairlands and Hugh Sexey's, and nine First Schools (4-9) - Axbridge, Cheddar, Draycott, Shipham feeding Fairlands, and East Brent, Lympham, Mark, Weare and Wedmore feeding Hugh Sexey's comprise the twelve 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.

A feature of the Cheddar Valley is the strength of the liaison between the schools; the Headteachers meet twice every term and the Subject Leaders meet on a regular basis to ensure the continuity of the curriculum and the smooth transfer of students. Children also come together for a range of joint activities.

### **CHEWING GUM**

Students are not permitted to chew gum at any time whilst on academy premises.

### **CHURCH OF ENGLAND STATUS**

The Kings of Wessex is a Church of England Academy. As a Church of England academy Christianity informs not only our acts of worship but also everyday life in the academy.

### **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, Drug Abuse, Sex Education and Relationships, Careers, Rights and Responsibilities, The Law, Democracy and Politics.

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.

Mrs C Davies is responsible for Citizenship/PSHE.

### **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 school 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 School:**

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 breaktime and lunchtime  
Retrieve your belongings from lockers only at breaktime 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

**COLOURS**

As part of celebrating achievement, school colours are awarded to students who have made a special contribution to extra curricular activities in the Sports and Arts awarded to Juniors (Years 9 and 10) and Seniors (Years 11, 12, 13). Students are presented with a badge and certificate in an end of term assembly in individual year groups for the Autumn and Spring Terms, and as a whole school at the end of the Summer Term. Students wear their badges on the blazer lapel.

**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. Please contact the Headteacher in the first instance. Should you wish to make a formal complaint you are asked to set out your complaint in writing addressed to the

Headteacher. In the event that you remain unhappy with the response then a written complaint may then be made to the Governing Body by writing to Mr C Brown, clerk to the governing body.

## **COMPUTERS**

Curriculum ICT provision is made through an academy network. Seven large ICT suites and some smaller collections of machines spread throughout the subject areas. An additional 40 machines are available in the LRC. Class sets of wireless laptops are used in Science, English and Technology.

Internet provision is made through a high speed broadband link which has security and filtering features, which protect our internet users. However, as with any filtering system there are occasions when a site gets past the filter. Part of our students' ICT and Citizenship education is to learn which types of site and internet activity are appropriate in a school or workplace setting.

We emphasise the need for personal responsibility in the use of the Internet within the guidelines given in the "*Computer Systems Acceptable Use Policy*". This policy is displayed in ICT suites and on the academy website. Advice for parents on safe internet use is also available on the academy website.

Learning resources are available on-line through the Kings Learning Platform (KLP), which enables students to access resources, submit homework and do assessments on-line, at home or in school. This year the KLP will be extended to enable parents to see details of homework tasks, as well as attendance, behaviour and rewards information on-line.

Scanning, digital photography and colour laser printing are all widely available. Students are encouraged to buy USB memory sticks to transport data and files. These are often available from school at low prices.

Students have their own login code and secret password. It is essential that this password is remembered and kept absolutely secret. It is good practice to change the password from time to time. Each student is responsible for what is accessed and created using their own log-on. We monitor student work for inappropriate materials, and the use of foul language, bullying or racial abuse is treated very seriously. Students are not allowed to use the IT system for playing games. Students who break these rules may be punished by detentions or in serious cases lose the right to use IT for a time. Persistent or very serious abuse will lead to exclusion. Each student has a limit on the amount of disc storage space they can use and are expected to manage their files to keep within that limit.

## **CONTROLLED ASSESSMENT**

Controlled assessments are a component of most GCSE Key Stage 4 courses and form part of the final assessment. The nature of the task, and extent to which it contributes towards the final GCSE qualification, varies between subjects. All BTEC qualifications are 100% controlled assessment based. Details will be available when students commence these courses in Year 9 and 10. Details of individual tasks and deadlines will also be published on the Kings Learning Platform.

At the start of the year parents will be notified of controlled assessment dates and deadlines for GCSE and BTEC courses. It is vital that these dates are noted well in advance and that students are present to complete assessments and hand in their work on time. Failure to complete a GCSE controlled assessment component will result in a charge for the examination entry of the subject/s affected.

## **CURRICULUM**

In line with the National Curriculum all students follow a curriculum, which is broadly based, balanced and relevant. Students in Year 9 study the following subjects: English, Mathematics, Science, Technology, Information Technology, French or German (or both), Geography, History, Religious Education, Physical Education, Art, Drama, Music, Personal, Social and Health Education, and Citizenship.

Year 9 students study some of their subjects at GCSE level. These subjects are Mathematics, Science, Technology, Information Technology, Religious Education and English during the summer term of Year 9.

At Key Stage 4 students follow a broad and balanced curriculum in line with the National Curriculum. All students continue to study English, English Literature, Mathematics, Science and Religious Education, Information Technology, Citizenship plus Personal Social and Health Education. In addition students may choose three subjects from the following:- German, French, Art, Textiles, Drama, Music, Business Studies, History, Geography or Physical Education. Able students study Biology, Chemistry and Physics as separate GCSE subjects. We also offer BTEC courses in Performing Arts, Sport and Business.

Students who anticipate that they will go to university we strongly advise to choose subjects that will enable them to achieve the English Baccalaureate. These include History or Geography and French or German.

### 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. In total, students have timetabled lessons for 26¼ hours per week excluding registration, tutorial and assembly time. The academy works a fortnightly timetable, Week A and Week B. Lessons will not be exactly the same in Week A and Week B..

### DETENTION

We run a system of weekly lunchtime detentions and an after-school detention every Thursday from 3.50 p.m. - 4.50 p.m. 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 school detentions will normally be placed in the Supervised Learning Unit (SLU) and they still will be expected to complete their after school detention. Repeated failure to attend detentions may result in a fixed term exclusion.

### 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 from school and banned from school trips or residential visits. Teachers will keep parents informed of significant disciplinary issues relating to their child.

### DRUGS

The use and possession of illegal drugs is prohibited. The academy has a clear policy for dealing with drug-related incidents should they occur during the school day or on school trips and visits. The dealing in, or possession of illegal drugs and/or their misuse 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 this issues may do so in confidence by contacting their child's Year Leader.

## **DUKE OF EDINBURGH AWARD SCHEME**

The scheme is open to all students from Year 10 onwards and gives an opportunity to progress from Bronze through to Silver and Gold. Each level of the award is divided into four areas of experience: service, skill, physical recreation and expedition with an additional Residential section at Gold.

The scheme is well established and is popular with students, with over 140 taking part this year. The scheme provides students with an opportunity to demonstrate personal achievement and contribute in a positive way to the community. Duke of Edinburgh's Awards are widely recognised by employers and in Higher Education.

## **EATING OUTSIDE**

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.

## **ELECTRONIC EQUIPMENT**

Students may bring MP3's, IPODs or DS Lites etc into school, however they do so at their own risk – students must be responsible for their own property. If any of these items are misused they will be confiscated and returned only to parents on Friday week. Repeated confiscation will result in time being spent in The Supervised Learning Unit. Handheld games machines, IPOD's and MP3's are only to be used at social time.

## **EMERGENCY CLOSURE**

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

## **EQUAL OPPORTUNITIES**

The academy is committed to equal opportunities for all students. This 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 and culturally diverse society.

## **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. Students undertake modular GCSE examinations throughout Year 9, 10 and 11 with the number of exams sat increasing as a student proceeds through the year groups. Parents will be notified of exam dates at the start of the year.

## **EXTRA CURRICULAR**

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 extra curricular 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.

## **EXTRA SESSIONS**

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.

During preparation for exams Year 10 and Year 11 students may be required to attend Extra Sessions after school until 5pm. Parents will be notified in writing of the Extra Sessions and non attendance of these Extra Sessions will result in sanctions being applied.

## **FAIR TRADE CAFÉ**

Students operate a weekly Fairtrade Café at lunchtimes which sells a variety of produce and snacks.

## **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.

## **GOVERNORS**

The Governors have responsibility for the overall direction of the academy. The Governing Body comprises of Governors appointed by the Church of England, of 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 Peter Lythgoe, who may be contacted at the school. 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 will provide details of performance in all subjects and progress in relation to the National Curriculum, GCSE 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 school to discuss the problem.

## **HISTORY**

The school has its origins in the 18<sup>th</sup> Century when Hannah Moore established a church school in Cheddar. The school 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 school 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 13<sup>th</sup> Century.

## **HOMEWORK**

The academy believes that homework is important for the educational progress of all children. A wide variety of homework tasks are set on a regular basis for all students. In order that the full potential of each student can be realised, students in Year 9 are expected to undertake 60 to 90 minutes of homework each evening, increasing to between 90 and 120 minutes in Years 10 and 11. To help organise their homework, every student has a homework timetable and a student planner, which we ask parents to sign on a weekly basis. Please check the student planner and add any of your own comments.

As parents, you can support your child by ensuring that homework is completed conscientiously and in the best possible conditions. Homework is monitored by your child's Tutor who will look at their student planner each week and offer appropriate advice. The Tutor will be pleased to respond to any comments that you might make in the planner. 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 good reason, they will be placed in a detention.

## **HOUSES**

Every student is placed in one of four Houses - *Avalon, Camelot, Lyonesse and Tintagel*. The Houses compete with each other through a full programme of mainly sporting events. 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, including the Hugh Sexey Cup for Sport and the Lloyds Bank Trophy for Activities. Captains in each sport or event are elected by the students and are responsible for team selection and organisation.

## **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 £10.00 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.

## **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. Incorrect jewellery will be confiscated and returned the following Friday week.

## **KINGS FITNESS AND LEISURE**

Kings Fitness and Leisure is managed by the academy and is available for student use during the day. The facilities include squash courts, a fitness room, two studios, sports hall and swimming pool. It is out of bounds to students during school time unless they are taking part in 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.

## **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, laminating and binding. Students have access to computers, with a booking system in operation at lunchtimes.

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 school 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. Should a book be lost or damaged an invoice will be sent home to cover the cost of replacement.

## **LEARNING SUPPORT**

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

- In class support
- Withdrawal to Learning Support to develop basic skills
- Paired Reading
- SuccessMaker Spelling
- Individual programmes

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

Lunchtime study support takes place on a Monday, Wednesday, Thursday and Friday at lunchtime 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.

The Kings of Wessex is proud to hold Dyslexia Friendly Schools Status.

The Learning Support Coordinator is Miss E Roylance.

## **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 a permission slip from their Year Leader and sign out at Reception. For students who go home for lunch; on parental request and 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.

Students in Years 9, 10, 11 who come to the academy by bus, are not permitted to leave the site either before, during or at the end of the day. Students who are found to have left the site without permission will be placed in an after-school detention.

If a student needs to leave for part of the day to attend a medical or dental appointment they should meet their parents at Reception and sign out.

## **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 Reception 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 turn.

## **LUNCH TIME**

Food is served on a cafeteria system and students may also bring a packed lunch. Food is paid for in cash at the time of purchase. 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. Food purchased in the canteen must be eaten in the Hall. Students bringing a packed lunch are required to eat this food in the gym with the exception of Year 11 students who may eat packed lunches in the Hall.

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. Students will then be issued with a pass that should be carried 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. This can be found on a printed sheet at the front of the student's exercise book or folder. Information about the correction and marking of spelling and grammar is included with this subject information. The annotation used for spelling 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.

## **MEDICAL**

First Aid for minor accidents and sickness is provided by a trained First-Aider and children who feel unwell should report to Reception. 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.

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 school and notify us of any changes.

Please inform the academy of any serious medical conditions, e.g. epilepsy, diabetes, asthma, anaphylaxis etc: 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 Reception 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 school 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 school 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 check, chase, encourage, praise and cajole where necessary to enable our students achieve their best in their examinations. This is introduced to students during Year 10. In Year 11 students meet with their Mentor five times between September and the beginning of the examinations. The Mentor will have

current information on progress including completion of coursework. The Mentor will assist students in prioritising and organising their work.

## **MOBILE PHONES**

Mobile telephones are allowed at the academy but must, be switched off during lesson time and are not permitted in examination rooms or the LRC. Students are not allowed to record or take photographs with their phones unless specifically directed by a teacher to use their phone during a lesson for a designated activity.

Students in Years 9 to 11 must obtain a school mobile phone contract and have it signed by parents in order that they may be allowed to bring their mobile into school. The school 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.

Where a telephone is confiscated 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 texts photograph or video facility will be treated in accordance with the school'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 and the students will receive a fixed term exclusion from school.

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

## **MONEY**

Money for trips and other activities can be paid into the reception 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 reception 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 school 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 is to be addressed to Mrs Davies (Subject Leader for Music) in the first instance. Contact can be made by email: [mrsldavies@kowessex.co.uk](mailto:mrsldavies@kowessex.co.uk)

## **NEWSLETTER**

The academy publishes a half-termly Newsletter, The *Kings' Messenger* which is sent to parents in the post. The newsletter reports on activities and achievements of the academy and information about forthcoming events, including a updated calendar for the forthcoming half term. The *Kings' Messenger* is also published on the academy website.

## **OUT OF BOUNDS**

Students in Years 9 to 11 are not permitted to leave the academy site during the day.

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

- the bus shelter
- 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 school
- 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 kitchen and PE changing rooms
- 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
- behind 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

Students found out of bounds will receive a lunchtime detention. Students found off-site will receive an after-school detention. Repeated misdemeanors will result in more serious sanctions such as the supervised learning unit or a fixed term exclusion.

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

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.

## **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.

## **PHOTOGRAPHS**

Students taking part in school productions or events may be photographed as part of celebrating success. Photographs may be used for press releases or on our websites.

## **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. There are many facets to modern physical education and there are endless activities your son/daughter can perform with various ailments.

## **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. Other students may wish to attend to gain advice on any issue pertaining to the law.

## **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. The large majority of our young people continue into our vibrant Sixth Form, which has over 340 students and an exciting programme of AS and A2 Level subjects on offer as well as 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.

## **PRODUCTIONS**

Academy productions/plays take place during the Spring Term and Year 9 Production in the Summer Term. All students are encouraged to participate either on or off the stage. Auditions usually take place during September and all students are welcome to attend. Students taking part in school productions and events may have their photograph published in the local press or on our website as part of celebrating student achievement.

## **PUNCTUALITY**

All students need to be on site by 8.45am daily for registration. It is important that students arrive at the school punctually since this is a realistic preparation for employment and adult life. Students arriving after registration must sign in at the reception office. Those who arrive late without good reason will be required to make up the lost time. 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 behaviour will not be tolerated and will result in disciplinary action.

## **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.

## **RESOURCE BASE FOR HEARING SUPPORT**

The academy has a RBHS that provides specialist support for students with hearing difficulties. The Hearing Support Team staff work with hearing impaired students to develop their speech and language skills, maintain their audiological equipment and to consolidate their understanding of the content of their main school lessons to enable them to achieve their full potential within the school.

The Resource Base is linked closely with similar ones at Weare First School and Hugh Sexey Middle School and is supported by Somerset Hearing Support Team. Students spend the majority of their time in lessons, sometimes with additional staff support. On occasions, they are withdrawn from lessons to work within the Resource Base. The Teacher of the Deaf in charge of the Resource Base for Hearing Support is Mrs Wendy Booth-Boyd.

## **REVIEWS**

Where progress is unsatisfactory, students attend a Headteacher's review meeting, along with their Year Leader. The purpose of the meeting is to review progress to date and set targets for improvement. Parents are notified by letter from the Headteacher that the review meeting has taken place. They are also informed of the targets. 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.

## **REWARDS**

The academy celebrates the achievements of students in a number of ways. Students who produce a good piece of work or contribute particularly to our school are issued with a Special Achievement sticker. The stickers are collected by the students in their Planners.

Bronze, Silver, Gold and Platinum awards are then presented on the basis of the number of special achievement stickers achieved. Praise postcards are sent home when a student produces an outstanding piece of work. A termly assembly is held when certificates and school colours are presented. Details of award winners are displayed on our "Roll of Honour" adjacent to the Hall and in *The Kings' Messenger* newsletter.

## **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.

## **SCOOTERS/MOPED'S**

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

## **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 be excluded from school.

## **SNACK BAR**

A snack bar is open for students at morning break every day. This services provides a wide range of reasonably priced healthy snacks and drinks.

## **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 facebook and MSN in school. Parents have found that being a 'friend' on facebook, having access to their child's username and passwords to enable random check and monitoring 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.

## **SPORTS CLOTHING**

### **BOYS**

- Scarlet Rugby Shirt\* (with reversible white hoop)
- KOW PE Polo Shirt\*
- Navy Blue Shorts
- White Sports Socks
- Navy Blue Rugby Socks
- Training Shoes (non-marking sole)
- Football Shin Guards/Pads
- Football Boots
- Towel

### **GIRLS**

- KOW PE Polo Shirt\*
- School PE Tracksuit Top\* OR Scarlet Sweatshirt
- Navy Blue Pleated Skirt or Shorts (not cycling)
- Navy Blue Hockey Socks
- White Sports Socks
- Training Shoes with appropriate support (non-marking soles)
- Towel
- Shin Pads/Guards

### **OPTIONAL BUT DESIRABLE**

- KOW PE Tracksuit\* (Very useful for both Boys and Girls)  
(*The tracksuit top and bottoms are also available to purchase separately*)
- Cricket Whites and Sweater (Boys)
- Football Boots (Girls)
- Gum Shields (Both)

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 school 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 COUNCIL**

Two representatives are elected from each Tutor Group to sit on their Year committee. The Year Committee meets every half-term to discuss issues relating to the Year group and consider items for the Student Council. Representatives are then elected from the Year Committee to sit on the Student Council. This in turn meets every half-term and provides students with an opportunity to express their views and ideas about the academy and to make recommendations to the Headteacher.

## **STUDENT PLANNER**

All students in Years 9, 10 and 11 are issued with a Student Planner. This is used to record homework tasks and is intended to assist the student with organising his/her work. It can also be used by teachers to communicate information about successful or inadequate work and by parents to draw the attention of staff to any matter relating to progress or effort in any subject. Students must carry their planner at all times, and parents are asked to check it and sign it each week. Students will be charged for replacement planners. Sixth Form students are issued with a school diary.

## **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 school 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 8.40a.m. – 3.50p.m. A team of staff is on duty around the campus before and after school and at break and lunchtime.

## **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 GCSE target grades in English, Maths

Science, Design Technology, Information Technology and Religious Education. These are the minimum GCSE 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. Likewise at the beginning of Year 10 your child will be issued with a Target Grade in each of the GCSE option subjects.

## **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 placed in sets according to their ability in English, Mathematics, Science, and Modern Foreign Languages. In other subjects they are taught in mixed ability classes.

In Years 10 and 11 students are placed in sets accordingly to ability in English, Mathematics and Science. Students' options determine which classes they are placed in for other subjects.

## **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 normally passed on as soon as possible.

## **TESCO**

Students in year 9 – 11 are not permitted to visit Tesco during the hours of 8am – 5pm unless they have a pass issued to them by their Year Leader or a senior member of staff.

## **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.

## **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.

From September 2011, the charge for children living outside the catchment area is £557.40 per year (discounted to £501.70 for payment in advance) and those living under three miles is £290.25 per year (discounted to £261.25 for payment in advance). A student with a permanent or physical disability may be eligible for free transport.

Sixth Form students are permitted to travel on school transport, subject to places being available.

There are two options available. You can purchase a Student Contract Ticket which allows the student to travel on the designated school transport vehicle and the charge for September 2010 is £431.55 based on 10 direct debit installments (discounted to £388.40) for advance payment) per Term.

If you require any details regarding County or Contract tickets or generally have any questions or complaints about school transport, you should contact Rhiana Whitfield, School Transport Section, County Hall, Taunton - Telephone 01823 355367. Applications for school transport should be directed to Somerset Direct and the contact number is 0845 345 9122.

A private hire school transport service is operated by Axevale Coaches, serving the Highbridge and Burnham-on-Sea area. Enquires about this service should be made direct to Axevale Coaches on telephone number 01934 750321.

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 school 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 school. 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 school 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 afternoon, and is the most important contact a child has with the staff. The Tutor is there to register attendance, monitor progress, help students to organise their work, monitor progress and provide guidance if there are any problems. The Year Leader is always on hand to provide extra support.

## 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.
- **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.
- **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 have visible fashion zips, buckles, patch pockets or be frayed and must be worn around the waist. Any belt must be plain black.  
Trousers must not be skin tight or leggings, flares, hipsters, floor scrapers. Frayed hems are not permitted.  
Please note: we do not allow denim, canvas, corduroy or similar materials.
- **Black Socks or Tights**  
These must be worn from September to April.
- **Plain Black Shoes**  
No trainers, sandals, open backs, boots, high heels or platforms.
- **Academy Tie\***  
  
Ties are to be worn with at least 7 black stripes showing. No frayed ties, or ties with Tippex or graffiti on them.
- **Black Slipover Jumper\* optional**  
The school slipover is *optional* and can be worn under the blazer. It is available from Deanes. No other types of slipover/jumper are acceptable.
- **Jewellery**  
Students may wear one small stud or small sleeper earring in each ear plus one small ring on their finger. Please note that we do not allow any other items of earrings, facial jewellery, necklaces, bracelets or bangles/wristbands. Facial/body piercings are not allowed; this includes tongue/eyebrow/nose or belly button piercings.
- **Make-Up**  
This should be worn discreetly. Nail varnish is not allowed.
- **Hairstyles**  
Extreme hairstyles and brightly dyed colours are not allowed. Conventional hair colours or highlights are allowed i.e. black, brown or blonde.
- **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.

*\*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 school 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.*

*Minor uniform infringements may result in a lunchtime detention.*

*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.*

## **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.

## **VALUES**

### **Academy Values**

### **Values Defined by Students**

#### **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*

#### **Forgiveness**

*Being sorry and putting it right; letting go of being angry with someone when you have been wronged; starting afresh*

#### **Justice/Fairness**

*Being fair; understanding and respecting the rules; treating all people and groups equally; taking care of people and groups who are disadvantaged*

#### **Truth and Honesty**

*Telling the truth; trying to find out what is really true; knowing how to think about complex issues; keeping an open mind; listening to others' ideas*

#### **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.

## **VISITS**

The academy provides excellent opportunities for 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. The school regularly undertakes study trips to France and Germany for GCSE and A Level students.

## **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 anytime providing that it does not disrupt a lesson or compromise health and safety.

## **WORK EXPERIENCE**

Students in Year 10 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 encouraged to find their own placements, with guidance from staff and they take part in a one-day key skills conference in preparation for their placement.

A small number of students undertake extended work experience placements of one day each week.

## **WORK PERMITS**

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 that 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.

## SOME USEFUL CONTACTS

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- Substance Misuse Advice**  
A specialist Young Person's Drug and Alcohol Service for Somerset  
*Tel: 01749 836 561*
  
- SIGNPOST**  
*Somerset Health & Community Care Information Service*  
This is a help line service which deals with any issues related to health or welfare  
*Freephone: 0800 317220*
  
- Somerset & Wessex Eating Disorders Association (SWEDA)**  
Strode House  
10 Leigh Road  
Street, Somerset BA16 OHA  
*Tel: 01458 448600*
  
- ME Association**  
7 Apollo Office Court  
Radclive Road  
Gawcott  
Buckinghamshire  
MK18 4DF  
*Tel: 08445 765326*  
*Email: meconnect@meassociation.org.uk*
  
- National Meningitis Trust**  
Fern House, Bath Road  
Stroud, Glos GL5 3TJ  
*Tel: 01453 768000/0800 0281 828 (24hr helpline)*
  
- Relate Family Counselling**  
133 Cheltenham Road  
Bristol  
BS6 5RR  
*Tel: 0117 942 8444*  
*Website: www.relate-avon.org.uk*
  
- Action for ME and Chronic Fatigue**  
P.O. Box 1302  
Wells, Somerset BA5 2WE  
*Tel: 0845 123 2314 (Monday – Friday 11am – 3pm)*
  
- National Schizophrenia Fellowship (RETHINK)**  
Paul's House  
Tower Street  
Taunton, TA1 4BH  
*Tel: 01823 354879/0845 560455 (Advice Line)*
  
- Turning Point - Somerset Drug & Alcohol Service**  
Bridge House  
30 Taunton Road  
Bridgwater  
Somerset  
*Tel: 01278 456561*
  
- Drugs Advice (A-Z Drugs)**  
*Tel: 0800 776 600*  
*Text: 82111*  
www.talktofrank.com

- ❑ **Samaritans**  
*Tel: 08457 909090*
  
- ❑ **Somerset Direct Social Services – Children & Families Team**  
Blake, Northgate  
Bridgwater  
TA6 3HF  
*Tel: 0845 345 9122*
  
- ❑ **C.L.I.C.**  
Cancer & Leukaemia in Childhood Trust  
Griffin House  
161 Hammersmith Road  
London  
W6 8SG  
*Tel: 0117 311 2600*  
*Email: reception@clicsargent.org.uk*
  
- ❑ **CRUSE – Bereavement Care**  
Somerset Branch  
*Tel: 01458 898211 (10.30 – 1.30)*  
*National Helpline: 08444 779400*
  
- ❑ **Compassionate Friends – Supporting Bereaved Parents**  
53 North Street  
Bristol  
BS3 1EN  
*Tel: 0845 123 2304*
  
- ❑ **Childline**  
*0800 1111*



**PLEASE KEEP THIS BOOKLET IN A SAFE PLACE  
FOR FUTURE REFERENCE**

**THE KINGS OF WESSEX ACADEMY**

Station Road  
Cheddar  
Somerset BS27 3AQ

Tel: 01934 742608

Email: [office@kingsofwessex.somerset.sch.uk](mailto:office@kingsofwessex.somerset.sch.uk)

Web: [www.kowessex.co.uk](http://www.kowessex.co.uk)

Published July 2011

*The information contained in this booklet was correct at the time of publication but may be subject to change at any time.*



# The Kings of Wessex Academy

— *Getting the best out of everyone* —

## **A-Z FOR PARENTS 2011 – 2012**

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## A-Z for Parents 2011 - 2012

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**July 2011**

Dear Parents/Guardians,

I would like to welcome you formally to The Kings of Wessex Academy.

At Kings we are proud of our reputation for excellence and we are committed to providing an outstanding education for your child. With your support I am confident that we will, not only, ensure the success of your child; but, by working with you we will ensure he/she has an enjoyable and rewarding school experience.

The aim of this **A-Z for Parents** booklet is to give you information about our academy to enable you to support to your child in his/her education. We hope that you will get a sense of our combined energy, commitment and enthusiasm of the work of our academy, and the excitement of students as they gain in confidence and success.

Our experience tells us that the educational needs of young people are best served if there is an active partnership between parents and teachers, with each taking responsibility and sharing ideas. This **A-Z for Parents** booklet indicates ways in which we can work together to make that partnership a reality. I am aware that many of the things we ask you to do, you will no doubt be doing anyway. But, I would thank you for reading this guidance carefully as we believe in the importance of maintaining high expectations both at home and school. We, in turn, will strive to ensure that your child receives an education that is exciting and challenging.

We encourage you to work with us to keep in touch. With this in mind, we look forward to seeing you at our various Parents' Evenings and the other events throughout the school year.

Thank you once again for your support.

Yours sincerely,

**CHRIS RICHARDSON**  
Headteacher

## CALENDAR

### ACADEMIC YEAR 2011 - 12

<b>AUTUMN TERM</b>	
School Starts	Friday 2 <sup>nd</sup> September 2011 – Years 9/10/12 Monday 5 <sup>th</sup> September 2011– Years 11/13
Inset Day	Friday 14 <sup>th</sup> October 2011 – School closed to students
HALF TERM	Saturday 22 <sup>nd</sup> October 2011 – Wednesday 2 <sup>nd</sup> November 2011 inclusive
School Starts	Thursday 3 <sup>rd</sup> November 2011
Last Day of Term	Friday 16 <sup>th</sup> December 2011
<b>SPRING TERM</b>	
School Starts	Wednesday 4 <sup>th</sup> January 2012
HALF TERM	Saturday 11 <sup>th</sup> February 2012 – Sunday 19 <sup>th</sup> February 2012 inclusive
School Starts	Monday 20 <sup>th</sup> February 2012
Inset Day	Monday 19 <sup>th</sup> March 2012 – School closed to students
EASTER HOLIDAY	Saturday 31 <sup>st</sup> March 2012 – Sunday 15 <sup>th</sup> April 2012 inclusive
<b>SUMMER TERM</b>	
School Starts	Monday 16 <sup>th</sup> April 2012
BANK HOLIDAY	Monday 7 <sup>th</sup> May 2012
HALF TERM	Saturday 2 <sup>nd</sup> June 2012 – Sunday 10 <sup>th</sup> June 2012 inclusive
School Starts	Monday 11 <sup>th</sup> June 2012
Last Day of Term	Friday 20 <sup>th</sup> July 2012