

Kingsdown School Student Handbook

Contents

Welcome

Introduction & Philosophy 2

Rewards

Vivo Miles 3
 Student Responsibilities 3
 School Council 3
 Peer Mentors 3
 Jobs4Us 4
 Prefects 4
 House Captains 4

Guidance & Support

Academic Tutoring 5
 School Nurse 5
 School First Aid Services 5
 Confidentiality 6
 Who's Who 7 & 8
 Personal Belongings 9
 Lockers 9
 Anti-bullying 10
 Reporting Concerns 10
 Useful People and Agencies 11

Expectations

Daily Routine 12
 Timings of the school day 12
 Break / lunch procedures 13
 Cafeteria 13
 Home / School Agreement 14
 Uniform 15
 Attendance & Punctuality 16
 Annual Holiday Procedures 16
 Equipment List 17
 5 Golden Rules 18
 Bicycles 18
 Mobile Phones & iPods 18
 Emergencies/Procedures 19
 Useful Policies 19

Curriculum Requirements

Homework 20
 Controlled Assessment 20
 GCSE Courses 20
 Study Support & the LRC 20

Extra Curricular Activities

21

School Closure Dates

Diary Dates 22
 Calendar 2011 - 2012 23
 Calendar 2012 - 2013 24



Welcome back to a new school year

In 2008 OFSTED wrote to all the students after an inspection and said:

"Your personal development and well-being are outstanding. You clearly enjoy school very much, your behaviour and attendance are excellent and your involvement in the local community is outstanding. We clearly saw the pride you show in your roles as members of the school council, as prefects and student mentors. The curriculum you receive is outstanding and meets your needs and capabilities very well. The quality of the school's technology specialist subjects and the variety of extra-curricular activities you participate in have a significant, beneficial impact on your enjoyment and achievement. The care, guidance and support you receive are outstanding. Staff know you very well and are committed to ensuring your safety and promoting your well-being. Those of you who need extra help are given the very best support."

The quality of education that you receive here is second to none in Swindon and we are continually striving to make it even better.

At Kingsdown School, our badge, the Lion, represents what we are all about. All who learn within our community do so with a sense of **Pride** which emphasises the quality of care and support that you receive and the sense of belonging to a family.

Performance

Always do your best to prove to yourself that you are capable.

Resilience

Don't be put off when things get difficult - you can do it!

Imagination

Don't be afraid to try out new things, you never know where it could take you.

Determination

Work hard and you will be rewarded with many opportunities.

Enjoyment

Doing well is fun.

Enjoy your year at Kingsdown



Rewards



Vivo Miles

Vivo Miles is now well established at Kingsdown.

Instead of getting stickers or paper slips you get awarded credits electronically onto your account which you can then use to buy anything from cinema tickets and iPods to mobile phone credits and music tracks!

And all of this through one state of the art website with no need for stickers or badges! If you forget your log in details, Mrs Adams in the front office will help. Your teachers will award Vivos for;

Outstanding work/effort [2]

Outstanding contribution to school life [2]

Positive attitude to learning [2]

Good attendance

Excellent Behaviour

www.vivomiles.com

Vivos for attendance and behaviour are awarded termly for those with over 95% attendance and for receiving no detentions.



Student Responsibilities

School Council

Each year has a council which meets to discuss school matters which interest or concern them. They can refer these matters or Agenda items to the School Council for discussion. Each tutor group elects one boy and one girl to represent them at Year Council. Each Year Council will also choose two Councillors for a School Council and one reserve; both to be from the pupil members.

The School Council meets two or three times a term - more if necessary - to discuss Agenda items submitted to it by Year Councils or members of staff.

It can discuss issues, set up working parties, find out information and make recommendations to the Senior Leadership of the school, and contributes to the school improvement plan. A list of representing officers can be found on the school notice board near the main hall.



Peer Mentors

If selected, you will be trained to take on the role of peer mentor to offer advice and guidance to younger children within the school. This is a very responsible position which provides the younger children with an opportunity to discuss concerns with other children.



Jobs4Us

The Jobs4Us programme is now well established within the School. Students are given the opportunity to apply for positions of responsibility in many areas of school life from technical support with the audio visual team, to supporting the organisation of the Kingsdown Friends Association.

Prefects

Prefects, led by the Head Boy and Head Girl, are chosen to help run the school. They are chosen during Year 10 by their tutors. Their main task is to monitor the main doors to the building during the lunch hour. They are also used to show visitors around the school and to help out at other occasions. This is an important responsibility. Training and support are given to those who complete a satisfactory probationary period. Students should ensure that they co-operate with prefects at all times. (Prefects are identifiable by their red ties).

Head Boy: Daniel Rycanowski

Deputy: Beth Webb

Head Girl: Meena Gopal

Deputy: Zoe Benham



House Captains

House captains are selected by the students following presentations by those who put themselves forward during house assemblies. Their role is to support the Head Boy and Girl and to encourage their house's participation in competitions and events.

The 3 Houses at Kingsdown are:

Lydiard Tutor groups 1-3

Stanton Tutor groups 4-6

Coate Tutor groups 7-9



Guidance and Support

Academic Tutoring

Whilst teachers and support staff will provide opportunities to make progress, you are responsible for your learning. Using the **Student Learning Profile**, you will identify personal, educational and vocational goals, and develop strategies through which these goals may be achieved.

In particular the process focuses upon:

1. Improving your performance and motivation in school
2. Developing appropriate skills and personal and social qualities
3. Planning for the future

Through regular focused sessions, you will become more responsible for your own progress and future.

Commissioned Officers

The School has 3 Commissioned Officers who will work with students across the school. The three focus areas for these staff are Anxious and Vulnerable, Behaviour and Relationship Support and Information, Advice and Guidance.

School Nurse

The School Nurse - Charlotte Simpkins is available for health, personal and social advice & guidance. You can access the Nurse Drop-in Clinic on Mondays at lunch time between 12:55 and 1:55 for confidential advice.

School First Aid Services

There are a number of qualified first aiders at Kingsdown School who can provide emergency first aid for accidents that occur whilst you are in school. In addition, advice can be given and parents contacted if necessary if you fall ill whilst in school. The service is **not to be used** as an alternative to your GP for advice on accidents or ailments that have arisen outside school. It is essential that you keep the school informed of any changes to your parents and carers contact details in case we need to speak with them in an emergency.



Confidentiality

All adults working within Kingsdown School are expected to respect the privacy of information about individual students, and their rights under the data protection act. They are also bound by School policies on child protection and confidentiality.

CONFIDENTIAL

Members of staff cannot offer you or your parents' unconditional confidentiality. Confidentiality is not the same as privacy. Something is described as confidential if it is told in private, with the understanding that it will not be shared. Students often ask for "confidentiality", but although members of staff will always be discreet and keep things private, they cannot promise not to pass the information on to anyone.

By law, teachers must pass on, to senior staff or the people or agencies that have responsibility for such matters, information about behaviour or events likely to cause harm to young people. These matters include:

- Under-age sexual activity
- Drugs use
- Abuse (for more detail, see the school's safeguarding policy)
- Other dangerous or illegal activities that put you or other students at risk

It is our policy that members of staff must share information of this nature with senior members of staff. The information will also be shared with parents unless there is an exceptional reason why this should not happen. They will usually encourage you to seek support and help from your parents in the first instance.

Where members of staff have to pass on such information, or where they need to seek professional advice in order to help you, they will tell you what is happening, and who will have access to the information.

Privacy

All members of staff will respect your privacy and protect your personal information. In lessons, members of staff will not put pressure on you to disclose personal information and will discourage your fellow students from applying any such pressure. For example, they will want you to be careful about sharing too much personal information when discussing some sensitive or controversial issues.

All personal information about you is regarded as private, and members of staff will not pass it on indiscriminately. Staff work within a code of practice, drawn up to cover times when they share information.

Information sharing between professionals who work with young people

Sharing of personal information will be carried out sensitively and only when necessary.

Data Protection

All sharing of information by members of staff is done in a way that is compatible with the Data Protection Act, the Human Rights Act and the common law duty of confidentiality.

All data held within the School complies with legal requirements on data protection.



Who's Who

Post	Person	Email
Headteacher	Mrs Conaghan	head@kingsdownschool.co.uk
Deputy Headteachers	Mr Lowe & Mrs Drayton	slowe@kingsdownschool.co.uk mdrayton@kingsdownschool.co.uk
Assistant Headteachers	Mrs Evans & Mr Amey	aevans@kingsdownschool.co.uk mamey@kingsdownschool.co.uk
Business Manager	Mr Byrne	sbyrne@kingsdownschool.co.uk
Leader of English	Mr Simpson	lsimpson@kingsdownschool.co.uk
Leader of Maths	Mr Rumble	jrumble@kingsdownschool.co.uk
Leader of Science	Mrs Cassey	acassey@kingsdownschool.co.uk
Leader of D & T and Art	Mr Brind	mbrind@kingsdownschool.co.uk
Leader of ICT	Mr Nartey	cnartey@kingsdownschool.co.uk
Leader of Humanities	Mr Lacey	rlacey@kingsdownschool.co.uk
Leader of Foreign Languages	Ms Masters	dmasters@kingsdownschool.co.uk
Leader of Performing Arts	Mrs Barnes	jbarnes@kingsdownschool.co.uk
Leader of Physical Education	Mrs Spence	lspence@kingsdownschool.co.uk



Leader of SEN	Mrs Merk	amerk@kingsdownschool.co.uk
Leader of Careers Education	Mr North	cnorth@kingsdownschool.co.uk
Leader of Year 7	Mr Raisey	sraisey@kingsdownschool.co.uk
Pastoral Support Staff	Mrs Davies/ Mrs Sheppard	ldavies@kingsdownschool.co.uk asheppard@kingsdownschool.co.uk
Leader of Year 9	Ms Palmer	rpalmer@kingsdownschool.co.uk
Pastoral Support Staff	Mrs Andrews	pandrews@kingsdownschool.co.uk
Leader of Year 8	Mr Smith	gsmith@kingsdownschool.co.uk
Pastoral Support Staff	Mrs Pickles	gpickles@kingsdownschool.co.uk
Leader of Year 11	Dr Plant	lplant@kingsdownschool.co.uk
Pastoral Support Staff	TBA	TBA
Leader of Year 10	Mrs Cripps	acripps@kingsdownschool.co.uk
Pastoral Support Staff	Mrs Stockford	bstockford@kingsdownschool.co.uk
School Nurse	Charlotte Simpkins	charlotte.simpkins2@ swindon-pct.nhs.uk
Police Community Support Officer	Mandi Coles	mandi.coles@wiltshire.pnn.police.uk
Attendance	Mrs Lewis	mlewis@kingsdownschool.co.uk



Personal Belongings

All possessions brought to school should be clearly marked with your name. Money, mobile phones and valuable items should not be brought to school except where it is absolutely necessary. Money and valuable items which are brought to school should be carried on your person and never left in desks, school bags or coat pockets. Large sums of money should only be brought to school for specific purposes (e.g. to pay for a school visit) and must be in a clearly marked envelope stating your name, tutor group and the trip details and placed directly into the safe located by the front office at the top of the A block corridor.

Personal stereos, CD players, tape recorders, MP3 players and iPods should not be brought to school unless permission has been given (e.g. for spoken English). The School cannot take responsibility for damage or loss of any such equipment on the premises. Any such items will be removed by a member of staff.

Whilst accepting that you may have a mobile phone, it is your responsibility to look after it. We ask that they are turned off at all times and **only used in emergencies**. Mobile phones will be confiscated if used inappropriately.

At the end of the day all articles should be taken home. Any P.E. or Games Kit should be taken home and washed regularly.

Lockers

Lockers are available on request. Although there are not enough lockers for all of you, we are able to accommodate most requests. Please contact the front office - student services - for further details.



Anti-bullying

Kingsdown School has a very clear policy on dealing with bullying and with supporting the victims of bullying. A well trained and experienced pastoral team operate in each year group to provide guidance, support and sanctions.

Bullying is not allowed at Kingsdown School and reports are taken extremely seriously. The key to the success of any policy such as this is sharing of information. The school, parents and most importantly the children must be open about what is going on in order that a solution can be found.

If problems persist, keep talking

Tutors, Student Advisors, Year Leaders, the School Nurse, the Education Welfare Officer are all available to listen and help.

Top 10 tips how to beat bullying:

1. Remember, it's not your fault. No one deserves to be bullied.
2. Be positive - it will stop!
3. Try to act more confident, even if you don't feel it.
4. Don't ignore it, it won't go away.
5. Tell someone you trust - a teacher, student advisor, family member or friend.
6. Keep a record and save any nasty texts or emails that you've been sent.
7. Try to stay away from the bullies or stay with friends when you feel unsafe.
8. Ask your mates to look out for you.
9. Try not to retaliate, you get into trouble or hurt.
10. Make use of the systems available in school - Kingsdown has a very effective system of dealing with bullying.



Reporting Concerns

In response to concerns raised by the Neighbourhood Policing Team (NPT) and their letter, 'Do you know where your child is?', the School has considered very carefully the way in which it can support the community and promote positive behaviours. Although we will continue to work collaboratively with the NPT on curriculum delivery and the content of PSHE & C lessons and in the delivery of assemblies, we felt that we needed to offer something that provided you with a tool for communicating concerns and for getting support. In partnership with the Police, we have just launched a website:

<http://kingsdown.thesharpsystem.com/>

This website gives users a unique and confidential way of contacting the School and the Police to tell us about antisocial behaviour both inside school and in the wider community. As you navigate through the website, you'll see that there are a number of very useful public information films which are continually updated. Each page has the facility for you to complete an (anonymous if you wish) online form that when you submit, it will be sent straight to Mr Lowe in School and Mandi Coles at the Police Station. Concerns that can be reported include those around the home, bullying, health, the community, weapons and hate crime.



Useful People and Agencies

Agency	Person
Bullying on-line	www.bullying.co.uk
Parents 24 hour helpline	www.parentlineplus.cu.uk
NSPCC	www.nspcc.org.uk 0808 800 5000
NSPCC Asian helpline	0800 096 7719
Samaritains	www.samaritains.org.uk 08457 90 90 90
Childline	www.childline.org.uk 0800 11 11
Kidscape bullying counsellor	0171 730 3300
Kidscape Helpline	www.kidscape.org.uk 08451 205 204
National Association for Gifted & Talented	www.nagcbrtain.org.uk
UK Eating Disorder Association	www.edauk.com
National Self-harm Network	www.justlikeme.org.uk
Frank - Drug advice helpline	www.talktofrank.com 0800 77 66 00
Druglink - Swindon drug advice	01793 610133
Connections youth counselling	cyc@swindon.gov.uk 01793 612969



Expectations

Daily Routine

Timings of the School Day

Week 1

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8.40-9.40	8.40-9.40	8.40-9.40	8.40-9.40	8.40-9.40
Period 2	9.40-10.40	9.40-10.40	9.40-10.40	9.40-10.40	9.40-10.40
Break	10.40-10.55				
Period 3	10.55-11.55	10.55-11.55	10.55-11.55	10.55-11.55	10.55-11.55
Period 4	11.55-12.55	11.55-12.55	11.55-12.55	11.55-12.55	11.55-12.55
Lunch	12.55-1.55				
Period 5	1.55-2.25	1.55-2.55	1.55-2.55	1.55-2.55	1.55-2.55
Period 6	2.25-3.25	2.55-3.25	2.55-3.25	2.55-3.25	

Week 2

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8.40-9.40	8.40-9.40	8.40-9.40	8.40-9.40	8.40-9.40
Period 2	9.40-10.40	9.40-10.40	9.40-10.40	9.40-10.40	9.40-10.40
Break	10.40-10.55				
Period 3	10.55-11.55	10.55-11.55	10.55-11.55	10.55-11.55	10.55-11.55
Period 4	11.55-12.55	11.55-12.55	11.55-12.55	11.55-12.55	11.55-12.55
Lunch	12.55-1.55				
Period 5	1.55-2.25	1.55-2.55	1.55-2.55	1.55-2.55	
Period 6	2.25-3.25	2.55-3.25	2.55-3.25	2.55-3.25	



Break & Lunch Procedures (the cafeteria)

Your parents will decide, and let us know in writing, whether you go home to lunch or remain at school. If you go home for lunch you must not return to school until the beginning of afternoon school. Students going home for dinner every day will be issued a photographed pass by the Year Leader. **The pass MUST** be carried at all times.

If you remain at school you must not leave the school site without the written permission of your parent or guardian, co-signed by your Year Leader, Tutor, Student Advisor or senior member of staff. This note will then be stamped by the front office.

Teachers, mid-day supervisory assistants and prefects will be on duty - **you must follow instructions.**

1. At lunchtime, you should be outside (except on wet days) unless you have an official pass to come into school, signed by a member of staff taking responsibility for you. **The only doors to remain open to students will be those doors near the boys and girls toilets, C Block and B Block toilets.**
2. On wet days you should go to the allocated room. A wet lunch hour will be signalled on the advice of the Deputy Headteacher by a notice in the Hall foyer.
3. Students should go to lockers immediately after morning school, and not visit lockers during lunchtime.

Cafeteria meals are provided by Kingsdown School in the Dining Hall each day. Cash is no longer accepted as a means of payments for meals. All students will have a secure account accessible through either a biometric finger recognition system, or with a pin number. Accounts can be managed using one of the 2 payment machines, one in the crush hall and the other in the main hall. If you bring sandwiches to school, these should be eaten in the Dining Hall, the Courtyard or the designated Picnic Area outside the school buildings. On wet days food can be eaten in A1.1. The school cannot accept liability for food brought to school and subsequently lost, damaged or mislaid. If you are entitled to a free school meal, you will have the allowance automatically loaded to your account everyday.

Home – School Agreement

The responsibility for your education rests mainly with your parents. Kingsdown School will assist your parents to carry out this responsibility. The active support of parents in your education may increase your likelihood of gaining maximum benefit.

School

Kingsdown School will:

1. Inform parents when appropriate of their child's progress in meeting National Curriculum and GCSE Targets
2. Keep parents informed about school activities through regular newsletters and notices
3. Keep parents/guardians informed of any concerns relating to students' general school welfare
4. Encourage students to take care of their environment and respect their surroundings both in school and in the wider community
5. Encourage students to reach their full educational potential.

Parents

As a parent or guardian I will:

1. Ensure my child attends school regularly, punctually and properly equipped. I will contact the school on the first day of any absence and write a note to explain any absence on my child's return to school
2. Support the school's policy on uniform, mobile phones, behaviour and homework
3. Inform the school about any concerns or problems which may affect my child's work or behaviour
4. Encourage my child to participate in a variety of school activities
5. Attend Parents' Meetings on a regular basis
6. Sign and return reply slips in response to letters, news-sheets and detentions.

Student

I will:

1. Attend school regularly and on time
2. Bring all the equipment I need every day
3. Wear school uniform and be tidy in appearance
4. Abide by the schools policy on mobile phones
5. Complete my class work and homework as well as I can
6. Be polite and helpful to others and respect other people and their property
7. Keep the school free from litter and graffiti
8. Actively participate in a variety of school activities (when possible)
9. Abide by all school rules and procedures and safety guidelines.



Uniform

- Trousers** : Plain black trousers, normal cloth, full ankle length and standard fitting.
- Skirt** : Plain, black, knee length.
- Shirt** : Plain white, short or long sleeved with collar attached. (To be tucked in at all times).
- Polo Shirt**: For the summer term only - official polo shirt bearing Kingsdown School logo and house colour.
- Tie** : School tie, black with red diagonal stripes, worn conventionally.
- Jumper** : Official School Jumper with Kingsdown logo.
- Shoes** : Plain, black, low heeled sensible design.
- Tights** : Plain, black, dark grey or neutral.
- Coat** : Plain, sensible coat, raincoat or anorak.

The following are NOT allowed:

Sweatshirts	Sports shirts
Tracksuit tops	Boots (including ankle boots)
Trainers	High heeled shoes
Denim	

Jewellery : Limited to one earring in each ear (plain stud or sleeper), one signet ring and watch

Hair : Only natural hair colours are acceptable. Shaven patterns should not be worn.

The following are NOT allowed:

Make-up	Nail varnish
Other facial or body piercing	

PE Kit

Boys

Boys fully reversible rugby shirt
 Plain white polo T-Shirt
 Black football shorts
 White shorts
 School football socks
 Football boots
 White socks
 Trainers that provide good foot support
 Towel for showers
 Shin pads
 Gum shield

Girls

Girls tracksuit jacket
 Plain white polo T-Shirt
 Black football or cycling shorts
 School football socks
 Football or hockey boots
 Trainers that provide good foot support
 White socks
 Towel for showers
 Shin pads
 Gum shield

***** All items of clothing and equipment must be named *****

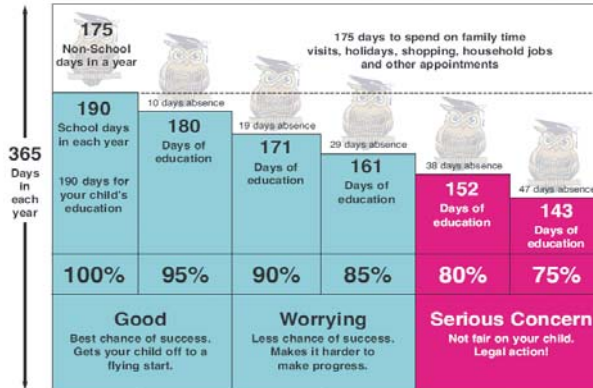
Uniform Suppliers

1. Trutex, 39 Brunel Arcade, Swindon
2. www.yourschooluniform.com



Attendance & Punctuality

Evidence gathered by the Department for Children Families and Schools, shows that missing school regularly will affect your performance in your GCSEs. *17 school days missed per year will be equivalent to 1 dropped GCSE grade.* If you are absent from school, your parents **must** ring the school as soon as possible.



Attending on time is essential as the beginning of the lesson is when the learning outcomes are introduced and explained. Arriving late reduces your learning time and also disrupts the learning of others.

Attendance and punctuality are monitored daily. If you are persistently late or your attendance drops to an unsatisfactory level, sanctions will be applied and your parents involved to encourage improvements.

Annual Holiday Procedures

As you know, students of school age must, by law, attend school regularly, and any planned absences must be approved and authorised by the school. If you have an historical attendance percentage of below 90% the holiday will be unauthorised and liable to a penalty notice if taken. A penalty notice is issued by the Local Authority and your parents could be fined.

We will consider every request for leave for a holiday individually. The most important consideration is the effect an absence would have on your education. Absence during term time can seriously disrupt the continuity of learning. There is a risk of underachievement which you and we must seek to avoid.

We would not look favourably on a request from school if you are preparing for or taking examinations and important tests. Before making a decision, we would also have to take in to account your attendance record.

If you still need to request authorisation to be out of school for a holiday, please complete the holiday request form and return it to the Head teacher's P.A. as soon as possible, at least 10 days in advance. May I remind you that at Kingsdown School we will only consider 5 days; which reduces your child's attendance to 97.4%. If there are exceptional circumstances we will consider the legal 10 days, this however must be requested in writing to the Headteacher. You may assume your request for these 5 days has been granted unless you hear from the school to the contrary.



Equipment List

Essential Equipment

You are required to have the following essential equipment with you at all times

- A sturdy bag for carrying books and equipment
- Homework Diary or Study Organiser (this will be provided by the School)
- A pencil case (named) containing
 - i. 2 black or blue pens
 - ii. 2 pencils, a pencil sharpener & an eraser
 - iii. Pen of a different colour (for underlining etc.)
 - iv. Ruler
 - v. Protractor & a pair of compasses
 - vi. Colouring pencils
 - vii. Pocket dictionary
 - viii. Calculator (we recommend Sharp EL531GH available from the school shop)






Desirable Equipment

- Small note pad/rough book
- Plastic wallet/folder
- Glue stick

For Practical Lessons

PE	See the uniform list
D&T	Oven proof dish, bag or tin for the transportation of food
Geography	Atlas. Ask the Geography teacher which type before you buy (available from school)
Art	Old shirt 2b pencils Sketching pencils A3 sketch pad (Years 9 & 10)
Languages	Dictionaries - ask Languages teacher which type before you buy.

5 Golden Rules

	Wear your uniform in accordance with the school uniform policy
	Behave responsibly and show respect and courtesy to others
	Listen in silence to others and respond promptly to instructions
	Arrive on time, fully equipped and prepared to participate in each lesson
	Settle to work quickly and stay focused on the task

Bicycles

You are allowed to ride bikes to school but must first bring a signed form in from your parents confirming that they are happy for you to do so. The form agrees that it is your responsibility to keep the bike in a safe and roadworthy condition.

Bikes need to be secured in the cycle sheds. These sheds will be locked during the day. Please wear a cycle helmet as it could save your life in the event of an accident.

Mobile Phones & iPods

Phones must not be used at any time during the day for:

- Listening to music
- Surfing the Internet
- Taking photos
- Taking videos
- Playing games

Phones should not be used for texting, phoning, as a calculator or checking the time during lessons.

Phones must always be switched off (not on silent mode) and kept out of view.

If you breach these rules the phone will be confiscated and given in to the main office. It will be returned to you at the end of the School day and a letter will be sent home.

Phones must not be taken into examinations.

In other words

Mobile phones must be turned off and kept out of view at all times of the school day



Emergencies

If a student needs to contact his/her parents/carers they must speak to a member of staff first who may contact if appropriate.

You should not phone home without permission.

If your parents need to contact you urgently they should phone the main office and a message will be relayed promptly.

Emergency Procedures

In order that everyone at Kingsdown stays safe, we have regular evacuation practises that simulate an emergency. Although a fire or similar emergency is unlikely, it is important that students and staff are aware of the procedures for exiting the building quickly and safely.

If you see a fire, break the glass on an emergency alarm panel, this will immediately raise the alarm. These panels must not be used for anything other than an emergency.

When the warning bell sounds continually, the building must be evacuated through the nearest safe exit. Emergency procedure notices are visible in every room of the school.



1. Stop what you are doing, turn equipment machinery off and wait silently until you are told to exit the room by the teacher.
2. Do not waste time gathering your possessions.
3. Proceed as quickly and as quietly as possible, without running, to the nearest exit.
4. Once outside the building, students and staff must assemble on the playground at the rear of the school where registers will be taken.

If the school has to close in an emergency, the local radio stations will be informed. Heart FM and BBC Radio Wiltshire will announce the closure on air and display it on their website. In addition, details of the closure will appear on the School's website.

Useful Policies

All the policies referred to below are available to view in full from the School's website:

- Attendance
- Behaviour
- Rewards
- Inclusion
- Teaching and Learning

Curriculum Information

Homework

Doing homework will help you to:

- Work independently from the teacher
- Be self motivating
- Be well organised
- Prepare for coming work
- Prepare for tests and examinations
- Find out how to make good use of resources outside the classroom eg: The LRC

The amount of homework that you will receive will vary from year to year. You will receive a homework timetable at the beginning of the year that will explain what you should expect to be given on a daily basis.

Controlled Assessment

Although assessment for GCSE's is changing, you will receive work to do in year 10 and 11 that will contribute to your final GCSE grades. This must be done to the highest possible standards and must be all your own work. Copying other students either in your year group or a year that has gone through before, could jeopardise your entry for that exam.

GCSE Courses

During year 9, you will be asked to choose the subjects that you would like to study at GCSE for your final 2 years at school. In addition to the subjects that you study in key stage 3, you will get the chance to study other courses also. As these often change, you should speak with your Year Leader for further details.

Study Support & the LRC

Tutors and teachers will offer continuous support for all students. If you need additional support, you must ask.

The Learning Resources Centre is open every morning and afternoon. Each day, the LRC is open for 1 ½ hours at the end of the school day. Many students take the opportunity to use the facilities of the centre to complete coursework, do homework or complement their studies with self-directed study.



Extra Curricular Activities

The School offers a wide range of activities for students to take part in at lunch time and after school. As the activities and the days on which they are arranged change from time to time, the information is kept up to date on the School's website where you will find details that explain the school's varied menu of activities.

www.kingsdownschool.co.uk

Activities I would like to do

Time	Day	Activity



2011 - 2012 Diary Dates

Date	Events
September	
Thursday 1st September	Year 7's start at 1.30pm
Friday 2nd September	Start of New Term
Wednesday 21st September	School Closes to Students at 12.55 pm
Friday 30th September	TD Day
October	
Thursday 20th - 28th October	Half Term
Monday 31st October	T D Day
November	
Thursday 24th November	Academic Tutoring Day students attend booked appointments only
December	
Friday 16th December	School Closes to Students - 12.55 pm
Monday 19th December - Monday 2nd January	Christmas Holidays
January	
Tuesday 3rd January	T D Day
February	
Monday 13th - Friday 17th February	Half Term
March	
Friday 30th March	School Closes to Students at 12.55 pm
April	
Monday 2nd - Friday 13th April	Easter Holidays
Monday 16th April	T D Day
May	
Monday 7th May	Bank Holiday
July	
Friday 20th July	School Closes to Students at 12.55 pm
Monday 23rd July	T D Day
	Start of Summer Holidays (23/07/2012 - 03/09/2012)



Calendar 2011 - 2012

August						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Calendar 2012 - 2013

August						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

