

Welcome to Cirencester Kingshill School

Year 7 – September 2023



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Striving for Excellence

Cirencester Kingshill School

Head: Christine S. Oates

May 2023

Dear Parent / Carer,

Welcome to Cirencester Kingshill School – September 2023

We are looking forward to welcoming your child to Cirencester Kingshill School this September. We hope that they enjoy their time at the school and make lots of happy memories.

We appreciate that for some children, starting secondary school can be quite a daunting event. To help ease any concerns they might have, Mrs Christopher, Head of Pastoral and Key Stage 3 and Senior Assistant Head, will visit your child's Primary School over the next few weeks and meet with them. Seeing a familiar face when they start in September 2023 will hopefully allay any fears.

We will also be holding an **Induction Day** on **Friday, 7th July 2023** for your child to attend. This will enable them to experience a full school day. They will meet their tutor and tutor group, attend 'taster' lessons and have lunch. Further details on how the day will run will be sent out nearer the time.

For parents/carers, we will be holding a **Parents' Evening** on **Thursday 29th June 2023** at either 6.00pm or 7pm. Please see the allocated time on the page opposite for your child's school. The evening is for parents only and we would be grateful if you would not bring your child on the night. Thank you in advance for your support with this. The evening will give you the opportunity to meet staff, including the Head of Year 7 and Mrs Christopher. There will also be the opportunity on the evening to purchase a school tie (£7.00) and calculator (£8.50) from the finance department. Please note, this will be cash or cheque only.

Enclosed with this booklet are some forms that need to be returned to school. We would be grateful if the forms could be returned, in the envelope provided, by **Friday 19th May 2023**. Should you have any queries regarding the forms, please contact Mrs Christopher at school.

I look forward to meeting you on Thursday 29th June 2023.

Yours faithfully,

Miss C.S Oates

Headteacher

School your child is attending	Allocated time for parents visit on Thursday 29 th June 2023.
Abbey Meads Community Primary School	6pm
Ampney Crucis C of E Primary School	6pm
Ann Edwards C of E Primary School	6pm
Chesterton Primary	6pm
Cranham C of E Primary School	6pm
Harewood Junior School	6pm
Miserden C of E Primary School	6pm
Montgomery Junior School	6pm
Northleach Cof E Primary School	6pm
St Sampson's C of E Primary School	6pm
Stratton C of E Primary School	6pm
The Richard Pate School	6pm
Ashton Keynes C of E Primary School	7pm
Bibury C of E Primary School	7pm
Birdlip Primary School	7pm
Calder House School	7pm
Cirencester Primary School	7pm
Coberley C of E Primary School	7pm
Down Ampney C of E Primary School	7pm
Hatherop Castle School	7pm
Kemble Primary School	7pm
Meysey Hampton C of E Primary School	7pm
North Cerney C of E Primary School	7pm
Powell's C of E Primary School	7pm
Rodmarton School	7pm
Sapperton C of E Primary School	7pm
Siddington C of E School	7pm
St Andrew's C of E Primary School	7pm
St Mary's C of E Primary School	7pm
Watermoor C of E Primary School	7pm

Enclosed:

Please **return** the following forms to Miss C. Oates, Headteacher at Kingshill School, in the envelope enclosed by **Friday 19th May 2023**

- **Pupil Admission Form**
- **Consent Form**
- **Attendance Agreement**
- **Individual Health Care Plan**
- **Tutor Group Arrangements Form**
- **Data Collection Form**
- **Expression of Interest in Instrumental Lessons (if applicable)**

Useful Tips

Dear Parent / Carer,

Moving from primary to secondary school is an exciting and significant event. This booklet will provide you and your son/daughter with some of the practical information that will help them and you to prepare and be organised for the new experiences and changes that they will face this year.

However, I am sure there will still be questions left unanswered and so please do not hesitate to contact your son/daughter's tutor, Head of Year or myself. Do be reassured that we will do all we can to help them settle into Cirencester Kingshill School. It is our aim to make their transition as happy and secure as possible. Please see some useful tips, listed below. I look forward to working with you and your son/daughter during this next important phase of their education.

Yours faithfully,

Mrs. D. Christopher

Senior Assistant Head, Head of Pastoral and Safeguarding and Key Stage 3

- Work out with your child what time they will need to get up to get to school on time.
- Agree a routine for mornings and after school.
- Encourage your child to put out all their clothing the night before.
- If you have a timetable displayed it is a good idea to add a colour to those days when they need to take PE kit.
- Help your child organise a space where they can store all school books and resources. It is great if they can also access a table or desk where they get into the habit of doing homework.
- 'Teach' your child a routine for emptying their bag and packing it the night before, checking that homework has been completed.
- Agree a routine for homework and take an interest in what has been set.
- Try to ensure that homework is completed on the day that it is set. This avoids 'build-up' and gives plenty of time for the child to ask for guidance if they are unsure what to do.
- If you have any concerns or questions please do not hesitate to contact your child's tutor.

Our Values

Our Values	As staff	As pupils
We value our school and its environment, treating all who work in it with respect and courtesy	<p>We greet you at the start of each lesson and register you with a greeting</p> <p>We keep our classrooms clear and tidy</p> <p>We show basic manners, courtesy and kindness</p> <p>We regard our roles as teachers with professionalism and show clear boundaries/expectations</p> <p>We treat each lesson as a fresh start</p> <p>We recognise that everyone is different but try to show consistency and fairness</p>	<p>We greet our teachers and respond to registers with a greeting</p> <p>We keep our classrooms clear and tidy</p> <p>We avoid littering</p> <p>We show basic manners, courtesy and kindness</p> <p>We wear our uniform correctly and with pride</p> <p>We show self-control in difficult circumstances ensuring behaviour does not escalate</p> <p>We recognise that everyone has a right to learn</p>
We are prepared to work and to learn with endeavour	<p>We will arrive on time to our lessons</p> <p>We carefully plan our lessons and are prepared for your learning</p> <p>We mark your work in a way that helps you reflect and improve</p> <p>We will recognise and plan for your individual strengths and needs in the classroom</p> <p>We will follow the homework and marking policy</p> <p>We will use and respect feedback from the whole staff team</p>	<p>We have our equipment and arrive punctually</p> <p>We meet our deadlines for class and homework</p> <p>We respond to feedback, developing our work in response to teachers' suggestions</p> <p>We 'dig deep' and keep going even when it is tough, asking for help</p>
We make the most of opportunities to develop our skills and experiences; we look for ways to enjoy school	<p>We provide extra-curricular clubs and enrichments</p> <p>We share our passions and expertise</p> <p>We will use praise and rewards, recognising your achievements and efforts</p> <p>We support pupils to make the most of their time at Kingshill</p>	<p>We involve ourselves in clubs, events and enrichments</p> <p>We share our passions and expertise – buddying, young leaders</p> <p>We aim to think in a positive manner towards others and about themselves</p>
We accept, recognise and celebrate our differences	<p>We deal with you sensitively, taking time to get to know the 'whole' pupil</p> <p>We recognise where you may need more help or support</p> <p>We work with other agencies to gain further support</p> <p>We will make lessons inclusive and challenging for all</p> <p>We will encourage positive attitudes towards all members of our school community</p> <p>We understand how differences can impact and make appropriate adjustment</p>	<p>We support our fellow pupils</p> <p>We avoid unkind or unpleasant comments</p> <p>We use appropriate language</p>
We develop high ambitions and aspirations	<p>We provide opportunities through trips and visits</p> <p>We set you targets – academically and socially – through teaching and tutoring</p> <p>We are supportive and encouraging through failure and success</p>	<p>We set goals and develop our ambitions</p> <p>We are truthful</p> <p>We plan for life beyond Kingshill</p>
<p>Our School Ethos: (the foundation): as a school community, we all '<i>strive for excellence</i>'. We do this by challenging ourselves to be the best we can, to be supportive of others in doing so and by being tolerant of everything that makes us all unique.</p>		

Key Information



The School Day

Each day comprises of six lessons:

8.40	Movement Bell	Lockers can be accessed. All pupils should make their way to tutor period
8.50	Tutor Period	All pupils
9.10	Period 1	All pupils
10:00	Period 2	Year 7
10.50	Break 2 10.50 – 11.07	Year 7
11.07	Movement Bell	
11.10	Period 3	All pupils
12:00	Movement Bell	Lockers can be accessed.
12.05	Period 4	Year 7
12.27	Movement Bell	
12.30	Lunch 12.30 – 12.55	Year 7
12.55	Period 4	Continued for Year 7
1.20	Movement Bell	Lockers can be accessed. All pupils should make their way to tutor period
1.25	Period 5	All pupils, includes afternoon registration
2.15	Movement Bell	
2.20	Period 6	All pupils
3.10	End of School	

Expectations

In our classroom it is a serious offence to prevent anyone from working.

- The school day begins at 8.40am, please be prompt to class
- You may be in a classroom during break and lunchtime if supervised by a member of staff
- Please enter your classrooms in an orderly way and immediately get ready for work
- Be fully prepared and equipped for lessons
- Food may be eaten in the Dining Room, Concourse and outside during break and lunchtime
- You may drink water in classrooms if the teacher allows this; other drinks are not allowed
- Chewing gum is not allowed in school

School Transport

School transport is the responsibility of the Local Authority, for more details contact School Transport, Gloucestershire, Shire Hall on 01452 425000 (Integrated Transport) or Wiltshire on 01225 712852.

Bicycles

Children are allowed to bring bicycles to school, subject to them being in roadworthy condition. The school reserves the right to withdraw a pupil's privilege of bringing a bicycle to school. Bicycles should be left in the bicycle shed area and pupils must padlock them. The school participates in the Advanced Cycling Award Scheme each year in which Year 7 pupils have the opportunity to receive training in safe cycling. The school accepts no responsibility for bicycles left in the bicycle shed.

Reporting Absences

Form tutors and the Attendance office should be notified of any absence by 9am on the first day of absence, and then every day thereafter. There are 3 ways to do this:- by leaving a telephone message (01285 651 511 option 1) by emailing attendance@cirencesterkingshill.gloucs.sch.uk, or by clicking this link on our website and filling out the details: <https://www.cirencesterkingshill.gloucs.sch.uk/report-an-absence/> All 3 methods go directly to the Attendance office where registers are marked accordingly, and teachers are informed. Our attendance target set by the Local Authority is 95% and we are keen to maintain such high standards. Please be aware that all schools in England and Wales no longer have the right to permit absence from school including holiday absence. This will be recorded as unauthorised other than in exceptional circumstances.

Lockers

Every child has the opportunity to have a locker in which to keep valuables. Lockers provide a safe and convenient place to store books and equipment. An annual payment of £3.50 is requested of each pupil who wishes to use a locker. These will be sold to the pupils during the first week of term.

Lost Property

Pupils who have lost items should enquire at Pupil Reception. Any item which is handed in at Pupil Reception is returned to its owner **if it is named**. Unclaimed lost property is displayed each term and is disposed of if it has proved impossible to trace the owners. **Please can you make sure all items are clearly labelled.**

First Aid/ Medical Room

A number of staff are qualified in "First Aid at Work" in accordance with health & safety guidelines. In cases of serious injury or illness, it is very important that we have emergency contact numbers that are current, as this allows for the speedy and effective treatment of pupils. Please note that unless you indicate otherwise, when treatment is required at hospital and we have been unable to contact you, the member of staff accompanying your son/daughter will give permission for treatment in your absence. A copy of the school's policy on dealing with pupils with medical needs is available on request.

If a child has an ongoing medical condition that requires medication during the school day, or may result in an emergency, an Individual Health Care Plan will be set up. Please advise us if you feel this may be necessary. Please ensure that school is kept up to date with any changes to medical conditions. Likewise if medication is stored in school e.g. an epipen, please take a note of the 'use by date' and ensure it is replaced as necessary. This is not school's responsibility.

Homework

Homework is set for all pupils and a homework timetable is produced for each year group early in September. The school uses the Satchel One app 'Show My Homework' which ensures pupils are aware of the homework and can access appropriate resources. It also helps to ensure parents/carers are informed of work to be completed. On several evenings each week the school operates a Homework Club for pupils after school.

For set up and log in information please visit our website at the following link:

[Homework Timetables - Cirencester Kingshill School](#)

Cirencester Kingshill School, Kingshill Lane, Cirencester, GL7 1HS, Tel: 01285651511 office@cirencesterkingshill.gloucs.sch.uk

School Payments

Cirencester Kingshill School operates an online communication and payment platform called ParentMail/PMX. ParentMail enables us to send school letters via email to those with access and also allows us to send emergency texts for urgent communications such as school closures or club cancellations. The ParentMail online payments system allows Parents/Carers to pay for the majority of school activities and trips online.

As you can imagine, this system helps to reduce the substantial cost and environmental impact associated with the amount of paper and photocopying involved in sending letters home.

Prior to your child starting in September, you will be sent an invitation to register online with ParentMail PMX via email. Therefore, it is important that we have your correct email address on our system. Please ensure you complete and submit your Year 7 data information sheets timeously.

Once you receive this email communication, you will need to follow the link in the email to verify and open your account, following the instructions to download the App. The website is available at www.pmx.parentmail.co.uk.

Please be assured that ParentMail/ PMX is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

If you have any questions, please do not hesitate to contact the Finance Office on 01285 651511 option 3, or at: finance@cirencesterkingshill.gloucs.sch.uk

Finance

Cirencester Kingshill School aims to provide the best education possible for its pupils. As much money as is practicable is spent on classroom teaching.

Charges for School Activities – School Policy

Education is provided at the school without compulsory charges to parents/carers. There are, however, some valuable educational activities which the school cannot provide without seeking some financial support from parents/carers:

School Visits and Activities: It would not be possible for the school to meet the costs of visits and activities without using funds required for basic educational needs. Therefore, if you would like your child to attend a school visit or activity, we will ask you to make a voluntary contribution to cover the costs of the visit or activity. If we do not receive sufficient uptake of voluntary contributions the visit or activity will not take place. Full charges will be levied for visits or activities occurring out of school hours or for the board and lodging costs of any residential activity.

Instrumental Tuition: A charge is made to parents/carers whose children receive instrumental tuition. Peripatetic teachers invoice parents/carers directly for music tuition. Musical instruments may be hired from The Colwell Arts Centre. More information is available at <http://www.gloucestershiremusic.co.uk/instrument-hire>. It is also possible to purchase instruments through the school VAT free. Please contact the Finance Office for further details.

Bursaries: For pupils in qualifying circumstances, bursaries of 40% of the cost of visits and instrumental tuition may be available.

Equipment and Materials: No compulsory charge will be made except very occasionally when articles are being made by children for parents/carers with their prior agreement.

Breakages and Fines: The school reserves the right to make charges to parents/carers for the cost of breakages or damage caused to the school building as a result of their child's misbehaviour. Similarly, a charge may be made for the replacement of defaced, damaged or lost textbooks, equipment or materials.

School Records

Personal records are kept on all pupils throughout their school career and retained afterwards for the purpose of references for employment. Increasingly, pupil information regarding attendance, behaviour and progress is kept on computer and is accessible to all staff. Such information forms the Educational Record for each child. Pupils' records are confidential. Parents/carers may see the information contained in these records and the school can provide copies of the Educational Record to parents/carers who request them. Pupil data is retained until the pupil's 25th birthday year in line with the school's data retention policy. The school follows all guidelines in relation to GDPR and has a designated Data Protection Officer to handle all queries or complaints regarding this. The current Data Protection Officer is Mr D Stillman, Assistant Head.

School Meals

Meals are cooked on the premises and served in the Dining Room or the Lunchbox. There is normally a choice of a main cooked meal (meat and vegetarian option), hot deli meal, pasta dish or a cold snack meal and drinks. Pupils pay for their meals at the tills using the biometric system. Pupils may bring a packed lunch which can be eaten in the Dining Room or in one of the other seating areas around the school.

Is your child eligible for **Free School Meals?** Your child might be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If your child qualifies for free school meals, you can apply using this link:

<https://www.gloucestershire.gov.uk/education-and-learning/school-transport-and-free-school-meals/apply-for-free-school-meals/>

Pupil Premium

Cirencester Kingshill School attracts Pupil Premium funding for the following children:

- pupils who are recorded as eligible for free school meals, or have been recorded as eligible in the past 6 years, including eligible children of families who have no recourse to public funds (NRPF)
- children looked after by local authorities, referred to as looked-after children
- children previously looked after by a local authority or other state care, referred to as previously looked-after children

It is important that you tell us if your child qualifies, as the school will receive additional funding and your child will have access to a range of opportunities aimed at removing the barriers that can hinder academic progress. Some of these are:

- Access to a Learning Mentor who will meet with them regularly.
- A 40% bursary to help with the school uniform, curriculum school trips, music tuition, revision guides and extra-curricular clubs.

- Access to careers advice, emotional and behavioural support and attendance support.
- Team building trips, visits to Universities, Colleges and the Apprenticeship Roadshow.
- Access to homework support, Mathematics and English support.

The Pupil Premium funding enables the school to provide a range of support that aims to improve the achievement of all pupils by removing barriers, increasing engagement and encouraging participation in school life and raising aspirations for a successful future beyond Kingshill.

If you feel your child may be eligible and want some advice before using the link then please contact the School Business Manager on 01285 651511.

School Uniform

Our school uniform supplier is Trutex.

Log on to www.trutex.com and register using code: LEA01002SC. This will take you to the Cirencester Kingshill School uniform page, where you can see all items of our school uniform. The site is secure, and orders can be placed quickly and safely, direct with Trutex. Alternatively, you can order from Trutex Direct by phone, call 01200 421206.

School uniform is available from Trutex all year round. Postage and packaging is free on orders over £70 or from £3.50 for orders under. Trutex deliver directly to your home or a specified delivery address, normally within 7 working days. However, during the busiest time towards the start of “back to school” this can be extended. We do seriously recommend that you place your order for the new school year before 1st August 2023 to ensure delivery. Whilst every effort will be made to satisfy all orders, Trutex cannot guarantee delivery before school starts in September 2023 if you order after 1st August 2023.

Please note the polo shirt, shorts and quarter-zip sweat top can only be purchased from D and J Sports in Cirencester. The mid layer and rugby shirt can be purchased on line through Trutex and bought at D and J Sports.

Is your child eligible for the **School Uniform Bursary for New Pupils?**

For the academic year 1st September 2023 to 31st August 2024 we are delighted that we will be able to offer a one-off 40% bursary to families, where their child/children attract the Pupil Premium funding, when they join the school. This bursary will be against a maximum purchase of the following uniform per child:

- 1 tie
- 1 blazer
- 2 school jumpers (or 2 cardigans if girls prefer)
- 2 polo shirts (Summer term)
- 1 PE polo shirt
- 1 PE skirt / or shorts
- 1 rugby shirt or 1 mid-layer (compulsory for female pupils only)
- 1 calculator, purchased via the School

To qualify for the 40% bursary you will need to contact the Finance Office in writing, enclosing the receipt, confirming the purchase of the school uniform. To enable us to process the claim, all receipts must show that the order was placed and received by the claimant. Please note that all claims must be received within 3 months of the purchase date. Bursary payments will be processed once the pupil arrives in school and cannot be paid in advance.

School Uniform

Blazer	Navy blazer embroidered with the school badge.	Required
	Note: Blazers should be worn during the school day and to and from school. Pupils may remove them in lessons.	
Shirt	Plain white long sleeved shirt. Must be worn tucked in and with the top button fastened.	Required
	Note: ¾ sleeves or fitted styles are not allowed. If a t-shirt is worn underneath it must be plain white.	
School tie	School Key Stage 3 or 4 tie.	Required
Jumper	Navy blue jumper embroidered with the school badge.	Optional
	Note: A jumper is an additional garment and not an alternative to the blazer. Hoodies and sweatshirts are not acceptable as part of school uniform and may not be worn as an alternative to outer coats.	
Cardigan	Navy blue cardigan embroidered with the school badge.	Optional
	Note: Pupils may prefer to wear a cardigan rather than the jumper. No other cardigans are permitted.	
Skirts	Grey skirt, pupils may choose from one of two designs from Trutex: Stitch down pleat skirt or Kick pleat skirt.	Required
	Note: Skirts must be worn no more than two inches above the top of the knee cap. Pupils will be expected to replace skirts that do not meet these requirements. No other skirts are permitted.	
Trousers	Grey school trousers from uniform stockists. These should be tailored.	Required
	Note: Baggy or skinny leg trousers, chinos or leggings are not allowed. Jeans or trousers with metal studs or rivets are not allowed.	
Summer uniform polo shirt	Navy blue polo shirt with the school logo. This may be worn during terms 5 and 6.	Optional
	Note: If a t-shirt is worn underneath it must be plain white. If pupils wish to continue wearing their shirt and tie during terms 5 and 6, they may do so. Blazers and school jumpers are optional during terms 5 and 6, although these should be worn as extra layers for warmth if pupils need them.	
School shorts	Grey, tailored knee length shorts may be worn during term 5 and 6. They must be no more than two inches above the top of the knee cap.	Optional
Shoes	Black school shoes, with heels no higher than 1 inch. Shoes should be lace up or slip on shoes with enclosed heels and toes.	Required
	Note: Pupils are not allowed to wear trainers, boots or canvas shoes.	
Socks and tights	Plain white, black or grey socks. Tights must be plain black.	Required
Coats	A coat may be worn outside the school buildings.	
	Note: A coat cannot be worn in place of a school jumper. Hooded sweatshirts may not be worn in place of a coat.	
Hair	Hair should be clean and tidy and of a natural colour. Long hair must be tied back in accordance with Health and Safety regulations for some activities.	
	Note: The following haircuts are not permitted: Haircuts of Grade 1 and below - or haircuts where the skin at the back of the head is visible. 'Skin fades' or any haircut that makes an immediate distinction between the bottom and top of the head. Clearly visible tram-lines.	
Make-up	If worn, make-up must be minimal and discrete. False eyelashes are NOT permitted. The wearing of nail polish and /or acrylic nails is not allowed.	
Jewellery	One watch may be worn. Pupils with pierced ears are permitted to wear one small stud in the lower lobe of each ear.	
	Note: No other piercings are permitted. Stretch earrings, 'smilers' or pins are not allowed. Necklaces and bracelets, including festival wrist bands, are not allowed.	

PE Kit

Falcon Shorts or skorts	Kingshill School black shorts/skort. Pupils may decide which they would prefer to wear.	Required
Falcon Polo shirt	Kingshill School black polo embroidered with the school badge. Two styles are available, pupils may opt for whichever they prefer.	Required
Quarter zip sweat top or reversible rugby shirt	Kingshill School quarter zip top embroidered with the school badge and/or Kingshill School rugby shirt embroidered with the school badge.	Required
Mid layer	Red and black top, optional item to be worn in cold weather.	Optional
Sports leggings or tracksuit bottoms	Pupils can decide which they prefer. They must be plain black. These are not compulsory items but strongly advisable as pupils are expected to play outdoors in all weather.	Optional
Trainers	Not skateboarding shoes or pumps.	Required
Rugby/football boots	When participating in outdoor invasion games pupils will be expected to wear studded boots to provide the required grip and protection for their feet. Studs can be either plastic and/or metal but must be in good condition and not sharp.	Required as necessary
Indoor socks	Short white or light coloured sports socks.	Required
Long rugby/football socks	When participating in outdoor invasion games pupils will be expected to wear long black and red sports socks.	Required as necessary
Shin pads for football	Not compulsory but strongly advised.	Optional
Mouth guard for rugby	Not compulsory but strongly advised.	Optional

The polo shirt, shorts, skort and quarter-zip sweat top can only be purchased from D and J Sports in Cirencester.

The mid layer and rugby shirt can be purchased on line through Trutex and bought at D and J Sports shop.

The Headteacher's ruling on matters regarding uniform is final

Mobile Phones

Mobile Phones are discouraged. However, if they are needed for safety reasons, they should be **switched off** and out of sight during the school day, ideally locked up in a locker. The school accepts **NO** responsibility for mobile phones (Please see Pupil Planner).

If you need to contact your son/daughter in school, please contact reception and a message will be given to him/her.

Body Piercing

In accordance with our school uniform rules, pupils are only permitted to wear one small stud in each ear lobe. All other piercing must be removed for school. We request that anyone considering having a piercing, do so at the start of the school summer holiday, so that the jewellery will be able to be removed for the start of term in September.

Instrumental Lessons



If your child would like to learn an instrument in school, please return the Expression of Interest in Instrumental Lessons form, found enclosed with this booklet.

Lessons are usually 30 minute individual lessons, although some teachers offer shorter or paired lessons. Prices are set by the individual teachers but currently range between £14-£18 per 30 minute lesson. There are usually between 8-12 lessons per term (autumn terms are longer, summer terms shorter). Payment is made directly to the teacher. Lessons take place during school hours and times are arranged on a rotational basis by the instrumental teacher.

Promoting Musical Instrument Security

The Music Department makes every effort to ensure that instruments are stored safely and securely, whilst enabling pupils to access the room and collect their instruments throughout the day.

Please support our instrument security procedures by taking the following actions:

1. Please ensure that your son/daughter's instrument and instrument case is clearly labelled with their name and address.
2. Keep a record of any serial number or identifying features on the instrument.
3. Smaller instruments, such as flutes, should be stored in lockers, whenever possible or on the shelves provided.
4. Please ensure that your insurance covers you for damage, loss, or theft of a musical instrument at school (your home insurance may cover you in these instances). It is strongly advised that instruments are either in a padded case or a hard case to minimise any risk.

Instruments should not be left in school overnight. Pupils should take them home for practice!

Notices in the storage room clearly indicate where instruments should be placed, based on instrument size and shape. Pupils should adhere to these instructions at all times to maintain safe and tidy storage.

In addition, a code operated device is fitted to the storage room door. In the interests of security, we would urge pupils in receipt of instrumental lessons not to disclose the code to other pupils. This code will be periodically changed and CCTV will be in operation as an additional precaution.

We hope you find this information useful and thank you for your support. Should you have any queries, please do not hesitate to contact the Head of Music, Mr A Ashby.

aashby@cirencesterkingshill.gloucs.sch.uk

Modern Foreign Languages Curriculum



KEY STAGE 3

At Cirencester Kingshill School three languages can be studied: Spanish, French and German. All language lessons are taught in mixed ability classes. Work is differentiated to suit the needs of all our learners.

In Year 7, all pupils study languages for 3 lessons each week. Pupils study German, French and Spanish for 2 terms each. This gives pupils the opportunity to try three languages. Pupils will then choose one of these languages to continue to study in Year 8 and Year 9. Gifted linguists, who have not chosen French as their first language, will be offered it as an additional language delivered to them once a week after school, in addition to the 3 lessons of German or Spanish.

In Year 8 and Year 9 all pupils will study one language. This could either be French, German or Spanish. Where they study German or Spanish some pupils may learn French, in addition, for one lesson each week after school. All language lessons are taught in mixed ability classes. Work is differentiated to suit the needs of all our learners.

KEY STAGE 4

At Kingshill School GCSE courses are in French, German and Spanish. Pupils will continue to study the same language as they did in Key Stage 3. If pupils have studied French as a second language at Key Stage 3 they have the option to continue their studies in either language to GCSE level.

If you require further details regarding the languages curriculum please contact Mr. S. Pritchard, Deputy Head, Head of Curriculum.

Information Requiring Consent



For review prior to providing consent

Please read this information carefully before returning your signed consent form. Please retain for future reference.

School Photographs

At Cirencester Kingshill School, we sometimes take photographs of pupils. We use these photos in the following circumstances:

- School prospectus
- The school's website
- Social media (Twitter, Facebook, Instagram)
- Promotional events/materials such as newsletters, newspaper articles, posters and banners
- Local press releases
- Internal display boards around school

Library Biometric Fingerprint

The school uses a biometric fingerprint system to enable all pupils to issue and return library loans. Many children have trouble remembering pin numbers and passwords and this system is much faster, more secure and more popular than traditional methods.

The actual image of a fingerprint is not stored anywhere on our database, only a mathematical representation of it, and it is this representation that is compared against a borrower's fingerprint at the issue desk. The representation cannot be converted or reversed-engineered back to the original fingerprint.

As we operate a self-service library, fingerprints are required to loan items in the main library.

Cunninghams Impact Biometric

The school provides a cashless environment for purchasing from the canteen, by means of a biometric system. This enables parents to top up their child's account remotely, with the child using their finger to purchase food.

When the child places his/her finger on the scanner, the software matches their finger image with the unique digital signature held on the database. The software used turns the child's finger image into a mathematical algorithm and information stored cannot be used to recreate an image of the finger. All data is deleted when the child leaves the school.

Internet Permission

Pupil – As a school user of the internet, the pupil agrees to comply with the rules as identified by the Pupil version of the Acceptable Use Policy. The pupil will use the school network in a responsible way and observe all the restrictions explained to them by the school.

Parent – The parent/carer of the pupil signing the consent form, will grant consent for their son/daughter to use electronic mail and the Internet. The parent/carer understands that pupils will be held accountable for their own actions. The parent/carer also understands that some material on the Internet may be objectionable and they accept responsibility for setting standards for their son/daughter to follow when selecting, sharing and exploring information and media.

Individual Health Care Plan (*may not be applicable)

Parent's Responsibilities:

- Inform school if their child has a medical condition that may require special care. Inform school of any changes in condition or treatment.
- Ensure all medical details / emergency contact numbers are kept up-to-date at all times.
- Ensure any stock medication kept in school is replenished and kept "in date".
- Disposal of any medication that exceeds its "use by" date and in original named box.
- Recognise that staff at school are not health professionals but will always make their best endeavours.

Pupil's Responsibilities

- Inform staff of the condition at the beginning of the year and inform any cover teacher that takes a lesson through the year using the medi-alert card issued by the school.
- Alert the teacher of any potential hazard e.g. rubber gloves (latex allergies), wasp/bees in room, specific chemicals in Science (asthma), extreme cold (PE)

School's Commitment

- Copies of the ICHP is to be kept in Reception, in the Pastoral office, in the PE office and on Pupil's file.
- Supervise the taking of any medication outlined in this agreement.
- Respond as effectively as possible to any emergency outlined in this agreement.
- Inform parent/carer in writing when medication has been given.

**All data will be kept on file in school until the pupil is 25 years of age*

****If you change your mind at any time regarding consent, you can let us know either by emailing office@cirencesterkinghill.gloucs.sch.uk or by calling the school on 01285 651511.**

*****DETAILS REGARDING ANY OF THE INFORMATION MENTIONED CAN BE FOUND ON THE PUPIL PRIVACY NOTICE, WHICH IS AVAILABLE ON THE SCHOOL WEBSITE AND DISPLAYED IN RECEPTION**

****** Cirencester Kingshill School collects and uses personal data in order to meet the legal requirements and legitimate Interests set out in the General Data Protection Regulation (GDPR) and UK Law. The data collected will be used to meet legal requirements, support pupil learning and provide pastoral care.**

Fair Processing Notice

Schools are required to publish a Fair Processing Notice each year to inform pupils and parents/carers of the data that is collected about them and how it is shared.

If your child is aged 12 or over he/she should also be made aware of the Fair Processing Notice. Please discuss this with your child.

A more detailed Fair Processing Notice and contact details for all of the agencies in data processing can be viewed at either of the following websites:

www.gloucestershire.gov.uk/dataprotection

www.cirencesterkinghill.gloucs.sch.uk.

Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education. Further details of how your information is processed and shared can be found at <https://www.gov.uk/government/publications/lrs-privacy-notice> For those pupils or parents/carers where this is not practical a hard copy can be obtained from the school. Please contact the Head's P.A. on 01285 651511.

Home - School Agreement



The staff and governors at Cirencester Kingshill School will do their best to:

- Provide a secure and caring environment for your child.
- Encourage all pupils to take responsibility for their own actions, feel proud of their achievements and enjoy being a pupil at the school.
- Contact parents/carers promptly if there are any concerns.
- Provide a balanced curriculum which will meet the needs of your child.
- Offer counselling, guidance and advice when needed.
- Insist that all pupils observe the school's code of behaviour and anti-bullying policy.
- Keep you informed about your child's progress by providing regular reports and Parent's Evenings each year.
- Welcome your involvement in the life of the school.

As a Parent / Carer, you will do your best to:

- Ensure that your child attends school regularly, on time, properly equipped and wearing full school uniform.
- Take an active and supportive interest in your child's life at school
- Encourage your child to follow the code of behaviour of the school and support the use of after school detentions for misdemeanours.
- You will familiarise yourself with school policies (on the school website) and acquaint yourself with any updates as they occur.
- Attend Parents' Evenings and support other school activities.
- Ensure your child has the necessary facilities to complete homework/coursework and encourage him/her to complete it to the best of their ability and on time.
- Let the school know of concerns, problems, or changes of circumstances which may affect your child's work or behaviour.
- Inform the school promptly of any changes to your phone numbers/address etc.
- Inform the school of your child's absence on the first day and support the involvement of the Attendance Officer should your child's attendance become a concern.

As a Pupil of the school you will do your best to:

- Attend school and lesson regularly and on time.
- Behave well on the journey to and from school.
- Bring all equipment, books and kit you need for each day.
- Wear the correct school uniform and have a clean and tidy appearance.
- Be polite and considerate to all members of the school community and follow the code of behaviour.
- Help other pupils by allowing every teacher to teach and every learner to learn.
- Complete all your classwork and homework on time and as well as you can.
- Talk with parents/carers and teachers about any concerns in the school.
- Refuse to take part in bullying or anti-social behaviour.
- Pass all letters, notes and reports to parents/carers on the day they were issued.
- Respect the environment of the school and its neighbourhood, and help keep it free from litter and graffiti.

Pupil Acceptable Use Agreement



School Policy

Digital Technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement

The pupil understands that they must use the ICT systems in a responsible way, to ensure that there is no risk to their safety and security of the ICT systems and other users.

For their own personal safety:

- they understand that the school will monitor their use of the systems, devices and digital communications.
- they will keep username and password safe and secure – they will **not** share it, nor will they try to use any other person's username and password. They understand that they should not write down or store a password where it is possible that someone may steal it.
- they will be aware of "stranger danger" when communicating on-line.
- they will not disclose or share personal information about themselves or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- if they arrange to meet people off-line that they have communicated with on-line, they will do so in a public place and take an adult with them.
- they will immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it on-line.

They understand that everyone has equal rights to use technology as a resource and:

- they understand that the school systems and devices are primarily intended for educational use and that they will not use them for personal or recreational use unless they have permission.
- they will not try (unless they have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- they will not use the school systems or devices for on-line gambling, internet shopping, file sharing or video broadcasting (eg You Tube), unless they have permission of a member of staff to do so.

They will act as they expect others to act towards them:

- they will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- they will be polite and responsible when they communicate with others, they will not use strong, aggressive or inappropriate language and they appreciate that others may have different opinions.
- they will not take or distribute images of anyone without their permission.

They recognise that the school has a responsibility to maintain the security and integrity of the technology it offers them and to ensure the smooth running of the school:

- they will only use personal USB devices in school if they have permission. They understand that, if they do use their own devices in the school, they will follow the rules set out in this agreement, in the same way as if they were using school equipment.
- they understand the risks and will not try to upload, download to access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will they try to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.
- they will immediately report any damage or faults involving equipment or software, however this may have happened.
- they will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- they will not install or attempt to install or store programmes of any type on any school device, nor will they try to alter computer settings.
- they will not use chat and social networking sites.

When using the Internet for research or recreation, they recognise that:

- They should ensure that they have permission to use the original work of others in their own work.
- Where work is protected by copyright, they will not try to download copies (including music and videos)
- When they are using the internet to find information, they should take care to check that the information that they access is accurate, as they understand that the work of others may not be truthful and may be a deliberate attempt to mislead them.

They understand that they are responsible for their actions, both in and out of school:

They understand that the school also has the right to take action against them if they are involved in incidents of inappropriate behaviour, that are covered in this agreement, when they are out of school and where they involve their membership of the school community (examples would be cyber-bullying, use of images or personal information).

They understand that if they fail to comply with this Acceptable Use Policy Agreement, they will be subject to disciplinary action.