



**KENILWORTH
SCHOOL**
AND SIXTH FORM



Handbook 2020

Welcome to Kenilworth school and Sixth Form

At Kenilworth School and Sixth Form we pride ourselves on providing opportunities for young people to excel both in and outside the classroom.

The school is recognised as being graded 'Outstanding' in all areas (Ofsted February 2013) but I am proud of the fact that since then, we have continued to improve and provide an excellent all round education for our students complemented by a rich diverse extra-curricular programme.

In recent years we have been awarded Centre of Excellence as part of the Inclusion Quality Mark and also World Class schools status. We are also very proud of the fact that we have also been designated as a National Teaching school.

In 2019, 83% of Year 11 students achieved a good GCSE pass (4+) in both English and mathematics with 66% achieving 5+. Our sixth form continues to grow in numbers and academic success. The average grade for A Level entries is B. we have an excellent track record of supporting students in successful applications to Oxbridge and the Russell group of Universities. Pupils make very good progress in relation to their starting points in Year 7.

We combine high aspirations with a care for individual students. Our students are happy and confident individuals, who enjoy good relationships with their fellow students and the staff. We are a friendly, orderly school with a well-earned reputation for academic, sporting and personal achievement. In this environment students are given every chance to grow and achieve success.

Students achieve their best when school and home work is in harmony. We value the contribution made by parents, governors and the community to ensure that we maintain high standards in all aspects of school life.

Thank you



H. H. S. Abbott
Headteacher



How do I make contact with the School?

There are times when you need to contact the school. Main reception can be contacted on 01926 859421 between 8.30am to 4pm Monday to Friday.

If you wish to speak to your child's tutor, head of year or class teacher, you can email them directly. All staff emails can be found on the school website www.ksn.org.uk under the 'About Us' section.

Kenilworth School policies

All key policies are available to download from our website www.ksn.org.uk under the 'About Us' section.

Communication with home

You will receive an electronic version of the school newsletter each week by email which contains news on events that have occurred that week as well as any upcoming events. As a parent you will be able to view your child's academic progress, attendance and timetable through the Sims Parent App. All homework that is set and behaviour points (rewards and sanctions) can be viewed through ClassCharts. You will receive login details for these systems early in the Autumn Term.

Parents can access further information on our Virtual Learning environment (VLE) which can be accessed through the school website. The login details for parents is as follows:

Username: **parent** Password: **stakeholder**

You will also receive emails and text messages containing a variety of information. It is therefore important that we have up to date contact details.

The school day

The school day begins at 8.40am however, students can use the learning Resource Centre from 8am each day. School finishes at 3.30pm each day.

Students are registered during each period of the day. The statutory registration of students takes place at 8.40am and at 1.30pm and prompt attendance is expected throughout the day.

Students who arrive to school late (after 8.40am) will attend a 'Lates Detention' at 1st break.

The school day is made up of five one hour lessons with two twenty minute breaks in the morning and a 45 minute lunch.

Absences

A parent or guardian must telephone the school to report all student absences 01926 859421 and select option 3 in the morning. You can also notify us of your child's absence by emailing absence@ksn.org.uk If a student is absent and we have not received notification, a text message will be sent to parents requesting a reason for the absence.

Leave of absence

If a student needs to attend a medical appointment or requires a leave of absence for any other reason, a note / letter should be brought in by the student and given to the form tutor who will issue a leave of absence form.

Before leaving the school the student should report to main reception and sign out. Students must be collected by parents from main reception. On returning to school the student should sign in immediately before returning to lessons.

Leave of absence for family holidays

Family holidays should be taken during the school holiday period. Leave will not be granted for family holidays, unless under exceptional circumstances.

Request for leave of absence should be put in writing and forward to Mrs Simpson (PA to Mr S. Bennett – Deputy Head) k.simpson@ksnadmin.ksn.org.uk

A leave of absence taken without permission will automatically be recorded as an unauthorised absence.

In confidence

If there are circumstances at home which may affect your child's work or behaviour (e.g. illness in the family), please notify the head of year. Such information will be treated with discretion, although with your permission, teaching staff will be informed in general terms there is a problem.

Travelling to and from school

By car

In order to ensure the safety of all of our students, parents who bring their children to the school by car should not bring their vehicles onto the school site. If, at the beginning or end of the school day, you are using your car to drop off or collect your child, please do so well away from bus stops or pedestrian crossings.

Cycling to school

We have a cycle store overlooked by CCTV that is locked during school hours. Your child would be expected to lock their bicycle using a suitable cable and wear a cycle helmet. We would ask you to ensure that your child's bike is roadworthy and that your child should dismount their bike on school property.

Public transport

Please refer to the separate document which outlines the bus service coverage as well as applying for the 'vacant Seats Scheme' for free travel as well as the costings for bus passes.

Walking to school

Any student walking to school should use public footpaths and, wherever possible' should walk with a friend.

Good standards of behaviour and respect for all neighbour's property and privacy are expected at all times; students should be aware that whilst wearing the school uniform they are representing Kenilworth School.

Uniform

COMPULSORY ITEMS

SWEAT-SHIRT or CARDIGAN (Girls)	Navy blue with school logo	*
POLO-SHIRT	Royal blue (Lower School) Navy blue (Upper School) with school logo	*
SKIRTS	Black with school logo	*
TROUSERS	Plain black (no jeans, leggings/jeggings, shorts or cropped trousers) Belts, if required, MUST be PLAIN black, without decoration i.e. No studs, chains etc.	
SOCKS	Plain black, white or navy ankle socks, tights must be in the same colour as skirt or neutral	
SHOES	Flat black leather shoes, no trainers or sports logos to be visible	

Notes:

- **PLEASE NOTE** – Hooded tops/sweatshirts (i.e. ‘Hoodies’) are **non-uniform items and should be left at home**
- The wearing of jewellery is strongly discouraged, as the school cannot be held responsible for any loss or damage to valuable items. In certain subject’s jewellery must be removed for safety reasons. **Body piercings, with the exception of earrings, are STRICTLY NOT allowed.**
- Permitted items:-
 - Rings only ONE per hand
 - Necklaces ONE gold or silver chain allowed to be worn underneath polo-shirt
 - Bracelets ONE per wrist
 - Earrings ONE pair of small studs ONLY. **Stretcher type earrings are strictly forbidden**
- Cultural and religious traditions will be respected, but should be in keeping with the school colours.
- Suitable protective clothing is provided for Technology subjects.
- Make-up / nail varnish (clear polish only), if must be worn, should be subtle. False nails are not permitted.
- Hair if dyed, must be a natural colour. There must be no extreme statement hair style.

All * items indicate that these need to be ordered from the school. They have the school logo and full consideration has been given to cost, quality and supply of the uniform.

Physical Education Kit

All items, except where indicated by **(N)** should be ordered through the School Shop as they have the School logos.

All pupils are required to wear the following items of sportswear for P.E. lessons, clubs, and practices and when representing the school in matches or sporting events. Pupils are required TO BRING PE KIT TO EVERY LESSON, even if excused with a note from parents. We normally require pupils to change into kit to help in some way with the lesson.

GIRLS OUTDOOR

- White polo shirt (also worn indoor)
- Navy skort
- Navy Hockey socks with light blue tops

RECOMMENDED (NOT COMPULSORY)

- Navy track pants
- Navy track top
- Shin pads with ankle protection **(N)**
- Mouth-guard for hockey **(P) Highly recommended**

GIRLS INDOOR

- White polo shirt (also worn outdoor)
- White socks (also worn for netball) **(N)**
- Navy Lycra shorts **(N)**
- White trainers **(N)**

RECOMMENDED

- Navy shorts (football style)
-

BOYS OUTDOOR

- Navy and sky blue Rugby shirt
- Navy shorts (also worn indoors)
- Navy and light blue Rugby/Football socks
- Rugby / soccer boots **(N)**

RECOMMENDED (NOT COMPULSORY)

- Navy track pants*
- Navy track top*
- Shin pads for Soccer **(N)**
- Mouth guard for Rugby **(P) – Highly recommended**

BOYS INDOOR

- White polo shirt
- White socks **(N)**
- White trainers **(N)**

(N) Not supplied by the School Shop **(P)** Available from PE Office

NB * Pupils who are selected for school squads / teams will have the option of buying team kit/jacket around October half term

Security

All articles of clothing and all personal property must be marked clearly with the owner's name. Whilst we try to ensure the security of changing room areas, such property is brought to or left on the schools premises entirely at the owner's risk.

During practical activities such as PE, when bags and belongings may be left unaccompanied, money and valuables must be left with the staff in charge of the activity.

If your child forgets to bring anything to school, they may telephone you from Lower school Office requesting that you bring in the article(s). The article(s) should be left with the member of staff at main reception.

Lost Property

Loss of property must be reported without delay. Those who find lost property must hand it in to either Lower or Upper Offices. If a student loses something, he/she should, in the first instance, retrace their steps and look for it in the most obvious places. Lost PE kit will initially be held in the PE office before being transferred to Lower Office.

Lunch Arrangements

Students can purchase food from the Lower School canteen, the outside fast food booth or bring a packed lunch.

Students' lunch accounts can be credited using debit or credit card online via Parent Pay and you will be provided with login and password details. Parents are able to view their child's lunch account balance and the details of what is being purchased online via the Parent Pay system.

If a student forgets their packed lunch or discovers that there are no funds in their account when they try to buy lunch they should go to Lower Office. Staff will loan your child money which should be repaid the following day.

Students are identified in the canteen by use of biometric data held for this purpose. This involves a finger scan which is converted into numerical data and stored for each student. No register of fingerprints is kept, nor is it possible to reconstitute a finger print from the data we hold.

Consent to Administer Medicines

School staff are unable to administer medication to students. However, if your child needs to take prescribed medication during the school day it should be handed in to staff at Lower office. An 'Administer Medicine' request form can be collected or emailed out from Lower Office (k.simpson@ksnadmin.ksn.org.uk or c.busby@ksnadmin.ksn.org.uk) which should accompany the medicine needed by your child.

School Equipment

1. **PENS** Either a fountain pen, ball point or roller ball / fibre tip –blue or black ink
2. **PENCIL** At least one; HB is best
3. **PENCIL SHARPENER**
4. **ERASER** (**N.B:** No correction fluid i.e. Tippex)
5. **COLOURED PENCIL SET**
6. **RULER (30 CMS)**
7. **CALCULATOR** A scientific calculator is essential
8. **COMPASSES**
9. **SET SQUARE**
10. **PROTRACTOR**
11. **PENCIL CASE** A suitable pencil case to carry most of the above
12. **SCHOOL BAG** A good, strong bag will be required in which to carry books. A back pack design is ideal.

Lockers

Students will have access to lockers within Lower school. Unfortunately, there are not enough lockers for one each. It is common for students to share a locker with a friend. Lockers will be issued to students after keys have been returned from students moving to Upper School. Your patience is appreciated during this process.

Applying for free school meals

If you think your child qualifies for free school meals please apply through the Warwickshire County Council website: <https://www.warwickshire.gov.uk/freeschoolmeals>

Mobile Phones in School

We encourage students not to bring mobile phones to school as they are expensive items which can go missing. If a child does bring a mobile phone to school, it is at their own risk.

Mobile phones should be switched off and put in school bags whilst the student is in school. Phones should not be out of bags and being used in lessons or at break or lunchtimes.

If a student is seen using a mobile phone it will be confiscated and taken to Lower Office (KS3 students) and Upper Office (KS4 students). If it is the students first offence they can collect the phone at the end of the day (a letter will also be sent home). If a student is caught for a second time or more, parents will be contacted for them to come into school and collect the phone.

If a student needs to contact their parents during the school day they can go to Lower or Upper office. If a parents needs to contact their child during the day they should contact main reception 01926 859421 and a message will be passed onto the child.

Homework

Homework is an integral part of learning at Kenilworth School as it is directly related to content taught during normal school time. The impact of homework on learning is consistently positive with studies suggesting it can lead to an average of five months' additional progress per year.

We do not follow a homework timetable at Kenilworth School, however below are the guidelines that teachers follow in terms of how often they set homework and how long tasks should take. This approach maintains a balance across all curriculum areas and key stages for pupils and teachers while allowing for a degree of flexibility.

Homework guidelines for teachers:

1. Classroom teachers of all subjects and key stages will set a **minimum of one piece of homework every four lessons**.
2. Homework will be relevant and designed to help pupils develop into successful, independent learners.
3. Years 7-9 can be given up to two or three 30 minute pieces of homework per day; a maximum of 1hr 30mins per day.
4. Years 10-11 can be given up to two or three 45 minute pieces per day – a maximum of 2hrs 15mins per day.
5. **All homework is set and recorded through Class Charts, which can be accessed by both parents and pupils.**

Reporting

You will receive several reports on your child's progress through the year. The dates of these reports can be found on the school calendar which can be viewed through our website or VLE. Two of the reports will be 'Interim Reports' which show your child's target grade, working at grade and effort score. You will also receive a full annual report which will contain all of the above and detailed comments about your child's progress and what they need to do to improve further.

You will have the opportunity to speak to your child's teachers at the calendared parent's evenings. These are currently held on a Thursday between 5pm and 8pm. Your child will be asked to make appointments with their teachers in the weeks leading up to the evening. Each appointment lasts for five minutes. All parent's evenings take place in the Lower School building.

PTA

You can contact the Kenilworth School PTA by emailing kenschoolpta@gmail.com

The PTA hold regular meetings in the Lower School Library, these take place on the first Monday of the month at 7.30pm (dates are also on the school calendar) and all are very welcome.



Notes



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Leyes Lane. Kenilworth, Warwickshire CV8 2DA

TEL: 01926 859421 **EMAIL:** school@ksnadmin.ksn.org.uk

WEBSITE: www.ksn.org.uk