



---

Cirencester Kingshill School

---

# School Organisation



*Striving for Excellence*

## THE SCHOOL DAY

Each day comprises of six lessons:

Movement Bell	8.40am		
Tutor Period / Assembly	8.50am	-	9.05am
Period 1	9.05am	-	9.55am
Period 2	9.55am	-	10.45am
Break	10.45am	-	11.02am
Movement Bell	11.02am		
Period 3	11.05am	-	11.55am
Movement Bell	11.55am		Years 7, 10 and 11
Lunchtime	11.55am	-	12.25pm Years 8 and 9
Period 4	12.00pm	-	12.25pm Year 7
Period 4	12.00pm	-	12.50pm Years 10 and 11
Movement Bell	12.22pm		Years 8 and 9
Lunchtime	12.25pm	-	12.50pm Year 7
Period 4	12.25pm	-	1.15pm Years 8 and 9
Period 4 continued	12.25pm	-	12.50pm Years 10 and 11
Lunchtime	12.50pm	-	1.15pm Years 10 and 11
Period 4 continued	12.50pm	-	1.15pm Year 7
Movement Bell	1.15pm		
Period 5	1.20pm	-	2.10pm
Period 6	2.10pm	-	3.00pm
Registration	3.00pm	-	3.10pm

# CODE OF CONDUCT

A detailed explanation of the school's Code of Conduct is found in the Behaviour Policy. The Code of Conduct is designed to ensure the smooth running of the school for the benefit of pupils and staff.

## **Below is an outline of our Code of Conduct.**

We expect pupils to take and accept responsibility for their behaviour. This means showing

RESPECT for:

### **OURSELVES**

- Best effort at all times
- Contribute to class discussions
- Catch up on missed work
- Complete homework on time
- Be appropriately dressed

### **OUR STAFF**

- Listen
- Be properly equipped
- Be on time
- Speak politely
- Allow teachers to teach

### **OUR PEERS**

- Speak politely
- Be cooperative
- Allow others to learn

### **OUR PROPERTY**

- Of the school
- Of other pupils
- Of staff

### **OUR SCHOOL**

- Put litter in bins
- Don't chew gum
- Don't eat in lessons

## 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 713365.

## 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.

## LOST PROPERTY

Pupils who have lost items should enquire at Reception. Any item which is handed in at 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.

## SCHOOL PAYMENTS

The preferred way to make payments for school activities, school visits, music tuition, etc. is by using our secure online payment facility, ParentMail PMX at <https://pmx.parentmail.co.uk/#core/login>. Registration is a simple process. When a pupil joins the school, they will be issued with a letter for their parents that contains a registration code and instructions on how to set up their account. If you have any queries about ParentMail PMX, please contact the Finance Office on 01285 651511 and choose Option 3.

For various reasons children have to bring money to school. In an attempt to avoid pupils having to carry money around during the day and to save teachers from having to handle it, the school runs a school bank, for receipt of monies for school visits, music tuition, etc. It is not a general savings bank, but money may be paid in for a specific purpose, for example, an educational visit. The bank is open every day from 8.20am to 8.40am and from 10.45am to 11.02am. A receipt is issued for every deposit and a record kept in school.

## **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 25<sup>th</sup> birthday year in line with the schools' data retention policy.

## **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.

## **REPORTING ABSENCES**

Form tutors should be notified of unavoidable absence within the first two days of absence, either by letter or a telephone call to school. When a pupil returns to school following an absence, a letter should be brought in outlining the date(s) and reason for absence. It would be helpful if parents/carers informed the school as soon as possible of prolonged absences, so that satisfactory arrangements can be made for appropriate work to be provided. Any difficulties in respect of uniform or transport causing lateness should be reported.

## 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.

Musical instruments may be hired from The Colwell Arts Centre. More information is available at [http://www.gloucestershiremusic.co.uk/instrument\\_hire.aspx](http://www.gloucestershiremusic.co.uk/instrument_hire.aspx). 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.

## **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.

## **SCHOOL MEALS**

Meals are cooked on the premises and served in the Dining Room. 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. Free meals are available to children whose parents/carers are in receipt of specified benefits. Further details are available on the Gloucestershire County Council Website <https://www.gloucestershire.gov.uk/education-and-learning/school-transport-and-free-school-meals/apply-for-free-school-meals/>