



Kingsbury School
New Intake
Information
Booklet
2018

General Information

Mobile Phones

Pupils are not allowed to use mobile phones in school (except in phone zones, in the canteen, hall and under the canopy). We do however appreciate that parents may prefer their children to have access to a phone as they travel. We would therefore encourage parents to:

- Communicate via the school office if they urgently need contact with their child.
- Ensure any mobile phones are switched off and in bags during the school day.

Due to the difficulties posed by social media sites (Facebook, Twitter etc) and the increasing number of phone cameras, phones will be confiscated by staff if pupils are seen to be using them at any time during the school day.

School Fund

In common with other schools, we ask parents to make a contribution to the school fund. The money is used to buy items which cannot be provided for our budget. These are for the benefit of students and include subject awards and trophies. We ask for a 'one off' contribution of £10.00 for your child. We are constantly looking for ways in which we can raise funds for the benefit of our pupils and do appreciate your support with school fund. We would also welcome any additional ideas for fund raising which you may have.

Additional learning materials

In line with our charging policy we will not charge you for any items which students require to effectively access the school curriculum.

Throughout your child's school career there will be books/other items which would enhance learning/understanding. We may encourage you therefore to purchase:

- Individual copies of English texts
- Revision guides
- Art sketchbooks

Where we believe these items will benefit your children, we will contact you to explain the benefits and where possible, offer discounts for bulk purchase through school.

Lunchtime arrangements

The care of your child is extremely important to us. For this reason, we require that all pupils, Years 7-11 inclusive, remain on the school site at lunchtime. This means that they are in a safe, supervised environment.

Many of our students access Kingsbury via bus, as a result we offer extra-curricular activities at lunchtime as well as after school. Such social/educational events help us build our sense of community. A selection of hot and cold food is available in the canteen or you may prefer for your child to have a packed lunch. Please refer to the Cashless Bio Metric letter for more information.

Holiday Dates 2018/2019

Autumn Term

<i>Teacher Training Day*</i>	Monday	3rd	September 2018
Return to School (Yr 7)	Tuesday	4th	September 2018
Rest of school returns	Thursday	6th	September 2018
<i>Teacher Training Day*</i>	Friday	19 th	October 2018
Break up for half term	Friday	26th	October 2018
Return to School	Monday	5th	November 2018
Break up for Christmas	Friday	21st	December 2018

Spring Term

Return to School	Monday	7th	January 2019
Break up for half term	Friday	15th	February 2019
Return to School	Monday	25th	February 2019
<i>Teacher Training Day*</i>	Friday	15th	March 2019
Break up for Easter	Thursday	11th	April 2019
(Except Y11 who will break up for Easter on Friday 12th April 2019/Intervention day)			

Summer Term

Return to School	Monday	29th	April 2019
<i>May Day Bank Holiday</i>	Monday	6th	May 2019
Break up for half term	Friday	24th	May 2019
Return to School	Monday	3rd	June 2019
<i>Teacher Training Day*</i>	Monday	1st	July 2019
Break up for Summer	Friday	19th	July 2019

****Please note that Teacher Training Days may be subject to change***

*** Students do not attend on Teacher Training Days**

Privacy Notice / Data Protection Act 1998

PRIVACY NOTICE

Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We, Kingsbury School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care;
- Support you in your transition to a post 16 provider of education or university or training and,
- Assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications, we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

Fair processing notice

DATA PROTECTION ACT

Schools, Local Authorities (LAs), the Department for Education and Skills (DfES), the government department which deals with education, the Qualifications and Curriculum Authority (QCA), Ofsted and the Learning and Skills Council (LSC) all process information on pupils in order to run the education system and Department of Health (DH) and Primary Care Trusts (PCTs) process information on pupils in order to tackle the year on year rise in obesity among children, and in doing so have to comply with the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing

¹ Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those in Alternative Provision and Early Years Settings.

to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time schools are required to pass on some of this data to LAs, the DfES and to agencies that are prescribed by law, such as QCA, Ofsted, LSC, DH and PCTs.

The **Local Authority** uses information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them. LAs have a duty under the Children Act 2004 to cooperate with their partners in health and youth justice to improve the well-being of children in their areas. As part of this duty they will be required to maintain the accuracy of the information held on the Information Sharing (IS) Index about children and young people in their area (see IS Index under Department for Education and Skills).

The **Qualifications and Curriculum Authority** uses information about pupils to administer National Curriculum assessments throughout Key Stages 1 to 3. This includes both assessments required by statute and those that are optional. The results of these are passed on to DfES to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

Ofsted uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Inspection reports do not identify individual pupils.

The **Learning and Skills Council** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. On occasion, information may be shared with other Government

departments or agencies strictly for statistical or research purposes only. The LSC or its partners may wish to contact learners from time to time about courses, or learning opportunities relevant to them.

The **Department of Health** uses aggregate information (at school year group level) about pupils' height and weight for research and statistical purposes, to inform, influence and improve health policy and to monitor the performance of the health service as a whole. The DH will base performance management discussions with Strategic Health Authorities on aggregate information about pupils attending schools in the PCT areas to help focus local resources and deliver the Public Service Agreement target to halt the year on year rise in obesity among children under 11 by 2010, in the context of a broader strategy to tackle obesity in the population as a whole. The Department of Health will also provide aggregate PCT level data to the Healthcare Commission for performance assessment of the health service.

Primary Care Trusts use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

The **Department for Education and Skills** uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. The DfES will feed back to LAs and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school.

The Children Act 2004 provides for the Secretary of State to issue Regulation requiring the "governing body of a maintained school in England" to disclose information for inclusion on the Information Sharing (IS) Index. The purposes of the index are to :

- help practitioners working with children quickly identify a child with whom they have contact;
- determine whether that child is getting the universal services (education, primary health care) to which he or she is entitled; and
- enable earlier identification of needs and earlier, more effective action to address these needs by providing a tool to help practitioners identify which other practitioners are involved with a particular child; and
- encourage better communication and closer working between practitioners.

The index will hold for each child or young person in England:

- basic identifying information: name, address, gender, date of birth and a unique identifying number based on the existing Unique Identifying Number/National Insurance Number;
- basic identifying information about the child's parent or carer;
- contact details for services involved with the child; as a minimum school and GP Practice but also other services where appropriate; and
- the facility for practitioners to indicate to others that they have information to share, are taking action or have undertaken a common assessment in relation to a child.

The index will NOT record statements of a child's needs, academic performance, attendance or clinical observations about a child.

All practitioners and system support staff (in LAs who will be responsible for maintaining the data) will have to have relevant training and to have undergone rigorous checks and appropriate security clearance procedures. To ensure high standards of accuracy, information on the IS index will be drawn from a number of sources including the termly School Census from which, from January 2007, pupils' home addresses will be collected.

The DfES will also provide Ofsted with pupil data for use in school inspection. Where relevant, pupil information may also be shared with post 16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to LAs and learning institutions to support their day to day business. The DfES may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies (including the Office for National Statistics) for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports

measures or decisions relating to particular individuals or identifies individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician.

The DfES may also disclose individual pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. If you wish to access your personal data, or you wish your parents to do so on your behalf, then please contact the relevant organisation in writing:

- the school - The Headteacher, Kingsbury School, Tamworth Road, Kingsbury, Tamworth, B78 2LF
- the LAs Data Protection Officer at simu@warwickshire.gov.uk
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, London, W1J 8QA
- Ofsted's Data Protection Officer at Alexandra House, 33 Kingsway, London WC2B 6SE
- LSC's Data Protection Officer at Cheylesmore House, Quinton Road, Coventry, Warwickshire, CV1 2WT
- The DfES's Data Protection Officer at DfES, Caxton House, Tothill Street, London SW1H 9NA
- The DH's Data Protection Officer at Skipton House, 80 London Road, London SE1 6LH
- Your local Primary Care Trust

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the personal data requested.

Separately from the Data Protection Act, regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If they wish to exercise this right parents should write to the school.

Providing information to Connexions services providers and the right to opt out.

Youth Support Services formally known as Connexions is the government's support service for all young people aged 13 to 19 in England. It also provides support up to the age of 25 for young people who have learning difficulties or disabilities (or both).

YSS brings together all the services and support young people need during their teenage years offering differentiated and integrated support to young people through Personal Advisers (PAs). For some young people this may be just for careers advice, for others it may involve more in-depth support to help identify barriers to learning and find solutions brokering access to more specialist support, eg drug abuse, sexual health and homelessness. PAs work in a range of settings including schools, colleges, one-stop shops, community centres and on an out-reach basis.

For pupils of 13 years and over, the school is legally required to pass on certain information to YSS service providers on request. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions Services' role. However parents, or the pupils themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on YSS. If as a parent, or as a pupil aged 16 or over, you do not want YSS to receive from the school information beyond name and address, then please contact the school within **28 days** of receiving this note. If you do not notify the school that you wish to exercise your right to opt out after the 28 day period has elapsed information will be passed to YSS providers upon request.

The LA and DfES may supply to YSS services providers information which they have about children, but will not pass on any information they have received from the school if parents (or the children themselves if aged 16 or over) have notified the school that YSS should not receive information beyond name and address.

This right transfers to you on your 16th birthday. Please inform Mr M Clarke, Headteacher if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Education and Learning page at www.direct.gov.uk/en/YoungPeople/index.htm

Raising of the Participation Age

The law changed from the summer of 2013 so that 16 year olds will need to participate in education or training to the end of the academic year in which they are 17, and for 17 year olds to their 18th birthday from summer 2015.

Any provider of education or training must by law inform the Local Authority (LA) of any young person who "drops out" from post 16 education or training from their institution. It is the duty of the LA to promote the effective participation in education or training of all 16 and 17 year olds resident in their area; and make arrangements to identify young people resident in their area who are not participating. If at any point a young person, by law, should be participating and they are either not in education, employment or training (NEET) or it is not known what they are doing, the LA will pass on the young person's details to providers of education, training or support who will be able to assist the young person to participate.

Information will only be shared when it allows the young person to fulfil their statutory duty to participate.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

The Local Authority may use your details to contact you at your home address about Post 14 and Post 16 opportunities. Kingsbury School may share your information with North Warwickshire & Hinckley College about Post 16 opportunities.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/9FF1D7D8621B3C248025705F00487872>

and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Business Intelligence (Children's)
Warwickshire Local Authority
Strategic Commissioning - People Group,
Saltisford Office Park,
Ansell Way, Warwick, CV34 4UL
Website: www.warwickshire.gov.uk
Email: CSS@warwickshire.gov.uk Telephone: 01926 410410

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

Holidays during term-time and authorised absence from schools – FAQ's:

The new restrictions placed on Headteachers, regarding absence from school, continue to present challenges for schools and parents. The following document therefore sets out answers to the most often asked questions in this area.

Can I take my child out of school for a family holiday?

NO! Headteachers are not allowed to authorise absence for a family holiday unless there are exceptional circumstances. If you feel you have an exceptional circumstance, you must speak to the Headteacher prior to making any arrangements or taking any absence.

Parents are legally responsible for ensuring their children receive education in accordance to with section 7 of the Education Act 1996 and if on a school roll that they regularly attend school.

Please note:

- Headteachers cannot authorise absences if they believe it will impact negatively on a child's education.
- Requests for absence during the following periods are likely to be refused:
 - 1) The first half term of any academic year (applies to all pupils)
 - 2) School or external examination periods
 - 3) Options time (for pupils in year 9/10 and 11)
 - 4) Anytime during years 10 and 11 (for all pupils in these year groups)
 - 5) Other times where significant school events are taking place (ie: Work Experience week- Y10)
- The following are not exceptional circumstances:
 - a) A family holiday requested in term time for financial reasons
 - b) A holiday in term time organised or paid for by a relative or friend
 - c) A holiday arranged to fit in with availability of accommodation or flights.
 - d) A weekend sporting or music event where pupils are travelling to a venue.
 - e) Absence in term time where the reason given is:
 - i. School holiday work commitments of a parent being more substantial.
 - ii. Work experience (Unless agreed with the school prior to the date)
 - f) Absences which reoccur (Other than medical or similar health related appointments)

This list is not exhaustive and provided for illustration only.

If my request is authorised what are my responsibilities?

If your request is authorised, you are required to:

- Ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child to complete.
- Ensure your child returns to school on the agreed date. Failure to return as agreed will result in absences being unauthorised. This may result in legal proceedings against you either through a Penalty Notice or the Magistrates Court.

What IS an absence from school for exceptional circumstances?

Exceptional circumstances could include:

- 1) Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- 2) The death or terminal illness of a family member
- 3) To attend a wedding or a funeral of a family member
- 4) International or national sporting commitments
- 5) Where there is an exceptional or unforeseen circumstance which the Headteacher is confident adheres to the following principles.
 - 1) The absence is highly unlikely to ever reoccur.
 - 2) The Headteacher is convinced that absence from school is the only option
 - 3) The absence does not negatively impact on the education of the pupil.

Please note: Evidence would be required in each case and must be submitted at the time of your request. We advise that you do not plan for your child to be absent from school without gaining prior agreement from the school first. Headteachers cannot retrospectively authorise absence from school under any circumstances.

How do I request authorisation from the Headteacher to take my child out of school?

In order to acquire authorisation for you to remove your child from school you will need to fill in a request form and then either post or take it into school for the attention of the Headteacher.

The Headteacher then has to make a decision based on the information provided in the authorisation form, in addition to the evidence you have provided.

What evidence is needed?

The evidence you will need to provide depends entirely on what type of leave from school you are applying for.

- A wedding abroad needs evidence of the event and can include invitations and evidence of travel/accommodation reservations.
- Enforced holiday weeks (i.e. work closure fortnights) would require a letter from an employer.
- Sporting commitments would require a letter from the sport's governing body or letters of invitation to a national or international competition.
- Attendance at a school or college interview (or other) would require an invitation letter.

What are the penalties for unauthorised or poor attendance?

Under the Anti-Social Behaviour Act (2003), the local authority and schools have statutory powers to tackle poor attendance and or unauthorised absences.

An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parent. If your child accrues 10 sessions of unauthorised absence, you may be liable for a penalty notice (one days absence equals two sessions and a five day absence is equal to 10 sessions etc.)

Penalty Notices

Penalty notices can be used as a deterrent to prevent a pattern of unauthorised absences without acceptable cause, warnings may not be given.

They could be issued by post direct to the home of a parent after just one warning, or in the case of absences without acceptable cause, warnings may not be given.

What are the penalties for unauthorised or poor attendance?

Penalty Notices continued

This includes pupils caught on truancy sweeps, persistent late arrival after the close of registration or unauthorised absence that has not been authorised as an absence from school for exceptional circumstances.

In these cases the warning is given on the absence request form, detailed within this information leaflet and accompanying letter; no further written warning will be given. Fines can be issued for unauthorised absence of 5 or more days and each school day is divided into 2 registration periods.

If you ignore a declined request

If your request is declined, and you still take your child out of school, each parent within your household will be issued with a £60 penalty notice for each child you have taken out of school.

If a penalty notice remains unpaid for 21 days it will increase to £120. If after 28 days it remains unpaid you may be summonsed and you may be liable for a fine of up to £1000.

Support and guidance on attendance is always reliable and if you have any questions about this, or if you need help to achieve an improvement, then please contact the school.

Please note: We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstances.

Home and School working together

At Kingsbury, we strongly believe that the education of your child is a shared responsibility between the school and home. You can help your child to widen knowledge, extend reading, practise skills and work independently by encouraging a positive attitude towards homework.

We shall try to ensure that...

- Homework is set
- Students record all homework in their planner
- Homework is collected and marked regularly. The usual format is review, revise or research.
- Homework that isn't completed is recorded in the planner, in red, by the subject teacher.
- Persistent failure to do homework is reported to parents.

We ask that you...

- Check your child's school planner regularly.
- Provide a quiet place where homework can be done, without the distraction of a television.
- Check that homework has been set and encourage its completion.
- Encourage your child to complete homework before embarking on other activities.
- Offer help and support.

Problems that may arise – with solutions

"I can't remember what I have to do"

The homework should be written in the school planner.

- It may be detailed in the back of the exercise book.
- Talk it through; it may help jog the memory. Phone a class mate.
- Tell your child to see the teacher the following day
- Homework may involve research, reviewing class work or recalling information.

“I didn’t get any homework today”

This is unlikely unless it’s the night of the school production or the last day of term.

Please check the school planner

- Project/Coursework may have been set to last several weeks. Students should always record it.
- Reading/learning may have been set.
- In the unlikely event of homework not being set, please encourage your child to review recent classwork.

“I did it at school”

This is possibly true; the Learning Zone is open most days during the lunch break and may be used to do homework. However, the time available during the lunch break would be insufficient to complete **all** homework thoroughly on a regular basis.

“I don’t have to do it tonight”

It is a good habit to complete homework on the evening that it is set, whenever possible otherwise a backlog will build up.

“I must finish this before I go to bed”

Yes, but,

- Is the work being started too late?
- Has the task been misunderstood?

If too much time is spent on homework, please contact the Curriculum Team Leader for that subject. Tired, anxious students will not enjoy the next day.

“Please help, I can’t do this”

Yes, please help by explaining, encouraging, supporting and being understanding. You can also contact the school but **please do not do the work for your child.**

Clare Bacciochi Scholarships

Kingsbury School has for some time benefitted from access to the Clare Bacciochi Fund. The charity fund was set up in memory of Clare, who attended Kingsbury School and was sadly killed in the Lockerbie disaster along with the 243 passengers and 16 crew members of Pan Am Flight 103 in 1988.

The fund, operated by trustees connected to the school, has for many years given young people from Kingsbury School access to opportunities which they would not otherwise have had such as:

- Funding for international and national school visits.
- Hardship fund for uniform and school equipment costs
- Access to external training/coaching.

In the past the fund has been accessed where pupils have found it difficult to pay for these activities. The trustees however feel that the fund should be more than a hardship fund and should impact on all pupils at Kingsbury regardless of financial situation. As a result 6 Scholarships will be offered for 2017/18 which we would encourage all students to consider applying for:

- 2 Academic Scholarships
- 2 Sporting Scholarships
- 2 Arts Scholarships

The purpose and scope of each of the scholarships are as follows:

Academic Scholarship

An academic scholarship is designed to support a pupil in Yr7-11 in making the most of their educational opportunities. The fund makes provision for the following to be purchased \ undertaken:

- Individual pupil net-book or supporting educational device, full payment of school organised trips for 2017/18 or other educational opportunities, as agreed by the trustees, which support further academic achievement.
- Academic Scholarships will be issued on the condition that students attend revision/primary transition and support events where required.

Sporting Scholarship

A sporting scholarship is designed to support a pupil in Yr7-11 who is making the most of their talent in this area. The fund makes provision for the following to be purchased/undertaken:

- A one year subscription and costs of an external club (eg. KA, Old Salt's, Dosthill Colts, Pony club), purchase of specialist sporting equipment, full payment of school organised trips in this area, other purchases as agreed by the trustees.
- Sporting Scholarships will be issued on the condition that students contribute significantly to school teams/activities.

Arts Scholarship

An Arts scholarship is designed to support a pupil in Yr7-11 who is making the most of their talent in this area. The fund makes provision for the following to be purchased/undertaken:

- Payment for a years' worth of music lessons, individual pupil instrument/electronic device which supports these activities, specialist art equipment, full payment of school organised trips in this area, other purchases as agreed by the trustees.
- Arts Scholarships will be issued on the condition that students contribute significantly to school drama, music or arts activities.

All Scholarships have an initial limit of £500, with pupils being able to make further representations to the fund if successful, for additional cost to be covered (i.e. To cover expensive specialist equipment or trips).

Conditions of award

- 1) Students making an application for a Scholarship award must.
- 2) Be a pupil of Kingsbury School on September 4th 2017.
- 3) Remain a pupil of Kingsbury School throughout the academic year 2017/18.
- 4) Have not benefitted from a Clare Bacciochi scholarship before.
- 5) Have good attendance
- 6) Demonstrate behaviour in keeping with the schools code of conduct.
- 7) Pupils must satisfy the trustees in their letter of application that they meet the application criteria and conditions of the award outlined in this letter.
- 8) The trustees retain the right to withdraw the scholarship offer at any time, before, during or after award should the award conditions be broken.
- 9) The trustees retain the right to dis-apply applicants from the scholarship, if they feel they have not applied within the conditions/criteria for the award or in the spirit of learning/advancement in which the scholarship is offered.

All purchases made as part of the scholarship must be completed through Kingsbury School – Neither cash/cheque nor other form of personal financial transfer can or will be made to scholarship winners.

Application

Prospective scholarship students should by letter address the following in their request for consideration.

- Conditions 1-5 outlined above.
- What activities they are already involved in which support their application (eg. Swimming club, school sports teams, art club, music\drama events, science club, GCSE subject choice).
- What they would hope to use the scholarship for.
- How they believe the scholarship would help enhance their learning or promote their achievement/development.
- Identify two referees who can support their application
 - One member of Kingsbury teaching staff (Or for Yr 6 pupils previous teacher/Headteacher)
 - One directly related to the activity being undertaken (ie Coach, Teacher)
- Applications must be made by September 30th 2017.

Applications will be considered by a selected panel of trustees from the Clare Bacciochi Fund; information from provided references may be considered as part of their decision making process. We hope that all pupils will consider making an application for a scholarship and look forward to announcing recipients during the course of next term.