Students enjoy our rural location
As a parent you naturally want the best for your child, and choosing a school can be daunting. We hope that the information contained in this prospectus will give you an introduction to the educational experience we offer.

At Kingsbury we are proud to be able to say: “We know each student by name”.

As a smaller secondary school, we are able to work closely with our young people to develop their talents to the best of their abilities. Our size makes it possible to work in close partnership with home to ensure that your child receives the best possible support and guidance to enable them to achieve their very best.

At Kingsbury we aim to:

• encourage our young people to have expectations of themselves and to be dedicated to their learning and determined to maximise their achievements.
• provide a rich and stimulating environment, which fosters the enjoyment of learning and enables our young people to develop skills for lifelong learning.
• offer a broad curriculum which allows individuals to progress at a pace which suits them.
• celebrate our students’ successes, enable them to take pride in their achievements.
• help our students blossom into young adults ready to play an active, positive role in society.

We are proud of our school and our young people and I look forward to welcoming you to Kingsbury so you can experience for yourselves what we offer and how we are working to ensure that success in learning will lead to success in life.

Mr M Clarke, Headteacher
Teaching & Learning

Kingsbury has a strong academic emphasis, and public examination results at GCSE are consistently good. There is real achievement in a wide range of activities.

Our lessons are characterised by a range of teaching and learning strategies, delivered by qualified subject experts. Increasingly learning takes place using digital resources, preparing our students for life beyond Kingsbury.

A wide range of extra curricular activities are on offer for pupils, during and after school, as we believe a good education involves young people building life experiences.

Years 7, 8 & 9

We aim to offer a broad curriculum which provides opportunities for all pupils to succeed.

Currently in Year 7 all students will take the same general course which consists of:

- English
- Mathematics
- French
- Music
- Science
- Religious Education
- Drama
- Art
- Personal, Social and Health Education & Citizenship
- Geography
- History
- Computer science
- Design and Technology (Food, Textiles, Product design)

In Year 8 & 9 students continue with the same courses.

Teaching groups are usually arranged to suit particular abilities. In Year 7 students will be taught initially in broad sets based on their KS2 data. We are committed to reviewing our curriculum structure yearly to ensure that not only do students study those courses above but do so in an active and engaging manner.

“Students have good attitudes to learning. They are well behaved, polite and feel safe.”

OFSTED 2013

Inspiring Learning
Years 10 & 11

In the Spring Term of Year 9, students choose their preferences for Key Stage 4 school courses

Their choice is based on:

• KS4 National Curriculum requirements
• their interests and views
• their talents
• their career interests
• their parents’ views
• advice and guidance from the school

Common Core

All students must study the following subjects:

• English and English Literature
• Mathematics
• Combined Science or Biology, Chemistry or Physics
• Physical Education
• Personal, Social and Health Education and Citizenship (Including Careers)

Options:

A further choice of subjects is offered at GCSE. Currently students can choose from:

Art / Astronomy / Sports Science / Hospitality & Catering / Drama / Geography / Child Development / History / French / Music / Product design / Psychology / Film Studies / Computer Studies / Statistics / Sociology / Social Studies.
Working in Partnership

Transition & Links

Kingsbury is a school of 720 students. This makes us large enough to provide a wide range of courses up to GCSE or equivalent level, yet small enough to have a secure, personal atmosphere. Staff know their students well.

Good links with the primary schools, both those in our immediate area, and those for the increasing number of students who join us from outside our priority area, help to achieve continuity in teaching when students transfer to us. Considerable care is taken to settle new students into the school and to monitor their progress.

As pupils near the end of their time at Kingsbury, links with providers of Post 16 education and training ensure progression when our young people move on to the next stage of their development. We have close ties with North Warwickshire and Hinckley College, King Edward VI College, Polesworth Sixth Form centre & Coleshill Sixth Form.

Quality Care

Tutor groups are a mixture of students from different primary schools and abilities. Tutors are with their groups for registration, Tutor programme and assemblies. Communications concerning your child should normally be sent to her/his tutor.

Each student has a progress leader, who is responsible for the tutors and who, with them, looks after the day to day needs of students and takes an overview of progress in learning. Tutor groups in Year 7 are allocated a Teaching Assistant to support their transition and ensure a happy, motivated and well supported start to their secondary school career.

The School also has a Student Support Unit and a fulltime student welfare officer to support wellbeing and mental health.

Governors

Chair of Governors: Mrs H Reilly
Contact via Clerk to Governors: 01827 872316

A small number of parents serve as governors, elected by parents. Parent governors are able to bring matters which concern or interest parents to the notice of the governors. You may contact the Clerk, Mrs H Jones, at the school.
Working with Parents

School is seen as a partnership between governors, teachers, students and parents. We encourage good communication between school and home - parents are always welcome to visit the school. We do appreciate it, however, if you make an appointment so that we can ensure someone is available to meet you.

Communication

Communication between home and school is essential and parents will be invited to school for a whole range of events including parents evening, sports fixtures and productions etc.

In addition to this we subscribe to a system called “School Gateway”. This is an online payment system that allows parents/carers to pay for school meals and trips. This system also makes it possible for school to contact parents quickly should the need arise.

Increasingly we are making use of the schools website, twitter and facebook to provide information to parents about school policies, events and day to day matters. Parents have access to Go4schools to view student assessment, examination results, progress, attendance, homework and behaviour.
Support & Enrichment

Inclusion

At some time in their school life most young people need some kind of extra support whether they are very gifted or whether they have some difficulty with school work. Kingsbury School works closely with all of its partner schools to make sure provision is tailored to individual needs, ensuring successful transition when arriving in Year 7 or leaving Year 11.

The support offered at Kingsbury School is delivered by a team of experienced teaching assistants. School also welcomes specialist interventions from external agencies. Learning Support is seen by all curriculum teams as a shared responsibility that is the entitlement of all students.

ICT Support

Support through the use of ICT is increasingly a part of school life.

ICT club runs every lunchtime, providing opportunities for pupils to work in groups or individually on activities. In addition to this pupils are able to access computer facilities in the digital library throughout the day.

The use of the Accelerated Reader scheme supports students and literacy development is also part of our developing package of support for young people who need help in these areas.

Laptops are also used in some classrooms where pupils have been identified with handwriting concerns or have an injury which prevents them from writing. In exceptional cases, ICT equipment can be borrowed from school to support pupils; in particular at KS4.

Music Tuition

Students receive support from external music teachers who regularly visit the school. Extra tuition is available on a number of instruments. Please contact the school for details on fees.
Sports Clubs

Kingsbury School has good playing fields, a well equipped gymnasium, and use of Kingsbury Sports Hall and Pool. Physical Education is an important part of the national curriculum and all students are expected to take part.

All major summer and winter sports are played and inter school matches take place after school. Parents are asked to encourage an interest in school games and are very welcome at matches. The school has an excellent reputation for sport and has achieved team and individual success locally, winning a number of league cups and having county players in football, netball and a number of international competitors in swimming and archery.

Our aim is to promote a competitive approach to sport whilst ensuring fairness, sportsmanship and an all round co-operative spirit in all our pupils.

Opportunities for All

It is important that all young people have the opportunity to access enrichment activities in an area of personal interest. For this reason we also offer a range of other clubs, local and international visits and opportunities to take part in charitable fundraising.

In recent years Art and Drama have been a key part of this offer as we encourage students to take part in all aspects of our productions including set design, technical crew, actors, costume designers and back stage crew etc. As a result 20 - 30% of Kingsbury pupils have taken part in developing new skills.
Personal Discipline

Attendance & Punctuality

Students damage their education and progress if they stay off school. Many absences are “authorised” by school - for genuine illness, serious family matters, school visits and for medical appointments which cannot be arranged out of school hours.

Unauthorised absences are when the school has not given permission for the child to be away. All absences are checked, followed up and action is taken if students regularly have unauthorised absences. Some young people have difficulties with attendance - the Attendance, compliance, enforcement agency is then involved in ensuring their attendance. Kingsbury School does not authorise term time holiday requests.

Mobile phones

Pupils are only allowed to use mobile phones in designated areas. We also appreciate that parents may prefer their children to have access to a phone as they travel. However we 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, except in designated areas during social time.

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 where they are not permitted.

Personal Property

Dangerous or valuable items e.g. personal stereos, iPods or swiss army knives must not be brought to school.

“The School is a caring environment where the specific needs of students are well met.”

OFSTED 2011
**Behaviour**

The School Governors have a clear behaviour policy:

- That all users of the school should show consideration and care for each other.
- That there should be mutual respect between all groups of users of the school.
- That consideration should be shown by all users for the school and its environment.
- That all members of the school should have due regard for the rules of the school.

Discipline at Kingsbury School is traditional and straightforward, being firm and fair. It is based on the belief that most students want to do well and want to behave and consequently encouragement is more effective than sanctions. To this end we seek to motivate and work students hard, whilst making school exciting, challenging and interesting. Students are praised for good work, noteworthy effort, helpfulness and responsible behaviour.

We encourage students to develop self-discipline, a sense of responsibility and a positive self-image.

Specific details of the schools rewards and sanctions policy can be obtained from school or from the school website.

“Students are responsive to their teachers’ encouragement and are willing learners”

**OFSTED 2011**
Assessment & Reporting

Assessment

The progress of students is carefully monitored throughout the year in the following ways:

• Through the continuous assessment of class work and homework.
• Interim assessment made on all students in all subjects throughout the year.
• Pupils attitude to learning.
• 3-6 formal assessments each year in all subjects for all students in Key Stage 3.
• National Curriculum assessments.
• Year 7-10 formal examinations in the summer term.
• Year 11 mock GCSE examinations.
• Public examinations in Year 11.
• Year 10 and 11 controlled assessments.

Reporting

An annual progress report is completed for each student. The documents received by parents include teachers’ subject reports and records other aspects of individual achievement.

We believe in close consultation with parents and therefore:

• Parents’ evenings are held throughout your child’s time at the school.
• Reports on pupil effort are available for all students at regular intervals for both Key Stage 3 and Key Stage 4.
• Parents have unlimited access to Go4Schools.

Every effort is made to assess student progress accurately and positively.

The school welcomes parental interest and involvement - not only when problems arise but also when praise for achievement and effort are deserved.
General Information

Religious Education

All students study religious studies at key stage 3 for one hour per week.

At Key Stage 4 students can follow a GCSE in Religious Studies and some students study Citizenship.

Parents wishing to withdraw their son / daughter from these lessons should discuss this with the Headteacher before the admission of their child to the school.

Sex Education

Sex Education is taught in appropriate contexts and at suitable times during a student’s school life. The biology of reproduction is taught by science staff during year 7.

Students are prepared for the changes which take place in adolescence and this is supported by work on relationships in our tutor programme. We encourage students to develop responsible attitudes to life and to each other, which will lead to stable relationships in adult life. Parents may obtain further details of the agreed Sex Education Policy by contacting the school. Parents also have the right to request that their child be withdrawn from the non-national curriculum components of Sex Education lessons.

Tutor Programme

All students undertake an active tutor programme covering Citizenship, Careers, Values and Personal, Social, Health and Economic expenses. The programme allows students to explore experiences which will enable them to take a wider issue of being a responsible citizen.

In year 7 and year 8, students also study bespoke Citizenship lessons for one hour per week. All students also experience one focus day each term.
School Fund

Kingsbury School runs a School Fund to finance a variety of items. Items of expenditure met by this fund include the following:

- Contribution to societies and sports affiliation fees
- School prizes and rewards days.
- Contribution to projects devised by the Student Young Leadership Team and school council.

Money for the fund comes from three main sources:

- A donation of £10 per student is requested in the intake year.
- Other donations from parents.
- Fund raising events run by the school.

“The school has a generally positive relationship with parents and carers and communicates effectively with them”

OFSTED 2011
Admissions & Policies

Admission Arrangements

An ‘Open Evening’ is held in the school each year and parents, children and local people are welcomed to the school. We are happy to arrange visits for parents who would like further information about the school or who would like to see the school whilst in session.

In the Summer Term a two day visit to the school is organised for the new students and a special parents’ evening is arranged every year for the parents of the new intake.

New students have a carefully planned and bespoke induction programme and they are given a booklet of essential information before they arrive. At the start of autumn term, year 7 attend for two days without other year groups in order to support a smooth transition.

Admission Policy

If there are more requests for places than there are places available, children will be accepted in the following order of priority, as set out by Warwickshire County Council.

• Children in the care of, or provided with accommodation by, a local authority (Under Section 22 of the Children Act 1989).
• Children living in the priority area who will have a brother or sister at the school at the time of admission.
• Other pupils living in the priority area.
• Children living outside the priority area who will have a brother or sister at the school at the time of admission.
• Other children living outside the priority area.

Within these criteria first priority is given in order of distance between the child’s home and school (Shortest distance = highest priority). Distance will be calculated by the straight line measurement from the applicant’s home address location to the centre point (“centroid”) of the preferred school. (All measurements are subject to preposition accuracy changes). This applies equally to those living inside/outside the county’s boundary. The authority has the primary role in allocating places.
Charges Policy

Charges will be made in accordance with the schools charging policy.

Charges will be made for the board and lodging element of any activity, even if it is deemed to take place mainly within school hours.

No charges will normally be made for materials to be used in the course of lessons or the cost of transport in connection with an activity, which takes place within school hours and arises out of the curriculum.

For activities where charges may be made, voluntary contributions will be invited from parents. Students will not be prevented from taking part in the activity if parents do not make a contribution, but if the activity cannot be funded without voluntary contributions, the school reserves the right to cancel the activity.

The School reserves the right to recover entry fees for public examinations if a candidate fails to meet the requirements of an examination.

The school charging policy covers damage/loss of property. A charge may be levied in respect of wilful damage in certain prescribed circumstances.

Complaints

We aim to make your child’s life at Kingsbury a successful and rewarding time. We constantly aspire to achieve and maintain high standards. Should you, however, feel cause to make a complaint, then this should be directed to the Form Tutor, Progress Leader/Head of House or Head of Faculty in the first instance.

Complaints of a serious nature should be addressed to the Headteacher in writing.

Policy Regulations

Copies of all policies are available for inspection in school or where possible on the school website.

Governors have agreed policies on a wide range of issues including:

At Kingsbury School we pride ourselves on our high expectations. Uniform is no exception. Kingsbury School is first and foremost, a place of learning and our uniform promotes the responsibility and discipline in students that contribute to their success. With that in mind, **students are expected to follow the guidelines below.** Parental/carer support is essential in ensuring our focus is on learning and achievement; for this reason, your support is anticipated and greatly appreciated.

This document provides a helpful reminder of our uniform expectations.

**Boys’ Uniform**

- Black blazer with school badge
- Plain black school trousers
- Optional plain black V-necked jumper (October to March)
- Plain white shirt with collar and sleeves (a plain white T-shirt may be worn under the shirt in cold weather)
- Plain black socks
- Tie  
  - Years 7, 8, 9 and 10 school tie
  - Year 11 may wear a plain black tie
- Black shoes ([see additional guidance](#))
- A suitable dark waterproof coat for colder/wet weather (no denim, leather or ‘hoodies’ may be worn)
- No cardigans

**Boys’ PE Kit**

- Black and gold school rugby shirt
- Black and gold school PE Polo shirt
- Black and gold school PE Shorts
- Black and gold school PE Socks
- Football boots with studs
- Shin-pads
- Training shoes (for PE only)
- Swimming trunks or shorts
- Towel
- Plain black tracksuit bottoms

**Girls’ Uniform**

- Black blazer with school badge
- Plain black branded (with logo) school trousers fitted to waist (2 styles of trouser are available) or plain black branded (with logo) knee length skirt (2 styles of pleated skirt are available)
- Optional plain black V-necked jumper (October to March)
- Plain white shirt with collar and sleeves (a plain white V-necked T-shirt may be worn under the shirt in cold weather)
- Tie  
  - Years 7, 8, 9 and 10 school tie
  - Year 11 may wear a plain black tie
- Plain black or white socks or plain natural, grey or black tights
- Flat-heeled black shoes ([see additional guidance](#))
- A suitable dark waterproof coat for colder/wet weather (no denim, leather or ‘hoodies’ may be worn)
- No cardigans

**Girls’ PE Kit**

- Black and gold school polo shirt
- Black and gold school PE Hooded sweatshirt
- Black and gold school PE Shorts/skort
- Black and gold school PE socks
- Training shoes (for PE only)
- Swimming costume
- Swimming hat
- Towel
- Plain black tracksuit bottoms
Uniform Suppliers

**Match Fit Kit (Nuneaton)**
Match Fit Kit provide an online ordering facility with the option of a payment scheme.

**Call:** 02476 350630  
**Online:** www.matchfitkit.com  
(click on Kingsbury School).  
Password is: **MFK234KIN**

**Clothing4**

**Call:** 01827 50395  
**Online:** www.clothing4schools.com  
**Location:** Clothing4 Ltd  
11 Lower Gungate  
Tamworth  
B79 7BA

The school PE kit, tie, badge and girls trouser/skirt are of a specific make and are available from our uniform suppliers. All other items can be purchased from a range of specialist suppliers as well as local supermarkets and other retail outlets.

PARENTS ARE ASKED TO CONTACT THE SCHOOL IF IN DOUBT BEFORE PURCHASING UNIFORM.

It is essential that all items of clothing are clearly named. Staff will indicate the kit required for PE Activities.

Students may be sent home if their appearance is deemed inappropriate. The school reserves the right to decide whether any individual's choice of clothing is acceptable.

All too often, students arrive in school wearing inappropriate trousers or shoes which they have purchased from uniform sections of high street stores but which are not in line with our uniform policy. We want to avoid parents having to replace these items to meet our expectations and so the following information has been produced to assist in making appropriate choices first time. **GIRLS TROUSERS/SKIRTS MUST BE LOGOED AND PURCHASED FROM ONE OF OUR APPROVED SUPPLIERS.**

Shoes and boots (additional guidance)

Shoes/boots should be entirely black, flat-heeled (no higher than 2.5cm) and leather or leather style in appearance. They should not have any logos or writing on them. Plain, ankle-height, black leather or leather-look boots are permitted. Shoes and boots should be worn with trousers covering ankles and have only black laces.

**Unacceptable items include:** trainers (including plain, black trainers that look like shoes and other leisure trainers), high heels, suede, pumps, canvas, boots that are above ankle-height, and coloured or multi-coloured laces.
Trousers and Skirts (additional guidance)

**Boys:** Plain black, tailored and suitable for business wear. **Unacceptable items include:** cords, cotton or denim and trousers that are skin-tight.

**Girls:** Choice of four items, including trousers and skirts. Trousers and skirts should be **logoed, plain black and from one of our approved uniform suppliers.** **Unacceptable items include:** trousers or skirts that do not have a logo and which are not purchased from one of our approved suppliers. Hipsters, cargo style, skin-tight trousers, leggings, jeggings, stretch trousers, denim, shiny fabrics and any coloured external labelling are not permitted.

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<th>Option 1:</th>
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<tbody>
<tr>
<td>Charleston Black School Skirt with logo</td>
<td>Designer Pleated Skirt with logo</td>
<td>Trimley Girls Trousers with logo</td>
<td>Greenwich Girls Trousers with logo</td>
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Jewellery

- No jewellery other than a watch, school badges and one small, plain ear stud per ear may be worn. The school will not accept liability for these items. The wearing of other jewellery and body piercings is not allowed for health and safety reasons e.g. rings, nose studs, tongue studs, eyebrow and navel rings, and necklace chains.
- Items of jewellery and wrist watches should not be worn in PE, Games and Swimming lessons.
- **PLEASE NOTE:** it is not an acceptable excuse for a student to ask to wear unapproved jewellery to prevent a pierced ear or nose from closing up. Covering piercings with a plaster or other item is also not acceptable. **In these circumstances, a student refusing to remove an item of jewellery will be placed in isolation and parents/carers contacted.**

Makeup/Hair styles

- Year 7 and 8 girls are not allowed to wear makeup. Year 9, 10 and 11 girls can wear a discrete amount of makeup (i.e. almost unnoticeable). The school reserves the right to decide whether any individual’s use of makeup is acceptable.
- Year 9, 10 and 11 girls can wear discrete nail varnish (i.e. non-bold colours and non-decorative). False nails are not permitted.
- The school reserves the right to decide whether a hairstyle is ‘extreme’ in either style or colour. Colouring that stands out and is obviously different from the student’s natural hair colour (e.g. pink, blue, green, red etc.), tramlines, shaved areas that leave hair at different lengths and hair shaped into patterns are not acceptable.
- **PLEASE NOTE:** Hair dyes take several days to wash out and tramlines/shaved areas take several days to grow back. Please save experimentation to the six week summer holiday.

Equipment

- A set of basic writing equipment (to include pens, pencils, ruler, eraser, sharpener and protractor)
- A small set of coloured pencil crayons
- A calculator
- A red pen
- An appropriately sized school bag suitable for carrying school equipment and essential personal items (not handbags)
- The following items should not be brought into school: Tippex, chewing gum, expensive personal items or an excessive amount of money and make up.

**LOOK SMART | FEEL SMART | THINK SMART**
Students guidelines

Our code of conduct is based on respect for oneself and consideration for others. Our rules exist to make sure the school runs smoothly. Everyone can then learn and work safely and happily. All student members of our school should always:

Remember that any form of racist, sexist or abusive behaviour is totally unacceptable and will be treated as a very serious matter
This means that physical and verbal bullying will not be tolerated. You should not make abusive or unpleasant comments about other people.

Speak in a polite manner and show courtesy to others
This means speaking quietly without shouting. Swearing, verbal abuse, rudeness and aggressive behaviour are not acceptable. Remember to show respect to all adults and to each other. Please try not to interrupt.

Make it possible for everyone to learn and work
This means arriving at lessons on time and prepared for work. You should listen quietly when asked, follow instructions the first time, help others when appropriate and take part in the lesson in an orderly manner. Never behave in a way which stops others from learning.

Move round the school calmly, quietly and with thought for others
This means never running or pushing, always walking on the right on stairs and in the corridors, and being helpful by opening doors, letting other people pass and helping to carry things. Bags should not be carried on shoulders as these can cause injury and damage.

Always show respect for other peoples’ property as well as your own
All the property you bring to school should be clearly marked with your name. Do not bring valuable or dangerous items into school or leave money unattended. Chewing gum is not allowed. You should never move or damage anything that does not belong to you - and you should show respect for your own property.

Be responsible for keeping the school and its surroundings clean and tidy
This includes putting litter and all unwanted food in bins and respecting your own and other peoples’ displays and work. Graffiti is not allowed. You should take responsibility for making the school a welcoming place of which we are all proud.

Take care that your appearance and behaviour are a credit to the school
This means looking clean and tidy when in uniform - both in and out of school. Your behaviour should be excellent at all times. Cigarettes, alcohol and other dangerous items must not be brought into school.

*Remember your reputation and that of the school depends upon how you behave.
Enthuse, Aspire, Achieve