



# PARENT/CARER A-Z HANDBOOK

## **Welcome to The King Alfred School - an Academy**

We are a school with a long history of providing education for the children of Highbridge and Burnham on Sea and the surrounding areas. We pride ourselves on ensuring that every child achieves their potential, both academically and socially during their time with us. We are a school at the heart of our community and we believe that it is our role to develop the next generation into successful citizens.

The King Alfred School - An Academy is a happy school where staff and students enjoy working together. We provide a calm purposeful learning environment where all students are supported and encouraged to 'do their best'. Our ethos is strong with core values of respect, tolerance and courtesy. We set high standards of behaviour and promote respect and responsibility – values needed to support our young people in being successful throughout their lives.

This handbook provides a glimpse of life at our school. Please come and visit us to find out more.

Dan Milford

# **Our School Expectations & Ethos**

The King Alfred School - An Academy is an amazing school which provides a first class experience for every child in a safe, happy, caring and purposeful environment. Our ethos is characterised by high expectations and the belief that every child can be successful in both a personal and academic sense.

Our students show mutual respect to each other and the adults within our school and are encouraged to become successful 21st Century learners.

Every child deserves the opportunity to:

- go to school
- learn
- achieve
- dream big
- work towards their goals

Our expectations for students are clear and simple and can be easily supported at home:

- Attend school
- Be punctual
- Be well presented
- Have respect for self and others
- Complete all work to the best of your ability
- Be organised
- Never give up easily and seek help when in difficulty

Our values are summed up simply as Belong. Believe. Be Proud.

# Home/School Agreement

The school will:

- promote self-discipline and a proper regard for those in positions of authority
- encourage good behaviour and respect for others by modelling these behaviours
- ensure students' behaviour is acceptable by setting and reinforcing clear boundaries
- calmly and consistently challenge students who misbehave
- respond promptly to parental contact
- create a positive, pleasant, safe and orderly learning environment
- recognise and celebrate individual students' success
- implement the Be Proud Plan
- plan and deliver stimulating and challenging lessons, taking into account individual needs
- provide clear information to parents/carers and inform parents/carers regularly about students' progress

Students must:

- arrive to school and lessons on time
- follow the school's Behaviour Policy
- adhere to the school's Uniform Policy
- have the correct equipment and books for every lesson
- follow the teacher's instructions without questioning
- use appropriate language and volume
- listen to others' views, treat others with respect, and work cooperatively
- use any ICT in accordance to the agreed school policies
- accept responsibility for your own behaviour
- try their best in all aspects of school life

I/We the parent(s)/carer(s) will help my/our child to make good academic and pastoral progress at school by:

- ensuring my/our child attends school regularly and punctually
- informing the school when my/our child is absent
- ensuring that my/our child leaves home every day appropriately dressed, equipped and prepared for the school day
- actively supporting the school in its efforts to ensure that my/our child's behaviour and attitude are always appropriate and in the best interests of all students, allowing successful learning and the highest possible achievement for all to occur
- actively supporting my/our child with homework, making effective use of the homework diary and provide a suitable space for study at home
- informing the school, initially via the Form Tutor, of any areas of concern/problems that may affect my/our child's learning or behaviour
- making every effort to attend school information evenings and parents'/carers' meetings
- ensuring that the TKASA Parent/Carer Consent Form is accurate and kept up to date. This is vital to ensure that we are able to contact you in an emergency.

## **ABLE STUDENTS**

The school aims to identify those students who are gifted or talented through teacher assessment and examinations. The school makes use of a number of strategies which support and challenge able students in their learning.

These include setting arrangements, separate sciences at GCSE, exceptionally able courses and opportunities to become involved in challenging extra curricular activities.

Some young people have exceptional ability and it is important that this is recognised by teachers. The term 'exceptionally able' is normally used to refer to learners in the top 2% of the whole population. Able students are identified on entry to the school as those having a very high KS2 points score. The school makes use of a number of strategies which support and challenge able students in their learning:

- Setting arrangements allow for the most able to be placed in high ability sets where they can work alongside other gifted children.
- Three sciences: a group of the most able scientists in Years 10 and 11 follow GCSE courses in the separate sciences.
- Additional opportunities: More able students are encouraged to become involved in additional opportunities such as competitions, publishing, productions, residentials and sport at county level and national level.

## **ABSENCE**

Regular attendance at school is essential to good progress. It is also a legal requirement that your child attends school. It is expected that each and every student attends school 100% of the time. The only acceptable reasons for absence are student illness or family bereavement. If your child is absent then it must be reported to the school by either telephoning the absence line before 9.30am on 01278 764088, e-mailing [attendance@tkasa.theplt.org.uk](mailto:attendance@tkasa.theplt.org.uk) or via the Weduc app each day of absence explaining the reason. This enables the school to keep records up to date and helps alleviate the fear of missing children. In the case of extended illnesses, please liaise with the Head of Year who will arrange for work to be sent home. Students also have access to their files and department resources by using Remote Access via the internet to pick up work missed.

For absence other than illness we do not give permission for students to take leave during term time except under very exceptional circumstances. Any lesson missed is a valuable educational experience lost which cannot be replicated. Research demonstrates that absence undoubtedly hinders progress. We would therefore ask that you think carefully before you remove your child from school.

On occasion we do recognise that there may be extraordinary circumstances which would qualify for leave. If you have a request that you believe would comply with this criteria, a form can be obtained from student services, completed and returned to your child's Head of Year who will authorise or not authorise this absence.

## **ACADEMY COUNCIL**

The Academy Council, with the trustees and the CEO, have responsibility for the overall direction of the school. The Academy Council includes community, staff and parent members.

The full Academy Council meets 6 times a year (each term).

## **ADDRESS**

The school address is:

The King Alfred School - An Academy, Burnham Road, Highbridge TA9 3EE

**Telephone: 01278 784881**

**E-mail: info@tkasa.theplt.org.uk**

**Website: www.tkasa.org.uk**

## **AIMS**

What we believe in and want to achieve at TKASA

1. Pursuing exceptional education for every single child – STUDENTS FIRST
2. Every person is here for the best interest of the children.
3. No child is ever left behind.
4. The unique identity of each school is protected, celebrated and valued for the contribution it makes to ensuring children have the best education and experiences.
5. Encouraging uniqueness and diversity.
6. Allowing every young person across the Trust to benefit from specialist facilities and resources.
7. Facilitating the mobilisation of expertise between/across organisations.
8. Sharing good practice and experience across academies.
9. Providing high-quality motivated staff with opportunities to expand their experience and expertise across the Trust.
10. Cherishing staff

## **ALCOHOL/ENERGY DRINKS**

Students are not permitted to bring alcohol or energy drinks onto the premises or consume them at any time during the school day, which includes trips, visits and sport fixtures. Students who bring or consume alcohol to school will be excluded. Energy drinks will be confiscated and discarded by staff.

## **APPOINTMENTS**

If you have a query or would like to see a member of staff, please do not hesitate to contact us. To make an appointment please telephone the school in advance to arrange a mutually convenient appointment. Staff may not, due to their commitments, be able to see you without an appointment.

## **ASSEMBLIES**

Each year group has an assembly once a week. Assemblies provide an opportunity for students to meet together with staff for ideas about moral and social issues and to celebrate success.

## **ASSESSMENT**

Students are assessed throughout the year to monitor their progress in relation to the National Curriculum and GCSE courses. Assessment may be in the form of end of unit tests, examinations or controlled tests. Students are actively involved in the assessment process and are encouraged to reflect on their own performance and to establish future targets.

## **AWARDS EVENING**

The school holds an annual Awards Evening in December to celebrate the achievements of students. The awards are presented by a guest speaker.

## **BEHAVIOUR**

The King Alfred School - An Academy has high expectations of the behaviour of students in all respects, on the way to and from school, in the classroom, during social time as well as on school trips. Students must take responsibility for their behaviour. In the same way that positive actions provide benefits and rewards, inappropriate behaviour will be treated accordingly. We have a TKASA behaviour policy which clearly details the rewards and consequences of behaviour. No one has the right to disrupt learning as all students have the right to learn.

The school believes that good discipline is essential to the well-being and education of children. Students are expected to behave with common sense and consideration for others at all times. We will not tolerate poor behaviour to/from school, our reputation in the community is important. Where students misbehave, a range of sanctions may be used, including loss of social time, detentions, being placed on report and withdrawal from classes. In serious cases, a student may be suspended from school. Teachers will keep parents informed of significant disciplinary issues. A log of behaviour incidents will be maintained **on the school system and is available for you to have a copy on request.** Quite simply, we expect students to be in the right place at the right time doing the right thing.

## **BICYCLES**

Students who travel to school by bicycle may leave it in the bicycle shed. We are very conscious of the high cost of modern cycles and recommend the use of secure locks as an extra to the locked shed. All cycles are left at school at the students' own risk. Students are not permitted to ride their bicycles on the school site and should enter and exit through the main gates on the provided cycle path. As a healthy school we encourage cycling to school. We strongly recommend that cycle helmets are worn.

## **BOOKS**

Students should ensure that they take good care of books. Exercise books are issued free to all students, but a charge is made for lost books. Text books and books on loan from the Learning Resource Centre (Library) are issued to students on the understanding that they are returned in good condition.

If a member of staff is not satisfied with the condition, or if the book is lost, then parents will be sent a bill for the book's replacement. Money to replace lost or damaged textbooks is not available from the school funds; therefore it is essential that students take good care of them.

## **BULLYING**

The school is determined to vigorously challenge all forms of bullying. We will not tolerate any form of verbal, physical or psychological bullying. No student has the right to make other people feel insecure in school. We have a firm anti-bullying policy and use a safeguarding app called My Voice. Students can report incidents by completing the My Voice form which can be found on our website under the Student tab.

The school guarantees that:

- All staff will do their best to prevent bullying and will share responsibility for action if bullying does occur
- All incidents will be investigated in a firm and fair manner
- Parents and outside agencies may be involved in any course of action
- Through the curriculum we will encourage students to talk openly about bullying; to recognise its many forms, to realise its consequences, to encourage incidents to be reported and to discuss ways of handling bullies

## **CCTV**

The school campus is under 24 hour CCTV surveillance. CCTV has proved to be a very effective deterrent in reducing incidents of vandalism and other forms of anti-social behaviour.

## **CAREERS**

**Nina Sinclair is our Careers Advisor at TKASA and is available via Email –**  
nina.sinclair@tkasa.theplt.org.uk

Impartial careers advice is vital in school to help students develop the skills and ability to make the most appropriate education choices for their options within school, progression beyond school and in working life.

Our careers offer is delivered in a variety of ways including specific events, activities, one to one conversations and embedded in the curriculum.

The careers office is based at the back of A Block by the Snack Shack. It is open from 9am-3pm Monday to Friday. A monthly careers and events bulletin is circulated by tutors, Facebook, school screens and noticeboards.

**Full details on TKASA's careers can be found on the school website-**  
<https://www.tkasa.org.uk/careers>

## **CHARGING**

The school reserves the right to make a charge for the following activities; the board and lodging element of residential activities in school hours; activities outside school hours; individual instrumental tuition; ingredients and materials where students wish to take home the finished product; the cost of re-sitting an examination including modules.

The school reserves the right to levy a charge where a student loses a book or piece of equipment, misuses and damages school resources and willfully or recklessly damages the fabric of the building e.g. a broken window. In cases of financial hardship it may be possible to provide some assistance.

## **CHARITY**

Each year the Trust supports a specific charity, details of which are available on our website.

## **CLASS CHARTS**

Class Charts is an App to help you keep track of your child's achievements, access behaviour reports and attendance. If you have more than one child at the school, you can use the same parent account to view achievement data for all your children.

You will be assigned a Login and Password when your child starts school.

[https://static1.squarespace.com/static/5b9242f05b409b0426915646/t/5ba4f6b20852292ca56e7c8c/1537537719008/quick\\_start\\_for\\_parents+%281%29.pdf](https://static1.squarespace.com/static/5b9242f05b409b0426915646/t/5ba4f6b20852292ca56e7c8c/1537537719008/quick_start_for_parents+%281%29.pdf)

## **COMPLAINTS**

If you have any worries, concerns or complaints, please do not hesitate to contact us. Like any organisation, we do not always get things right, but we are keen to hear about ways in which we can improve the quality of our service. In the case of a complaint, please contact the Principal's PA, Sally-Anne Herrington, in the first instance, who will direct your complaint as appropriate. Sally-Anne can be contacted on 01278 784881 or email [sallyanne.herrington@tkasa.theplt.org.uk](mailto:sallyanne.herrington@tkasa.theplt.org.uk) In the event that you remain unhappy with the response, a complaint may then be made to the Chair of the Academy Council.



## COMPUTERS/e-learning

Curriculum ICT provision is made through a network running Windows XP, Vista, and Apple OSX on the desktop. Internet provision is made through South West Grid for Learning. Students have a school email account. Home access to work via the internet and homework is available via Remote access.

## CURRICULUM

In line with the National Curriculum all students follow a curriculum, which is broadly based, balanced and relevant. Students in the Lower School study the following subjects: English, Mathematics, Science, Design Technology, Information Technology, French or Spanish, Geography, History, Religious Education, Physical Education, Art, Drama, Music, and PSHCE across the curriculum.

In the Upper School students follow a broad and balanced curriculum in line with the National Curriculum. All students continue to study English, English Literature, Mathematics, Science, PE. In addition, students may choose subjects from the following: - Computer Science, Triple Science, Media Studies, Food Technology, Design Technology, French, Spanish, History, German, Music, Art and Design, Photography, Sociology, Religious Education, Drama, Dance, Sports Studies and Engineering.

## DAILY TIMETABLE

| Years 7, 9, 10    |       |
|-------------------|-------|
| Morning Bell      | 8.40  |
| Reading Period    | 8.45  |
| Period 1          | 9.15  |
| Period 2          | 10.15 |
| Morning Break     | 11.15 |
| Period 3          | 11.35 |
| Lunch             | 12.35 |
| Period 4          | 13.10 |
| Period 5          | 14.10 |
| End of school day | 15.10 |

| Years 8, 11, 12, 13 |       |
|---------------------|-------|
| Morning Bell        | 8.40  |
| Reading Period      | 8.45  |
| Period 1            | 9.15  |
| Period 2            | 10.15 |
| Morning Break       | 11.15 |
| Period 3            | 11.35 |
| Period 4            | 12.35 |
| Lunch               | 13.35 |
| Period 5            | 14.10 |
| End of school day   | 15.10 |

In total, students have timetabled lessons for 25 hours per week excluding registration, tutorial and assembly time. The school works a two week timetable.

## DATA PROTECTION

For information on how we use your data in school, in respect of GDPR, please see the Data Protection policy on our website.

## DETENTION

We run a system of break time and lunch detentions, Monday to Friday. In addition there are after school detentions (Parking Detentions) every day from 3.10pm-4pm and 3.10pm-5pm. Parents will be notified via text and through Classcharts if their child is required to attend an after school detention. In cases where a student is parked during the day they will need to attend an instant after school detention on that same day. We ask for support in ensuring that their child attends this important sanction. Students who fail to attend an after school detention will have a two hour detention the following day.

## **DRUGS**

The school has a clear policy for dealing with drug-related incidents should they occur during the school day or on school trips and visits. The dealing in, possession of illegal drugs and/or their misuse will normally result in permanent exclusion.

## **DUKE OF EDINBURGH AWARD SCHEME**

The scheme is open to all students in Year 9 for Bronze, Year 10 for Silver and Over the age of 16 for Gold. The award is divided into four areas of experience: volunteering, skill, physical and expedition, for Gold there is an additional requirement of carrying out a residential. The scheme is well established and is popular with students. The scheme provides students with an opportunity to demonstrate personal achievement and contribute in a positive way to the community. The scheme also helps learn the soft skills that are so valued by employers. Students will be mentored throughout the scheme to ensure they are on track.

Holding a DofE Certificate can be a major boost in employment and when applying for University. For more information contact the DofE Coordinator on [info@tkasa.theplt.org.uk](mailto:info@tkasa.theplt.org.uk)

## **EMERGENCY CLOSURE – check <https://www.tkasa.org.uk/> first**

In the unlikely event of a sudden closure, because of weather or other emergency situations, local radio stations will broadcast the information. Weduc will also be updated with the latest information for parents and students.

## **EQUAL OPPORTUNITIES**

The school is committed to equal opportunities for all students. This is reflected in access to courses and the content of the curriculum. Learning takes into account the different needs of students and prepares them for life in an ethnically and culturally diverse society.

## **EXAMINATIONS**

It is the policy of the school that as many students as possible should be given the opportunity to sit public examinations provided that they have reached the required standard. Students are entered for examinations at GCSE/ Level 2: A.S Level: A Level/Level 3. If any student fails to sit the exam (without a good reason) a charge will be made. The school has an extensive range of applied learning qualifications on offer.

## **FIRE ALARM**

In the unlikely event of a fire, the alarm system will sound: this is a continuous ringing bell. Students are required to leave the building by the shortest possible route and in an orderly manner. Students line up in tutor groups in designated areas.

## **FREE SCHOOL MEALS**

Depending on home circumstances some students may be eligible for free school meals. Those students are provided with either a hot meal deal or a cold sandwich grab bag, and a small bottle of water. If you think your child may be eligible you can contact the school to discuss or apply direct via Somerset Council website at the following link

<https://www.somerset.gov.uk/children-families-and-education/school-life/free-school-meals/>

## **HOME LEARNING**

### ***YEAR 7-10 Knowledge Organisers***

The school believes that home learning is important for the educational progress of all children. All students will be issued with a homework folder, in this folder they will keep both their homework booklet and their home workbook.

KS3 students are expected to complete one full page in their home workbook and spend around 20 minutes on homework for each subject on their homework timetable that day.

Tutors will check homework during Tutor Time. Tutors will be looking for a full page of work on the correct subjects of the Knowledge Organiser completed with no gaps, as well as for purple pen ticks/corrections and good presentation.

Students and parents should refer to the homework booklet for further information about homework tasks and their homework timetable.

As parents, you can support your child by ensuring that home learning is completed conscientiously and in the best possible conditions. Home learning is monitored by your child's tutor and their teachers who will set 3 knowledge quizzes each cycle and record their scores in their homework booklet. Where a child has a genuine difficulty in completing their Home Learning or in meeting a deadline, they should make sure that they speak to their tutor and subject teacher. Where a student fails to complete Home Learning to a high enough standard then students will be offered a lunch time homework support session with a specialist member of staff, failure to attend will result in a same day after school detention disciplinary action.

## **YEAR 11 HOME LEARNING**

Students in year 11 are expected to complete around 90 minutes of homework each evening, this is split into written and online homework.

Written component (60 minutes each weekday) – The written component will be set and checked by subject teachers and include activities such as

- Self-quizzing – methods will include making flash cards and Look Cover Write Check Correct
- Note taking – summarising class notes, revision guides and textbooks
- Questions – worksheets or exam question booklets
- Guided research – watching videos, reading additional materials
- Learning activities – completing tasks in home learning booklets

Online Component (30 minutes each weekday) – The online component will be checked by your teacher and will include:

**Sparx Maths** delivers personalised intelligent maths practice that is proven to boost grades. It has been carefully designed and structured to provide a learning tool to support students and teachers which has supporting video and a quiz for almost every topic assessed on the mathematics curriculum up to Grade 9 GCSE. This can be accessed at; <https://sparxmaths.com/>

**Seneca learning** is an intelligent learning program that will help you achieve outstanding results. It uses presentations to teach the students followed by multiple choice style micro-quizzes to build knowledge, boost confidence and reduce exam stress. This can be accessed at; [www.senecalearning.com](http://www.senecalearning.com)

All students have access to the computers in the library at break time and after school to complete online component if they have issues with access at home.

Students will be handed copies of the homework timetable.

All students are expected to follow their homework timetables independently, teachers will let parents know when homework has not been completed to a satisfactory standard by issuing a homework support on Class Charts.

## **LEADERSHIP**

We expect all our students to be leaders. We have an active student council in each year group, which feeds into a whole school council (Years 7-13) and they work hard to ensure that the student voice is heard and makes a difference. Student voice is active and highly valued by all of us. We also operate a prefect system in year 11 which recognises the hard work and commitment of students over the time that they have been in the school. These opportunities to develop the skills and qualities necessary to be able to make a positive contribution to the community in which they live.

Our Sixth form also operates a Student Union, with the whole school (staff and students) involved in the voting process to elect a Student Union President and Vice President each year.

There are a number of societies that students can join in 6th form, which also includes guest speakers on a range of subjects. These opportunities are often extended to KS4.

There are other leadership opportunities that help develop a range of skills such as, adventure club, sports captains and Duke of Edinburgh to name a few.

## **LEARNING RESOURCE CENTRE**

The Learning Resource Centre is open to students throughout the day from 8.30am until 4.10pm Monday to Thursday and 8.30am to 3.10pm on Fridays. The LRC has a wide range of resources including library books, 62 computers divided into two teaching areas with projectors, access to a colour printer with scanner, office equipment, reading area and desk space.

Students are automatically members of the LRC and may borrow one book at a time for a period of two weeks. Students attending Sixth Form can borrow up to three books. Should a book be lost or damaged, an invoice will be sent home to cover the cost of replacement. We are always pleased to receive suggestions for new books and resources.

Homework hour is Monday to Thursday 3.10pm to 4.10pm. Additional staff are on hand to assist students and we ask that all students sign in and out.

Students can purchase stationery items and KS4 revision guides at cost price from the LRC via Weduc.

Information and assistance for The Duke of Edinburgh's Award Scheme is also available from the LRC.

## **LEARNING SUPPORT**

On entry to the school we look at all students key stage 2 data following liaison with primary SENCos and allocated support if appropriate. Students identified as requiring support may have access to the following, depending on their level of need:

- In class support
- Withdrawal to Learning Support to develop basic skills
- Individual programmes
- Modified timetables
- Specific Maths and English intervention

We operate an open door policy in our support bases and all students are welcome. The SENCO is Sarah Johnson.

## **LEAVING SCHOOL PREMISES**

Students are **not** permitted to leave the school site without written permission or telephone confirmation from parents and students must sign out with the Attendance Officer in Student Services and they are collected from the Student Services gate. For students who go home for lunch; on parental request and at the school's discretion, such students are issued with a pass, which is only to be used for having lunch at home.

## **LOST PROPERTY**

In the event of a student losing an item of property he/she should report to Student Reception (or the PE Office in the case of lost PE kits). The best advice for a student who has lost something is to go back over his/her timetable, checking each room in turn. **We request that all uniform, including coats, is labelled.** Thank you for your help with this.

## LUNCH & BREAKTIME

School meals are served in the canteen and snacks at the Snack Shack. Students may also bring a packed lunch. Food is paid for via a biometric fingerprint and funds can be topped up online using our Weduc app (Squid pay). If you feel your child may be eligible for free school meals please contact the school. The menu can be found on our supplier's website - [www.aspens-services.co.uk](http://www.aspens-services.co.uk) and also on the Newsfeed on our app Weduc.

Staff are on hand to supervise students throughout break and lunch. In very exceptional circumstances students may go home at lunchtime with the written permission of parents and Head of Year.

## MEDICAL

First Aid for minor accidents and sickness is provided by a trained first-aider and students who feel unwell should speak to their teacher, if during a lesson, or go to the medical room if at social time. If your child is too ill to stay at school, we will contact you in order that you may collect your child and take him/her home. Students are not permitted to telephone home themselves.

It is essential that we have a contact number where we can contact parents in case of medical problems. Please ensure that you have submitted a contact number to the school and notify us of any changes.

Please inform the school of any serious medical conditions, e.g. epilepsy, diabetes, asthma or anaphylaxis. Physical education, chemistry and practical subjects can sometimes present difficulties, so students with a medical problem should inform their teacher should they anticipate any difficulties or feel unwell. Students requiring medication should leave their medicine in Main Reception who will take it to the medical room - parents should complete a form with storage/dosage information. In cases where students are unable to participate in Physical Education, a medical note or letter from parents should support this.

## MOBILE PHONES

TKASA is a mobile device free school. This includes all social times and transitions between lessons. Mobile devices should be switched off and stored away safely before entering the school through the school gates and until students exit school through the school gates at the end of each day.

Mobile devices might be used on rare occasions to support learning in lessons, but this is strictly under staff instruction.

The school operates within the following guidelines in relation to mobile devices. This list is not exhaustive.

- If a phone is **SEEN OR HEARD it is TAKEN.**
- If a mobile device is confiscated it is passed to Student Services where it is stored safely until the end of the school day where it can be collected by the student if it is their first confiscation.
- A second confiscation would result in an hour after school detention and the student having to collect their device from their Head of Year.
- A third confiscation, and any thereafter, will result in a two hour detention with the device needing to be collected by a parent/carer or guardian at 5:00pm from a member of the Leadership Team.
  
- The school does not accept responsibility for the loss or damage of mobile phones.
- Students must not take any phone or digital device into an examination.
- Students will be aware of the school anti-bullying and behaviour policies in relation to phones, in particular, they will not:
  - Display, distribute or save offensive images or messages;
  - Access devices belonging to other people without permission;
  - Harass, insult or attack others using email, text or other social media. Distribute information about another permission without permission;

- Make digital media files (eg video, photographic or sound recordings) of other people without permission;
- Post digital media files recording in school, even if obtained with permission, on any website or social media (such as Facebook, Twitter, Snapchat etc)
- Save or distribute copyright materials.

## **MY VOICE**

MyVoice is an anonymous reporting tool that students can use to report their worries or any incidents to the Safeguarding Hub. It is quick and easy to use with no login required. Students simply need to click the following link and complete the form with as much detail as possible: <https://form.thesafeguardingcompany.com/28ad88e6-47cf-4950-8cac-dfe05edd9766>.

Staff are unable to reply to reports as MyVoice is not a messaging service, however are more than happy to update the student or check in with them if they leave their name.

## **NEWSLETTER**

A school newsletter is produced 3 times a year to update parents/carers on all school events. This can be found on the schools` website and on Weduc.

## **OUT OF BOUNDS**

Students are not permitted to leave the school site during the school day. At lunchtime students are only allowed within the tennis courts, school outdoor eating areas or in the canteen/Snack Shack areas. Students found out of bounds will receive an after-school detention.

## **PARENTS' EVENINGS**

For each year group there is one Parents' Evening per year when subject staff are available to talk about your child's progress. Appointments for the evening can be made online via the link on the school website - you will be provided with details of this in a letter which we will issue approximately a month before each evening. The system will open approximately 2/3 weeks before the evening and will close a few days before. Please contact the school if you have any trouble accessing the booking system.

Arrangements can be made at any other times to meet the Tutor, Head of Year or other teachers. Please do not hesitate to contact us if you have any concerns about your child's education. If there are problems with your son/daughter at home we would also like to know as soon as possible. We are always pleased to see parents by appointment.

## **PAYMENTS**

Our Weduc app is the portal for all payments into school including trips, pencil cases etc (Squid Pay)

## **PERIOD 6 SESSIONS – (3.10pm – 4.10pm)**

Staff and students work together to provide a wide range of clubs and activities that take place throughout the year. All subjects offer a range of recreational and academic sessions for all year groups.

We encourage all students to take part in at least one of the activities on offer. Full details of all period 6 sessions are on the school website.

## **PERSONAL EQUIPMENT**

All students should have their own pencil case containing 2 x blue or black pens to write with, 1 purple pen to respond to teacher feedback, pencils, ruler, rubbers, protractor, and compass.

A calculator and glue stick are also very useful. They will also need a bag to carry their books and PE kit. They should also be carrying a bottle of water in their school bag. School bags should be large enough to carry an A4 folder.

All students will be provided with a homework folder that will contain a homework booklet and homework book students should bring these to school everyday. Replacements are available to purchase from the school library.

## **PHYSICAL EDUCATION**

Any student who has an illness or injury and is in school is assumed well enough to participate unless communication with the PE Department has been made via a letter, a phone call or email. This should state why they are unable to participate in the practical. Students must still bring their full kit so they can achieve in that lesson. They will be given a role they may adopt but it is down to the professional skills of his/her PE teacher to give them differentiated tasks to guarantee a form of participation and maintain their progress. There are many facets to modern physical education and in normal circumstances your son/daughter will be able to take part in some way.

## **PRODUCTIONS/ CONCERTS**

These events take place throughout the academic year. All students are encouraged to participate. We plan a variety of projects which are designed so that students of all levels of experience and abilities are able to partake. Whilst some roles / events may require a successful audition, many are open to all students wishing to gain experience on the stage and develop their skills. We are constantly building links with and collaborating with industry professionals to offer our students valuable and memorable experiences, enabling an increasing number of our students to pursue further study and / or careers in the industry.

## **PUNCTUALITY**

It is important that students arrive at the school punctually since this is a realistic preparation for employment and adult life. Students arriving after registration must sign in at the attendance office in Student Reception. Those who arrive late will need to attend a breaktime detention. Failure to attend the breaktime detention will result in a same day after school detention. Any students who arrive later than 9.30am will need to attend a same day after school detention. The morning session starts at 8.40am. Students need to be on site five minutes before registration.

## **RACIAL DISCRIMINATION**

Any form of discrimination is taken very seriously at TKASA. Students are encouraged to adopt tolerant and sensitive attitudes to each other including those from different cultures, ethnic backgrounds or faith. Racist behaviour will not be tolerated and will result in disciplinary action. The police will normally be involved.

## **RELIGIOUS EDUCATION, COLLECTIVE WORSHIP AND SEX EDUCATION**

WITHDRAWAL FROM RE, COLLECTIVE WORSHIP AND SEX EDUCATION. Legally, parents / carers have a right to remove their children from RE lessons, sex education lessons and from any activities that would be regarded as collective worship and provide alternative learning materials relating to the subjects in question. We would strongly advise parents / carers against taking such action and every effort is taken to ensure that the contents and style of such lessons is inclusive, enabling students from all backgrounds to feel comfortable and make a contribution. At The King Alfred School - An Academy we celebrate the diversity of our community and seek to ensure that the whole curriculum reflects this.

## **REPORTS**

The progress of all students is carefully monitored through our system "Praising Stars" and as parents you will receive a "Progress Report" three times during the school year. Progress Reports give details of performance in all subjects and information about attitude to learning.

You will be informed of successes but, if things are not going smoothly, we will phone or write to you and invite you to visit the school to discuss the problem.

## **RETURN TO LEARN (R2L)/Behaviour Support Room (BSR)**

Students are withdrawn from lessons and placed in our Behaviour Support Room where there is serious misbehaviour or significant or persistent infringement of the school rules. Students who attend BSR are set work and are required to remain within the room for the whole day. Parents are informed by letter if the child has been placed in BSR. Students complete school work in this area of school and are closely supervised. We try to avoid home exclusions in this way.

Return To Learn is a room based in our Learning Support Area. Students are referred to this provision if they require extra support from dedicated members of staff, if they are specifically struggling in certain lessons or they are placed on a short term program of intervention for a variety of reasons. We also use R2L if we have new students to the school to help integrate them into their new school or we have students who need to tailor their timetable due to medical reasons. Students do not remain in R2L for long periods of time, it is a short term provision to enable extra support when and where it is needed.

## **REWARDS**

The school celebrates the achievements of students in a number of ways. Students who produce a good piece of work or contribute particularly to our school are issued with an entry on Class charts.

All members of staff are encouraged to make positive praise phone calls and "Friday phone calls" home to parents/carers to celebrate achievement and behaviour. Student success is mentioned on social media, where appropriate, and in the tri-annual newsletter. There are also celebration assemblies for each year group which acknowledge a range of achievements and attendance certificates are also produced each term.

## **ROAD SAFETY**

Students travelling to school either on foot or by public transport at some point in their journey, cross roads. Please ensure your child is aware of their personal safety on the roads and that they are clearly visible especially on the dark winter mornings and evenings. It is a good idea to wear reflective arm bands or fit a reflective strip to a school bag or garment. Please remind students that the use of mobile phones whilst crossing the road is dangerous.

## **SCOOTERS/MOPEDS**

Students in Year 11 who are eligible for a motorcycle licence are not permitted to bring motorcycles of any kind onto the school premises unless agreed by the Principal. A form is available and must be signed by parents, students and school.

## **SEX EDUCATION**

Sex Education aims to help students prepare for adulthood. It encompasses not only the facts about human reproductive processes and behaviour but also the broader emotional and ethical dimensions of sexual attitude. Sex Education is taught as part of the school's PSHE programme with elements included in science and religious education. The programme reflects



the age and maturity of the students. Parents have the right to withdraw their children from this aspect of the curriculum but we do request that you discuss this fully with the school before making a final decision.

## **SMOKING**

TKASA has a 'No Smoking Policy' for all users of the school. Smoking is not permitted by students within or in the vicinity of the school. Smoking is also forbidden on all trips and out of school activities. Any student who is found to have been smoking or to be in possession of cigarettes or in the company of smokers on the school site or in the vicinity of the school will be disciplined. This also includes the use and possession of vapes and electronic cigarettes.

## **SPORTS CLOTHING**

PE Kit Polo top, Rugby top, both available from Price & Buckland - <https://price-buckland.co.uk> from 1st October 2023. Black (plain) shorts or plain black leggings, red (scarlet) sports socks. Plain black tracksuit trousers (optional). Plain black hoodie – no logos or coloured piping, or TKASA PE hoodie from Price & Buckland (optional).

### **BOYS**

- Black and Red Rugby Jumpers with the Tkasa logo
- Black and Red PE Top with the Tkasa logo
- Plain Black Football/Rugby Shorts
- Plain Red Football Socks
- Training Shoes (non-marking sole)
- Football Shin Guards/Pads
- Football Boots
- Strong Kit Bag
- Gum Shield

**Optional Items:** Plain Black Tracksuit Bottoms or Sports Leggings

### **GIRLS**

- Black and Red Hoodie with the Tkasa logo
- Plain Black Shorts/Skort
- Plain Red Hockey Socks
- Black Gym Shoes or trainers with non-marking soles(suitable for sporting activity)
- Shin Pads
- Strong Kit Bag
- Gum Shield

**Optional Items:** Plain Black Tracksuit Bottoms or Sports Leggings

The PE Faculty provides hockey sticks and tennis racquets. Students are very welcome to bring their own to lessons. To avoid any confusion, all items of clothing and equipment should be named. Students must make every effort to take responsibility for their equipment. The school does not take responsibility for loss or damage to kit or sports equipment. Sportswear items are available from our stockist: Price & Buckland- <https://price-buckland.co.uk>

## **SUPERVISION**

Students are supervised throughout the day from 8.30am – 3.10pm. A team of staff are on duty around the school before and after school and at break and lunchtime.

## **TEACHING GROUPS**

English, maths, science and PE are often taught in ability grouping but other subjects are taught in mixed ability groups.

## **TOILETS**

Toilets are open in school throughout the day. To avoid unnecessary disruption we discourage students from leaving lessons and encourage them to make use of the facilities at break and lunchtime. In the event of a related medical problem or an emergency, students will be issued with a card that gives them permission to be out of their lesson.

## **TRANSPORT**

Students who travel by school transport and have forgotten their bus pass can obtain a temporary bus pass from the main reception. Please contact Somerset County Council School Transport for other queries regarding transport –0300 123 2224 or via the Somerset County website.

## **TUTOR GROUPS**

On admission to the school each student is placed in a Tutor Group. The Tutor meets the group every morning and afternoon, and is the most important contact a child has with the staff. The Tutor is there to register attendance, monitor progress, help students to organise their work and provide guidance if there are any problems.

The Head of Year is always on hand to provide extra support.

## **SCHOOL UNIFORM**

School Uniform is available to order only from our suppliers Price & Buckland - <https://price-buckland.co.uk> from 1st October 2023

**Shirts** – Plain white collared shirt. Shirts must be tucked in. Coloured T-shirts or those with a bold logo should not be worn under school shirts. Polo shirts are not acceptable.

**Trousers**– Regular plain black tailored trousers. Jeans, jeans-style trousers, leggings, jeggings, joggers, chinos, or other similar trousers are not permitted. Please note some 'school-type' trousers on sale in mainstream shops may not conform to the school's policy. Please check our website or contact the school if you are unsure. Trousers should not be rolled or turned up at the ankle.

**Skirts** – Skirts should be A-line or straight, plain black and of an appropriate length which ensures that they do not lie more than 5 centimetres above or below the knee. Split skirts should not be worn. Plain black tights should be worn with a skirt.

**Blazer** – Black King Alfred School Academy blazer with embroidered logo (available from NK Group/Trutex). Blazers must be worn at all times.

**Tie** – Striped King Alfred School Academy tie compulsory for all students (available from NK Group/Trutex). Prefect Tie compulsory for Year 11 Prefects.

**Shorts (optional)** – During the Summer Term plain black tailored knee-length school shorts may be worn.

**Jumpers (optional)** – Plain black V neck.

**Shoes** – Shoes must be plain black, closed toe school shoes with no studs or metal. Plain black polishable trainers are permitted, however suede, fabric or canvas trainers are not permitted. Please see overleaf.

**Coats** – Coats must be sensible, showerproof and appropriate for school. Hoodies (pullover-style or zipped) tracksuit tops and denim jackets/coats are not permitted. Year 11s are allowed to wear their Leavers' Hoodies`.

### ***Jewellery***

Students are permitted to wear one pair of ear studs or small sleeper earrings, one in each earlobe. No other jewellery or decoration is permitted. For reasons of health and safety facial piercings are not allowed: this includes nose studs, eyebrow or tongue rings/bars. Incorrect jewellery will be confiscated and returned the following week.

### ***Make-Up***

This should be worn discreetly.

### ***Hairstyles***

Extreme hairstyles and brightly dyed colours are not allowed, hair colours or highlights are allowed if they are conventional colours, for example black, brown or blonde.

Students are also required to wear the correct uniform on the journey to and from school.

Any student who fails to attend school in the correct uniform or who does not wear their uniform correctly will be subject to disciplinary action. Items of incorrect uniform will be confiscated.

### **VALUABLES**

It is important that all children take care of their property. Money should always be kept to a minimum and never left unattended.

### **VANDALISM**

The school has very few problems with vandalism or graffiti by students. Where damage is done to the school buildings, equipment or surroundings by students acting in a careless or thoughtless manner, they are expected to contribute towards repair or replacement. In this way we hope to encourage responsible behaviour.

### **VISITS**

The school provides excellent opportunities for students to be involved in a wide range of educational visits. These include visits to the theatre, museums, exhibitions, local fieldwork, skiing and sporting events.

### **WATER**

We encourage students to drink water during the day. The school provides drinking fountains for students to use at break and lunchtimes. Students may bring a clear plastic water bottle into school and can drink water from this at anytime providing that it does not disrupt a lesson or compromise health and safety.

### **WORK EXPERIENCE**

Students in Year 10 undertake a period of work experience in May. This gives students an insight into the world of work and helps them to develop confidence and the skills needed when they leave school. Students are encouraged to find their own placements, with guidance from staff.

### ***WORK RELATED LEARNING – CAREERS EDUCATION AND GUIDANCE***

Our aim is to work in partnership with others to provide Careers Education, advice and guidance which will enable students to make informed decisions about their future.

#### **They will be able to:-**

- Make option choices in Year 9 and 10
- Find out about options at 16/19
- Find out about the world of work or jobs
- Take part in a wide range of work related activities
- Match interests and abilities to career ideas
- Make decisions about the future
- Draw up a career plan
- Apply for courses/training/or jobs
- Go for interviews with confidence
- Seek further help when they leave school

#### **As a parent/carer you are entitled to:**

- Know how your son's /daughter's progress at school will affect their decisions
- Talk to the tutors and the Careers Advisor to find out information about careers
- Come to parents' evenings or events which discuss Careers Education and Guidance
- Attend your son's/daughter's careers interview if you wish
- Find out more about how you can support your son/daughter at this time
- Find out what progress is being made with applications

**"STUDENTS FIRST"**

**"CHERISHING STAFF"**

Published April 2024

The information contained in this booklet was correct at the time of publication  
but may be subject to change at any time.