

KINGSMEAD COMMUNITY SCHOOL

ADDITIONAL INFORMATION

	Page
Principles and Aims	2
Strategic Targets	3
Special Educational Needs	3
Religious Studies	3
Collective Worship	3
The School Curriculum	4
The School Day	5
P.E. and Sport	5
Terms and Holidays 2008/2009	6
Attendance	6
Governors	7
School Society	8
Sex Education	9
Child Protection	9
School Policies	9
Teaching Methods	10
Destinations of School Leavers 2008	10
Activities and Visits in the Last Year	11
Duke of Edinburgh Award	11
Kingsmead's Designated Transport Area	12
G.C.S.E. Exam Results 2007/8	13 - 15
G.C.S.E. and Key Stage 3 (Year 7 – 9) Examination Targets	16
Staff List 2008	17 - 19
School Uniform	20 & 21
How to Make a Complaint	22
Availability of Information	22
Free School Meals	22
Charging Policy	23
Fair Processing Notice	24

GENERAL INFORMATION

THE SCHOOL

Kingsmead is a mixed 11 - 16 Community Comprehensive School in the Somerset Local Education Authority Partnership.

Kingsmead Community School supports all members of our learning community to be enthusiastic, critical and active learners who achieve their full potential through personal endeavour, active citizenship and commitment to each other.

PRINCIPLES

We believe in:

- Equality of opportunity within a comprehensive, inclusive and student centred organisation.
- A breadth of opportunity and experience in order to develop our learners into active and positive members of society.
- High achievement.
- Strong relationships based upon respect and pride within a caring and committed community.
- Firm and fair discipline based upon courtesy, common sense and consideration.

AIMS

We intend that all members of our learning community:

- Enhance their self-esteem and develop a range of positive personal qualities.
- Develop a wide range of skills and acquire the best possible qualifications.
- Become lifelong learners, able to adapt and respond positively to our ever changing world.
- Develop a sense of responsibility and active involvement in the international communities in which they will live and work.

We aim for these to be achieved in a caring, stimulating, well ordered environment and in partnership with the home and the local community.

STRATEGIC TARGETS

- Each student receives the right level of individual support in realising their potential.
- Our value-added results strive to be first in the County.
- All students and staff are confident and competent in the use of ICT and use it effectively to enhance learning and teaching.
- Our rigorous self review systems and processes promote school improvement.
- Students develop key skills in at least two foreign languages and become responsible members of the international community.
- We are an excellent centre of learning for the whole community.

SPECIAL EDUCATIONAL NEEDS

Kingsmead is a fully inclusive school and our Additional Educational Needs Department reflects this in the wide range of provision we offer. A student is defined as having additional needs if he/she learns in a way that requires some special educational provision to be made for them. All our students are offered a broad, balanced curriculum, tailored to their needs.

We have a large team of highly skilled staff overseeing the provision which may be class based or by way of individual withdrawal or within small groups. Our teaching is multi sensory, taking into account the students' learning styles as well as their emotional and physical needs.

We are well supported by professional outside agencies and always welcome parents/guardians to become fully involved in their child's progress. Above all we endeavour to establish the best possible network of support for every individual.

RELIGIOUS STUDIES

All students follow courses in Religious Studies until they leave School. The content of these courses is shaped by the Somerset Agreed Syllabus. This reflects the fact that religious traditions in Britain are in the main Christian and also takes into account the teachings and practices of other principal religions in the country. In addition to developing an understanding of religious belief and practice, Religious Studies also promotes an understanding of the beliefs which shape moral behaviour and spiritual development. Consideration is given to non-religious and religious views on contemporary issues. Parents may exercise the right of withdrawal from lessons on religious grounds, but we are delighted that the majority of students and parents value the lessons whatever their belief background may be.

COLLECTIVE WORSHIP

All students attend two Assemblies each week, 1 whole school and 1 year group. During the whole school assembly, we attempt to give a broad definition of the meaning of "religious worship" and seek to make the most of these Assemblies "mainly of a Christian nature" as required by the 1988 Act. All parents have the right to withdraw their child from or Acts of Worship in accordance with the regulation of the 1988 Education Act. Parents wishing to do so should contact the Headteacher.

THE SCHOOL CURRICULUM

In line with the National Curriculum, we have numbered our Years 7 – 11. Challenge Day one day per fortnight – developing a language for learning with a focus on Personal Learning and Thinking Skills.

YEAR 7

The following subjects are studied:-

Art and Technology	Mathematics
Drama	Music
English (including an accelerated reading course)	Personal and Social Health & Citizenship Education – <i>delivered through Challenge Days</i>
French and German	Physical Education
*Geography	*Religious Studies
*History	Science
Learn to Learn	
Information Communication Technology	
<i>* delivered through Humanities course</i>	

Mathematics and Science is taught in sets but the other subjects in mixed ability groups. Students who need extra support with English and written work may receive assistance from the Learning Support Unit. In line with the Key Stage 3 Strategy, students who obtained 'good' Level 3 Key Stage 2 SATS results in either Maths or English, receive extra help via 'catch up' lessons.

YEARS 8 & 9

The same courses are taught in Year 8 with the exception of the Learn to Learn course and ICT Technology project. Maths is taught in sets. From Year 8 Science is taught in Modules, covering Physics, Chemistry, and Biology. PSHCE/Learn4Life is taught through the Challenge Day.

In Year 9 Science, Maths, French and German are taught in sets. Setting enables teachers to group students according to their strengths and weaknesses in each subject so they can be taught at an appropriate pace and stretched to their full potential.

YEARS 10 & 11

During the Spring Term Year 9 consultations take place between parents, students and staff, based on a current report, to arrive at a curriculum for the final two years; this takes into account ability, careers interests and the need to follow a broad and balanced Course.

The courses studied by all students in Years 10 and 11 are English, Mathematics, Science, French, German, and/or Spanish, Physical Education and Religious Studies. Most students also do English Literature as an examination subject and some students follow a bespoke literacy course as an alternative to a second language. An increasing number of these subjects are being examined in Year 10.

There is also a course in Careers, Personal and Social Education, and Health and Sex Education taken by all and delivered through the Challenge Day. ICT is delivered through discrete lessons in KS3 and the course is completed in KS4 and examined through collapsed days and extra curriculum opportunities.

In addition, students may choose from the following:-

ICT NVQ Level 1 & 2	History
Art/Graphics	Health and Social Care
Business GCSE	Motor Vehicle Engineering
Cert. of Personal Effectiveness	Music
Construction	Physical Education GCSE & BTEC
Craft Skills	Product Design in Technology
Drama	Religious Studies
Food Technology	Resistant Materials
Geography	

A wide range of alternative curriculum courses are also offered for small groups and individuals.

THE SCHOOL DAY

The School Day starts with Registration at 8.50am. There are 5 teaching periods in the day starting at 8.58, 9.57, 11.15am, 12.15 and 2.35pm

A morning break runs from 10.57 to 11.15am and the Lunch Hour is from 1.15 to 2.15pm

The end of the School Day is at 3.35pm

PHYSICAL EDUCATION AND SPORT AT KINGSMEAD

Participation in physical education and sport not only develops physical skills and a healthy active lifestyle but is an important character building experience. Students at Kingsmead:

- participate in a wide range of sporting activities;
- learn about the importance of PE in health and lifestyle;
- take part in a range of school teams and a thriving House competition;
- learn to compete as well as cooperate;
- have a wide range of opportunities through our community programme;
- often progress on to participate with local clubs and teams and compete at county level.

The School facilities include a fully equipped Gymnasium and Sports Hall; Pitches for Rugby, Hockey and Soccer; a 400m Running Track and an artificial Cricket Wicket. Swimming is undertaken at Wellington Sports Centre and Wiveliscombe Pool. We are proud to hold the prestigious "Sportsmark" award.

TERMS AND HOLIDAYS 2008/2009

Autumn Term: 3 September - 19 December
(Half-Term: 25 October - 2 November)

INSET Days: Wednesday 3 & Thursday 4 September

Spring Term: 5 January - 3 April
(Half-Term: 14 February - 22 February)

Summer Term: 20 April - 22 July
(Half-Term: 23 May - 31 May)

INSET Days: Monday 20, Tuesday 21 and Wednesday 22 July

ATTENDANCE

ADMISSION LIMIT

Kingsmead has a planned admission number of 145 students. Students who live within our transport designated area and are more than three miles from the School are entitled to free transport to the School. All prospective students should apply to County Hall in the usual way (Telephone Number 01823 355753).

RATES OF AUTHORISED AND UNAUTHORISED ABSENCE

The figures below relate to the period September 2007 to July 2008

Total number of day pupils of compulsory school age on roll for at least one session:	287,364
Percentage of student sessions (half days) missed through authorised absence:	7.3%
Percentage of student sessions (half days) missed through unauthorised absence:	1.0%

GOVERNING BODY: SEPTEMBER 2008

CHAIR OF GOVERNORS: ALLAN SUTTON

VICE CHAIR: GILL TURNER

Mrs J Brocklebank	Elected Parent	Cotford St Luke
Ms S Dove	Elected Parent	Wiveliscombe
Mr B Elkins	Teacher	
Mrs S Harrison	LEA	Lydeard St Lawrence
Ms E Heim	Staff	
Mr N Howe	Elected Parent	Greenham
Mrs J Jackson	LEA	Bishops Lydeard
Mrs A Jeffs	Elected Parent	Milverton
Mr A Martin	Elected Parent	Cotford St Luke
Mr P Orrells	Elected Parent	Milverton
Reverend G Owen	Community	Wiveliscombe
Mrs J Reading	Staff	
Mr P Stevens	Community	Lydeard St Lawrence
Mr A Sutton	LEA	Bishops Lydeard
Mr G Tinker	Headteacher	
Mrs G Turner	Community	Wiveliscombe
Mr T Wardell	LEA	Wiveliscombe
Mr A Woollaston	Elected Parent	Wiveliscombe
Mrs C Smeaton	County Councillor	
Brig C Wolverson	County Councillor	

GOVERNORS' MEETINGS

The full Governing Body of 20 persons meets six times every Academic Year. Sub-Committees for Finance and Strategic Development, Personnel and Staff Development, Curriculum, Learning and School Performance, Site and Buildings, Student Services and Pastoral, each meet six times every academic year, in order to monitor developments and make decisions under Local Management Regulations.

ELECTION OF PARENT GOVERNORS

When a vacancy for a Parent Governor arises, nominations are requested from parents of students at the School, and then a secret ballot is held to elect the new Parent Governor.

SCHOOL SOCIETY

(Registered Charity No. 1008539)

PRESIDENT: **Mr Geoff Tinker**

CHAIRPERSON: **Mrs Jo Harding**

VICE CHAIR:

SECRETARY: **Mr John Kelly**

TREASURER: **Mrs Fiona Evans**

The School Society consists of Parents, Teachers and Friends of Kingsmead School.

The Society was established to provide an opportunity for Staff and Parents to meet, discuss matters of mutual interest, organise and help at events involving the School. The Parents of the Committee are accustomed to being used as a sounding board for new ideas.

The AGM is held every Autumn when a new Committee is elected representing, where possible, the different areas in which our students live. New parents are always welcome; indeed we rely on an influx of new parents to bring new ideas and support. However, it is now a requirement that all adults involved in school have to have been cleared by the Criminal Records Bureau beforehand. Details of how to do this are available from the school office.

Over the past years, the School Society has been involved in many events, including:-

- Assisting at School Discos
- Providing Refreshments at School Events
- Wakeover
- Quiz Nights
- Discussions on topics of pressing concern
- Health Education, Drugs Policy, etc

SEX EDUCATION

At Kingsmead Community School all students have entitlement to sex education. The teaching approach and curriculum content set out to ensure that no individual should be discriminated against on grounds of gender, race, religion or sexual orientation.

The programme reflects the general ethos of the School by fostering respect for moral values and other people. Students are enabled to acquire knowledge and skills, which balanced with developing personal qualities, will equip them both now and in the future to make sound decisions. A feature of the programme is the encouragement of student participation in unprejudiced discussion.

The School values its partnership with the home; seeking to inform parents/guardians of the course content and looking for opportunities for their involvement. The Sex Education Policy is available to any parent/guardian or interested party.

It is a requirement of law for children to be taught sex education. Parents have the right to withdraw their child/children from all or part of the programme, and must inform the Headteacher in writing of their intentions.

Course Content

- Relationships
- Puberty
- Human Reproduction
- Sexually Transmitted Diseases, including HIV/Aids
- Contraception
- Teenage Pregnancy
- The Law and Sex

CHILD PROTECTION

We follow the established procedures of the Somerset County Council. If you would like to know more about this, please speak to the Deputy Headteacher, Ms Barnes.

POLICIES

The School has a number of policy statements which may be of interest to you. Copies of these are available on the Parent's Evening following the Induction Day for new pupils in June, or, alternatively, can be viewed on the school's website. These include:-

- Partnership with Parents
- Sex Education
- Special Educational Needs
- Bullying
- Drugs
- Equal Opportunities
- Promoting Positive Behaviour

TEACHING METHODS

Teachers at Kingsmead use a balance of teaching styles ranging from whole class teaching through to individual exploratory learning. Teachers are aware of the different learning styles and learning needs of their students and how to create learning opportunities that enable students to work both within their preferred learning style as well as outside, in order to develop their power to learn. Above all, Kingsmead teachers ensure that the teaching methods they use enable all students to learn effectively.

At Kingsmead, we want students to work for different purposes, with different audiences, using different skills and different approaches, and appropriate rules and behaviour are expected in each of the range of environments that the students use. High standards of behaviour are insisted upon and students are praised regularly for their good effort and achievement with prompt action taken to address poor behaviour. All students will be treated fairly, with an equal emphasis on the work of boys and girls and all ability groups in our inclusive school.

DESTINATIONS FOR SCHOOL LEAVERS IN SUMMER 2008

College	137
Apprenticeships	12
Employment	5
Armed Forces	3
Unemployed	1
Other	1
	—
Total	159
	—

ACTIVITIES AND VISITS WHICH HAVE TAKEN PLACE IN THE LAST YEAR

STUDY VISITS AND EXCHANGES:

We are very proud of our wide range of trips abroad which are available to all Kingsmead students.

All Year 7 students have the opportunity to participate in a Study Visit to France or Germany. As well as providing a linguistic and cultural experience, the visit is designed to foster social relationships as students travel with their form group and are usually accompanied by their form tutor as well as Modern Foreign Language staff.

Last year the French Study Visit went to St Martin de Bréhal in Brittany and the German Study Visit to Bad Honnef in the Rhineland.

The school has a flourishing Exchange programme - for Year 8 students to Plettenberg in Germany and for Year 9 students to La Baule in France.

The School also arranges a Ski Trip for students in Years 9 and 10. Next year they will be visiting Val di Fiemme in Italy

Every second year, there is also an Exchange Visit to Kitwe in Zambia for Year 10 and 11 students.

A wide range of visits are arranged by the Art, Drama, English, Humanities and Music Department staff. The following activities were some of those that took place last year (2007 - 2008):-

THEATRE:

Billy Elliot – London
Hitler on Trial – Exeter
Lion King – London
Much Ado about Nothing – Brewhouse

VARIOUS:

Science Museum - London
Caerphilly & Chepstow Castles
Salter's Festival of Chemistry – Bath
Maths Booster Day – Bath
Junior and Senior Public Speaking Competition Finals
Bristol Docks

MUSIC DEPARTMENT:

Carol Services
Taunton Festival, Instrumental and Vocal
Somerset Carol Service, Wells Cathedral

PERFORMANCES PRODUCED BY THE DRAMA & MUSIC DEPARTMENTS:

Joseph and His Technicolor Dream Coat

DUKE OF EDINBURGH'S AWARD SCHEME

Bronze Award opened to Year 10.

Expedition section includes walks on the Quantocks and expedition weekends on Dartmoor and Exmoor.

The dotted line represents the approximate limits of Kingsmead's designated transport area.

The village in ***bold italic*** print indicates that it has a Primary School.

Students who live more than 3 miles from the School but within the transport designated area have free transport provided. Parents outside the transport designated area must pay for transport. Buses run to Kingsmead from Bampton, Wellington and Taunton at both ends of the school day.

The village of Milverton is approximately 3 miles from Kingsmead.

Kingsmead Community School

2007/2008 Examination Results Summary Report to Parents

Key points:

GCSE Grades are from A* to G

65% of students achieved at least 5 A* to C grades

53% of students achieved at least 5 A* to C grades including English and maths

96% of students achieved at least 5 A* to C grades

100% of students achieved at least 1 A* to G grades

316 was the average capped points score (8 subjects A* is 58 A is 50 etc)

GCSE			A*/A	B	C	D	E	F	G
Art & Design	Total	65	10	10	26	14	5	0	0
Edexcel	Male	19	1	2	5	9	2	0	0
	Female	46	9	8	21	5	3	0	0
Business Studies	Total	3	2	1	0	0	0	0	0
OCR	Male	2	1	1	0	0	0	0	0
	Female	1	1	0	0	0	0	0	0
Construction	Total	8	0	0	1	2	1	4	0
Edexcel	Male	8	0	0	1	2	1	4	0
	Female	0	0	0	0	0	0	0	0
D&T Food Technology	Total	34	4	8	4	8	5	3	1
AQA	Male	15	3	2	2	2	3	2	0
	Female	19	1	6	2	6	2	1	1
D&T Product Design	Total	12	0	1	5	1	1	2	1
	Male	11	0	1	5	1	0	2	1
	Female	1	0	0	0	0	1	0	0
D&T Resistant Materials	Total	7	3	2	1	0	0	0	1
	Male	7	3	2	1	0	0	0	1
	Female	0	0	0	0	0	0	0	0
Drama	Total	34	4	7	14	4	4	1	0
Edexcel	Male	14	2	2	6	1	3	0	0
	Female	20	2	5	8	3	1	1	0
English Language	Total	155	21	38	44	27	15	8	2
AQA	Male	81	10	12	21	20	10	6	2
	Female	74	11	26	23	7	5	2	0
English Literature	Total	149	20	44	42	14	17	4	5
AQA	Male	78	5	18	22	10	14	2	5
	Female	71	15	26	20	4	3	2	0
French	Total	81	4	12	25	31	7	2	0
AQA	Male	25	2	2	11	8	2	0	0
	Female	56	2	10	14	23	5	2	0
Geography	Total	59	15	15	15	3	7	3	0
AQA	Male	34	8	9	9	1	5	2	0
	Female	25	7	6	6	2	2	1	0
German	Total	53	7	18	19	8	1	0	0
AQA	Male	16	2	6	6	2	0	0	0
	Female	37	5	12	13	6	1	0	0

History	Total	36	14	15	3	3	1	0	0
OCR	Male	20	8	10	1	1	0	0	0
	Female	16	6	5	2	2	1	0	0
Mathematics	Total	153	20	37	49	31	10	5	1
Edexcel	Male	81	9	20	25	17	7	2	1
	Female	72	11	17	24	14	3	3	0
Music	Total	26	6	5	8	3	1	0	2
AQA	Male	15	3	3	4	1	1	0	2
	Female	11	3	2	4	2	0	0	0
Polish	Total	1	1	0	0	0	0	0	0
OCR	Male	0	0	0	0	0	0	0	0
	Female	1	1	0	0	0	0	0	0
Portuguese	Total	1	0	1	0	0	0	0	0
AQA	Male	1	0	1	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0
Religious Studies	Total	36	7	6	6	9	3	4	0
OCR	Male	8	1	0	1	2	1	2	0
	Female	28	6	6	5	7	2	2	0
Science	Total	158	23	37	43	28	17	7	3
AQA	Male	83	14	16	27	13	7	6	0
	Female	75	9	21	16	15	10	1	3
Science Additional	Total	101	13	21	34	28	3	2	0
AQA	Male	55	8	9	19	16	1	2	0
	Female	46	5	12	15	12	2	0	0
Science Applied	Total	45	0	1	9	21	9	4	0
AQA	Male	21	0	1	3	8	7	1	0
	Female	24	0	0	6	13	2	3	0
Spanish	Total	29	2	3	4	8	8	3	1
AQA	Male	12	1	1	2	2	3	2	1
	Female	17	1	2	2	6	5	1	0
Sport/PE Studies	Total	31	7	9	3	9	2	1	0
AQA	Male	18	4	6	1	4	2	1	0
	Female	13	3	3	2	5	0	0	0
RE Short Course	Total	117	8	14	21	29	21	10	9
WJEC	Male	72	5	5	12	19	14	6	6
(1/2 a GCSE)	Female	45	3	9	9	10	7	4	3

Year 10 Early Entry

French	Total	24	4	6	11	3	0	0	0
AQA	Male	6	0	3	1	2	0	0	0
	Female	18	4	3	10	1	0	0	0
German	Total	24	3	6	10	5	0	0	0
AQA	Male	14	2	3	6	3	0	0	0
	Female	10	1	3	4	2	0	0	0
Spanish	Total	1	1	0	0	0	0	0	0
AQA	Female	1	1	0	0	0	0	0	0

			M	C	P
Award ICT	Total	22	2	10	9
Edexcel	Male	16	2	4	9
Single Award	Female	6	0	6	0
Certificate ICT	Total	3	0	2	1
Edexcel	Male	1	0	1	0
Double Award	Female	2	0	1	1
			P		
IT Key Skills	Total	38	38		
OCR	Male	14	14		
	Female	24	24		

M	Merit
C	Credit
P	Pass

P	Pass
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			D	M	P
ICT National Award	Total	24	3	6	15
OCR	Male	19	3	3	13
	Female	5	0	3	2

D	Distinction
M	Merit
P	Pass

GCSE Equivalent Grades			B	C	D	E	F	G
French NVQ	Total	39	4	8	1	20	0	4
OCR	Male	28	4	4	0	14	0	4
	Female	11	0	4	1	6	0	0
German NVQ	Total	55	36	4	1	8	2	0
OCR	Male	42	29	2	1	4	2	0
	Female	13	7	2	0	4	0	0

Entry Level	3	2	1
English	9	1	
Maths	3	3	
Science	1		
Prep for Working Life		3	9

GCSE and Key Stage 3 (Years 7 – 9) Examination Targets

Each Secondary School now has to set targets for GCSE achievement for the coming year. This is done after a careful analysis of the students' potential and in close discussion with the Local Education Authority.

KEY STAGE 4

The Targets for Year 11 for the Summer of 2008 were:-

- 65% of students to achieve 5A* - C grades
- 55% of students to achieve 5A* - C grades including English and Maths
- 94% of students to achieve 5A* - G grade

The actual achievement levels were:-

- 65% of students achieved 5A* - C grades
- 53% of students achieved 5A* - C grades including English and Maths
- 96% of students achieved 5A* - G grade

The Targets for Year 11 for the summer of 2009 are:-

- 68% of students to achieve 5A* - C grades
- 54% of students to achieve 5A* - C grades including English and Maths
- 93% of students to achieve 5A* - G grade

KEY STAGE 3

The Attainment at Key Stage 3 in 2008, in comparison with all schools are:-

English	-	88% reaching level 5 and above
Maths	-	89% reaching level 5 and above
Science	-	85% reaching level 5 and above

The Targets for Key Stage 3 in 2009 are:-

English	-	86% reaching level 5 and above
Maths	-	85% reaching level 5 and above
Science	-	79% reaching level 5 and above

KINGSMEAD COMMUNITY SCHOOL - STAFF AS AT September 2008

Vanessa Armitage	VA	Teaching Assistant
Joanne Back	JRB	Teaching Assistant
Sarah Bamford	SLB	External Visits Administrator
Jeanette Bardsley	By	Head of Art
Cheryl Barnes	Bs	Deputy Head - Pastoral
David Barrett	Be	Head of Science
Simon Bath	Bh	Head of ICT
Gill Beatty	GB	Teaching Assistant – Student Support
Janet Bennett	JAB	Teaching Assistant
Hannah Bevis	Bi	MFL Teacher; Head of Year 8
Gil Bird	Bd	Science
Hannah Birch	HB	Art & DT Technician
Sharon Blight	SJB	Attendance & Part-Time Secretary to Year Heads
Nicholas Blunsum	Bm	Head of Geography
Pauline Branfield	PB	AEN Secretary
Gerry Brearley	Bl	Head of Year 11, Mathematics
Sandy Bunyan	SB	School Sports Development Co-ordinator
Caroline Buttivant	Ba	MFL Teacher
Lauren Carter	Cr	MFL Teacher
Avril Childs	AJC	Teaching Assistant
Ian Clark	IC	ICT Manager
Naomi Clark	NC	Teaching Assistant
John Clarke	JDC	Assistant Caretaker
Caroline Clements	Cs	Science; Head of Year 8
Helen Cobb	HC	Receptionist
Peter Colgan	Cg	Head of Year 10; History
Mo Colley	Cy	Inclusion Coordinator
Sophie Cooke	Ce	Primary MFL
Jane Craven	JC	Alternative Curriculum Co-ordinator
Graeme Cripps	GPC	Site & Buildings Maintenance Officer
Gill Curtis	Ct	MFL Teacher
Susan Davies	SD	Cleaner
Pearl Deer	PED	Finance Officer
Diane Dibble	DD	Learning Support Centre Team Leader
Sherri Dingle	De	MFL Teacher
Spencer Doggett	Dg	Head of History

KINGSMEAD COMMUNITY SCHOOL - STAFF AS AT September 2008

Andrew Dunnett	Dn	Assistant Headteacher
Ben Elkins	En	Head of RE & PSHCE
Kate Ellis	Es	English; AST
Julie Elmy	Ey	Head of MFL
Becci Farrant	RJF	Teaching Assistant
Nicholas Firth	Fh	Head of Resistant Materials
Karen Foote	KF	Teaching Assistant – Alternative Curriculum
Judith Greedy	JG	Cleaner
Wilma Green	Gr	Head of PE; English
Chris Greenshields	CG	Data Manager; Exams Officer
Nicola Griffin	NG	Part-Time Secretary to Year Heads
Sarah Griffin	SKG	Teaching Assistant
Barbie Hamlin	Hn	MFL Teacher
Suzy Hake	He	MFL Teacher
Joanna Hargood	Hd	Art Teacher
Vicky Harris	VH	Teaching Assistant
Eva Heim	Hm	Director of Language College
Ann Hodge	AH	Science Technician
Stephanie Holmes	SH	Teaching Assistant
Paul Hopkins	PH	ICT Infrastructure Manager
Lorraine Jacob	LEJ	Teaching Assistant
Rebecca Jones	Js	RE; Leading Teacher G&T
Lisa Katz	LK	Teaching Assistant
Linda Key	LJK	Science Technician; Displays
Naomi Leech	Lh	Science; Leading Teacher G&T
Bernie Lewis	Lw	Deputy Head - Curriculum
Graham Lewis	Ls	Science
Katy Mackenzie	Mk	Head of Food Technology; Resistant Materials
Julia Mansell	JMM	Finance Assistant
Alan Martin	AM	Senior Cleaner
Amanda Martin	Mi	Maths & ICT
Carrie McMillan	Ma	Head of English
Kim Mitchell	KM	PA to Headteacher & SLT
David Nelson	DN1	Teaching Assistant
Jo Norman	JN	Print Shop Manager
John Norman	Nn	PE & ICT

KINGSMEAD COMMUNITY SCHOOL - STAFF AS AT September 2008

Mark Norman	MKN	Assistant Site & Buildings Manager (Caretaking)
Victoria Osborne	VO	Publicity; Zambia Link Co-ordinator
Gill Palmer	Pm	PE
Caroline Pearse	CP	Enrichment Centre Team Leader
Deborah Perry	Py	ICT Teacher
Carole Poole	Po	Careers Education Advice & Guidance Co-ordinator
Sue Pope	Pe	English
Ross Porter	Pr	PE; Maths; Head of Year 9
Liz Pow	ECP	Bursar
Joanne Purchase	JEP	Teaching Assistant
Alison Quartley	AQ	Teaching Assistant
Jodie Reading	JNR	Behaviour Support Co-ordinator
Karen Robinson	KR	School Nurse
Madi Robinson	MR	Vocational Tutor
Elaine Salmon	ES	Learning Resource Centre Supervisor
Philip Sealy	Sy	English; Head of Year 7
Diana Shepherd	DS	Teaching Assistant
Catherine Sheppard	CS	MFL Secretary
Kim Sheppard	Sd	French
Sue Solomon	SS	Food Technology Technician
Cathy Stanford	CDS	Cover/Admin Officer
Nick Thomas	Tm	Head of Music
Annie Thompson	Ts	English & RE
Geoff Tinker	Tr	Headteacher
Jane Valentine	JLV	Admin Assistant
Alison Vercoe	AV	Parent and Family Support Adviser
Julia Wicks	Wi	Maths
Emily Wilcox	EW	Counsellor
Mark Williams	Wm	Head of Maths
Mark Willis	Ws	Motor Vehicle & Construction
Carolyn Yon	CAY	Teaching Assistant

School Uniform and Dress Code

Kingsmead students are expected to always look tidy, be clean and wear their school uniform at all times. There may be exceptions such as some school trips but students and their parents will be given clear guidance for the event.

The School reserves the right to make decisions about uniform and how it is worn, especially when issues of health and safety are concerned.

Uniform can be bought from The National Schoolwear Centre, East Reach, Taunton.

- Skirt. Plain Black. No denim. Length not too short to cause embarrassment nor too long to be a safety issue.
- Trousers. Plain Black. Flares no bigger than the length of your shoe. Length no longer than the bottom of your shoe. No denim, canvas, chino, hipster or jean style.
- Kingsmead White or Navy Blue Polo Shirt **or** White Shirt and School Tie. Shirts may be worn open necked without a tie BUT any shirts longer than hip length must be tucked in to look smart.
- Round or V Neck Sweatshirt or Jumper, Navy Blue with Kingsmead Logo.

PE/ Games

- Black Shorts
- Navy and White Rugby Shirt (for boys' games)
- Red Polo Shirt (for girls)
- White T Shirt (for boys PE)
- Black/Red Socks
- Trainers with Non Marking Soles
- Football or Hockey Boots
- Shin Pads
- Red Sweatshirt with Kingsmead Logo (optional, for girls only)
- Plain Black or very Dark Navy Jogging Bottoms (optional)

Hairstyle

- Students are not allowed extreme hairstyles; for example, two tone, shaved heads, dyed hair of an unnatural colour. Braided hair is acceptable but beads are not allowed.
- If in doubt about a particular style, ask your Year Head before having your hair restyled.

Jewellery, Body Piercing and Make Up

- It is not appropriate and can be a safety issue for students to wear a lot of jewellery.
- You may wear a watch, **one** small **discreet** ring, necklace and bracelet.
- Piercing must be restricted to no more than two in each ear and one small nose stud. Studs in any other part of the body must not be worn to school.
- Make Up and Nail Varnish are not acceptable.

Shoes

- Plain Black Shoes. Black 'trainer style' shoes will be accepted but they **must not have** any other colours, logos or coloured laces and be of a material that can be cleaned to look smart.
- No high heels, wedged shoes or sandals.
- Ankle length boots are acceptable if worn with trousers.

Coats and Jackets

- Must be removed in lessons, tutor times, assemblies, detentions and at the request of staff.

All Uniform should be clearly marked with the student's name.

PERSONAL PROPERTY AND VALUABLES:

All items of clothing and sports kit should be clearly marked with the student's name.

As the School cannot take responsibility for personal property and valuables, we recommend that mobile phones, pagers, MP3 players, jewellery, radios, cassette players and other expensive items should not be brought to School. However, if you chose to do so they are the responsibility of students at all times.

Mobile telephones: Are not to be switched on during the school day or they will be confiscated.

Personal music: MP3 players, etc can be used to and from school and at break and lunchtime only.

The School is unable to insure the students' personal effects that have been brought onto the premises. All personal property, e.g. money, bicycles, clothing, etc. has to be regarded as being on site solely at the owner's risk. Many household policies do cover this risk and it could well be that your child's belongings are insured, but you will need to check with your Insurance Company. Within the School, we encourage students to take all lost property to Reception from where it can be claimed.

HOW TO MAKE A COMPLAINT

We hope that any complaints that parents may have can be resolved by the School. However, there is a three stage procedure for dealing with a complaint:-

- Stage 1: A complaint to the School (through the Headteacher). If the complaint cannot be resolved, it may be necessary to go on to -
- Stage 2: A written complaint to the Governing Body (through the Clerk to the Governors). If the complaint is not resolved at this stage, it may be necessary to go on to -
- Stage 3: A written complaint to the LEA

We do, of course, hope that any serious complaints can be resolved by the parents concerned discussing the matter with the Headteacher and appropriate Member of Staff.

AVAILABILITY OF INFORMATION

The 1988 Education Reform Act requires that Schools should make certain information available for viewing by parents or members of the public. All documents listed below are available for viewing at the School.

- (a) The most recent OFSTED report.
- (b) Any schemes of work or syllabus used by teachers at the School.
- (c) The LEA agreed syllabus for RE.
- (d) School Profile.

FREE SCHOOL MEALS

These are available to families receiving Income Support, Income Based Job Seekers Allowance, Guarantee element of State pension Credit, Support under part VI of the Immigration and Asylum Act 1999 or Child Tax Credit with an annual income not exceeding £15,575.

If you would like any further information, please contact Mrs Stanford in the School Office.

CHARGING POLICY

The Education Reform Act 1988 introduced provisions on charging for School activities.

The purposes of the charging provisions are:-

- To maintain the right to free school education.
- To ensure that activities offered in normal school time should be available to all students regardless of their parents' ability or willingness to help meet the cost.
- To give to Education Authorities and Schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- To confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school either in or outside school hours.
- These provisions broadly reflect the Authority and the School's existing practices in charging for particular activities.

The Local Education Authority has established its policy for charging for school activities, which has been adopted by the Governors. This policy will be kept under review. A copy of the policy is available at the school for any parent who may wish to consult it.

The information supplied in this Prospectus was correct at the time of its production. Changes in Staff and other factors may, of course, alter the arrangements in the School before your child is admitted. The Head will be happy to inform any prospective parent on request of anything which may have altered, or is likely to change in the foreseeable future.

Fair Processing Notice

The School processes personal data about its pupils and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils’ teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), ContactPoint (ContactPoint is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more co-ordinated support.) and organizations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and Connexions (see below) All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint. This only includes the name and address of the child, name and contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child’s behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the school website, [SiX](#) or for those pupils/parents where this is not practical, a hard copy can be obtained from the school

For pupils of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is the government’s support service for all young people aged 13 to 19 in England. 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 to Connexions. If as a parent, or as a pupil aged 16 or over, you wish to opt-out and do not want Connexions to receive from the school information beyond name and address, then please contact the school

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how the pupil data is processed and the rights of parents and pupils. Either can be obtained by logging onto the School Website, SiX or for those pupils/parents where this is not practical, a hard copy can be obtained from the school.