



Kingsdale Foundation School

Parent Handbook

September 2024



School Vision

Kingsdale A Place to Be A Culture of Respect and Inclusivity

*Think of a beautiful place where people want to be
where there is a sense of purpose and possibility
Think of a community enriched by the power of diversity
respecting rights and reflecting responsibility
Think of a place to inspire our creativity and to discover
who we could or should be
Think of a community whose joie de vivre is to help
each other overcome adversities
A place to transform and to be transformed
A place to cherish and to be cherished
A place to enable and to be enabled
Provocative partners we shall be but our raison d'être is about
dreams and destinies
Don't think of you and me. Think of us and we.
Unity of purpose is our identity
Participate and be the school we'd all be proud to see
A cultured respected reflective place of study
Everyone empowered to become the best that they can be*

Fac Omnia Ad Dei Gloriam

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Handbook for Parents and Carers – September 2024 Edition

Introduction

Welcome to the KFS Handbook for Parents and Carers which has been designed to provide comprehensive and clear information regarding school procedures and systems for all parents and carers.

We have tried to include as much relevant information as possible for parents and carers, while also seeking not to overload stakeholders with details! If you feel there is anything missing from this edition that would be useful to know, please email us on asrpa@kingsdale.southwark.sch.uk and will consider this for future editions.

The main sections of this document are as follows:

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Section 1 – Overview

Our Ethos

At Kingsdale, we genuinely believe that the educational journey of our students is as important as their final destination. We are a highly responsive, child-centred and a listening school. As such, we recognise that sometimes things may not go as expected and are always happy to seek to resolve any issues at the earliest opportunity. As such we would ask that parents communicate with us regularly and work with us to ensure the best outcomes for the students in our care.

This handbook outlines the systems and procedures that are in place to help parents understand how Kingsdale Foundation Schools works and how we can all work together to support our young people at this stage of their education.

You can access more about our ethos on our website [here](#).

How does the pastoral structure work at the school?

At Kingsdale, each student is allocated a tutor and a tutor group, who they will see once per day during tutor period. The tutor period takes place between 08.40 - 09.00 for students in Years 7, 11, 12 & 13 and between 15.50 - 16.10 for students in Years 8-10. The tutor period is a key session for your child, allowing tutors to give notices and monitor uniform, equipment and attendance. During tutor time, students also benefit from instruction in Personal, Social, Health and Economic Education (PSHE).

The tutor should usually be the first point of contact for parents for any queries or concerns. As tutors are usually class teachers and as such, the easiest and most efficient way to contact them is via email. This will normally be [TUTOR CODE]@kingsdale.southwark.sch.uk (you can find the tutor code on the student's timetable).

To assist parents in locating the email address of a range of staff at the school, our full **Communications Directory** can be accessed via our website [here](#), although a message may be left via the main school number 0208 670 7575 if urgent. Please note that our main school phone number will connect callers to our school messaging service who will be best placed to direct the query. If in doubt where to direct a query to, please ask for the main School Office during opening hours (7.45am – 5pm). Should you have an urgent need to contact someone outside of school hours, please call the main school number (0208 670 7575) and state that the matter is urgent. You can also contact our school based emergency number, which is 07852 336724. **Please do only use this number for genuine emergencies.**

Managing each of the year groups from Year 7 through to Year 13 at the school, are the Heads of Learning. The Heads of Learning are responsible for the tutors and pastoral care in the year team and normally deal with more complex or global issues. **Again, as Heads of Learning are also class teachers, email communication is the most efficient way of contacting them.** For Year 7 the email address is year7hol@kingsdale.southwark.sch.uk, for Year 8 year8hol@kingsdale.southwark.sch.uk and so on throughout the school. The Communications Directory available [here](#) contains a full list of the emails for Heads of Learning.

Above the Heads of Learning are the Heads and Deputy Heads of Lower, Middle and Upper School. The Lower School comprises Years 7-8, the Middle School Years 9-10 and the Upper School Year 11. The Senior School, or Sixth Form covers Years 12-13. Parents should contact the Heads and



Deputy Heads of Lower or Upper School for serious matters or where matters have not been resolved by the Heads of Learning.

What are the Houses and how does the House System work?

As part of our Spiritual, Moral, Social and Cultural (SMSC) provision at the school, each student is allocated one of five houses to belong to. These are Eagle, Swift, Falcon, Dove and Albatross. House membership is vertical, i.e. each house will be made up from students across Years 7-13. Each house is managed by a Head of House, overseen by the Senior Head of House.

House activities are scheduled throughout the academic year. Information regarding the House Calendar can be located on our school website. Major set piece house events that take place throughout the year include the House Talent Shows which take place in December and the House Sports Day which takes place at the end of the Summer term. Students generate House Points for their house through their receipt of Achievement Points from their lessons and the pastoral team. The running totals for each house are published in the weekly Parental News Bulletin.

Each house nominates students to be House Captains and they receive small metal badges to advertise their positions.

The Senior Head of House is Mr J. Uddin, who can be contacted via housesystem@kingsdale.southwark.sch.uk

How are subject departments organised at the school?

Each academic subject on your child's timetable is organised as a department with a departmental manager, usually called a Head of Department. Each department is organised into a Faculty managed by a Director who is a senior member of staff. The full Communications Directory, which can be accessed [here](#) indicates who the Directors are.

All academic queries should in the first instance be directed to your child's subject teacher. Please refer to the Communication Directory (see details above and below) for the correct departmental email address. Once received, your query will be directed to the relevant teacher and a response generated.

Our usual maximum response time for non-urgent queries is 48 hours (working). Should you not receive a response or be dissatisfied with the response received, you can escalate your query to the Director or use the central reporting email which is qualityassurance@kingsdale.southwark.sch.uk

Contacting staff at the school

We recognise that it can sometimes be daunting for parents when thinking of the best person to contact regarding a query at their child's secondary school.

As a school, whilst we encourage the use of email as an efficient method of communication, we realise that parents may prefer to contact staff by phone. Phone messages may be left for staff via our Message Direct answering service. Please remember to state clearly who you are trying to contact and the reason for your call, along with your name, your child's name, and a contact number. We aim to respond to all non-urgent queries within 48 working hours. Urgent queries are responded to as soon as possible on a case-by-case basis.

As well as email and phone communications, we welcome face to face meetings with parents and carers. Please ensure that you contact the school in advance to arrange a meeting where possible to ensure that you are not kept waiting should you arrive at school without an appointment. Where a matter is considered urgent, the school will endeavour to arrange someone to speak to you in person to deal with your concern/query.

If you are contacting us by email, please try to avoid copying in multiple recipients as this can sometimes result in a delay in a response while we establish who is meant to be responding!

We understand that sometimes issues can cause parents to become concerned or even upset. We always try to support our students and families to the best of our ability and so would ask that our staff are always addressed politely and with respect, including in email communications. We thank all parents in advance for considering the working conditions and welfare of our staff.

We also appreciate that in this day and age, parents may communicate with each other via social media platforms, including WhatsApp. We would ask that rather than express frustrations or concerns generally via these media platforms, that parents contact us directly so that we can rectify any issues. We would also advise parents against posting information about the operation of the school on such threads unless they are totally sure the details are correct! This avoids confusion. Our school website www.kingsdalefoundationschool.org.uk is the best and most up to date place to find the latest, correct operational information about the school.

Times of the School Day

Timing	08.40 - 09.00	09.05 - 10.00	10.05 - 11.00	11.05 - 11.55	12.00 - 12.50	12.55 - 13.45	13.50 - 14.45	14.50 - 15.40	
Years 7, 11, 12 & 13	AM Tutor Period	Period 1	Period 2	Period 3 Lunch for Years 7 & 11	Period 4	Period 5 Lunch for Years 12 & 13	Period 6 14.35-14.55 Break for Year 7 students only	Period 7	
		09.05 - 10.00	10.05 - 11.00	11.05 - 11.55	12.00 - 12.50	12.55 - 13.45	13.50 - 14.45	14.50 - 15.45	15.50 - 16.10
Years 8, 9 & 10		Period 1	Period 2	Period 3	Period 4 Lunch for Years 8 & 10	Period 5 Lunch for Year 9	Period 6	Period 7	PM Tutor Period

Kingsdale Foundation School is open each day Monday to Friday from 7.30am until 6pm for students. This will of course vary if there are after school events such as concerts or early trip departures.

The timings of the school day which specify the start and end times of lessons, including registration periods, as well as the compulsory school day, can be accessed here. Extra-curricular clubs and activities usually finish at 6pm and where expected end times are later than this, parents will be notified directly.

At weekends, the school is open for Saturday School provision from 8.30am until 3pm and at other times by appointment.



Please note that students should be in school each day by the latest at the following times:

Years 7, 11, 12 & 13 – 8.30am

Years 8, 9 & 10 – 8.55am

Uniform policy

The school uniform policy can be viewed [here](#). Our uniform has been designed to be widely available in generic form from a variety of retailers including clothiers and supermarkets. This includes black blazers, trousers/skirts, PE polo tops, shorts and track suits, shoes and jumpers. Our school badge is available as an iron-on fabric badge from the school shop. Our school ties can be purchased at cost price from our school shop. You can also buy PE polo tops and jumpers from the school shop at cost price.

Our Pre-Worn School Shop sells a range of second-hand uniform items at a low price. You can find out more by contacting Mr Lewis via jl@southwark.sch.uk. A number of local uniform suppliers stock the generic items that comprise our uniform. You can obtain details of local suppliers from our Admissions Office here – eo@southwark.sch.uk

In the colder winter months, students may wear a coat to school. However coats must never be worn in corridors or classrooms and should be stored in lockers. Once allowed by the Headteacher, students may wear their coats in the Atrium during the winter.

At this time, students may wear their official school PE kit to school on days that have PE or an official club. Please ensure that your child is only wearing the official KFS PE kit and note that non-uniform items, such as hooded tops/skorts/sportswear etc. are not allowed. Non-uniform items may be confiscated.

Student Lanyards

All students are expected to wear a lanyard, colour coded for their year group. **Students must wear these at all times.** If a student loses theirs, they must ask their tutor for a replacement. Students should place their school fob in their lanyard for safekeeping.

Lanyards can be purchased for Year 7 students via the School Shops. Students in Years 8-13 are provided with theirs at the start of the year as they previously purchased them in Year 7. Lanyards only need to be purchased once, at the start of Year 7, unless lost, in which case they have to be replaced at the cost of £1. Financial support is available (please see below).

Student Fobs & Lockers

All students should have a fob which is used to pay for school items, including school lunches. Fobs can be purchased via the School Shop [here](#). The School Shop can also be used to pay the deposit for a school locker for your child. Students are able to receive a locker which will be linked to their fob and can be used to securely store items.

Queries regarding fobs and lockers can be directed to askict@southwark.sch.uk

Please note that financial support is available to students subject to eligibility, including those students who qualify for the pupil premium or free school meals. Please contact the email address above with any queries.



Fobs can be charged up for lunch money via the Parent Pay Platform. Please see Section 6 of this guide below.

The School Shop

The School Shop is based online and has a physical presence in the school in the main Atrium nearest to the green stairs. On-site, students can use their fobs to buy a range of school items, including stationery, uniform, PE kit and revision guides. The online shop has a smaller but useful range of items and can be accessed [here](#).

School Lunches

The school operates a comprehensive in-house catering service which offers a range of healthy options daily. You can access the latest menus from our website [here](#).

Alternatively, students may bring a packed lunch into school which can they eat alongside those students who buy a school lunch. We would ask that packed lunches are nut free and healthy – no soft drinks or sugary foods please.

Allergy information is displayed locally and is also available via our website. Alternatively, please contact Ms D. Taylor, Assistant Headteacher, with any specific queries or needs via dtr@kingsdale.southwark.sch.uk

Free School Meals & Financial Support

Free school meals are available to eligible students. You can find out more and apply for your child on our website [here](#).

For more information or confidential discussion on financial support available, please contact Ms E. Otubu via eou@kingsdale.southwark.sch.uk

Sixth Form students can access more information [here](#) or contact Miss T. Dyer with any queries via sixthform@kingsdale.southwark.sch.uk

Lost Property

We strongly advise all parents to label all items of their child's school equipment and uniform as without such information, we are usually unable to repatriate lost items.

Please contact the Pupil Support Office with all and any lost property queries via lostproperty@kingsdale.southwark.sch.uk

Mobile Phones

Kingsdale recognises that parents may wish their child to carry a mobile phone to and from school for safety and security reasons. Please refer to our website [here](#) for full details of our mobile phone policy and registration process.

Key Policy Requirements for Year 7 Students

While Year 7 students are permitted to bring a mobile phone to school, this must be a traditional non-smart phone device (sometimes called a traditional/brick phone). These devices are characterised by their relatively low monetary value, alongside their basic appearance and functionality. Acceptable models under this policy would include the Nokia 105 or 110, as well as the IMO Dash. These devices are available on the 4G network from a range of providers and will



remain viable once the 2 & 3G networks are deactivated in the near future. All devices should be marked clearly with the student's name in case they are misplaced.

For the sake of clarity and avoidance of doubt, Year 7 students are **not permitted to bring to school any smartphone device**, which would include, but are not restricted to, the Apple iPhone, Samsung Galaxy, Google Pixel, Motorola Razr or OnePlus models. We ask that parents support the school in enforcing this policy.

Year 7 students are also permitted to bring internet enabled tracker devices to school, e.g. Apple/Amazon tags, should parents wish to track their child's journey to and from school in real time. These devices should be stored securely in the child's bag or on their person during the school day.

Both traditional/brick phone devices and any tracking tags **must be registered** with us. The registration online form can be accessed [here](#). This process requires provision of a mobile phone's IMEI number which can usually be accessed by typing *#06# into the home screen.

A registered traditional/brick phone device can be retained on the student's person during the school day but must be switched off whilst on the school site, i.e. before they enter the premises and kept out of sight, e.g. in a locker or the child's bag. The device must only be switched on once the student has left the premises at the end of the school day.

Should a student wish to make contact with a parent during the school day, they should approach the Pastoral Assistant for their year group, who can be located in the Heads of Learning Office. Alternatively, they should report to the Attendance Office or the main School Reception. Likewise a parent who wishes to contact their child during the school day, should do so through the main school number 0208 670 7575 and ask to speak to Reception.

Devices that are used in contravention of these rules or which are found to be unregistered, will either be confiscated by staff or retained by students but put in a pouch with controlled access by the school. This approach for our new Year 7 students will progress on a rolling basis as they move into higher year groups.

Please be advised that the school reserves the right to impose an additional sanction, in line with our published Achievement and Behaviour Policy, where a student refuses to hand over a device when asked to or in cases where the student's attitude or behaviour towards a member of staff attempting to implement school policy is deemed unacceptable. This includes passing the device to the police where it is believed there could be evidence of criminal activity.

The school also reserves the right to charge a £50 returnable deposit for the use of a smartphone on-site due to the additional investment of staff time associated with such devices both inside and outside of the school.

Key Policy Requirements for Year 8-11 Students

For students in Years 8 to 11 from September 2024, we recognise the practicalities and realities of a sudden change of policy in regard to mobile devices. Therefore, students in these groups are currently permitted to bring a smartphone to school and to retain these on their person during the school day on the **strict understanding** that they are **not seen and are switched off at all times**. This approach will be strictly enforced and we shall ensure that any such devices used in



contravention of the rules are confiscated by staff or placed in a pouch controlled by the school as with Year 7.

Our policy incorporates a varied approach for the return of confiscated mobile phones, in line with the majority of other Southwark schools. This policy will allow for the usual return of any confiscated traditional/brick phone at the end of the school day, while any unauthorised use resulting in the confiscation of a smart phone regardless of year group, will be returned only after three days or on collection by a parent, whichever is sooner.

Please be advised that the school reserves the right to impose an additional sanction, in line with our published Achievement and Behaviour Policy, where a student refuses to hand over a device when asked to or in cases where the student's attitude or behaviour towards a member of staff attempting to implement school policy is deemed unacceptable. This includes passing the device to the police where it is believed there could be evidence of criminal activity.

Should a student wish to make contact with a parent during the school day, they should approach the Pastoral Assistant for their year group, who can be located in the Heads of Learning Office. Alternatively, they should report to the Attendance Office or the main School Reception. Likewise a parent who wishes to contact their child during the school day, should do so through the main school number 0208 670 7575 and ask to speak to Reception.

The school also reserves the right to charge a £50 returnable deposit for the use of a smartphone on-site due to the additional investment of staff time associated with such devices both inside and outside of the school.

Our policy requires that over time, i.e. no more than 24 months (which is the usual maximum length of a smart phone contract) students in Years 8-11 migrate to bringing only a traditional/brick phone to school and no longer bring their smartphone to school. Parents in Years 8-11 who wish for their children to move over to a traditional/brick phone immediately are encouraged to do so. Students are also permitted to bring internet enabled tracker devices to school, e.g. Apple/Amazon tags, should their parents wish to track their child's journey to and from school in real time.

Key Policy Requirements for Sixth Form Students

Students in the Sixth Form (Years 12 & 13) are permitted to bring their smart phones to school and to use them for study purposes but in Sixth Form areas only. At all other times, these devices must be out of sight, e.g. when moving through the main building. As with students in Years 8-11, should these devices be used in contravention of the school rules, they will be confiscated or placed in a pouch controlled by the school.

School Photos

All students have their photographs taken at the start of the academic year by our professional partners. Details of the photographs are sent home with students to allow parents to purchase them. Arrangements can also be made for siblings to have joint photographs.

Please contact Ms E. Otubu via euo@kingsdale.southwark.sch.uk with any queries.



Sixth Form

For information relating to the operation of the Kingsdale Sixth Form, please see our separate Sixth Form Handbook.

Duke of Edinburgh's Award (DoE)

The school operates the DoE award in Years 9-11. This involves students completing a range of activities including an expedition. Please contact the team via doe@kingsdale.southwark.sch.uk for more information or visit our website [here](#).

Year 7-11 Scholarship Programme

The school offers extensive scholarship provision in Years 7-11 in the subjects of Art, Music, Mathematics and Sport.

The following staff can be contacted with any queries relating to scholarship provision, including applications for assessment:

Art – Mrs Howell – artd&t@kingsdale.southwark.sch.uk

Music – Mr Jones – performarts@kingsdale.southwark.sch.uk

Maths – Mr Dotting – maths@kingsdale.southwark.sch.uk

PE – Mrs Turner – pe@kingsdale.southwark.sch.uk



Section 2 – Pastoral care

Attendance Protocols

Kingsdale aims to ensure that our students have the highest possible attendance. Attendance at school is a legal requirement and parents are expected to support this. If your child's attendance dips below 95% a process of monitoring begins with the Head of Learning and our school's Educational Welfare Officer (EWO).

Parents are requested to report all student absence **as soon as possible** on the day of absence.

There are several ways to report your child late or absent to school although many parents find email the most efficient. The relevant Pastoral Assistant for your child's year group is listed below. This is the person to which absence, or lateness, should be reported to in the first instance.

Year 7 Absence - year7absence@kingsdale.southwark.sch.uk for the Year 7 Pastoral Assistant

Year 8 Absence - year8absence@kingsdale.southwark.sch.uk for the Year 8 Pastoral Assistant

Year 9 Absence - year9absence@kingsdale.southwark.sch.uk for the Year 9 Pastoral Assistant

Year 10 Absence - year10absence@kingsdale.southwark.sch.uk for the Year 10 Pastoral Assistant

Year 11 Absence - year11absence@kingsdale.southwark.sch.uk for the Year 11 Pastoral Assistant

Year 12 & 13 Absence - year12&13absence@kingsdale.southwark.sch.uk for the Year 12 & 13 Pastoral Assistant

Alternatively, to report your child late or absent by phone, please contact the school on 0208 670 7575 and select Option 2 from the menu. You will then be able to select the required extension number for the relevant Pastoral Assistant for your child's year group.

Where a student is absent and the School has not been informed, an information text will be sent from the appropriate Pastoral Assistant to the parent advising them of the absence as part of the First Day Contact protocols.

Students are deemed to be late to school if they arrive after the final pips are sounded for their session, i.e. 8.40am (Years 7, 11, 12 & 13) and 9.05am (Years 8, 9 & 10). Where students arrive late, a text will usually be sent to parents in the afternoon advising them of a late arrival of their child. Please note that this text is automatically generated from our system and will be sent even if a parent has contacted the school to advise us of a late arrival. Students who are routinely late will usually be issued with a late detention and may be placed on report.

At the end of each half-term, summaries of student attendance and punctuality are communicated to parents for their children via their registered email address. Please click [here](#) for more details about attendance.



We would ask that all appointments, e.g. hospital/dentist etc., are organised outside of school hours where this is possible. However, should a child need to leave school during the school day for such an appointment, then the Head of Learning and Pastoral Assistant must be notified in advance as soon as possible by email stating clearly the day, date and time of the absence. It is also always a good idea for a parent to write a note for a child to carry so that they can present this to their Head of Learning for counter-signing in advance. Please note that due to safeguarding protocols, it can take up to 30 minutes for a child to be signed out of school of a given day and this may be longer if they do not have an agreed note, written by a parent and signed by a Head of Learning.

Please note that parents should not organise family holidays during term time. Should an exceptional situation arise that may require student absence, parents should complete the online form [here](#) to contact Mr D. Harding, Deputy Headteacher (also available via dhg@kingsdale.southwark.sh.uk) to arrange to discuss circumstances further. The school reserves the right to take action in cases where unauthorised student holidays are taken which can include removal from the school roll in certain circumstances.

Key School Expectations

The following are key expectations all students are required to follow.

<u>The 4 Ls.</u>	<u>No Touching Practice</u>	<u>Tell Someone</u>	<u>TALKS</u>
No: Lateness Loudness Litter Language <i>(Bad or hurtful)</i>	This policy is for student safety. Students are reminded that no touching of any kind is encouraged.	If something is worrying a student or a parent has concerns, we encourage them to talk to us. Students can speak to their tutor, their Head of Learning, use the Headteacher's Suggestion Box in the main Atrium outside the Attendance Office or email tellsomeone@kingsdale.southwark.sch.uk	Expectations of students in the classroom – we use the acronym: TALKS

The staff commitment to students uses the acronym MARKS. Staff will:

- Mark work every 2-3 lessons
- Ask and Answer open and challenging questions
- Rate and Review work on a regular basis
- Kingsdale approach to teaching – personalised, planned and varied activities.
- Stop Speaking after 15 minutes!

Should parents wish to enquire about the application of MARKS for any of their child's classes, they should contact the relevant department in the first instance using the address provided in the Communication Directory.

Tutor Programme

Alongside monitoring and giving notices, tutors also deliver a programme of support and Personal, Social & Health Education (PSHE) in tutor periods. Once a week each year group has an assembly, along with a daily reflection delivered over the school tannoy.



Year 7 and 8 have assembly on Monday. Year 10 have assembly on Thursday, Year 11 have assembly on Wednesday, Year 12 on Tuesday and Year 13 on Thursday.

Below is an example of a Year 9 programme in tutor time.

Mon	Tue	Wed	Thu	Fri
Monitoring	PSHE	Literacy/ Numeracy (<i>Alternating</i>)	PSHE	Assembly

One of the weekly tutor sessions will be an opportunity for students to engage in quiet reading as part of our literacy focus and work to further develop a culture of reading at the school. As such, students in all year groups should have a reading book on them at all times. The Lower School Library and Upper School Library can be visited by students to borrow books for reading. Parents can contact our librarians via the address located in our Communication Directory.

Personal Development (PSHE, RSE, SMSC, Careers)

Alongside PSHE delivered in tutor time, the school also has a rolling programme of external presenters and organisations who deliver important assemblies, workshops and ‘drop-down’ days of **Personal, Social, Health and Economic education, Relationships and Sex education (RSE)**, Spiritual Moral Social and Cultural Education and Careers Education.

For information on the content of these sessions please contact your child’s Head of Learning. The full PSHE curriculum and information about withdrawing your child from some or all aspects of RSE can be found [here](#).

Should you have any queries or questions about our RSE programme, please contact Mr D. Harding, Deputy Headteacher, via dhg@kingsdale.southwark.sch.uk

Achievement and Behaviour

Kingsdale Foundation School has the highest concern for the safety and wellbeing of the whole school community and we work hard to ensure that our ethos and environment supports pupil learning and success.

Exclusion is a sanction used only as a last resort and we aim to reduce the need for the use of it as far as is possible. This policy outlines the school’s use of exclusions and is supported by our School Behaviour & Achievement Policy. The full policy can be found [here](#).

Rewards & Sanctions

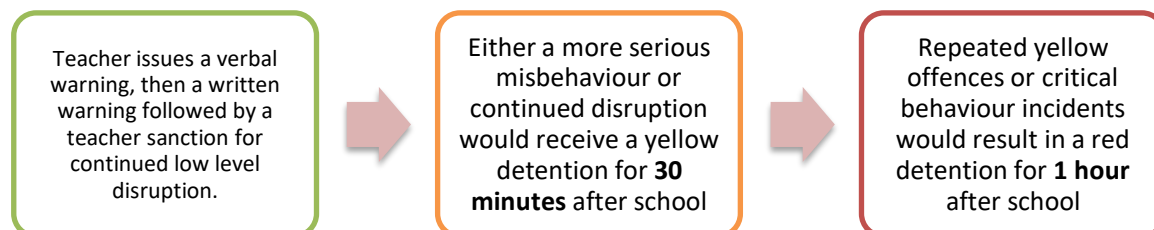
Our starting point is a focus on students ‘Doing the Right Thing’ and our students are rewarded for positive behaviour regularly, whether through the awarding of Achievement Points, praise in tutor time, ‘shout-outs’ in assembly, certificates at the end of term or with trips and prizes.

Positive behaviour is recorded using the Go4Schools behaviour module, as is negative behaviour. Parents are notified automatically by the Go4Schools system of any award, positive or negative, that their child receives and can access their child’s account via the www.go4schools.com website. All parents are sent the login details for this important school system when their child starts Year 7. Should you need any technical support to access this or any online school platform, please email askict@kingsdale.southwark.sch.uk stating clearly your child’s name and tutor

group. The Communication Directory also provides a range of other email addresses pertaining to school online systems.

Below is the flow chart for students exhibiting negative behaviour in school. You can use the [Go4Schools Parent Login](#) page to access information on behaviour, attendance and academic progress.

Behaviour Flow Chart



Detentions

Teacher detentions for up to 20 minutes can be set on the day. Yellow detentions and Red detentions are recorded on Go4Schools.com and set in advance by the pastoral teams. Parents are notified the day before they are due to be sat. Yellow detentions generally happen on Monday, Wednesday and Friday. Red detentions happen on Tuesday and Thursday.

Parents are reminded that they sign up and agree to support the school's Achievement and Behaviour policy and approaches when their child joins the school. Whilst we always seek to work with parents and families, parents do not have the right to withdraw or with hold their child from attendance at detentions and/or other school sanctions.

Bullying

Our students tell us that bullying at Kingsdale is extremely rare. That said, we are not complacent and operate an approach that 'it could happen here.' Our staff are fully trained to deal with all and aspects of bullying, including cyber bullying or ghosting (excluding students from social groups), as well as all forms of discriminatory bullying such as racism, sexism, homophobia or transphobia.

Kingsdale has a zero-tolerance approach to bullying. Where bullying occurs students are encouraged to report it, and the school takes appropriate action against any perpetrators. The anti-bullying policy and process of support can be found [here](#).

We suggest that in the first instance, any and all occurrences of bullying are reported to the child's Head of Learning using the email addresses outlined earlier in this document and in the school's Communication Directory. For more urgent matters, parents should telephone the school for an immediate appointment.

Equalities Duty

Kingsdale Foundation School complies with the public sector equality duty guidance for schools in England and we take our work in this area very seriously indeed. We are committed to tackling all forms of discriminatory behaviour in society including racism, sexism, homophobia and transphobia.



You can find out more about our commitment to equalities [here](#) on our website.

This important work is overseen at the school by Mrs G. Boyd, Assistant Headteacher, who can be reached via gbd@kingsdale.southwark.sch.uk

Key School Policies

As with most schools, we operate the two non-negotiable policies to keep our community safe:

Intruder Policy: Any pupil who invites, welcomes, assists, encourages or fails to inform the school of persons with intent, to enter the school site or the vicinity of the school who are planning to commit acts of intimidation or violence against any other member of the school community will be recommended for permanent exclusion from Kingsdale Foundation School.

Offensive Weapons Policy: Any pupil found to have brought or to have in his/her possession any legally defined offensive weapon within the vicinity of, or inside our premises, will be recommended for permanent exclusion from Kingsdale Foundation School.

You can access our full range of policies [here](#).

Safeguarding

Kingsdale Foundation School is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. We aim to safeguard and promote the welfare of children by protecting them from maltreatment; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Any safeguarding concerns about a young person can be reported securely to safeguarding@kingsdale.southwark.sch.uk

Our Designated Safeguarding Lead is Mr O. Fatodu, supported by a wide team of experienced staff, including Ms V. Turner (Deputy).

We work with a range of agencies, including our Safer Schools Police Team to keep our children safe. The Police Team are available to support parents with a wide variety of issues. Should you wish to contact them, please contact Mr D. Harding, Deputy Headteacher via dhg@kingsdale.southwark.sch.uk

You will find more useful information on our website in the [safeguarding](#) section.

Section 3 – Academic and Extra-Curricular

Teaching & Learning

At Kingsdale Foundation School we have a school-wide approach to teaching and learning which is research led and based on Rosenshine's principles of direct instruction. This means that all teachers will begin lessons with retrieval and prior knowledge, will activate new learning in small steps and give students opportunities to demonstrate their knowledge in different ways.

We believe that every student is entitled to a high-quality learning experience in every lesson of every day in every term. Underpinning our work to develop a culture of learning excellence are six teaching and learning priorities (PEDALS):

1. Pedagogy
2. Engagement in Learning
3. Depth of Knowledge
4. Assessment and Feedback
5. Literacy and Numeracy
6. Stretch, Scaffold and Challenge

We use the following platforms to share information with students and parents:

- Satchel One (for sharing homework tasks) www.satchelone.com
- Go4schools (for achievement and behaviour points and for termly updates on attainment and progress for each subject www.go4schools.com)
- Microsoft Teams (to share lesson resources and communication between students and teachers)
- School Cloud (for online Parents' Evenings which take place annually for each year group)

Logins for these platforms are sent to all parents when their children join the school. Please contact askict@kingsdale.southwark.sch.uk for any aspect of technical support.

Curriculum

At Kingsdale we believe in offering an exceptionally rich, broad and balanced curriculum which is outstanding in its construction and provides wonderful choice and challenge for students of all abilities. We believe our outstanding programmes of study provide the rigour, flexibility and inspiration to enable our students to fulfil their aspirations, to discover their talents and to develop a passion for lifelong learning. We aim to enable and equip our students with the knowledge, skills and understanding to compete on a global stage by transforming themselves into high achieving, confident, articulate, responsible and ambitious young adults with an appreciation and respect for the arts, sciences and other cultures.

You can find out more about how we organise our curriculum at the school via the Curriculum Statement and Maps which are available on our website [here](#).



Assessment & Reports Cycle

Each academic year (September – July) parents will receive the following reports via Go4schools:

- 2 Short Reports (including data for the term for each subject and effort, organisation, classwork and homework grades)
- 1 Full Report (with comments and written targets from each teacher)

There will also be one Parents' Evening once a year the week after the Full Reports are issued online.

Through Go4Schools, parents are able to view ongoing assessment data for their child, along with regularly updated attendance and behaviour information.

Any general queries relating to reports or assessment can be directed to Ms E. Maxwell via reports@kingsdale.southwark.sch.uk

Marking and Feedback

At Kingsdale the following types of marking happen during lessons:

- Self and Peer Marking – green pen strategy
- Live marking – using red pen to acknowledge progress
- Verbal feedback
- Deep marking (where detailed feedback on next steps is provided)
- Written feedback linked to learning/ assessment objectives

Homework

Homework is a key part of our learning provision at the school and is set regularly in line with the published Homework Timetable. You can access the timetable [here](#).

All homework is set by teachers on Satchel One to which students and parents have online access. www.satchelone.com

Should you need technical assistance accessing this platform, please contact askict@kingsdale.southwark.sch.uk

For any queries about homework, including frequency, please contact homework@kingsdale.southwark.sch.uk

Examinations

All year groups have at least one schedule internal exam cycle in a given academic year. These exams usually take place in the Sports Hall and details can be found on our website [here](#). We aim to release internal exams schedules and revision guides at least one month before an exam season commences. Please contact Ms E. Maxwell via eml@kingsdale.southwark.sch.uk with any queries.

External examinations are overseen by the Examinations Officer, Ms E. Klinger. You can access up to date information about GCSE and A Level Examinations on our website [here](#). Ms Klinger can be contacted via exams@kingsdale.southwark.sch.uk

Extra-Curricular Programme

Kingsdale has an extensive and varied extra-curricular programme. This is updated regularly, with information available on the school [website](#) and directly from departments.



Activities happen before school, during lunchtime and after school. There are also a large number of trips run by departments and year teams, as well as the house system.

Latest information on our extra-curricular programme can be obtained via our website [here](#).

You can also contact the colleagues responsible for all aspects of the extra-curricular programme via the following email addresses taken from our Communication Directory:

All Year Groups – enrichment@kingsdale.southwark.sch.uk – Mr O. Fatodu

School Trips – trips@kingsdale.southwark.sch.uk – Mr A. Samuel

Sixth Form Enrichment – dir6@kingsdale.southwark.sch.uk – Mrs A. Wiggam

Music Lessons – musiclessons@kingsdale.southwark.sch.uk – Mr J. Jones

PE & Sports, including Teams – pe@kingsdale.southwark.sch.uk – Mr W. McWhirter

Art – artd&t@kingsdale.southwark.sch.uk – Ms J. Gregson



Section 4 – Inclusion and Support

Special Educational Needs (SEN)

If your child has a SEND needs, they will be supported in a variety of ways according to their need(s). If they have any indicators of neurodiversity we will support in screening, monitoring and offering guidance to parents and staff. We have several experts who work with us to support children on the SEND register. All teachers at Kingsdale are SEND teachers and are offered regular CPD and support throughout the year.

KFS accommodates provision for pupils with difficulties in:

Communication and Interaction

- Speech, language and communication needs (SLCN)
- Autistic Spectrum Disorder (ASD)

Cognition and learning

- Specific Learning Difficulties (SpLD)
- Moderate Learning Difficulties (MLD)
- Attention deficit hyperactivity disorder (ADHD)

Social emotional and mental health (SEMH)

- Attachment disorder
- Behavioural difficulties
- Depression/ anxiety/ self-harm

Sensory and/ or physical

- Hearing impairment
- Visual impairment
- Physical disability

Students identified as having a special educational need falls into one of two categories; those requiring SEN Support and those with an EHCP (Education and Health Care Plans)

The purpose of the identification of needs within these broad areas is to enable the school to consider what action needs to be taken, not to fit a student into a category. When reviewing a child's needs, a holistic, 'whole-child' view is considered – not just their special educational needs.

Children with Education and Health Care Plans (EHCPs)

An EHC Plan (EHCP) is a legal document that sets out the specifically assessed learning needs of a student with complex learning needs, along with outcomes to secure across education, health and social care through targeted and specialist teaching strategies and interventions.

The Plan contains:

- The views and aspirations of you and your child
- A full description of her/his special educational needs, along with any health and social care needs



- Outcomes for your child's progress
- Provision and support required to achieve outcomes, and how education, health and social care will work together to meet your child's needs

An EHC Plan assessment can be requested by any number of people, including; You as parent or carer, your child (where appropriate and aged 16 or over), KFS' SENDCO, teachers, Health or social care professionals.

Should you have any concerns about the provision for existing identified needs for your child at the school, or queries about potentially undiagnosed needs, you should contact your child's Head of Learning in the first instance via their email address or the Learning Support Faculty via senco@kingsdale.southwark.sch.uk

If a query relates to access arrangements, e.g. extra-time, for an examination or assessment, please contact Ms E. Evans via accessarrangements@kingsdale.southwark.sch.uk so that an assessment can be conducted to see if you child is eligible.

Should a query related to a child's new or existing medical condition, including arrangements for the storage and administration of medicines, then please contact Mr A. Samuel via medical@kingsdale.southwark.sch.uk

The school operates a Pupil Support Office which is a first stop for any child or may feel unwell at school or who may have had any kind of accident or require first aid. The Pupil Support Office can be located at the bottom of the Yellow Stairs. The Pupil Support Officer, Ms. C. Dalrymple-Davis, can be contacted via cds@kingsdale.southwark.sch.uk

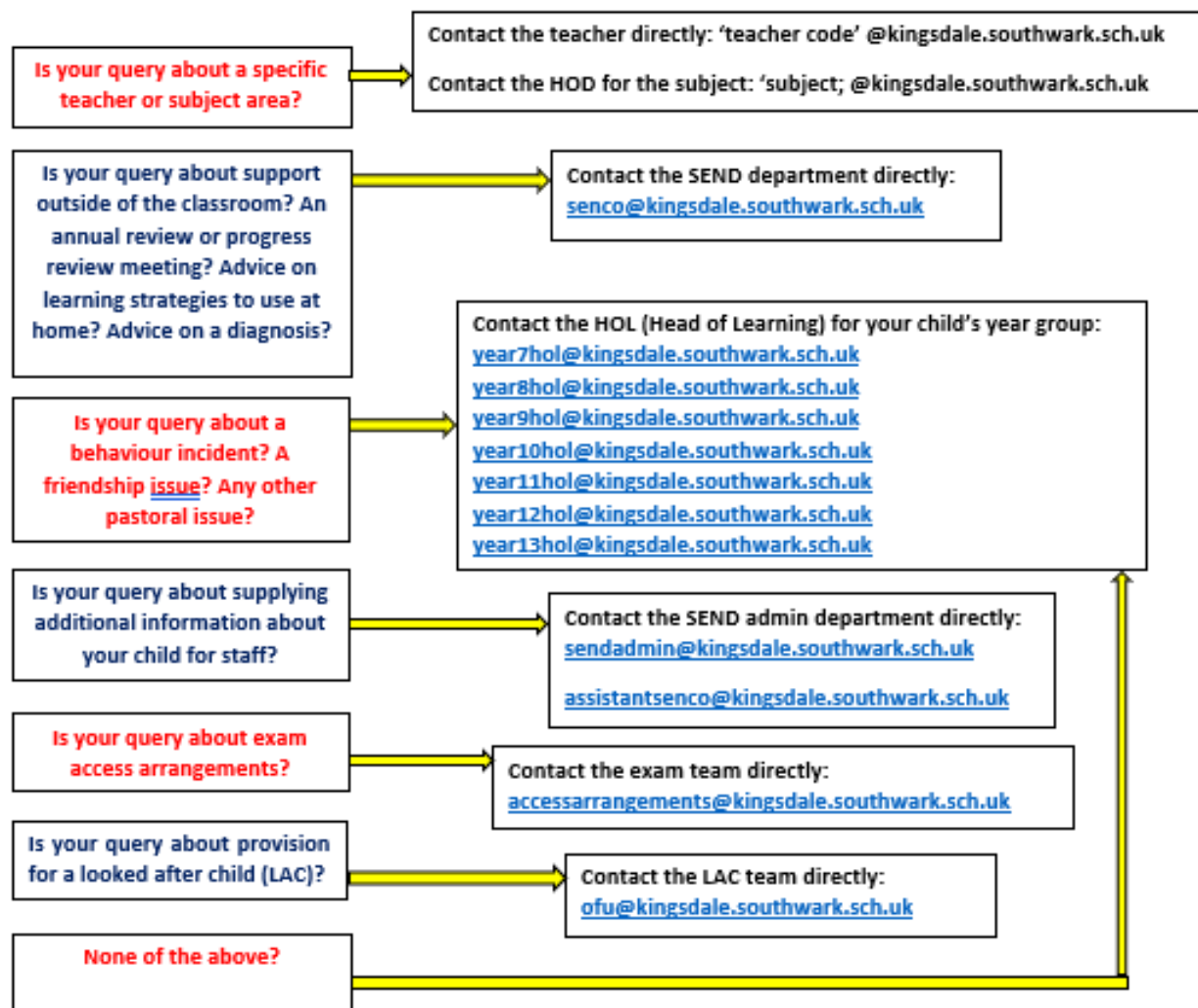
The Experts

At Kingsdale we are so lucky to have many experts working with us at the school in the Learning Support Faculty and we would like to introduce these experts to you and the roles that they have in the school.

- Stephen Hack: Speech and Language Therapist (SALT)
- Val Burnage: Emotional Literacy Support Assistant (ELSA)
- Peter Bowers: Educational Psychologist (EP)
- Rachael Hlomador: Autism Specialist
- Matthew Wicks: Autism Specialist
- Holly Robertson: Art Psychotherapist
- Dr Rachel Ward: SpLD (specific learning difficulty) Specialist Teacher
- Aretha Moore: School Counsellor
- Everton Augustus: School Counsellor
- Tanya Wray: Lead School Mentor
- Jeavon Moo Young: School Mentor
- Daniela Dookey: School Mentor
- Geoffrey Leslie: School Mentor

In addition, we may have specialists come into school to deliver training to staff and students. This will be published to you in the weekly Parental News Bulletin.

Please see the flowchart below to help us support your child effectively and get the information needed to the right people.



The Curriculum Access Support Team (CAST)

The CAST team meet every week to discuss the support and inclusion of our students. This includes the SENDCO, behaviour and pastoral leaders and our off-site facility managers. This communication is crucial in ensuring all students are given the right provision and their needs have been considered in every individual case. Referrals to the Curriculum Access Support Team are made through Heads of Learning or directly to Heads of Phase (Lower/Middle/Upper/Senior School)

Learning Support Centre (LSC)

At Kingsdale we have a dedicated space in the school for students to regulate. This space is managed by a dedicated expert Learning Support Assistant. Students can complete work quietly or regulate using the facilities we have available in the room (comfy seating, paints, Lego, drawing materials, stress toys etc.). Parents will always be informed if students have accessed the LSC and given an outline of the reasons. Students use of the LSC is monitored to ensure they are not missing curriculum time or to spot any potential patterns of avoidance. Heads of Learning can allow students to use the LSC and some high need students are given passes so they can use the LSC to regulate. Use of the LSC is monitored via Heads of Learning



Alternative Split-Site School Provisions (CRC, NGSS, NGAE + others)

Kingsdale utilises a number of alternative provisions as a method of supporting students who need a more holistic approach to their education or find managing in the mainstream environment a challenge. These provisions are all accessed through a referral to the Curriculum Access Support Team. For more information on these provisions please email senco@kingsdale.southwark.sch.uk

Mentoring, Counselling and Therapy

Kingsdale has a range of specialised mental health professionals. If you think your child would benefit from this, please contact their HOL who can discuss the options available (mentoring, counselling, art therapy) and complete the referral form. Students can also self-refer to our services in certain circumstances.

Exclusion procedures

As a highly inclusive school, Kingsdale aims to avoid excluding students except in very exceptional circumstances. The policy document on how and when these procedures would be used can be found [here](#)



Section 5 – Communication and Stakeholder Voice

Communicating with parents

Effective home/school communication is the key to student success and at Kingsdale we take this aspect of our work very seriously. A reminder that our Communication Directory can be located [here](#).

Most of our home school communication, including letters, now takes place via email and school text. Please make sure that we have your latest up to date contact information so that we can communicate with you effectively. You can update your details by contacting the Pastoral Assistant for your child's year group using the address supplied in the Communication Directory [here](#) or via the Attendance Office attendanceoffice@kingsdale.southwark.sch.uk

Communicating with students

All students at Kingsdale school automatically receive access to MS Office and the full suite of downloadable applications, e.g. Word, Outlook, Excel etc, free of charge.

As such, students also receive a school email address which staff will use to communicate with them. Students should regularly check their school email and read carefully any communications they receive.

All students also have an MS Teams account on which teachers may post educational resources. This is accessed via the MS Office login.

For all queries relating to access or technical assistance, please contact askict@kingsdale.southwark.sch.uk

Parents' Forum

Parents' Forums take place each half term on the third Friday of the month. All forums take place between **5.30 & 7.15pm**.

Forums are now 'blended' events, with parents in attendance in the POD/school site and also on MS Teams online. The access code for MS Teams is always included in the Agenda for each meeting, downloadable below. Agendas for each forum are posted in advance and a reminder sent by email and text.

Parents and carers of students at Kingsdale Foundation School can add their name to the Parents' Forum email list by contacting the school via parentsforum@kingsdale.southwark.sch.uk

Parents' evenings

Our academic Parents' Evenings are now online events. We operate an appointment system for our scheduled Parents' Evenings. Parents are usually able to book their appointments from the Thursday in the week before the date of the evening using our online portal. A text is sent to parents to advise when the portal opens. The booking site can be accessed at <https://kingsdalefoundation.parentseveningsystem.co.uk>

A parental guide sheet to assist with the booking process is sent out to parents via email prior to each Parents' Evening event. A copy of this guide can be downloaded from our website.

At this time, all Parents' Evenings are held online via a video-conferencing platform called School Cloud. Appointments last 5 minutes.



Should you have any queries about the organisation or structure of parents' evenings, please contact Ms Maxwell, via eml@kingsdale.southwark.sch.uk

As we as formal Parents' Evenings, we also hold a range of other face to face events at the school for parents, comprising information and consultation evenings. The full schedule is available from the calendar section of our website [here](#)

Parent Coffee Mornings

Throughout the academic year, we organise a number of face to face informal meetings at the school by year group, for parents to attend to meet staff and find out more about our work. These meetings focus on the curriculum and SEND provision.

Coffee mornings usually take place on a Friday and full details can be found in our weekly Parental News Bulletin (see below)

Parental News Bulletin

The Parental News Bulletin The school newsletter is published once a week and showcases the work of the school. You will find a wealth of information from forthcoming fixtures to celebrating students' success. You will automatically receive a copy of the News Bulletin unless you have opted out via the school email system. You can access current and past editions of this very useful document [here](#).

Complaints procedure

At Kingsdale Foundation School we work hard to improve the services we provide and your comments help to shape the service you receive, whether matters are dealt with formally or informally. We aim to provide the highest quality services so are pleased to hear your suggestions on how we can improve.

There may also be times when the service you receive does not meet your expectations or indeed our own. Although staff can usually sort out most problems straight away, without you having to make a formal complaint, if you do want to complain, we have tried to make it as easy and fair to all sides as possible.

This concerns and complaints procedure is not limited to parents or carers of children that are registered at the school. Any person, including members of the public, may raise a concern or make a complaint to us about any provision of facilities or services that we provide. Unless complaints are dealt with under separate statutory procedures (such as appeals relating to exclusions or admissions – please see Section 1.4 below), we will use this Concerns & Complaints Policy.

The Policy linked here explains how you can raise a concern or make a complaint about our services.

The Student Voice

We take the views of our students very seriously and we have many ways of capturing the opinions and view of students at Kingsdale. The student voice informs many aspects of school policy and decision making. This includes but is not limited to:

- Tutor time
- Year Council
- School Council
- Pupil Forum
- Prefects



- Student Newspaper – the Kingsdale Telegraph
- Confidential Headteacher’s Questionnaire
- Interview panels – Pupil Panel / Lesson Feedback
- LGBT+ group
- Subject Forums
- Subject Questionnaires
- Feedback and feed forward
- SSLP (the Southwark Schools Learning Partnership)
- Speak Out
- Headteachers’ suggestion box
- PSHE

Students can report any issues confidentially through
Tellsomeone@Kingsdale.southwark.sch.uk.

We pride ourselves on being a “telling school” and will always follow up on issues that are reported.

Section 6 – School Systems

Kingsdale uses different online platforms to communicate with parents and students. Guides for all platforms can be found on their websites.



Satchel:One: This is used for homework and both parents and students have an account. A parental help guide can be found [here](#).



Go4Schools: Go4Schools is where we record achievement, behaviour, reports and attainment.



MS Teams: We use this platform as a virtual classroom and as a method of communication between students and teachers.



Office365: All students get an Office365 account with email access.



ParentPay: This is the secure online portal where purchases can be made and student fobs can be topped up. Kingsdale is a cashless school so any purchases need to be made online.

MyEd App: An app for Kingsdale parents which allows you to view attendance and punctuality information about your child/ren as well as general school organisation matters.



IT Support

If you are having issues logging in to any of the above platforms, please try resetting your password. In the event of further problems, please email

ithelpdesk@kingsdale.southwark.sch.uk



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