



# **Kingstone High School Information for Parents 2025-2026**

**Kingstone High School is a non-selective school and we welcome students of all aptitudes and abilities. Our size allows us to know our students well and we work hard to ensure that every student achieves their maximum academic potential through an individually tailored curriculum.**

**Kingstone High School, Kingstone, Hereford, Herefordshire HR2 9HJ  
T: 01981 250224 E: [khsadmin@kingstoneacademy.co.uk](mailto:khsadmin@kingstoneacademy.co.uk)  
[www.kingstonehighschool.co.uk](http://www.kingstonehighschool.co.uk)**

## School Terms and Holiday Dates 2025-26

### AUTUMN TERM

<b>INSET DAY school closed</b>	<b>Monday 1 September 2025</b>
<b>INSET DAY school closed</b>	<b>Tuesday 2 September 2025</b>
<b>Term starts</b>	Wednesday 3 September 2025
<b>Half term</b>	Monday 27 October – Friday 7 November 2025
<b>Term ends</b>	Friday 19 December 2025

### SPRING TERM

<b>INSET DAY school closed</b>	<b>Monday 5 January 2026</b>
<b>Term starts</b>	Tuesday 6 January 2026
<b>Half term</b>	Monday 16 February – Friday 20 February 2026
<b>Term ends</b>	Friday 27 March 2026

### SUMMER TERM

<b>Term starts</b>	Monday 13 April 2026
<b>May Day school closed</b>	Monday 4 May 2026
<b>Half term</b>	Monday 25 May - Friday 29 May 2026
<b>Term ends</b>	Thursday 16 July 2026 @ 12.30pm
<b>INSET DAY school closed</b>	<b>Friday 17 July 2026</b>
<b>INSET DAY school closed</b>	<b>Monday 20 July 2026</b>

Note: we have a two week Autumn half term.

We have a one week timetable

## Times of the School Day

<b>08:50 - 09:00</b>	<b>AM Registration</b>
<b>09:00 - 10:00</b>	<b>Period 1</b>
<b>10:00 - 11:00</b>	<b>Period 2</b>
<b>11:00 - 11:20</b>	<b>BREAK</b>
<b>11:20 - 12:20</b>	<b>Period 3</b>
<b>12:20 - 13:20</b>	<b>Period 4</b>
<b>13:20 - 14:00</b>	<b>LUNCH</b>
<b>14:00 - 14:20</b>	<b>PM Registration / Assembly</b>
<b>14:20 - 15:20</b>	<b>Period 5</b>

# Contact between Home and School

Good communication between home and school is essential. It is vital that parents and carers keep us informed of up to date contact details – home, work and emergency contact(s) so that we can be sure of reaching you in any situation. If ever you are concerned about any part of the education your child is receiving or their wellbeing do not hesitate to contact the school.

## Contact with Home

- School information and letters are sent home via text or email using the **Teachers2Parents** service. Texts go to the main mobile phone contact, and emails to the two primary addresses we have recorded in our database. Copies of letters emailed home are also put on our website, under Letters & Information Home.
- In the event of bad weather there may be an enforced school closure, in such circumstances please check the school website and your text messages for information. Information will also be found on the Herefordshire Council Schools' closure page, which also provides information about any changes to school transport due to adverse weather conditions

## Contact the School [khsadmin@kingstoneacademy.co.uk](mailto:khsadmin@kingstoneacademy.co.uk)

- The school office is open from 8.00am – 4.00pm Monday to Friday on 01981 250224.
- You can leave a voice message out of hours, or you can email general enquiries to [khsadmin@kingstoneacademy.co.uk](mailto:khsadmin@kingstoneacademy.co.uk) All messages are collected each morning and passed on to the relevant person.
- Any visits to the school MUST be made through the main entrance where there is a call button system to access the site: all visitors to school will be asked to sign in and wear a visitor's badge, and follow our safeguarding procedures.

## Report Pupil Absence [attendance@kingstoneacademy.co.uk](mailto:attendance@kingstoneacademy.co.uk)

- Absences, proof of appointments and leave of absence requests should be reported by emailing [attendance@kingstoneacademy.co.uk](mailto:attendance@kingstoneacademy.co.uk) Please attach or forward a copy of any appointment for our records.

## Contact Staff

- Each student's progress, achievements, and attendance are overseen by their Form Tutor and Director of Studies. Their welfare is overseen by their Pastoral Lead. These roles play a significant part in the academic and personal development of every student. Our aim is that the student will have the same Form Tutor during their time at Kingstone, in order to build strong relationships with both students and their families.

- Your child's Form Tutor should be the first point of contact for all enquires or queries. They can be contacted directly by email. You may also wish to contact your child's individual subject teachers regarding aspects of their learning.
- Staff email addresses are provided overleaf and on our website under Contacts. Please allow time for staff to respond and / or arrange meetings as staff cannot be available at short notice.
- If further support is needed after contacting the Form Tutor, each Key Stage has an assigned Director of Studies.

**Director of Studies for Year 7 - Miss A Parker**

**Director of Studies for Years 8 and 9 - Mr D Bromage**

**Director of Studies for Years 10 and 11 - Mrs R Williams**

- The Pastoral team support students and families with their wellbeing and safeguarding concerns, and provides emotional support. Each year group has a pastoral lead, who are also Deputy Designated Safeguarding Leads (DDSLs)

**Pastoral Lead for Year 7 - Mrs L Roden**

**Pastoral Lead for Year 8 & 9 - Mrs M Darcy**

**Pastoral Lead for Year 10 - Mrs V Seymour**

**Pastoral Lead for Year 11 - Mrs L Morris**

- If you wish to contact the Acting Head of School, Mr Matthew Morris, please do so via [head@kingstoneacademy.co.uk](mailto:head@kingstoneacademy.co.uk) or via his PA Mrs Sally Spreckley

## **Sports Fixtures** [www.sport.kingstone-high.hereford.sch.uk](http://www.sport.kingstone-high.hereford.sch.uk)

- Sports fixtures are all on the KHS Sports Portal [www.sport.kingstone-high.hereford.sch.uk](http://www.sport.kingstone-high.hereford.sch.uk) there is a link to this on our website. PE department messages are put on their Instagram page [kingstonehigh\\_pe](#) which is useful for updates and clubs information.

## **Reporting & Parents' Evenings**

The school welcomes questions from parents on their child's progress at any time. Parents' Evenings are intended to provide you and your child with some guidance on areas of focus for the year. Bookings are made via **MyChildatSchool (MCAS)**.

Kingstone High School does not print reports as a matter of course. Your child's up-to-date report, attendance and behaviour is available to see at any time on our online reporting system **Go4Schools** <https://www.kingstonehighschool.co.uk/parents/go-4-schools> and there are data points throughout the year. Each subject will give a target level for your child, based upon their prior performance. Your child's teacher will then indicate whether, based on internal assessments, they believe that the target level will be met. This allows us to identify any concerns that a child is falling behind, so that we can look at strategies for redressing the shortfall, or putting additional learning support in place.

# Our Staff

Senior Leadership Team		
Mr M Morris	Acting Head of School	head@kingstoneacademy.co.uk
Mr G Davies	Interim Deputy Headteacher	gdavies@kingstoneacademy.co.uk
Mr D Cook	Assistant Headteacher	dcook@kingstoneacademy.co.uk
Mrs R Finch	Assistant Headteacher	rfinch@kingstoneacademy.co.uk
Miss P Bythell	Director of Inclusion	pbythell@kingstoneacademy.co.uk
Mr A Holmyard	Assistant Headteacher	aholmyard@kingstoneacademy.co.uk
The English & Media Faculty		
Mrs R Jackson	Head of Faculty	rjackson@kingstoneacademy.co.uk
Mrs R Finch	English Teacher	rfinch@kingstoneacademy.co.uk
Miss S Reeves	English Teacher	sreeves@kingstoneacademy.co.uk
Mrs S Kennerley	English & Media Teacher	skennerley@kingstoneacademy.co.uk
Miss M Addis	English Teacher	maddis@kingstoneacademy.co.uk
Mrs A Cobb	English Teacher	acobb@kingstoneacademy.co.uk
The Science Faculty		
Ms S Wilson	Head of Faculty	swilson@kingstoneacademy.co.uk
Dr A Fielding	Science Teacher	afielding@kingstoneacademy.co.uk
Mr N Price	Science Teacher	nprice@kingstoneacademy.co.uk
Mrs R Williams	Science Teacher	rwilliams@kingstoneacademy.co.uk
Mrs V Burnside	Science Teacher	vburnside@kingstoneacademy.co.uk
Mrs K Robey-Wilson	Science Teacher	krobey@kingstoneacademy.co.uk
Mrs F Whittall	Science Teacher & Technician	fwhittall@kingstoneacademy.co.uk
The Maths Faculty		
Mr J Marrett	Head of Faculty	jmarrett@kingstoneacademy.co.uk
Mrs S Hunt	Maths Teacher	shunt@kingstoneacademy.co.uk
Miss K Evans	Maths Teacher	kevans@kingstoneacademy.co.uk
Mr J Wheeler	Maths & Computing Teacher	jwheeler@kingstoneacademy.co.uk
Miss E Ratchford	Maths Teacher	eratchford@kingstoneacademy.co.uk
The Sport, Childcare and Business Faculty		
Mr D Thomas	Head of Faculty	dthomas@kingstoneacademy.co.uk

Mr D Bromage	PE & Business Teacher	dbromage@kingstoneacademy.co.uk
Mrs L Finch	PE Teacher	lfinch@kingstoneacademy.co.uk
Mrs R Williams	Childcare Teacher	rwilliams@kingstoneacademy.co.uk

### The Languages Faculty

Mrs A Jones	Head of Faculty	ajones@kingstoneacademy.co.uk
Mrs C Clark	MFL Teacher	cclark@kingstoneacademy.co.uk
Mr R Williams	MFL Teacher	rwilliams1@kingstoneacademy.co.uk
Mr J Butler-Wells	MFL Teacher	jbutler-wells@kingstoneacademy.co.uk

### The Humanities Faculty

Mrs O McLachlan	Head of Faculty	omclachlan@kingstoneacademy.co.uk
Mr D Cook	Geography Teacher	dcook@kingstoneacademy.co.uk
Mr M Booy	Geography Teacher & SPHERE	mbooy@kingstoneacademy.co.uk
Miss A Parker	History Teacher	aparker@kingstoneacademy.co.uk
Mrs P Bythell-Nicholl	Humanities Teacher	pbythell@kingstoneacademy.co.uk
Mr L Sheff	Humanities Teacher	lsheff@kingstoneacademy.co.uk

### The Creative Arts Faculty

Miss S Thomas	Head of Faculty	stthomas@kingstoneacademy.co.uk
Mr P Jemhal	Art Teacher	pjemhal@kingstoneacademy.co.uk
Mrs L Rees	Art Teacher (maternity leave)	lrees@kingstoneacademy.co.uk
Ms F Elliott	Music Teacher	felliott@kingstoneacademy.co.uk
Mr A Major	DT Teacher	amajor@kingstoneacademy.co.uk
Mrs J Fox	Food & Nutrition Teacher	jfox@kingstoneacademy.co.uk
Mrs M Galvin	Technician	mgalvin@kingstoneacademy.co.uk

### The Pastoral Team

Mr D Cook	Designated Safeguarding Lead	dcook@kingstoneacademy.co.uk
Miss A Parker	Director of Studies Year 7	aparker@kingstoneacademy.co.uk
Mr D Bromage	Director of Studies Year 8 & 9	dbromage@kingstoneacademy.co.uk
Mrs R Williams	Director of Studies Year 10 & 11	rwilliams@kingstoneacademy.co.uk
Mrs L Roden	Pastoral Lead Year 7 (DDSL)	lroden@kingstoneacademy.co.uk
Mrs M Darcy	Pastoral Lead Year 8 & 9 (DDSL)	mdarcy@kingstoneacademy.co.uk
Mrs V Seymour	Pastoral Lead Year 10 (DDSL)	vseymour@kingstoneacademy.co.uk
Mrs L Morris	Pastoral Lead Year 11 (DDSL)	lmorris@kingstoneacademy.co.uk

## The Learning Support Team

Mrs P Bythell-Nicholl	Director of Inclusion & SENDCo	pbythell@kingstoneacademy.co.uk
Mrs C Wood	Intervention Teacher	cwood@kingstoneacademy.co.uk
Mr D Bowlzer	Vocational Instructor	dbowlzer@kingstoneacademy.co.uk
Mrs D Carletti	HLTA	dcarletti@kingstoneacademy.co.uk
Mrs B Roberts	HLTA	broberts@kingstoneacademy.co.uk
Mrs F Harry	HLTA	fharry@kingstoneacademy.co.uk
Mrs K Symons	HLTA	ksymons@kingstoneacademy.co.uk
Mrs J Watts	HLTA	jwatts@kingstoneacademy.co.uk
Mrs K Hirons	HLTA (Maternity leave )	khirons@kingstoneacademy.co.uk
Mrs M Webb	TA	mwebb@kingstoneacademy.co.uk
Mrs B Daw	TA	bdaw@kingstoneacademy.co.uk
Mrs L Jones	TA (SEN)	ljones@kingstoneacademy.co.uk
Mrs K Griffiths	TA (SEN)	kgriffiths@kingstoneacademy.co.uk

## The Support Staff Team

Mrs S Spreckley	Admin Manager & Head's PA	sspreckley@kingstoneacademy.co.uk
Mrs S Williams	Admin Officer (SEND)	awilliams@kingstoneacademy.co.uk
Mrs C Husband	Careers Officer & Admin Officer	chusband@kingstoneacademy.co.uk
Mrs C Hall	Admin Officer	chall@kingstoneacademy.co.uk
Mrs S Rollinson	Admin Officer	srollinson@kingstoneacademy.co.uk
Mrs D Lumpkin	Admin Officer	dlumpkin@kingstoneacademy.co.uk
Mr O Kitching	Cover Manager	okitching@kingstoneacademy.co.uk
Mrs C Elias-Stagg	Exams Officer	celias-stagg@kingstoneacademy.co.uk
Miss J Kent	Chief Operating Officer	jkent@kingstoneacademy.co.uk
Mrs D Chalk	Finance Officer	dchalk@kingstoneacademy.co.uk
Mrs H Main	HR and Finance Officer	hmain@kingstoneacademy.co.uk
Mr R Davis	Caretaker	rdavis@kingstoneacademy.co.uk
Mr A Collinson	Caretaker	acollinson@kingstoneacademy.co.uk

# Attendance

## Arrival and Registration

Students should ensure that they arrive ready for registration in their form room promptly at **8.50am**.

**If students are late arriving at school or arrive at any time after morning registration they MUST go to the main Reception to sign in**, giving the reason, this also includes students arriving on late school buses. This is a safeguarding and fire safety matter as we need to accurately register who is present in school.

If a student is regularly late, they may be expected to serve after school detentions to make up the time.

**Students leaving the school at any point, for any reason, during the school day MUST sign out in Reception.**

## Reporting Absence

If your child is unable to attend school through either illness or another reason, please telephone the school before 9:00am on each day of absence or email [attendance@kingstoneacademy.co.uk](mailto:attendance@kingstoneacademy.co.uk). You are also able to leave a message on the pupil absence line.

## Child Safety Calls

Please be aware that if a student does not arrive at school, and there is no reasonable explanation provided for their absence, then members of staff will be required to ascertain their whereabouts for the safety of the individual student. A child safety call will be generated to each telephone contact in priority order until the student's whereabouts have been confirmed. If contact cannot be made the situation will be assessed. In order to avoid causing unnecessary concern for staff and parents the importance of good communication between home and school on this matter cannot be overemphasised.

## Good Attendance Matters

We seek to ensure that all students achieve an attendance rate of at least 95%. If students fall below this category parents will be contacted to see if any support needs to be put in place to enable them to improve their attendance. Students with attendance below 85% are a cause for serious concern and additional support may be put in place.

## Leave of Absence and Holidays in Term time

If you wish to take your child out of school for any reason other than a medical or dental appointment, or an approved educational activity, please complete a Leave of Absence form, available from the School Office or the website. **Please note: Kingstone High School does not authorise holidays within term time.** The law requires attendance at school and many parents are not aware that it is not a parental right to take children out of school during term time. Every school day counts and any absence from school will result in lost learning and a risk of underachievement. Please see our Attendance Policy for more information.



# Medical

## Communicable/Infectious Diseases

When pupils are off school because of sickness or diarrhoea, they should not be sent back to school until 48 hours after symptoms have passed. Pupils must also be kept off school for a period of time where they have an infectious or contagious disease. Please contact your GP or local health centre for advice if you believe your child may have a communicable disease.

There is a childhood illness fact sheet on the Parents section of the website, under Attendance, which provides information about when a child should, or should not, attend school.

## Medication

Students should not carry medication with them (apart from inhalers or EpiPens). All medication should be handed to the school office for secure storage. Parents can give consent for their child to take over the counter Paracetamol and also provide it to be stored securely for their child in case of emergency need. Any medication dispensed to students will be recorded.

If your child has been prescribed an inhaler parents must ensure that their child has a working in-date inhaler, that they carry with them at all times. Please also provide the school office with a spare in-date inhaler, and spacer if normally used, to retain for emergencies. Please provide a spare EpiPen to the office if your child has a severe allergy and normally carries one.

## Allergy Awareness

Please be aware that we have a number of students with severe allergies. Nut allergies can be life threatening, and for this reason, students **MUST** not bring nuts or products containing nuts into school. Our Allergy Policy is on our website. Deodorant and perfume aerosol sprays are not permitted at Kingstone High School. These items can also cause serious allergic reactions and asthma attacks. If found they will be confiscated and held for collection by parents. **If your child has an allergy or food intolerance, please fill in the allergy information forms to be found in the school meals section of our website, or contact the school office.**

## Concussion

Concussion is a traumatic brain injury which is usually caused by hitting the head or a fall. It can happen at any time, anywhere: for example during sports. Any child/young person suspected of having concussion should be assessed by a medical professional. If your child suffers a concussion outside school, keep school informed so that teachers are aware of the potential dangers and any restrictions that may apply to your child's activities. A second injury when a child has had a concussion can be extremely serious and may even be fatal. It is important therefore that medical clearance is sought before your child returns to school / plays sport. Students should not resume physical activities such as PE, sports or games until permitted to do so by a medical professional.

# School Meals

## ParentPay

Kingstone High School uses ParentPay, an online payment system for schools. It allows parents to pay quickly and securely for school meals, equipment, trips and activities. **We do not take cash or cheques for school trips and items.** Parents will be given a letter containing ParentPay activation details, if you don't receive one, contact the finance office and you will be sent one, then follow the instructions in the letter. If you have any difficulties setting up your ParentPay account we will help.

## Our Canteen

We have meals cooked on site. For information about menus and prices, please see the school meals section of the website. The canteen operates a cashless system using a card and any money spent will be deducted on a daily basis. Parents or Carers can top up a student's account, view their child's lunch balance, and see what has been purchased via ParentPay.

Students may also bring packed lunches and break time snacks. These may be eaten in the canteen or outside on one of our picnic benches in warmer weather. Students must not bring high sugar fizzy drinks to school and energy drinks are explicitly banned. These will be confiscated if found. All students should bring a refillable water bottle.

## Free School Meals

If your child currently receives free school meals in their current Herefordshire primary, or secondary, school this entitlement will carry forward to Kingstone High School. If you are unsure, please fill in a Free School Meals Application Form. Students eligible for free school meals receive a credit to the value of £2.85 per day on the cashless catering system. The Free School Meal funding is only available to be spent at lunchtime; it is not available to spend at break times. Parents may also add additional funds to the child's account via ParentPay. Pupils with Free Meal Entitlements remain anonymous at all times as all account types are accessed in the exact same manner regardless as to whether paid for directly or not.

If you are entitled to Free School Meals but do not claim this benefit, please consider applying. Schools will gain extra finance for students who claim Free School Meals. As parents and carers you benefit from the extra financial support and the school benefits from the additional funding. If you think you may be eligible for free school meals at any time, please let us know, you can obtain a form from school or from our website, which you can fill in and we will apply for you. If you are not sure please fill in a form, or ask for assistance from the school office.

Free School Meals may be awarded if you or your partner is in receipt of one of the following qualifying benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support

- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

## School Policies

### Policies

Our policies are available for inspection or download on our website, <https://www.kingstonehighschool.co.uk/our-school/policies> if you would like them in an alternative format please contact the school office.

### Child Protection and Safeguarding

We place child protection and safeguarding at the heart of everything we do. We have clear policies, strategies and procedures in place to keep students safe. We ensure that all adults working with students are appropriately recruited and vetted. We also ensure that all adults receive high quality training in order undertake the effective safeguarding of students. Our Safeguarding Policy is available on our website <https://www.kingstonehighschool.co.uk/our-school/policies/safeguarding-policies>

**Mr D Cook is our Designated Safeguarding Lead.**

**Mrs M Darcy, Mrs V Seymour, Mrs L Morris, Mrs L Roden are our Deputy Designated Safeguarding Leads.**

### Special Educational Needs & Disability

Kingstone High School has close links with primary schools to ensure smooth transition for all students. Mrs P Bythell-Nicholl, Director of Inclusion and SENDCo, the Miss Parker the Director of Studies for Year 7 and Mrs Roden, the Pastoral Lead for Year 7 are always willing to meet with new parents to discuss a student's specific needs. The KHS SEND Policy and details of our Local Offer can be found on the school website.

<https://www.kingstonehighschool.co.uk/our-school/policies/send-policies>

### Admissions & Transfers

Applications to Kingstone High School for Year 6 pupils due to start secondary school in September 2026 should be made online via the Herefordshire Council website or on the official form provided by Herefordshire Council (available by request).

<https://www.herefordshire.gov.uk/schools-education/secondary-school-admissions>

The closing date for applications is 31 October 2025 and offers of places are made to parents, by Herefordshire Council, on 1 March 2026. The KAT Admissions Policy can be found on the school website.

Please contact us directly if you are considering joining Kingstone High School at any other time other than the start of Year 7. We will then arrange to meet with you, show you around the school and give you an application pack. In-county transfers should be made on a Herefordshire Council In-year Transfer Application Form, available from our website. Students in Years 9 or 10 are admitted on the understanding that GCSE Option choices may be limited by availability.

## **Transport to School**

Please refer to the Herefordshire Council website to clarify which is your catchment area and the nearest school for your address. <https://www.herefordshire.gov.uk/schools-education/find-school>

This will indicate if you have an entitlement to free school transport to Kingstone High School. School Transport at Herefordshire Council can be contacted on 01432 260924/260937 or [schooltransport@herefordshire.gov.uk](mailto:schooltransport@herefordshire.gov.uk).

Students should carry their passes at all times as they will be required to show them when they board the vehicle. Students must wear seatbelts if they are provided and behave well at all times, according to our Behaviour Policy.

There is a public bus service, 449, from Hereford, run by Yeomans Transport, which travels to the school bus bay. Bus fares are currently £1.70 each way or you can apply for a Swift Card which is like a debit card that can be topped up online and tapped each time the bus is used. Swift Cards can be obtained online from Transport for West Midlands <https://www.tfwm.org.uk/swift-and-tickets/>

If students arrive by car, please drop them off in the allocated drop off and pick up point in front of the bus bays. Please keep your speed to 5mph whilst driving through. As you can appreciate the bus bay is extremely busy at the end of the day, please ensure that the school buses have adequate space to manoeuvre. Please always give priority to students on foot and school transport buses and taxis and follow the directions of the duty staff wearing fluorescent jackets.

# Uniform & Appearance

We expect students to look smart and respectable whilst in our school uniform both in and out of school. Whilst students are in school uniform, they are representing Kingstone High School and their standard of dress and behaviour should reflect this at all times. Form Tutors will check that the members of their form are correctly dressed and equipped at registration, and if not will contact home. Please ensure all items of your child's uniform and P.E kit and are clearly named to ensure lost uniform is returned to the correct owner.

## Appearance and Expectations

- KHS Uniform should be worn correctly
- Students should not wear nail varnish, false nails, excess make-up or jewellery.
- The only piercings allowed are **one small stud in each ear lobe** and students may be asked to remove them for safety reasons in some lessons. No other piercings are permitted.
- Hair must be of natural colour and one colour only.
- Extreme styles such as shaved heads, shaved patterns are not permitted.
- Outerwear: coats, scarves and hats should not be worn in the school building

Students are reminded of the uniform rules by their Form Tutor or Director of Studies. If immediate rectification cannot occur, a date is agreed with the student and parent/carer, and a uniform/equipment slip completed. Home is contacted. Students who do not comply with uniform requirements may be isolated until the issue is rectified.

Boys' Uniform	Girls' Uniform
<b>Compulsory</b> <b>Navy blazer with embroidered KAT badge</b> <b>Light Blue full collared shirt</b>  <b>Navy trousers</b> <b>Socks - plain dark grey, navy or black.</b>	<b>Compulsory</b> <b>Navy blazer with embroidered KAT badge</b> <b>Light Blue full collared shirt</b>  <b>Navy knee length pleated skirt with KAT logo or navy trousers</b> <b>Socks or Tights - plain navy or black.</b>
<b>Optional</b> <b>Navy jumper with embroidered KAT badge</b>	<b>Optional</b> <b>Navy jumper with embroidered KAT badge</b>
<b>KS3 Tie - Navy with diagonal gold stripes.</b> <b>KS4 Tie - Navy with one diagonal gold stripe and KAT logo.</b>	<b>KS3 Tie - Navy with diagonal gold stripes.</b> <b>KS4 Tie - Navy with one diagonal gold stripe and KAT logo.</b>
<b>Black shoes</b>	<b>Black shoes</b> <u>Trainers, plimsolls or boots are not acceptable.</u>

**A plain dark coloured coat** is to be worn in cold/wet weather

**A plain dark coloured coat** is to be worn in cold/wet weather

Boys' P.E. Kit	Girls' P.E. Kit
<p><b>Compulsory</b>  Navy blue round neck sports t-shirt with KAT logo  Navy blue shorts (<i>Unisex</i>)  Navy blue sports leggings or joggers (not cotton)  Long Navy blue socks,  White trainer socks  Trainers &amp; Football boots</p> <p><b>Optional</b>  Navy round neck long sleeve sports top  Navy Zip neck long sleeve top with KAT logo (<i>Unisex</i>)  Base layers may be worn that are navy</p>	<p><b>Compulsory</b>  Navy blue round neck sports t-shirt with KAT logo  Navy blue shorts (<i>Unisex</i>) or Navy blue skirt with KAT logo  Navy blue sports leggings or joggers (not cotton)  Long Navy blue socks  White trainer socks  Trainers &amp; Football boots</p> <p><b>Optional</b>  Navy round neck long sleeve sports top  Navy Zip neck long sleeve top with KAT logo (<i>Unisex</i>)  Base layers may be worn that are navy</p>

Should students be unable to participate in PE, for whatever reason, it is expected that they attend school in PE kit to take part in the lesson in a non-active way either analysing performances, as a leader or umpire, or in recording scores. On days when PE is timetabled or if they have an after school club students may wear KHS PE kit to school.

**All branded Kingstone High School Uniform and PE Kit can be purchased from the Monkhouse Schoolwear Specialists, 10A Saint Peter's Street, High Town, Hereford HR1 2LE (Tel: 01432 340720).**

## Protective Equipment for Sport

### Mouth Guards

The wearing of mouth guards for rugby and hockey is strongly recommended during lessons and after school activities involving contact. Mouth guards can be purchased from sports shops, or via ParentPay.

### Shin Guards

The wearing of shin guards is compulsory whilst playing both football and hockey in competitive games according to the regulations laid down by the sports' governing bodies. The wearing of shin guards, for football and hockey in PE lessons and during after school activities, is strongly advised for all students

### Cricket Helmets

The wearing of a helmet for cricket is compulsory when batting or wicket keeping using a hard ball, according to the regulations laid down by the English Cricket Board. These are provided by the P.E. Department in lessons and whilst representing the school.

# Teaching & Learning

Kingstone High School aims to provide a bespoke curriculum for our students. Students are encouraged to become responsible for their own learning and adopt an enquiring approach towards their studies. Full curriculum information for each subject for each year group is on our website <https://www.kingstonehighschool.co.uk/teaching-and-learning/our-curriculum-offer>

## **In Key Stage 3 - Years 7, 8 & 9 students study:**

- English
- Mathematics
- Science
- Physical Education (PE)
- Modern Foreign Languages
- Design Technology
- Food and Nutrition
- History
- Geography
- Art and Design
- Music
- Drama
- Computing
- SPHERE

## **In Key Stage 4 - Years 10 & 11 students study a compulsory core curriculum which is:**

- Science
- Mathematics
- English Language & English Literature
- Physical Education (not the GCSE Option Subject)

Outside the core curriculum, students study their personalised curriculum. Students are guided into pathways most suitable for them leading to external examinations. Key Stage 4 Options information is available on our website.

In addition, students have SPHERE sessions covering the following: Society; Personal; Health; Economy; Relationships; and Environment.

<https://www.kingstonehighschool.co.uk/teaching-and-learning/our-curriculum-offer/sphere>

## **Required Student Equipment**

Students are expected to come fully equipped with a reading book and appropriate equipment for each day's lessons in a backpack or other suitable school bag. At the start of Year 7, students are provided with a complimentary and generous 'Resource Pack' which includes a plastic wallet, mini white-board, pen, ruler, pencil and highlighter pen. These are also available to purchase on ParentPay should they be mislaid or broken. It is the responsibility of parents and students to ensure that they are equipped for learning.

In addition to their resource pack content students should have a pencil case containing the following:

- 2 writing pens black ink (KS4 need black pens only for all exams)
- 1 purple pen
- HB pencil
- Highlighter pen
- Colouring pencils
- Ruler
- Rubber
- Calculator
- Earphones

**Students should bring a water bottle that they can refill during the day from one of our water coolers.**

## **Learning Support**

The Learning Support Team incorporates a team of skilled and specialist trained staff that identify the nature of students' additional educational needs and offer intervention programmes tailored their educational needs. All students have baseline assessments when joining to ascertain whether any additional learning support is required. We pay particular attention to the SEND Code of Practice in the identification and assessment of students with additional educational needs and work closely with parents and carers to ensure that the needs of the students are met. Testing for Access Arrangements for examinations takes place in Year 9.

## **Homework**

Homework is set regularly: we regard homework as an essential part of our students' education and we seek your support to see that it is done properly. Homework is set on Go4Schools so that parents can see what has been set and when it is to be completed. The amount of homework varies according to the year group, the needs of the subject and of the individual. Homework may be set from specialist websites and each child will have their own individual login.

**Parents have a crucial role in the completion of homework, they should:**

- Provide a warm, quiet working area where possible: access to a lap top is beneficial.
- Provide support and encouragement to the student and alert the school if problems arise so that we can provide support.
- Make it clear they value homework by checking Go4Schools and reading through and praising work completed to the best of their child's ability

## **Music Tuition**

Kingstone High School, in partnership with the Hereford Music Service offers a range of individual music tuition opportunities including singing, guitar, woodwind, brass, strings and percussion, according to demand. Contact the music teacher Mrs Elliott, the school office, or



see Herefordshire Music Service [www.encore-enterprises.com/choosinganinstrument](http://www.encore-enterprises.com/choosinganinstrument) for more information. Lessons generally last 20-30 minutes and are paid for directly to the teacher. There may be other options for those who receive free school meals.

## **Our Careers Programme** [careers@kingstoneacademy.co.uk](mailto:careers@kingstoneacademy.co.uk)

Kingstone High School ensures that all of our students go on well prepared to college or apprenticeships. Through our Personal Development programme throughout Years 7 to 11 we help them consider which are the best GCSE Options choices for them and give students an insight into the career paths they might take. Year 10s attend a three Hereford Colleges taster day to try the courses they are potentially interested in studying and undertake work experience, and have the opportunity to visit universities. Our Year 11s undertake CV writing and mock interviews to prepare them for their college and workplace interviews. Our annual careers' evening is aimed at all year groups and is open to the public. The SPHERE programme supports careers in school through a wide range of speakers and assemblies.

Mrs C Husband is our Careers Advisor. Mrs Husband will meet with each student in Year 10 and 11 to help them determine their bespoke career pathway. She is also available for students wishing to enquire about future choices for college and work, and will help with college applications. You may also email her for advice at [careers@kingstoneacademy.co.uk](mailto:careers@kingstoneacademy.co.uk) and there is a careers information section on our website.

<https://www.kingstonehighschool.co.uk/our-school/careers-information>

## **Junior Leadership Opportunities**

There are a wide range of opportunities for students to participate in leadership such as: School Council, Form Representatives, Librarians, Sports Leaders, and the Prefect system and through organising charitable events as part of the Kingstone Challenge. We believe that students benefit greatly from these opportunities. All Year 10 students have the opportunity to apply to be prefects in Year 11. We expect all applicants for prefect positions to have excellent attendance and punctuality, to always wear the uniform smartly, to contribute to school life and to meet Kingstone High School expectations. Applicants for Head Boy and Head Girl and their Deputies have to write a formal letter of application, and produce a presentation which is shown to the whole school.

## **Opportunities for Wider Achievement**

We are fortunate to have a large number of staff who willingly give their time in organising and encouraging school clubs, activities and trips. These are a few examples of the activities we offer according to the season. Form tutors will provide updates and regular information.

### **School Activities, Clubs & Trips**

- Football, Rugby, Netball, Badminton, Rounders, Cricket, Athletics, Tennis Clubs
- Choir, Musical ensembles, Concerts, Art Club, Drama Clubs
- Duke of Edinburgh Award Scheme
- West Midlands Safari Park, Bletchley Park, Theatres and Museums
- Normandy, Paris, Berlin, Barcelona
- Wimbledon, St Georges Park, Twickenham, Wembley, Italy Ski trip

# Behaviour for Learning

We are proud that Kingstone High School is a place where we work together to achieve success and act with courtesy, respect and consideration to others. We have high expectations for the behaviour of all our students and our rules must be followed in order to create a positive learning community. Parents will be contacted if students incur sanctions so that we can work together to ensure expectations are met. The school uses Go4Schools Behaviour Management System (Go4Schools) to record incidents of unacceptable behaviour and as a method to reward positive behaviour through a points system.

<https://www.kingstonehighschool.co.uk/parents/behaviour-for-learning>

## Rewards

At Kingstone High School we take every opportunity to reward both students' achievement and their good behaviour. These appropriate choices contribute to a positive ethos in the school thereby creating an environment for effective teaching and learning. Students are awarded reward points for positive behaviour and for being correctly equipped. There are no restrictions on the rewards, they are awarded on the basis that the students have met the criteria and their behaviour or attitude to learning deserves to be praised, both inside and outside the classroom. Students that meet a certain threshold per term have the opportunity to attend a range of reward initiatives run and led by Directors of Studies.

## Our three School Rules: Ready, Respectful, Safe

- Move sensibly and quietly about the school, walking on the right hand side of the corridors and stairs. This means never running, barging or shouting, but being ready to help by opening or holding doors for others and showing patience as you move about.
- The school is a place of work. In class it is your responsibility to make it as easy as possible for everyone to learn and for the teacher to teach. This means arriving on time with everything you need for that lesson, beginning and ending the lesson in a courteous and orderly way.
- Speak politely to everyone, even if you feel bad tempered: shouting and swearing is unacceptable.
- There are times and places where you need to be silent.
- We keep the school clean and tidy so that it is a welcoming place we can all be proud of. This means putting all litter in bins, only eating in designated areas, keeping walls and furniture clean and unmarked and taking great care of the displays in school. There should be no food being consumed in the main building; chewing gum is not permitted.
- Students must never leave the school site without permission. There will also be times when parts of the school are "out of bounds" for students. These rules must be obeyed.
- When involved in a visit or activity organised by the school, the standards of behaviour outlined above apply equally.

**When a student breaks the rules teachers will be working with this escalating system:**

## **1. Remind**

**A reminder of 'this is how we do it here'**

## **2. Warn**

**Clarity given for the consequence if behaviour continues**

## **3. Intervene**

**Teacher strategy or consequence is applied**

## **4. Remove**

**On-call requested and student taken to triage**

## **Triage**

Triage provides a space to continue working without the risk of disrupting others. Students remain in triage for the remainder of that lesson. Being removed from a lesson due to persistent disruption to the learning of others is a serious offence. All such instances will be logged on Go4Schools, deducting two points, and result in an after-school detention. This should be completed on the same day as the offence. Staff involved will attend the detention for a restorative conversation and/or teach any missed work. The aim of this is to ensure a fresh start to the next lesson or day and reduce any further opportunities for repeat offences.

If students misbehave in triage, they will have the same Remind, Warn, Intervene and Remove opportunity. If a student needs to be removed from Triage the likely consequence will be Internal Isolation.

## Escalation of Behaviour Choices and Consequences

### Class / Form teacher – REMIND

Behaviour	Sanction	Notes
<ul style="list-style-type: none"> <li>Talking/off task</li> <li>Littering</li> <li>Late to lesson</li> <li>Incorrect / missing uniform or equipment</li> <li>Failure to follow instructions</li> <li>Distracting other students</li> <li>Chewing Gum</li> <li>Internet Misuse</li> <li>Use of Mobile Phone*</li> <li>Any other behaviour deemed 'inappropriate'</li> </ul>	<p>Positive reinforcement used to advise and support students in changing their behaviour choices.</p> <p>Remind the student of 'Ready', 'Respectful' or 'Safe' and indicate how the behaviour needs to change.</p> <p>Use basic scripts: "I've noticed..." "I need you to...", "Thank you for..."</p>	<p>Seating plans and groupings should be considered in advance of lessons to prevent poor behaviour.</p> <p>*Removal of mobile phone and placed in the office.</p>

### Class / Form teacher – WARN

Behaviour	Sanction	Notes
<ul style="list-style-type: none"> <li>Talking/off task</li> <li>Littering</li> <li>Late to lesson</li> <li>Incorrect / missing uniform or equipment</li> <li>Failure to follow instructions</li> <li>Distracting other students</li> <li>Chewing Gum</li> <li>Internet Misuse</li> <li>Use of Mobile Phone*</li> <li>Any other behaviour deemed 'inappropriate'</li> </ul>	<p>Verbal warning given to student, using simple scripts and reminding them of 'Ready', 'Respectful' or 'Safe.'</p> <p>Highlight that the behaviour is not consistent with the standards of Kingstone, and provide an indication of the consequence should behaviour continue. Focus on learning as soon as possible.</p>	<p>A warning is not logged on Go4Schools.</p> <p>Be explicit with students on the language. It is important that they know they are at the 'WARN' stage.</p>

### Class / Form teacher (-1 point) - INTERVENE

Behaviour	Sanction	Notes
<ul style="list-style-type: none"> <li>Continued inappropriate behaviour of any of the above</li> <li>Any behaviour incident relating to the placement of two children (i.e. distracting each other etc.)</li> </ul>	<p>Any intervention that should encourage a swift return to learning, including classroom management strategies (e.g. different work, moving students etc.)</p> <p>Any detentions that are available and appropriate for the level of behaviour, including;</p> <ul style="list-style-type: none"> <li>- Break or lunch time detentions (students should still have an opportunity to eat and drink)</li> <li>- HOF or HOY detention</li> <li>- After-school detention</li> </ul>	<p>This must be logged on Go4Schools as 'INTERVENE' which will deduct one house point.</p> <p>It must specify in the log what intervention was/will be put in place.</p>

<b>Class / Form teacher (-2 point) - REMOVE</b>		
<b>Behaviour</b>	<b>Sanction</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li>Continued inappropriate behaviour of any of the above despite an intervention being applied</li> </ul>	<p>Removal from lesson to triage via the on-call system</p> <p>After-school detention (same day in most cases)</p> <p>Teachers must attend the after-school detention for a restorative conversation and support gaps in learning.</p>	<p>Students should be given work to complete in Triage.</p> <p>This must be logged on Go4Schools as 'REMOVE' which will deduct two house points.</p>
<b>Heads of Faculty, Heads of Key Stage, Senior Leaders (-3 points) – SERIOUS BEHAVIOURS</b>		
<b>Behaviour</b>	<b>Sanction</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li>Verbal abuse towards a student</li> <li>Persistent disruptive behaviour</li> <li>Threatening behaviour</li> <li>Truancy</li> <li>Fighting</li> <li>Inappropriate use of technology or phone</li> <li>Attacking or assaulting</li> <li>Misuse of school / public transport</li> <li>Graffiti</li> <li>Verbal abuse towards staff</li> </ul>	<p>Immediate removal and taking to Triage for investigation.</p> <p>Potential for:</p> <ul style="list-style-type: none"> <li>- After-school detention</li> <li>- Triage</li> <li>- Isolation</li> <li>- Suspension</li> <li>- Permanent Exclusion</li> </ul> <p>Bus incidents may result in a bus ban</p>	<p>The member of staff responsible for follow up depends on the nature of the incident</p>
<b>Heads of Faculty, Heads of Key Stage (-3 points) – SERIOUS BEHAVIOURS</b>		
<b>Behaviour</b>	<b>Sanction</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li>Refusal to attend break / lunchtime detention</li> </ul>	<p>Escalation of the detention to an after-school detention</p>	<p>Discuss with DoS where the missed detention was an after-school</p>
<b>Heads of Key Stage, Senior Leaders (-3 points) – SERIOUS BEHAVIOURS</b>		
<b>Behaviour</b>	<b>Sanction</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li>Smoking or vaping (including possession)</li> </ul>	<p>Isolation</p> <p>Suspension (repeat incidents)</p>	<p>Logged on Go4Schools as a serious behaviour.</p>
<b>Heads of Key Stage, Senior Leaders (-3 points) – SERIOUS BEHAVIOURS</b>		
<b>Behaviour</b>	<b>Sanction</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li>Racism, Sexism, Homophobia or any other form of discrimination</li> <li>Inappropriate sexual behaviour</li> <li>Bullying</li> </ul>	<p>Potential for:</p> <p>Internal Isolation</p> <p>Suspension</p> <p>Permanent Exclusion</p>	<p>May be relevant to report to the police</p> <p>My Concern log</p>

### Senior Leaders (-3 points) – SERIOUS BEHAVIOURS

Behaviour	Sanction	Notes
<ul style="list-style-type: none"><li>• Theft</li><li>• Knives / offensive weapons</li><li>• Illegal substances</li><li>• Sexual harassment or misconduct</li><li>• Sexual assault</li></ul>	Potential for:  Suspension  Permanent Exclusion	Police report My Concern log Potential for external referrals (MASH etc.)

## Fire Safety

Students are expected to obey all fire regulations currently in practice in the school. Fire drill practices take place at regular intervals. Deliberate misuse of the fire bell will be treated as a very serious misdemeanour and may result in suspension.

## Mobile Phone Policy

Students are allowed to bring mobile phones to school however the mobile phones MUST remain switched off, and in the student's school bag – out of sight and not to be used during the hours of 8.50am -3.20pm.

Mobile phones must not be used to photograph or video any student or member of staff within the school. This includes videoing or photographing fellow students on the way to or from school and particularly whilst wearing their school uniform.

Incidents where these steps are not followed will result in the mobile phone being confiscated, to be collected by parents/carers, and an appropriate sanction put in place. We take the way our students behave very seriously and episodes where this does not meet our expectations will be dealt with appropriately. Any student who brings the school's reputation into disrepute or targets students or staff will be dealt with most strenuously.

**Please note that we do not have insurance cover for lost, damaged or stolen phones, any phones or other personal devices are brought to school at the student's own risk.**

# Our Home School Agreement

**A school is a community in which every individual plays a part in making it ready, respectful, and safe. Like any community, it is important that we have clear rules and guidelines for how we should behave towards each other and what contribution we are expected to make towards the overall goals of the school. This is the wording of the agreement which sets out clear guidelines as to how we can work together to maximise the opportunities for our students. We ask everyone, students, form tutors, parents and the Head of School to sign this agreement in order to ensure we are all working together.**

We aim to produce confident, self-assured and successful young adults who have the learning skills and track record of success in a variety of experiences that will allow them to make a positive contribution to their society. Our vision is developed around 'Achieving Success Together'.

## **Achieving**

- We pledge that every child will be supported and challenged to achieve their very best, whatever their starting point.
- We are committed to high expectations, excellent teaching, and providing the right support.
- We recognise and celebrate achievement in all its forms: academic, personal, creative and social.

## **Success**

- We believe success is not just about academic outcomes – it is about preparing students to thrive in life.
- We provide a rich, varied curriculum and wide-ranging experiences that develop skills, character, and ambition.
- We offer opportunities that broaden horizons, inspire aspirations, and allow students to define and pursue success.

## **Together**

- We know that the best outcomes happen when we work in partnership with families, the community, and each other.
- We create a sense of belonging where all stakeholders feel valued.
- We actively seek and nurture strong relationships with local and wider communities, working together for all.

## **We, the STAFF, agree to...**

- Provide a positive classroom atmosphere where all students feel safe and valued.
- Provide well planned, challenging lessons which allow all students to achieve their maximum potential.
- Communicate with parents promptly and in a respectful, polite, and constructive manner.
- Uphold the Kingstone High School key values of Perseverance, Kindness, and Respect.
- Uphold our rules of Ready, Respectful, and Safe, ensuring the classroom is a suitable environment for learning.
- Regularly and promptly communicate with parents, fully investigating any concerns.

- Help students leave school willing and able to make the best possible contribution to the community at large.

**I, the Form Tutor, agree to...**

- Monitor the student's attendance and raise concerns if this falls below acceptable levels.
- Recognise the student's contribution to the school by rewarding positive attitudes to learning.
- Take an interest in the student's progress and encourage achievement in all areas.

**I, the Head of School, agree to**

- Create a supportive and welcoming atmosphere within which your child can grow and achieve.
- Respect the individuality of every student and ensure the school is free from prejudice or bullying.
- Uphold the Kingstone High School key values of Perseverance, Kindness, and Respect.
- Set out a clear complaints procedure and ensure that concerns are addressed promptly and fairly.
- Maintain the fabric of the school in order to provide a safe, clean and healthy working environment.
- Make the uniform and behaviour codes very clear.

**I, the STUDENT, agree to...**

- Respect and follow the school's expectations for conduct in and around school.
- Be Ready, Respectful, and Safe at all times.
- Respect staff, visitors and students and speak appropriately at all times.
- Bring equipment, be punctual and follow our uniform policy and expectations in full.
- Take care of the equipment and building, and take pride in the school.
- Follow the Kingstone High School key values of Perseverance, Kindness, and Respect.
- Take responsibility for my own attitude to learning and accept the consequences of poor behaviour with good grace.
- Organise myself effectively, so that I keep up to date with all my deadlines.
- Complete all work, both in the classroom and at home to the best of my ability.
- Follow the expectations for behaviour and conduct on buses. I will wear a seatbelt where provided. I understand that any behaviour that distracts the driver and increases the risk of harm to other users will be treated very seriously.

**I, the PARENT or CARER, agree to...**

- Make sure that my child attends school, on time, properly equipped, fully adhering to our schools uniform policy, and ready to learn.
- Inform the school promptly of the reasons for any absences.
- Read, reinforce and support our school expectations, values and policies and parent code of conduct.
- Communicate with all school stakeholders in a respectful, polite, and constructive manner at all times, recognising that positive collaboration supports the success and wellbeing of my child.



- Strongly encourage my child to complete homework on time and to the best of their ability.
- Make a commitment to attend all parents' evenings and read school reports so that I can use this feedback to support my child to improve.
- Take an active interest in my child's progress at school and encourage them to do well.
- Support the Kingstone High School key values of Perseverance, Kindness, and Respect.
- Co-operate with staff, support the school's expectations of behaviour and respond to any concerns raised by the school.
- Arrange after school transport when my child is required to attend after school activities.
- Reinforce and support the school's expectations of good behaviour on transport to and from school. I understand and accept that a bus ban may be issued as a result of poor attitudes to learning.
- This behaviour agreement remains active for the time the child remains a student at Kingstone High School.

