



Kingdown School

Believe | Aspire | Achieve

# Parent Guide for Student Return September 2021 v 1

Information accurate and correct as of Friday 16<sup>th</sup> July.

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## Welcome back to Kingdown School

Welcome back to Kingdown School. We hope you all had a good summer holiday and are looking forward to the school year ahead. We know your child may feel behind after missing school at times last year, but we have detailed plans in place to support our students, both pastorally and academically.

You can support the school by ensuring your child is ready to learn: they have had a good night's sleep; all their equipment is with them for the day; they look smart as they represent our school; and you are checking Go4Schools regularly to support our teachers.

We hope that the information included in this booklet will be helpful and also show you the great lengths we have gone to, to ensure that the return of both students and staff to the school site is safe, and any risks have been mitigated as far as possible.

If you require clarification on any of the points below, or require any additional information not covered, please do get in contact via [return@kingdown.wilts.sch.uk](mailto:return@kingdown.wilts.sch.uk)

## Return to school dates

In September, secondary schools are being asked to complete Lateral Flow Tests on students ahead of their return to school. Our set-up will be familiar to many of our students in Year 8 (Sep 2021) and above, but less so to others!

There will be a staggered return to accommodate our testing of students:

- Year 7, 12 and 13
  - Will come in to be tested on Friday 3<sup>rd</sup> September and go home
  - They will be in school fully from Monday 6<sup>th</sup> September
- Year 11
  - Will come in to be tested on Monday 6<sup>th</sup> September and go home
  - They will be in school fully from Tuesday 7<sup>th</sup> September
- Year 10
  - Will come in to be tested on Tuesday 7<sup>th</sup> September and go home
  - They will be in school fully from Wednesday 8<sup>th</sup> September
- Year 8
  - Will come in to be tested on Wednesday 8<sup>th</sup> September and go home
  - They will be in school fully from Thursday 9<sup>th</sup> September
- Year 9
  - Will come in to be tested on Thursday 9<sup>th</sup> September and go home
  - They will be in school fully from Friday 10<sup>th</sup> September

Below is an overview of our return to school dates in table format.

		7	8	9	10	11	12	13
		270	265	283	241	241	150	150
Wed 1st Sep	INSET	School Closed. Teaching Training Day						
Thu 2nd Sep	INSET	School Closed. Teaching Training Day						
Fri 3rd Sep	Open	Gym					S Hall	S Hall
Sat 4th Sep								
Sun 5th Sep								
Mon 6th Sep	Open	Gym				S Hall	In	In
Tue 7th Sep	Open	In			S Hall	In	S Hall	In
Wed 8th Sep	Open	In	Gym		In	In	In	S Hall
Thu 9th Sep	Open	In	In	Gym	In	S Hall	In	In
Fri 10th Sep	Open	In	In	In	Gym	In	In	In
Sat 11th Sep								
Sun 12 Sep								
Mon 13th Sep	Open	In	Gym	Gym	In	In	In	In
Tue 14th Sep	Open	In	In	In	In	In	In	In

## Test Centre Details

In September 2021, Kingdown School will be running a Covid Test Centre using Lateral Flow Tests. These will take place before students return to school in September.

At present, the plans are that students would come in to school via the Front Car Park, enter the Large Hall and then go on to either The Gym or Small Hall to be tested. After they have been tested, students will go home and be in school the next day.

To run these tests, we will need to stagger the return of students in September. Before we break for the summer, we will share with you the return dates for each year group.

We have set up a questionnaire to gather consent from parents (if your child is under the age of 16, they need parental consent but if they are over 16, students can consent themselves). Please complete all sections of the questionnaire to inform Kingdown School that your child will take part in the Lateral Flow Testing at Kingdown School in September.

You only need to complete the form if you are giving consent. If you do not want to give consent, you do not need to complete this form. However, we will only be able to test children that have registered.

It is important that all details on this form are accurate as results will be entered directly in to the NHS Track and Trace system.

<https://forms.office.com/r/wnGnTSpsBK>

Year	First Test	Second Test
7	Friday 3 <sup>rd</sup> September, Gym	Monday 6 <sup>th</sup> September, Gym
8	Wednesday 8 <sup>th</sup> September, Gym	Monday 13 <sup>th</sup> September, Gym
9	Thursday 9 <sup>th</sup> September, Gym	Monday 13 <sup>th</sup> September, Small Hall
10	Tuesday 7 <sup>th</sup> September, Gym	Friday 10 <sup>th</sup> September, Gym
11	Monday 6 <sup>th</sup> September, Small Hall	Thursday 9 <sup>th</sup> September, Small Hall
12	Friday 3 <sup>rd</sup> September, Small Hall	Tuesday 7 <sup>th</sup> September, Small Hall
13	Friday 3 <sup>rd</sup> September, Small Hall	Wednesday 8 <sup>th</sup> September, Small Hall

All year groups will enter via the large hall external doors. There will be adequate signage to ensure students are able to register fine on the day and know where to go.

Once registered, students will be directed to either the Gym or Small Hall for their test.

After the first test, students will head home with their parent or by themselves if given permission.

Time slots will be allocated by House. These are available on the next page.

## Gym

	Years	Per 1		Per 2		Tutor	Break	Per 3		Per 4		Lunch	Per 5		
		8.30 to 9.00	9.00 to 9.30	9.30 to 10.00	10.00 to 10.30	10.30 to 10.50	10.50 to 11.20	11.20 to 11.50	11.50 to 12.20	12.20 to 12.50	12.50 to 1.20	1.20 to 1.50	1.50 to 2.20	2.20 to 2.50	
Fri 3rd Sep	7	Lords		Millennium		Silverstone		Twickenham		Wembley		Wimbledon			
Sat 4th Sep															
Sun 5th Sep															
Mon 6th Sep	7	Lords		Millennium		Silverstone		Twickenham		Wembley		Wimbledon			
Tue 7th Sep	10	Lords		Millennium		Silverstone		Twickenham		Wembley		Wimbledon			
Wed 8th Sep	8	Lords		Millennium		Silverstone		Twickenham		Wembley		Wimbledon			
Thu 9th Sep	9	Lords		Millennium		Silverstone		Twickenham		Wembley		Wimbledon			
Fri 10th Sep	10	Lords		Millennium		Silverstone		Twickenham		Wembley		Wimbledon			
Sat 11th Sep															
Sun 12 Sep															
Mon 13th Sep	8	Lords		Millennium		Silverstone		Twickenham		Wembley		Wimbledon			

## Small Hall

	Years	Per 1		Per 2		Tutor	Break	Per 3		Per 4		Lunch	Per 5		
		8.30 to 9.00	9.00 to 9.30	9.30 to 10.00	10.00 to 10.30	10.30 to 10.50	10.50 to 11.20	11.20 to 11.50	11.50 to 12.20	12.20 to 12.50	12.50 to 1.20	1.20 to 1.50	1.50 to 2.20	2.20 to 2.50	
Fri 3rd Sep	12,13	Lords		Millennium		Silverstone		Twickenham		Wembley		Wimbledon			
Sat 4th Sep															
Sun 5th Sep															
Mon 6th Sep	11	Lords		Millennium		Silverstone		Twickenham		Wembley		Wimbledon			
Tue 7th Sep	12	Lords		Millennium		Silverstone		Twickenham		Wembley		Wimbledon			
Wed 8th Sep	13	Lords		Millennium		Silverstone		Twickenham		Wembley		Wimbledon			
Thu 9th Sep	11	46		44		40		45		41		35			
Fri 10th Sep	-	-		-		-		-		-		-			
Sat 11th Sep															
Sun 12 Sep															
Mon 13th Sep	9	Lords		Millennium		Silverstone		Twickenham		Wembley		Wimbledon			

## Testing over the summer

**COVID-19 Home Testing – Please read if you are a parent of a student participating in Home Testing.**

Students have been supplied with Home Testing kits for the dates below.

After the 1<sup>st</sup> of August we recommend students continue to test at home and report the results to [NHS Test and Trace](#).

You will need to obtain there own Home Testing kits to continue to test before we return to school in September, information about how to get these tests can be found at [Regular rapid lateral flow coronavirus \(COVID-19\) tests - NHS \(www.nhs.uk\)](#).

Testing dates testing:

- Wednesday 21<sup>st</sup> July (RESULT TO NHS AND SCHOOL)
- Sunday 25<sup>th</sup> July (RESULT TO NHS ONLY)
- Wednesday 28<sup>th</sup> July (RESULT TO NHS ONLY)
- Sunday 1<sup>st</sup> August (RESULT TO NHS ONLY)

Please enter the results to both [NHS Test and Trace](#) and the school [Microsoft Form](#) by 9:00pm on the dates above and to the [NHS Test and Trace](#) after 25th July. We appreciate this may be difficult during the holidays with access to internet/computers but please do try.

If you have any questions or issues with Home Testing during the summer break, please contact: [he@kingdown.wilts.sch.uk](mailto:he@kingdown.wilts.sch.uk)

Further information about student Covid-19 testing before we return in September will be sent to all parents during the summer break. The school will offer a student testing facility before we return in September to ensure a safe start to the academic year.

## Timetable - changes to lesson times

In September 2021, we will return to the times of lessons and days that we had until September 2020. There will be five one hour lessons per day with a 20 minute tutor time. There will be two break times of 30 minutes (Break 1 and Break 2).

Below is a reminder of the lesson times and locations for break times.

	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>	<b>6<sup>th</sup> Form</b>
<b>Lesson 1</b> 8.30 to 9.30						
<b>Lesson 2</b> 9.30 to 10.30						
<b>Tutor</b> 10.30 to 10.50						
<b>Break 1</b> 10.50 to 11.20						6 <sup>th</sup> form centre
<b>Lesson 3</b> 11.20 to 12.20						
<b>Lesson 4</b> 12.20 to 1.20						
<b>Break 2</b> 1.20 to 1.50						6 <sup>th</sup> form centre
<b>Lesson 5</b> 1.50 to 2.50						

## Attendance

School attendance will again be mandatory from the beginning of the new academic year. For parents and carers this means that the legal duty on you as a parent to send your child to school regularly will apply.

A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). If your child is unable to attend school for this reason, you need to contact Kingdown School on 01985 215551.

A reminder about our statutory attendance marks;

- Registration closes at 9.00am.
  - The school's Attendance Officer will then contact parents of those students who are absent to ascertain a reason for absence.
  - This is usually done by text message or email (In Touch), or by telephone call.
- The statutory marks for a student's attendance are **lesson 1 and lesson 5**
  - These make up the 100% attendance mark for the day.
  - If a student fails to attend before the registers close (9.00am) they will lose their AM mark and therefore only be able to achieve 50% attendance for the day.
- Students are also registered internally every lesson
  - During periods 1, 2, tutor time, 3, 4 and 5 - for safeguarding reasons.
- The school has a special responsibility to reduce the number of children whose attendance is below 90% over the school year.
  - Where a child's attendance figure falls below 90% their attendance is continually monitored and appropriate action is taken.
  - If after relevant support and intervention the student's percentage attendance has still not improved; the case will be referred to the Education Welfare Service.
  - Where a child has 10 unauthorised absences in a six-week period, the school will refer the case to the Education Welfare Service.

## Holidays

Many families will want to take a holiday over the summer period which may involve travelling abroad. As ever, parents should plan their holidays within school and college holidays and avoid seeking permission to take their children out of school during term time.

Ultimately, local authorities and schools have a range of legal powers to enforce attendance if a child or young person misses school without a valid reason. This could mean a fine.

Any applications for absence in exceptional circumstances only in the new academic year should be emailed to Rebecca Kryzoziak, Heads' PA [rak@kingdown.wilts.sch.uk](mailto:rak@kingdown.wilts.sch.uk)



## How you can help make Kingdown School as safe as possible

As parents and carers, you can support our school by:

- ensuring that anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who does, does not attend Kingdown School - this means if your child, or someone in your household, has symptoms you should not send them to Kingdown School
- engaging with the NHS Test and Trace process so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to get a test and you should inform Kingdown School of the results of that test
- encouraging your child to listen carefully to the routines and protocols in school, and to follow these closely as required.
- we encourage students to bring their own hand sanitizer to school.

Alongside this, the government is asking schools to ensure they are:

- managing confirmed cases of coronavirus (COVID-19) in the school or college, in line with current public health guidance - this means your child may be asked to self-isolate by NHS Track and Trace, or the school (based on advice from their local health protection teams) if they have been in close contact with someone who has tested positive for the virus
- ensuring everyone at the school cleans their hands more often than usual
- ensuring good respiratory hygiene, by promoting the 'Catch It, Bin It, Kill It' approach
- enhanced cleaning, including cleaning frequently touched surfaces more often
- minimising contact and maintaining social distancing, as far as possible

It is extremely important that as parents, you can help us to implement our approaches by discussing with your child the advice set out here, as well as the wider public health advice and guidance.

## Curriculum

Kingdown School will continue to provide an ambitious and broad curriculum in all subjects. The government has set out clear expectations on what schools are expected to teach when pupils return in September and our curriculum is in line with these. There will be changes to some subjects - such as PE and design - to ensure they can be delivered as safely as possible.

Our curriculum is designed to reflect our vision statement: Believe, Aspire, Achieve.

Our aim is to develop the young people in our care, so that they arrive as enthusiastic children in Year 7, and leave us at the end of Year 13 as fully rounded young adults. We want them to be ready to face the world with confidence and a belief that they can go on and achieve their dreams. We believe our students' lives should be significantly enhanced by their experiences and opportunities at Kingdown School. Our goal is to ensure that every student achieves excellence because of their time with us.

We aim to achieve this goal through our three core values:

### **Believe**

We believe that a broad and balanced curriculum that is supportive, flexible and inclusive for all gives our students a pathway for success. Unlocking our students' potential through knowledge; and developing leadership, resilience and independence through opportunities, helps them to develop an understanding of the community and wider world.

### **Aspire**

We provide an aspirational curriculum that is ambitious and will enrich and empower students to access the next stage of their education; a curriculum that is challenging and outward looking and develops an aspirational character through opportunities both in and outside of the classroom. We aim to develop well rounded, outward looking individuals who can have a positive impact on society.

### **Achieve**

We achieve great outcomes through a curriculum that is well taught and engaging; allowing every student to have a deep understanding of all subjects and giving them the opportunity to achieve their full potential. Every student leaves our school with the skills and knowledge they need to become successful in the next stage of their education and lives.

### **Remote Education**

We will also make plans for the provision of remote education where needed, to ensure that the small number of children and young people that need to be educated at home, for example, due to self-isolation, are given the support they need to continue learning; however, parents must be aware that the pressures on staff in school will mean responses to queries over work may take some time to respond to.

If the national or local Covid-19 situation dictates a further period of lockdown, we will be offering enhanced remote learning – including live remote teaching - for students. Further details will be shared with parents and students in this eventuality.

## Equipment for School

Please can you fully equip your child's pencil case with the following items so they are not shared in class to reduce the risks of spreading infection:

- Pens, black / blue
- Pencils
- Colouring pencils – small pack
- Safety Scissors
- Glue stick
- Ruler
- Calculator.

## Assessment and exams

Following the cancellation of Summer 2021 exams, the exam boards will be providing students who were due to sit exams this year with calculated grades. These will be released to students via their school e mails accounts, Go4Schools accounts and posted home on Tuesday 10<sup>th</sup> August (AS and A level results) or Thursday 12<sup>th</sup> August (GCSE results). School will not be open to students or parents on these days in line with current government guidance but staff will available to handle any queries you may have. Appointments can be made by phone, Teams or – if required – in person.

Please inform us immediately if your home address has changed, by using the exams e mail below.

For all exam questions or address changes please e mail: [exams@kingdown.wilts.sch.uk](mailto:exams@kingdown.wilts.sch.uk)

In most cases, students will use the grades they receive in the summer to move onto their next step of sixth form, college, apprenticeship, university or employment.

## Behaviour

We are asking students to 'behave brilliantly' around school and in class to ensure a settled, smooth start back to school. This is imperative and will help the transition between being at home and back in school and allow for health and safety measure to be supported by the teacher.

Our classroom expectations for all students are:

- Listen and do not talk when others are.
- Follow all instructions.
- Complete work set.
- Be polite and respectful.
- Be ready to learn.

Please can you discuss these with your child(ren). Both positive and negative behaviours will be logged on G4S so you can support us and reinforce our expectations at home and we will be putting sanctions in place if these reasonable expectations are not followed; thank you in advance for your support. We will be rewarding brilliant behaviour as much as possible and this will, as usual, lead to certificates, awards and prizes.

We expect students to behave in a sensible and respectful manner when moving around the school site.

# Uniform

The school uniform in September 2021 will be

- School Blazer, these can be taken off inside a classroom
- Tartan skirt or dark grey trousers (relaxed fit only, not skinny fit)
- House tie
- White shirt
- Plain black V neck pullover is optional, but recommended for when the weather turns colder. (No cardigans or hoodies or logos)
- Charcoal grey or black socks (no white socks), or black tights
- Black low-heeled shoes (no boots, trainers, boots or pumps)
- Coat: plain, dark colour
- Acrylic nails do not form part of our school uniform and in some lessons are potentially dangerous. Nails should be of short length and of nude / natural colour
- Long hair should be tied back for all PE and practical lessons
- No nose studs please.

As of September students wishing to wear a skirt must wear the tartan skirt as plain grey skirts are not part of the Kingdown Uniform.

Students will be expected to return to school in full uniform from September.

## **School uniform on days when they have PE**

Students will be asked to come to school in their full uniform and then get changed in to their PE kit on days they have PE. Changing rooms come back into use from September.

## **Extra-curricular activities**

Extra-curricular activities will return in September 2021. Late buses will run on Tuesdays, Wednesdays and Thursdays from the week beginning Monday 13<sup>th</sup> September. We advertise which clubs are running on Kingdown Week each week, with the timings. Clubs are advertised to students through Kingdown Week and the Daily Tutor Update.