



THE KING'S SCHOOL

HARPENDEN

PARENT HANDBOOK

“Train a child in the way he should go, and when he is old he will not turn from it”

Proverbs 22v6 (NIV)



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WELCOME TO THE KING'S SCHOOL

COMMUNITY

OUR SCHOOL

The King's School is an evangelical non-denominational Christian School.

Established in 1982 by the West Herts Community Church, the school was set up to provide quality education in a Christian setting, which helps parents in the raising of their children in the Christian faith. The ownership and operation of the school was subsequently taken over by Kingdom Education Ltd., which is a registered charity.

The King's School offers a service to the Christian Community in that a quality academic education is provided in an environment which continues the Christian upbringing which has begun at home.

The school draws children from many churches in the three counties region and from a wide variety of denominations.



THE SITE

LOCATION

The school is situated in Harpenden in a pleasant location on Ambrose Lane. The main building is on two floors and houses the Primary School and two Secondary School classrooms. There is also a Secondary Block, Secondary Art Room and a Primary Media Centre. The Reception Block houses the school Receptionist, the Headteacher, PA to the Headteacher, Bursar and other administrative staff.

PLAYGROUND AND MUGA

The school has a playground, a bark covered Adventure Playground, a Multi-Use Games Area (MUGA) and extensive lawns. For safety reasons it is extremely important that the children know where they may play and when. The area known as the Dell, behind the hedge at the bottom of the front lawn, is out of bounds at all times. So too is the field on the right of the drive as you enter the school, known as the Donkey Field (a donkey used to live there). Children play on the playground or MUGA at break-time and lunch-time, and the front lawn in drier weather.

Primary pupils are not permitted on the drive or in the car parks unsupervised at any time. Only primary aged children may use the Adventure Playground on a rota basis.

The playground is protected from incoming traffic during school hours by gates, which may not be opened without permission. Please also ensure that your child goes straight to the playground through the pedestrian gate at the beginning of the day. You will be able to collect them from the same gate at the end of the day. Parents and visitors are not permitted through this gate during school hours. They may, however, access the Reception Block during school hours.



CAR PARKING

CAR PARK

We are pleased to have a one-way system on the premises for all vehicle access. We have parent/visitor parking spaces, including a disabled parking bay, on the left at the bottom of the drive next to the building, and the area in front of the Primary Media Centre. There are two parking areas reserved for staff, one behind the Reception Block and the other at the end of the one-way system (to the right at the end of the drive).

DROP OFF

There is a quick drop off point at the pupils' gate for parents who can let their children get out and into cars quickly and unaided. The driver then continues around the Primary Media Centre, through the Staff Car Park and back down the driveway. Please use this facility as quickly as is safe, and try not to engage in long conversations with pupils as they are alighting from your vehicle. If parking is required for any length of time, then the parent/visitor parking spaces should be used, entering and exiting via the one-way system.

PARKING PROCEDURE

Please remember - always follow the one-way flow at all times of the day and for all school functions; always drive slowly and patiently on the school site, adhering to the 10mph limit; always be patient & take your turn if you are dropping off and not parking, and do not overtake the car in front of you. Always leave the premises using the one-way route, even if you park in the parent/visitor parking areas.

PICK UP

All children will be in the playground, behind the pedestrian gate, at both the start and end of the day. Primary aged children **MUST** be collected from the pedestrian gate and not asked to walk across the parking area. Children going to and from school by minibus can only board the bus when the driver is ready. Please encourage your children, including Secondary aged children, to board the buses promptly.



VISITS AND REGISTRATION

VISITING THE SCHOOL

Parents are always welcome at the school, however you may only enter the school via the Reception Block and must speak to the Receptionist on arrival. We have to be very cautious regarding people moving around the school site, and children are asked to report anyone unfamiliar on site who is not wearing a badge. All visitors and parent helpers need to sign in and wear the provided badge. If you need to speak to your child's teacher, please book an appointment via the Receptionist. Only on very urgent occasions will you be able to speak to a teacher without booking an appointment first. The staff will always be ready to assist.

SCHOOL DAY

The Secondary School day runs from 8:50am to 3:30pm. The Primary School day runs from 9:00am to 3:15pm. Please make sure your children are dropped off and collected promptly each day. Teachers are on duty outside from 8:30am until the start of classes. There will also be teachers on duty from 3:15pm until 3:45pm. Reception is open from 8:30am until 4pm, school days only.

REGISTRATION AND ABSENCES

Registers are taken twice a day, at the start of both the morning and afternoon sessions. If your child is unable to come to school due to illness, please phone the office on the first morning, before 9:30am, and then send a note via your child or by email when they return to school explaining the absence. This is a legal requirement for the Department for Education. If your child has an appointment which cannot be made outside of school hours please request permission, in advance, from the Headteacher using the LOAF form, available from the School Office. Absences that are not explained by a note, or for which permission has not been given, are treated as unauthorised absences and marked as such in the school register and on the child's report. If a child is absent without explanation or permission, the school may be obliged to inform the Education Welfare Officer of the DfE.

LATE ARRIVALS

Please make every effort to ensure your child is at school on time. If they do arrive after the gate is closed, your child needs to report to the School Office via the Reception Block to be registered with a late mark. This mark indicates your child is in school, but will register the late mark against your child's records.

SEVERE WEATHER AND ROAD TRAFFIC PROBLEMS

If the school is closed due to extreme weather conditions, a message will be placed on the Snow Report on the school website by 7am. If you are stuck in traffic on the way to school, please make every effort to let the school know.

ACCIDENTS AND SICKNESS

It is often a difficult decision to determine if a child is too ill to be sent to school, but please do not send your child to school if they have vomited. It is extremely important that you allow **48 hours** after the last attack of vomiting before sending them back to school. If your child vomits at school, you will be asked to take them home immediately. This reduces the risk of further infection to other pupils and staff. If a child bumps their head, we will inform parents at either the end of the day or sooner, if considered necessary.

If your child has an accident we will, of course, first of all treat them with first aid. Should we feel that your child needs further attention, we will call. You will have the option of allowing your child to stay at school, to come and collect your child for rest or further treatment, or for us to call an ambulance so that you can meet your child at hospital. On rare occasions when immediate specialist treatment is needed, we will call an ambulance without any delay.

If your child has an allergy, please ensure the office has full details. Children with asthma will need to have an inhaler left at school at all times.

COMMUNICATION

Please let the school know of changes in your circumstances. It is most important that the school has up-to-date contact details for parents and carers, and an additional emergency contact person, including mobile phones & email addresses, as well as any change of home address. We must be able to get in touch with a parent or other designated person at all times. Please let your child's class/form teacher know of any change in family circumstances which may affect your child, for instance a relative or a pet has died, one of you is away on business, etc. This is particularly important with the younger children.



SCHOOL POLICY

UNIFORM

Public opinion of the school will be influenced by the school uniform and how it is worn. The school uniform list is available from Reception. Please adhere to this list closely. It is important that pupils not only have the correct uniform but that it is correctly worn. Please ensure your child leaves home smartly dressed, ready for school, and does not wear their uniform incorrectly at the end of the school day, especially when in public places.

Please clearly label all items of uniform clothing, including the PE kit, with your child's full name. Like all schools, we have a lost property problem and much time and energy is used trying to re-unite pupils with parts of their uniform. Properly labelled items are quickly restored to their owners. Please regularly check that the items your child is bringing home belong to them and not another pupil. Please also make sure your child has the correct equipment for school, and check and replenish regularly.

MOBILE PHONES AND OTHER ELECTRONIC EQUIPMENT

Pupils are not permitted to have a mobile phone at school. If they need to contact parents, or parents need to contact them, this can be done via the School Office. If a parent feels their child needs a phone for travel to or from school, they may write to ask permission for their child to bring in a phone which must be handed in every morning at the School Office and collected and signed for at the end of the day. This arrangement is entirely at the pupil's own risk, and the school will not be held responsible for the loss or theft of a pupil's mobile phone under any circumstances. Pupils found to have a mobile phone on them or in their school bag or coat, whether switched on or off, will have it confiscated and it will only be returned to their parents. With the exception of calculators, no electronic equipment of any nature, including Smart Watches, is permitted in school or on minibuses. Laptops from home may only be used in school by express permission of the Headteacher, usually in liaison with Special Educational Needs.

PACKED LUNCHES

Pupils need to be sent to school with a nutritious and healthy packed lunch. Please make sure your child has a variety of food, including fresh fruit and vegetables and water to drink. Foods with high levels of sugar, colorants and preservatives do not help the children concentrate well in lessons. Pupils are permitted to have access to water bottles during lessons. Children are not permitted to bring sweets or chewing gum to school.

We recommend that an ice-pack be placed in lunch boxes to maintain the freshness of perishables, such as sandwiches - as advised by the regional Environment Health Officer (who visits all schools occasionally, without notice). While we have never had a problem, we are obliged to pass on the guidelines to our parents.

FIRE PRACTICES

The fire alarms are checked at 9:15 every Monday morning. Fire drills and lockdown practices are held at least once a term.

HOMEWORK

The school sets a variety of homework activities. We encourage children in Key Stage 1 to read by giving them books to take home to read with their parents. We give guidance information to parents to help them achieve the maximum benefit from this time spent reading with their child. We also ask Key Stage 1 children to learn spellings as part of their homework.

At Key Stage 2 we continue to give children the sort of homework activities outlined above, but we expect them to do more tasks independently. All children should read every day and read regularly to an adult. They also need to learn weekly spellings and become proficient in the rapid recall of their times tables. This should not normally take longer than 30 minutes to complete. When we ask children to study a topic or to research a particular subject, we encourage them to use the school and local libraries, the Internet and CD-ROMs. We only set Literacy, Maths and topic homework routinely each week in Year 6. Occasionally we ask children to take work home that they have started in school when we believe that they would benefit from spending further time on it.

Increasing amounts of homework are set in the Secondary School following a pre-prepared timetable. It is progressive, aiming to develop the study habits that are necessary for GCSEs and beyond. Much of the work, particularly in a subject like Maths, is consolidation and practice of work done in the lesson. Homework may also involve research on a topic to gather information for a project or creative tasks to build upon the work done in lessons.

Use of homework diaries is actively encouraged and, from Year 3 upwards, they need to be checked and signed by parents at the appointed time.



BEHAVIOUR AND DISCIPLINE

It is a fundamental aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose Christian values are based on mutual trust, consideration and respect for all.

The school has a number of school rules, but the key aim is to promote good relationships, by encouraging positive attitudes, so that everyone can work and learn together in an effective and considerate way, rather than to enforce a system of rules. The school expects every member of the school community to behave in a considerate way towards others, their property and school property.

The school rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation. There is also a system of deterrents and punishments for poor behaviour. Details of all of these can be found in the school's Behaviour Policy.

PARENT / SCHOOL COMMUNICATION

Communications are mainly sent by email, with some paper communication via your child. Please ensure, therefore, that you regularly look out for emails sent from the school. Please encourage your child to pass all paper communications from the school on to you. It is important that your child realises that communication from the school is addressed to you, not them!

Parent consultations for Primary aged children are held in both the Autumn and Spring Terms. These are 10 minute consultations to check on your child's progress. At the end of the school year a written report is given to parents.

In the Secondary School, there is one parent consultation per year for each year group. Grade slips are given out midway through the Autumn and Spring Terms and a written report is issued at the end of the year. The Year 9 Options Evening is held in June when pupils from that year select the GCSE subject options, and a Careers Evening for Year 11 is held in November to help our pupils decide on the educational path they will take after their GCSEs.

If you feel your child is experiencing any difficulty please do not hesitate to make an appointment to see the Headteacher. Similarly, if there is an issue or problem surrounding your child in school, either academic or of another nature, you may be invited to come to the school to discuss this. Early discussion and joint action can often quickly allay

STAFF

A full list of staff and their qualifications can be obtained from the School Office or seen on our website, www.thekingsschool.com.

The King's School Way



Kindness

Helping and respecting others,
whoever they are

Integrity

Doing the right thing, even when it's hard

Commitment

Giving our best in every situation

Togetherness

Playing our part in the school family

Growth

Becoming the best we can be

Thankfulness

Being grateful for all that we are given

Faith

Honouring Jesus Christ in all we do;
the foundation of **The King's School Way**



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