

Parent Guide 2021



Kimberley School

Parent Guide 2021

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Welcome to The Kimberley School



I am delighted that you have chosen us for your child's secondary education. I am looking forward to working in partnership with you during the next seven years to ensure that your child achieves or surpasses their academic and social potential.

I am proud to be the Head Teacher of the Kimberley School and my aim is to ensure students enjoy school, feel safe, achieve outstanding academic exam results, and have access to a vast range of exciting opportunities outside of the classroom that help prepare them for a successful adult life.

I fully understand the anxieties that parents can experience during transition from Year 6 and you should be reassured that our priority is to work with you and your child to ensure that they have the best possible start to life at Kimberley. Our track record of successful transition is outstanding. This booklet will tell you more about the school and help you prepare for September, however, if you do have any questions at all then please don't hesitate to contact the school and we will be happy to help.

Andrew George
Head Teacher

First Year Greetings



As Year Performance Leader, I work closely with students, tutors, teachers and, importantly, yourselves as parents/carers. My core aim is to support each and every student in the year group to achieve or surpass their academic and social potential. I therefore have the oversight of achievement, behaviour, attendance and academic progress for the students within Year 7; I work hard to ensure students are getting the best out of the fantastic provision here at Kimberley.

An integral part of our pastoral system is a student's tutor. I lead a team of dedicated tutors who are here to care for your child. Students will be assigned to a tutor group when they join the school and will remain in the same group until the end of Year 11; this ensures the students are part of a tight-knit group that is friendly and supportive. Your child's tutor will be the first point of contact for both them and you. Tutors will meet with students every morning for registration before lessons in order to check that they are ready for the day.

The primary to secondary school transition is a crucial time in any student's educational career. Myself and the year team will work closely with you and your children during this time to support their smooth transition to The Kimberley School. I look forward to meeting you and your child at our transition events.

Mr Tuck
Year 7 Performance Leader

Key transition staff



Mrs Frost-Briggs (Deputy Head)

I am responsible for the pastoral care and safeguarding of all students at The Kimberley School. Through a team of Year Performance Leaders, Assistant Year Performance Leaders and the Student Support Team, we make sure that students attend, are punctual, wear the correct uniform and behave well. We encourage the highest of standards so everyone can learn effectively. Our aim is to ensure that every child in our care achieves their full potential.



Mr Park (Deputy Head)

I am responsible for the curriculum. My role involves the implementation of the curriculum and monitoring the quality of its delivery. I also oversee the monitoring of students' progress through the school.



Miss Hanks (Assistant Performance Leader - Year 7)

I work closely with Mr Tuck to support your child through the transition process and throughout Year 7. My role within school is to work closely with students, tutors, teachers and parents/carers to ensure that all children achieve their best both academically and socially.

Uniform Guide

Students Must Wear	Students Must Not wear
Shirt	
Plain white shirt with a collar, buttoned to the neck and tucked in	Polo shirts - T-shirts - Patterned/coloured/branded t-shirts worn underneath the school shirt - Hoodies or other jumpers Shirt with collar worn without the school tie.
Skirt	
The Kimberley School Skirt with the school logo	Any other skirt
Trousers	
Straight black boot cut or straight	Skinny or tapered trousers - Jean or denim material Cropped or 3/4 length trousers - Stitched on pockets Embellishments or adornments.
Blazer and Tie	
The Kimberley School blazer with badge The Kimberley School tie	Any other blazer - Any other tie
Socks or tights	
Plain black, grey or natural tights Plain black socks	Footless, patterned or coloured tights
Jewellery	
Watch One small stud earring in each ear	Bracelets - extra rings - necklaces - hooped or large earrings ANY facial or body piercings
Coats/Outerwear	
Outwear - Plain coat able to fit over a blazer Optional—The Kimberley School Black 'V' Neck Jumper with the school logo	Denim jackets - Leather/suede jackets - Hoods, sweat-shirts or jumpers
Appearance	
Unnatural hair colours, unconventional styles or cuts are not allowed. This includes cut patterns or designs or designs in the hair. Nail varnish is natural and nails should be a suitable and sensible length for school.	

Visual Guide

The guide on the previous page can also be found on the school website:

www.kimberleyschool.co.uk/uniform

This is supported by the following images to provide you greater guidance into the uniform expectations.

Please use this information when buying your child's uniform for September.

Students uniform is checked daily by the tutor and issues will be contacted home as well as reported to the Pastoral Team for continued monitoring. Sanctions will be issued for repeat offenders.

Skirt

The skirt should be touching the top of the knee. The skirt must be purchased from School wear solutions.

School Skirt



✓ Perfect length



✗ Too Short



Trousers

Plain black school trousers bootleg or straight cut

✓ Perfect shape



None of the following

Skinny trousers, jeans, denim or stretch material.

✗ Too tight, with zips or logos



Footwear

Perfect style



✗ None of the following are acceptable as school shoes



No colours, no boots, no heels, no logos



Helping your Child with their Transition

Some students worry about the move to secondary school. Here are a few tips that might help you reassure your child.

- Remind them that there will be many children starting in Year 7 who feel exactly like they do.
- Encourage them to think about some of the questions they would like to ask us, or concerns they could share, on the induction days
- Encourage them to attend the Induction days in July where they will meet staff and make new friends.
- Plan the route to school in advance with your child, checking bus times and fares.
- Encourage them to join any clubs and take part in any activities that are on offer from September.
- In September, go through their school routine with them to help them organise and plan their homework as well as make notes for specific lessons such as PE or food technology. Ensure they have their log in for Show my Homework. Their tutor will have this.
- Always encourage them to report incidents that are concerning them to their tutor.
- Talk to them about their concerns and if you feel we can help, contact us.

What will be needed on the first day

- A strong and good sized bag for carrying belongings
- A pen, pencil, ruler and rubber
- Bus fare (if required)
- Trainers just in case your child has PE

Key Dates for Transition

8th July **Induction Day 1**
TBC Information to Follow

**Induction Evening
for Parents/Carers**
TBC Information to Follow

9th July **Induction Day 2**
TBC Information to Follow





The School Day

8.45am	Gates Close
8.50 am	Registration
9.00 am	Period 1
10.05 am	Period 2
11.05 am	Break
11.20 am	Period 3
12.20 pm	Lunch
1.00 pm	Period 4
2.05 pm	Period 5
3.05 pm	End of School

Basic School Equipment

- Rough book/jotter
- Pens (blue/black ink)
- Pencils/coloured pencils
- Ruler
- Pencil Sharpener
- Scientific calculator

PE Kit

Indoor Activities

Blue/black polo shirt with school logo.
Plain black school shorts/black tracksuit bottoms/black leggings.
Appropriate footwear (sports trainers).

Outdoor Activities

As above plus shin pads for football and hockey.
Gum-shield for hockey and rugby.

Optional

Plain black tracksuit trousers or leggings.
Plain black base layer/ plain black sweatshirt (no hoodies) for outside games only.

Uniform will be available to order from us on the uniform sales days which we will notify parents of closer to the time. For more information on purchasing uniform contact the school on 0115 938 7000 or visit our website at:

www.kimberleyschool.co.uk

IMPACT Points

In Years 7 to 11, students are awarded IMPACT points for outstanding work, homework, effort, citizenship, literacy, contribution and extra-curricular participation. These points are entered electronically and tutors can see daily how many IMPACT points have been accrued by the students. Every term, each year group has a special achievement assembly in which the top 100 students are recognised for their achievements. To identify the top 100 performers in the year group, we take into consideration the following: number of IMPACT points, attendance, punctuality, behaviour, along with effort and performance scores in all lessons. This system rewards all students who try their very best, regardless of their ability level.

The assembly also celebrates students who have been nominated by faculties for outstanding work, attitude and effort that term.

Payments to School

We operate a cashless system (ParentPay) in our dining room. Students will be issued with a cashless catering card and credit can be added to a student's account via a secure internet payment.

This system offers a secure way to pay so that students don't have to carry cash around.

The same internet payment system can be used to pay for trips, extra-curricular activities and music tuition. You are also able to use the system to purchase revision guides, school badges and ties.

Induction day only:

Prior to the Induction Day you will receive an email to activate an account with ParentPay. Please add platform@parentpay.com to your safe senders list to ensure the email does not go to your spam/junk folder. Please top up your child's account with funds in advance to enable them to purchase their school meals during the Induction Days. 'Meal deals' start at £1.90 up to £3.00. We also serve menu options before school and at break time*.



Lunchtime

All students must remain on the school premises during the lunch period and purchase a school lunch or bring their own sandwiches from home.

If your child would like to purchase a meal but has a specific medical or dietary need, please contact us to request a form and we will contact you to discuss their requirements further. Please note that this provision is for medical/religious needs only, (ie not for personal preference).

There are dedicated rooms at lunchtime for students to eat their sandwiches*.

*NB some of our catering facilities may be limited due to COVID control measures

Bus Timetables

645 Mornington

Bus fare can be paid in advance, via Parent Pay, or by paying cash on the bus.

Outward Journey		Return Journey	
Strelley, Bilborough Road	8.20am	The Kimberley School	15.05pm
Reynard Park, Gunnersbury Way	8.24am	Nuthall Church	15.17pm
Assarts Farm, Old Moor Lodge	8.28am	Assarts Farm, Old Moor Lodge	15.20pm
Nuthall Church	8.30am	Reynard Park, Gunnersbury Way	15.25pm
The Kimberley School	8.40am	Strelley, Bilborough Road	15.30pm

649 Awsworth

£1 for a single journey

Outward Journey		Return Journey	
Cossall Marsh	8.35am	The Kimberley School	15.05pm
Awsworth, Keelings Corner	8.37am	Awsworth, Keelings Corner	15.18pm
The Kimberley School	8.50am	Cossall Marsh	15.25pm

This is accurate as of February 2018.

£1.50 for a single journey
£2.50 for a return journey

The conditions of travel on this journey are as set out in the leaflet issued with the travel permit by the Local Authority. Passes can be obtained from Nottinghamshire County Council 08449 808080 – Children and Young People Traffic and Travel.

Financial Support & Free School Meals

If your child is currently entitled to Free School Meals and already attends a primary school in the Nottinghamshire Local Authority that uses the Nottinghamshire County Council eligibility assessment service you will NOT need to reapply.

If your child attends a primary school outside of the Nottinghamshire Local Authority (eg Derbyshire, Nottingham City etc) then you need to apply via:

www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk

to check that your child's eligibility can continue. Please do this as soon as possible to ensure that your child will continue to receive free school meals when they join The Kimberley School.

To apply online you will need your National Insurance Number or National Asylum Support Service Reference Number. If you do not have internet access you can by telephone 0300 500 8080 option 3 and then option 1.

Free school meals are a legal entitlement for all students who attend a school full-time and whose parents or carers receive at least one of the following benefits:

Universal credit (provided you have an annual net earned income of no more than £7,400, as assessed by earning from up to three of your most recent assessment periods).

Income support

Income-based jobseeker's allowance (ISA)

Income-related Employment and Support Allowance (ESA)

Support under part vi of the Immigration and Asylum Act 1999

The Guarantee element of Pension Credit

Child tax credit (with no working tax credit) with an annual gross income of no more than £16,190

Working tax credit run-on (paid for the four weeks after the person stops qualifying for working tax credit)

In addition, some pupils may be protected against losing their free school meals. From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst Universal Credit is rolled out. This will apply even if their earnings rise

above the new threshold during that time. Any child gaining eligibility for free school meals after 1st April 2018 will be protected against losing free school meals during the Universal Credit rollout period. Once Universal Credit is fully rolled out, any existing claimants that no longer meet the eligibility requirements at that point (because they are earning above the threshold or are no longer a recipient of UC) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary). The Universal Credit rollout is expected to complete in December 2023.

It is estimated that twenty per cent of children entitled to free school meals do not take them and the reason mostly given for this is that families feel that there is a some kind of stigma attached. At The Kimberley School, the process of receiving free school meals is easy and discreet. All students purchase their meals by using their cashless catering card. Students who are entitled to free school meals will have their account credited with money provided by the local authority (currently funded at £2.34 per day). When the student purchases food the till brings up the student's name and how much is available in their account for that day but there is no way to distinguish how the money has been added to the account and so the process is therefore the same for all students.

Other Advantages to claiming Free School Meals

As well as receiving free meals, students are also entitled to claim free music tuition. As the cost of music tuition increases it is well worth considering using free school meals entitlement to avoid this expense without depriving your child of specialist tuition and enrichment. We also may be able to consider supporting students on free school meals with the costs incurred as part of curriculum based school trips and activities.

Sanctions

Legally parental consent is not required for detentions but we will endeavour to give parents/carers 24 hours' notice either by a phone call, email or a letter home.

Records of detentions are kept by the school. If a student is regularly being detained the parents/carers will be invited in to discuss the situation. The student may be placed on daily report where his/her progress is monitored by subject teachers, their tutor, Year Performance Leader and parents/carers, as well as in more serious cases by a member of the Senior Leadership Team.

When serious offences or continued poor behaviour and attitude occur a student will be excluded from lessons in our pre exclusion unit or at another school or from the school temporarily, or in extreme cases, permanently. Our aim as a school is to include students, so every effort is made to give positive support and guidance in order to avoid exclusion.

School Policies

These are available on our school website:
<http://kimberleyschool.co.uk/about-our-school/policies/>

Mobile Phones

Mobile phones and other such electronic devices are not to be seen or used in school.

If they are seen by staff they will be confiscated and the child's parent/carer may be required to come into school and collect them.

Cyber Safety

The Kimberley School acknowledges that safety online and on mobile phones is a growing problem for young people and affects every one of them. The issues they face change with their age too. For the younger students, they need to understand the basics of protecting their privacy and protect themselves from potential grooming and bullying. The school has an anonymous reporting system on our website called SHARP where issues can be reported.

For more information about cyber safety, please visit our Staying Safe page on the school website:

<http://kimberleyschool.co.uk/our-students/staying-safe>

School Attendance

The school must be informed of the reason for a child's absence on the first day of that absence by contacting the student support team.

If a student is marked absent for registration and the absence has not been authorised by the parent/carer then a text message is sent out to parents/carers after Period 1. Parents/carers should then text back or call the school if there are any concerns or to authorise the absence. This method is also used to notify parents/carers of any important events, such as school closures.

How to Contact School

There are two ways to contact school:

- 1) Telephone us on 0115 9387000 and our reception staff will be happy to help you.
- 2) Email us at office@kimberleyschool.co.uk and this will be forwarded on to the most relevant member of staff.

It is very difficult for staff to see people without an appointment, but we will endeavour to contact you by the end of the school day.



Unacceptable Reasons for Absence

- Annual holidays
- Extended trips to visit family members living overseas during term time
- Truancy
- Minding the house
- To do homework
- To help with the family business or work
- School uniform is in the wash
- Oversleeping

The Local Education Authority works with the school to reduce the number of children absent due to holidays taken in term time. The Kimberley School will refuse your request to take your child out and not authorise any absences taken during term time. If your child has more than 3 days unauthorised absence within a 6 week period, The Kimberley School will refer parents to the local authority where they will consider your Request. This could result in a fine being imposed, set at £60 per child, which must be paid within 21 days. Failure to pay this penalty within the set time period will result in an increase of the penalty to £120, which must be paid within 28 days.

Illness in School

Students who become ill will be sent to Student Support and if appropriate, parents/carers will be notified if student support staff feel that the student is too ill remain in school.

Students should not be using their mobile phone to contact home to be collected. Parents/Carers should only come to collect students when you have spoken to a member of the Support Team.

Medical Appointments

All students arriving after morning registration or leaving before the official end of the day must sign in and out at Student Support. Please try to avoid making routine appointments during the school day; however, if this is not possible please send them with a letter or appointment card to their year team.

Lateness

As well as preparing our students academically, we prepare them for their future and punctuality is integral to any employment success. Most of our students arrive on time but unfortunately a small number persist in being late; because of this we operate a late gate system. The gates to school will be locked at 8.45am, with students making their way to their tutor room by 8.50am. If late students must make their way to the 'Late Gate' near the Leisure Centre. Duty staff will record the names of those who arrive late. The school operates a sanction system to tackle persistent lateness, the length of the detention increases depending on the number of days the student has been late that week. If the behaviour is not modified further sanctions will be included e.g. PEU. We hope you will continue to support us in aiming to get all students to school before 8.45am at which the first bell signals students to make their way to their respective tutor rooms.

Young Carers

If you believe your young person falls into this category, or you would like support or more information, then contact us via email youngcarers@kimberleyschool.co.uk

The Learning Resources Centre (LRC)

Research shows that young people who read regularly for pleasure do better in every aspect of their education than those who don't. The LRC provides quality resources to support both reading for pleasure and the school curriculum, including books, newspapers and magazines, careers information, audio books, and Internet access.

To encourage students to read more, all Year 7 students are enrolled on the Accelerated Reader programme as part of their English lessons, taking an online quiz after each book they read. In order for students to make good progress, the expectation is that they read for 20 minutes a day in their own time. There are opportunities for students to develop research skills during lessons held in the LRC from different curriculum areas.

The LRC is open until 4pm (Mon – Thurs) and 3.30pm on Fridays. During lunchtimes, students can choose to read, do homework, use computers or watch a film every day except Tuesday when the LRC is closed. On Friday lunchtimes, students may play board games and computer games too, providing their behaviour has been good. Students will also have an opportunity to enjoy the occasional craft activities at lunchtime, throughout the year.

Extra-Curricular Activities

The school runs an extensive range of lunchtime and after school sports activities.

These are available to all and may include:

- Football
- Netball
- Basketball
- Dodgeball
- Badminton
- Cricket
- Rounders
- Athletics
- Duke of Edinburgh Award

In addition to the above we have annual sports day. We also enter many sports teams into district and county competitions and are proud of the amount of students involved as well as our levels of success.





Music

In the Music Department we have a variety of opportunities for students to make music and perform, no matter what their musical interest, ability or instrument. We offer various weekly lunchtime clubs including a choir, samba group, keyboard group, guitar group and woodwind group. We also run a singer-songwriting programme, in which students have the opportunity to create their own original music and record in a professional studio. We provide many opportunities for students to perform throughout the year, including Lunchtime Concerts, performances with feeder schools, and our annual Christmas and Summer Concerts. There are also instrumental lessons available in school, and we offer tuition on drums, piano/keyboard, voice, guitar/ukulele, woodwind and brass (instrument hire available).



To stay current with information on extra-curricular activities, clubs, events and associated sports organisations, please visit

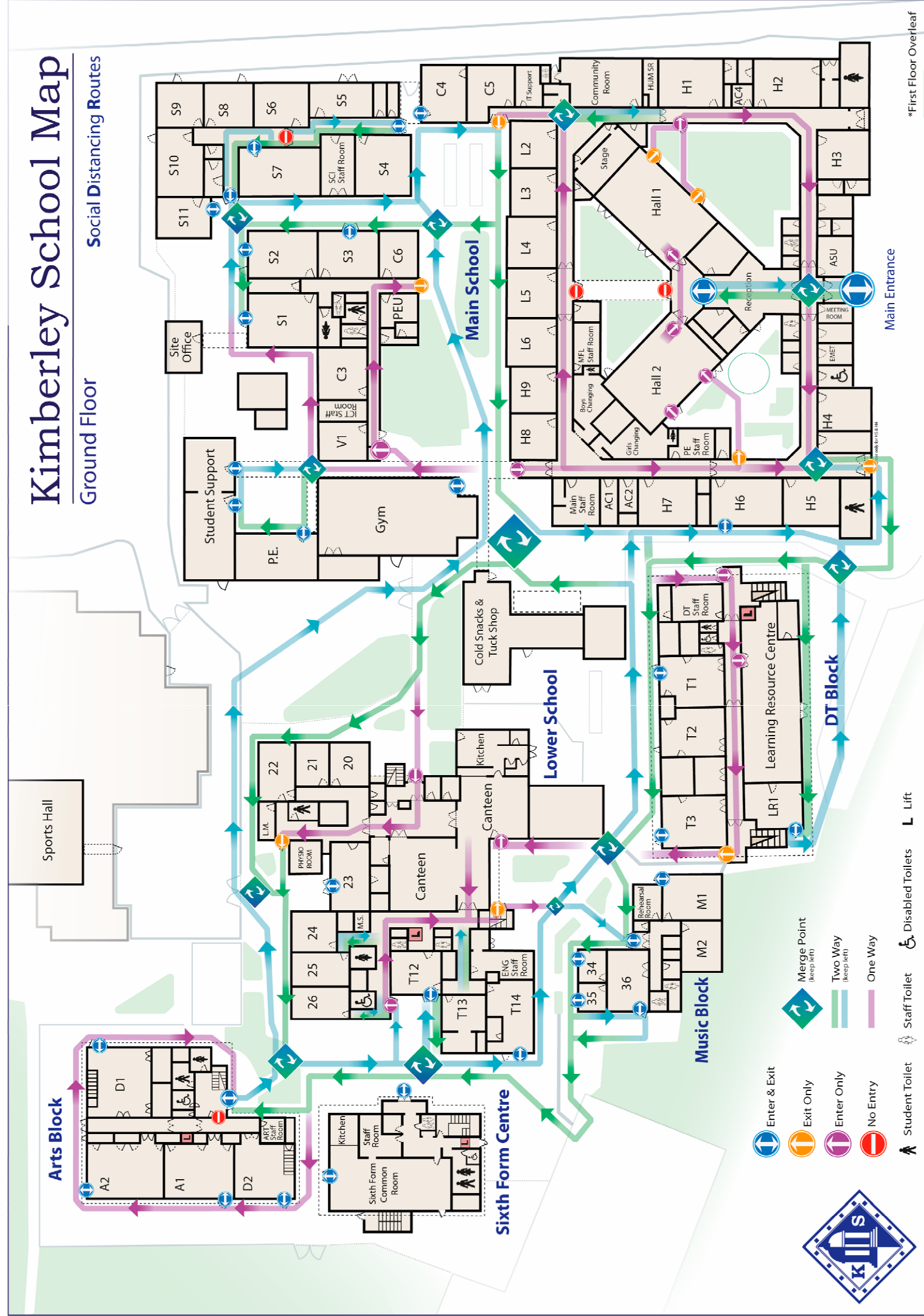
www.kimberleyschool.co.uk/extra



Kimberley School Map

Ground Floor

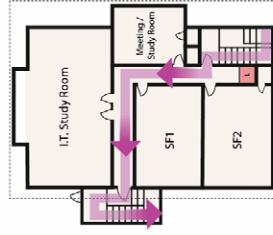
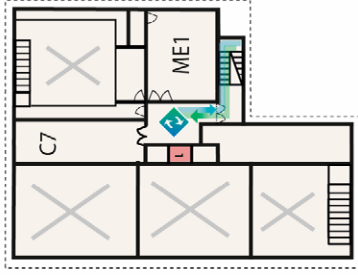
Social Distancing Routes



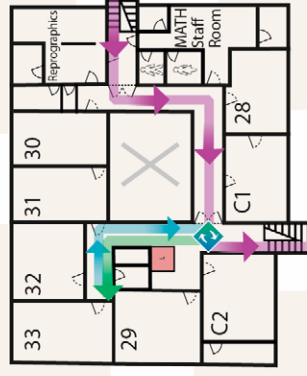
Kimberley School Map

First Floor

Arts Block

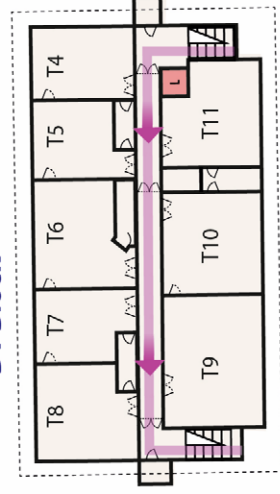


Sixth Form Centre



Lower School

DT Block



Merge Point
(keep left)



2 Way (keep left)



One Way



Enter & Exit



Exit Only



Enter Only



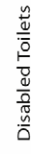
No Entry



Student Toilet



Staff Toilet



Disabled Toilets



Lift



Parent Guide 2021



We hope this introduction to The Kimberley School has helped to answer any questions you may have as a parent/carer. If you do have any remaining questions, or are worried about anything at all, please contact us. We want our students to feel confident about coming to The Kimberley School in September, but we also want you as a parent/carer to feel confident too.
If you think we can help, let us know.

We look forward to working with you in September.