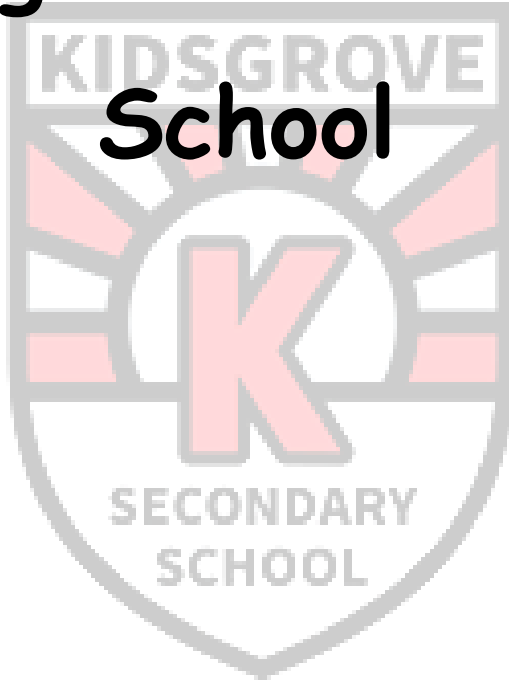


# The Kidsgrove Secondary School



## Parent & Carer Support Pack



# Introduction

Welcome to your parent support pack. We hope you find it informative and useful. Included are useful contacts, information on attendance, behaviour and key dates.

As parents and carers, you can do much to support your child through their years of secondary education, and we look forward to working in partnership with you.

You will receive supplements to add to this pack in the future, as and when they are needed. Future sections will include, for example, information on choosing options and advice on preparing for exams.

If you have any questions regarding any information in this pack, feel free to contact school.

We hope that your child enjoys their time with us at The Kidsgrove Secondary School and we look forward to watching them grow and flourish into independent, positive young people.

## **As Head of School, I am delighted to welcome you to The Kidsgrove Secondary School.**

The Kidsgrove Secondary School is very much a caring community, providing quality education to 11-16 year-olds. We are proud of our inclusive and supportive environment.

Our vision is to simply ensure that we provide the very best inclusive educational experience – preparing and equipping the young people of Kidsgrove, Whitehill, Newchapel, Rookery, Harridseahead, Mow Cop and the surrounding areas for the next phase of their education.

Our school offers children a unique and inspiring curriculum, enabling them to meet their full potential, both now and in the future.

Our challenging curriculum promotes the highest standards of literacy and mathematics skills, whilst allowing pupils to develop their curiosity, thirst for learning, a sense of personal wellbeing and a creative approach to their development and progress.

We are fortunate to be part of the Shaw Education Trust and I am proud to be leading the school in what I see as a very exciting time in our history.

My very best wishes

**Karen Mitchell**  
Head of School

# Useful contacts & staff

## **Main office**

Telephone: 01782 948250  
Email: [communications@kidsgrovesecondary.shaw-education.org.uk](mailto:communications@kidsgrovesecondary.shaw-education.org.uk)  
Website: <https://kidsgrovesecondary.org.uk/>  
MyEd App: Available to download when your child is on roll from  
<https://www.myedschoolapp.com/>

## **Head Teacher**

Mrs K Mitchell

## **Deputy Head Teacher**

Mr M Convey

## **Primary Transition Lead**

Mrs K Castrey

## **Pastoral Lead**

Mr J Birchall

## **Pastoral Team**

Mrs L Weaver

Mr A Till

Mr J Birchall

## **Pupil Progress Lead**

Mr A Till

## **Head of Maths**

Mr S Webb

## **Head of English**

Mr Old

## **Head of Science**

Dr N Ma

# **Our Values**

## **To be student and people centred**

To ensure everything we do realises the full potential of all students we are here to help. We will provide a caring, tailored and supportive environment where young people can flourish. We will ensure that all members of the school community are the focus of our activity and as servant leaders we shall enable their success.

## **To act with integrity**

To be an organisation that is open and transparent, actively embraces equality and diversity, and has an honest, inclusive and respectful culture which everyone can trust.

## **To be innovative**

To be a creative, forward-thinking organisation that finds new ways of doing things. To break down barriers to learning, stimulating exciting futures and securing independent living. We will be relentless in our pursuit of the excellence which has the power to change lives.

## **To be best in class**

To be a top performing education provider that helps every single student on their journey towards achieving their potential. We believe our staff are our greatest asset. We will support leaders, teachers and staff to provide exceptional teaching, learning and outcomes.

## **To be accountable**

Shaw Education Trust, its schools and staff, are accountable to our students and stakeholders. We will demonstrate personal responsibility by carrying out our roles to the best of our ability and in adherence with our values.

# Safeguarding

The Kidsgrove Secondary School holds the safety, health, well-being and welfare of its students as paramount.

We are committed to safeguarding and work together to ensure that our students thrive in a safe and supportive environment, whatever their age, ethnicity, religion, disability, sexual identity or gender.

All staff in the School are trained in Safeguarding and Child Protection issues and, are kept up to date with changes in legislation and practice. We take any allegation and suspicion of abuse seriously and will respond to them promptly.

All staff recruited to the School undergo a rigorous safer recruitment process in line with the Statutory Guidance outlined by Keeping Children Safe in Education July 2016. As a consequence all of the necessary background checks, for example DBS are completed before staff begin employment.

We have adopted the definition of Safeguarding used in the Children Act 1989 and the Children Act 2004 and the DfE guidance document: Working Together to Safeguard Children March 2015, which focuses on safeguarding and promoting children, young people and vulnerable adult's welfare.

## Policies

All our policies can be found on our website:

<https://kidsgrovesecondary.org.uk/about-us/policies>

# Useful dates

## Autumn Term 2020

- Inset day:** Monday 1st and Tuesday 2<sup>nd</sup> September  
(students are NOT in school)
- Term Starts:** Wednesday 2<sup>nd</sup> September  
(students are in school)
- Half term:** Monday 26<sup>th</sup> October – Friday 30<sup>th</sup> October
- Term ends:** Friday 18<sup>th</sup> December
- Holiday:** Monday 21<sup>st</sup> December to Friday 1<sup>st</sup> January

## Spring Term 2021

- Term Starts:** Monday 4<sup>th</sup> January
- Half term:** Monday 15<sup>th</sup> February-Friday 19<sup>th</sup> February
- Term ends:** Friday 1<sup>st</sup> April
- Holiday:** Friday 2<sup>nd</sup> April-Friday 16<sup>th</sup> April
- Easter Sunday:** Sunday 4<sup>th</sup> April

## Summer Term 2021

- Term starts:** Monday 19<sup>th</sup> April
- May Day:** Monday 3<sup>rd</sup> May
- Half term:** Monday 31<sup>st</sup> May-Friday 4<sup>th</sup> June
- Term ends:** Wednesday 21<sup>st</sup> July
- Holiday:** Thursday 22<sup>nd</sup> July-Tuesday 31<sup>st</sup> August

The school calendar is also available on our website for dates of parent's evenings and events.

Download the MyEd App for an instant link to the website:

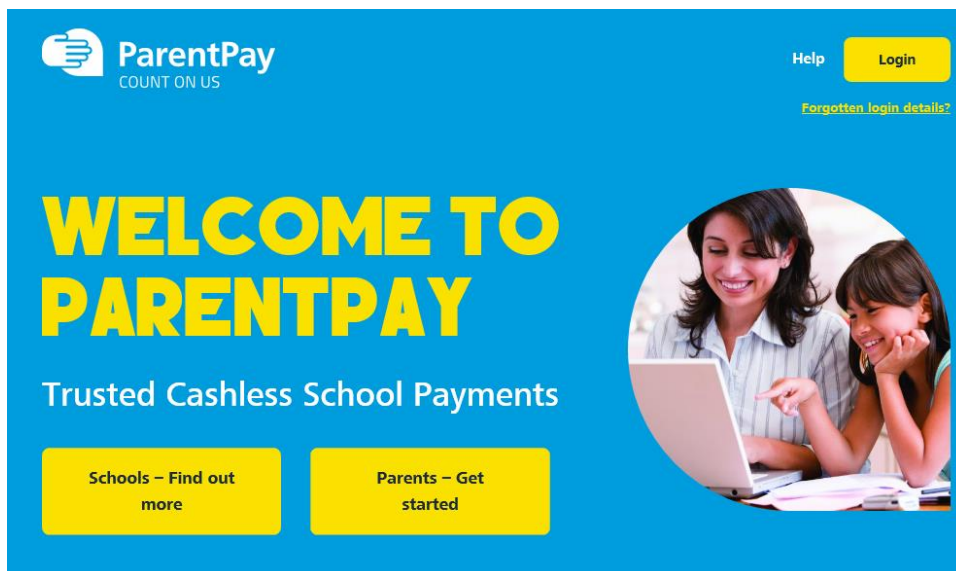
<https://www.myedschoolapp.com/>

(MyEd will be available to all parents and carers when their child is on roll)

# Parent Pay

This is the new way to pay for trips and activities. After your child starts, you will be given a log in to access your own account and can pay for trips and activities securely and with ease.

The link is on the website.



Please note that school meals are **not** paid for using parent pay.



# School Meals

The Kidsgrove Secondary School works in partnership with 'Catering Academy' during the services of breakfast, mid-morning break and lunchtime in our newly rebranded dining facilities.

The catering facility and team offers a great range of healthy, seasonal, traditional and continental style cuisines and affordable meals for students during these dining periods.

Please ask any of the catering team regarding allergen advice, menu suggestions, comments and any other catering information you require.

## Who are Catering Academy?

Catering Academy is a dynamic, fresh, young and vibrant independent catering company, which is building a reputation for bringing innovative solutions to a wide range of client facilities. We believe our commitment for quality in all aspects of food service is unrivalled. We deliver a wide range of fresh food via our Catering Teams, providing truly personalised menus and food solutions.

Our passionate and innovative approach to food allows us to deliver fresh and exciting dishes, prepared and served to exceed the highest quality expectations.

We utilise local suppliers as well as our national supplier base, providing a national network of local supply which is particularly important as we love to use fresh, seasonal produce.

We only use top quality grade one Suppliers including farm assured, Red Tractor certified, organic, MSC and Fair Trade where applicable.

# Applications for Free School Meals

Staffordshire County Council have introduced an online self-checking service. This means that parents apply by inputting all of the same details as previously completed on the paper forms, but the system will then automatically check with the Department for Work and Pensions (DWP) and HM Revenue and Customs (HMRC) to see if they are entitled.

You will be given an instant decision and, successful applications are forwarded to the Free School Meals Entitlement Team to set up and then advise the school as appropriate.

The applicant has the opportunity to print a copy of the page confirming their entitlement, and so could send this to the school to start free school meal entitlement on the same day. For those not eligible, should you believe there is an error, you will be requested to forward paper proof as before.

To apply please go to

[www.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals/Apply-online](http://www.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals/Apply-online)

# **Uniform and Appearance**

Our School has its own uniform and PE kit. It has been selected so that students will feel part of our school community. Items of clothing have been chosen carefully so that they are not unduly expensive but are smart. Personal presentation is important in the world of work and we want to ensure that our students develop a sense of pride in their appearance.

## **Standard Uniform - Boys & Girls**

- Blazer – standard school red trim blazer with school badge
- Plain black trousers, full length
- Kilt (knee length)
- Plain black V-neck jumper (tie must show)
- Plain white shirt with collar
- School tie
- Plain black socks, ankle, or knee length
- Plain black tights
- Plain black leather type shoes that can be polished

## **Standard PE Kit - Boys & Girls**

- School PE polo top
- School PE shorts
- School PE socks
- Suitable footwear

## **The following items are not permitted – Boys & Girls**

- Boots, canvas shoes, pumps, sandals, trainers. The school has the final decision over the suitability of footwear.
- Hoodies
- Tight trousers, jeans, jean style trousers, cords, leggings, ankle length trousers
- Make up, nail varnish, nail extensions
- No high definition or artificial eyebrows or eyelashes
- Unnatural hair colour - no dyed hair, hair should be of a natural colour. No extreme hair styles or shaved styled or shaved patterned hair styles.
- Jewellery: rings, earrings, bars, studs, stretchers, chains anywhere on the body; necklaces, bracelets or wrist bands. The exception of one pair of ear studs in each lower ear lobe and a wrist watch.
- It is against the law for anyone under the age of 18 to have a tattoo, therefore we do not expect any of our students to have one
- Headphones or earphones

**School has the final decision over what is permitted in school and what meets our high standards.**

Items of clothing can be purchased from:



Clive Mark Schoolwear Ltd, 25 High Street, Newcastle-under-Lyme, ST5 1QZ,  
Tele: 01782 621721

School ties are purchased directly from school.

# **Additional PE Kit**

## **Tracksuit bottoms**

These can be worn in cold weather. Must be dark in colour with no big logos on. Girls can wear sports leggings. NO fashion leggings.

## **Jumpers/ fleece**

Can be school fleece with badge or dark jumper with no logo on.

## **\*Shin pads**

Must be worn during football and hockey by law

## **\*Gum shield**

needed for hockey and rugby

## **Suitable trainers**

Cushioned. No fashion pumps like converse or vans.

## **\*Football boots**

Needed for football, hockey and rugby on the field.

\*Your child will be told when they will need these items in advance of the lesson.

# SMART START

At the start of the day, Form Tutors will conduct a SMART START inspection.

This is to ensure that all pupils have the correct equipment for the day.

The basic equipment that is needed on a daily basis is:

- Pen
- Pencil
- Ruler
- Rubber
- Planner

Failure to have the above equipment will result in a level 1 detention (see behaviour section).

# **Behaviour**

We have the highest expectations of our pupils here at The Kidsgrove Secondary School. If these are not met, there are sanctions in place to ensure pupils meet the expectations next time.

## **Level 1**

This includes low level disruption, forgetting homework, being late, forgetting PE kit, inappropriate uniform and SMART START failure.

This results in a 20 minute after school detention on the same day.

## **Level 2**

This includes persistent low level disruption, persistent failure to complete homework, persistent lateness, removal from lesson, SLT intervention, walking off from staff and refusal to cooperate with staff.

This results in a 1 hour detention and a letter home.

## **Level 3**

This includes refusal of Head of Department, Head of Learning or SLT, aggressive behaviour, smoking, swearing, truancy and health and safety breaches.

This results in a Pastoral Lead or SLT detention, internal isolation and further intervention.

## **Homework club**

If pupils fail to complete the homework set, the class teacher will refer them to homework club in SCC on the same day to complete it. This will be 20 minutes.

# Attitudes To Learning

Attitudes to learning (ATL) are recorded every lesson. This is a way of monitoring your child's work rate and attitude during lessons.

1= Exceptional

2= Good / expected

3= Below expected

4 = Very poor (usually an incident)

Total ATL points are added up at the end of each week. The expected number of points is 50. This means that your child has received an ATL of a 2 every lesson.

- If it is less than 50 and your child has achieved some ATLs of a 1, a praise letter will be sent home.
- If it is more than 50, meaning your child has received some ATLs of a 3, a concern letter will be sent home.

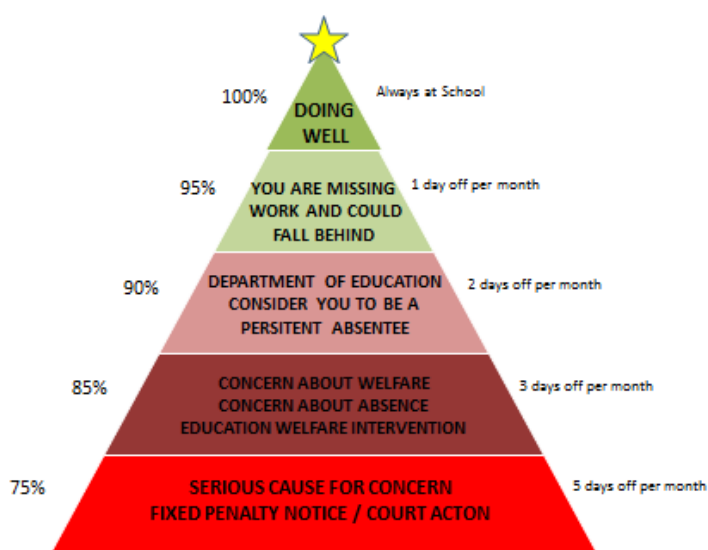


# Attendance

After your child starts in September, download the MyEd App to contact school if your child is going to be absent: <https://www.myedschoolapp.com/>  
Using the MyEd App allows you to text for free, automatically linking your text communication with your child(ren). It also links directly to the website enabling you to have up to date information.

Or, you can telephone 01782 948250, select option 2 and leave a voice message. Remember, we require contact from you every day your child is off.

Children should arrive in school by 8.30am, ready for Registration at 8.40 when the bell rings.



Where possible, please try to make any non-urgent appointments for before or after school – don't accept the first appointment. **Ask** for one for before or after the school day.

## Leave of Absence during Term Time

As a result of new guidance, enforced from 1<sup>st</sup> January 2018, Head teachers only are now permitted to authorise any leave of absence when a request has been made in advance and it is felt to be for an **exceptional circumstance** (NB the "annual family holiday would not be deemed as an exceptional circumstance").

Parents/carers should complete a 'Request for Leave during Term Time' form available from the Attendance Office. Where a child does not reside with both parents, it is the responsibility of the parent making the request to inform the other parent, and of the possibility of a Fixed Penalty Notice if the absence is not deemed as an exceptional circumstance. We strongly recommend that this is done before planning any leave of absence. The new law does not give any entitlement to parents to take their child on holiday during term time. Further information can be obtained from [www.dfe.gov.uk](http://www.dfe.gov.uk). The Educational Welfare Service is notified of all leave of absence requests.

Our Attendance Policy is enclosed with your Admission Pack for further reference.

# What is the difference between primary and secondary school?

- Children often have to travel further (some making their way to and from school independently for the first time - some travelling by bus).
- They will have to wear a full school uniform for the first time, and have a whole list of new rules and regulations to remember.
- Instead of one teacher, who has often known them since their early years, they will be taught by numerous teachers and will have to get to know a whole range of adults in different roles within the school.
- The site will be much bigger and children will have to find their way around, moving from classroom to classroom between lessons, carrying their belongings with them.
- They will have to use and interpret a complex timetable and a school 'planner'.
- For the first time children may be fully responsible for ensuring that they have the correct books and equipment for six or seven different lessons, their dinner money, bus fare, PE equipment etc.
- Children will be given full responsibility for recording homework, completing it by the correct day and giving it in on time.
- There will be new lessons (eg. Spanish) and new variations on familiar ones (Science in a laboratory for example).
- Teaching and learning styles may be very different. Children may be expected to write more frequently and for longer, and they may be expected to select appropriate reference books from the library.
- Break-time and lunch-time will be organised differently with less adult supervision and children having a lot more independence in terms of getting back to lessons on time, buying their own snacks and lunches etc.

# TOP TIPS

## Key tasks for pupils

- Getting up on time.
- Getting dressed, washed and ready to walk out of the door with everything you need.
- Leaving the house to get to the bus-stop or to school on time.
- Being in the right place at the right time at the end of day.
- Going straight home.
- Knowing what to do if you are delayed for any reason.

## Tips for Parents - Before your child starts school

- Time the journey to school or the bus-stop.
- Be sure your child is clear about what time they are expected to be home and what to do if they are held up for any reason.
- Make sure they know/have your contact numbers.
- Buy an alarm clock and make sure your child knows how it works. Test run it before the first day at school.
- Work out with your child what time they will need to get up to get to school on time. Work backwards from the time they need to be at school. Include all the things they will need to do.
- Agree a routine for the mornings and after the end of the day. Will they shower/bath in the morning or the evening? Will they get their bag ready the night before or in the morning? Who will make the packed lunch? When?
- Agree a bed-time for school days with your child that will ensure they get enough sleep.
- Have a couple of practice runs ... set your child the challenge of getting up at the correct time and getting ready.
- Does anything need changing?

## When your child starts school

- If possible, be around for your child for the first few days/weeks and 'supervise'. Praise and encourage independence but be ready to offer a helping hand.
- Keep to your side of the bargain - if you have arranged to leave dinner money on top of the fridge make sure it is there!
- Go through the routine regularly with your child if necessary provide a tick-list to help
- Insist on the routine being kept to - it will save you hours in the long run!

# **The New Timetable**

## **Being in the Right Place at the Right Time**

### **Key tasks for pupils**

- Knowing what lessons take place on a particular day.
- Knowing where the classroom for each lesson is.
- Knowing who the teacher is.
- Understanding the timetable.
- Getting to lessons on time - especially after breaks.

### **Tips for Parents - Before your child starts**

- Visit the school- talk about how it is laid out/organised (usually in 'subject blocks').
- Reassure your child that they will quickly get to know their way around (most have it mastered within a couple of weeks), and that they move around as a group to start with. Teachers are very understanding about children getting lost to begin with and usually help is at hand if it is needed.
- Draw or get hold of a simple plan if your child is very worried and talk about getting from one place to another.
- Get hold of a 'sample' timetable - these can look very complicated. Break it down and talk about 'how it works' if necessary (the room numbers/teacher initials etc.) Talk about the timing of lessons and free-time.
- Get a list of your child's teachers as soon as you can. It helps to know who teaches what.

### **When your child starts**

- Get a copy of your child's timetable (it will usually be written in their planner in the first week) Keep this on display so that you and your child can refer to it.
- Encourage your child to learn what lessons they have on which days so that they can become independent.
- Make sure your child knows what to do if they are late or get lost.
- Get your child a watch.

## Organising Books and Equipment

### Key tasks for pupils

- Having a good system for keeping books and equipment.
- Knowing what lessons there are on a particular day.
- Knowing what equipment is needed for each lesson (eg. ruler, compass, calculator for maths).
- Using the planner ( to write down important notes and messages and to refer to as a reminder).
- Having a bag packed with everything needed for that day.

### Tips for parents - Before your child starts

- Help your child organise their living space so that they have a place for everything to do with school. Try to make sure they have access to a desk, good light and storage space for their books.
- Equip them with the tools they will need at home (it's best to keep two sets of everything - one for school and one for home so that losing a pen does not stop them doing their homework). A useful home 'tool kit' consists of : pencils, pens, rubber, sharpener, crayons, felt-pens, whitener, ruler, maths equipment (protractor, compass, set-square and calculator), sellotape, glue-stick, paper (lined and plain) and plastic wallets.
- A box-file or stacking system is useful for pupils with organisational problems - each file can be labelled with the subject and all books, worksheets etc. can be kept ready to pull out and put in the bag when required.
- A labelled A4 plastic or card folder to take to school for each subject is useful - pupils are given lots of worksheets which they are not used to organising. Folders can hold all work sheets, books etc.
- An office two-tier 'in-tray' is useful for 'homework to be done' and 'homework completed'.
- An additional A4 plastic or card folder for finished homework is useful for children with poor memories - they can check it each lesson to see if there is homework to be given in.

### When your child starts

- Teach a routine for 'emptying the bag'. The subject folders or books are replaced in the system. Any subjects for which homework is required are placed in the 'homework to be done' in-tray. Do this with your child to begin with if necessary, then gradually let them take over. Even when your child has 'got **it**' do 'spot checks' every so often.
- Encourage your child to glue any worksheet/odd bits of paper into their workbook if possible each night - otherwise the sheer volume of 'bits of paper' becomes impossible.

- When homework is completed (see section on homework) supervise the 'packing of the bag'. This is best done the night before.
- The displayed timetable can be used as a checklist for subject folders and equipment. Write the equipment needed at the top of each day (see sample display organiser).
- Encourage your child to check their planner for any reminders/notes each night. It's usually worth double checking.

## **A guide to parents' evenings**

Because of the larger numbers of pupils, and the fact that your child now has several teachers, parents' evenings are organised rather differently in The Kidsgrove Secondary School.

You will be given the date of the Y7 parents' evening well in advance.

A few days before the evening, your son or daughter will bring home a slip of paper on which you write who you would like to speak to, and what times you can make to do so. If you don't receive this slip (and some children have been known to hang on to important letters in the murky depths of their school bag for up to a year!), do check with school if you should have had it. It is unlikely that you will be able to just turn up on the night and see the people you need to.

Most appointments are for 5-10 minutes, and you will need to allow some time for finding and moving between teachers. Try to see as many teachers as possible, especially if there are issues you need to raise with them. It is always a good idea to see your child's tutor and perhaps HOL as they will have the best 'overview' of how your child is settling in generally. Jot down any questions or concerns before the meeting.

Your appointments with the teacher will provide an opportunity for them to tell you how they feel your child is getting on in very general terms, and for you to ask any questions or raise any concerns you have. If you or they have major concerns, the teacher will probably suggest a further, longer meeting at another time.

On the day itself, teachers are usually sitting at tables with their names displayed in the school hall. On the night, appointments are rarely running exactly to time, so be prepared for some waiting around.

It's a good idea to take your child with you - one to hear what their teachers have to say, but also to guide you and find the teachers you have arranged to meet!

Finally, don't feel daunted - all new parents will feel exactly the same.

If you have any questions regarding this booklet or your child starting The Kidsgrove Secondary School please contact us and we will be happy to answer any questions.  
We looking forward to seeing you in the future.

