



King's Academy College Park

School Information Booklet 2022 -2023

King's Academy College Park

Crofton Road

Portsmouth

PO2 0NT

Telephone: 02392 663645

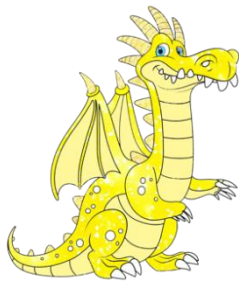
Email: contact.cp@kingsacademies.uk

Website: www.kgacollegepark.uk





Our School Values



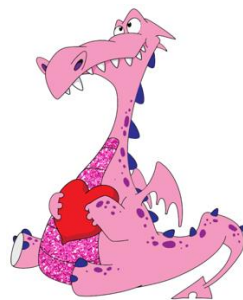
INDEPENDENCE



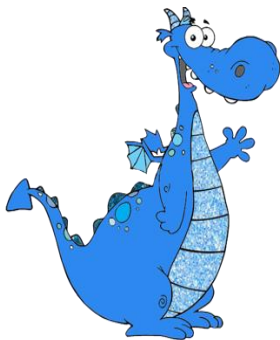
RESPONSIBILITY



CREATIVITY



KINDNESS



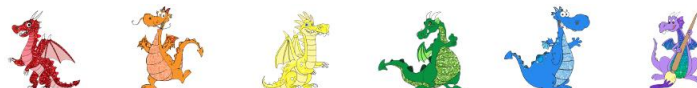
TEAMWORK



RESILIENCE



CHALLENGE





School Calendar 2022 / 2023

Planned INSET Days:

- Thursday 1st September 2022
- Friday 2nd September 2022
- Friday 2nd December 2022
- Friday 10th February 2023
- Friday 30th June 2023

Autumn Term 2022																				
	September				October				November				December							
Monday	5	12	19	26	3	10	17	24	31*	7	14	21	28	5	12	19	26			
Tuesday	6	13	20	27	4	11	18	25		1	8	15	22	29	6	13	20	27		
Wednesday	7	14	21	28	5	12	19	26		2	9	16	23	30	7	14	21	28		
Thursday	1*	8	15	22	29	6	13	20	27	3	10	17	24		1	8	15	22	29	
Friday	2	9	16	23	30	7	14	21#	28	4	11	18	25		2	9	16#	23	30	
Saturday	3	10	17	24		1	8	15	22	29	5	12	19	26	3	10	17	24	31	
Sunday	4	11	18	25		2	9	16	23	30	6	13	20	27	4	11	18	25		
Spring term 2023																				
	January				February				March				April							
Monday	2	9	16	23	30	6	13	20*	27	6	13	20	27	3	10	17*	24			
Tuesday	3*	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25			
Wednesday	4	11	18	25		1	8	15	22	1	8	15	22	29	5	12	19	26		
Thursday	5	12	19	26		2	9	16	23	2	9	16	23	30	6	13	20	27		
Friday	6	13	20	27		3	10#	17	24	3	10	17	24	31#	7	14	21	28		
Saturday		7	14	21	28	4	11	18	25	4	11	18	25		1	8	15	22	29	
Sunday	1	8	15	22	29	5	12	19	26	5	12	19	26		2	9	16	23	30	
Summer Term 2023																				
	May				June				July				August							
Monday	1	8	15	22	29	5*	12	19	26	3	10	17	24	31	7	14	21	28		
Tuesday	2	9	16	23	30	6	13	20	27	4	11	18	25		1	8	15	22	29	
Wednesday	3	10	17	24	31	7	14	21	28	5	12	19	26		2	9	16	23	30	
Thursday	4	11	18	25		1	8	15	22	29	6	13	20	27	3	10	17	24	31	
Friday	5	12	19	26#		2	9	16	23	30	7	14	21#	28	4	11	18	25		
Saturday	6	13	20	27		3	10	17	24		1	8	15	22	29	5	12	19	26	
Sunday	7	14	21	28		4	11	18	25		2	9	16	23	30	6	13	20	27	

Bank and public holidays 2022/2023

Christmas Day Holiday
Boxing Day Holiday
New Year's Day Holiday
Good Friday

25 December 2022
26 December 2022
02 January 2023
07 April 2023

Easter Monday
May Day Holiday
Spring Bank Holiday
Summer Bank Holiday

10 April 2023
01 May 2023
29 May 2023
28 August 2023

School Holidays

Bank holidays and national holidays

* First day after break

Last day before break





Attendance

A good education is vital for children and young people and regular attendance at school is a key factor in opening up more opportunities in adult life. Good attendance helps children to make good progress in school and fulfil their potential in life.

Our school target for attendance is 96%.

Holidays

In total there are 175 non-school days a year.

This gives families the opportunity to: Spend time together, go on family visits and days out, go on holiday, go shopping, attend routine appointments.

If your child has a holiday of 1 week during term time and 10 days of illness, they would miss 75 hours of education in an academic year. If this pattern were to be repeated throughout your child's school life, they would miss almost a year of their education.

Children who go on holiday for a week during the term, may miss out on more than one week of work. Before they go on holiday, they can be distracted and afterwards they may not be able to access learning because they have missed out on part of their learning journey.

Appointment

If your child has to be absent from school to attend an appointment (doctor, dentist, hospital, etc.) the school office will need to see proof of the appointment. This could be a letter, appointment card, text or email.



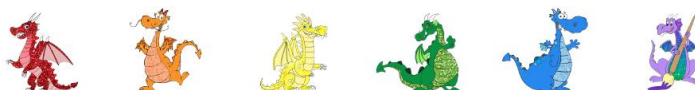
Reporting an Absence



If children are not able to be in school because they are unwell we must be notified on the first day of absence, otherwise this can become a safeguarding issue. You can use the Studybugs app to report the illness or telephone the school office on 02392 663645.

If we do not hear from you, we will attempt to make contact and in certain circumstances we may visit your home, contact the police or social services.

For more information please see our attendance policy which can be found on our website.





School Times



Juniors:

Start of the day

8.30am Gates Open

8.40am Teachers collect children from playground

8.50am Registration (School day officially starts) & Gates Locked

PLEASE NOTE THE GATE ON LYNDHURST ROAD WILL BE LOCKED AT 8.45AM

End of the day

3.00pm Gates Open

3.10pm End of school day

3.20pm Gates locked - please collect your child from the main office

Infants:

Start of the day

8.30am Gates Open

8.45am Doors Open

8.55am Registration (School day officially starts) & Gates Locked

PLEASE NOTE THE GATE ON LYNDHURST ROAD WILL BE LOCKED AT 8.45AM

End of the day

3.00pm Gates Open

3.15pm End of school day

3.30pm Gates locked - please collect your child from the main office





School Uniform

At King's Academy College Park, we believe the school uniform achieves many important goals but most importantly:

- It encourages a sense of community identity and pride by wearing the same badge and the same clothing, pupils feel a true sense of belonging
- Uniforms allow schools to have a distinct style that everyone in their community can recognise and appreciate
- It encourages our pupils to develop habits for life by learning to take responsibility for their belongings, pupils learn the habits of discipline and personal responsibility that will stay with them for life.

It is incredibly important to us for the uniform to act as a social leveller, which is why we are asking for **no branding/logos** (e.g. Nike, Adidas etc) on items of clothing worn into school. These items should be reserved for wearing outside of the school.

As you can imagine, for a school of our size, **labelling of all clothing is vital.**

Uniform:

- Branded navy blue jumper or cardigan
- Additional navy blue jumper or cardigans can also be purchased
- Gold or yellow polo shirt
- Black trousers, shorts, skirt or pinafore dress
- Gold or yellow gingham dress
- Smart black footwear without obvious/coloured logos
- Plain navy blue book bag



PE Kit:

- Plain gold or yellow t-shirt
- Black shorts without obvious/coloured logos
- Black jogging bottoms without obvious/coloured logos (for colder weather)
- Black jumper without obvious/coloured logos (for colder weather)
- Black trainers without obvious/coloured logos
- Plain navy blue PE bag

Further information about uniform can be found on our website.





School Lunches

Every Infant School child is entitled to a free school dinner **everyday!**

**School lunches cost
£2.34 per day**

Our school dinners comprise of meat and vegetarian mains, a healthy dessert and unlimited water. All our recipes are low salt and low sugar and strive to incorporate a substantial portion of fruit and vegetables. The menus change twice a year and our in house kitchen staff (Caterlink) love to include children's feedback in their food making.

If however in the circumstance you do not wish for your child to have King's Academy College Park school dinners and will be providing them with a packed lunch, you will need to read this leaflet and fill in the form in our consent booklet.

All children starting Year R and Year 3 will be provided with a water bottle.

Please ensure your child brings a water bottle to school every day.



Your child may be entitled for free school meals if you are currently in receipt of any of the following:

- 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 guaranteed 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

**If you think you are eligible, please apply online at
<https://www.portsmouth.gov.uk/services/schools-learning-and-childcare/schools/school-meals/>**





Healthy Lunchboxes

A balanced packed lunch should contain:

- Starchy foods - these are bread, rice, potatoes, pasta and others
- Protein foods - including meat, fish, eggs, beans and others
- A dairy item - this could be cheese or a yoghurt
- Vegetables or salad and a portion of fruit



Starchy foods are a good source of energy and should make up a third of the lunchbox. But don't let things get boring.

Instead of sandwiches, give kids bagels, pitta bread, wraps and baguettes. Use brown, wholemeal or seeded bread, not white bread.

Crisps and chocolate swaps



Cutting out foods that are high in salt and sugar is a huge step to creating a healthy lunch for your child. Simply swapping crisps, sweet biscuits and chocolate bars for foods like; dried fruit and vegetables, chunks of cheese or a low-sugar yoghurt is a huge step forward. This website is great for offering healthy sugar swaps: <https://www.nhs.uk/change4life/food-facts/sugar/sugar-swaps-for-kids#top-sugar-swaps>

PLEASE



**NO PEANUTS
OR
NUT PRODUCTS**

WE ARE A NUT FREE SCHOOL!

People who suffer from nut allergies can develop a severe, potentially life-threatening allergic reaction. If someone has a nut allergy it is not just eating nuts that can cause a severe reaction, just being touched on the skin or smelling the breath of someone who has had nuts or a product containing nuts can trigger anaphylactic shock (which can cause breathing and swallowing difficulties).

Break Time snacks

Infant school children get free fruit and vegetables for the breaktime snacks.

In the junior school, children must only have a healthy snack at breaktime. This could be fresh or dried fruit, low sugar cereal bars or other healthy options. Children will not be permitted to have chocolate bars or crisps. These must be sent in their school bag and NOT in their lunchboxes.

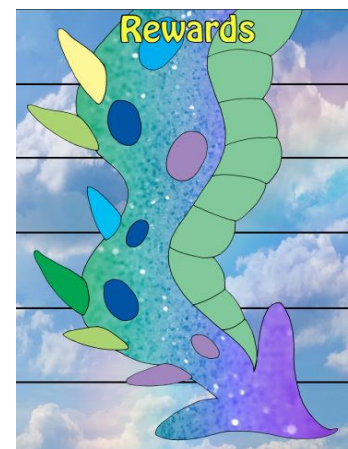




Behaviour Policy

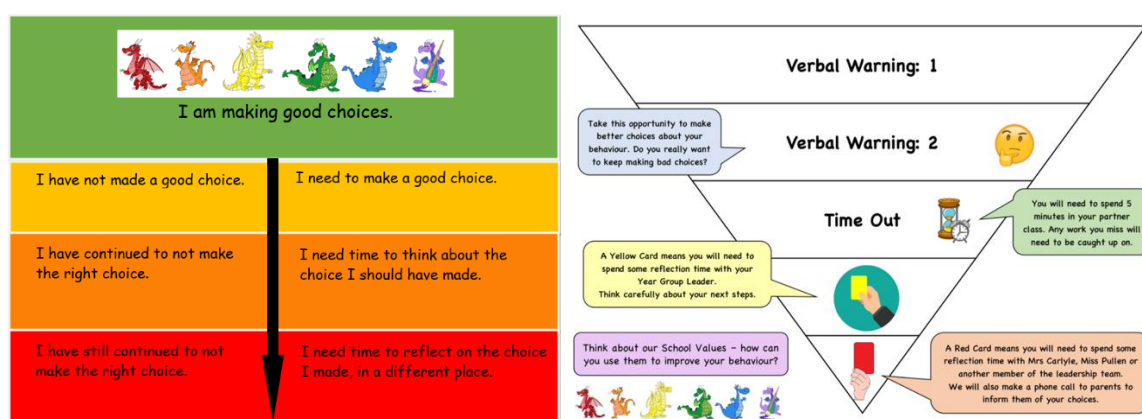
We promote good behaviour in our school with the use of our school values. Children are rewarded for displaying teamwork, resilience, responsibility, independence, creativity and challenge in their day to day school life.

Children move up our behaviour chart and can achieve bronze, silver and gold behaviour certificates.



Two children are also chosen each week as our value champions for impressing their teacher with their hard work!

There are consequences for children who choose not to follow our high expectation, and we will contact parents in the case of any serious incidents.



More information can be found on our website.





Communication



Studybugs is the main way we will communicate information to families.

This includes letters, important announcements, COVID information and updates from teachers.

The best way to use Studybugs is by downloading the App.

Families can use Studybugs to notify the school of pupil absence quickly and efficiently.

To take advantage of the Studybug app, (once your child has started at the school) please search and download the free Studybugs app, or register on the Studybugs [website](#).

Health and Safety on the playground

Any playground equipment (e.g. the climbing frame, pirate ship, pencils) should NOT be used before or after school. The children will be made aware of this rule and we ask you to ensure that younger and older siblings DO NOT use it either.



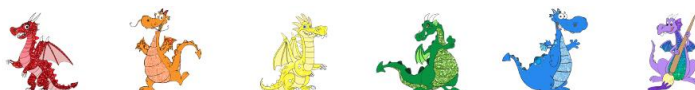
The riding of bikes and scooters in the school playground is also prohibited. With so many children and families in the playground before and after school, it can be very dangerous and we would not want anyone to be hurt.

The school grounds are a non-smoking area.



Parents are expected to refrain from smoking or vaping by the gates to the school so that children do not have to walk through cigarette smoke when arriving and leaving school.

Parents are also asked to adhere to our mobile phone policy when on the school site.





Kid's Club

Parent / Carer Information



Telephone: 02392 663645
(Opt 1 for Kid's Club admin and enquiries)
(Opt 3 for emergencies outside of school hours)

Email: kids.club@kingsacademies.uk

URN 144506

Introduction

Kid's Club is an out of school club which caters for children from the local community who attend King's Academy College Park. It is situated in the porta cabin building in the back playground of King's Academy College Park (Juniors). The entrance is in Lyndhurst Road where street parking is available. Access to the club is gained through an intercom system.

Opening times are before and after school from 7.30 a.m. until 5.30 p.m. term time only.

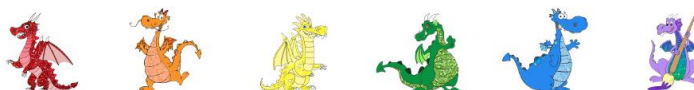
Mission Statement

The aim of the club is to provide good quality childcare with the emphasis on play. The club is passionate about play and the importance it has in children's lives and their future development.

Ofsted

We are registered with Ofsted and work within the EYFS statutory framework to ensure that high standards of childcare are met. We have spaces for 35 children in the morning and 60 children in the afternoon.

Staff





All of the staff have extensive experience in caring for children and training is updated on a regular basis. All staff are DBS checked at an enhanced level. As a minimum, our staff to child ratio is 1 adult to 10 children.

Booking and registering

Registration is essential and you will need to complete a registration form before your child can attend. These can be requested from the school office. Booking is via 'ScoPay' online. Children must have their sessions booked to be able to attend.



Payments are made via ScoPay, through your Government childcare account or Childcare voucher provider. Accounts must have enough credit for the sessions you wish to book. Sessions are booked one month in advance.

Late collection

Late collection of any child after 5.30 p.m. will be charged at a rate to cover the additional staffing costs.

Late by: 15 minutes - £5 fee

30 minutes - £10 fee

45 minutes - £15 fee

Non attendance

Please inform us at your earliest convenience if your child will not be attending a booked session for any reason. We must receive this notification from a responsible adult and not from the child.

Payment will still be required for all booked sessions.

We will not charge for booked sessions where an Inset Day, polling day or 'snow day' occurs.

Tax credits

Tax credits are available in certain circumstances. For further information regarding help with childcare costs, please call 0845 300 3900 or visit the internet at www.inlandrevenue.gov.uk/tax-credits

POLICIES and PROCEDURES are available for parents to read in the reception area of the club. Personal copies are available on request.

We welcome your suggestions to improve any area of our service.

Breakfast club

Breakfast Club opens at 7.30 a.m. Children can enjoy a light breakfast of cereal and toast with their friends and be in plenty of time to start the school day. The last breakfast is served at 8.20 a.m.





It is the parent's responsibility to ensure that children arrive safely and are registered by the staff to Breakfast Club daily. Parents must provide written consent to the club, if they wish for older children (from Year 3 upwards only) to sign themselves in.

At the end of Breakfast Club, the children in Years 4, 5 and 6 are allowed in the playground unsupervised to go straight to class. When King's Academy College Park (Juniors) starts, the children allowed in the playground make their own way to their classrooms with their class and Class teacher who have lined up at the sound of the bell. All other children (e.g. Year 3 and King's Academy College Park (Infants)) are accompanied into school by staff.

Kid's Club

King's Academy College Park Junior school children come to the club directly after school has finished. Children are free to play from a wide range of activities including; indoor and outdoor sports, dressing up, art and craft, board games, Lego and den making. A drink and a biscuit are provided after school but you may provide your child with an additional snack if you wish.



Children from King's Academy College Park Infant school are collected from the Year 2 corridor, after school has finished and are brought to the club through the adjoining gate.

Inclusion

We value individuality and each child's uniqueness and do our best to accommodate any special needs and / or requirements.

Children's behaviour

We expect all children to follow our Behaviour Code which is based on respect, kindness and co-operation. Our on-going relationship with parents/carers is vital and we will communicate information about any unacceptable behaviour. In extreme circumstances, parents/carers may be requested to withdraw their child from the club.

Quality assurance

We aim to provide good quality childcare where children have an opportunity to enjoy the benefits of play in a secure environment, and where you as a parent or carer, are confident that your child's best interests are being cared for. We are keen to continuously improve our service for the children and parents who use our club and value your partnership with us. We value your support and welcome your questions.

Child safeguarding/protection

As safeguarding is our first priority, we are obliged by law, to report any concerns that we may have about children's safety to the appropriate authorities. Our Child Protection Policy and Procedures are based on the booklet 'Keeping children safe in education'. Our Designated Safeguarding Lead is the Kids Club Manager who is qualified in this area. All staff receive regular updates on safeguarding training





Privacy Notice for Parents and Pupils

(How we use personal information)

Why do we collect and use personal information?

We collect and use personal information: to support pupil learning; to monitor and report on pupil progress; to provide appropriate pastoral care; to assess the quality of our services and how well our school is doing; statistical forecasting and planning and to comply with the law regarding data sharing.

The categories of personal information that we collect, hold and share.

These include: Personal information (such as name, unique pupil number and address); Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility); Attendance information (such as sessions attended, number of absences and absence reasons) and exclusions; Assessment information; Modes of travel and Relevant medical, special educational needs and behavioural information.

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

King's Academy College Park collects and uses pupil information to comply with legal obligation and protection of vital interests (ref: Article 6, and Article 9 where data processed is special category data from the GDPR).

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data for / in accordance with our retention schedule (until transfer to next school)

Who do we share pupil information with?





We routinely share pupil information with: schools that the pupil's attend after leaving us; our local authority; Children's Services; the Department for Education (DfE); Health Professionals (school nurse, educational psychologist, speech and language, CAMHS, EMTAS); SEND professionals or educational settings.

Why we share pupil information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education

(for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the Department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/nationalpupildatabase-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by: conducting research or analysis; producing statistics; providing information, advice or guidance.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data.





Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of: who is requesting the data; the purpose for which it is required; the level and sensitivity of data requested; and the arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data. For more information about the Department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the Department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/nationalpupildatabase-requests-received> To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact:

Sarah Rose, Data Protection Lead: sarah.rose@kingsacademies.uk

You also have the right, subject to some limitations to: object to processing of personal data that is likely to cause, or is causing, damage or distress; prevent processing for the purpose of direct marketing; object to decisions being taken by automated means; in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact: If you would like to discuss anything in this privacy notice, please contact:

Sarah Rose, Data Protection Lead: sarah.rose@kingsacademies.uk

Data Protection Officer

The Data Protection Officer is responsible for overseeing data protection within the School so if you do have any questions in this regard, please do contact them on the information below:-

Data Protection Officer: Judicium Consulting Limited

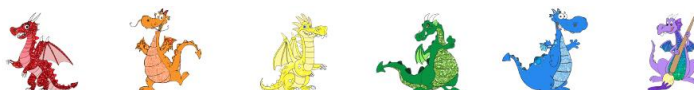
Address: 72 Cannon Street, London. EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Telephone: 0203 326 9174

Lead Contact: Craig Stilwell





Complaints Procedure

If you have any worries about any aspect of our school please let us know – if we do not know there is a problem, then we cannot do anything about it.

Step 1: Talk to your child's class teacher

Step 2: Talk to your child's year leader

Step 3: Make an appointment with the assistant headteacher responsible for your child's phase

Step 4: The concern will be raised with the deputy headteacher

Step 5: The concern will be raised with the headteacher

To escalate a complaint beyond school level, please see the complaints policy on our website.

