



King's Academy College Park

School Information Booklet

2022 - 2023

King's Academy College Park

Crofton Road

Portsmouth

PO2 0NT

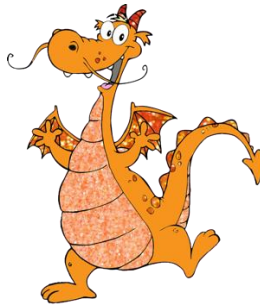
Telephone: 02392 663645

Email: contact.cp@kingsacademies.uk

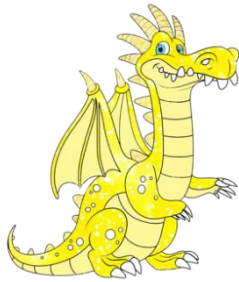
Website: www.kgacollegepark.uk



Our School Values



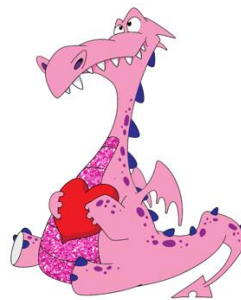
RESPONSIBILITY



INDEPENDENCE



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 31st March 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.

Appointments

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 LYNDBURST 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 LYNDBURST ROAD WILL BE LOCKED AT 8.45AM

End of the day

3.00pm Gates Open

3.15pm End of school day

3.25pm 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

Please note: If your child wears earrings, they must be taped prior to the school day starting. This is to ensure your child can take part in PE safely. Your child must also have a hair band to tie their hair up when taking part in PE lessons.



School Uniform:



School PE Kit:



Further information about uniform can be found on our website.



School Lunches

Children in the infant school are entitled to a free school dinner **everyday!**

School lunches cost **£2.34 per day**

Our school dinners comprise of meat, vegetarian and vegan 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.



caterlink
feeding the imagination

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 to 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.

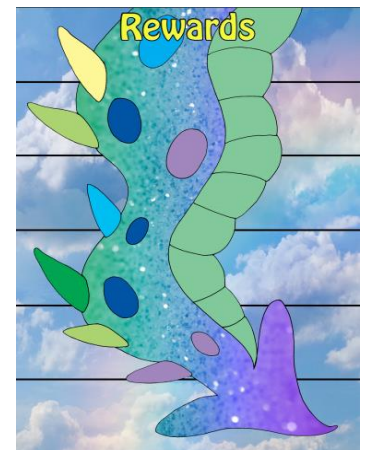
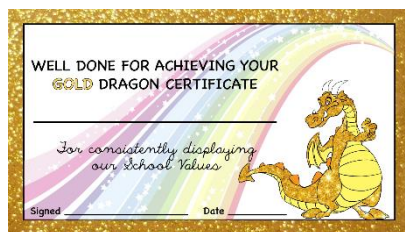
In the junior school, children must only have a healthy snack at breaktime. These must be sent in their school bag and NOT in their lunchboxes. This could be fresh or dried fruit, low sugar cereal bars or other healthy options. Children will not be permitted to have chocolate bars or crisps.



Behaviour Policy

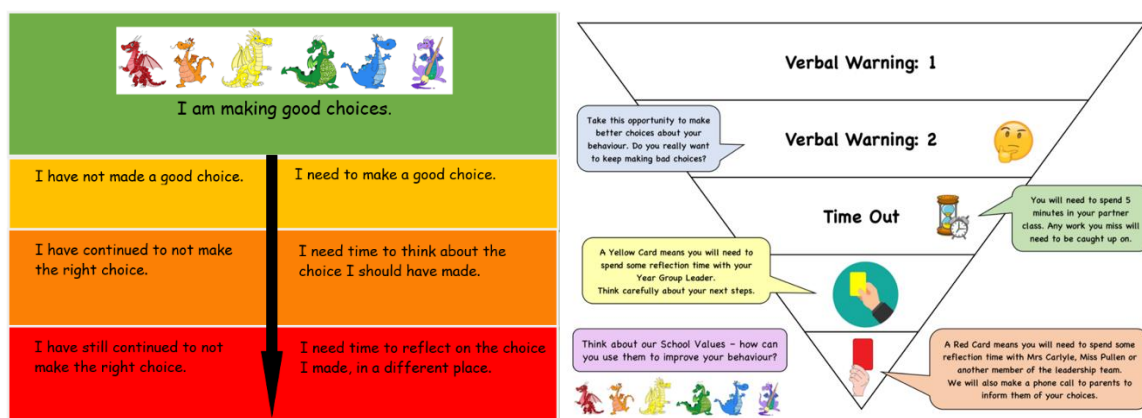
We promote good behaviour in our school with the use of our school values. Children are rewarded for displaying teamwork, resilience, responsibility, independence, creativity and challenge in their day to day school life.

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



IRIS ParentMail is the main way we will communicate information to families.

This includes letters, important announcements, trip information and Mrs Carlyle's weekly newsletter.

The best way to use IRIS ParentMail is by downloading the mobile app.

Families can use Studybugs to notify the school of pupil absence quickly and efficiently. The best way to use Studybugs is by downloading the mobile app.

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

Please ask for an information booklet if you are interested in wraparound care for your child.

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.



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

