

The King's School



INFORMATION FOR NEW STUDENTS AND PARENTS 2024/25



THE PASTORAL SYSTEM

Our pastoral system is organised into a house system, which forms the bedrock of our school community. This means that the new Year 7 students will join 'lower' school tutor groups that have a balance of students from Years 7 and 8. Students in Years 9 and above will join 'upper' school tutor groups comprising students in Years 9 to 11. These houses date back to 1912 as witnessed by the old minute book of the Sports Committee. The houses were named after local families: **Coleridge**, **Kennaway**, **Patteson** and **Raleigh**. If students have siblings in the school, they will be placed in the same house and if there is no family connection, students will be allocated houses to ensure equal sized tutor groups.

The tutor groups meet for five minutes each morning and after lunch for registration. On the days where there is no assembly, the tutor groups will work together during 15 minutes of tutor time and follow a structured programme of activities. The form tutor should be the first point of contact if any issues arise, as they will oversee the pastoral care of your child. Any messages can be passed by Edulink, e-mail or by telephoning the school and leaving a message.

Each Head of House is responsible for all students in that house and can be contacted via the school office. They work closely with their linked non-teaching Pastoral Support Worker.

| | |
|--|--|
| HOH Coleridge - Mrs A Argent-Wenz | aargent-wenz@thekings.devon.sch.uk |
| PSW Coleridge – Mrs Usher | busher@thekings.devon.sch.uk |
| HOH Kennaway - Mr M Coult | mcoult@thekings.devon.sch.uk |
| PSW Kennaway – Miss Shepphard | nshepphard@thekings.devon.sch.uk |
| HOH Patteson - Mr S Tremlett | stremlett@thekings.devon.sch.uk |
| PSW Patteson – Mrs J Bunker | jbunker@thekings.devon.sch.uk |
| HOH Raleigh - Mr J Adkins | jadkins@thekings.devon.sch.uk |
| PSW Raleigh – Mr R Knill | rknill@thekings.devon.sch.uk |

The Heads of House and Pastoral Support Workers work very closely with their team of tutors.

From September **Mr Penman** will be Deputy Head – Student Support and will co-ordinate the work of the whole team. During transition Mr Garrick will continue in this role.

THE COMPETITIVE SIDE OF THE HOUSE SYSTEM

There are a wide range of inter-house activities many of which are led by students in the house.

These include:

- House Musical Competition – Students in each house write, produce and direct a short musical play on a theme given by the Expressive Arts Department. It is then performed to both the Upper and Lower School on the final day of term.
- House Dance Competition – This has become a highlight of the school year with house leaders performing miracles in choreographing and directing students in each house. Many students take part and the atmosphere in the Main Hall is electric.
- House Sport – students have many opportunities to represent their house with Sports Day being one of the highlights of the school year. Other events include house competitions in football, hockey, rugby, netball, cross-country, cricket, rounders and swimming.
- Departmental House Competitions – a variety of competitions are held within departments.

At the end of each term, cups are awarded to the house with the most commendations, the most students with excellent attendance and the most conduct (achievement minus behaviour) points.

These activities, along with the other competitions that take place during the school year attract house points, which together with the generic house points awarded for effort, progress and achievement earned throughout the year lead to a Winning House Cup presented at the end of the year.

We strongly believe the house system provides a means of encouraging all students to do their very best to contribute positively. Most importantly, it provides an opportunity for students to work with their peers in a variety of environments. This allows leadership skills, caring approaches and peer assistance to flourish. It is so rewarding to see older students organising events, leading others by example and seeing the younger ones learning and wanting to impress.

INFORMATION ABOUT THE FOUR HOUSES



COLERIDGE

The **Coleridge** family links with the school date to 1760 when the Rev. **John Coleridge** took up the posts of School Master, Chaplain Priest and Vicar. He came from South Molton's 'Latin School'. **John Coleridge** was a man of considerable learning, the author of two Latin grammars and many other literary works. He had eight sons including the famous poet

Samuel Taylor Coleridge.

In 1781, John Warren succeeded John but the family continued to lead the school, through John's son, **The Rev. George Coleridge** between 1794-1808. During this period, the school's reputation steadily rose and became esteemed throughout south-west England. The school became the starting point (if not always the finish!) of the education Devon's most well-known families. The Archers', Cornish's, Kennaway's, Northcote's, Simcoe's and Young's are recorded as pupils, alongside eight of the next generation of **Coleridge's**. So began the **Coleridge** family's connection with the school, which continued well into this century.



KENNAWAY

The first recorded entry of the **Kennaway** family is noted in GEJ Holmes' '*The King's School: A History*' (1963) when the Rev. **George Coleridge** was headmaster at the turn of the 19th century. In the novel Holmes' mentioned the time **Edward Coleridge** was involved in a fight with **Charles Kennaway**.

"A great bully" "I drubbed him properly...."

Edward Coleridge

Rev. George Smith (head teacher from 1863-1881) allowed the school to spiral into decline and by 1881 only three boys were left in attendance, the school finally closed. However, the **Kennaway** family, successfully led by **Sir John Kennaway**, wanted to make King's **GREAT** once more and so pushed for the revival of the school in order to secure its' future for generations!

In December 1892, **Sir John Kennaway** wrote to the County Council asking whether it was possible to reopen the school again. However, money was a problem! Eventually in 1895, the school re-opened in The Priory, opposite the Church in Ottery St. Mary. In 1911, when **Sir John Kennaway** secured the school's present site, he laid the foundation stone on 21st April 1911 during which a Service of Dedication was held and he became Chairman of the Governors. He continued to serve as Chairman until his death in 1919. Sir John jr. held the vice-chair position from 1919 to 1948.

INFORMATION ABOUT THE FOUR HOUSES



PATTESON

One of the most distinguished head teachers of the school was Dr. Cornish (1824-1863). His most famous pupil was **John Coleridge**. **Patteson** entered the school in 1835, at the age of eight. "Coley" the nickname given to him by his friends was the son of **Sir John Patteson** of Feniton Court. He furthered his education and attended Eton and Balliol College, Oxford. Within a biography of his life, it is noted that he never achieved the success expected of him because he was interested in too many things. Before he was 25, he mastered Hebrew and Arabic as well as Greek, Latin, French, German and Italian.

In 1854 Coley was made a deacon, returned to Devon and took up his role as curate at Alington. In 1855 he became a missionary and left England forever to work among the Maoris. Coley was consecrated as the first Bishop of Melanesia in 1861, but was killed ten years later by inhabitants of Nukapu.



RALEIGH

Although there is no written evidence that **Sir Walter Raleigh** graced King's school with his presence; likewise there is none to suggest that he did not attend. The eventual fame of the Devon-born statesman, soldier, spy, writer, poet, explorer, and landed gentleman, born in East Budleigh on 22 January 1552 (or possibly 1554!) and the ownership of a house near the Mill in Ottery St Mary, presumably granted grounds for a school house to be named after him!

SAFEGUARDING

The safety of our students is paramount. As a school, we are fully committed to child protection and safeguarding. We follow all statutory guidelines as well as our own policies and procedures. There is a section on our website that gives more information:

<http://www.thekings.devon.sch.uk/Child-Protection-Safeguarding/>

The Designated Safeguarding Lead (DSL) from Sept 2024 will be Mr Penman. During transition Mr Garrick is the DSL. A number of other staff make up the safeguarding team including Mrs Farrand (Deputy Head – Inclusion) and the four pastoral support workers. Please contact the pastoral support worker in your child’s house or Mr Penman if you have any safeguarding concerns about a child.

THE CANTEEN

The school’s canteen provides an excellent range of hot and cold lunches, paninis, freshly made sandwiches and hot and cold sweets which are all prepared and cooked on the premises. Vegetarian dishes are also available every day, as are fresh fruit and salads.

We offer a range of pot meals and snacks ranging from the daily special to a simple sandwich. The canteen is also open at morning break where a range of snacks are available. Our Food Bars operate on a self-service basis. Encouraging students to eat a healthy diet is an important part of our service.

We operate a cashless system for the payment of meals. Each student will be provided an account and students pay by thumb-print or card, which parents can “top up” online.

THE SCHOOL DAY

| | |
|---------|------------------------|
| 8.45am | Registration |
| 8.50am | Period 1 |
| 9.50am | Period 2 |
| 10.50am | Break |
| 11.10am | Period 3 |
| 12.10pm | Period 4 |
| 1.10pm | Lunch |
| 2.10pm | Registration |
| 2.15pm | Assembly or tutor time |
| 2.30pm | Period 5 |
| 3.30pm | School Ends |



FREQUENTLY ASKED QUESTIONS

What is a Cashless System and how does my child register on the system?

A cashless catering system allows schools to provide their students with a faster, more efficient and faster meal service by removing the need for payment via cash at the till points. Your child will either use their biometric thumbprint or an allocated card which will be linked to their account.

What methods of payment can be used to credit an account?

Any amount can be credited to an account through the online system. We have integrated our online payments for trips and visits with our cashless catering system. To make a debit card payment on-line please go to <http://scopay.com/kingsdevon> . No charge is made for this service. A guide for use of this system can be found on the Kings School website.

How can I check the credit on an account?

This can be accessed via the On-Line payment system or using the Edulink App for parents or students.

Can I change the daily 'Spend Limit'?

Yes – The daily spend limit will be set at £4 which can be spent across break and lunch. However, this can be changed by written request to the school finance office finance@thekings.devon.sch.uk

What happens if my child's account is not in credit?

A 'lend' can be processed at the till, which will then allow a meal to be taken. An automatic overdraft will be set up, which will allow the student to go into debit at the cost of 1 meal.

How do 'free school meal' entitlements work?

The Cashless Catering System will automatically allocate the student's account with the free meal amounts. Students with Free Meal Entitlements remain anonymous at all times. NB. Any monies not spent from the daily free meal allocation cannot be carried over to the next day.

Can I view a report of my child's meal intake?

Yes – The online system provides secure access to your child's meal record. This information is available on the schools payment gateway and also on the Edulink App.

How does my child pay for their meals?

Students can either pay using a biometric thumbprint (if the permission letter is returned) or by a card issued by the school.

What happens if my child loses their card?

A new card can be issued by the school but there will be a charge of £2.00 to cover costs incurred which will be debited from the students balance. Student support will be able to issue new cards.

ATTENDANCE

We expect students to be in school and on time every day. We reward students for excellent attendance in school. Unforeseen and unavoidable absences must be notified to the school office every day. This can be done through the dedicated absence line: 01404 816910, by email absence@thekings.devon.sch.uk or via the Edulink app. If there is no communication from yourselves and no message is received by school, the absence will be recorded as unauthorised.

The law does not grant parents an automatic right to take their child out of school for holidays during term time. You must apply for permission in advance and permission will only be granted in exceptional circumstances.

The school will inform Devon County Council if a student has ten or more half-day sessions of unauthorised absence within a six month period. The council will then decide whether to issue a penalty notice. The "Absence Request Form" is available to download from the school website.

TRANSPORT AND ARRIVAL AT SCHOOL

All students are expected to use the Coach park or Tech Block entrances and **NOT** the Cadhay Lane entrance. School buses drop off at either of these entrances. All bus transport for children in the catchment area is organised by Devon County Council. If you have any questions or concerns, the contact number is 03451551019. Children from out of catchment area need to organise their own transport.

If you drop your child off by car, please do so away from the school site wherever possible. Please do not drop off in Cadhay Lane as students are not allowed to use this entrance for their safety as the lane can become very congested.

There are two cycle sheds at the school. If students cycle they are expected to be careful and to have all appropriate safety equipment including lights (when dark) and a helmet.

STUDENT ICT ACCEPTABLE USE POLICY

This form sets out strict guidelines for the use of our ICT facilities and network in the school environment. Confirmation that both student and parent have read and agreed to the policy must be given by you in Edulink before access to our school network can be given. Your child will be given their username and password when they start school.

EQUIPMENT

Each student will need to ensure that they have basic equipment including pens, pencils, a ruler, scissors, glue, calculator, protractor, pair of compasses, highlighters etc. The maths department recommend the following calculator which is available from a variety of stockists:

- Casio Fx-83Gt Cw Scientific Calculator

COMMUNICATION

The school uses an App called Edulink to communicate with Parents and Students. This system provides parents with the following benefits:

- Ability to view your child's timetable and the school's calendar
- Ability to view your child's attendance record
- Ability to book Parents Evenings appointments
- Receive notifications when your child is given a House Point or Behaviour Point
- View the history of your child's House Point or Behaviour Points
- View and receive student reports and letters
- View your child's exam entries and exam timetable
- View any medical incidents recorded
- View and update your contact details
- View the balance on your child's catering account
- Complete forms and consents online for trips and visits
- Receive electronic messaging from the school (text / email)

All those people with parental responsibility will be provided access to the system regardless of the child's residence. There are two ways of accessing the system:

- 1: An App can be downloaded from the Apple or Android Stores (recommended) – called Edulink One
- 2: Any internet browser can access it at <https://www.edulinkone.com>

You will be issued with a username and password through an email.



HOMEWORK

Tasks/activities will be posted on Edulink. Parents are asked to check that their children complete tasks set. Please use edulink to communicate any problems that the task/activity may cause. (Too much, too little, too difficult/easy etc.)

MUSIC TUITION

The King's School offers instrumental music tuition. A team of specialist teachers visit the school on a weekly basis and lessons are organised during curriculum time, usually on a rota so that the same curriculum area is not disrupted too often. Please contact office@thekings.devon.sch.uk for more information.

MEDICAL ISSUES

We need to be fully informed of any medical issues. Please contact Student Support if your child has any illness or medical problems. Please check that the school has at least **FOUR CURRENT CONTACT NUMBERS** for daytime use. We will only use the numbers if necessary.

PRIVACY NOTICE

In the policies section of our website, there is a Privacy Notice, which explains how we collect, store and use personal data about students.

UNIFORM

All students are expected to wear the school uniform and there are clear guidelines within this brochure. If, at any time, your child cannot wear any part of the uniform, please write a note to let us know why. The student should bring this note to Student Support first thing in the morning.

Teachers will apply sanctions for breaching the rules on appearance and uniform in accordance with the behaviour policy. The head teacher may ask a student to go home and remedy a breach of the school's rules on appearance or uniform.

UNIFORM

ALL students should wear the uniform outlined below. The items with logos can be purchased from Honiton Sports or Thomas Moore, Exeter, however the vast majority is available from most retailers. All School Uniform is expected to be worn in a sensible, appropriate and tidy manner and should be named.

Blazers: Blue school blazer with school crest must be worn by all students. (Optional) Navy V-necked jumper with the school crest may be worn under the blazer and not to replace the blazer.

Ties: School clip-on tie with house colour.

Shirt: Plain blue shirt collared shirt (buttoned to the collar) and which are tucked into trousers or skirt. Short/long sleeved shirts are acceptable.

Trousers: Plain mid-grey formal full length trousers. This means no skinny or flared trousers, jeans, leggings, chinos, combat trousers, drain pipes or low waisted trousers or any trousers with rivets or studs. Trousers must be worn on the waist.

Skirts: Mid-grey school skirt; pleated or straight. It must be worn to knee length. Plain navy blue tights may be worn. Tight fitting skirts, tube skirts and skater skirts are NOT permissible.

Shoes: Plain black leather-type formal shoes (no boots, trainers, canvas shoes, casual shoes or raised heels) to provide protection against anything that could be dropped in technology or science, and will keep the feet warm and dry in poor weather.

Jewellery: No jewellery except a watch and one pair of small studs or sleepers for the ears. Spacers, plugs and facial jewellery may not be worn in school. Extra jewellery that is worn will be confiscated and kept until the end of the school day. No jewellery may be worn during PE lessons.

Socks: Black/grey plain design only. Socks and tights should not be worn together.

Belts: A narrow, plain black belt may be worn.

Hairstyles: Long hair must be tied back in practical lessons. Extremes of hairstyle (for example significant differences in length, tram lines) are not acceptable. Only natural hair colours are permitted.

Make-up: Make-up should be discrete. Brightly coloured eye make-up and nail varnish is not permitted. False/acrylic nails and false eyelashes must not be worn to school.

Coats: Students may wear an outer coat to school but this is not to replace the school blazer. Coats must be removed before entering the classroom and are not allowed to be worn in lessons. Hats cannot be worn anywhere indoors. Hoodies/jumpers, leather coats and denim are not permitted to be worn in school.

If a student does not have the correct uniform a note must be brought in and student must go to Student Support before morning registration.

PE Kit

Please see below the PE kit that we expect all Year 7 students to wear.

| <u>Boys PE Kit</u> | <u>Girls PE Kit</u> |
|---|---|
| Aptus Essentials sky-blue polo shirt with embroidered logo | Aptus Essentials sky-blue polo shirt with embroidered logo |
| Black rugby shirt with reversible band inside with house colour | Aptus Essentials 1/4 zip training top with embroidered logo |
| Black shorts | Plain black shorts, skort or leggings |
| Black games socks | Black games socks |
| Short white socks (indoor work) | Short white socks (indoor work) |
| Football boots | Trainers with non-marking sole |
| Trainers with non-marking sole | Shin pads and mouth guard |
| Shin pads and mouth guard | |

Girls/Boys Optional: Students are welcome to bring in their own equipment (e.g. hockey stick, tennis racket etc). Students may bring in black tracksuit bottoms and towels for showers.

Boy's Optional— Boys have the option of purchasing the Aptus Essentials 1/4 zip training top but this is not essential.

For safety reasons students are asked to remove ALL jewellery during PE lessons.

SPECIAL EDUCATIONAL NEEDS

If your child has a special educational need, it is very important that we are aware of it as soon as possible. Please contact Mrs Farrand – Deputy Head (Inclusion) and SENCO.

Her e-mail address:- pfarrand@thekings.devon.sch.uk