



Kingsway Park

HIGH SCHOOL

Year 6
Transition Booklet
2020

Aspire, Learn, Achieve.

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Introduction

The Year 7 team - Welcome from your Year Manager



I am delighted to welcome you to Kingsway Park High School. I am looking forward to working with you over the next five years and beyond.

At Kingsway Park, we want you to have the best possible experience in every area. We aim to ensure that you are supported to work to the best of your ability. Our staff are committed to ensuring that every student is taught to a high standard and looked after every day to ensure that everyone feels safe and comfortable in school.

You will be challenged and supported in all areas, so that you will develop the confidence to take ownership of your studies and become a successful learner.

We have high academic standards and expectations of all our students. We will do our utmost to ensure that you thrive at Kingsway Park and that you are both happy and successful. I very much look forward to working with you.

I can be contacted via email on – lparker@kingswaypark.org

Miss Parker

Year 7 Year Manager

Personal Tutors

At Kingsway, we see the role of the Personal Tutor as being vital to the efficient running of the school and its successful pastoral care.

The Personal Tutor should be the first person to turn to for help or advice, although it may sometimes be necessary to refer the matter to the Year Manager.

On a daily basis your personal tutor will:

- Ensure that you are prepared for learning
- Offer guidance and help you make your own decisions - by question and focus - and provide information where appropriate
- To assist you to enrich your life
- To help prepare you for educational choice
- To maintain an orderly atmosphere in which everyone feels safe, secure and valued
- To assist you to make secure and sound life choices and to respect those of others.

Each morning at 8.30am you will have a 15-minute session with your personal tutor, for 4 mornings per week this will be in your tutor room and then once a week you will have an assembly.

Key Pastoral Staff

Alongside your personal tutor there are a number of other key staff that are available to support you outside of the classroom. These can be seen below.

Head of Inclusion	Mrs L Clarke
Pastoral Lead	Mr P Burns
Year Manager	Mrs L Parker
SEN Co-ordinator	Mrs N Griffiths
INA Co-ordinator	Mrs M Mead
Attendance Officer	Mrs J Eaton
Student Receptionist	Mrs S Khan
Safeguarding Lead	Mrs M Barbour
Deputy Safeguarding Lead	Mrs E Barnes

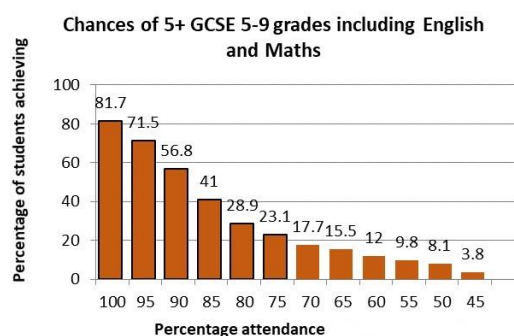
General Information

Attendance

Kingsway Park High School takes attendance very seriously. The school's attendance target is 97% and we expect all students to strive to attain this target at the very least. If attendance drops below 97% it is more likely that a student will not achieve the levels or grades that they are capable of.

The importance of attendance is shown on the graph to the right.

It is important that we receive an explanation for EVERY absence. Any unexplained absences are regarded as unauthorised. It is very important to understand that only a school can approve absence, not a parent or carer. If a call is not received by the school, then you will receive a text or a call to request the reason for absence.



Punctuality

We place great importance on the need for students to be punctual each morning and to every lesson. Kingsway Park will not accept lateness in much the same way that future colleges and employers will not; thereby preparing students for their future. You should arrive at school by 8:20am in order to be in registration by 8:30am. If you arrive after 8.45am, lateness will be regarded as an unauthorised absence for the whole of that session.

Attendance and punctuality competitions will take place throughout the year and students will be rewarded for both. Support and sanctions will be implemented the moment either become a cause for concern. Please note that you will be expected to attend a 30 minute catch up at the end of the school day if you are late in the morning.

Frequently asked questions regarding attendance

What may happen with poor attendance?

Research shows that poor attendance results in a decline of attainment for students. Alongside this, parents/carers can also receive fines for students missing 20 unsanctioned sessions (10 school days) within a 12 week period. Currently, this government-set figure stands at £60 if paid within 21 days, rising to £120 after this. Parents/carers will be committing an offence if they fail to make sure that their child attends regularly, even if they are missing school without their knowledge. The details of parents/carers with children who have unauthorised absence (including those who have taken an unauthorised holiday) will be passed to the school's Education Attendance Officer, who may consider issuing a Penalty Notice or starting legal action.

Can I go to the doctor or dentist in school time?

Yes. However, we would ask that you TRY to make any appointments out of school hours. Absence, for whatever reason, disadvantages students. Advance notice of dental, hospital or doctors' appointments should be provided, and a copy of the appointment card produced if possible. Should you need to leave school to attend an appointment, you must be collected from school and sign out at reception. We cannot allow students to make their own way to the appointment. We would normally expect to see you in school for the session before and after the appointment. Absence from school for such appointments will show as an absence on your records and reports.

Is a family holiday allowed in school time?

NO. The school does not allow holidays during term time and these absences therefore will be unauthorised in the register. There are 13 holiday weeks during the school year when time can be taken. Please remember that every absence from school disadvantages you. Students who have 10 unauthorised absences (5 school days) will be reported to the Education Welfare Officer and a fine imposed which currently is £60 per parent per child. We have had incidents when parents have telephoned the school to say their child is unwell, when in fact, they have been on holiday. The school will ask the Education Welfare Officer to investigate incidents of absence when it is believed that a student is on holiday.

Uniform

We consider a school uniform to be an essential feature of the school, helping to establish a community and personal discipline. A uniform is not only attractive, but it also provides a suitable outfit for school and is an economical option.

Our uniform has been planned to make it as easy as possible to obtain and is available at all school uniform shops in Rochdale.

 **Kingsway Park High School**
Uniform Expectations

DO's ✓

DON'Ts ✗

Blazer:
Navy blazer with KPHS logo on worn at all times.

Tie:
KPHS tie with correct year group colour.

Cardigan/Jumper:
Navy KPHS cardigan and jumper.

Shirt:
White shirt tucked in at all times.

Polo shirt:
Blue polo shirt with KPHS logo on, summer uniform.

Skirt:
Smart black plain skirt with KPHS logo on.

Trousers:
Smart plain black straight cut trousers, no black jeans or jeggings.

Socks:
Plain black/grey socks, no frills.

Shoes:
Black smart shoes. Not black trainers.

Our uniform expectations can be seen above. Please note the blue polo shirt is only permitted in the summer term.

Students are expected to wear the full correct uniform, with PRIDE, at all times.

Boys' Uniform

Uniform	PE Kit
Smart black plain trousers	KPHS PE T-Shirt
White shirt	KPHS PE shorts
KPHS school tie (with year colour)	KPHS PE socks
Blazer with KPHS logo	
Plain black shoes (not training shoes)	
Bag	
Optional	Optional
KPHS 'V' necked sleeveless pullover	KPHS tracksuit pants
	KPHS hooded top

Girls' Uniform

Uniform	PE Kit
Smart black plain trousers	KPHS netball style shirt
Smart black school skirt with school logo	KPHS PE skort (skirt with integrated shorts)
White shirt / blouse	
Short black socks	
KPHS school tie or scarf (with year colour)	
Blazer with KPHS logo	
Plain black shoes (not training shoes)	
Bag	
Optional	Optional
KPHS cardigan	KPHS tracksuit pants
Plain black headscarf	KPHS hooded top

To ensure the smooth running of the school day and to ensure that everyone is equal, the following items are banned at Kingsway Park High School.



What's not allowed in Kingsway Park High School



Chewing Gum



Fizzy Drinks



Speakers



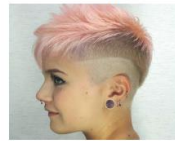
False nails & nail Varnish



Hoodies



Earphones



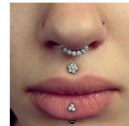
Coloured hair & extreme hairstyles



Trainers



Ugg Boots



Facial Piercings



Mobile Phones

Any student found in the possession of a banned item will have it confiscated or you will be asked to rectify the problem straight away.

Equipment

It is important that all students are fully equipped every day. Please ensure that you have the equipment listed below.



Kingsway Park High School Equipment Expectations



Clear Pencil Case



Black Pen



Scientific Calculator



School Bag



Timetable



Pencil



Green Pen



Reading Book



Highlighters (Optional)



Ruler



Eraser



Diary



Colouring Pencils (Optional)

The School Day

The school opens at 8.00am and students must be in their tutor rooms by 8.30am. There is a free breakfast provided for every student.

The structure of the school day can be seen below:

Time	Activity
8.00am - 8.20am	Free Breakfast Club
8.30am	Start of the school day - You should be in your tutor room by this time.
8.30am - 8.45am	Assembly / Tutor Time / Registration
8.45am - 9.45am	Lesson 1
9.45am - 10.40am	Lesson 2
10.40am – 11.00am	Break - You must be at your next lesson by the end of break.
11.00am – 12.00am	Lesson 3
12.00am – 1.00pm	Lesson 4
1.00pm – 1.40pm	Lunch (40 minutes) - ALL students are expected to remain in school during lunch time.
1.40pm – 2.40pm	Lesson 5
Extra-Curricular Programme planned from 2.40pm.	
2.40pm – 3.10pm Non-Negotiable catch-ups.	

The Restaurant

At Kingsway Park High School we are very proud of the food and refreshments that we have on offer from our high-quality catering facilities.

We have a fantastic restaurant used by staff, students and visitors. Food is available at breakfast, break and lunchtime.

We use a cashless catering system at Kingsway Park High School. Students put money into a Parent Pay account instead of paying cash at the till. The cashier will use the student's fingerprint which you will have registered in the restaurant.

All students are expected to stay on the school site throughout the school day including lunchtimes. This means that all students are safe.

Only water is allowed in school.

Lunch - The cost of a school lunch is £2.25. Students will be able to choose either a hot meal with a dessert, a sandwich selection and hot soup or a pasta/wrap meal. Fresh fruit is always available.

Breakfast - We serve a free-of-charge breakfast from 8.00am – 8.20am every day in the main restaurant to all students. Toast, cereal, juice and hot chocolate is available.

Students using this facility must ensure that they leave the restaurant with enough time to reach their tutor room in time for morning registration which begins at 8.30am.

Morning Break - At the morning break (10.40am-11.00am) students may purchase drinks and light snacks in the restaurant. They may also go outside for some fresh air – but must not leave the school grounds and must ensure they are at their next classroom by 11.00am.

At lunch time (1.00pm -1.40pm) students may purchase food in the restaurant or bring a packed lunch to eat in the restaurant area.

ParentPay

We use the online payment system ParentPay. This is used to pay for such items as school meals, trips and books. ParentPay offers parents the freedom to make payments at their own convenience, 24 hours a day, and has the advantage that you do not have to carry cash into school. You will have a secure online account, activated using a unique set of activation codes. You will be prompted to change these and create your own secure Username and Password for future logins. If your primary school used ParentPay, you will still be required to set up a new account for use at Kingsway Park High School. If you have a sibling with an account at Kingsway Park High School you can add be added to that so that there is a single account, with one login.

Our restaurant is cashless and uses a biometric system at the till point. Your parents will receive a letter asking permission for you to have your thumbprint taken so there is no need to carry a card as the system will recognise your thumb at the tills.

Any amount of money can be paid into the account and you will not be able to get into debt or go overdrawn.

You will receive a letter with instructions on how to create an account at a later date.

Student support – KASEL and SEND provision

KASEL Provision

This provision is for KS3/4 students. It supports, develops and strengthens the social, emotional needs and resilience of identified students. It offers a wide range of provision and interventions such as:

- Parenting Classes
- Think Room/Therapeutic Inclusion
- Anger Management
- Extremism and Exploitation Prevention
- Circle Time
- Resilience Work
- Crisis Response
- Pyramid Club
- Nurture Groups

The KASEL Manager and the KASEL Mentors also work closely with external agencies and support to ensure that all the needs of these particularly vulnerable students are met. Through the Family Support Worker, KASEL works closely with vulnerable families to ensure that these students have the appropriate support in school.

SEND Department

Kingsway Park High School is a fully inclusive secondary school and our SEND department is fully committed to ensuring that all learners have a broad and balanced curriculum, regardless of their individual barriers to learning.

The SEND department runs a variety of interventions and support mechanisms that will help all children make academic and social progress. Dependent on individual need, each learner will access a variety of carefully selected programs to give them the skills needed to access the curriculum.

We are privileged to have a designated SEND space in our recently refurbished SHINE centre. Here, learners have access to a team of highly qualified HLTA and TA staff to support them with their academic, social and emotional development. We also have a sensory space that is available to those who need that space.

This year, we have employed a highly skilled SEND teacher to teach both our foundation and nurture groups. This enables the students who require this level of support to have access to highly trained staff to fully meet their needs. This member of staff is also responsible for developing our Alternative Provision curriculum and we hope that this will become broader each year.

If you have any questions, please do not hesitate to contact the SENDCo, Nicola Griffith, at NGriffith@kingswaypark.org

Student Leadership

At Primary School many of you will have had key leadership roles where you had responsibilities and helped make a difference to your schools. When you arrive at Kingsway Park High School, you will have the opportunity to continue to develop your leadership skills and contribute to your new school with your brilliant ideas from primary school.

Kingsway Park Parliament

During the recent lockdown you will have seen the importance of the government with regards to decision making, communication and team work. When you join Kingsway Park High School you will have the opportunity to join the Kingsway Park Parliament Team. As a Member of this Parliament you will voice the concerns of your Year Group and help make key changes to Kingsway Park High School. You will be required to represent your Year Group at meetings and school events. This will give you an opportunity to develop into exceptional young leaders, meet new people and truly make a difference to your new school.

Subject Ambassador

Another way you can develop your leadership skills is to become a Subject Ambassador. If you have a talent for a particular subject, you can be nominated by your teachers to become a Subject Ambassador. You will have some new subjects when you start at Kingsway Park High School and some of you may discover some hidden talents you never knew you had! A Subject Ambassador will be someone who works hard, produces exceptional work and makes fantastic progress. As a Subject Ambassador your work will be used as model examples for other classes/ year groups and you will be asked to represent your subject at school events such as open evenings/ awards evening. If you are very skilled at one subject, you may also be asked to help mentor other students in your year group to help their understanding.

Rewards

At Kingsway Park we want to reward you for your achievements and good behaviour. At KPHS your reward points are called commendations. Staff will use a platform called 'Class Charts' to give you commendations for lots of different things. These include excellent classwork, brilliant homework and conduct around the school building. You will receive a password for class charts, and you will be able to log on and check how many commendations you receive. You will be able to use these commendations to visit the online shop and purchase items of your choice. There are a range of options including stationary, books, gadgets, vouchers and money off school trips. Remember the more commendations you receive, the more choices you will have in the shop!

Bee Postcards

Many of you may know that a key symbol of Manchester is the worker bee. This emblem came from a time when Manchester was a leading city during the industrial revolution. Many people moved to Manchester to work in the factories and explore new opportunities and this movement created a hive of industry. The worker bee came to symbolise all the hard-working people who worked together to achieve great things for Manchester. At KPHS we also expect

you contribute to our hive. In a beehive the bees must work together to produce the honey, at KPHS we must all work together to produce great results! If you work hard as a team and contribute positively to the hive staff will send you a bee postcard to your house. Any member of staff can send you these postcards for work in lessons, good behaviour on the corridors or at social times. Extra rewards will be given to those students who receive the most bee postcards per term.

Exceptional Work

We also want to regularly celebrate the exceptional work that is produced in lessons. Each week staff will send in nominations of excellent student work. We will then show your work on the website and Twitter to celebrate your success. You will also have the chance to be nominated each half term to win Subject Awards in assembly. If you progress in a range of different subjects you will also be invited to special events with other students in your year group to celebrate your achievements.

Academic Learning and Progress

How will I learn at KPHS?

Firstly, welcome to a new stage of learning! You will be able to use the knowledge that you have gained from your primary school to help you understand and connect to the next new topics of learning at Kingsway Park.

One of the big differences for you is that you will be taught by a variety of different teachers, all of whom are specialists in their subjects. This will mean moving around the school to different laboratories, sports hall, technology spaces, computer rooms and classrooms.

- A typical lesson lasts for **one hour**.
- Your teacher will be at the door of his/her classroom to welcome you and get you settled into learning.
- All teachers at KPHS use **seating plans**. This is because we want you to learn from every lesson and sometimes you may need some support from a desk partner, or you may be asked to give support to another learner. The seating plan is decided by the teacher as we really want your learning time to benefit all students in the room. You will be told where in the room you should sit during the lessons in each subject.
- Instead of having a learning objective in your lesson at KPHS we give you an **ENQUIRY QUESTION** which should help you to think about what you are learning and how you will be able to answer that question at the end of the lesson or over the next sequence of lessons. The teacher will discuss what the enquiry question means so that everyone in the room is clear about the end point or outcome.

- The first ten minutes of the lesson will be spent doing a **LESSON LAUNCH** activity. This will help you to remember information that you have previously learned. This is an independent activity and usually means that you will be working on your own. This is nothing to worry about at all. It helps the teachers, and also you as the learners, to understand what you do and do not know.
- During most lessons, you will be asked to listen to your teacher. **Quality listening** means sitting up straight, facing the front and really listening to UNDERSTAND. If you are not sure about anything your teacher says, you can raise your hand and ask questions so that your learning is secure. I will let you into a secret, teachers LIKE students' interest and enthusiasm and love it when a student asks an intelligent question. It means that others can learn from the answers that the teacher or another student may give.
- During the remainder of the lesson, you will cover new learning and make connections with what you already know. It will help you if you talk about your learning with those you live with at home. Speaking about what you have done and **explaining to others** will really help you to make fast progress at Kingsway Park.
- We want you to enjoy your lessons at KPHS because when you enjoy something, you **remember** more. For this reason, you will experience lots of activities and different ways of learning. If you need help, you only need to ask. One of the best qualities of the teachers at KPHS is that they build really positive relationships with the students they teach, and they enjoy working with students who care about their learning and want to understand more. We love thinkers at KPHS!

We look forward to teaching you and we are excited to see how well you do on your learning journeys at KPHS.

VISION

At Kingsway Park High School you will participate each week in a unique lesson called VISION. This will take place each Wednesday Period 5 and most weeks you will be with your tutor group. The lead teacher for VISION is Mrs Bailey and your VISION Year Lead will be Miss Crook. During this lesson you will participate in a range of activities which are very different to your normal lessons. You will take parts in activities, events and trips which link to the following headings:

1. **Enrichment and Experiences** (Visits, broadening horizons)
2. **Hobbies and Interests** (Different activities you are interested in)
3. **Well-being and Health** (Mental, physical, emotional and social well-being)
4. **Global and Local Citizens** (Charity/community work, British values)
5. **Creating Geniuses** (Achievement/learning/ skills)

During the year you will also have visits from guest speakers and compete against the other classes in your year to win prizes and awards. This year you will have the chance during VISION to complete a national award called the 'Arts Award.' VISION is a very exciting opportunity for you all to explore new activities and challenges outside your normal curriculum and we are sure you will enjoy it just as much as the other students at KPHS.

How will I be assessed?

During your time at Kingsway Park High school, you will be **assessed formatively and summatively** throughout the academic year. These assessments may take many different forms and relate to any previously taught skills and knowledge. All of our assessments are planned and take place at a time relative to the individual curriculum maps of each subject area. (Eventually these will be on the website, not sure when at the moment!!)

When assessments are collated, we ensure that attainment and progress is measured against your ability. We do this by using your KS2 results, CAT testing (completed in the first weeks of Year 7), and any other significant data we hold.

When you start at Kingsway Park High School, we use all the information we have available to us so that we can place you on an individualised learning flightpath. These flightpaths have aspiration built in and are considered to be the minimum expectation. We will not hold you back so if you wish to adjust your flightpath to increase the level of challenge, this can be implemented in collaboration with your teacher.

How will parents be informed of your progress?

In Year 7 there are two parents' evenings and two reports home.

The parents' evening will allow your parents to discuss ways of improving progress as necessary, and how they may be able to provide support. It will also give an overview of anything that might be affecting your performance.

The reports indicate whether you are 'working towards', 'working at' or 'exceeding' expectations in each subject. It will include your attitude to learning, attendance record, total behaviour points and total reward points (commendations).

How can parents support students academically?

Students are more likely to make progress if they feel happy and supported both at home and in school.

Your parents/carers can support you daily by showing an interest in what you have learned and why you needed to learn a particular skill or piece of knowledge. Also, by checking your diary parents/carers can provide support with your home learning.

On our website, we provide an outline of what you can expect to be taught in each year group. If you make yourself familiar with some of this information, it will be easier for you to discuss home learning with your parents/carers.

By attending parents' evenings and discussing school reports with you your parents will contribute to the team working that our school recognises as an important aspect of helping you achieve to be the best you can.

How does Kingsway Park support students who are behind in English?

If a student is below the national standard in English, they may be provided with extra literacy lessons upon arrival at Kingsway Park High School. These lessons are designed to enable students to close the literacy gap. These will be dependent on Teacher Assessment from Primary school as well as baseline testing carried out on their arrival at Kingsway Park High School.

Parents/carers can be a huge support in supporting literacy by reading with you. Encouraging students to engage in reading as an everyday activity boosts achievement massively. Just twenty minutes of reading per day can affect the overall attainment of students. To maximise this support, they could read the same material and discuss the reading, helping you to evaluate what you have been reading and to verbalise your thoughts about the text. Regular dialogue with your parents will enable you to pronounce words effectively, articulate your comprehension and communicate your understanding in a safe space where you can make mistakes.

There are a wide range of catch-up provisions in place, including lunchtime support with English Specialists, a carefully-planned curriculum which recalls and retrieves information that will have been covered at primary school so that if any gaps in knowledge emerge we can address this.

Some useful links which can be reached from home are:

www.literacytrust.co.uk

www.readingrockets.org

www.booktrust.org.uk

If your parents/carers are unsure as to what is suitable and challenging reading material they can contact our literacy coordinator Mr Tootill, jtootill@kingswaypark.org

How does Kingsway Park support students who are behind in Mathematics?

If a student is below the national standard in Mathematics, they may be provided with extra numeracy lessons upon arrival at Kingsway Park High School. These lessons are taught by Mathematics specialists and are designed to enable students to secure their understanding of key objectives from primary school through numeracy activities. These will be dependent on teacher assessment from primary school as well as baseline testing carried out on their arrival at Kingsway Park High School. Students will also be provided with additional resources by their class teacher to support progress such as specific homework tasks or booklets that focus on areas of need for each student.

Parents can offer support by having a continual dialogue with their child regarding their learning and progress during lessons as well as homework and catch up tasks they may have been set. Students will be regularly given feedback sheets in their books which highlight how they have performed in each unit and these can be used to support conversations. The Mathematics department strongly encourages students to learn independently and to support this we subscribe to Maths Watch, an online platform containing video clip tutorials that support students to learn independently. Every Year 7 student will be given personal login details that allows them access to Maths Watch. Students should be encouraged to complete these video tutorials along with the accompanying questions and worksheets regularly from home to support their learning in class. Furthermore, regular practising of times tables would also be very useful as these underpin much of the Mathematics taught in class.

We want to reassure you that the Mathematics department follow a carefully-planned curriculum which recalls and retrieves information that will have been covered at primary school so that if any gaps in knowledge emerge these can be addressed.

Some useful links which can be reached from home are:

www.mathswatchvle.com

<http://mrbartonmaths.com/>

If your parents have any concerns or issues regarding your progress in Mathematics, they can contact our Curriculum Leader of Mathematics, Mr Westerman

cwesterman@kingswaypark.org

Behaviour Expectations

Behaviour for Learning

At Kingsway Park High School, we have high expectations of behaviour from our students. We have designed a Behaviour for Learning Policy that identifies responsibilities for teachers, parents, carers and students. It is imperative that we all adhere to these. We have support in place to help students, however, we also have clear sanctions which will be applied, as a consequence, where necessary.

We operate a same day catch up system for students who fail to meet our expectations. Your parents/carers can monitor rewards and behaviour via the Class Charts App.

We expect your parents/carers to read through the behaviour policy and discuss it with you. If they have any concerns, they can email Pburns@kingswaypark.org.

A copy of the Behaviour for Learning Policy is enclosed.

FAQ – what is Class Charts – Class Charts is the software that the school use to monitor behaviour and rewards. Parents can access this via the App. In September, your parents will be issued with a code to access this.