

# KINGS LANGLEY SCHOOL



## **NEW STUDENT HANDBOOK** *A guide for students and parents*

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Dear New Students,

I would like to take this opportunity to welcome you to Kings Langley School, and hope that you will find this introduction pack helpful.

I hope that you are looking forward to joining us at Kings Langley School. I also realise that mixed with the excitement you may also be feeling a little nervous as you think about all the new things which you will be experiencing here. I hope that you will find us friendly and understanding as we welcome you to your new school. We aim to provide you with the best education that we can. This education is a result of close co-operation between home and school and we look forward to the development of a productive relationship between you, your family and Kings Langley School.

We are proud of our school and its special features:

- We hold fast to the values of justice, love and respect and encourage you to learn about the needs and aspirations of all individuals, whatever their cultural background. We celebrate the quality of relationships within our school community, understanding that they are the bedrock on which future success is based.
- We encourage all students to develop a wide range of skills and talents through our extensive extra curricular programme. The confidence and sense of self-worth which is developed through achievement in a range of activities helps ensure optimum success and attainment in the classroom.

In the early days you will have many new experiences and we believe that you will quickly settle in to belonging to a new larger community. I look forward to meeting you and your family. I hope that we can share a close home-school relationship that will enable you to enjoy a successful and happy time at Kings Langley School.

Kind regards



Mr Lewis  
Headteacher

# THE ORGANISATION OF YOUR YEAR GROUP

## Teaching groups, reports and parents' meetings

We aim to give our students a secure base within the school through membership of a tutor group. Each morning and afternoon starts with students meeting in their tutor groups and many friendships are made between students in the same group. Usually the form tutor stays with the form throughout their time at school.

The six tutor groups are named according to the six school houses: Andrew, Christopher, David, George, John and Patrick. Students remain in the same house and tutor group throughout their time at school. The houses compete with each other in sport, drama and other areas.

Form tutors will take their groups for a PSHE lesson each week to introduce students to aspects of personal and social education and citizenship.

In line with developments in the National Curriculum all Key Stage 3 students will be following National Curriculum English, Science, Maths, Design and Technology, History, Geography, French or Spanish, PSHE, RE, ICT, Drama, Music, PE and Art.

During the year parents will be able to discuss their child's progress with subject teachers.

A school report will be sent to parents that summarises student progress in each subject area during the year.

Contact can be made with school staff very easily through the diary system. This is the simplest way of sending a message to your child's Form Tutor. Form Tutors can also be contacted by phone before school and during the school day, but please be aware that they will almost certainly be teaching and unable to take a call in the first instance.

**Your first point of contact should always be your child's Form Tutor.**

## TIMING OF THE SCHOOL DAY

|                                          | TIMING                   |
|------------------------------------------|--------------------------|
| <b>Registration (and assembly)</b>       | <b>8.40am</b>            |
| <b>Period 1</b>                          | <b>9.00am – 10.00am</b>  |
| <b>Period 2</b>                          | <b>10.00am – 11.00am</b> |
| <b>Morning Break</b>                     | <b>11.00am – 11.20am</b> |
| <b>Period 3</b>                          | <b>11.20am – 12.20pm</b> |
| <b>Period 4</b>                          | <b>12.20pm – 1.20pm</b>  |
| <b>Lunch</b>                             | <b>1.20pm – 2.15pm</b>   |
| <b>Registration/Assembly/Form Period</b> | <b>2.15pm – 2.25pm</b>   |
| <b>Period 5</b>                          | <b>2.25pm – 3.25pm</b>   |
| <b>Finish</b>                            | <b>3.25pm</b>            |

## FRIDAY

|                                          |                        |
|------------------------------------------|------------------------|
| <b>Lunch</b>                             | <b>1.20pm – 2.10pm</b> |
| <b>Registration/Assembly/Form Period</b> | <b>2.10pm – 2.15pm</b> |
| <b>Period 5</b>                          | <b>2.15pm – 3.15pm</b> |
| <b>Finish</b>                            | <b>3.15pm</b>          |

# HOMEWORK

## **Why do we set homework?**

Homework is an important part of the learning taking place at school.

We set homework:

- To consolidate or prepare the work in class
- To help our students to develop independent study habits
- To encourage our students to use resources outside the classroom
- To provide an opportunity, where appropriate, to set different tasks to meet the needs and abilities of our students

## **How do we help students to organise their homework?**

We place a considerable responsibility on our students to organise their home learning sensibly. Any student who wishes may attend a 'prep' session to catch up on homework can go to the library 3.25-4.30pm Monday to Friday.

**Homework Diaries** – Students may receive homework to be completed over a period of time. This gives them a considerable organisational challenge.

The diary is there for students to record their homework and plan their time effectively. Form Tutors will assist students with the use of the diary and monitor its effectiveness.

## **Parents and Homework**

Homework is an area where the partnership between school and parents can help your children and our students. Parents can ensure that they do their homework by showing an interest in what has been set. Any queries parents may have about homework can be quickly and easily communicated via the homework diary.

The homework schedule is available on the school's Moodle with many set pieces of homework available to download. The link for Moodle is on the home page of the school website.

# SCHOOL UNIFORM GENERAL NOTES

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## Supplier:

- Beat School Uniforms Ltd – [www.beatschooluniforms.co.uk](http://www.beatschooluniforms.co.uk)
  - Although this is our approved supplier, some items of uniform are available from well known retailers.
- 

***Parents and students are reminded that although the school will always be reasonable in the interpretation of standards of personal presentation, it reserves the right to set and enforce the stated standards. It is not possible to accommodate individual interpretation of the published guidance.***

Plain black trousers appropriate for school are to be worn as specified. Low cut hipsters and skin tight or "skinny" trousers are **not** permitted. Parents are reminded that designer accoutrements such as chains, laces, buckles or studs are also not allowed. A slight flare in the trousers is permissible but should not extend beyond  $\frac{3}{4}$  of the length of the shoe. Skirts should be plain black of an appropriate school style, have no side slits and should not be made of a fabric with a high lycra content. Skirts should always be of a reasonable length (not below the knee and no more than 5 cm above the knee).

- Parents should note that ties are to be of a normal length (to waist band) and knotted up to the neck. Shirts to be worn tucked in on all occasions. Fitted or tailored shirts should not be worn and female students must not wear a "blouse" style shirt that is designed to be worn without a tie. Coloured tops such as roll-neck sweaters or t-shirts are not to be worn under school shirts.
- Hairstyles are to be sensible and suitable for the school environment. For example, 'Skinhead' style cuts, shaved heads, a 'Mohican' style or excessively gelled hair is **NOT** acceptable.
- Although the school accepts that older students may wish to colour their hair, it should be noted that only natural colours are permitted. Flamboyantly coloured hair is not acceptable.
- Students are permitted to wear sensible hats in very cold weather or to afford appropriate protection from the sun during hot weather.
- Jewellery is not allowed. However, students are permitted to wear small plain, single stud earrings (one stud only in the lobe of each ear). For safety reasons, rings are not permitted.
- Students are not permitted to wear jewellery in any other pierced parts of the body.
- If make-up and/or **nail varnish** is worn it should be discreet and appropriate. The school reserves the right to determine an appropriate level of make-up and students will always be asked to remove excessive make-up, nail varnish or acrylic nails.
- As a general rule, no outdoor clothing (such as coats, hats and scarves) should be worn during lesson.
- A blazer should be worn at all times (unless a student is given permission to remove it). School jumpers are optional, blazers are not.
- Students are not to wear earphones or other electronic items in school.

When necessary, children should wear a normal coat going to and from school. Bomber jackets, hooded tops (or "hoodies"), denim jackets and other similar fashion tops are not permitted.

**Parents are reminded that the school accepts NO RESPONSIBILITY for the loss, theft or damage to mobile phones and would prefer that students did not bring them onto the premises. Please read the mobile phone policy available on the school website.**

**A FULL SCHOOL UNIFORM LIST FOLLOWS**

## SCHOOL UNIFORM FOR BOYS

| ITEM                      | DESCRIPTION                                                                                                                                                                                                                                   |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shoes                     | Black only. No training or other similar sports shoes, no boots, no 'designer' shoes                                                                                                                                                          |
| Socks                     | Dark, Plain                                                                                                                                                                                                                                   |
| Trousers                  | Black. Chelsea or Gabardine style from approved supplier. Trousers should be worn pulled up to the waist and it is permitted to wear a plain black belt with an unobtrusive buckle. Denim or other similar material is <b>not</b> acceptable. |
| Jumper (optional)         | Black v-neck pullover with school logo (from approved suppliers only)                                                                                                                                                                         |
| Shirt<br>(button to neck) | Plain, white, long sleeved or short sleeved, <b>not</b> polo style                                                                                                                                                                            |
| Tie                       | Burgundy/silver stripe                                                                                                                                                                                                                        |
| School blazer badge       | School colours                                                                                                                                                                                                                                |
| Blazer                    | Burgundy (from approved suppliers only)                                                                                                                                                                                                       |

## PE KIT FOR BOYS

| ITEM                                  | DESCRIPTION                                                                                                   |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Unisex Polo Shirt **                  | Maroon and Black with School logo                                                                             |
| Shorts                                | Black with Maroon piping and School logo                                                                      |
| Rugby Shirt                           | Fully reversible (burgundy/blue)                                                                              |
| Wet weather jacket **                 | Maroon and Black with School logo (Optional)                                                                  |
| Tracksuit bottoms                     | Black with Maroon piping and ankle zips (Optional)                                                            |
| PE Socks                              | Plain Black                                                                                                   |
| Thermal Base Layer                    | Plain black for upper and lower body (Optional)                                                               |
| Hoodie **                             | Maroon and Black with School logo (Optional)                                                                  |
| Trainers with laces                   | Van style footwear is <b>not</b> permitted                                                                    |
| Rugby or Football boots and shin pads | Either rubber moulded studs or screw in rugby studs which must conform to the kite-mark British Standard 6366 |

The PE Department would recommend that the wet weather jacket and tracksuit bottoms are purchased for the winter period. Hoodies may only be worn for extra-curricular activities and not in lessons.

\*\* Items may have a child's **surname** only added to the back of the garment.



## SCHOOL UNIFORM FOR GIRLS

| ITEM                      | DESCRIPTION                                                                                                                           |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Shoes                     | Black. No training or other similar sports shoes, no boots, no 'designer' shoes. No stiletto heels. Heels to be a maximum of 5cm      |
| Socks                     | Dark, Plain or White ankle socks – summer only                                                                                        |
| Tights                    | Black or 'natural'. No footless tights or above the knee socks.                                                                       |
| Trousers                  | Plain black of a suitable style for school. Not "skinny" style, hipsters or with unnecessary accoutrements (extra zips, buckles etc.) |
| Skirt                     | Black, inverted pleat or straight style. Knee length or no more than 5cm above the knee. See note.                                    |
| Jumper (optional)         | Black v-neck pullover with school logo (from approved suppliers only)                                                                 |
| Shirt<br>(button to neck) | Plain, white, long sleeved or short sleeved, <b>not</b> polo style                                                                    |
| Tie                       | Burgundy/silver stripe                                                                                                                |
| School blazer badge       | School colours                                                                                                                        |
| Blazer                    | Burgundy (from approved suppliers only)                                                                                               |

## PE KIT FOR GIRLS

| ITEM                                  | DESCRIPTION                                                                                                   |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Unisex Polo Shirt **                  | Maroon and Black with School logo                                                                             |
| Shorts                                | Black with Maroon piping and School logo                                                                      |
| Skort                                 | Black with Maroon trim                                                                                        |
| Socks                                 | Plain Black                                                                                                   |
| Rugby Shirt                           | Fully reversible (burgundy/blue)                                                                              |
| Wet weather Jacket **                 | Maroon and Black with School logo (Optional)                                                                  |
| Tracksuit bottoms                     | Black with Maroon piping and ankle zips (Optional)                                                            |
| Hoodie **                             | Maroon and Black with School logo (Optional)                                                                  |
| Thermal base layer                    | Plain black for upper and lower body (Optional)                                                               |
| Trainers with laces                   | Van Style footwear is <b>not</b> permitted                                                                    |
| Rugby or Football boots and shin pads | Either rubber moulded studs or screw in rugby studs which must conform to the kite-mark British Standard 6366 |

The PE Department would recommend that the wet weather jacket and tracksuit bottoms are purchased for the winter period. Hoodies may only be worn for extra-curricular activities and not in lessons.

\*\* Items may have a child's **surname** only added to the back of the garment.

# REWARDS FOR STUDENTS (Years 7-11)

## Credits and Postcards

Students who have gone ABOVE and BEYOND what is expected of them will be rewarded with a credit.

Credits are awarded to students by teachers for attainment and effort. When a student is awarded a credit they should write it in their school planner for their own record.

Credits add up to Postcards. There are four Postcard categories. Postcards are sent home by post via the School Office.

Postcards contribute towards certificates and prizes.

Here's how it works:

**10 Credits = 1 postcard** (students will get a postcard for every 10 credits they achieve; so the student should have 2 postcards at 20 credits, and 3 postcards at 30 credits etc.)

**3 Postcards = Bronze (30 credits)**

**6 Postcards = Silver (60 credits)**

**9 Postcards = Gold (90 credits)**

**12 Postcards = Platinum (120 credits)**

## Colours Awards

Student success will be acknowledged and celebrated by the award of certificates in the following categories:

- Arts
- Community
- Academic
- Sports

The criterion for achieving these awards is listed in the student planner. Awards colours must be earned in sequence, i.e. to attain Silver you must have previously attained Bronze etc. For example, Year 7 students should be achieving Bronze so they can get their Silver award in Year 8, and Gold in Year 9 and so on.

The achievement of TWO silver awards in different categories will entitle the student to wear a half colour tie during or after the Summer Term in Year 9.

The achievement of TWO gold awards in different categories will entitle the student to wear a full colour tie during or after the Summer Term in Year 10.

Students in receipt of half or full colour ties are role models and must set and maintain exemplary standards for other students. Therefore, these awards are always at the discretion of the Headteacher

|                     |                     |                   |                       |
|---------------------|---------------------|-------------------|-----------------------|
| <b>Bronze Award</b> | <b>Silver Award</b> | <b>Gold Award</b> | <b>Platinum Award</b> |
| Certificate         | Certificate         | Certificate       | Certificate           |
|                     | 2 x Silver          | 2 x Gold          | 2 x Platinum          |
|                     | ½ colour tie        | Full colour tie   | Prize                 |

# RED CARD SYSTEM

There are two types of Red Cards; Behaviour for Learning Red Cards and Homework Red Cards.

## BEHAVIOUR FOR LEARNING RED CARDS

Red cards are issued to students who disrupt teaching and learning, who fail to attend a break-time or lunchtime detention or who are persistently late to lessons. This is *in addition* to the normal sanctions we use to manage behaviour. Red Cards are issued when the normal means of reprimand have been used and persistent disruption of teaching and learning occurs. The issue of Red Cards is recorded in the student's diary and on the school administration database.

Red Cards are also issued for the following:

- Chewing gum in lessons
- Not complying with mobile phone policy
- Wearing incorrect uniform (including incorrect shoes)
- Not keeping their uniform tidy and presentable; i.e. shirt not tucked in, blazer not being worn or tie loose
- Not being correctly equipped for the lesson e.g. no PE kit

**Detention for Behaviour for Learning Red Cards:** Students are required to attend detention without fail (including Saturday detentions) and a letter will be sent home to parents when a detention is set. Please note that when a letter is sent home regarding a detention that has been set, it is not a request that your child attends—we are informing you that your child will be there.

Red Cards are noted in the student diary whenever possible but please note that there will be times when a student does not have their diary with them, therefore the teacher may not be able to record the red card. All red cards are recorded on a main database for reference.

## BLUE CARDS

Blue Cards are issued following a period of good behaviour after a Red Card has been issued. In effect, a Blue Card 'cancels out' a Red Card. However, this only applies if the student has received a Red Card for poor or disruptive behaviour.

If a Red Card is issued for failure to attend a break-time detention, chewing gum or a uniform issue, a Blue Card cannot be issued.

All Blue Cards are recorded on a main database for reference.

## HOMEWORK RED CARDS

A red card for homework is issued if a student fails to complete homework or homework is of an unacceptable standard.

### 'Prep' for Homework Red Cards

If a student accumulates three red cards for homework they will be required to attend a compulsory 'prep' session. 'Prep' sessions run on a Wednesday from 3.30pm – 4.45pm. They will thereafter do a compulsory session every time the number of Red Cards increases by 3.

Students are encouraged to attend a prep voluntarily for which they may receive a suitable reward.

# **GENERAL INFORMATION FOR PARENTS**

## **Lateness**

It is important that everyone arrives for school on time every day if they are to make good progress at school. Students who are late on more than 2 occasions in one week or who arrive late in excess of 30 minutes on any one occasion should expect after school detentions to make up this time.

## **Students who arrive late for school must sign in at reception.**

If a student has not signed in as late, their parents will be contacted by our automated system by phone, text or email.

## **Authorisation of Absences**

Please note that the decision of whether or not to authorise an absence rests with the school. Written communication is requested for all absences. If your child is in receipt of medical or dental treatment, evidence should be provided. Any child arriving late by more than 30 minutes will require a note to explain the absence. We are likely to authorise absences for genuine illness, medical and dental appointments. We will not authorise absences for shopping trips, birthdays or other preventable absences. The full list of absence codes is contained in our attendance policy.

## **Automated Calling System**

If a student is to be absent from school due to unforeseen illness, the school should be contacted by telephone by 8:30 am on the morning of the absence. Any students who are absent, without any reason having been passed to the school, will receive an automated message. You are requested to reply to the message to explain the absence.

## **Attendance**

Good attendance and punctuality are vital for students to succeed at school. We expect all students to have at least a 95% attendance record. Any student with attendance significantly less than 90% would be of real concern to us; such a low level of attendance would make it almost impossible for this student to make satisfactory progress and appropriate action would be taken by the school.

A letter from home is required to explain all absences from school, even for one day. This is to be handed in to the form tutor on the student's first day back in school. All absences must also be notified by telephone on the first day of absence, and every subsequent day afterwards.

## Contacting the School

If you wish to discuss a matter concerning your child, your first point of contact should always be his/her Form Tutor. You can contact the Form Tutor via the diary system or by calling the school and leaving a message.

Please note that during the day, most teachers, including Pastoral Leaders and the Senior Leadership Team will be with a class so we would appreciate your patience whilst awaiting a response.

**It is not appropriate for parents to arrive at school without an appointment to see a member of staff, including after school hours.**

### Holidays

Holidays during term time are only permitted in *exceptional circumstances* and only with the *explicit* permission of the Headteacher. Any requests for holiday must be made in writing to the Headteacher. Parents should be aware that holidays taken during term time will have a highly detrimental impact on a child's learning.

### First Aid

If students feel ill then they should ask their teacher's permission to go and see the office staff who are qualified in First Aid. Students who wish to go to the medical room in lesson time must have the 'exit' sheet in their diary signed by their teacher at the time. Office Staff will decide if the child is well enough to go back to lessons after a rest, needs to go home or to the hospital. Parents will be contacted where necessary but please note that we will always try to encourage students back to lessons rather than simply allow them to go home when they feel unwell. It is essential that parents inform staff in the School Office of any known medical problems so that we can provide the best possible care. Students must NOT contact parents under any circumstances without permission from staff. Those that do will face sanctions in line with the mobile phone policy regardless of their reason.

### Library Resource Centre (Open 8.30am to 4.30pm)

The library is a key resource for the whole school community. Our aim is to provide a welcoming environment where students can enjoy reading and learning, and can develop enquiring minds.

Students in Years 7-11 may borrow up to four books at one time, for up to three weeks. No library cards are needed, as all students are automatically registered as members of the library, and can borrow as soon as they start at the school.

In the Autumn term, all Year 7 classes will have a library induction session, where every aspect of how the library works will be explained, including our after school clubs and free online e-book platform.

Students who use the library service take responsibility for the care of items in their possession. Consequently, charges may be made for the replacement of lost or badly damaged books.

### **Mobile Phones**

Please refer to the school mobile phone policy. It is important that both students and parents read and fully understand the policy and the sanctions imposed if the mobile phone rules are broken.

### **Supervision of students outside school hours**

No formal supervision is provided for students who arrive on the school premises before 8.30 am. Students should leave the school premises promptly at the end of the school day unless staying for specific activities that are supervised, such as extra curricular activities or sports clubs. The library is usually open each evening until 4.30 pm under the supervision of staff, for students who wish to use the research and study facilities.

### **Family Learning Support**

The 'home effect' is very important to promoting learning. During the year our students spend 85% of their time at home. Children respond best to a warm, authoritative consistent approach from parents who encourage their children to think about learning. The 'Home-School' Agreement lists the commitments of the three parties who can influence a student's learning: the student themselves, the parents or carers and the school. A copy of the agreement is signed when each student starts at Kings Langley School.

### **Car Parking**

Due to the number of coaches we have collecting students from school and frequent congestion around the school gates, **parents must not bring their cars onto the school premises at the beginning or end of the day to drop and pick up students.** Please leave the school entrance clear at all times.

## **School website, bulletins, newsletter and Twitter**

### **www.kls.herts.sch.uk**

The school website is your primary route for information regarding events at school. It is updated very regularly with as much information as possible. From here you can also access the school payments system where you can pay for dinner money, school trips or equipment using a debit or credit card. You will be provided with a user name and password to enable you to use the facility. If you have any general queries regarding the school, please visit the school website as all information is there.

### **Newsletter/Bulletin and Twitter**

A newsletter is regularly emailed out to priority 1 parents who have provided us with an email address on the Admission Form. Please note that the Newsletter is not sent home with the students - they are only available via email and on our website, although copies are available on request from the school office. Important information is tweeted via Twitter – address below.

### **Emergency School Closure**

Please note the following places where information can be obtained if you are uncertain as to whether the school is open or closed due to bad weather etc:

- KLS website: [www.kls.herts.sch.uk](http://www.kls.herts.sch.uk)
- Twitter - [http://twitter.com/ KL\\_School\\_UK](http://twitter.com/KL_School_UK)
- Herts CC website: [www.hertsdirect.org](http://www.hertsdirect.org)
- Chiltern and BBC Three Counties radio stations

Please check via one of these official routes; it is not advisable to take the word of other students! It is a difficult decision to close the school and one that is never taken lightly. Therefore there may be times when information is delayed or our website is overloaded so we would appreciate your patience in this regard.



# KINGS LANGLEY SCHOOL



## “UNLOCKING POTENTIAL FOR LIFE”

### MISSION STATEMENT

“We will ensure the happiness of every individual in our school community by providing opportunities for growth and excellence through the education of the whole person”

We will achieve this by:

- Pursuing the highest standards in teaching and learning, both inside and outside the classroom.
- Adhering to very high and non negotiable standards of behaviour and mutual respect founded on a belief of unwavering moral values.
- Making sure that individuals of all abilities are valued equally so that they can develop in a community rich in diversity and opportunity.
- Working collaboratively with parents and other parents to ensure our young people are confident and mature individuals who are able to become responsible and valued members of our wider society.