



Information Booklet For Parents/Carers and Students

August 2021

Dear Parent/Carer

As a new academic year approaches with all its hope and promise, we are really looking forward to welcoming your children back to our school. To support a smooth start to the year, we have put this booklet together to support you with details about uniform, equipment, behaviour, attendance and punctuality, including a section on Health & Safety specifically in relation to Covid-19.

Yours faithfully

MRS EMMA MERRY
Principal

Health & Safety and Covid-19 Updates

With the latest government guidance for schools, we will be able to return to a more normal secondary school experience for our students. The guidance points out that direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September, so schools should be able to operate with much reduced measures. For example:

- Classes no longer have to remain in small, consistent groups (**bubbles**), so different grouping arrangements for different subjects are permissible.
- We will be able to have **assemblies** in person, with the year group gathered together.
- If there is a positive case, **close contacts** will now be identified via NHS Test and Trace and schools will no longer be expected to undertake contact tracing. Therefore, classes will not be sent home as before by schools. Instead, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.
- From 16th August, **children under the age of 18 years old will no longer be required to self-isolate** if they are contacted by NHS Test and Trace as a close contact of a positive Covid-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case, and advised to take a PCR test. We would encourage all our students to take a PCR test if advised to do so. Children can continue to come to school while they take a PCR test and await results.
- **Face coverings** are no longer required, but are recommended in enclosed and crowded places (such as school corridors and public transport), so we will support students and staff who wish to wear face coverings to do so. Hands should be washed/sanitised regularly before and after handling face coverings, and throughout the day at regular intervals.

While adopting the new guidance, we will continue to monitor risks and implement our thorough risk assessment, which will be kept under review. We will be continuing with the following control measures:

- **Ensuring good hand hygiene and respiratory hygiene.** Frequent and thorough hand cleaning should now be regular practice. To this end, students will be encouraged to sanitise their hands on entry into the building, in the morning, before they eat and after Break and Lunch, as well as when entering classrooms. They should also wash or sanitise their hands before they touch their face, eyes or mouth. Hand sanitisers will be available at the entrance to the buildings and classrooms, and students will be asked to sanitise as they enter. This will be monitored by staff. Hand sanitisers will be available at the entrance to dining areas and students will be asked to sanitise as they enter and leave. This will be monitored by staff. We will continue to practise good respiratory hygiene with the 'Catch it, kill it, bin it' approach. Tissues will be provided where possible and bins for disposal. Hands should be washed or sanitised after use.
- **A cleaning schedule** will be implemented throughout the site, ensuring all areas and equipment are thoroughly cleaned at least twice per day, focussing on frequently touched surfaces.

- With the latest government guidance for schools, we will be able to return to a more normal secondary school experience for our students. The guidance points out that direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September, so schools should be able to operate with much reduced measures. For example:
- **Ventilation:** our classrooms and other areas will continue to be well ventilated with windows kept open, where possible. Staff will make a professional judgement as to whether students are allowed to wear their coats indoors. Coats may be worn in corridors, but not in classrooms unless permission is given by the classroom teacher. Hoods must not be worn up inside.
- **If anyone develops Covid-19** symptoms, however mild, they will be sent home to follow public health advice and seek a PCR test.

We ask families to support the safe running of our school by:

1. Consenting for your child to take up the **lateral flow testing on school site**. You have already received an email about this, and completed the consent form. If you have changed your mind about consent, please email info@kibworth-tmet.uk. As students mix with lots of other people during the summer holidays, all secondary school students should receive two on-site lateral flow device tests on their return in the autumn term. We also advise that you to continue with bi-weekly lateral flow testing at home.
2. Please remind yourselves of symptoms, isolation guidance and **make school aware** if your child is showing symptoms of Covid-19 (a high temperature, a persistent cough or a loss or change to the sense of taste or smell), have had a positive test result or other reasons requiring them to stay at home, due to the risk of them passing on Covid-19 (for example, they are required to quarantine).

School attendance is mandatory for all students of compulsory school age. We are confident that if we all follow the measures above, we will be as safe as possible and offer a full curriculum and wider, extra-curricular experience for all our children. We have a thorough Risk Assessment in place, outlining all our safety measures.

The welfare of your child is paramount to us, and we do have **robust guidelines** in place to ensure that students and staff are kept safe. Despite our stringent efforts to keep students safe, we cannot, however, guarantee zero level of infection.

We are grateful for your support and know that you will ensure that your child abides by all health and safety advice that will be given to them. Please encourage your child to practise good hand hygiene and respiratory hygiene. It is vital that all health and safety procedures are adhered to; sanctions will be issued for non-compliance.

Any inappropriate behaviour related to Covid-19 e.g. coughing on people, will be dealt with seriously in line with our policy. However, we are confident our students, as they have been doing for the past year and a half, will uphold and respect our rules and expectations.

Please ensure that your child is ready to attend school in August, fully informed of everything outlined in this booklet. Thank you for your continued support and helping us to keep your child safe. We look forward to welcoming your child back to Kibworth Mead next week.

Face coverings

- Students and staff may wear face masks if they want to, but this is not mandatory.
- External visitors can be told to wear a face mask depending on the room in which they are meeting, the level of ventilation, and the number of people. We will provide face masks at reception for this.
- In line with government guidance, the academy and Trust advise that all non-exempted persons wear face masks in crowded areas where they encounter others they do not normally meet – for example, in corridors.

Hand and respiratory hygiene

- All staff and students should continue to practise rigorous hand hygiene throughout the day, including not touching face, eyes, or mouth unless hands have been washed or sanitised first. Sanitising stations will continue to be provided.
- All staff should still encourage students to continue to sanitise their hands before entering and when leaving a classroom or eating area.
- Regular cleaning of frequently touched services will continue to take place throughout the day, conducted by our cleaning team.
- Tissues will be provided in all classrooms, and bins for disposal. We will continue to practise the 'Catch it, kill it, bin it' approach. Hands should be washed or sanitised after use.

Bubbles and social distancing

- We will continue to use the zones areas at break and lunchtimes
- The one-way system will recommence and will be reintroduced to all students in tutor time.
- No staggered starts or ends to the day (please see new timetable).
- Students will enter and leave school using the main gate.
- Students catching buses will continue to go to the tennis and netball court areas, near the new block.
- Assemblies will take place in person in the canteen area or sports hall.
- There will be a full lunch service of hot and cold food served in the same areas as previously to ensure swift service for the students. Year 10 and Year 11 students can sit in the bungalow area to eat if they choose to.
- There is no maximum room occupancy. The advice is to ventilate rooms as much as possible, with windows and doors open.
- Students' coats should be removed unless it is deemed by the member of staff that students can wear coats due to low temperatures or cold breezes. This will be made clear to students during their initial Tutor times.

Visitors to site

- Any visitors to site should sign in at reception and complete the appropriate documentation including the COVID-19 questionnaire

- Visitors are NOT requested to undertake a LFT unless when offered they choose to self-administer themselves in line with the appropriate guidance

Students' exercise books and equipment

- Staff may access students' books in lessons; hands should be sanitised before and after.
- Staff and students should have their own equipment (pens, pencils etc) that they access regularly.

Music, Science, DT, Art and other practical lessons, 'peri' lessons, singing

- These can be commenced with equipment again as usual, with the children taught how to clean the equipment and supervised whilst doing so.
- Singing and choir can be commenced.
- As usual, our site/cleaning team will go around school cleaning frequently touched services.

If a student is ill in a lesson with Covid-related symptoms

- If a student presents with Coronavirus symptoms whilst at school, of which the most common symptoms are recent onset of: a new continuous cough, a high temperature and/or the loss of sense of smell/ taste the student will be sent to the nearest safety zone, where a member of the on-call team will collect them. The front of the school will continue to be used as an isolation area for any student who presents with any symptoms of Covid-19.
- Student receptionist calls home immediately for student to be removed from school and advises student and carers/parents to follow the stay-at-home guidance and seek a PCR test.

If you are unwell with Covid-related symptoms and have tested positive on a Lateral Flow Test

- Isolate immediately and book a PCR test straight away. Let the school know. Follow the stay-at-home guidance. Let the school know the result as soon as you have it. Call NHS 119 for any further advice and guidance.

Students off school who are self-isolating

- Any student self-isolating should continue to be provided with high-quality work provided remotely.

If a member of your family or close contact is unwell with Covid-related symptoms and has tested positive on a Lateral Flow Test

Anyone with COVID-19 [symptoms](#) or a positive test result should stay at home and self-isolate immediately. If you have symptoms of COVID-19, you should arrange to have a PCR test as soon as possible. This still applies even if you have received one or more doses of COVID-19 vaccine.

If you live in the same household as someone with COVID-19, you should stay at home and self-isolate. From 16 August, if you are fully vaccinated or aged under 18 years and 6 months [you will not be required to self-isolate if you are a contact of someone who has tested positive for COVID-19.](#)

You could be fined if you do not self-isolate following a notification by NHS Test and Trace^{[[footnote 1](#)]}. You may be entitled to a one-off payment of £500 through the [NHS Test and Trace Support Payment](#)

[scheme](#) if you are required to stay at home and self-isolate, or you are the parent or guardian of a child who has been told to self-isolate.

Lateral Flow Tests

- The Government has requested that all students be offered two LFTs during the first two weeks of school.
- Staff: we will continue to provide LFTs for twice-weekly testing. This will be reviewed by the government at the end of September.

Educational trips

- These can now take place in the UK only.

External CPD

- External visits to other schools and CPD can now commence.

FAQs

In the event of positive case, should we operate local track and trace and request that members of staff who have not been vaccinated/pregnant to self-isolate?

The Exec Team (ET) of TMET observed that national guidance **no longer requires schools to operate a local track and trace service**. Instead, the individual should refer to the NHS track and trace service.

Can schools begin planning seasonal events e.g. Diwali and Christmas?

The ET identified that whilst open evenings were permitted to go ahead, schools should not plan larger events until further notice.

Do class tables still need to be in rows?

No.

Do we still need to keep the plastic screens?

Yes, and any issues regarding health and safety should be emailed to premises@.

Do we still need to follow the one-way system?

Staff no, students yes.

Will the test centre still be functional?

Yes, until further notice.

EQUIPMENT

Please ensure that your child has the correct equipment for the start of the term. The information below lists the correct equipment needed:

Students must bring a suitable bag to school with them every day. This means that the school bag should be large enough to carry all their equipment and PE kit, as well as their exercise books and textbooks. So, a large school bag is essential. Lockers will not be available during the first half term; however, we will revisit this during the second half of term. The equipment students need at Kibworth Mead Academy is listed below. Students must use their own equipment in order to avoid cross contamination.

As a **minimum** all students must have their own equipment listed below with them daily. A pencil case containing:

- 2 black or blue pens
- 2 HB pencils
- 1 green pen
- 1 red pen
- 1 30cm Ruler
- Eraser/rubber
- Pencil sharpener
- 1 set of highlighters (including green and orange)
- Colouring pencils and pens
- 1 scientific Calculator
- Maths geometry set which includes a protractor, set squares (45 and 30/60 degrees) and compass
- Glue stick

P.E. Kit

Students are no longer required to attend school in PE kit – full uniform must be worn.

Please note that it is **vital** that all students bring their PE kit to every PE lesson. Our expectations for PE kit are exactly the same as uniform.

Any student arriving to school in PE kit will be supported by the Progress Leaders to ensure their family brings the appropriate uniform into school, or will be sent home with parental consent. This may impact on your child's ability to access their full timetable until they are in the full and correct uniform.

Students should not attend school in their PE kit, students will be using the changing rooms.

We know our Kibworth students work extremely hard and are looking forward to starting school again in August, looking very smart in their uniforms and carrying the correct equipment in their bags. As you are aware, all equipment, uniform and PE kit expectations must be adhered to, and sanctions will be issued for non-compliance.

Please ensure your child is ready to attend school with the correct equipment as detailed above.

ATTENDANCE & PUNCTUALITY

Government guidelines are very clear that all students are expected to return to school, this includes children who have previously been shielding. The guidelines make it clear that attendance from August is mandatory and that it is your legal duty to send your child to school regularly. If your child fails to attend the legal action can be taken to enforce school attendance, as outlined here:

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

Please note from the end of the summer term, we will only provide remote education for school-aged children who are unable to attend school due to following government guidance or law relating to COVID-19 (for example if they need to self-isolate, or if they have tested positive but are well enough to learn from home).

Please take some time to read through our Attendance Policy which has further important information:

[TKS Attendance Policy 2020-21.pdf \(kibworth-tmet.uk\)](#)

BEHAVIOUR

At Kibworth Mead Academy we want all our students to flourish in all aspects of life. To facilitate this process KMA is committed to helping our young people become active global citizens, who are able to make a full contribution to society and so live a happy and successful life. We believe that parent/carer partnerships are key to this process.

We have recently reviewed our Behaviour Management Policy and, based on student feedback and reflections following recent years, we have made some minor changes to support our commitment:


- Consequence ladder to have just 3 levels (See consequence ladder below).
- Clear process for engaging parents/carers of students who accumulate behaviour points (see KMA Behaviour chart below).
- Demerits to be called Behaviour Points.
- Students may bring mobile phones into school; however, they must be switched off and remain in their school bag whilst on school premises. The use of mobile phones on school premises is not permitted unless given permission by a member of staff.
- Where a student is seen with a mobile phone (or headphones) consequences will be issued. The mobile phone (or headphones) will be confiscated and parents/carers will be contacted to come and collect the device(s).
- Merits to be called House Points.
- Clearer guidance on the Kibworth Reward System.

Our updated Behaviour Management Policy and updated Behaviour Management Policy Addendum Coronavirus is available to view on our school website at the start of the new academic year.

<https://www.kibworth-tmet.uk/our-academy/policies/>

Students will receive information relating to these changes on their first day back in school.

Please ensure you and your child are fully aware of our expectations at KMA.



Behaviour System Consequences at Kibworth Mead Academy

You may receive a C1 for the following:

- Not being punctual to lessons.
- Not following instructions.
- Not remaining on task or completing work to the best of your ability.
- Disrupting the learning of others through inappropriate behaviour.
- Speaking out of turn or causing low-level disruption.
- Not actively listening and tracking.
- Missing equipment.
- Chewing gum.
- Incorrect uniform.

C1

By continuing not to follow the Kibworth Mead Academy Standard after being issued with a C1, a C2 will be given. If you receive a C2 a lunchtime detention will be issued. A restorative conversation will take place between teacher and student at the earliest opportunity. You will usually have received a warning prior to a C2 being given however, if the incident is deemed serious, a C2 may be issued without warning.

Instances in which this may occur include but are not limited to:

- Swearing.
- Inappropriate physical contact.
- Lateness to school.

C2

By continuing to not follow the Kibworth Mead Academy Standard after being issued with a C2, a C3 will then be issued. If you receive a C3 you will be removed from the lesson by an allocated member of staff. You may be removed to the Head of Department or placed with a member of ALT. You will be issued with an after school detention.

Staff may issue a C3 without having given you a warning. Instances in which this may occur include but are not limited to:

- Mobile phones being visible on the school site.
- Blatant defiance.
- Abusive language.
- Damage to property.

C3

Detentions

You will be informed of any detentions you may have that day during the registration for each lesson. You are expected to attend detentions promptly at the time set. If you arrive at a detention late a second detention will be issued. Should you miss a lunchtime detention, an SLT detention will automatically be issued. Should you miss an SLT detention, you will be internally withdrawn for a one-day period upon your return to school.

KMA Behaviour Chart

125 Behaviour Points

Principal to contact parent/carer. Possible Governors 'Disciplinary Panel Hearing'/possible further period of internal exclusion. Follow up meeting scheduled to review

100 Behaviour Points

DOLS to contact parent/carer to arrange face to face meeting with DOLS and Principal to discuss concerns. Possible further period of internal exclusion & Principal report for agreed time reporting to Principal. Principal to implement sanctions for non-compliance.

80 Behaviour Points

ADOL to contact parent/carer to arrange face to face meeting with ADOL and DOL for Success (DOLS) to discuss concerns. Possible further period of internal exclusion & DOLS report for agreed time reporting to DOLS. DOLS to implement sanctions for non-compliance.

65 Behaviour Points

PL to contact parent/carer to arrange face to face meeting with PL & ADOL to discuss concerns. Possible agreed period of internal exclusion and ADOL report for agreed time reporting to ADOL. ADOL to implement sanctions for non-compliance.

50 Behaviour Points

PL to send standard letter/email home to parent/carer. Monitoring via PL & Tutor.

35 Behaviour Points

Tutor to contact parent/carer to arrange face to face meeting with Tutor & PL to discuss concerns. Student placed on PL report for 2 weeks reporting to PL. PL to implement sanctions for non-compliance.

20 Behaviour Points

Tutor to send standard letter/email home to parent/carer. Monitoring via Tutor and Progress Leader (PL)

10 Behaviour Points

Tutor to contact home. Student to be placed on TUTOR report for 2 weeks reporting to tutor every break, lunch and end of the day. Tutor to implement sanctions for non-compliance.

0-9 Behaviour Points

Tutors to monitor the behaviour of all students in their tutor group on a weekly basis and discuss issues with their tutees. In some instances, e.g. where points are gained over a short space of time, a tutor may contact parents/carers.

ARRANGEMENTS FOR THE START OF TERM

Term Dates 2021/22:

Autumn Term 2021	
Teacher Training Days	Monday 23 rd and Tuesday 24 th August 2021
School opens	Wednesday 25 th August 2021 (Years 7 & 11 students only)
	Thursday 26 th August 2021 (Years 7, 8, 10 & 11 students only)
	Friday 27 th August 2021 – ALL students
Bank holiday	Monday 30 th August 2021
School closes	Friday 15 th October 2021
Autumn Half Term holiday	Monday 18 th October to Friday 22 nd October 2021
School opens	Monday 25 th October 2021
School closes	Friday 17 th December 2021
Christmas & New Year holiday	Monday 20 th December 2021 – Monday 3 rd January 2022
Spring Term 2022	
Bank Holiday	Monday 3 rd January 2022
School opens	Tuesday 4 th January 2022
School closes	Friday 11 th February 2022
Spring Half Term holiday	Monday 14 th February to Friday 18 th February 2022
School opens	Monday 21 st February 2022
School closes	Friday 8 th April 2022
Easter Holidays	Monday 11 th April – Friday 22 nd April 2022
Summer Term 2022	
School opens	Monday 25 th April 2022
May Day Bank Holiday (school closed)	Monday 2 nd May 2022
School closes	Friday 27 th May 2022
Summer Half Term holiday	Monday 30 th May – Friday 3 rd June 2022
School opens	Monday 6 th June 2022
School closes	Friday 8 th July 2022
Summer Holiday begins	Monday 11 th July 2022

NOTE:

Staggered year group starts to ensure compulsory Government lateral flow testing requirements are met. These dates may change pending any new Government updates

Throughout the year, it is important that students arrive on time for school. Being late to school/lesson will result in your child being sanctioned.

LUNCHTIME

All cafeterias will open again from August and students will be able to purchase their lunch from their allocated areas. We operate a cashless system; please ensure you have topped up your child's account. Please ensure your child has sufficient funds on their account if they wish to purchase lunch. Lunch money must be topped up using the ParentPay system:

ParentPay will let you make online payments to school using your credit and/or debit card. We use a very secure Internet gateway called ParentPay, and you will be able to pay for items such as school trips and school meals. Money paid for school meals is automatically credited into our cashless catering system account.

If you would like to use ParentPay, please contact the Finance department finance@kibworth-tmet.uk. A member of the Finance team will arrange for you to have a personal username and password that will give you access to your individual family account in ParentPay. Please be assured that ParentPay offers the highest security for online payments.

UNIFORM

We expect all our students to look smart and to wear the Kibworth Mead uniform with pride. All students must be in full school uniform, including a blazer and tie. PE kit should not be worn to school.

Below is a link to our website, which details our uniform expectations. All expectations must be adhered to as sanctions will be issued for non-compliance.

[Uniform – Kibworth Mead Academy | Leicester | TMET \(kibworth-tmet.uk\)](https://www.kibworth-tmet.uk/uniform)

The key points to note are:

- Students must wear the black KMA blazer with logo, plain white shirt, school tie, black trousers or the KMA black skirt, along with the KMA school tie. The tie must be clean and free of graffiti.
- Trousers must not be altered to make them skinny and skirts **must not** be worn above the knee. If your child wears a skirt, please ensure they try it on at home during the summer break, **before** they come into school and check to make sure the length is correct and is long enough. Sanctions will be issued for noncompliance and new uniform will be expected to be purchased if it does not fall in line with the school's policy.
- No hoodies, trainers, denim or sports logo tops are permitted. To keep warm, students must have an appropriate outdoor, waterproof coat, which can have a hood attached.
- Footwear must be plain black only. Trainers are not acceptable and any shoe made by a sports company, i.e. Adidas, Nike, Converse, are classed as a trainer. Further information can be found on our website.
- Skirts should be at knee length and not be rolled up. Consequences will be sanctioned, in line with our policy.

- Hair colour should be within the natural range of colours. Students must not have extreme hairstyles, or colours, such as pink, blue, green, etc.

We have recently reviewed our uniform guidance and, based on student feedback and reflections following recent years, we have made some minor changes. The following items are allowed to be worn by **all years**:

- a maximum of three earrings in each ear, no wider than 5mm. Hoops can be worn up to 1cm. Ear stretchers and bars are not allowed. Two signet rings. One small nose stud is allowed (no nose rings are allowed). No other facial or visible body piercings are allowed. If a student comes to school with a visible facial/body piercing that is not allowed, they will be asked to remove the piercing or they will be asked to replace it with a clear accessory, or a plaster must be worn over the piercing.
- Students can wear plain black, blue, grey or white socks.
- Students can wear plain black tights.

*Clearly we will consider individual and medical needs where appropriate. However, this must be agreed with the Principal and TMET.

Financial support is available for families suffering from financial hardship. You do not need to be Pupil Premium, or Free School Meals; however, selected evidence will be requested (more details available from the Finance Department).

TIMINGS OF THE DAY

The timings of the day reflect previous school timings, to ensure students get more time in lessons and have some similarity to previous routines.

Registration – 8.30 – 9.00 a.m.

This will provide time for our students to be supported with additional reading, revision support and homework catch up.

Period 1	9.00 a.m. – 10.00 a.m.
Period 2	10.00 a.m. – 11.00 a.m.
BREAK	11.00 a.m. – 11.20 a.m.
Period 3	11.20 a.m. – 12.20 p.m.
Period 4	12.20 p.m. – 1.20 p.m.
LUNCH	1.20 p.m. – 2.00 p.m.
Period 5	2.00 p.m. – 3.00 p.m.

There will be no allocated movement times between lessons.

All Year groups have their own designated Canteen area to ensure all students have enough time to eat. We will be providing Years 10 and 11 with additional hot/cold serving areas within the Bungalow.

TRANSPORT

The school buses and minibuses will continue to arrive and leave at the rear of the school. If you have any questions, please email minibus@kibworth-tmet.uk

TUTOR GROUPS

Tutor group	Tutor
7.1	Mr Woodward
7.2	Mr Taib
7.3	Miss Pandya
7.4	Dr Blas/ Miss Francis
7.5	Miss Barrett/Miss Melling
7.6	Miss Mulla
8.1	Miss Mathers
8.2	Mr Price
8.3	Mr Allard
8.4	Dr Saadat
8.5	Miss Bolivar-Medina
8.6	Miss Freeman/Mrs Mozley
9.1	Mr Byrne
9.2	Mr Wright
9.3	Miss Taylor/Mrs Hill
9.4	Mrs Turvey
9.5	Mrs Harris/Mrs Bale
9.6	Mrs Kokoi
10.1	Mr R Taylor
10.2	Mrs Harrington/Mrs Morton
10.3	Miss Crellin/Miss Singleton
10.4	Mrs Gardner/TBC
10.5	Miss East
10.6	Mr Holmes
11.1	Miss Jarvis/Mrs Butler
11.2	Mrs Malek/Mrs Harrison
11.3	Mr Holligan
11.4	Mr Collier
11.5	Mr McCann
11.6	Mr Inchley