

A photograph of three young boys in school uniforms sitting at a blue table outdoors. The boy on the left is looking towards the camera, the boy in the middle is smiling, and the boy on the right is resting his chin on his hand. They are all wearing dark blazers with red trim, white shirts, and striped ties. The background shows a school building and other children.

# **Kibworth Mead Academy**

**Parent handbook**

**2022-23**

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# Welcome to Kibworth Mead Academy

As the Principal of Kibworth Mead from September 2022, my vision is that our school is a place where everyone feels welcome, and everyone succeeds. Our school is a place where all students receive the opportunities to be successful, confident and responsible young people, equipped with academic qualifications as well as the personal and social skills to enable them to make a positive difference to their community and the wider world.

To achieve our goals we have three core values: *Work Hard, Be Kind, Be Proud*. The next page tells you more about these and how they permeate the ethos of our school.

We take pride in our challenging and well-designed curriculum which seeks to give all our students access to a broad, rich and deep education. The EBacc suite of subjects (English, maths, science, a modern foreign language, history/geography) take centre stage in the curriculum, enhanced by a wider offer in the arts and sports. This is complemented by the curriculum provision, both inside and outside the classroom, aimed at the wider development of our students.

The size of Kibworth Mead enables us to really know our students academically and socially. If a student does require support with their learning, then our dedicated team will support and help your child progress. Likewise, if a student is academically talented we will encourage and challenge them to excel.

It is a great privilege to be entrusted to educate another person's child. Due to this we will continue to work hard to further improve our school, so that everyone succeeds and together we make a positive difference. Since joining the Mead family of schools, real improvements have been seen in our school, something we take pride in and would welcome you to see in person.

We look forward to working with you, developing a strong partnership between each student and ourselves so that we can achieve these ambitions.

**Mr Piggot**

**Principal**

**June 2022**





## Kibworth Mead Values and Vision

Our Kibworth Values of *Work Hard, Be Kind, Be Proud* provides a framework for personal conduct and development for students.

From the moment a student arrives at Kibworth Mead Academy, we ask them to live these expectations, so that they permeate all that we do:

1. **Work Hard** – We promote resilience, positivity and determination so our students learn that success needs hard work, effort and they develop the strength to persevere.
2. **Be Kind**– We aim to develop respectful, tolerant students who are kind to everyone.
3. **Be Proud** - We aim to develop a sense of pride in our students. A pride in their achievements, conduct and most importantly themselves

We want students at Kibworth Mead to achieve more than just academic excellence. We encourage all students to develop themselves through our extra-curricular provision, so that they leave Kibworth Mead Academy as well-rounded citizens who are equipped with the skills they need for life. We want them to develop their leadership skills, sporting talent, musical and dramatic ability. We expect them to raise money for charity and challenge themselves to try something new and unfamiliar. All of the experiences aim to develop a whole range of skills, which will help both to find rewarding jobs and to thrive in later life.



## Key Staff

Mr Piggot	Principal	Mrs Taplin	Trust Deputy Director of Education/Head of English
Mrs Stockwell	Vice Principal	Mr Taylor	Head of Maths
Dr Thompson	Vice Principal	Mrs Rashid	Head of Science
Mrs Sampson	Assistant Principal- Safeguarding	Ms Crellin	Head of Art
Mr Stanton	Assistant Principal- Behaviour	Mr Taib	Head of Computer Science
Ms Shaunak	Associate Assistant Principal/SEND CO	Miss Singleton	Head of Design
		Mr McCann	Head of Geography
Miss Melling	Head of Year 7	Miss Edgeworth	Head of History
Mr Wilkinson	Head of Year 8	Mrs Harris	Head of MFL
Mr Holmes	Head of Year 9	Mr Wright	Head of PA
Miss Smith	Head of Year 10	Mr Hill	Head of PE
Mrs Rees	Head of Year 11	Mr Price	Head of RE
		Mr Byrne	Head of Sociology

## Term and Holiday dates 2022-23

### Autumn Term 2022

<b>Inset Day staff</b>	Thursday 25 <sup>th</sup> August 2022
<b>Inset Day staff</b>	Friday 26 <sup>th</sup> August 2022
<b>Bank Holiday</b>	Monday 29 <sup>th</sup> August 2022
<b>School Opens</b>	Tuesday 30 <sup>th</sup> August 2022
<b>Half Term</b>	Monday 17 <sup>th</sup> - Friday 21 <sup>st</sup> October 2022
<b>School Closes</b>	Friday 16 <sup>th</sup> December 2022

### Spring Term 2023

<b>New Year Bank Holiday</b>	Monday 2 <sup>nd</sup> January 2023
<b>Inset Day staff</b>	Tuesday 3 <sup>rd</sup> January 2023
<b>School Opens</b>	Wednesday 4 <sup>th</sup> January 2023
<b>School closes</b>	Friday 11 <sup>th</sup> February 2023
<b>Half Term</b>	Monday 20 <sup>th</sup> - Friday 24 <sup>th</sup> February 2023
<b>School Closes</b>	Friday 31 <sup>st</sup> March 2023

### Summer Term 2022

<b>School Opens</b>	Monday 17 <sup>th</sup> April 2023
<b>May Bank Holiday</b>	Monday 1 <sup>st</sup> May 2023
<b>Half Term</b>	Monday 29 <sup>th</sup> May – Friday 2 <sup>nd</sup> June 2023
<b>School Closes</b>	Thursday 13 <sup>th</sup> July 2023

## The School Day

The school opens to students at 7:45 am where students are supervised and able to play games in the dining hall.

All students must be on site before 8:30, so they are seated in their tutor room or assembly by 8:30 prompt. Assemblies are a vital part of Kibworth Mead's culture and encourages personal, moral, cultural and spiritual reflection. Topics such as the Holocaust, Remembrance Day and anti-bullying are covered in assembly with all year groups. British Values are promoted and are integral to the Kibworth Mead's Values.

Lessons commence for all students at 8:50 a.m. Throughout the day, students have five one-hour lessons, a 20-minute break and a 40-minute lunch break. All students are on site throughout lunch. The last lesson finishes at 3.00 p.m., after which there are a growing range of after school enrichment opportunities.

As part of our strive for continuous improvement, in 2022-23 we will be closing school to students at 2pm on nine Mondays next year as set out below. This will give teachers collaborative planning and research time from 2pm to 4pm on nine occasions throughout the academic year. In order to ensure one subject is not disproportionately affected, we will reduce each lesson length to 50 minutes on these Mondays.

The nine Mondays on which the school will close at 2pm will be as follows:

<b>Autumn 1</b>	
<b>Monday 19<sup>th</sup> September</b>	<b>School will close at 2 pm</b>
<b>Monday 10<sup>th</sup> October</b>	<b>School will close at 2 pm</b>
<b>Autumn 2</b>	
<b>Monday 7<sup>th</sup> November</b>	<b>School will close at 2 pm</b>
<b>Monday 5<sup>th</sup> December</b>	<b>School will close at 2 pm</b>
<b>Spring 1</b>	
<b>Monday 23<sup>rd</sup> January</b>	<b>School will close at 2 pm</b>
<b>Spring 1</b>	
<b>Monday 13<sup>th</sup> March</b>	<b>School will close at 2 pm</b>
<b>Summer 1</b>	
<b>Monday 17<sup>th</sup> April</b>	<b>School will close at 2 pm</b>
<b>Monday 8<sup>th</sup> May</b>	<b>School will close at 2 pm</b>
<b>Summer 2</b>	
<b>Monday 12<sup>th</sup> June</b>	<b>School will close at 2 pm</b>

For those students who arrive and depart via the buses, we have informed the company and they will be collecting students an hour earlier than usual. As a result, no fixtures or extracurricular activities will take place on these days.

## Kibworth Mead Home School Charter

We have clear expectations for students, underpinned by our values of Work Hard, Be Kind, Be Proud. Parents, students and staff have all collaborated to produce our Home School charter which is found on the next page.

Students will	School will	Parents will
<b>Work Hard</b>		
We will be ready to <b>engage</b> and work hard in all aspects of our learning. We will be <b>focused</b> on achieving our true potential.	We <b>plan</b> engaging, well sequenced and <b>knowledge-rich</b> lessons for all learners. We support our students to learn knowledge by sharing strategies to ' <b>make the learning stick</b> '.	We will talk to our children about their learning and encourage them to <b>work hard</b> and try their best.
We will be <b>motivated</b> to always attend school and be <b>resilient</b> in overcoming challenging situations. We complete our homework to the best of our ability.	We set <b>regular homework</b> in line with the academy calendar. We provide <b>effective feedback</b> and encourage self-reflection.	We <b>support</b> our children to develop effective homework <b>routines</b> , <b>monitor</b> our children's homework and ensure they complete it to the best of their ability.
We will be <b>willing participants</b> in lessons and demonstrate <b>commitment</b> to extend our learning through enrichment opportunities.	We take every opportunity to <b>develop the whole child</b> and extend students' learning through our <b>enrichment</b> programme.	We encourage our children to engage with enrichment activities and any additional support offered.
<b>Be Kind</b>		
We will maintain <b>respect</b> for each other, doing our best to create <b>healthy and safe relationships</b> across our community.	We are always role models for <b>respectful</b> behaviour and communication. We model examples of respect to all students to ensure an effective <b>positive rapport</b> between staff and students.	As role models we are <b>kind, courteous and respectful</b> in our communication with staff and insist that our children do the same. We follow up issues with the school privately.
We are <b>open minded</b> and celebrate school culture and <b>diversity</b> . We treat everyone <b>equally</b> and challenge discrimination.	We <b>celebrate our school culture</b> and reflect this in our teaching. We act on any incidences of discriminatory or stereotypical language and behaviour and work hard to keep students safe.	We support and celebrate our school and <b>speak positively</b> about it to others or online. We challenge any discriminatory or stereotypical language and encourage our children to show <b>empathy</b> to others.
We tell the <b>truth</b> , even when it is hard. We are <b>trustworthy</b> and <b>honest</b> .	We build <b>positive relationships</b> with students and families. We are <b>approachable, friendly, and fair</b> .	We build positive relationships with the school through <b>good communication</b> . We encourage our children to talk to their teachers about any issues in the first instance.
We accept <b>responsibility</b> when we get things wrong. We are <b>forgiving</b> and <b>generous</b> .	We know that teachers are human too and <b>apologise</b> when we get things wrong.	We insist that our children are <b>truthful</b> , own up to mistakes, <b>apologise</b> and put things right. We role model this for them.
<b>Be Proud</b>		
We are <b>proud to be ambassadors</b> of our school and our local <b>community</b> . We never behave in a way that reflects badly on the school or community.	We are <b>proud of our school</b> and ensure it is a <b>safe</b> and happy place to learn. We use the behaviour system <b>fairly</b> and <b>consistently</b> . We <b>communicate</b> both successes and concerns with parents.	We will respect and <b>support</b> decisions made by the school and insist our children follow the behaviour system.
We <b>conduct</b> ourselves with <b>pride</b> around school. We are proud to <b>represent</b> Kibworth through enrichment opportunities.	We are <b>proud of our students</b> . We have <b>high expectations</b> of our students and ourselves and use praise and rewards effectively.	We have <b>high expectations</b> of our children and regularly discuss their positive and negative behaviour points with them.
We are responsible for our actions, and take pride in our <b>uniform</b> , being <b>equipped</b> for our learning, as well as being <b>punctual</b> throughout the day.	We take <b>pride in our lessons</b> . We are <b>well prepared</b> for each lesson. We insist on good order. We <b>greet students positively</b> at the classroom door.	We ensure that our children <b>attend</b> school each day, on time. We ensure our children wear <b>full uniform</b> and have the correct <b>equipment</b> .
Signed student	Signed on behalf of school	Signed parent/carer

## Rewards

At Kibworth Mead we are very proud of the excellent attendance, punctuality, attitudes to learning and achievement of our students. We constantly celebrate those who follow our values and uphold our charter, raising self-esteem and confidence amongst students.

- Positive behaviour is recognised and rewarded in every lesson through direct praise.
- Positive behaviour is communicated to parents and carers through phone calls, text messages, postcards and faculty certificates.
- Reward points are awarded to students for good attendance, behaviour, punctuality and excellent work.
- Rewards events, linked to rewards points are run during the course of the academic year

## Our Expectations

At Kibworth Mead our aim is to produce confident, responsible, well-educated students who can fulfil positive roles in society. We believe that learning takes place in an orderly, purposeful environment and so our expectations, systems and behavioural procedures are designed to produce such an environment. Our behaviour policy in full can be found on our website in the policies section.

We have clear expectations for students, underpinned by our values of Work Hard, Be Kind, Be Proud, and these expectations can be found in our Home School charter on the previous page. This charter is at the heart of Kibworth Mead Academy, and we expect students and parents to sign up and commit to this.

Through their exceptional conduct, students will present themselves as good representatives of the school at all times, both inside and outside of school hours. In lessons, our teachers use a very clear consequence system to ensure student behaviour maximises the learning potential of all students. This is structured in the following way:

C1 is a first verbal warning and a chance to change behaviours. C2 is a second and final verbal warning. If behaviour is not improved, the student will receive a consequence. C3 is a compulsory 1 hour detention the next evening after school. Parents will be notified about this in advance, allowing them sufficient time to make alternative transport arrangements. When in detention, students will be issued with materials that will enable them to reflect on the choices they have made.

In the rare instance that a student continues to misbehave in a lesson after being issued with a C3, they will be on-called by the class teacher and potentially go further through the consequence system.



## **Tutor system**

Tutor time activities are based around the Kibworth values and will ensure students are able to build a sense of community within their tutor group, as well as develop these character traits further. Tutors form part of a wider pastoral team, whose role is to support each aspect of your child's journey at KMA and to ensure there are no barriers in helping them reach their potential. The pastoral team take responsibility for setting high expectations of attendance, punctuality, behaviour, achievement, and participation. For students eligible for pupil premium funding, additional help is in place to ensure no student is disadvantaged when it comes to accessing opportunities or maximising potential. The pastoral team will also work closely with the SENDCo and other agencies to provide the appropriate support and intervention for SEND and vulnerable students.

## **Attendance and Punctuality**

It is vital that all students aim to have excellent attendance at Kibworth, meaning 100% attendance record. Research shows that even a few days of absence can have a negative impact on students' performance and we know that poor attendance can also impact on wider student wellbeing. Parents/carers should report absence as soon as possible. We will telephone or text you on the first day of absence (and on subsequent days) if we have not heard from you. This ensures students are accounted for and kept safe.

We expect and insist that all students are punctual to school and to each lesson, in order to make the most of every moment of their education at Kibworth. Timekeeping is a crucial life skill and therefore it is important students manage their own time well. If students are late to school two or more times in a week they will be issued with a C3 after school detention. Being late to lesson will also result in them being issued behaviour points.

## **Homework**

We are ambitious for our students and aim to develop them to become hard working learners who enjoy learning, make excellent progress and fulfil their potential. Research shows that homework has a significantly positive effect on students' learning. Homework is set regularly in the majority of subjects, using the Satchel:One app, to enhance and extend students' learning. Parents and carers can best help their child by monitoring their child's homework by logging into this app regularly. We ask that parents/carers encourage their child to develop good study habits by ensuring that they regularly set aside time to complete homework tasks and that, where possible, they have an area in which to work, away from distractions.

## **Mobile Phones**

In line with our behaviour policy, mobile phones are not allowed to be used on site, and we expect them to be away and out of sight at all times. Please note that mobile phones will be confiscated and not returned until the end of the day if seen around school. Phones are brought into school at the owner's risk, and therefore we will not replace lost or stolen phones.

## Equipment

In order to support your child to work hard and be successful in their learning, you will need to provide your child with some essential school equipment. If your child is in receipt of the pupil premium these can be purchased from their allowance.

We expect students to have the following items:

- 2 HB pencils
- 2 black or blue pens
- 1 green pen
- 1 red pen
- 1 30 cm ruler
- 1 pencil eraser
- 1 glue stick
- Colouring pencils and pens (suitable to use for Art and Design).
- 1 scientific calculator for Maths and Science lessons (we recommend Casio or Sharp).

In addition, the following equipment is required for Maths:

- 1 geometry set containing
- 1 protractor
- 1 pair of compasses
- Set squares 45 and 30/60 degrees.
- 1 scientific calculator (we recommend Casio or Sharp).

Should you require any help or assistance please do not hesitate to contact us.

## MyChildAtSchool

MyChildAtSchool (Bromcom) is a unique app that allows parents/carers and students to access a number of important services. It includes assessment, attendance and behaviour data, together with a payment service. Additional information on how parents/carers can set up accounts is found on our website.

## Lunchtime arrangements

All students stay on site at lunchtime. Students can choose to eat school meals in our canteen areas or bring their own packed lunch. Students have a range of playgrounds and sports facilities for them to use at lunch and to play with their peers. As all schools across the Trust are 'cashless', Parents/carers can pay for school lunches via MyChildAtSchool. If you top up your child's card online, it will mean that they can buy food from the restaurant using their ID cards and you will be able to see what they have purchased.

## Uniform

Our uniform can be purchased from School wear solutions in Oadby.

<https://www.schoolwearsolutions.com/>

### **Blazers:**

- Official school blazer with school logo embroidered
- Blazers must be worn at all times in and around the school unless permission has been granted by a senior member of staff. In lessons students may remove their blazer if permitted by the class teacher. During the summer, students may carry their blazer when walking around the school.



### **Shirts:**

All shirts must be white and professional looking. Students are to wear shirts which are long enough to tuck into their waistband.

**Not Acceptable:** Coloured t-shirts which can be seen under the shirt

### **Trousers:**

Trousers should be black in colour, look professional and are acceptable when there is a crease down the front of the leg and the material consists of a polyester blend.

**Not Acceptable:** Skinny style of trousers, chinos, trousers of any denim material, and trousers which are 'stuck to' the leg



### **Skirts:**

- Black, stitched down pleated and no shorter than 1 inch above the knee when standing.
- The students can buy a skirt from our uniform provider or can choose from a variety of approved black skirts from certain retailers.
- If parents choose to purchase skirts not from this approved list, the school may not authorise the wearing of the skirt.

**Not Acceptable:** The rolling up of skirts to make them shorter. Lycra skirts or figure-hugging skirts. Skater Skirts or skirts without stitched down pleats.



### **Ties:**

Official school tie to be purchased from the school's uniform supplier.



### **Tights and Socks:**

Plain black tights only are to be worn. Socks or tights may be worn with skirts. Not both. Students are to wear plain black, white, or grey socks only.

**Not Acceptable:** Footless tights, leggings/Jeggings or coloured socks.

### **Jewellery:**

The following items are allowed to be worn by all years:

- 3 pairs stud or small hoop earrings (3 in each ear)
- Two signet rings,
- Small discreet nose studs are allowed however other facial/body piercings are not allowed. If a student comes to school with an authorised visible facial/body piercing, they will be asked to remove the piercing or the student will be asked to replace it with a clear accessory, or a plaster must be worn over the piercing.

**Not Acceptable:** Bracelets (including charity bracelets), ear stretchers. All jewellery must be removed for PE lessons.

### **Shoes:**

- Proper black, polishable school shoes must be worn and laces must be black
- No trainers or 'trainer looking' shoes are to be worn e.g. VANS, Converse, Nike, etc.
- Boots may only be worn for safety reasons when there is extreme weather and only when parents have been notified in writing/email/text message by the school.

**Not Acceptable:** Shoes with coloured logos or edging (i.e. Vans), high-top trainers, sandals, boots (please see above), open-toed shoes, plimsolls or other canvas shoes, trainers or 'trainer looking' shoes, please note that no black leather trainers types such as Converse, Adidas, Nike, Vans, Puma footwear will be allowed.

### **Coats, Jackets and Hoodies:**

- Coats and jackets may be worn to and from school.
- All items must be removed by registration.
- Coats and jackets may not be worn during lessons; however, coats and jackets may be worn during Break and Lunch when weather appropriate. Hoodies are not an acceptable item in school.

**Not Acceptable:** Hoodies

### **Jumpers:**

- Grey jumper with red piping available from uniform supplier (optional)
- Black school sweatshirt from uniform supplier (optional)

**Not Acceptable:** Cardigans or any other jumpers/sweatshirts other than above





### PE Kit:

- Long sleeve and/or short sleeve PE top with logo
- Black sweatshirt with logo
- Black tracksuit bottoms with school logo
- Black shorts
- Black sports socks



Additional information about make-up, nails, hair, headwear and coats can be found on the school website.

Please note that the school lanyard and ID badge is considered part of school dress and all students are expected to wear these each day upon entry to site.



## Enrichment activities

At Kibworth Mead we take every opportunity to develop the whole child. Extra curricular and enrichment opportunities play a significant role in helping us to develop our values of *work hard, be kind, be proud*. As we have emerged from Covid restrictions we have taken the opportunity to offer a new and improved suite of trips, experiences, and enrichment activities to students.

There are a wide and growing range of after school extra-curricular clubs on offer. This includes STEM club, junior and senior band practice together with a wide range of sports clubs. Languages offer opportunities to explore the cultures of French and Spanish speaking countries through films, music, and cuisine in organised after school sessions. Additionally, our sports teams attend regular fixtures in a variety of sports including rugby, cricket, football and netball.

Our first offsite educational visit as a year group will be the team building trip to Leicester Outdoor Pursuits Centre for all of Year 7 in the Autumn term. Booking information on this will follow shortly. Over the five years we aim to give your child a range of difference trips and experiences. More local trips include visits to Curve Theatre, National Space Centre and the University of Leicester. The Geography team lead a range of trips including the Peak District and Plas Gwynant. Initial planning is also underway for language residential to France and Spain.

## Parent engagement

Our home school charter illustrates the value we place in parental involvement. We recognise we need to work in partnership with parents to enable them to best support their child, and that good communication is a central part of this. On Tuesday 13<sup>th</sup> September 2022, Year 7 parents and carers are invited to a settling in evening with form tutors. Progress data and attitudes to learning information will be reported to parents three times a year. A further parents' evening is scheduled on Thursday 9<sup>th</sup> March 2023, where parents/carers will get the opportunity to meet subject teachers to discuss their child's performance. On top of this, regular parent forums are scheduled throughout the year to give parents/carers the opportunity to voice opinions and engage in an open dialogue with senior school leaders. To keep you updated on these events we regularly publish news articles on our website and posts on twitter. Follow us on twitter @KibMeadAcad or visit the website <https://www.kibworth-tmet.uk/>.

## **Safeguarding**

Kibworth Mead Academy aims to safeguard and promote the welfare, safety and health of every registered student by fostering an honest, open, caring and supportive climate. The students' welfare is of paramount importance. This means we will always work to:

- protect children and young people at our school from maltreatment.
- prevent impairment of our children's and young people's health or development.
- ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care.
- undertake that role so as to enable children and young people at our school to have the best outcomes.

### **What is involved in safeguarding?**

There are four main elements to our Safeguarding Children in Education - Child Protection Policy which you can also read in full.

- Prevention (e.g. positive school atmosphere, teaching and pastoral support to students, preventing unsuitable people working with children)
- Protection (by following agreed procedures, including visitor information, and ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns)
- Support (to students, parents and school staff)
- Working with parents (build and maintain transparent, positive working relationships with parents to ensure appropriate communications and actions are undertaken)

### **What to do if I have a concern?**

- We have a number of Designated Safeguarding Leads (DSL), under the leadership of Mrs Sampson, Assistant Principal and Lead DSL.

If you have any concerns about a student at Kibworth Mead Academy, please contact Mrs Sampson directly or email [safeguarding@kibworth-tmet.uk](mailto:safeguarding@kibworth-tmet.uk).

A reminder to students If you have any concerns, about yourself or a fellow student, it is important to talk to someone. Remember, you can talk to ANY member of staff. You may want to speak to your Head of Year, Miss Melling or Mrs Sampson. If you feel unable to speak to someone in school, you may wish to contact Childline 0800 1111.





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