



# Kibworth Mead Academy

**Parent handbook**

**2023-24**

# Contents

A message from our Principal	2
Kibworth Mead Values and Vision	3
Key staff	4
Term and Holiday dates 2023-24	4
The School Day	5
Kibworth Mead Home School Charter	6
Rewards	7
Our Expectations	7
Tutor system	8
Attendance and Punctuality	8
Homework	8
Mobile Phones	8
Equipment	9
MyChildAtSchool	9
Lunchtime arrangements	9
Uniform	10-12
Enrichment activities	13
Parent engagement	13
Safeguarding	14



# Welcome to Kibworth Mead Academy

As the Principal of Kibworth Mead since September 2022, I am incredibly proud of the successes our school has achieved in the last year, and the high standards that our staff and students aspire to and attain across all areas of the school.

At Kibworth Mead, 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.

Our students deserve the highest quality learning environment, and to this end the school has benefitted from significant capital investment, with upgraded classrooms and toilet facilities. It is a vibrant, exciting place to learn and grow.

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.

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**

**July 2023**



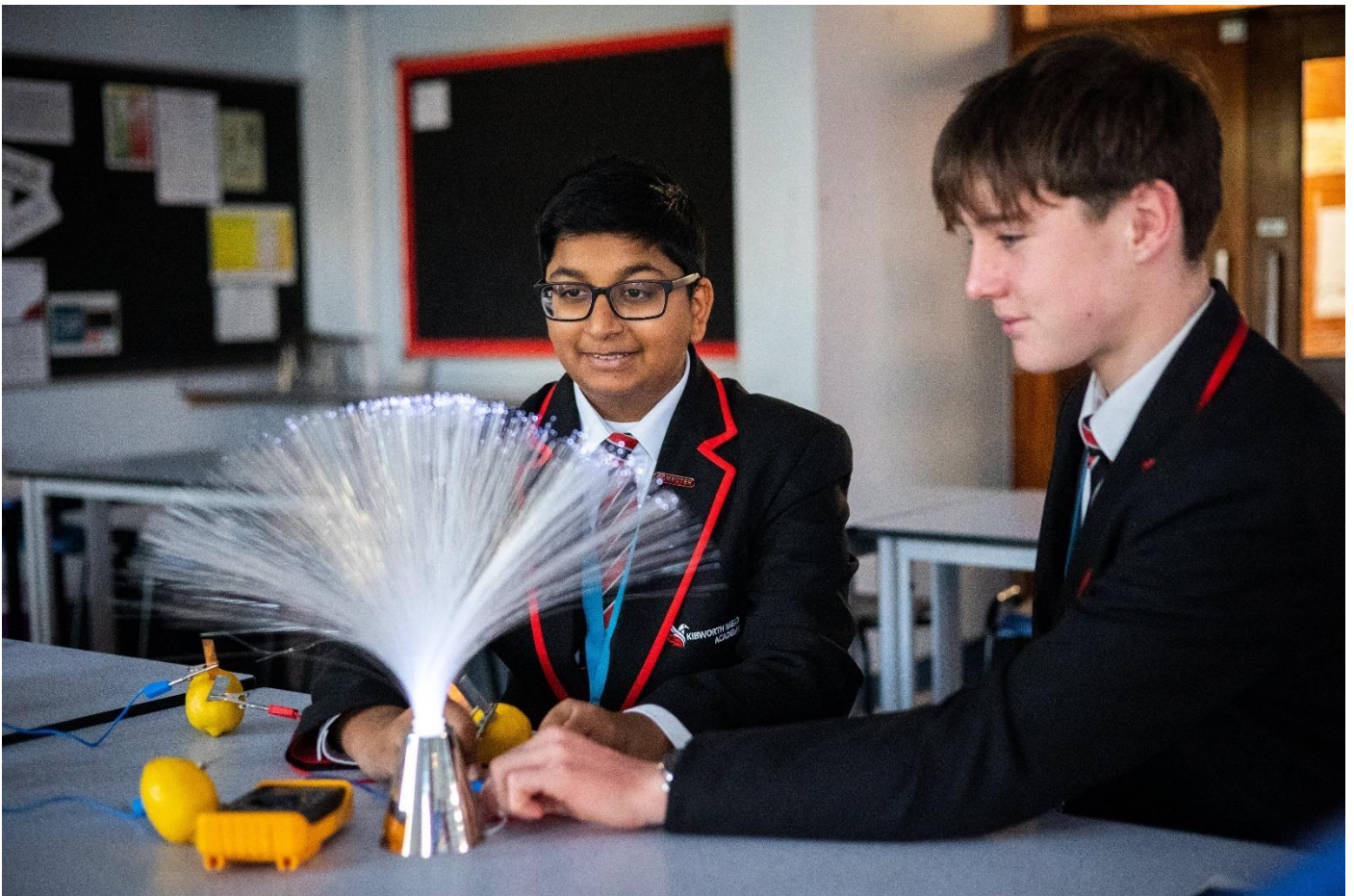
## Kibworth Mead Values and Vision

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	Ms Shaunak	Associate Assistant Principal/SENDSCO
Dr Thompson	Vice Principal	Mr Holligan	Head of Year 7
Mrs Sampson	Lead DSL	Miss Smith	Head of Key Stage (Year 8/9)
Mr Stanton	Assistant Principal	Mr Wilkinson	Head of Key Stage (Year 10/11)
Mr Ward	Assistant Principal		

More staff information can be found on our website <https://www.kibworth-tmet.uk/our-academy/our-staff/>. In the event of a concern, please contact your child's form tutor in the first instance. Alternatively please call the office or contact [info@kma-tmet.uk](mailto:info@kma-tmet.uk) who will pass on your query to the appropriate member of staff.

## Term and Holiday dates 2023-24

### Autumn Term 2023

<b>Inset Day staff</b>	Thursday 24 <sup>th</sup> August 2023
<b>Inset Day staff</b>	Friday 25 <sup>th</sup> August 2023
<b>Bank Holiday</b>	Monday 28 <sup>th</sup> August 2023
<b>School Opens</b>	Tuesday 29 <sup>th</sup> August 2023
<b>Half Term</b>	Monday 16 <sup>th</sup> – Friday 20 <sup>th</sup> October 2023
<b>School Closes</b>	Thursday 21 <sup>st</sup> December 2023

### Spring Term 2023

<b>Inset Day staff</b>	Monday 8 <sup>th</sup> January 2024
<b>School Opens</b>	Tuesday 9 <sup>th</sup> January 2024
<b>Half Term</b>	Monday 19 <sup>th</sup> – Friday 23 <sup>rd</sup> February 2024
<b>School Closes</b>	Friday 22 <sup>nd</sup> March 2024

### Summer Term 2023

<b>School Opens</b>	Monday 8 <sup>th</sup> April 2024
<b>May Bank Holiday</b>	Monday 6 <sup>th</sup> May 2024
<b>Half Term</b>	Monday 27 <sup>th</sup> May – Friday 31 <sup>st</sup> May 2024
<b>School Closes</b>	Thursday 11 <sup>th</sup> July 2024

## The School Day

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 Kibworth Mead's Values.

After tutor time, students have five one-hour lessons, a 20-minute break and a 40-minute lunch break. All students are on site throughout lunch. We operate a split lunch system, with separate Key Stage 3 and 4 lunchtimes.

The last lesson finishes at 3.00 p.m., after which there are a growing range of after school enrichment opportunities. The school library is staffed until 5pm.

As part of our strive for continuous improvement, we close school to students at 2pm on seven Mondays over the year, as set out below. This will give teachers additional professional learning time from 2pm to 4pm on seven 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 seven Mondays on which the school will close at 2pm will be as follows:

<b>Autumn 1</b>	
<b>Monday 2<sup>nd</sup> October</b>	<b>School will close at 2 pm</b>
<b>Autumn 2</b>	
<b>Monday 30<sup>th</sup> October</b>	<b>School will close at 2 pm</b>
<b>Monday 27<sup>th</sup> November</b>	<b>School will close at 2 pm</b>
<b>Spring 1</b>	
<b>Monday 29<sup>th</sup> January</b>	<b>School will close at 2 pm</b>
<b>Spring 2</b>	
<b>Monday 4<sup>th</sup> March</b>	<b>School will close at 2 pm</b>
<b>Summer 1</b>	
<b>Monday 15<sup>th</sup> April</b>	<b>School will close at 2 pm</b>
<b>Monday 7<sup>th</sup> May</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 and 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/carers

## 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 certificates.
- Reward points are awarded to students for good attendance, behaviour, punctuality and excellent work.
- Students who are nominated for termly awards in different subject areas receive bronze, silver and gold badges for their blazer lapels.
- 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. We operate a split lunch system, with separate Key Stage 3 and 4 lunchtimes. Year 7 have their own dining area: the refectory.

As our school is '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 dining hall using their ID card and you will be able to see what they have purchased. **Please note that we are a nut-free school.**

## Uniform

Our uniform can be purchased from Schoolwear solutions in Oadby.

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

### **Blazers:**

- Official school blazer with school logo embroidered
- Blazers must be available to be presented to staff when requested. 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, or store them in bags.



### **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.

### **Shorts:**

Students also have the option of wearing tailored shorts. These should be grey or black.

### **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. 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:** Ear stretchers. All jewellery must be removed for PE lessons.

### **Shoes:**

- Black school shoes must be worn and laces must be black

**Not Acceptable:** Shoes with coloured logos or edging (i.e. Vans), high-top trainers, sandals, boots, open-toed shoes, plimsolls or other canvas shoes, trainers.

### **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) or plain black sweatshirt with no logo.

**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
- PE hoody with logo



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*. Over the last year or so we have taken the opportunity to offer a new and improved suite of trips, experiences, and enrichment activities to students.

There are a wide range of after school extra-curricular clubs on offer, which can be found on our website and in our newsletter each week. These include junior and senior band practice, art club, Warhammer, Dungeons and Dragons together with a wide range of sports clubs. The school gym is staffed 3-4 pm each day for older students and the library is staffed 3-5pm where students can get additional support with their homework. Additionally, our sports teams attend regular fixtures in a wide variety of sports including rugby, cricket, football, table tennis and netball.

We have a wide range of extra-curricular trips and experiences. In Year 7 we visit the National Space centre in Autumn, and have a five day residential in Northumberland in Summer. 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, University of Leicester and the Birmingham NEC. Residential experience opportunities over the students' five years at KMA include Snowdonia, Normandy, Nice and Poland.

## Parent engagement

Our home school charter illustrates the value we place in parental involvement. We recognise we need to work in partnership with parents and carers to enable them to best support their child, and that good communication is a central part of this. A newsletter is emailed to parents each Friday afternoon, which aims to keep parents and carers up to date with everything that has happened in school that week, together with all upcoming important dates.

We encourage parents to keep a close eye on the MCAS app to see rewards/behaviour points being awarded: this enables parents to have a dialogue with their child about working hard, being kind and being proud. In addition to this the Satchel:One app is where all homework is logged.

On Thursday 28<sup>th</sup> September 2023, 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 for Spring 2024, 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. Finally, we regularly post news updates on Twitter: follow us on Twitter @KibMeadAcad or visit the website <https://www.kibworth-tmet.uk/>.

## Parental Queries

If parents have a query about their child we encourage parents to contact form tutors in the first instance. Heads of Year/Heads of Key Stage can also be contacted. For any other queries, please call the office or contact [info@kma-tmet.uk](mailto:info@kma-tmet.uk) who will pass on your query to the appropriate member of staff.

## **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 or Mrs Sampson. If you feel unable to speak to someone in school, you may wish to contact Childline 0800 1111.



Kibworth Mead Academy  
Smeeton Road  
Kibworth Beauchamp  
Leicestershire  
LE8 0LG

W. [Kibworth-tmet.uk](http://Kibworth-tmet.uk)

T: 0116 2792238

E: [info@kibworth-tmet.uk](mailto:info@kibworth-tmet.uk)

