



K.K.C.S. School Rules

The following are the rules which pupils are to obey, and to which parents must subscribe, as part of the contract of admission to the Kings Kids Christian School. These school rules apply, as far as is practicable, to any school journey or education visit in the UK or abroad.

Please note that the acceptance of a place at Kings Kids Christian School implies acceptance of these school rules by pupils and parents.

1. Attendance

- 1.1 Pupils are required to be in their classrooms by 9:00 am each morning for registration. Pupils should expect to receive sanctions for persistent lateness to school.
- 1.2 Pupils may not leave the school's grounds during the normal working day without permission from a teacher.

2. Absence Procedures

- 2.1 The following procedure will be followed when a pupil is absent: parents are asked to telephone the school office on the first day of a pupil's absence, or send an email to the school office. Absences must be notified before 8:30 am. On returning to school, the pupil should bring a note from the parents confirming the duration of and reason for the absence. This note should be given to a member of staff.
 - 2.1.1 Reasons for absence: illness is the main reason for unforeseeable absence. Requests for foreseeable absence (e.g. public examinations and interviews, close family weddings and funerals) should be made well in advance. Requests should be made in writing to the Head Teacher. Routine medical and dental appointments should not be arranged in school time if possible. Absence for family holidays during the term time cannot be authorised by the school. Ensuring good attendance is part of a parent's contract with the school, and, if a pupil's absence record is poor for unauthorised reasons, the Head Teacher could use this as a sufficient reason to require the parents to withdraw the pupil from the school permanently.

3. Uniform & Behaviour

- 3.1.1 Correct school uniform must be worn to and from school, at school and for school events, unless special dispensation has been given by the Head Teacher. Details of the uniform requirements are given in the Uniform Policy.
- 3.1.2 Pupils must be well turned out at all times. Appearance should not be ostentatious and pupils must comply with the requirements regarding jewellery in the Uniform Policy. Hair must be sensibly styled and of a natural colour, and of a length and style which is acceptable to the Head Teacher.
- 3.1.3 Uniforms should comply with decency and neatness. Girls pinafores and skirts should be below their knees when they are seated and boys trousers neat and pressed with no holes.
- 3.1.4 Non uniform items of clothing may not be worn with the school uniform at school or at school events.
- 3.1.5 All clothing must be marked with the owner's name.
- 3.1.6 Behaviour that harms others, disrupts teaching and learning or damages the school's reputation is unacceptable. This includes whilst in school uniform outside of the school premises.

4. Academic Work

- 4.1 Each pupil is required to carry out regular academic work at home, as well as working at school. Each pupil is issued with a homework diary or slip which shows his/her day-by-day obligations, and parents are asked to sign the homework diary on a weekly basis to show that they are checking their child's work. If a pupil appears not to be completing regular work at home, parents should contact their teacher for advice.
- 4.2 Homework may be excused by the teacher concerned, if a parent writes to the teacher setting out the reasons why the work could not be completed. Note that social engagements are not normally acceptable as an excuse for not doing homework.
- 4.3 A pupil whose work in class or at home is unsatisfactory will be placed on daily report until his/her work improves. Parents may be asked to attend meetings at school. The school will try to help the pupil meet the necessary academic standards.
- 4.4 Reports on pupil's work will be sent home at each term. Additional reports can be requested by the parent, subject to approval of the Head Teacher.

5. Property, Loss and Damage

5.1 All pupils are expected to have the following equipment when they come to school:

- Bible (KJV)
- Coloured pencils
- Blue Pen
- 2 HB pencils
- Rubber
- Ruler (must have cm and inches on it)
- Sharpener
- Pencil Case
- Perspex 30cm/12" ruler (marked in cm)

Theft: pupils should be aware that stealing possessions from other pupils is a criminal offence, and procedures as outlined in our behavioural policy are usually considered to be appropriate. Tampering with, causing damage to, or stealing school property, including computer software, equipment and books, is also a very serious matter and will be treated as such.

5.2 **Damages:** Parents will be liable to pay for any loss, damage or misuse of school property by their sons/daughters and will be charged for the replacement or part payment of the item.

5.3 Personal property should not be left at school in the holidays.

5.4 **Lost property:** this should be reported at once to the class tutor. Note that we will dispose of any lost property which remains unclaimed after two months.

5.5 **Breakages:** these must be reported at once to the subject or class teacher who will inform the school office. The school may require the cost of the repair to be met by the parents of the pupil or pupils concerned, depending on the circumstances. An administration fee will be charged.

5.6 **Mobile phones:** Pupils are not allowed to bring their mobile phones onto the school premises, unless under the Head Teacher's permission. If a mobile phone is allowed, this will be handed into the office and collected at the end of the day.

6. General

- 6.1 Only pupils, in the charge of a teacher, or those who have obtained the Head Teacher's permission, may enter the school during the holidays or outside normal school hours.
- 6.2 Pupils should note that the school rules apply to pupils who are at sport or other school events that take place away from the school site, or when taking part in a school visit of any kind, whether in term time or in the holidays.
- 6.3 Bullying in any form is unacceptable and pupils are urged to report incidents to a teacher so that it can be investigated and dealt with appropriately. The school takes seriously any form of bullying, including bullying committed outside school, on paper or via electronic messaging over the internet or the telephone.
- 6.4 Pupils may not circulate or have in their possession offensive material or images of a violent, sexual, racist or discriminatory nature. Such incidents will be treated very seriously.
- 6.5 The Head Teacher is required to judge on the acceptability and variations of cases not covered above. Parents should note that serious misconduct could mean that a pupil would forfeit his/her place at this school.

7. Former Pupils and Visitors

- 7.1 Visitors, including former pupils, are required to report to the office on arrival. Former pupils should obtain the permission of the Head Teacher to enter any other part of the school building or grounds.

8. Important Note on School Rules

- 8.1 The Head Teacher has the authority, after proper consideration, to temporarily exclude from the school any pupil for a serious or repeated failure to observe these rules, or whose attendance or academic progress is unsatisfactory, and to judge on the acceptability of variations not covered. The Head Teacher also has the authority, after proper consideration, to exclude pupils permanently from the school in accordance with the terms of the Exclusion Policy.

Suspension Policy

Suspension from school for periods of 1-5 days is used at the discretion of the Head Teacher. The following are examples where the Head Teacher is likely to consider temporary exclusion as appropriate:

- A serious verbal assault on staff
- Racism
- Intolerance of other pupil's faith, gender, culture
- A physical assault on a fellow pupil
- Possession of a weapon in school
- Serious defiance of staff/school rules
- A first offence involving drugs e.g. on a school trip or while in uniform but off the school premises
- Serious Vandalism

The list is not exhaustive. The Head Teacher is required to judge on any variations not covered above. The decision of the Head Teacher is final.

Suspension may be a prelude to a decision to expel a pupil but most offences judged sufficiently serious to warrant expulsion are likely to be dealt with immediately. The parents and pupil will be seen by the Head Teacher before the pupil is re-admitted to school, to set the terms for their re-admission to the school.

Exclusion Policy

The following guideline details steps a staff member or the Head Teacher would undertake **BEFORE** considering a permanent exclusion as appropriate:

1) Reprimands

Schools can discipline pupils if they behave unruly. Examples of reprimands (sometimes called 'sanctions') include:

- a telling-off/reprimand/warning
- giving a "demerit" ~ this is a sanction under the ACE curriculum
- removal from a class or group into another area of the school whilst being supervised.
- confiscating of something inappropriate for school , e.g. mobile phone or MP3 player
- a letter home
- detention

2) Physical contact

School staff can and may need to use reasonable force to control and restrain a pupil if a pupil is being physically abusive.

3) Detention

We will advise parents at the end of the school day if detention was administered during school and if there will be detention after a school day. This will usually be the next day, or during the first break.

3) Suspension

A letter will be given, or sent to the parents of a pupil who is continually disruptive. If the pupil is incorrigible and does not adhere to the above reprimands, the Head Teacher will issue a suspension of between 1-5 days. Before the pupil can return back to the school, a meeting between the Head Teacher and the parents would need to have taken place in order to outline the guidelines for a pupil's return.

4) Expulsion

If after the above disciplines have not been adhered to by the pupil, the Head Teacher can issue an expulsion. Expulsions are issued for misdemeanors such as:

- If a pupil continues to break school rules after warnings and previous sanctions.
- If a pupil is not prepared to accept school punishments such as detentions
- If a pupil is a danger to other pupils
- If a pupil commits the act of theft and refuses to accept the discipline offered.
- If a pupil commits a criminal act on the premises.
- If a pupil is persistently and excessively abusive, physically and psychologically to members of staff.
- If all relevant information required by the school is not disclosed on entry to the school.

Complaining about a Sanction/Reprimand or Expulsion

If a parent disagrees with the way their child has been punished or disciplined, they are advised to speak to the teacher concerned. If the issue is not resolved at this stage, they are to book an appointment to see the Head Teacher. If they are still not satisfied, they can complain, using the school's Complaints Procedure.

Parents' Complaints Procedure

If you have any concerns about any aspect of your child's life at school, please contact an appropriate member of staff as soon as possible. We promise that we shall take all such expressions of concern seriously and follow them up promptly. We know that things can go wrong and we want to be able to sort things out as quickly as we can.

Two things tend to make parents and pupils reluctant to express concerns:

- A fear that the school will not see the issue to be important: if it is important to you, it is important to us.
- A fear that there may be repercussions for the pupil: this should not be a factor. The school will not discriminate against a pupil because of expression of concerns or complaints.

For us to deal with problems, we need to know about them – earlier rather than later. In dealing with these matters, we recognise the importance of confidentiality, fairness and ensuring that no one suffers unjustly.

Our procedures for dealing with general concerns

The majority of concerns from parents, carers and others are handled under the following general procedures:

The procedures are divided into three stages:

Stage 1 Our aim is to resolve the concern through informal contact at the appropriate level in school with a member of staff, or teacher.

Stage 2 This next stage, will to book an appointment to request a meeting with the Head Teacher.

Stage 3 If the complaint is not resolved at stage 1&2, then the matter should be referred to in writing, detailing the complaint and including, dates, times and who has been spoken to prior to writing the letter. The Head Teacher at this stage, has 14 days in which to investigate and give back her response to the matter.

Stage 3 If the matter has not received a favourable response by the Head Teacher's intervention, the matter will be taken up by the Chair of Trustees.

Stage 4 If the matter in question has still not received a satisfactory outcome at this stage, you will have a right to appeal.

Who should you contact?

- For a minor day to day matter, the right person is likely to be the **relevant teacher or a member of staff**.
- Major issues should come straight to the **Head Teacher**
- Matters regarding finance and fees should go to the **Administrator**.
- If the matters (major or minor) are not resolved by staff or Head Teacher, the next level is the **Board of Trustees**.
- Finally, you have the **Right of Appeal**.

The **Right of Appeal** process is as follows:

1. If you are considering appealing, consult an experienced adviser for example, a representative at a Citizens Advice Bureau.
2. Contact the Local Education Authority Representative for Lewisham. The contact details are:

Admissions and Appeals Team Third Floor

Laurence House

1 Catford Road

SE6 4RU

Tel: 020 8314 8282

Email: schooladmissions@lewisham.gov.uk

Opening hours: Monday to Friday, 9am–12 noon

3. Lastly, legal action may be required in order to get a satisfactory outcome to your complaint.

This is a summary of the contents of the Parents' Complaints Procedure; a full copy is available in the Parent's Policy Handbook located in the Pre-School Classroom, on the shelf nearest the Fire Exit Doors.