

**President  
Kennedy  
School**



*Building Brighter Futures*

## **Parent/Carer Handbook**

**Academic Year 2012-2013**

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## **CONTACT INFORMATION**

President Kennedy School  
Rookery Lane  
Coventry  
CV6 4GL  
Telephone: 02476 661416  
Fax: 02476 703789

Website: [www.pks.coventry.sch.uk](http://www.pks.coventry.sch.uk)

Headteacher: Mr PJ Thomas

Parents/Carers are always welcome at school by appointment. If you wish to make an appointment to see a member of staff, e.g. your child's College Leader you can do so via communication through your child's student planner or the student reception desk by telephone – telephone 02476 661416. The member of staff will be informed of your request and they will contact you within 24 hours to arrange a mutually convenient time to meet.

An appointment with the Head teacher can be arranged by contacting the Head teacher's Personal Assistant – Telephone 02476 661416 ext. 251.

The school is open to receive telephone calls from 0800hrs to 1700hrs Monday to Friday.

## SCHOOL GOVERNANCE

President Kennedy School is a fully Comprehensive School administered by the Education Department of Coventry City Council:

Coventry City Council  
Earl Street  
Coventry  
CV1 5RS  
Telephone: 02476 833333

The Governing Body of President Kennedy School consists of the following:

Mr P Crisp	Chair (LEA Governor)
Mrs H Bilkhu	Vice Chair (Parent Governor)
Mr I Richardson	LEA Governor
Mr J Rose	LEA Governor
Mr J Brannigan	LEA Governor
Mrs K Basra	Parent Governor
Mr A Chauhan	Parent Governor
Mr M Moseley	Parent Governor
Mrs H Shaw	Parent Governor
Mrs N Ghataore	Parent Governor
Mrs C Issaad	Parent Governor
Mr PJ Thomas	Staff Governor
Mrs C Vincent-Squibb	Staff Governor
Mr N Mort	Staff Governor
Mr C Townsend	Staff Governor
Father K Dunkley	Community Governor
Mr R McGowan	Community Governor
Mr G Rippon	Community Governor

The Leadership Group of President Kennedy School consists of the following:

Mr PJ Thomas	Headteacher
Mr N Clayton	Deputy Headteacher
Mr R Beattie	Assistant Headteacher (Support & Guidance)
Mrs J Bircher	Assistant Headteacher (Teaching & Learning)
Ms Z Bowers	Assistant Headteacher (Intervention/Attainment)
Mr C Jupp	Assistant Headteacher (Teaching & Learning)
Ms S Rooke	Assistant Headteacher (T&L and Specialist Schools)
Mr S Toor	Assistant Headteacher (Intervention/Attainment)
Ms K von Rabenau	Assistant Headteacher (Intervention/Attainment)

## **ABOUT US: BUILDING BRIGHTER FUTURES**

At President Kennedy School everything we do is focused on Building Brighter Futures for our students, our staff and our Community. We are proud of our “no barriers” approach to education, ensuring children of all abilities and from all backgrounds are encouraged to set high goals and work hard to achieve them.

We work together in a productive and challenging manner to provide a vibrant and engaging learning environment that ensures every student achieves his or her potential. This school is about ensuring our students feel supported and happy. If students are happy they will flourish and achieve.

Our school endeavours to achieve its aims by encouraging:

- High academic attainment
- A caring environment where all individuals are equally valued
- A thirst for study and investigation
- Respect for the beliefs, opinions and needs of other people
- The ability to work independently and with others
- A sense of fairness and responsibility
- Pride in oneself and our school
- An appreciation of art and culture
- Pursuit of a healthy lifestyle
- An awareness of issues that affect the world including the environment
- The professional development of our staff



Why not make an appointment to visit us and see for yourself: how we are Building Brighter Futures.

## **ADMISSIONS**

Coventry City Council is the responsible authority for co-ordinating the arrangements for the admission of students to secondary schools, including President Kennedy School, in the Local Authority area.

The scheme complies with the DCSF School Admissions Code 2009.

### **OVERSUBSCRIPTION CRITERIA**

If there are more requests for a secondary community school than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below:

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children)

A looked-after child is defined in Section 22 of the Children Act 1989.

2. Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will continue to attend that school the following year

The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address.

3. Other children who live in the catchment area served by the school.
4. Children living outside the catchment area with a brother or sister who currently attends the school, provided that the brother or sister will continue to attend that school the following year
5. children by reference to the distance to the preferred school

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests by reference to distance.

### **IN YEAR TRANSFERS**

Parents who are considering transferring their child to President Kennedy School from another school are welcome to contact the school on 024 7666 1416 to discuss arrangements.

## TERM DATES & SCHOOL DAY

<b>The School Day</b>	
8.45am – 9.00am	Morning Registration and Assembly
9.00am – 10.00am	Period 1
10.00am – 11.00am	Period 2
11.00am – 11.15am	Morning Break
11.15am – 12.15pm	Period 3
12.15pm – 1pm	Lunch Break
1pm – 2pm	Period 4
2pm – 3pm	Period 5
3pm	End of school day

<b>Term Dates 2012/2013</b>		
<b>Period</b>	<b>School Closes (pm)</b>	<b>School Reopens (am)</b>
		Wednesday 5 September
<b>Autumn Half Term</b>	Friday 26 October	Monday 5 November
<b>Christmas</b>	Friday 21 December	Monday 7 January
<b>Spring Half Term</b>	Friday 15 February	Monday 25 February
<b>Spring Break</b>	Thursday 28 March	Monday 15 April
<b>May Day</b>	Friday 3 May	Tuesday 7 May
<b>Summer Half Term</b>	Friday 24 May	Monday 3 June
<b>Summer Holidays</b>	Friday 23 July	

## COMMUNICATION

Regular communications include the school newsletter, parents' evenings, review days, reports, and invitations to special events, school calendar and letters. Increasingly, the school uses text and e mail as a means of contacting parents. It is essential that we have up to date, accurate contact details for parents and carers.

## STUDENT PLANNERS

Each student is provided with a student planner.

***These are designed as a first line means of communication with parents and it would be helpful if parents could look at the planner every day.***

Students must record their homework in the planner and teachers will write in any rewards or sanctions which have been awarded.

A charge of £2.50 will be made to replace a lost Student Planner.

## PARENT CONSULTATION DAY

At the end of the Autumn and Spring terms a Parents Consultation Day takes place at which Parents, staff and students meet together to discuss student academic performance, targets for the future and the students overall needs in terms of support and guidance.

## INTERNET

There are a number of ways that you can keep up to date with the school via the internet:

**The school website ([www.pks.coventry.sch.uk](http://www.pks.coventry.sch.uk))**

The schools website contains a wide range of useful information and news about events at school.

### **On line reporting**

You should have been issued a log in for the schools on line reporting system. You can log in via a link from the main school website. Once you have logged in you will be able to see live data on your child's attendance and progress. If you have not received a log in please contact the school.

### **The Portal**

Your child will have a log in for the school Portal. This is a website that they can access from home or school where thousands of learning resources and other useful information is stored. They can access the portal via a link on the main school website. If your child is unable to access the portal from home please contact the school for support.

### **Email and Text**

The school increasingly uses email and text messages to send important information to parents. Please ensure that we have your up to date mobile phone number and e mail address.

## **DATA PROTECTION**

The school also uses photographic and video footage for curriculum use and internal consumption, e.g. school newsletter to parents and external use, e.g. the school prospectus and website.

Parents/carers of children entering the school at Year 7 are invited to confirm that photographs etc., of their children may be used. Thereafter the law allows children to make this decision. Nevertheless, we would wish to give parents the opportunity to veto the use of close up photographs of their child alone. This general veto must be expressed by writing to the Year Leader or the School Business Manager.

The school will always protect data relating to your child. However, the school will on request release student data to the Police once all school and police protocols have been followed.

## **IF YOU HAVE A CONCERN**

Complaints are rare but we recognise that from time to time, parents and carers have questions that they wish to ask and concerns that they wish to resolve.

In the first instance, we ask that you contact your child's Tutor. This can be done by sending a note or telephoning the school. Sometimes, you may feel it necessary to meet your child's Tutor to discuss issues face to face. This can be arranged by telephoning the school. You can expect to be able to make an appointment or to have a conversation with the tutor within 24 hours of the school receiving your complaint.

If you have raised your issue with your child's Tutor, but feel that the issue is unresolved, the matter should be raised with your child's College Manager or College Leader.

Any residual issues that remain unresolved by College Leaders should be addressed to the Headteacher.

If your concern is not resolved following these discussions, please raise the matter with the Chair of Governors for the school. To do this you simply need to write to the Chair marking the letter for the attention of the Chair of Governors.

Your complaint will be investigated by either the Chair or Vice Chair and a small panel of governors, who will make a final judgement. You may ask to make verbal representation to the group at this stage. When the complaint has been fully investigated and considered, you will be informed of the decision in writing by the clerk to the Governing Body.

## **PRESIDENT KENNEDY SCHOOL COLLEGE STRUCTURE**

On entry to the school students belong to The Bridge our Year 7 College. Each year, students move up to a new college. At the end of year 7 they move up to the Gateway, a college which specialises in the needs for Year 8 students. Each college provides the level of support and guidance and academic rigour required at each and every stage of the student's development.

The College system supports the academic progress process of students and provides enrichment experiences through supporting charities and taking part in various sporting and intellectual events. Various College events and competitions take place throughout the year and all pupils have the opportunity to represent and support their College. Students have the opportunity to support and help develop their College ethos through the role of Student Ambassadors.

**The Bridge: Year 7 College**  
**College Director: Miss S Rooke**  
**College Leader: Mr C Townsend**  
**College Manager: Miss D Bird**

**The Gateway: Year 8 College**  
**College Director: Mrs J Bircher**  
**College Leader: Mrs R Wilkinson**  
**College Manager: Miss H Watson**

**Year 9 College**  
**College Director: Mr C Jupp**  
**College Manager: Mrs K Sandhar**

**Key Stage 4 Colleges: Year 10 and Year 11**  
**College Leaders: Mr A Farrell and Mr A Sheridan**  
**College Managers: Miss S Bartley and Mr R Cordes**

**Post 16: Years 12-13**  
**College Leader: Mr N. Mort**  
**College Manager: Mrs K Rawlins**

## PROMOTING POSITIVE BEHAVIOUR

### CODE OF CONDUCT

Within President Kennedy School we require that all students follow our agreed Code of Conduct. The goal of this 'Code' is to ensure that our students achieve their academic potential and grow to become competent, rational, sympathetic and responsible adults who can manage their own lives and play their part in society.

The Code of Conduct is as follows:

#### **P - Pride in yourself and your school's reputation**

- Wear your uniform with pride
- Behave properly in school and when out in the community
- Do what is right, not what your friends tell you to
- Be polite at all times. Don't swear or use insulting or rude language

#### **R - Respect for each other and your environment**

- Never discriminate against others
- Always show good manners
- Never damage school equipment or buildings, don't run around the blocks
- Never drop litter
- Never take anyone else's belongings
- Calmly line up outside the dining hall and never run across the quad

#### **I - Involvement in all aspects of school life**

- Act sensibly at break and lunch times. Play sports, go into PK Extra or the library.
- Be a school leader, collect for charity, do something for the environment, start a club, start a band. Join the drama club or learn to play an instrument.

#### **D - Determination to succeed OR Drive to do well (student voice)**

- Always come to school and be on time
- Always work hard in lessons
- Always complete your homework
- Don't steal the learning time of others
- Allow others to talk without interruption
- Have a positive attitude to learning

#### **E – Endeavour to exceed expectations**

- Know your levels and ask your teacher how to do better
- Research things you are interested in at home
- Always revise for tests and exams

## ANTI-BULLYING

Bullying is the wilful intention to hurt, threaten or frighten someone and can be physical or verbal or both. Bullying of any kind is not tolerated at President Kennedy School and any incidents (inside and outside school) are treated extremely seriously. Bullies are required to face up to their actions and their parents are involved in resolving the issue.

If you feel your child is being bullied, the matter should be referred to your child's Tutor immediately.

## MOBILE PHONES

Whilst the school recognises that mobile phones and similar technology like MP3s and iPods are here to stay and are part of modern day life the school believes that it is more important that school prepares students for adult life and the ways of work. This requires a formal approach in school. Therefore the school rigorously enforces the following procedure:

Any mobile phone (or similar technology) being used by a student in school will be confiscated: unless they have permission from a member of staff. This also applies to break and lunchtimes.

Any/ear/head phones seen in school will be immediately confiscated.

Any material put on Facebook or YouTube without the knowledge of the victim will result in the school reporting the matter to the police. Serious school sanctions will apply.

If a mobile phone, ear/head phones or similar technology are confiscated they will be returned following a meeting involving a parent/carer, the student and a senior member of staff or College Leader. An agreement on use will also have to be signed.

## DRUGS AND ALCOHOL

Issues regarding both of these substances are dealt within the College Curriculum by trained staff, often with the assistance of the police and outside agencies. ***The police are immediately involved in any case where drugs misuse is suspected.*** The school's policy regarding drugs is available on request.

## REWARDS

The reward system is based upon students collecting 'Stamps' for good work or contribution to the school community.

Stamps are worth a currency value of 10p.

These may be collected in 3 ways:

- Stamps in Planners (each is worth the equivalent of 10p)
- Praise Postcards (each is worth the equivalent of 50p)
- Grade Sheets (each of these has a stamp value written on it)

### Praise Postcards

These are awarded for continual good work, behaviour or a one off item which has really impressed a member of staff.

### Grade Sheets

Each Grade sheet automatically includes a 'stamp' value. Each yellow subject box is worth 2 stamps and each green subject box is worth 5 stamps.

### Certificates

Are in recognition of receiving **£5** worth of Awards (Cannot be cashed in)

- These will be recorded on the student's records and are awarded at every 50 stamp milestone.
  - Bronze 50
  - Silver 100
  - Gold 150
  - Platinum 200
- Bronze and Silver certificates are presented by Form tutors and Gold and Platinum by College Leaders.

### 'Cashing' In Stamps - The School Reward Shop (PK Extra)

The Reward shop is open every lunchtime for students to trade their stamps and Praise Postcards for gifts and items.

Some Items stocked change over the course of the year e.g. tennis rackets and cricket bats are generally only available in the summer term. However, items such as footballs, basketballs, drinks bottles, school equipment and gift vouchers are available all year round.

### Other uses of Stamps

Stamps may also be used to assist students in taking part in other enrichment activities associated with good learning and a reward for hard work. For example stamps may be used towards the cost of extra curricular trips and money off the Year 11 Prom.

## SANCTIONS

The school **Code of Conduct** can be found in all planners and displayed in classrooms and around the school.

However, in order to uphold this Code of Conduct a system of sanctions is also in operation:

- the use of mild, or more severe, oral reprimand as a first response to unacceptable behaviour
- withdrawal of break or lunchtime privileges for a specified length of time
- detention (break, lunchtime or after school)
- withholding privileges such as participation in school trips or sports events where these do not form an essential part of the curriculum
- completion of assigned or additional written work
- carrying out a task useful to the school
- the use of reports (Subject, Tutor, College Leader/Manager, Leadership Team)
- formal contracts between the school, parent/carer and the individual student
- Internal exclusion
- fixed term or permanent exclusion

### **Second Detention**

If a student fails to attend a detention with a subject teacher or a form tutor. They must inform their subject teacher or College Leader showing evidence that they correctly issued the first detention. The subject leader or College Leader then enters the student onto the second detention spread sheet.

Second detention takes place on a Wednesday and a Friday and lasts for an hour. This is supervised by a member of the leadership team. Students who fail to attend this may be excluded from school until the situation is corrected.

**Internal exclusions** - students can be internally excluded at the discretion of the College Leaders or other senior staff for reasons such as persistently disrupting lessons or behaving in an anti-social manner likely to injure others or school property. These students remain in school, are set work which they complete away from their peers throughout the school day. Parents are informed of Internal Exclusions by the relevant College Team by telephone or by letter. Internal exclusion includes the loss of breaks and lunchtimes.

**Fixed term exclusions** - Fixed Term Exclusions are imposed by Senior Staff for serious breaches of the school code of conduct, serious cases of bullying or contravention of the school's Equal Opportunities Policy. Parents are informed of these Exclusions by telephone call, followed by a letter of confirmation, enclosing details on Fixed Term Exclusions.

**Permanent exclusion** – sometimes students need to be permanently excluded when their behaviour is damaging either to themselves or other students. The school's Exclusion Policy is available at the school office.

## STUDENT LEADERSHIP

At President Kennedy School we encourage students to think about the wider community and many take on the role of student ambassador. There are several groups which students can join and we consider that taking on responsibility in this way is an excellent experience for young people.

The ambassadors are as follows:

**Charity ambassadors-** Students work to raise money for local, national and global charities. They plan and deliver events throughout the year. Students have raised money for local charities such as Zoe's place and also have developed links with two schools in Ethiopia.

**Learning Ambassadors-** Students work closely with teachers to develop ways to improve their learning. Student voice is extremely important to the staff at President Kennedy and our students value the contributions they are able to make.

**Environmental Ambassadors-** Students work hard to make our school environment attract and environmentally friendly. There is a year seven student garden which students have developed themselves with a keen member of staff. This work will continue into year eight. The students also work hard to raise awareness of environmental issues.

**Healthy lifestyles Ambassadors-** Students have worked hard into the research of healthy food and healthy lifestyles. Ambassadors have been involved in asking the student body what sort of healthy food they would like to eat and choosing what kind of food is served in our dining room. They have also interviewed caterers about their products.

**Community Ambassadors-** Community ambassadors are responsible for showing visitors around the school and working with primary schools. We have special primary days when young people come up to school for the day. Our community ambassadors are with them to answer any questions they might have about "big school".

## UNIFORM REGULATIONS YEARS 8-11

Essential Items	Optional Items
Navy Blazer with school logo White Shirt School Tie Mid Grey Trousers (cotton/polyester/viscose straight cut) (Boys) Navy Trousers (cotton/polyester/viscose straight cut or boot cut) (Girls) Navy, grey or black socks/tights Black Shoes Coats should be plain black, grey or navy	Navy Cotton Jumper (boys and girls) with school logo Navy Cotton Cardigan (girls) with school logo Navy <u>knee length</u> , straight skirt to be worn with ... ...plain navy knee length socks or tights Hijab plain navy or black

### PE/GAMES KIT

Students may continue to wear their existing School PE and Games kit  
A new kit will become compulsory from September 2013  
Students may wear the new kit before September 2013 if they wish to do so

### FOR SWIMMING

Black or navy swimming trunks no Bermuda shorts (boys)  
Black or navy one piece swimming costume (girls)  
All students will require a towel

### OPTIONAL ITEMS

Technology – full apron  
Art – protective clothing (e.g. an old shirt)

### ESSENTIAL EQUIPMENT

Calculator, Compass, Crayons, Pocket English Dictionary,  
Erasers, Pencils, Pens, Protractor, Ruler

### WE EXPECT STUDENTS TO WEAR THEIR UNIFORM WITH PRIDE. WE DO NOT ALLOW:

Jeans, leggings, skinny or cropped trousers  
Trainers, knee length boots, canvas shoes, high heeled shoes  
More than one item of jewellery  
Brightly coloured scarves, headbands, socks or belts  
T shirts visible under shirts  
Extreme hair styles or brightly coloured hair  
Excessive or brightly coloured make up  
Skirts that are above the knee  
Hoodies and baseball caps

All uniform items are available from our supplier Cat Ballou Originals Ltd, 1-3 The Burges,  
Coventry, CV1 1HN Tel: 02476 555499

More details about the uniform can be found on the Parent Page of our website  
[www.pks.coventry.sch.uk](http://www.pks.coventry.sch.uk)

## UNIFORM REGULATIONS YEAR 7

Essential Items	Optional Items
Navy Blazer with school logo White Shirt School Tie Mid Grey Trousers (cotton/polyester/viscose straight cut) (Boys) Navy Trousers (cotton/polyester/viscose straight cut or boot cut) (Girls) Navy, grey or black socks/tights Black Shoes Coats should be plain black, grey or navy	Navy Cotton Jumper (boys and girls) with school logo Navy Cotton Cardigan (girls) with school logo Navy <u>knee length</u> , straight skirt to be worn with ... ...plain navy knee length socks or tights Hijab plain navy or black

### PE/GAMES KIT

Essential Items	Optional Items
Navy and Gold Rugby Top with Logo Navy Shorts Navy Polo Shirt with Logo Navy Sports Socks Training Shoes Football/Rugby Boots (boys only)	Navy Joggers with Logo Navy Sweatshirt with Logo

### FOR SWIMMING

Black or navy swimming trunks no Bermuda shorts (boys)  
 Black or navy one piece swimming costume (girls)  
 All students will require a towel

### OPTIONAL ITEMS

Technology – full apron  
 Art – protective clothing (e.g. an old shirt)

### ESSENTIAL EQUIPMENT

Calculator, Compass, Crayons, Pocket English Dictionary,  
 Erasers, Pencils, Pens, Protractor, Ruler

### WE EXPECT STUDENTS TO WEAR THEIR UNIFORM WITH PRIDE. WE DO NOT ALLOW:

Jeans, leggings, skinny or cropped trousers  
 Trainers, knee length boots, canvas shoes, high heeled shoes  
 More than one item of jewellery  
 Brightly coloured scarves, headbands, socks or belts  
 T shirts visible under shirts  
 Extreme hair styles or brightly coloured hair  
 Excessive or brightly coloured make up  
 Skirts that are above the knee  
 Hoodies and baseball caps

All uniform items are available from our supplier Cat Ballou Originals Ltd, 1-3 The Burges, Coventry, CV1 1HN Tel: 02476 555499 More details about the uniform can be found on the Parent Page of our website [www.pks.coventry.sch.uk](http://www.pks.coventry.sch.uk)

## **LOST PROPERTY**

It is recommended that all items are clearly marked with your child's name. No valuables should be brought in to school. The school **CANNOT** take responsibility for searching for lost items, nor for replacing lost property.

Where items belonging to students are found around the school, they will be taken to the student reception and kept for a short period in lost property.

Please be aware that at the close of each academic year the school will clear lost property in readiness for the new academic year.

## **VALUABLES**

The school provides the opportunity for your child to secure personal belongs/valuables when taking part in PE lessons. Other than this personal belongs/valuables are the responsibility of the student.

We would encourage parents/carers to minimise the amount of valuable items brought into school to an absolute minimum to reduce the risk of disappointment should an item be lost/misplaced.

Please be aware that the school **CANNOT** accept responsibility for the loss of valuables

## **ATTENDANCE AND PUNCTUALITY**

Schools are required by law to keep registers of attendance, which are now maintained electronically. Your child will be marked present on each day he/she is in school both for the morning and for the afternoon sessions.

**A warning bell signals registration in the morning at 8.40am. All students are required to be in form rooms by the second bell at 8.45am.**

If a student arrives at the form room after this bell, he/she is marked late. If a student arrives fifteen minutes after morning registration, he/she will be marked as absent. If this lateness is not explained by a note, this will count as an unauthorized absence.

All students arriving in school after the second bell must sign in at Student Reception. The school expects a high level of attendance and high standards of punctuality. Detentions will be given for persistent offenders.

Problems with attendance or lateness will be investigated and parents will be regularly informed if there are any concerns about their child's attendance. Sometimes members of the pastoral teams will request parents attend school or visit parents at home to discuss poor attendance.

You are reminded that, under section 441 of the Education Act 1996, that you are required to ensure your child's attendance when school itself is open. Failure to do so may lead to prosecution.

## **ABSENCE REPORTING**

The school should be contacted by a parent or carer by phone on the first day of absence. On return to school all absences are to be explained either in note form or verbally to the form tutor. Where possible all medical and/or dental appointments are to be made outside school hours, however where this proves difficult, an appointment card or note from a parent/carer is to be evidenced.

On leaving school to attend a medical and/or dental appointment the student is to produce the note or card before signing out at the student reception point. If a student is absent without explanation for more than three days contact will be made by the school requesting an explanation for the period of absence

### **Illness**

The school should be contacted by phone on the first day of absence or any illness preferably before 8.40am on **02476 661416**.

On return to school all absences should be explained by a note to the child's form tutor.

### **Medical and dental Appointments**

These should be made outside school hours, but where this proves impossible, an appointment card or note from a parent should be provided. Students are then required to produce the note or card before they sign out at the school office. If a student is absent without explanation for more than three days contact will be made by the school requesting an explanation for that absence.

### **Leave of Absence (Holidays etc.)**

Parents are requested not to arrange family holidays during term time. Where this is unavoidable requests for leave of absence these should be made on the appropriate form available from reception and must be approved by the head teacher. Each request is considered individually, taking into account the students % attendance, the year group of the student, and the time of year proposed for the trip. The school can only consider up to 10 days in a school year unless there are exceptional circumstances.

### **Prior to the absence**

A holiday form must be obtained: these are only available from school reception. Parents complete the form and the form is returned to reception. The Headteacher considers the request. If the request is not approved the parent will be contacted.

## **HEALTH & SAFETY**

The school has a Health and Safety Policy in place covering all aspects of school life. The policy is reviewed annually and amended to reflect changes in legislation and local authority best practice.

All health and safety procedures are reviewed by the local authority to ensure compliance with statute.

The school makes every effort to ensure the safety and wellbeing of students, staff and visitors at all times.

### **FIRST AID**

Students who feel unwell or have an accident whilst in school are to report to the student reception/first aid point. The school will administer treatment in accordance with established protocol and where necessary contact home.

The school employs a qualified First Aider to deal with minor injuries and accidents that happen in school, during the school day. The First Aider is NOT qualified to assess medical problems or injuries which have happened before or after school. The school has a medical room, which is supervised at all times during core hours – 0900hrs to 1500hrs.

### **MEDICAL EMERGENCIES**

If there is an emergency, parents/carers will be contacted by the school at the earliest opportunity. You will be informed of the nature of the accident/incident. Every effort will be made by the school to enable you to rendezvous with your child prior to transporting them to hospital. Where this is not possible a member of staff will accompany your child to hospital and remain with them until you are able to attend.

In order to ensure contact with you is possible it is vitally important that your contact details are up to date at all times. Please ensure that you inform the school of any changes regarding your contact details to avoid any delay in the passage of essential information.

## **LUNCH ARRANGEMENTS**

Your child is able to bring a packed lunch into school or dine in the school dining room. The school operates a biometric system of payment. Parents can 'load' their child's 'finger' to enable them to dine. The catering provider operates a loyalty points system with a bias towards healthy eating options.

### **Free School Meals**

Information regarding free school meals can be obtained from the school office. The current value of the free school meal is £2.50. This will allow your child to purchase a meal consisting of a main course, pudding and drink.

The school does not encourage students to go home for lunch. However, parents/carers can request that their child be granted permission to leave school to go home for lunch.

**Permission must be sought before a student leaves the school site at lunch time.**

## **CURRICULUM**

President Kennedy School offers a broad and balanced curriculum to all students. We are committed to exciting, engaging and relevant learning in all areas, and organise option subjects to ensure that student choice is maximised. We have a strong focus on traditional academic subjects as we believe this offers our students the best life choices in today's competitive world.

At KS3 we offer an exciting range of opportunities where all students study Religious Education, English Language and Literature, French, Spanish, History, Geography, Mathematics, Physics, Chemistry, Biology, Art, Music, Design Technology, Food Technology, Information Communications Technology, Physical Education and Games and PSE (Personal and Social Education) including citizenship. Additional literacy and numeracy lessons are provided where appropriate.

At Key Stage 4 we offer a strong focus on traditional academic subjects with a wide range of vocational courses to suit every child. At KS4 subjects offered at GCSE are: English Language and Literature, Mathematics, Science (for science GCSE many students study two or three separate sciences). Students choose three further option subjects from: Art, Art Graphics, Geography, History, Religious Education, Sociology, Photography, Resistant Materials, Textiles, Business Studies, ICT, French, Spanish, ICT, Business Studies, Health and Social Care, Sport, Music, Travel and Tourism and PE. Work related Learning is delivered across the curriculum and includes a number of activity days throughout the year.

At KS5 we offer a wide variety of AS/A2 courses. Subjects offered include English Literature, Mathematics, Physics, Chemistry, Biology, Psychology, History, Geography, Sociology, Philosophy and Ethics (RE), Business Studies, Politics, Art, Media and Photography. Vocational A level courses are also available and include Art and Design, Applied Science and Health and Social Care. Plus BTEC First Diploma Level 2 courses in Business and Travel and Tourism.

## **SEX AND RELATIONSHIPS EDUCATION**

At President Kennedy we think it is important that students have age appropriate information about relationships. This is delivered in a number of ways through PSHE(personal social health education) and through the Science and RE departments.

We encourage our students to have a healthy lifestyle and this includes the development of healthy relationships with others.

We explore, with students ways to look after their own physical, sexual and emotional health and encourage students to ask questions important to them.

The school nurse is also on site to support students at what can be a challenging time in their lives. We seek to develop students into well rounded individuals who have the confidence to make their own decisions based on knowledge and common sense.

# HOMEWORK

## Our Approach to Setting Homework

At President Kennedy School we believe that giving homework regularly is essential in providing the self discipline students need if they are to fulfil their potential.

Homework will be meaningful and appropriate. Students will be expected to spend one and a half hours on homework per evening in KS3 and two to two and a half hours in KS4 Teachers will give oral and written feedback on homework so that students know where they are in their learning and how to improve.

### Year 7 Homework Timetable:

Weekly	Literacy	Maths	English	Project 1	Project 2
Fortnightly	ICT	MFL	PE		

*Details will be written into Student Planners*

### Year 8 Homework Timetable:

<b>Monday</b>	<b>Humanities</b>	<b>Science</b>	<b>English</b>
<b>Tuesday</b>	Technology	ICT	MFL
<b>Wednesday</b>	Humanities	Maths	
<b>Thursday</b>	Humanities	Science	Music
<b>Friday</b>	English	Maths	PE / Technology

Students do not have Music/ICT or MFL on these days will be given homework on the day they do have that subject. In such cases homework must be completed no later than the same day the following week.

Science homework will always be set twice a week. Because of the complexity of the Science timetable, homework may not be given on the day stated.

### Year 9 Homework Timetable:

<b>Monday</b>	<b>Humanities</b>	<b>Science</b>	<b>PE</b>
<b>Tuesday</b>	Maths	English	Humanities
<b>Wednesday</b>	Science	Music	Humanities
<b>Thursday</b>	BTEC	Humanities	English
<b>Friday</b>	Maths	Music	PE

Students do not have Music or MFL on these days will be given homework on the day they do have that subject. In such cases homework must be completed no later than the same day the following week.

Science homework will always be set twice a week. Because of the complexity of the Science timetable, homework may not be given on the day stated.

### Year 10 Homework Timetable:

<b>Monday</b>	<b>Maths</b>	<b>English</b>	<b>RE</b>	
<b>Tuesday</b>	Maths	Option 2		
<b>Wednesday</b>	English	Science	RE	PE
<b>Thursday</b>	Science	PE		
<b>Friday</b>	Option 1	Option 3	Option 4	

Students do not have PE on Wednesday will be given homework on the day they have PE. This homework must be completed no later than the same day the following week.

Science homework will always be set twice a week. Because of the complexity of the Science timetable, homework may not be set on the day stated.

### Year 11 Homework Timetable

<b>Monday</b>	<b>English</b>	<b>Science</b>	<b>PE</b>
Tuesday	Option 1	Option2	RE
Wednesday	Maths	English	RE
Thursday	Option 1	Option 2	Option 3
Friday	Science	Maths	RE

Science homework will always be set twice a week. Because of the complexity of the Science timetable, homework may not be set on the day stated.

### Post 16

Homework is set every lesson

## PROGRESS REPORTS

At PKS we believe strongly that your child's progress should be tracked and reported regularly.

Progress reports keep you and your child's tutor/mentor informed of their academic progress across all their subjects.

The following key terms in the report will help you better understand how the progress for your child is measured.

### **Target (TG)**

This is the level/grade your child is expected to attain by the end of the academic year\*. This target is derived from prior attainment including Key Stage 2 levels.

### **Predicted**

This is the level/grade your child is likely to attain at the end of the academic year\*, based on their current effort and performance.

### **Progress**

This is simply the difference between the Predicted and Target. It is a measure of your child's attainment in relation to expectation. A positive score indicates attainment above expectation and a negative score indicates attainment below expectation.

To aid simplicity, the following colour key is used to help you to see progress in each subject at a glance:

#### **Green**

Progress is above expectation  
(Your child is at least half a level/grade above target)

#### **Yellow**

Progress is within expectation  
(Your child is within half a level/grade of target)

#### **Red**

Progress is below expectation  
(Your child is more than half a level/grade below target)

## **EXAMINATIONS**

The school employs a dedicated Examinations Officer who manages external examination processes and procedures.

Students start taking external examinations in Year 10. Usually, students sit external examinations in November, January, March and May/June, although not all students will sit examinations in every session.

The decision to enter a student for an external examination rests with the Subject Leader and the Headteacher. Subject Leaders and Subject Teachers put a lot of thought and planning into when students sit their exams and their decisions are always based on achieving the best outcome for our students.

### **How are students and parents notified which examinations their child will be taking?**

Subject teachers discuss examination entries with their students and some Subject Leaders run Information Evenings to explain the process to parents. However, students and parents are notified of examinations formally in an Individual Timetable which is sent by external post to their home address.

### **How are students and parents notified about the results of examinations?**

Students receive a Statement of Results in school. Examination Certificates are sent to the school a couple of months later. Students are required to collect these certificates and sign to say that they have received them.

### **If your child is unwell on the date of an examination.**

Every effort should be made to attend the examination. However, if the student is too unwell to sit the examination the student will need to provide a Doctors' Note for the Examination Board. This note must be submitted to the Examinations Office in school.

### **Questions or concerns about external examinations.**

Subject specific questions need to be addressed to Subject Teachers/Subject Leaders. Any general questions and concerns regarding examinations should be directed to the Examinations Officer at President Kennedy School.

### **Examination boards**

There are now five examination boards:

- Assessment and Qualifications Alliance (AQA)
- Oxford, Cambridge and RSA Examinations (OCR)
- Edexcel
- Welsh Joint Education Committee (WJEC)
- Council for the Curriculum, Examinations & Assessment (CCEA)

Subject Leaders select which examination board specification they wish to teach.

<b>SUBJECT</b>	<b>BOARD</b>	<b>SUBJECT</b>	<b>BOARD</b>
Art GCSE & GCE	AQA	Hospitality	BTEC (Edexcel)
Biology GCE	OCR	Info, Communication Technology (ICT)	BTEC (Edexcel)
Business Studies	BTEC	Media Studies	WJEC
Chemistry GCE	OCR	Mathematics GCSE	Edexcel
Design and Technology GCSE	AQA	Mathematics GCE	AQA
English Language GCSE	WJEC	Music	BTEC
English Language GCE	AQA	Photography GCE/GCSE	AQA
English Literature GCSE	WJEC	Physics GCE	OCR
English Literature GCE	AQA	Physical Education	BTEC (Edexcel)
French GCSE	Edexcel	Psychology GCE	AQA
Geography GCE/GCSE	AQA	Religious Studies GCSE	Edexcel
Government and Politics GCE	Edexcel	Religious Studies GCE	OCR
Health and Social Care GCE	Edexcel	Science GCSE	OCR
Health and Social Care	BTEC (Edexcel)	Sociology GCE/GCSE	AQA
History GCE	Edexcel	Spanish GCSE	Edexcel
History GCSE	OCR		

## EXAMINATION RESULTS

**Our 2011 Results Have Placed Us In The Top 10% For Progress Nationally!**

<b>GCSE Results</b>	
5+A*-C	88%
5+A*-C Including English and Maths	53%
5+A*-G	99%
A*-C in English	61%
A*-C in Maths	63%

<b>AS Results</b>	
A-B	22%
A-E	82%

<b>A Level Results</b>	
A*-B	34%
A*-E	99%

### 2011 Results In Detail

	Number in cohort	Percentage of cohort
Low attainers	54	23%
Middle attainers	133	58%
High attainers	44	19%
Students for whom English is not their first language	84	32%
Students with statements or supported at school action plus	50	19%

## Year on year comparisons

	2011	2010	2009	2008
Percentage achieving 5+ A*-C GCSEs (or equivalent) including English and maths GCSEs	52%	44%	43%	25%

## KS4 exam results

	All students	Low attainers	Middle attainers	High attainers
Percentage achieving 5+ A*-C GCSEs (or equivalent) including English and maths GCSEs	52%	7%	62%	95%
Percentage achieving A*-C in English and maths GCSEs	52%	7%	62%	98%
Percentage achieving all English Baccalaureate subjects	1%	0%	0%	5%
Percentage of students achieving 5+ A*-C grade GCSEs (or equivalent)	88%			
Percentage of students achieving 5+ A*-G grade GCSEs (or equivalent)	98%			
Percentage of students achieving at least one qualification	100%			

## KS4 student progress

	All students	Low attainers	Middle attainers	High attainers
Percentage of students making expected progress in English	64%	37%	69%	84%
Percentage of students making expected progress in maths	64%	25%	73%	82%
Best 8 value added	1020.0			
Lower confidence limit	1011.3			

Upper confidence limit	1028.6			
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### KS4 Average Point Scores

	All students	Low attainers	Middle attainers	High attainers
Average point score per student (best 8) - all qualifications	344.1	307.7	348.7	393.0
Average point score per student (best 8) - GCSE only	222.8	144.9	233.9	312.8
Average grade per qualification		D	C	B
Average grade per GCSE		E-	D+	B

### KS4 Exam entries

	All students	Low attainers	Middle attainers	High attainers
Average entries per student - all qualifications	12.2	12.2	12.2	13.4
Average entries per student- GCSEs only	6.0	5.1	6.2	6.8

## STUDENT SUPPORT CENTRE

The Student Support Centre is a well established and highly regarded provision within Coventry and nationally. We recognise and value diversity in our students and offer a range of interventions to cater for identified needs both within lessons and on an individual basis or in small groups. A team of specialist staff support students across the school whatever their particular need. In practice this means that students are offered provision that is 'different from or in addition to' the mainstream curriculum offered to every student.



We work with a large number of students, sometimes throughout their whole school life, sometimes for a fixed period of time. The range of provision includes:

- Support for Special Educational Needs
- Basic literacy and numeracy
- Dyslexia– specific programmes
- Personalised support for those with autism
- Emotional Literacy
- Conflict Resolution
- Mentoring
- Behaviour Support
- Support for course work and controlled assessments
- Breakfast and lunch time clubs
- Support for Ethnic Minority Achievement
- A designated Speech and Language base
- Work Related Learning linked with specialist providers
- Support for students with medical needs who might need a short spell away from mainstream lessons

The support team works in partnership with College Leaders, College Managers, Subject Teachers, Parents and outside agencies to help students to reach their full potential.