



**Kingsmead School**

**Parent and Student  
Information Booklet**

---

**2025**





# Welcome to Kingsmead

Kingsmead School would like to extend a warm welcome to you on behalf of the other students, staff, governors and members of the JTMA. You have chosen Kingsmead as your school for the next 7 years and we are proud to become a part of your life. We believe in the power of education to change lives and nothing is more important to the staff at Kingsmead than you going home each day happy, safe and successful. The curriculum that we have to offer here is extensive and designed to offer experiences for our young people through learning different skills and opportunities. We look for potential in all our students.

Everyone is special in their own way and we want all Kingsmead students to excel in everything they do, aim high at all times and treat others as they would like to be treated. We will challenge them and ensure that they leave us with no regrets, knowing that they have become the best version of themselves.





# Welcome from Miss Hinton

## Progress Leader for Year 7

Hello Year 7!

I'm Miss Hinton, your new Head of Year, and I'm so excited to be welcoming you to Kingsmead!

I've been at Kingsmead for three years now, having joined straight after graduating from university with a degree in Psychology. Before that, I spent my placement year working in a secondary school in West Bromwich as a mental health and wellbeing mentor — something I'm still really passionate about.

For the past three years, I've had the privilege of guiding my previous year group all the way through to Year 11, and now I'm thrilled to be starting this new journey with you.

Starting secondary school can feel a bit daunting, but these next few years will fly by. Get involved, push yourselves, and make the most of every opportunity that comes your way. Kingsmead is full of exciting experiences and chances to try something new you have not done before.

To all the parents and carers — this is my first time seeing a year group start from Year 7, so I completely understand the nerves and questions you might have. But please don't worry, we have a fantastic team here at Kingsmead, and we're all here to support both you and your child every step of the way.

I can't wait to get to know you all and build a brilliant Year 7 team together.





# School Uniform

At Kingsmead, we take the 'look smart, feel smart' approach with the highest standards in uniform and looking the part. If your child opts to wear a skirt in September, it must be one of our branded Kingsmead skirts, pictured below.

## List of required uniform:

- Grey Kingsmead blazer
- White school shirt
- Straight leg black trousers (no leggings or slim fitted trousers) or Kingsmead branded skirt
- Kingsmead tie
- Plain black smart shoes
- Kingsmead PE top and shorts

Boys are also permitted to wear smart school shorts during the warmer months.

You can purchase all our uniform at Crested Schoolwear, contact details listed below. For more information, please refer to our uniform guidance on the school website.

## Crested Schoolwear

67 High Green  
Cannock, Staffordshire, WS11 1BN

Telephone: 01543 504866  
Website: [www.crestedschoolwear.co.uk](http://www.crestedschoolwear.co.uk)





# First Day

Your first day is Wednesday 4th September. You will be welcomed to Kingsmead by Mr. Dyke and Miss. Hinton, followed by an assembly setting out our high expectations of all our students. There will also be an explanation of the exciting activities you will be doing in the first few days as part of your Year 7 induction.

## **First Day Equipment check:**

- Pen
- Pencil
- Ruler
- Rubber
- Scientific Calculator
- Packed lunch and water if you're not having lunch from the school canteen, The House of Pi.

## **What time do I arrive on the first day?**

For your first day, we will meet you on Rocky Park, Wood Lane at 8:30am. Mr. Dyke and Miss Hinton will be there to greet you.

## **Entry to school site**

Students can enter the school from 8:15am onwards at either Rocky Park or the gate at Littleworth Road.

## **What time should I arrive to school on a normal day?**

You should arrive by 8:20am to allow time to get to your first lesson, which begins promptly at 8:30am. If you arrive late, you must sign in with Attendance at the Progress Hub.

## **Mobile Phones**

Mobile phones should be switched off and be at the bottom of your bag at all times. If you need to contact home, you can do this in the Progress Hub



# Induction Week

Wednesday 3rd September - Friday 12th September

All Year 7s begin their life at Kingsmead with a bespoke programme of activities and sessions aimed at promoting positive relationships between students and preparing them for secondary school life, including:

- RIME Workshops - Resilient, Innovative, Mindful and Employable. Developing skills and attributes that are integral to being the best that you can be.
- School Wide Treasure Hunt - working in groups, students solve puzzles around the school, meeting their teachers along the way and learning their way around Kingsmead.
- Orienteering and team building competitions
- Workshops developing valuable skills in resilience, organisation, self - esteem, building relationships etc. These will help shape the outstanding students we expect at Kingsmead.





# School Day

## MONDAY

8:20am	Arrive at school
8:30am	Period 1
9:30am	Period 2
10:30am	Break time
10:45am	Tutor time
11:30am	Period 3
12:30pm	Lunch
1:00pm	Period 4b
1:30pm	Period 4c
2:00pm	Period 5
3:00pm	End of school day

## TUESDAY / WEDNESDAY

8:20am	Arrive at school
8:30am	Period 1
9:30am	Period 2
10:30am	Break time
10:45am	Tutor time
11:00am	Period 3
12:00pm	Lunch
12:30pm	Period 4b
1:00pm	Period 4c
1:30pm	Period 5
2:30pm	Enrichment
3:30pm	End of school day

## THURSDAY / FRIDAY

8:20am	Arrive at school
8:30am	Period 1
9:30am	Period 2
10:30am	Break time
10:45am	Tutor time
11:00am	Period 3
12:00pm	Lunch
12:30pm	Period 4b
1:00pm	Period 4c
1:30pm	Period 5
2:30pm	End of school day





# FAQs

## What do I need to bring to school?

- Black / blue pens
- Pencil
- Ruler
- Eraser
- Sharpener
- Laptop / Device
- Reading book
- Maths equipment
- Casio scientific calculator
- Exercise books / text books
- School bag

## What happens if I am late to lessons?

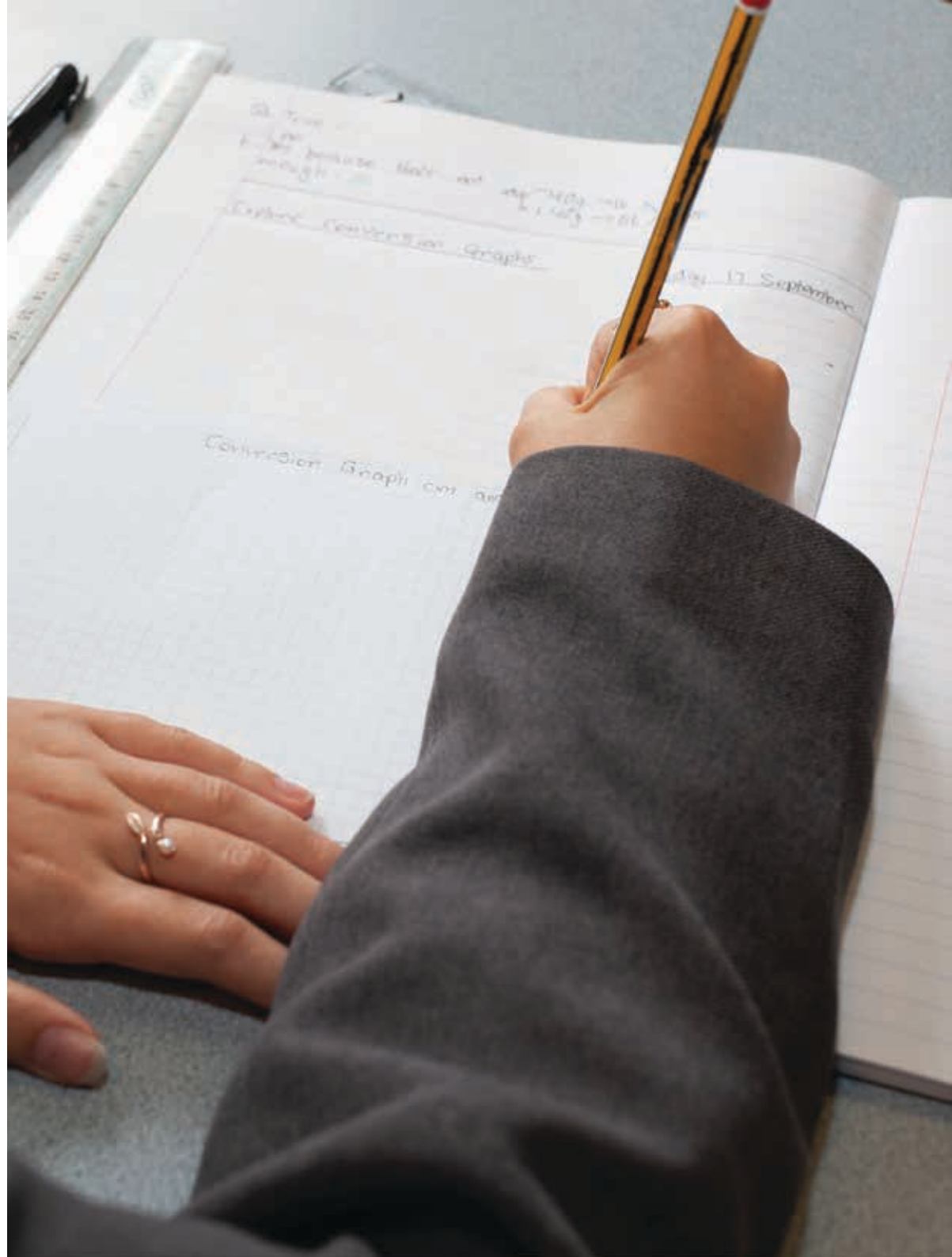
In the first couple of weeks it is not unusual for you to get lost and arrive a little late to lessons. Teachers will expect this. However, after two weeks you will be surprised at how well you know your way around. After this initial period, if you are late to period 1 you will need to go to Attendance where you will be given a late slip. If you are late to any other period during the day, you will receive a late mark.

## What lessons will I have?

You will have a paper copy of your timetable. You can also view your timetable online. The night before, check what lessons you have and pack everything ready for the next day.

## How do I keep my possessions safe?

You will need a suitable bag to keep your belongings in. Please make sure you put your name on all of your equipment. You can also hire a locker to keep your belongings in by visiting [www.locker.rentals](http://www.locker.rentals)





# Support

## Student Support - The Progress Hub

The Progress Hub is located in the middle of B block, next to B06. Progress Leaders and Assistant Progress Leaders are a specialised team who are available at all times and are happy to help with any concerns, in or out of school. The Progress Leader for Year 7 is Miss Hinton.

Students can come to the hub if:

- They need help with something, whether its related to school or not
- They are worried about something or someone
- They need to contact home
- They have an academic or wellbieng mentor session
- They need to borrow an item of uniform
- They have a barrier to their learning they need supprot with

## What will I need for PE?

You will not need your PE kit for your first lesson. You will be asked to write in the back of your planner which sports you will be doing during which dates. You can then pack appropriate kit.

**Indoor:** Black and Gold Kingsmead polo shirt, black Kingsmead shorts, Kingsmead football / hockey socks or black / white ankle socks, trainers.

**Outdoor:** Black and gold Kingsmead polo shirt, black Kingsmead shorts, football boots / trainers.

**In addition students may wear:** Kingsmead multi sports top, Kingsmead sweatshirt, plain black tracksuit with white stripes. (Gum shields and shin pads must be worn for football and hockey)

## Reception

The staff on Reception are always at hand to answer questions.

## First Aid

Mrs. L. Taylor is available in First Aid throughout the school day.





# Lessons

## **What do I do at the start of a lesson?**

When you enter your classroom, you should sit where your teacher asks you to and prepare your books and equipment for the lesson. There will be an engaging starter activity for you to complete as you sit down ready to learn! You should also have any homework ready to hand when needed.

## **Who will my teachers be?**

Unlike primary school, you will have different teachers for each subject you study. Each lesson will also be in a different classroom. This can be confusing at the start but don't worry, you will soon find your way around. Ask our Kingsmead staff or students who will be more than happy to point you in the right direction. A map will also be given to you.

## **What will my teachers expect from me?**

All the teachers will have high expectations of you and will expect you to work hard and to be the best you can be. This includes completing all your work to your best ability and listening carefully at all times. Put yourself out there and believe in yourself! Demonstrate a positive attitude towards learning. Be respectful - all students are expected to stand when a member of staff enters the classroom. Presentation of your work needs to be of the highest standard at all times.





# Home Learning

## **Satchel:One**

You will receive regular home learning throughout Year 7, from a whole range of subjects. Some of these will be larger, extended writing assignments whilst some may be project based. All home learning will be assigned via the 'Satchel:One' website. You will be able to see all the home learning you have been given by your teachers, including the deadline the homework is due in, instructions and guidelines on how to complete the work and any resources you may need. You will receive log in details for your Satchel:One account in September. Parents will also have access to your Satchel:One account.

## **Home learning will help you:**

- Be a better learner
- Develop your study skills
- 'Lock in' all the learning you have achieved during school.

## **Sometimes home learning will:**

- Extend work started in lessons
- Provide an opportunity to prepare work for your next lesson
- Give you preparation time for a upcoming test
- Close the gaps (intervention)

## **Top tips for successful home learning completion:**

- Listen to homework instructions in class
- Read correctly the assignment on Satchel:One and download any resources uploaded to help you
- Ensure homework is completed and handed in on time
- Attempt all homework and always try your best
- Inform your subject teacher of any difficulties you have

## **How much home learning will I get?**

Home learning may take the form of an individual piece of work or indeed an extended project. You should not be spending more than one hour a night on home learning.

## **Feedback**

Work is regularly marked by your teachers. Marking is done in a variety of ways, including:

- **Self marking** - Where you mark your own work against specific criteria given by your teacher.
- **Peer marking** - Marking each other's work.
- **Verbal feedback** - Your teacher discusses the positive things about your work and the areas to improve on.
- **Marking with a particular focus** - e.g. spelling, punctuation, presentation etc. We expect you to take action on any feedback you receive.





# Rewards – XP

## **What is XP?**

XP stands for 'experience points'. This is just like gaming where you can level up and unlock special rewards based on how many XP you earn. XP are counted throughout the year and are awarded when you show one or more of the Kingsmead School values: Resilience, Innovation, Mindfulness and Employability.

## **How is XP awarded?**

You can earn XP in lessons and around the school. They can be awarded by any member of staff or even visitors. If you have earned XP, then you will be told by the member of staff who will log your XP on MCAS. You and your parents / guardians will be able to see this immediately by using your own MCAS login, which means you can keep checking your XP throughout the whole year.

## **What is XP awarded for?**

XP is awarded to students who go above and beyond our high expectations. They are given to students who display one or more of our RIME values and there is no limit to how many you can earn.

## **What do I get for XP?**

The number of XP you earn can give you access to weekly, fortnightly and monthly rewards as well as termly events, reward trips and even VIP treatment and first choice for activities in the summer term. Some rewards you can earn are Amazon vouchers, skip the dinner queue, free meal deals and much more!





# Enrichment

We have always offered an extensive range of extra curricular activities at Kingsmead. We offer two enrichment activities a week that all students undertake as part of their school day. For one hour on a Tuesday and a Wednesday afternoon, all students will opt into a fantastic, engaging activity that will nurture and unlock talents, develop character and create enriching, memorable experiences.





# Attendance

## **What should my attendance be?**

100% of course! Try and avoid having any time off as it can be hard to catch up. If possible, avoid making medical / dental appointments during the school day. If you are ill, your teachers will help you catch up with anything you've missed.

## **Reporting Absence**

Parents should contact school before 9:00am to report any absence. Call Attendance on 01543 227324 or email [attendance@kingsmeadschool.net](mailto:attendance@kingsmeadschool.net)

## **Text message alert**

You will receive a text message if your child has not been registered (please ensure that all contact numbers are up to date).

## **What happens if i am late to school?**

If you arrive late to school, you will need to sign in at the Attendance Office.





# Parent Support

Kingsmead School has a wide range of people available to help parents / carers with any issues students may have. Please call school reception on 01543 227320 giving at least 24 hours notice to request an appointment.

Issue	Who to contact
Routine and non urgent issues	Progress Tutor
Specific lesson or subject issues	Subject Teacher, Subject Leader
Urgent issues and concerns, helping students overcome difficulties with their learning and giving support / guidance	Miss Hinton - Progress Leader Year 7
General progress concerns, serious concerns regarding behavior / curriculum	Mr. Truby - Assistant Headteacher
Support students with special learning needs and support children in care	Mrs. Caffery - SENCO
Issues not resolved satisfactorily after all other channels have been explored	Senior Leadership Team staff on duty
<div><div><b>Children Protection</b> Our Designated Safeguarding Lead is: Mrs. J. Russell In addition, the number stated can be used by anyone with concerns about a child which they do not want to refer through school.</div><div><b>First Response 0800 131 3126</b> The school's policies can be found online at <a href="http://www.kingsmeadschool.net">www.kingsmeadschool.net</a></div></div>	

# Summer Learning

At Kingsmead, we strive to ensure that our students are as prepared as they can be. We are passionate about both promoting positive wellbeing and supporting students to close the gaps.

For Summer Learning, there are a variety of personalised activities in areas of English, Maths and Science that have been identified as areas of development through GL assessments. GL assessments are tests which identify skills that students are strong in and which skills they need support with.

The activities will be emailed to you and have also been provided to students during their transition week. Students should aim to complete these during the summer and hand in at the start of the new term in September.







# Kingsmead School

Kings Avenue  
Hednesford  
Staffordshire  
WS12 1DH

Telephone: 01543 227320

Email: [office@kingsmeadschool.net](mailto:office@kingsmeadschool.net)

Website: [www.kingsmeadschool.net](http://www.kingsmeadschool.net)



@KingsmeadSchool



@kingsmeadonline



@KingsmeadOnline

