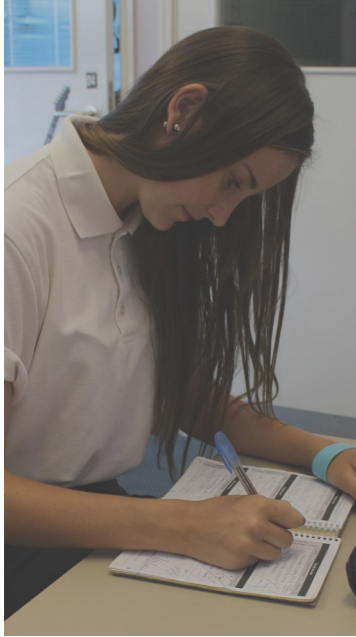


## Your Child's School Planner



All students are issued with a planner at the start of the school year and this planner is then used to record their homework and as a means of easy communication between the School and home.

If you have any concerns you can use the planner as a way of communicating them to one of your Child's teachers or their Form Tutors.

The students are expected to ask you to sign the planner on a weekly basis to show that you have seen their homework requirements for the week. This is a good routine to get into and the weekend is a good time to check and sign planners.

There is lots of useful information about the school for both you and the students in the front of the planner and their lesson time table



## Careers



Careers advice and guidance is offered to all students attending King Richard School by an independent careers service provided by MOD School's.

The school has an up-to-date careers library resourced with the latest materials and internet packages which is open to students anytime during school hours.

A qualified Careers Adviser is based in the school and offers individual support and advice on a range of topics. This includes information on courses and qualifications

available within the school and also training and learning opportunities with other providers on island.

The Careers Adviser is involved organising the very successful Year 9 Options Event held in the Spring Term which allows Year 9 students to explore various jobs and speak directly to employers. This helps their decisions when choosing their GCSE options.

Students in Year 10, and their parents, will be invited to attend a one to one guidance interview to discuss their options post 16 and each will receive a written summary of their interview.

The Careers Adviser is also qualified to deliver the Morrisby Psychometric Profile which is a guidance assessment tool popular in UK Independent Schools. This is currently offered to students in Year 10 and Year 12 to help with their career planning.

In Year 11, students will each receive a follow up interview and help with college and 6<sup>th</sup> Form applications, UK Apprenticeships, applications to Army College and also support with the process for boarding places.

Prospective Year 12 students are initially interviewed on application to ensure they have the opportunity to discuss the most appropriate courses of study. During the two years they receive regular support to include interviews, help with finding work placements if necessary and support through the application process to University. C.V. workshops and sessions on job hunting are also provided to ensure that all students receive bespoke help tailored to their individual career plans.

The Careers Adviser also supports the annual 6<sup>th</sup> Form trip to the UK to visit Universities and attend the Higher Education Conventions.

**Sue Moloney** is our Careers Advisor and she can be contacted in the following ways:-

Telephone: 2596 8005

Mobile: 99614273

Email: [sue.moloney@scseschools.com](mailto:sue.moloney@scseschools.com)

# A Guide for Parents on Admissions and Settling in to King Richard School



EXCELLENCE • LEARNING • LEADERSHIP

# KING RICHARD SCHOOL



We are a unique community where learning and leadership ensures excellence for all

EXCELLENCE • LEARNING • LEADERSHIP  
ST JOHN'S & KING RICHARD  
SCHOOLS FEDERATION

## Our Mission and Aims

King Richard School (KRS) is federated with St John's School in Episkopi. Both schools are small and the Senior Leadership Team share responsibility for key areas across both schools. Mr Richard Sproson is the Acting Principal at KRS.

### Our Mission

We are a unique community where learning and leadership ensures excellence for all.

### Our Aims

- 1) To have outstanding learning in every lesson every day
- 2) To inspire responsibility, respect and enthusiasm in all
- 3) To provide a personal curriculum, that ensures all can thrive
- 4) To provide the tools to lead with confidence within a caring community
- 5) Empower and challenge all to achieve their full potential

### Our Core Values

Excellence	Learning	Leadership
Be the best that we can be	Excellent behaviour for outstanding learning	Value Team work and cooperation
Respect others and do what is right	Fully engage and try difficult things	Listen to others and make thoughtful decisions
Take pride in ourselves, our work and our environment	Be organised and meet deadlines	Seek responsibility
Make a positive contribution to our community	Seek and act on feedback	Use our initiative
Be friendly, welcoming and helpful	Try our best in all that we do	Be positive role models

## KRS Uniform

We have decided to refresh the uniform to make it affordable, smarter and more practical. It will also better reflect the new school branding.

All Uniform items will be available from KRS Reprographics when you arrive on island. The only item of uniform that you may wish to buy in advance of your arrival on island would be black leather shoes. These are also available from a variety of shops in Cyprus if you wish to buy them once you have arrived.

The school website holds uniform information and prices

## Completing the School Admission Form

When you complete the MOD Schools Admission Form you will be asked to agree to certain important policies as well as approving off site activities and giving your permission for medical assistance to be provided in the event of an emergency .

All of the documents listed on the form relating to your approval are contained in this booklet. Please read them before giving your consent.

PARENTAL AGREEMENT			
<input type="checkbox"/>	My child may use Internet facilities at school	<input type="checkbox"/>	Non named photograph/s and film which include my child may be used in official school communications, e.g. BFBSS etc
<input type="checkbox"/>	I am personally responsible for any photographs I take for school and will ensure that they are appropriate	<input type="checkbox"/>	My child may use school or garrison transport for visits out of school
<input type="checkbox"/>		<input type="checkbox"/>	My child can make educational visits out of school
<input type="checkbox"/>		<input type="checkbox"/>	Non named photograph/s and film which include my child may be used for external MoD communications, e.g. BFBSS

## General School Information

**Who to contact if you have any concerns?** - If you are concerned at all about your child and their progress at KRS or if you need clarification on something that we are doing then please feel free to contact the school. There are a number of ways that you can use to contact the school, contact details are available from the Information pages, and all information with regards to joining KRS is available from the Admissions pages on the website [www.kingrichard.sceschools.com](http://www.kingrichard.sceschools.com).

If you want to contact the school in an emergency then please call the office and Mrs Maria Apostolou, the School Secretary, will assist you. Telephone 00357 24748340 - Military Extension 8340

**Tuck Shop** - It is really important that your child drinks and eats regularly while at school, especially in our hot climate. Water fountains are located all over the school and the tuck shop sells drinks, rolls, fruit salads and snacks which the students can purchase at break times. Please try and encourage your child to eat some breakfast before coming to school as this will drastically improve their concentration in lessons.

**Long Break Detentions** - Take place during 2nd Break 12:05-12:30. Staff will set detentions for no homework or poor behaviour and these detentions will be held in ICT Room 1, and are administered by a member of staff. Parents are not informed before hand about these detentions.

**After School Detentions** - If a student requires a detention for behaviour outside a lesson they will be placed in the Tuesday afternoon detention managed by a member of staff. Parents will be informed of detentions via Email.

**Busses and after school transport** - These are administered by the Housing Community Support Office (HCSO). You need to call the HCSO and in the first instance any problems that you are having with this transport should be referred to them. There is an after school activities bus which leaves KRS at either 14:30 or 13:00 hrs - depending on which day of the week. This bus enables the school to offer a wide range of after school activities.

**If your child will be traveling from Ayios Nikolaos or UN Nicosia to KRS by bus please contact the Housing Community Support Office (HCSO) on 2474 4636 to book a seat.**

## Privacy Notice- The Data Protection- Fair Processing Notice 2009

King Richard School processes personal data about its students and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its students’ teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and assess how well the School as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the School is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), OfSTED, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), Contact Point (mentioned below) and organisations that require access to data in the Learner Registration System, as part of the MIAP (Managing Information Across Partners) programme and Connexions (see below). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The governing body of a maintained school in England is also required by law to supply basic information to Contact Point (which is a directory to deliver coordinated support to children). This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Students, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child’s behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the school website ([www.kingrichard.sceschools.com](http://www.kingrichard.sceschools.com)) or for those students/parents where this is not practical, a hard copy can be obtained from the School Secretary.

For students of 13 years and over, the School is legally required to pass on certain information to Connexions services providers on request. Connexions is the government’s support service for all young people aged 13 to 19 in England. This information includes the name and address of the student and parent, and any further information relevant to the Connexions services’ role. However, parents, or the students themselves if aged 16 or over, can ask that no information beyond name and address (for student and parent) be passed on to Connexions. If as a parent, or as a student aged 16 or over, you wish to opt-out and do not want Connexions to receive from the School information beyond name and address, then please contact the School.

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of student data by the organisations mentioned above, and gives greater details of how the student data is processed and the rights of parents and students. This Layer 2 information can be found on the School website ([www.kingrichard.sceschools.com](http://www.kingrichard.sceschools.com)) with hard copies available from the School Secretary.

## Jewellery and Make Up

We would like to raise awareness of our policy towards jewellery, make-up, and other things such as hair style and colour.

“Quite simply no jewellery should be worn to school other than a wrist watch or, for students with pierced ears, one pair of gold or silver studs, or small sleepers. Similarly make-up should not be worn, this includes nail varnish. No visible body piercing are allowed. Students who have a piercing made during the school year will be asked to remove it. Hair styles should be in keeping with a smart appearance with no unnatural hair colours or unusual fashion cuts such as tram lines etc.”

## The Home School Agreement

This is a statement outlining the school’s values and the school’s responsibilities towards its students and their parents. The responsibilities of the students to the school. How parents can help in making their children’s education enjoyable and fulfilling is also outlined in this document.

It is a voluntary agreement designed to establish a sound relationship between home and school based upon mutual trust and openness. We ask each parent and student intending to join King Richard School to consider the agreement carefully before ticking it on the application form.

### The School agrees to:

- provide a balanced curriculum which aims to meet the individual needs of each student.
- encourage every student to achieve her/his potential as a valued member of the school community.
- listen to both students’ and parents concerns with respect and understanding.
- set homework in accordance with the programme, mark work on a regular basis and check and sign the diary every week.
- keep parents regularly informed via meetings and written communications of their child’s academic and social development.
- inform parents wherever possible of any important concerns or problems that might affect their child’s work or behaviour at school.
- encourage students and parents to become fully involved in the life and development of the school.

### The Student agrees to:

- accept the school’s policies on behaviour and conduct.
- treat all members of the school community with respect.
- attend school regularly, throughout the day and on time.
- be a positive member of the school community, wear the school uniform and do as much as you can to promote the well-being and good name of the school.
- do classwork and homework to the best of your ability.
- respect the environment and not drop litter either in school, or to and from school.
- deliver promptly to your parents/guardians all letters and communications from the school.
- make the most of the opportunities at KRS to develop your potential.

### The Parents/Guardians agree to:

- support the school’s policies on behaviour and conduct.
- ensure that your child wears the correct uniform to school and is properly equipped for lessons.
- see that your child attends school regularly and punctually.
- provide a note to explain any absences from school; arrange whenever possible routine check-ups for your child after school or in the holidays; take family holidays outside school terms unless absolutely unavoidable.
- attend where possible, the annual parent-teacher Consultation Afternoon to discuss your child’s progress.
- only come into school after making an appointment to see a member of staff and not to arrive at the school unannounced.
- support your child’s homework programme and check and sign their diary every week.
- inform the school wherever possible about any important concerns or problems that might affect your child’s work or behaviour at school and seek clarification of any perceived problems in school.
- encourage your child to achieve her/his potential by making the most of the opportunities at KRS

## CONSENT FOR SCHOOL TRIPS AND OFF-SITE ACTIVITIES

By ticking the relevant boxes on the School Application form you have given your consent for your son / daughter:

- To take part in school trips and other activities that take place off school premises.
- To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before approving off site activities for your child.**

The trips and activities covered by this consent include;

- all visits (including residential trips) which take place during the holidays or a weekend
- adventure activities at any time
- off-site sporting fixtures outside the school day,

**The school will send you information about each trip or activity before it takes place.**

You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.



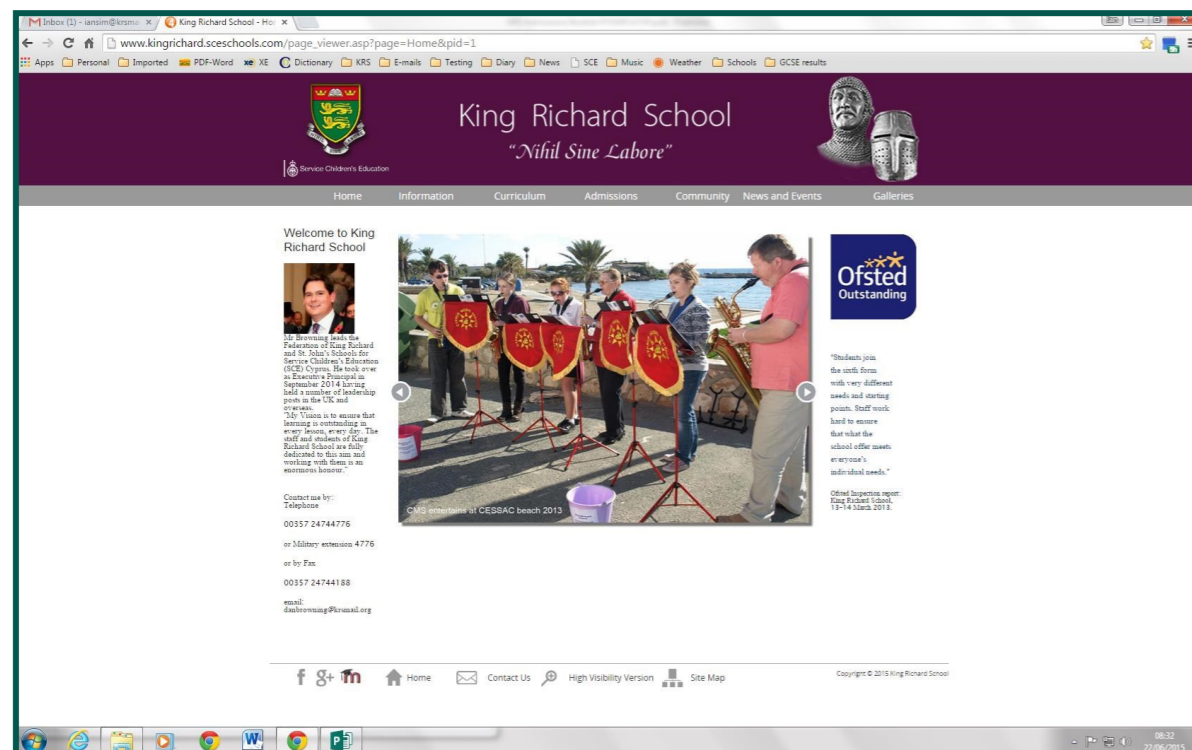
Written parental consent will not be requested from you for the majority of off-site activities offered by the school, for example, year-group visits to local amenities, as such activities are part of the school's curriculum and usually take place during the normal school day.

Please ensure that the **medical information** on the application form is completed to the best of your knowledge.

Please inform the school immediately if any of the information changes.

## The School Website and Home School Communication

The school website [www.kingrichard.sceschools.com](http://www.kingrichard.sceschools.com) is shortly going to be updated by Army Media, however it is a good way to get to know what is happening at the school. The curriculum page takes you to the different subject areas, where there is general information that parents and students might need. The calendar and latest newsletters are available as links from the News and Events page. Contact details etc are available from the Information pages, and all information with regards to joining KRS is available from the Admissions pages.



## King Richard School Acceptable Use Policy

**In order to get the most out of the technology available to me in school:**

### I WILL:

- access the system only with my own login and password, which I will keep secret
- use the computers only for school work and homework
- ask permission from a member of staff before using the Internet
- respect the copyright of software and other materials
- e-mail people only with my teacher's approval (using only the school email system)
- send only polite and responsible messages
- report any unpleasant material or messages sent to me

### I WILL NOT:

- use the school machines to access my personal e-mail account or personal web space
- undertake any activity that threatens the integrity of the School ICT system
- undertake any activity that attacks or corrupts other systems
- use school computers for personal financial gain, advertising, gambling, political purposes, for posting anonymous messages, or to forward chain letters
- use the School network to access inappropriate materials such as pornographic, racist or offensive material or
- give my home address or telephone number, or arrange to meet someone, unless my parent or teacher has given permission
- bring in storage devices from outside school unless I have been given permission and have had them checked for viruses
- enter any chatrooms or newsgroup sites
- use the School machines to "chat" to or "socialise" with people, e.g. MSN, Facebook, Twitter
- download any files from the Internet or any portable devices unless specific permission has been given by a member of the ICT team



### I UNDERSTAND

- the school may check my computer files, has the right to delete my files, and may monitor the Internet sites I visit
- By agreeing to use the facilities in the school I agree to comply fully with the school's e-safety and cyber bullying policies

