

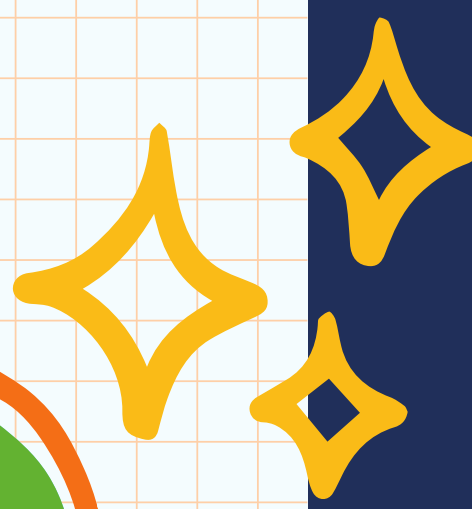
A

STUDENT'S GUIDE



to

THE KING DAVID HIGH SCHOOL



YOUR SAFETY

At King David High School, we want you to feel safe, happy, and supported. The adults here will do everything they can to look after you and help you understand what safeguarding means. We'll also help you figure out what kinds of situations might be a problem, and who you can talk to if you're ever worried.

What does safeguarding mean?

Staff in school understand that safeguarding means they must:

Keep you safe from harm.

Make sure you can grow and learn in a healthy way.

Make sure you're properly cared for.

Help you have the best chances in life and support your future success and happiness.

How will staff help keep you safe?

By making school a kind, welcoming place where you feel comfortable.

By being there for you if you want to talk, and helping you find the right person to go to if you need support.

By teaching you helpful ways to keep yourself safe, both online and in real life.

By following important rules (called policies) that help protect everyone in school.

What do you need to know about safeguarding?

- No one, adult or young person, should ever hurt you, scare you, pressure you, or make you feel uncomfortable.
- You can speak to any member of staff if you're worried about something.
Some staff have special training to help keep students safe.
- Staff will listen carefully and won't judge you.
- You can talk about something happening to you, or even if you're worried about a friend or someone in your family.
- Staff will write down exactly what you say so they don't miss anything important.
- Staff can't promise to keep things a secret, because if you're in danger, they'll need to tell someone else who can help.
- If a staff member is worried about your safety, they will speak to the school's safeguarding team straight away. Sometimes they might also ask other professionals to support you.

Everyone at King David High School works hard to make sure school is a safe place for you to learn and spend time in.

We check who is in the building by asking all visitors to sign in at reception.

People we don't know will never be left alone with students and won't be allowed to walk around school without a member of staff with them.

If you ever go on a school trip, staff will make sure you're safe wherever you go.

Need Help or Worried About Something?

You can talk to any member of staff if you're worried or need support. It's usually best to speak to someone you see often, like your:

Form Tutor

Class Teacher

Head of Year

There's also a special team of staff whose job is to help keep you safe. They are part of the Safeguarding Team:

Mr. P Watson

Mrs. L Brown

Mr. C York

Mrs. J Burberry

Rabbi G Leventhall

You can find them in the Main School, Drama Block, Yavneh Boys, or Yavneh Girls buildings. You can also email them directly at: **besafe@kdhigh.co.uk**

If you're not sure who to talk to, the school office can help you find the right person.

Help Outside of School

If you're not at school, there are still places you can turn to for help. A full list is here:

www.kdhs.org.uk/wellbeing.html

You can also call **Childline** on **0800 1111** – it's free and confidential.

And remember, in an emergency or if you're in danger, call **999** straight away.

childline

A life-changing **NSPCC** service

BEHAVIOUR

At King David High School, we believe in celebrating your hard work, good choices, and the positive impact you make in school. Our Behaviour and Reward Policy is here to support you and motivate you to be your best in lessons, around school, and in everything you do.

We understand that nobody gets things right all the time. That's why we have a clear consequence system to help you reflect on your behaviour and make better choices next time.

Our aim is to create a calm, respectful and safe school where everyone can enjoy learning, do their best, and feel proud of what they achieve. To help with this, we use Classroom Climates to show you what's expected in lessons and around school, so it's always clear how to stay on the right track.

Classroom Climates



Classroom Climate 1 = Silent with focus

100% of students are expected to work in silence and concentrate fully on their task.



Classroom Climate 2 = Pairs and Groups

100% of students are expected to engage and contribute through questions, ideas and stating knowledge to any pair and group activity.



Classroom Climate 3 = One voice, everyone listens

100% of students must be silent, sitting up and focusing on the speaker with no shouting out or interruptions.

Consequences

We believe in giving you the chance to make good choices. But if behaviour disrupts learning or breaks our rules, consequences will follow.

C1 – Choice

If you're not meeting expectations, you'll be given a C1. This is your chance to change your behaviour without a sanction.

C2 – Chance

If the behaviour continues, a C2 will be issued. You'll have another opportunity to make the right choice before the next step.

C3 – Consequence

If the disruption still continues, you'll get a C3. This means a 30-minute detention will be given.

C4 – Removal

If behaviour continues to disrupt learning, you'll be given a C4. You'll be taken to the Reflection Room to calm down and think about your choices. You'll also be expected to complete a reflection task and attend a 1-hour after-school detention.

Important: C2s are tracked throughout the week. If you get multiple C2s, your Head of Year may give you extra consequences based on how often the behaviour is repeated.

Achievement Points

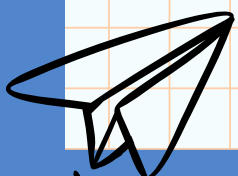
You'll earn achievement points when you meet or go above our expectations. These points help show how well you're doing – both in and out of the classroom.

Achievement points are graded from **A1** to **A5**:

- A1 is the starting point and is given when you meet our expectations.
- A2 to A4 are given for going above and beyond.
- A5 is the highest award and can only be given by the Senior Leadership Team or your Head of Year.

You should expect to earn at least an A1 at the end of every lesson if you've shown positive behaviour and made a good effort.

The more achievement points you collect, the more rewards and recognition you can receive!





HOMEWORK

Homework is vital in helping you **practise, consolidate** and **extend** what you learn in the classroom. It also helps you develop independent study skills and positive learning habits that are essential for success both in school and in the future.

Homework will be set on **EduLink**.

The amount of homework set is approximately:

Year 7: 3 subjects per day – around 1 hour total*

Year 8: 3 subjects per day – around 1 hour 30 minutes total*

Year 9: 3 subjects per day – around 2 hours total*

Years 10–11: A substantial amount of homework will be set

*Times may vary at the discretion of the school.

What will homework be used for?

Homework will be used in a variety of ways, including:

Strengthening or retrieving knowledge (e.g. retrieval roulettes, Seneca, Educake)

Practice (e.g. questions, exam papers)

Preparation (e.g. research, note-making)

Extending learning (e.g. open-ended tasks, projects, or supercurricular activities – see the Extension Learning Pupil Zone on the school website)

How is homework monitored?

Teachers will check that homework is completed. If homework is not completed, the school will follow this up with sanctions such as:

Behaviour points (e.g. C2 Prepared – Homework)

Detentions

Contacting parents/carers

Homework reports

Teachers may also reward students for completing homework, or for particularly impressive work, with achievement points.

ONLINE SAFETY

I understand that use of the Internet and electronic communication is granted to me as a privilege, in return for my acceptance of the agreement. Any misuse on my part may result in loss of that privilege and other sanctions being taken. This also applies to any activity undertaken outside school which contravenes the acceptable use rules of the school.

All online activity will be appropriate to:

Ensure the-Safety and security of the school system

Ensure respect for all members of the community

Maintain the reputation of the school

In particular this means:

- I will only access the school computer system and Internet via my authorised account and password, which I will not make available to others.
- I will ensure that I do not wilfully damage the system by means of malicious code (e.g. virus infections, malware etc.), hacking or physical tampering.
- I will not bring in pen drives from outside school and try to use them on the school system. All students have access to O365 and OneDrive both internally and externally and any work that needs to be completed at home should be saved there.
- I will not wilfully interfere with and/or delete another person's work files or access other people's files, unless they have been posted onto the Resources area or VLE for this express purpose.
- I will not send or forward messages, publish or create material, which is offensive, hurtful or otherwise upsetting to another person. Nor will I post anonymous messages or forward chain letters. I will immediately report any unpleasant messages sent to me.
- I will not intrude on the privacy of others electronically, whether they are fellow pupils or members of staff, whether this occurs within or external to the school system.
- I will only e-mail people on the school system, or I will obtain permission to e-mail people outside the school system for educational purposes.
- I will not give my full name, my home address or telephone number on an e-mail. I will not use school e-mail facilities to arrange to meet someone outside school hours or use the school e-mail for any personal business.
- Language which I use in electronic communication will be appropriate and suitable, as for all schoolwork.

- I will only use the Internet when it is part of the lesson or is required for my education, e.g. as a research tool.
- I will not use the computers to play on-line games or visit commercial sites during lessons without permission and a clear educational reason to do so.
- I will not use mobile phones, cameras or other electronic devices to take, publish or circulate pictures or videos of anyone without their permission.
- I will respect copyright of all materials.
- I will only access via school's Wi-fi whilst in school.

In addition, I understand that:

Use of the network to knowingly access inappropriate materials such as pornographic, racist or offensive material is forbidden and may constitute a criminal offence.

Guidelines for safe use of the Internet will be followed and I will report any materials or conduct which I feel is unacceptable.

The school reserves the right to examine or delete any files that may be held on its computer system, to monitor any Internet sites visited and e-mails exchanged and, if necessary to report anything which may constitute a criminal offence.

Mobile Phones

Our school is a phone-free space. We use Yondr pouches, which are a **simple, secure pouch** that stores your phone. Every student will secure their phone in a personally owned Yondr pouch when you arrive at school. You will maintain possession of your phone and will not use it until your pouch is opened at the end of the school day. You are required to bring your Yondr pouch to and from school each day and are responsible for your pouch at all times.

What if I want to talk to my parents during the school day?

If you need to contact your parents during the school day, please wait until your lesson has finished and go to the main office, where a member of staff can contact your parents for you.

Will my phone be safe?

You are in possession of your phone - in your Yondr pouch - for the entire school day. We advise you to store the pouch safely in your backpacks or blazer pockets.



What if the Yondr pouch gets damaged or I'm caught on my phone?

If you damage your Pouch or are caught on your phone, the school will collect the phone/Pouch and call your parents:

- Your parent will come to the school and pick up your phone
- Consequences may include: A day in reflection / Detention

ANTI-BULLYING

TREAT OTHERS AS YOU WISH THEM TO TREAT YOU!

At King David High School, your safety, happiness, and wellbeing matter to us. Every student has the right to feel secure, respected, and valued. We have a strong support network in place, including your Form Tutor, Heads of School, Safeguarding Team, SENCO, and senior staff, so you're never alone. We expect everyone to treat each other with kindness and speak up if something isn't right.

Our Stance on Bullying

We do not tolerate bullying in any form. This includes:

Physical: hitting, kicking, or taking belongings

Verbal: name-calling or offensive jokes

Cyber: bullying through texts, social media or messages

Emotional: leaving others out or spreading rumours

Prejudice-based: bullying because of someone's race, religion, gender, sexuality, or any personal differences

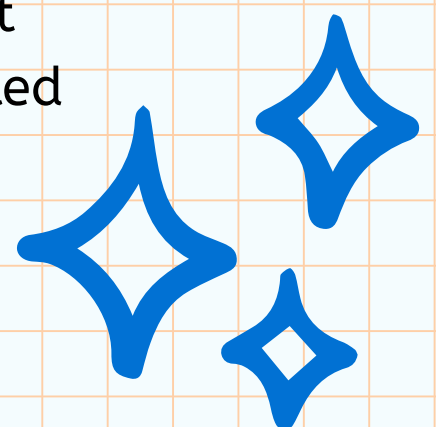
Even if something was "just a joke," if it hurts someone, it's taken seriously. We talk openly about these issues in PSHE and assemblies, and we encourage everyone to stand up against bullying—not stay silent.

If You're Being Bullied or See It Happening:

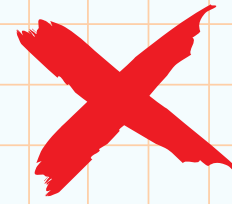
Tell a trusted adult at school (your form tutor, a teacher, or the safeguarding team)

Use EduLink or come to the office to report it

Know that you will be listened to and supported



UNIFORM



Blazers: worn at all times to and from and around the school, decorated with awarded badges only

Shoes: Plain black, polishable school shoes only that are flat and have a black sole

Hair: Natural colour, smart, neat and tidy

Makeup: Completely free of visible makeup

Nails: Natural, plain, acceptable length

Jewellery: Wristwatch only
Earrings - single plain stud in lower lobe

Bag: All students are expected to carry their possessions in a suitable bag that fully closes. Sturdy and large enough to carry all school equipment and books.

Pencil case: A number of Black and/or blue pens, a green pen, a number of pencils, ruler, eraser, scientific calculator

Blazers: must not be taken off without permission or worn around the waist (same for jumpers)

Shoes: No contrasting colours, logos/stripes/soles, patterns, shoes with heels, boots, pumps, sandals or canvas shoes

Hair: Extreme styles - Coloured/saved patterns in hair or eyebrows. 'Tip dying' or unnatural or extreme coloured hair. Unnaturally coloured braids, accessories or extensions.

Makeup: Any type of visible make-up including;
Fake tan
Make-up bag/items
False eyelashes

Nails: Coloured nail varnish
False nails
Long nails

Jewellery: Hooped, 'bling' or dropped earrings
Facial piercings including nose piercings
Rings, bracelets and necklaces.

Bag: Handbag style
Small over the shoulder fashion bags
Carrying belongings in blazer pockets

Pencil case: Correction fluid, laser pens

If you repeatedly choose not to wear the appropriate uniform and/or refuse to follow a reasonable request, such as borrowing uniform, then we will issue a consequence in line with our behaviour policy and expectations.

NEED TO KNOW

Student Emails

You can check your school emails from home or on your phone. Here's how:

1. Go to www.office.com
2. Sign in using your school email and password:
 - Your email will usually look like this:
firstname.surname@kdhigh.co.uk
 - e.g. jonathan.smith@kdhigh.co.uk
 - If there's another student with the same name, your email may have a number at the end, like: jonathan.smith1@kdhigh.co.uk
3. Once signed in, click on Outlook (on the left-hand side) to open your emails.

You can also:

- Use the link on the school website: www.kdhs.org.uk
- Download the Outlook app on Android or Apple devices for easy access on your phone.

EduLink One

EduLink One is the app that helps you stay organised with school life – both in and out of the classroom. You can use it on any device, from anywhere.

From the first week of term, you'll be able to log in and use EduLink to:

- Check your achievement points and behaviour records
- See any detentions you've been given
- View your timetable and attendance
- Keep track of homework for all your subjects

Your teachers will start setting homework on EduLink, so you and your parents will always have a clear digital record of what's been set. Some tasks may also include attachments or links to help you complete them. If you've been off school, EduLink will still show your homework, so you don't miss anything.

Your login details will be sent to you automatically at the start of term.

WHAT TO DO IF:

You are a victim of bullying - King David High School does not tolerate any form of bullying. You must report any incidents of physical or verbal bullying to your form tutor, or anyone you feel comfortable speaking to. Teachers cannot do anything about it unless you tell them! We also have student anti-bullying ambassadors who are here to help and listen.

You are late for school - Before going to your class, report to the office and sign your name in the late register. The school will then know you are on the premises in the event of a fire.

You miss your bus - Most importantly, don't panic. Let the school and your parents/carers know as soon as possible to make alternative arrangements to get you to or from school. Don't accept lifts from people you don't know!

You lose/forget your dinner money - Go to the school office. In most cases you will be given money that you must pay back as soon as possible.

You lose personal property - Report lost property to the school office to check this hasn't been handed in. Check the lost property area under the stairs and inform the school office. Keep expensive items at home or insure them if they must be taken to school.

You are ill - Let the school office know as soon as possible. For long term absences let the school office know by telephone. Any time off school that you have, needs to be covered by a note from your parents/carers. This must be handed to your form tutor when you return.

You cannot do your class work - Tell your teacher during the lesson; you might not be the only student struggling. Don't leave the problem to go away. Usually, unsolved problems lead to more difficulties later on. If you feel you cannot ask for help during the lesson, see the teacher at the end of class and arrange a convenient time to sort your work out. If you do not want to tell your teacher, tell your form teacher you are having difficulties in a particular lesson.

WHAT TO DO IF:

You cannot do your homework - Tell your teacher as soon as possible. Teachers are here to help you and will provide you with some assistance. If you cannot see your class teacher, then tell your form tutor. Never wait until your next lesson to tell your teacher if you cannot do your homework.

You have a problem with your teacher in class - Tell your form tutor as soon as possible. They will try and resolve the situation quickly. Don't put yourself in a position where you are disrupting classes by having disagreements with your teachers.

You forget your Computing password - See one of the Computing Staff or technicians. Don't use other people's user codes.

You have a problem with your computer in school - Tell your teacher. Don't try and repair hardware or software faults yourself.

You accidentally damage school property - Report any damage as quickly as possible. You will not be in trouble for accidents that occur. It is important we know about damage so that we can repair it as soon as possible. If you do witness vandalism, then report it, King David High School is your school as well as everybody else's.

Sickness - If you feel unwell, you must report to the school office. One of the office staff will contact home. You must not make direct contact with home. If you need medication, it must be kept in the school office. If you have a medical condition, please ask your parent/carers to inform the school. If you need to use the toilet frequently, you will be issued with a pass that your parent/carers must request, as you are discouraged from leaving lessons.

The lift - There are lifts available for pupils with injuries to use where necessary with parent notification.

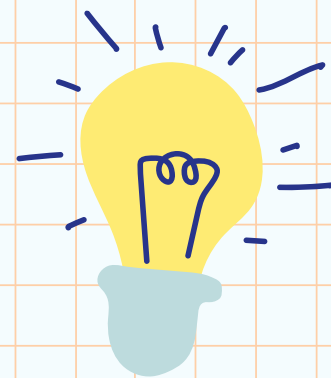
WHAT TO DO IF:

You need someone to talk to in school - Should you want to talk about something that is troubling you, there are people in school who are there for you.

What can we talk about - We can talk about everything. Some of the topics are:

- Home life
- Physical abuse
- Feeling anxious
- Emotional/mental abuse
- Feeling down or depressed
- Sexual abuse
- Problems with eating
- Loss or bereavement
- Alcohol or drugs
- Self-esteem
- Sexuality
- Self-harm
- Transgender
- Suicidal thoughts
- Experiencing traumatic events
- Neglect

Any thoughts or feelings that worry or concern you.



To whom can you talk? There are signs up around school identifying who to talk to for example your Form Tutor or Head of Year.

Who else can I talk to? - Kooth is a confidential, anonymous and free website where young people can go for help via Drop-in chats, booked 1:1 sessions and themed message forums. These can be accessed via www.kooth.com.

For confidential support with mental wellbeing, **Early Break** are available Mon - Sat 8 am - 8 pm on 0161 464 3679 www.earlybreak.co.uk.

Health For Teens is a school nurse service available for confidential advice on matters such as healthy eating, emotional health, relationships, smoking, bullying, self-harm, alcohol and drugs, anxiety and many other areas Telephone 07507 330205. Please click on the link for the website. www.healthforteens.co.uk.