



KING EDWARD VI
HIGH SCHOOL

Pupil Information Pack 2016-2017

Uniform Requirements

The uniform for the school includes:

Footwear

Black shoes should be worn for school. Footwear should not bear any sports motif and should not resemble a trainer or plimsoll in any way

A matching pair of plain black or white socks should be worn.

Please note for Health and Safety reasons the school does not allow pupils to wear high heeled footwear.

Trousers

Trousers should be formal, plain black. They should not have any designs embroidered, be striped or have zipped pockets. They should be full-length covering the ankles and have a waistband so that the shirt can be tucked into them. Trousers should fitted and not skin tight. Denim, stretch, canvas or corduroy material is not permitted. If a belt is worn this should be plain black, with a standard buckle.

A black knee length skirt is optional.

Shirt

Shirts should be plain white, buttoned up the front. They should be of a normal cut and long enough to be tucked in. They should have an appropriate collar so that the school tie can be worn smartly and correctly.

Tie

All pupils must wear school House tie at all times.

Blazer

The school's navy blue blazer is to be worn by all pupils. A black V-neck jumper is optional, normally a choice during colder weather.

Jewellery

In the interest of safety pupils may only wear one pair of matching studs. In accordance with Health and Safety issues no other body piercings should be worn in school. No other jewellery should be worn for school.

Make-up

Key Stage 3 pupils should not wear make-up in school.
Key Stage 4 pupils may wear inconspicuous make-up.
No pupils should wear nail varnish or fake nails.

Hair

Hair must not be extreme in colour or style, or have any patterns or lines. Hair must be of a suitable nature for the school environment.

School Bag

All pupils are expected to have a bag of a suitable size and style to carry books and equipment.

External Clothing

Coats, hooded jackets, scarves, gloves etc., must not be worn within the school buildings.

If parents are in any doubt over any uniform they are requested to contact the school or consult the school website before purchasing items.

Mobile Phones

Mobile phones are not permitted in school without a completed parental consent form. Any mobile phone permitted in school must be turned off throughout the school day and this includes break and lunchtime. If parents wish to contact pupils this should be done through the school.



Scan the QR code on your mobile phone or tablet for full uniform guidance with images

Lunchtime Arrangements

It remains the policy of the school to expect pupils to remain on premises during lunchtime. Please remember that the lunch break is only 50 minutes (12.40 pm – 1.30 pm) Pupils have the option of purchasing a meal from the dining hall or bringing a packed lunch, which can be eaten in the dining hall.

There are a number of reasons why we prefer pupils to remain on site during lunchtime. One is our concern for the safety of pupils during lunchtime; another is a response to requests from the local community about pupil's activities during this time. For this reason buying food at the shops and eating it on the streets is not an option.

If you wish your child to come home during lunchtime to eat their meal at home you are requested to fill in the form below and return it to school before the end of term so that a pass can be issued ready for the beginning of next term. No pupils will be allowed out of school without a pass. It will be their responsibility to bring it to school if they wish to leave the premises at lunchtime.

Application for Lunchtime Pass

Pupil's Name Form

I would like to request a lunchtime pass be issued to my child. I understand that if my child does not have his/her pass with them they will not be allowed off premises. I also understand that if they are seen eating food outside the school, on the streets, or are late back for afternoon school, they will lose their pass.

Address at which child will be during lunchtime:

.....
.....

SignedDate

Please return this form to your Progress Leader.

Year Teams 2016-2017

Leader of Year 7 Mr. D. Lomas

7SJD	Mr. S. Davies
7JLD	Mrs. J. Donaldson
7ABS	Miss. A. Shepard
7KTW	Mr. K. Warrilow
7MPH	Mr. M. Hassells

Leader of Year 8 Miss. L. Cotton

8DA	Mr. D. Abel
8NCB	Mr. N. Bradbury
8JE	Miss. J. Eaton
8DEK	Mrs. D. Kelly

Leader of Year 9 Mrs. S. Uttley

9ACB	Mr. C. Buxton
9SMD	Mrs. S. Dolloway
9JLG	Mrs. J. Green
9JLH	Miss. J. Hodgkiss
9ACS	Mr A. Champagne-Simmons

Leader of Year 10 Mr. M. Malone

10RKK	Mrs. R. Katabalwa
10AER	Mrs. A. Remon
10SAL	Miss. S. Lambe
10DC	Mr. D. Cummings
10GEW	Miss. G. White

Leader of Year 11 Mr. I. Humphreys

11LJP	Mrs. L. Painter
11DLT	Miss. D. Tickell
11RAS	Mr. R. Shutt
11CMA	Mrs. C. Austin
11EJK	Ms. E. Knights/Mr. I. Humphreys

Leader of Y12/13 Mrs. D. Gibbs

LH2
CV
EJH
MTS
MHD

Leaders

HEADTEACHER

Mr. J. Christey

Responsible for the strategic development of the school

DEPUTY HEADTEACHER

Mr. R. Smith

Responsible for curriculum development

ASSISTANT HEADTEACHER

Mr. D. Dance

Responsible for behaviour and inclusion

ASSISTANT HEADTEACHER

Mrs. A. Harte

Responsible for SENCO and teaching and learning

ASSISTANT HEADTEACHER

Ms. E. Knights responsible for data and pupil premium

Leader of a Subject is responsible for all aspects of that subject whether that be the quality of teaching, progress and attainment, and behaviour for learning.

Lead Teacher of a Subject assists the Leader and may take responsibility of a Key Stage.

Leader of English & Literacy
Lead Teacher of English

Mrs. D. Kelly
Miss. S. Lambe

Leader of Maths & Numeracy

Mrs. M. Thomas

Leader of Science

Mrs. S. Dolloway

Leader of Technology
Lead Teacher of Technology

Mr. N. Bradbury
Mrs. R. Katabalwa

Leader of Humanities

Miss. D. Tickell

Leader of Communication
Lead Teacher of Communication

Mrs. J. Eaton
Mrs. C. Vincent

Leader of SMSC

Mrs. A. Brady

Leader of Business & PE

Mr. D. Abel

Term Dates and Holidays

Autumn Term 2016

Staff: Monday 5th September – Friday 21st October

Pupils: Wednesday 7th September – Friday 21st October

Holiday: Monday 24th October – Friday 28th October

Staff & Pupils: Monday 31st October – Friday 16th December

Holiday: Monday 19th December – Monday 2nd January

Spring Term 2017

Staff & Pupils: Tuesday 3rd January – Friday 17th February

Holiday: Monday 20th February – Friday 24th February

Staff & Pupils: Monday 27th February – Friday 7th April

Holiday: Monday 10th April – Friday 21st April

Summer Term 2017

Staff & Pupils: Monday 24th April – Friday 26th May

May Day: Monday 1st May

Holiday: Monday 29th May – Friday 2nd June

Staff & Pupils: Monday 5th June – Tuesday 25th July

Holiday: Wednesday 26th July – Friday 1st September

Inset Days:

Monday 5th September 2016

Tuesday 6th September 2016

Friday 25th November 2016

Monday 24th July 2017

Tuesday 25th July 2017

Attendance

At King Edward VI High School we always set high and challenging targets. This year we set a target of 95%, which has been achieved because most pupils see attending school as important.

What is clear is that when pupils miss school they are missing vital lessons in which they should be learning and working towards achieving their own challenging targets. Days lost through illness and medical appointments can never be made up and we are concerned that these should be kept to an absolute minimum.

We recognise we that we set challenging targets and that a number of pupils have maintained a 100% attendance record at school, which is excellent, but some pupils fall far short of this.

Every pupil at King Edward VI High School is encouraged to monitor his or her own attendance. There is a page in the Planner where they should record their weekly attendance, and it is also recognised in the school's Reward Policy. Every pupil who achieves 100% attendance in a term will be awarded a certificate to keep in their Progress File, and forms with good attendance will be celebrated in Year Assemblies.

The main focus of the school's attendance policy is to know where each of our pupils is every day. It makes the school's job much easier if parents contact the school to inform us about unavoidable absences. You can do this by contacting the school in the following way:

Directly by phoning the school (01785 258546) and leaving a message on Option 1 or speaking to Mrs Wood during office hours on extension 214.

Text to 07624880155: When texting please include the following: Student name, their form, and the reason for the absence. (Normal text rate will apply)

Phone: 08442393481 (30 incoming lines. Call from BT lines will be charged at 5p per min.)

Email: An email can only be sent if you have an email address registered with the school. If you wish to email your child's absence do so using the following address: attendance@kevi.org.uk please include the student name and form and the reason for the absence.

Parents are strongly advised **not to book holidays** during school time and any absence from school can only be authorised if there are **exceptional circumstances**.

Holidays in Term Time

Headteachers may no longer grant any leave of absence during term time unless there are exceptional circumstances. The law does not give any entitlement to parents to take their child on holiday during term time.

Any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

In brief this means:

Parents CANNOT demand a leave of absence as an automatic right.

Parental requests MUST be in writing.

All requests MUST be considered on their own merit.

The power to authorise/unauthorise a leave of absence belongs to the Headteacher

The Local Authority may issue Penalty Notices in response to an unapproved leave of absence (including holiday related) resulting in unauthorised absence.

Circumstances where a Penalty Notice may be issued:

The Local Authority may take legal action against you, if you fail to make sure that your child/ren go to school regularly and the absence has been recorded by the school as unauthorised.

One option open to the Local Authority is to issue parents/carers with a Penalty Notice when there is unauthorised absence from school.

A Penalty Notice is a fine of;

£60 (if paid within 21 days) or

£120 (if paid after 21 days, but within the specified 28 days)

For each parent/carer per child, who are subject to a Penalty Notice
If the fine is unpaid, magistrates court proceedings will start.

Further information is available on the Department of Education website at:

www.education.gov.uk/schools/pupilsupport/behaviour/attendance/f00221879/advice-on-school-attendance

Persistent Absences

If your child's **school attendance is 90% or below**, then your child will be classed as a **Persistent Absentee**. (Please see the below table.)

As a school we are required to closely monitor children's school attendance and if your child falls into this category I have to make you aware that a referral may be made to the Local Authority or to our Independent Attendance Consultant.

We are aware that children can miss school due to unavoidable illness. Please ensure that you communicate the reasons for your child's absences on the first day of absence. If there are long term attendance difficulties then please discuss this with us so that we may support the situation.

Please also be aware that if your child is late to school, after the register has closed, then this will be classed as an absence and can have a serious effect upon your child's school attendance record.

Attendance %		
100 %	Outstanding Attendance	Gives a child the very best chance of success.
95%	Good Attendance	Few interruptions to learning – a very good chance of success.
93%	Worrying attendance	Your child has missed almost 3 weeks of learning.
90% or less	Serious concern	Persistent Absence Pupil (as defined by the DfE.) This is worrying attendance. A child has had the equivalent of one day off school every fortnight / almost 4 weeks off school (or more). It is less likely that good progress in learning can be made.

Parents Evening Booking System

Parents evening bookings are now made online through the school website. Select the login section of the schools website and follow the instructions.

Homework

In most instances your child's homework will be set online using the "Show my homework" online homework management system, which can be accessed from the login section of the schools website. Your child will also be given a school planner containing useful school information and space for recording additional information.

Cashless Canteen

A new way to pay for school dinners arrived at King Edward VI High School this year and as a result the canteen is now cashless. ParentPay is an online payment system for schools. It allows parents to pay quickly and securely for school meals.

Important news!

We are excited that we will be launching our brand new mobile phone app early in the autumn term. The app will give you access to all the up to date school information on the move and free of charge.

By downloading the app you will be able to access specific information about your child uploaded each day including: attendance, timetable, behaviour and achievements.

To be able to access the app's full features free of charge we need your up to date email address, so please make sure it is included in your completed pupil data collection sheet.



Acknowledgement Slip

I have received the Pupil Information Pack for 2016-2017. I have read the contents and noted the requirements for school uniform, completed the data collection sheet, noted the holiday dates for the next academic year, and the policy on attendance.

Signed: _____ Date: _____
Parent/Guardian

Pupil's Name: _____ Form: _____