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KING EDWARD VI SCHOOL

SOUTHAMPTON

Parents' Guide 2019/20

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INTRODUCTION

This guide has been put together to provide basic information on the day-to-day routine of school life, as well as a brief guide to some of the events which happen throughout the school year. You will also find this guide on our website. It is updated annually.

The School is happy to answer any questions you may have and your first route is through the School Office; no problem is too trivial. If you are unsure who needs to deal with your query, the office staff will endeavour to ask the relevant member of staff to return your call at the earliest opportunity. The School website (www.kes.hants.sch.uk) also contains a large amount of useful information.

For pastoral enquiries regarding pupils the route would be:

- Group Tutor
- Head of Year
- Head of Lower School/Upper School/Director of Sixth Form
- Assistant Head (Pastoral)
- Senior Deputy Head
- Head

For academic enquiries you may contact the group tutor but you might find it more appropriate to get in touch with the subject teacher or Head of Department.

However, the Head is always most happy to speak to any parent, on any subject, at any time.

PASTORAL SYSTEM

TUTOR SYSTEM

Lower School

The Lower School embraces the First, Second and Third Years. In the First Year, the pupils' form is their tutor group and their form tutor is the person primarily responsible for all pastoral matters.

In the Second and Third Year, the tutor group (also known as group base) consists of pupils from both years within their respective Houses. There are three tutor groups per House and they meet every morning.

Each tutor group in the Lower School has at least one Sixth Form group prefect.

Upper School

The Upper School consists of the Fourth and Fifth Years. Tutor groups for the Fourth and Fifth Years are mixed according to their Houses in a similar pattern to Second and Third Years.

From the Second Year to the Fifth Year, teaching forms are different from those of their tutor groups.

Sixth Form

In the Sixth Form, Lower and Upper Sixth pupils are mixed in tutor groups. Tutor groups are not House or subject based. Typically, there will be about six or seven members of each year group, allowing tutors to focus on a small number of students and their university applications or career plans.

There is a Head of Year responsible for each year group and they work closely with the tutors. There is also an Assistant Head of Year in the Lower School, who is responsible for the pupils who join the School in the Third Year to enable smooth transition, an Assistant Head of Year in the Upper School and an Assistant Head of Year in the Sixth Form.

Tutor groups are carefully organised by Heads of Section to ensure the best fit for the pupil. It is only in exceptional circumstances that requests for particular placements can be considered. Parents must ensure the School is aware of any such considerations as early as possible.

AUTUMN TERM

First Day of Term

There is a staggered intake during the day, year by year. The new First and Third Year pupils are first to arrive. Pupils do not have any lessons on the first day.

Ceremony of Admissions

This is held in the afternoon of the first day of term. It is a tradition of the School where all new Lower and Upper School pupils are formally admitted to the School by the Head. All parents are invited to attend.

Prize Giving

This is an evening invitation only event held in the Dobson Theatre at School. It is the School's formal celebration of pupil achievements, therefore pupils attending must wear School uniform or if in the Sixth Form or having left School a formal suit.

Junior House Evenings

These evenings are held on several Fridays during the term from 4.00 p.m. to 5.15 p.m. (see School calendar for dates). It is compulsory for Second and Third Year pupils to take part in inter-house team games. Permission from the Head of Year is required if a pupil needs to miss a Junior House event for exceptional circumstances.

New Parents' Evening

This is a social opportunity, organised by the KES PTA, for parents of new pupils to meet other new parents, the Head, some staff and the KES PTA committee. It is also an opportunity for parents to attend presentations or workshops on numerous aspects of School life.

Open Evening

School finishes early (approximately 2.45 p.m.). The School is open in the evening for prospective pupils and parents. Pupils are encouraged to help with displays and presentations.

AGM - KES PTA

This provides an opportunity for parents to become involved with the work of the KES PTA.

Carol Service

Held at Romsey Abbey in an evening towards the end of the autumn term. All pupils and parents are welcome. New parents are also warmly invited to join the KES adult choir which meets in the Autumn Term to prepare for the Carol Service.

SPRING TERM

Junior House Evenings

Details as per the Autumn term.

Thanksgiving Service

This is the School's opportunity to pause for reflection. The service is a formal occasion, giving thanks in remembering the founders and past Edwardians and dedicating ourselves to serve in the wider community. It is held during a school day. If the occasion is held at a venue away from School, pupils will be transported to the event by bus and KETA transport will operate from the venue. Transport is provided for students who need to return to School.

SUMMER TERM

Fifth Year Book Collection Day

This is the last day for the Fifth Year and is normally held following their last core examination in June. Students come into School at the normal time to sit their final examination and then clear lockers and return books.

Leavers' Day

This is the last day for the Upper Sixth and is normally held in June. The Upper Sixth come into School at the normal time for the Leavers' assembly and to say their good-byes, as well as to complete more prosaic activities such as clearing lockers and returning books.

Arts/ Science Festival

This event takes place over three days in June and alternates with an Art festival one year and a Science festival the following year. Normal lessons will continue during this time but the three days will be packed with activities and all students will have the opportunity to be involved at some point.

Sports Day

This event is usually held on an afternoon in June. This is a House event which takes place at the Wilton Road main School site. Parents are welcome to attend and information is provided prior to the event.

Endeavour

This takes place on the Thursday and Friday in the penultimate week of term. Activities, both residential and non-residential, are offered.

GENERAL – an A–Z Guide

Aims and objectives of the School

School Aims

- To maintain and extend academic excellence.
- To foster in pupils a sense of personal worth, and to promote their welfare, to help each achieve his or her potential.
- To offer, and encourage pupil participation in, an extensive range of co-curricular activities.
- To prepare pupils to become responsible members of society and prepare them for the world of work.
- To develop and sustain close links between the School and the community.

Further information about the aims and objectives of the School may be found on the website, www.kes.hants.sch.uk, or may be obtained in writing from the School on request.

Anti-bullying code

The School's anti-bullying code is:

- All pupils in King Edward VI School have the right to enjoy their learning and leisure.
- Tolerance, understanding and care for the welfare of others should be the characteristics of the School Community at all times.
- Persistent words or actions intended to threaten, frighten, abuse or hurt are unacceptable and will be considered to be bullying.
- We all have a responsibility to try to prevent bullying. All incidents of bullying should therefore be reported to a member of staff.
- The School will treat bullying as a serious offence.

Attendance/Absence/Appointments

A parent should contact the School if a pupil is absent, giving a reason for the pupil's absence.

If your child is ill and therefore unable to attend school

To enable us to be sure of the whereabouts and safety of our students it is important that you contact the Main Office (02380 704561/ by email absent@kes.hants.sch.uk or through the Parent Portal by completing the Daily illness form) as soon as possible, preferably by 8.30 a.m., if your child is ill. Contact with the Main Office on each day that your child is absent is required. If this cannot be done, a letter to the tutor covering the period of illness will be needed for our records.

If a child has a prolonged period of absence due to illness the School may ask for this to be authorised by a medical practitioner. A programme of re-integration may be necessary following a prolonged period of absence and this should be discussed with the pupil's tutor and Head of Year.

If your child is late to school

Again, to enable us to be sure of the whereabouts and safety of our students, we require a telephone call or email to let us know that your child will be late. When your son/daughter arrives at school it is important that they report to the Main Office so that they can be recorded as present.

If you need to request a planned absence for your child

It is expected that family holidays will be taken in the school holidays but there may, by exception, be occasions when you need to request time out of school for your child. In these situations you should either write to your child's Head of Year requesting time out of school or complete the Planned absence request form on the Parent portal, giving as much notice as is possible.

If your child has a dental/medical/or other appointment

Ideally these should be arranged outside school hours. If this is impossible, your child's tutor should be informed, in writing or through the parent portal, in advance of the appointment.

If your child is ill or needs first aid assistance at school

If your child needs the assistance of the School Nurse they should alert their subject teacher. If they are not in a class they should go immediately to the Medical Room (next to the Main Office) and ask for the Nurse. Children must not arrange to go home without consulting the School nurses.

After School

Lower School pupils must remain on the School site until they depart for home. Pupils in the First to Fifth Year should only be on site after School if they are involved in an official School activity or if they are working in the library.

The library closes at 5.15 p.m. with late buses leaving School at 5.30 p.m. Students who are picked up after 5.15 p.m. should wait for their lift in the Crush Hall. All pupils should be picked up by 6.00 p.m. at the latest as the School is closed and locked promptly at 6.00 p.m.

Parents should ensure that their son/daughter is able to contact them in the case of an emergency between 4.00 p.m. and 6.00 p.m. The Main Office closes at 5.00 p.m. each day (4.30 p.m. on Fridays). There is a senior member of staff on duty on site after School until 6.00 p.m. each day. In an emergency, this member of staff is contactable via the duty phone (07917 262000) from 5.00 p.m. to 6.30 p.m. (4.30 p.m. to 6.30 p.m. on Fridays). The rota of duty staff is posted on the Head's noticeboard so that pupils are aware of which member of staff is on duty. If a pupil is on site after 6.00 p.m. the School may choose to hire a taxi to transport the pupil home, at the expense of the parents.

Before School

Whilst there are often staff present on the School site before 8.00 a.m. this cannot be guaranteed. The Main Office is operational from 8.00 a.m. and there are staff on site from this time. If a pupil has a problem before Group Period then a senior member of staff can be contacted via the Main Office. The Library is open to students from 8.00 a.m. every weekday. Group Period starts at 8.40 a.m. each morning and it is expected that students will arrive in School in time to arrive punctually to the start of Group Period. The only exception to this is when arrangements have been agreed with Upper Sixth students who do not have a timetabled lesson until after Period 1.

Calendar

This is available on the School's website and iKES app.

Child Protection

The School is committed to safeguarding and promoting the welfare of children and all staff appointed to work at the School undergo child protection screening appropriate to the post.

The School's Child Protection team is led by the Senior Deputy Head. Details of the team can be found on the School's website, under the Pastoral/Health and Welfare tab.

<http://www.kes.hants.sch.uk/health-and-welfare/child-protection>

If anyone has any child protection concerns regarding a member of the School they should contact a member of the child protection team. All staff are aware that any child protection concerns must be passed to one of the Child Protection Officers as a matter of urgency.

The School's Child Protection Officers undertake formal refresher training every two years and in addition to this they regularly attend local network meetings and other relevant courses. Whole staff training is conducted every three years. On joining the School all new staff are inducted in child protection matters and they also undertake child protection training.

The School's Child Protection Policy can be found on the website.

Choirs and Orchestras

Auditions are required. Both are open to the whole School and they rehearse during lunch breaks or after school. They perform concerts during the school year which often means extra commitments out of school hours.

Co-Curricular Activities

A wide variety of clubs is available at lunch time and after school; details are on the School website. Participation in the Duke of Edinburgh's Award Scheme is open from the Fourth Year onwards.

Communication

Our general means of communication to parents is by email so it is worth checking your account on a regular basis. A Bulletin will be emailed once a month (with the exception of April and August) which will include important information and useful links.

For parents who do not have access to email a paper mailing will be sent home.

Any email communication to staff should be via the @kes.hants.sch.uk email address preceded by the staff initials. Under normal circumstances parents may expect a response to communication within three working days during term time. Parents are asked to understand that staff are very busy and are not always in a position to respond immediately, though obviously any urgent matters will be prioritised. During School holidays, issues that require urgent attention should be directed to the Main Office or to enquiries@kes.hants.sch.uk.
(See also Parent Portal)

Counsellor

The School has an independent counsellor, offering a confidential service to pupils who wish to consult someone other than their tutor or another member of staff. The Counsellor is available to see pupils from Monday to Thursday. Details of this service and confidential online booking system are available in the pastoral section of the School website. The Counsellor also runs Mindfulness courses for students; the courses take place over a period of 9 weeks, at lunchtimes.

Cycling to School

A good number of pupils and members of staff cycle to school. There is a bike store on site where pupils should securely lock their bikes. Pupils should wear bike helmets and are encouraged to wear high visibility clothing and use lights when appropriate. Cyclists should see the Data Manager, located in an office to the North of the School, to request access through the Kellett Road vehicle gates which will allow them to bring their bicycles onto the School premises.

Detentions

Work detentions take place on Monday and Wednesday from 4.15-5.00 p.m. and Conduct detentions take place on Tuesdays and Thursdays from 4.15-

5.00 p.m. Pupils are given at least 24 hours' notice of a detention and parents are notified by email the day prior to the detention.

Saturday detentions are given for more serious misdemeanours. They start at 9.00 a.m. and usually last for one hour, though can be up to a maximum of 2 hours.

E-Safety Policy

This policy is published on the School's website and extracts are included on the iKES App. It is important that parents and pupils are fully aware of the detail of this policy.

Mobile devices are now an important part of everyone's life and have considerable value, particularly in relation to individual safety. Whilst these devices are commonplace in today's society, their use and the responsibility for using them should not be taken lightly.

The School has an E-safety group run by the Digital Media Coordinator where pupils can discuss all aspects of E-safety.

Some of the key points of the policy are:

- Pupils should not publish anything on the internet involving the School unless permission has been granted by the Assistant Head (Digital Strategy and ICT).
- The School will take any intentional acts of plagiarism very seriously, and as such, the School has a Plagiarism Policy, which may be accessed on the School's website.
- Students are expected to use mobile devices responsibly at all times.
- Mobile phones must be switched off/silent during School lessons or any other formal School activities.
- Students must only use mobile devices in lessons under the direction of the teacher, unless permission has been sought from the teacher.
- Students must not use these devices to broadcast music unless permission to do so has been given.
- Students must ensure that files stored do not contain violent or pornographic images or other material that is likely to cause offence. In very serious cases the police may be contacted.
- Cyber-bullying, as with any other form of bullying, is taken very seriously by the school. Sending inappropriate, suggestive or abusive messages is forbidden and anyone who is found to have sent a message of such content will be disciplined.
- Devices can be searched by nominated senior members of staff if there is reason to believe that there may be evidence of harmful or inappropriate use on the device.
- Mobile devices can be confiscated by a member of staff if they are being used inappropriately. In the event of confiscation the member of staff will make arrangements for its return, which would normally be at the end of the school day.
- Mobile devices cannot under any circumstances be taken into examination rooms.

- In an emergency parents / guardians should phone the School.
- The use of mobile phones by students on School trips is at the discretion of the trip leader.
- Power supplies for mobile devices must not be brought to School as all electrical devices used in the School must be PAT tested.
- Individual students are responsible for their own phones and other mobile devices and should ensure that they take care of them at all times. The normal disciplinary procedures apply in the event of damage to another student's property.

See also Photos and videos, Internet safety

Examinations

All students in the First to Fourth Year and the Lower Sixth sit internal school examinations. First and Second Year examinations are held prior to half term in the summer term and Third and Fourth Year ones during the second half of the summer term. In the run up to the examinations lesson time is often used to do structured revision but Third and Fourth Year students do find that using some time over the half term holiday is helpful in their preparation. Lower Sixth students sit internal examinations one week after the Easter break. This will help inform students which subjects to continue with in the Upper Sixth. These will form the basis of UCAS predictions so students must prepare for them as they would any external examination.

Detailed guidance in revision technique is provided to ensure that pupils are well prepared for their examinations.

Homework

Homework is both important and necessary. Homework done regularly throughout secondary school can be equivalent to an additional year of study.

A homework timetable is provided for students and this should help them to organise their work and time. Homework timetables are accessible on the School website. Pupils should use their student planner app to manage homework so that they can see at a glance what they have left to do and when it must be completed. All homework is set by teachers through the planner app. Homework is best done in a quiet place which is free from distractions. Pupils need to plan ahead to make the best use of time and ensure they do not leave projects, coursework or homework until the last minute!

Houses

There are six houses as follows:

Capon	-	Yellow	Reynolds	-	Green
Lake	-	Dark Blue	Sylvester	-	Light Blue
Lawrence	-	Red	Watts	-	White

Each house has a Head of House (Staff) and two student Heads of House.

Annually a house shield (the Allen Grant Trophy) is awarded to the house which has scored the most points during the year for academic, sporting and cultural achievements.

ID Cards

Every pupil is issued with an ID card, which displays:

Name
Tutor Group
Photograph
Date of Birth
Bus Route (if applicable)
Lunch Arrangements

The card must be carried at all times.

It has a barcode enabling pupils to borrow books from the Learning Resource Centre and to register attendance at meals and it contains a chip which gives pupils access through the School gates at designated times. (See School Security and Site Access.) The card will also be checked by the bus driver if the pupil uses a KETA bus.

New pupils have temporary cards until their photographs have been processed, which generally takes about a week.

The cards are colour-coded to indicate whether the pupil has School meals or has sandwiches. Pupils who lose or damage their ID Card need to order a replacement through the Main Office, for which they will be charged £5. There is no charge for replacement cards when pupils' dining or bus arrangements change, provided advance notice is given.

Internet

School email addresses, telephone details, School and KES PTA information are published at www.kes.hants.sch.uk. The general School email address is enquiries@kes.hants.sch.uk

Internet Safety

Internet safety is addressed on several occasions during a pupil's time at the School. In the First Year discussions are held with the students about the School's e-safety policy as well as safer social networking and cyberbullying. In both the Second and Fourth Years Childnet International run a session at their respective PSHE days. They talk to the students about using modern technology safely and sensibly. The Foundation Studies course in the Lower Sixth includes information and advice on being a digital citizen, which includes information on e-safety. We also provide an evening presentation for parents which is always very well-received by those who attend. A copy of the School's E-Safety Policy can be found on the School's website.

iPADs

Students are expected to have an iPad available for use in all lessons as a 'digital pencil case' to be used as appropriate. Homework will also be sent via the student planner app on their iPad. Their student diary iKES app will also give useful day to day information.

Complete information on iPad requirements and a large amount of other information including policies, user guides and tutorials, procedures, and safe use of social media can be found on a dedicated iPad website

<http://ipad.kes.hants.sch.uk>

Answers to the most commonly asked questions can be found in our [FAQ area](#) or alternatively by sending an email to ipad@kes.hants.sch.uk

KETA Bus Service

The bus service is run in-house. The School's contact is Mr Baker on 023 8079 9232.

All routes are timetabled to arrive at School by 8.30 a.m. The vehicles leave Hill Lane at 4.10 p.m. and late buses at 5.30 p.m.

The School expects the same high level of behaviour on the bus as is expected at School. This includes treating others well, keeping the bus clean and behaving responsibly and in such a way that the driver is able to concentrate on driving. Pupils should be seated whilst the bus is moving and seat belts, where available, should be worn at all times. Sanctions for misbehaviour will be used and in extreme cases pupils may lose their place on the bus temporarily or permanently.

Sixth Formers on the bus take on the role of Bus Prefect. They are expected to assist the driver with any issues that occur and Heads of Year will often liaise with Bus Prefects if they have concerns about a student on the bus.

Pupils wishing to obtain a temporary pass to enable them to travel on a different route must complete the online form and a confirmation text message will be sent to confirm. Temporary passes will only be available on buses where there is spare capacity.

Please contact the bus company for lost property.

KES PTA

This is run by parents and is open to all friends of the School including parents, staff, Governors and Old Edwardians. The main objectives are to promote the School and supplement its facilities. The committee meets each term and is elected at the AGM in the Autumn Term. Sub committees include the Social Committee and the Parent Prayer Group. Members run the OBNO Shop. The New Pupil and Parents' Evening, run by KES PTA, is held in September. The subscription to join KES PTA is collected via the School account. A list of contact details of KES PTA committee members is provided on the KES PTA section of the School website. If you feel you would like to talk to another parent or find out more about the KES PTA then any of the parents listed will be more than happy to talk to you.

KonnEctionS

This is a newsletter produced three times in an academic year and is sent out to parents and friends of the School. It aims to give an overview of recent events at the School, as well as news of staff and pupils.

LAMDA lessons

The School offers students London Academy of Music and Dramatic Art lessons which prepare pupils for graded LAMDA examinations in speech and drama.

Lessons for First to Third Year take place during academic lessons (on a rotating timetable so that the same lesson is not missed more than once or twice a term). Pupils in the Fourth Year, Fifth Year and the Sixth Form have lessons at lunchtime or after school. The School does try to supply lessons to all students requesting them, but high demand may mean there is a short waiting list.

Further details may be found on the LAMDA website.

Lockdown

Although the School is situated on a very secure site we remain vigilant at all times and have procedures in place in case of an intruder on the site. The School's lockdown procedure has been drawn up in conjunction with specialists in this field and is practised twice a year. Senior members of staff have regular training in dealing with critical incidents of this nature.

Lockers

All pupils in the School are provided with a locker with a combination lock. Lockers are shared between two or three pupils, depending on the location of the locker. The School lockers are designed to enable pupils to store books, a coat and a small PE kit bag. Pupils who have bigger bags, or more than one bag to store may use the Bag Room, which is a large room situated next to the Hill Lane gate. This room has coded access. The main office will provide the code on request. Pupils are expected to keep their lockers tidy. It is a condition of having a locker that pupils consent to their locker being searched by staff as necessary, whether or not they are present. At the end of the year all lockers are emptied and new lockers are allocated at the start of the next academic year.

If a pupil is experiencing problems with their lock they should speak to Mrs Canty, the SMT administrator. Mrs Canty has an office located in the Main Office.

Lost Property

Valuable items of lost property such as lost watches, wallets, jewellery, calculators, phones and other mobile devices are held by the Assistant Head (Pastoral). Items such as clothing and sports equipment are stored in the lost property store by the Caretakers' Office. Items from here can be retrieved at any break time at a cost of 20p. The money collected is donated to charity.

At the end of a term, pupils are informed through their tutor about named property that has been found. Unclaimed named items will be distributed at the end of each term; if items are unclaimed and unnamed they will be disposed of at the end of each term.

Medical Room

The School employs three qualified nurses and the Medical Room, which is situated in the north corridor, is staffed Monday to Friday 8.15 a.m. to 5.30 p.m.

The nurses have a responsibility for first aid and ensuring that the medical and health needs of pupils are supported in school. They are available to talk to pupils in confidence about anything that is worrying them.

The "Health Matters" noticeboard, displays and assemblies are used to support local, national and international health promotional events and activities.

Ideally pupils should visit the Medical Room at break, lunchtime or between lessons, unless the need is urgent.

If your child feels unwell during the school day they must visit the medical room where the nurse on duty will assess whether it is necessary for your child to return home. Pupils should not instigate these arrangements beforehand.

If your child feels unwell before coming to school and is likely to be ill during the day, please keep them at home. If you wish to discuss any health issues that will affect your child whilst they are a member of the School, please contact the nurses.

You will have been required to fill out a Medical Declaration form on your child's admission to the School. This will be kept confidential. You will also have been asked to complete a Homely Remedies consent form. A copy of the Homely Remedies policy can be found as an appendix to the First Aid and Medical Health Needs policy on the website. If any changes occur regarding your child's medical and health needs it is important that the nurses are kept updated with this information.

To contact the nurses:

Via the School office, 02380 704561

Or Direct Dial, 02380 799213

Email: nurse@kes.hants.sch.uk

Merits and Commendations

Merits are awarded to Lower School pupils by staff for outstanding work, effort or conduct, and are recorded on their individual merit cards. Every time a pupil gains ten merits the Head of Year will sign the merit card and each time a pupil gains twenty merits they have their card signed by the Head. When the Head has signed the card for the third time the pupil will receive a small prize. A cumulative number of merits for each house is

recorded, and the result at the end of the school year contributes to points for the Allen Grant House Trophy.

A Head of Year's commendation or a Head's commendation may be awarded for an outstanding piece of extended work or project. As with sixty merits, a pupil will receive a small prize when he or she is awarded a Head's commendation.

A digniora (Lower and Upper School) or dignissima (Sixth Form) may be awarded by the Head to a pupil who has gone well beyond normal expectations in the production of an extended piece of work or an exceptional project. A gift voucher accompanies this reward.

Mobile phones

It is one of the School regulations that pupils in the Lower School (First Year to Third Year) must turn their phones off in School and they should be out of sight until 3.55pm. Any urgent calls can be communicated through the School reception.

Music lessons

The School has a wide range of orchestras, choirs and bands. Pupils are strongly encouraged to join one or more of these groups in order to develop skills in performing in an ensemble, sight-reading, and enjoy being part of a creative team. This is particularly important for pupils who are taking lessons. Full details are posted on the School website and on the Music Department noticeboard.

Lockers are available to store musical instruments which have to be brought into school for lessons and rehearsals, and these are organised by the Music Administrator.

Music lessons on a full range of instruments, including singing, will be available throughout each week of the term. For pupils in the First to Third Year the lessons will take place during academic lessons (on a rotating timetable so that the same lesson is not missed more than once or twice a term). Pupils in the Fourth Year, Fifth Year and the Sixth Form will have lessons at lunchtime or after school. The School does try to supply lessons to all students requesting them, but high demand may mean there is a short waiting list.

OBNO Shop (Outgrown But Not Outworn)

This is the second-hand uniform shop run by volunteer parents of the School as part of the KESPTA.

OBNO is located to the North of the School and is usually open on INSET days. Parents are informed by email, the bulletin and the website. It will also be open on the Stevensons Selling Event for new pupils and parents in the Summer term.

OBNO sell most items including blazers, skirts, trousers, PE kit, sports equipment (rugby, hockey, cricket, tennis) and sports apparel such as wetsuits and ski-wear.

Donating items: if your item sells for over £20 you will be paid half of the selling price, with the other half going to KESPTA.

If your item sells for less than £20, due to the high level of administration involved in the processing, all proceeds will go to KESPTA.

OBNO is always keen to recruit volunteers and if you are interested you should enquire via the KESPTA.

Parent Portal

The "parent portal" <http://parents.kes.hants.sch.uk/> is part of the School website which gives you information that is specific to your child. This includes school reports, grades, details of your child's teachers and classes.

When you first join the School you will receive an activation email which will give you individual detail of how to register and to access this site, which is best viewed using Internet Explorer. If you have problems with accessing this you can email isams@kes.hants.sch.uk for assistance.

The School website at <http://www.kes.hants.sch.uk> also contains up to date information that is relevant to you as parents.

Parent Information evenings

In addition to Parents' Evenings (see below), the School provides a comprehensive programme of information evenings, including annual talks/workshops on Internet Safety, Substance Abuse and 'Life with a Teenager'. The latter will vary from year to year but has in the past included sessions on parenting an adolescent, guiding your child through their academic studies, mental wellbeing, talking to your child about sex and contraception, self-esteem, eating disorders and helping your child with loss. There is also the New Parents' evening (see Autumn Term), Sixth Form Information evening for Fifth Year pupils and parents, Higher Education advice for Lower Sixth parents and a Looking Forward evening for parents of Fourth Years. Further details of these evenings can be found on the School website, as a link from the Pastoral section of the site or under the 'What's On' tab.

Parents' Evenings

These are held annually starting at 6pm. They give parents an opportunity to meet both academic and pastoral staff. Parents' Evenings for the First Year, Fourth Year and one to meet Lower Sixth Tutors take place in the Autumn Term. Evenings for the Second, Third, Fifth Year and Upper Sixth take place in the Spring Term. The Lower Sixth evening is in the summer term.

During the evening the Head addresses the parents from the stage in the Main Hall. The letter of invitation will indicate the time that this will take

place. Prior to the evening, you will be provided with a time and venue to meet with your child's tutor. Subject teachers are located at specific points in the Main Hall and Dining Room. You will be provided with information about who is located where. To speak with a teacher, you should go to where this teacher is located. If the teacher is already in conversation, you should join their queue, using the chairs that are provided. Specific times are not provided for discussions with subject teachers.

Students in the Fourth Year and above are invited to join their parents at the Parents' Evenings but Lower School pupils do not attend these evenings.

Parents' Guide

Parents of new pupils are sent a printed copy of this Parents' Guide before their child joins the School. The guide is published on the website for all parents and is updated at regular intervals. There is a modified version of the guide for parents of Sixth Form pupils. A printed copy of the guide may be obtained at any time via Mrs Canty at jmc@kes.hants.sch.uk.

Photos and videos

Photos and videos taken by parents at School events should be for personal use only and may only be uploaded onto social media sites with appropriate privacy settings in place. It is important that images of other pupils are not made publicly available without their consent. The School's e-safety policy may be found on the School website.

Policies

Updated versions of all School Policies, including the following, may be found on the School website (www.kes.hants.sch.uk), or obtained from the School on request.

- Admissions
- Anti-Bullying
- Child Protection
- Complaints Procedure and the number of formal complaints registered during the previous school year
- Curriculum
- E-Safety
- Health and Safety
- Pastoral Care, Behaviour and Discipline
- Trips and Visits

Press and Publicity

The School is always keen to publicise the achievements of its pupils and sometimes we do so in local newspapers, radio or television. Any information that you feel may be of interest to the local press should be passed to the School's Development Officer, Ms S Hooper (smh@kes.hants.sch.uk).

Reports

Parents will receive reports at the following times:

1st Year – during the Spring Term and Summer Term

2nd & 3rd Year – during the Autumn Term and Summer Term

4th Year – during the Spring Term and Summer Term

5th Year, Sixth Form – during the Autumn Term and Summer Term

For the Upper School and Sixth Form regular progress grades are also published on a half-termly basis.

The Head comments on reports once a year.

School Chaplain

The Revd. Julian Poppleton is the School Chaplain. He organises Christian acts of worship for the School to mark significant moments in the School's life. The Commemoration Room is available for Morning prayers (Christian) before school on a Thursday, for Quiet Time (an opportunity for private, personal reflection) on Thursday lunchtime, and for Muslim Prayers on Friday Lunchtimes.

School Council

The School Council meets regularly to discuss issues raised by students and staff. It consists of two pupil representatives from each year group, elected by the pupil body, and is chaired by a senior member of staff.

School Meals

Parents may opt for their sons and daughters to have lunchtime meals provided, payable termly in advance. Alternatively, pupils may bring packed lunches to school or, if appropriate, go home for lunch. The Bulletin (see Communication) contains information about the deadline for requesting changes to lunch arrangements for the next term. An email reminder is also sent to parents approximately a week before the deadline. Parents are encouraged to make requests via email using dinners@kes.hants.sch.uk.

No changes may be made after the deadline or mid-term. No meal refunds will be given unless there are exceptional circumstances such as long term sickness absence. Requests for such refunds should be made in writing to the Bursar with details of the nature of the extended exceptional absence.

To account for periods of absence granted for study leave, the Fifth Year, Lower Sixth and Upper Sixth will receive a discount on the Summer Term meal charge. The extent of the discount is communicated to parents in the Spring Term and may vary between year groups.

All food served clearly identifies allergens including whether foods contain nuts. The Catering Manager will always try to accommodate food allergies if parents contact him or inform the nurses.

First Years go to lunch at 12.50 p.m. Lunch starts for pupils in years 2 to 5 at 1.00 p.m. Sixth Formers may go to early lunch from 12.30 p.m. if period 4 is a study period. Breakfast is available for purchase between 8.00 and 8.30 a.m. each morning.

School Site

General

Dogs are not permitted on the School site, at Wellington playing fields or Lovaton Cottage (except guide and assistance dogs).

Smoking is also not permitted on any of our sites.

Security and Site Access

CCTV cameras operate within the School buildings and its surroundings to ensure the security of the pupils.

Pupils need to use their ID Card to enter and exit the School site unless they use the Hill Lane gates, which are opened at specified times before and after School to allow for those using KETA transport. Pupils are allowed through the various turnstiles and gates situated around the School site as below:

General:

The Wilton Road Drive entrance is out of bounds to ALL pupils. This is the entrance that is used by cars on Wilton Road.

The Hill Lane gates are opened before and after school for a fixed period of time to allow students access to and from the KETA buses.

Cyclists should refer to the section titled Bike Shed regarding access arrangements.

Entry:

All pupils can enter the School site through the following turnstiles from 7.30 a.m. – 7.00 p.m. every day: Wilton Road turnstile (next to D&T block), Kellett Road turnstile, Hill Lane turnstile.

Exit:

The Hill Lane turnstile can only be used after 5.30 p.m. and at the weekends.

Lower School pupils are expected to remain on site throughout the day, unless permission to leave has been requested by a parent/guardian of the pupil. For exit during the day pupils should use the Kellett Road turnstile. After School pupils are also able to exit through the Wilton Road turnstile.

Upper School pupils are expected to remain on site throughout the day except at lunchtime or if permission to leave has been requested by a parent/guardian of the pupil. Pupils are able to exit through the Wilton Road turnstile at lunchtime (from 1.00 p.m. – 1.55 p.m.) and after School and through the Kellett Road turnstile at any time during the day.

Sixth Form pupils are able to exit throughout the whole day through both the Wilton Road and Kellett Road turnstiles.

School Uniform

Smart School attire is an essential part of the ethos of the School. In the First to Fifth Year, students are required to wear School uniform. Details of the Uniform Policy can be found under the information tab on the website. If parents or pupils require further clarification on any of the regulations they should contact the Head of the Upper or Lower School, as appropriate.

School uniform can be purchased online through Stevensons (<http://www.stevensons.co.uk/>), alternatively you may like to visit their shop in Bournemouth (148-150 Seabourne Rd, Bournemouth BH5 2JA) or contact them on 01727 815700.

Sex and Relationship Education

In the Lower and Upper School the formal teaching of Sex and Relationship education takes place in Junior Science, Biology, PSHE and Religious Studies and through the courses provided by the School Nurse. Such teaching is presented in an objective, balanced and sensitive manner. Inevitably aspects of sex education arise in various other subject areas (such as English, History or Drama); when this happens, they are addressed in a thoughtful, sensitive manner by members of staff using their professional judgement and common sense. Pupils are generally, but not exclusively, taught in mixed groups. In the Sixth Form, topics concerning sex and relationship education are included in the Open Forum programme.

Details on the topics covered are noted in the School's Sex Education and Relationships Policy, a copy of which can be found on the School's website.

Sports Fixtures

Regular inter school fixtures are played on Saturdays throughout the year and pupils are expected to be available to play if selected. All sporting information can be found on the School website in 'Sport at KES' under the 'co-curricular' tab. All details relating specifically to sports fixtures can be found on <http://sports.kes.hants.sch.uk> and this link can be set up as a shortcut on smartphones. Alternatively, the iKES app can be downloaded. Updates relating to KES sport can also be found on the sport twitter feed, Sport@KES_Sport. Home matches are played either at School or at our playing fields at Wellington Sports Ground in Stoneham Lane. Parents are encouraged to watch and support the teams and are always welcome to take tea after the matches. Members of staff running the teams will set up cancellation procedures for the pupils in the case of bad weather.

Stationery

Some items of stationery can be purchased from the School Library.

Substance Abuse

Substance Abuse is an area we revisit in our PSHE programme on a number of occasions during a child's time in the School. This enables us to provide age-specific education and guidance, as well as making sure that the information pupils have is current and relevant. We use an outside provider

to deliver these sessions. They have been working with the School since 1995 and are experts in this field.

Students in the First Year, Third Year, Fourth Year and Lower Sixth have sessions as part of their PSHE programme. We also provide an evening presentation for parents which is always very well-received by those who attend.

A copy of the School's Substance Abuse Policy can be found on the School's website.

Supervision of pupils

Teaching staff are vigilant as they move about the School and they deal with any issues that arise.

A formal staff duty rota exists for the supervision of pupils before and after school and also at break and lunchtimes.

Detentions after School and on a Saturday morning are supervised by teaching staff.

A senior member of staff is on duty each afternoon from 5.00 p.m. (4.30 p.m. on Fridays) until 6.30 p.m. This member of staff supervises the late buses and carries the duty phone so that parents can contact him/her in the case of an emergency. The duty rota is published on the Head's noticeboard.

Lower Sixth students are assigned to duties at lunch and break to assist staff.

Any member of staff responsible for an activity or trip that finishes after the late buses supervises pupils until they are collected.

Teaching sets and forms

Allocations to teaching sets and forms are made on academic criteria by the Deputy Head (Academic) in consultation with other senior staff. It is only in exceptional circumstances that requests for particular placements can be considered, and parents must understand that the nature of academic options may make this difficult or impossible. Parents must ensure the School is aware of any such considerations as early as possible.

Telephone

The staff in the Main Office are happy for pupils to use the telephone to contact parents.

Important Numbers:

Main Office (Switch Board)	023 8070 4561
Registrar	023 8079 9216
Head's PA	023 8079 9204
Bursar's PA	023 8079 9208

Director of Operations (KETA) 023 8079 9232
Accounts department 023 8079 9207
School Nurse 023 8079 9213
Other direct dial numbers are published on the School website

Timetable & Daily Routine

8.40	-	8.50	Group Period
8.50	-	9.05	Assembly (Monday, Tuesday, Thursday) Extended Group Period (Wednesday, Friday)
9.10	-	10.00	Period 1
10.05	-	10.55	Period 2
10.55	-	11.15	Break
11.15	-	12.05	Period 3
12.10	-	13.00	Period 4 (First Years depart for lunch at 12.50)
13.00	-	14.10	Lunch First sitting: Monday, Tuesday and Friday – Lower School Wednesday and Thursday – Upper School
14.10	-	15.00	Period 5
15.05	-	15.55	Period 6
16.15	-	17.00	Detention (Monday to Thursday)

Vending machines

There are two vending machines situated in the School selling snacks, sweets and drinks.

Visitor or Parent Behaviour Expectations Policy

We aim to treat our pupils, parents and visitors courteously at all times and expect our pupils, parents and visitors to treat our staff in a similarly respectful manner. We take very seriously any threatening, abusive or violent behaviour directed towards any of our staff. Any form of discrimination, derogatory comments or offensive language will not be tolerated.

If a visitor or parent's behaviour is abusive or otherwise unacceptable he or she will be warned to stop their behaviour. We have a duty of care to our staff and pupils and if the poor behaviour persists we may exercise our right to have parents or visitors removed from the premises.

A parent who fails to treat our staff or property with respect may be forbidden from access to the premises or, in certain circumstances under the terms of the Parent Contract (clause 8.13), will be required to remove his or her child from the School. The School will act with procedural fairness in all such cases, and shall have regard to the interests of the pupil and parents as well as those of the School.

Weekends

Pupils are not able to access their lockers at weekends.