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KING EDWARD VI SCHOOL

SOUTHAMPTON

Sixth Form 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 Sixth Form life. It is also intended to be a brief guide to some of the events which happen throughout the school year. Although it is aimed at the parents of those who have come to King Edward's from other schools, it may prove valuable for those of you who have already had some experience of being a KES parent.

The School is happy to answer any questions you may have and your first route is through the School Office; no issue 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.

The normal sequence of pastoral enquiries regarding students in the Sixth Form should be in the following order:

- Group Tutor
- Head of Year (gph@kes.hants.sch.uk or hems@kes.hants.sch.uk)
- Director of Sixth Form (ndc@kes.hants.sch.uk)
- Assistant Head (Pastoral)
- Senior Deputy Head
- Head

Issues or questions arising from the students' choice of university and/or career should go to the Group Tutor in the first instance, and then on to Mrs Millar, Deputy Director of VI Form (HE and Careers).

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 I am always happy to be contacted on any matter concerning the Sixth Form, and the Head is of course also happy to speak to any parent, on any subject, at any time.

Mr N D Culver
Director of Sixth Form

PASTORAL SYSTEM

TUTOR SYSTEM

In the Sixth Form, Lower and Upper Sixth students 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 in each tutor group, allowing tutors to focus on a small number of students and their university applications or career plans.

Allocations to pastoral groups are made by senior pastoral staff. In exceptional circumstances requests for particular placements can be considered, parents should ensure the School is aware of any such considerations as early as possible.

SIXTH FORM PRIVILEGES AND RESPONSIBILITIES

Members of the Sixth Form have access to the Concourse for relaxation during free periods, lunch times, breaks, before and after school. They may use the Sixth Form Study Centre, O.E. Library, Gould Library, Careers Area, IT facilities or any available study areas to work during their private study periods.

Lower Sixth

For the first term, Lower Sixth Formers are expected to remain on site during the school day, other than at lunchtime or if they do not have a timetabled lesson at the end of the day. From the Spring Term onwards, members of the Lower Sixth may leave the site during free time during the school day.

Members of the Lower Sixth are encouraged to act as stewards for School functions, such as Open Evening and Parents' Evenings. They will also be asked to assist with duties in School. Providing such support helps Sixth Formers develop leadership, organisation and communication skills, as well as assisting in the smooth running of the School.

In the Spring term of the Lower Sixth year, students will be asked to apply for Senior positions, such as Head of School, Head of House, Head of Charities, Head of Partnerships, Chief Librarian, Prepositor, or Lower School Prefect.

Upper Sixth

From the second half of the Autumn term, Upper Sixth Formers, who have free periods before break, may with the agreement of their tutor, arrive in time for their first lesson of the morning. In this instance they must register in the Main Office as soon as they arrive. We do, however, require the Upper Sixth Formers to attend Friday group base sessions, to ensure that there is a

regular point of contact with tutors. Fire safety requires knowledge about who is in School at all times and the School naturally has a duty of care for its students in this respect. It is for this reason that we require Upper Sixth students to sign in with the Main Office, and all students to use their ID cards on exiting the School gates during the school day. In the event that an ID card is lost a new one must be purchased as soon as possible from the Main Office. Students will need to sign out at the Main Office if they do not have their ID card and wish to leave during the School day, or if they are leaving the site and not returning until the next School day.

THE SCHOOL YEAR

The significant diary dates for each term are advertised in the Bulletin, which is sent to parents and guardians electronically, but the following will give a sense of some of the events that occur during the year.

AUTUMN TERM

First Day of Term

There is a staggered intake during the day, year by year. New Sixth Formers will initially meet their tutors. It is worth noting that students do not have any lessons on the first day.

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.

Lower Sixth Welcome Evening

This is held in the first half of the Term and is a chance for Lower Sixth Parents to meet with their child's tutor (subject staff will not be available during this evening). Presentations also take place regarding aspects of Sixth Form life.

Open Evening

School finishes early (approximately 2.45 p.m.). The School is open in the evening for prospective pupils and parents. Students 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.

Reports

Written progress reports for Lower and Upper Sixth are issued in the Autumn Term (See section on School Reports for further information).

SPRING TERM

Parents' Evenings

The Upper Sixth Parents' Evenings takes place during this Term. (See General Section for further Parents' Evening information)

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, students 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

Parents' Evenings

The Lower Sixth Parents' Evening takes place during this Term. (See General Section for further Parents' Evening information)

Leavers' Day

This is the last day for the Upper Sixth and is normally held towards the end of 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.

Leavers' Dinner

This is held on an evening towards the end of term. All Upper Sixth students and their parents are invited to attend this formal evening, which is held in the Main Hall at School.

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/evening 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. Sixth Formers may also be asked to volunteer to support activities for pupils lower down the School.

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.

Absence/Appointments

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

If a Sixth Former 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. Contact with the Main Office on each day that the student 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 student 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 a Sixth Former is late to School

Again, to enable us to be sure of the whereabouts and safety of our students, we would appreciate a telephone call or email to let us know that the Sixth Former will be late. When they arrive at School it is important that they report to the Main Office so that they can be recorded as present.

If a Sixth Former needs to request a planned absence

It is expected that family holidays will be taken in the School holidays but there may, be occasions when there is a need to request time out of School. The intense nature of Sixth Form study means that this does present problems for the student and his/her teachers, so an early written request, addressed to the Head of Year, would be much appreciated.

If the Sixth Former has a dental/medical/or other appointment

Ideally these should be arranged outside School hours. If this is impossible, the tutor should be informed, in writing or through the parent portal, in advance of the appointment. The School asks Sixth Formers to avoid using up study time with non-urgent appointments (eg for driving lessons).

If the Sixth Former is ill or needs first aid assistance at school

If your son or daughter 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 Main Office) and ask for the Nurse.

After School

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 students are aware of which member of staff is on duty. If a student is on site after 6.00 p.m. the School may choose to hire a taxi to transport the student 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 student has a problem before Group Period then a senior member of staff can be contacted via the Main Office. The Concourse, Study Centre and Library are open to students from 8 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

Academic, cultural, sporting, charitable, thought-provoking, challenging... the list of what goes on at lunch time, after school and in the holidays is wide and varied. From sports teams and charitable projects abroad, to the Duke of Edinburgh Award scheme and Historical Society, Sixth Formers are encouraged to join – and in many cases run – clubs and societies. The

following are some of the many opportunities which are exclusive to Sixth Formers:

- Residential field courses for Sixth Formers studying Biology and Geography, foreign language exchanges for those studying languages, History trips in Europe, Art trips in New York, regular trips to the West End of London for Theatre Studies and equivalent events from time to time in other subject areas.
- The Summer Camp team organises a holiday for children who are young carers, nominated by the City of Southampton, and also organise many events to raise money. A separate team take some local primary school pupils to our Rural Studies Centre on Dartmoor.
- The School works with the Goedgedacht youth support project in South Africa, fundraising all year and visiting the project for a fortnight in August.
- Sports Tours run regularly and have seen the teams playing across the Globe. These trips obviously run alongside regular senior squad fixtures in all major and some minor sports.
- Many Sixth Formers choose to challenge themselves with the Duke of Edinburgh Award Scheme, up to Gold level, with expeditions taking place on Dartmoor, in the Lake District, the Elan Valley and further afield.
- Young Enterprise enables students to run a company and gain business experience in this National Competition.
- International expeditions run each year. In recent years expeditions have been run in Honduras, Norway, Indonesia, Malaysia, Galapagos Islands, Alaska, Mexico, Thailand/Cambodia and The Himalayas.

Sixth Formers lead from the front with whole school groups such as Green Team, the Charities Commission, the Partnership Schools programme and a host of academic societies, where they either invite, or are themselves, guest speakers on a range of topics outside of the A level syllabuses.

Participation and leadership in the House Events means that there is a host of opportunities for all types of competition or support in a range of sports and activities, be it House Hockey, House Choir or House Ready Steady Cook.

Details of all of these and many more activities can be found on the School website.

Committee

There is a Sixth Form Committee which deals with social and school matters relating to the Sixth Form. Membership includes the Director of Sixth Form, the Head of Year, representatives of the Sixth Form tutor groups and other members of staff by invitation. It is open to any member of the Sixth Form or

any members of staff to attend as an observer. Sixth Formers are encouraged to chair these meetings.

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.

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.

Dignissima

A dignissima may be awarded by the Head to a Sixth Form student 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.

Driving

The School is keen to encourage safe driving and responsible parking, and all Sixth Form car drivers are asked to register any cars they intend to drive to School. A registration form is available from the Sixth Form Office and must be signed by a parent.

Sadly we have had a number of casualties and even a fatality over the last few years. The following guidelines are in place to help minimise the risk of future incidents:

1. We strongly recommend to parents that they make clear to their son or daughter whether they are permitted to carry passengers, and if so to ensure that the parents of any passengers are aware and happy with this.
2. Following advice from road safety experts, the School strongly recommends that students do not carry more than two passengers in their car.
3. There is no parking on site and we have agreed with our neighbours that on-road parking should be confined to Wilton Road wherever possible, and that parking is not allowed on Kellett Road.
4. If a Sixth Former wishes to use their car to travel within the School day, such as to Games, then permission must be granted by the member of staff organising the activity, and if granted, written parental approval will also be needed. If a Sixth Former needs to use their car within the School day for non-School business then they should seek approval in advance from the Head of Year.

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.

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.
- Parents / guardians should only phone students' mobiles at break (10.55 - 11.10am), lunchtime (1.05 - 2.00pm) or after 4.00pm. 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

Games

All Sixth Formers participate in the Games session every Wednesday afternoon. Those in teams are able to play fixtures and train in squads, and there is also a wide range of other sports on offer – including aerobics, golf, climbing, squash, fencing and sailing.

GAP Year

In recent years well over 40% of our students have taken the GAP year option. Mr Hyder is the School's GAP Year Co-ordinator; he can help the students to ensure that this opportunity is a well-planned and rewarding experience.

Higher Education

There is a full programme to prepare Sixth Formers for application to Higher Education degree courses at universities and colleges. The Lower Sixth receive a series of general information sessions on the application process, with the opportunity to attend dedicated sessions on topics such as Oxbridge and foreign universities. Dedicated tutor time is made available in the Autumn and Spring terms for students to discuss Higher Education with their tutors, and timetabled time for supported research and application preparation is made available in the Spring and Summer Terms.

Parents are invited to an introductory talk on the Higher Education application process in the Spring Term of the Lower Sixth year.

There are organised visits to some university open days each year and parents are welcome to join us on these.

The School website contains a great deal of information and relevant power point presentations on the Higher Education process.

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 (one male and one female Sixth Form pupil appointed by the Head). 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 student is issued with an ID card, which displays:

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

The card must be carried at all times.

It has a barcode enabling students to borrow books from the Learning Resource Centre and to register attendance at meals and it contains a chip which gives students 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 student uses a KETA bus.

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

The cards are colour-coded to indicate whether the student has School meals or has sandwiches. Students who lose 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 students' 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

Sixth Formers have their own email accounts and are expected to check these regularly.

Internet Safety

Internet safety is addressed on several occasions during a pupil's time at the School. 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.

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 students.

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 students in the School are provided with a locker with a combination lock. Lockers are shared between two or three students, depending on the location of the locker. The School lockers are designed to enable students to store books and a small PE kit bag. Students 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. Students are expected to keep their lockers tidy. It is a condition of having a locker that students 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 student is experiencing problems with their lock they should speak to Mrs Canty 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 Medical Room is situated in the north corridor. There is a qualified Nurse on duty, 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 students are supported in school. They are available to talk to students 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 students should visit the Medical Room at break, lunchtime or between lessons, unless the need is urgent.

If a student 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

son or daughter to return home. Students should not instigate these arrangements beforehand.

If a student feels unwell before coming to school and is likely to be ill during the day, they should stay at home. If a parent wishes to discuss any health issues that will affect their son/daughter whilst they are a member of the School, then they should contact the nurses.

You will have been required to fill out a Medical Declaration form on your son or daughter'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

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. Pupils in 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 next 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 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" my.kes.hants.sch.uk is part of the School website which gives you information that is specific to your son or daughter. 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 information that is relevant to you as parents. As with all websites, there will continue to be upgrades and changes.

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 Lower Sixth Welcome 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. They give parents an opportunity to meet both academic and pastoral staff. 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 son or daughter'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 Sixth Form are invited to join their parents at the Parents' Evenings.

Parents' Guide

Parents of new Sixth Form students are sent a link to Sixth Form 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 slightly different version of the guide for parents of pupils below the Sixth Form. 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 students 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).

Private Study Periods

All Sixth Formers are allocated some private study periods during the timetabled week. These allow students to work independently and enable them to experience some element of preparation for university life where study is largely unsupervised. The Study Centre adjoining the Sixth Form Concourse has ample work space and is connected to the School network and has a printer. Some reference works and academic magazines are kept there to encourage wider reading.

Prizes

There are many prizes and awards exclusive to the Sixth Form. Lower Sixth Academic prizes are awarded at the end of the Lower Sixth year. There are also a number of prizes for Outstanding Contributions to School Life awarded at the end of the Upper Sixth year as well as other endowed prizes for Leadership, academic achievement, and for integrity.

Reports

Parents of students in the Lower and Upper Sixth receive reports in the Autumn Term and Spring Term.

In the 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. 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

Sixth Formers may take an early lunch from 12.30 p.m. if period 4 is a study period.

Parents may opt for their sons and daughters to have lunchtime meals provided, payable termly in advance. Alternatively, students 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 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.

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 students.

Students 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. Students 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 students. 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 Sixth Form students 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. Exit is allowed throughout the whole day through both the Wilton Road and Kellett Road turnstiles.

Sex and Relationship Education

The formal teaching of Sex and Relationship education takes place in the Lower and Upper School. 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. Students 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 Clothing

Sports clothing 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.

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 (https://twitter.com/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 students 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 Lower Sixth have a dedicated age-appropriate talk, which takes place during the School day. We also provide an evening presentation for parents.

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

Teaching sets and forms

Allocations to teaching sets 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

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
Head 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 web site

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
13.00	-	14.10	Lunch
14.10	-	15.00	Period 5
15.05	-	15.55	Period 6

Uniform

Sixth Form students are not expected to wear school uniform but their dress and appearance should be in a style that would be appropriate for a formal business environment, as well as in keeping with a school environment. All students will be expected to attend the first day in a suit and wear this for all formal School occasions e.g. Prize Giving. Details of the Sixth Form Uniform Policy can be found under the information tab on the website and on the iKES app.

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

Students are not able to access their lockers at weekends.