



**KING EDWARD VI  
CAMP HILL  
SCHOOL FOR GIRLS**

**Year 12  
Sixth Form  
Induction Handbook**

**2021-2023 cohort**

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## Welcome to King Edward VI Camp Hill Girls' Sixth Form

*Dear Students,*

*This is an exciting time in your education and we are so pleased that you have chosen Camp Hill Girls' Sixth Form for the next stage of that journey. I firmly believe that our students are outstanding – not just academically, but also in terms of the way in which our Sixth Form Community comes together as a cohort to support and inspire others.*

*In your time in the Sixth Form I hope that you immerse yourself in the rich curriculum that we offer here; expect to be challenged academically but also be inspired by your teachers and peers. It is the breadth of subjects that we offer, alongside the plethora of extra-curricular opportunities that makes our Sixth Form experience so highly regarded. I'd therefore encourage you to get involved in as much as you can!*

*The transition in to Sixth Form is also about learning how to be more independent, and learning those valuable life skills that will take you on to a fulfilling and rewarding future. Your Form Tutors, alongside the Sixth Form Support Team, are on hand to help support you along the way. We hope that this booklet will provide many of the answers to questions you might have in the first few weeks of term, however, if there is anything we can do to support your move in to the Sixth Form then don't hesitate to ask.*

*I wish you all the very best for the next two years, as a member of our Sixth Form!*

Mrs Parker-Hall  
(Head of Year 12)

## What to do on results day - 12<sup>th</sup> August 2021

### Students planning on joining us from other schools

Your place with us is dependent on your results which we hope will be what you are anticipating in this unusual year. On results day, please check your results against your offer letter and follow the instructions below. Note that due to the number of students involved this must be done **no later than 12 midday on Thursday 12<sup>th</sup> August** and we reserve the right to withdraw your place if you have not contacted us.

We hope that you will still wish to join us and ask that you e-mail a clear photograph or scanned copy (as issued by the school) of your results to [gcserevents@kechg.org.uk](mailto:gcserevents@kechg.org.uk). Please include your name and the words "GCSE results" in the subject line.

If you have met the required grades & wish to join us for the subjects on your offer letter, then your place is confirmed and there is nothing else you need to do. We look forward to seeing you on 6th September.

If you have met the required grades & wish to join us for subjects which are not on your offer letter, then let us know the subject you no longer wish to study and what you would like to replace it with and we will see what we can do.

If you have met the English & Mathematics requirements & would like to join us, but would need to change a subject or subjects, please indicate what other subjects (in decreasing priority) you would like to study and we will see what we can do to accommodate your request.

If, however, you have decided not to join us, please email us with your decision to [gcserevents@kechg.org.uk](mailto:gcserevents@kechg.org.uk), letting us know why/where you intend to study. Put your name and the words "declined place" in the subject line of the email

Please bring your original results documentation to the main school office at the start of term so that they can be checked.

### Students who were with us in Year 11

Your results will be available for collection in the hall from 8.30 a.m. – 9.30 a.m. on Thursday 12<sup>th</sup> August. Please follow any signage on the day in relation to movement around the school site.

If you have met the required grades for the subjects you have asked to study there is nothing else you need to do; we look forward to seeing you on 6th September.

If you have **not** met the required grades for the subjects you have asked to study please speak to a member of the Senior Leadership Team on results day to discuss possible alternative choices.

If you wish to change the subjects you have asked to study, then please email Dr Rose, letting her know which subject you no longer wish to study and what you would like to replace it with and she will see what she can do.

If, however, you have decided not to stay with us for the Sixth Form (even if you think we may already know!), please ask your parents to email the school ([head@kechg.org.uk](mailto:head@kechg.org.uk)) letting us know that you are not returning and where you will be continuing your education.

## Start of term: The first few days in school in September

The first day back at school is often an exciting, but nervous time, for both students and parents. We try to ease Year 12 into the Sixth Form community during the first week, so some of the routines are not in time with the rest of the school. As yet, we do not know the exact details of what the first few weeks will look like, however an information bulletin will come out to all students over the summer period that explains the finalised programme, once this has been confirmed.

We are fully aware of some of the added challenges that this year's events have brought to students and their families. We will do our absolute best to ensure that students are supported in a positive way, as they make that transition to the Sixth Form.

### Thursday 2<sup>nd</sup> and Friday 3<sup>rd</sup> September:

These are Teacher Training Days and the school is not open to Students.

### Monday 6<sup>th</sup> September:

The details for your first day back at school will be emailed to you over the summer holidays due to LFD testing at the start of term.

## The timings of the normal school day

The school operates a two-week timetable (Week A and Week B). You will receive your timetable on the first day in school, along with your Sixth Form Planner.

The normal school day pattern is as follows:

8.45am – 9.15am	Registration with your Form Tutor – Pastoral Support (Some days you will have assemblies during this time)
9.15am – 10.15am	Lesson 1
10.15am – 10.35am	Recess / break
10.35am – 11.35am	Lesson 2
11.35am – 12.35pm	Lesson 3
12.35pm – 1.35pm	Lunchtime
1.35pm – 2.35pm	Lesson 4
2.35pm – 3.35pm	Lesson 5

## Form tutor and form room allocations

Each Form/Tutor group will have around 22-25 students in it. Some groups have more than one member of staff linked to it, depending on whether staff are full/part-time. If staff are part-time, rest assured that they often have overlap days, and update each other frequently.

<u>Form</u>	<u>Houses present</u>	<u>Form Tutor(s)</u>	<u>Form Room</u>
12 - C	Cartland	Mrs. R. Nicholson	Lab 10
12 - CL	Cartland/Lichfield	Mr. N. Frost	Econ
12 - L	Lichfield	Mr. T. Boylan/Dr. A Newman	CSG
12 - M	Meriden	Ms. L. Wade	G2
12 - MP	Meriden / Priory	Ms. A. Bennett/Ms. L. Sheppard	G1
12 - P	Priory	Mr. J. Clements	Lab 11
12 - S	Stratford	Ms. B. O'Grady	15
12 - SW	Stratford / Warwick	Ms. T. Woodward/Ms H. Bayliss	G3
12 - W	Warwick	Ms. S. Morris	Psych

If your form room is Lab 9-11 or Room 15, they are all situated in main school. The G-rooms (G1, G2, G3) are all upstairs in the Sixth Form block, off the girls' common room. The economics and psychology rooms are both downstairs in the Sixth Form block. You will be given a map of the school on your first day, as well as in your planner to help you find your way around!

You should ensure you go to your Form Room, and wait outside the room, at 8:50am each day. Students are not allowed in laboratories until a member of staff is present. Remember that it can take 5 minutes to get from the UCR (Upper Common Room) over to main school at busy periods, so it is your responsibility to ensure you are punctual and allow time for movement around the site.

## Equipping yourself for Sixth Form study

In the Sixth Form you are expected to provide your own stationary for study. This includes folders, pens, pencils, highlighters, glue, scissors, a calculator and A4 lined paper. Post-it notes can also be useful. Some materials will be provided in subject areas, however it is rare for departments to provide exercise books at A-level. If there is any specialist equipment for subjects, your teachers will let you know about these in your first few lessons.

Study tip: Try to keep notes and work organised from day 1. Having a 'day-to-day' folder to carry your work around in is useful. You can then archive/file your work in separate subject folders at the end of a week/fortnight once you've read over them and made additional notes as a follow on from the lesson. Keep these at home though, so that they are safe. A supply of dividers/poly-pockets to separate different subjects'/teachers' work can also prove useful.

Textbooks will be provided for you in most subject areas, although additional revision guides, study resources and books might prove useful as the year progresses. Subject staff will be able to recommend what they consider most beneficial in this regard. Some departments utilise e-textbooks that you will also receive the login details for when you join in September.



## Homework and independent study

In addition to A-Level lessons, students are expected to undertake independent study to help consolidate and broaden their knowledge and understanding of their subjects. You should speak to your parents about this. Ideally, you require a quiet place to work with no distractions and may need guidance with planning some of your time. This change towards a more independent study regime is one that some students can struggle with when settling in to Sixth Form, however, guidance and support is given through the Pastoral system, as well as in subjects.

All students are issued with a planner. When homework is set, you should enter the details, deadline date and time taken. Teachers will often give guidance on how long a piece of work should take, so if you feel that you are spending an excessive length of time on things, speak to your subject teacher for advice.

If we have concerns about students not doing homework, or homework is of a poor quality, the subject teacher, Subject Leader or, in more serious cases, Mrs Parker-Hall will contact the students and parents to inform them of this. In contacting parents, we want to alert them to our concerns and find ways of supporting you. This ranges from subject support sessions, Sixth Form help, Learning Mentor or Homework Report.

## Sixth Form student agreement

Throughout your time in the Sixth Form we expect all students to follow this code of conduct.

### School visits in the UK

The success of field visits is dependent on good relationships and strict observance of the school's code of conduct. This is to ensure that all participants have both a safe and enjoyable time. When paying for school visits (done through the online ParentPay system), we require Parents/Guardians to confirm acceptance of this code of conduct. Students will not be allowed to participate in visits without this acceptance.

### The Sixth Form Student Agreement

The Sixth Form at King Edward VI Camp Hill School for Girls is proud of its academic reputation and achievements, its involvement in the wider community and its strong pastoral system.

You have chosen to study to follow a Sixth Form course at King Edward VI Camp Hill School for Girls on the understanding that this involves:

- A full commitment to the study of 4 subjects through to completion of all internal / external examinations at the end of Year 12;
- A further commitment in Year 13 to continue the study of at least 3 A-Level subjects, in addition to an Enrichment option that may include EPQ or games;
- Being punctual at all times and to have attendance above 95%, including morning registration, to be reviewed half-termly.
- The completion and submission of all work set by teaching staff, done to the very best of your ability;
- An understanding that success at A-Level requires independent study to supplement lessons and set work;
- A positive and disciplined attitude both inside and outside of the classroom;
- A responsibility to promote the positive image of the school through all behaviour, including online;
- Compliance with the school's dress code;
- At all times being an ambassador of the school and positive role model to the rest of our school community.

**By signing, you confirm that you have read and understood this agreement. Failure to comply with this contract will lead to a discussion about continuing to study in the Sixth Form.**

Student signature:	Parental signature:

**You will be given a copy of the above document that must be signed and returned to the Sixth Form Office by the end of the first week back in September.**

**It is included here for your future reference.**

## Sixth Form dress code

We fully expect students to adhere to the Sixth Form dress code. Students found not to be following this may be sent home to change, or alternatives sought from the school. The dress code is one suitable for a working environment, avoiding items which are too casual.

Through our dress code we aim to:

- Encourage pride in the school
- Support teaching and learning
- Encourage a sense of equality and cohesion
- Support sixth form students to act as leaders and role models for the rest of the School

Students must wear:

- A plain **grey suit** which must be purchased from our uniform suppliers comprising a jacket and the matching trousers or skirt of the same colour and material as the jacket.
- Any plain colour shirt, top or blouse. NOTE: **NO** midriff should be on show. This must be smart and not display a large logo. It must have sleeves, short or long. Smart jewellery, scarves and accessories may be worn.
- A School issued House-coloured lanyard and ID badge must also be worn at all times.

**For further details please check the school website.**

<https://www.kechg.org.uk/parents-and-students/essential-info/school-uniform>

**Outdoor clothing must not be worn in school. Suit jackets must be worn at all times in the main school building.**

Students engaged in practical activities (e.g. PE, Drama) may bring suitable clothing to wear for those lessons, but change back into formal clothes/shoes at the end of the lesson. In practical science and art a laboratory coat or similar is required.

**As with last academic year, the school will be subsidising the cost of your Sixth Form uniform by providing you with a voucher which you can use with one of the Uniform Suppliers. This will reduce the cost of your suit by £40.**

## Getting in and around school

When you start school in September you will be given a map of the school site. A copy is also included in the Sixth Form Planner, which you will receive on your first day into school.

### Entrances and exits

The North (by the Gym) and West (by the Studio Dining Room) entrances are available for students and are found off the rear playground. These doors are open for students from 8.00 a.m. each morning. You will have to use your thumb print to open the doors. The front entrance to school (Main Reception) should only be used during the school day to access lessons in the Sports Hall or if you're leaving school for a pre-arranged appointment.

### The biometric door entry / registration / catering systems

In school, entry to the site, payment for food in the canteens, as well as Sixth Form registration during study periods is done using your biometric thumb print. With around 200 new students joining the school each year (around 70 in the Sixth Form and 150 in Year 7), it does take a few days for us to get all students added to the biometric systems. We ask that you are patient with us on this, as it does take time, at what is always a very busy period! You will receive details via your Form Tutor as to when/where this will take place, when you meet them in September. The three systems work independently of each other, so you will require your thumbprint to be registered multiple times.

### Where can I go before school starts?

Many students arrive early (from 8 a.m.) and can choose to remain in the playground areas, the Upper Common Room, Sixth Form dining space or go to the main school Dining Room. The Sixth Form Study rooms (S1 and S2) can also be accessed from 8:00 a.m.

The Dining Room serves breakfast and hot drinks from 8.10 a.m. until 8.40 a.m.

You can also go to the Study rooms from 8.20 a.m., however you should not go to form rooms or try to find teaching staff before 8.45 a.m. By keeping everyone in the above areas our morning supervisors can ensure everyone is safe. At 8.45 a.m. students should go to their form rooms for registration.

### Registration

Students should be in their registration/form room by 8.50 a.m. at the latest. Form Tutors take a register, notices are handed out and on some days assemblies take place. This is a time when students can talk to their Form Tutors, as well as organise Form events and activities. It is vital that students attend registration. Your Form Tutor is someone who you will get to know really well over your two years, and they are able to offer a wealth of experience and advice.

### Transition between lessons

The school operates a 'no bells' policy between lessons, in order to help ease congestion in corridors. It is up to students to keep a close eye on the clock and move to lessons at the appropriate time. There is a one way system operating on stairwells around school, from 8:45 a.m. until 3:35 p.m. Maps of the school indicate the up/down directions and there are signs in the corridors.

### Recess/break

Most Sixth Formers make use of the Common Rooms and Sixth Form centre facilities at recess. In addition, however, students can go to the main school Dining Room or the Studio Dining Room to purchase food and drink, but you must consume it there – you cannot walk around the site with drinks/food. The Library is also open at recess.

Outside the Sixth Form block there is also a grassed area to the rear of the building with benches, as well as at the front of the building. These are communal areas for the boys' and girls' school Sixth Formers.

## Lunchtime

The option to sign out for lunch will be granted to Year 12 students once students have settled into the new term,. Year 12 students cannot leave the site until you receive details from your Head of Year and your parents have given permission for you to do so. The signing out/in procedure for this will then be explained.

If staying on site you can obtain hot and cold lunches from the Dining Room. The Studio Dining Room serves sandwiches, drinks and small snacks. The new Sixth Form Dining/study space also has drinks and sandwiches, etc. available.

In fine weather students can eat lunch outside the Studio; we have seating areas around the site. The Library is open throughout lunchtime and there are also a wide variety of clubs to go to. You will receive a copy of the extra-curricular activities booklet in September.

## End of school

The school day ends at 3:35 p.m. On Monday, Wednesday and Friday, the Library remains open until 4.00 p.m., and on Tuesday and Thursday until 4.30 p.m. There are some extra-curricular activities available, mainly sports fixtures and music ensembles. Students can utilise the Sixth Form centre facilities until 4:30 p.m., as long as there is a member of staff present for the duration.

## The Sixth Form Centre

We pride ourselves on the facilities we have to offer our Sixth Form students. The space is one that we share with Camp Hill Boys' School. This is of course subject to the government's pandemic regulations and will not necessarily be the case if students are still required to be in bubbles.

There are two study rooms (S1 and S2) that are off the main Common Room space. There are computing and printing facilities in these, as well as tables for group and individual working. S1 is for quiet study during lesson times and S2 is a silent study room. We ask that students respect these rules. Toilets can be found off the shared upper common room, as well as the girls' common room. The downstairs floor also houses the Sixth Form dining area and study space.

## Boys' School facilities / having lessons taught at CHB

We are able to join with Camp Hill Boys' School for an increasing number of activities. However, we are two separate schools and do not take the Boys' School hospitality for granted. Students should not be in the Boys' School or on their premises unless it is by specific arrangement (e.g. a lesson, lecture, society gathering, etc.).

You may have some lessons jointly between the Girls' and Boys schools (e.g. DT, languages, music, psychology, politics, etc). If you have lessons at the boys' school then members of your form group will show you where to go for these in the first week, but please ask if you are uncertain.

## The House system

All students and staff are assigned to one of six Houses in school: Cartland, Lichfield, Meriden, Priory, Stratford and Warwick. The House system provides the opportunity for students to get to know other year groups. Each House has its own special connection with the school's history. During the year there are opportunities to join in events to support the Houses, these range from sport, music, charity events and the year ends with House Festival. Many of these events are organised by the Sixth Form, so we look forward to seeing you embrace this part of the school's community...it gets very competitive!

Your Form groups are arranged roughly by House. This is to make it easier to get to know people that are a part of your House group, as well as your Tutor group. Some forms are made up entirely of one House, whilst 3 forms are evenly mixed between two Houses.

You will be given a House Lanyard and badge in September.



*Cartland*



*Lichfield*



*Meriden*



*Priory*



*Stratford*



*Warwick*

## The Student Leadership Team

There are a number of leadership roles that are available to members of the Sixth Form to apply for during their time in the Years 12 and 13. Prefects hold significant responsibility within school and are expected to fulfil their roles to their utmost ability. They are positive ambassadors for the school and are key to the smooth running of a number of school events.

The *Student Leadership Team* is made up of around 30 Sixth Form students, covering a number of key roles:

### **The Head Prefect Team:**

Made up of the Head Prefect and three Deputy Head Prefects, they lead the wider Prefect Team. They coordinate and assist with a number of school events, represent the school at a wider community events, as well as act as a link between the student body and staff. The Head Prefect Team have regular meetings with the Headteacher Mrs Johnson and the Senior Leadership Team to share the views of students.

### **House Captains:**

Responsible for leading/coordinating House events such as House fair, House festival, Sixth Form quizzes and Sports Day. They also lead some of the House meetings that take place fortnightly throughout the year.

**Wellbeing Prefects:** Help to coordinate activities run by the Wellbeing Reps in each Form group, as well as contribute ideas that can promote positive mental and physical wellbeing for staff and students. They will lead assemblies from time to time, as well as be positive and supportive role models to younger pupils. They also take an active role in supporting the CSG Room at lunchtimes for main school students.

**Key Stage Prefects:** Support the Heads of Year in coordinating year group activities, helping with parents' evenings and assisting with induction and support events throughout the year.

**Tech/Media Team Prefects:** Take an active role in supporting events with all things 'tech'! This ranges from lighting/sound, IT and video production, to contributing articles for the newsletter. They also photograph school events.



## Additional student roles in the Sixth Form

In addition to the Prefect Team, there are a wide range of roles available to Sixth Formers, including:

- **Subject Champions:** Year 13 students who support departments directly. They work with the Subject Leader, help organise clubs, run competitions, as well as organise visiting speakers.
- **School Council Representatives:** Equality, Diversity & Inclusion (EDI), Sustainability, Wellbeing, Site & Facilities, Curriculum
- **Subject Mentors/Peer Mentors**
- **Student Digital Learning Leaders**

## Assembly rota

Assemblies take place each morning in school. Year 12 students join the main school assembly on Tuesday mornings and Year 13 on a Friday morning. There is a Sixth Form assembly (both year groups) on Thursday mornings. Assemblies take place in the main school Hall. Sixth Form assemblies are often led by a Sixth Form Tutor Group, Society, members of the Prefect Team, or the Heads of Year.

In addition to main school assemblies, House Meetings take place fortnightly (week A only). For Year 12 these take place on a Friday morning. This is a chance to meet with members of your House. More information on the House system can be found earlier on in this booklet, and will be explained to you by the House Captains in September.

## Attendance, punctuality and absence

Excellent attendance is very important to us. We very much take the view that if you're not in school, you are not accessing the curriculum and support available to you. On average our students have an attendance rate of 97%. We appreciate that everyone does not have good physical/mental health all of the time, and genuine illness, injury or emergencies happen, so there are legitimate reasons for students being out of school.

To inform school of an absence, your parents must contact the school before 9.00 a.m. on every day of absence, either by phone to 0121 444 2150 or email [absence@kechg.org.uk](mailto:absence@kechg.org.uk). If you are sending this via email, then it must come from a parent's email account, not a student account, so that it can be verified. If you phone before 8.15 a.m., please ensure a message is left on the answer phone with your name and form, and the reason for the absence. The Office staff will then update our system. If an absence has not been reported, your parents will receive a text message/email asking them to contact the school. They must respond to this message. When you return to school you must bring an absence note from parents on the first day back. This should be taken to the Main School Office or handed to your Form Tutor. Cases of infectious disease must be notified immediately.

As you are no doubt aware, concern has been expressed by the Government about students taking time out of school for holidays or extended leave in school time and they have stated that parents should not take their children out of school during term time. Mrs Johnson can authorise leave only under exceptional circumstances and an application should be made at least half a term in advance to Mrs Johnson. This must come from your parents directly. If you require a leave of absence for religious observance, please contact Mrs. Johnson prior to the date making the request. In making a decision whether to grant term-time leave, consideration will be given to:

- Reason for requests (must be exceptional)
- The age of the student
- Duration of leave
- The student's attendance record
- Student's ability
- Previous term-time leave

The law on attendance requires the school to determine whether an absence is authorised or unauthorised. Any unauthorised absence has to be recorded on the student's end of year report. If we have any concerns your parents will be contacted by either your Form Tutor or Head of Year.

## Punctuality

If you arrive late to school, between 9:00 a.m. and 9:15 a.m., you must do the following:

- On a non-Assembly morning, make your way to your form room and explain why you are late. Your Form Tutor will issue a late mark in the register.
- On days when Assemblies are taking place, you should report directly to Main School Office and sign in with the office staff. A member of the Office will adjust the register and record the late mark. You should then enter the back of the hall quietly and take a seat discreetly.

If you arrive after 9.15 a.m., you must sign in at the Main School Office and proceed to the lesson that you have at the time. This will be counted as an unauthorised absence until you have provided a letter to explain the reason. If you have a study period, rather than a lesson, you should proceed to the study rooms.

Occasional lateness owing to bad weather conditions or transport problems cannot be avoided but lateness must be the exception.

## Punctuality report:

Punctuality and attendance are key to success at A-Level. We fully expect all students to be punctual to all lessons, including Form Time/registration. The process of monitoring punctuality, with actions/sanctions is as follows:

When found to be late on 2 occasions within a half-term, students will receive a verbal warning via their Form Tutor. The Form Tutor will ask the student to explain reasons for having been late.



If you are late on a 3<sup>rd</sup> occasion, your Head of Year will place you on a Form Tutor Late Report.

This means that you must:

- a. Hand your report to your **Form Tutor** for signing at the **start of AM registration**.

Your Form Tutor will indicate if you are on time or late. If you are late they will say by how long.

- b. Get your Parents to sign it every evening.
- c. Show the Late Report to your P4 teacher to sign if you have a lesson. If you have a study period then, please ask a Head of Year to sign it.

Your Parents will also be informed that you have been placed on Form Tutor Late Report for 2 weeks.



If you complete your Late Report successfully you will be taken off it and it will be recorded as a positive outcome.



If you do not complete the Form Tutor Late Report successfully then you will go on a Head of Year Late Report. In this case, you must get your late report signed by your Form Tutor every morning, your Period 4 teacher if you have a lesson and either Mr Revitt or Mrs Parker-Hall at the end of the school day (3:35 p.m.).



If you are unable to complete the Head of Year Late Report successfully, you will have your Study and lunchtime sign-out privileges removed and your parents will be called in to school to discuss your punctuality issues.

## Severe weather/emergency closure arrangements

We will endeavour to keep the School open whenever practically possible, and will only close when travelling becomes problematic for students and staff, or if there are safety implications to keeping school open.

### *If we have to close before the start of school:*

We will put a notice on the school website ([www.kechg.org.uk](http://www.kechg.org.uk)) as early as possible, and whenever possible by 7.00 a.m. to announce the closure. We will also inform Birmingham City Council who will post a list of closed schools on their website (<https://disruption.birmingham.gov.uk/>). Messages are also sent via Groupcall to Parental email addresses.

### *If we have to close during the school day:*

We will send out a text message to parents to let them know that the school is closing (please ensure the school has up-to-date contact information) and a notice will be put on the website. Students will then be dismissed. We will contact the Green Bus to see if they are able to run an earlier service. This may not be possible in all circumstances, so it is up to you to find an alternative way home.

Please discuss arrangements with your parents so that they are clear about how you should get home in the event of an early school closure.

## The ParentPay online payment system

So that students do not have to bring cash into school, we operate a cashless payment system for meals, school trips, music tuition, etc. This allows you to pay for items securely using any bank card, via the ParentPay website: [www.parentpay.com](http://www.parentpay.com).

Your parents will receive an activation letter containing a user name and password at the start of term. If your parents are paying for school trips and visits, they will be required to confirm acceptance of the school's 'Code of Conduct' for trips at the time of making payment. Unless this is completed, students will not be allowed to attend such activities.

### Paying for lunch and snacks

The school catering facilities operate a cashless system for payment. Within the first week of term your dinner account will have been activated on ParentPay, so that you/your parents can load money into the account. If you have any questions please contact the Main School Office.

Students new to the Sixth Form will have to register their thumbprint for the cashless tills in the first week of term. They can do this at any of the till points in the Sixth Form dining area when they make their first purchase.

### How are students and staff recognised by the system?

All individuals intending to use the system have their finger scanned. This finger scan is converted into a number and stored on the system against that individual. Once the finger scan has been taken it is automatically converted to numeric form. No register of fingerprints is kept and it is impossible to reconstitute a fingerprint from the numeric reference.

### How is money entered into the system?

By ParentPay – the online system at [www.parentpay.com](http://www.parentpay.com). You will receive details of how to access your ParentPay account before the start of term. To make a payment you select the item to pay and follow the instructions on screen to complete your payment. ParentPay holds an electronic record of your payments to view at a later date should you wish.

### How does the system deal with students entitled to Free School Meals?

The system works exactly the same for all students whether they pay or have a free school meal entitlement. The amount allocated for the free school meal, currently £2.40 per day, is entered into the system by the software daily and is only accessible at lunch/break. The system then allows, on a daily basis, the required cash amount for each individual student to be allotted to their current cash balance. Any underspend or missed lunch is identified by the system and is not added to the next day's balance.

You can also add extra cash on to your balance by cheque or by using ParentPay, to enable a greater daily spend on the school lunch than allocated by their free meal allowance. As the allowance can only be spent on a school lunch, extra cash added into the system can also be used for breakfast or break time snacks. All students in receipt of this benefit retain complete anonymity.

## Free School Meals

### Entitlement to Free School Meals

Free school meals are available to pupils in receipt of, or whose parents are in receipt of one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

Please check with Ms Harnett if you think you may be eligible as there are other lesser known criteria for entitlement.

Credit will automatically be added to eligible students' dinner accounts at the current rate of £2.40 per day. Money not spent cannot be carried over to the next day.

If you would like to apply for Free School Meals you can apply online at <https://www.cloudforedu.org.uk/ofsm/birmingham> or Contact the school office on 0121 444 2150

If your application for Free School Meals is successful, the school will also receive extra funding from the Government to use in support of teaching and learning (Post 16 Bursary), so we would encourage you to register if you are eligible.

Eligibility will also entitle you to grants for uniform, travel and school trips.

## Financial assistance and the Post-16 Bursary

The School offers bursaries for students for expenditure on educational items.

You can apply for a bursary if you are eligible for free school meals (or have been eligible within the last 6 years).

If eligible, you can claim for items such as:

- Clothing for school (up to £100)
- Public transport to/from school
- Musical instrumental lessons in school
- Educational trips organised by school
- Book and stationary
- Exam remarks and resits
- University interview costs

Payments are dependent on attendance and behaviour listed in the Bursary Agreement.

**If you wish to apply please speak to Mrs Ashraf in the Main School Office, alternatively an application form is available on the school website.**

<https://www.kechg.org.uk/parents-and-students/essential-info/fsm>

### Other forms of financial assistance

In addition to these funds there are a number of small trusts that allow us to support students in unusual circumstances. A parent who feels that she/he needs to call on a trust fund should approach the Headteacher in confidence. It must be emphasised that these grants are modest and can only be used to assist a small number of students each year.

**For students who live in the ancient parish of Yardley** and receive free school meals, additional sums may be available on application to the Yardley Trust. Please contact the school for details.

## Lockers

There are a limited number of Sixth Form lockers available to students. Keys are the student's responsibility and we will ask you for a security deposit of £10 if you wish to have a locker. This will be returned when you leave in Year 13.

It is important that lockers remain locked during the school day to avoid items falling out, but more importantly to maintain security for personal belongings. At the end of term lockers must be emptied of all contents so that they can be cleaned. Students should not attach the locker number to their keys. If it is lost and handed into lost property, the office staff can identify the number from the key and it can be collected from there. If there are any locker or locker key issues, you should speak to a member of the office staff.

The school does not take responsibility for items of value which are left unattended, although we will make every effort to help a student to recover them.

## Lost property

The school accepts no responsibility for articles lost in the school or elsewhere, but we do make every reasonable effort to help a student find anything they have lost.

The best safeguards against loss are:

1. the marking of all property with the owner's name.
2. ensuring students have all of the right equipment for the day so they do not have to borrow.
3. using their locker to keep possessions in and making sure it is locked.

In the event of loss, it should be reported to the Main School Office. If valuable items are lost, e.g. purse or keys, office staff will return these as soon as they are found if it is clear who they belong to. If items are ever found in the Sixth Form common areas, they are often passed to the HoY office, where they can be claimed.

## Medical and wellbeing issues

### Illness whilst in school

If you feel unwell you must tell the member of staff in charge of the lesson who will send you to the Main School Office. You must report to the Main School Office before going to the Medical Room. If you do not feel well enough to go back to lessons after a short break we will contact parents to arrange collection. Students will be assessed by a First Aid qualified member of staff, or a member of the Senior Staff. We do not have the facilities to supervise sick children in school.

### If you get upset in School

If you feel upset or anxious in school you should speak to a member of the Pastoral team in confidence, or a member of staff that you feel comfortable speaking to, as quickly as possible.

The Student Support Office can be found in the Upper Common Room (UCR). Mr Revitt and Mrs Parker-Hall are usually around, unless they are teaching. Alternatively, Ms Maginnis is the Deputy Head in charge of Pastoral Care.

### Allergies

If you have been diagnosed with a severe allergy e.g. peanuts, which requires immediate antihistamine or in severe cases the use of an epipen, please ensure that a duplicate emergency pack is sent to the Main School Office with the allergic response protocols at the start of term. If students have been prescribed an epipen, they must carry one with them as well as keeping one in the Main School Office.

### Accidents

If a student injures themselves in any way during a lesson, they should report this to the member of staff in charge. If anything occurs before school, recess or lunchtime, students should go to the Main School Office.

### Emergency contacts

Parents must give telephone numbers where they may be contacted. If any of the contact numbers or addresses change, please let us know in writing as soon as possible so that we can amend our records.

If parents are temporarily unavailable, please ensure that they send a letter with alternative contact details to Mr Revitt (Head of Year 13) or Mrs Parker-Hall (Head of Year 12).

## Leaving for medical/other appointments during the day

If you need to leave school during the school day, parents must send a letter or email to your Form Tutor, Head of Year and [absence@kechg.org.uk](mailto:absence@kechg.org.uk) in advance. You must sign out at Main School Office where a pass will be provided to cover the time out of school. If you are due to return to school later in the day, you must sign in at the Main School Office when you return.

If you are leaving to attend a medical appointment, and you do not wish parents to be made aware of this (if you are over 16 years old you have the right for medical treatment to be confidential from parents/guardians), you must speak to your Head of Year, or Deputy Head (Pastoral), in order that we can verify it is a genuine appointment and make sure that you are signed out/back in appropriately. We may request to see proof of your appointment. You would then sign out as above, via the Main School Office.

## Relationships and your wellbeing

If you wish to speak to someone about relationships, aspects of your wellbeing or mental health, you should approach either your Form Tutor, Head of Year or the Deputy Head (Pastoral), who will be able to advise you accordingly.

## Accessing the school's counselling service

We are fortunate to have a School Counsellor in school once per week. Students can self-refer to see the counsellor. To do this, speak to the Deputy Head (Pastoral), or your Head of Year or Form Tutor. Meetings are confidential between the counsellor and the student, and information is only passed on to the Designated Safeguard Lead (DSL) in school if there is a safeguarding concern. Student would be informed of this as part of their meeting. The Designated Safeguarding Lead is Ms. Maginnis.

## Signposting to useful resources

The school's website has a range of useful web links and signposting resources for students and parents to access. This can be found under the Pastoral Care heading at the top of the main webpage. Such resources are also highlighted to students in PSHE/Form Time as part of the Sixth Form Curriculum. Your planner also contains an up-to-date list of useful support services and contacts.

## Contacting staff

### Staff Room

If you need to see a member of staff urgently you should knock on the Upper Staff Room door and ask if the member of staff is available. Unless there is an emergency, you should avoid knocking during recess and between 12.35 and 1.10 p.m.

### Emailing staff

Some staff will accept emails from students if it is urgent, although most favour a face-to-face conversation. If you do email a member of staff, it should be done in a formal manner. Staff are not expected to reply to student emails straight away, and often will take more than 24 hours, as they will be checking emails around their normal timetabled lessons and meeting schedules. Staff are not expected to check their emails after the end of the school day, at weekends or during holidays. We ask that students use 'Schedule Send' to avoid emailing after 5 p.m. and before 8 a.m., or at the weekend.

### Speaking to Mrs Johnson (Head Teacher)

Students are welcome to see Mrs Johnson in her office except when a discussion or meeting is in progress. If you wish to see Mrs Johnson, at a time other than before Assembly or at recess you should ask the Head's PA to make an appointment.

### Main school office

Reception is open for students from 8.15 a.m. until 5.00 p.m. From 10.00 a.m. Mrs Gardner runs the main desk. There is a telephone at Reception for students to use if you need to contact parents.

### Sixth Form student support office

Mr Revitt (Head of Year 13) and Mrs Parker-Hall (Head of Year 12) are around the UCR office at various times in the day, as well before and after school for students to speak to them. The door is 'always open' if students wish to speak in confidence to a member of staff. Their timetables can be found outside the room, so that you can see when they're likely to be free. If it is urgent, please knock, but feel free to ask for an appointment time by email. Please remember that they are full time teachers and have limited numbers of sessions when they are available throughout the day, so please be courteous.

## Other assorted information

### Student notices

Occasionally a student wants to advertise an event or play they are in via the school noticeboards. Permission should be given by a member of staff and in most instances this would be the Form Tutor or the Head of Year. Notices can be given in assemblies at the discretion of the member of staff in charge. There is also a whiteboard in the UCR that students can write on, as well as one in main school adjacent to the Dining Hall.

### Mobile phones

Mobile phones will not be allowed to be used in Main School, in corridors and public areas after 8.45 a.m. If students are seen with a mobile phone it will be confiscated and handed to the Main School Office for collection at the end of the school day. Sixth Form students are allowed to use mobiles in the Sixth Form centre only, but not in the Main School. If a student needs to contact parents as a matter of urgency, permission to use the phone in school must be gained from either their Form Tutor or Head of Year.

### Cover lessons

There will be times when you will have 'cover lessons', due to staff absence. Cover work will be left for you in the room, or passed on via the member of staff covering the lesson. You should remain in your normal classroom (unless told by a member of staff to do otherwise) and complete all work as instructed.

### Form officers

Form Representatives will be elected towards the start of Year 12. They will act as a link between the Head of Year and each Year 12 Form group. Later in the year (Spring term of Year 12), elections take place for the Senior Prefect Team, including House Captains. Form Tutors may decide to nominate additional roles to their Tutor groups throughout the year (e.g. Eco-rep, Form Secretary, School Council Rep, etc.)

### Charity events

Every year we raise thousands of pounds for charity both locally and across the world by getting involved in lots of fun events. In recent years the whole school have collected for St Basil's homeless shelter in Birmingham, Comic Relief, Cecily's fund, St Mary's Hospice and NICE (National Institute for Conductive Education) plus many, many others. We hope that you will get heavily involved in these activities.

### Use of grounds

Cycling is not allowed on the school grounds. If you do cycle to school you must walk your bike down the drive to the bike park area. Students must also not walk across the games pitches at the start and end of the school day; instead you must follow the walkway around the car park area. Nobody should take a shortcut across the staff car park. The front of the school up to the pond and woods is for staff use only. The woods themselves are out of bounds, but there is a path for student access to the Sports Hall.

Sixth Formers can use the grassed area to the rear of the Sixth Form block, but are not permitted to go on to the Boys' pitches and playground areas.

## Useful contacts in school

### Senior Leadership Team:

Mrs. L. Johnson, Headteacher  
Ms K. Stevens, Deputy Headteacher (Curriculum)  
Ms. L. Maginnis, Deputy Headteacher (Pastoral)  
Miss A. Gouldsworthy, Assistant Headteacher  
Dr. J. Rose, Assistant Headteacher  
Mrs J Neal, Assistant Headteacher

### Sixth Form Heads of Year:

Mr. C. Revitt (Head of Year 13) and Mrs. J. Parker-Hall (Head of Year 12), Have oversight of the curriculum and pastoral care for Y12 & Y13 students. Parents/students may wish to speak with any of these members of staff if they feel there are more serious matters (their office is in the UCR). Mr Revitt teaches in Geography and Mrs Parker-Hall teaches in Drama, so if they are not around the Sixth Form Block, you may find them in their respective subject areas.

### Office and Support Staff:

Ms. S. Harnett, Head's PA and Office Manager, will provide information about school routines and calendar events. If you have queries over Free School Meals or Post-16 Bursary she is the best person to speak to. (Main School Office)

Mrs. C. Gardner, Receptionist, takes care of the front reception. She is also the Office first aider. If you need to leave school for any reason, or have a medical query please speak to her in confidence. (Main School Office)

Mrs. A. Ashraf, Finance Officer, is in charge of Finance and will be able to advise you on Uniform/Travel Grants and Post-16 Bursary details. (Main School Office)

Mrs. L.Orr, Inclusion Coordinator, is in charge of student access arrangements and support for students with special educational needs (Pastoral office along Pastoral corridor in main school)

Mrs L. Simmonite, Exams Officer, is in charge of internal and external examinations, as well as university admissions tests.

Mrs K. Hughes, Academic Support Officer, organises trips and visits in school. Also deals with queries on trip payments in addition to the Main School Office.

## Trips & visits

There will be the opportunity to go on trips and visits that will be arranged by all departments in the school. These may include foreign visits. Please note that trips involve a huge amount of planning. In order to avoid any delays or difficulties due to missing paperwork and payment, we would be most grateful if you could ensure that deadlines are met for all trips as stated.

Payment and consent should be made via ParentPay for all trips. When your parents pay for the trip on ParentPay they will be required to tick the box to give consent for you to join the trip. There is also a notes section where you they should include an emergency contact number, and details of any medical conditions of which we should be aware. If you are unable to use ParentPay please contact Mrs Ashraf, our Finance Officer.

All school trips are subject to the school's Code of Conduct.

### Code of conduct for UK school visits

The success of school visits is dependent on good relations and strict observance of the following code of conduct. Parents are asked to emphasise the need to abide by the code to ensure that all participants have an enjoyable time.

Students will be expected to:

- Behave responsibly and show consideration towards all members of the group and to other members of the public whether under direct staff supervision or not. This applied to the journeys as well as the time spent at the destination.
- Show responsibility towards the environment.
- Keep to the meeting times set by staff.
- Respond positively and promptly to any reasonable request by staff.
- Stay with the group unless given specific permission to leave by a member of staff.
- Immediately report problems of any nature to a member of staff especially cases of illness or accident.
- Use seatbelts and behave appropriately on any transport provided.
- Wear clothing appropriate to the weather and activity.
- Students are not permitted to smoke, buy or consume alcohol or drugs.

We will keep you informed of trips and visits that take place at the school via letter or email – please ensure the Main School Office has your up to date email contact to avoid any delays in communication.

## Instrumental tuition

Instrumental Tuition is provided by a team of fourteen specialist instrumental teachers who give weekly individual or paired lessons at a subsidised cost of £90 per term. Lessons operate on a rota basis and some take place before or after school.

Tuition is offered in STRINGS, GUITAR, WOODWIND, BRASS, PERCUSSION and VOICE.

Piano is not offered, although students will get plenty of opportunity in class to develop keyboard skills through their practical work.

We will also in most cases be able to lend students an instrument while they are taking lessons in School. Post-16 Bursary Students do not have to pay for lessons or for A-Level Music.

The school runs an Instrument Purchase Scheme where parents can take advantage of reduced rates for buying instruments. Please contact the Main School Office for further details.

Extra-curricular music thrives at Camp Hill with numerous ensembles meeting each week, many in collaboration with Camp Hill Boys' School. Those receiving subsidised instrumental tuition are automatically placed in an ensemble suiting their ability as follows:

Beginner - Grade 3	STRING ORCHESTRA	TRAINING WIND BAND
Grade 4/5	INTERMEDIATE ORCHESTRA	INTERMEDIATE WIND BAND
Grade 6+	CONCERT ORCHESTRA	CONCERT BAND

There are many other small ensembles rehearsing each week such as Guitar Ensemble, Flute Choir, Clarinet Ensemble, Saxophone Ensemble, Horn ensemble, Brass Ensemble, Lower Strings Ensemble, Double Reed Ensemble, Wind Quintet and String Quartets (Senior and Intermediate) and Show Choir. These ensembles are coached by specialists and achieve high standards of music making.

An online application form for Instrumental Tuition can be found on the Music department's page on the school website:

<https://www.kechg.org.uk/main-school/curriculum/departments/music>

## IT and computing facilities

The school uses email as the principal method of communication with students and parents. It is therefore, vital that you check this on a regular basis – at least once per day. We recommend that you set this up on your phone/tablet for ease of access.

Email should be used formally in school, especially when emailing staff. You should also not expect to receive a reply over weekend, evening or holiday periods. A 'schedule send' option can be used after school hours, so that students and staff are not receiving messages after 5 p.m. and before 8 a.m.

You will receive your login and password when you start in September. You will have a login for the school computer system, and an additional username and password for your school email. The school uses Gmail for all email. You have unlimited storage via Google Drive, as well as access to Google Sheets, Google Docs and Google Classroom.

### If you have any problems with the IT or computing facilities in school:

1. Email [helpdesk@kechg.org.uk](mailto:helpdesk@kechg.org.uk) to lodge a 'ticket'. This will be received by the technicians and hopefully the problem can be dealt with promptly.
2. If you cannot email the technicians, as above, then their office can be found off the staff car park / back of Computer Room 1 (C1).

### If you run out of printer credits:

Contact the Helpdesk email (above) to request more. Give reasons for this.

### If you spot a printer has run out of paper/ink:

Paper can be sourced from the Main School Office. Ask the office staff for a supply.

In the case of toner/ink being low in a printer, lodge a ticket at [helpdesk@kechg.org.uk](mailto:helpdesk@kechg.org.uk). Please state the printer model if you can, and the room location.

## Frequently Asked Questions...

### What if I'm worried about something?

Everyone gets worried at some point. It's important that you speak to someone about it. If it is something to do with your academic studies, speak to your subject teacher, or the relevant Subject Leader as soon as possible. That way we can look at how we can support you.

If you are worried about anything non-academic, including your health, relationships, friendships, the settling in process, etc. then speak to your Form Tutor in the first instance, or speak to your Head of Year. They will be able to listen to you and offer signposting towards support.

### What if I'm worried about someone else?

It's important that people look out for one another. If you are worried about someone else, come and speak in confidence to your Head of Year or member of the Pastoral Team. We would be discrete about anything raised, and will hopefully be able to support that person or yourself as best we can.

### What if I feel I'm getting behind in my subjects?

It's important to speak to your teachers or the Subject Leader as soon as possible. It's very easy at A-Level to feel under pressure, as the shift towards more independent study is a big jump for everyone. The quicker you let us know, though, the quicker we can help support you.

### How do I go about arranging visits to university Open Days?

You are allowed 5 days over the two years in Sixth Form to visit universities and colleges. More details will follow in the year, however you must request permission 7 days in advance, by emailing [head@kechg.org.uk](mailto:head@kechg.org.uk) and [absence@kechg.org.uk](mailto:absence@kechg.org.uk). It is also helpful if your Form Tutor is copied in to this for information.

### How do I request leave for religious observance?

Your Parents should request formal absence permission from the Headteacher. This can be done by emailing [absence@kechg.org.uk](mailto:absence@kechg.org.uk). This should be done at least 7 days in advance. It is also helpful if your Form Tutor is copied in to this for information.

### How do I go about joining or setting-up a club or society?

There is a list of existing clubs and societies in the UCR. Look out for more details, but get involved! Just turn up at any point and join in the fun! If there's nothing that takes your fancy, then speak to your Head of Year about setting up a new club.

### How do I find out about clubs and societies in school?

There is a noticeboard in the UCR that outlines which clubs are taking place when / where. You can also look out for posters around school, as well as notices in assemblies. Note that some clubs also take place at the Boys' School, so just ask if you're unsure.