



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

Educational excellence for our City

**Year 12
Sixth Form
Induction Handbook**

2023-2025 cohort

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 King Edward VI Camp Hill School for Girls' Sixth Form for the next stage of that journey. We 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. During your time in the Sixth Form we hope that you fully 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 extracurricular opportunities, clubs and societies that makes our Sixth Form experience so highly regarded. We would therefore encourage you to get involved in as much as you can!

The transition into Sixth Form is also about learning how to be more independent, and continuing to develop those valuable life skills that will take you on to a fulfilling and rewarding future. This year we will be welcoming around 80 students from schools across the city, in addition to those students that have spent their Key Stage 3 and 4 experience at Camp Hill. Your Form Tutors, our Prefects and the Sixth Form staff, are all 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 please don't hesitate to ask – we want to make the next step in your education as smooth as possible.

In addition to this booklet, the Sixth Form pages of the school's website contains lots of additional information that you might need throughout the year. We recommend that you take some time in the coming weeks to browse through this so that you see what is there.

We wish you all the very best for the next two years as a member of our Sixth Form, and really look forward to welcoming you to the school in September!

With our very best wishes,



Ms V. Ridley

Head of Year 12
v.ridley@kechg.org.uk



Mrs J. Parker-Hall

Head of Year 13
j.parker-hall@kechg.org.uk



Mr C Revitt

Assistant Head (Head of Sixth Form)
c.revitt@kechg.org.uk

What to do on results day – Thursday 24th August 2023

Students who will be joining us from other schools

Your place with us is dependent on your results, 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 24th August 2023** 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 email a clear photograph or scanned copy (as issued by the school) of your results to 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 5th 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, 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 am – 9.30 am on Thursday 24th 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 5th 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 (Ms Stevens, Ms Maginnis, Mrs Neal, Dr Rose, Mrs Tromans, Mr Shaw) 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) 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. 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.

Tuesday 5th September 2023:

This day has been provisionally marked as the start of term for students joining in Years 7, 12 and 13. Full details confirming this, along with timings will be sent out via email and on the school's website later this term.

The timings of the 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.

8.45am – 9.15am	Registration with your Form Tutor – <u>Compulsory for all students</u> (NB 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	Lunch
1.35pm – 2.35pm	Lesson 4
2.35pm – 3.35pm	Lesson 5

Where can I go before school starts?

Many Sixth Form students arrive early (from 8am) and can choose to remain in the playground areas, the Upper Common Rooms, 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 8:00am.

The Main School Dining Room serves breakfast and hot drinks from 8.10am until 8.40am. There is 'tea and toast' provided free to all students who request it – you just need to bring your own travel mug.

You can also go to the Library from 8.20am, however you should not go to form rooms or try to find teaching staff before 8.45am. By keeping everyone in the above areas our morning supervisors can ensure everyone is safe.

At 8.45am students should go to their form rooms for registration.

Transition between lessons:

We operate a 'no bells' policy between lessons, in order to help ease congestion in corridors. You should keep a close eye on the clock and move to lessons at the appropriate time! We ask that students politely walk on the left hand side of corridors.

Recess/break

Most Sixth Formers make use of the Common Rooms and Sixth Form Centre facilities at recess. In addition, you can go to the main school Dining Room or the Studio Dining Room to purchase food and drinks, 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 an area at the front of the building where you can enjoy some fresh air on the benches as well!

Lunchtime

Hot food can be purchased in the main school Dining Hall. The Studio Dining Room serves sandwiches, drinks and small snacks. The Sixth Form Dining space also has drinks, sandwiches and some hot food available.

Going off site at lunchtime

The option to sign out for lunch will be granted to Year 12 students at after October half-term, to allow for everyone to settle into routines. Year 12 students cannot leave the site until you receive details from your Head of Year and your parents have given us permission for you to do so. The signing out/in procedure for this will be explained in readiness for this in October.

End of school

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

Form tutor and form room allocations:

You are placed in a tutor group based on your House group. 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 do frequently update each other.

Form	Tutor	Form room
12C (Cartland)	Mrs O'Grady	Lab 10
12L (Lichfield)	Ms Woodward	CSG
12M (Meriden)	Ms Ryan	Economics Room
12P (Priory)	Mr Clements	Lab 11
12S (Stratford)	Dr Borgognone	Lab 7
12W (Warwick)	Ms Morris	Psychology Room

Labs 9-11 and the CSG room are all situated in main school. The Economics and Psychology rooms are both downstairs in the Sixth Form block.

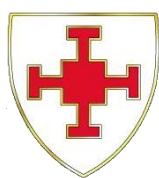
The House system

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



Cartland



Lichfield



Meriden



Priory



Stratford



Warwick

The Student Leadership / Prefect 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 31 sixth form students, covering a number of key roles:

The Head Prefect Team:

Made up of the Head Prefect and four Deputy Head Prefects, they lead the wider Prefect Team. They coordinate and assist with a number of school events, represent the school at wider community events, as well as act as a link between the student body and staff. The Head Prefect Team has regular meetings with Ms. Stevens, Mr Revitt and the SLT 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 lower-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 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 and video events.



Head Prefect:
Charlotte Wood

Deputy Head Prefects:

Arya Kozhippally
Iona Mandal
Ciara O'Dwyer
Lara Rowe

Year Prefects:

Y7: Queen Purugganan
Y8: Maya Desai
Y9: Ryanna Jacob
Y10: Georgia De Ventura
Y11: Rachel Satodia
Y12: Vicandria Greene

Wellbeing Prefects:

Shenelle Abeyagunaratne
Chaturya Boddu
Vanessa George
Leila Rowe
Innaya Sehar
Vee Zehra

House Captains:

Cartland: Ahana Biswas / Rhea Jacob
Lichfield: Bhavana Sathyamurthi / Eesha Walji
Meriden: Deepya Ropra / Ushna Shami
Priory: Meena Manoj / Ashprya Sandhu
Stratford: Sunnie Chen / Ananyasri Guduri
Warwick: Youma Kebe / Neha Narendran

Tech Team Prefects:

Cerys Brown / Maryam Usman / Zosia Webster

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-** there are five school council groups, which Mr Shaw coordinates:
 - Curriculum
 - Equality, diversity and inclusion
 - Facilities
 - Sustainability
 - Well-being

- **Subject Mentors / Peer Mentors** – Students who support pupils in the younger years with their academic work, study skills, or social/interpersonal skills

- **Form Prefects** – Yr 12 students who are linked to the lower school form group from the Autumn term, supporting the Form Tutor. You will find out more about how you go about applying for this in September.

- **Club and Society leads** – Anyone can set up a society or club. Speak to a member of the Sixth Form Team if you would like to do this. You have to find a suitable free venue, as well as a member of staff who is willing to support/supervise the club.

- **Form Reps** – A member of the Year 12 Form who acts as a leader for their form in Year 12. This is often elected by the form itself, and forms a vital link between the HoY and the form group.

The Sixth Form Block

We pride ourselves on the facilities we have to offer our Sixth Form Students.

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. Student WiFi codes are shared each week for Sixth Formers to use around school.

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 old girls' school common room. The downstairs floor also houses the sixth form dining area and study spaces.

The G-Rooms can be found upstairs in the block, adjacent to the old girls' school common room. G1/G2/G3 are used for teaching most days, but can be used for study if they not in use. G2 is used as a prayer room during lunchtimes, so we ask that students respect this space and remain quiet in/around the room.

The biometric systems for door entry, sixth form registration and 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 220 new students joining the school each year (c.70 in the sixth form and 150 in Year 7), it does take a few days to get all students registered. You will receive details from your Form Tutor as to when/where this will take place. We ask that you are patient with us on this.

During study periods you must sign in using the thumb-print registration system. This will be explained to you early on in September.

Equipping yourself for sixth form study

You are expected to provide your own stationary for study in Sixth Form, including folders, pens, pencils, highlighters, glue, scissors, a calculator and A4 lined paper. It is rare for departments to provide exercise books at A-level. If there is any specialist equipment required for subjects, your teachers will let you know about these in your first few lessons.

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 to the lesson. Keep these at home though, so that they are safe.

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. In school this can take place in the various study spaces during your Study Periods. At home, you ideally 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 perhaps the one thing that students struggle with the most when settling in to Sixth Form, however, guidance and support is given through the Pastoral system, as well as in subjects. The biggest regret from students in Year 13, when they look back on their time at Camp Hill is not using their study time effectively in Year 12.

Tips for making most efficient use of your study time:

- Work in study groups on lesson follow-up / notes -> chatting over the content for 10 minutes, then making your notes individually can really help you consolidate the key aspects of the lesson.
- Try to get difficult tasks done first and avoid procrastination as best you can. Most students work best in the mornings. Why not think of your time before school as a 'Breakfast Club' for getting a few tasks ticked off the to do list?!
- Keep hydrated and get some fresh air every so often – even 10min in the sun can really make you feel more alert and focussed.
- Timetable your study periods, so that you give equal balance to all of your subjects – and stick to it!
- Remember to keep a log of any questions / misconceptions, so that you can follow them up with staff or your peers in your next lesson.

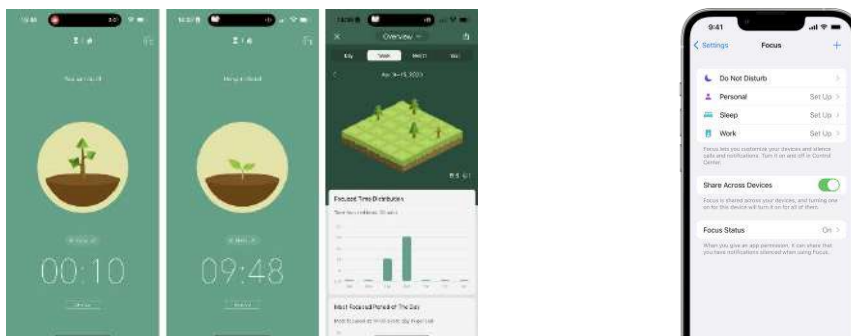
Did you know?...

If you use 10 minutes of every study period just chatting, that equates to roughly 90 minutes a week, 10 ½ hours a half-term, 2.4 days over a year! - a whole working week over Years 12 and 13!

(*based on 9 study periods a week and a 39 week study year)

Tips:

Use sites like <https://pomofocus.io/> or the *Forest* mobile app to help keep yourself focussed, or the built in *Focus settings in I.OS* to turn off mobile notifications, to stop you getting distracted.



A Level Curriculum

Curriculum Rationale

We are extremely proud of the breadth of curriculum we are able to offer in the Sixth Form, which provides our students considerable choice of subject and flexibility in terms of which subjects to continue with in Year 13.

At KEVI Camp Hill School for Girls, all students choose **four subjects** to study from the start of Year 12. Most students will drop down to three subjects in Year 13 when the work is inevitably more challenging. A small number of students continue to study four A Levels into Year 13, but this is dependent on academic outcomes at the end of Year 12. There are a number of reasons that students start four A Levels in Year 12:

- Studying 4 subjects in Year 12 gives students a degree of flexibility – there may be a subject they are doing less well in, or are not enjoying as much as they thought they would. If students only started 3 subjects, it would mean they would *have* to continue with all of them, regardless.
- We are still one of only a few local schools that has managed to retain such a broad and balanced curriculum at KS5. Staff and governors are committed to offering subjects such as Music, Art, Drama and Languages (among others) at A Level, so that students have choice. Without these subjects, we would narrow down our students' future options considerably, making our school a far less exciting and diverse place to study.
- Most importantly, our students are entirely capable of studying four A Levels in Year 12. By doing so it promotes academic rigour and allows them to demonstrate their ability to manage a higher workload, in preparation for future careers/courses. It develops skills in organisation, provides structure and allows students to learn about ideas and content beyond their final three A Level choices. There is often cross-over between subjects, for example: History and Government and Politics, where one subject provides wider context that supports the study of another. It also allows staff to write UCAS references that demonstrate students' commitment and interest in a wide range of subjects.

Joint A level provisions for KECHG/KECHB

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.). The Boys' and Girls' Upper Common Rooms are, however, open to students of the other school before school, at recess and lunch, but not during lesson and study times. The recently built shared Upper Common Room is, however, a shared space and can be used by students of both schools at all times.

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.

Subjects offered 2023-24:

CHG will offer: Drama & Theatre Studies, Latin, Spanish, French & German

An ongoing joint offering is provided in Music and Computing.

Pastoral Care and Inclusion:

The "host" school will receive relevant information in advance regarding individual student needs. Schools will agree the process for behaviour/pastoral concerns as they arise.

Registration:

Students will be registered in the "host" school for each lesson they attend. The "home" school will also have access to student's attendance records.

Quality Assurance and Reporting Processes:

Marking, assessment, tracking and reporting is done by the "host" school. Student progress will be regularly shared with the "home" school (as a minimum this will be three times a year in line with each school's reporting schedule).

For Parents' Evenings, the parents of each student studying in this consortium arrangement will be invited to Parents' Evening meetings at both schools.

Admissions:

It was agreed that the admissions criteria for each school was of a broadly similar level and any student who qualifies for one of our schools would also qualify for the other.

Please note: CHG & CHB reserve the right to adjust entry requirements in light of the national picture for numerical grade outcomes each summer.

Both schools make firm offers on receipt of GCSE examination certificates available on results day. A student's place on a course will be confirmed at the "home" school.

Examinations:

External written examinations will be entered and sat at the "home" school. Exceptions to this might include practical or oral examinations.

Protocol for the predicting of UCAS grades:

'A predicted grade is the grade of qualification an applicant's school or college believes they're likely to achieve in positive circumstances.' (UCAS)

At KECHG, UCAS predicted grades will be shared with students through Unifrog in the summer term of Year 12. In order to arrive at the predicted grade, teachers will consider students' overall performance when making their decisions, therefore it's vital that students apply themselves and work hard throughout Year 12. Predicted grades will be based on:

- Progress made during Year 12
- Attitude to learning during Year 12
- AS outcome or internally set end of year exam outcome
- Teacher professional judgement
- The principles by which UCAS grades should be predicted

Predicted grades should be:

- **Aspirational but achievable** - predictions should be ambitious but not unrealistic or over-inflated
- **Data-driven** - predictions should be informed by all of the student's Year 12 attainment and progress data to-date, as well as previous prediction/outcome correlation
- **Influenced by teachers' professional judgement** - teachers' expertise and experience are integral to informing predictions
- **In the best interests of students** - fulfilment and success at university is the end goal, but we are mindful of the pitfalls of unrealistic and overly-inflated predictions. (See below)*

In line with UCAS guidance, predicted grades must not be:

- Affected by pressure from students or parents/carers*
- Influenced by university or college entry requirements - predicted grades should not be set in isolation of a student's university or college choice/s
- Affected by student behaviour or background - predicted grades must be made objectively and not impacted by unconscious bias, particularly for protected characteristics (including sex, race, religion/belief, disability, sexual orientation).

*Grade Inflation

Pressure from students and/or parents and carers on teachers to inflate UCAS predicted grades above what fits with the above criteria, **WILL NOT BE TOLERATED**. As well as causing unacceptable stress to staff, inflating predicted grades carries significant risks for students' application outcomes:

- A student may receive an offer that they are unlikely to meet, leading to disappointment on results day
- A student might gain admission to a course which they cannot succeed in. Choosing the right course, and right institution, is a very important decision as they will be investing a lot of time, money and effort. Changing courses is not always easy.

- If a university or college has reason to believe that a predicted grade is grossly inaccurate, they retain the right to withdraw any offers.

Our process at KECHG:

Once data on students' attainment in the AS exams or Internal exams has been collated along with teachers' holistic grades on students' performance across Year 12, predicted grades will be decided on and entered onto UniFrog.

Following this, predicted grades will be locked and shared with students.

In September, the Year 13 Progress Evening will be an opportunity for students and their parents/carers to discuss Year 12 outcomes with teachers, and what steps need to be taken in the year ahead to ensure students reach their academic potential. Teachers will not enter into any discussions around changing or raising predictions. Students and their parents/carers must understand and accept that:

- Predicted grades are **non-negotiable**. Undue pressure on teachers to inflate grades will not be tolerated
- **Teachers will not set or mark extra essays or assessments** as on-going 'evidence' of potential towards a predicted grade change

Exceptional Circumstances:

Very occasionally, there may be grounds for predictions to be raised slightly. Such occasions are, thankfully, rare and are defined as 'exceptional circumstances.'

As detailed in our A Level Protocol, 'Exceptional Circumstances' are defined as:

- A student suffering with a serious, debilitating, ongoing health condition which has significantly impacted their ability to attend school and/or complete work. Medical evidence will be required.
- A change in family circumstances or a very close family bereavement which has impacted the student's ability to attend school.

In such difficult circumstances, discussion will take place between the student, parent/carer, the relevant Subject Leader/s and Mr Revitt (Assistant Head i/c of Sixth Form) regarding predicted grades.

Protocol for dropping a subject at the end of Year 12

It is important that there is a clear protocol for the way in which students are able to drop a subject at the end of Year 12. The following protocol must be followed in order to:

- ensure students are able to make informed decisions having covered a sufficient proportion of the Year 12 courses
- reduce uncertainty and manage student expectations about when subjects might be dropped
- minimise unnecessary administration and additional teacher workload.

Spring Term 2 (After February Half Term)

Year 12 students to make the following decisions:

1. Which subject they are **likely** to drop from the beginning of Year 13 (*note: we need to know this information at this point in time for timetabling purposes and to give us an understanding of staffing needs. This is not set in stone, it is only used as a guide - students may still change their minds, and many do. It is also not a confirmed “drop” once this discussion has taken place*).
2. Whether they wish to be entered for an AS examination in **one subject**. (Remember not all subjects are able to offer an AS). This is usually an indication of the subject a student will drop, but in some cases students do change their minds at a later date. Students should discuss taking an AS examination with their subject teacher (*note: students are only advised to take an AS qualification if they are likely to gain a high grade, as any AS grade must be declared on UCAS application forms*). Students will sit school end of year summer examinations in all remaining subjects.

Following Year 12 Examinations (June)

- It is the expectation that all students continue with their fourth subject **until the end of the academic year**. However, if following receipt of the summer examination results, students have not performed as well as they had hoped and wish to drop **one** subject at this point, they must:
 - **Discuss their wish to drop a subject with their subject teacher on receipt of examination result**
 - **Discuss their wish to drop a subject with their parents/carers**
 - **Complete a ‘Request to drop a subject’ form (available from Dr. Rose)**
 - **If agreed then students would stop attending lessons for the chosen subject, and instead use gained time to support study in their remaining three subjects.**
- If a student wishes to continue with four A Levels in Year 13, they must arrange a conversation with their Head of Year, who will discuss the viability of this request by looking at academic outcomes, organisation and attitude to learning across the year. If agreed by their Head of Year, students should complete a **‘Request to continue with 4 A Levels’** form, including parent/carers’ signatures
- Students must not approach members of staff before receiving their summer exam results to discuss dropping a subject (*see exceptional circumstances below*)

- Once a subject has been dropped, students are not able to change their minds and return to that subject if a period of more than one week has passed
- In *exceptional* circumstances, students may need to drop a subject before receiving their Year 12 summer examination results. This may be due to, for example: an ongoing health condition, a change in family circumstances or a bereavement. In this situation students should speak to their Head of Year in the first instance, following which there would be a discussion with the student's parents/carers. Following the gathering of relevant evidence, the Deputy Head (Pastoral) and the Deputy Head (Curriculum) will make a recommendation to the Head about the request to drop a subject, taking into account any pastoral and/or academic concerns.

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

All Sixth Form Students must wear:

- A plain grey suit, which must be purchased from our Uniform Suppliers, comprising a jacket and the matching trousers or skirt between the knee and ankle of the same colour and material as the jacket.
- Any shirt, top or blouse (these can be plain, patterned or striped). This must be smart and not display a large logo or motif. 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.

Sixth Formers may wear earrings. They may also wear a small nose stud (not a hoop). No other visible piercings are permitted.

The following may not be worn:

- Very short or very long skirts, low-cut tops, jumpers which cannot be worn beneath the suit jacket.
- Trainers, canvas shoes, pumps, boots of a suede or snow variety such as UGG boots, or flip flops. Trousers must not be tucked into boots.

Outdoor clothing must not be worn in school (this includes coats and hoodies, hats and scarves).

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.

If you opt for a science A Level a lab coat can be purchased through the science department.

If you choose to study A Level Art an art overall can be borrowed from the Art department.

The uniform policy and dress code have been approved by the Governing body after due consideration of legislative requirements, non-statutory guidance, pupil safety, and religious and cultural practices.

Second hand uniform

The school maintains a small stock of second-hand uniform for students to purchase. You can use the link below to enquire about what is currently available and submit an enquiry.

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

Assembly rota

Assemblies take place each morning in school. Year 12 students join the main school assembly on Friday mornings and Year 13 on a Tuesday 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.

Overview of assemblies that take place in school:

Day	Assembly
Monday	KS4
Tuesday	Whole school (Year 13)
Wednesday	KS3
Thursday	KS5
Friday	Whole school (Year 12)

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. We expect students to have an attendance rate in excess 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 report an absence:

Your parents/carers must contact the school before 8.45am on every day of absence, either by phone to 0121 444 2150 or email 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 8.15am, 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.

Requesting time out of school

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 recently stated that parents should not take their children out of school during term time.

Ms. Stevens can authorise leave only under exceptional circumstances and an application should be made at least half a term in advance. This must come from your parents directly. If you require a leave of absence for religious observance, please contact Ms. Stevens 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. We also report to parents on the total number of absences and late arrivals. 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 9:00am and 9:15am, 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 on the register.
- On days when Assemblies are taking place, you should report directly to Main School Reception 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 9.15am, you must sign in at the Main Office, before proceeding 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 you are late. If you have a study period, rather than a lesson, you should proceed to the study rooms and sign in on the thumb readers in the UCR.

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

Late Detentions

If you are late to school for any reason, in addition to signing in as above, you must report to the Main Hall at recess (10:15am) on that day, where you will be expected to sit for a late detention for 15 minutes. Your name will be checked against the late register for that day.

If you fail to turn up to the break-time late detention you will be placed in an after-school detention with a member of the Senior Leadership Team.

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.

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 School Office.

Students new to the Sixth Form will have to register their thumb-print for the cash-less 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/thumb 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. 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 £2.65 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

Credit will automatically be added to eligible students' dinner accounts at the current rate of £2.65 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

Mrs Ashraf in the Main Office will be able to assist you.

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 (Pupil Premium), 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, an application form with more information can be collected from the Main School Office.

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 deposit of £10, which is returned when you leave 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.

We do not take responsibility for items of value which are left unattended, although we will make every effort 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:

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

Please report any lost items to Reception. 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 they must tell the member of staff in charge of the lesson who will send you to Main School Reception. You must report to reception 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.

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). Ms Ridley, Mrs Parker-Hall and Mr Revitt are usually around, unless they are teaching. Alternatively, Ms Maginnis is the Deputy Head in charge of Pastoral Care, she is located on the pastoral corridor in main school.

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 Reception 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 Reception.

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 in advance. You must sign out at main school Reception 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 Reception 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 reception.

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, the Head of Sixth Form, 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 Ms. Maginnis (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. Students would be informed of this as part of their meeting.

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 pm.

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.

Speaking to Ms Stevens (Head Teacher)

Students are welcome to see Ms Stevens in her Office except when a discussion or meeting is in progress. If you wish to see Ms Stevens, 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 8.15am until 5.00pm. From 10.00am 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

Ms Ridley (Head of Year 12), Mrs Parker-Hall (Head of Year 13) and Mr Revitt (Assistant Head – Head of Sixth Form) are around the UCR office at various times in the day, as well as 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. Our timetables can be found outside our offices, so that you can see when we'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 we are full time teachers and have limited numbers of sessions when we are available throughout the day, so please be courteous.

Other assorted information:

Student notices

Notices can be given in assemblies at the discretion of the member of staff in charge on the day. 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.

Use of personal devices in school (Sixth Form Only)

There is a strict 'no phone/personal device' usage policy in place for main school students (years 7-11) unless there is a specific need for individuals. However, Sixth Form students are permitted to bring in their own laptops/tablets/smartphones to support them during study periods and at lunchtimes. There may also be occasions when teachers give permission for Sixth Form students to use personal devices in lessons, but this is purely at the discretion of individual teachers. School computers will still be available for student use, both in the Sixth Form block, Computer rooms and the Library.

The use of such devices would be at students' own risk and the school takes no responsibility for loss, theft or damage. Devices should be kept securely in lockers when not in use and **not be used around main school** unless in a lesson. Sixth Form students may use their own devices at any time of the day providing they are in the Sixth Form block.

To enable full use of personal devices, Sixth Form students will be emailed a new WiFi code at the start of each week. Under no circumstances must the WiFi code be passed to any student in Main School (years 7-11).

Mobile phones will not be allowed to be used in Main School, in corridors and public areas after 8.45 a.m.

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.

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.

Useful contacts in school

Senior Leadership Team:

Ms K. Stevens, Headteacher, will always meet parents when they wish to talk to her. Please contact Reception to make an appointment. Ms Stevens is also available to meet parents/students at Parents' Evenings and it is not necessary to book an appointment for these evenings.

Ms. L. Maginnis, Deputy Headteacher (Pastoral) has oversight of the school's policy on pastoral care. She liaises with agencies outside school when appropriate or if parents request this. You may wish to make an appointment with Ms. Maginnis in matters that are very confidential. (Office in the main school Pastoral Corridor)

Mrs J Neal, Deputy Headteacher, responsible for the Curriculum, Reporting and Student Progress across the school. (Office in the main school Pastoral Corridor)

Mr C. Revitt, Assistant Headteacher (Head of Sixth Form) – Office located in the Upper Common Room in the Sixth Form Block.

Dr. J. Rose, Assistant Headteacher, deals with Whole School IT, Examinations and Timetabling issues. (Office located at the back of the Library in the main school)

Mr I.Shaw, Assistant Headteacher is responsible for Outreach and Intervention (Office located opposite the Economics Room).

Ms Z. Tromans, Assistant Headteacher is responsible for Teaching and Learning and professional Development. (Office located at the back of the Library in the main school)

Sixth Form Heads of Year:

Ms. Ridley (Head of Year 12), Mrs. J. Parker-Hall (Head of Year 13) and Mr Revitt (Assistant Headteacher – Head of Sixth Form), 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 offices are in the UCR). Ms Ridley teaches Chemistry, Mrs Parker-Hall teaches Drama and Mr Revitt teaches Geography so if they are not around the VI Form Block, you may find them in their respective subject areas.

Office and Support Staff:

Mrs A. Akhtar, Sixth Form Admin Support, is based in the Upper Common Room office with the Heads of Year.

Mrs. A. Ashraf, Head's PA and Office Manager, is based at the Main School Office and can provide information about free school meals and 16-19 Bursary.

Mrs A.Buchanan, PA to the Deputy Heads and Deputy Office Manager, is based at the Main School Office and can provide information about school events. She is also a first aider.

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 Office)

Ms R.Cloves, 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 office. (Office located at the rear of the Library in main school

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 £100 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 girls 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 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.

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 may be 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 5pm and before 8am.

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. 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 ICT or computing facilities in school:

1. Email help@kecamphill.on.spiceworks.com 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 a printer runs 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 help@kecamphill.on.spiceworks.com. 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 and absence@kechg.org.uk. It is also helpful if your Form Tutor is copied into 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. This should be done at least 7 days in advance. It is also helpful if your Form Tutor is copied into this for information.