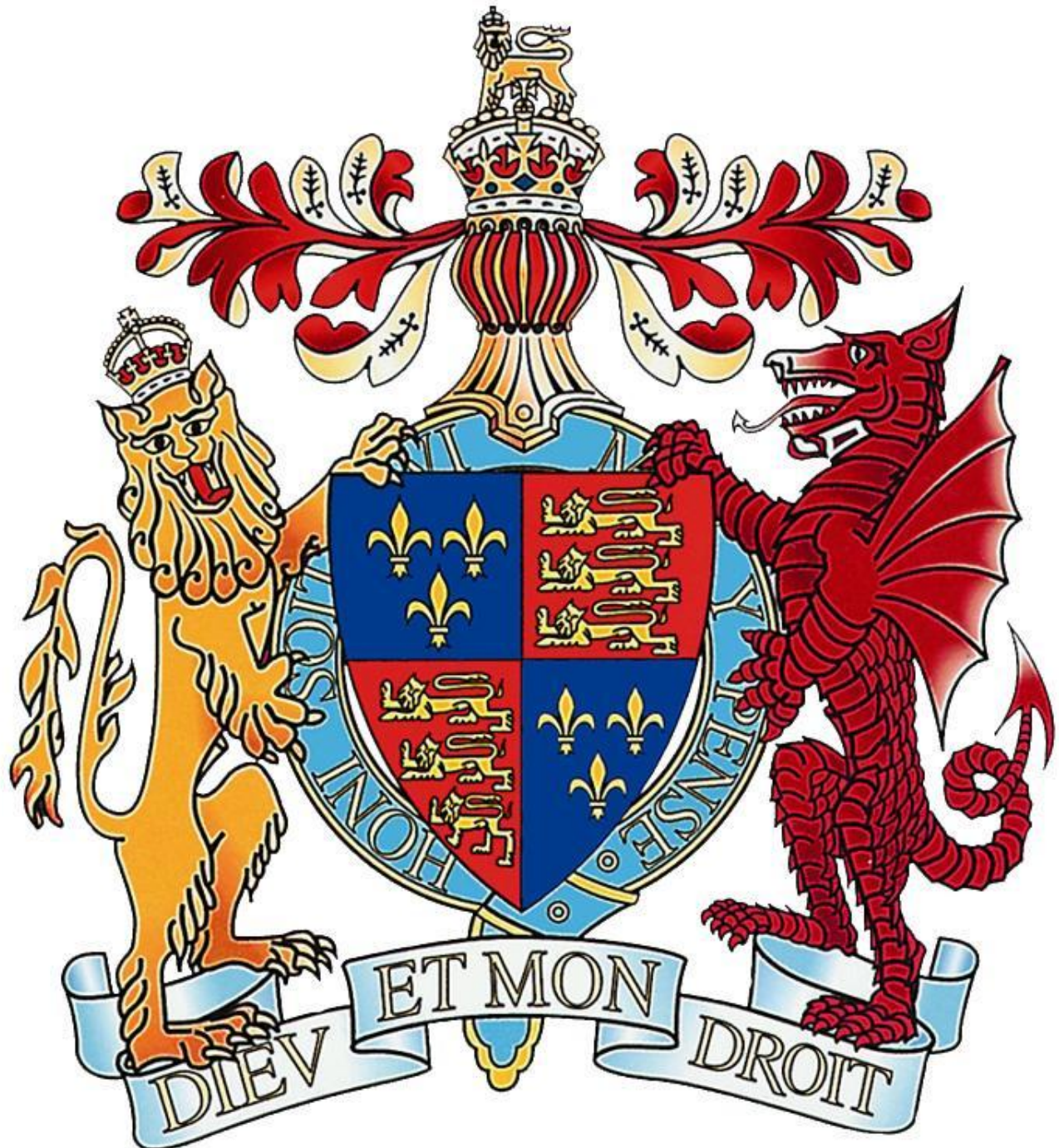


KING EDWARD VI HANDSWORTH SCHOOL



**HANDBOOK FOR PARENTS
2011**

HOW TO HELP SUPPORT YOUR DAUGHTER'S LEARNING

It is our firm belief that education is very much a partnership between home and school and there are many ways in which we would welcome your involvement and support.

Records of Achievement

We aim to help all girls to develop self-confidence and to value all their achievements, both curricular and extra-curricular. Girls in Years 7-11 are given a Record of Achievement diary which serves also as a homework notebook. We ask girls to record any achievements in or out of school of which they are proud and the Form Tutor monitors this. We hold a Merit Assembly frequently when certificates are presented; girls are congratulated for all kinds of achievement and officially thanked for service to the school or the community. Each term girls update their Record of Achievement portfolio, a special file kept in each girl's locker, which contains each girl's chosen certificates and evidence of all round achievement; this file, containing the annual report, is taken home for the summer holidays. We would be pleased if you would join us in celebrating your daughter's talents and aptitudes and suggesting items for inclusion in her file.

Reviews

Our reports are called reviews and in Y7, 9 and 10 there are four in each year and in Y8 and Y11 there are three. Before each of these reviews your daughter's work and progress will be assessed by her subject teacher. These are spread through the five years to give you regular updates on your daughter's progress. Although all of the data produced about your daughter is accessible electronically at any time of the year three of these reviews are sent home as a paper copy. The dates that the reviews have been finalised are on the school calendar. All marked work has comments which guide your daughter on how to improve her work and she also has an assessment folder. We advise you to read these comments in order to help her. There is an annual Parents' Evening where discussions are held and, for some years, an information evening. A full description of our academic reporting and tracking process can be found on the school website.

Curriculum and Academic Monitoring

A Year 7 Parental Handbook will be on the website at the beginning of the Autumn Term in Year 7. This booklet describes the curriculum content of each subject and contains advice about how you can participate in this learning adventure with your daughter. For many of our girls the setting of regular homework is the biggest change from junior school. We find our girls benefit from close supervision at home in the early days. To support your daughter can you please make sure that she has a quiet place to work and that you take an interest in her homework each day. One aspect of learning that can so easily be pushed aside is reading for pleasure. Your daughter's literacy is vital to her development in **all** subjects. In Year 7, she will be invited to participate in several reading activities, which we hope you will support. It is widely accepted that pupils with higher reading ages have better access to the curriculum and achieve more. Please encourage your daughter to read novels and newspapers alone and with you regularly. Discussing a recently read novel or newspaper article with your daughter is a good way to encourage her.

Parents' Peace Fund

This is a school-based charity to which parents are asked to contribute each year. If you could help, please contact the Headmistress. Grants are made to families in need within the school. Parents form the committee which meets termly.

Governors

Three parents are elected as School Governors. In addition on our Governing Body, there are three current parents who are elected Foundation Co-opted Parent Governors, two former parents who are Foundation Governors, and one who is the LA Nominated Governor..

Access to ICT

Access to a computer and the Internet will be useful. We are adding daily to the support material for girls and parents on our website and VLE/Moodle.

We very strongly advise you to locate your computer in your living room, not your daughter's bedroom so that you can control both the amount of access and the sites visited. It is a good idea to keep an eye on any 'chat room' sites to which you allow access. Similarly, we suggest that you firmly control mobile 'phone calls in the evening. Girls have plenty of time to talk in the school day and mobile 'phones and chat rooms are well known mechanisms for malicious gossip and bullying in young people these days.

PASTORAL CARE

Pastoral care

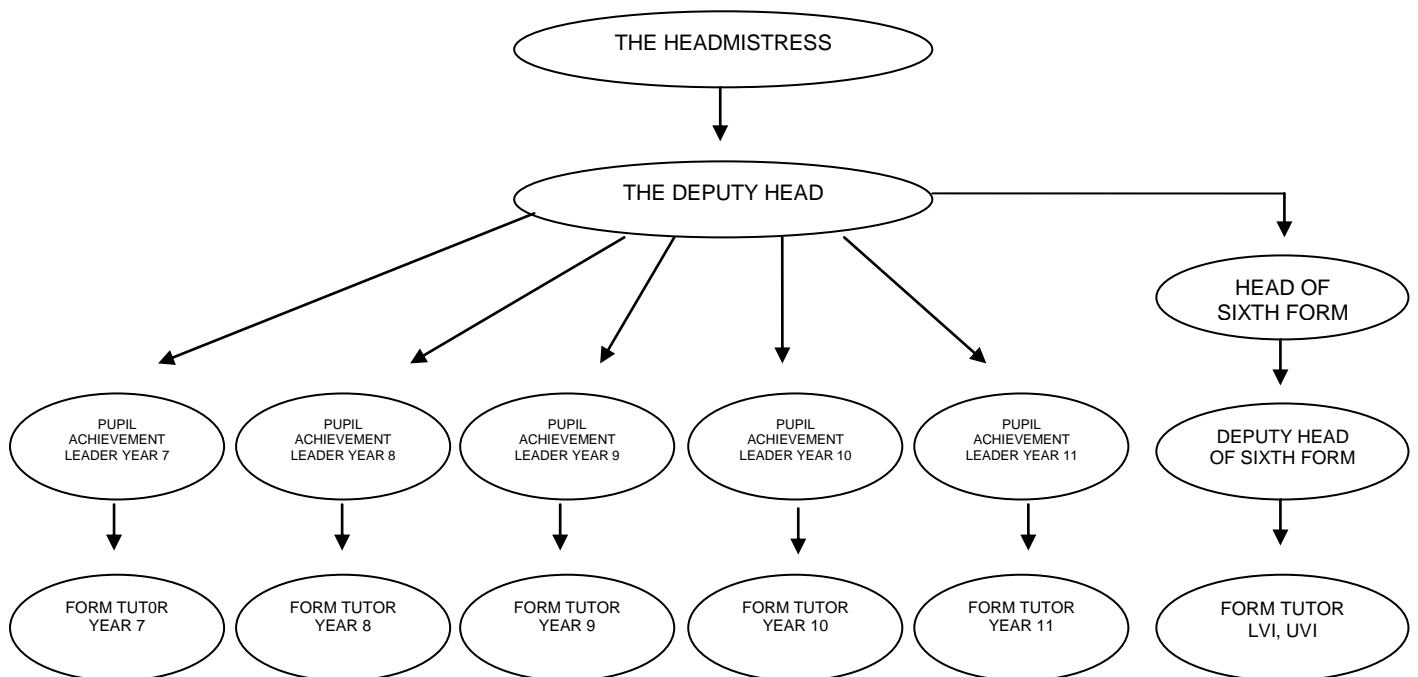
Pastoral care is fundamental to the life of the school and is seen as a working partnership between girls, their parents and the school staff. We are most concerned that girls feel happy and settled especially after they have made the transition from a small junior school to a large secondary. The Form Tutor sees the girls on a daily basis, deals with general administration and welfare issues and has an academic overview. If any problems arise, the Pupil Achievement Leader (PAL) is the first person with whom initial contact should be made, via a letter, the ROA diary or telephone. The Pupil Achievement Leader has general responsibility for all pupils in the year and deals with any matters raised by pupils, staff and parents and monitors individual achievement at regular intervals. Specific queries in relation to curriculum problems should be raised with the PAL, and not with an individual member of staff. Parents can contact the PAL at any time if they have any concerns in relation to their daughter and/or the school. The Headmistress has overall responsibility for the welfare of the girls and is notified and/or involved in all serious matters and if a parental complaint is made. The Headmistress may be contacted directly if you think it necessary. All staff employed by the school must exercise a duty of care towards pupils. The school has Child Protection procedures which comply with the Children's Act 1989 and the Birmingham Child Protection Procedures.

Unacceptable Behaviour

All girls have a right to a happy school life. Where one girl acts in such a way that another's happiness is seriously affected, we regard this conduct as unacceptable and will make every effort to stop it and prevent its recurrence. We intend to generate a climate in school which allows all girls to know that any reported incident of intimidation will be dealt with effectively and fairly. There are set procedures which will be explained to all new Year 7 girls.

Discipline

Good behaviour and discipline are necessary if effective teaching and learning are to take place and if all members of our school community are to feel welcomed and valued. We are proud of our reputation as a caring and friendly school whose members support one another. We wish our girls to know right from wrong, to have a proper regard for authority, to develop self-discipline and to appreciate the needs of others and of society. Parents have a vital role to play and we value your support of the school's high standards.



SICK CHILDREN

If your daughter becomes ill during the school day, she will need to obtain a sick note from her teacher or from one of the dinner supervisors, and report to the Main School Office. Students should not contact their parents themselves. In the event of a serious illness or accident we will follow our emergency procedure.

Depending on her condition, she may be given the opportunity to rest in the sick room for a while to see if she recovers and is able to go back to lessons. Otherwise, a member of the administration department will contact you, according to the list of emergency contacts that you have provided on your daughter's Admission Form. The person contacted will be asked to make arrangements to pick your daughter up as soon as possible.

Our policy of not retaining sick children in school is for the protection of your daughter, as we do not have the facilities or trained nursing staff to look after them properly.

MEDICAL CONDITIONS

If your daughter has a medical condition that it is important for us to be aware of, eg epilepsy, nut allergy, asthma etc, please complete the additional medical details section of the Admissions Form (to be found on our website) to assist us in providing the appropriate response should a problem arise.

Your daughter should bring any medication e.g. spare epipens, inhalers etc, in on the first day of term for safe keeping in the Main School Office. These should have your daughter's name and form clearly written on them. At the end of the school year these will be sent home with your daughter so that expiry dates can be checked.

CAR PARKING IN THE VICINITY OF THE SCHOOL

A number of you deliver and/or collect your daughter from School and we are concerned about safety in the vicinity of the school. We wonder if you could help us by observing the following:

1. If you bring your daughter to School in the morning, set her down on Hall Road so that she can use the pedestrian entrance. Please do not bring your car onto the School site.
2. If you collect her at night, please wait well away from the School gates. Under no circumstances must you park on the zigzag yellow lines; police have been asked to make a note of cars there.
3. At the end of the school day please do not come onto the School site to wait for your daughter unless you are picking her up after 4pm. At this time we advise you to drive carefully into the playground to park rather than arranging to meet her at the gate.
4. We want to alleviate congestion in our locality. Please use the one-way system on the map and park on the left.
5. Please do not drop or pick up your daughter on Rose Hill Road as the buses come here and the extra traffic makes this busy road dangerous.

Thank you for your co-operation.

FINANCIAL ASSISTANCE

The way in which certain elements of our school budget are calculated is changing and it is absolutely essential that any girl entitled to Free School Meals is registered for them, *even if you chose for your daughter not to have a school dinner*. Any additional money received through this budget heading allows us to improve the provisions and resources available for her.

You may be slightly worried about the cost of sending your daughter to this school. If you are a family in receipt of one of the benefits shown below there are Governors' grants which may help you. We assure you that the provision of Governors' grants is handled with discretion and sensitivity. Teachers and other children are unaware of who pays and who receives free meals.

- Income Support Allowance (ISA)
- Income Based Jobseekers Allowance (IB JSA);
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by the Inland Revenue that does not exceed £16,190 from 06/04/2010 (new income figure will become effective on 06.04.11).
- The Guaranteed Element of State Pension Credit.

If you have any queries about benefits, please telephone the school on 0121 554 2342 to speak to Mrs Patel in confidence and/or to arrange an appointment to see her to bring in your documents.

Free Meals

The school operates a swipe card system in the school canteen and your daughter would be supplied with a card which would allow her to spend **up to £2.05** per day on a proper meal (from -1/09/2011) at no cost to yourself. Unfortunately, money is unable to be carried over from day to day. Free meal swipe cards look exactly the same as cards that have been purchased. You will need to bring into School either the letter or notice which details your entitlement or your booklet **each term**, so that the Admin Assistant can take a photocopy for our records. Your daughter will then be issued with a swipe card when she starts school in September.

Uniform Grant

This is an annual grant of **£94.00** (from 01/09/2010) towards school uniform. The grant is paid directly to the uniform shop who will deduct it from your bill. You will need to bring in to School either the letter or notice which details your entitlement or your booklet so that the Admin Assistant can take a photocopy for our records.

Bus Pass Grant

This is a re-imbursment of a termly travel pass for those pupils living **more than two miles from school in a direct line**. Your daughter will need to bring into School the letter or notice which details your entitlement or your booklet at the beginning of **each term**. The Admin Assistant will take a photocopy for our records. You will also need to bring in your receipt for a WM Travel bus pass or for the Green Bus Company and you will need to tick the eligible for free school meals box on their application form. In both cases these will be refunded at the beginning of term.

Instrumental Music Lessons

The School Finance Assistant will be given the names of those taking lessons in school by the Head of Instrumental Music. Grants towards the cost of music lessons will be given to pupils in accordance with the evidence of entitlement already supplied.

If you are not currently in receipt of these benefits, but your circumstances change in the future, please do not hesitate to contact us.

PARENTS' PEACE FUND

The PPF (Charity Reg No: 1032373) was set up by parents of King Edward VI Handsworth School as a thanksgiving for peace after the Second World War. Its purpose is to provide support for the educational needs of the pupils at the school, for example, assistance in paying for educational trips. It relies on donations from parents and those with an interest in the school and is therefore registered with the Charity Commissioners.

Trustees of the fund usually meet to consider applications in September, December, March and June and before making a grant they are required to take into account the circumstances of each family. Due to the personal nature of the information provided on the form, we do not make photocopies of application forms and access is limited to ensure that there is the strictest confidence.

Forms can be obtained from the Main School Office at any time during your daughter's time here at King Edward VI Handsworth School. We hope that the design of the form makes it easy to complete, but you are welcome to send an additional note if that helps.

PUPIL INSURANCE

We should like to clarify the position of the school and of yourselves as parents regarding insurance arrangements for your daughter. We assume that, as a responsible parent, you will have arranged whatever insurance you feel is necessary for your daughter; the offsite insurance cover which we organise can only be seen as complementary.

We pay a small premium from **School Fund** to our insurers and we believe that this is excellent value for money. Your daughter is covered comprehensively during any authorised school trip, including visits abroad. She is also covered for authorised offsite activities such as work experience, voluntary service and Duke of Edinburgh Award.

A copy of our insurance policy can be found on the school website.

SCHOOL FUND

We request that each family makes an **annual** contribution of **£20** to the School Fund. This money enables us to support a range of pupil activities that we could not otherwise afford, such as lunchtime clubs, the Beacon (our school magazine) and competition entry fees.

This money also covers the cost of your daughter's offsite insurance (£1 per child).

Details of how and when to pay school fund will be forwarded in a separate letter prior to our Induction Day.

It will help us greatly if you could complete the Gift Aid covenant form (see our website – part of the KE Agreement Form) which enables us to claim tax back from the Government.

COMPLAINTS

A copy of our complaints policy can be found on the school website or obtained from school.

LOCKERS

Pupils will be provided with a locker to keep their PE kit and coat safe and a separate locker to keep books and bags in. They must provide their own padlocks with shank size of 5.5 to 6.2mm in order to keep them secure. All girls must keep both lockers securely padlocked. The school accepts no responsibility for property left elsewhere.

EQUIPMENT FOR SCHOOL

ART EQUIPMENT

Traditionally our school art shop has supplied the equipment that she will need. These packs can be ordered from the school art shop 'Colours Art Shop'. **Please use the Art Pack Purchase Form on our website to order.** This year, like last year, we have produced credit crunch packs but without compromising the quality. The Art pack costs £16.00. Please note that you may buy these items from any other art supplier, but please remember that the quality of the sketchbooks, paintbrushes and paint etc. are very important.

- A4 Poly-art folder
- 2 A4 laminated sketchbooks with the School logo embossed in gold
- 3B sketching pencil
- HB pencil
- Box of Watercolour paints
- Aquarelle water colour pencils
- Pack of 4 paintbrushes (Artist quality)
- Fine line pen – black
- Eraser

TECHNOLOGY EQUIPMENT

You may already have some of these items at home. If not, these packs can be ordered from the school art shop 'Colours Art Shop'. We have produced credit crunch packs but without compromising the quality. The Technology Pack costs £9.00. **Please use the Technology Pack Purchase Form on our website to order.**

- A3 Poly-art folder with handle
- Scissors
- Set of pins
- Set of needles
- An unpicker
- Set of colouring pencils

GENERAL EQUIPMENT

- A padlock with shank size of 5.5 to 6.2mm (for locker)
- A lightweight, coloured waterproof bag in which to carry books so that they are not damaged.
- A pencil case with pens (including a fountain pen), pencils etc
- Coloured pencil crayons, not wax or felt-tip
- A pocket dictionary e.g. Collins Pocket Dictionary (Harpercollins)
- A pocket thesaurus

For Mathematics girls will need:-

- Mathematical instruments – ruler, protractor, set square, compass
- A scientific calculator which must have
 - 1) a fraction button
 - 2) algebraic logic e.g. Casio VPAM or Sharp DAL calculators
 - 3) trigonometric functions
 - 4) a hard case

These calculators should cost less than £10 and are appropriate up to GCSE. Appropriate models are Casio FX83ES, FX85ES, or similar.

SCHOOL UNIFORM

KEY RESULT AREA

Pupil Guidance and Welfare

To promote the happiness and security of each pupil within a caring environment where she is encouraged to become a confident and morally responsible citizen, aware of her spiritual and cultural heritage.

POLICY

This school has a long tradition of school uniform. The wearing of uniform reduces difference of appearance resulting from social class or income, ensures that the pupils come to school looking neat and tidy, enhances the school's image in the community and helps weld the school together. Pupils in Years 7-11 are required to wear the uniform of the school in the correct manner; Sixth Form students are not required to wear uniform but are expected to come to school smartly dressed.

PRACTICE

The School Uniform

<p>Required: School plain navy blue kilt * School tie* School jumper* School blue blouse (winter/summer)* School navy blue blazer with badge on pocket* Navy blue or black raincoat, coat or anorak Black leather shoes of a suitable type for school, low broad heel, no boots, no sling backs, no open toes Navy blue tights or knee length socks A waterproof bag of a suitable size for carrying books easily.</p>	<p>Optional: School scarf* or plain navy blue scarf</p>
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*All items of uniform marked with an asterisk must be purchased from the Uniform Shop.

Dress of a cultural or religious nature

Girls may wear a neat, navy headscarf (usually Muslim) or turban (usually Sikh). Girls may wear thin trousers underneath their kilts if they wish to cover their legs.

It is **not** permitted to cover the face.

Physical Education Clothing

Required: Navy blue wrap-over games kilt/skort* Navy and emerald polo shirt* Trainers (no plimsolls) Football/hockey boots Shin pads Navy blue three quarter hockey socks with emerald band White sports ankle socks PE bag or sports hold all to hang on a peg	Optional: Navy and emerald green sweatshirt* Navy jogging bottoms Navy cycling shorts Gum shield Swimming costume and cap (for non-swimmers only)
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Can be purchased from Gogna School Wear and Sports.

Every item should be marked (or in the case of the items marked with an asterisk above embroidered) with the pupil's name.

General Requirements

Jewellery:

- Items of jewellery are not allowed except one small pair of stud earrings (silver or gold), a watch and, in the case of Years 10 and 11, a discreet ring. Religious emblems may also be worn providing they are discreet and removed for PE/Games and practical lessons where necessary.

Hairstyle:

- Extreme hair fashions not allowed, including the wearing of hair gel.
- Hair should be of a single, natural colour.

Hair bands, ribbons and scrunchies worn with uniform must be navy blue, or black and plain in design.

Make up:

- Make up is not allowed.
- Only natural nail polish is allowed.

It is the responsibility of all members of staff, in particular Form Tutors, to monitor and enforce standards of school uniform.

SCHOOL RULES

Taking up a place in this school indicates acceptance of the School Rules by yourself and your daughter. Rules are founded on courtesy, respect for others and the need to ensure the smooth day-to-day running of the school.

Attendance

- Regular and punctual attendance is required. Girls are required to register before morning and afternoon school.
- In the event of illness, parents must notify the school by 8.30am on each day of absence by telephoning 08442 393 299 or texting 07624 816 018 and always send a written explanation with your daughter on her return.
- Parents are advised not to book holidays during school time. If, however, this is absolutely unavoidable, girls should obtain the appropriate 'Leave of Absence' form from the Pupil Achievement Leaders. Please note that the maximum allowance in law is two weeks absence and that girls in Year 10 upwards should not be taken out of school during term time. Please also note that coursework and examinations cannot be rescheduled. Parents are responsible for ensuring that any missed work is copied up.
- Routine appointments for the dentist, optician and doctor should not be made in school time.
- During the school day girls in Years 7-11 must stay within the school grounds.

Conduct and Uniform

- Courteous behaviour to all members of the school community and to visitors is required of all girls. Good behaviour is expected at any stage on the journey to and from school and on school visits.
- Girls are expected to look after the property and fabric of the school and should not deface the building or school property. They may be charged for any damage. Girls are not to drop litter.
- Girls in Years 7 - 11 are required to wear the uniform of the school and to come to school neatly dressed; the only jewellery allowed is one pair of small plain stud earring (gold or silver) and a watch. Any religious emblem must be worn under the blouse and removed in physical education lessons. As a concession, girls in Years 10 and 11 are allowed to wear a discreet ring. Sixth Form girls are not required to wear uniform but must come to school appropriately dressed.
- Extreme hair fashions are not allowed, including the wearing of hair gel etc. Hair should be of a natural colour and not more than one colour.
- Chewing gum is not permitted on the school premises, or on school visits.

Drugs, Drink and Tobacco

- Girls are not allowed to smoke on the school premises, on the journey to and from school or on school visits, and must not have cigarettes, lighters or matches in their possession.
- Girls may not possess or consume alcohol on the school premises, on the journey to and from school or on school visits, and must not have alcohol in their possession.
- They may not enter licensed premises without the permission of a member of staff on school visits.
- The possession, sale or use of illegal drugs is prohibited on the school premises, on the journey to and from school, and on school visits.

- On residential visits, girls are not permitted to enter bedrooms belonging to members of the opposite sex or to invite males into their bedrooms.

Homework

- Pupils are expected to approach their academic work in class conscientiously and to co-operate willingly with their teachers and fellow pupils.
- Homework is set regularly and should normally be completed at home. It must be adequately prepared. Written work must be handed in by the date required.
- Parents are responsible for checking that homework is done, deadlines are met and that the diary is completed and signed weekly.
- Parents are notified if homework is regularly late, missing or unsatisfactory.

Personal Property

- All school uniform and property brought to the school must be clearly marked with the owner's name.
- If large sums of money must be brought in to school they must be handed into the office in a sealed, labelled envelope for safe keeping. The rest of the time, we ask that girls only bring necessary money to school which should be kept on their person in a clearly named purse.
- Valuable items e.g. jewellery, iPods, MP3 players may not be brought into school.
- Mobile 'phones are to be switched off during the school day and kept in the girl's locker. If an emergency arises, your daughter should see her Pupil Achievement Leader.
- No sharp objects should be brought into school e.g. knives. Only blunt safety scissors are allowed in school.

Personal Details

- The school should be informed at once of any change of address and/or emergency contact numbers or other personal information held by the school.

Rewards

- The school operates a reward system that reflects our ethos of achievement and recognition of achievement, both academic and extra-curricular.
- Pupil Achievement Leaders operate a merit system to reward girls for contributions to school life, or in some cases for academic or personal achievement.
- Each department operates its own merit policy to reward high quality work and significant improvements.
- Some departments also have their own merit postcards which are used to inform parents of excellent work or improvement. This is under review.
- Certificates are awarded to recognise achievements in curricular and extra-curricular activities, such as: sport, house competitions, responsibilities, charity, attendance and service to the school and community.
- Merit assemblies are held regularly to award girls with certificates earned in and out of school and to recognise girls' achievements more widely.
- Once a year the school holds its annual Speech Day. Prizes are awarded for achievements in a variety of academic area, and for attainment in external examinations.

- The school's Record of Achievement system provides opportunities for girls to record their achievements.

Sanctions

- Everything possible will be done to avoid the use of sanctions. Parents will be notified of any serious sanctions either by telephone or in writing where appropriate. The following are an indication of sanctions available to teachers.
 - Lunch time detention - this is usually to enable girls to complete work which is late or unsatisfactory.
 - After school detention - on very rare occasions a girl may be detained after school. The Headmistress is always involved if this is the case. Parents are always given adequate warning.
 - Confiscation - for a period of up to one week e.g. unauthorised jewellery, and personal stereos. Mobile phones will be confiscated for seven days. Confiscated property will be kept in a secure place.
 - Punishment tasks - these are used where appropriate.
 - Withdrawal of privileges, e.g. study leave.
- Girls may be put "on report" for either behavioural or work problems.
- Exclusion is the decision of the Headmistress. It can be temporary or, in very serious cases, permanent.