

King Edward VII School

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Email: office@kes.sheffield.sch.uk



Year 10 & Year 11 Starting the New School Year 2022 – 2023

General Information for Parents

A BRIEF OVERVIEW OF THE YEAR

The next two years will require sustained hard work from your child. When studying GCSE, BTEC or Diploma placement courses or off site, it is particularly important that students do not fall behind in their work and, above all, meet assessment deadlines. Failure to do so will affect final grades. **Deadlines are published for parents and students in the school calendar and emailed to students and parents via the weekly bulletin.** We will work hard over the next two years to help all students fulfil their potential.

Y10

There will be 3 Academic Reviews for **Year 10** during the weeks beginning **7 November 2022**, **16 January 2023** and **8 May 2023**. **The Year 10 Parents' Evening** is calendared to be on **Thursday 23 February 2023** and this would be virtual, via the School Cloud app. Many subjects have assessments throughout the year so regular school attendance wherever possible is essential. Please check the school website for changes to the published details about assessment and external exams, in addition to our Assessments and Key Dates.

The majority of Y10 students will take a GCSE examination in one of their Sciences this academic year in the summer of 2023, leaving the other two Science subjects for Y11. Your child will be told by their Science teacher if this applies to them in their class and the department will arrange support and revision sessions and will communicate important information with parents on how you can support your child.

Y11

Year 11s are monitored closely and the first progress data review is during the week beginning **Monday 17 October 2022** in preparation for **Parents' Evening** on **Thursday 20 October 2022**. The final Y11 review is issued in the week beginning **27 March 2023**. In addition to this, the year team will track the progress of your child carefully and will put in place interventions to support if necessary. After Christmas, a number of revision sessions will be available in a range of subjects as students start to prepare for exams.

Y11 Trial Examinations, during which Year 11 have study leave and only attend when they have an exam are **from Monday 14 November to Tuesday 22 November 2022** and **Monday 20 February 2023 to Tuesday 28 February 2023**. Students and parents will receive the feedback they need to finalise their applications for Post 16 courses by Friday 6 January 2023. **The deadline for Post 16 applications to school, college and training providers is Friday 27 January 2023.**

We encourage parents to contact us throughout the year to discuss progress and ways in which we can work together to support students' learning, development and achievement. There are regular support sessions available for students who might need additional help with homework or getting organised.

SACHEL:ONE

Our new system for logging, tracking and monitoring conduct, homework and attendance/punctuality is via the Satchel app. Satchel incorporates the ShowMyHomework app that we have used previously. Students and staff can access this from the school's website or the MLE (our internal system) but there is also a mobile-friendly app that is available for students, parents and staff to download. Parents will receive an email with log in details so that you can keep track of your child's attendance and conduct points, and also the homework tasks that they are being set.

ATTENDANCE & ABSENCES

Please help us maintain accurate records of your child's School attendance by contacting the School Office on Tel: 0114 2662518 or email: office@kes.sheffield.sch.uk when they cannot attend school due to illness or for some other unavoidable reason. **Changes to Local Authority guidelines mean that students whose attendance is lower than 97% will be monitored** and contact made with parent/carers to support them in maintaining high levels of attendance in School.

If you know in advance of an occasion when your son/daughter requires leave of absence from school, please email the Headteacher, Ms Gooden or Assistant Headteacher, Mrs Warde, explaining the circumstances, or fill in the form at the back of this booklet **at least 2 full weeks in advance of the requested absence. Please try to avoid fixing medical or dental appointments and family holidays in school term time.**

Please note: the majority of absences from school cannot be authorised. Government regulations have now changed and there is now no entitlement to authorised holidays in term time.

The Government requires schools to declare any uncovered absences as truancy – therefore it is essential that parents/guardians provide prompt verbal or written explanations of all absences from school. You can expect us to contact you if we have concerns and if we find that your son/daughter is not in lessons. This contact may be by phone, text or email. It is therefore vital that we have up-to-date mobile phone numbers and email addresses.

LEAVING SCHOOL DURING THE DAY

We request that, wherever possible, appointments are arranged to take place outside of school hours. However, students who do have important appointments during the school day, are required to present a letter or appointment card to the main office. **A parent/carer must contact the school office in advance of this.** Students must sign out at the School Office before leaving school for any appointment. Students who become ill during the school day are expected to report to the School Office or their Pastoral Manager. **Contact between home and School is required before a student is given permission to leave school.** Please ensure that we have up to date contact details for all members of the family who have responsibility for your child. **Please discourage your child from leaving the school site without gaining permission first from a member of staff, even in the event of illness.**

CARE OF PERSONAL PROPERTY & VALUABLES IN SCHOOL

On occasion, difficulties arise for individual students when personal property has either been damaged or has disappeared.

It is vital that students sometimes do not bring into school large amounts of money and expensive items not required for their studies. We take theft seriously and encourage families to report such incidents to the police, however, although the police log incidents they often only advise the school or families on how to proceed.

ParentPay should be used for any payments for school-related activities. Please encourage your child to leave valuables at home, but if needed, hand in valuables to a member of Pastoral or Office Staff or, if in PE, a member of the PE staff to lock up safely. **We cannot guarantee the safety of any valuables in school,** especially in bags and pockets in communal changing rooms.

Items of personal property are not insured by the school. This applies equally to staff and students. It is therefore advisable to check whether personal items are covered by your own personal insurance and to ensure that your son or daughter brings into school only those things relevant to their work in school.

We work hard to ensure that our school is a safe and secure an environment as possible for all members of the school community. We greatly appreciate your co-operation with our efforts to achieve this.

MOBILE PHONES

Students are allowed to bring mobile phones to school. They should be switched off and out of sight in school apart from before school has started, during breaks, lunchtime and after school.

Our Consistent Conduct Policy makes it clear that situations in which students are not complying with this rule will result in confiscation for the remainder of the day and parents contacted. If this happens for a second time in a half term, a parent will be asked to come to school to collect the phone or the phone will be retained for a longer period.

Please avoid telephoning your son/daughter during lesson times. Should you need to telephone them, the following times are when they will have breaks:

YEAR 10

Y10 students are expected in lessons at 8.50am

Break – 10.00-10.15

Lunch - 12.15 to 12.55

Y10 students finish School at 2.55pm

YEAR 11

Y10 students are expected in lessons at 9am

Break – 10.00-10.15

Lunch – 13.10 to 13.50

Y11 students finish School at 3.05pm

THE PASTORAL TEAM AT KEY STAGE 4

This Pastoral Team works together and with subject teachers to plan, organise and support teaching and learning at Key Stage 4.

Key Stage 4 Leader **Mr J Kennedy** jkennedy@kes.sheffield.sch.uk

Pastoral Manager Year 10 **Ms J Sale** jsale@kes.sheffield.sch.uk

Pastoral Manager Year 11 **Mr J Creasy** jcreasy@kes.sheffield.sch.uk

Behaviour Managers **Miss A Ellis** aellis@kes.sheffield.sch.uk
Mrs J Koszler jkoszler@kes.sheffield.sch.uk

Assistant Headteacher **Mrs L Warde** lwarde@kes.sheffield.sch.uk

Safeguarding and CLA Senior Learning Mentor
Mrs C Corker ccorker@kes.sheffield

SENCO **Ms Murray** amurray@kes.sheffield.sch.uk

Head of Careers & Work Experience
Mr S Fingleton sfingleton@kes.sheffield.sch.uk

Careers & Work Experience Coordinator

Miss R Payne rpayne@kes.sheffield.sch.uk

DRESS CODE (taken from the Dress Code policy)

Introduction

At King Edward VII School, we have no School uniform and we do not generally restrict students' choice of clothes. However, smart, clean, comfortable and practical dress is expected and students and parents are advised that clothing should always be suitable for the workplace.

Health and Safety

School is a place of work and education and safety is paramount. Students should ensure that they are dressed sensibly and in a way that won't increase the risk of injury to themselves or others.

Shoes worn should take into account the large site and amount of walking needed, and the large number of stairs in School. Additionally, sandals and open shoes such as 'sliders' are inappropriate for practical lessons such as Science and Technology subjects when working in a laboratory or workshop so it is important that students are aware of when they will have these lessons and ensure that they are dressed accordingly, or they will be asked to change or may not be able to participate with practical activities.

Please note also that, for health and safety reasons, fingernails must be kept short at all times.

Many subjects have a manual or practical element so clothing should be safe for all activities, for example, wearing flammable fabrics or clothing that could get caught in equipment is not advised.

Health and Safety in Physical Education

For Physical Education it is essential for all students to change into PE kit and appropriate footwear. The Physical Education department publishes a guide to appropriate sportswear and helps students obtain the necessary clothing. For health and safety reasons, **all** jewellery must be removed for PE lessons, without exception. This includes body piercings.

The wearing of jewellery, earrings and studs (of any material) is also not during other sporting or physical activities such as out-of-hours clubs or competitive fixtures. This includes body piercings such as tongue studs and belly button jewellery.

The items above represent a potential hazard not only to the wearer but also to other students and/or participants. Medical advice confirms that any jewellery worn in Physical Education lessons is an unnecessary risk. Serious accidents have occurred as a result of contact between students wearing piercings.

New piercings can take a period of up to six weeks before sleepers and studs can be removed. Parental support in ensuring that piercing takes place at the start of the summer holidays to allow sufficient time for safe removal, is appreciated.

Further guidance

Very low-cut or low-slung jeans, skirts, shorts and trousers which expose the midriff and/or underwear are out of place in the School working environment, as are cropped tops. Students should wear tops that cover shoulders, midriff and underwear. Students' clothing should not be transparent or so tight fitting that underwear is visible underneath it. Equally, very short shorts and skirts, very low cut tops, cut/ripped-out tops, trousers, jeans or skirts that expose underwear or skin beneath are not acceptable.

Clothes which carry graffiti or logos which may give offence, or which are deliberately torn, should not be worn.

Caps, hats and hoods must not be worn indoors to ensure that all students are identifiable at all times.

Any clothing specific to prayer and worship of any faith should not be worn in School. In order to safeguard staff, students and other stakeholders, and for staff to be able to teach and communicate effectively, the niqab or any other face covering should not be worn anywhere on the School premises.

The School's response

On occasion, we may need to advise individual students that their choice of clothing is not suitable. Students who wear inappropriate clothing will be asked to change what they wear for the following day.

In cases where it is deemed unacceptable to allow the student to continue to wear the item, students will be issued with a plain T-shirt and/or jogging bottoms to be worn for the remainder of the day. These items of clothing remain the property of the School and must be returned in a clean condition. Where students persist in wearing inappropriate clothes, the School will make contact with parents, as we have to consider this as a refusal to co-operate with a reasonable request, which may give rise to a disciplinary issue, in line with the School's Consistent Conduct Policy.

To sum up our approach, we expect and require students to dress in a sensible and practical manner suitable for a place of work and to continue to show the mature and co-operative attitude to this issue which has worked so well over many years. We look forward to continuing parental support for our approach to this.

CONDUCT AND REWARDS

We operate a Conduct Point System (shown as + Points on Satchel for Achievement Points and -Points for behaviour Points). Our Consistent Conduct Policy is available on the School website for full details but it may be helpful to know that students are awarded an automatic Achievement Point for every lesson in which they meet teacher expectations. They can also earn additional Achievement Points for other positive aspects of their work such as contributions to the lesson; homework; outstanding work; supporting others and being an overall excellent citizen of the School!

It is important to let you know that students receive Behaviour Points for being late to a lesson, failing to hand in homework on time and not coming to lessons with the basic equipment (in most cases, a pen) so we welcome your support in encouraging your child's punctuality and engagement in the homework that has been set. You can help by providing a space for them to work at home if at all possible and ensuring that they are equipped with the basics that they need. Many lessons require additional equipment such as a ruler, pencils with an eraser and colours. Departments are equipped with these but it can be helpful for your child to have their own. Please do contact us if you need any support with this.

In addition to this, we operate a staged consequence system for lateness which includes initial discussions, lunchtime report/gating, detentions and ultimately, Isolations during which they are provided work by their subject teachers to help them to catch up. Students who are arriving even just 5 minutes late to a lesson regularly may be missing as much as **12 hours of lessons every half term**. We appreciate your support in encouraging positive habits that will help ensure your child to be successful.

We welcome communication from parents and families. Please contact us on the main office telephone number or email one of the members of staff above if you would like to discuss any aspect of your child's education at Key Stage 4.