

King Edward VII School

Glossop Road, Sheffield S10 2PW

Tel: 0114 2662518

Email: office@kes.sheffield.sch.uk



Year 10 & Year 11 Starting the New School Year 2023 – 2024

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 meet assessment deadlines to ensure that they fulfil their potential. Many subjects have assessments throughout the year so regular School attendance wherever possible is essential. Key dates are published 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 achieve what they want to achieve.

Y10

There will be 3 Academic Reviews for **Year 10** during the weeks beginning **6 November 2023, 29 January 2024** and **6 May 2024**. **The Year 10 Parents' Evening** is on **Thursday 22 February 2024**. We use the School Cloud app for Parents' Evening.

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 their class and the department will arrange support and revision sessions and will communicate important information on how families can support this.

Y11

The first Academic Progress Review is during the week beginning **Monday 9 October 2023** in preparation for **Parents' Evening** on **Tuesday 17 October 2023**. The final Y11 review is issued in the week beginning **25 March 2024**. 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 13 November to Wednesday 22 November 2023** and **Monday 19 February 2024 to Wednesday 28 February 2024**. Students and parents will receive the feedback they need to finalise their applications for Post 16 courses by Friday 6 January 2024. **The deadline for Post 16 applications to school, college and training providers is Friday 26 January 2024.**

We encourage parents to contact us throughout the year to discuss 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.

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. **According to Local Authority guidelines, 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 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 changed a few years ago 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.**

SATCHEL

Our 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.

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 them members of staff above if you would like to discuss any aspect of your child's education at Key Stage 4.

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

Y11 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

SUPPORT FOR STUDENTS

We take seriously our role of looking after every student in our care: enabling them to be happy, healthy and develop positive, supportive relationships. Students who are not happy or healthy and are emotionally dysregulated are not in a position to be able to learn, thrive and achieve, so we ensure that we offer a range of options to support students who need it, alongside our comprehensive PSHE curriculum, taught by subject specialists each week. This may include (as appropriate):

- 1:1 Pastoral or Academic mentoring
- Behaviour or Support contracts/reports
- Target-setting/incentive groups
- Group work on engagement and motivation
- 1:1 support with issues such as self-confidence/esteem, low mood, anger management, anxiety
- Mediation sessions with other students or staff
- Mental health ambassadors
- Providing self-help resources for students and parents
- Signposting or referral to external services where needed

If you think that your child could benefit from additional support, please do contactors via email or telephone and let us know. If they are going through a particularly challenging time due to particular circumstances, please do make us aware so that we can work together on any adjustments that could help your child while they are experiencing difficulties. The next page outlines a list of key members of staff who will be supporting your child through Key Stage 4.

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 R Sadiq	rsadiq5@kes.sheffield.sch.uk
Pastoral Manager Year 11	Ms J Sale	jsale@kes.sheffield.sch.uk
Behaviour Managers	Miss A Ellis	aellis@kes.sheffield.sch.uk
	Mrs J Koszler	jkoszler@kes.sheffield.sch.uk
	Miss E Reynolds	EReynolds@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
Education Welfare Officer (EWO)	Ms E Hickson	ehickson@kes.sheffield.sch.uk
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