



KING EDWARD VI
SCHOOL LICHFIELD

SCHOOL INFORMATION BOOKLET
2023 - 2024



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Transition Arrangements for Y6 Students

Links with Primary Schools

At King Edward VI School we work hard to ensure a smooth transition for our new students from primary to secondary school. An effective network of contacts now exists between ourselves and local primary schools to allow this transition to operate smoothly. At King Edward VI School, a Transition Coordinator, Mrs H Ridgway and Achievement Leader, Mr J Whitehurst, currently carries responsibility for all transition arrangements. In the majority of cases we will have received not only written reports on students before transition, but Mr J Whitehurst will also have discussed each new student personally with staff in the primary school. In achieving this we owe an enormous debt of gratitude to our colleagues in primary school who provide us with detailed information on each of our new students before transition.

Induction Days in June

As a first introduction to the school we invite new students to visit us in June for two full days. During these visits our new students will have not only an opportunity to look around the school on a normal day, but will also spend some time 'on timetable', meet staff and will experience first-hand what it is like to move around the school from lesson to lesson. There are usually two assemblies during the visits, where key staff involved in transition will speak to them as a year group. In this way we hope to give them information about the school and its daily routines which will set clear guidelines and expectations and help to allay any anxieties they may have.

The induction days which are planned for Tuesday 27th and Wednesday 28th June 2023, are usually arranged to coincide with induction days for other schools in the City and timings are as follows:

Day 1	09:15am	Students meet on the Tennis Courts and Register before being directed into Bader Hall for their first Assembly and Information Session
	10:15am	Break (<i>snacks available to purchase</i>)
	10:40am	Taster Lessons begin
	11:30am	Taster Lessons continue
	12:30pm	Lunch
	13:15pm	Taster Lessons continue
	15:15pm	End of School Day
Day 2	08:50am	Students report to Tutor Room to Register
	09:10am	Taster Lessons begin
	10:10am	Break (<i>snacks available to purchase</i>)
	10:20am	Taster Lessons continue
	12:30pm	Lunch
	13:15pm	Taster Lessons continue
	14:15pm	Assembly
	15:15pm	End of School Day

Please bring PE Kit on both days

*Parents are asked to arrange with their child an agreed meeting point at the end of each induction day.
This must not be on the school site, including Kings Hill Road or the Sports Centre car park.*

There will be a **New Intake Parents' Evening** on Wednesday 28th June from 6pm-7pm. Further details to follow.



Transition Tasks

Please refer to the appended sheet.

The First Day of Term

On the first day of term for Y7 students (**Wednesday 6 September 2023**), new students are asked to meet on the Tennis Courts near to Bader Hall from 8.30am. Students travelling by train or bus should have received passes before the start of term and should, therefore, be in a position to come into school by public transport with their friends.

Should there be any problems with bus or train passes, enquiries should be addressed to the School Admissions & Transport Service at Staffordshire County Council. Their telephone number is 0300 111 8000.

www.staffordshire.gov.uk/education/schoolsandcolleges/schooltransport/enquiries.aspx

Contact should be made if travel passes have not been received by the start of August.

You may contact the school if there are difficulties with arrangements for contract coaches. Please be aware, however, that overall responsibility for school transport rests with the Local Authority and not with the school.

If parents do bring children to school by car or collect them from school at the end of the day, a suitable place to drop off and meet your child near to the school will need to be found as parental cars are not permitted on the school site in order to reduce congestion and danger to students. Furthermore, parents are asked not to park at the bottom of Kings Hill Road.

On the first day of the Autumn Term, (Wednesday 6 September 2023) just Year 7 and Year 12 students will remain in their Tutor Group all day. During this time all the necessary information will be given out and procedures explained so that new students can begin work quickly, efficiently and with minimal anxiety. The morning will begin with a formal assembly, where the students will be addressed by the Headteacher, Achievement Leader and other senior staff. Students should wear full school uniform and bring their bag, notebook and a packed lunch if required. If you have completed the parental opt-in form for cashless catering, and added money to your child's Parentpay account, this will be operational on the first day of term. PE kit is not required

Tutor Group and House System

During their time at King Edward VI School, the general welfare of students is monitored by a Form Tutor to whom each student is assigned on admission. Each child joins a mixed-ability Tutor Group which is linked to the school's system of houses - Addison, Clinton, Darwin and Garrick. For example, a student may be assigned to Tutor Group 7C2, ie a Year 7 group (7) which is the second group (2) in Clinton House. The following nine Tutor Groups will be created for students joining Year 7 in September 2023:

7A1	7C1	7D1	7G1
7A2	7C2	7D2	7G2
7A3			

The house system is used regularly in school as a device for grouping students for extra-curricular activities.

The role of the Form Tutor is central within the pastoral and guidance structures of the school, i.e. those systems which attend to matters of guidance, welfare, discipline and the monitoring of individual progress of each of our students. In many ways the Form Tutor is the nearest we come to the role of class teacher in a primary school. Form Tutors meet their groups every morning and are, therefore, especially well placed to build up a close relationship with the children and respond to individual needs and difficulties. Within each year group the team of form tutors is co-ordinated by the Achievement Leader, and the Student Support Team. The Achievement Leader role is to generally overview the wellbeing, achievements and attendance of students in a year group.



Achievement Leaders are supported by the Pastoral Support Team - these are non-teaching support staff who work under the guidance of the Inclusion Manager, Mrs J Tooth. Overall responsibility for student wellbeing is carried by Mrs L Hurn, Deputy Headteacher and Miss K Hinz Assistant Headteacher.

In addition, for students with additional educational needs, general or specific learning difficulties, extra support is available from the Learning Support Department. Kings Hill House provides a useful resource for students to have extra lessons and to socialise at break and lunchtimes. The Head of Learning Support (SENCo), co-ordinates work with such students across the school.

Contact with the School

If you have a concern related to any aspect of your child's education, please contact the Reception Team by phone, 01543 255714, or email: office@keslichfield.org.uk where our clerical staff will be able to appropriately direct your query.

Teaching Groups

Students will be taught in their form groups in September for all subjects. They will be assigned to their tutor groups when they start in September 2023.

Special Educational Needs

The Learning Support Department offers a variety of interventions for those students with additional educational needs including those with identified special educational needs and disabilities. We have a team of learning Support teachers and Learning Support Assistants (LSAs) who are led by the SENCO and Assistant SENCO. interventions before school and throughout the school day are delivered in the Learning Support resource centre (Kings Hill House).

When students are joining us in Year 7 we ask the primary schools to provide information regarding those students with identified additional and special educational needs or disabilities. Those students are then be invited to Kings Hill House for extra transition sessions before the end of the Summer Term of Year 6.

The identification of additional and special educational needs continues after the students have joined King Edward VI School. We do this through working with staff, parents and outside agencies to collect information and data that creates a picture of need.





The School Day

A two week timetable, of twenty-five periods per week, operates at King Edward VI School, allowing for five periods of sixty minutes daily.

8.45am	Arrival on site
8.50am	Registration Tutorial Time / Assembly
9.10am	Period 1
10.10am	Period 2
11.10am	Morning Break
11.30am	Period 3
12.30pm	Lunch Break
1.15pm	Registration Period 4
2.15pm	Period 5
3.15pm	End of School Day

All students are expected to complete homework and hand in work as instructed by their teachers. We ask for the support of parents and carers in ensuring that suitable facilities exist at home for the completion of work set. Each student is issued with a planner to assist with personal organisation and the planning of homework.



School Routines

Important Equipment

Parents are asked to ensure that their child has the following items of equipment:

- a blue or black fountain pen or ballpoint pen plus a spare
- a pencil plus a spare, rubber and pencil sharpener
- a ruler
- a small container of glue of the 'Prittstick' type
- a set of mathematical instruments
- a pocket English dictionary
- a pocket calculator (scientific calculators may be used but are not necessary at this stage)
- A French/German / English dictionary (Collins French School Dictionary and Grammar is recommended)
- a note book / rough book (for additional note taking of any kind)
- mini jack headphones for music lessons

The following items are also recommended:

- a small pack of coloured pencils (not felt-tips)
- a small pair of BLUNT-ended paper scissors
- a strong folder which can take A4 sheets of paper without bending to fit inside a student's bag
- a wristwatch
- a refillable water bottle (there are a number of filtered water dispensers around the school site for student use)

Basic stationery items can be purchased at cost price from the Learning Resource Centre at lunchtimes during the academic year.

In all cases we urge parents to provide inexpensive items since losses do occur from time to time.

Bags and Lockers

King Edward VI School is on a large site and movement between rooms and specialist areas is an essential part of the school day. Because of this, a sturdy bag and, in bad weather, a suitable coat, (see uniform requirements) are essential. An additional bag for sports kit can also be very useful.

A limited number of lockers are available for new students. The lockers are owned by ILS Limited and are available for students to rent on an annual basis. Rental costs are £25 per year from September through to July. If you would like to guarantee a locker please book online at www.ilsschools.co.uk . Lockers will be available online from 6 July 2023. Since the school was not designed to accommodate banks of lockers, the siting of them does occasionally cause us some difficulty. Wherever possible, lockers are positioned in or near to a student's tutor room.

In cases of financial difficulty, Mr Whitehurst, Achievement Leader, should be contacted in confidence.



Care of School Property

Text books and exercise books are provided by the school. Students are expected to take great care of them, covering them wherever possible to ensure their protection. Students are always expected to show responsibility in looking after the school's property and are normally required to make a contribution towards the cost of any items which are lost or damaged. This extends to damage of the school buildings as well as to books and other equipment.

Behaviour

It is our view at King Edward VI School that good teaching and learning is best assured within a framework which is firm but sympathetic and which recognises individual needs, whilst setting clear routines and expectations for all students. Rewards and praise are a regular feature in the life of the school and, wherever possible, we seek to promote appropriate conduct through good example, positive encouragement and the precise communication of what is expected of our students. Consequences and sanctions are used where this is judged necessary. Parents are always involved if a student's behaviour is giving regular or serious cause for concern.

Accidents or Illness in School

Parents should be aware that there is no school nurse based on the school site. Where accidents or illness occur in school, a member of staff will administer basic first-aid of the kind that a sensible parent would provide. Members of staff do not, however, have medical qualifications and are not allowed to offer any form of medication. Where an accident or illness occurs in school our normal course of action is to contact parents and ask that the student concerned be taken home. In urgent cases a student may be referred to hospital and parents informed. We ask parents not to send children to school who are known to be ill.

The school can make a referral to the school nursing team, if required. Parental and student consent will be required to make this referral.

Use of Medication in School

In most cases students of secondary school age have the ability to administer their own medication, although clearly there are exceptions to this arrangement. Where parents have concerns about their child administering medication himself/herself, or where the nature of the medication makes this arrangement inappropriate, contact should be made with Student Reception staff.

Parental Agreement for School to Administer Medication on an Ad-hoc Basis

If there is a need to leave medication in school, parents need to contact Student Reception and ask for the appropriate form that will need to be completed to give parental consent for this purpose.



Items Not Permitted in School

As a general rule, large sums of money and valuables should not be brought to school. Whilst we acknowledge electronic items such as mobile phones may be brought into school, they must not be used at any time during the school day between the hours of 8.50am-3.15pm. Mobile phones must be switched off and kept in bags for the duration of the school day. Jewellery is also not permitted in school, with the exception of an inexpensive watch, ring and plain stud earrings. Parents are urged to list any items of value which are brought to school (e.g. bicycles, privately owned musical instruments etc) on their own domestic insurance since liability cannot be accepted for loss or damage which may occur on the premises. Students are also asked not to bring into school correcting fluid of the 'Tippex' sort. The school rules also ban any items such as craft knives, which might be construed as a weapon. Laser pens are also banned from the school site. Vaping is also not permitted anywhere on school site and sanctions will apply for any student who is caught vaping.

Insurance Cover

It is important to point out that students at school are not protected by insurance indemnity against accident. Parents may wish to consider arranging this on a private basis. Students involved in school trips are, however, always insured. Students representing the school in rugby matches against other schools are insured as part of our affiliation to the RFU. However, this represents only a basic level of insurance and parents are urged to consider additional cover. In every other aspect of games involvement, there is no insurance cover against accident.

Minibuses

The school runs two minibuses, both of which are regularly maintained and serviced. Both buses comply fully with the Local Authority's stringent safety requirements and drivers have all passed the Local Authority's Drivers' Assessment Scheme. Parents are asked to signify on the Form of Registration their willingness for their child to be conveyed in these vehicles.

Leaving the School Site during the Day

The school site is open at many points on its perimeter and students must understand that it is strictly forbidden to leave the premises during the school day without the school's knowledge and permission from parents. Students who arrive at school at times other than normal registration or who need to leave the premises during the course of a school day (eg for a medical appointment) must sign in, or out, at Student Reception using the Inventory System. In every case, a letter of explanation from parents should be brought and signed by the student's form tutor before being shown to Reception staff.



Transport Difficulties and Bad Weather Arrangements

It is important that students who travel to school by bus or train have the means of making contact with parents, or a friend or relative, in the unlikely event of missing the train or bus in the morning, or in case the expected transport does not arrive. It should be stressed that such occurrences are very rare, but we are keen to ensure that students do have an agreed strategy with their parents should this problem arise. Should there be any difficulties with transport at the end of the day, students should either follow the instructions of the member of staff on duty or report to reception where arrangements will be made to get them home. Under no circumstances should students make their own way home if their bus or train does not arrive.

Very occasionally, usually in conditions of very bad weather in the winter, we do have to take the decision to close school early. It is recommended, therefore, that where parents are usually out during the day, arrangements are made for their child to be able to go to the home of a relative, friend or neighbour should they arrive home early under such circumstances. Again, it should be stressed that no student is expected to leave school early unless they are sure that they have somewhere to go when arriving home. Where there are difficulties, they will be asked to report to reception and alternative arrangements will be made. In conditions of very bad weather in the morning, parents are asked not to send children to school unless they are confident that they are able to get home at the end of the day. At such times, the school website and text messaging service are used to inform parents.

Staffordshire County Council Transport Administration

Staffordshire County Council is responsible for the administration and running of school transport. Please use the weblink below or use the following contact details:

School Admissions and Transport Service

Staffordshire County Council

2 Staffordshire Place

Stafford

ST16 2DH

Telephone:

0300 111 8007

Email:

transport.entitlement@staffordshire.gov.uk

Web Address:

<https://www.staffordshire.gov.uk/Education/Schooltransport/homepage.aspx>





Attendance MATTERS

Regular and punctual attendance at school is not only a legal requirement but helps to ensure that students are able to make the most of their educational experience, realise their full potential and get the best possible start to their adult life.

Missing time from school can lead to students falling behind in their studies; arriving late to school disrupts teaching routines and can affect the learning of others.

As a school we ask that students achieve at least 96% attendance. We recognise that for some this may be a challenging target, therefore we will provide additional support to students and their families to encourage excellent attendance.

The tables below indicate how much learning time is lost as a result of poor attendance/punctuality. Even at 95% attendance a student has missed 10 days of teaching over a school year.

Attendance %	Days Absent Over a School Year	Minutes Late Every Day	Days of Education Lost Per Year
95	10	5	3
90	19	15	10
85	28	30	19
80	38		

Medical Appointments

Routine medical and dental appointments should be arranged outside of school hours. If this is not possible, ***please inform the school via text in advance***. A written note signed by a parent/carer will be required when signing either in or out at ***Student Reception*** on the day of the appointment. A copy of the appointment card/letter would also be useful.

Students should only be out of school for the minimum amount of time necessary for the appointment. A full day's absence will not normally be authorised.

Leave of Absence

Leave of absence refers to any pre-planned absence from school (part lesson, lesson, full or part day) that is for a reason other than one related to time off for medical appointments or illness.

Leave of absence should be applied for by completing the online form using the link on the front / Attendance page of the school website at least 5 days in advance of the absence; a separate form should be completed for each student. A formal response will be sent to parents/carers.

Failure to follow the procedure laid out in the school's Leave of Absence Policy may lead to an absence being recorded as unauthorised. An unauthorised absence may lead to a Penalty Notice being issued by the Local Authority.

Punctuality and Lateness

Students should:

- Arrive at form rooms/assembly ready for registration to start promptly
- Arrive at classrooms ready for the prompt start of lessons
- See Form Tutors to obtain a present mark for registration **before** going anywhere else in the school
- Sign in at **Student Reception** if arrival in school is after registration, with a note from home to explain the lateness

Consequences will be applied for late arrival to school or lessons without good reason.

If a student needs to leave school for any reason during the school day, they must have a note from home, clearly indicating how they will be getting home / to their appointment, which they should ask their form tutor to sign and date. They should show this to their teacher when leaving their lesson and Student Reception when they sign out. Students MUST NOT leave the premises without the permission of the school.



Illness and Absence from School

When Should A Student Not Be in School?*

Students should not be in school if they:

- Have an infectious illness that could be spread to other people
- Need care during school hours that cannot be provided in school
- Are so unwell that they are not able to cope with lessons

Ask yourself the following questions to help make your decision:

- Is my child able to carry out the activities expected of them during the school day?
- Would I take the day off work if I had this condition?
- Would medication relieve the symptoms and enable my child to be in school today?
- Could there be a reason that my child is trying to avoid school?

* See Useful Information section for links to guidance on specific conditions

A student who is feeling better having not been in school first thing may return to school later in the day.

A student who has been suffering from sickness and / or diarrhoea should not return to school until 48 hours after the symptoms have stopped.

Supporting Students in School

Medication

Students do not need to be kept at home just because they are taking medication. Please speak to a member of the Student Reception Team if medication needs to be kept in school for your child, otherwise, if they need to take something during the school day, they should only carry the dosage required.

Periods

Under normal circumstances students should be able to manage their periods in school and medication can be taken to ease stomach cramps. Female health products are readily available at Student Reception and the medical room is available if students need to take some time out. Please let us know if your child suffers from a specific condition related to their periods.

Ongoing Medical Conditions

Support is available in school for students with ongoing conditions to enable them to be in school as much as possible. Please contact our Student Reception Team to discuss this further and keep us up to date with your child's condition.

All students with a potentially life threatening condition will have a Care Plan.

Student Reception Team

A student who feels unwell during the school day will be assessed by a member of the Student Reception Team who will contact parents / carers if they are too unwell to remain in school. Alternatively they may be able to take time out in the medical room before returning to lessons.

Students should not call home on their mobile phones in advance of reporting to Student Reception, [consequences will be applied should this occur](#).

Sixth Form students who are unwell should not leave school without reporting to Student Reception for assessment.

First Aiders

We have a team of first aiders trained to assist with medical issues and emergencies.

Student Support Team

If your child is trying to avoid school and there is an issue that needs resolving or they need some other support, please contact a member of the Student Support Team by calling Main Reception on 01543 255714. We do not recommend avoiding school when these situations arise, the absence will not normally be authorised.

Longer Term Absence

If your child is likely to be absent from school for a significant period of time please contact their Achievement Leader by emailing office@keslichfield.org.uk or calling Main Reception, to discuss how we can provide ongoing support with their studies and reintegrate them back into school on their return. Please supply information for your child's records to support the absence via the Attendance Officer, attendance@keslichfield.org.uk.

Additional Sources of Support

- GP / local pharmacist
- NHS 111
- www.nhs.uk
- www.healthforteens.co.uk
- Midlands Partnership NHS Foundation Trust Health Visiting and School Nursing Services team:

<https://www.mpft.nhs.uk/services/health-visiting-and-school-nursing> Tel. 0300 3033924

Health Visiting and School Nursing Services
Chat Health Text Messaging Service Parents/carers text: 07520 615722
Community Drop-In Clinics
Facebook and Twitter Accounts, YouTube
Young People's High School Drop Ins

Useful Information

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

<https://www.gov.uk/coronavirus>

HSC Public Health Agency leaflet: "Guidance on infection control in schools and other childcare settings"

Infection control

The spread of infection can be prevented by keeping up to date with routine immunisations, ensuring high standards of personal hygiene, particularly hand washing and maintaining a clean environment.

Work to catch up on?

Students should contact their teachers themselves to discuss or catch up on any work that they have missed.

Show My Homework should be used to catch up on any work that has been set to do at home.

Reasons for absence

As a school we like to encourage an open and honest dialogue with regard to absence from school. To avoid putting members of staff or students in awkward and avoidable situations we ask that you are not tempted to use illness to mask holiday absences. In most cases the school is made aware of the true reason for absence and this leads us to question the original reason for absence.

Attendance MATTERS

Reporting Absence Due to Illness

Attendance registers and school attendance records are legal documents. Every half day absence from school is classified as either authorised or unauthorised and a national code applied (see Attendance Policy available on the Attendance page of the website for details). The decision lies with the school as to whether to authorise an absence or not.

Unplanned Absence

If your child is too ill to attend, or will be absent for any other unplanned reason, ***please contact us via text on 07860 034183*** as follows: This is part of our ongoing process of managing attendance, where we have queries or concerns regarding levels or patterns of absence or the reasons provided for absence, we will follow this up with you and / or your child with the aim of working together positively to support improved attendance.

Day 1	Text before 9.00am	In <i>fewer than 200 characters</i> confirm: <ul style="list-style-type: none"> • Name • Tutor group • Brief reason for absence/symptoms • Estimated length of absence
Day 2&3	Text before 9.00am	To update us about the absence
Day 4	Call before 9.00am on 01543 255714	To speak to somebody /leave a message to discuss your child's absence with the Attendance Team.
Day 5	Email medical proof to attendance@keslichfield.org.uk	<i>The absence will not be authorised without it.</i> Proof could include a GP's appointment card, a surgery stamp in a planner, a copy of a prescription or proof of medication taken. We do not ask for medical certificates.

1st Day Contacting System
<p>For safeguarding reasons, if a student has been marked as absent without a reason, a text message will be sent informing you that your child is not in school.</p> <p><i>Please respond to the text as a matter of urgency with a reason for the absence.</i></p> <p>NB. Please ensure that any changes to contact details are communicated to school as soon as possible so that records are always up to date:</p> <p>studentdetails@keslichfield.org.uk</p>

Attendance Officer

Ms K Edwards

Report an absence:

Text: 07860 034183

Attendance queries/proof of appointments/ medical evidence

Email: attendance@keslichfield.org.uk

Leave of absence: complete online form using link on the front page of the website: www.keslichfield.org.uk

Information relating to attendance, including the Attendance Policy and printable leaflets are found on the Attendance page of the website [Attendance | King Edward VI School Lichfield \(keslichfield.org.uk\)](http://Attendance | King Edward VI School Lichfield (keslichfield.org.uk))



Support from Home

In seeking to achieve our aims, we rely heavily on the support and co-operation of parents and carers and recognise the enormous value of a positive home/school partnership in ensuring that each of our students receives the high quality of education which he or she deserves. Students and parents will be asked to sign our Home School Agreement. This will be explained as part of the Induction process. We urge parents to support us in our work in whatever way they can.

Home School Agreement

As a STUDENT I will aim to:

Arrive at school on time, equipped and organised for my lessons.

Work hard at all the subjects which I study.

Take responsibility for my own learning.

Not affect the learning of others in a negative way.

Respect myself, staff and other students.

Respect the school's resources and environment.

Play my part in ensuring that my parents and the school are kept informed.

Follow the school's code of conduct.

Be willing to try new activities.

Use my planner effectively and keep it in good condition.

As a PARENT/CARER I will aim to:

Ensure that my child attends school regularly, is punctual and wears the correct uniform.

Inform school about absence at the earliest opportunity.

Engage with positive communication with the school.

Help and support my child with personal organisation and appropriate equipment.

Maintain contact with the school.

Support and reinforce the school's code of conduct.

Encourage and support my child's involvement in extra-curricular activities.

Provide a suitable environment for homework and independent study.

Ensure study time is free from distractions such as electronic devices, television etc.

Take an interest in the work which my child is doing.



School Trust Fund

School budgets are increasingly challenging and our School Trust Fund plays a vital role in ensuring that our students have access to suitable facilities and resources. The school environment can have a huge impact on students' morale and helps us to create the atmosphere of high expectations and a 'can-do' culture which we aim to foster and in which they can thrive.

We have two strands to our Trust Fund, our School Fund which supports day to day additional activities and our longer term Trust Fund which supports some of our bigger projects in school.

We ask all our families to make an annual donation of £10 to the School Fund strand of our Trust Fund. This supports day to day extra-curricular activities and events for our students. For example, the badges and ties that link to our House System, curriculum enhancement experiences and celebration events for all students.

If you wish to donate to the longer term strand of our Trust Fund you can do this by making either a one off donation or a regular contribution. By making a one-off donation or setting up a regular contribution, you will make a positive difference. We will provide regular updates to show the impact of your donation; please consider making a monthly contribution of £10 or more if you are able to do so. If you are a UK taxpayer you can also Gift Aid your donation which will provide an additional 25% without any cost to you.

Further details will follow in the autumn term once your ParentPay account has been activated.

Food Technology

Traditionally in Food Technology lessons, students have been asked to bring their own ingredients to allow for practical work and the preparation of various recipes. Unless home circumstances prevent this, we would ask for parents' support in providing the required ingredients. If financial circumstances make this difficult, please contact your child's Food Technology teacher at the start of their module each year.

Musical Instrument Tuition

For details on how to apply for instrumental lessons please see the enclosed leaflet. A digital version of the information is available on our website www.keslichfield.org.uk/Curriculum/Subjects/Music

School Trips

School trips and visits form an important part of the life of the school, with many opportunities presented that support classroom learning. In nearly all cases we do need to ask parents to make a voluntary contribution towards the costs of the trips. If your child is in receipt of free school meals and/or you are facing financial challenges, you can request to be considered for a contribution towards a visit. Letters detailing visits will include details of how to be considered through completing a form online; requests will be confidential and considered on an individual basis. The law encompassing educational visits has become complicated in recent years and we hope that parents will give us their support in maintaining what we believe is a reasonable position.





Homework

Homework is set to supplement and reinforce the work which students do at school and also to help develop habits of self-discipline and independent learning. More details on homework guidelines are available on the School's website. In school we use a product called Satchel One which can be downloaded as an app. This was previously called Show My Homework. When students join the school, they will be given details of a pin code for themselves and another for up to five parents and careers. When logging in to the app using the pin code a personalised homework calendar can be accessed and checked by students and parents or carers. Many staff are also using Microsoft Teams, including Assignments and Forms for students to complete homework.

Parents can assist their children with homework in a number of ways. The following are the more important of these:

- Show interest in the homework assignments set. One helpful way of doing this is to ask a child to explain precisely what has to be done and how he/she intends to set it out. It is also recommended that parents look through homework once it has been completed.
- Encourage regular working habits at set times.
- Seek to provide the most suitable arrangements for quiet study at home. A study bedroom is not necessary. In fact, there are advantages to studying in the company of the family, as long as obvious distractions (such as the TV or access to social media) are avoided.
- Do contact school to raise any concerns regarding homework.
- Check the 'Satchel One' app each evening. Give praise where appropriate and talk through any concerns about homework.
- Encourage your child to do homework on the day it is set instead of leaving it until the night before it is due in. This will help to avoid a build-up of work and your child is more likely to remember the task.
- Each piece of homework will generally take between 20 and 30 minutes to complete depending on frequency of work set. If your child is taking much longer, write a note in their exercise book for the subject teacher to see - e.g. they have spent 30 minutes on the task and this is as much as they were able to do. Satchel One will give more guidance.
- Help and encourage your child with their homework but avoid doing it for them. If you find you have to do a lot of the work yourself then write a note in the planner or exercise book about this.
- Your child may find it easier to word process their homework rather than handwrite it. Encourage your child to do this where possible and to stick it into their exercise book.

If your child has a special educational need, a general or specific learning difficulty and homework is becoming an issue, please contact the school.

Homework Club

A Homework Club takes place every evening in the Learning Resource Centre (LRC) after school, Monday to Friday for up to an hour after school. Homework Club is a Teaching Assistant led facility, offering friendly support in a calm atmosphere. It is open to all students who would like some help in completing their homework or, even just a quiet place to work. There are computers available to carry out online tasks or research, as well as all the resources in the LRC. Students can attend as often as they wish; it may be every evening, or one or two evenings or just popping in if they need some specific support.



Organisation

- The School Planner is a useful organisational tool.
- Help your child to make a large copy of their timetable. This could include pictures of subjects or be colour coded by subject to make it easier to understand.
- Display the timetable where it can be easily seen, eg on the fridge.
- Encourage your child to pack their bag the night before and help them to do this at first. Try to do this at a regular time each evening so that it becomes routine.
- Check their timetable to see whether they need any special equipment such as PE Kit or Food ingredients. This can also be done on GO4Schools.
- Check that they have their pencil case and relevant exercise or textbooks for the day.
- Do they need a bus pass, snack or packed lunch?
- It is important to encourage your child to become independent. Help them with their organisation but don't do everything for them.
- Find somewhere to store school books that is easily accessible so they avoid taking everything with them every day. Otherwise their bag will be too heavy to carry.

Strategies to Support your Child

Talking through the Day

Encourage your child to talk about their day. Find out what they have enjoyed best. Is there anything that they feel is not going well or worrying them?

Help with Reading

Try to listen to your child read every day if only for a few minutes. Share a story or read to them. Try to make reading fun and enjoyable.

All students have a reading book for English lessons - you could use this book to read from if you wish.

Help with Spelling

When spellings come home, help your child to learn them by finding a method that works for them, eg

Look - Say - Cover - Write - Check

Stick their spellings up around the house, eg on post-it notes

Spend a few minutes each day practising spellings rather than one long session per week

Most Important of all give your child lots of praise and encouragement.



Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, King Edward VI School provides student access to the Internet. We believe that the effective use of the World Wide Web and email is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the Rules for Responsible Internet Use and sign and return the enclosed consent form so that your child may use the Internet at school.

All access rights will be withdrawn from your child if the completed consent form is not returned within 14 days. After this, your child's access rights will only be reinstated on receipt of a completed consent form.

Although there are concerns about Students having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We can also provide links to websites that explain the issues further.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

- Irresponsible use may result in the loss of Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the student's education.
- Copyright and intellectual property rights must be respected.
- Email should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for email they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the Headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- Suspicious or unexpected email traffic should be reported to ictsupport@keslichfield.org.uk

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Should you wish to discuss any aspect of Internet use please telephone the School to arrange an appointment.



Information and Communication Technology Facilities

1 Data Storage

Students should really use **Microsoft one drive** facility in place of removable Media (flash drives etc.). This provides ample storage for files and folders and is accessible both in school and off site. This is now our preferred method of storage.

Use of USB pens ('Flash Drives')

Students are allowed to use USB pens to save work and transfer it from one part of the site to another, or to home, if they have compatible equipment.

This does, however, present us with some problems:

- of security;
- of integrity of data;
- of copyright;
- of viruses;
- and of the quality of the media.



In order to overcome as many of these problems as possible and still be able to offer this facility to students, we have decided to regulate this with the following system for those students who wish to avail themselves of this facility.

- a Students should only use a USB Pen **on stations with front facing ports**.
- b Students should take care to **protect** the USB Pen (using the cover) when transporting them. Heavy objects such as keys must not be attached to the memory stick as this can result in damage to the USB port.
- c Students should be aware that they may be infringing copyright laws if they attempt to copy program files or data onto, or from the systems in school. Under no circumstances should any attempt be made to install third party software via removable devices without prior permission from a member of the **ICT Support Team**.
- d If students become aware that their USB Pen has a **virus**, it is their responsibility to get it checked (by a member of the **ICT Support Team**) before they use it in any machine. Failure to comply with this requirement will result in the removal of the student's access to the Network.

2 Passwords

Should students wish to change their password the procedure is as follows:

Click on the user icon (bottom right in the task bar) and select '**Change my Password**' in **Tasks** menu.
REMEMBER that your password should be kept a SECRET.

Forgotten your Password?

Complete a '**Password Reset Request**' form in the Library Resource Centre.

Note: It is **your responsibility** to get this form handed in **at least 48 hours** before you require access to the network.

3 Internet Access

Students are not given access rights to the **Internet** without the completion of an '**acceptance contract**' which must be signed by both the **student** and their **parent**. Infringement of this contract or procedure will result in the removal of the student's access to the Network.



School/Home Communication

General information is found on the school website - www.keslichfield.org.uk

The school newsletter will be emailed home every 3 weeks and will also be published on the website.

A text message service is used for key messages, eg regarding absence, school closure and Parent Evening reminders.

We recently introduced GO4Schools which enables parents and carers to access a range of information about their child. This includes, praise and behaviour data, subject grades, attendance information and reports. We will contact parents and carers to provide further information about the system and log in details.

Getting in Touch

Postal Address: King Edward VI School, Upper St John Street, Lichfield, Staffordshire. WS14 9EE

Headteacher: Ms J Rutherford

Telephone: 01543 255714

Email: General Enquiries: office@keslichfield.org.uk

Report Student Absence: Send text to 07860034183 / contact attendance@keslichfield.org.uk

Update Parent/Carer/Student details: studentdetails@keslichfield.org.uk

Web address: www.keslichfield.org.uk

When contacting the school our Reception Team will direct your call to the appropriate member of staff. As a general guide enquiries will be directed as follows:

General enquiries:	Reception Team
Admissions:	PA to Headteacher
Curriculum/Subject specific enquiries:	Head of Department
Student Support:	Student Support Team
Child Protection/Safeguarding Issues:	Safeguarding Team
Attendance Matters	Attendance Team

Please do contact us to discuss any concerns which you may have. A telephone call to the school can usually be followed up quickly by a meeting with the person best placed to deal with your enquiry.

Parents' Evenings

Opportunities are arranged annually for parents to meet with the staff teaching their child at a Parents' Evening. Dates of these evenings appear on the school calendar and parents are urged to book appointments via our online booking system.

Form of Registration and Medical Form

Please complete and return the form of registration and medical forms as soon as possible. This will enable us to enter information relating to your child onto the database. From time to time you may be asked to check or update this information.

Data Collection Sheet and Updating Student Information

Please let us know immediately if your personal details have changed so that school records can be updated. This is especially important where emergency contact information is concerned. You can do this by using our website. Go to 'contact us' and then use the link entitled Update Parent/Carer/Student details:

studentdetails@keslichfield.org.uk



Library Resource Centre

The Team

The library is staffed by a professional librarian and part-time library assistants and runs with the help of Student Librarians.

Opening Hours

The library is open every break and lunch time, in the morning before school begins from 8.30am and after school currently until 4:30pm.

Equipment

Alongside the library's 11,000 fiction, non-fiction and reference books, there are desktop computers, a set of iPads, printers and photocopying facilities. There is a quiet area with soft seating for reading and a Sixth Form study space upstairs.

Reading Cloud

Finding what you need is easy using our online catalogue, The Reading Cloud:

<https://u003964.microlibrarian.net/> Students can also write reviews of books they have read for others to see.

E-Resources

The LRC subscribes to several excellent online resources to support students' learning and research.

Independent Research

The LRC provides a programme of Year 7 lessons to teach independent research skills. These sessions are cross-curricular and are embedded into subject-specific schemes of work.

There is also a daily Homework Club, which runs from 3.15pm – 4.15pm.

Reading for Pleasure

The LRC runs a whole range of activities to encourage students to read widely and often. Year 8 follow the Accelerated Reader programme, Year 7 are set an A-Z Reading Challenge and both have access to a weekly Book Club. We also run World Book Day events, Poetry activities and Storytelling Week events, to name but a few.

Local links

We work closely with the Lichfield Public Library and the Lichfield Festival to provide students with exciting opportunities and events outside of school; for example, the Summer Reading Challenge for Year 6 students in transition (see separate sheet).



For more information and news, please follow us on Twitter @KingEddiesLRC



School Uniform

In order to support the School's Code of Conduct, 'Ready, Respect, Strive', students are expected to be dressed appropriately at all times. The guidance that follows has been developed in consultation with staff, parents and students. It is intentionally detailed in order to avoid any confusion. Many of the aspects have additional guidance, and parents are encouraged to contact the school if there are any questions related to the information provided.

There are various suppliers of King Edward VI uniform, including both high-street and online retailers, details of our suppliers can be found at the end of this section. ***Please note that all items of clothing should be clearly labelled with the student's full name and tutor group.***

We have sought to keep the price of uniform to a minimum as we recognise the financial pressure that uniform can place on families. **There is no requirement to have the school logo embroidered on any uniform items other than the blazer (badges can be purchased separately and sewn on to a blazer), the summer term polo shirt, and the school skirt.** The website provides detailed information as to where uniform can be purchased at reasonable cost. We also keep some clean, second hand uniform in school which can be made available to families on request.

Uniform

- Black blazer (sleeves rolled down) with a school badge
- King Edward VI School skirt or plain black tailored trousers (without zips/writing/studs and not chinos, Jeans or jeans style). Skinny jeans/trousers that look like leggings are not acceptable
- White shirt
- Clip on School tie
(With approval, County or 'colours' ties may be worn as an alternative as long as the top button remains fastened.)
- Optional plain black V-neck knitted jumper, with or without school badge, without collar, zip or hood
(Our uniform suppliers stock black V-neck jumpers with and without the school badge - both are acceptable.)
- Plain ankle socks **or** Plain black or neutral tights
- Plain black shoes - Plain Black Shoes – there is detailed guidance on the school website to help you find shoes that are acceptable. Go to http://www.keslichfield.org.uk/?page_id=385

Summer Term Uniform

- Trousers (or school skirt), shoes and socks as previously outlined
- Powder/sky blue polo shirt with school badge

Wearing Uniform Correctly

- Blazers should be worn before and after school, during lessons, between lessons, and at social times. Teachers may give specific permission within a lesson for blazers to be removed, but they should be replaced before the end of the lesson.
- Blazers may be removed whilst students are engaged in physical activity during break/lunch.
- Blazers are optional during the summer term, but must be worn for assemblies and exams. No other item is to be worn over the summer polo shirt, eg jumper.
- Blazer/jumper sleeves should not be rolled up.
- Skirts should always be worn at an appropriate length, no more than 5cm above the knee, and not rolled up at the top.
- Shirts should remain tucked in at all times (the summer polo shirt does **not** need to be tucked in).
- Coats (worn when the weather is poor) must be worn on top of the blazer, and not used as an alternative to the blazer.
- The black V-neck jumper is optional, but may not be worn as an alternative to the blazer.



Outdoor Clothing

- Students are permitted to wear a plain, dark outdoor coat over their blazers when the weather is poor. Camouflage-style combat clothing, pull over 'hoodies', leather/faux leather and denim are not permitted. This includes clothing heavily decorated with insignia.
- Wearing of sweatshirt-style zipped jackets is not permitted as they do not offer adequate protection against cold-wet weather.
- A plain scarf in a dark colour is permitted. Football scarves are not permitted.
- Headwear should not usually be worn. In conditions of extreme cold a plain hat may be worn outdoors.
- Headwear worn for cultural/religious reasons should be plain and black.
- In cases of extremely poor weather (eg heavy snow), students may wear boots for their journey to and from school. They must change into school shoes on arrival at school unless specific permission is given otherwise.

Hair, Makeup and Jewellery

- Extreme hair styles are not permitted - this includes hair dyed an unnatural colour or patterns shaved into the hair.
- Jewellery is not permitted in school with the exception of an inexpensive watch, a small ring and a small pair of studs – not rings or hoops) in each ear. Students will be required to remove items of jewellery for some practical lessons.
- Other forms of piercing (including but not limited to nose/eyebrow/tongue piercings) are not allowed and students will be asked to remove them. This includes any form of retainer (transparent or otherwise).
- Students wearing excessive makeup or colourful nail varnish/false/acrylic/gel nails will be asked to remove it/them.
- Jewellery worn for religious reasons should be discussed with the school in advance.
- Belts should be plain and black, and should have a plain buckle. Oversized and/or heavily branded belts/buckles are not acceptable.

Incorrect/Inappropriate Uniform

If a student does not have the correct uniform for school, parents should send the student in with a note detailing the issue and making clear when the issue will be resolved.

Students wearing inappropriate uniform are expected to rectify it immediately. Infringements will be recorded on the school behaviour system (Go 4 schools). The school may:

- Confiscate the item of incorrect uniform.
- Contact parents so that appropriate uniform can be brought to school.
- Send the student home to change.
- Provide an alternative in the short-term whilst the issue is resolved.

Repeated uniform infringements will result in detention.

Should you have any difficulty providing any item of uniform, please contact the Student Support Team at the school.





Clothing required for Physical Education and Practical Lessons

The PE kit at King Edward VI is listed below. The students require a range of kit determined by the activity that they are taking part in. Any items listed under the 'additional' heading are optional items to the basic requirements. We strongly recommend the use of shin pads, studded boots and gum shields for activities such as rugby, football and hockey. The training shoes need to be appropriate for physical activity of all kinds; therefore, no high tops or casual shoes will be accepted. The branded PE Kit is supplied by 'Canterbury', however, other non-branded kit with or without the King Edward VI logo is acceptable. Our stockists are listed overleaf.

Please can you label each item of kit, a lot of students misplace kit each year and names mean we can return these items. Embroidery, label stickers, stamps & written in labelling are acceptable.

Girls PE Kit

- Polo t-shirt (white)
- Skort (navy) or shorts (navy - as per the picture to the right). We no longer require athletics/gymnastics tight shorts as required uniform.
- Hooped long socks (navy and white)
- White ankle or trainer socks
- Trainers
- Shin pads
- Gum shield



Boys PE Kit

- Rugby shirt (navy and white)
- Polo t-shirt
- Shorts (navy)
- Hooped long socks (navy and white)
- White ankle or trainer socks
- Trainers
- Shin pads
- Gum shield
- Studded boots



Additional Kit (Optional - Girls and Boys)

- Hooded jumper (navy)
- Rain jacket (navy)
- Plain tracksuit bottoms (navy)
- Plain base layer (navy, black or white)

Practical Lessons (Girls and Boys)

- All purpose apron





Uniform Suppliers

WB Schoolwear - online or in store. School uniform and PE kit.

20 Bells End Lane, Walton on Trent, Derbyshire DE12 8ND.

<https://www.wbglobaltrading.co.uk/store/King-Edward-VI-School-Lichfield-c21543969>

Uniform Plus - in store. School uniform and PE kit.

33 Tamworth St, Lichfield, WS13 6JP , Lichfield, Staffordshire WS13 6JP

Telephone: 01543 414520

Unit 6, Burntwood Town Shopping Centre, Cannock Road, Chase Terrace, Burntwood, Staffordshire WS7 1JR

Telephone: 01543 677068

<https://www.uniformsplus.co.uk/>

MyClothing.com - online selected school uniform items.*

White PE polo t-shirt - embroidered with school badge

Summer polo t-shirt (powder blue) - embroidered with school badge

Boys' and Girls' black Blazers - embroidered with school badge

Black V-neck knitted jumpers - embroidered with school badge

<https://myclothing.com/king-edward-vi-school-lichfield/9352.school>

****This online uniform service does not provide the King Edward VI Skirt. Skirts must be purchased from our other suppliers (above).***

Uniform and Lost Property

It is vital that **ALL ITEMS** of uniform and bags are **CLEARLY LABELLED** with your child's first and last name and their tutor group – this includes ties and shoes/trainers. If this is not done it is often very difficult to trace mislaid property. Items of lost property which are handed in at school are stored in the Lost Property area by Bader Staff room. Valuable items are normally kept in Student Reception.





Who is a Parent

How Parental Responsibility Works

Refer to **Your Rights** for details of the rights and responsibilities that parents have to make choices about their children's education, to be consulted and to have information.

Who is a Parent?

Although the answer may seem obvious, the term 'parent' in education law can include many people besides the natural parents; and the people who are parents can change more than once during a child's school life. The position is often affected by the provisions of the Children Act 1989. Anyone who has 'parental responsibility' under the Act counts as a parent.

Information about Parents

The range of people who may count as parents make it important for schools to know the names and addresses of the people concerned. This is why, when you enrol your child at school, the Headteacher will ask for information about anyone (apart from yourself) who may count as a parent including those who live elsewhere.

If your child is living with you

You should always supply the Headteacher with the necessary information about changes in the names and addresses of other people who may count as parents.

If your child is not living with you

Your child's school should help you keep in touch with your child if you have parental responsibility. However, this will normally only be done if you make a request to the Headteacher.

Some Common Problems

Problems sometimes arise because the rights of the people who are, or count as, parents do not have the present care of the child. Do try to resolve these problems by agreement. Headteachers are seldom able to intervene on one side or the other.

Restrictions on Contact

One parent may sometimes wish to stop another from having access to the child, perhaps as the result of a sudden separation of the parents. The Headteacher cannot be expected to arbitrate on this issue. If the parents cannot agree, they must resolve the dispute through the Courts.

Restrictions on Information

The parent with whom a child lives may wish to restrict another parent's access to information (e.g. copies of school reports). Generally this cannot be done. However, under the Children Act 1989 it is possible for a parent to apply for a Court Order (a 'Prohibited Steps Order') under which ordinary rights are restricted. For example, an Order might ban a parent from receiving school reports or other information. The Headteacher would then be able to refuse requests for the reports or information.





Changes of Name

If a child of divorced parents lives with his or her mother, the remarriage of the mother does not lead to a change in the child's surname. The surname can be changed only if the father agrees or if a Court Order or other legal authority is obtained. Unmarried mothers or other parents who are the **sole** person with parental responsibility can change a child's name without any other consent.

The school has developed a protocol for separated/divorced parents which can be found on our website.

Keeping the School in the picture

Families can change. Schools need to know about these changes so that student records can be kept up to date. Please always tell a school if something happens.

For more information about how the Children's Act may affect you and your child's education in Staffordshire, contact the Education Welfare Service.

<https://www.staffordshire.gov.uk/Education/Education-welfare/Overview.aspx>

Getting Further Advice

If these issues raise problems for you, please feel free to discuss your concerns in confidence with your child's Headteacher.

If your family includes step-parents or an unmarried father who would like to know more about how to get Parental Responsibility, ask your local Citizen's Advice Bureau; Law Centre/Solicitor; County or Magistrates Court.

If you have a Social Worker or Court Welfare Officer, you can ask them to help you, especially if court proceedings are involved.





Parental Responsibility (PR)

What it is

PR means having the right and responsibility to make important decisions in the life of a child. Decisions like

- Where they live
- Where they go to school
- What medical treatment they receive

If a school knows all the people who have PR for a child then they can make sure that they keep them informed about that child's educational progress.

Who has it

A child's mother ALWAYS has Parental Responsibility. She can only lose it if her child is adopted by someone else. Other people can *share* PR including:

- The child's father if he was married to the mother when the child was born
- People who have a Court Order granting them PR
- A step-father who adopts the child

The situation for unmarried fathers is more complicated and depends on when the child was born. If a child was born **before 1 December 2003** unmarried fathers can get PR by:

- Marrying the mother of the child
- Registering a Parental Responsibility Agreement with the Court or applying for a Court order granting them PR

For children born **after 1 December 2003** unmarried fathers can get parental responsibility by:

- Registering the child's birth jointly with the mother
- Marrying the mother of the child
- Registering with the Court for PR

Other Parents

There are some people who are legally seen as parents but who don't have Parental Responsibility. Anyone who has the day to day care of a child is seen as a parent. They would be expected to make sure that:

- Their child receives an education
- They are fed and cared for appropriately

They have to look after their children as much as a person with Parental Responsibility. The main difference is that the person with PR will have final say in the important decisions mentioned above. If they fail to look after their children, they will be treated in the same way as a person with PR who fails in these duties. For example, if a child does not go to school regularly, then all parents, whether they have Parental Responsibility or not, can be prosecuted and could be fined.

Schools and PR

Please keep your child's school informed about any changes in your family circumstances. If schools are told about the changes, then they can make sure that they keep everyone up to date with how their children are getting on. Families sometimes have difficulties and courts can become involved in the care and living arrangements of the children. In these cases, schools need to know about any Court Orders that have been made. If you are not sure if the information will be useful, you can arrange to talk in confidence to someone at the school.

If you have a specific query about Parental Responsibility, you might find it useful to contact your local Citizens Advice Bureau, a Solicitor or a local Legal Centre. All of whom should be able to help you.



ParentPay



The school uses an on-line payment scheme which we have introduced in response to parental requests to have a robust pre-payment system in place. The system makes it easier for parents to make payments for school activities and also helps to reduce the administrative tasks of managing these payments in school.

We use ParentPay, a leading on-line money payment provider and the system has the backing and approval of Staffordshire County Council. The system offers parents the freedom of making payments whenever and wherever they wish, 24 hours a day, 7 days a week - safe in the knowledge that the technology used has the highest internet security available. Parents have their own account, enabling them to make payments direct to school and thereby removing the need for students to bring cash or cheques into school. If parents have more than one child at the school, then it is possible to merge accounts in order to create one set of login details, making paying even easier. If you have an existing ParentPay account, please check your account for further details on how to add your child (or children) from this school to that existing account. You can find out more about ParentPay at www.parentpay.com.

Parents can use their ParentPay account to pay for music tuition, school meals (via our Cashless Catering Scheme) and to make contributions for educational visits or to the School Fund and/or the Trust Fund.

During the Summer Term you will receive a letter from the school with your unique account activation details for ParentPay. Please activate and add money to your account before the first day of school in September.

Thank you in advance for your support and co-operation. Should you require any further information about the ParentPay system then please contact the school's Finance Office.





Cashless Catering System

King Edward VI School operates a cashless catering system at all our food outlets on the school site.

The system incorporates the latest biometric technology and eliminates the need for students to carry cash throughout the day. It also removes the need for students to carry a card or remember a security number, as the system will recognise an algorithm-based scan which only reads between 50 and 130 points on either a finger or thumb. Further details of the system are explained below.

Any amount of money can be paid into a student's account via the ParentPay system which is already in use in the school (you will receive your login details in the Summer Term) and any money spent on food and drink will be deducted on a daily basis. Initially a daily 'spend limit' of £5 will be programmed into the system and, if parents wish, this can be increased or decreased for individual students by making a written request to the school's Catering Manager office@keslichfield.org.uk for the attention of Mrs M Knight. Once the system is operational it will not be possible to accept cash payments at any of the school's food outlets, although arrangements will be made for students to pay cash for food and drinks during the forthcoming induction days.

In accordance with current legislation, we will be operating an 'Opt In' policy and therefore ask you to complete the parental opt-in form. If you choose not to have your child registered on the biometric system, a 4-digit PIN code will be allocated to your child. Please note that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

We hope that the following information will answer any questions you may have but, if this is not the case, please do get in touch with the school's Main reception and colleagues there will be able to help with your enquiry.

Cashless Catering - Frequency Asked Questions

Q What is a Cashless System?

A A Cashless Catering System is a solution, which is purpose designed to meet the ever evolving needs and demands of the Catering Provision that is required by today's schools and academies.

The Trust-e Cashless Solution allows schools to be better able to provide their students with a faster, more efficient and more appealing meal service.

Q What is Biometric?

A Biometric is simply a method of identifying an individual person. We will be using an algorithm based scan, which reads between 50 and 130 point on the finger/thumb. It is not a fingerprint in any way, shape or form and is of use only in the cashless system.

Q How does a Biometric System work?

A The information of a student or staff member, who has been biometrically registered, is stored on a secure Biometric Controller within the school, which only our provider, Nationwide Retail Systems Ltd, can access. Once an account is credited, the student or staff member places their finger/thumb on the EPOS Terminal, which looks up their account details and allows them to purchase items using only this method identification.

Q How does my child register on the Biometric System?

A Your child will attend at a requested time and they will be required to place their finger/thumb on a Biometric sensor twice to obtain a matching template, which only takes a few seconds. If you have chosen to 'Opt Out' of this procedure, your child will be presented with a 4-digit PIN Code.



Q What methods of payment can be used to credit an account?

A Any amount can be credited to an account using online payment - see below. Once an account has been credited, the monies cannot be withdrawn and must be spent on the school meal/break services.

On-Line Payments

We have introduced on-line payments in partnership with the Cashless Catering System. Please go to www.parentpay.com to make an electronic payment.

Q How can I check the credit on an account?

A This can be done by the account holder placing their finger/thumb on to the evaluation machine or by entering a 4-digit PIN Code. The current balance will then be displayed. Alternatively, this can be accessed via ParentPay.

Q Can I change the daily 'Spend Limit'?

A Yes - The daily 'Spend Limit' has a default of £5 but this may be changed by written request to the school's Catering Manager office@keslichfield.org.uk for the attention of Mrs M Knight.

Q How do 'Free Meal' Entitlements work?

A All free meal entitlements will be entered on to the system prior to the 'Live' day. the Cashless Catering System will, on a daily basis, automatically allocate the appropriate accounts with the free meal amount of £2.47 per day. Students with free meal entitlements remain anonymous at all times as all account types are accessed in exactly the same way. NB: Any monies not spent from the daily free meal allocation will not be carried over to the next day.

Q Can anyone else use my child's account?

A No - due to the extensive security on Biometric templates, no-one will be able to access your child's account. As a secondary precaution, a photo image is allocated to each student. If your child is using a 4-digit PIN Code, which someone obtains and attempts to use, the photograph shown on the EPOS Terminal will alert the operator to a fraudulent sale taking place.

Q My child has an allergy. How will this be monitored?

A All allergy records registered with the school will be entered on to the Cashless System. When students attempt to purchase an item which contains ingredients to which they are allergic the system will alert the operator and prevent them from selling the chosen item.

Q Can I dictate my child's dietary requirements?

A The system will allow you to register any items that your child is not allowed due to dietary needs or religious beliefs. Any such items must be confirmed in writing by the Parent/Guardian to the Catering Manager

Q Can I request a printed report of my child's meal intake?

A Yes. The Cashless Catering System allows numerous reporting facilities, which includes Dietary Habits. These may be requested by contacting ParentPay.



Free School Meals

Parents claiming some benefits can claim free school meals for any of their children who attend a Staffordshire school or sixth form and would normally be at school at lunch time. This also covers any student who does not live in Staffordshire but is attending a Staffordshire school.

By claiming free school meals you can save time and money and make sure that your child eats well at lunchtime. *Even if you don't want your child to have the meals, making a claim will help the school as they receive extra funding for each child registered for them.* Additionally, if your child is of secondary school age (between the ages of 11 and 16, in Years 7 to 11) when they have registered for free school meals, your child may have an additional entitlement to free home to school transport - for more information visit:

[Overview - Free school meals - Staffordshire County Council](#)

[Under 16 school transport - Staffordshire County Council](#)

Email: freeschoolmeals@staffordshire.gov.uk

Telephone: 0300 111 8007

Who can get free school meals?

The entitlement criteria from 1 April 2018 is that you can currently claim free school meals for your child if you receive any of the following benefits:

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- Eligible for Child Tax Credit **but not** Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. **Please note:** anyone eligible for Working Tax Credit or if you have a partner and they receive it, regardless of Income, you will not qualify.
- The Guarantee element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- In receipt of the four-week run on of Working Tax Credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to Working Tax Credit but will continue to receive it for a further four weeks and is entitled to free meals during that time)
- Universal Credit (provided you have an annual net earned household income of no more than £7,400pa as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may receive.

If a child is already registered for and receiving free school meals you do not need to make a new claim as a result of this change. In fact, any pupil who has a live free school meal as at 1 April 2018 under the old criteria, or makes a successful new claim after 1 April 2018 under the new criteria will **keep their free school meals** until the government have completed their roll out of universal credit (expected to be March 2023), **even if you no longer meet the entitlement criteria.** At March 2025 if the pupil is still at school they will then keep their free school meals until they move to the next phase of education. We will write to parents at that time to advise them what to do.

However, because of the changes it does mean that whilst one child may be entitled under the old criteria and their free school are being protected, an application for another child after the 1 April may be refused. This could mean that one child will receive free school meals and the other won't. If you are unsure please contact the free school meals team.



Please note that children being fostered are not normally eligible to claim free school meals as the fostering allowance paid is intended to cover the cost of the provision of meals for the child.

To prevent a delay in your claim, please don't apply before either:

- Your eligibility to Working Tax Credit has ended but you are still receiving Child Tax Credit and have a household income (as used by HMRC to assess Tax Credits) of less than £16,190 or receive one of the qualifying benefits listed above or;
- Your claim for a qualifying benefit has been accepted and the start date for the benefit has passed or;
- You have received your benefit or tax award notice showing that you meet the eligibility criteria.
- Your entitlement to Universal Credit has been confirmed.

Please note: Staffordshire will be unable to backdate a claim for entitlement to free school meals to cover unpaid money or refund money paid prior to the start date of a successful application.

How do I apply?

If you meet the low income criteria, you need to apply online. It only takes a few minutes and you get an instant yes or no as to whether you are entitled to free school meals. To apply on-line go to [Apply online - Staffordshire County Council](#)

The information you provide will be used to determine initial and ongoing entitlement to make an application for free school meals for the child(ren) named on the application form and any other siblings who join Staffordshire schools at a later date.

After completing an application you can print a copy of the confirmation page to give to the school for meals to start immediately. If you are unable to print you can still make your application online, but will need to wait for Staffordshire County Council to advise the school before you can start to receive the free school meals.





Catering Service

We offer an in-house catering service with the assistance of Catering Management Consultants. This allows us to decide what great tasting, healthy meals we serve to our students and to purchase many of our supplies locally. Local procurement not only supports our community but also enables us to buy excellent quality products. As well as our traditional menu, we also serve a healthy, fast-food range.

We operate the following services:

Breakfast From 8.15– 8.45am (Before school)
Break
Lunch

Although we operate a cashless system, your child will be able to purchase food using cash on their induction days.

Hot Trolley

A selection of daily choices

Pizza Selection
Chicken Breast in a Brioche Bap
Chicken Strips in a Wrap
Meatball Pasta Pot
100% Beef Burger Baps
Curry & Rice Pots
Hot Dog
Mac n Cheese Hot Tub
The BBG Vegetarian Burger
Fish Goujon Wrap

Free School Meals

All three of our outlets, Bader Bistro, Q Block Canteen and Johnson Hatch are set up via thumb recognition for students who must attend their allocated year group outlet. The daily allowance is £2.47 and will buy a 'Meal Deal' (main meal and a dessert) This is a daily amount which does not carry over to subsequent days. Should a student choose food items that will take them above the daily allowance there will need to be funds in the parent pay account to pay for this. If a student has used some of their allowance at break this will be deducted from the £2.47 allowance which will limit their lunch. We have a £5.00 daily 'spend limit' in the parent pay account. If parents wish to increase or decrease the spend limit, a written request should be made to the school's Catering Manager via office@keslichfield.org.uk – for the attention of Mrs M Knight.



Week 1

Week Beginning: 30 October

13 November

27 November

11 December

Your Menu Choices

	Monday	Tuesday	Wednesday	Thursday	Friday
Healthy Option	Fully Loaded Salad	Burrito No Burrito	Chicken & Chorizo with Brown Rice	Chicken Hot Tub	Fish Finger Plat Bread
Main Meal	Oven Baked Sausages In A Giant Yorkshire Pudding	Chorizo Pasta bake	Roast of the day	Spaghetti Bolognese	Breaded Fish
Vegetarian Choice	Quorn Sausages with Yorkshire Pudding	Vegetable Pasta bake.	Quorn Roast.	Quorn Bolognese	Quiche
Carbohydrate Vegetables	Creamy Mash Peas & Sweetcorn	Garlic Bread.	Roast Potatoes Seasonal Vegetables.	Seasonal Vegetables.	Chips Peas or Baked Beans
Soup	Soup of the Day with Crusty Bread Rolls	Soup of the Day with Crusty Bread Rolls	Soup of the Day with Crusty Bread Rolls	Soup of the Day with Crusty Bread Rolls	Soup of the Day with Crusty Bread Rolls
Street Food	Panini of the Day Jacket Potato, various fillings	Panini of the Day Jacket Potato, various fillings	Panini of the Day Jacket Potato, various fillings	Panini of the Day Jacket Potato, various fillings	Panini of the Day Jacket Potato, various fillings
Hot Trolley	Pasta Bar Love Joe's Wraps, Pizza	Pasta Bar Love Joe's Wraps, Pizza	Pasta Bar Love Joe's Wraps, Pizza	Pasta Bar Love Joe's Wraps, Pizza	Pasta Bar Love Joe's Wraps, Pizza
Salads Daily	Salads Daily	Salads Daily	Salads Daily	Salads Daily	Salads Daily
Desert of the Day	Hot Pudding of the day	Hot pudding of the day	Hot pudding of the day	Hot Pudding of the day	Hot pudding of the day
Fresh Fruit & Yoghurts					



Weekly Breakfast Menu - Prices start from 20p

Monday	Tuesday	Wednesday	Thursday	Friday
Bacon or Sausage Bap	Bacon or Sausage Bap	Bacon or Sausage Bap	Bacon or Sausage Bap	Bacon or Sausage Bap
Hash Browns	Hash Browns	Hash Browns	Hash Browns	Hash Browns
Sausage & Egg Muffin	Home Made Pizza Pinwheel.	Cheese On Toast	Home Made Bacon Twist	Sausage Rolls
Toast Bagel Crumpets Pancakes	Toast Bagel Crumpets Pancakes	Toast Bagel Crumpets Pancakes	Toast Bagel Crumpets Pancakes	Toast Bagel Crumpets Pancakes
Panini Selection	Panini Selection	Panini Selection	Panini Selection	Panini Selection
Chicken Wings	Pretzel	Chicken Wings	Pretzel	Chicken Wings
Waffle	Waffle	Waffle	Waffle	Waffle

Where possible all our products are homemade and sourced locally

DIETARY & ALLERGENS

Please speak to a member
of the Catering Staff
if you have any special
dietary or allergen
requirements



Welcome to King Edward VI School PTA

The Parent Teacher Association

The school has an active Parent Teacher Association which works extremely hard to support the school financially through a wide variety of activities. The PTA also serves an important social function and acts as a sounding-board for parents' views. As its name suggests, staff are also represented on the Committee. Details of meetings are contained in the school calendar which is published early in the autumn term and contains many useful and important dates. The support of parents of new students on the Committee is especially welcome, but even if you are unable to attend meetings regularly, help at events on a more casual basis is much appreciated.

We are a warm and welcoming organisation who run events throughout the year to raise funds for the school. These include a Christmas Fair and a Quiz. We also support many of the school events such as the school show, Spring concert, and presentation evenings. Through these events we are able to raise funds to support many projects in the school. In the past these have included leadership badges, team shirts, microscopes, staging blocks, seating in social areas, canopy by Q block and many more. As well as these fun events we also raise funds through two online ventures which are outlined below.

The first one is yourschoollottery. You play weekly like any other lottery and could win the jackpot of £25,000 if you match all 6 numbers. There is a weekly winner from our school, winning on average £34.

It is only £1 to play and the draw takes place every Saturday. Follow our twitter account @keslichfieldPTA for updates to the lottery.

Visit the website www.yourschoollottery and search for King Edward VI School PTA or use the link below:

[Support King Edward VI School PTA when you play Your School Lottery - Your School Lottery](#)

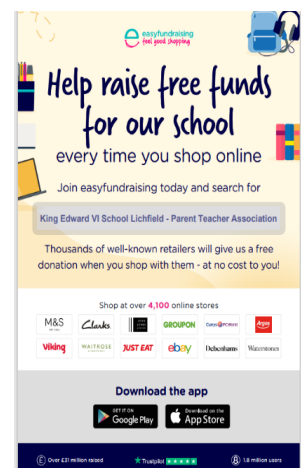


If you shop online, there is an easy way in which you can raise funds for the PTA, through easyfundraising.

There are over 4,000 shops and sites on the easyfundraising website that will now donate to us for FREE every time you use easyfundraising to shop with them. Just visit easyfundraising then search for the retailer you want to use and purchase your goods as normal.

https://www.easyfundraising.org.uk/causes/kingedwardlichfield/?utm_campaign=raise-more&utm_content=en-e1

These donations will help SO MUCH, so please sign up to support us – it is completely FREE and doesn't take long.

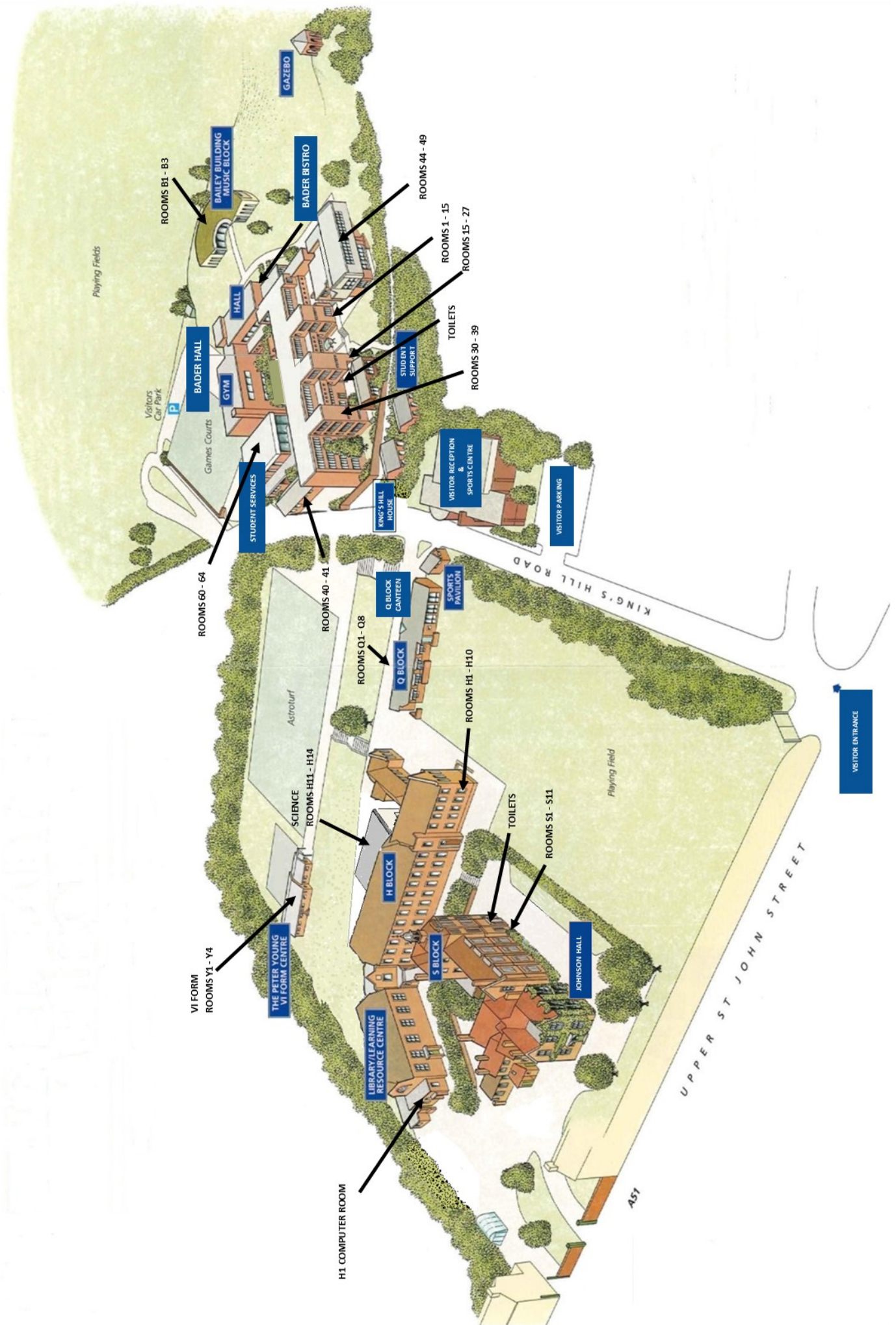


We are only a small PTA so we would welcome more parents to either help out at one event in the year, or to join the committee. It is a great way to meet other parents and learn more about the school. Any help that you could offer would be greatly received. We have parents involved in the PTA with students in Year 7 to Year 13, which is fantastic. If you would like to know more about these fundraising ideas or find out more about the PTA please contact us at kingedwardspta@gmail.com. We always welcome new members to help in any way you feel that you are able. Please look out for meetings, events and updates via the school website, newsletter, Twitter feeds and text messages.

We would love to hear from you. Any suggestions, ideas or questions can be sent to:

kingedwardspta@gmail.com

<https://twitter.com/keslichfieldPTA>





Communication Systems



GO 4 Schools

GO 4 Schools is a 'real time' online school data system that gives parents and students quick and easy access to timetable, attendance, behaviour, detention, progress and reporting information. Instructions about accessing GO 4 Schools will be provided after the start of the new school year.



Satchel One

All students and parents are able to access homework and supporting resources via Satchel One online.



Parents' Evening System

Access to online booking for parents' evening appointments. We appreciate that parents' evenings are busy and that parents like the flexibility of choosing their appointment times.



ParentPay

Used for educational visits and payment for school meals to support our cashless catering system in school. You can also use it to view the meal choices your child has made.



Texts and Emails

Groupcall is the package that we use to communicate to parents and carers via text and email. It forms an integral part of our absence reporting processes.



KING EDWARD VI
SCHOOL LICHFIELD

School Website

www.keslichfield.org.uk



Twitter

www.twitter.com/keslichfield



KING EDWARD VI

SCHOOL LICHFIELD

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