JJR/VLJ

1 May 2020

KING EDWARD VI SCHOOL LICHFIELD
Upper St John Street, Lichfield, Staffordshire WS14 9EE
Tel: 01543 255714 | Web: www.keslichfield.org.uk
Email: office@kingedwardvi-lichfield.staffs.sch.uk
Headteacher: Ms J Rutherford BA (Hons)

Dear Parent/Carer

Year 7 Admission – 2020

I hope that you and your families are all well. We are looking forward to your child joining us in Year 7 and I am sure that we are all looking forward to getting back to some sort of normal school routine as soon as it is reasonable to do so.

Please find enclosed an information pack and a number of forms that we will need to be returned to school at your earliest convenience **(no later than Friday 26 June 2020)**. We have enclosed an envelope for you to return the following forms:

Registration Form	**Data Collection Form**
Medical Form	**Cashless Catering Form**
Responsible Internet Consent Form	**All About Me Task**

These can either be posted or dropped off at the school's main reception during the working school day (8:45am-3:35pm). As the school is only open for a small number of students at this time there will be a box in reception for you to leave the envelope. We would ask that under the current restrictions anyone coming on to the school site respects social distancing and does so either in passing as part of their daily exercise or on their way to/from work or another essential journey.

At this stage, we are not in a position to say whether we will be able to run transition days for students in the summer term. These were originally planned for 23 and 24 June but we will have to keep this under review. We would like to reassure you that whether it is in the summer or the autumn term, we will make sure that all Year 7 students joining us have the opportunity to familiarise themselves with the school and get to know staff and students. There is no need for them to worry about anything; in these unusual times we will all need to take our time to adjust to being back in school and once we have a timeline to work to we will be in touch with further information.

I know that you will be doing your best to support learning during school closure and liaising with Primary Schools in terms of support. We have enclosed some information about transition tasks, these are to give us an insight in to your child, their interests and their recent work.

We have set up a Groupcall messaging service using the email address/mobile number used for making school applications, to communicate with you directly about transition arrangements. If you have changed your email address/mobile number recently or require a paper copy of any messages then please get in touch via office@kingedwardvi-lichfield.staffs.sch.uk

Yours faithfully

Jane Rutherford
Headteacher

Staffordshire County Council
Microsoft IT Academy Program Member
School member of MUSIC Mark
THE DUKE OF EDINBURGH'S AWARD
National Forest Teaching School
Anti Bullying Pledge School

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Admission Process Check List

All forms/slips listed below to be completed in full, signed and returned in the attached envelope as soon as possible, but no later than Friday 26 June 2020

Registration Form	
Data Collection Form	
Medical Form	
Cashless Catering Form	
Responsible Internet Consent Form	

Transition Tasks

Task 1 - The 'All About Me' task	To be returned with the admission forms listed above
Task 2 - A 'Best Piece of Year 6' work	See Transition Tasks document

The 676 Challenge

To be completed over the Summer Holidays, signed off and handed in to your Form Tutor on Admission Day	3 September 2020

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KING EDWARD VI
SCHOOL LICHFIELD

FORM OF REGISTRATION

Please complete all sides of this form in full, sign and return, marked 'For the attention of Johnson Office - YJR'.

SECTION 1 - STUDENT DETAILS

***** Surname: _____ Forename: _____ Middle name(s): _____

***** Surname on Birth Certificate (if different): _____ Preferred Forename (if different): _____

Date of Birth: _____ Gender: _____ Previous School: _____

Home Address: _____

District: _____ County: _____ Postcode: _____

Home Telephone Number: _____

Name and ages of any siblings in this school: _____

**** All those with parental responsibility should consent to a 'known by' surname being used instead of the birth certificate name.***

SECTION 2 - PARENT DETAILS AND EMERGENCY CONTACT INFORMATION

Name of Mother: Mrs/Ms/Miss: _____
(in full)

Address: _____

_____

Mobile Telephone Number: _____

Home Email: _____

Name of Father: Mr: _____
(in full)

Address: _____

_____

Mobile Telephone Number: _____

Home Email: _____

Should an emergency occur at school, it is sometimes necessary to contact a parent during the daytime. Please indicate below where each parent may be contacted during school hours in addition to mobile number given above.

Mother - Occupation _____

Place of Work: _____

Work Telephone Number: _____

Work Email: _____

Father - Occupation _____

Place of Work: _____

Work Telephone Number: _____

Work Email: _____

In case we are unable to contact either parent, please give the name and telephone number of a person who can be contacted in case of an emergency:

Name: Mr/Mrs/Ms/Miss: _____
(in full)

Telephone Number: _____

Relationship to child: _____

Mobile Telephone Number: _____

FORM OF REGISTRATION (part 2)

Under the terms of the Children Act 1989 we shall assume that those named as mother and father previously are the adults who have parental responsibility for the child named on the registration form. Should this not be the case, or if other adults have parental responsibility, please indicate below. Where there are adults with parental responsibility not living in the family home, the school has a duty to make contact with them also and seek their involvement in the child' education.

(a) Do any other adults have parental responsibility for the child named on this form (**not** indicated on previous page)?

Yes ☐ No ☐ If yes please give details and relationship to the child.

Name: Mr/Mrs/Ms/Miss: _____ Relationship to child _____
(in full)

Home Address: _____ Occupation: _____

_____ Place of Work: _____

Home Telephone Number: _____ Work Telephone Number: _____

Home Email: _____ Work Email: _____

(b) Do any of the adults living with the child named on previous page **not** have parental responsibility?
Yes ☐ No ☐ If yes please give details including relationship to child eg Step Father/Step Mother.

Name: _____
(in full)

(c) Please indicate below if there are any court orders relating to the child (attach copy).

_____

SECTION 3 - SPECIAL EDUCATIONAL NEEDS

Does your child have an identified condition that significantly impacts on their learning? Yes / No

If yes, please give details: _____

Has your child had support at primary school for an identified learning difficulty? Yes / No

If yes, please give details: _____
(If you have answered yes to either of these questions the school will seek more information from yourself and from your child's previous school)

SECTION 4 - ADOPTED OUT OF CARE

This child is in Local Authority Care (LAC) Yes / No Which Authority: _____ Date:_____

This child was adopted from Care (AFC) Yes / No Which Authority: _____Date:_____

This child lives with me under a Special Guardianship Order (SGO) Yes / No

If yes what is your relationship to this child (e.g Grandparent): _____

Was this child under the Special Guardianship Order previously in care Yes / No

SECTION 5 - SERVICE FAMILY CHILDREN

Is your child recognised as a Service Family child? Yes / No

SECTION 6 - LUNCHES

All students in Years 7-11 are expected to remain on site during the lunch break. Should your child wish to come home for lunch a pass must be applied for from their Achievement Leader.
Is your child entitled to free school meals? Yes / No
If No, have they ever been entitled to free school meals? Yes / No

FORM OF REGISTRATION (part 3)

SECTION 7 - SCHOOL VEHICLES

Conveyance of child in school vehicles:

I / We the parents of the above, give consent to my/our child being conveyed in the school's vehicle in connection with the educational and sports programme.

SECTION 8 – USE OF IMAGES / VIDEO

I / We consent to my / our child's image and name to appear on official Tutor Group photographs.

I / We consent to my / our child being photographed and videoed during school activities and for such material to be used around school and in the press to highlight their positive achievement. The use of images and video online will be in accordance with E-Safety Policy.

SECTION 9 - RELIGIOUS EDUCATION

All students at King Edward VI School will participate in a multi-faith religious education programme. This is something we believe in as a School. Parents have a right to withdraw their child from this education and from collective worship if they feel it compromises their faith. To do this an application must be made in writing to the Headteacher and parents may need to take responsibility for their child's learning in this area.

SECTION 10 – RELATIONSHIP AND SEX EDUCATION (RSE)

All students at King Edward VI School undertake a comprehensive and cohesive programme of Relationships and Sex Education (RSE). This is delivered through PSHE, assemblies and other activities. Some themes linked to RSE will be delivered in other curriculum areas. Parents have the right to withdraw their children from RSE that does not form part of the national curriculum. Information regarding the delivery of RSE will be shared with parents. If, following this, parents wish to withdraw students from sessions, requests for withdrawal should be made in writing to the Headteacher.

SECTION 11 - CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

I / We the parents of the above, give consent to my / our child taking part in school trips and other activities that take place off school premises and to be given first aid or urgent medical treatment during any school trip or activity. **Please note the following important information**:

- The trips and activities covered by this consent include:
  - All visits (including residential trips) which take place during the holidays or a weekend
  - Adventure activities at any time
  - Off-site sporting fixtures outside the school day
  - All off-site activities
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school - for example, year-group visits to local amenities - as such activities are part of the school's curriculum and usually take place during the normal school day.

I / We confirm that the information supplied is accurate and agree to inform the school of any changes immediately.

Signature of Mother : _____

Signature of Father : _____

Date : _____

THIS FORM SHOULD BE SIGNED BY SOMEONE WITH PARENTAL RESPONSIBILITY

department for
education and skills

KING EDWARD VI
SCHOOL LICHFIELD

Staffordshire County Council Education

DATA COLLECTION FORM

Please complete the form in full and return together with the Form of Registration marked 'For the attention of Johnson Office - YJR'

Student's Name _____

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. ***Ethnic background is not the same as nationality or country of birth.***
The information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Students aged 16 or over can make this decision for themselves.

Please study the list below and tick one box only to indicate the ethnic background of the student or child named above. Please also tick whether the form was filled in by a parent or student.

Category		SIMS Code School use only	Category		SIMS Code School use only
White			**Black or Black British**		
British	[ ]	WHB	Caribbean	[ ]	BLB
Irish	[ ]	WHR	African	[ ]	BLF
Traveller of Irish Heritage	[ ]	WHT	Any other Black background	[ ]	BLG
Gypsy/Roma	[ ]	WRO			
Any other White background	[ ]	WHA	**Chinese**	[ ]	CHE
Mixed			**Any other ethnic background**	[ ]	OEO
White and Black Caribbean	[ ]	MWB			
White and Black African	[ ]	MBA	I do not wish an ethnic background category to be recorded	[ ]	REF
White and Asian	[ ]	MWA			
Any other mixed background	[ ]	MOT			
Asian or Asian British			**This information was provided by:**		
Indian	[ ]	AIN			
Pakistani	[ ]	APK	PARENT	[ ]	
Bangladeshi	[ ]	ABA			
Any other Asian background	[ ]	AAO	STUDENT	[ ]	

Country of Birth *(please state)* _____
Nationality *(please state)* _____
What is your child's first language *(please state)* _____
What language is spoken mostly at home (please state) *(Not necessarily the same as above)* _____

Religion (please tick one)				
Buddist [ ]	Christian [ ]	Hindu [ ]	Jewish [ ]	Muslim [ ]
Sikh [ ]	Other Religion [ ]	No Religion [ ]	Refused [ ]	
Meal Patterns (please tick one)				
Free School Meals [ ]	Packed Lunch [ ]	Home [ ]	School Meal [ ]	
Mode of Transport (please tick one)				
Car Share [ ]	Car / Van [ ]	Cycle [ ]	School Bus [ ]	Public Bus Service [ ]
Taxi [ ]	Train [ ]	Walk [ ]	Other [ ]	

(Any information you provide will be used solely to compile statistics on the school careers and experiences of students from different ethnic backgrounds, to help ensure that all students have the opportunity to fulfil their potential. These statistics will not allow individual students to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)

KING EDWARD VI
SCHOOL LICHFIELD

STUDENT MEDICAL FORM

*This form **must** be completed for all students, signed and returned together with the Form of Registration, marked 'For the attention of Johnson Office - YJR'.*

SECTION 1: STUDENT DETAILS

Surname: _____ Date of Birth: _____

Forename: _____ Gender: _____

Other name(s): _____ Previous School: _____

SECTION 2: DIETARY NEEDS

Please tick all relevant boxes:

Artificial colouring allergy		No nuts of any type/quantity	
Gluten free		No pork	
Halal		Ramadan	
Kosher foods only		Sea food allergy	
No dairy produce		Vegetarian	
No beef		Vegan	

SECTION 3: MEDICAL INFORMATION

Name of Surgery/Medical Practice: _____ Telephone No: _____

Address of Practice: _____
(Including Postcode)

Please answer the following questions. Where the answer to any of the questions is 'yes', please give further details in the space provided.

1.	Is your child receiving any medical treatment at present or on regular medication?	Yes / No
	Does your child suffer from:	
	a) allergies	Yes / No
	b) asthma	Yes / No
	c) diabetes	Yes / No
	d epilepsy	Yes / No
	e) hay fever	Yes / No
	f) migraine/headaches	Yes / No
2.	Has your child suffered from any serious illness in the past?	Yes / No
3.	Are there any restrictions upon physical activities in school?	Yes / No
4.	If your child has been prescribed a Salbutamol inhaler and you would like them to have access to the school's emergency inhaler, please answer 'Yes'.	Yes / No
5.	***If your child has been diagnosed with Anaphylaxis and has been prescribed an Adrenalin Auto Injector please complete and sign the consent overleaf.***	

Further details: Please include in this section any additional information relevant to your answers to the above questions and/or any other medical information concerning your child about which the school should be made aware.

.....

.....

.....

SECTION 4: SIGNATURE

I / We confirm that, to the best of our knowledge, the information contained in this form is complete and correct.

Signature of Mother: _____ Signature of Father: _____ Date: _____

THIS FORM SHOULD BE SIGNED BY SOMEONE WITH PARENTAL REPONSIBILITY

CONSENT FOR USE OF EMERGENCY ADRENALINE AUTO INJECTOR AT KING EDWARD VI SCHOOL

If your child shows symptoms of anaphylaxis:

1 I can confirm that my child has been diagnosed with anaphylaxis and has been prescribed an adrenaline auto-injector.

2 My child has a working, in-date adrenaline auto-injector, clearly labelled with their name, which:

a They will bring with them to school every day

b Is stored securely in school *(delete where appropriate)*

3 In the event of my child displaying symptoms of anaphylaxis and if their adrenaline auto-injector is not available or is unusable, I consent for my child to receive an adrenaline auto-injector held by the school for such emergencies.

Signed …….. Date …….

PRINT NAME ……

Student's name ……...

THIS FORM SHOULD BE SIGNED BY SOMEONE WITH PARENTAL REPONSIBILITY

KING EDWARD VI SCHOOL LICHFIELD
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Headteacher: Ms J Rutherford BA (Hons)

Responsible Internet Use
Consent Form

Please complete in full, sign and return together with the Form of Registration marked 'For the Attention of Johnson Office - YJR'

Student's Surname	
Student's Forename	
Tutor Group	
Username	**Not** your password!!

Student's Agreement
I have read and I understand the school rules for responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed	Date

Parent's Consent for Internet Access
I have read and understood the school rules for responsible Internet Use and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed	Date
Please print name	

Parent's Consent for Web Publication of Work and Photographs
I agree that, if selected, my son/daughter's work may be published on the school Website. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed	Date

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Microsoft IT Academy Program Member
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National Forest Teaching School
Anti Bullying Pledge School

Responsible Internet and Network Use

Rules for Staff and Students

The computer system is owned by the School. This Responsible Internet Use Statement helps to protect students, staff and the School by clearly stating what use of the computer resources is acceptable and what is not.

- 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.

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.

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KING EDWARD VI
SCHOOL LICHFIELD

Cashless Catering System
PARENTAL OPT-IN FORM

In order to proceed with arrangements for your child to use the school's cashless catering system, we require the consent of at least one parent so that the biometric information of your child can be processed. Please be assured that this information remains within the school and that the biometric information taken is an algorithm and not the actual finger print. (Further information on this is contained on pages 25 and 26 in the Information for Students booklet.)

If you choose not to have your child registered, the school will provide a 4-digit PIN Code as an alternative method of identification. The preference of the school is to use biometrics as this is more secure and faster than any other method of identification. We appreciate your co-operation in giving permission for your child to opt into the system.

Please complete and sign the form below and return together with the Form of Registration, marked 'For The Attention of Johnson Office – YJR'.

Thank you.

To: King Edward VI School, Lichfield
'For the attention of Johnson Office – YJR'

Cashless Catering Opt-In

I / We confirm that we wish our child **TO BE / NOT TO BE** (*please delete where applicable*) registered on the school's Biometric Cashless Catering System with immediate effect.

I / We understand that I / we may withdraw my child's registration at any time in writing.

Child's Name	
Tutor Group	
Name of Parent / Carer *(delete as applicable)*	
Relationship to Child	
Signature	
Date	

KING EDWARD VI
SCHOOL LICHFIELD

Transition Tasks

Task 1- 'All about me'

An important part of transitioning from Primary to Secondary school is getting to know your new tutor and new tutor group. Your tutors at King Edward VI School are excited to meet you in September and they want to know everything about you. During tutor time and PSHE lessons, the first half term is all about getting to know each other.

Your task is to produce an A4 piece of work (no more) under the title **'All About Me'**. It must be handwritten to showcase your literacy and handwriting skills but you can draw and include photos if you wish. Some ideas of what you might include are:

- **Who are you and what's your family like?**
- **What do you like to do outside of school? What are your hobbies?**
- **What do you want to achieve in the future?**
- **Where in the world would you like to visit?**
- **Who inspires you?**
- **What is your proudest achievement from primary school?**
- **What are you looking forward to doing the most at your new secondary school?**

Handing in: Please complete this at home and send it back to King Edward VI school, along with other forms, using the envelope provided in the parent pack. *Please ensure all work is named (first name and surname) along with the name of the primary school you attend*.

We appreciate the time and effort this will have taken and we look forward to reading them all.

Task 2- 'Best piece of Y6 work'

Your secondary teachers would like to see what your literacy strengths are and how you present your work when you work to your full potential. Your best piece of Year 6 work will be selected and sent into school to be photocopied and put into all of your books at King Edward VI School for your teachers to see.

Handing in:

- If Y6 ARE back this term- c*opies of the best piece of Year 6 work will be chosen by your Year 6 teacher, photocopied and either given to the Achievement Leader when she visits your primary school or they will post it/ deliver it to King Edward VI School before the end of the summer term.*
- If Y6 ARE NOT back this term- *a decision will be made as to how we get this work sent to us or if Y6 pupils can bring a piece of work in themselves in September.*

Task 3- '676 Reading Challenge'

In the parent pack you will the 676 reading challenge set by our librarian. This is not compulsory and given the uncertainty of what restrictions will be in place this summer, any of these tasks can be adapted to be done at home. We just want our new Year 7 to enjoy their reading.

Handing in: If you would like to do this then please bring these in on the first day in September and hand in to your form tutor.

Miss R Thomas
Achievement Leader

6 Summer Challenges

from Year 6 to Year 7

The 676 challenge is designed exclusively for Year 6 students in Lichfield.

With only 6 weeks of holidays before you become fully fledged Year 7s, this is your chance to show your new school that you are a serious contender when it comes to being the best at getting involved and generally being a complete star. It will also show that you haven't stopped improving your literacy over the summer.

Simply complete the 6 challenges – maybe do one per week? – and get an adult to sign off what you have achieved. Then bring your completed booklet to your School Librarian in September – and you will receive loads of rewards to get your new term off to a great start.

KING EDWARD VI
SCHOOL LICHFIELD

Name: _____

Challenge 1: Borrow a fiction book from a public library and take a picture of yourself reading it. (You could even ask for a selfie with a librarian!)

Stick your photo here

Star rate the book here: ☆☆☆☆☆

Signed (Parent/Librarian/ Other Adult):

Challenge 2: Watch a film which has been adapted from a book. Write a timeline of events that happen in the film. How is it different to the book?

Timeline

1st:

2nd:

3rd:

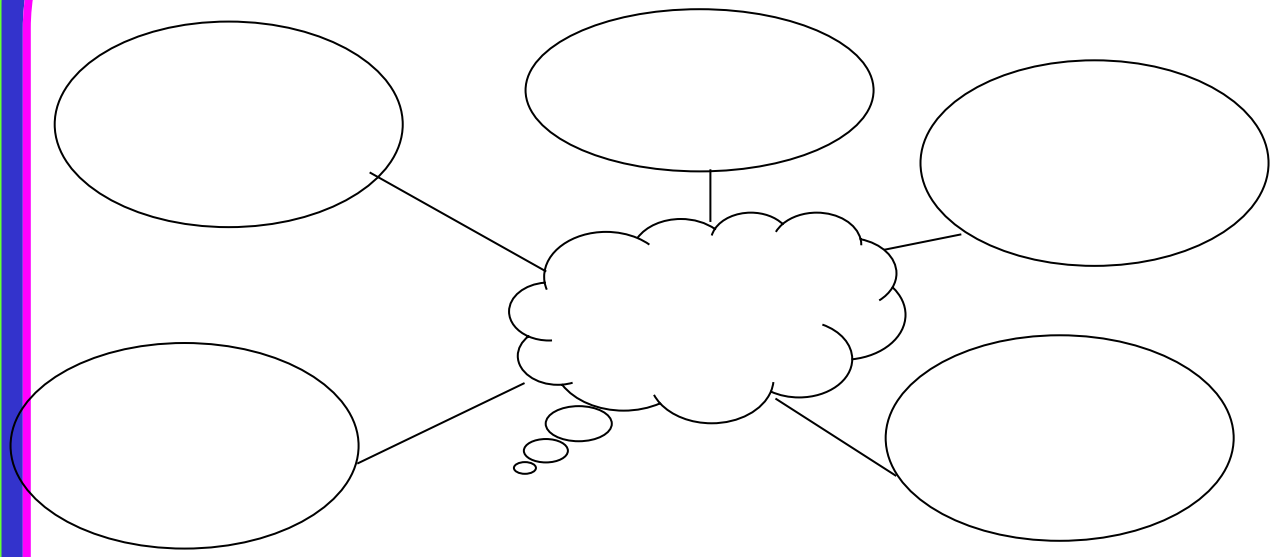
4th

5th:

Star rating:

Signed (Parent/Librarian/ Other Adult):..... ☆☆☆☆☆

Challenge 3: Borrow a non-fiction book from the public library and create a mind map of your favourite facts.



Star rate the book here: ☆☆☆☆☆

Signed (Parent/Librarian/Other Adult):……

Challenge 4: Author Laura Wood is Patron of Reading at King Edward Vi School. Read the first chapter of her latest novel 'Vote for Effie'. (You can find it on our website http://www.keslichfield.org.uk/wp-content/uploads/2015/04/Vote-for-Effie-Chapter-1-2.pdf)

Write Laura a message with your thoughts here… (She promises to read each and every one of them!)

Star rate the book here: ☆☆☆☆☆

Signed (Parent/Librarian/Other Adult):……

Challenge 5: Choose somewhere you have been this holiday (it doesn't have to be abroad, it could be a day out or just somewhere in Lichfield!), pick up a leaflet you read and stick it here.

Stick your leaflet here

Signed (Parent/Librarian/Other Adult):……

Challenge 6: Read a magazine or newspaper article, cut it out and stick it in here.

Stick your leaflet here

Signed (Parent/Librarian/Other Adult):……

Hand this into your new school Library Resource Centre and claim your reward!

KING EDWARD VI SCHOOL

LICHFIELD

INFORMATION FOR STUDENTS

ACADEMIC YEAR 2020 - 2021

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, an Achievement Leader, Miss R Thomas, 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 Miss Thomas 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 normally 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 are usually arranged to coincide with induction days for other schools in the City and timings are as follows: These days were planned for Tuesday 23 and Wednesday 24 June but we will have to review this due to the current closure of schools.

Day 1	09:20am	Students meet on the Tennis Courts and Register before being directed into Bader Hall for their first Assembly and Information Session
	10:15am	Taster Lessons begin
	11:05am	Break *(snacks available to purchase)*
	11:35am	Taster Lessons continue
	12:20pm	Lunch
	13:35pm	Taster Lessons continue
	15:35pm	End of School Day
Day 2	08:55am	Students report to Tutor Room to Register
	09:15am	Taster Lessons begin
	11:05am	Break *(snacks available to purchase)*
	11:35am	Taster Lessons continue
	12:20pm	Lunch
	13:15pm	Taster Lessons continue
	14:35pm	Assembly
	15:35pm	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 is also usually a **New Intake Parents' Evening** at the school. We will be in touch if we are able to provide this in the summer term.

Transition Tasks

Please refer to the appended sheet.

The First Day of Term

On the first day of term (Thursday 3 September 2020), 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 or 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, 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, packed lunch or money to purchase snacks/lunch. 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 2020:

7A1	7C1	7D1	7G1
7A2	7C2	7D2	7G2
	7C3		

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, supported by the Assistant 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.

However, day to day behaviour and support of students is overseen 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 Mr A Goodhead, 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. Mrs J Batchelor, 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@kingedwardvi-lichfield.staffs.sch.uk where our clerical staff will be able to appropriately direct your query.

Teaching Groups

Students will be placed into ability groups for Science and Maths in September. The placing of individual students within these groups is then kept under review throughout the year by subject departments and changes are made where necessary. Most other subjects are taught in the mixed-ability tutor groups to which students are assigned at the beginning of the year.

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 English as an additional language.

The team of Teachers and Learning Support Assistants (LSAs) are led by the SENCo. There is a resource centre on the school site named Kings Hill House where interventions before school and throughout the school day are delivered.

For students joining us from primary schools we ask the schools to provide information regarding those students with identified special educational needs. The students will 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 special educational needs continues when the students are at King Edward VI School, Lichfield, through the collection of information, data and our working knowledge of the students.

Please see the school website for more information in the SEN Information Report and SEN Policy or contact the school for further advice and information.

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.

8.55am	Registration Tutorial Time / Assembly
9.15am	Period 1
10.15am	Period 2
11.15am	Morning Break
11.35am	Period 3
12.35pm	Lunch Break
1.35pm	Registration Period 4
2.35pm	Period 5
3.35pm	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 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
- a pencil, 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/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 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 £22 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 1 June 2020. 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 Goodhead, Assistant Headteacher, 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. Punishments 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 does have a school nurse who is in school on a regular basis. Appointments can be made upon request through Student Reception. We do not seek parental permission should a student request an appointment, but the nurse does encourage students to talk to parents.

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. Mobile phones must be switched off unless under the direct supervision of teaching staff. 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 (eg 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.

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 it 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. Where students sign out during the day, a permission slip is issued which should be handed back to the office when they return. 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.

Student Absences

Please refer to the leaflet, 'Attendance Matters', included in this pack and to further information on the school website.

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 anxious 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 the school office 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 should report to the school office 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 1118000

Email:
transport.entitlement@staffordshire.gov.uk

Web Address:
http://www.staffordshire.gov.uk/education/schoolsandcolleges/Schooltransport/enquiries.aspx

Support from Home

In seeking to achieve our aims, we rely heavily on the support and co-operation of parents 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.

The Parent Teacher Association

The school has an active Parent Teacher Association (Chair: Mrs Rachel Williams) 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.

Please look out for meetings, events and updates via the school website, 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

The PTA has also launched a lottery in partnership with Your School Lottery.

https://www.yourschoollottery.co.uk/lottery/school/king-edward-vi

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.

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. You can also Gift Aid your donation which will provide an additional 20% without any cost to you.

- Log-on to ParentPay to make a single or regular donation
- By cheque made payable to King Edward VI School Trust Fund, marked KEVI Building Fund
- By bank transfer or standing order to 208513 00550086 - quoting reference KEVI Building Fund

Please read the copy of our Trust Fund Appeal flyer in this folder for further details about how you can support the school to improve the environment and its potential to benefit all students, enhancing their health and well-being.

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 http://www.keslichfield.org.uk/?page_id=488

School Trips

School trips and visits form an important part of the life of the school. In nearly all cases we do need to ask parents to make a voluntary contribution towards the costs of the many trips which we seek to organise. We do all we can to assist students whose families are unable to pay and, in such cases, an approach should be made to the Headteacher. Confidentiality in such matters is always assured. 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 programme called Show My Homework which can be downloaded as an app. There is a link on the school's website which allows all homework to be seen and can be filtered to show particular staff or subjects. When students join the school they will be given details of a pin code for themselves and for up to five parents and careers. When logging in to the app using the pin code a personalised HW calendar can be accessed and checked.

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 and in line with the schedule of the recommended times to be spent on homework each evening.
- 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!) are avoided.
- Do make contact with school in order to raise any concerns regarding homework.
- Try to establish a routine so that homework is done at a similar time each day.
- Check the 'Show my Homework' app every evening. Give praise where appropriate and talk through any concerns.
- 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 - eg they have spent 30 minutes on the task and this is as much as they were able to do. Show my Homework 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.
- Encourage your child to have the telephone number of a homework buddy who they can contact to tell them what the homework is if they do not understand or have forgotten.

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 between 3:35pm and 4:30pm. Homework Club is a Teaching Assistant led facility offering friendly support in a calm atmosphere. It is open to all Year 7 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.
- Check that they have their pencil case and relevant exercise or textbooks for the day.
- Do they need a bus pass, dinner money, 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 son/daughter if the completed consent form is not returned within 14 days. After this, your son/daughter'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.

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 **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 biweekly 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.

Email is used to communicate more detailed information. Specific student information including attendance; behaviour; progress reports and timetables can be accessed via the secure SWITCH learning platform.

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@kingedwardvi-lichfield.staffs.sch.uk
	Report Student Absence: Send text to 07860034183
	Update Parent/Carer/Student details: studentdetails@kingedwardvi-lichfield.staffs.sch.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

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 attend if they possibly can. We operate an online booking system.

Form of Registration and Medical Form

Please complete and return the form of registration and medical forms which are included in this information pack 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@kingedwardvi-lichfield.staffs.sch.uk

Library Resource Centre

The Team
The library is staffed by a professional librarian and two part-time LRC assistants, and runs with the help of parent volunteers and a team of almost forty student library helpers.

Opening Hours
The library is open every break and lunch time, in the morning before school begins from 8.30am and after school 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.

SearchStar
Finding what you need is easy using our online catalogue, SearchStar. 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. A full list of these services can be found on Switch Learning.

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.

Reading for Pleasure
The LRC runs a whole range of activities to encourage students to read 'widely and often'. Weekly Key Stage 3 Book Club, Book Award shadowing, World Book Day events, Poetry activities, Storytelling Week, 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 676 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.***

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)
- 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
  (*Not sports trainers or canvas shoes, mesh material or shoes with obvious logos/emblems or shoes with high heels or boots*)

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 plain earring (stud) 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/fibreglass/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.

Inappropriate Uniform

Students wearing inappropriate uniform are expected to rectify it immediately. The school may:

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

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 the King Edward VI logo is acceptable. Our stockists are listed below.

Girls PE Kit

- Polo t-shirt (white)
- Skirt (navy)
- Shorts (navy - lycra)
- 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.

Apartment 2, Cardinal House, 19A Tamworth Street, Lichfield, Staffordshire WS13 6JP
Telephone: 01543 414520

Unit 6, Burntwood Town Shopping Centre, Cannock Road, Chase Terrace, Burntwood, Staffordshire WS7 1JR
Telephone: 01543 677068

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

Please ensure that all items of uniform are named. 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 known as the 'Space Base'. 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 (eg 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.

- Burton 01283 239617
- Tamworth 01827 782004
- Lichfield 01543 334797
- Cannock / Rugeley 01543 512318

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.

We appreciate the widespread support from parents in making use of ParentPay. We hope this system will eliminate all cash payments being made to school. However, where parents still need to make a cash payment then this can be arranged via the school's Finance Office.

During the first few days of the Autumn term you will receive a letter from the school with your unique account activation details for ParentPay. Please activate your account as soon as possible once you receive this information.

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 shortly) 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. 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 enclosed form and return it to Mrs Raybould, Johnson Office before the end of the Summer Term. 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.

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 amounts. 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:

www.staffordshire.gov.uk/education/educationalawardsbenefits/Freeschoolmeals/home.aspx
www.staffordshire/gov.uk/education/schoolsandcolleges/schooltransport
Email: freeschoolmeals@staffordshire.gov.uk
Telephone: 0300 1118000

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.

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 www.staffordshire.gov.uk/education/educationalawardsbenefits/Freeschoolmeals/Apply-Online.aspx .

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.

For full information please visit: Staffordshire County Council - Free School Meals

Communication Systems

Switch Learning Platform
All parents have a log-in and all students access the internet in their user area via the Switch homepage. This gives access to timetables, achievement points, detentions, student targets and will be from the autumn term you will be notified when your son/daughter's most recent report is uploaded.

Show My Homework
All students and parents are able to access homework and supporting resources via Show My Homework 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.

Texting
Texting Service or Groupcall Xpressions app - this is used to provide notification of new information via the website, letters coming home, key reminders and will be used to let parents know when reports are updated on Switch.

School Website
www.keslichfield.org.uk

Twitter
www.twitter.com/keslichfield

Notes

King Edward VI School

11-18 Mixed Comprehensive

Upper St. John Street Lichfield Staffordshire WS14 9EE

T: 01543 255714

E: office@kingedwardvi-lichfield.staffs.sch.uk

www.keslichfield.org.uk

Contacts

Attendance Officer
Mrs J Critchley

Report an absence:
text 07860 034183

Attendance queries/proof of appointments/ medical evidence:
attendance@kingedwardvi-lichfield.staffs.sch.uk

Leave of Absence Forms / general school enquiries:
office@kingedwardvi-lichfield.staffs.sch.uk

Achievement Leaders
Year 7 Miss R Thomas
Years 8 & 9 Mr J Whitehurst
Years 10 & 11 Mr A Hayward
Years 12 & 13 Miss J Williamson

Inclusion Manager
Mrs J Tooth

Assistant Headteacher / Designated Senior Lead for Safeguarding
Mr A Goodhead

King Edward VI School, Upper St. John Street,
Lichfield, Staffordshire, WS14 9EE
T: 01543 255714
www.keslichfield.org.uk

Local Support Team
lichfield.lst13@staffordshire.gov.uk
T. 01827 782004

For information on all aspects of school attendance including links to relevant legislation
www.staffordshire.gov.uk

Attendance Monitoring

- The attendance target for all students at King Edward VI School is at least 96%.
- The Attendance Officer, Achievement Leaders and Pastoral Support Assistants review student attendance on a 4 weekly cycle and work together to improve attendance and punctuality.
- If attendance falls below expectation, without good reason, we may have conversations with your child and / or contact you directly to discuss and agree a way forward to support their attendance.
- Communication may also be sent home if an unusual pattern of attendance has been observed, particularly when these absences are attached to holidays and weekends.
- If attendance continues to fall and remains below 90% (persistent absence) without good reason, a referral may be made to the Local Support Team. This may lead to the issuing of a Penalty Notice and ultimately a prosecution under the Education Act 1996 s.444(1).
- Students will be recognised for excellent attendance and punctuality through the school's Behaviour Policy. The Attendance and Behaviour Policies also outline the consequences for students who do not attend regularly and / or punctually.

If you are at all concerned about your child's attendance and would like to discuss it further, please contact a member of the Student Support Team.

Attendance Matters

DEO PATRIÆ SCHOLÆ

KING EDWARD VI
SCHOOL LICHFIELD

Microsoft IT Academy Program Member
Staffordshire County Council
MUSIC Mark
DE THE DUKE OF EDINBURGH'S AWARD

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 target students with achieving at least 96% attendance. However, we recognise that for some this may be a challenging target and so we will work with students and their families to identify additional support that may be required to attain and support good attendance.

The charts below indicate how much learning time is lost due to lateness and at differing levels of attendance.

Attendance %	Days Absent Over a School Year
95	10
90	19
85	28
80	38

Minutes Late Every Day	Days of Education Lost Per Year
5	3
15	10
30	19

Absence Reporting

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 our full Attendance Policy available on the website for details). The decision as to whether to authorise an absence or not lies with school.

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:

Day 1	Text before 9.15am	In **fewer than 200** characters confirm: • Name • Tutor group • Brief reason for absence • Estimated length of absence
Day 3	Text before 9.15am	Update us about the absence
Day 5	Provide medical proof of the absence FAO Attendance Officer	***The absence will not be authorised without it.*** Proof could include a GP's appointment card, a surgery stamp in a planner, copy of prescription or proof of medication taken. We do not ask for medical certificates.

1st Day Contacting System

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. ***(If a student is in school but not in registration it is their responsibility to make sure they get a registration mark.)***

Please respond to the text as a matter of urgency with a reason for the absence.

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:
studentdetails@kingedwardvi-lichfield.staffs.sch.uk

KING EDWARD VI

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.

Leave of Absence

Amendments to the Education Regulations 2006 make it clear that Headteachers should only grant leave of absence during term time if there are exceptional circumstances to justify this.

To apply for any absence that is not related to illness / a medical appointment for **any period of time, however short,** please complete a Leave of Absence form, available on the website, and return it to school ***at least 5 school days in advance*** of the absence, for consideration by the Headteacher.

Failure to follow this procedure may lead to the absence automatically being recorded as unauthorised. An unauthorised absence may lead to a fixed penalty notice being issued by the Local Authority.

Punctuality and Lateness

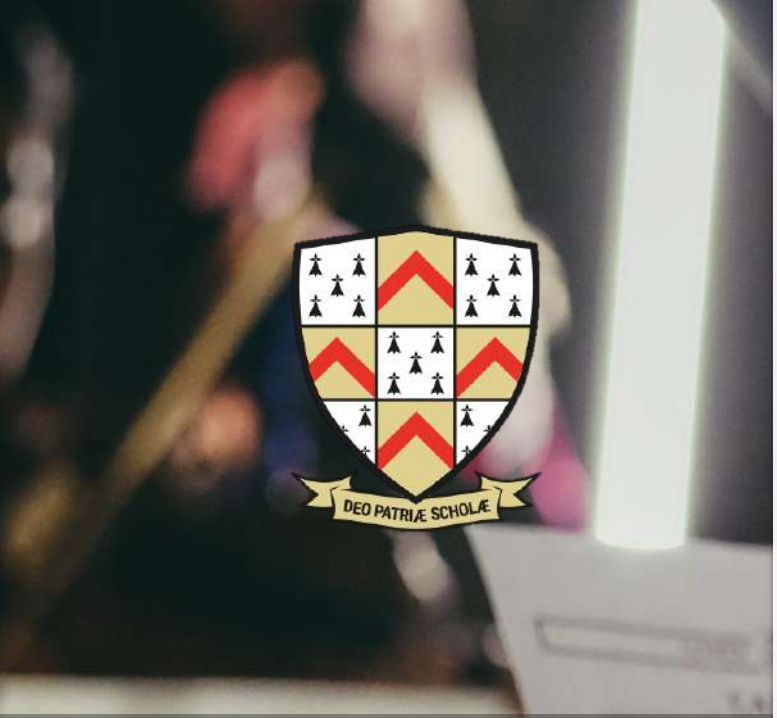
All students must be in morning registration / assembly by 8.55am. Any student arriving after that time and before the end of registration at 9.15am will receive a late mark (code L).

Students who arrive in school after 9.15am must sign in at Student Reception. If a valid reason has not been supplied by parents / carers, preferably in writing, this will be classified as unauthorised (code U).

Students must be in class for the afternoon session by 1.35pm. A late code (L) will be applied if they arrive after this time.

Please note that if a student needs to leave school for any reason during the school day, they must have a note from home which they should ask their form tutor to sign and date and then present to their teacher when leaving lesson and at Student Reception when they sign out.

Students MUST NOT leave the premises without the permission of the school.



KING EDWARD VI LICHFIELD

INSTRUMENTAL LESSON INFORMATION

Key Information and Dates

- Read all the information in this leaflet.
- All new and existing students return the online form by **Friday 3rd July. http://www.keslichfield.org/page_id=373**
- Complete payment through ParentPay in the **Monday 14th September**.
- Students should read their **Guide to Music Lessons leaflet** that will be provided as soon as a lesson place is allocated.
- Students check Timetable Noticeboard in the Music block on **Monday 7th September**.

Contact Information

Lesson Enquiries
swilley@kingedwardvi-lichfield.staffs.sch.uk
Payment Enquiries
finance@kingedwardvi-lichfield.staffs.sch.uk

Important Information

Who can have instrumental lessons?

We're excited to offer lessons to all students, at all levels, including complete beginners. We actively encourage music making at all levels and we are proud to support students at all stages in their learning.

Who provides the lessons?

Instrumental music tuition is available at King Edward VI School through the Entrust Music Service Staffordshire by highly trained peripatetic music teachers.

Why have music lessons?

Music lessons are an excellent way for students to develop their skills and understanding of music, as well as giving them the potential for a lifelong passion and opportunity for social development. Recent research has also associated rapid development and academic achievement alongside those that regularly nurture their skills and participate in making music.

INSTRUMENTS OFFERED

Violin	Saxophone	Keyboard
Viola	Trumpet	Drum Kit
Cello	Cornet	Singing
Double Bass	Trombone	Guitar
Oboe	French Horn	Electric Guitar
Bassoon	Tuba	Bass Guitar
Clarinet	Euphonium	
Flute	Piano	

Please note that the availability for some instruments is limited due to demand but we will do our best to meet requests.

How the lessons are delivered

Lessons last 20 minutes and in the earlier stages are usually taken in pairs or small groups. When working for higher grades, individual lessons are usually available. Lessons take place during the school day and are rotated so as to minimise time out of other subjects.

How students check their lesson times

Students should check the Instrumental Lessons noticeboard in Music for their lesson times. Whilst we aim to fix the times for a full half term, it is still important that students check their time each week for any changes.

Lesson Attendance

Attendance at lessons is the student's responsibility; if they miss a lesson it is unfortunately not possible to rearrange. If a student misses a lesson for an unknown reason, a generic text is sent home so that parents/carers remain informed and can address this where necessary.

If the teacher is away, then the lesson will be made up on another day.

Where a student's attendance to their lessons falls below 90%, their attendance will be carefully monitored for the following half-term. If it does not improve then they risk losing their entitlement to subsidised or free lessons. Parents would then be contacted about either stopping the lessons or bearing the full cost.

How much it costs and how it is paid

The level of fees is set by the School Governors and is well below the full cost to the school or the cost of similar tuition privately. The school heavily subsidises the cost of lessons as we believe them to be extremely important and to encourage as many students as possible to take up this opportunity.

The charge for lessons is **£275 per year** and can be made via ParentPay from September. We request payment in advance of the tuition beginning to ensure that your child has an allocated place. Payment is therefore due in full by Monday 14th September, or in three instalments: Monday 14th September 2020 at £92, Monday 18th January 2021 at £92 and Monday 19th April 2020 at £91.

If your circumstances are such that you feel you may qualify for some reduction in charges, please indicate this on the online form and we will make contact to discuss this further..

All students are expected to take part in an ensemble

In recognition of the significantly subsidised cost of lessons, each student is expected to take part regularly in one of the school ensembles (listed below). Full attendance at rehearsals and concerts will be required for the school to continue to support their instrumental tuition. It is also an excellent way to celebrate the students' success through the shared performances and concerts which showcase their skills. When registering for lessons, please discuss this requirement with your child. Unfortunately, if this is not maintained then parents will be asked to cover the full cost of the lessons.

	ENSEMBLES		
Monday	Folk Group	Percussion Ensemble	
Tuesday	Junior Guitar Ensemble	Girls' Choir / Chamber Choir	Flute Choir
Wednesday	Keyboard Ensemble	Junior Choir	Orchestra (3.45pm)
Thursday	Senior Choir	Brass Ensemble	Jazz Band (3.45pm)
Friday	Fuse Ensemble	Guitar Ensemble	

Security and storage of instruments in school

We provide a store cupboard that is kept under a coded lock for use of Music students. The school does not accept liability for damage to or loss of instruments in school. Students who bring their instruments to school for lessons may decide to leave them in the store cupboard for that day only at their own risk. Instruments should not be left overnight both for security reasons and because students should be practicing daily at home. It should be noted that the Bailey Building is let to other organisations at evenings and weekends, so cannot be supervised at all times.

How new students will know what to do

At the beginning of the year, all students will be given a walkthrough guide of how to check their time on the timetable and answers to frequently asked questions.

What happens if my son/daughter wants to stop midway through the year?

If your son/daughter decides to not continue with their lessons, the full year cost still needs to be paid – the music teachers are contracted for the year and their costs still need to be covered.

Please do let the school know if a student is stopping through the form on the website so we can offer the place to another student, in which case a partial refund may be possible.

KING EDWARD VI
SCHOOL LICHFIELD

King Edward VI School
Lichfield
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 good quality products.
As well as our traditional menu,
we also serve a healthy, fast-food range.

We operate the following services:

Breakfast	8.30am – 9.00am
Break	11.15am – 11.35am
Lunch	12.35pm – 1.35pm

Although we operate a cashless system, your child will be able to purchase food using cash on their taster days and the first week in September.

Look inside for a sample menu.

Hot Trolley

A selection of daily choices

Pizza Selection

Chicken Breast in a Brioche Bap

Chicken Strips in a Wrap

Meatball Pasta Pots

100% Beef Burger Baps

Curry & Rice Pots

Hot Dog

Mac n Cheese Hot Tub

The BBG Vegetarian Burger

Fish Goujon Wrap

Week 1 Week Beginning: 2 November
16 November
30 November
4 January

Your Menu Choices

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	Oven Baked Sausages with Yorkshire Pudding	Chicken & Leek Pie	Roast Turkey with Stuffing	Beef Bourginon	Breaded Fish
Vegetarian Choice	Quorn Sausages with Yorkshire Pudding	Vegetable Pasta	Seasonal Vegetable Casserole	Cheese & Potato Pie	Quiche
Carbohydrate Vegetables	Creamy Mash Peas & Sweetcorn	Herby Cubes Garlic Bread Mixed Veg	Roast Potatoes Broccoli & Cauliflower	Creamed Potato Green Beans	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 Fresh Fruit & Yoghurts	Lemon Feathered Iced Sponge & Custard	Chocolate Sponge with Chocolate Sauce	Steamed Syrup Sponge & Custard	Marble Cake & Custard	Apple Crumble & Custard

Weekly Breakfast Menu - Prices start from 30p

KING EDWARD VI
SCHOOL LICHFIELD

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
Breakfast Tub	Breakfast Tub	Breakfast Tub	Breakfast Tub	Breakfast Tub
Hash Browns	Chicken Wings	Hash Browns	Chicken Wings	Sausage Rolls
Tea Cake Crumpets Pancakes	Tea Cake Crumpets Pancakes	Tea Cake Crumpets Pancakes	Tea Cake Crumpets Pancakes	Tea Cake Crumpets Pancakes
Panini Selection	Panini Selection	Panini Selection	Panini Selection	Panini Selection
Sausage & Egg Muffin	Toasted Bagel	Sausage & Egg Muffin	Toasted Bagel	Sausage & Egg Muffin
Malted Grain Toast & Butter	Malted Grain Toast & Butter	Malted Grain Toast & Butter	Malted Grain Toast & Butter	Malted Grain Toast & Butter

DIETARY & ALLERGENS

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

Where possible all our products are homemade and sourced locally

TRUST FUND APPEAL

Help us to enhance the school environment and support the wellbeing of all members of our school community

Donate today via ParentPay

King Edward VI School Lichfield

Upper St John Street Lichfield WS14 9EE

Email: office@kingedwardvi-lichfield.staffs.sch.uk

@keslichfield

Tel: 01543 255714

www.keslichfield.org.uk

PLEASE GIVE YOUR SUPPORT TO THE KING EDWARD VI SCHOOL TRUST FUND

The Trust Fund is a Registered Charity and contributes financially to school life. King Edward VI School has a long history and a beautiful location to be proud of, but the need to ask the Trust Fund for support has increased in recent times owing to an overstretched budget and the rising costs of a growing school.

We need your support for the Trust Fund to be able to provide the facilities that our students deserve.

Our priority is to protect the curriculum and extra curricular opportunities for our students. We need your help to improve the environment and its potential for all our students which can have a huge impact on morale.

The Trust Fund has agreed to contribute £3000 towards refurbishment of our Student Support building in Spring 2020. This will provide a better environment in which to support students, enhancing their mental health and well-being.

The Trust Fund also subsidises the funding of our school minibuses which give our students access to off-site extra-curricular activities.

The new sound system in Bader Hall was also partially funded by The Trust Fund and greatly enhances our ability to put on professional performances.

Your support is invaluable.

Current Trust Fund Priorities

To benefit all students our main focus for the immediate future will be:

- **An additional food serving point in Johnson to increase capacity and reduce queueing**
- **A nearby outdoor covered area to provide extra social space for students**

How you can make a difference

By making a donation or setting up a regular contribution you will make a positive difference. We will provide regular updates to show the impact of your generosity. Please consider making a monthly contribution of £10 or more if you are able to do so.

The simplest way to do this is:

⇒ **Log-on to your ParentPay account to make a single or regular donation**
⇒ **By bank transfer or standing order to 208513 00550086 - Quoting reference KEVI Trust Fund**
⇒ **By cheque made payable to King Edward VI School Trust Fund marked KEVI Trust Fund**

Are you a Taxpayer? Boost your donation to the charity by 25p for every £1 you donate

When you donate via ParentPay you will be prompted to complete a Gift Aid form. When you donate by any other method you need to download the Gift Aid form from our website. Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer. King Edward VI School Trust Fund — Registered Charity No. 1076078.

WB SCHOOLWEAR

SCHOOLWEAR ASSOCIATION

High School & Academies

Blazers
Sweatshirts
Skirts/Trousers
Sportswear

All available in store and online at
www.wbschoolwear.co.uk

All Orders Available for Next Day Collection!*

Subject to stock and opening hours

Infants & Junior School

Polo Shirts
Sweatshirts
Cardigans
Summer Dresses
Blazers
Ties
Sportswear

* * * * *

Cubs, Beavers, Guides and Scouts wear also available

FOR FURTHER DETAILS ON ALL WORKWEAR, SPORTSWEAR, TEAMWEAR/TOUR SHIRTS, PLEASE CONTACT THE OFFICE ON

01283 711538

WB Global Trading Ltd, 20 Bells End Road, Walton on Trent, DE12 8ND

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DEO PATRIÆ SCHOLÆ

KING EDWARD VI
SHCOOL LICHFIELD

SEPTEMBER INTAKE 2020

AVAILABLE FROM

UNIFORMS Plus

33 TAMWORTH STREET
LICHFIELD
01543 414520

UNIFORMS Plus

BOYSWEAR	FROM	
BLAZER inc badge	£27.99	
BLAZER BADGE	£6.99	
"V" NECK PULLOVER inc badge	£13.99	
SHIRT - short/long sleeved (twin pack)	£14.99	
TIE - clip on	£5.99	
TROUSERS	£9.99	
SOCKS (5pr pack)	£6.99	
CRAFT APRON	£4.99	
NAME TAPES (IRON-ON OR SEW-IN)	**£4.99**	
SPORTS/KIT		
RUGBY SHIRT - Navy/white - canterbury	£24.99	
POLO - white - canterbury	£15.99	
SHORTS - navy - canterbury	£15.99	
TRACK BOTTOM - navy - canterbury	£24.99	
TRAINING TOP - canterbury	£29.99	
POLO - with badge	£9.99	
SOCKS - navy/white	£5.99	
MOUTH GUARD	£2.99	
SHIN PADS (Ankle Protection)	£9.99	

LICHFIELD - 33 TAMWORTH

CHILDS NAME CAN BE EMBROIDERED O

KING EDWARD

SEPTEMBER INTAKE 2020

GIRLSWEAR	FROM	
BLAZER inc badge	£27.99	
BLAZER BADGE	£6.99	
"V" NECK PULLOVER inc badge	£13.99	
BLOUSE - short/long sleeved (twin pack)	£14.99	
TIE - clip on	£5.99	
SKIRT inc badge	£13.99	
TROUSERS - various styles	£14.99	
SOCKS (5pr pack)	£6.99	
TIGHTS Opaque (2pr pack)	£6.99	
CRAFT APRON	£3.99	
NAME TAPES (IRON-ON OR SEW-IN)	**£4.99**	
SPORTS/KIT		
HOODED SWEATSHIRT - navy - canterbury	£29.99	
POLO - white - canterbury	£21.99	
SKORT - navy - canterbury	£17.99	
TRACK BOTTOM - navy - canterbury	£24.99	
HOODED SWEATSHIRT - navy	£14.99	
POLO - white	£11.99	
SKORT - navy	£14.99	
ATHLETIC SHORTS - navy	£9.99	
SOCKS - navy/white	£5.99	
MOUTH GUARD	£2.99	
SHIN PADS (Ankle Protection)	£9.99	

STREET TEL: 01543 414520

NTO ANY SPORTS GARMENT FROM £2.50

Independent Locker Solutions Ltd

Dear Parent

ILS provides lockers for King Edward VI School students.

The lockers are owned by ILS and are available for students to rent on an annual basis. Rental costs are £22 per year allowing use from September through to July. Please note all bookings terminate at the end of the school year in July. We apologise but there is no discount for lockers booked late in the year.

The locker size is as follows:

Height: 595mm
Width: 300mm
Depth: 450mm

To guarantee a locker please book online at our website www.ilsschools.co.uk

Lockers for September 2020 – July 2021 will be available online from **June 1st.** Lockers are subject to availability please book early to avoid disappointment. All available lockers are shown online.

All rentals are subject to our terms and conditions which are available during the booking process.

Please note we are a separate entity from the school and all dealings will be directly with ourselves.

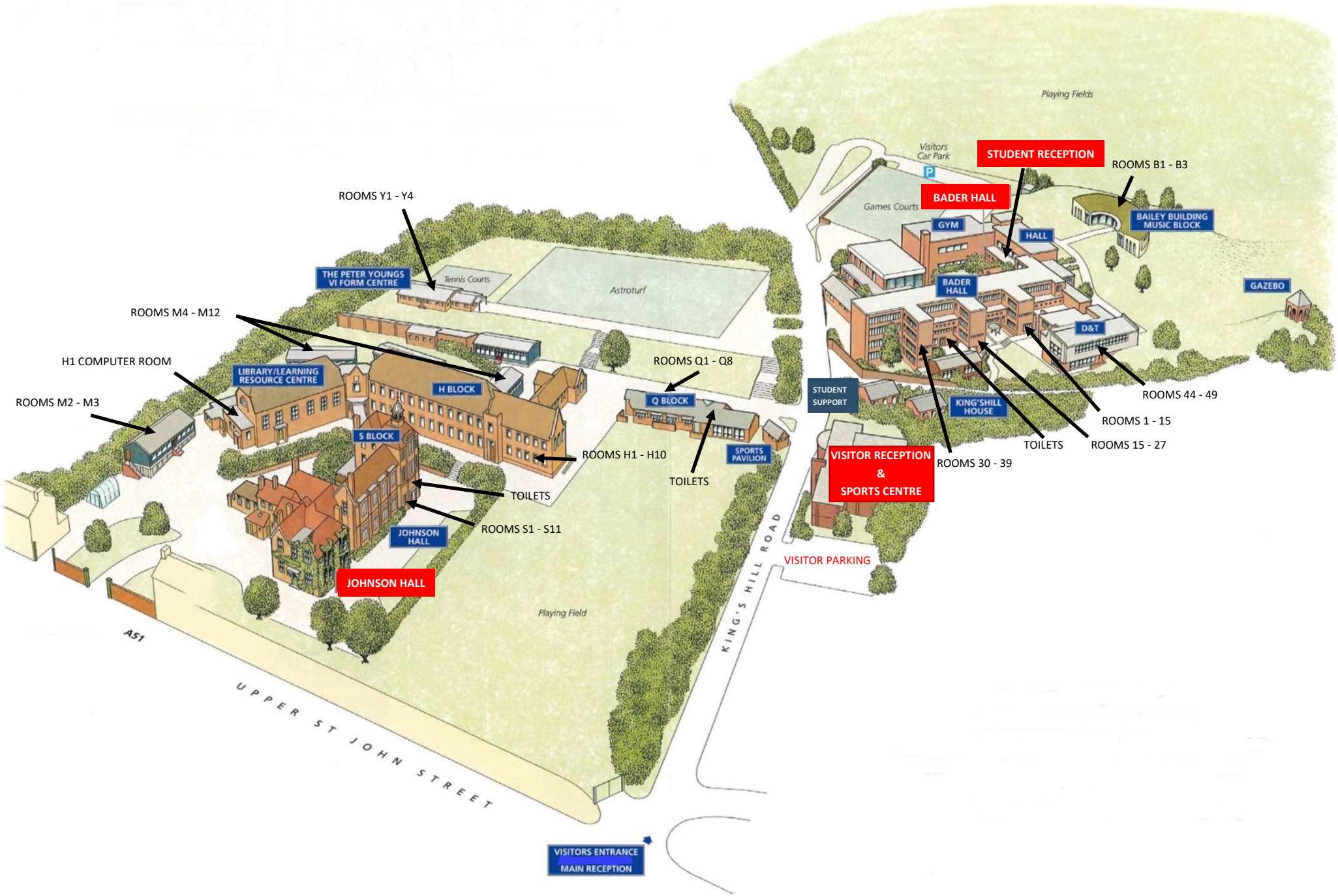
Lockers cannot be reserved or booked via the office telephone.

Yours sincerely

Paul Nugent

Facilities Manager

Independent Locker Solutions Limited, Unit 2 Sovereign Park, Laporte Way, Luton, Bedfordshire, LU4 8EL
Phone 01582 488885
Email:sales@ilsschools.co.uk web: www.ilsschools.co.uk


Playing Fields
Visitors Car Park
STUDENT RECEPTION
ROOMS B1 - B3
BADER HALL
Games Courts
GYM
HALL
BAILEY BUILDING MUSIC BLOCK
BADER HALL
GAZEBO
D&T
ROOMS Y1 - Y4
THE PETER YOUNGS VI FORM CENTRE
Tennis Courts
Astroturf
ROOMS M4 - M12
H1 COMPUTER ROOM
LIBRARY/LEARNING RESOURCE CENTRE
H BLOCK
ROOMS Q1 - Q8
Q BLOCK
STUDENT SUPPORT
KING'SHILL HOUSE
ROOMS 44 - 49
ROOMS 1 - 15
TOILETS
ROOMS 15 - 27
ROOMS M2 - M3
S BLOCK
ROOMS H1 - H10
SPORTS PAVILION
VISITOR RECEPTION & SPORTS CENTRE
ROOMS 30 - 39
TOILETS
TOILETS
ROOMS S1 - S11
JOHNSON HALL
JOHNSON HALL
VISITOR PARKING
KING'S HILL ROAD
Playing Field
A51
UPPER ST JOHN STREET
VISITORS ENTRANCE
MAIN RECEPTION