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PARENTS' GUIDE TO THE SIXTH FORM AT KING EDWARD VI SCHOOL

This guide has been put together to provide basic information on the day-to-day routine of Sixth Form life. It is also intended to be a brief guide to some of the events which happen throughout the school year. Although it is aimed at the parents of those who have come to King Edwards from other schools, it may prove valuable for those of you who have already had some experience of being a KES mum or dad.

The School is happy to answer any questions you may have and your first route is through the School Office - no problem is too trivial. If you are unsure who needs to deal with your problem, the office staff will endeavour to ask the relevant member of staff to return your call at the earliest opportunity.

The School website (www.kes.hants.sch.uk) also contains a large amount of useful information.

The normal sequence of pastoral enquiries regarding students in the Sixth Form should be in the following order:

- Group Tutor
- Head of Year (gph@kes.hants.sch.uk or pdj@kes.hants.sch.uk)
- Director of Sixth Form (pdj@kes.hants.sch.uk)
- Deputy Head (Pastoral)
- Head Master

Problems or issues raised by the students' choice of university and/or career should go to the tutor in the first instance, and then on to Ms Greenwood, the Director of Student Guidance.

For academic enquiries you may contact the group tutor but you might find it more appropriate to get in touch with the subject teacher or Head of Department.

However, the Head Master is always most happy to speak to any parent, on any subject, at any time.

Mr Peter Jones
Director of the Sixth Form

PASTORAL SYSTEM

TUTOR SYSTEM

In the Sixth Form, Lower and Upper Sixth pupils are mixed in tutor groups and are not house or subject based.

Typically, there will be about six or seven members of each year group, allowing tutors to focus on a small number of UCAS applications in a single year.

SIXTH FORM PRIVILEGES AND RESPONSIBILITIES

Members of the Sixth Form have access to the Concourse and Study Area, and to those Sixth Form Group Bases which are not specialist rooms, for relaxation during free periods, lunch times, breaks, before and after school. They may use the O.E. Library, Gould Library, Careers Area, IT facilities or any available study areas to work during their private study periods.

Lower Sixth

Lower Sixth Formers must remain on site during time-tabled time, except for the end of the day, when they may go home early if their timetable allows. From the Spring Term onwards, members of the Lower Sixth may leave the site during free time in the school day.

Members of the Lower Sixth are expected to act as stewards for evening and some other functions. They will take over regular duties from the Upper Sixth as the academic year progresses, but are given the opportunity to "opt-out" if they so wish.

Upper Sixth

Members of the Upper Sixth have all of the privileges acquired by the end of the Lower Sixth year and eligibility for appointment to Senior positions.

From the second half of the Autumn term, Upper Sixth Formers who have free periods before break may arrive in time for their first lesson of the morning. In this instance they must register in the Main Office as soon as they arrive. We do, however, require the Upper Sixth Formers to attend Friday group base sessions, to ensure that there is a regular point of contact with tutors. Fire safety, of course, requires knowledge about who is in School at all times and the School naturally has a duty of care for its students in this respect. We seek to balance this with the desire for our Sixth Formers to take control of their own learning.

THE SCHOOL YEAR

The significant diary dates for each term will be sent to you via the Parent Portal but the following will give a sense of some of the events that occur during the year.

AUTUMN TERM

First Day of Term

There is a staggered intake during the day, year by year. New Sixth Formers will initially meet their tutors. It is worth noting that students do not have any lessons on the first day.

Speech Day

It is held at the Mayflower Theatre, Southampton. This is the School's formal prize giving, the whole School attends and parents are also invited. Students are able to lunch with parents that day or lunch at school. At the end of the afternoon pupils may be picked up from the theatre. KETA transport picks up its passengers behind the theatre.

New Parents' Evening

This is a social opportunity, organised by the KES Society, to meet other new parents, the Head Master, some staff and the KES Society Committee.

Open Evening

School finishes early (2.45 p.m. approx.). The School is open in the evening for prospective pupils and parents. Students are encouraged to help with displays and presentations.

AGM - KES Society

This provides an opportunity for parents to become involved with the work of the KES Society.

Carol Service

Held in the evening, normally the last week of term. Usually held at St. Mary's Church, Southampton. All pupils and parents welcome. New parents are also warmly invited to join the KES adult choir which meets towards the end of the Autumn Term to prepare for the Carol Service

Parents' Evenings

Both Lower and Upper Sixth Parents' Evenings take place in the Autumn Term. (See General Section for further Parents' Evening information)

SPRING TERM

Thanksgiving Service

This is the School's opportunity to pause for reflection. The service is a formal occasion, giving thanks in remembering the founders and past Edwardians and dedicating ourselves to serve in the wider community. It will be held during a school day.

Reports

For Lower and Upper Sixth.

SUMMER TERM

Leavers' Day

Last day for the Upper Sixth. Normally held towards the end of June. The Upper Sixth come into School at the normal time to clear lockers, return books and attend the Leavers' assembly.

Sports Day

Usually held on a Friday, two weeks before the end of term. It starts at 1.00 p.m. and normally finishes about 4.45 p.m. All First to Fourth Year and Lower Sixth pupils must attend and all parents are welcome. Parents are asked to contribute cakes, biscuits, etc. and to help with serving refreshments.

Activities Day

Usually held in the penultimate week of term. Activities offered include day trips to places of interest.

GENERAL – an A-Z Guide

Aims and objectives of the School

School Aims

- To maintain and extend academic excellence.
- To foster in every pupil a sense of personal worth and help each achieve his or her potential.
- To offer an extensive range of co-curricular activities.
- To encourage all pupils to become responsible members of society.
- To develop and sustain close links between the School and the community.

Further information about the aims and objectives of the School may be found on the website, (www.kes.hants.sch.uk) or may be obtained in writing from the School on request.

Absence/Appointments

A parent should contact the School if a student is absent, giving a reason for the student's absence.

If the sixth former is ill and therefore unable to attend School

To enable us to be sure of the whereabouts and safety of our students it is important that you contact the Main School office (02380 704561 or by email absent@kes.hants.sch.uk) as soon as possible, preferably by 8.30 a.m. Contact with the Main Office on each day that the student is absent is requested. If this cannot be done, a letter to the tutor covering the period of illness will be needed for our records.

If a student has a prolonged period of absence due to illness the School may ask for this to be authorised by a medical practitioner. A programme of re-integration may be necessary following a prolonged period of absence and this should be discussed with the pupil's tutor and Head of Year.

If the sixth former is late to School

Again, to enable us to be sure of the whereabouts and safety of our students, we would appreciate a telephone call or email to let us know that the sixth former will be late. When they arrive at School it is important that they report to the Main Office so that they can be recorded as present.

If the sixth former needs to request a planned absence

It is expected that family holidays will be taken in the School holidays but there may, by exception, be occasions when there is a need to request time out of School. The intense nature of Sixth Form study means that this does

present problems for the student and his/her teachers, so an early written request, addressed to the Head of Year, would be much appreciated.

If the sixth former has a dental/doctor's/hospital appointment/or other appointment

Ideally these should be arranged outside School hours. If this is impossible, the tutor should be informed, in writing, in advance of the appointment. The School asks sixth formers to avoid using up study time with non urgent appointments (eg for driving lessons)

If the sixth former is ill or needs first aid assistance at school

If your son or daughter needs the assistance of the School Nurse they should alert their subject teacher. If they are not in a class they go immediately to the Medical Room (next to Main Office) and ask for the Nurse.

After School

The School is LOCKED promptly at 6.00 p.m.

Parents should ensure that their son/daughter is able to contact them in the case of an emergency between 4.00 p.m. and 6.00 p.m.

The Main Office closes at 5.00 p.m. each day (4.30 p.m. on Fridays). There is a senior member of staff on duty on site after School until 6.00 p.m. each day. In an emergency, this member of staff is contactable via the duty phone (07917 262000) from 5.00 p.m. to 6.30 p.m. (4.30 p.m.-6.30 p.m. on Fridays). The rota of duty staff is posted on the Head Master's noticeboard so that students are aware of which member of staff is on duty. If a student is on site after 6.00pm the School may choose to hire a taxi to transport the student home, at the expense of the parents.

Before School

Whilst there are often staff present on the School site before 8.00 a.m. this cannot be guaranteed. The Main Office is operational from 8.00 a.m. and there are staff on site from this time. If a student has a problem before Group Period then a senior member of staff can be contacted via the Main Office.

Group Period starts at 8.40 a.m. each morning and it is expected that students will arrive in school in time to arrive punctually to the start of Group Period. The only exception to this is when special arrangements have been agreed with Upper Sixth students.

Bike Shed

Pupils are allowed to cycle to School. They are expected to dismount at the School gates and push their bike to the bike shed. Bikes should be locked to the racks provided. The bike shed is secured with a combination lock; pupils who require access to the bike shed can obtain the combination lock code from the Main Office.

Cars

There is no parking on site but sixth formers are asked to register their cars with the Sixth Form Office and advised to park on Wilton Road. They are also asked to be mindful of the need to park legally and responsibly.

Choir and Orchestra

Auditions are required. Both are open to the whole School and they rehearse during lunch breaks. They perform concerts during the school year which often means extra commitments out of school hours.

Co-Curricular Activities

A wide variety of clubs are available at lunch time and after school; details are in the Student Diary and on the School website. From sports teams to charitable projects abroad, to the Duke of Edinburgh Award scheme and Historical Society, sixth formers are encouraged to join – and in many cases run – clubs and societies. The following are some of the many opportunities which are exclusive to sixth formers:

- There are residential field courses for sixth formers studying Biology and Geography, foreign language exchanges for those studying French, German and Spanish, regular trips to London and other venues for Theatre Studies and equivalent events from time to time in other subject areas.
- The Summer Camp team organises a holiday for children who are carers, nominated by the City of Southampton, and also organise many events to raise money.
- Sports Tours – recent trips have included Netball and Cricket tours to the Caribbean and a Basketball trip to Holland. The summer of 2010 saw the rugby players touring the USA and Canada and this summer our cricketers are visiting Sri Lanka.
- The Charlotte Country Day School exchange enables up to half a dozen sixth formers to spend three weeks in North Carolina, USA, and entertain their exchange partners for a similar period in the UK.
- Young Enterprise, which enables students to run a company and gain business experience.
- International expeditions – teams have been to India and South America; in 2008 the destination was Morocco and in 2009 a group went to Norway.
- The Art department run a bi-annual trip to New York, open to all students.
- Since summer 2008 the School has had a team helping at a project for disadvantaged children near Cape Town, South Africa.
- There are also opportunities which result from sixth formers' own initiatives such as direction/production of plays and various charity events.

Committee

There is a Sixth Form Committee which deals with social and school matters relating to the Sixth Form. Membership which includes the Director of the Sixth Form, the Head of Year, representatives of the Sixth Form tutor groups and other members of staff by invitation. It is open to any member of the

Sixth Form or any members of staff to attend as an observer. Sixth formers are encouraged to chair these meetings.

Commonsense

KESoc have set up a link for parents of pupils who cross the Common to get to and from School. You can join the group, called Commonsense, by emailing Yvonne or Hugh Merry and registering your interest. The purpose of the group is to try and share information, helping students to avoid trouble spots, etc. If anyone receives any information that might be helpful to the members of Commonsense, they will send it to Yvonne or Hugh and they will then pass it on to all members via email.

Yvonne's email address is yvonne.merry@btinternet.com

Hugh's email address is hugh.merry@virgin.net

Communication

Our general means of communication to parents is by email so it is worth checking your account on a regular basis. A Bulletin will be emailed at least once each half term which will include important information and useful links. For parents who do not have access to email a paper mailing will be sent home.

(See also Parent Portal)

Games

All sixth formers participate in the Games session every Wednesday afternoon. Those in teams are able to play fixtures and train in squads, and there is also a wide range of other sports on offer – including aerobics, golf, climbing, squash, fencing and sailing.

GAP Year

In recent years well over 40% of our students have taken the GAP year option. Mr Wood is the School's GAP Year Co-ordinator, who will help the students to ensure that this opportunity is a well planned and rewarding experience of a lifetime.

Higher Education

There is a full programme to prepare sixth formers for applications to Higher Education degree courses at universities and colleges. A series of booklets will be issued to the Lower Sixth formers, who discuss matters with their tutors in some dedicated tutorial time at the start of the Spring Term.

Parents are invited to an introductory talk.

There are 10-12 organised visits to university open days each year and parents are welcome to join us on these.

The School website contains information and relevant power point presentations – please feel free to visit it.

ID Cards

Every student is issued with an ID card, which displays:

Name
Tutor Group
Photograph
Date of Birth
Bus Route (if applicable)
Lunch Arrangements

The card must be carried at all times.

It has a barcode enabling students to borrow books from the Learning Resource Centre and to register attendance at meals and it contains a chip which gives students access through the School gates at designated times. (See School Security and Site Access) The card will also be checked by the bus driver if the student uses a KETA bus.

New students have temporary cards until their photographs have been processed, which generally takes about a week.

The cards are colour-coded to indicate whether the student is entitled to School meals or has sandwiches. Students who lose their ID Card need to order a replacement through the Main Office, for which they will be charged £5. There is no charge for replacement cards when students' dining or bus arrangements change, provided advance notice is given.

Any student who loses or defaces their ID card must report the fact to the Deputy Head (Pastoral).

Internet

School email addresses, telephone details, School and KES Society information are published at www.kes.hants.sch.uk. The general School email address is enquiries@kes.hants.sch.uk
Sixth formers have their own email boxes.

KETA Bus Service

The bus service is run in-house. The School's contact is Mr Keith Goldie on 02380 799232

All routes are timetabled to arrive at School by 8.15 a.m. The vehicles leave Hill Lane at 4.10 p.m. and 5.30 p.m.

The School expects the same high level of behaviour on the bus as is expected at School. This includes treating others well, keeping the bus clean and behaving responsibly and in such a way that the driver is able to concentrate on driving. Pupils should be seated whilst the bus is moving and seat belts, where available, should be worn at all times. Sanctions for misbehaviour will be used and in extreme cases pupils may lose their place on the bus temporarily or permanently.

Please contact the bus company for lost property.

KES Society

This is run by parents. Open to all friends of the School including parents, staff, Governors and Old Edwardians. The main objectives are to promote the

School and supplement its facilities. The Council meets each term and is elected at the AGM in the Autumn. Sub committees include Social and School Liaison. Members run the OBNO Shop. The New Pupil and Parents' Evening, run by KESSoc, is held in September. The subscription to join KESSoc is collected via the School account. A list of contact details of KES Society Council members is provided on the KESSoc section of the School website. If you feel you would like to talk to another parent or find out more about the KES Society then any of the parents listed will be more than happy to talk to you.

KonnEctionS

This is a newsletter produced three times in an academic year and is sent out to parents and friends of the School. It aims to give an overview of recent events at the School, as well as news of staff and pupils.

Lockers

All pupils in the School are provided with a locker. Lockers are shared between 2 or 3 pupils, depending on the location of the locker. Some lockers are locked by key and some have combination locks. The School lockers are designed to enable pupils to store books, a coat and a small PE kit bag. Pupils who have bigger bags, or more than one bag to store may use the Bag Room, which is a large room situated in the North playground. This room has coded access. The main office will provide the code on request. Pupils are expected to keep their lockers tidy. At the end of the year all lockers are emptied and new lockers are allocated at the start of the next academic year.

If a student is experiencing problems with their lock they should speak to Mrs Wood, the SMT secretary. Replacements for lost locker keys can also be purchased from Mrs Wood for £2.50. Mrs Wood has an office located to the left of the front desk in reception.

Lost Property

Lost watches, phones, ipods and calculators are held by the Deputy Head (Pastoral). Other valuable items of lost property are held in the School Office. Items such as clothing and sports equipment are stored in the lost property store by the Caretakers' Office. Items from here can be retrieved at any break time at a cost of 20p. The money collected is donated to charity.

Pupils are informed through their tutor about named property that has been found. Weekly reminders are sent three times to the pupil and when the final reminder is issued, an email will also be sent to parents. If the item has not been collected two school weeks after the final reminder it will be disposed of.

Medical Room

The Medical Room is situated in the north corridor. There is a qualified Nurse on duty, Monday to Friday 08.15 to 17.30.

The nurses have a responsibility for first aid and ensuring that the medical and health needs of pupils are supported in school. They are available to talk to pupils in confidence about anything that is worrying them.

A "Health Matters" board, displays and assemblies are used to support local, national and international health promotional events and activities.

Ideally students should visit the Medical Room at break, lunchtime or between lessons, unless the need is urgent.

If a student feels unwell during the school day they must visit the medical room where the nurse on duty will assess whether it is necessary to return home. Students should not instigate these arrangements beforehand.

If a student feels unwell before coming to school and is likely to be ill during the day, they should stay at home. If a parent wishes to discuss any health issues that will affect their son/daughter whilst they are a member of the School, then they should contact the nurses.

Parents will have been required to fill out a Medical Health Needs form on their son/daughter's admission to the School. This will be kept confidential.

The nurses would ask that if any changes occur regarding your son/daughter's medical and health needs, that they are kept updated with this information.

To contact the nurses:

Via the school office, 02380 704561

Or direct on 02380 799213

Email: schoolnurse@kes.hants.sch.uk

Mobile Phone Policy

This policy is also published in the Student Diary and on the School's website.

All points in the policy apply to phones, iPods, MP3, MP4 players and any similar devices.

Mobile phones are now an important part of everyone's life and have considerable value, particularly in relation to individual safety. Students are permitted to bring mobiles to the School but they must use phones and other mobile devices responsibly at all times.

Unless permission is given by the teacher, students must not use phones during lessons; phones must be switched off and out of view. This means that phones must not be used for example, for making calls, checking the time, using the internet, texting, taking photos, taking videos or used as a calculator. Head phones must not be worn during or between lessons.

Students must not use phones or MP3 players to broadcast music.

Students must ensure that files stored on their phones do not contain violent, pornographic images or other material that is likely to cause offence. In very serious cases the police may be contacted.

Cyber-bullying is unacceptable.

Parents / guardians should only phone students' mobiles at breaktime (10.55 -11.10am), lunchtime (1.05 -2pm) or after 4.00pm. In an emergency parents / guardians should phone the School.

Mobile phones cannot under any circumstances be taken into examination rooms.

Students need to acknowledge that it is a privilege to be permitted to bring mobile phones to School and abuse of this policy may lead to a curtailment of

this privilege. Action may also be taken, including possible confiscation of the phone. In the event of a phone being confiscated the member of staff will make arrangements for its return, which would normally be at the end of the school day.

The use of mobile phones by students on School trips is at the discretion of the trip leader.

The School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and pupils to ensure mobile phones are safe and properly insured.

Music lessons

The School has a range of orchestras, choirs and bands. Students are strongly encouraged to join one or more of these groups so that they can develop skills in performing in an ensemble, sight-reading, and enjoy being part of a creative team. This is particularly important for pupils who are taking lessons. Please see the Music Department noticeboard for days and times of rehearsals.

Lockers may be available in which to store musical instruments which have to be brought into School for lessons and rehearsals. See a member of the Music department for further information.

Music lessons on a full range of instruments, including singing, will be available throughout each week of the term. Lessons are at lunchtime or after School. The School does try to supply lessons to all requesting them, but high demand may mean there is a waiting list. Full details about the lessons will be given to all who have signed up for them.

OBNO Shop (Outgrown But Not Outworn)

This is the second-hand uniform shop run by volunteer parents of the school.

OBNO is located next to the school shop and is open :

Wednesday 1-2pm

Friday 4-5pm

It will also be open on the New Entrant Days which are Thursday 7th, Monday 11th and Tuesday 12th July 1.30-4 p.m.

We sell most items including blazers, skirts, trousers, PE kit, as well as sports equipment (rugby, hockey, cricket, tennis) and sports apparel such as wetsuits and ski-wear. Items can be purchased by cash or cheque ('KESSOC OBNO') on a 7 day approval basis.

We accept uniform items for sale on a 50:50 basis. Half the money is credited to the seller's next term fees and half to KESSOC, to finance projects of benefit to pupils. Any items for sale can be brought to the OBNO shop during opening hours or left at the school office with the contents listed together with the seller's contact details. OBNO reserves the right to dispose of unsaleable items. Any items sold after the pupil has left the school will be regarded as a 100% donation to KESSOC. Any queries please contact Sonia@Ohri.co.uk

Parent Portal

The "parent portal" <http://parents.kes.hants.sch.uk/> is part of the School website which gives you information that is specific to your child. This includes school reports, grades, details of your child's teachers and classes, together with school news and the routine communication between the School and you.

When you first join the School you will receive an "Activation Letter" which will give you individual detail of how to register and to access this site, which is best viewed using Internet Explorer (preferably version 6.0 or higher). If you have problems with accessing this you can email isams@kes.hants.sch.uk

The School website at <http://www.kes.hants.sch.uk> also contains information that is relevant to you as parents. As with all websites, there will continue to be upgrades and changes.

Parents' Evenings

These are held annually. They give parents an opportunity to meet both academic and pastoral staff. During the evening the Head Master addresses the parents from the stage in the Main Hall. The letter of invitation will indicate the time that this will take place. Prior to the evening, you will be provided with a time and venue to meet with your son or daughter's tutor. Subject teachers are located at specific points in the Main Hall and other areas of the School. You will be provided with information about who is located where. To speak with a teacher, you should go to where this teacher is located. If the teacher is already in conversation, you should join their queue, using the chairs that are provided. Specific times are not provided for discussions with subject teachers.

Students in the Sixth Form are invited to join their parents at the Parents' Evenings.

Press and Publicity

The School is always keen to publicise the achievements of its pupils and sometimes we do so in local newspapers, radio or television. Any information that you feel may be of interest to the local press should be passed to the School's Development Officer.

Private Study Periods

All sixth formers are allocated some private study periods during the timetabled week. These allow students to work independently and enable them to experience some element of preparation for university life where study is largely unsupervised. The Study Centre adjoining the Sixth Form Concourse has ample work space and is connected to the School network and has a printer. Some reference works and academic magazines are kept there to encourage wider reading.

Prizes

There are many prizes and awards exclusive to the Sixth Form. Lower Sixth Academic prizes are awarded for all-round achievement at the end of the Lower Sixth year. There are also about thirty prizes for Outstanding Contributions to School Life awarded at the end of the Upper Sixth year as well as other endowed prizes for the Head of School, for sixth formers wishing to study Law, for reading foreign languages and many more. In addition, there are awards such as the Charlotte Country Day School Exchange Scholarships, which enable a small group of sixth formers to visit an American school for three weeks.

Pupil Post

Although most communications are now done through the parent portal or by email, there will be occasions when letters and publications will be sent home via students or by post.

Scholarships, Studentships and Bursaries

Academic Scholarships are prestigious, endowed awards which recognise outstanding potential in internal candidates for the Sixth Form. They comprise E.P. Abraham, Foundation, Pirelli and F.L. Woolley Scholarships, which are recommended by a panel of Senior Staff after consultation with tutors and subject teachers. They are worth up to 25% of fees.

Details of financial support for the Sixth Form are available from the Bursar's office at the School.

School Calendar

This is available on the School's website and also printed in the Student Diary.

School Chaplain

The Revd. Julian Poppleton is an Anglican priest, who is a full time member of staff. He is responsible for the nurture and support of the spiritual life and pastoral well-being of the whole school multi-faith community. He organises Christian acts of worship for the School and also the assembly programme. He also meets with individuals and small groups to explore their faith, of whatever denomination or religion.

School Council

The School Council meets regularly to discuss issues raised by students. It consists of two pupil representatives from each year group, elected by the pupil body, two members of staff and is chaired by Miss Smith (Assistant Head – Co-curriculum).

School Counsellor

The School has an independent counsellor who sees pupils on Tuesdays and Thursdays (0830 and 1505). Details of this service and booking procedure are available in the Student Diary.

School Houses

There are six houses as follows -

Capon	-	Yellow	Reynolds	-	Green
Lake	-	Dark Blue	Sylvester	-	Light Blue
Lawrence	-	Red	Watts	-	White

Each house has a Head of House (Staff) and two student Heads of House (one male and one female Sixth Form pupil appointed by the Head Master). Annually a house shield (the Allen Grant Trophy) is awarded to the House which has scored the most points during the year for academic, sporting and cultural achievements.

School Meals

Sixth formers may take an early lunch, at 12.40 p.m., if they are free during period 4.

Parents may opt for their sons and daughters to have lunchtime meals provided, payable termly in advance. Alternatively, pupils may bring packed lunches to school or, if appropriate, go home for lunch. The Bulletin (see Communication) contains information about the deadline for requesting changes for the next term. An email reminder is also sent to parents approximately a week before the deadline. Parents are encouraged to make requests via email using dinners@kes.hants.sch.uk

No changes may be made mid-term. No meal refunds will be given unless there are exceptional circumstances such as long term sickness absence. Requests for such refunds should be made in writing to the Bursar with details of the nature of the extended exceptional absence.

To account for periods of absence granted for study leave, the Fifth Year, Lower Sixth and Upper Sixth will receive a discount on the Summer Term meal charge. The extent of the discount is communicated to parents in the Spring term and may vary between year groups.

Breakfast is also available for purchase between 8.00 and 8.30 a.m. each morning.

School Policies

Updated versions of all School Policies, including the following, may be found on the School website, (www.kes.hants.sch.uk) or obtained from the School on request.

- Admissions
- Anti Bullying
- Child Protection
- Complaints Procedure and the number of formal complaints registered during the previous school year
- Curriculum
- Health and Safety
- Health and Safety on Activities outside School (with documents: 'Trips and Visits'; 'Forms B14, B15, B19'; 'Exchange visit guidelines'; 'Minibus use'.)
- Pastoral Care and Discipline (rewards and sanctions).

School Reports

Parents of pupils in the Lower Sixth receive a progress grade and comment in the Autumn Term and a report in the Spring Term.

For pupils in the Upper Sixth reports are posted to parents during the Autumn and Spring Terms.

The Head Master comments on reports once a year.

School Site

General

Dogs are not permitted on the School site, at Wellington playing fields or Lovaton Cottage (except guide and assistance dogs).

Smoking is also not permitted on any of our sites.

Security and Site Access

CCTV cameras operate within the School buildings and its surroundings to ensure the security of the pupils.

Students need to use their ID Card to enter and exit the School site unless they use the Hill Lane gates, which are opened at specified times before and after School to allow for those using KETA transport. Students are allowed through the various turnstiles and gates situated around the School site as below:

General:

The Wilton Road Drive entrance is out of bounds to ALL students. This is the entrance that is used by cars on Wilton Road.

The Hill Lane gates are opened before and after school for a fixed period of time to allow students access to and from the KETA buses.

Cyclists can request access through the Kellett Road vehicle gates to allow them to bring their bicycles onto the School premises. They should make this request known to the Data Manager, located at the rear of the Main Office.

Entry:

All students can enter the School site through the following turnstiles from 7.30 a.m. – 7.00 p.m. every day

Wilton Road turnstile (next to D&T block)

Kellett Road turnstile

Hill Lane turnstile

Exit:

The Hill Lane turnstile cannot be used to exit the School premises, except at the weekends.

Exit is allowed throughout the whole day through both the Wilton Road and Kellett Road turnstiles.

School Shop

The School Shop provides all items of uniform, plus sporting accessories and protective clothing. It is open every lunchtime from 1.00 -1.45 (unless school

activities prevent this). Payment can be made by cash, cheque (payable to Sodexo), or credit card. See also OBNO.

Sports Fixtures

Regular fixtures are played on Saturdays throughout the year and pupils, if selected, are expected to make themselves available. Home matches are played at School or at our playing fields at the Wellington site in Stoneham Lane. Details of fixtures can be found on the School website in 'Sports and Fixtures' under the 'co-curricular' tab. Parents are very welcome to watch and support the teams. Members of staff running the teams will set up cancellation procedures for the pupils in the case of bad weather.

Stationery

Some items of stationery can be purchased from the School Library.

Student Diary

This is given to all students at the start of each term. As well as being a diary it contains a lot of useful information.

Telephone

Important Numbers:

Main Office (Switch Board)	023 8070 4561
Registrar	023 8079 9216
Head Master's PA	023 8079 9204
Bursar's PA	023 8079 9208
Assistant Bursar (KETA)	023 8079 9232
Accounts department	023 8079 9207
School nurse	023 8079 9213

Other direct dial numbers are published on the School web site

Timetable & Daily Routine

8.40	-	8-50	Group Period
8.50	-	9.05	Assembly (Monday, Tuesday, Thursday) Extended Group Period (Wednesday, Friday)
9.10	-	10.00	Period 1
10.05	-	10.55	Period 2
10.55	-	11.15	Break
11.15	-	12.05	Period 3
12.10	-	13.00	Period 4
13.00	-	14.10	Lunch
14.10	-	15.00	Period 5
15.05	-	15.55	Period 6

Vending machines

There are seven vending machines situated in the school selling snacks, sweets and drinks.

Weekends

Students are not able to access their lockers at weekends.

Sixth Form Clothing Guidelines

Sixth Form pupils are not expected to wear school uniform but their dress and appearance should be in a style that would be appropriate for a formal business environment. The School reserves the right in all these matters to decide what is and what is not acceptable. Students are expected to wear the School pin for means of identification. This is provided by the School. The following guidelines may help in deciding what is appropriate:

BOYS

- Practical clean shoes.
- A suit or a sports jacket/blazer and formal trousers.
- A formal monochrome or discreetly striped or checked collared shirt; they should not be of any extreme colour or style.
- A v-neck sweater but not a sweatshirt.
- A tie.
- Jewellery, if worn, should be discreet. Earrings may not be worn.

GIRLS

- A smart formal skirt which is no shorter than knee length or longer than mid-calf, or a tailored pair of trousers.
- A smart jacket.

- A collared blouse, polo neck or a plain scoop neck or v-neck top (no low necklines or t-shirts with logos).
- A v-neck sweater but not a sweatshirt.
- Practical clean shoes.
- Jewellery, if worn, should be discreet.

Summer Uniform

In the summer term the following modifications are allowed:

Boys: Jackets need not be worn.

Only shirts with a formal collar should be worn, long or short sleeved.
The tie may be removed.

Girls: Jackets need not be worn.

Dark coloured or patterned underwear, which is visible through light coloured clothing, should not be worn.

Summer clothing should be in keeping with a school environment.

General

Denim or canvas clothing or shoes should not be worn. Extravagant styles and colours will not be permitted. Hair styles, footwear and outdoor clothing must be in keeping with these general principles.

Clothes should not be over-sized or under-sized, nor should they be baggy, unclean or in a state of poor repair. If pupils or their parents have any doubt as to whether an item of clothing is suitable for school they should consult the Director of the Sixth Form.

Nose studs, tongue studs and the like are not allowed under any circumstances.

With consultation, the School is happy to accommodate aspects of appearance in accordance with religious requirements as long as the face is clearly visible at all times.