New Year 7 Parent/Carer

Welcome Pack

September 2022

Post-Admissions Information Form (PAIF1)

In order to make your child's transition to high school run as smoothly as possible we will require some important information and basic details from you as parents and carers. This year, instead of sending you several forms to complete, we ask that you complete one simple, online form using the link below. This information will be held securely, and in line with data protection regulations, and help us complete all the necessary paperwork in school.

Complete your **Post-Admissions Information Form** online now: https://bit.ly/3ycXjTu **or scan the QR code**

Password: elstone2003

Ready for KEVI website

To help your child and yourselves as parents/carers prepare for starting high school we have put together a dedicated transition website, called **Ready for Kevi**. It has all sorts of useful information about starting at high school, **frequently asked questions, a virtual tour of the school and advice**. To access it please go to our main school website at **www.kevi.org.uk** or directly at **www.readyforkevi.com**.

Ready for KEVI Welcome Evening – 23 June

On **Thursday 23rd June 2022** we will be holding an information evening for new parents and pupils to share information on some of the biggest questions our parents have each year, including school uniform, homework, the school app and other important details. This will be an opportunity to meet senior staff and find out more about your child's new school. **This event takes place at 6.00pm**. This is a general information evening and we recommend that you still attend our Consultation Day for a more personal discussion.

Consultation Day – 28 June

On **Tuesday 28th June 2022** we will be holding our Consultation Day for parents and pupils where you can book an appointment to meet your child's form tutor and discuss any concerns or queries you may have at a face-to-face meeting. It will also give your child an opportunity to try on, and order, school uniform, find out which School House your child is in, and discuss any matters with senior staff. **You will receive information about appointments, as well as who your child's form tutor will be, later in the year.**

School uniform

We want your child to be as proud of their new school as we are. Wearing their uniform properly is one of the ways they can show that pride. Please make sure your child has the correct uniform with them in school each day. The

Uniform Policy can be found on the school website, as well as at the back of this booklet. Our uniform supplier is **Crested Schoolwear** who are based in Stafford. Their online shop can be found at **www.crestedschoolwear.co.uk**. A representative will be available at our Consultation Day in June for you to try on the uniform and place your orders.

If you have any problems, please speak to your child's form tutor or Head of Year who can help you. We ask for parents/carers' support in adhering to the uniform policy and should you have any queries or issues, please speak to us or the Deputy Headteacher, Mrs von Elbing. The uniform should be worn with pride in school and when travelling to and from school as well.

Attendance and absence

Being in school and on time is very important to be successful at King Edward VI. Your child should always be at school on time. If, for any reason, your child is unable to come to school we ask that parents/carers read the school's Attendance Policy on our website and follow the instructions on how to report an absence. There is also information on holidays during term time.

Homework

Homework is set regularly at King Edward VI and your child will need to keep on top of the work that they are set by their teachers. However, to help you we have an online system in school called Go4Schools. All of your child's homework

will be recorded online and may include resources and websites to help them. It will also tell them when it is due in. There is also an app which can be downloaded. **Parents and carers will get letters telling them how they can also access their account and help their child keep up-to-date with their homework, in September.**

Reading and literacy

At King Edward VI we are very keen to promote and develop literacy – a key to success. As such, we have dedicated R&R (Reading & Registration) time every day on top of events and programmes organised by our English & Literacy Department. During the afternoon R&R time we ask that pupils bring in a reading book that they enjoy.

Groups and setting

At King Edward VI we use our own assessment to measure your child's progress at KS3 and they will be placed in a set according to their ability level. Baseline Tests will take place for Year 7s to help ensure our new pupils are placed in the right groups for their needs. However, initially your child will be placed in a group according to information provided by their primary school and KS2 data.

ParentPay – Cashless school

Our school is now a "Cashless Environment". The School Office and the dining hall no longer accepts any cash and pupils will need to pay for educational visits, food, drink etc. using

"ParentPay". **To sign up to this service you will need to complete the relevant section of the Post-Admissions Information Form and ensure you have an account registered with ParentPay online**. Or you can top up your child's account wherever you see the **PayPoint** sign in local shops. Further information about this can be found on the online form. If your child ever forgets their packed lunch it is a good idea to be set up on the system as well. Pupils entitled to Free School Meals will still need to sign up to the cashless system but will not necessarily need a ParentPay account.

School clubs

In September, a list of school clubs will be posted on the school website. Whether your child has an interest in sport, art, science or technology, there is a club for them! We also have homework support in place and computers available each lunchtime. The School Library is open every day and on Fridays it is Year 7s only!

Parent Apps and logins

As mentioned before, parents will be given access to their child's homework via Go4Schools. However, Go4Schools can do much more for parents/carers than just show homework. Once you have registered your child via the Post-Admissions Information Form and we have added them to our database, you will be able to download and register your **Go4Schools** app for free. The app enables you to see what

achievements your child earns in school, what their timetable is and receive important messages and information from school. To download the app go to your App Store, search for "Go4Schools", download for free and then follow the instructions. **This will go live for you in September when you will receive more details.**

You will also need to register for ParentPay as King Edward VI High School is a cashless school. All lunches and trips must be paid for using ParentPay. **Details on how to register, or transfer an existing account, will be posted or emailed to you in July, in plenty of time for September.**

More details about this service, other parent apps and communications can be found on the Parent Page at www.readyforkevi.com.

Key Transition Dates
2022

Thursday 23rd June 2021	**"Ready for KEVI" Welcome Evening** Parents and pupils are invited to attend our information evening to welcome you to our school and to get details on uniform, school meals, behaviour & rewards policy and much more! Please come along.
Tuesday 28th June 2022	**Consultation Day** Parents and pupils will be given appointments with their child's form tutor to find out more about their new school and have the opportunity to try on their new uniform and place orders etc. Details to follow.
Thursday 30th June 2022	**Induction Day** Pupils will come into school for the day to meet their classmates and form tutors and try out some lessons – see the Pupil Welcome Pack for more details.
w/c 22nd August 2022	**Summer Club** This is a free holiday club exclusively for new Year 7s starting in September. Pupils do a variety of fun activities, meet their new classmates and teachers and get to know their way around the school. **Please register via the PAIF1 form.** It will run from 10am-2pm.

Key People

The people listed below can be contacted on the school number, **01785 258546**. For all queries relating to transition please contact Mr Lomas. For more specific queries, please see the list below.

Headteacher	Mr J Christey	headteacher@kevi.org.uk
Deputy Headteacher and SENCO	Mrs A J von Elbing	vonelbing.a@kevi.org.uk
Safeguarding Officer	Mrs S Christey	christey.s@kevi.org.uk
Transition Leader	Mr D Lomas	transition@kevi.org.uk

01785 258546

office@kevi.org.uk

School Uniform

Shirt/blouse

Shirts should be plain white, buttoned up the front. They should be a normal cut and long enough to be tucked in. They should have an appropriate collar so that the school tie can be worn smartly and correctly.

Trousers/skirts

Trousers should be formal, plain black. They should not have any designs embroidered, be striped or have zipped pockets. They should be full-length covering the ankles and have a waistband so that the shirt can be tucked into them. Trousers should be fitted and not skin-tight. Denim, stretch, canvas or corduroy material is not permitted. For further details please take reference from the School's website.

A black knee length skirt is optional. If a belt is worn this should be plain black, with a standard buckle.

To view some examples, see the Uniform Guidance on the school website.

School tie

All pupils must wear their school House tie at all times.

Blazer

The school's official navy blue blazer is to be worn at all times by all pupils. A school V-neck jumper is optional to wear under the blazer, normally a choice during colder weather.

Shoes

Black shoes should be worn for school. Footwear should not bear any sports motif and should not resemble a trainer, plimsoll or boot in any way. For further details please take reference from the School's website.

A matching pair of plain black or white socks should be worn.

Please note for Health and Safety reasons the school does not allow pupils to wear high heeled footwear.

To view some examples, see the Uniform Guidance on the school website.

Hair

Hair must not be extreme in colour or style or have any patterns or lines. Hair must be of a suitable nature for the school environment. Very long or braided hair might have to be tied up if it poses a Health and Safety concern. **Grade one hair is not permitted** and hair with two distinct lengths that has not been clearly blended or tapered between styles is not permitted.

Make-up and nail varnish

Key Stage 3 pupils should not wear make-up in school. Key Stage 4 pupils may wear inconspicuous make-up.

No pupils should wear nail varnish, fake nails or nails with stuck on/glue on fashion accessories.

Jewellery

In the interest of safety, pupils may only wear one pair of small matching studs. In accordance with Health and Safety issues, no other body piercings should be worn in school. One rubber charity band can be worn if the pupil wishes. A simple formal watch can be worn, however Smart and fashion watches cannot.

No other jewellery should be worn for school.

School bag

All pupils are expected to have a bag of a suitable size and style to carry books and equipment.

External clothing

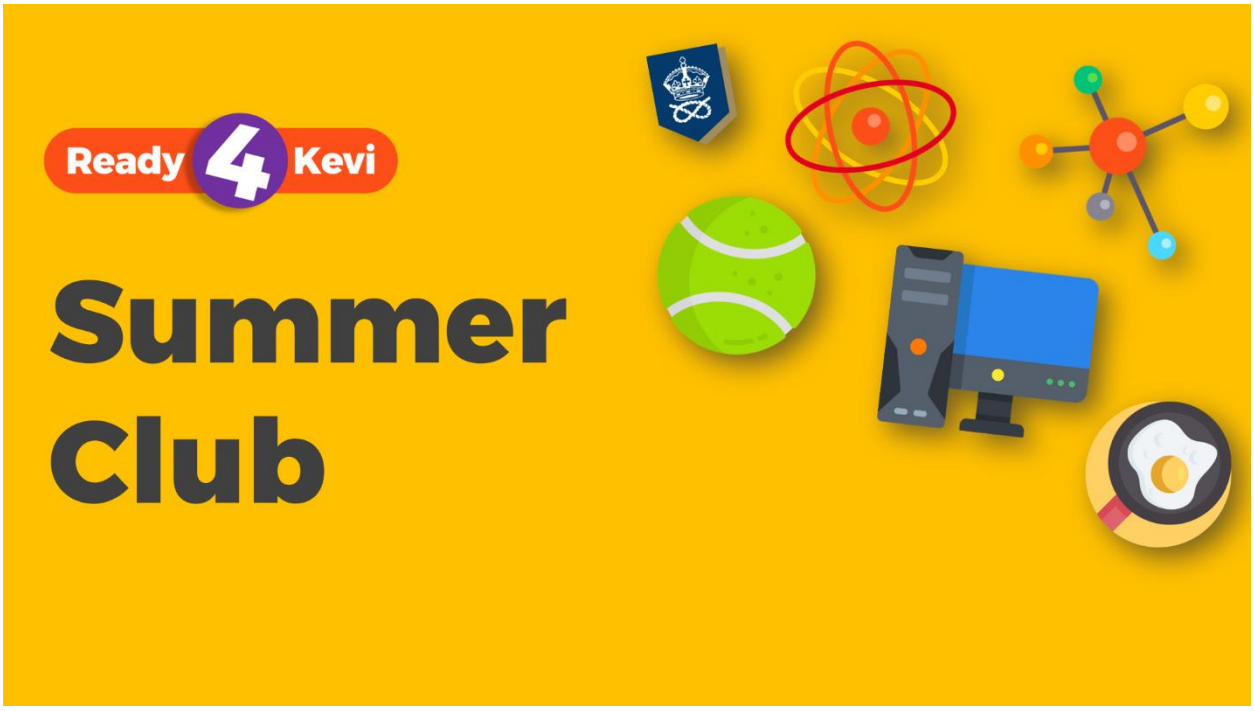
Coats, hooded jackets, scarves, gloves etc. must not be worn within the school buildings. When outside any external clothing must always be worn over the top of the school blazer and never underneath.

Mobile phones

Mobile phones and smart technologies are not permitted in school without a completed parental consent form. Any mobile phone permitted in school must be turned off whilst on school premises this includes break time, lunchtime and after school. If parents wish to contact pupils this should be done through the school.

Uniform Guidance

Further information is provided at www.kevi.org.uk, linking visitors to a document providing pictures and clear guidance regarding specific items of school uniform. We urge that if further clarification is required after viewing this document and before making, what in some cases can be, an expensive purchase please check with your child's Head of Year.
The school will always try and support any pupil with incorrect uniform and has a small collection of suitable items of uniform that can be lent out for a short period of time. Sometimes this is not always possible to resolve the issue and this may result in the pupil being isolated from the rest of their cohort until the uniform requirements can be met.



As you may be aware, we hope to run a Summer Club for all of the Year 6 students who are starting with us in September 2022. The aim of the club is to provide another opportunity for the children to come into school before they start and to familiarise themselves with the setting. They will move around the school doing various fun activities/sessions and will gain a greater knowledge of the layout of the school and have the added bonus of getting to know some of our staff.

We also hope that the club will give our new students the opportunity to make new friends before they start in September which will also reduce their anxiety levels when September arrives. The afternoon activities will be particularly focussed on getting to know each other, team-building and social experiences and we hope that by the end of the week, all students will have made new friends and will feel confident about starting High School.

The activities will be designed to develop new skills, have fun and to enable students to meet and interact with some of our teaching staff before they join us.

The club will be FREE OF CHARGE and begins on w/c 22nd August. It will run from 10am-2pm. The students will be able to choose from a range of activities in the morning (which will run from 10am-12pm). They will have lunch on site between 12pm-12.45pm. Please provide your child with a packed lunch. In the afternoon we will all get together for team activities (hopefully outside) including rounders, team games (or quieter activities for those who prefer them).

Students can attend as many or as few sessions as they choose. However, in our experience of Summer Club, it is extremely beneficial for them to attend at least one session in terms of confidence-building and preparation for September.

No student will be allowed to leave site during lunch. All students will be fully supervised by our staff throughout the day. Some activities may involve visits off-site in our school mini-bus. Parental consent will be requested for all visits beforehand.

Please be aware that all of the activities mentioned are subject to the number of children taking part. Unfortunately, if we do not have enough children taking part, some of the activities may not run. The club itself can only be run if we have sufficient numbers of children taking part.

Please complete the relevant section of the online Post-Admissions Information Form (PAIF1) to give your permission for your child to attend.

Please note that children can only take part if they have booked a place and all relevant consent forms and medical forms have been completed.

We think that Summer Club is a brilliant opportunity for the children to meet their new year group, meet our staff and to familiarise themselves with our school layout. The activities are going to be really good fun, but will also introduce them to new skills/help them to develop skills that they already have.

We are all very excited about our club and hope that your child takes the opportunity to take part.

Please contact me if you have any questions. I will be overseeing the club and will be on site with the children throughout the club. My email address is transition@kevi.org.uk.

We look forward to seeing you all soon.

Notes/Questions:

Transition Checklist

- [ ] Complete the **PAIF1 Post-Admissions Form** (by 24th June) - https://bit.ly/3ycXjTu (Password: elstone2003)
- [ ] Visit **Ready for Kevi** for virtual transition – **www.readyforkevi.com**.
- [ ] **Order your school uniform** from Crested Schoolwear – **www.crestedschoolwear.co.uk**
- [ ] **Check school website/Ready for Kevi** regularly for updates
- [ ] **Register for ParentPay (details in June/July)**
- [ ] **Register for Go4Schools (in September)**

REGISTER YOUR CHILD NOW:

[before 24th June 2022]:

https://bit.ly/3ycXjTu