

## **KEHS School Procedure (2023-24)**

### **ABSENCE**

**ILLNESS:** Parents are asked to contact school before 08.35 on the morning of **each** day of absence due to illness. Parents should call 0121 472 1834 or email [absence@kehs.org.uk](mailto:absence@kehs.org.uk) to communicate this information. For safeguarding reasons school is unable to accept 'unwell'; please give specific details of the nature of the illness.

Any student taken ill during the school day must report directly to the School Nurse, who will contact parents if necessary. Students should not contact parents themselves without permission. **No student who is unwell may leave school without first seeing the School Nurse.**

Notes asking to be excused from PE should be handed to the PE teacher at the start of the lesson.

**LEAVE OF ABSENCE:** Notice of medical or dental appointments should be sent in advance, by email, to [absence@kehs.org.uk](mailto:absence@kehs.org.uk). Requests for a student to be excused school for any other reason should be communicated, well in advance, to Mrs Shore-Nye, Vice Principal Pastoral. Due to strict government guidelines, **we are unable to authorise any absence during term time, except in exceptional circumstances.**

When students will be staying with relatives or friends while parents are temporarily absent, an emergency telephone number should be supplied to the Head of Year (see email addresses on the school website), together with the dates of the absence.

### **ARRIVAL**

Pedestrians should enter and exit the site via the pedestrian gate from Edgbaston Park Road, by the Design Centre, or the pedestrian gate from Bristol Road by the KES Sports Hall. There is no pedestrian access onto the site via the KEHS main drive, nor via the gate by Park Vale Drive (off Bristol Road): these are vehicle access only. Students who do not follow this safety advice will be issued with a detention. **To enter the building students in Lower School should use the Junior Entrance (doors near to the basement locker area). Middle School and Sixth Form should use the Senior Entrance (doors near the Physics department). The Main Entrance doors are reserved for use by staff and visitors only.** If parents or guardians are using the main KEHS vehicle entrance, drop off should be in a space on the carpark, not on the main drive.

The school buildings are unlocked at 07.00 and pupils may arrive from 07.30. There is no formal supervision in school before 08.45 unless there is an organised school activity, but at least one member of staff is always present between these times. **Once students have arrived at school in the morning, they should not leave the premises before the school day starts.**

**LATENESS:** Students arriving late to school, for whatever reason, who will not reach their form room by 08.50, or their period 6 classroom by 14.00, should sign in with the member of staff in the entrance hall before going anywhere else in school.

Any student who regularly arrives late, without good cause, will be required to report to the Assistant Head Pastoral, Director of Sixth Form, or Vice Principal Pastoral, at 08.30, for a continuous period of time until good practice is established.

## **ASSEMBLIES**

Assemblies offer an opportunity for quiet contemplation. Students should enter in silence and sit in the area designated for their form. At the end of assembly, pupils should leave in an orderly fashion, one row at a time, as directed by staff.

## **BOOKS**

Pupils are reminded that textbooks and library books are valuable communal property and should be cared for and promptly returned. Pupils should write their names in their textbooks. Students will be charged for any books which are not returned.

## **CORRIDORS**

Students should walk on the left when moving around and should always be considerate of others and follow any one way or 'no entry' systems in place. We expect students to greet each other, and members of staff, as they pass by.

## **DEPARTURE**

Students below Sixth Form may not leave school during school hours without permission. Those with permission to leave should sign out and in again on return in Reception and use the **central front door**. This includes those who are going to KES for individual music lessons.

Sixth Formers may not leave school before 12.50 without permission. They must always sign out and sign in whenever they return, including when visiting KES. Sixth Formers may leave the school premises during the lunch hour and must return for registration at 13.55. Those with no afternoon commitments at all may sign out from 12.50 and go home for private study if school has received parental permission. No student should ever sign any document on behalf of another.

Students should leave the building within 15 minutes of the end of their last lesson or meeting unless they choose to stay to do homework. School is open until 17.45 on Monday to Thursday, and until 17.00 on Friday. Students should report to the Library if they wish to stay after 4.15. A member of staff will register them and they may then work quietly in the Senior Library or in the Junior Library. Any snack must be eaten in the social spaces prior to arriving at 4.15 to the library. Students must sign out with the member of staff on duty in the Library as they leave.

## **EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

It is expected for all pupils to immerse themselves in the highly valuable and diverse co-curricular programme that KEHS offers. If you wish to lead a club you must see Mrs Sangha and go through a Code of Conduct before establishing it.

## **FOOD & DRINK**

**FOOD:** should **only** be eaten in the Dining Hall, the social spaces by the music classroom and outside. Sixth Formers may also eat in their Common Rooms. Students are **not** allowed to eat in the locker rooms, classrooms or corridors. Areas should be left tidy after eating.

**BREAKFAST:** is available from 07.45 each morning in the boys' dining hall. Girls should enter through the doors on the KES drive. Payment for food is by cash only.

**RECESS:** students who have a club at lunchtime which makes it impractical to eat at 12.55, such as running or swimming, can eat at recess. Early lunch stickers are available from club leaders.

**DRINKS:** students may take a non-glass bottle of water to lessons except for those lessons taking place in science laboratories. Drinks other than water are not to be consumed during any lessons.

**CHEWING GUM:** Chewing gum is not allowed anywhere on the school site.

## **GUESTS**

All visitors, including students from other schools, including KES, must enter and leave school through the **central front door**. We are pleased to have visitors in school but permission must be granted beforehand. All visitors sign in and out through the electronic inventory system, supervised by the Receptionist. All visitors, except pupils from KES, will be asked to wear a visitor's badge. If you wish to invite a guest speaker into school, to speak at a club or society, please see Mrs Sangha beforehand to ensure the appropriate paperwork is completed.

## **IT**

**EMAIL: Students are reminded of the need to check their school emails daily.** It is sometimes appropriate for students to email teachers; in this case, only school email accounts may be used and pupils should be mindful that teachers may not be able to read their email within 24 hours. Students should include a clear subject heading and adopt a formal style. Individual teachers may clarify any expectations they have of their teaching groups and form group with regards to email communications; where they do so, it is expected that pupils will respect their guidelines.

**USE OF COMPUTERS:** We use a filtering service to prevent, as far as possible, access to unsuitable sites. There is a 'Pupils' Acceptable Use of ICT, Mobile Phones and Electronic Devices Policy', also referred to as the 'Pupils' AUP', to encourage the safe use of IT facilities. The network has active monitoring software installed to ensure any safeguarding concerns are picked up on promptly. Access to IT facilities may be withdrawn if inappropriate use is detected.

## **LANYARDS**

All students should ensure they keep their lanyard on their person and take care of their door card/ dining hall card. Losses of cards must be reported to the Porters for security reasons.

## **LOCKERS**

Students should not stick anything to the outside of lockers. Lockers should be secured with either a padlock or an individual code. Students should not share their code with others.

## **MOBILE PHONES**

The information below should be read in conjunction with the Pupils' Acceptable Use of ICT, Mobile Phones and Electronic Devices Policy (Pupils' AUP). **THIRDS TO UPPER FIFTH:**

**Mobile phones must remain switched off and out of sight from 08.30 until the end of the school day, unless a teacher has given permission for their use.** If there is an urgent need to contact a parent during these hours, pupils must first seek permission from any member of staff; if permitted, the use will be supervised. Pupils are able to use school landlines in an emergency. Where pupils do bring a personal mobile device to school, their use is subject to the following rules:

- Before 08.30 mobile phones may be used in the form room, or outside the buildings. No member of the school community should be disturbed by the use which must also comply with the points set out in sections 5.1 and 5.2 of the Pupils' AUP. After school mobile phones may be used except in corridors.
- Headphones must not be worn on the school site at any time, unless a teacher has given permission for this.
- Kindles and e-readers may be used before school, at recess, at lunch time and after school. They may only be used in tutor time and lessons with the permission of a teacher. Backlit devices such as a mobile phone may not be used as an e-reader.
- Mobile phones and other electronic devices may not be used on school trips without permission from a member of staff. Trip leaders will make expectations clear in advance of the trip.
- Use of electronic devices of any kind, to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline, whether or not the pupil is in the care of the school at the time of such use.
- Mobile phones may not be used whilst at school or on a school trip to make direct contact with parents about an accident, illness or any other matter affecting a pupil's welfare; in this situation, pupils must report to the School Nurse (or other member of staff) who will decide upon the best course of action.
- Pupils may never use a mobile device to take photographs or make videos without the express permission of a teacher.
- Staff may confiscate mobile phones, where use has contravened the rules, until the end of that school day. It is the student's responsibility to collect a confiscated device from Reception promptly at the end of the day.
- Repeated breach of the rules will incur greater sanctions. A parent may be asked to collect the confiscated device for example, or a pupil may be required to hand their device in to Reception upon arrival each day.
- The school does not accept any responsibility for the theft, loss of, or damage to, mobile electronic devices brought onto school premises.
- In an emergency, common sense should prevail.

#### **SIXTH FORM:**

- Mobile phones may be used during study periods, recess and lunch time in the Sixth Form Common Room or outside the buildings (away from car parks). Only silent use is permitted in the Library, which means that calls cannot be made or taken there. All use must comply with the points set out in sections 5.1 and 5.2 of the Pupils' AUP with one exception: pupils may make safe and considerate use of social media sites. No member of the school community should be disturbed by the use of personal devices.

#### **NOTICES**

Notices to advertise school events or provide information can be displayed on four noticeboards around different parts of the school building. These noticeboards are specifically for this purpose. They are clearly indicated as being for general school notices and their locations are as follows:

- By the Senior Entrance, opposite the staff shelves
- By the Junior Entrance, opposite the Computer Room
- Opposite the Library
- Corner of the Sixth Form corridor (by the Warnock Room/ Room 18)

Notices are not to be put up elsewhere, for example, on noticeboards belonging to subject departments, nor directly on walls. If a notice is made by a pupil, it must be approved by a

member of KEHS staff before being put up (or put in registers), including joint events with KES. Single copies only of a notice should be posted on a noticeboard. They should be put up with 'blue tack' - if not available on the noticeboard, please see the porters. Notices should be removed promptly after the event has taken place. Unless arranged separately, the person who put the poster up must take responsibility for removing it.

### **OUTDOOR SOCIAL SPACE**

Students are encouraged to go outside during break times. At the far side of the tennis courts there is a purpose built outdoor social space, with picnic benches and table tennis tables. Bats and balls for table tennis are available from the PE department.

### **PERFORMING ARTS CENTRE**

This is a joint space, shared with KES. With the exception of Sixth Form, the RPAC is not to be used as a social space and cannot be used outside lesson times. Bags cannot be left in the RPAC foyer. Sixth Form may use the foyer space for quiet pursuits, and particularly by those who are involved in Drama/Music; it is not a space to socialise with students from KES.

### **PRINCIPAL**

The Principal is always pleased to talk to students. If Mrs von Malaisé's door is open, please do knock and wait to be welcomed. If you know that the conversation may take more than 5 minutes, please ask for an appointment at another time, or make an appointment through her PA. Students should never feel that Mrs von Malaisé is too busy to see them, it is just a matter of finding a convenient time.

### **PROPERTY**

All pupils are reminded of the need to take care of their purses, money and personal property in school. **Pupils should not have more than £10 on their person**; if there is good reason to have more money in school, the named purse should be handed in to Reception for safe keeping. Anyone unfortunate enough to lose a purse and/or money, or other property, should first check with the School Nurse whether it has been handed in. If it has not, the Form Tutor should be told as soon as possible and full written details should be submitted by the student to their Tutor.

Electrical equipment, for example airpods and smart watches, should not be brought to school without prior staff permission.

All clothes and property must be clearly marked. If there is good reason for borrowing property, **permission must be sought from a teacher** as well as from the owner. In no circumstances may money be borrowed from another student.

Pupils should not sell to, or buy from, other students except when raising funds for school charities, with the prior knowledge and approval of the Assistant Head Community or the member of staff responsible for co-ordinating community service.

**BAGS:** must not be left anywhere other than in lockers rooms. **Access to the fire doors and lifts must never be impeded.**

**School insurance does not cover items of personal property.**

### **SITE BOUNDARIES**

Students may use the area at the top of the bank immediately behind the Sports Hall at recess and lunchtime. However, the bank at the far side of the AstroTurf, the KES Main Drive and the grounds of Winterbourne Gardens are all out of bounds. Pupils can meet with students from KES on the triangle of grass next to the KEHS Sports Hall, at the rear of the Dining Hall. KES students are not permitted to enter the KEHS artificial pitches unless supervised by a member of staff.

### **STATIONERY**

Teachers will issue students with exercise books. These should be looked after carefully and upon completing the book students should request a new book from their teacher, who will initial the inside back cover of the old book to confirm it is used and then initial the inside front cover of the new book as it is issued. School planners must be used with care and respect. If you damage or lose your planner, you will need to purchase your own.

### **TRANSPORT**

Special written permission must be obtained from the Principal or the Director of Sixth Form for a pupil to come to school on a motor bike, drive a car, or travel in a car driven by another pupil. Parking on the school grounds is very limited so pupils will only be given permission to do so in exceptional circumstances. Bicycle racks are available for students who cycle to school.

### **SUBSTANCES**

Pupils are not allowed to possess, supply, use or be under the influence of illegal substances, cigarettes, e-cigarettes, vaping products or alcohol, or any paraphernalia intended to resemble these things, on school grounds, or on any school related activity, including travelling to and from school. Any infringement of these rules will be subject to disciplinary action. The possession, supply or use of any of these items, or being under the influence of them, in non-school related situations, where a pupil or the reputation of the school is affected, will also be subject to disciplinary action. See the Drugs and Harmful Substances Policy for further details.

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Special written permission must be obtained from the Principal or the Director of Sixth Form for a pupil to come to school on a motor bike, drive a car, or travel in a car driven by another pupil. Parking on the school grounds is very limited so pupils will only be given permission to do so in exceptional circumstances. Bicycle racks are available for students who cycle to school.

**WINTER WEATHER PROCEDURE:** In the event of very bad weather, parents and students should assume that school is in session unless notified otherwise. The school website will indicate if school is closed. However, parents should always use their discretion, consider the local weather conditions and the distance to travel, and should not put pupils at risk. We do not use local radio stations to notify of closure. If the decision is made to close school, the building will be open to any student who has had to set out before receiving this notification and there will be staff on hand.

**UNIFORM:** girls should dress appropriately and smartly whilst at school, travelling to and from school and on the games field. Wearing the KEHS uniform with pride is part of a girl's commitment to the community and is a sign of respect for and loyalty to the school.

Any queries about school uniform should be directed to the Assistant Head (Pastoral).

<b>School Suppliers</b>	Monkhouse (previously known as Early Years)	407-411 Stratford Road, Shirley Tel No. 0121 733 1456
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	<a href="https://www.monkhouse.com/">https://www.monkhouse.com/</a>	Items can be delivered to KEHS Reception once a week (on Wednesdays).
	A. Oakes Limited	174-180 Vicarage Road, Oldbury Tel No. 0121 552 1684
	Gogna Schoolwear <a href="https://www.gogna.me/">https://www.gogna.me/</a>	Gogna Schoolwear and Sports 67/69 Rookery Road, Handsworth Birmingham. B21 9QU 0121 523 5572  Junction 2 Industrial Estate Unit 1B, Demuth Way, Oldbury B69 4LT 0121 523 5572
Uniform is <b>only</b> available from the above designated suppliers.		
<b>Blazer</b>	Special KEHS blazer, to be worn travelling to and from school, as well as during the school day. In particularly adverse weather conditions, girls may wear a coat of their choosing over the top of their blazer, e.g. a waterproof anorak.	
<b>Scarves</b>	Any coloured scarf may be worn as outdoor clothing with the school blazer.	
<b>Jumpers</b>	KEHS green jumper in 3rd -U4th years (Year 7-9). L5th and U5th (Year 10 & 11) wear the black KEHS jumper.	
<b>Skirts</b>	A choice of two styles of skirt. These should be knee length and should not be rolled up. Only regulation skirts bearing the white Tudor rose emblem may be worn.	
<b>Trousers</b>	A choice of black uniform trousers is available. Only regulation trousers bearing the white Tudor rose emblem may be worn.	
<b>Blouses</b>	Green KEHS open neck blouse (Trutex brand). Long or short sleeved options. No t-shirt should be visible at the neck.	
<b>Footwear</b>	Shoes or ankle boots should be formal, black, and polishable (made from leather or imitation leather, but not patent). Footwear should not be obviously branded, stitching should be black, and labels should not protrude from the shoe or boot. Canvas, pumps, Converse style trainers and sports trainers must not be worn. If there are extenuating medical circumstances requiring specialist footwear, please supply a signed note from parent/ guardian.	

<b>Socks/ Tights</b>	Black socks, ankle or knee length, or black tights. One or other must always be worn.

<b>PE kit</b>	<p><u>All girls must have:</u></p> <p>a black regulation games skort or plain black shorts.  a school sports shirt.  a school hooded sweatshirt.  a pair of school hockey socks.  shin pads which cover the lower leg.  a pair of <u>plain</u> black joggers (must not have any stripes or motifs.)  a pair of <u>trainers</u>  a pair of multi-purpose all-weather shoes with grip suitable for use on Astroturf.  a plain one-piece swimming costume and swimming cap of any colour  a sports bag to keep kit in.</p> <p>The following items are <u>recommended but not compulsory</u>:</p> <p>a school black skin base layer that can be worn in cold weather.  a gum shield for hockey (you may order a gum shield through your dentist or any sports shop).</p> <p>Embroidered initials on PE kit are optional.</p>
<b>Lab coat</b>	A school white lab coat is worn for science lessons. This must be clearly named on the front.
<b>Hair</b>	Hair adornments should be simple and in either green, white or black.
<b>Jewellery</b>	Girls are not allowed to wear any jewellery to school other than one small stud earring in each ear. Each stud should measure no more than 0.5 cm and be of either plain gold or silver colour. No hoop earrings or other piercings are allowed, including nose studs.
<b>Make-up and nail varnish</b>	Make-up is not considered necessary with school uniform but if it is worn it should be of a discreet nature. The School will advise whether or not make-up is suitable. Coloured nail varnish may not be worn, nor should the girls have gel, nor acrylic nail extensions.