# GUIDE FOR PARENTS OF NEW BOYS

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1 - The first days

a) The first day

Term starts for all boys on **Wednesday 6 September**, but we like to give all new boys the opportunity to familiarise themselves with the School before term starts. So, all new boys come to school the day before, at 2.00pm on **Tuesday 5 September** and your son should attend **in school uniform**. Your son will be shown round the school by senior pupils, meet the other new boys, have his photograph taken and, we hope, settle some nerves. This gathering usually lasts until about 3.30pm. If you want to stay at school during this time, you can do so in the foyer of the Ruddock Hall and there will be refreshments and some current parents to chat with.

On **Wednesday 6 September** school starts at 8.45am. I would encourage you to drop your son off by 8.15am at the Foundation Office because it is very busy in the early days. We do not allow parents to drive any further down the main drive before 4.30pm in order to keep the boys safe as they walk into school. It is also very useful for boys in the Shells to be here early every day in plenty of time to organise themselves. One thing that you cannot do is park, so you will need to make your farewells quickly. On arrival, your son should go to his form room – which we hope he will by now be able to find – and everything else will follow from there. And, if he can’t remember where his form room is, there will be plenty of people at the front door to help.

b) Sources of information

The School’s website [www.kes.org.uk](http://www.kes.org.uk) is full of valuable and interesting material, from term dates to photographs of concerts and sport. The intranet site, Firefly, which can be accessed from the public website, digs down into the minutiae of school life. The boys will be told all they need to know about logging on to the intranet on arrival.

You will receive regular group emails about particular activities or issues as they arise – so please make sure you tell us if you change your email address. The termly newsletter, **Spokesman**, will offer you a well-presented digest of news from the School. You can also follow us on Facebook and Twitter @KESBham. The Chief Master also tweets regularly using @KESChiefMaster.

The Directory, a grey booklet, contains within it all the dates and times of key events of each term. Each boy is given two copies, one for himself and one for his parents, so please ensure that you get your copy from him. The same information is also on the calendar section of the website and on Firefly.

You will also receive a booklet in late August with practical tips to help your son settle into the Shells.
c) Communication

The following staff and their role are listed below so that you can navigate your way to the correct person when contacting the School/Foundation Office.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary-Anne Rogers</td>
<td>Fees</td>
<td>Foundation Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0121 472 1147</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:ma.rogers@ske.uk.net">ma.rogers@ske.uk.net</a></td>
</tr>
<tr>
<td>Catherine Smith</td>
<td>Supplementary charges</td>
<td>KES 0121 472 1672</td>
</tr>
<tr>
<td></td>
<td>School dinners</td>
<td>Finance Office: ext 1004</td>
</tr>
<tr>
<td></td>
<td>Trips</td>
<td><a href="mailto:css@kes.org.uk">css@kes.org.uk</a></td>
</tr>
<tr>
<td>Nicole Phillips</td>
<td>Admissions</td>
<td>Admissions Office: ext 1081</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:admissions@kes.org.uk">admissions@kes.org.uk</a></td>
</tr>
<tr>
<td>Sheena Rancins</td>
<td>Data updates</td>
<td>School Office – ext 1006</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:sheena@kes.org.uk">sheena@kes.org.uk</a></td>
</tr>
<tr>
<td>Magdalena Wyrzykowska</td>
<td>First Aider</td>
<td>Medical Room – ext 1007</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mkw@kes.org.uk">mkw@kes.org.uk</a></td>
</tr>
<tr>
<td>Reception</td>
<td>Report absences</td>
<td>Choose option 4</td>
</tr>
</tbody>
</table>
## 2 - Life in School

*a) Daily routine*

<table>
<thead>
<tr>
<th>Period</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8.45</td>
<td>8.45</td>
<td>8.45</td>
<td>8.45</td>
<td>8.45</td>
</tr>
<tr>
<td></td>
<td><strong>Registration</strong></td>
<td><strong>Registration</strong></td>
<td><strong>Registration</strong></td>
<td><strong>Registration</strong></td>
<td><strong>Registration</strong></td>
</tr>
<tr>
<td>1</td>
<td>9.10</td>
<td>9.10</td>
<td>9.10</td>
<td>8.50 <strong>Period 1</strong></td>
<td>9.10</td>
</tr>
<tr>
<td>2</td>
<td>9.50</td>
<td>9.50</td>
<td>9.50</td>
<td>9.30 <strong>Period 2</strong></td>
<td>9.50</td>
</tr>
<tr>
<td>3</td>
<td>10.30</td>
<td>10.30</td>
<td>10.30</td>
<td>10.10 <strong>Period 3</strong></td>
<td>10.30</td>
</tr>
<tr>
<td>Break</td>
<td>11.10</td>
<td>11.10</td>
<td>11.10</td>
<td>10.50 <strong>Break</strong></td>
<td>11.10</td>
</tr>
<tr>
<td>4</td>
<td>11.40</td>
<td>11.40</td>
<td>11.40</td>
<td>11.20 <strong>Period 4</strong></td>
<td>11.40</td>
</tr>
<tr>
<td>5</td>
<td>12.15</td>
<td>12.15</td>
<td>12.15</td>
<td>11.55 <strong>Period 5</strong></td>
<td>12.15</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.55</td>
<td>12.55</td>
<td>12.55</td>
<td>12.35 <strong>Lunch</strong></td>
<td>12.55</td>
</tr>
<tr>
<td>Registration</td>
<td>1.55</td>
<td>1.55</td>
<td>1.55</td>
<td>1.55</td>
<td>1.55</td>
</tr>
<tr>
<td>6</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td><strong>Friday afternoon activities run from 1.50 to 3.20pm.</strong></td>
</tr>
<tr>
<td>7</td>
<td>2.40</td>
<td>2.40</td>
<td>2.40</td>
<td>2.40</td>
<td>2.40</td>
</tr>
<tr>
<td>8</td>
<td>3.20</td>
<td>3.20</td>
<td>3.20</td>
<td>3.20</td>
<td>3.20 <strong>End</strong></td>
</tr>
<tr>
<td>End</td>
<td>4.00</td>
<td>4.00</td>
<td>4.00</td>
<td>4.00</td>
<td>4.00</td>
</tr>
</tbody>
</table>
The School is open to boys from 7.00am until 6.00pm, so that pupils can be dropped off early and can stay late. However, although members of staff are on the site at these times and are easily available, there is no specific supervision outside regular school hours. Younger boys in particular also need to go home after a long day.

All boys must have left the School by 6.00pm unless they are involved in a school event, sports fixture, society meeting, rehearsal etc. Between 4.30pm and 6.00pm, boys are only permitted to be in the Library or the Study Centre. Classrooms will be locked from 5.00pm onwards. It is the boys’ responsibility to ensure that they have all the belongings they require from their Form Room before that time.

**Activities**

There are many activities that take place after – and even before – school. Your son will be informed of these through the noticeboards, via Firefly and through his Form Tutor. For boys in the Shells the following clubs also meet on a weekly basis:

- Junior Debating
- Warhammer
- Drama
- Bookworms
- STEM Club
- Chess
- Graphic Universe
- Junior Maths
- Christian Union
- Living History
- Islamic Society

There are also other societies run by and for senior boys and at which younger boys are welcome.

**b) The school structure**

Your son will be allocated to one of the six Shell forms. There are about 24 boys in each form. The form is the group in which a boy registers and with whom he has almost all lessons in the early years. The Form Tutor will see boys twice a day at registration in the morning and afternoon and will meet them in form periods twice a week. He/she will also teach the form throughout the year. The Form Tutor is, therefore, the most important figure in a new boy’s life, keeping a close eye on the academic and social progress of the boys in the form and dealing with any matters of concern.

The Form Tutor is also the person whom parents should approach in the first instance about any matter that concerns them. To that end, Shell Form Tutors will make their e-mail addresses available to parents at the beginning of the academic year. However, parents should obviously use this form of communication with restraint and common sense. Please bear in mind that teachers spend most of their time teaching and therefore cannot be expected to respond to emails immediately.

The School is still attached to some quite antique names for year groups, but it doesn’t take long to get used to them.

<table>
<thead>
<tr>
<th>Year</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7</td>
<td>Shells</td>
</tr>
<tr>
<td>Year 8</td>
<td>Removes</td>
</tr>
<tr>
<td>Year 9</td>
<td>Upper Middles</td>
</tr>
<tr>
<td>Year 10</td>
<td>Fourths</td>
</tr>
<tr>
<td>Year 11</td>
<td>Fifths</td>
</tr>
<tr>
<td>Year 12</td>
<td>Divisions</td>
</tr>
<tr>
<td>Year 13</td>
<td>Sixths</td>
</tr>
</tbody>
</table>
Overarching the role of the Form Tutor, Heads of Year support Form Tutors and provide an overall view of their age-groups. The Head of Shells is Mr Martin Monks.

The system of support for boys and parents is overseen by Mr Rupert Heathcote (Deputy Head) who is a member of the Senior Leadership Team and the School’s Designated Safeguarding Lead.

In addition to a Form, every boy is also allocated to a House. Almost all internal sport is organised through the Houses, and there are House competitions not only in a wide variety of sports, but also in drama, music, debating, general knowledge and mathematics. The Houses meet every Tuesday morning at the beginning of the day.

The School is divided into eight Houses, each named after former Headmasters or senior masters. The 8 Houses are:

- Cary Gilson (Headmaster 1900-1929)
- Gifford (Headmaster 1848-1862)
- Evans (Headmaster 1862-1872)
- Heath (Master 1900-1931)
- Jeune (Headmaster 1834-1838)
- Levet (Master 1869-1902, Second Master 1890-1902)
- Prince Lee (Headmaster 1838-1848)
- Vardy (Headmaster 1872-1900)

Boys will be allocated to a House after a few weeks by the PE staff, the Shell Form Tutors and Head of Shells. This is an attempt to ensure that the sporting ability in the School is divided as equitably as possible between the Houses. However, it is still possible for a boy to be allocated to a particular House. If, therefore, there is any family connection with a House, please complete and return the enclosed form.

c) The Curriculum

We strongly believe in an education that provides real breadth as well as depth for the boys. By studying a wide range of subjects, boys develop an essential base of skills and knowledge to set them up for the future; it also helps them find and develop new interests. This balanced curriculum aims to enable boys to make considered and informed choices in the future when faced with problems and dilemmas, thus developing their self-confidence and enabling them to grow into responsible adults. At the heart of this lies the establishment and understanding of fundamental British values including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

In the first year, the number of periods allocated to each subject per week is as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>French</td>
<td>4</td>
</tr>
<tr>
<td>Latin</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>2</td>
</tr>
<tr>
<td>Geography</td>
<td>2</td>
</tr>
<tr>
<td>Drama</td>
<td>1</td>
</tr>
<tr>
<td>Religious Education</td>
<td>2</td>
</tr>
<tr>
<td>Design &amp; Technology</td>
<td>2</td>
</tr>
<tr>
<td>Art</td>
<td>2</td>
</tr>
<tr>
<td>ICT</td>
<td>1</td>
</tr>
<tr>
<td>Music</td>
<td>2</td>
</tr>
<tr>
<td>PE</td>
<td>2</td>
</tr>
<tr>
<td>Games</td>
<td>2</td>
</tr>
</tbody>
</table>

Most of these subjects are taught in form groups, but in English, Design & Technology and Art there will be more groups and smaller classes. There is no setting or streaming in the first three
years of the school apart from setting in Maths in the Upper Middles; all the boys have the right
to be equally ambitious so that early setting would run contrary to our long-standing principles.

On Friday afternoons there are no academic lessons and boys participate in various activities.
For the Shells, these activities include an introduction to the school, lessons in Personal, Social
and Health Education, Games (including some school matches), bikeability and preparation for
the Shell Camps which take place in the summer.

d) Work: homework, the planner and the Library

Homework is an important part of a boy’s education here, and that may be something of a
change for a number of the boys. However, in the early years we would not want homework to
dominate a boy’s out-of-school life. Nor would we want him to give up activities that he enjoyed
because of it. Homework for a boy in the Shells is therefore designed to take about one hour
per evening. The best way to keep a check of homework is through your son’s planner, a small
booklet designed to fit into his blazer pocket. This should show what he has been set and what
he has to do. These planners are checked by Form Tutors, particularly at the beginning of the
year, to ensure that your son is recording and doing the necessary work and this is also a
means of communication. If you do have any concerns about homework, please contact your
son’s Form Tutor, preferably by email.

At the beginning of the academic year, the boys receive a homework timetable so that they –
and you – know what they are meant to be doing and this will also be available for you to see
on the website www.kes.org.uk/homeworktimetables and Firefly.

The Library is situated at the heart of the School and is open from 8.00am to 6.00pm Monday
to Thursday and from 8.00am to 3.20pm on Friday, and it is a place where he can study, read,
use the computers and borrow books and DVDs at any time of the school day when he is not in
lessons. There is an extensive fiction library with space set aside for reading and this is a
popular and productive place. Your son will be introduced to the Library by his Form Tutor in
the early days and a number of different subject teachers will also use the Library for teaching.
There is also a group of boys who act as pupil librarians.

The Library provides on its website reading lists for boys as they progress up the school. The
reading list for the Shells can be found on www.kes.org.uk/library and it is never too soon to
be reading these books.

e) Academic support

The vast majority of boys settle into school life here very easily, but it is also important that
there are systems of support in place to help those who have difficulties. The first level of
academic support is through the communication that takes place between subject teachers and
the Form Tutor. In addition, the Learning Support Department, led by Mrs Catherine
Duncombe, is there for those who need additional help in specific areas.

In order to enhance this support, there is a Study Centre which is the home for the Learning
Support Department and for the school’s Mentoring Society, in which senior boys are paired
with junior boys who need some additional help. The Form Tutor will arrange this, if he/she
thinks that it will be worthwhile. Also, academic departments do provide lunchtime help
sessions for boys who are unsure about something that they have been studying. The Study
Centre also provides additional space in which to study and a place where boys can drop in
informally for support and guidance on study skills and revision techniques.
In the Shells, the Personal, Social and Health Education (PSHE) programme is specifically tailored to help boys settle into school life and forms part of the Friday afternoon programme. The issues dealt with include getting to know each other and the school, safety whilst travelling to and from school, how to tackle homework, the issues of bullying and relationships, eSafety and, above all, where and how support can be found.

We will do all we can to help in any situation and, usually, we can resolve what we know about. If you have any concerns about your son’s welfare, please contact his Form Tutor.

f) Pastoral support

The health, wellbeing and happiness of your son is critical to his development and success.

As you will be well aware, the world in which your son is growing up is changing rapidly. The perennial pressures of academic expectation, friendships, family and hormones are now wrapped in a layer of additional challenges derived from perceived pressures to conform and impress – often through social media.

These challenges can occasionally build up and begin to impact on a boy’s wellbeing and happiness. When this happens it is important that your son knows where he can go to get help. We would encourage that first port of call for your son to be his Form Tutor – but it could be any member of staff who your son feels comfortable talking to. On the Firefly intranet ‘dashboard’ your son will also see a link which he can use to send a message if he is unhappy or worried. This can be sent anonymously if he wishes.

Very often what seems to be a major issue for your son can quickly be sorted out, but occasionally challenges do occur and the Head of Year would then be involved. We do treat issues in confidence as far as possible.

The School does provide a confidential counselling service as well as more specialised mental health support, and this service is discussed with boys and parents if required.

The School recognises that the safety, welfare and care of the boys is paramount. We are therefore committed to the highest standards in protecting and safeguarding the boys. On the very rare occasions when we have concerns for the safety or welfare of a boy, appropriate actions will be taken.

g) Rewards and sanctions

Particularly good work is rewarded through the award by subject teachers of a Credit. The boys record these Credits in their planners, so that you will be able to see the number grow. When a boy has received 10 Credits, he gets a certificate from his Head of Year. When a boy has received 25 Credits, he comes to see the Chief Master and his name is entered into the Golden Book. If a boy produces a really outstanding single piece of work, this is also recorded in the Golden Book.

If there are concerns about a boy’s work or behaviour, this will be raised very quickly by the Form Tutor. There are different levels of sanction: a boy may find himself in Junior Detention for misbehaviour or repeated failure to produce work. If there is a more serious problem, the next level of sanction is Masters’ Detention which takes place on Saturday morning.
There are very rare occasions when offences are of such seriousness that boys may be temporarily or even permanently excluded from school.

Happily, very few boys find themselves in serious trouble and almost all issues are work related. A boy who gets his work done and does the right thing will have nothing to worry about.

h) Computers

The ICT rooms are open from 8.00am until 4.00pm from Monday to Thursday – and until 3.20 pm on Fridays - with assistance available all the time. There are also computers available in the Library and the Study Centre for pupil use. The main priority for the use of computers is for school work. There are strict rules about what can and cannot be done and these rules will be made clear to boys on their arrival. Wi-Fi is available throughout the School and the boys will be guided on how to access this.

The school takes eSafety very seriously and all boys receive eSafety education on entry to the school and in subsequent years. All internet services into the School are filtered to ensure only appropriate content is accessible on the School network. It is essential that boys keep their School account password secret. A boy is held responsible for all activities which are undertaken using his user name and password.

We feel it is important that you communicate with your sons as openly as possible and work together to discuss what is appropriate for them, in terms of safety, privacy, reputation and time management. It is better to speak with children about their online presence with genuine interest, not fear, because then they are more likely to come to you if they need help.

All pupils and staff are licensed to use Microsoft Office on up to three devices at home. So, if you are planning to buy a computer soon, you should not need to buy a copy of Microsoft Office since we will send you details of how to download it for free in September.

If you have any questions about computers or ICT, please contact Mr Chris Boardman, who is Head of ICT and responsible for eSafety, by email: cb@kes.org.uk

i) Mobile phones / online safety

Some of your sons will already have a mobile phone, and if not, many of you will be considering purchasing one for your son as he begins to travel to and from School on public transport.

You will be well aware of the ongoing national debate about the amount of time young people are spending staring at the small screen of their mobile phone. Although we clearly appreciate the fantastic opportunities made available by mobile technologies, we are also very aware of the challenges. We spend a considerable amount of time working with the Shells to educate them on how to make the most of the opportunities available online, but also how to avoid some of the possible pitfalls involved with mobile phone use and online activity.

When friendship issues do occur the problems inevitably spill out into social media and hence become further exacerbated. We are also not happy with the amount of time boys are tempted to spend staring at their small screen during their free time – rather than taking advantage of the myriad of opportunities available to them – or even just playing football or reading a book.

To this end, we have a policy that the Shells hand in their phones at registration and they are returned to them at the end of the day. The phones are labelled and stored securely during the day.
Your son will be able to message you to confirm his safe arrival at School (if that is his habit) before registration. If you need to contact your son urgently during the School day, this can be done via the main Reception. Similarly, if your son needs to contact you urgently during the day, we will help him do this.

We would also respectfully suggest that as this scheme is running at School this might be a good opportunity to establish some guidelines at home for your son’s mobile phone use so we can work together to embed healthy habits.

Mr Chris Boardman, who is our eSafety Coordinator, has put together an excellent guide for Shell parents to help steer us through this, at times, complex and confusing world of purchasing a mobile phone for your son and understanding their online world. A copy of this guide is included with this pack. He will also be speaking to all new Shell parents at the Shell Parents’ Forum in September where he will happily answer any questions you may have.

j) Parents’ meetings, reporting and e-mail communication

We hope that you will get some sense of your son’s progress by encouraging him to discuss his learning at home. However, there are various ways in which we will communicate with you, including through meetings and reports.

In the Shells there are two meetings for parents of different kinds. The first takes place early in the year, on the evening of Thursday 28 September. This is intended to offer you an opportunity to hear some advice from senior staff and pupils and ask questions about any aspect of school life. You will also have the chance to talk to your son’s Form Tutor, other parents and representatives from the Parents’ Association. However, this is too soon for any detailed account of progress.

The second is the annual Parents’ Meeting that takes place for the Shells in January to give you the chance to talk in detail about your son’s progress to his teachers, his Form Tutor and the Head of Shells. We also hope to provide some more informal opportunities for you to come to school to talk about your son’s experience of school and how you might support his progress.

You will also receive two full written reports in the Shells, one at the end of the Autumn Term and one at the end of the Summer Term. The latter will also contain details of the results of your son’s exams which take place immediately before Half Term in the Summer Term. These reports will have comments on your son’s academic progress from all his subject teachers, but also details of his extra-curricular activities and a summary comment. We try very hard to ensure that these reports are personal and honest, so it may be that they are different in tone from some of the reports you have had in the past.

In the middle of the Autumn Term and at the end of the Spring Term you will also receive Half Term Assessments, with grades indicating Effort and Attainment in each subject. These are intended to give a snapshot of your son’s progress and they offer Form Tutors and Heads of Year the chance to sit down and talk about the situation of every boy. If we have any concerns about the academic situation at any point, we will certainly contact you.
k) PE and Games

PE and games are a central aspect of school life, for reasons of enjoyment, health and of personal development. The school takes great pride in the wide range and scale of its sporting activities and we hope that in his time here every boy will find something in which to participate. There are lots of teams and matches for boys in the Shells.

In the first year boys have two periods of PE per week, spent mainly on basic individual skills on the playing fields and astro pitches and in the sports hall and swimming pool. Ball skills (relating particularly to basketball, cricket, hockey and rugby), orienteering and physical fitness are introduced. Swimming competence is a priority in the first year. We will do all we can to help those who are weak or non-swimmers through extra classes. However, it would be useful for such boys to work on their swimming between now and September.

In addition, boys have one games session – a Tuesday morning for Shell boys. Every boy starts by playing rugby for a few weeks but there are plenty of opportunities to play other sports, including hockey, in the first two terms. In summer the boys get the chance to do cricket and athletics and other summer sports. In addition, a considerable amount of Friday afternoon time is spent on games, either introducing boys to different sports or playing in school matches. There are also opportunities for boys to take part in activities during lunch-times and after school, and School practices take place at these times too. We have lots of school matches and practices and we do all we can to ensure that the boys get the chances they want.

In addition to the sports mentioned above, the following are available to boys in their first year:

- Tennis
- Water Polo
- Badminton
- Table Tennis
- Fencing
- Swimming
- Squash
- Climbing
- Martial Arts

You can greatly help our efforts by showing an interest in this aspect of your son’s school life, particularly by encouraging your son to take physical exercise and to swim. We would also encourage you to come to support school teams. Your son will know when he is selected but you can also find a list of fixtures in the school directory and on the school website and Twitter.

If you wish your son to be excused from physical exercise because of illness or injury, please email (or write a note) to his Form Tutor and Games/PE teacher. Boys without an appropriate note will not be excused. As we wish to promote a positive attitude towards PE, and have boys as actively involved as possible, we would be grateful if you would indicate if your son is able to do some limited exercise.

If your son is selected for a school team, it is very important that he should be available: the whole structure of our school sport depends on this. If there is a major and unavoidable reason why a boy cannot play in a fixture, it is vital that the member of staff be informed directly by the parents and with appropriate notice. The staff, not surprisingly, take it badly when their team is let down at short notice.

We would also like to emphasise that we believe in continued participation in activities, sport, music etc., even in the years of public examinations and high academic demands.

If you require any further guidance on any matter, or if there are matters concerning your son’s health which might have an impact on his participation in PE and games, please contact Mr Chris Johnson, the Director of Sport, by email: capj@kes.org.uk or by phone: 0121 415 6048.
l) Music

The School has a unique reputation for music, not only for the excellence of its orchestras, but also for the scale, ambition, and quality of its chamber music, bands and choirs. Full details of our music programme, including instrumental lessons, can be found in a separate letter from the Director of Music.

m) Drama

Drama, like Music, is central to school life and is largely shared with KEHS. The Ruddock Performing Arts Centre provides for drama, too, with a flexible space which can seat 120. There are a number of clubs that take place during the week for the different age-groups including two with KEHS for the Shells. There is also a junior House drama competition. In addition, there is a major Junior Production each year which usually has large casts and often includes acting, singing and dancing. In recent times, productions have included *A Christmas Carol*, *The Lion, the Witch and the Wardrobe* and *The Witches*.

n) Trips and expeditions

One of the School’s greatest strengths is the scale and range of activities and trips that exist beyond lessons. Although some of these trips are very ambitious, there are also very many which are small and local and cheap and aimed at boys in their first two years here. If you want to see what is on offer, a full programme can be found on the website at [www.kes.org.uk/trips](http://www.kes.org.uk/trips). Shell Camps, which takes place in the summer of the first year, usually after exams, is built into the school programme. All boys go camping with their form for three days in May/June. A year later they go away for a slightly longer time in the Summer Term on Rems Week. Both of these trips attract an additional charge to parents which is listed on our annual Schedule of Fees.

As the boys get older these opportunities develop in range and ambition, through our own Outdoor qualification, and the gold award in the Duke of Edinburgh Award Scheme, CCF (Combined Cadet Force), and other expeditions and sporting tours. We do aim to ensure that our trips have a range of purpose and expense and that they are reasonable in cost. You will receive in September a guide to what will be on offer in the coming academic years so that you will be able to plan a programme for your son.

o) Medical and dietary information, and consent for trips and activities

Parents are asked to sign a single consent form annually which covers all activities taking place in school hours, together with all sports fixtures. Consent for most school trips is given by ticking a box on the payments gateway when paying for trips. When your son joins the School, and annually thereafter, we will ask you to tell us your contact information together with any health concerns about your son and also any dietary needs. It is important that you notify the school office of any changes, since it is this database that teachers use when they travel away with pupils on sports fixtures and trips.
3 - The mechanics of school life

a) Travel

The School is very well served by public transport and a high proportion of our pupils of all ages travel to school on buses and trains. We would encourage boys to travel, if at all possible, on public transport, not only for reasons of energy conservation.

**Buses:** the X61 and 63 bus services run frequently from the City Centre and Northfield along the Bristol Road. There are also two special bus routes run by Travel West Midlands, one from Solihull Station via Acocks Green and Moseley (885), the other from Walsall (886). Travel cards and Centro cards are valid on these services. Further details on public transport are available from the Travel Hotline, by phone (0871 200 2233) and on the website, [www.nwbus.co.uk](http://www.nwbus.co.uk)

**Trains:** many boys travel on the Cross-City line which runs between Redditch and Lichfield and from New Street station. University Station is the nearest station and boys can walk through the university to school. It takes about ten minutes and it is very safe, not least because so many of our boys are all walking the same route.

It may be useful to have a trial run on public transport before the start of term. It is also useful for a boy to know of alternative ways home in case he misses a school bus or one of the services is disrupted.

It is very important that all of our boys who travel on public transport should behave with common sense and respect for fellow passengers.

**Cycling:** a number of boys do cycle to school and bikes can be locked at school in the bike sheds. Please be sure to bring and use a good cycle lock, and not to leave your bike in school overnight. It is vital that all cyclists wear a helmet and that bikes have good lights front and back in the winter months. We would also recommend the use of a high-visibility jacket and panniers for carrying things safely.

If, after all this, you need to bring your son to school by car, please drop him off at the top of the drive by the Foundation Office on Edgbaston Park Road in the morning. In the afternoon, you must pick him up from the Parade Ground, which can be reached by Park Vale Drive, which leads off the Bristol Road. (B5 7SP Gates open from 3.20pm Monday to Thursday, 4.00pm Friday because the Cadets use the Parade Ground). You should not park or pick up by the Foundation Office or from the Sports Hall on the Bristol Road for safety reasons because there is a lot of pedestrian traffic in that area. All of this can be seen on the school map, [www.kes.org.uk/contact-us](http://www.kes.org.uk/contact-us)

b) Attendance and absence

**Absence through illness / medical appointment**

If your son is unable to attend school through illness, it is essential that you should call the School (0121 472 1672) on the first morning of his absence – and every day thereafter – before 10.00am. When your son returns, it is equally important that you should email (or send a note) to his Form Tutor clarifying the reason for the absence.

Please also contact your son’s Form Tutor regarding absence for medical appointments. We ask that routine dentist appointments are made during the School holidays.
Other absences from school

The School appreciates that there may be other circumstances where an absence is unavoidable. Requests for such absences should be made to Mr Rupert Heathcote, Deputy Head, by email: rdh@kes.org.uk. You are strongly discouraged from making requests for absence for reasons of personal convenience.

c) Food

Main meal

All boys are required to have school lunches in the first year. The quality and variety of our food is excellent and lunches are both healthy and popular. Although older boys have the chance to eat either at Break or lunch time, we make sure that the Shells eat at lunchtime, unless they have very good reason not to do so. A termly charge of £3.45 per day will be added directly to your school fees bill for the first year only. Boys can choose to opt out of school lunches after the first year. Boys continuing to take lunch will be charged termly through the school gateway which needs to be paid separately (see Fees and Charges section below). Your son will be given a photo card with a bar code which will entitle him to have lunch. There is no reduction in the termly charge for fewer than five consecutive absences for illness.

We can and do cater for many different dietary requirements as well as providing halal and vegetarian meals which are well sign-posted to boys. If you have any particular concerns, please contact our Catering Manager on dininghall@kehsmail.co.uk

We are very proud of the catering here and hope that all boys will enjoy eating together in the Dining Hall.

Breakfast

The Dining Hall also operates a breakfast service from 8.00am to 8.45am when boys can choose from a variety of breakfast items ranging from cereal, toast or a full cooked breakfast. A full breakfast menu and price list will be available on the school website over the summer holidays for parents to view. This service is cafeteria style and boys pay in cash.

Tuck Shop, drinks machines and water fountains

There is a small pop-up Tuck Shop in the Dining Hall and it is open during break and lunchtime, offering a small selection of chocolate, crisps, low sugar drinks and healthy snacks. However, the Tuck Shop cannot be a replacement for proper food in the Dining Hall. This is a cash-based shop. There are also vending machines in the Dining Hall and plenty of water fountains.

d) Fees and other charges

The school fees for each academic year are set for the school by the Independent Schools Governing Body and are made public in the Summer Term preceding the next academic year. All matters concerning the fees are handled by the Foundation Office, which is situated at the top of the drive that leads to Edgbaston Park Road. Please ensure that all cheques for school fees are sent directly to the Foundation Office and not given to your son to hand in. It is possible to pay the school fees by monthly direct debit and this system will be explained when you receive information about fees from the Foundation Office. It is not more expensive to pay in this way and many parents do find it very convenient. If you have any routine concerns or questions on fees, please contact Mrs Mary-Anne Rogers on 0121 472 1147 or ma.rogers@ske.uk.net
However, if there are major concerns about your son’s fees, please contact Mrs Zöe Robinson, the Bursar, on zkr@kes.org.uk or 0121 472 1672.

**Payments Gateway**

All parents have access to www.schoolgateway.com, which can be accessed via a website or via an iPhone or Android app. Through the gateway parents can make payments, typically for places on school trips, or for school dinners (Removes onwards) and other expenses. Places for free activities can also be reserved on the gateway. Payments online can be made by credit or debit card, or in school by cash or cheque. However, school fees cannot be paid by card.

Details of how to log on to the gateway will be sent to parents shortly before the start of the autumn term. With regard to trips, parents are asked to note the terms and conditions (notably the arrangements which apply if you have to withdraw your child from a trip). These can be found at www.kes.org.uk/conditions

e) Bags and property

In a large school there are lots of bags and lots of equipment for lots of different activities; sport, music, outdoor pursuits. Each boy has a locker in which he can keep – and lock away – his books and valuables, but he also has to take his books round from lesson to lesson. We would recommend that a boy should have two bags/rucksacks, one for books and one for sports equipment. We would also recommend that these bags are as small as possible and that you should discourage your son from carrying round school all day and back and forth from home to school all of his worldly belongings.

Since, there can be, at any one moment, hundreds of similar bags in the school we strongly recommend that your son’s bags are named on the outside with a large and visible label.

We do all we can to chase and find lost equipment. However, we cannot accept responsibility for the care of personal property nor is any insurance cover provided by the school. **One thing that does help enormously is ensuring that all of your son’s clothing and equipment is clearly named.** The boys should be strongly discouraged from bringing to school valuable possessions or large amounts of cash and parents are advised to ensure that their own insurance covers equipment whilst at school.

f) Medical issues

During their first year at the School, all boys are medically screened. The School Medical Officer, Dr Mike Forrest, reviews the medical information you send along and the results of tests performed by the School First Aid Assistant. These tests cover hearing and vision, height and weight, blood pressure and urine. Dr Forrest will see those with any significant problems. Individual Health Care Plans are prepared when necessary.

The School has a First Aider in attendance who is available during school hours for the immediate treatment of injuries and minor illnesses. The First Aider assists Dr Forrest with the medical examinations and, if parents have any health concerns about their child, they should contact her.

If your son is ill during the school day, he will come to see the First Aider and she will contact you, if that is necessary. The direct line of the medical room is 0121 415 6023. **He should not contact you directly.** If your son does ignore the above guidance and contact you when he is unwell, please ring the above number.
Please do not come and pick him up without telling us.

Our school follows the guidance of Public Health England on infection control and therefore, the recommended period for your son to be kept away from school is **48 hours** from the last episode of either diarrhoea or vomiting.

*Allergies*

If your son has an allergy, please be sure to tell the school office. School food is labelled so that boys can decide what is safe to eat. Boys are encouraged to ask the dining hall staff if they have any questions or concerns, or if anything is not clear. We also need to know if your son carries an epipen. For users of epipens:

- Boys are expected to carry their own epipen at times when they might be needed, for example at mealtimes.

- Parents do not need to lodge spare epipens with the school since we have spares provided by the school doctor. These spare epipens are kept in the dining hall and the staff room. However, it is very important that boys bring their own epipen to school daily. **It is especially important that boys bring their epipen on all school trips and school sports fixtures taking place away.** Staff carry a spare epipen on trips where we know a child with an epipen is taking part, but a spare epipen is NOT available for away sports fixtures, nor for theatre visits. Boys are usually offered some food on away sports fixtures - so boys should remember their epipen, or not eat the snack.

- The school staff are regularly trained in the use of epipens. We know that some boys have not been shown how to use an epipen. With their move to secondary school we would strongly recommend that parents make an appointment with their GP practice nurse for their sons to learn how to use the epipen. This is because sooner or later boys will go out to eat with friends in free time at home, and adults who know about the epipen might not be with them.
4 - Other matters

a) The Parents’ Association

All parents automatically become members of the Parents’ Association unless they specifically choose otherwise and a single contribution of £35 is collected through the school fees at the beginning of a boy’s time here. The main aim of the Parents’ Association is to provide occasions when parents can meet each other in activities designed for entertainment. The Parents’ Association also organises the presence of parents at the school’s Open Days and other events: we are always glad of parental help, even from parents of newly arrived boys in the Shells so please put yourself forward: you will already have benefited from their involvement and wisdom.

The Association’s main purpose is not fund-raising, but it does make a small surplus and this is used to contribute to school activities, in particular travel scholarships, the Tolkien Lecture and support of the Year Book which the Sixth Form boys produce.

The Association hopes that parents will want to attend these events. If you would like further details or to know how you might get more involved, please contact a member of the committee. Details of the Association and events will be available in September and details of the current programme are on the School’s website at www.kes.org.uk/pa

b) The Old Edwardians’ Association

The purpose of the Old Edwardians’ Association is to ensure that former pupils are able to keep in touch with the School and each other after they have left. Every pupil, automatically and without charge, becomes a member of the Association at the end of his time here.

The alumni also support the School by providing help with careers advice through the Careers Network. For example, they will come back to School to give careers advice and mock interviews, they provide work experience and even career mentoring.

The Old Edwardians’ Association produces a number of publications each year and parents also receive these publications.
c) Policies

We are required by ISI, the inspecting authority that oversees independent schools, to make available certain policies to all parents. These policies are available through the website, at www.kes.org.uk/policies-documents. If you are not able to access these policies by that method, we will provide paper copies on request. If you would like paper copies, please write to the Chief Master's PA at the School's address or email: office@kes.org.uk

The relevant policies are:

Admissions Policy
Aims and Ethos
Anti-Bullying Policy
Behaviour and Discipline Policy
Safeguarding and promoting the welfare of children
Common Room Staff List
Complaints Procedure
Curriculum Policy and outline model
Alcohol, Drugs and Substances Policy
Visits and Trips out of School
Appendix 1

TERM DATES 2017-2018

Autumn Term 2017
Starts: Wednesday 6 September
Half Term: Thursday 19 October—Friday 27 October inclusive
Ends: Friday 15 December

Spring Term 2018
Starts: Tuesday 9 January
Half Term: Monday 19 February—Friday 23 February inclusive
Ends: Thursday 29 March

Summer Term 2018
Starts: Wednesday 18 April
May Day: Monday 7 May
Half Term: Monday 28 May—Friday 1 June inclusive
Ends: Thursday 5 July

* Induction for new boys on the afternoon of Tuesday, 5 September 2017
Appendix 2

Uniform and equipment

In order to get your son ready to start at KES, he will need certain items of clothing and equipment. The table below sets out our uniform requirements:

<table>
<thead>
<tr>
<th>COMPULSORY SCHOOL UNIFORM From official stockists only (see below)</th>
<th>COMPULSORY SCHOOL UNIFORM From any supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tie</td>
<td>Regulation Navy KES Tie</td>
</tr>
<tr>
<td>Blazer</td>
<td>Navy Badged</td>
</tr>
<tr>
<td>Pullover</td>
<td>Navy with logo (optional)</td>
</tr>
<tr>
<td>Rugby kit</td>
<td>KES rugby shirt, KES rugby shorts, KES games socks</td>
</tr>
<tr>
<td>Games kit</td>
<td>KES drill top, KES tracksuit bottoms</td>
</tr>
<tr>
<td>PE /hockey kit</td>
<td>KES PE shirt and KES PE shorts (games socks for hockey)</td>
</tr>
<tr>
<td>Swimming kit</td>
<td>KES swimming shorts or jammers</td>
</tr>
<tr>
<td>Shirt</td>
<td>White</td>
</tr>
<tr>
<td>Trousers</td>
<td>Black</td>
</tr>
<tr>
<td>Socks</td>
<td>Grey/black</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black leather (see separate guidance enclosed)</td>
</tr>
<tr>
<td>PE socks</td>
<td>White</td>
</tr>
<tr>
<td>Trainers</td>
<td>Clean</td>
</tr>
<tr>
<td>Rugby/football boots</td>
<td></td>
</tr>
<tr>
<td>Towel</td>
<td>For swimming and games</td>
</tr>
<tr>
<td>Goggles</td>
<td>Recommended for swimming</td>
</tr>
<tr>
<td>Mouthguard</td>
<td>For rugby and hockey</td>
</tr>
<tr>
<td>Shin guards</td>
<td>For hockey</td>
</tr>
</tbody>
</table>

ALL UNIFORM MUST BE LABELLED WITH YOUR SON’S NAME

School uniform

Items of uniform can be purchased from one of our two stockists, Early Years, convenient for Solihull and areas to the east of Birmingham and A Oakes, convenient for areas to the West of Birmingham. Uniform is available to purchase now in store and online.

Our official stockists for School Uniform are:

**Early Years**
407 – 411 Stratford Road
Shirley
West Midlands
B90 4AA
Tel: 0121 733 1456
Email: enquiries@earlyyears-uniform.co.uk
Website: [www.earlyyears-uniform.co.uk](http://www.earlyyears-uniform.co.uk)

**A. Oakes**
174 – 190 Vicarage Road
Oldbury
West Midlands
B68 8JB
Tel: 0121 552 1684
Email: sales@aoakes.co.uk
Website: [www.aoakes.co.uk](http://www.aoakes.co.uk)

**Opening Hours:**
Monday to Friday: 08.30 to 17.30
Saturday: 09.00 to 17.00
Sunday: 10.30 to 15.30

**Opening Hours:**
Monday to Saturday: 09.00 to 17.30
Wednesday: 09.00 to 12.30
Closed Sunday
Sports kit

The compulsory elements of sports kit for new Shells are a PE shirt and shorts, swimming shorts or jammers, and rugby shirt, shorts and games socks and these are all available from the school suppliers. Also compulsory are the KES drill top and KES tracksuit bottoms.

As well as the compulsory sports kit, there are other items available including a games kit bag, base layers and beanie hat. Some boys will need to buy cricket kit later in the school year.

Naming of Sports Kit: it is vital that all items of clothing should be clearly marked with the owner’s name.

PE kit and rugby kit should be labelled externally with large name tapes. The shirts and shorts should be labelled on the bottom hem at the front. These large format names help a great deal for sports coaches to get to know the boys in their Shell year, with team selection and reuniting kit with the owner. Smaller name tapes could be used on socks, trainers and any other optional sports kit required. Name tapes are available from our uniform suppliers, A Oakes or Early Years.

Mouth guards: Your son will require a mouth guard to play rugby and hockey. Included in your pack is a flyer from Titan Mouthguards who will be coming to school on Induction afternoon, Tuesday 5 September, to perform a fitting service if required. Please contact them to book an appointment. You can of course get a mouthguard fitted by your own dentist.
Appendix 3

Equipment

We think that the following things would be useful for your son to have on day 1 and thereafter:

- 30cm ruler
- Pritt-stick or glue (essential)
- Scissors
- Compass
- Protractor
- Ink pen
- Ink eraser
- Fountain pen
- Colouring pencils (for Geography etc.)
- HB pencils
- Pencil sharpener
- Pocket dictionary
- Atlas (to have at home)
- Padlock (available to buy on the first day of term for £3.00)

Lab coats: the School will provide lab coats.

Calculator: every new pupil will need a calculator. We would recommend either a Casio FX83GT+ (battery powered) or a Casio FX85GT+ (solar powered). Since every boy in the Shells will have such a calculator, it is vital that your son puts his name on it clearly and indelibly.

Art pencils: every pupil will be required to have specialist graphite and coloured pencils for Art. These can be purchased from the Art department when your son joins the school.