



# INDUCTION PACK

Welcome to Kesgrave High School. Inside this pack you will find a wealth of information and we ask that you complete the two steps below to help us induct your child to the school.

## **STEP ONE**

**Please read the booklet, which includes important information, and retain for future reference.**

- Access to school site (page 1)
- Attendance (pages 2-3)
- Biometric Data Use (page 4)
- Cashless Catering (pages 5-8)
- Code of Conduct (page 9)
- Design Technology request for contribution (page 10)
- Free School Meals (page 11)
- Home School Agreement (page 12)
- Online Safety Acceptance - Click Clever, Click Safe (page 13)
- ParentMailPMX details (page 14)
- PE kit (page 15)
- School equipment – calculators/MFL dictionaries (page 16)
- Transport arrangements (Bus) (page 17)
- 200 Club (page 18)
- Uniform (pages 19-29)

## **STEP TWO:**

**Please complete and submit the online consent form. Both yourself and your child/ren will need to do this.**

**The form which you are providing consent to includes:**

- Biometric Data Use
- Click Clever, Click Safe – Online Safety Acceptance
- Home School Agreement
- Local Off Site Visits (eg Community litter picks, Church)
- Photography and Publicity
- Sex and Relationships Education

# DEADLINE 10.05.21



Dear Parent/Carer

### **Access to School site before and after school**

With the school growing in size, the number of cars accessing the school site before and after school is increasing. In order to ensure that the students are safe on the school site, can I please make you aware of the following guidance:

- No access to the school site by car before the start of school without a car pass (which must be clearly visible in your windscreen).
- No access to the school site after school until after 3.50pm unless in possession of a car pass.

The conditions for applying for a car pass are as follows:

- Long term medical condition
- Short term medical condition
- Dropping off a large musical instrument

The car pass must be re-applied for each term and your details will be kept on a list within the school.

If you do not need a pass, you are of course most welcome to pick up your son/daughter after 3.50pm when the school site is safer for cars. We would, however, ask that you pick them up from outside the school canteen in order to keep the flow of traffic in the same direction.

If you do need to apply for a car pass or are in possession of a current car pass and wish to reapply in readiness for September 2021, please contact me at the school.

Yours sincerely

Dean Rowley  
Assistant Headteacher



## ATTENDANCE...AND MAKING EVERY DAY COUNT

Kesgrave High School is committed to providing an educational experience which promotes achievement and enjoyment within a safe and enabling environment. In order that we are able to achieve this vision it is recognised that children should attend school. This is based on the belief that only by attending school regularly and punctually will children be able to take full advantage of the educational opportunities available to them, as well as reap the positive effects on their social and emotional wellbeing too.

High attainment depends on good attendance.

Whilst achieving 90% attendance over the course of a year may *sound* positive, this equates to having missed twenty days of school. Understandably, it can be difficult for pupils to 'play catch up' when such a significant amount of time has been missed.

Therefore we request that you assist your child in getting the most out of their time at Kesgrave High School, by attending daily, unless there is a valid reason for their absence. Please call our Attendance Officer Mrs Owen or view our attendance policy on our website for full details.



### Some basic information for you...!

#### Registration times

Students should arrive in their form for registration at 8.55am and 1.55pm.

#### Arriving late?

Please remind your child to sign in at reception (and show any medical note if applicable. We request seeing text reminders/ appointment cards/ NHS letters if your child's attendance is below 92%. Top tip = if medical appointments cannot be made out of school hours, attempt to arrange them towards the end of the day.)

#### Not attending today?

Please phone 01473 624855 and click option 1 to report your child's absence, or email [attendance@kesgrave.suffolk.sch.uk](mailto:attendance@kesgrave.suffolk.sch.uk) by 9.00am, with their symptoms, so we hold an accurate record and can track any contagious illnesses potentially circulating around the school. Please call the school daily if your child is ill, and attempt to bring your child to school if they are suffering isolated, minor symptoms.

### **You have concerns your child's attendance is not purely down to illness?**

Please communicate with us! Do not hesitate to talk to their Head of Year, Student Support Officer or form tutor, should you think there may be underlying reasons – we are extremely proud of our pastoral team and their dedication to finding individualised solutions to assist any family that may require extra support.

### **Need to request an 'exceptional absence'?**

Please find an 'exceptional leave of absence form' on our website, or ask your child to pick up a hard copy from reception, and apply at least 4 weeks in advance of the intended absence date if possible. Please provide a covering letter detailing the reason for the request if applicable.



### **Finding your child complacent about achieving great attendance?**

Remind them that KHS **loves** to celebrate **all** pupils that have achieved great attendance!

- Each term all pupils that achieve 100% are awarded a certificate. (We recognise that achieving 100% attendance over the full year is particularly tricky, and so we 'wipe the slate clean' so each child can have a renewed attempt at striving for 100% each term.)
- We love seeing previously struggling pupils turning their poor attendance around. Attendance 'Postcards of praise' are awarded to individual pupils when a concerted effort and subsequent improved attendance is recognised by a member of staff. Perhaps your child would like a 1:1 'thank you' for their hard efforts from the Senior Leadership Team?
- Don't worry, we certainly don't underplay those pupils that *do* succeed in achieving 100% for the full year – along with a certificate, they get invited to a celebration event with Miss Warfield and Mrs Owen, (and are awarded bonus prizes at their end of year celebration assemblies!)
- Each half term the form with the most **improved** attendance is awarded a prize. The competition for this is fierce!
- For our pupils that achieve a whole school career of 100%, we reward **free** prom tickets and we celebrate their successes in our student magazine, 'Highlights'.

### **And finally...**

Having the determination and drive to attend school daily is a life skill that will put your child/ren in good stead once leaving education. Naturally, we look forward to seeing them on time (!), prepared and ready to enjoy their first few days with us...see you soon!

Miss Warfield, Assistant Headteacher

Mrs Owen, Attendance Officer



## USE OF BIOMETRIC DATA

Please complete and submit the consent form if you agree to your child's biometric information (as explained in the cashless catering letter) being used as part of an automated biometric recognition system until your child leaves the school. The school currently uses the system in the school canteen, although while COVID restrictions are in place, the children will be issued with a pin number.

Please note that the school will not use the biometric information for any purpose other than that communicated to parents. The school stores the biometric information collected securely in compliance with the Data Protection Act 1998 and does not share this information with BioStore Ltd (the supplier of Identity management Software), and will not unlawfully disclose it to any other person. In addition, your child may at any time object or refuse to allow their biometric information to be used even if you have given your consent. We would appreciate it if you could explain this to your child. Should you agree to the processing of your child's biometric information, please note that when he/she leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be deleted.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, please email [Yr6Induction2020@kesgrave.sch.uk](mailto:Yr6Induction2020@kesgrave.sch.uk). We will provide alternative arrangements that allows your child to use the school canteen.

*Biometric information* is information about a person's characteristics that can be used to identify them, for example, information from their fingerprint. The school would like to take and process biometric information from your child's fingerprint and use this information for the purpose of providing your child with certain services. This information will be used as part of an automated biometric recognition system. Such a system will store information which digitally represents measurements relating to your child's fingerprint, rather than an image of your child's fingerprint, and will be used in order to identify your child when accessing services.

### **Further information and guidance can be found via the following links:**

Department for Education's '*Protection of Biometric Information of Children in Schools and Colleges – Advice for Governing bodies, Headteachers and school staff*'

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/692116/Protection\\_of\\_Biometric\\_Information.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/692116/Protection_of_Biometric_Information.pdf)

ICO guide to data protection:

<https://ico.org.uk/for-organisations/education/>



## CASHLESS CATERING

Dear Parent/Carer

For 10 years, Kesgrave High School has successfully been using a cashless system for our catering service. Our desire is to continue to provide and improve on the quality of the school meals service at Kesgrave.

The system operates using biometric authentication to provide the facility for students to pay for meals (more details in FAQs attached), and parents can pay for student meals using the +Pay, linked to ParentMailPMX, on-line service. Details about registering for ParentMailPMX are outlined in a separate letter.

We are sure you will appreciate the advantages this system offers the parents and students of the school. The system enables us to deliver a more efficient, faster service, and to continue to provide wholesome, healthy, and enjoyable meals at the lowest cost.

### Main Benefits:

- \* Convenient way of paying for school meals. No more looking for change every morning.
- \* Discourages the misuse of school dinner money through spending in shops outside of the school grounds.
- \* Alleviates many of the associated problems with the use of cash in schools, eg loss, theft and bullying.
- \* Healthy eating is encouraged.
- \* Queuing times are reduced through increased speed of service.
- \* Automatic free meal allocation with the student remaining anonymous.
- \* Detailed reports to analyse all aspects of the use of the system.
- \* Specific dietary requirements can be recorded on your son/daughter's account and advice given by the canteen staff on the ingredients in a meal.

## **Making payments online:**

We use a secure on-line service called +Pay which has been set up alongside ParentMailPMX. +Pay offers the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week, safe in the knowledge that the technology used is of the highest internet security available. Please make sure that your son/daughter has sufficient funds in their Dinner Money account if you wish them to purchase school lunches – the maximum spend per day is £5.00. Cash is no longer accepted for payment of dinner money unless in an extreme emergency. The daily spend starts from after lunch – so if a child chooses to buy food after school from the Canteen, this amount will come off their limit for the next day.

You will have a secure on-line account by registering with ParentMailPMX (details attached). If you have more than one child at our school, your children will all be linked to the same account.

Making a payment is straightforward and +Pay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have registered your account, you can make on-line payments straight away. You are also able to view through ParentMail what your son/daughter has purchased from the Canteen; and the school is also able to provide you with a report detailing each item of food served, each credit made to the system, for any time period, and show a current balance.

You need to be registered with ParentMailPMX in order to use +Pay. You will be able to make on-line payments for cashless catering as soon as you register before your son/daughter starts in September.

Yours sincerely

A handwritten signature in blue ink that reads "Julia Upton". The signature is written in a cursive style with a large initial 'J' and a trailing flourish.

MISS J UPTON  
Headteacher

## **CASHLESS CATERING FAQs**

### **What is a Cashless System?**

At the heart of the cashless system is computer controlled software. This allows the system to recognise each individual student, hold individual balances, record money spent and received, record where money is spent, on what food, on any specific date and time of day.

### **How are students recognised by the system?**

Each student will have their fingerprint registered which will then be translated to an Alpha Numeric number, and the image is then destroyed. When used, this will then enter the student into the system program and identify them by a number. The information stored cannot be used to recreate an image of the student's fingerprint. **THE SCHOOL REQUIRES PARENTAL CONSENT TO USE THE BIOMETRIC INFORMATION OBTAINED FROM YOUR CHILD'S FINGERPRINT. ON THE BACK PAGE OF THE PUPIL DATA FORM) IS A CONSENT FORM WHICH NEEDS SIGNING BY PARENT/CARER AND STUDENTS.**

**While COVID restrictions are in place, students will be issued with a pin number rather than using their fingerprint. The biometric fingerprint will not be taken until the restrictions are lifted.**

### **How is this then used to obtain a school meal?**

The student simply places their finger on a scanner at the point of sale; a display will show the server the student's name, class and current balance held within the system. The selected food items will be entered into the system from an itemised keyboard while the amount spent and the new balance will show on the display.

### **How is money entered into the system?**

By +Pay – on-line payments.

### **How will the student be able to check what the current balance is held in the system at any one time?**

Remote Display at the point of sale will show the new balance when the food service is finished. Students can also check their balances on a scanner in school. You can also check your child's balance on ParentMail.

### **If we pay for a set number of school meals, can it be spent in one day?**

No, a daily spend limit of £5.00 will be set for all students and no food above that limit can be bought. The daily spend starts from after lunch – so if a child chooses to buy food after school from the Canteen, this amount will come off their limit for the next day.

### **When can I log into my account?**

Included in the pack is a letter regarding registration with ParentMailPMX.

### **Which cards can I use?**

+Pay accepts MasterCard and Visa credit cards, Maestro, Switch, Delta, Electron, Solo and Visa debit cards.

## **Is it safe to make payments on the Internet?**

Yes. +Pay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither +Pay nor the school have access to your card details.

## **How can I check that it is secure?**

Standard website addresses begin with http; the address for a secure site will always begin with https. You will also see a padlock at the bottom/top right of the screen on the +Pay login page, and after you have logged into your account. Never enter your card details or personal data on any web page whose address does not begin with https.

## **What about personal information?**

+Pay holds a very limited amount of information solely for the purpose of administering the account. However, +Pay does not use your personal information nor share or give this information to any other organisation. The system will function and operate under the strict guidelines set out by the Data Protection Act 2018.

+Pay will never contact you by phone, by email or ask you to divulge confidential information such as passwords or card numbers. If you are ever contacted by someone claiming to be from +Pay, please contact +Pay immediately at **contact@parentmail.co.uk**.

## **What about students entitled to a 'free school meal'?**

The system works exactly the same for all students whether they pay or have a free school meal. All students have their own account to use in exactly the same way. The amount allocated for the free school meal will be entered into the system by the software daily and will only be accessible at lunch break.

The system will then allow, on a daily basis, the required amount for each individual student to be allotted to their current balance. However, any under spend or missed dinner will be identified by the system and will not be added to the next day's balance.

Additional money can also be added to the system by parents using +Pay, to enable a greater daily spend on the school dinner than allocated by their free meal allowance. As the free school meal allowance can only be spent on a school dinner, extra money added into the system can also be used for break time snacks.

## **Will students have problems in using this system?**

Some students may find it difficult to control their accounts for the first couple of weeks, but because of a daily spend limit, most learn this important life skill very quickly and will enjoy being in control of their account.



# CODE OF CONDUCT

## FOR OFF-SITE ACTIVITIES

### All pupils need to be familiar with the following:

- Pupils are to follow the instructions of school staff and visit centre staff (if applicable) at all times.
- Pupils are to observe and adhere to the codes of conduct at the places they visit.
- All school rules/guidance will be applicable to off-site activities, including no smoking, no consumption of alcohol and no use of illegal substances.
- In the event of an emergency, pupils are to inform the group leader immediately and follow any instructions and advice as given.

### All parents or carers need to be familiar with the following:

- In the event of illness, or persistent misbehaviour, parent(s) or carer(s) must be prepared to resume supervision of their child prior to the scheduled completion of the visit. Any costs incurred in collecting a pupil will be the responsibility of the parent or carer.





Dear Parent/Carer

### **DESIGN & TECHNOLOGY LESSONS**

At Kesgrave High School, your child benefits from experiencing a rich and diverse curriculum within Design and Technology where they learn creativity and new skills for a modern world. In taking this subject, your child experiences Design and Technology for 3 hours per fortnight.

We take great pride in the delivery of a diverse and modern curriculum in Design and Technology, students are actively involved in practical learning across a wide range of areas. We have a strong ethos of learning through doing and encouraging students to problem solve and take risks with their work. We are aware that many schools are unable to provide such active learning experiences, often due to limited resources.

In order to ensure that we continue to provide excellent learning opportunities throughout the year, we would be very grateful for a £10.00 voluntary donation which can be paid through ParentMailPMX. For this amount, we will provide your child with a work book, resources and materials to ensure they produce excellent practical work that they can take home! Please note that when Food lessons take place, pupils will be expected to bring in their own ingredients from home.

We regularly receive support from parents of children in all year groups and we remain grateful for the positive response and support that we receive to help promote an enriched Design and Technology curriculum.

I thank you in advance for your support.

Yours sincerely

Mrs C Purnell  
Head of Design & Technology



## FREE SCHOOL MEALS

Our school can receive funding for every child:

- eligible for a free school meal or
- who has a parent in the Services currently or in the recent past or
- is in receipt of a War Pension Scheme (WPS) or Armed Forces and Reserve Forces Compensation Scheme (AFCS) pension from the Ministry of Defence (MoD) as a result of injury, illness or death caused by Service.

### Service Child

If this applies to you please contact the SIMs admin team at school on 01473 624855, or e-mail SIMSAdmin@kesgrave.suffolk.sch.uk.

### Free School Meals

There are thousands of young people in Suffolk that are eligible for a free school meal but are not currently claiming one. If they all claimed the meal they are entitled to, Suffolk Schools would be around £3 million better off – this vital funding would allow schools to better support your child in their learning career.

**Families in receipt of a free school meal save around £400 a year, and the school receives up to £1,300 extra funding for each child.**

### Is your child eligible?

Your child will be able to get free school meals if you receive any of the following benefits:

- Income Support
- Income based Job Seeker's Allowance
- Income related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit, **as long as you do not get a Working Tax Credit** and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- If you are supported under Part IV of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work less hours per week
- Universal Credit (provided you have an annual net income of no more than £7,400 £616.67 per month), as assessed by earnings from up to three of your most recent assessment periods.)

To check if your child is eligible and/or apply, simply visit Suffolk County Council's Free School Meal website – there you find both the eligibility checker and online form.

[www.suffolk.gov.uk/freeschoolmeals](http://www.suffolk.gov.uk/freeschoolmeals)

Alternatively, call Suffolk County Council's Free School Meal Team on **01473 260989**.

Once it has been confirmed whether your child is eligible, Suffolk County Council will write to you and the school.

Even if you do not wish for your child to have a school meal, the school will still benefit from this additional funding and this may be of advantage to your child.

**Any family that has been in receipt of Free School Meals since 1 April 2018, or who subsequently successfully applies, are expected to receive free school meals until March 2024 – EVEN IF YOUR CIRCUMSTANCES CHANGE. Please apply if you believe you may be eligible.**

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# HOME SCHOOL AGREEMENT

We believe that a 'Home-School Agreement' lays the necessary foundation between the parents/carers, students and teachers. **It is the intention that we work together as a team to ensure the very best outcomes for our students.**

Here at Kesgrave High School, parents/carers play a crucial role in the partnership of learning. The Home-School Agreement incorporates our Aims, Values, School's Ethos and Communication with Parents/Carers sections contained within the School prospectus.

These sections should be read in conjunction with the following statement.

## 1. **The Parents/Carers**

*I/We shall try to:*

- ❖ see that my child goes to School regularly, on time, dressed appropriately and properly equipped;
- ❖ let the School know about any concerns or problems that might affect my child's work or behaviour;
- ❖ support the School's policies and guidelines for behaviour;
- ❖ support my child in homework and other opportunities for home learning;
- ❖ attend parents' evening and discussion about my child's progress;
- ❖ get to know about my child's life at the school.

## 2. **The School will**

- ❖ contact Parents/Carers if there is a problem with attendance, punctuality, dress or equipment;
- ❖ let Parents/Carers know about any concerns or problems that affect their child's work or behaviour;
- ❖ send home regular assessments and annual Report of Achievement;
- ❖ set, mark and monitor homework;
- ❖ arrange Parents' Evenings during which progress will be discussed;
- ❖ keep Parents/Carers informed about school activities through ParentMail, letters and phone calls home, Highlights and notices about special events.

Signed:



Miss J Upton  
Headteacher

# ONLINE SAFETY

## CLICK CLEVER, CLICK SAFE

### Student Online Safety acceptance form

#### ***'BE KIND OR BE QUIET'***

These guidelines will help keep everyone keep safe online and encourage positive behaviour both in and out of the KHS school community

- I will not access any unauthorised websites whilst at school using the school equipment.
- I will keep my personal information and passwords safe.
- I will check my privacy settings regularly.
- I will only send and post messages/images/material which are polite, appropriate and friendly to others online.
- I always tell a trusted person if something online makes me or a friend feel unhappy or worried.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online.
- I know the school can see what I am doing online whilst using school equipment.
- I know that if I do not follow the rules then there will be a consequence to my actions.
- I know the school has a mobile phone policy/online safety policy and I will agree to abide by these.
- I agree to engage in all aspects of online safety within my lessons.
- I understand that the school can and will follow up issues that happen outside of school online should these be raised as a concern in school.
- I know the school has a report button on the website for me to report any concerns I have. 
- I have read and talked about these rules with my parents/carers.



## PARENTMAILPMX



Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about. As a school we use ParentMailPMX (which many of you have been using in Primary School). The benefits of ParentMail:

- Messages will get to you reliably by e-mail and/or text
- We can send messages directly to parents/carers at the same time
- Emergency or important information can be sent by text message
- You can make online payments for cashless catering, trips, etc
- You can give permission for events or trips online without having to sign and return forms to us

This latest version of ParentMail means you can easily pick up school messages on your smartphone by downloading the ParentMail PMX app - on Android or iOS. The website address is [pmx.parentmail.co.uk](http://pmx.parentmail.co.uk). You will receive your registration details from ParentMail by e-mail/text before the end of term.

And that's not all...

- Access ParentMail even when there is no network connection.
- No need to search through your busy personal inbox for school messages.
- Instant access – no need to login to complete forms or read messages.
- In app notifications help make sure things don't get missed or forgotten.
- Helps preserve your data allowance.

To use ParentMail all you need to do is verify your account. During July/August, you will be sent either an email or text message from ParentMail; when you receive this you will be given two options:

- I already have a PMX account (if you are registered with your Primary School or have a child here)
- I do not already have a PMX account

You can then either log in to your existing account, or register a new account depending on which option you choose.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

If you have any issues or queries with the process, please contact Mrs Julie Garnett at the school (email [jjarnett@kesgrave.suffolk.sch.uk](mailto:jjarnett@kesgrave.suffolk.sch.uk)).



Dear Parent/Carer

## PE KIT

The PE kit required by your child is below. The majority of kit is only available through SWI but please note that many items are optional:

### GIRLS

- PE polo shirt
- Shorts or Skort
- KHS Football socks
- Trainers\*
- Football boots\*
- **Optional items:**
- KHS training top
- Rugby shirt
- Tracksuit bottoms
- Plain white socks\*

\* Not available from SWI. There are no restrictions on the branding or colour of the footwear.

### BOYS

- PE polo shirt
- Shorts
- KHS Football socks
- Trainers\*
- Football boots\*
- **Optional items:**
- KHS training top
- Rugby shirt
- Tracksuit bottoms
- Plain white socks\*

### New changes for Year 7 PE

Due to changes in the whole school timetable, the vast majority of Year 7 PE lessons will be taking place outdoors during the first two terms. **Therefore pupils are allowed to wear base layers (navy/white/black/light blue) under their polo shirt.** Please do not purchase alternative sweatshirts/hoodies/tops etc for the cold weather.

Football boots have become a necessity rather than an optional item in order to reduce the risk of injury caused by slips and loss of grip. There is no need to buy expensive pairs if they will not be used outside of PE lessons. Because **metal studs and blades are not allowed on our artificial pitch**, it is recommended that boots with rubber blades or moulded studs are purchased. Pupils will experience indoor and outdoor sports on a rotational basis – it may be best to wait until September before considering purchasing the boots.

We have high standards in our department and one way of keeping these standards is for all the pupils to be smartly turned out in the correct kit. *We therefore ask you not to invest in any alternative sports clothing, such as Nike, Adidas, etc as these will not be allowed to be worn in lessons.*

### Ordering details

Please go to the school website (www.kesgrave.suffolk.sch.uk) where you can find further details regarding the PE kit and a link direct to our suppliers for ordering purposes. Orders can be completed online, via telephone or post with delivery direct to your home or school.

Finally, we do often find a lot of unclaimed lost property PE kit. Please could I encourage you to **NAME** **ALL** items of PE kit, including trainers, with both first name and surname.

Yours sincerely

***SSimmons***

Mr S Simmons



# SCHOOL EQUIPMENT

You will have the opportunity to purchase a language dictionary (£7.50), a scientific calculator (£8.50), a Maths pencil case (£4.00) and an Art Sketchbook (£3.50) through ParentMailPMX.

The **dictionaries** are good value for money, retailing at £9.99. At this stage, you will not know which language your son/daughter will be studying in September. However, if you purchase a dictionary, the Languages staff will give your son/daughter the correct dictionary in September. It helps considerably if all students use the same dictionary.

The **scientific calculators** will be used in both Maths and Science through to Year 11. We would highly recommend that you purchase this calculator as it represents excellent value for money (we are able to sell these to you at cost price) and, as with the dictionaries, it helps if all students use the same model.

The **Maths pencil case** contains pens, pencils, rubber, ruler, compass, angle measure, pencil sharpener, glue stick and highlighter.

The **A4 Art Sketchbook** will be used by your son/daughter in their Art lessons.



## TRANSPORT – School bus routes

Visit [www.suffolkonboard.com/school-travel](http://www.suffolkonboard.com/school-travel) for the most up to date travel information.

The following are the school bus routes to or from Kesgrave High School.

The buses on some of these routes are "Contract" and some are "Service". If a "Contract" bus you will be able to travel only if you have a school bus pass. If a "Service" bus, you will be able to pay a fare to the operator and it might be possible to buy a return ticket at reduced price. Information on fares is available from individual operators.

### Currently the school bus routes are:

#### **IP511** - Ipswich Buses - Service Bus

Ipswich "The Thrasher PH", Warren Heath, St Augustines, Bucklesham Road, Foxhall, Bucklesham, KHS

#### **IP512** - AM only MA Dabbs - Contract Bus from Felixstowe to Foxhall, Shepherd and Dog then Service Bus

*NB. The current operator organises a private arrangement for travel from Felixstowe for the very limited spare seats on the bus. Any enquiries to be made to the operator.*

#### **IP513** - PM only PF Travel - Contract Bus

KHS, Levington, Nacton, Foxhall, Shepherd and Dog

#### **IB174** - PM only Ipswich Buses - Service Bus

KHS, Martlesham Heath, Waldringfield, Newbourne, Kirton, Trimley St Martin, Trimley St Mary, Felixstowe

#### **IP972** - Beestons - Service Bus

Woodbridge, Bealings, Playford, Rushmere St Andrew, KHS

Please be aware that these routes and their operators can change at any time throughout the year and a "Service" route can change to a "Contract" and vice versa. Travel can only be guaranteed on these routes if you hold a school bus pass.



## **KESGRAVE HIGH SCHOOL - 200 CLUB (2021/2022)**

The KHS 200 Club was set up 11 years ago in order to raise funds for the school. All funds raised are used to enhance our students' learning by either providing additional and/or upgrading resources for the whole school. With our parents, carers and staff subscribing to our 200 Club, it allows us to not only raise funds, but gives members the opportunity to win money from the draw each month.

Our 200 Club has a maximum of 200 numbers per draw at £1 per number per month to sell and a monthly draw takes place which returns half of the income in prize money. There are four cash prizes per draw. The draw is conducted once a month (during term time) using a "random number" website. Winners are notified directly.

Our 200 Club runs throughout the year (ie 12 months). During school holidays, the draw is made on return to school. The first monthly draw each year takes place in October.

Payment is by either monthly or annual Standing Order.

If you wish to join our 200 Club, please complete and return the Standing Order Mandate as soon as possible.

If you have any queries, please contact the school on 01473 624855 or contact e-mail [office@kesgrave.suffolk.sch.uk](mailto:office@kesgrave.suffolk.sch.uk).

# KESGRAVE HIGH SCHOOL



**SCHOOL UNIFORM**  
Getting it right

# KHS SCHOOL UNIFORM

The school colours are navy and light blue.

## WHAT IS GOOD ABOUT OUR SCHOOL UNIFORM

- It creates a sense of community and belonging
- It is unisex and therefore we have equality
- There is no need to plan what we wear to school
- It allows us to take part in practical activities without being too self-conscious
- It is cost effective
- We can cycle to school and look respectable
- The school Oak Leaf on our crest represents the idea of growing - we are learning to grow

Neatness in dress is desirable in school, actively helping with commitment and discipline, and adds to the standing and reputation of the school when pupils are making visits and journeys.

It is our aim at Kesgrave High School to bring each individual to his/her full potential in a school atmosphere of harmony and shared community values.

**For this reason, we insist upon reasonable standards in dress and appearance.**

School wear can only be purchased from:

**Coes of Ipswich**  
**20-28 Norwich Road, Ipswich.**

[www.coes.co.uk](http://www.coes.co.uk)

**Coes offer a free alteration service which may be helpful when purchasing school trousers.**

**PMG Retail**  
**40 Westgate Street, Ipswich.**

[www.pmgsschoolwear.co.uk](http://www.pmgsschoolwear.co.uk)

**Please note, just because other suppliers may use the term 'school uniform or school shoes' does not mean it is acceptable wear for our school setting.**

# The following is what is expected of student dress:

## **GIRLS**

- Dark blue trousers from Coes/PMG.
- Plain navy round-necked sweatshirt with school crest from Coes/PMG.  
OR Plain navy jumper with school crest from Coes/PMG.  
OR Plain navy cardigan with school crest from Coes/PMG.
- Light blue polo shirt with school crest from Coes/PMG.
- Black socks – plain.
- Black shoes (not trainers, boots or plimsolls) - WITH LOW HEELS.

## **BOYS**

- Dark grey school trousers from Coes/PMG.
- Plain navy round-necked sweatshirt with school crest from Coes/PMG.  
OR Plain navy jumper with school crest from Coes/PMG.  
OR Plain navy cardigan with school crest from Coes/PMG.
- Light blue polo shirt with school crest from Coes/PMG.
- Black socks – plain.
- Black shoes (not trainers, boots or plimsolls).

# IMPORTANT NOTES

- a) The navy blue trousers for girls are available from COES/PMG – **no flares, cropped or tight fitting trousers are allowed.**
- b) The light blue polo shirt and navy sweatshirt with school crest are only available from COES/PMG.
- c) Jeans, casual trousers, T-shirts, casual or high fashion wear are not acceptable or suitable in the context of school dress.
- d) Footwear is often a contentious issue. Trainers, plimsolls, canvas shoes and boots are all unacceptable wear. Plain black, low heeled shoes should be worn for both boys and girls - not 'trainer-style' shoes – including VANS/CONVERSE.
- e) Sweat shirts are not allowed for classroom wear – only those with the school crest! We advise a good coat for outdoor wear.
- f) Jewellery, watches excepted, and make-up must not be worn. Painted, false and gelish nails are not acceptable. Pupils with pierced ears must wear only one pair of studs or small flat earrings – *one earring per lobe*. FACIAL STUDS (E.G NOSE STUDS, EYEBROW STUDS, LIP STUDS, TONGUE PIERCINGS AND EXPANDERS) ARE NOT ALLOWED. *Clear retainers are permitted.*
- g) Extreme hairstyles are not tolerated, including hair dye (red, blue, pink, etc), shaven, patterns or Mohicans.

# TROUSERS - GIRLS

## GIRLS - ACCEPTABLE



## GIRLS - UNACCEPTABLE



# TROUSERS - BOYS

## BOYS - ACCEPTABLE



## BOYS - UNACCEPTABLE



# FOOTWEAR - GIRLS

## GIRLS - ACCEPTABLE



## GIRLS - UNACCEPTABLE



Canvas lack stability

# FOOTWEAR - BOYS

## BOYS - ACCEPTABLE



## BOYS - UNACCEPTABLE



**UNISEX - PLEASE DO NOT INVEST IN ANY OF THE FOLLOWING REGARDLESS  
OF THEM  
BEING LEATHER OR CANVAS.**



Keep it simple.  
Wear it with pride.

