



# 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)
- Cashless Catering (pages 4-7)
- Code of Conduct (page 8)
- Design Technology request for contribution (page 9)
- Free School Meals (page 10-11)
- Home School Agreement (page 12)
- Online Safety Acceptance - Click Clever, Click Safe (page 13)
- ParentMailPMX details (page 14)
- Paracetamol (pages 15-16)
- PE kit (page 17)
- School equipment – calculators/MFL dictionaries/Art sketchbooks (page 18)
- Transport arrangements (Bus) (pages 19-21)
- 200 Club (page 22)
- Uniform (pages 23-34)

## **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:**

- 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
- Paracetamol



## **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 we 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 child 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 2023, please either come in to school reception or email [office@kesgrave.suffolk.sch.uk](mailto:office@kesgrave.suffolk.sch.uk).





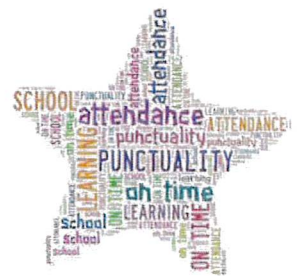
## ATTENDANCE...AND MAKING EVERY DAY COUNT

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 1.45pm with their P3 subject teacher.

#### Arriving after 9:30?

Please remind your child to sign in at reception (and if arriving from a medical appointment, please present any medical correspondence if not already supplied to [attendance@kesgrave.suffolk.sch.uk](mailto:attendance@kesgrave.suffolk.sch.uk).) We request seeing text reminders/ appointment cards/ NHS letters. 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 9.00 am, 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, and apply at least 4 weeks in advance of the intended absence date if possible. Please include as much detail as is necessary for us to be able to make an informed decision as to whether the request can be authorised.



**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.
- 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.
- Each half term the forms with the **best** attendance and 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, 'Acclaim'.

**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 next chapter of their education, here at Kesgrave High School.

Miss Warfield, Assistant Headteacher

Mrs Owen, Attendance Officer





## CASHLESS CATERING

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.

Students are given a pin number which they use to pay for meals. Parents pay for student meals by uploading money to ParentMailPMX (Accounts: Dinner topup). 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 child'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 child has sufficient funds in their Dinner Money account if you wish them to purchase school lunches – the maximum spend per day is £5.00. The daily spend will start from after lunch through to lunch the following 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. Once you have registered your account, you can make on-line payments straight away. You are also able to view through ParentMail what your child 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 child starts in September.

Yours sincerely

MISS J UPTON  
Headteacher





### **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 has an individual pin number which is generated by the till provider.

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

The student simply gives their number at the till; 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?**

You can 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.

### **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, and PayPal.

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

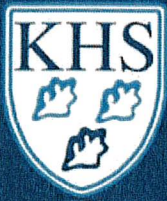
Yes. +Pay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither +Pay nor the school have access to your card details.

### **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. If your child chooses to purchase anything at breaktime, this will be deducted from their free school meal allowance.

#### **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:**

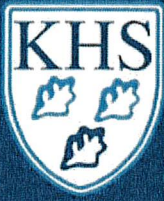
- Pupils are to follow the instructions of school staff and visit centre staff (if applicable) at all times.
- Pupils are to observe and adhere to the codes of conduct at the places they visit.
- All school rules/guidance will be applicable to off-site activities, including no smoking, no consumption 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.







## DESIGN & TECHNOLOGY LESSONS

At Kesgrave High School, your child benefits from experiencing a rich and diverse curriculum with 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.

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. This will be set up for payment in September. 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.

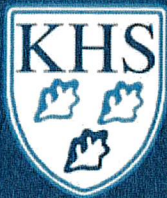
I thank you in advance for your support.

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](mailto: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 £1,345 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 **0345 606 6067**.





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 at least March 2025 – EVEN IF YOUR CIRCUMSTANCES CHANGE. Please apply if you believe you may be eligible.**





## 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.

Miss J Upton  
Headteacher





## ONLINE SAFETY

### CLICK CLEVER, CLICK SAFE - Student Online Safety acceptance form

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

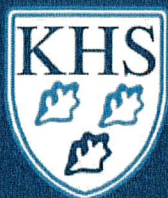
**These guidelines will help keep everyone keep safe online and encourage positive behaviour both in and out of the KHS school community**

- 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 [jgarnett@kesgrave.suffolk.sch.uk](mailto:jgarnett@kesgrave.suffolk.sch.uk)).





## PARACETAMOL

It may sometimes be appropriate to give paracetamol to control specific pain such as migraine or period pain, thus assisting a student to remain in school, and minimise lost learning and absence. Despite being a widely used drug for controlling pain and reducing temperature, it can be dangerous if taken inappropriately.

It is a legal requirement that the school has written permission from the parent/ carer in order to administer any pain relief medication. This is sought via an online form prior to the student starting on roll. It is the parent/ carer's responsibility to update the school if they wish to retract this permission at a later date. The First Aid Officer will also call on the day paracetamol is requested to verify any previous doses or other regular medication already taken in the 24 hrs prior. If contact is not possible, administration of paracetamol will not take place.

The school keeps its own stock of Liquid child (6+) paracetamol and paracetamol tablets (250 and 500 mg tablets) in a locked cabinet in the Medical Room only. This reduces the risk of students carrying medicines and taking a dose without an adult's supervision.

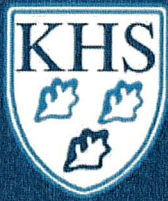
If a student complains of pain as soon as they arrive at school and asks for painkillers, it is not advisable to give paracetamol straight away. There should be at least four hours between any two doses of paracetamol containing medicines. No more than four doses of any remedy containing paracetamol should be taken in any 24 hours. It must always be considered whether the student may have been given a dose of paracetamol before coming to school. If paracetamol tablets are taken soon after these remedies, it could cause an unintended overdose.

The student is first encouraged to get some fresh air/ have a drink/ something to eat/ take a walk/ sit in the shade/ lie down (as applicable) - paracetamol is only considered if these actions do not work.

The First Aid Officer must have checked written consent and called the parent / carer on the day in question to verify any previous doses of paracetamol/ regular medication or combination medicines in the last 24 hours. The dosage will be confirmed in this discussion.

Child 10-12 years	Syrup form 5-10ml every 4-6 hours Tablet form 480 – 500 mg every 4-6 hrs	Maximum 4 doses in 24 hrs
Child 12-16 years	Syrup form 5-10ml every 4-6 hours 482 – 750 mg every 4-6 hrs	Maximum 4 doses in 24 hrs
Child 16-18 years	500 mg – 1 g every 4-6 hrs	Maximum 4 doses in 24 hrs





The First Aid Officer must have considered that paracetamol cannot be given

- Following a head injury
- If hospital admittance might be required
- When the student has already had paracetamol/ combination drug within a 4 hour period
- More than 4 doses of any paracetamol combination drug have already been taken within a 24 hr period

Students will only be given one age-appropriate dose during the school day. If this does not relieve the pain, the First Aid Officer will contact the parent/ carer/ emergency contact if the student is still too ill to attend class.

The First Aid Officer must witness the student taking the medication and make a record of the date/ time/ dosage/ staff initials in the medical spreadsheet in a timely manner.

The student must be informed that paracetamol should only be taken when necessary, and as such, great care has been taken to avoid overdosing.

The First Aid Officer sends child back to class and updates register/ medical spreadsheet with the time of leaving the medical room. The First Aid Officer will monitor administration of dispensation and where patterns or frequency of request causes concern contact will be made with the parent/ carer and a member of the pastoral team.

If a pupil becomes unwell during a residential visit, it may be appropriate to administer paracetamol. The general guidance on paracetamol should be followed but on a residential visit, it may be appropriate to administer more than one dose. Dosage must be strictly according to the instructions on the packaging. Should paracetamol fail to alleviate symptoms and/ or should staff have any concerns about a pupil's condition, they should not hesitate to contact parents/carers and to get professional medical attention.





## 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:

- PE polo shirt
- Shorts, Skort or leggings
- 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.

### 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, in addition to the optional KHS items, pupils are also allowed to wear base layers under their polo shirts during cold weather.** These are very effective in keeping pupils warm. Please do not purchase alternative sweatshirts/hoodies/tops etc for the cold weather.

**Recommended: Football boots.** Year 7's will be completing modules of Football and Rugby. Boots give greater grip and therefore reduce risk of injury caused through slips etc. However, pupils will experience indoor and outdoor sports on a rotational basis so we advise that boots are not purchased until your child knows when they are due to start these sports. 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.

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 <https://www.kesgrave.suffolk.sch.uk/parents/pe-kit/> 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.

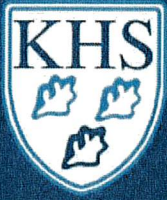
**Nearly New Shop** – During term time, PE items can also be purchased through our nearly new shop at significantly reduced prices. The shop is open to families on the first Monday of each month outside the Thomas Theatre 4-5pm. Please remember that there are limited items available.

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.

Mr S Simmons  
Head of PE

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## SCHOOL EQUIPMENT

You will have the opportunity to purchase through ParentMailPMX;

- a language dictionary (£7.50)
- a scientific calculator (£8.50)
- a Maths pencil case (£4.00)
- an Art Sketchbook (£2.00).

The **dictionaries** are good value for money, retailing at £9.99. All students study French in Year 7. If you purchase a dictionary, the Languages staff will give your child the 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 child in their Art lessons.

These will be available to purchase during the summer holidays. Your child will be given the items paid for in their first lessons for the subject in September.





# TRAVEL ARRANGEMENTS (Bus)

## PUBLIC BUS SERVICES

Timetable Information – <https://www.suffolkonboard.com/buses/timetables/>

### FROM IPSWICH TOWN CENTRE TO KESGRAVE HIGH SCHOOL

First Bus routes 65, 64, 63 and 800 (Park and Ride) stop outside Kesgrave High School

<https://www.suffolkonboard.com/content/download/0zl4Mnu5MMzB/2021-09-05+-+First++63%2C+64%2C+65.pdf>

<https://www.suffolkonboard.com/content/download/ebE8QdFWNYqy/2022-01-10+-+First+-+800.pdf>

First Bus Route 66 is routed around Grange Farm (Ropes Drive) and the Kesgrave Busway; this is a more frequent service. The nearest stop to school is the Woodbridge side of the Ropes Drive (East) roundabout when the route returns to Main Road, after Grange Farm.

<https://www.suffolkonboard.com/content/download/jyneMmhx8rb2/2020-06-28+-+First++66%2C+66A.pdf>

### RETURN JOURNEY TO IPSWICH

First Bus routes 65, 64, 63 and 800 (Park and Ride) stop opposite Kesgrave High School

<https://www.suffolkonboard.com/content/download/0zl4Mnu5MMzB/2021-09-05+-+First++63%2C+64%2C+65.pdf>

<https://www.suffolkonboard.com/content/download/ebE8QdFWNYqy/2022-01-10+-+First+-+800.pdf>

First Bus Route 66 is routed around Grange Farm (Ropes Drive) and the Kesgrave Busway; this is a more frequent service, usually 3 times per hour. The nearest stop to school is on Grange Farm, in Ropes Drive East before the Fentons Way turning.

<https://www.suffolkonboard.com/content/download/jyneMmhx8rb2/2020-06-28+-+First++66%2C+66A.pdf>





## FROM FELIXSTOWE AND THE TRIMLEYS TO KESGRAVE HIGH SCHOOL

Students will then need to cross the roads, which are adequately served by automated pedestrian crossings, to the bus stop on Woodbridge Road East (Kesgrave side of the roundabout and shopping area) to connect with First Bus routes from the Town Centre shown above or 800 (Park and Ride)

<https://www.suffolkonboard.com/content/download/PvBLD1cmXxqG/2021-10-24+-+First++75%2C+77%2C+X7.pdf>

## RETURN JOURNEY TO FELIXSTOWE AND THE TRIMLEYS TO KESGRAVE HIGH SCHOOL

First Bus routes 75 and 77 stop opposite Ipswich Hospital

<https://www.suffolkonboard.com/content/download/PvBLD1cmXxqG/2021-10-24+-+First+-+75%2C+77%2C+X7.pdf>

**OR** - School Bus route IP974 - PM Only (Newbourne/Waldringfield route)

## 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:**

<https://www.suffolkonboard.com/school-travel/school-bus-timetables/ip-ib-ipswich/>

### IP512-975 – First Buses - Service Bus

Walton, Half Moon PH, Foxhall, Felixstowe Road, Carter and Miller, Nacton Village, Levington, Newbourne, Waldringfield, KHS

### IP179 - IP979 – First Buses – Service Bus

Ipswich St Augustine's Community Centre, Bucklesham Road, Bucklesham, Brightwell, KHS

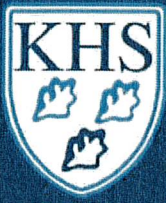
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### IP174 - IP974 – PM only – First Buses - Service Bus

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

### IP972 – First Buses - Service Bus

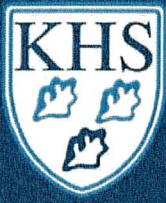




**AM** Woodbridge, Little Bealings, Great Bealings, Playford, Rushmere St Andrew, KHS

**PM** KHS, Martlesham, Water Bridge, Little Bealings, Great Bealings. Playford, Rushmere St Andrew





## KESGRAVE HIGH SCHOOL - 200 CLUB (2023/2024)

The KHS 200 Club was set up many 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 ParentMail PMX - £12.00 for 1 number for 12 months.

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



OUR SCHOOL UNIFORM  
'Wear it with pride guide'



# KHS SCHOOL UNIFORM

The school colours are navy and light blue.

## **WHAT IS GOOD ABOUT OUR SCHOOL UNIFORM**

- creates a sense of community and belonging
- is unisex, hence creates equality and helps to avoid discrimination
- takes the anxiety out of what to wear to school
- allows us to take part in practical activities without being too self-conscious
- is cost effective
- means that we represent the school proudly beyond the school gates

The Oak Leaf on our crest symbolises growth.

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 everyone to his/her full potential in a school atmosphere of harmony and shared community values. Our uniform is simple and unambiguous. Through it we hope that each student can be their own individual without fear of prejudice.

**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.pmgschoolwear.co.uk](http://www.pmgschoolwear.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.



# Our Nearly New Shop!

Here at KHS we are proud to run our very own 'Nearly New Shop'. This is led by a team of amazing, volunteer parent/carers and staff who feel passionate about this being a much-needed feature of our school. We sell a wide range of uniform including polo shirts, trousers, sweatshirts, PE Kit, dance kit, chef whites and more.

- There will be times when you need to replace a lost item.
- There will be times when you experience financial hardship.
- There will be times when your child has an unexpected growth spurt.

So please do swing by .....

**Uniform sale days are held on the:**

- **First Monday of every month during term time**
- **4pm**
- **Thomas Theatre Foyer**

**We accept donations of good quality uniform that can be upcycled too!**

**All money raised goes to charity 😊**



## **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) **SCHOOL TROUSERS** are available from COES/PMG – **no flares, cropped or tight-fitting trousers are allowed**. We are currently reviewing with our providers the variations in colour for trousers.
- b) The light blue **POLO SHIRT** and **NAVY SWEATSHIRT** with school crest are only available from COES/PMG.
- c) Jeans, chinos, casual trousers, T-shirts, casual or **HIGH FASHION WEAR** are not acceptable or suitable school dress.
- d) **FOOTWEAR** is often a contentious issue. Trainers, plimsolls, canvas shoes, boots and high heels are all unacceptable wear. Plain black, **low-heeled shoes should be worn**. Trainer-style shoes including VANS/CONVERSE/NIKE should not be worn.
- e) **HOODIES**/non-KHS branded sweatshirts are not permitted in school.
- f) We ask that students have a warm, waterproof **COAT** for outdoor wear as social time (break and lunch) is spent outdoors. A hood on such items is permitted for warmth/shelter.
- g) **JEWELLERY** must not be worn. This includes rings, necklaces, bracelets and alike are not permitted.
- h) **WATCHES** are allowed. Smart watches must be silenced (please note that in public examinations watches of any form are not permitted).
- i) **PIERCINGS**  
Ears – All students are allowed to wear one stud type earring per lobe. Clear retainers are allowed in any additional piercings in the ears only.  
**IMPORTANT NOTE**  
Nose studs – are not permitted.  
Facial, eyebrow, tongue, lip piercings – are not permitted.  
Expanders – are not permitted.  
Clear retainers in such piercings are not permitted.
- j) **MAKE UP** must not be worn. Painted, false and gelish nails are not acceptable.
- k) **NAILS** – Should be kept short and unpainted.  
**IMPORTANT NOTE**  
False nails, gels or painted nails are not permitted. If your child has their nails done during the school holiday, please ensure they are removed for their first day back.
- l) Extreme hairstyles including shaven, patterns, tram lines or mohicans are **not** permitted. Unnatural colours/dye such as reds, blue, pink, etc are not permitted.









# NAVY TROUSERS

ACCEPTABLE

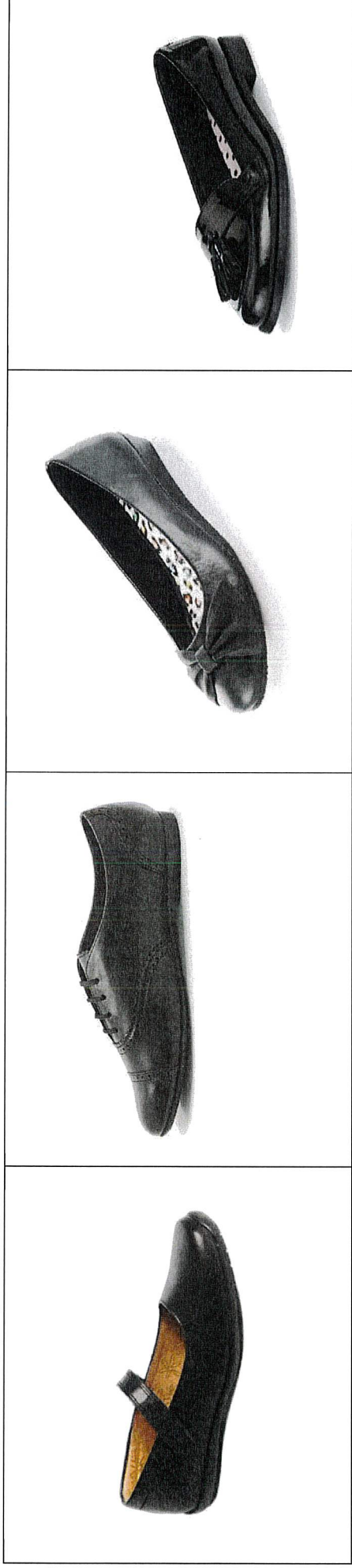


**UNACCEPTABLE**

 <p>SLIM FIT</p>		 <p>Too tight</p>
 <p>Blue skinny fit/jean like</p>	 <p>Combat style</p>	 <p>Chino style</p>



# ACCEPTABLE FOOTWEAR





# UNACCEPTABLE FOOTWEAR



Canvas lack  
stability



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



**Keep it simple.  
Wear it with pride.**

