

TROUTH  
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DELYVERE

prospectus 2011/2012



**KEHS**  
KING EDWARD VI  
HIGH SCHOOL FOR GIRLS

# introduction

## BACKGROUND

King Edward VI High School was founded in 1883, and moved to new buildings on its present site in Edgbaston, adjacent to King Edward's School (for boys) in 1940. Excellent facilities have been developed and the school is fortunate in having lovely grounds so near to the city centre.

There are approximately 550 girls of good academic ability from 11 to 18 years of age. The majority join the school at age 11 after taking an admission examination and stay for 7 years.

Some join at age 16 for a two year A-level course. Girls come from a wide area of the West Midlands and proceed to higher education.

## GOVERNORS – 2011/2012

Mr D Holmes (Chairman)

Mrs A Tonks (Vice Chairman)

Mrs J A Green (Bailiff)

Mr G Andronov

Mrs G Ball

Mr P Burns

Mr S G Campbell

Mr P A Christopher

Mr T Clarke

Mrs E East

Mr S Heer

Mr J F X Miller

Professor T Norris

Mr M J Price

Mr S M Southall

Mr M B Squires

Mr G P Thomas

The Chairman of Governors may be contacted at the following address:

Foundation Office  
Schools of King Edward VI in Birmingham  
Edgbaston Park Road  
Birmingham  
B15 2UD

# KEHS

KING EDWARD VI  
HIGH SCHOOL FOR GIRLS

## THE CURRICULUM

### THE CURRICULUM:

- aims to be distinctive in its strong academic emphasis, within a framework of the moral, social, aesthetic and spiritual development of the individual
- emphasises the importance of independent study and thinking
- aims to inspire a love of learning for its own sake and a pursuit of excellence in school and beyond
- includes areas not studied for examination assessment which are valued as much as those which are studied for external accreditation
- provides opportunities for service to others
- aims to complement a full range of extra curricular activities
- recognises that virtually 100% of girls will go on to degree courses

### SCHOOL ETHOS

The school works to promote an atmosphere where all members of the school community will try to act towards each other in a way which shows respect, consideration and an appreciation of others as individuals, regardless of race, religion or disability.

We strive to maintain a community which upholds high standards in a spirit of understanding and service to others. Social and moral issues are discussed with girls in many contexts and the importance of individual responsibility is stressed. We hope to foster good relations between staff and girls and between girls themselves.

Where inappropriate, dangerous or hurtful behaviour has occurred, individual strategies are discussed with those involved and appropriate staff, to ensure a more socially responsible way forward.

To establish our ideals, we rely much more on an atmosphere, a tradition that appeals to the heart and mind rather than on strict rules and punishments which are kept to a minimum.

### TEACHING GROUPS

There is no streaming at any stage. On entry at age 11, girls are divided into form units and continue in these groups for five years. Where there is a choice of course, girls work in groups according to the subjects taken.

All girls are encouraged equally. The school hopes to respond to each girl's needs on an individual basis. There is no positioning of girls in examinations - only grades are given.

**ENGLISH**

We aim to develop a love of literature and enhance communication skills through reading and studying a wide range of texts.

English Language and English Literature are taught as one integrated course in the first five years. Lessons include a variety of activities, a great deal of discussion and exploration of ideas through drama.

Formal elements of grammar, punctuation and other aspects of English usage are part of the first and second year syllabus, and features of language come under consideration throughout the course. The skills required for various forms of written communication, including creative and formal writing, are developed and practised.

**MATHEMATICS**

All girls follow a five year course leading to the higher level of the IGCSE.

Programmes of study are designed to encourage a positive attitude to the subject so that problem solving is approached with confidence, enjoyment and perseverance. Appropriate practical work helps to develop understanding and skill in using Mathematics in a variety of situations. A balance of individual and group work caters for different rates of progress.

In order to widen their mathematical horizons, girls are encouraged to enter national competitions and their success in these has been impressive. Each year some are selected to participate in the prestigious National Olympiads.

**SCIENCE**

Biology, Chemistry and Physics are taught separately throughout the school from entry at Year 7.

There is much emphasis on experimental work and this approach develops confidence as well as promoting understanding of scientific concepts.

All science lessons take place in well-equipped laboratories.

All girls continue with three separate sciences up to GCSE.

**MODERN LANGUAGES**

The modern languages department has specialist teachers in five modern languages. The first language, French, is compulsory through the first 5 years. Spanish is offered as an option every year in the Lower Fifth. German, Russian and Italian are offered as an option in the Lower Fifth on a two year rotating cycle. Girls entering the school in 2012 will have the choice of German or Russian and those in 2013 will be able to opt for Italian.

In each course girls are expected to acquire a good working knowledge of practical, everyday language and to speak and write it with confidence. A sound basis for more advanced study is also ensured.

The long term aim of the modern languages department is to kindle an interest in other cultures, to inform girls about life in other European countries and to give them the linguistic skills that they will require to succeed in the international employment market of the future.

Girls are encouraged to have correspondents abroad and take part in visits to the countries of the language being studied. They benefit greatly from conversation classes given by native speakers.

**HISTORY**

All girls study History in the first three years, and most girls take the GCSE course as an option in the fourth and fifth years. The emphasis is on a questioning approach that seeks to foster an appreciation of History as an interpretive discipline. Girls work with a variety of resources, and specialist staff employ a range of teaching methods intended to challenge bright pupils. The overall approach stresses the acquisition of both historical knowledge and analytical skills.

Topics studied in the first three years include aspects of the Middle Ages; change in the early modern world; and developments in British politics and society in the nineteenth and early twentieth centuries. At GCSE level the Modern World course is offered and considers the broad context of international relations from 1918 to 1939, supplemented by depth studies of Germany and the USA between the world wars, as well as of Britain between 1890 and 1918.

**GEOGRAPHY**

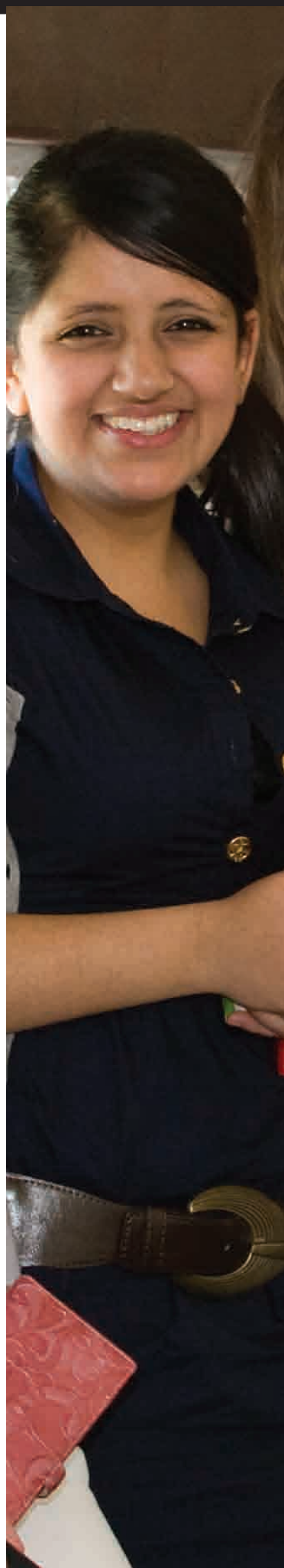
All girls follow the Geography course for the first three years. A range of topical issues are studied during this time, including population, weather and climate, hazards and global warming. Map work is an important element of the syllabus throughout the three years.

A variety of teaching strategies are used including group and individual work, essay writing and debating skills. Girls are encouraged to think independently about people, places, the environment and the way in which the world is used.

A large proportion of girls continue with the study of the subject to GCSE. We follow a varied syllabus which encompasses all of the important Geographical issues facing the world today.

**CLASSICS**

In the first year there is a brief introduction to the Classical World, including stories of the gods of the Ancient Greeks and exploration of some areas of daily





life through the medium of stories, games, dressing up and art activities. Some basic Greek language will also be studied.

All girls begin Latin in the second year and continue with the subject to G.C.S.E.

The Cambridge Latin course is followed. In this, various aspects of Roman civilization are studied and competence in language is developed so that girls are able to read and translate Latin literature in the later stages of the course. There is considerable use of audio-visual aids and links with other subjects are made.

Classical Greek is an option in the fourth year. A reading-based course book is used with the aim of teaching the language and introducing students to many aspects of Greek mythology, social life and history. The G.C.S.E. syllabus is completed in two years and consists of a study of Language, Literature and Life.

#### **RELIGIOUS STUDIES**

Girls of all faiths or none are welcome in the school and the foremost aim of the Religious Studies department is to offer an inclusive curriculum to ensure that every student feels able to make a significant and valued contribution.

The general course followed by girls in the first five years includes a study of the six major religious traditions of the World: Hinduism, Judaism, Buddhism, Christianity, Islam and Sikhism, as well as some study of the Bible. Debate and discussion of moral, ethical and philosophical issues is also incorporated. An open and enquiring approach to the serious academic study of the subject is encouraged.

In the fourth and fifth years a G.C.S.E. course on Christianity and Judaism is a popular option.

#### **ART & DESIGN**

A modern, purpose-built centre contains excellent facilities for Art & Design - two studios for general Art & Design, separate studios for ceramics and textiles, facilities for photography and computer-aided design and a library housing a comprehensive range of books, magazines and audio visual resources. As well as a splendid exhibition foyer. The school also benefits from its close proximity to the University of Birmingham's Barber Institute of Fine Arts which gives a unique opportunity for regular access to one of the finest collections of Art in the West Midlands.

In the first three years all girls follow a broadly based course which develops skills in drawing, painting, ceramics, graphic design and mixed media. The syllabus is structured to meet the full requirements of the National Curriculum. Appreciation of aesthetic and functional aspects of art, craft and design is encouraged at all stages.

An optional G.C.S.E. course in years four and five is a most popular choice. The Edexcel syllabus followed is assessed by coursework and a controlled test. Exhibitions are held in

the department in the summer of each academic year.

#### **MUSIC**

There is a great deal of music-making of a high standard in the school, much of it in extra-curricular time in conjunction with boys and staff from King Edward's School.

The department has excellent facilities: a teaching room with good quality audio equipment, a keyboard room with thirteen Yamaha keyboards - sufficient for a junior form. Computers are also used for class teaching using "Sibelius". There is a large rehearsal studio and eight individual practice rooms, and also a pipe organ in the school hall.

Each girl follows a three year course which is broadly based on the guidelines of the National Curriculum to include listening and appraising music, performing and composing. The performing topics include singing which is regarded as being very important and continues to be popular. A balance is kept in class activities between information and enjoyment of the subject for its own sake. Girls arrive at the school with a very wide diversity of musical backgrounds and we aim to accommodate the needs of all.

In the fourth and fifth years a G.C.S.E. course is offered as an option.

Individual instrumental lessons at an extra fee can be arranged in school with visiting teachers in a great variety of instruments (pianoforte, violin, cello, horn, organ etc). Individual singing lessons can also be arranged.

A leaflet is available giving more detailed information.

#### **CREATIVE LIVING**

A non-examined course - "21st Century Creative Living" has been developed for the first three years. This comprises of short courses in a variety of subjects which enable the girls to acquire practical skills in many areas, and also gives opportunities for creativity.

These courses include: Animation, Ceramics, Drama, Electronics, Food Studies, ICT, Photography, Teambuilding and Textiles.

#### **INFORMATION AND COMMUNICATION TECHNOLOGY**

In the first year there is a separate course in Information and Communication Technology in which girls become familiar with the use and scope of the network of computers which we have in two spacious rooms. Girls are encouraged to apply what they learn to other areas of the curriculum and to use the computer facilities in their own time. A variety of topics is covered, including Powerpoint presentations, Excel, and website design.

## 06 Curriculum information... The First Five Years

### PHYSICAL EDUCATION

The school has first rate sports facilities including a modern sports hall, indoor swimming pool, netball/tennis courts, and two full size, artificial, sand based hockey pitches, a grass hockey pitch and a fitness suite. All facilities are on the main school site.

Participation is the most important feature in steering all through a varied physical education programme. Girls have the opportunity to extend their physical and social skills within a controlled and disciplined environment. All girls are encouraged to participate in the variety of extra curricular activities available to them. Many are involved in the pursuit of excellence in both team and individual sports.

In the first year, girls spend six week blocks focusing on a particular activity, giving them the basis with which to develop skills and an understanding of the activities being covered. They participate in hockey, netball, dance, gymnastics, swimming, fitness, rounders, tennis, athletics and volleyball, and are given taster lessons in football and rugby, orienteering and badminton.

In the second year, skills as well as tactical understanding are developed and all activities are revisited from the first year, although instead of focusing on the development of swimming strokes the girls explore synchronised swimming as an activity.

In the Upper Fourth the girls continue to spend six week blocks on an activity. Through working in teams, the girls examine the various roles that are integral for successful team work.

In the Lower and Upper Fifth, different activities, such as basketball, volleyball, lifesaving, softball, are focused upon, and there are opportunities to utilise the cardiovascular and free weight equipment available in the fitness room. In the Lower Fifth, Junior Sports Leader's award is offered, which gives girls the opportunity to develop their organisational and communication skills as well as enhancing leadership qualities.

In the Lower Sixth, some external coaches are invited into school to enable girls to follow a wider range of activities, which include yoga, kick boxing and aerobics.

### SIXTH FORM COURSES

Information about these is given in a separate pamphlet.

### CAREERS AND UNIVERSITY SELECTION ADVICE

Our aim is to help girls make informed personal careers decisions by promoting a wide awareness of the vast range of career opportunities available to them. Girls are also guided through the university

selection and application procedures to ensure they choose the courses and institutions best suited to them as individuals.

The programme begins in the autumn term of the Upper Fifth year. Each girl has an individual interview with the Head of Careers in which they discuss preliminary university and career plans (if the girl has any as yet) and consider girls' AS choices for the Lower Sixth in the light of these. Each girl then completes a computerised objective assessment. The autumn term in the Upper Fifth also sees a series of 5 timetabled talks by 15 outside experts covering a wide range of careers and GAP Year opportunities.

Lower Sixth girls, as part of their General Studies course, have 5 weekly sessions on university selection and interview techniques and, immediately after the end of AS examinations in the Summer term, a 'UCAS Morning' which includes mock interviews by experienced outside interviewers and practical workshops where every girl starts to write her UCAS Personal Statement.

In the Upper Sixth there are mock interviews arranged, with both school staff and outside interviewers, ongoing advice as university offers start to come through, and extensive advice and support when A2 results are received.

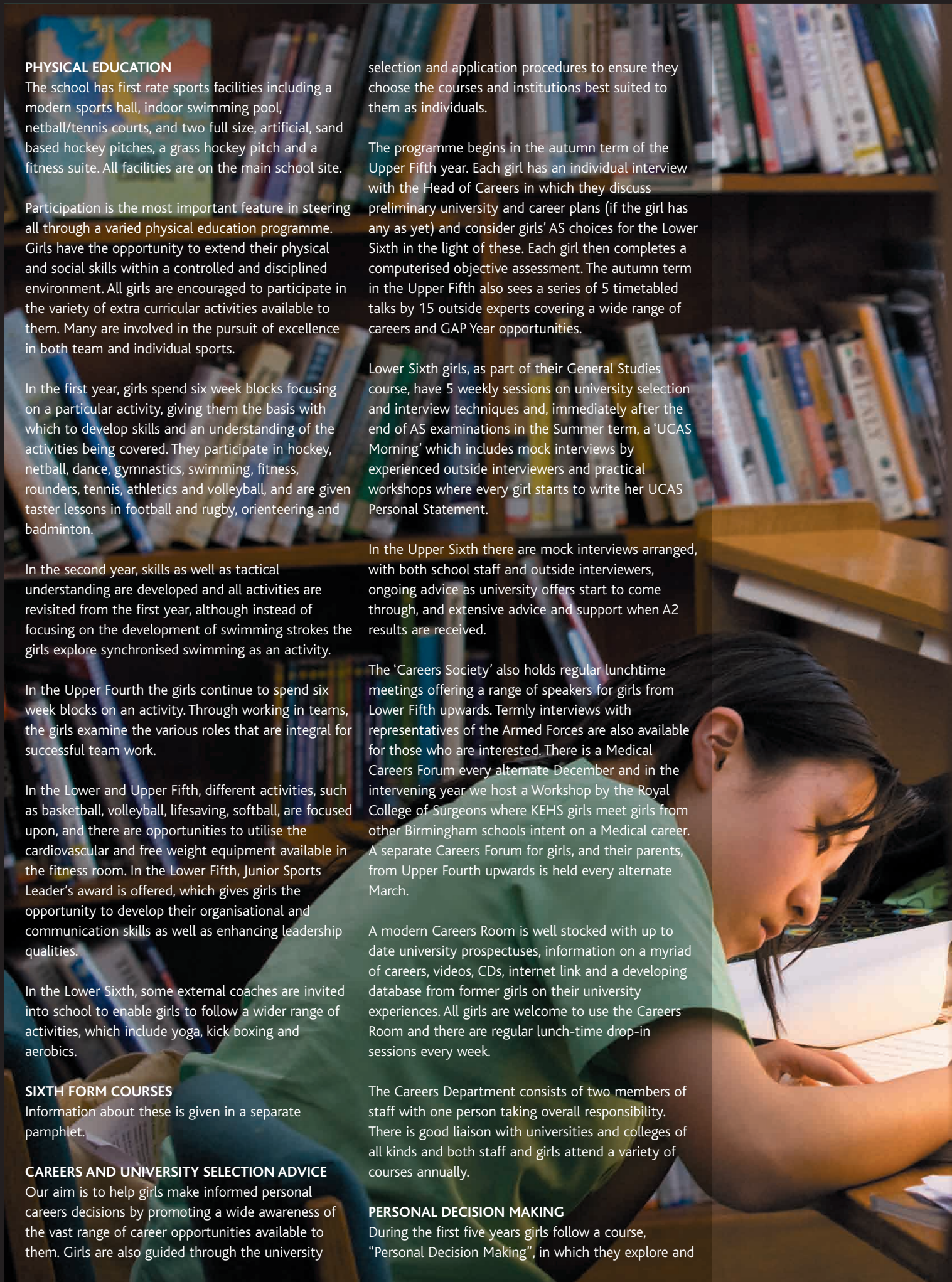
The 'Careers Society' also holds regular lunchtime meetings offering a range of speakers for girls from Lower Fifth upwards. Termly interviews with representatives of the Armed Forces are also available for those who are interested. There is a Medical Careers Forum every alternate December and in the intervening year we host a Workshop by the Royal College of Surgeons where KEHS girls meet girls from other Birmingham schools intent on a Medical career. A separate Careers Forum for girls, and their parents, from Upper Fourth upwards is held every alternate March.

A modern Careers Room is well stocked with up to date university prospectuses, information on a myriad of careers, videos, CDs, internet link and a developing database from former girls on their university experiences. All girls are welcome to use the Careers Room and there are regular lunch-time drop-in sessions every week.

The Careers Department consists of two members of staff with one person taking overall responsibility. There is good liaison with universities and colleges of all kinds and both staff and girls attend a variety of courses annually.

### PERSONAL DECISION MAKING

During the first five years girls follow a course, "Personal Decision Making", in which they explore and



discuss a wide range of issues which call for personal choice and help develop some life skills. In the first year, this is delivered in the form period and in following years in a timetabled PDM lesson. Several staff and outside experts are involved in the programme which includes units on study skills, first aid, relationships, business and finance, personal health, drugs, citizenship, practical relaxation and self defence.

#### EXTRA-CURRICULAR ACTIVITIES

##### REGULAR ACTIVITIES AND SOCIETIES

There is a very full programme of extra-curricular activities, some joint with King Edward's School. Senior girls often help in the organisation of these. They include the following:

##### Thirds and Lower Fourth

U12, U13 Hockey, Netball, Swimming, Tennis and Rounders teams  
 Junior Choir  
 Junior Christian Union  
 Junior Drama Club  
 Junior Dance Workshop  
 Junior Maths Club 3rds only  
 Junior Science Club  
 Beginner Swimming  
 Junior History Group (joint with KES)  
 Prose Reading Group  
 Junior Creative Writing Society  
 Gymnastics

##### Upper Fourth - Lower Fifth

Badminton/Squash Club  
 Duke of Edinburgh Award Scheme  
 Photography Club  
 Rounders Clubs  
 Drama Club  
 Senior Dance Workshop  
 U14 Hockey, Netball, Tennis, Swimming and Rounders Teams  
 Intermediate Drama Club  
 Junior Creative Writing Society

##### Lower Fifth - Upper Sixth

Senior Dramatic Society - Joint  
 Lower Fifth Dramatic Society - which includes KES 4th year  
 1st XI, U16, and U15 Hockey and Netball teams  
 Indoor Hockey  
 Senior and U15 Tennis teams  
 Senior Dance Workshop  
 Basketball Club  
 Senior Badminton/Squash Club  
 Senior Choir  
 Russian Society  
 Duke of Edinburgh Award Scheme  
 Amnesty International  
 Choral Society

Aerobics  
 Basic Food Hygiene  
 Debating Society  
 Senior Creative Writing Society  
 Shakespeare Film Society  
 Song Writers' Society

##### Sixth Form Joint with King Edward's School

Anagnostics  
 Eurodrama  
 Modern Languages Society  
 Senior Dramatic Society  
 Shakespeare Society  
 Economics Society  
 Senior Christian Union  
 Inter-Faith Discussion Group  
 Scientific Society  
 Maths Society

##### King Edward VI High School for Girls only

Breakfast Club  
 Fitness Club  
 Geographical Society  
 Organisation of a wide variety of Community Service activities, including:  
 Parties for Old People, Day Trip for Under-Privileged Children, Summer Fête  
 Young Enterprise companies  
 Production of the school magazine, 'Phoenix'  
 Visits to (foreign language) films, as well as visits to plays, workshops and lectures University Open Day visits and Insight courses  
 Staff/Sixth Form Reading Group  
 History Society  
 French Cinema Society

##### Activities Involving the Whole School

Swimming Club/Life Saving  
 Football Club  
 A wide variety of Fund Raising events for charity and other community service activities  
 Musical activities and drama productions which are carried out jointly with King Edward's School  
 Junior and Senior quiz teams involved in inter school competitions  
 Writers' Workshops  
 Living History Group

##### Overseas Visits

A number of departments including Art, Classics, Modern Languages, R.S., P.E., have organised subject specific overseas visits in the last few years.

##### Sport/Physical Recreation

Teams in hockey, netball, tennis and rounders regularly play inter-school fixtures on some weekday evenings and most Saturday mornings. There are badminton, swimming, life saving, archery, fitness, volley ball, squash, fencing and gymnastics clubs. Senior and junior dance workshops prepare an annual presentation.

### Music

Weekly activities provide opportunities for any girl to take part in some music-making whatever her level of musical achievement. They include Wind Band, Concert Band, Symphony Orchestra, Concert Orchestra, String Orchestra, Jazz Band, Chamber Music, Choral Society and Junior Choir. Regular concerts are given; the highlights of the school year are the Christmas and Summer Concerts.

### Drama

In addition to the increasingly popular annual Junior and Senior productions, there are several drama clubs which meet regularly and stage more informal presentations. A Stage Crew option for sixth formers also provides opportunities for theatre design, set construction, lighting, props, costume, publicity and stage management.

A well equipped drama studio allows for work-shop style productions.

Recent Senior productions have included 'Les Miserables', 'Sweeney Todd', 'Great Expectations', 'Romeo & Juliet' and 'Hairspray'.

### The Duke of Edinburgh Award Scheme

Many girls take part in a range of school-organised practical activities and expeditions which enable them to qualify for Duke of Edinburgh awards.

### Expeditions and Trips

Expeditions of various kinds form an important part of school life both in term-time and during the school holidays. These include theatre trips, visits to places of historical, geographical, scientific or classical interest, ski trips, tours of art galleries, treks and outdoor challenges. If a trip is considered to be of importance for an external examination, the school will offer subsidy to those on an Assisted Place on request.

### Community Service

A wide variety of fund-raising events are organised by girls to support charities of their choice. In addition senior girls give practical help with projects in the local community and run community events in school for the elderly and for young children.

## ADMISSIONS PROCEDURE

### ADMISSIONS PROCEDURE

#### Selection process

- The school seeks to identify applicants who will flourish at KEHS by considering how their standard in the admissions examination matches the standards of the school.
- The school considers both the candidates' raw score on admissions papers and examines their individual papers.

- The school considers information from the candidate's primary school and any other relevant information.
- Most applicants are admitted into school within their appropriate age group, but occasionally places are sought outside the normal age group. Each girl is considered on her own merits.
- KEHS does not discriminate against race, creed, colour, nationality or national or ethnic origin. All applicants reaching the required standards have equal opportunities.
- Applications from prospective pupils with a disability are assessed on the basis of their academic suitability for the school and the criteria and procedures used will not debar or disadvantage applicants with disabilities. Discussion about the support required for pupils will be separate from assessment of suitability

### ENTRANCE EXAMINATIONS

#### At age 11

Closing date for applications - 19th January 2012 for entry in September 2012.

Girls are examined at the school in English and Mathematics, and there is also a Reasoning test. The syllabus is such as should normally be covered by girls of good ability, and no special preparation is advised. Papers set in previous examinations are not available.

#### 11+ Entrance Examination

The examinations are held on two successive days and the procedure is usually as follows:

<b>Day 1</b>	<b>English</b>	<b>1 hour</b>
	<b>Mathematics</b>	<b>45 minutes</b>
	<b>Reasoning</b>	<b>1 hour</b>

<b>Day 2</b>	<b>Mathematics</b>	<b>1 hour</b>
	<b>English</b>	<b>1 hour</b>

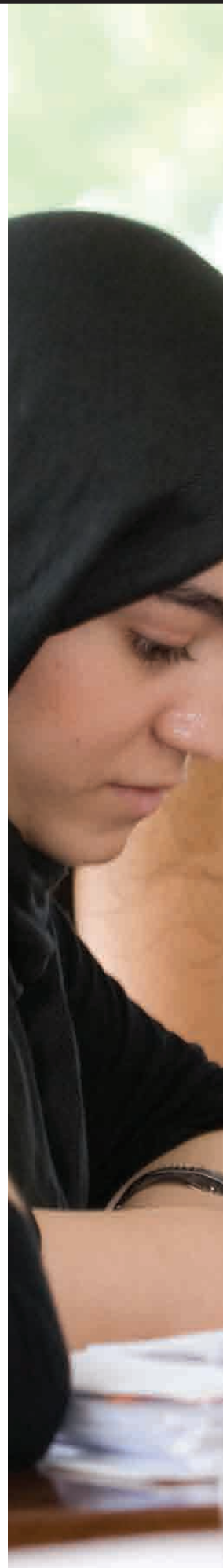
The order and length of papers is subject to alteration.

#### English Papers

Both English papers in the entrance examination are designed to test reading and writing skills and to explore a candidate's potential. In the past poems, pictures and passages of prose have appeared on the papers for candidates to examine. Tasks have included comprehension type questions, creative writing and an opportunity to respond personally to the stimulus material. Candidates are given time at the beginning of each examination to read the paper through and are advised to spend this time familiarising themselves with the material, the questions and the instructions on the paper. They should endeavour to answer questions fully and appropriately.

#### Mathematics Papers

The papers consist of a series of questions of varying lengths, which are designed to test the candidate's ability to use and apply the straightforward processes of arithmetic. No calculators of any kind are allowed. Formal knowledge of algebra and geometry is not required. Some questions are deliberately



designed to test response to a simple but unfamiliar mathematical idea for which no previous knowledge is required.

It is emphasised that candidates should show their working clearly, and not assume that it is only the answer which is of interest to the examiner.

### General Information

All papers are designed to be accessible to any girl performing well at Key Stage 2. We are not looking for what a candidate has been taught so much as for what they might be able to achieve and are aware of the diverse educational experiences of our candidates. All examinations are set and marked by staff at the school and each girl's scripts are discussed and considered before a decision on offering a place is made. Every year there are more able girls sitting the examination than we have available places and some girls not offered a place will be put on our waiting list. Those girls will have shown us that if a place became available, they will be well able to succeed with us.

Girls must have reached the age of 11 years by 31 August following the examination. Girls younger than this can be considered in some circumstances; parents of such girls are asked to communicate with the Principal in the previous Autumn Term.

The school will do its best to accommodate potential candidates who have particular needs of any kind. In the first instance, families are asked to make an individual approach to the Principal.

### Entry at ages 12 to 15

Should we have no current vacancies, we may set an assessment examination in January at the same time as the 11+ examination so that girls can be considered for places should a vacancy occur during the academic year. Successful candidates would then be put on a waiting list on the understanding that a vacancy may not occur.

All applicants are required to sit assessment tests and are admitted if the standard reached indicates that they are of the academic calibre of girls who entered the school at 11. Applicants may also be called in for interviews.

### Entry at 16

There is an entry each year into the sixth form for girls wishing to study A-level. Application should be made to the Principal as early as possible in the preceding academic year. All applicants are required to sit entrance examinations, and some are called for interview. The school warmly welcomes a number of new girls into the Sixth Form each year.

### SCHOLARSHIPS

Up to two full scholarships may be awarded on the results of Entrance Examination to girls entering the first year. These scholarships are offered as a part of full fees. A scholarship over 50% would not be awarded; normally each full scholarship is divided between up to eight girls as there is usually a number of very able girls applying. Scholarships are independent of parental income and are normally tenable for 7 years.

### BURSARIES

#### Assisted Places

The Governors' assisted places scheme is means tested and parents wishing to apply for fees remission must complete and return annually a statement of income form. The scheme aims to ensure girls who would benefit from King Edward VI High School's education can come, irrespective of parental income. There are a limited number however, and places are awarded on the basis of results in the Admissions examinations.

#### MUSIC BURSARY

The Thomson Music Bursary is offered to one girl on the Governors' Assisted Places Scheme. The bursary pays for one year of instrumental individual tuition lessons. Parents of girls eligible are informed about this bursary.

#### FEES

Fees are payable not later than the first day of each term.

The termly tuition fees for the school year 2011/2012 are £3405 (£10,215 p.a.) The fees for the school year 2012/2013 will be published by June 2012

#### OPEN MEETINGS

Open evenings and Saturday mornings for prospective parents and girls have been arranged as follows:

**2011**    **Thursday 30th June**  
**5.00 pm - 8.00 pm**  
**Saturday 8th October**  
**9.45 am - 12.00 noon**

**There will be an Open Evening for 16+ entry on Wednesday 28th September 2011 from 4.30 - 6.00 pm.**

**2012**    **Saturday 7th January**  
**9.45 am - 12.00 noon**

There will be introductory talks at 11.00 am for 11+ Entry on both Saturdays, and a 16+ introductory talk at 10.30 am at the January meeting. These talks will include some general information about admissions' examinations.

Enquiries are welcome at anytime

#### DATES OF EXAMINATIONS

##### Entrance Examinations

##### 11+

Thursday 26th and Friday 27th January 2012  
 (Closing Date - Thursday 19th January 2012)  
 (Girls born between 1.9.00 - 31.8.01)

##### 16+

Saturday 25th February 2012  
 (Closing Date - Friday 3rd February 2012)  
 (Girls born between 1.9.95 - 31.8.96)

**OTHER INFORMATION****ASSEMBLIES**

There are daily assemblies, some whole school and some in forms.

These take a variety of forms but the material presented is usually of a spiritual, ethical or community nature. It is hoped that girls of all faiths or of none feel equally welcome.

**ADMISSION CEREMONY**

This is held in June for new girls and their parents; it is an introduction to the School.

**UNIFORM**

All girls are required to conform to the rules governing school uniform. Uniform is not worn in the Sixth Form but Sixth Formers are expected to dress suitably.

**BOOKS & STATIONERY**

These are provided by the School.

**SCHOOL HOURS**

Monday to Thursday: 8.45 am to 4.00 pm; Friday: 8.45 am to 3.20 pm. Pupils in Year 7 finish lessons at 3.20 pm on four days and 4.00 pm on the other day.

There are special buses daily from and to Solihull (via Acocks Green and Moseley), Stourbridge and Walsall.

**MEDICAL INSPECTIONS**

These are held regularly by the School Medical Officer, the first in the term preceding entry, if possible.

A school matron is responsible for looking after girls who become ill or are injured. Parents are required to give telephone numbers where either can be contacted if necessary.

**LUNCH**

Both full and snack meals are available. Girls may also bring packed lunches to eat in the school dining room. The Catering Department also provide food at morning recess and breakfast from 8.15 am.

**COMMUNICATIONS**

Parents are welcome to contact teachers over concerns. Each girl will have a form teacher and pastoral co-ordinator. One Deputy Principal oversees pastoral matters and the other Deputy Principal, academic matters.

The Principal is always pleased to see parents by appointment. Meetings with year-groups of parents are held annually. Parents are very welcome at a variety of activities - e.g. plays, concerts, matches. The Parents' Association organises a range of social events.

**THE PARENTS' ASSOCIATION**

The Parents' Association provides a valuable opportunity for social contact.

**PARENTS' UNDERTAKING**

Before admission is granted, parents are required to sign the School Form of Undertaking, the terms of which are:

1. To conform to the School Rules (copy of current rules shown below).
2. To pay the fees when due.
3. To give due notice of the intention to remove the pupil.
4. To pay for any wanton damage done by the pupil.
5. Not to take the pupil out of School in term time without the prior permission of the Principal except in case of illness.
6. The pupil shall normally reside in the parental home while a pupil at the School. Any other arrangements must have the written consent of the Governors in advance.

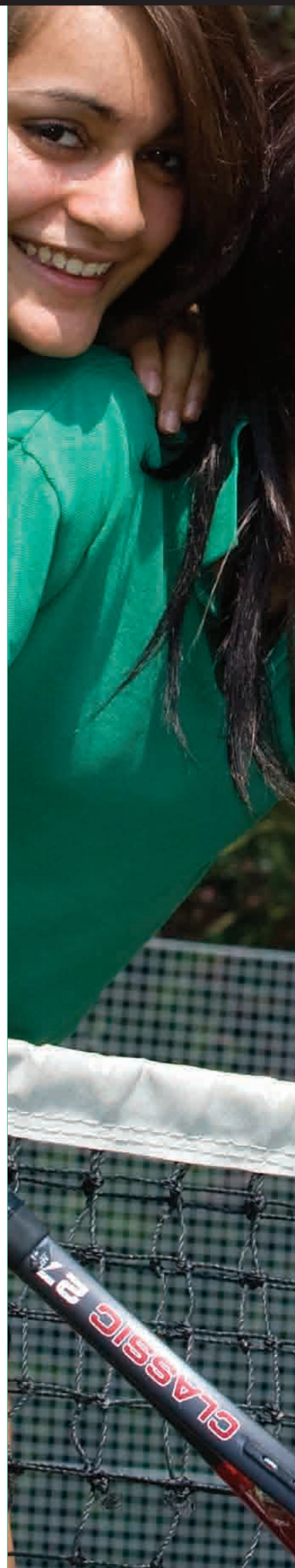
**SCHOOL RULES**

All pupils of the school are bound by the following Rules, and by such other Rules and Regulations as may be made from time to time by the Principal.

- 1 **Health** The instructions for exclusion from school in case of infectious or contagious disease indicated on the health chart provided by the school must be observed. A medical certificate is required in some instances on return to school. Girls must present themselves for medical inspection by the School Medical Officer when called upon to do so.
- 2 **Attendance** The usual hours of attendance, which may be modified on occasion, are:- Monday to Thursday inclusive, from 8:45am to 4:00pm for most girls, and Friday 8:45am to 3:20pm for all girls. The school does not organise supervision outside these hours, unless parents are notified of special arrangements.

It is essential for girls to attend school regularly and punctually, and any girls not attending punctually at the appointed hours or being absent (except in case of illness) without permission previously obtained from the Principal, is liable to dismissal.

Parents are asked to phone or fax school as early as possible in the morning on the first day of absence due to illness. When absence is caused by illness, even for one session, a letter from a parent must be brought on the girl's return, stating the cause and dates of absence. After three days' absence, a letter should be sent to the Principal stating the cause of the continued absence.





**3 Care of Property** All personal property and school books must be clearly marked with the owner's name. Money should always be carried in a marked purse on the person, or given in at the School Office. Care should be taken that it is never left in desks or cloakrooms.

Although every care will be taken to prevent losses, the Governors cannot accept responsibility for the loss of pupils' clothing or effects.

**4 Uniform** All girls below the Sixth Form are required to wear School Uniform, including when travelling to and from school.

**5 Notice of Leaving** Before the removal of any pupil from the school, notice in writing must be given to the Principal not later than the first day of the girl's final term at the school. In default of such notice being received, a sum equal to a term's fee must be paid in lieu of notice.

**6 Use of illegal substances, smoking or the drinking of alcohol** is not allowed, either in school, or on any pupil related activity including travelling to and from school. The possession or use of any of these items in school-related situations will be subject to disciplinary action, and may result in suspension or expulsion

**7 Sanctions** The admission of a girl is conditional on acceptance of the rules and expectations of pupils published by the school from time to time. While every effort is made to inform parents about serious breaches of school rules, it must also be accepted that the Principal has complete discretion in the imposition of sanctions, including suspension or expulsion.

Where parents consider that a particular sanction is unjustified they may follow the Complaints Procedure which is available from the School Office and published on the School Website.

#### SCHOOL POLICIES

Copies of the following school policies are available from the school and on the website:

Accessibility Plan	Equal Opportunities Policy
Admissions Policy	First Aid Policy
Alcohol and Tobacco Policy	Health & Safety Policy
Anti-Bullying Policy	Physical Needs and Learning Support Policy
Behaviour Policy	Pupil Sanctions Policy
Careers Education	Record Keeping Policy
Child Protection Policy	Reports and References Policy
Complaints Procedure	Safeguarding Policies (7 linked policies on Child Protection)
Curriculum Policy	Trips and Visits Policy
Disability Policy	Teaching and Learning Approaches
Discipline and Exclusion/ Reward and Sanctions Policy	Use of ICT, Mobile Phones and Electronic Devices
Drugs Policy	Work Experience Policy

The image shows three young women in school uniforms walking down a set of stone steps. They are wearing bright green short-sleeved shirts and black skirts. The background features a large brick building with a prominent clock tower and a spire. The scene is set outdoors with green trees visible on the right side.

# KEHS

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HIGH SCHOOL FOR GIRLS

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