



# Kendrick School

## Joining Year 7 in September 2022

### Information for Parents/Carers

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## WELCOME FROM MS KATTIRTZI, HEADTEACHER

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Dear Parents and Carers

It is my great pleasure to welcome you to Kendrick School. I hope you are looking forward to becoming part of the Kendrick community. We eagerly await the arrival of the new students, and many plans and preparations are being made to make their start as easy as possible.

When students join Kendrick they will see and hear the phrase ***lead, inspire and make a difference***. This is my vision for the school and which the students and staff understand and appreciate. I hope that when you become and parents and students of Kendrick you will join me in working towards this vision. You will also hear about the **Kendrick Pledge** which you can read below. This statement outlines the values that we strive to adhere to and the expectations I have of everyone in our school community.

I very much look forward to meeting you all in the very near future.

Bests wishes



**Ms Christine Kattirtzi**

**Headteacher**

## THE KENDRICK PLEDGE

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The Kendrick Pledge is a statement of intent for all of us who are associated with Kendrick School. Students will hear more about it when they arrive in September.

***We, the students, staff and friends of Kendrick School, pledge to uphold the values of friendship, kindness and respect.***

***We promise to stand against prejudice, ignorance and injustice in all its forms, promoting the values of equality, tolerance and justice for all.***

The Kendrick Pledge acknowledges and supports British values of democracy, individual liberty, the rule of law and the mutual respect and tolerance of those with different faiths and beliefs and for those without faith. Our pledge and British values are promoted as part of students' Personal Development and the school's Social, Moral, Spiritual and Cultural (SMSC) education.

## INTRODUCTION TO YEAR 7

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**Organisation:** Students joining Year 7 are in four forms of 32 and their form rooms are in the Horizons Building. They each have a form tutor and they are:

7MAH – Miss Heath  
7ABM – Ms Morando  
7WM - Frau Muller  
7HES - Dr Smalley

**Staff:** The Head of Key Stage 3 is **Mme Hulley** and there are two Assistant Heads of Key Stage 3 and they are **Miss Buckley and Miss Hyde**. These staff have overall responsibility of the for the academic progress and welfare of students in Years 7, 8 and 9.

**Transition to Secondary School:** There is a comprehensive and enjoyable transition programme for all Year 7 students, including taster days, an Information Evening for parents and students, remote informal meetings with the tutor, and a summer school. We work with each student's primary school to obtain important transition information and follow up any concerns with parents and the school. We work very closely with those parents and the primary school of students with SEND to ensure their individual needs are taken into account and to enable a smooth as possible transition to Kendrick School.

**Curriculum:** The curriculum at Key Stage 3 is organised to provide a broad and balanced curriculum, based on the National Curriculum with the intention of developing students prepared for the next stage in their school life and beyond Kendrick. The curriculum is challenging, extends knowledge, experience and imagination in ways which develop critical and analytical capability, awareness of moral values and capacity for enjoyment. Students study a variety of subjects in Key Stage 3 and details of all our curriculum programme is [here](#).

**Homework and Homework Diaries:** Students should expect to be set about 45 minutes to one hour of homework a day. Subject teachers will negotiate with the students when to set homework and which day of the week it will be due. Students are provided with a homework diary in which they are required to write down the homework they have received and the date it is to be completed. Form Tutors check diaries regularly and parents are asked to do so too so that homework is acknowledged and any notes or communication between teachers and home is noted.

**Inclusion and SEND:** Within the context of our policy for equality of opportunity, the school through its Inclusion and SEND Co-ordinator, has devised appropriate policies and procedures to meet the legal requirements for special educational needs, taking account of the Code of Practice. Staff recognise the need to support students of all abilities and needs within the school. Support is provided mainly by sensitive teacher intervention, but sometimes by working with smaller groups of students. All departments review their range of teaching strategies to ensure that they meet the needs of all students. They are careful to provide challenging, but appropriate, work to enable students to succeed with confidence. Form tutors and Heads of Years track achievement in relation to standards on entry and identify promptly students who are underachieving. Additional support is given to these students and parents are consulted where appropriate. There are some students with physical or emotional needs; staff are made aware of specific problems and follow specific procedural guidance for each student. The school's Inclusion policy is available on the website.

**Personal Development and PSHCE:** Students personal development is delivered across the formal and extracurricular life of the school. Students are encouraged to take opportunities that present themselves, get involved in clubs and societies, be involved in the House system, competitions and any other activity that enables them to work together, collaboratively to develop the well-rounded young person Kendrick strives to enable each and every student to become.

**Activities and Clubs:** Kendrick offers a rich and varied programme of extra-curricular activities. The school encourages all students to participate in at least one activity during the school year and many choose to involve themselves in several. There is also the opportunity to set up any activity that is currently not available if there is

sufficient student interest and staff support. A programme of the extra-curricular activities will be made available to all tutor groups early in the autumn term. The main extra-curricular activities are PE and Music. A list of the clubs available can be found [here](#).

**Monitoring and Reporting:** Three reports in Year 7 are sent home to parents/carers. In the autumn (Term 2) following a profiling interview with the tutor an interim report is sent home highlighting attitude to learning in the first term. By February all subject teachers will have made base line assessments of each student's attainment level and this is reported to parents/carers. In the summer (Term 6) a full report is sent out to parents/carers; this report contains grades for each subject including teachers' assessment of attitude to learning, attainment and progress. Each student discusses their overall progress with their tutor and agrees a general comment and personal targets based on the contents of the report which are recorded in homework diaries. You will also be invited to a Parents' Consultation Afternoon later in the year. Reports are sent to parents/carers electronically.

**Profiling Days:** As part of our programme of assessment and reporting the students receive an interim profiling interview with their form tutor, which is then followed up by an interim report to parents. There are two profiling sessions – one in the Autumn Term (November) and one in the Summer Term (July). The profiling days will be confirmed in the school calendar at the beginning of September and parents/carers will receive timings nearer the dates.

**Educational Trips:** Throughout their school life at Kendrick School there are several opportunities for students to go on educational school trips both in the UK and abroad. All Educational Day Visits taking place during a student's years at Kendrick School are covered by the Kendrick School Parental Consent Form completed at the beginning of their first term at Kendrick.

Parents and carers are notified of every educational visit in which their child might participate. An email is sent giving details of the proposed visit and requesting consent for that particular trip. If consent is not given on time, your child will not be able to attend the trip. Parents and carers will also be asked to notify the school of any changes to the information previously provided on the Kendrick School Parental Consent Form. It is very important that parents update the school on changes to medical information for their child.

For residential visits or day visits involving hazardous activities, additional consent will be sought. In addition to a Parental Consent Form, a further form (OHA2) has to be completed for Residential Educational Visits or those Day Visits involving hazardous activities. These forms are sent to parents on a specific Educational Visit basis. All forms are retained by the school until students are 18 years old.

**Voluntary Payments for School Trips:** The Education Reform Act makes it clear that parents and carers can only be asked to pay on a voluntary basis for activities which take place in school time. No funding is provided to help support trips and activities and the school is therefore dependent on the goodwill of parents and carers. If insufficient voluntary contributions are received to cover the costs it may be necessary to cancel the event.

Students whose parents are experiencing financial difficulties to fund trips and activities may be helped from school funds. Parents requiring some financial assistance are requested to write to Ms Kattirtzi, Headteacher and the matter will be handled discreetly and confidentially. Students in receipt of Pupil Premium funding will receive financial assistance for the funding of school trips and resources.

## **SAFEGUARDING AND INTERNET SAFETY**

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Keeping students safe at Kendrick School is our key priority. Schools have a statutory duty to promote and safeguard the welfare of children. Kendrick School recognises its legal duty to protect children from harm and respond to child abuse. All staff have a duty of care both collectively and individually. We believe that every student has, at all times, and in all situations, a right to feel safe and protected from any situation or practice that results in a student being physically or psychologically damaged. We agree that we have a primary responsibility for the care, welfare and safety of the students in our charge. All staff will, at all times, act proactively in student welfare matters, especially where there is a possibility that a student may be at risk of significant harm.

Designated Safeguarding Officer  
Safeguarding and Inclusion Governor  
Deputy Designated Safeguarding Officers:

Mr Nick Simmonds, Deputy Headteacher  
Mr Will Whittingham  
Mrs Gill Hearn, Head of Sixth Form  
Mr Will Stride, Head of Key Stage 4  
Mme Sylvie Hulley, Head of Key Stage 3  
Mrs Jo Hackett, Student Welfare and Attendance Officer

Kendrick School seeks to adopt an open and accepting attitude towards students as part of their responsibility for pastoral care. The school hopes that parents and carers and students will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.

Students' worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot guarantee confidentiality if concerns are such that referral must be made to the appropriate agencies to safeguard a student's welfare. If or when staff have concerns or suspicions about a student's physical, sexual or emotional well-being or that they are being neglected, we will take action.

**Internet and E-Safety:** Every student has their own email account and Google Drive and there is access to the computers at lunchtime and after school. E-safety is a high priority at Kendrick School. Guidance and information is regularly given to students in their Computing and PSHCE lessons as well as in assemblies to remind and inform them of E-safety. All students and staff are required to read and sign the E-Safety Policy. Please read the [Internet and E-Safety Policy and other online safety advice and information](#) on our website. Students will be asked to read this carefully and sign to agree they will follow the principles.

If you would like to know more about protecting your computer at home and online safety resources please visit which will give you guidance about how to set up your computer to protect it against viruses, spyware, identity theft and be safe online. If you have any queries on Internet and/or E-safety please contact Mr Geoff Hill, Assistant Head, at the school. <https://support.microsoft.com/en-us/windows/keep-your-computer-secure-at-home-c348f24f-a4f0-de5d-9e4a-e0fc156ab221> <https://www.microsoft.com/en-us/online-safety/resources?activetab=pivot1%3aprimar5>

## **PASTORAL CARE AND STUDENT WELL-BEING**

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There is a strong and well organised pastoral structure in the school based upon an effective infrastructure and a good communications system. The system of pastoral care begins with the induction process led by the Key Stage 3 Team and the Year 7 tutors. The role of the tutor is of the utmost importance and is the first point of contact over any issue (for parents and for staff). Our intention at Kendrick is that there is a close and caring relationship between the student and their tutor which will support the student during their life at Kendrick.

Regular tutor meetings, documentation of all information, formal and informal discussions, regular one-to-one student profiling, reports and tutor involvement in their form's Personal, Social, Health, and Citizenship Education (PSHCE) programme all combine to create the conditions which enable this relationship to flourish. The Key Stage 3 Team oversees the whole process and is the next point of contact after the tutor.

We also understand and value the contribution that parents and carers give to this relationship, and we wish to work in partnership and in cooperation with parents and carers so that students feel supported and valued in their school life.

**Relationships and Behaviour:** Behaviour at Kendrick School is excellent. Our Relationships and Behaviour Policy is regularly reviewed, and students are involved in the review. Behaviour and relationships between staff and students are based on mutual respect and a shared purpose. Staff and students are encouraged to be courteous and considerate in all their dealings with each other. At the start of a new academic year or term all staff are asked to discuss ground rules with their classes so that these principles are established at the outset. Good behaviour encourages positive learning and at Kendrick this is a strongly valued belief. Where there is misbehaviour, including bullying, actions are taken according to the Relationships and Behaviour Policy where there is an emphasis on therapeutic approaches to such behaviour. The Relationships and Behaviour Policy is available on the [website](#).

**Medication:** If a student is on any medication, we need to know. If a student is taking medication during the school day, it needs to be taken to the staff in the General Office. At the time the student needs to take their medication, they should go to the General Office where they will be given their medication to take themselves. All medication should be clearly named and accompanied with a note from parents indicating the correct dose.

**Student Support:** As well as the support and guidance provided by the tutor, Key Stage Team and parents, there are several outside agencies that we liaise with to support the pastoral work in school. These include:

- **School Nurse:** We have available to us the services of a school nurse. She is a regular visitor to the school and is involved and participates in aspects of the PSHCE programme. Appointments to see the nurse can be made via the school office for those who wish to discuss matters of a private nature. Referrals for students can also be made by staff members. There is also a drop-in session when the students can choose to talk to the nurse. In Year 7, the nurse requires parental permission to see a student on a more regular basis.
- **No. 5:** Two counsellors from the No. 5 Youth Counselling Service are available. Students can access this service by referral from their form tutor, Key Stage 3 Team or the Student Welfare Team.
- **Educational Psychologist:** Referral to the Educational Psychologist may be considered helpful and is initiated by the Key Stage Team/Head of Year and or SENDCo.
- **Educational Welfare Officer (EWO):** We will call on the EWO when there are issues relating to attendance.

There are other specialist adolescent agencies that are also available for us to call on depending on the circumstances and needs of individual students.

The **Student Welfare Team** is made up of members of the support staff who are based in both the General Office and Sixth Form Office. They are available to help students with emotional issues and wellbeing support.

**The Base** is a student welfare room and is a safe place that can be used as required, by agreement of the Student Welfare Team or Head of KS3, 4 or 5. It can be used at break and lunch times too.

## **START OF TERM AND FIRST DAY – MONDAY 5<sup>TH</sup> SEPTEMBER 2022**

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Students should come to the East Street Reception by 8.15am where they will be greeted by the Kendrick School Leaders and taken through to Reception to register. They should bring with them in a rucksack the following:

- Pencil case
- Padlock
- Water bottle

Students will be given a voucher for a free lunch from the canteen on the first day. However, if they do not want to use the canteen, they will need to bring a packed lunch. They do not need to bring their PE kit or Science overall on the first day. Students will be shown their locker and given their school diary. Their timetable will be given out and explained to them.

If you have given permission, students will also have their fingerprint registered so they can use the Canteen at break times. During the first week students will have their photo taken by the school photographer.

## **THE SCHOOL DAY**

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The school opens at 7.30am when students can wait in the canteen until their form rooms are opened and supervised; students will not be allowed on the school premises before 7.30am. Breakfast is available in the canteen from 7.50am serving tea, coffee, hot chocolate, croissants, toast and pretzels.

Students should leave school promptly at the end of the day unless they are involved in an after-school activity. If they need to wait in school for any reason they must go to the Library where they will be supervised by a Librarian until 5.00pm.

<b>Registration am</b>	8.25am – 8.40am
<b>Period 1</b>	8.45am – 9.45am
<b>Period 2</b>	9.50am – 10.50am
<b>First Break</b>	10.50am – 11.10am
<b>Period 3</b>	11.10am – 12.10pm
<b>Second Break</b>	12.10pm – 1.00pm
<b>Registration p.m.</b>	1.05pm – 1.10pm
<b>Period 4</b>	1.10pm – 2.10pm
<b>Period 5</b>	2.15pm – 3.15pm

The times of the school day and term dates are also on our website via this [link](#)

**Attendance:** Attendance at Kendrick School is excellent. We actively discourage term time holidays, however, if you there is a reason to take your child out of school, please email [admin@kendrick.reading.sch.uk](mailto:admin@kendrick.reading.sch.uk) with the reasons. This will be passed to Ms Kattirtzi for consideration, and you will receive a reply via email. Unless there are exceptional extenuating circumstances, time taken off in term time will be recorded on your child’s attendance record as **unauthorised** and the Education Welfare Officer (EWO) will be informed. You may be issued with a Fixed Penalty Notice as outlined in the attached information. Please see the [Term Dates](#) on our website before booking your holiday.

**Reporting a Student Absence:** Please report an absence **before 9am**.

*Via School Gateway App:* You can report a student absence due to illness through the School Gateway App. Please see the guidance below:

- Click **Notify** at the top right of the Attendance screen
- Type your message, including the date of the absence and the explanation
- Click **Send** at the top right of the screen
- School Gateway will update once your school confirms your notification and updates the system.

*Via Email:* If you are unable to use the App, please email [admin@kendrick.reading.sch.uk](mailto:admin@kendrick.reading.sch.uk) Please give your child’s full name and form, and the reason for the absence.

If your child is absent from school and we have not been informed, we will send a message via School Gateway. We will ask you to contact the school to give the reason for their absence.

*Planned Medical Appointments:* If your child is missing school for a medical appointment, please use the School Gateway app to inform us. If you are unable to use the App, send an email to [admin@kendrick.reading.sch.uk](mailto:admin@kendrick.reading.sch.uk) giving as much notice as you can. These absences will always be authorised. Please note that students **must** be collected from school by a responsible adult for appointments that take place during school hours.

*Participating in Drama, Music, Sport, Events :* We are happy to support students participating in drama, music, sport etc. out of school and if your child needs time off for any of these reasons please email [admin@kendrick.reading.sch.uk](mailto:admin@kendrick.reading.sch.uk) in advance, explaining the reasons. This will be passed to Ms Kattirtzi for consideration.

*Holiday in Term Time:* We actively discourage term time holidays, but if you feel you must take your child out of school, please email [admin@kendrick.reading.sch.uk](mailto:admin@kendrick.reading.sch.uk) with the reasons. This will be passed to Ms Kattirtzi for consideration, and you will receive a reply via email. In most cases, most or all of this absence will be recorded as unauthorised. **Please do not contact Form Tutors, Heads of Year or individual staff members about absences of any**

**description.** To enable us to use this system efficiently and effectively, **it is important that email addresses and mobile numbers are kept to up to date.** You can do this via School Gateway.

**School Uniform:** We welcome parental support to encourage students to come to school dressed neatly and practically for a working day. Should there be any enquiries regarding the uniform, please contact your child's form teacher before purchasing an item. All uniform must be **clearly** named including all PE kit. The School Uniform policy can be found on our website via this [link](#). Uniform can be purchased from any supplier, however, items which have the Kendrick School logo should be purchased from: Stevensons, **Reading Branch, 11-12 Market Place, Reading RG1 2EG.** Please see appendix 2 for a list of school uniform.

**Break Time Arrangements:** Students are encouraged to rest and relax at break times, make sure they have eaten some snacks and lunch and be ready for the lessons that follow. Students are also encouraged to take part in extracurricular activities, attend clubs, practice sessions for PE, Music, or spend quiet time in the Library.

**Canteen and food:** Students can access the canteen for food at breakfast time 7.50-8.20am and at first and second breaks (see times of the school day above). A cashless catering system operates in the canteen. You will be able to load funds on to your child's lunch account from 1st September 2022. Those children entitled to a free school meal will have their lunch account credited automatically with a daily allowance (in 2021-22 this was £2.30). Information on how to set up Parentpay has now been sent to you. Hot and cold snacks and drinks are available in the school dining room during both breaks, and hot meals are served during second break. Food available includes plated meals, desserts, salads, sandwiches, cakes, pasta and jacket potatoes with various fillings. There is always a selection of fresh fruit available plus milk, fruit drinks and bottled water.

**Packed lunch:** Students are welcome to bring their own packed lunch to school and this must be eaten in the school dining areas or outside in fine weather. **WE ARE A NUT FREE SCHOOL SO PLEASE DO NOT PROVIDE YOUR CHILD WITH FOOD WITH NUTS IN.**

**Travelling to and from School:** Students enter and exit Kendrick School through the school gates in East Street. Students are reminded to take care crossing the busy roads that surround the school and always follow the instructions at traffic lights. Students should be aware of their surroundings at all times, particularly when wearing earphones.

Students cannot leave the school site during the school day unless they have a pre-arranged appointment. A responsible adult must always collect the child from school. Students will need to sign out at Reception.

**By cycle:** Students that wish to cycle to school should collect a Cycle Permit form from Reception. There are a number of conditions that the student must agree to when signing the form.

**By car:** Please do not park or stop anywhere on East Street when dropping off or picking up your child. You must not park in any part of the private residential car park opposite the school (including the driveway). Please consider our neighbours at all times. You should find somewhere safe and legal to park your car and your child can then walk to school from there.

## COMMUNICATION WITH PARENTS

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**Contacting or Visiting Kendrick School:** Our Reception is open from 7.30am to 5pm. Parents or carers wishing to see a member of staff should contact the school to make an appointment. If you are seeking an urgent appointment, please telephone 0118 9015859 and, if possible, we will try to arrange for you to speak to a member of staff. Safeguarding concerns will always be dealt with as a matter of priority. All emails to the school should be sent to [admin@kendrick.reading.sch.uk](mailto:admin@kendrick.reading.sch.uk). Please read the [Visitor Guidelines](#) on our website.

**Weekly Update:** Every Friday in term time a Weekly Update is sent to parents/carers and students by email which includes a letter from Ms Kattirtzi, important safeguarding and wellbeing advice and information, the calendar for



the term, events and news and Kendrick Parents Society (KPS) information. It is important that you read this every week so that you are kept fully up to date on what is happening at school.

**School Gateway:** Kendrick School uses School Gateway to make sure our parents/carers are as closely involved with their children's school lives as possible. All school related communication, newsletters, reports, timetables, attendance figures, and school reports go through School Gateway – it is the central hub of information for our parents – so to stay up to date with what's going on at school make sure you download the app for free. Just search *School Gateway* in your App store and download.

Apple iPhone users, download the app here: [schoolgateway.co.uk/iosdownload](https://schoolgateway.co.uk/iosdownload)

Android phone users, download the app here: [schoolgateway.co.uk/androiddownload](https://schoolgateway.co.uk/androiddownload)

Your login details will be automatically generated using the contact information Kendrick School already has, so please make sure the details we hold for you are up to date. You can check and change these details by sending an email to [admin@kendrick.reading.sch.uk](mailto:admin@kendrick.reading.sch.uk). If you have any questions or would like some more information, please see the School Gateway site here: <https://schoolgateway.co.uk/>. You can also login to the online version of School Gateway via this site if you do not have a smart phone, although we do recommend using the app if possible as it makes it far easier to get hold of parents when we need to.

**Website:** The school website is an important resource for the school and is used by whole school community. It provides information and news to parents/carers, and it is a valuable learning resource for students and staff.

**Change of Personal Details:** It is very important that you notify the General Office of any change of personal details, for example change of home address, email address, and emergency contacts, via School Gateway. It is particularly important that emergency contacts are kept up to date.

## FINANCE INFORMATION

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**Parent Pay:** ParentPay is Kendrick School's method of payment for trips, educational resources, printing services and canteen facilities. In the interest of student safety and administrative efficiency, the school no longer accepts cash and cheques for these activities. ParentPay is a secure online payment system which allows parents to make credit or debit card payments at their own convenience. Transactions are handled securely, quickly and reliably with settlements directly into our school bank accounts (except canteen payments).

Every payment through ParentPay is specific to an individual student and payment item. Items for payment are created by the school including a description, cost and payment due date and notification is sent to parents via an email. Access to the site to make payments or view a history of payments is made using a username and password which will be provided to you.

**Parental Financial Commitments during Year 7:** The school will provide students with all essential stationery such as a homework diary and exercise books. Full exercise books will be replaced free of charge, but if a student loses their exercise book or diary, they will be expected to purchase a replacement from school.

Students will need to provide other stationery items, for example, pens, rough books, pencils, rulers, erasers. Ink eradicator (for example, Tippex) and bottles of ink should **NOT** be brought to school.

The school will also provide each student with essential textbooks in all subjects; they will be expected to return the books in good condition at the end of the year. Lost or badly damaged books will be charged for.

Other items which students are expected to provide for themselves include a Modern Language dictionary, a Mathematics calculator and an Art and Design Starter Pack. It is recommended that these are purchased through the school prior to students starting in Year 7. More details are available on the school website

Students will be expected to provide their own ingredients for Food Technology lessons and materials for Textiles. In addition a contribution towards the cost of consumable materials may be requested from all the Technology subjects

during the course of the year. Student receiving PPG financial support will be provided with an additional subsidy to cover these consumable items.

There will be an opportunity to buy school equipment and education resources during the course of the academic year using the ParentPay facility. We do not wish to disadvantage any student if there are any financial difficulties, and if this applies to you please contact the Headteacher in confidence. Subsidies may be arranged to enable students to participate in trips or visits, which could not otherwise be afforded.

**Pupil Premium Grant/Service Premium/Free School Meals:** The Pupil Premium Grant (PPG) is a government grant made available to the school to assist students who are currently receiving Free School Meals (FSM), those known to have been eligible for FSM in any of the previous six years, known as Ever 6FSM, and service children in mainstream school.

The PPG is intended to help and benefit students with their learning and the school is able to spend the grant as it sees fit. At Kendrick School the grant is used to cover educational expenses such as additional in-school tuition, educational visits and resources, and help subsidise transport, stationery and uniform costs if funding allows. An additional subsidy is provided to cover some of the costs of extra-curricular activities undertaken outside school.

Parents are encouraged to register for Free School Meals. Further information and eligibility criteria from Reading Borough Council are available via a link on the school website.

**School Fund:** The Kendrick School Fund is a registered charity (number 1040970) and is maintained by an annual voluntary contribution from the parents of all students. Its purpose is to provide an additional source of funding for the provision of facilities and educational resources for the benefit of all students. This may include: subsidies to theatres and other educational visits; all of the expenses of the school minibus. Recently, School Fund monies have helped towards the financing of larger projects including refurbishment and renovation of the new Horizons Building.

The amount we suggest for the school fund is £250 per year. At the Parents' Information Evening in September you will be given a Gift Aid Declaration Form for you to complete and return, indicating your preferred method of payment, the timing of your payment and the amount of your contribution. If you choose to donate by standing order, please complete the form and return the whole form to the school – we will pass it on to your bank when a copy has been taken for our records. School Fund standing order payments is our preferred method to receive your donations. It is possible to make School Fund donations via ParentPay, however there is an administrative cost to the school for each donation. The school is always grateful to receive your donation however large or small so please use the ParentPay method if it is more convenient for you to use on an ad-hoc basis.

Please note that the School Fund is not to be confused with the membership subscriptions of the Kendrick Parents' Society.

**Kendrick School Music Fund:** Kendrick School maintains a music fund for replacing and renovating musical instruments and equipment in the Music Department. If you would like to contribute towards this fund please contact the Finance Office for further information or make donations by standing order, cheque (payable to 'Kendrick School Fund') or via our ParentPay facility clearly stating its destination..

**Kendrick Endowment Fund:** After the foundation of the school in 1877, some of the money left by John Kendrick was invested and is now administered by the Kendrick Trust. The primary purpose of this fund is to assist students, usually in the Sixth Form and beyond in their pursuit of educational volunteer projects. However, if parents need financial assistance they should contact the Headteacher and their case may be made to the Trustees.

**Biometrics:** At Kendrick School we operate a cashless biometric catering service which has proved highly successful and beneficial with over 99% participation in the scheme. The biometric system is also used for photocopying services and student accounts must be credited via ParentPay before any printing or photocopying can take place.

Biometric identification at Kendrick School uses the finger and its image which is then translated to a unique identification code. The system does not create or store an image of the fingerprint and it can be regenerated from digital data. The cashless system continues to provide benefit to the students in the canteen:

- Convenient way of paying for a school meal. No more looking for change in the morning.
- Queuing times dramatically reduced through increased speed of service and throughput.
- Automatic free school meal allocation with students remaining anonymous.
- Discourages the misuse of school dinner money.

You can withdraw your consent at any time by writing to us. The cashless system can still be accessed by means of a card if consent to biometric registration is not given. A £5.00 replacement fee will be charged if the card is lost. Your child's biometric information will be deleted when they leave the school or ceases to use the biometric system.

## **KENDRICK PARENTS' SOCIETY**

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The Kendrick Parents' Society (KPS) is a registered charity (number 1104281) that forms a strong link with the school and provides many socialising and fundraising opportunities for both students and parents.

KPS organises events and initiatives throughout the year to provide support, enjoyment and opportunities to meet each other and be a key part of the school community while continuing to raise much needed funds for items which cannot be covered by the school's increasingly tight budget.

Historically, we have had a very strong uptake on membership and would like to invite you, the 2022-2023 parents and carers, to do the same. You will be sent a form with details on what the membership provides. We also welcome KPS members to join the KPS Committee to discuss various opportunities and help with events.

All the funds raised by KPS are invested in the school. We input into how the money is spent by discussing the prioritised wish lists generated by Ms Kattirtzi, staff and students, with the KPS committee and the Senior Leadership team.

Some of the major contributions in the last few years have been towards two large plasma interactive screens, sewing machine software, musical instruments and equipment, purchase of equipment for the physics and biology labs, refurbishment of two Chemistry labs and most recently towards the purchase of two trolleys each containing 16 Chromebooks and contribution to upgrade sound, lighting and staging in the main hall.

For more information on the KPS and how to join please see the information provided separately.

## **APPENDICES:**

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### **Appendix 1 - Home School Agreement**

At every opportunity we stress the importance we place on the relationship between the School and the home and we do a great deal to strengthen and develop this relationship. We would like you to support this compact. A successful school is based on all partners working together and supporting our common aims.

#### **What should parents/carers and students expect of the school?**

- Every student has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a student being physically or psychologically damaged, and all staff play an integral part in the student safeguarding process;
- Students are well taught, well cared for and treated fairly;
- Each student is entitled to a progress report, covering all aspects of their work and activities;
- Parents/carers are given early warning by tutors of any difficulties or problems with a student's work, relationships or behaviour;
- The school's behaviour policy is clearly expressed and visible;

- Clear information is provided about the school's organisation, facilities and ways of communicating with parents/carers and others on a weekly and termly basis and through the newsletter;
- Parents/carers and other members of the community have opportunities to learn about the curriculum and teaching methods;
- Parents/carers are offered and are invited to respond to regular information on their child's progress;
- Parents/carers are entitled to regular access to teachers at known times and, if they wish, to the student's internal school file;
- At the beginning of the year parents will receive information about their child's homework and timetable and events for the year ahead;
- Prompt action is taken in cases of a student's misconduct or unauthorised absence;
- Attendance is monitored daily and any unexplained absences will be communicated to parents/carers.

#### **What should school and students expect of parents/carers?**

- Support and encourage their child in their efforts and achievements and encourage them to work hard and develop their independent learning skills at home and school;
- Help to complement at home the in-school programme of work by encouraging positive attitudes towards school;
- Support and encouragement to ensure that homework is completed in a suitable environment and handed in promptly but not set extra homework or holiday work;
- Attend parents' meetings and information evenings and read the weekly update to ensure they are aware of what is happening in school during the week ahead;
- Make early contact with the school on any matters which might affect a student's learning progress, welfare or behaviour, including any medical conditions;
- Be polite and courteous to school staff at all times;
- Keep the school informed about where they may be contacted in an emergency and update the school's data check sheet;
- Parents should ensure that all holidays are booked during the school holidays and not during term time. Unless there are exceptional extenuating circumstances time taken off in term time will be marked as unauthorised absence;
- Parents should notify the school promptly if their child is going to be absent;
- Parents to look at and sign homework diaries regularly (at least weekly);
- Support and be involved in school events wherever possible;
- Help their child to attend regularly and be punctual, and have with them the equipment they need;
- Support the school's set of values, code of conduct and rules and policies;
- Ensure that their child has a healthy balance of school life, social life and relaxation;
- Ensure that their child wears the correct school uniform and abides by the dress code in the Sixth Form
- Ensure their child is aware that they are a Kendrick School ambassador when travelling to and from school.

#### **What should the school and parents expect of students?**

- Abide by the Kendrick School pledge at all times;
- Work hard at all times, have a positive attitude to learning and show pride in their work;
- Complete their homework and hand it in promptly;
- Balance social life, relaxation and school work and live a healthy lifestyle;
- To use their initiative and take responsibility for their own learning whenever possible;
- Let a member of staff know if there is anything that is worrying them;
- Be a Kendrick School ambassador when travelling to and from school;
- Respect people and other people's possessions;
- Take good care of their own possessions;
- Respect the school grounds and buildings and help to keep the school free from litter and graffiti;
- To participate in extra-curricular activities provided by the school including House events;
- Find opportunities to help support the school through school community;
- Attend regularly and be punctual;
- Good behaviour at all times.

## Appendix 2 – School Uniform

Uniform can be purchased from any supplier, however, any items which have the Kendrick School logo should be purchased from:

Stevensons

Reading Branch, 11-12 Market Place, Reading, RG1 2EG

Tel: 0118 95964625 Email: [reading@stevensons.co.uk](mailto:reading@stevensons.co.uk)

A Stevensons' price list can be found on our website. If you are purchasing items from other suppliers, please ensure that it fits with our uniform regulations

- **COAT/ FLEECE:** A suitable plain, dark coloured coat, sweatshirt or fleece may be worn as outerwear **to and from** school. There should be **no logos** on this clothing.
- **SKIRT:** Mid-grey **classic style** skirt with 2 pleats on the front and back. Skirts should not be tight, slit, or made of stretch fabric. **The hem of the skirt should be a length suitable for school and just above the knee.**
- **TROUSERS:** Plain, black **classic style** trousers. These should be **straight** legged and not a tight, 'bootleg', 'drainpipe' or 'jeans' style nor should they be 'low-rise'. There should be no large belts or buckles. Trousers should not be made out of a denim fabric or leather.
- **SHORTS:** Plain, black specified tailored style. Shorts must not be tight or made of fabric and the hem must be just above the knee.
- **BLOUSE:** Plain white, long or short sleeved blouse with a reverse collar. The blouse should be tucked into the waistband when worn under a sweatshirt so that it is not visible below it. A white tee-shirt or top may be worn under the blouse but not coloured tee-shirts or bras that would show through the blouse.
- **SWEATSHIRT:** Sweatshirt in "Kendrick red" with embroidered school crest.
- **SHOES:** Black shoes of **sensible** design with **low heels**. **No trainers, flat pumps, stilettos or platform shoes.** Shoes should protect and support feet to comply with the school's Health & Safety Regulations.
- **TIGHTS AND SOCKS:** Tights – black, grey or flesh coloured. Socks – **plain** black, grey or white.
- **HATS and HEAD COVERING:** No hats to be worn in school. The wearing of head scarf or hijab, of a plain matching colour to uniform, for religious reasons, is permitted. Garments covering the face or whole body, for example the abaya and niqab are not permitted.
- **JEWELLERY:** **One** small discreet stud may be worn in each ear. **No facial piercing.** A wristwatch may be worn but **no bracelets**. A **single chain** with an item of jewellery representing the religious symbol of a student's faith (such as a cross) is permitted but must be discreet. **Jewellery must be removed for PE.**
- **HAIR/HAIR ORNAMENTS:** No extremes of hair colour or style are allowed. Plain hairbands may be worn but only of a matching colour to uniform.
- **MAKE-UP & NAILS:** The make-up worn should be **discreet** and appropriate for a school environment. Nail varnish should be colourless.
- **SCIENCE OVERALL:** Blue or green, available from the uniform suppliers. The overall is compulsory in all Art and Science lessons. Upper School and Sixth Form students may replace their overalls with a white lab coat.
- **SCIENCE GOGGLES** Protective goggles for use in Science and Technology lessons. Each student must have her own pair; they will be provided by the school and will be impact and chemical resistant and meet British Standard BS2092 1 C.D.M. level.

### Labelling of Science Overall and Goggles

Your child's science overall will need to be named with her first name and surname on the top of the overall (either left or right depending on what side the overall crosses) with a permanent marker. Please also name the overall inside.

Goggles also need to be named with a permanent marker on the side.

## Appendix 3 – PE Kit

PE will be held outside regardless of the weather.

### Labelling of PE Kit

Please ensure that **all** your child's PE kit is **clearly** named with first and surname throughout.

### Essential

- Skort – black with Kendrick logo
- Polo shirt – Black with Kendrick Logo
- \*Cycling shorts – black
- Sweatshirt – Black midlayer with Kendrick logo. School sweatshirts must **not** be worn for PE lessons.
- \*Sports socks - white sports socks must be worn
- \*Sports trainers – Not basketball boot type/suede or canvas leisure wear – Non marking sole.
- \*Swimming costume – plain black
- \*Goggles
- Swim Hat – White with Kendrick logo

### Optional Extras

- House T-shirt - used for inter-house events and sports day
- Tracksuit trousers- black with Kendrick logo (no other tracksuit bottoms can be worn)
- Sports leggings – black with Kendrick logo (no other sports leggings can be worn)
- Long sleeved base layer – black with Kendrick logo (no other base layer can be worn)

\*can be purchased from any supplier