



# Kendrick School

## Information for Parents

**2021/2022**

**Lead • Inspire • Make a Difference**

**Kendrick School, London Road, Reading, RG1 5BN**

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# WELCOME FROM MS CHRISTINE KATTIRTZI, HEADTEACHER

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Dear Parents and Carers

It is my great pleasure to welcome you to Kendrick and once again I congratulate all the students on achieving their place at our 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. The lockdown period has meant that our face to face induction and information events have been slightly compromised, but we plan to do as much as we can online, including our very helpful parent/student/tutor meetings. We look forward to being able to welcome parents and students in person in September.



When students join Kendrick they will see and hear the phrase ***lead, inspire and make a difference***. This is my vision for the school which I am strongly committed to and which the students and staff understand and appreciate. I hope that when you become 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.

Best wishes

A handwritten signature in blue ink, which appears to read 'C. Kattirtzi'.

**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.

# WELCOME FROM MRS JAN NOWECKI, CHAIR OF THE GOVERNING BODY

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Dear Parents/Carers

As Chair of the Governing Body, I am delighted that your child has chosen to come to Kendrick School. I am confident that we will provide the support they need to excel.

Whilst we all continue to deal with the ongoing impact of the Covid 19 pandemic I would like to reassure you that the school is doing everything in its power to ensure the best start to her secondary education and the governors are confident that she will quickly settle and start to expand her learning with us.

I have been associated with the school for 20 years, serving as a governor from when our daughter first joined the Kendrick. Throughout this time, Kendrick has excelled in educating and developing its students. This remains a priority for the Governing Body.

I am also very much aware that the connection between the school and parents and carers can be more tenuous as your child grows in independence. We value the support that Kendrick Parents' Society provides in helping to build that sense of community which is so demanding when we have such a diverse and geographically spread constituency. I very much hope you will become involved with the society which organises a range of events throughout the year, these are designed to be both social and to raise funds for the school.

As a Governing Body, we support Christine Kattirtzi and the senior leadership team in their responsibilities so that together we can

- ....lead everyone to grow and contribute
- ....inspire staff, students and parents to have a voice in the vision
- ....make a difference to people's lives and the wider community.

Currently, five of the governors are appointed by the parent body through formal elections which take place from time to time as and when vacancies occur. The Governing Body is responsible for managing the affairs of Kendrick School which is a charitable company limited by guarantee and is responsible for approving the long-term strategy of the school. The day-to-day running of the school is delegated to Christine Kattirtzi. I would encourage you consider standing for election when the opportunity arises as we value the fresh insight that new members bring to our proceedings.

Finally, knowing how we are doing is important to us. Staff welcome and respond to all the feedback they receive but if you wish to contact me about any concerns that you may have then you can do so through the school by email via [clerk@kendrick.reading.sch.uk](mailto:clerk@kendrick.reading.sch.uk) or letter.

I look forward to meeting you as we gradually reintroduce face to face events when it is safe to do so.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jan Nowecki', written over a light blue horizontal line.

**Mrs Jan Nowecki**  
**Chair of the Governing Body**

# CONTACTING KENDRICK SCHOOL

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**Address:** Kendrick School  
London Road  
Reading  
RG1 5BN

**Telephone:** 0118 9015859

**Email:** [admin@kendrick.reading.sch.uk](mailto:admin@kendrick.reading.sch.uk)

**Website:** [www.kendrick.reading.sch.uk](http://www.kendrick.reading.sch.uk)

## Useful Contacts

Telephone contact can be made via the main school number above.

Ms Christine Kattirtzi	Headteacher	<a href="mailto:head@kendrick.reading.sch.uk">head@kendrick.reading.sch.uk</a>
Mr Nick Simmonds	Deputy Headteacher and Designated Safeguarding Officer	<a href="mailto:nsimmonds@kendrick.reading.sch.uk">nsimmonds@kendrick.reading.sch.uk</a>
Mr Geoff Hill	Assistant Headteacher	<a href="mailto:ghill@kendrick.reading.sch.uk">ghill@kendrick.reading.sch.uk</a>
Dr Karen Perry	Assistant Headteacher	<a href="mailto:kperry@kendrick.reading.sch.uk">kperry@kendrick.reading.sch.uk</a>
Ms Maddie Heath	SENDCo	<a href="mailto:mheath@kendrick.reading.sch.uk">mheath@kendrick.reading.sch.uk</a>
Mrs Jan Nowecki	Chair of the Governing Body	<a href="mailto:clerk@kendrick.reading.sch.uk">clerk@kendrick.reading.sch.uk</a>
Mrs Julie Clays	Safeguarding and Inclusion Governor	<a href="mailto:jclays@kendrick.reading.sch.uk">jclays@kendrick.reading.sch.uk</a>
Mme Sylvie Hulley	Head of KS3	<a href="mailto:shulley@kendrick.reading.sch.uk">shulley@kendrick.reading.sch.uk</a>
Frau Wiebke Mueller	Form Tutor – 7WM	<a href="mailto:wmueller@kendrick.reading.sch.uk">wmueller@kendrick.reading.sch.uk</a>
Ms Maddie Heath	Form Tutor – 7MAH	<a href="mailto:mheath@kendrick.reading.sch.uk">mheath@kendrick.reading.sch.uk</a>
Miss Hannah Buckley	Form Tutor – 7HB	<a href="mailto:hbuckley@kendrick.reading.sch.uk">hbuckley@kendrick.reading.sch.uk</a>
Dr Helen Smalley	Form Tutor – 7HES	<a href="mailto:hsmalley@kendrick.reading.sch.uk">hsmalley@kendrick.reading.sch.uk</a>
Ms Amanda Emberson	PA to Headteacher/Admissions Officer/Admin Manager Clerk to the Governing Body	<a href="mailto:aemberson@kendrick.reading.sch.uk">aemberson@kendrick.reading.sch.uk</a> <a href="mailto:clerk@kendrick.reading.sch.uk">clerk@kendrick.reading.sch.uk</a> <a href="mailto:admissions@kendrick.reading.sch.uk">admissions@kendrick.reading.sch.uk</a>
Mrs Isabelle Sandy	School Business Manager	<a href="mailto:bursar@kendrick.reading.sch.uk">bursar@kendrick.reading.sch.uk</a>
Mrs Jo Hackett	Student Welfare and Attendance Officer	<a href="mailto:jhackett@kendrick.reading.sch.uk">jhackett@kendrick.reading.sch.uk</a>

# TERM DATES 2021/2022

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Term	Dates
Term 1 - 2021	Monday 6 <sup>th</sup> September 2021 to Friday 22 <sup>nd</sup> October 2021 <i>(Staff in school on Wednesday 1<sup>st</sup>, Thursday 2<sup>nd</sup> and Friday 3<sup>rd</sup> September)</i>
Term 2 - 2021	Monday 1 <sup>st</sup> November to Thursday 16 <sup>th</sup> December 2021
Term 3 - 2022	Wednesday 5 <sup>th</sup> January to Friday 18 <sup>th</sup> February 2022 <i>Bank Holiday: Monday 3<sup>rd</sup> January 2022</i> <i>INSET day: Tuesday 4<sup>th</sup> January 2022</i>
Term 4 - 2022	Monday 28 <sup>th</sup> February to Friday 8 <sup>th</sup> April 2022 <i>Good Friday: Friday 15<sup>th</sup> April</i> <i>Easter Monday: Monday 18<sup>th</sup> April</i>
Term 5 - 2022	Monday 25 <sup>th</sup> April to Friday 27 <sup>th</sup> May 2022 <i>Bank Holidays: Monday 2<sup>nd</sup> May and Thursday 2<sup>nd</sup> and Friday 3<sup>rd</sup> June</i>
Term 6 - 2022	Monday 6 <sup>th</sup> June to Friday 15 <sup>th</sup> July 2022

## INSET DAYS

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> September 2021

4<sup>th</sup> January 2022

Two more to be arranged

**Please note that as an Academy, Kendrick's term dates may not always match those set out by other Local Authorities including Reading Borough Council.**

# TIMES OF THE SCHOOL DAY

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

## School Opening Times

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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 7.45am 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.

## Library Opening Hours

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[The Library](#) at Kendrick School, located in the Sixth Form building, aims to provide a supportive and welcoming environment for all members of the school community, in which to enjoy reading, research and study for both academic and extra-curricular purposes. There is space for individual private study and class or group lessons and is open throughout the day and after school.

**Monday to Friday 8.00 am to 5.00pm**

**COVID RESTRICTIONS:** COVID restrictions could mean that access to the Library is restricted to certain 'bubbles' and the opening and closing times could change. Therefore please do not rely on access to the Library after school for your child during this time.

## Visiting the School and Parking

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Please be aware that parking spaces at Kendrick are limited. There is no parking on the school site for events such as Parents' Consultations Afternoons and Information Evenings. For those who have appointments to visit a teacher, access is via East Street; visitors should use the intercom in front of the gates to contact Reception for admission. All visitors **must** sign in and out at Reception and provide photo ID. All other parking spaces are for staff. The school is unable to provide spaces for parents dropping off students. Parents are asked to show due care in the vicinity. **Please do not park or drop students off at the front of the school on London Road or in East Street where there are double yellow lines. This causes great inconvenience to those who live there and could result in you being clamped or fined.**

# PASTORAL CARE

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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 Head of Key Stage 3 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 Head of Year 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.

## Home School Agreements

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To confirm this three way relationship, all parents/carers are asked to read and agree to the current school agreement (Appendix 1) which outlines the mutual expectations we have of the partnership between the students, parents and staff.

## Student Support

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As well as the support and guidance provided by the tutor, Key Stage Leader and parents, there are a number of 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 and confidential nature. 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 are able to access this service by referral from their form tutor or Head of Year.
- **Educational Psychologist:** Referral to the Educational Psychologist may be considered useful and is generally initiated by the Head of Year.
- **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 need of individual students.

## Attendance

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Attendance at Kendrick School is excellent. The school encourages full attendance at all times. In line with government and Local Authority (LA) expectations, absence for reasons other than illness is strongly discouraged. The school promotes and acknowledges good attendance. All requests for absence, other than illness, must be made in writing to the Headteacher. Please see the information regarding reporting an absence further on in this booklet.



## Inclusion and SEND

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Within the context of our policy for equality of opportunity, the school through its Inclusion and SEND Co-ordinators, 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 the 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 appear to be underachieving. Additional support is given to these students and parents are consulted where appropriate.

There is a small number of 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 for parents on request.

## Behaviour

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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. These sanctions include detentions, which are given rarely. Staff will give parents twenty-four hours' notice in writing. Details of the school's disciplinary procedures and sanctions are contained within the Relationships and Behaviour Policy.

## Safeguarding Principles

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Designated Safeguarding Officer	Mr Nick Simmonds, Deputy Headteacher
Safeguarding and Inclusion Governor	Mrs Julie Clays
Deputy Designated Safeguarding Officers	Mrs Gill Hearn, Head of Sixth Form
	Mr Will Stride, Head of Key Stage 4
	Mme Sylvie Hulley, Head of Key Stage 3

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.

At Kendrick School, 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.

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 in order to safeguard a student's welfare.

At Kendrick School, 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.

As a consequence, we:

- Assert and accept that all staff are an integral part of the student safeguarding process
- Accept totally that safeguarding students is an appropriate responsibility for all staff and the Governing body and wholly compatible with pedagogic responsibilities
- Recognise that safeguarding children in this school is a responsibility for all staff including volunteers and the governing body
- Will ensure that all staff in the school are aware of the possibility that a student is at risk of suffering harm, and know how to report concerns or suspicions
- Will designate a senior member of staff, the Headteacher, who is responsible for coordinating action within the school and liaising with other agencies
- Will ensure the Designated Member of Staff (DMS), the Headteacher, receives appropriate training
- Will safeguard the welfare of children whilst in the school and on agreed educational trips and take positive measures to address bullying
- Will share our concerns with others who need to know and assist in any referral process
- Will ensure through training that if any one believes that a student may be suffering or is at risk of suffering significant harm that they will refer such concerns to the DMS
- Will ensure that all staff are aware of the Child Protection procedures and act on any guidance or advice given by them
- Will take all required and appropriate steps to ensure that staff recruited as paid employees or volunteers are suitable to work with children

Our [Safeguarding Policy](#) and further [Safeguarding information](#) is available to read in full on our website.

## CURRICULUM ORGANISATION

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All students receive a broad and balanced curriculum entitlement including subjects that are considered part of a grammar school education. The core subjects English, Mathematics and Science are taught fully and throughout the school. In addition, in Year 7 our students will study French or German; Geography; History; Religious Studies; Art; Music; PE; Citizenship; Drama; Technology; Computing and PSHE. Learning and teaching is a key priority for the school and regular discussion and development in this area continually takes place. An outline of the curriculum and further information is made available later in the autumn term.

### English

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At Kendrick School we aim to foster a love of English and a lifelong enthusiasm for reading. We place great emphasis on the value of literature for stretching the mind, stimulating the imagination and developing analytical skills. As well as studying full set texts, students will have regular reading lessons, which will involve silent reading and discussion of their reading with the teacher. Students will also have a dedicated literacy lesson each fortnight, in which fundamental rules of grammar, punctuation, spelling and modes of writing are reiterated and embedded. A reading list for Key Stage 3 will be given to all students. Although this is by no means comprehensive nor the text lists

compulsory, it will give parents and students some guidance in the choosing of books and authors. Parents should note that some books will be more appropriate for Year 9 students than for Year 7s. We ask that all students carry a reading book with them every day and bring it along to every lesson.

The technical accuracy of written work is very important and we encourage students to be independent learners responsible for checking their own spelling and punctuation. Each student is asked to maintain an individual word list in her exercise book to help her to learn spellings and vocabulary in all subjects. The main English classrooms are well resourced with dictionaries and thesauri; however, it will be useful if students have their own pocket sized editions. We place a strong emphasis on writing in a lively and interesting way.

Students are issued with assessment grids in the main areas of this subject. These chart their progress and help students to recognise the areas in which they need to improve and how. These are kept in their English folders. We believe in the importance of high standards of literacy skills in all subjects as well as in English. We actively teach students how to improve their levels of literacy and how to use these skills in the context of more sophisticated pieces of work.

Speaking and Listening is an important aspect of every English lesson. Texts are frequently explored in whole class discussion and through drama with several opportunities for assessment being built into the course.

## **Mathematics**

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We aim to build the students' confidence in and enjoyment of mathematics. We encourage the students to see how the skills they learn in this subject can be applied in the other areas that they study and in everyday life. The department's scheme of work in Year 7 has a strong emphasis on developing the ability to solve problems by logical reasoning and on mental skills.

In Year 7 students are taught mathematics in tutor groups. In Year 8 and subsequent years, the students are taught mathematics in sets. Allocation to a particular set is based on a variety of assessments; for example class work, homework and assessments as well as a student's attitude and confidence in lessons. All sets follow the same scheme of work. However, each set will work at an appropriate pace to enable learning and understanding to take place. There is the possibility for a student to move between sets if her teacher decides that this is necessary. Progress over the whole year will determine set allocation for the subsequent year.

Students are expected to have the following equipment: a protractor, compass, a 30cm ruler, a whiteboard pen and a scientific calculator. Suitable calculators are available to purchase through school.

## **Science**

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Science plays an essential role in the lives of all people so we aim to educate our students in preparation for the scientific and technological aspects of adult life. They must be able to understand the devices and phenomena around them in everyday life, and be able to make informed decisions about issues, which will affect us all, such as the protection of the environment, genetic engineering, pharmaceuticals, nuclear power and many others.

All students at Kendrick School follow a programme of balanced science incorporating various aspects of Biology, Chemistry and Physics in Years 7 and 8 and then study three separate Sciences in Years 9, 10 and 11.

The Science department has devised its own programme of work for years 7 and 8 which gives a strong concept base and provides extension materials wherever possible. Emphasis is placed on learning about science through practical work - so students require their own lab coat and goggles every lesson. A variety of teaching and learning styles are used, including using IT to monitor experiments with data-loggers, as well as visualising model simulations and presenting and researching science through use of the Internet, interactive whiteboard, CD-ROMs, PowerPoint, etc. Problem solving tasks are often used, including for practical investigations, so the students can apply their knowledge to new situations. Students are encouraged to develop a number of skills through their science work including manipulative thinking, communication, presentation, literacy and IT skills.

## Computing

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At Kendrick School all students are able to fulfil their potential in Computing by having personalised and individual access to computers and the Internet. This will enable them to be effective in their learning and be equipped to use their computing skills in all areas of the curriculum. Students will have the opportunity to develop their computing skills and capability through their weekly computing lessons as well as across the curriculum.

Every student has her own email account and Google Drive and there is access to the computers at lunchtime and after school.

## Internet and E-Safety

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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 in Appendix 3. 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 please visit  
<http://www.microsoft.com/protect/default.aspx>

This will guide you how to set up your computer to protect it against viruses, spyware, identity theft and more.

If you have any queries on Internet and/or E-safety please contact Mr Geoff Hill, Assistant Head, at the school.

## Languages

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Kendrick School gives equal status to German and French. Students start with their first foreign language in Year 7 and begin the second in Year 8. In the academic year 2021/22 two Forms will study French as their first foreign language and two Forms will study German.

Native speakers of one language are advised to start the other language in Year 7 and we make every effort to discuss this with parents before students are allocated to forms, provided that we have received this information on the entry form.

All students study their two foreign languages in Years 8 and 9. At Key Stage 4, they may choose to continue with either or both languages. Students begin to study Latin in Year 8.

The Modern Languages department would find it helpful if all students had a suitable dictionary for French and German which are available to purchase in the school curriculum pack.

## Other Subjects

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In addition to the core curriculum above, students in Years 7, 8, and 9 study all three humanities subjects: Geography, History and Religious Studies. For Design and Technology they study Food Technology, Textiles and Technology and in the Creative and Recreational subjects: Art and Design, Drama, Music and PE.

## PSHCE Programme (Personal, Social, Health, Citizenship Education)

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Kendrick School has a full and well established PSHCE programme which is delivered to all students by their tutor as part of their tutor/PSHCE programme. It is also delivered by specialists as a discrete subject in Year 7 and at Key Stage

4. Parents/carers have the right to withdraw their child from Relationships and Sex Education in PSHE. To do so, a letter to the Headteacher is required. Please note however, students cannot be withdrawn from Science or any other lessons teaching this subject area.

Citizenship is now integrated into the programme and students are prepared for their roles as citizens. All students receive careers advice and have the benefit of taking part in a well-integrated work experience programme as part of the work related and enterprise curriculum.

## **Monitoring and Reporting**

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Reports to parents are sent out twice a year. 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 and including a profiling statement. By February all subject teachers will have made base line assessments of each student's attainment level. In the summer (Term 6) a full report is sent out to parents/carers; this contains a detailed report for each subject including teachers' assessment of Attitude to Learning, Attainment and Progress. Each student discusses her overall progress with her tutor and agrees a general comment and personal targets based on the contents of the report. You will also be invited to a Parents' Consultation Afternoon later in the year. Reports are sent to parents/carers electronically.

## **Parent/Teacher Consultations**

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Parents and carers will have the opportunity to meet some of their child's teachers later in the year. The appointments will be made by the student. Please note it will not be possible to make an appointment with all of the teachers because some teachers may teach more than one Year 7 class. The best way to decide which teachers to meet is to use the Achievement Report which will have been sent out before the appointment process starts. The report allows parents and carers to check their child's achievement in each subject and parents and carers should make an appointment to meet the teachers in the subjects for which they may have some concerns. If parents and carers are unable to make an appointment for a subject in which they have a specific concern, they should email the teacher directly who will endeavour to get back to them with some feedback. In the academic year 2021-2022, Parent/Teacher Consultations will be remote.

## **Profiling Days**

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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 via ParentMail nearer the dates.

## **Homework and Homework Diaries**

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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. The time set for homework is for guidance only. If students are finding they are regularly spending too long on homework, or not long enough, they should discuss this with their Form Tutor.

# EDUCATIONAL TRIPS

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Throughout their school life at Kendrick School there are a number of 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 her first term at Kendrick.

A reminder to notify the school of any changes to the information or permission given is sent to parents and carers with the annual data collection sheet at the start of each academic year.

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 to 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 in particular 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

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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.

# STUDENT LIFE

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## School Uniform

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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.

A full list of the school uniform and PE kit and our supplier can be found in Appendix 4.

## Extra- Curricular Activities

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Kendrick School offers a rich and varied programme of extra-curricular activities. We encourage 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 Term 1. The main extra-curricular activities are PE and Music. Please see Appendix 5 for a list of the current extra-curricular activities at Kendrick School. For more details on music lessons please see the separate information sent to you.

## School Council

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Kendrick's School Council is well established and active. Each form sends two elected representatives to the fortnightly meetings and reports back issues discussed. Over the years the school council has made recommendations with regard to uniform, canteen practices as well as contributed to the decor and design of the internal furnishings in the Sixth Form Building and Faraday Laboratories. They have also organised activities for the younger years.

## Kendrick Student Leaders (KSL)

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Kendrick Student Leaders are a group of 18 Sixth 6<sup>th</sup> Form students elected by staff and students who form four committees with responsibilities for: Curriculum and Current Affairs, Community, Student Welfare and the House System. These committees plan events and activities to engage the school community, raise awareness of issues, and lead charity work and support students throughout the school. They can be key drivers of change and help to aid integration, inclusion and participation of students in their school life

Kendrick Student Leaders have an important role in representing their school, supporting students and liaising with staff to enhance the school experience of everyone at school. They are excellent Ambassadors for the school.

## House System

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The 3 Houses are: **Cedars, Palmer, and Sidmouth** named after the buildings and benefactors of the school and Reading. Year 7 students will be put into a House when they arrive at Kendrick School.

There are an ever increasing number of House events that take place over the year. These include: House Music, House Drama, House Sport, and House Quizzes. These events encourage students to mix and work with other students from across the different year groups.

## Rewards and House Points

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Students may be individually praised by staff and departments by being given a House Point. This may be for effort, enthusiasm, personal achievement, helpfulness, behaviour, attitude or organisation. In addition, some departments award their own certificates for achievement and progress. A Headteacher's Commendation Card and Red Token (worth five house points) is awarded by Ms Kattirtzi for exceptional achievements.

## Assemblies

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Assemblies take place regularly at Kendrick School. There are whole school, lower school, upper school, year and form assemblies that take place over the course of the term. Students are encouraged to participate in organising and delivering an assembly to their year group.



## School Meals

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Hot and cold snacks and drinks are available in the school canteen 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. We operate a cashless system for the purchasing school meals and snacks. Please see the information on page 20 for more information.

If your child is entitled to a free school meal, they can choose to have either hot or cold food to the current value of the free meal. If you think your child may be entitled to free school meals and the school do not already know this (information is passed on from your child's primary school), please contact Mrs Hackett, the Welfare Officer.

**Packed lunches:** A number of students bring packed lunches to school. As part of our Healthy School status we encourage students to bring in Healthy Food snacks. For more information please see Appendix 6. Products with nuts should not be brought into school.

## Healthy Schools

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Kendrick School is a Healthy School and has had Healthy School status for many years. Meetings with School Council, the Canteen staff and Senior Teachers take place to discuss, plan and implement developments relating to the Healthy School agenda.

## Eco School

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Kendrick School was awarded the Bronze Eco-Schools Award in September 2018. Kendrick School's Eco-Committee was set up in 2017 to be conscious of the impact the school has on the area around it and the wider world. The committee consists of one to two representatives from each form in the school, elected by their peers, as well as several keen staff members. Eco-Committee brings environmental matters, such as landfill waste, before the students and raises them with school leadership, in the hope that students will take this initiative to heart and think about the impact they are having while in school and elsewhere. Currently an important initiative that the Eco Committee is leading on is Ecospot.

## Charity/Themed Weeks and Days

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All year groups support a charity and will organise events and activities to raise money for good causes. Work done in PSHCE and Citizenship lessons discusses the need and purpose of charities and students are encouraged to work together to raise money for a chosen charity. The activities supports inter-form teamwork and cooperation and helps highlight an issue that students may be interested in. Fund raising is a key feature of these planned activities.

## Sports Day

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Sports Day takes place at the end of Term 6 in July. The facilities at Palmer Park are used and the whole school walks to the Park for a day of competitive inter House events as well as a few fun inter House and staff activities.

## School Rules

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The school has a set of school rules which are linked to the Student Behaviour Policy. Students through their School Council representatives and staff regularly review both the policy and rules. School rules outline general conduct, behaviour, health and safety and are intended to keep all members of the school community safe and secure.



## Mobile Phones

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Mobile phones must be switched off and in lockers for the whole of the school day. If students are seen with their phone on in school, it will be confiscated and taken to a senior member of staff who will return it at his or her convenience.

Social media has a minimum age of 13 and we therefore do not condone any Year 7 to be on any social media platform. Parents may want to be in touch with other Year 7 parents and communications between Year 7 students on social media should only take place under parents' supervision.

## Personal Property

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All students are responsible for naming and looking after their personal property. Lockers are provided for all students in which they may keep their school books and any other school possessions. Students are required to purchase their own combination padlock to keep their property safe and secure.

**Musical instruments:** Musical instruments, if brought into school, may be stored in the Music Department.

**The school cannot be responsible for any valuable equipment that is brought into school by students.**

# GENERAL INFORMATION

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## Communication

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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.

## Medication

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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.

## Reporting a Student Absence

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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

**Please see Appendix 2.** 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 up to date.** You can do this via School Gateway.

## Website

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

## Granting Permission for Trips

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Please ensure that these are completed by the required date. Repeated lateness completing information causes extra administration and may result in your child being unable to go on a trip as permission has not been given.

## Messages for Students

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Messages cannot be taken for a student except in cases of extreme urgency, such as sudden illness at home.

## Change of Personal Details

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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

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**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 her exercise book or diary, she 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

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The Kendrick School Fund 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 science laboratories.

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.

## ParentPay

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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.

## Biometrics

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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.

## **Health and Safety**

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The school takes its Health and Safety duties and responsibilities seriously and through meetings and committees information and guidance is communicated to students. Students have an opportunity to be actively involved in Health and Safety matters by representing their year/section of the school at Health and Safety meetings which report to School Council. All contributions made by the students are taken seriously and considered.

More details are available in our Health and Safety Policy which can be obtained on request.

## **Privacy Notice - Data Protection**

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This notice is to help you understand how and why we collect personal information about our students under the Education Act 1996/ Data Protection Act 1998 and EU General Data Protection Regulation (GDPR) Article 6, and Article 9 -from 25 May 2018 and what we do with that information. Kendrick School is the data controller of the personal information you provide to Kendrick School. This means the school determines the purpose for which, and the manner in which, any personal data relating to students and their families is to be processed.

For the full Privacy Notice please visit our website.

## **Kendrick School Parents' Association (KPS)**

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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 2021-2022 parents and carers, to do the same. The enclosed form will give you 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 letters and forms provided separately.

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

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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 her efforts and achievements and encourage her to work hard and develop her 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 – Holidays and Absence in Term Time

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Dear Parents and Carers

Please read the information via this link from Brighter Futures for Children regarding absence during term time. Please refer to our term dates on our website when making your holiday plans to ensure that all holidays are booked during the school holidays and not during term time.

If you have exceptional reasons for removing your child from school during term time, please email [admin@kendrick.reading.sch.uk](mailto:admin@kendrick.reading.sch.uk) and provide a full explanation of the reason for the absence. This will be passed to the Headteacher for consideration. Please do not write to Form Tutors, Year Heads or any other members of staff with your request.

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.

I meet regularly with the Educational Welfare Officer (EWO) to discuss attendance and every student with less than 95% attendance (whether through holidays or sickness) is discussed at length, and if deemed suitable, the EWO will send a letter to you. Please ensure that your child's attendance is not compromised in this way.

Please read the following important information:

### Achievement and Attendance (information from Brighter Futures for Children):

- Research has shown that achievement is directly linked to attendance.
- Students with high attendance invariably perform better in class and in exams.
- Across the school year of 38 weeks, 90% attendance means that a student missed four weeks of school (100 hours of teaching and learning).
- If a student continued to attend at 90% over three years they would miss the equivalent of 12 weeks of school (two terms).
- It is proven that attendance is directly linked with academic achievement. A student with 90% attendance is likely to achieve a whole GCSE grade lower than they are capable of because they have missed 10% of their lessons.



I look forward to your cooperation and support in this matter.

Yours sincerely



**Ms C Kattirtzi**  
**Headteacher**

## **Appendix 3 – Internet and E-Safety Policy for Students**

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### **Introduction**

The internet access in school gives students the possibility to enhance their learning and gain more knowledge through external sources. Through using computers and the internet in school, students benefit from:

- Access to world-wide educational resources;
- Cultural, social and leisure opportunities to enjoy out of lessons;
- Discussion with experts in various fields;
- Revision aids.

These benefits all contribute to personalised learning, where the students help themselves by building on what they have studied in lessons. Encouragement and support through the use of IT will be applicable in specific Computing lessons, other subjects throughout the school and general knowledge of the digital world.

### **1. Internet Access**

#### **2.1 Access to the Internet**

Access to the internet for students could result in the viewing of sites deemed inappropriate for school use. The school will prevent this wherever possible through the filtering system of the Internet Service Provider (ISP), our school firewall and through the encouragement of responsible use. The school aims to get a balance between protection of students and a flexible independent learning tool. This level of trust is required from all students so that the school can provide this supportive and valuable privilege. By signing the Acceptable Internet and E-mail Use Statement students are agreeing to oblige by the rules set out by the school relating to the use of school computers and internet access

#### **2.2 Conduct in Lessons**

When in lessons and using IT all students must follow instructions from the member of staff in charge regarding to internet use. The teacher will give clear objectives during the lesson and select the sites which students can use as a learning resource. If students do not follow these instructions and are found using websites that the teacher considers inappropriate for the lesson, there will be disciplinary action taken. This can take multiple forms, dependent on the severity of the incident and the preference of the teacher.

Students will be taught to assess internet content throughout their time at the school. All students will receive information during their first Computing lesson of the year, in which they will:

- Learn how to evaluate information online and validate it to understand if it is truthful and trustworthy;
- Be taught to acknowledge the source of information and observe copyright when using internet material for their own use;



- Be encouraged to tell a teacher immediately if they encounter any material which causes them to feel uncomfortable.

Those in Year 7 will receive a full lesson of internet safety and older years will receive an update and re-cap on being safe online in their Computing lessons.

### **3 Mobile devices**

Many students in the school possess personal mobile devices, from which they are able to access the internet. If not connected to the school network, these devices, such as smartphones can view websites which are inappropriate for school use using 4G/5G networks. If students are discovered using personal devices to access websites that would be prohibited on the school network, disciplinary action will be taken at the school's discretion. In years 7-11 mobile phones are not allowed to be used in school and must be turned off during the school day. If a student is found using a phone it will be confiscated. Outside of school students communicating via text and social media must use language that is appropriate and not cause offense to any party.

### **4 Social Media**

All students are advised to use social media respectfully and not use inappropriate or offensive language. Misuse of social media will be severely dealt with promptly according to our behaviour policy.

### **5 Monitoring**

When using school computers with a student log in, a record is kept of any websites viewed by the student. They are stored on an online activity log and can be viewed by the Senior Leadership Team. This information can be used to block sites in the future and result in punishment if visited sites are considered inappropriate. Single time minor incidents will result in action from the teacher in charge at the time and a repeat of the rule break may result in exclusion from internet use. More serious incidents will be dealt with by the Senior Leadership Team and will have severe punishments. Students may have internet or computer access denied for a period of time and parents will be consulted. If required the police will be contacted. Early contact will be made to establish the legal position and discuss strategies.

### **6 Cloud computing**

The school uses cloud computing where the storage of student data and emails are in the cloud rather than on our own internal school systems. We use Google apps. This is the education version so there are no adverts and all students will be within the Kendrick School firewall so the outside public do not have access to any of the areas that a student may use. This safeguards all our students.

### **7 Conclusion.**

Students are advised to be safe when using e-mail and internet at home and in school. Students should:

- Be cautious of e-mail attachments and only open files from a reliable and trustworthy source;
- Report any spam or phishing occurring in school;
- Never respond to emails asking for personal details e.g. bank detail and passwords;
- Have a strong password, (8 characters or more including upper and lower case, plus numbers or character), which you change regularly and do not repeat for other log-ins.

This E-safety policy has been designed to ensure that all students, all staff members and the school as a whole are safe in the digital world and no one is put at risk from external sources.

## Appendix 4 - School Uniform List

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

Tel: 0118 95964625

Email: [reading@stevensons.co.uk](mailto:reading@stevensons.co.uk)  
[www.stevensons.co.uk](http://www.stevensons.co.uk)

A Stevensons' price list can be found on our website.

- **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 revere 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.

## PE Kit

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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
- Tennis Racquets – for Summer Term

### Optional Extras

- 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)
- Extracurricular Hockey club ONLY - Maroon Hockey socks, shin pads and mouth guard

## Appendix 5 - Example of Activities and Clubs

These are just examples of some of the clubs and activities that may run this academic year. It will be a few weeks before new clubs are organised, timetabled and staffed before your child will be told about them and invited to join.

CLUB	AGE RANGE		CLUB	AGE RANGE
Amnesty International Group	All years		<b>MUSIC</b>	
Art and Design Club	Years 10-13		Flute Ensemble	Grade 1 +
Book Club	Years 7 Years 8-11		Guitar Ensemble	All abilities
Chess and Scrabble Club	All years		Jazz Band	All Years Jazz musicians
Chicken Club	All Years		Sinfonia	Grades 3-5 – strings, woodwind, brass
Christian Union	All Years		Symphony Orchestra	Grades 6,7 &8 – strings, woodwind, brass
Creative Writing	Years 7-9		Ukulele Orchestra	All Years
Debate Club – Junior	Years 7, 8 and 9		Vox Choir	Years 7 & 8
Drama Club	Year 7		Wind Orchestra	All Years wind and brass
Drama Club	Years 7 & 8		<b>PE</b>	
Eco Club	All Years		Badminton	Years 7 to 9
Engineering	Years 10-13		Hockey	Must have hockey experience
Gardening Club	All Years		Netball	Year 7
History	Year 7		Swimming	All Years
Mathematics	Year 8-9			
Mythology and Ancient History	All Years			
Robot Club	Year 8-13			

## Appendix 6 - Healthy Lunchboxes

### Lunch that helps your child grow

When planning meals for children it is important to remember that they need to eat a balance of foods to make sure they are getting all the nutrients their body needs for growth and repair. This means including foods such as lean meat, fish or alternatives such as eggs, and pulses, as they contain important nutrients, including protein and iron. Protein is an important nutrient for school-age children as it is necessary for the growth and repair of body tissues. Providing a well balanced lunchbox, including some protein foods, more fruit and vegetables, and starchy foods, such as bread, pasta and rice, will give your child the important building blocks needed for growth and development.

### Meat, fish or alternatives

- Include foods from this group in your child's lunchbox every day. Good choices include lean meats, such as chicken, ham or turkey; fish such as canned tuna or salmon; and non-meat sources such as beans, pulses, and chickpeas.

- These foods provide protein, which is used by the body for growth and repair. They also provide important vitamins and minerals such as iron, magnesium, zinc and B vitamins which are all needed for good health.
- However, some of these foods, such as meat products for example sausage rolls, pasties and meat pies can be high in energy and fat, particularly saturated fat. Saturated fat is the type of fat that we are encouraged to reduce in our diet, as high intakes can increase the amount of cholesterol in the body, which increases the risk of CHD (chronic heart disease).

### **What about Iron?**

- Iron has a number of important roles in the body. For example it helps make red blood cells, which carry oxygen around the body. Students have a particularly high requirement for iron when they reach puberty.
- The richest sources of iron are red meat and offal. However, these are not frequently found in children's lunchboxes, and with an increasing number of teenagers becoming vegetarians, it is important to understand how to provide a healthier lunchbox that also provides the iron children need.
- Good sources of iron for the lunchbox include ham, sliced boiled egg, dried apricots, wholegrain bread or rolls. It's a good idea to eat food containing lots of vitamin C at the same time as you eat food containing iron from non-meat sources, because this helps the body absorb the iron. This is another good reason to add a carton of fruit juice, a satsuma or handful of cherry tomatoes to the lunchbox.

### **Healthy lunch ideas**

- Lower fat choices include lean meats such as slices of chicken, turkey and ham.
- Other good fillings for sandwiches include tuna, crabsticks, sardines, boiled egg, cottage cheese, Edam and Mozzarella).
- Oily fish such as sardines and salmon are good sources of omega-3 fatty acids which may help to maintain a healthy heart.
- It is particularly important for vegetarians to ensure they include alternative sources of protein in their diets. Good choices include mixed bean salad, chickpeas, and hummus.

### **Drink up!**

A lunchbox is not complete without a drink. As over half the human body is made up of fluid it is essential that we keep our bodies well hydrated. Fluids have many functions in the body from acting as a lubricant for joints and eyes, to regulating body temperature. It is recommended that we drink at least 1.5 to 2 litres of fluid per day. This includes water and many other drinks like squash, fruit juices, milk and tea. We should drink enough to replace what is lost, so as to remain hydrated. Being well hydrated has also been linked with better concentration and learning.

### **Importance of hydration**

- Aim to drink about 2 litres of fluid every day. That is about the equivalent of 8 glasses/cups.
- Keeping the body hydrated is particularly important in the hotter summer months and when we are physically active, as it helps to regulate body temperature.
- Do not wait until you feel thirsty before drinking as thirst is a sign of being dehydrated.
- Being well hydrated has been linked with better concentration and learning.

### **Healthier lunchbox drinks**

- Unsweetened fruit juices
- Flavoured waters or low sugar squashes
- Bottle of water
- Milk

### **Safe Lunchbox Tips**

- Make the lunch the night before and refrigerate. This can help reduce the hectic morning, plus be an opportunity for your child to help.
- Some sandwiches can be frozen in advance – although some fillings may not be of the same quality, e.g. tomato and lettuce.

### **Use an insulated lunchbox.**

- Use a frozen ice-block or gel-pack (or water frozen in a rigid, leak proof plastic container).
- Freeze a carton of juice the night before – then use it as a freezer pack.
- Refrigerate fruit before packing.
- Avoid packing warm food into the lunchbox.
- Use a thermos to keep cold food cold, and hot food hot (rinse the thermos in hot water before placing the hot food in). Afterwards, thoroughly clean your lunchbox in warm soapy water.