

King Edward VI Northfield School for Girls



INFORMATION BOOKLET



**KING EDWARD VI
NORTHFIELD
SCHOOL FOR GIRLS**

Educational excellence for our City

GENERAL INFORMATION

Attendance

Good attendance is one of the most important building blocks for a successful school career. It is difficult to progress academically if you do not have continuity of development. At King Edward VI Northfield School for Girls we place great emphasis on regular attendance and pupils are rewarded with certificates and prizes if they achieve attendance targets. We also give rewards for improved attendance. The minimum target attendance for all pupils is at least **95%**. **The school follows advice issued by the Local Authority to support good attendance and does not authorise absence for holiday taken through term time. Please also see 'The Importance of Attendance' leaflet and the 'Attendance Policy' online.**

Absence

If a pupil is absent for any reason, a telephone call to our Attendance Officer on 0121 513 0202 is required on the first day of absence. If pupils need to leave school to attend an appointment then a note should be written in the pupils planner, stating both the time and nature of the appointment and include the official appointment letter. Pupils should always get their Head of Year to sign the note before leaving school. Whenever possible, appointments should be made outside school hours.

Leaving the Site

No pupil must ever leave the premises without permission from the Head, a senior member of staff or Head of Year. When permission has been granted, pupils must be signed out at Reception. Pupils who come late either in the morning or afternoon, **MUST** report to the Reception. Persistent lateness will result in a detention.

Equipment

All pupils should have a school bag large enough to carry books.

Pupils should be equipped with a pencil case, pen, pencil, rubber, sharpener, ruler, protractor, pair of compasses, scientific calculator, school planner, a reading book and PE Kit when necessary.

Lockers

Lockers are available to all pupils. A nominal fee will be charged to replace a lost key.

Rewards and Sanctions

We operate a system of positive encouragement and pupils will be given Class Charts points for effort and achievement. One of the sanctions we operate is a same day detention system which runs every day of the school week from 3.15 - 4.00pm with the addition of a Senior Leadership detention which runs on a Thursday from 3.15 - 4.15pm. Detention notifications will be sent out on the same day via the Class Charts app.

The most common reasons for detentions being issued are:- lack of homework, defiance, disruptive behaviour, rudeness and removal to the Time Out Room during lessons. Pupils are expected to attend detentions at the time set. Whilst we work with parent/carers as far as possible, the school reserves the right to set detentions even where parents/carers disagree with the rationale.

GENERAL INFORMATION cont...

Arbor

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about. King Edward VI Northfield School for Girls use Arbor - an online communication and payment service used by over 6,000 schools.



It is important that you register with Arbor by activating your account when prompted to ensure you receive key information to enable you to pay online for school dinners, trips etc, as we do not accept cash in school. We highly recommend you download the FREE App for the best user experience. To do this, simply search for Arbor in your App store.

Class Charts

Class Charts is an online system which teachers, pupils and parents use to track achievement and behaviour throughout the school day. Class chart will be used to share all positive behaviour, negative behaviour, detentions, pupils'



homework and any rewards / awards they have achieved. We believe in working closely with parents and guardians. One of the key benefits of using Class Charts is that we are able to securely share your child(s) achievements with you and to keep you up to date in real-time. You will be provided with a unique code to set up your own account, your child will also create their own too.

Eating and Drinking

Pupils are encouraged to drink water rather than fizzy drinks and to bring water bottles to school. There are water dispensers situated in the school, where bottles can be refilled. Energy drinks are **NOT** permitted in school as they damage the ability of pupils to concentrate in class, please discourage your child from purchasing these. Please do not bring energy/fizzy drinks or hot food into Reception with the intention of passing these along to your child, as this undermines the school and they will be refused.

Nuts - We have a number of pupils with nut allergies, pupils are not allowed to bring nuts or nut products including items containing nut traces into school.

Free Breakfast

All pupils have access to a free, healthy breakfast bagel every morning during form time. This is to ensure that all pupils have a healthy start to the day and are ready to learn.

Supervision of pupils in the morning

Staff are on duty officially from 8.35 am each morning. Parents should be aware that although many staff are at school before this time pupils who arrive earlier will not be directly supervised and the school does not accept any responsibility for their supervision.

Lunchtimes

Pupils are expected to remain on site at lunchtimes. A school dinner can be purchased in the canteen or pupils may bring a packed lunch which can be eaten in designated areas.

GENERAL INFORMATION cont...

Extra Curricular Clubs

Over 30 different extra curricular activities run every week after school starting at 3.15pm, including various sports, yoga, creative writing, dungeons & dragons and language & culture club. Please encourage your child to attend as many of these as possible as there is evidence that pupils who attend clubs have better school attendance, enjoy school more and ultimately, are more successful.

Please see website for our half termly calendar.

Homework/Revision Club

Afterschool Homework/Revision Club - Monday to Friday 3.15pm to 5pm. If pupils wish to attend homework club they need to sign in by 3.30pm. Pupils are **not** allowed to leave the premises then return to the club, they also are **not** allowed to walk around school premises looking for teachers. The club is available on a voluntary basis, giving parents' peace of mind in knowing that their child will have somewhere safe, supervised and social to work on homework. The club is open for all year groups and will run in the Library/Computer Room ensuring that pupils who attend have access to computers.

Valuables and banned items

Large sums of money and valuables should not be brought into school. If they are, they are done at your own risk. We cannot accept any responsibility for these.

The following items should not be brought into school:-

Aerosols and sprays, tippex, chewing and bubble gum, energy drinks, cigarettes and vape pens. Such items will be temporarily confiscated if brought into school. Smoking or vaping on the school premises, to and from school is not allowed.

Mobile Phones

While we understand that some parents may want their children to have a mobile phone for communication after school, pupils are not allowed to use mobile phones during the school day and should be switched off and out of sight by 8.45am. School will not take any responsibility for lost or damaged phones. If seen using a mobile phone, the phone will be confiscated until the end of the day and the pupil will receive a detention. Should two confiscations be recorded in any half term parents/carers will be called to collect the phone from school. Please see the Mobile Phone and Head Phone Policy for further information.

Medication

The school can only accept and administer medicines that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist prescriber. The medicines should always be provided in their original container which details the name of the child and the dosage requirements. The parent is responsible for delivering the medication to school where a Medicines 1 form will need to be completed. At the end of the medication period, the parent is responsible for the collection from school any unused medicines. Any uncollected medicines will be disposed of appropriately.

DRESS CODE AND UNIFORM EXPECTATIONS



All pupils are required to wear school uniform. We feel high standards of dress are important.

We strongly advise that all clothing and property should be clearly marked with your child's name.

BLAZER AND / OR JUMPER	<p>You are expected to either wear a blazer or a jumper, but you can of course wear both</p> <p>Black blazer, KEVI logo on the left-hand pocket</p> <p>If you chose to wear a blazer it must be with you and worn at all times, including corridors during lesson changeovers</p> <p>It can be removed with staff permission during a lesson if the room is warm or for a practical lesson</p>
JUMPER (IF CHOOSING THIS OPTION)	<p>Plain black, V-necked jumper with the KEVI logo added</p> <p>Jumpers should not be tucked into skirts/trousers or tied up at the back</p> <p>If you chose to wear a jumper it must be with you and worn at all times, including corridors during lesson changeovers</p> <p>Cardigans, hoodies, sports sweatshirts and similar are not allowed to be worn at any time</p>
WHITE SHIRT	<p>Plain white shirt with a button up neck. Either long or short sleeves are permitted</p> <p>The top button must be done up at all times and tie must be worn.</p> <p>Shirts must always be tucked in</p>
SCHOOL TIE	<p>Red stripes for KS3 (Year 7-9)</p> <p>Gold stripes for KS4 (Year 10-11)</p> <p>The knot should clip to and cover the top button of the shirt</p>
SKIRT	<p>Plain black.</p> <p>Must be a tailored skirt – it can be pleated or a straight pencil skirt.</p> <p>The length of the skirt should be knee length (to the crease of the back of the knee). PLEASE BUY SLIGHTLY LONGER TO ALLOW FOR GROWTH</p> <p>It should be no longer than mid-calf.</p> <p>The waistband should not be turned over and your skirt should not be worn below the hips</p> <p>The skirt should not be worn below the hips and</p> <p>Split skirts or skirts in denim, corduroy, knitted wool, or stretch fabrics like Lycra, jersey or scuba material are not allowed</p> <p>Tight fitting tube skirts are not appropriate for school</p>
PLEASE SEE IMAGES BELOW FOR REFERENCE	



DRESS CODE AND UNIFORM EXPECTATIONS cont...

TROUSERS	<p>Plain black, must be full length, straight legged, tailored trousers.</p> <p>Trousers in denim (jeans), corduroy, linen and stretch fabrics like Lycra or jersey or skin tight trousers are not allowed.</p> <p>Skinny fit (including leggings and jeggings), tapered trousers and flared trousers are not acceptable.</p> <p>Cargos, harem pants, joggers, etc are not permitted</p> <p>Ankle length/cropped trousers are not permitted, so trousers must cover the ankle bone.</p> <p>Trousers should not be worn below the hips</p> <p>PLEASE SEE IMAGES BELOW FOR REFERENCE</p>
	
SOCKS / TIGHTS	<p>Plain socks in either black or white.</p> <p>Socks can be knee length (just below the knee) or ankle length.</p> <p>Plain black or natural tights</p> <p>Socks/tights should not have any ribbons, patterns or sports branding on them.</p>
HEAD SCARVES	<p>Any plain coloured headscarf can be worn.</p> <p>Lace, beading and gems are not permitted.</p> <p>The headscarf should be worn in a way to allow the logo on the school blazer/jumper to be visible.</p>
SHOES	<p>Shoes should be plain black leather or fake leather/leather look e.g. 'they can be polished', with low heels (no higher than 2.5cm).</p> <p>Large decorative blows, buckles, diamante embellishments etc are not allowed.</p> <p>Boots of any length, sandals, platform shoes, high heeled shoes, fabric shoes, pumps and trainers (or those that look like trainers) are not acceptable.</p> <p>Shoes with coloured logos are not permitted.</p> <p>Soles of shoes should be black or dark in colour.</p> <p>For those with a medical reason (approved by school) who are required to wear trainers as a reasonable adjustment, you are expected to wear trainers that are COMPLETELY black (including laces, soles and any branding that may be visible)</p>
BADGES	<p>Only pin badges provided by the school are permitted to be worn on the school blazer</p>
JEWELLERY	<p>One small, discreet religious symbol can be worn if it is not visible.</p> <p>One wristwatch, that is not a smart watch, is permitted.</p> <p>One plain, silver or gold stud, which must not be jewelled style, in the lower lobe of each ear is permitted.</p> <p>Piercings of any other description, on any other part of the face or body are not allowed.</p> <p>Clear piercings of any description are also not permitted</p> <p>No other jewellery is permitted e.g. no rings, bracelets, or necklaces.</p> <p>All jewellery must be removed for PE/ dance and enrichment activities</p> <p>New piercings not permitted will be expected to be removed, new piercings should be undertaken during the summer holidays.</p>
HAIR STYLES & OTHER ACCESSORIES	<p>Hair accessories (hair bands/bobbles/hair slides/clips) must be discreet and black only</p> <p>Decorative or oversized hairbands/hair ties/ribbons/bows/flowers aren't permitted</p> <p>No beads/hair jewels/hair jewellery or embellishments are permitted</p> <p>No bandanas are allowed</p> <p>Sunglasses and non prescription glasses/fashion glasses are not permitted</p> <p>Hair must be worn in a simple style, preferably tied up/tied back for school if long.</p> <p>Shaved lines or patterns are not permitted, including in eyebrows</p> <p>No hats, caps, or other head gear are allowed.</p>

DRESS CODE AND UNIFORM EXPECTATIONS cont...

COSMETICS	<p>Temporary tattoos or body art, false eyelashes, false nails, coloured nail varnish, coloured contact lenses, non-medical tooth attachments (e.g. tooth gems), and stickers on the face are not allowed. Henna is permitted following a religious festival; however, pupils are not permitted to have henna on hands during examinations. We encourage families to consult the school calendar prior to having henna applied.</p> <p>We do not permit pupils to write or draw on their hands/arms or any part of their body. If pupils do have writing on themselves, they will be asked to remove it.</p>
COAT	<p>A warm, waterproof coat that is fully zipped or buttoned is advised particularly during the Autumn and Spring terms as we do encourage pupils to spend time outside during break and lunchtimes. No ¼ or ½ zipped jackets should be worn as they must be removed over the head, this could be deemed as a hoodie type coat</p> <p>Hoodies, tracksuit tops and denim jackets are not suitable as outdoor wear.</p> <p>Pupils aren't permitted to wear coats in the building either in corridors or lessons.</p> <p>Coats should be stored in lockers. Pupils without a locker will be required to carry their coats with them.</p> <p>If wearing a coat outside during social time, they will be expected to remove it at the end of the breaktime or lunchtime as they move to lessons.</p> <p>Gloves, all hats and non-religious scarfs e.g. woollen scarfs should be removed upon entry to the building.</p>
BAG & OTHER EQUIPMENT	<p>All pupils should bring a suitably sized school bag to school every day.</p> <p>School bags should be able to carry at least an A4 folder or revision guide & a pencil case.</p> <p>Bags should not display any offensive or political messaging.</p> <p>Pupils should bring a pencil case containing the following as a minimum 2 blue or black pens, pencil, and ruler.</p> <p>Pupils should bring their school planner to school daily.</p>

PE KIT

BLACK POLO TOP	<p>Must display the school badge</p> <p>Pupils initials on the front are optional</p>
PE BOTTOMS	<p>Either plain black sports leggings, joggers or shorts (that should be at least mid thigh length or longer)</p> <p>Pupil's initials on the front are optional</p>
TRAINERS	<p>Suitable sports trainers</p> <p>Any colour permitted</p>
PE HOODIE (optional)	<p>Plain black hoodie displaying the school badge</p> <p>Pupil's initials on the front are optional</p> <p>NO OTHER HOODIE IS PERMITTED</p>

The school reserves the right to make a judgement with regard to uniform matters. Any pupil arriving at school without any of the items detailed above will be expected to borrow uniform, including shoes to ensure they meet the standards made clear in the dress code.

Enforcement of the uniform policy: It is the responsibility of parents/carers to ensure that their child comes to school in the correct uniform. If there is a legitimate reason a note should be provided on the day that the issue arises. Failure to have a note from parent/carer will result in a sanction being issued to the pupil. **Please do not phone reception about missing/incorrect uniform as they will not have the capacity to pass this message on to relevant staff.** Form Tutors are expected to check uniform daily and pupils who are not in the correct uniform will be given a negative behaviour point via class charts (if they do not have a note to excuse them). Repeatedly wearing incorrect uniform can lead to pupils being issued sanctions, sent home to change, or being placed in isolation.

Confiscation of property: We will ask your child to remove any item that is not part of the school uniform and which breaks the school rules immediately. They will be expected to remove it and put it in their bag/locker. If they are found wearing it again it will be confiscated, placed in an envelope, labelled and locked away. All confiscated items will be returned at the end of the half term at the end of the school day (and after detentions for those in detention on the last day of the half term).

UNIFORM & PE STOCKISTS

KIDS ESSENTIALS

762 Bristol Rd South, Northfield, Birmingham, B31 2NN
www.kidssentialsschoolwearbirmingham.co.uk - Tel: 0121 477 0736

CLIVE MARKS

38-40 Poplar Rd, King's Heath, Birmingham B14 7AD
www.clivemark.co.uk - Tel: 0121 728 6860

RUBERY SWOP SHOP

(Good quality, free second hand uniform)
224 New Road, Rubery, Birmingham, B45 9JH
www.ruberyswopshop.co.uk - Tel: 07736 958249

CONTACT NAMES

Mr N Jones	Headteacher
Mr D Chesterman	Deputy Headteacher
Mrs M Elliott	Deputy Headteacher
Mrs L Colvin-Grieve	Designated Safeguarding Lead & Assistant Headteacher
Mr S Smedley	Assistant Headteacher
Mrs M Campbell	Associate Assistant Headteacher - SENDCO
Miss H Jessup	Deputy Designated Safeguarding Lead
Miss F Whiteley	Head of Year 7
Miss T Habib	Head of Year 8
Miss C Savoy	Head of Year 9
Mrs S McAuley	Head of Year 10
Miss J Woods	Head of Year 11
Mrs S Murphy	Senior Learning Mentor/Behaviour KS3
Mrs K Southall	Senior Learning Mentor/Behaviour KS4
Mrs E Tisdell	Attendance Lead

To report any pupil absence, please contact Attendance on:
0121 464 8346 and press option 1, dial direct on: 0121 513 0202,
email: attendance@nsg.kevibham.org or once signed up, report absence on the
Arbor App.



Times of the Day

START	All Years	8.45am (In their form rooms)
BREAK	Year 7 Year 8 Year 9 Year 10 Year 11	10.15am - 10.40am 10.15am - 10.40am 11.15am - 11.40am 11.15am - 11.40am 11.15am - 11.40am
LUNCH	Year 7 Year 8 Year 9 Year 10 Year 11	12.40pm - 1.10pm 12.40pm - 1.10pm 1.40pm - 2.10pm 1.40pm - 2.10pm 1.40pm - 2.10pm
END	Year 7 All Years	3.15pm 3.15pm

NO NUTS!



www.thrivingwithallergies.blogspot.com

WE ARE A NUT FREE SCHOOL - We have a number of pupils with nut allergies, pupils are not allowed to bring nuts or nut products into school.

WORK HARD
Be Kind



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