



**KING EDWARD VI  
CAMP HILL  
SCHOOL FOR GIRLS**

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*Educational excellence for our City*

**YEAR 7 HANDBOOK**

**September 2024**

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## Welcome to Camp Hill Girls

Dear Parents/Carers

Welcome to KEVI Camp Hill School for Girls. Our school was founded over 135 years ago as one of the pioneers of academic education for girls, and we are proud to continue that history and tradition. At Camp Hill Girls, our aim is to educate our students to achieve their very best in all aspects of their school life and beyond. We will encourage them to be good citizens, to be kind and to make tangible contributions to our wonderful and diverse school community. We want our students to work hard, play hard and enjoy all the school has to offer from the very start of their journey with us. There is an expectation that students make contributions to the life of the school through such things as extra-curricular activities, house events, charity events, community work, assemblies and more. We know through a great deal of experience, that immersing themselves in all aspects of school life helps students grow into mature, confident and capable young adults by the time they leave us.

We are very well aware that the period of transition from Primary to Secondary school can feel slightly daunting, so please be assured that we will meet all of our Year 7 students on their first day to make sure they know where to go, who to ask, and what to do should they feel lost or unsure. They will of course, receive a great deal of support from their Form Tutors and teaching staff as they settle in over the first important few weeks.

We are delighted to be welcoming you all to the Camp Hill family. I am very much looking forward to meeting you personally, getting to know you and working with you over the next seven years.



Ms Karen Stevens  
Headteacher



A warm welcome to all of our new Year 7 students, we are really looking forward to you becoming part of our school. The transition to secondary school is an exciting time, with so many new challenges and opportunities. My role as your Head of Year, alongside your form tutor, is to support you on this journey. I look forward to getting to know you all over the next few months.

Mrs Anna Bennett  
Head of Year 7



## The First Few Days

The first day at a new school is often an exciting time for both students and parents/carers; it's also very tiring. We try to ease Year 7 into their new school during the first week, so some of the routines are not in time with the rest of the school.

We will send out further information nearer the time about arrangements for the first few days of school.

## The Normal School Day

The school operates a fortnightly timetable, with five periods in the school day. The students must be in school from 8.50 – 3.35 daily; this is a total of 33 hours and 45 minutes (33.75 hrs) each week. Students are able to enter the building from 8 am, and remain in the library until 4.15pm daily. There is also a homework club which is available by prior arrangement which runs daily until 4.45pm.

Registration & Assembly	8.50 - 9.15
Lesson 1	9.15 - 10.15
Recess	10.15 - 10.35
Lesson 2	10.35 - 11.35
Lesson 3	11.35 - 12.35
Lunch	12.35 - 13.35
Lesson 4 & Registration	13.35 - 14.35
Lesson 5	14.35 -15.35

### Entrances and Exits

Pedestrian entrances to the school site for students are off Vicarage Road and Cartland Road. These are open at the beginning and end of the day, and can be opened via the thumb scanners during the rest of the day. Students must not walk up the main drive, which is only for vehicles.

Student entrances to the school buildings are off the back playground. These are on security locks and entrance is via a thumb scan. Students are able to exit by pushing a button. The front entrance should only be used during the school day to access lessons in the Sports Hall or in the event of a fire.



### Before School

Students who arrive early can choose to remain in the playground before school or come inside and wait in the locker room or go to the Dining Room. The Dining Room serves breakfasts and hot drinks from 8.10 a.m. until 8.40 a.m. Students can also go to the Library from 8.20 a.m. Students should not go to form rooms or try to find teaching staff before 8.45 a.m. By keeping everyone in the above areas our morning supervisors can ensure everyone is safe. A bell is rung at 8.45 a.m. and students should go to their form rooms for registration.

### Registration

Students should be in their registration room by 8.50 a.m. The Form Tutor takes the register, notices are handed out and, on some days, books are collected in.

### Assembly

There are typically three assemblies in the week – a whole school assembly, a Key Stage 3 assembly and form assembly. There is more information later in the handbook.

### Recess

At recess students can go to the main Dining Room or the Studio Dining Room to purchase food and drink. The library is also open at recess.

### Lunchtime

All students, other than in the Sixth Form, must remain on the school site during the lunchtime. Hot and cold lunches are available in the Dining Room and they must be eaten there unless it is the 'Lunch to Go' option which is collected from The Studio. Students who bring sandwiches can go to The Studio to eat them. In good weather students can eat lunch outside; we have seating areas around the site. The library is open throughout lunchtime and there are also a wide variety of clubs to go to. You will receive a copy of the extra-curricular activities booklet in September.



### Boys' School

We are able to join with Camp Hill Boys' School for a number of activities. However, we are two separate schools and do not take the Boys' School hospitality for granted. Invitations and arrangements should be made by form and subject teachers through the Deputy Heads. Students should not be in the Boys' School or on their premises unless it is by specific arrangement.

### Form Rooms

All forms have a room which is their base. It is the form's responsibility to ensure their room is tidy. The form room also has a book locker for each student.

## Attendance, Absence and Punctuality

Good attendance is very important to us. On average, our students have an attendance rate of 97%. We appreciate, however, that everyone does not have good health all the time, and that genuine illness, injury or emergencies happen, so there may be legitimate reasons for students to be out of school.

### Absence

Please contact the school before 8.30 a.m. on **every day** of your child's absence, using the Studybugs app. To get the app register on <https://studybugs.com/about/parents>

Cases of infectious disease should be notified to the school immediately.

If your child has not been reported absent, and has not been marked present at registration, you will receive an automatic email asking you to contact the school as soon as possible with a reason for the unexplained absence. You must respond to this email, as part of our safeguarding policy.

- To report that your child is unwell and will be absent from school, use **Studybugs App**.
- To report an absence due to an appointment, please notify the school by emailing [head@kechg.org.uk](mailto:head@kechg.org.uk)
- To request time off from school for other reasons, please email [head@kechg.org.uk](mailto:head@kechg.org.uk)

Further details about procedures for absence, including medical appointments and requests for leave of absence for other reasons will be shared with the whole school in September 2024.

### Appointments

Wherever possible appointments should be made out of school hours. If a student has to be absent, or needs to leave school during the school day, parents/carers must send an email or letter in advance. Emails for planned absences should be sent to the Head teacher at [head@kechg.org.uk](mailto:head@kechg.org.uk). Parents/carers are requested to arrange to meet their children at reception and students should make their way down at the correct time. We will sign students out at reception and we will provide a pass to cover the time out of school. If students return to school later in the day, they must sign in at reception when they return

### Punctuality

Occasional lateness owing to bad weather conditions or transport problems cannot be avoided, but lateness must be the exception. If a student arrives late to school, they should do the following:

#### ***Arrival between 9.00 a.m. and 9.15 a.m.***

On a non-assembly morning, go to the form room and explain the reason for being late. The form tutor will issue a late mark in the register. On days when assemblies are taking place, students should report directly to reception and sign in late on the monitor. Students should remain in reception until assembly finishes. A member of the office staff will adjust the register and record the late.

#### ***Arrival after 9.15 a.m.***

If a student arrives after 9.15 a.m., sign in on the monitor at reception and then report to the lesson. This will be counted as an absence and you will be asked to provide a letter to cover it.

## Severe Weather / Emergency Closure Arrangements

We will endeavour to keep the school open whenever practically possible, and will only close when travelling becomes problematic for students and staff, or if there are safety implications to keeping the school open.

***If we have to close before the start of school:***

We will put a notice on the school website (<https://www.kechg.org.uk/>) as early as possible, and whenever possible by 7.00 a.m. to announce the closure. We will also inform Birmingham City Council who will post a list of closed schools on their website (<https://disruption.birmingham.gov.uk/>).



***If we have to close during the school day:***

We will send out an email to parents/carers to let them know that the school is closing (please ensure that the school has up-to-date contact information), and a notice will be put on the website. Students will then be dismissed.

Please could you discuss arrangements with your child so they are clear about arrangements for getting home in the event of an early school closure. Students should not rely on being collected by parents/carers in these cases.

## Parentpay

So that students do not have to bring cash into school, we operate a cashless payment system for meals, school trips, music tuition, etc. This allows you to pay for items securely using any bank card via the Parentpay website: [www.parentpay.com](http://www.parentpay.com)

You will have received an activation email containing your user name and password on 14/06/2024. Occasionally we are not able to provide your activation letter until your child starts school. If this is the case, you will receive the letter in the first week of term.

## School Meals

<https://www.kechg.org.uk/parents-and-students/essential-info/catering>

A variety of items are sold ranging from sandwiches and baguettes, salads and fruit, hot meals and cakes. We have worked with the caterers and the Student Food Group to develop a healthy and varied menu.

## Data Handling

<https://www.kechg.org.uk/page/?title=Data+Handling+%26amp%3B+Insurance&pid=75>

As we explained in the notes relating to the pupil information packs, certain data is held on the system to enable accurate operation. This data is handled under guidelines of the General Data Protection Regulations and only used by parties directly associated with the school.

## Free School Meals, Financial Assistance and Pupil Premium

<https://www.kechg.org.uk/parents-and-students/essential-info/fsm>

### Entitlement to Free School Meals

If you are a parent or carer, and receive any of the benefits below, then your child is eligible for free school meals.

- Income Support
- Income Based Jobseekers Allowance
- Support from NASS under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you are not also entitled to Working Tax Credit)
- The Guaranteed Element of State Pension Credit
- Income Related Employment and Support Allowance
- Working Tax Credit run on
- Universal Credit (annual net income not exceeding £7,400)

### **If you would like to apply for Free School Meals you can:**

- Apply online at <https://www.cloudforedu.org.uk/ofsm/birmingham>
- Contact the school office on 0121 444 2150

If your application for free school meals is successful, the school will also receive extra funding from the government to use in support of teaching and learning (Pupil Premium), so we would encourage you to register if you are eligible. Eligibility will also entitle you to grants for uniform, travel and school trips.



## Lockers

Students will be issued with a cloakroom and a form-room book locker. Their keys are their responsibility and students should remember to bring them to school every day and keep them safe. Students should not attach the locker number to their keys. Students will be required to return their keys at the end of each academic year.



### **Losing a Key**

If a student loses or forgets their keys and need access to their locker, a member of the site staff can open their lockers; no student should go home without outdoor clothes. Students will then need to make alternative arrangements to store their belongings. If a key is lost in school, students should come to reception and check lost property. A lost key can be replaced at a cost of £10.00.

### **Looking after Lockers**

It is important that your child keeps the locker locked during the school day to avoid items falling out, but more importantly to maintain security for personal belongings.

Students are asked to keep them clean and tidy. At the end of term lockers must be emptied of all contents so that they can be cleaned.

### **Contents of Lockers**

Students should only keep outdoor items and PE kit in their cloakroom lockers. They are not for books. Books are to be kept in the classroom locker. During PE lessons, students must use the cloakroom locker to keep valuables safe. We do not take responsibility for items of value which are left unattended, although we will make every effort to recover them.

## Lost Property

The school accepts no responsibility for articles lost in the school or elsewhere, but we do make every reasonable effort to help a student find anything they have lost.

The best safeguards against loss are:

1. the marking of all property with the student name.
2. ensuring students have all of the right equipment for the day so they do not have to borrow.
3. using their locker for possessions and making sure it is locked.

In the event of loss, students should come to the Office. If valuable items are found office staff will return these if it is clear to whom they belong.

## Medical Issues

### Illness whilst in School

If a student feels unwell, they must tell the member of staff in charge of the lesson who will send the student to reception. Students must report to reception before going to the medical room. If the student does not feel well enough to go back to lessons after a short break we will contact parents/carers to arrange collection. Students will be assessed by first aid qualified members of staff, or a member of senior staff. We do not have the facilities to supervise sick children in school.

Where medication is required which needs to be taken during the school day, arrangements should be made with the school office for its administration.

### Allergies

If your child has been diagnosed with a severe allergy e.g. peanuts, which requires immediate antihistamine or in severe cases the use of an epipen, please ensure that a duplicate emergency pack is sent to reception with the allergic response protocols at the start of term. If your child has been prescribed an epipen, they must carry one with them as well as keeping one in reception.

### Accidents

If a student is injured in any way during a lesson, it must be reported to the member of staff in charge. If an accident occurs before school, recess or lunchtime, students should go to reception.

### Emergency Contacts

Parents/carers must provide the school with telephone numbers where they may be contacted in the event of an emergency. If any of the contact numbers or addresses changes, please let us know in writing as soon as possible so that we can amend our records. If parents/carers are temporarily unavailable, for a period of time (e.g. for travel abroad) please send a letter or email with alternative contact details to Mrs Bennett, Head of Year 7.

### Medical Inspections

The school is used from time to time by the local area Health Authority to carry out health inspections, including immunisations against various diseases, such as diphtheria and cervical cancer. The Health Authority provides a letter to inform parents/carers before they visit school.

The school nurses can be contacted directly at: South Birmingham NHS Primary Care Trust, 58 Poplar Road, Birmingham, B14 7AG. Telephone – 0121 466 4900.

### Immunisations

Birmingham City Council has asked us to remind you of the following:

“Your child will be learning and socialising with more children when they start their new school and could be at risk of catching preventable diseases if they haven’t had all their childhood jabs. If you are not sure if your child has had all their routine vaccinations, check their personal health record (Red Book) or contact your GP surgery. To get the best protection for your child, they need to have had two

doses of MMR vaccine. For a checklist of the vaccines and the ages at which they should ideally be given, visit [www.nhs.uk/vaccinations](http://www.nhs.uk/vaccinations).”

## School Communication

Much of the communication from the school will come to you via email, so please ensure that we have the correct email address for you. Emails will come from King Edward VI Camp Hill School for Girls <[3305406@groupcallalert.com](mailto:3305406@groupcallalert.com)>. Please ensure that this email address is not blocked by your email provider, adding **3305406@groupcallalert.com** to your email address book will prevent the school emails from being placed in the spam/junk email folder.

## EduLink

We use EduLink to communicate with parents and carers. Please download the app when you are prompted by the school and we will share more details with you at our transition evening in September.

## Home-School Agreement

Parents/carers are vital in the progress children make in school and children do best when school and parents/carers work together. The home-school agreement forms the basis of our relationship with you and your child. You will have both been asked to sign the agreement as part of the student data collected prior to joining the school.

## The School Calendar

<https://www.kechg.org.uk/calendar-of-events>

Term dates and staff training days, when students are not in school, can be found here:

<https://www.kechg.org.uk/parents-and-students/term-dates>

You will be informed of other events within the school year nearer the time.

## General School Information

### The House System

All students and staff are assigned to one of six houses in school:



Cartland



Lichfield



Meriden



Priory



Stratford



Warwick

The house system provides the opportunity for students to get to know students in other year groups. Each house has its own special connection with the school's history. During the year there are several opportunities to join in events to support the houses. These range from sport, music, charity events and the year ends with the house festival. House points are awarded and these lead to certificates and badges:

50 points	= House Colour
100 points	= Bronze Star
175 points	= Silver Star
250 points	= Gold Star
350 points	= Teddy Bear

All points go towards the final house total at the end of the year.

### Staff Room

If a student needs to see a member of staff, they should knock on the Upper Staff Room door and ask if the member of staff is available. Unless there is an emergency, they should avoid knocking during recess and between 12.35 and 1.10 p.m.

### Speaking to Ms. Stevens (Headteacher)

Students are welcome to see Ms. Stevens in her office. If students wish to see Ms. Stevens, they should ask the school office to make an appointment.

### Speaking to a Head of Year

Students can find their Head of Year in the pastoral office, which can be accessed via the corridor by the dining room noticeboard. Students can visit their Head of Year at any time during recess and lunch, but should aim to come after 1:00pm so everyone has a chance to eat their lunch.

### The School Office

The school office is based in reception and is open for students from 8.15 a.m. until 4.30 p.m., Monday – Friday during term time. There is a telephone at reception for students use if they need to contact parents/carers.

### Mobile Phones

During the school day mobile phones should be switched off and kept locked in the cloakroom locker. Students who are found with their phone with them can expect to have it confiscated until 3.35 p.m.

If a student needs to contact parents/carers as a matter of urgency, they can ask permission to use the phone in school office.

#### Code of Conduct

The code of conduct can be found within the school's relational behaviour policy on the website:

<https://www.kechg.org.uk/parents-and-students/school-policies>

Online safety is more crucial than ever; some useful information can be found on the website.

<https://www.kechg.org.uk/parents-and-students/e-safety>

#### Charity Events

Every year we raise thousands of pounds for charity both locally and across the world by getting involved in lots of fun events. In recent years the whole school have collected for St Basil's homeless shelter in Birmingham, Readathon, Young Minds, Comic Relief, Cecily's Fund, St Mary's Hospice, NICE (National Institute for Conductive Education) and Team Africa. We hope your child will get involved when they join Camp Hill and we look forward to their input.

#### Use of grounds

Cycling is not allowed on the school grounds, but students may lock their bikes on the premises. Students must not walk across the games pitches at the start and end of the school day. Students must follow the walkway around the car park area; nobody should take a shortcut across the car park.

Students can use the playground and the front field at lunchtime, weather dependent. The music block is available for those who want to rehearse or have a music lesson. Years 7 – 11 are not allowed in the Sixth Form Centre.

## Contacting the School

<https://www.kechg.org.uk/contact-us>

head@kechg.org.uk 0121 444 2150

In addition to the schedule of Parents' Consultation Evenings, there will be times when parents/carers will want to speak to an individual member of staff. For subject-based concerns, please email the school and ask the specific member of staff to telephone you, outlining the concerns.

If the concern is not subject-specific or of a more personal nature, please contact your child's form tutor. Tutors will be able to advise about general progress, friendship issues and general well-being of members of their tutor group. In September 2024 the Year 7 tutors are:

7V: Mrs A. Hamblett

7W: Mr M. Taylor

7X: Mrs K. Hill & Mrs H. John

7Y: Mrs R. Stone

7Z: Mrs A. McDermott & Mr M. Ismail

Parents/carers may be invited into school if a member of staff expresses concern about a student's welfare or progress. Where possible these meetings take place between 8.45 and 9.15 a.m. and 3.45 and 4.30 p.m. but individual staff arrange mutually convenient times.

Key staff (Correct June 2024):

Ms K. Stevens, Headteacher, will always meet parents/carers when they wish to talk to her. Please contact the office to make an appointment. Ms Stevens is also available to meet parents/carers at Progress Evenings.

Ms. L. Maginnis, Deputy Headteacher (Pastoral), has oversight of the school's policy on pastoral care. She liaises with agencies outside school when appropriate or if parents/carers request this. You may wish to make an appointment with Ms. Maginnis in matters that are very confidential.

Mrs Bennett, Head of Year 7, has oversight of the curriculum and pastoral care in Year 7.

Mrs A. Ashraf, Head's PA and Office Manager, will provide information about school routines and calendar events. She will be able to advise you on Uniform/Travel Grants and Free School Meals.

Mrs G. Woolaway, School Secretary, deals with attendance and punctuality. If you have any absence queries, please contact her.

Mrs C. Gardner, Receptionist, takes care of the front reception. She is also the main office First Aider.

## School Uniform and Personal Appearance

<https://www.kechg.org.uk/parents-and-students/essential-info/school-uniform>

## School Equipment

Students will require the following supplies:

- A (refillable) water bottle – this **cannot** be a glass bottle
- Pens; a pencil; a ruler; an eraser
- Coloured pencils/pens
- For maths lessons: a geometry set including protractor and compasses, and Casio fx-85GT CW (or similar scientific calculator)
- Art supplies – HB, 2B, 4B pencils and putty rubber.

## Extra-Curricular Activities

<https://www.kechg.org.uk/parents-and-students/extracurricular>

Your child will receive information about the extra-curricular clubs at the start of term, and there is a copy on the website.

## Progress Evenings for Parents and Carers

You will receive further information about all these events nearer the time. Currently there are two opportunities for Year 7 parents/carers to talk to staff. The first is the Year 7 Transition Evening in October. This is the chance to talk to your child's Year 7 form tutor about how they are settling in, receive information about how we monitor progress and receive an overview of the pastoral curriculum. Later on in the year, there is the opportunity to meet subject staff to discuss work and progress. The dates and times of these are published in September. If you are concerned about your child's progress at any time, please contact their form tutor or Mrs Bennett so that any problems can be dealt with as quickly as possible. Please do not feel you have to wait for the progress evenings.

## Assessments and Reports

Our students have regular conversations with their form tutor to discuss progress and any concerns they may have.

The school is committed to academic achievement and carefully monitors and tracks the progress of each student through regular work and assessments throughout the year. We also value the role of our end of year examinations which usually take place in mid-May, as they provide a summative assessment of the year's work and allow pupils the opportunity to develop the necessary skills to

complete longer tasks under examination conditions in preparation for the GCSE and A level examinations.

Our students generally make excellent progress during Key Stage Three (Years 7 to 9). Information relating to their progress will be shared with you through reports and at the annual Progress Evening. There is no longer a nationally applied model of grading for students in Key Stage 3 and schools are free to devise their own assessment models. Further information about our reporting systems will be shared at the transition evening in the Autumn term.

## Parent Governors

<https://www.kechg.org.uk/our-school/governors>

Parent Governors are pleased to discuss aspects of the school on an informal basis. Parents/carers are invited to approach governors at school functions or to write to them in confidence care of the School. Alternatively, parents/carers may ring Mrs Ashraf, Office Manager, who has the contact details of our Parent Governors.

## Insurance

<https://www.kechg.org.uk/page/?title=Data+Handling+%26amp%3B+Insurance&pid=75>

The school insurance covers negligence, but does not cover personal effects on the school premises or on visits; we expect that personal property of both staff and students is covered by personal insurance. No unnecessary valuables should be brought to school.

For residential visits, either in this country or abroad, we have additional insurance to cover such things as cancellation, medical insurance, and loss of property. Parents/carers will be advised of the nature of the insurance cover organised for each visit.

## Assemblies

On three days a week there is an assembly in the hall and on other occasions there is a class assembly. Assemblies are designed to inform and provide opportunities for students to reflect and sometimes be challenged by what they hear.

We also celebrate success through assemblies, whether of individual students or groups. It is also the opportunity in the day when we can be most aware of a sense of community.





## Homework

<https://www.kechg.org.uk/parents-and-students/school-policies>

We believe in a regular pattern of homework for all students in Years 7 to 11. Your child will be provided with a homework timetable and diary in September. Parents'/carers' support in this is very important. Students need a quiet place to work with no distractions and may need guidance with planning their time.

Students will be taught how to use their diaries in an efficient and effective way to build organisational and study skills. Please encourage your child to discuss any issues she has with homework with her class teacher in the first instance.

If there are concerns about students not doing homework, or homework of a poor quality, you may be contacted by the subject teacher, Head of Department, or in more serious cases Mrs Bennett. In contacting you, we want to alert you to our concerns and find ways of supporting your child. This ranges from subject support sessions, Sixth Form mentoring, Learning Mentor or Homework Report.

## Trips and Visits

Your child will have the opportunity to go on trips and visits that will be arranged by all departments in the school. These may include foreign visits from Year 9 onwards.



**Please Note:** Trips involve a huge amount of planning which takes time. In order to avoid any delays or difficulties due to missing paperwork and payment, we would be most grateful if you could ensure that deadlines are met for all trips as stated.

Payment and consent should be made via ParentPay. When you pay for the trip on ParentPay you will be required to tick the box to give consent for your child to join the trip. You will also need to fill in the notes section with an emergency contact number, and details of any medical conditions of which we should be aware.

<https://www.kechg.org.uk/parents-and-students/school-policies>

We will keep you informed of trips and visits that take place at the school via letter or email – please ensure the main office has your up to date email contact to avoid any delays in communication.

## Annual Fund

We are extremely fortunate in the support that the parents and carers of our students offer us.

One of the ways they help is in supporting the school's Annual Fund. We use these funds for a whole raft of extra-curricular activities to enrich students' time with us at Camp Hill.

Although we call these "enrichment activities", we believe that they are a vital part of student life at Camp Hill, and allow students to experience school as it should be: a time to try new things, learn new skills, and meet new people, in and outside of the classroom. That is why we are committed to ensure each intake of students has access to as wide a range of activities as we can possibly offer.

We use the fund for:

- Entry to external competitions, maths challenges, subject Olympiads and inter-school competitions
- Providing staffing and resources for a huge array of lunchtime activities
- Funding our Foreign Language Assistants who offer students not only an incredible resource during exam years, but also bring with them their first-hand experience of different countries and cultures that they share with our students through language clubs
- Travel and entry to sports fixtures and competitions, attended by hundreds of students a year and facilitated by our indefatigable PE staff
- Costs associated with careers and university events, to show students the range of next steps available to them once they leave us, raise their aspirations, and inspire them with ideas
- Upgrading our facilities for performance spaces, so that as many students as wish to can take part in drama and music events such as Evening of Dance and Songs from the Shows (parents/carers of Year 7 students who haven't witnessed these yet, prepare to be astounded!)
- Resourcing the Care, Support and Guidance room, so that students know they can find a quiet space within school for help, advice and support
- Ensuring the library has a wide selection of ever-changing books, magazines and materials for students to explore their interests or find new ones
- Supporting our Music department, not only enabling us to subsidise music lessons, but also to support the astonishing array of orchestras, bands, and groups that the students somehow find time to get to every week
- And many other things!

These are just some examples of activities that students already access to at Camp Hill, and we are committed to continuing to provide them for the duration of your child's time with us.

We understand that your child starting a new school is an expensive time, so we will contact you about how to contribute to the Annual Fund later in the school year.

## Travelling to Camp Hill

<https://www.kechg.org.uk/parents-and-students/essential-info/bus-routes>

Travelling to and from school is an important part of your child's school routine. We want every student to be able to get to and from school in a way that is safe, respectful of our local community, and also promotes good health and personal independence.

### *Active travel*

We encourage all students to use a method of active travel to get to school, if at all possible. Walking or cycling for even a short period of time in the morning boosts brain activity and helps students arrive ready to learn. For those choosing to ride a bike to school, there is on-site cycle parking.

### *Public transport*

Many of our students travel to school using public buses. The numbers 11, 18, 35, 50, 27, 69 and 76 buses all stop outside or very near the school site. More information on routes, times and prices can be found at [networkwestmidlands.com](http://networkwestmidlands.com)

By the end of 2025, a train service is also expected to be stopping at the new Pineapple Road station, along a line running from Moor Street in the city centre to Kings Norton. The site of the new Pineapple Road station is to be immediately adjacent to the rear of the school site, on the corner of Cartland Road and Pineapple Road.

### *Car*

If driving your child to school, we ask that you please give consideration to the following:

- Drop-off responsibly: respect yellow lines and don't mount pavements or grass verges
- Don't leave your engine running while stationary
- Take extra care when reversing - you may not be seen by school children
- Consider dropping your child off away from the busy streets around school, and let them walk the rest of the way

## Subjects Taught in Year 7

Art (including an introduction to Graphic Communication)

Computer Science

Drama

English

Geography

History

Foreign Languages (Latin and two out of French, German and Spanish)

Mathematics

Music

Physical Education

PSHE

Religion, Philosophy & Ethics

Science

STEAM

Please see the Main School Curriculum Maps on the relevant department pages for more information about the topics covered in each subject in Year 7.

<https://www.kechg.org.uk/main-school/curriculum/departments>

Students in Year 7 also have one Personal, Social & Health Education (PSHE) lesson a week with Mrs Bennett, more information can be found on the Main School's Pastoral and Wellbeing web page.

<https://www.kechg.org.uk/main-school/pastoral-and-wellbeing>

## Frequently Asked Questions

### **What if I need to speak to my child's teacher?**

Parents/carers wishing to speak to or meet with a member of staff should contact school by phone or email. Teaching staff are not always available to take calls, but office staff will always pass messages on to teaching staff who will contact you at the earliest opportunity.

Parents/carers are politely requested not to arrive at school expecting to meet with staff without an appointment.

### **What if my child has an appointment during school time?**

To report an absence due to an appointment, please notify the school by emailing [head@kechg.org.uk](mailto:head@kechg.org.uk)

Students should make their own way to reception to sign out for any appointments at the agreed time. Office staff are not able to collect pupils from lessons. Any student who needs to leave the premises during school hours, for whatever reason, must report to the school office before leaving school.

Students in Years 7 and 8 should be collected from reception by their parent/carer, or another adult contact on their Student Data Sheet. Years 9 and above can leave on their own, provided we have written authorisation from parents/carers.

Further details about procedures for absence, including medical appointments and requests for leave of absence for other reasons will be shared with the whole school in September 2024.

### **What if my child is unwell and can't come to school?**

Please contact the school before 8.30 a.m. on **every day** of your child's absence, using the Studybugs app. To get the app register on <https://studybugs.com/about/parents>

Cases of infectious disease should be notified to the school immediately.

### **What if my child is running late for school?**

Students are expected to arrive for school on time. If, due to unforeseeable circumstances, a student arrives late, they should walk up the pedestrian drive off Vicarage Road, or the path off Cartland Road (before 9.30 a.m.), and come to reception to sign in. Please note, parents/carers are not permitted to use the school drive to drop off late students.

### **What if my child needs to take medication during school hours?**

If a parent feels their child is responsible, they may carry a single dose of their own medication and take responsibility for managing it themselves. The school office will only hold and administer medication to students if it would be detrimental to the student's health or school attendance not to do so. In most circumstances, only prescribed medication will be administered. Parents/carers must give consent to medication being administered. It is the student's responsibility to come to the office to receive their medication at the agreed time.

Students with asthma should carry their inhalers with them at all times and parents/carers are asked to provide a backup device to be held in the school office for emergencies.

### **What is a Cashless System?**

A cashless system is used for the payment of school meals, school trips, music tuition, etc. Each student using the system is allocated an account. Information is held on a secure server and stores details of individual balances, records where money has been spent, on what food and the exact date and time the money was spent.

### **How are students and staff recognised by the system?**

All individuals intending to use the system have their fingerprint scanned. This scan is converted into a number and stored on the system against that individual. No register of fingerprints is kept, and it is impossible to reconstitute a fingerprint from the numeric reference.

### **How is money entered into the system?**

Parents/carers can top-up by Parentpay – the online system, [www.parentpay.com](http://www.parentpay.com). You will receive details of how to access your Parentpay account before the start of term.

### **What if the student does not hold a sufficient cash balance one day to pay for a school lunch?**

No student will ever be expected to go without food during the school day. The student should notify the School Office who will inform the kitchens that the account will go into debit for one day. The account must be credited by the following day.

### **How does the system deal with students entitled to Free School Meals?**

Students buy their meal in the same way. The amount allocated for the free school meal, currently £2.65 per day, is entered onto their account by the software daily, and is only accessible at lunch break. Any underspend or missed lunch is not added to the next day's balance. Parents/carers can also add extra cash on to the balance by using Parentpay, to enable a greater daily spend on the school lunch than allocated by their free meal allowance. As the free school meal allowance can only be spent on a school lunch, extra cash added into the system can also be used for breakfast or break time snacks. All students in receipt of this benefit retain complete anonymity.

### **What if I need to get a message to my child during the school day?**

Parents/carers should give messages to students and make after school arrangements before students come into school in the morning. It is a good idea for parents/carers to arrange with students to check their phone after school, in case arrangements have changed. However, we do appreciate that emergencies can occur. In an emergency, please telephone the school office and office staff will pass on the message as soon as they are able. Please note that students are not allowed to use mobile phones during the school day, except in the office, with express permission from a member of office staff or Head of Year.

### **What happens if my child is unwell when they are in school?**

If a student feels unwell at school, they should report to their class teacher first. Students are encouraged to remain in school wherever possible, but if a student is too unwell to stay in school, staff will contact parents/carers to arrange collection. Students who feel unwell in school should NEVER use their own phones to call home asking to be collected. If you receive a call directly from your child asking to be collected, please tell them to go to the office and we will call you back.

### **What should I do if my child has left an item at home?**

If items of equipment are forgotten, parents/carers may bring them to the school office for students to collect. It is the student's responsibility to remember the items, or to come and collect them from the office; staff will not deliver forgotten items to them.

### **My child has lost something. What can I do?**

All personal property, including bags and coats, should be clearly marked with the student's name as this enables items to be returned. Students can look for lost items in the school office, at recess and after school. The school cannot accept responsibility for items that are lost, and all students have a locker to store items in.

### **Where shall I collect my child after school?**

Students can leave the school on foot via the pedestrian drive, which joins Vicarage Road, or the drive which joins Cartland Road. Parents/carers are not permitted to walk onto the school site to meet students - please arrange to meet with them on one of the side roads around the school site. Parents/carers are asked to park responsibly, and not on the zigzag yellow lines directly outside the school gates, or to block residents' driveways. Please note, parents/carers are not permitted to use the school drive to drop off and collect students, unless prior permission has been obtained for exceptional circumstances. However, parents/carers may use the drive when collecting a student for an appointment during school hours, or returning a student to school after an appointment.

### **What time does the school building open and close?**

Students can enter the school premises from 8.00 a.m., but must remain in the specified supervised areas until 8.45 a.m., when morning registration takes place. Students should leave the school premises by 3.45 p.m. unless involved in an activity in school. The school office is open between 8.30 a.m. – 4.30 p.m. and the library is open at the following times: Before school: 8.20 a.m. to 8.45 a.m. Lunchtime 12.35 p.m. – 1.35 p.m. After school 3.35 p.m. to 4.15 p.m.

### **What shall I do if my question hasn't been covered here?**

Check if the answer to your question is covered on the school website. If it is not, please telephone the school office (0121 444 2150), or send an email to [head@kechg.org.uk](mailto:head@kechg.org.uk).