

KLB



KATHARINE
LADY
BERKELEY'S
SCHOOL
FOUNDED 1384

Proud to Be

Y6 Information Booklet 2023





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WELCOME MESSAGE

Headteacher – Hannah Khan

Welcome to KLB School. We are thrilled to extend a warm and heartfelt welcome to the families of our year 7 students. As your child embarks on this exciting new chapter, we are excited to be a part of this journey.

We believe in fostering a holistic education that goes beyond academic achievement. Our wide range of enrichment and extra-curricular activities will provide opportunities for your child to explore interests, build friendships, and develop important life skills. We encourage all students to get involved, as we firmly believe that a well-rounded education helps shape confident and resilient individuals.

We understand that starting a new school can be a significant milestone for both students and parents. In this booklet, we aim to provide you with essential information and insights to help you navigate your child's transition into our school community. We want to ensure that both you and your child feel supported, informed, and engaged throughout their time with us.

Open and effective communication is essential to us, and we encourage you to get in touch if you have any questions or concerns. We value the partnership between parents, teachers, and students, and believe that together, we can create an environment that fosters growth and success.

Head of Year 7 – Chloe Landeg

I am so pleased to welcome our new year 7 students. Our transition staff enjoyed visiting the primary schools recently and we hope that our visits were able to provide some useful information about life at KLB, whilst also addressing any concerns students may have had. Feeling apprehensive the summer before starting at secondary school is normal for families. I am confident that after the first few days with us in September these worries will subside as students make new friends, gain confidence in moving around the school site and get to know their teachers.

In addition to our transition activities, a calm start to the September term will provide students with plenty of time to get to know people and places a little better and to familiarise themselves with life in year 7. The move to a new school provides a fresh start with lots of new opportunities and I look forward to seeing students embrace this.

I look forward to meeting you all in September after a restful summer.





FIRST DAY ARRANGEMENTS

Firstly, do not worry as there are 250 other students starting today. It's exciting and we hope it will be very enjoyable!

Year 7 and 12 will be the only year groups in school on Tuesday 5 September. All other year groups will start back at KLB on Wednesday 6 September. During the day, students will be introduced to their tutors and new teaching groups, along with participating in induction and familiarisation activities.

Helpful advice for first day includes:

- Have your uniform and school bag ready the night before (clearly labelled)
- Pack a pencil case (clearly labelled) with essential items which include: a pen (black ink), pencil, pencil sharpener, rubber, ruler and calculator. Non-essential but useful items include coloured pencils or felt tip pens and a glue stick.
- Pack a drink (we recommend water or juice but not a fizzy drink) and lunch if you are not buying a school lunch.
- **Arrive by 8:20** and meet in the Sports Hall, located in the corner of the main car park.





GENERAL SCHOOL INFORMATION

Telephone number: 01453 842227

The school website: www.klbschool.org.uk

Contact email address: info@klbschool.org.uk

Head of Year 7, Mrs C Landeg: clandeg@klbschool.org.uk

Deputy Headteacher Miss F Bailey: fbailey@klbschool.org.uk

Year 7 tutors are assigned by September. If you need to contact any member of staff there is a full list of staff emails on our website in the 'Contact' tab.

Important information

- Please make sure that the school office has your child's correct name **exactly** as it appears on their birth certificate. This is essential for examination entries and for any foreign trips.
- Please inform the office of any changes to your address and contact numbers.

Telephoning school

- Be ready to give your child's full name and tutor group.
- Be ready to leave a message and/or request for someone to contact you if the person you wish to speak to is unavailable.
- Be ready to give a time and number(s) where you can be contacted. A phone number where you can be contacted at the end of the school day is often helpful. Please be aware that it is not always possible for a member of staff to call you back on the same day.
- It is helpful to give an indication of the nature of your enquiry or concern.

Who to contact

- The person to contact for general enquires or concerns is your child's tutor.
- If your concern or enquiry is related to one specific school subject, it would be appropriate to contact the subject teacher or the Head of Department.
- If you are contacting us to report an absence, please email attendance@klbschool.org.uk or telephone the school, giving details of the absence and an indication of how long your child is likely to be off. Before 8:00 you can leave a message on the school answerphone.

Sickness at home/school

- If your child is taken ill during the school day you will be contacted if deemed necessary. It is important that you keep your contact phone numbers, especially mobile numbers, up to date.
- If your child phones you regarding their illness, please telephone the school for confirmation before you set out to collect them.
- If your child has had sickness and diarrhoea at home they should not return to school until 48 hours has elapsed from their last bout of sickness.



Appointments/Holidays

- Routine appointments, e.g. dentist, should be made outside school hours if possible.
- All students **must** sign in/out if they leave or arrive at school during the school day. Parents may meet their child at reception if they wish.
- Holidays should not normally be arranged in term time. If your child needs to be absent from school they should go to reception and ask for a Leave of Absence form which should be completed and returned to Mrs D Gardner, Attendance & Welfare Officer, at least two weeks before the absence is due to take place.

Organisation

- Encourage your child to prepare their books and bag the evening before.
- Some parents find that keeping a copy of their child's timetable with homework marked in a prominent position at home can help to improve their child's organisation.
- A supply of pens and pencils at home can help your child to be properly equipped.
- You may wish to check bags and pockets regularly for letters or notices that your child has been given.
- The newsletter is issued around the end of each month. We alert parents/carers to this via an email. Parents/carers can then access the newsletter via the internet.
- Homework will be set via 'Class Charts', an online system. All students will be shown how to access this and you will receive a letter containing login information for parents early in September.

Uniform and PE kit

- Please ensure that your child wears correct uniform.
- Please write a brief note to your child's Head of Year if they are unable to wear correct uniform (e.g. because of injury). Students should obtain a uniform exemption card from their Head of Year.
- Some parents find a spare tie helps to avoid a last minute panic.
- Please ensure that all PE kit and uniform are clearly labelled.
- Students should still bring in PE kit even if they are not able to participate fully in the PE lesson.

Reports and Parents' Evenings

- A Parent Information Evening will be held in term 1 where you will receive information about the year ahead for your child.
- A Tutor Evening will also be held in term 1. Here you will have the opportunity to meet your child's tutor and discuss how they are settling in.
- You will receive three progress reports during the year. Further details will be provided at the Information Evening.
- There will be a Parents' Evening for you to meet with subject teachers.
- Before the Parents' Evening with subject teachers' you will receive a letter on how to book appointment times.

Lost Property

- Ask your child to retrace their steps, check all the rooms and areas that they were in and ask any teachers they had when the item is thought to have gone missing.
- The Lost Property Office is located in the port-a-cabin behind the Humanities building and is open Monday, Wednesday and Friday at morning break time.
- Telephone the bus company if any item was left on a bus:
 - Applegates 01453 810314
 - Beaufort Mini Bus 07539 478319



- Ebley Coaches 01453 839333
- Euro Taxis 0333 666 6666
- Most importantly, if lost property is found clearly labelled, a note will be sent to the student asking them to pick it up from the reception.
- Please note items in lost property are held for one month before being disposed of.

Personal Property

The following are not encouraged as we cannot be responsible for any loss of property:

- Valuable watches
- Large amounts of money
- Mobile phones – your child should go to reception if there is an urgent need to contact home. Mobile phones will be confiscated if they are seen or heard on site

Items not permitted in School

- *Cigarettes, tobacco, cigarette papers, cigarette lighters, matches etc.
- *Chewing gum, aerosol cans, energy drinks, fizzy or canned drinks etc.
- *Vape pens (e-cigarettes), e-pipes, vape cartridges, atomisers and associated items
- *Alcohol, **illegal drugs and substances and associated paraphernalia**
- ***BB Guns**, knives, **fireworks**, catapults etc.
- ***Stolen items**
- *Pornographic images (paper copies or electronic held on phones etc.)
- *Any item that a member of staff reasonably suspects has been, or is likely to be, used to; commit an offence, cause personal injury or damage property

**Denotes items which will not be returned to students. Of these listed items, the ones in bold would not be returned to parents but disposed of by the school or handed to the police. Professional judgement will be used as to whether other items are returned.*

KLB Friends PTA

- The Friends AGM is usually held in early October and all parents are welcome to attend.
- You will receive newsletters to keep you up to date with planned events, fund raising and how we hope to spend the money raised.
- Despite the size of the school we have very few members. However, we do our best to give the school and its students the extras they deserve by raising money through social events which we hope will be well supported. Being involved in KLB Friends or supporting the event is also a great way to meet other parents and staff.
- We have a link through the school website but also our own email contact: klbfriends@klbschool.org.uk
- We are always delighted to receive support from parents and would love to welcome new committee members.



SAMPLE STUDENT TIMETABLE

When you start at KLB, you will be given a copy of your timetable. This tells you which lessons you have, where and with whom. You will see that we have a two-week timetable. It is important you check your timetable carefully to make sure you know your lessons for the day. You will also be able to access your timetable via Class Charts.

Katharine Berkeley 7KLB

	Teacher	Subject (Mu=Music)	Class	Room		
		1	2	3	4	5
Mon 1		Mu 7A/Mu DHD MU1	En 7A/En KMC R11	Se 7A/Se CGL H8	Ma 7A2/Ma SHC M3	Ga 7A/Ga2 LMW SP3
Tue 1		Cp 7A/Cp JWC R12	Ga 7A/Ga2 LMW SP3	Sc 7A/Sc JDG H5	Dt 7A2/Dt PAH D3	Sp 7A/SpS VLG K4
Wed 1		Gg 7A/Gg JMY H1	Fr 7A/Fr SLJ K7	Re 7A/Re AJJ N2	Hi 7A/Hi AHR H5	Ma 7A2/Ma SHC M3
Thu 1		Dr 7A/Dr SDH DRS	Dt 7A2/Dt PAH D3	En 7A/En KMC R11	Ma 7A2/Ma SHC M3	Gg 7A/Gg JMY R14
Fri 1		Sp 7A/SpS VLG K4	Sc 7A/Sc RJS S1	Ar 7A/Ar PTA A4	En 7A/En KMC R4	Fr 7A/Fr SLJ K7
Mon 2		Ar 7A/Ar PTA A4	Fr 7A/Fr SLJ K7	Hi 7A/Hi AHR H5	Ma 7A2/Ma SHC M3	Mu 7A/Mu DHD MU1
Tue 2		Ma 7A2/Ma SHC M3	Fr 7A/Fr SLJ K7	Dt 7A2/Dt PAH D3	Ga 7A/Ga2 LMW SP3	Sp 7A/SpS VLG K4
Wed 2		Dt 7A2/Dt PAH D3	Dr 7A/Dr SDH DRS	Hi 7A/Hi AHR H5	En 7A/En KMC R4	Cp 7A/Cp JWC R12
Thu 2		Gg 7A/Gg JMY H1	Re 7A/Re AJJ N2	Sp 7A/SpS VLG K4	Ga 7A/Ga2 LMW SP3	Sc 7A/Sc RJS S1
Fri 2		Fr 7A/Fr SLJ K5	En 7A/En KMC R11	Sc 7A/Sc RJS S1	Ma 7A2/Ma SHC M3	Ar 7A/Ar PTA A4

AHR : Miss A Rawlinson
 AJJ : Mr A J Jones
 CGL : Mrs C G G Landeg
 DHD : Mrs D Dudbridge
 SHC : Miss S Coughlan
 JDG : Mr J D Goode
 JWC : Mr J Chandler
 PAH : Mr P Hanney

KMC : Mrs K McAllister
 PTA : Miss P Taylor
 LMW : Miss L Wills
 RJS : Mr R J Shaw
 SDH : Ms S A Hind
 SLJ : Miss S L Jones
 JMY : Mr J Myers
 VLG : Mr V Le Goascoz



SCHOOL UNIFORM

General Rules

1. Blazers must be worn by all students in years 7 to 11 but may be removed in lessons.
2. White T-shirts and vests may be worn under shirts but must not be visible. Coloured T-shirts or vests may not be worn.
3. Outdoor clothing: coats may only be worn over blazers. Denim and leather are not allowed. A hoody cannot be worn as a coat.
4. Hairstyles should be tidy and a natural colour.
5. Make-up and nail polish should not be noticeable. Nail extensions are not allowed.
6. Jewellery:
 - Only one stud per ear, in the ear lobe, may be worn.
 - Stretchers are not acceptable.
 - A clear nose retainer may be worn.
 - A watch may worn. Smart watches are allowed but will be confiscated if they used for anything other than telling the time.
 - Other forms of jewellery are not acceptable.

Students in years 7 to 11

1. School Blazer available from Monkhouse – maroon, with a school badge.
2. White shirt or blouse with a collar button which can be fastened. There should not be a gap between the bottom of the shirt and trousers/skirt.
3. Optional V-necked pullover in school maroon with embroidered logo, available from Monkhouse.
4. School tie with house colour stripe.
5. Regular fit trousers should be smart, black, full length and of reasonable width. They should not be jeans, chinos, leggings, jeggings or treggings - acceptable styles are shown on page 10.
6. Skirts should be black and in a simple style with a plain weave material. Skirts must not be short, tight or stretchy - acceptable styles are shown on page 10.
7. Tailored, grey, regular fit shorts may be worn in terms 5 and 6. They must not be chinos, jeans, cargo or skinny fit - acceptable styles are shown on page 10.
8. Shoes/ankle boots should be black or brown leather or leather-look, suitable for school and be polishable. Trousers should sit over the top of ankle boots. They must not be tucked in. Logos or markings must be the same colour as the shoe - acceptable styles are shown on page 10.
9. Tights and ankle socks should be plain black.

Sports kit

Whilst Monkhouse offer a variety of KLB branded sports kit, the only compulsory branded items are the girls' games top and boys' rugby shirt.

Required for September:

- KLB branded girls' games top/boys' maroon and navy rugby shirt available from Monkhouse
- Plain white polo shirt
- Plain navy shorts/navy skirt
- Navy games socks



- White ankle socks
- Shin Pads
- Gum Shield
- Trainers
- Football/Rugby boots
 - The PE department recommend purchasing moulded football boots as they are the most suitable footwear for both grass and 3G surfaces.
 - Boys will need football/rugby boots in September.
 - We do not recommend buying girls boots for September. The girls will be set for PE at the end of term one. At this point, you will be notified when boots will be required.

Optional sports kit:

- Skins/base layers are recommended for the winter months. Whilst we would prefer these to be navy, we appreciate this isn't always possible and would ask for these in KLB/neutral colours
- Plain navy tracksuit bottoms
- KLB branded navy PE hooded top available from Monkhouse
- Astro Turf Trainers

School Uniform Grant

Parents/Carers of students joining year 7, who are eligible for free school meals or Pupil Premium funding, may apply for a grant to help with the cost of uniform. The application form is on page 26.

Our Uniform Supplier

Branded items of KLB School uniform may be purchased from our supplier Monkhouse. You can purchase online or in store.

Unit 1 Simmonds View
Stoke Gifford
Bristol
BS34 8HR



Telephone: 0117 862 0011

Website: <https://www.monkhouse.com/c/3927/Katharine-Lady-Berkeley>

Email: stokegifford@monkhouse.com

School ties are also available from reception at the school.

KLB School Uniform Exchange

Visit the school uniform exchange [Facebook page](#) set up by parents of KLB students, to swap, sell or pass on uniform and sports equipment.



TEACHING GROUP STRUCTURE

In Year 7 there are 9 mixed ability groups split over two halves of the year. These are 7A/7B/7C/7D/7E on one side and 7F/7G/7H/7J/7K on the other. Students are taught in their mixed ability groups for all of their subjects except mathematics where students are placed into sets in September.

The subjects studied are:

- Art
- Design Technology
- Drama
- English
- Geography
- History
- Computing (taught through the curriculum)
- Languages
- Mathematics (set separately)
- Music
- Personal, Social, Health Education
- Physical Education
- Religious Education
- Science

All students take a first language which is French and most will follow another foreign language and can choose from Spanish, Japanese and Mandarin Chinese.

In January students in some groups have French with extra lessons to support literacy and numeracy instead of a second language.



CELEBRATING SUCCESS

The House System

There are 4 houses at KLB; Berkeley, Durand, Logan and Wellicome. These are named after Katharine Lady Berkeley the founder, as well as staff who have had a profound impact and inspired others in the past. Each student in year 7 is assigned to a house and this remains throughout Key stage 3 and 4. The tie colours are Green – Berkeley, Blue – Durand, Yellow – Logan and Red – Wellicome.



The houses create:

- Opportunities for competition across and within year groups
- Support and mentoring by older students
- Develop vertical supportive relationships
- An identity and loyalty to the group
- Staff linked to groups in order to support and engage in community activities
- 6th form integration into main school activities
- Opportunities for sport, arts, music, community, charity and academic events

As part of this, the rewards system allows for students to be praised for both individual and communal success.

Rewards

The rewards system gives:

- Recognition and celebrate the students' hard work, commitment and high levels of achievement in all aspects of school life
- Recognition of success amongst all members of the community
- A record of progress and achievement
- Regular rewards to individuals and groups

The system provides a vehicle to measure success through a broad range of opportunities. It has a hierarchical structure to allow for progression and challenge. The model is based around the rewarding of PACE Points and these double up as house points. Every point awarded to an individual is credited to the house.

PACE stands for:

- **P**unctuality and attendance
- **A**ttainment and achievement
- **C**ontribution
- **E**ffort

Throughout the year, we reward and recognise students in the following ways:

- Contact home via phone calls and postcards
- Year group and house assemblies
- End of term celebration events for the top 25 PACE point earners in each year group
- Golden Tickets issued to attend recognition events or reward trips
- Headteacher Award for top PACE point earners in each year group
- Formal prize giving events
- Public recognition of success on the school website, newsletter and TV screens around school





STUDENTS REQUIRING LEARNING SUPPORT

Learning Support Staff

The Head of Learning Support is Karen John and the deputy SENDCO is Ben Wadsworth. They work with teaching assistants who are deployed in a range of ways across the school. This team offers support in class or structured programmes of extraction.

Details of Provision

The parents of children with special educational needs can find out more about how the school supports young people on the SEND page of the school's website: <https://klbschool.org.uk/parents/send/>

There is a clear referral process so parents and staff can raise concerns with the learning support department about a young person's progress. Information is shared across the school, on 'Class Charts', through the use of a 'My Plan' and 'My Plan Plus' as described in the Gloucestershire Graduated Pathway. Reported data, routine screening and regular staff meetings are used to monitor progress and wellbeing.

Our provision includes:

- Communication with primary schools in order to discuss student needs
- An inclusive full time education in classes with adjustments to the curriculum and supported by classroom teachers
- Teachers' use of strategies known to benefit those with special educational needs
- Reviews involving students, parents and other agencies as appropriate
- Alternative KS4 curriculum support including Unit Award and Entry Level
- Short and longer term extraction programmes.
- 'The House' – an alternative provision space used to support specific needs
- Reading club
- Homework club
- Mentoring
- Social skills work with an 'ELSA' (Emotional Literacy Support Assistant)
- A supervised break and lunchtime room for vulnerable students
- Lunch time and after school clubs to support student inclusion in activities

Students may be referred to outside agencies if further support is needed.

Special provision is made for examinations if a child is assessed to need extra time, prompts, a reader or a scribe. Some students with poor writing skills benefit from using computers.

The Special Educational Needs department has a multi-purpose room, and a number of smaller specialised spaces where a range of extraction classes take place.



EXTRA CURRICULAR CLUBS

Sport

The clubs below are available for students at KLB over the school year. Days and times will be confirmed in September. Notices are placed on the PE notice boards, electronic notice boards and announced by tutors in tutor time. We also offer equestrian opportunities where students can represent the school in dressage, show-jumping and eventing.

Athletics	Badminton	Basketball	Fencing
Fitness Class	Football	Hockey	Netball
Rounders	Rugby	Squash	Street Dance
Step or Zumba	Table Tennis	Tennis	Yoga

No previous experience necessary and all equipment supplied.

If you would like any further information please contact Mr Daniel, Head of PE rdaniel@klbschool.org.uk, Mrs Wills, Head of Girls PE lwills@klbschool.org.uk or Mrs Bates, SSCO sbates@klbschool.org.uk

Music

- **Jazz Band** – If you play the saxophone, clarinet, trumpet, cornet, trombone, bass guitar, piano or drums and have an interest in jazz, soul or funk, come along and join us!
- **Orchestra** – An opportunity for musicians of all abilities to hone skills with others and learn a wide variety of music. The ensemble sometimes splits into Training and Senior groups for various pieces. Come and enjoy the social benefits of playing with other instrumentalists.
- **Choir** – For all years who enjoy singing in a group. Repertoire is student-driven, focusing mainly on popular songs and developing the skill of singing in harmony.
- **Chamber Choir** – For students in Years 9 – 13 who enjoy singing in parts. Repertoire ranges from traditional choral arrangements to popular music songs.
- **String Ensemble** – A small ensemble which comes together periodically throughout the year, suitable for all abilities and levels of experience. Speak to your music teacher for more information.
- **Samba Drumming** – Discover your sense of rhythm in these Samba drumming workshops – no experience necessary! Performances include school concerts and various public venues around the local area.
- **Ukulele Group** – Come and play familiar songs and learn a popular instrument. Beginners welcome, instruments provided.

Drama

- Following the year 7 & 8 Drama Club on Monday lunchtimes, students will be given the opportunity to audition for a part in a production (pantomime, adaptations or original scripts) that will be performed on the main stage to an audience of family and friends. This is an opportunity open to anybody interested in developing their drama skills both on and off the stage, building confidence and making friends.

English Department

- **Youth Speaks Competition** - Students in KS3, 4 and 5 will have the opportunity to take part in the Nation Public Speaking Competition organised by the Rotary Clubs of Great Britain and Ireland.
- **Young Writer Competition** - Students are invited to enter the Young Writer Competition organised by the Rotary Clubs of Great Britain and Ireland. It offers participants a chance to express themselves and get creative with the written word. After being given a theme, participants can choose to write fiction, non-fiction, a story or a poem.



- **Poetry by Heart** - KS3, 4 and 5 students will have the opportunity to take part in the National Poetry Recitation Competition organised by The Poetry Archive.

Library Clubs

- **Board Games** – Lunchtimes in the Library. Challenge your friends to a game of Chess or Scrabble, Mastermind, Bananagrams or Boggle. Games are available to use in the library at lunchtimes.
- **Silent Reading** – Wednesday lunchtime in the Library – bring your lunch. -Entry before 1.10pm.

Languages Department

Due to Corona Virus the language exchanges and trip to China have not run for the last couple of years. We are hopeful that with the continued lifting of restrictions they will take place in the future.

- **Language Exchanges** – In year 9 and year 10 there will be an opportunity for students studying the relevant languages to participate in week-long exchange or trip with France and Spain. Those studying Japanese will have the chance to host a Japanese student in Year 9, with a view to participate in the return trip to Japan in year 10 or year 11. Sixth Form students also have the opportunity to visit the countries of the language(s) they are studying.
- **Trip to China** – An annual two week immersion camp in China is available to students who choose Chinese. The trip takes place at the end of the summer term and is run by the Confucius Institute in London and their Chinese partners. Students from Year 10 upwards are eligible to join this exciting adventure to test out their skills in Mandarin.
- **Chinese Speaking Competition** – KLB Panda Cup Speaking Competition is an opportunity for students to show off their prowess in speaking Mandarin Chinese in front of an audience. Students can choose to recite a poem, sing a song in Chinese, write a speech and perform it or take part in a play performed in Chinese. A panel of judges decides the winner, but it is the taking part that counts.
- **Enrichment Opportunities** – where possible, we organise extra-curricular events for years 12 and 13, depending on local availability. In the past, we have watched French and Spanish films, run by the British Film Institute at Wotton Cinema, as well as visited the East Asian Museum in Bath.

Mathematics Department

- **Mathematics support** is available to all KS3 students during our drop-in sessions once a week from 2.45pm – 4pm in the Maths block.
- Students will be invited to join **enrichment events** outside and inside school where appropriate to their year group. These vary from year to year and include the UKMT Maths Challenges. Several events have a STEM (Science, Technology, Engineering and Mathematics) focus and will be practical, for example building spaghetti bridges, or have input from local companies like Renishaw.
- Our traditional **Fun Maths Roadshow** event will run again for all year 7 and year 8 students at the end of the summer term.

Support Group

- **TIC (Talk in Confidence)** - Sixth Formers trained in active listening skills and interested in supporting other students with any worries or who need someone to talk to. They provide one to one mentoring for students who request extra support or are identified by professionals in the school.

Horticulture Club

- This group is run by Emma Taylor a horticulture lecturer. Students will learn about horticulture, growing, maintaining plants and a vegetable garden. For students who are keen to improve and preserve the environment. This is a weekly lunchtime group.

Homework Club

- Monday – Thursday from 15:00 to 16:00 A1 (by reception)
- Students from years 7 – 11 are able to stay after school and work quietly in a supervised room with access to computers.

Science Club

- **Year 7 Science Club** – Open to all year 7 students. Complete amazing science experiments and projects.
- **Year 9 Fame Lab** – Open to all Year 9 students. Afterschool researching and working towards a school and Gloucestershire competition involving a presentation on any aspect of STEM.

A full timetable of extra curricular clubs (including days, times and locations) will be published in September.





MUSIC LESSONS SEPTEMBER 2023

If your child would like continue or take up music lessons at KLB School please contact the relevant Peripatetic Music Teacher below.

Music lessons are arranged privately between parents and Peripatetic teachers. They will be able to advise you of cost and timetable availability. Please be aware that music lessons take place during the school day and therefore students will miss 20 minutes of a timetabled lesson. The music timetable is arranged so it is not the same lesson that is missed each week but nonetheless students will need to catch up on the work missed.

Acoustic Guitar	Mr Finch	admin@chrisfinch.co.uk
Brass	Mr Anderson	dursleybrass@gmail.com
Drums	Mr Gilkes	tomgilkes@ymail.com
Electric Guitar or Bass	Mr Marchetti	amarchetti@sky.com
Piano/Keyboard & Cello	Mr Bull	grahamjbull@outlook.com
Singing	Mrs Curnow	Juliet.curnow@googlemail.com
Violin	Mrs Jones	vicky.anne.1@googlemail.com
Woodwind/flute	Mrs Price	Ryn.jo@me.com

Extra-Curricular Music Groups

In order to plan for next year's concerts it will be helpful to know if your child would like to be involved in our extra-curricular musical group's (Orchestra, Choir, Samba Drumming Group or Ukulele Group) please email Mrs Dudbridge, Head of Performing Arts ddudbridge@klbschool.org.uk

Please let her know what instrument your child plays and what level of musical experience they have (have they played in any other groups etc).

CANTEEN INFORMATION

KLB runs its own canteen and as a 'Healthy School' we aim to ensure that our canteen prepares a wide variety of choices to satisfy a range of tastes and dietary needs. All our meat is British and our vegetables come from local suppliers. We also make our own pizza bases and bread rolls daily on site including cheesy rolls and fruit buns. Our Kitchen is recently refurbished and has a 5 star rating from Environmental Health.

We provide a breakfast service before school (7:40 to 8:15), a selection of foods at morning break and full service at lunchtime. We have five locations around the school site where food is sold and in the near future are looking to add another as part of the rebuild works.

Both vegetarian and gluten free meals (pre-order only) are available daily and the canteen works closely with the student body, the School Council, to provide food which complies with Government guidance as well as what the students want. To support our 'Healthy School' status we provide a range of salads and meat free options.

All foods are available either as a sit down meal in the canteen (limited space) or as takeaway. Daily we have a 'Meal of the Day' (changes daily on a 2 week cycle), a pizza of the day and a pasta dish of the day.

Menus are displayed on menu boards in the canteen and on the school website under the 'Parents' menu. The Canteen menu changes periodically to ensure students have a good selection.

Cashless Catering

The school canteen operates a cashless catering system and no longer accepts money at its food outlets. Topping up accounts is easy with the school online Scopay system. Scopay can also be used to set up balance alerts and to view purchases.

The cashless system allows us to:

- speed up the service
- ensures that there is no differentiation at the tills for students who have a free school meal entitlement and those that don't.
- avoids students having to bring cash into school as parents can top up accounts from home with the school's online payment system
- manage allergy alerts for students as the system recognises these on purchases and stops the transaction

The cashless catering system operates on a biometric system for the majority of students but some use a PIN or a contactless card. Further information and consent forms for the biometrics for the cashless system will be provided.





SAMPLE MENU

— C A N T E E N — CENTRAL

	Monday	Tuesday	Wednesday	Thursday	Friday
Meal Of The Day	Quiche Lorraine with side salad	Chicken Madras with wholegrain rice	Lasagne with side salad	Crispy chicken wrap & salad with choice of sauce	Sweet & sour chicken with wholegrain rice
Vegetarian Meal Of The Day	Mediterranean Vegetable Quiche with Side Salad	Soya chicken Madras with wholegrain rice	Soya Lasagne with side salad	Soya chicken wrap & salad with choice of sauce	Soya chicken chow mein with noodles
Daily special	Macaroni cheese	BBQ chicken hot filled panini	Cheesy Mash & optional beans	Bbq pulled pork hot filled wrap	Light Bites
Pasta Of The Day	Tomato & Basil pasta	Arrabbiata pasta	Garlic Tomato pasta	Tomato & basil pasta	Arrabbiata pasta
Pudding Of The Day	Selection of summer pudding pots	Selection of summer pudding pots	Selection of summer pudding pots	Selection of summer pudding pots	Selection of summer pudding pots



CLAIMING FOR FREE SCHOOL MEALS



Who can apply?

In order to qualify for free school meals for your children you must be in receipt of one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit 'run-on' – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – your household income must be less than £7,400.00 a year / £616 per month (after tax and not including any benefits you get).

How does it work?

You can apply online via the Gloucestershire County Council Family Portal (link below). You will receive an instant response as to whether you are entitled to free school meals once you have submitted your claim. All you need is your National Insurance Number and current email address. **If the current primary school is a South Gloucestershire primary school and you receive free school meals you will have to make a new application to Gloucestershire County Council.**

<https://emsonline.gloucestershire.gov.uk/CitizenPortal/en>

How often do I have to apply?

You should apply when you first start to receive a qualifying benefit. Your eligibility will be reviewed periodically. It is essential that you contact the Free School Meals Team in writing with any changes of address or other circumstance. If your child transfers school and was receiving free school meals at their previous school you do not need to reapply as entitlement will transfer automatically to their new school if it is still a state school in Gloucestershire. If your financial circumstances change you will be notified if they are no longer entitled.

Will my claim be back-dated?

No, entitlement to free meals will start from the date entitlement is confirmed.

How will the school know my child does not have to pay for school meals?

Each school receives an automatic email to alert them to the fact that there has been a change to your child's entitlement. Your child's canteen account will automatically be credited with £4.50 a day.

What if my benefits cease?

You will need to contact the Free School Meals Team immediately.

For further information please contact:

Free School Meals Team

Telephone: 01452 425434/ 425390

Email: freeschoolmeals@gloucestershire.gov.uk



TRANSPORT TO AND FROM SCHOOL

Gloucestershire and South Gloucestershire County Council will provide free transport for year 7 to 11 students who are eligible by distance or safety of route and for whom KLB is the nearest school to home.

If you are in any doubt as to eligibility please contact your local authority as soon as possible.

Gloucestershire

Students living in Gloucestershire do not receive a bus pass automatically. You need to apply on line at www.gloucestershire.gov.uk/schooltransport as soon as possible if you have not already done so.

- Students who are not eligible for free transport but would like to pay for a place on a specific route should check: <https://www.gloucestershire.gov.uk/transport/school-and-college-transport/school-bus-timetables/#kl> to confirm whether they need to apply via the Council's spare seat scheme. Further information about the scheme can be found at <https://www.gloucestershire.gov.uk/transport/school-and-college-transport/spare-seat-scheme/> or contact the operator of the route directly.
- Applegates can be contacted regarding the S8, X6, and X11A services on the number overleaf.
- To apply for a replacement bus pass - www.gloucestershire.gov.uk/applyforabuspass
- A copy of Gloucestershire County Council transport code of conduct can be viewed at www.gloucestershire.gov.uk/schooltransport

South Gloucestershire

For lost bus passes please contact - South Gloucestershire Council, Environment & Community Services, ITU – Transport & Procurement, Council Offices, Broad Lane Depot, Engine Common Lane, Yate, South Gloucestershire, BS37 7PN

To access South Gloucestershire's good practice guide for children using South Gloucestershire services please follow this link - www.southglos.gov.uk/travel-assistance-arrangements.

Conditions of travel on all buses:

- Current pass or tickets must be carried at all times.
- No smoking on the bus
- Misbehaviour or bad language will not be tolerated and offenders will be reported to the school.
- Rubbish must NOT be left on the bus.



SCHOOL BUS OPERATORS (2023/24)

South Gloucestershire Council

Contact: James Garwood, Joe Yeats or Clayton Warlock

Telephone: 01454 – 863924/25/26

Operator	Phone No.	Bus No.	Route
Euro Coaches	0333 666 6666	911	Cromhall, Leyhill & Charfield
Euro Coaches	"	912	Wickwar & Charfield
Euro Coaches	"	914	Charfield
Euro Coaches	"	915	Dunkirk, Hawkesbury Common
Euro Coaches	"	916	Wickwar
Beaufort Mini Bus	01454 313721		Charfield – rural route

Gloucestershire County Council

Contact: Mainstream Transport Team

Telephone: 01452 425387

Operator	Phone No.	Route
Tim's Transport	01452 739097	Damery
Beaufort Mini Bus	01454 313721	Ozleworth, Hillesley & Inglestone Common
Ebley Coaches	01453 839333	Kingscote, Tresham, Hillesley & Wortley
Applegates Coaches	01453 810314	North Nibley, Stinchcombe, Dursley, Sharpness and Berkeley
Stagecoach West		Hawkesbury Upton

Private Hire

Contact: Applegates

Telephone: 01453 810314

Email: info@applegates.co.uk

Operator	Bus No.	Route
Applegates Coaches	8	Chipping Sodbury, Yate & Rangeworthy
Applegates Coaches	X11A	Cam, Dursley & North Nibley
Applegates Coaches	X6	Sharpness, Berkeley & Newport

Please check Applegates website for bus timetable and fare information - <http://applegates.co.uk/>



HEALTH CARE

First Aid

The first aid room is staffed by a rota of school support staff who have all completed a First Aid Course. This team is on hand to deal with accidents and sickness that may occur during the school day. Should your child suffer an illness or accident at home before coming to school, please do not send them in if they need to see a doctor. If your child complains that they felt ill before coming to school and was sent in, the school will assume that in your judgement your child is well enough to be here and students will be sent to lesson. We will not of course ignore any student whose condition has clearly deteriorated.

Please be aware that the school cannot provide painkillers or medical aids. We offer first aid and support in the management of medical conditions. Where an injury or condition goes beyond minor first aid parents are contacted. For this reason it is important that the school is given up to date contact information at all times.

Students who have had vomiting or diarrhoea should not return to school until 48 hours after their last bout of sickness or diarrhoea.

Medication in school

The DfE guidelines state: *“Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child’s GP”.*

Any student who needs to take medication in school must take it to the medical room with a completed ‘Medicine Consent Form’ (copy enclosed at back of this pack) explaining the purpose of the medication, the dose and frequency, signed by a parent or carer. Only medicines that remain in their original container with clear instructions regarding dosage can be accepted. For health and safety reasons, with the exception of inhalers and epipens/anapens, it is important that students do not carry medication with them at any time. It could present a risk to the student themselves as well as others. We are happy to hold and administer medication, but can only do so with written permission from parents or carers. Any verbal consent given is a purely temporary arrangement and must be followed up in writing.

Asthma

All students who have asthma must carry their reliever inhaler with them at all times. The inhaler must be labelled with the student’s name and tutor group. A spare inhaler, provided by home, may be kept in the first aid room. **We do hold a central reliever inhaler and spacer for use in emergencies.**

Please print and complete the School Asthma Card using the link below and return it to First Aid Secretary, via reception, as soon as possible. If you are unable to print the card at home please email info@klbschool.org.uk and a hard copy will be sent to you.

https://www.asthma.org.uk/c58384a9/globalassets/health-advice/resources/schools/school-asthma-card2020_download.pdf



Allergies

School should be notified as soon as possible of any allergies that may require medical intervention. All students who need epipens /auto injectors must carry one with them at all times, with a spare one kept in the first aid room as additional back up. First Aid Staff are trained to administer adrenaline/epipens/auto injectors in line with the students individual care plan.

Vaccinations

Vaccinations are undertaken in school by a team of trained school nurses. The vaccinations offered are:

- Year 7 Boys & Girls – Nasal Flu Vaccine
- Year 8 Boys & Girls – Human Papilloma Virus (HPV 1) vaccine.
- Year 9 Boys & Girls – Human Papilloma Virus (HPV 2) vaccine
- Year 9 Boys & Girls – Diphtheria, Tetanus & Polio (DTP) booster and Meningitis ACWY

N.B. Vaccinations require parent/legal guardian consent on each occasion.

Health Authority School Nurse

A School Nurse employed by Gloucestershire Primary Care Trust for the Wotton and Berkeley area, runs a confidential drop-in clinic in school once a week, lunchtime 1.05pm to 1.45pm (appointments can be made at reception) for students who can self-refer for advice on health matters. The day of the drop-in-clinic will be in weekly notices and advertised on school notice boards.

Chat Health Texting Service

Chat Health is a service offered by Gloucestershire Care Services (GCS) NHS Trust School Nursing Team for students aged 11 to 19 years old. Messages sent to the dedicated number (07507 333351) are delivered to a secure website and responded to by a GCS School Nurse. The service is available Monday to Friday 9.00am to 4.30pm, excluding bank holidays. Automatic bounce-backs will respond to incoming messages out of hours.

The aim of this service is to further improve access to healthcare for young people, and will offer support to young people with questions relating to a wide range of health and wellbeing issues. Examples being: Relationships, bullying, healthy lifestyle, anxiety, drugs, smoking, stress, body worries, alcohol, self-harm and sexual health.

Individual Health Care Plans

These are completed for any student with specific health needs with parents/carers, health and education working together to support the student.



SCHOOL UNIFORM GRANT

Financial support is offered to certain parents/carers for their children when they move from primary to secondary school.

- Students joining Year 7 with an existing eligibility for **free school meals** (FSM) can request that the following items are purchased by the school: a blazer, a school jumper, a tie, a girls/boys PE top
- Students joining Year 7 with an existing eligibility for **Pupil Premium** (PP) **but not for free school meals** can request that the school purchase a school blazer

As a parent/ carer, you need to select the correct sizes for your child. You can visit the Monkhouse website (<https://www.monkhouse.com/>) or you may wish to visit the Monkhouse store and try on the items for size: When you know the size needed, please inform Miss John (details below). The school will place the order and make the payment. You will be informed when the items are ready for collection from school

Student name:	
Date of Birth:	

Parent/carer name:	
Email address:	
Contact telephone number:	

For a pupil eligible for FSM		For a pupil eligible for PP	
Item	Size	Item	Size
Blazer		Blazer	
Jumper			
PE top girls or PE top boys*			
Tie			

*Please delete

Please return this form to Karen John, Assistant Headteacher by Tuesday 18 July
kjohn@klbschool.org.uk





SCHOOL LOCKERS

During years 7 to 9, students can have access to a school locker for which a deposit of £10.00 is required. Should you wish to apply for a locker please follow the payment instructions below.

The deposit will be refunded when the locker key is returned at the end of year 9. The reason to restrict lockers to the first 3 years of student life at KLB is due to the limited number of lockers we have around the school site which unfortunately means that we are not always able to fulfil all requests.

Currently we have lockers available for approximately half of the Year 7 cohort due to start in September 2023. These will be allocated based on the date payment is made. Should you not be fortunate to secure a locker at the start of the school year, we do hold a waiting list should one become available later in the year.

Payment

Online via www.scopay.com/klbschool (select the locker option).

If you have any queries or problems logging in please contact the Finance Office or email klbfinance@klbschool.org.uk.

To ensure that we can allocate a locker for your child by the start of term, please ensure that online payment is made by **Friday 11 August** (you do not need to return the slip below if paying by this date). On your child's first day at KLB, during tutor time they will be given their locker key.

Should you miss the deadline above you can still request a locker at a later date. Please pay online and return the slip below to our Finance Office. These will be issued early in the September term should there be any available. If none are available your child will be put on a waiting list and a locker will be issued as and when one becomes available.

Please note that should the locker key be lost during your child's time at the school a replacement can be issued, however, there is a non-refundable charge of £5.00.

Locker Request Form

Childs Name..... (Please Print)

Signed.....Parent/Carer

Date.....





MEDICAL CONSENT FORM

DATE:

NAME:

TG:

DOB:

Medical condition or illness:

Name / type of medicine:

NB: We can only accept medicine if it is in-date, labelled and provided in the original container / packaging

Dosage:

I understand that I must notify the school of any changes in writing.

I give permission for my child to be given the above medication as stated by authorised members of staff

Signature.....

Relationship to child.....

Date.....

