



7 September 2018

Dear Parents/Guardians,

I hope that you and your children have had an enjoyable summer holiday. It has been very pleasing to see how students in the Upper School have come back to school ready and eager to learn.

I am writing to make you aware of some key dates and notices.

### Upper School Senior Leadership

The leadership of the Upper School consists of myself, Miss R Regan, and I am supported by Mr C Dias who is an Assistant Headteacher.

### Tutor Groups

Your child's form tutor is a key teacher who they will see every day (except Wednesdays). Additionally, each year group is led by a Stage Leader and Year Leader (please see below).

| A/B | Y10                | FORM TUTOR           |  | A/B                | Y11 | FORM TUTOR         |
|-----|--------------------|----------------------|--|--------------------|-----|--------------------|
|     | <b>Year Leader</b> | <b>Mr J Hamilton</b> |  | <b>Year Leader</b> |     | <b>Ms H Snow</b>   |
| A   | 10K                | Ms S Begum           |  | A                  | 11K | Mr C Davis         |
| A   | 10i                | Ms S El-Darsh        |  | A                  | 11i | Mr S Leyden        |
| A   | 10N                | Mr A Ierotheou       |  | A                  | 11N | Mr R Bhuwa         |
| A   | 10G                | Ms N Atiemo          |  | A                  | 11G | Ms F Begum         |
| A   | 10S                | Mr M Long            |  | A                  | 11S | Mr T Sait          |
| A   | 10B                | Ms E Persaud         |  | A                  | 11B | Miss S Firat       |
| B   | 10U                | Mr S Vadgama         |  | B                  | 11U | Miss E Pinero      |
| B   | 10R                | Mr D Wills           |  | B                  | 11R | Ms B Droth         |
| B   | 10Y                | Mr M Jones           |  | B                  | 11Y | Ms M Christodoulou |
| B   | 10H                | Miss K Redfern       |  | B                  | 11H | Ms S Young         |
| B   | 10T                | Mr G Williams        |  | B                  | 11T | Mrs V Kanamugire   |
| B   | 10C                | Mr D Kirk            |  | B                  | 11C | Mr M Boucher       |

### Attendance

Good attendance is considered **97% and above**. There is a correlation between good attendance to school and academic outcomes – every day missed of school reduces a child's attendance rate by around **0.5%**. Please, therefore, do encourage your children to come to school every day, ready to learn.

There may, however, be occasions when illness means this is not possible. On those occasions, please email Annette Lee, the school's attendance officer: [khsattendance@kingsburyhigh.org.uk](mailto:khsattendance@kingsburyhigh.org.uk) on every day of absence.

Please provide the following details:

- Your child's name
- Your child's form group
- The reason for the absence

### **Punctuality**

We expect students to be in school by **no later than 8.35am**. The school is open to students from 8.15am, when they are also able to purchase breakfast. Students who arrive to school later than 8.35am will sit a 20-minute lunchtime detention on the same day. This process will start on Monday 10 September. If there is a good reason for your child's lateness, please contact their Year Leader.

### **Behaviour**

We have launched a new rewards system this year where teachers will be looking to recognise students for good attendance and effort. If you do receive a postcard, please do congratulate your child for the excellent effort they are putting into their studies.

Detentions will also begin on Monday 10 September:

#### AFTER SCHOOL DETENTIONS

- After school detentions will run for up to an hour after school (3.30 – 4.30pm)
- If students fail to attend an after school detention, they will be placed in an SLT detention (3.30 – 5.00pm)

#### LUNCHTIME DETENTIONS (lates and uniform)

- Lunchtime detentions run for the first 20 minutes of lunch
- If a student misses a lunchtime detention, they will sit a 60-minute detention on the same day.

You should receive a text message which will inform you if your child has been set a detention.

### **Medical Issues**

If there is a medical issue you would like to make the school aware of, please contact the Upper School Welfare Officer, Karen Thomas: [karen.thomas@kingsburyhigh.org.uk](mailto:karen.thomas@kingsburyhigh.org.uk).

### **Uniform**

Students should be dressed in the correct school uniform every day including their crested item. If students are dressed in the incorrect school uniform, they may be asked to return home to change and receive a uniform infraction lunchtime detention. The uniform list can be found on the school website in the 'School Life' section.

### **Free School Meals**

Your child is entitled to a free school meal every day if you receive one of several benefits. More information can be found on the school website in the 'Parents' section where you can download a form to fill in.

If you require help with the process, please do let the school know and we are happy to help you.

## Parents' Evenings

Please note the below dates for parents' evenings this year:

### YEAR 10

- Year 10 Parents' Evening: 26.03.18 (5.30 – 8.00pm)

### YEAR 11

- Year 11 Parents' Evening: 22.01.19 (5.30 – 8.00pm)
- Sixth Form Open Door Evening (for Y11 parents and students): 21.11.18

## Progress Reports

We will be sending termly progress reports to the email address we have recorded on the school system. Please do ensure that we have your most up-to-date details, so that you receive these reports.

## SIMS Parent App

You will shortly receive a letter with details of how you can access an app which will provide you with important information about how your child is progressing through the school and, also, provide your most up-to-date contact details.

## Other Notices

Please note that Open Evening for prospective new students to the school will take place on **Tuesday 25 September**. On this date, in order to prepare for the evening, students will finish early at the end of Period 4 – 2.20pm.

You may have noticed our website has changed recently. There is a great deal of useful information there. Do check it regularly as it will be updated with reminders and other key notices.

I hope to see you at the many events that will be running during the course of this academic year and celebrating your child's success as they make their way through the Upper School.

Best wishes,

Rachelle Regan

**Head of Upper School**