



7 September 2018

Dear Parents,

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

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

Lower School Senior Leadership

The leadership of the Lower School consists of myself, Mr A. McLean, and I am supported by Mr A. Patel and Ms C. Hurt who are Assistant Headteachers.

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)

FOUNDATION STAGE		EXAMINATION STAGE
STAGE LEADER: Mr G. Froy		STAGE LEADER: Mr C. Gibson
YEAR 7 LEADER: Mr B. Desmond	YEAR 8 LEADER: Ms M. Prince	YEAR 9 LEADER: Ms E. Powell
7K: Mr A. Evans	8K: Ms K. Abdi	9K: Ms K. Delany
7I: Ms I. Torok	8I: Ms A. Shorrocks	9I: Ms A. Illpide
7N: Mr U. Ejaz	8N: Ms M. Khan	9N: Ms K. Kanji
7G: Mr D. Teli	8G: Mr C. Beschi	9G: Ms V. Patel
7S: Mr J. Kennedy	8S: Mr P. Fuller	9S: Mr D. Moffat
7B: Mr S. Wheeler	8B: Mr G. Jenkins	9B: Ms A. Shovelton
7U: Ms D. Ranjit	8U: Mr J. Taylor	9U: Ms M. Farrelly
7R: Ms D. Garcia	8R: Mr M. Sokcanic	9R: Ms J. Connell
7Y: Ms T. Greenman	8Y: Ms K. Evans	9Y: Mr M. Amerinia
7H: Ms R. Ali	8H: Mr I. Ali / Ms D. Withey	9H: Ms F. Huqoqi
7T: Mr W. McArthur	8T: Ms P. Patel	9T: Mr K. Shaheen
7C: Miss A. Mair	8C: Ms E. Govender	9C: Mrs U. Omale

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 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

- Lunchtime detentions run for the first 20 minutes of lunch (11.20 – 11.40am – Year 7) / (12.30 – 12.50pm – Years 8 and 9)
- 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 Lower School Welfare Officer, Liz Bonn: elizabeth.bonn@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 7

- Year 7 Settling-in Evening: Tuesday 6 November (5.00 – 6.30pm)
- Year 7 Parents' Evening: Tuesday 12 March (5.30 – 8.00pm)

YEAR 8

- Year 8 Parents' Evening: Tuesday 29 January (5.30 – 8.00pm)
- Year 8 Options Fair: Tuesday 5 February (5.00 – 7.00pm)

YEAR 9

- Year 9 Parents' Evening: Tuesday 11 June (5.30 – 8.00pm)

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.

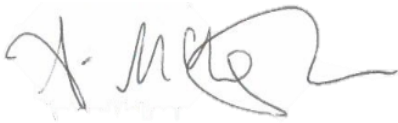
Other Notices

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 Lower School.

Best wishes,

A handwritten signature in black ink, appearing to read 'A. McLean', with a long horizontal flourish extending to the right.

Anton McLean
Head of Lower School