



Kelmscott School

"Putting Learning First"

Information for Parents & New Students

2023-24



Contents

Introduction.....	2
The MyEd School App & Cashless Account.....	2
The Senior Leadership Team	3
Heads of Year	4
Contacting the School.....	5
The School Day.....	5
Lunch Arrangements	6
Absence & Punctuality	6
Equipment & Disruption Free Learning (DFL).....	7
Uniform & Valuables.....	7
Medical Information.....	9
General Information	9
Term Dates.....	11

Introduction

We are thrilled that your child is undertaking their secondary education with us here at Kelmscott. Kelmscott is a very special, unique school that values each and every member of our community.

We are highly ambitious for all our students and can't wait to begin working with you to realise the potential of your child.

We will be on hand to help and guide you every step of the way.

We hope this information will answer any questions you may have about Kelmscott School and will help your child settle quickly into life here.

We have tried to cover areas that are of concern to many parents but if you have any other questions please ask.

The MyEd School App & Cashless Account

Please ensure you download the MyEd Parent app before your child starts at the school.

We are an eco-friendly digital school where all letters, forms, documents and reports are distributed to parents solely through the use of the MyEd school app. In addition to this, the app provides a wealth of resources: two-way direct messaging (for free) with the school, and once your child has started with us, access to their timetable and up-to-date information about their behaviour, achievements and much more.

The app is also a portal, via the Payment button in the Student section, to your cashless account. Once your child has started with the school, you will be able to connect to the account, top up funds for lunches and pay for trips and other school items. **Please note that you will NOT be able to see your child's details in the app or connect to your cashless account until they have started at the school.**

The MyEd app is available now for both Apple iOS and Android devices and can be found on either the Apple app Store or on Google Play, or scan the QR code below:



MY Ed FREE Download

Step 1: Go to your app store

Step 2: Search for My Ed

Step 3: Download the app

SCAN ME

www.myedschoolapp.com

Once you have installed and opened MyEd, search for Kelmscott School and follow the simple instructions to identify yourself. **Please ensure that you enter the code that you receive via SMS, to verify your details, or the app will not work for you.**

Please also ensure you **allow** notifications for the app to work efficiently, **if notifications are not allowed you will not know when the school has sent a communication and may miss important information.** Thank you.

The Senior Leadership Team



Ms Dalton
Deputy Headteacher



Mr S Jones
Headteacher



Mr Eley
Deputy Headteacher



Ms Thorp
**Assistant
Headteacher**



Ms Hosein
School Business Leader



Ms Reid
**Assistant
Headteacher**



Mr M Jones
**Assistant
Headteacher**



Ms S Mehmet
**Assistant
Headteacher**

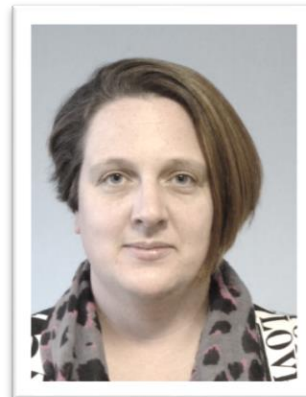


Mr Smith
**Assistant
Headteacher**

Heads of Year



Mr Howell
Head of Year 7



Ms Shepherd
Head of Year 8



Mr Taylor
Head of Year 9



Ms Riaz
Head of Year 10

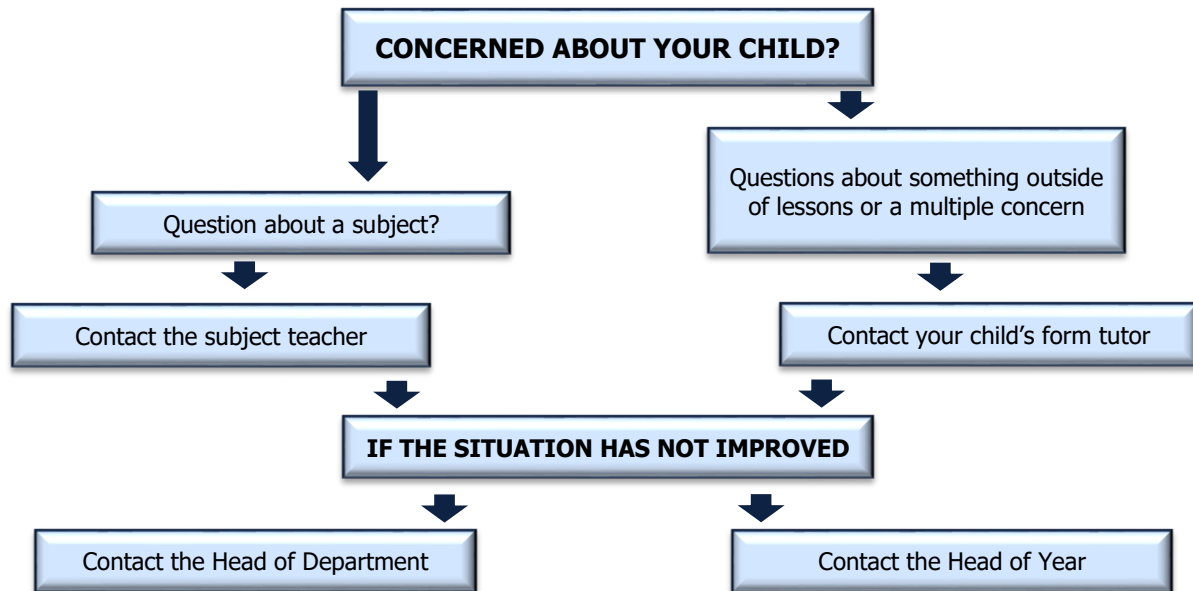


Mr Yilmaz
Head of Year 11

Contacting the School

Your child will be taught by many teachers and we recognise that some parents are unsure who to contact if they have a concern.

Please see the diagram below to see who the most appropriate person to contact would be. Contact should initially be made by telephone on 020 8521 2115, by email via info@kelmscott.waltham.sch.uk or via the MyEd app.



The School Day

We recommend students arrive on-site no later than 8.30am to ensure they reach their tutor room in time for registration. Registration is at 8:40am.

Many activities take place after the school day finishes and there will be times when your child will not leave school at 3:10pm. This may be due to mentoring/support sessions or other extra-curricular activities. Your son/daughter will be informed at least 24 hours in advance when they are expected to stay behind and they are expected to inform you. These activities are essential to your child's academic achievement, please support this by ensuring your child attends.

Timings of the School Day

08.40 am	Registration
09.00 am	Session One
10.40 am	Break
11.00 am	Session Two
12.40 am	Lunch
01.30 pm	Session Three
03.10 pm	School Finishes

Lunch Arrangements

What arrangements can I make for my child's lunch?

You have 2 choices:

1. They can bring a packed lunch
2. They can have a school lunch

Lunch is available in our school canteen run by our specialist catering partner 'The Pantry'. For more information and menus please go to the MyEd app and tap School Information then scroll to 'The Pantry'.

Students pay for what they choose, unless they are in receipt of free school meals. **We have a cashless catering system in place; you will need to ensure your cashless account is set up, and top the account up regularly.** You connect to your cashless account using the MyEd app. Please see page 2 for details. **Please note that you will not be able to connect to your cashless account until your child has started at the school.**

Students who bring a packed lunch should eat this in the canteen at designated tables.

Food and drink is only to be consumed in the canteen areas, this includes the benches and tables directly outside the canteen.

Please note that students will NOT be allowed off site at lunchtime.

Absence & Punctuality

What do I do if my child is late or absent?

Regular attendance and punctuality are of paramount importance. However, if your child is late or absent from school you should be aware of the following:

Late for school

If your child arrives late for school, **they will receive a 1-hour detention after school the same day.** If your child is late without good reason they will be expected to attend the detention.

Absence from school

Please ensure that any time your child takes off school is for genuine illness only.

Do not allow your child to be absent for any other reason, such as to accompany you to the airport, or look after younger children or to go shopping. Where possible, appointments such as the dentist, should be made for after school or during school holidays; if an appointment is booked during the school day, you are required to produce an appointment card, or similar, indicating they have attended a medical or dental appointment.

You must report any absence to the school before 9:00am EVERY DAY that your child is absent, for any reason, by calling the school or reporting the absence using the Absence Hotline messaging window in the MyEd app.

When your child returns to school from an absence you must also write the reason in a letter, for them to give to their tutor; please also record any absence in your child's journal.

What will the school do if my child is late or absent?

Attendance and punctuality are regularly monitored. Frequent absence/lateness will be discussed with your child and referred to the local authority. The local authority has advised that **if your child's attendance is below 90% then a Notification of Parental Responsibility (NPR) will be issued.**

If, after the NPR is issued, your child continues to be off from school with unauthorised absences, then **an immediate Fixed Penalty Notice (FPN) will be issued**. The full penalty of **£120 per parent per child** will be imposed, this will be reduced to £60 if paid within 21 days of receipt of the notice. Failure to make the payment within 28 days may result in the matter being referred to the Magistrates Court, in accordance with Section 444 of the Education Act 1996.

Holidays

The school is committed to a policy of minimum unavoidable absence from school during term time. Consequently, the Headteacher is only prepared to grant a maximum of 3 days' absence for circumstances which are considered as being unavoidable and truly exceptional. Leave will not be granted for holidays in term time and Fixed Penalty Notices will be issued by the Education Welfare Service for absences which contravene the school's attendance policy.

Any request for leave in term time must be made in writing to the Attendance Officer or Headteacher. If a student takes leave after it has been refused, a referral for a Fixed Penalty Notice will be sent to the Education Welfare Service. With the agreement of the Local Authority, schools may delete, from roll, a student who fails to return to school within 10 days of an agreed return date (where leave *has* been agreed by the school), or who has been absent for more than 10 days when approval was refused or not applied for.

Please note it is unlikely that requests for leave will be approved.

It is vital that all students return to school straight after a school holiday. Excellent attendance is essential for academic achievement.

Equipment & Disruption Free Learning (DFL)

Your child should bring the following equipment to school every day in their school bag:

- **2 Blue or Black Pens**
- **1 Red Pen**
- **Pencil**
- Highlighter
- Rubber
- Pencil Sharpener
- Pencil Case
- Colouring Pencils
- **30cm Ruler**
- Scientific Calculator
- **Reading Book**
- **Journal** (your child will receive this when they start with us and it must be kept in their school bag)

Ensuring all students have the correct equipment for their lessons facilitates Disruption Free Learning (DFL) for all students across all year groups. **Equipment checks are carried during registration every morning.**

Uniform & Valuables

- Navy blazer with school badge
- White formal shirt (short or long sleeve)
- School tie (**different for each year group**, please see details overpage)
- **Boys** - Mid-grey trousers
- **Girls** - Mid-grey tailored trousers or knee length A-line skirt or shalwar kameez
- **Girls** - Navy blue hijab
- Black shoes (**no trainers**)
- Black socks or for girls, plain 'natural' coloured or black tights
- **Optional** - V-neck mid-grey jumper

Caps, hats and hoods are not part of the uniform and must be removed when inside the school building. Outside jackets are only to be worn in winter – jackets must have a full length opening at the front.

Ties 2023-24

Each year group has a different colour tie. Please note that your child's tie colour remains the same throughout their educational journey at Kelmscott, so you will only need to purchase a new one if/when you feel it is necessary.

Year Group	Tie Colour
Year 7	Green
Year 8	Blue
Year 9	Yellow
Year 10	Purple
Year 11	Red

PE Kit (only available at Fashion Fair)

- Red polo-style synthetic (moisture wicking) top with black collar and trim, with logo
- Black PE shorts with red trim and logo, or plain black PE shorts
- Black synthetic (moisture wicking) bottoms with red trim and logo
- Non-marking sports trainers – (plimsolls not advised)
- Gloves and hats (not baseball caps) allowed outside in cold conditions

Our community partner, Fashion Fair, will be able to supply all aspects of the uniform at a reasonable price. Alternatively, other suppliers may stock standard items.



Fashion Fair

184-186 High Street
Walthamstow
E17 7JH

www.schooluniformuk.co.uk

Opening Hours:

09:30am - 5:30pm Monday to Wednesday

09:30am - 6:00pm Thursday to Saturday

11:30am - 4:30pm Sunday

Jewellery

Students are permitted to wear one set of small silver or gold stud earrings in school (no diamond/gemstone jewellery). Students may also wear up to two small rings and a watch. One nose stud is allowed, otherwise there must be no facial jewellery. This is the only jewellery permitted. The school is entitled to confiscate any unsuitable jewellery.

PE Lessons and Valuables

During PE lessons students must remove all items of jewellery. It is the responsibility of students to hand in all valuables to the PE staff at the beginning of the lesson; PE staff cannot be responsible for any valuables left in the changing rooms. If stud earrings are new and cannot be removed, students must ensure that they have plasters with them to stick over the earrings to prevent injury.

Mobile Phones

Mobile phones must **NOT** be seen or heard in school, **if they are they will be confiscated**. The school accepts no responsibility for banned items brought into school or for items confiscated due to inappropriate use.

Thank you in advance to all parents for supporting us in ensuring our uniform and valuables rules are maintained.

Medical Information

What if there is an emergency?

Parents are asked to provide telephone numbers for use in emergencies, or in the case of an accident. This is so that you can be contacted immediately if the need arises. In the unlikely event that your child needs to be taken to hospital from school, you - or another responsible adult sent by you - **MUST** come to the hospital.

It is vital that the school is able to contact parents. It is therefore essential that the school is informed immediately of any changes to addresses, telephone numbers and email addresses, so that in the case of an emergency, contact can be made as quickly as possible. You are able to update these details via the MyEd app; however, we will contact you to verify them.

What if my child becomes ill during the school day?

Our on-site Student Health Manager, Ms Stoffell, is a qualified paediatric nurse; if your child becomes ill during the day, she will assess if your child is fit to stay in school. If your child is too unwell to remain in school, we will call you to come and collect them. Please keep your child at home if they are too unwell to be in school, but ensure you call the school or use the Absence Messaging box in the MyEd app, to let us know.

Medications

If your child has any conditions that require the school to keep medical spares such as asthma inhalers, epipens or diabetic testing kits, these must be provided in a plastic box with a close-fitting lid and clearly marked with the child's name.

Please note the school does not have its own stock of painkillers. We are happy however, to hold painkillers, for example paracetamol, for your child to take as and when necessary, if you supply them and give consent for your child to take them supervised by the Student Health Manager or a first aider. Again these must be provided in a box as above.

If your child requires medication for a medical condition, please ensure you give details of this on the Student Information Form. Spare medication MUST be brought to the school office on the first day of school.

General Information

What should I do if I have a query?

You can contact the school in the following ways:

Telephone

You can phone any time between 8:15am and 4:15pm on 020 8521 2115. If the person you would like to speak to is busy, the reception staff will pass on a message for you.

Writing

The simplest way is to write your message in your child's journal and ask them to show it to their tutor.

Email

You can email a member of staff using the following format:

teacher's first initial.surname@kelmscott.waltham.sch.uk

Example: t.thorp@kelmscott.waltham.sch.uk

MyEd app message

You can send a message through the MyEd app to request contact from a member of the teaching staff; your request will be passed on to the member of staff with a message for them to call you.

Make an appointment

If you would like to see a particular teacher, you will need to make an appointment; please use one of the methods above to arrange this. Once you have made an appointment and you arrive at reception, please tell the receptionist who you are and who you have come to see; they will let the member of staff know you have arrived.

Please note that reception staff are unable to make appointments to see teaching staff but they will pass on messages to facilitate the scheduling of appointments.

School Journal

Please ask to see your child's journal regularly and sign it weekly to confirm you have reviewed homework and are aware of any notes from staff. The school journal is a good point of regular contact between home and the school.

Trips & Visits

We are proud of the many co-curricular opportunities on offer at Kelmscott School. For most trips/visits we ask for a minimum contribution of £5 towards school costs. This is because, even for a trip where there is no cost per se, we still incur costs of approximately £275 for a supply teacher; this is to cover the classes of the teacher leading the trip/visit. As a result, even with the £5 contribution, we often do not cover our costs as a school for the trips/visits that we offer. However, our staff are very good at sourcing low-cost opportunities which enables us, in the main, to keep costs to a minimum, and, as we know how much trips/visits enhance learning and contribute to an exciting everyday experience for our students, budgeting for our co-curricular offer will remain one of our highest priorities.

Sign up for school trips/visits are managed using electronic forms, sent out and completed, via the MyEd app. All trips and visits have a **sign-up deadline** which is clearly stated in all communications. **It is of vital importance that deadlines are adhered to in order for the school to effectively organise trips**, which includes carrying out health and safety risk assessments and obtaining free TfL travel. Due to this, swift responses from families to trip/visit offers are greatly appreciated. Please note that you are always able to check in the app to see if your child has any trip forms awaiting completion, by tapping the **Forms** button in the **Student** section of the app. Thank you.

Privacy Notice

A copy of the school's privacy notice can be found on the MyEd app and the school website.

School Website & MyEd App

For up-to-date information and contact details please see the school website www.kelmscottschool.co.uk or the MyEd app.

Term Dates

Please note the following dates are subject to change, please check the Waltham Forest Council website for updates.

Academic Year 2023- 2024

School holiday dates are shown in italics and are inclusive:

Autumn Term

Inset Day

Monday 4th September 2023

Term starts:

Tuesday 5th September 2023 (**Year 7 Only**)

Wednesday 6th September 2023 (All year groups)

Half term:

Monday 23rd – Tuesday 31st October 2023

Term ends:

Thursday 21st December 2023

Christmas break:

Friday 22nd December 2023 – Friday 5th January 2024

Spring Term

Inset day

Monday 8th January 2024

Term starts:

Tuesday 9th January 2024

Half term:

Monday 12th to Friday 16th February 2024

Term ends:

Thursday 28th March 2024

Easter break:

Friday 29th March – Friday 12th April 2024

Summer Term

Term starts:

Monday 15th April 2024

Half term:

Monday 27th May – Friday 31st May 2024

Inset Day

Friday 1st July 2024

Term ends:

Wednesday 24th July 2024

School term dates, and dates for progress evenings and other events in 2023-24, are available in the MyEd app via the School Diary button; tap the blue 'upcoming dates button' at the bottom of the screen, you can then scroll through the events and tap the + button next to the event to add them to your calendar.



245 Markhouse Road, Walthamstow, London E17 8DN

Tel: 020 8521 2115

Email: info@kelmscott.waltham.sch.uk

www.kelmscott.waltham.sch.uk

Headteacher:

Mr S Jones

Deputy Headteachers:

Ms L Dalton & Mr C Eley