

Pedmore High School



Pedmore
High School

Aspire, Persevere, Succeed

Information for Parents **(Parents to keep for future reference)**

PEDMORE HIGH SCHOOL



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DAILY ROUTINE

Monday Tuesday Thursday Friday

| | |
|----------------|---|
| Arrival | 8.30am Tutors in Tutor Rooms - Students to proceed to form rooms |
| 8.35am | Morning Registration |
| 8.55am | Lesson 1 starts |
| 9.55am | Lesson 2 starts |
| 10.55am | BREAK |
| 11.10am | Lesson 3 starts |
| 12.10pm | Lesson 4 starts |
| 1.10pm | LUNCH |
| 1.50pm | Tutor Time + Afternoon Registration |
| 2.00pm | Lesson 5 starts |
| 3.00pm | End of School |

Wednesday

| | |
|---------|---|
| Arrival | 8.40am Tutors in Tutor Rooms - Students to proceed to form rooms |
| 8.45am | Morning Registration |
| 8.55am | Lessons continue as for the rest of the week |

Dear Parent/Carer

MOBILE TELEPHONE NUMBERS

In the interests of the best possible level of care for your child and in keeping with requirements expected of all schools, we are required to maintain accurate and up to date contact details for all students so that their parents may be contacted according to need.

We use a communications system that enables us to contact parents via mobile phones using text messages and phone calls. Mobile phone ownership has now reached levels that mean almost every parent may be contacted by mobile phone.

This enables us to contact individuals or to identify a group of students and to send a message to the parents of all members of that group. For example, if your child is not in school and we have received no communication from you as to the reason for their absence or if your child was one of a group who were on a school visit and their return was delayed by heavy traffic, we could send a message to all parents to advise them of the situation.

Clearly, for the system to work effectively it is important that we hold a mobile telephone number to facilitate contact with every student's parents. Please help us to help you by completing the Student Personal Details sheet correct with as much information as possible as well as letting us know when numbers have been changed throughout the school year so that we may keep our records up to date.

Thank you

Yours sincerely



Mr G Lloyd
Headteacher

Dear Parent/Carer

The Attendance Team, which consists of your child's Head of Year, Mr Fisher - Leadership Link and Mrs Clewes - Attendance Officer.

At Pedmore High School we believe that positive attendance and punctuality is imperative to help students to fulfil their full potential. Therefore, we have listed some bullet points below explaining the Attendance Team's expectations:

- **Attendance** - Excellent attendance is essential to help every student to fulfil their full potential. Our aim is for students by the end of the school year to have an individual attendance percentage of at least 97%. Therefore, we only anticipate students to be absent from school if they are extremely unwell.

If the attendance of a student starts to fall then you will be advised. If attendance becomes a cause for concern there will be an attendance clinic arranged with the Head of Year and your child to discuss their absences. Following an Attendance Clinic your child's attendance will be monitored and if necessary we may require your attendance to a meeting in school and/or a home visits may be made. In extreme circumstances Education Investigation Services will become involved and court proceedings may commence.

The reason for absence must be reported to the Attendance Officer by 9.00am on each day that your child is absent. This should be done by dialling 01384 686751 where you will need to leave a message regarding the absence. Please note that for illness absences exceeding 4 days then medical evidence will be required in order for the Attendance Officer to authorise the absence.

If a student is not in school and is seen in a public place then parents/carers could receive an on the spot fine of £80.00. This rule also applies when students have been excluded from school, therefore if they are not in school they should remain at home.

- **Punctuality** - Always be on time. All students are expected to be in their form rooms by 8.30am ready for registration, Wednesday's students should be in school by 8.40am. If a student is late for school they must sign in at Reception to ensure they get their mark, any student arriving after 9.00am without a valid reason they will receive an unauthorised late mark. It is each student's responsibility to get their own mark. Pedmore High School uses a system which sends a text message to the main contact mobile number in the event of any absence, requesting an explanation.

If poor punctuality becomes persistent their Head of Year will meet students to discuss the issue. They may also write to parents to inform them of the problem or call parents in for a meeting in the event of severe punctuality issues.

- **Medical appointments** - Where possible please make medical appointments out of school hours. We do understand that on occasions hospital appointment times cannot be chosen, but students are expected to be in school before and after the appointment time. Students should bring proof of the appointment prior to attending the appointment for our records.
- **Holidays** - We have been advised by the Local Authority that Headteachers may not grant any leave of absence during term time. We still require an Absence Form to be completed for all requests for holiday, however we advise that the forms are for our records.

If you have any queries or would like to discuss any aspect of school Attendance, please do not hesitate to call 01384 686711. We all wish your child every success and hope they enjoy their education with Pedmore High School.

Yours faithfully

A handwritten signature in black ink, appearing to read 'G Lloyd', with a horizontal line extending from the end of the signature.

Mr G Lloyd
Headteacher



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Notes with regard to term time holidays

Where possible Pedmore High School would advise all parents to book holidays in school holiday time. It is often difficult for Students to catch up with the work that they have missed when they have been away from lessons. This can also have an impact on exam results.

It is the policy of the school that a leave of absence shall not be granted in term time unless there are exceptional reasons, irrespective of the child's overall attendance. Only the Headteacher (not the local authority) or their designate may authorise such a request and all applications for a leave of absence must be made in writing/on a form provided by the school. Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made to the school, the issue of a penalty fine (upon a return from such leave) by the local authority may be requested per parent, per child. When requesting a penalty fine the school may take the period of days within a 12 month period into account.

This amount of the penalty is £60/£120 in accordance with the table below. If you pay this penalty within the time limits set out below. If you do not pay the penalty you will be prosecuted for the offence of failing to ensure your child's regular attendance at school.

| | |
|----------------|----------------------------|
| Within 21 days | £60 per child, per parent |
| Within 28 days | £120 per child, per parent |

If you have any further questions, please do not hesitate to contact the Attendance Team on 01384 816660 option 1.

If you still wish to take your child on leave of absence (unauthorised) it will be marked accordingly for a maximum of 10 school days, if he/she then fails to attend school within 10 school days following the leave period school will carry out the following:

- Submit a copy of this Leave of absence form to the education Investigation Services
- Make enquires with all contacts on our records to establish further details, including a home visit
- Confirm that there are no reasonable grounds to believe that the student is unable to attend by reason of sickness or any unavoidable cause
- Request via the Education Investigation Services that the student be removed from school roll.
- If your child is removed from school roll we will write to inform you and upon return you would need to contact the Dudley School Admissions for re-admittance.

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SCHOOL UNIFORM

GIRLS

- Knee-length, black skirt, (plain - no pattern, slits or trimming) or
- Standard school black trousers, loose fitting, plain material, no decorative buttons or zips, no leggings or ski pants.
- Traditional pattern Muslim dress in black may be worn if appropriate, over the blue school shirt and tie. Head scarves must be plain material and black.
- Plain pale blue school shirt with collar.
- Black blazer with Pedmore High School pocket badge.
- School tie.
- Short or long, black or white socks, or black/natural shade plain tights.
- Plain black leather/faux leather low heel shoes. No trainer style shoes, no canvas shoes or boots. Pumps and trainers are not acceptable. Boots of any length cannot be worn with skirts. Sturdy boot style shoes e.g. Timberland style shoes may be worn in adverse weather conditions.
- Black V-necked jumper with pale blue stripes.

PE

- Navy blue sweatshirt with Pedmore High School logo.
- Trainers.
- Football boots
- Pale blue collared sports top with Pedmore High School logo.
- Navy & pale blue football socks.
- School style navy shorts.
- Shin pads.
- One piece swimsuit
- Gum shield is a compulsory item for hockey under Health & Safety law.

BOYS

- Standard black school trousers, plain material, no additional buttons or zips.
- Blue school shirt with collar.
- Black blazer with Pedmore High School pocket badge.
- School tie.
- Black socks.
- Plain black leather/faux leather shoes. No trainer style shoes, no canvas shoes or boots. Pumps and trainers are not acceptable. Sturdy boot style shoes e.g. Timberland style shoes may be worn in adverse weather conditions.
- Black V-necked jumper with pale blue stripes.

PE

- Navy/pale blue Rugby shirt with Pedmore High School logo.
- Pale blue collared sports top with Pedmore High School logo.
- Two pairs of navy shorts - no logos.
- Navy/pale blue football socks

- Trainers
- Football boots.
- Shin pads.
- Swimming trunks or short swim shorts
- Gum shield is a compulsory item for hockey under Health & Safety law.

Note:

Goggles are only allowed with a note from parent to state that the child needs to wear them

ESSENTIAL EQUIPMENT

- All items brought into school should be clearly marked with the student's name. Students should be responsible, and look after their own belongings. The school can take no responsibility for any student's property which is lost, although efforts are always made to return articles which can be identified.

Students need to provide themselves with:-

- Pens.
- Pencils.
- Rubbers.
- Rulers etc. for their work.
- A suitable bag for carrying books and equipment which allows books to be kept flat and dry, and in good condition. Fashion handbags are not acceptable.

JEWELLERY

- Jewellery is not allowed in school. One pair of small plain metal ear-studs not rings are the only acceptable wear for ears.
- Nose studs or facial studs of any kind are not acceptable.
- Students must not have piercing of any kind (other than their ear lobes) during school term times because they will not be able to wear this jewellery during school hours.

MAKE-UP

- Make-up and nail varnish is not permitted at School.

HAIR

- Extreme styles are unacceptable – e.g. very short, tram lines or multi coloured hairstyles (natural hair colour only)
- Long hair must be fastened back for Health & Safety reasons.

OUTDOOR WEAR

- No outdoor coats or head wear worn in school. Hooded tops and Baseball Caps are not permitted outdoor wear.
- **Badges for blazers, and ties are available from school.**

UNIFORM SUPPLIERS:

A Oakes
25-29 Churchill Precinct
Dudley
West Midlands
DY2 7BL
Tel: 01384 255600

Dancers Ltd
Central Buildings
Peckingham Street
Halesowen
West Midlands
B63 3AR Tel: 0121 550 1237

Uniform Standards & Expectations



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Coats and Hoodies

Not allowed on in the building.
Remove before entering school
site.

Blazers worn all times unless
stated

Shoes

Only black leather practical
shoes are permitted.

All black is a must

Ties

Must always be worn

Trousers

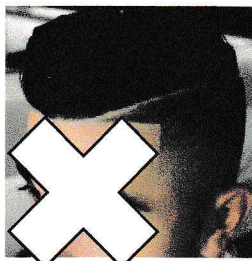
Must be plain black and formal in style.

No leggings, denim type or
figure-hugging trousers are permitted.

Skirts

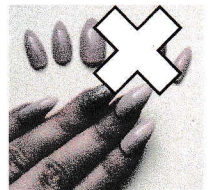
Must be plain black and no shorter
than one closed hand span above
the knee. No elasticated or jersey
material is permitted.

Hair should not be extreme in
colour (anything that is not a
natural hair colour) and blocks of
two different colours are not
allowed. Hair must not include
tramlines or obvious contrasts
between shaved and longer hair.



Make Up/Nails

False nails of any
description must not be
worn, students wearing
false nails will be asked to
remove them
immediately. Make up
must be discreet



Jewellery

The following items are acceptable:

Small studs or sleepers – one in
each ear

One signet ring or similar

One Watch.

No nose studs



SCHOOL UNIFORM

Examples of Suitable and Unsuitable Shoes

SUITABLE

GIRLS



UNSUITABLE

GIRLS



BOYS



BOYS



UNSUITABLE TRAINERS



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MANAGING PRESCRIPTION MEDICINES

Short Term Medical Needs

Many students will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a short period only; to finish a course of antibiotics or apply a lotion. To allow students to do this will minimize the time they need to be off school.

Medication should only be taken to school when absolutely essential. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. We would encourage you to ask the prescribing doctor or dentist about this.

However, in the event that prescription medications need to be taken in school, the following procedures will be implemented:

- You will need to complete a parental agreement form for each medicine to be taken
- Medicines will need to be hand delivered by parents to Reception
- Medicines should be in the original container at point of dispensing with the dosage instructions and other details clearly displayed
- A record of medicines administered will be kept by staff supervising the procedure

The School will not accept medicines that are out of the original container and will contact you if there are any concerns related to the administration of the medicine, or if your child refuses to take medication.

Due to the age range of students at Pedmore High School, it is expected that students will need to be supervised in self administering their medication, except in exceptional circumstances.

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Request for child to carry his/her own medicine

This form must be completed by parents/carers and sent into School in this circumstance.

If staff have any concerns discuss this request with healthcare professionals

| |
|--|
| Child's name: |
| Group/class/form: |
| Address: |
| |
| |
| Name of medicine: |
| Procedures to be taken in an emergency: |
| |
| |
| |
| Contact information: |
| Name: |
| Daytime telephone no: |
| Relationship to child: |

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

| |
|--------------------|
| Signed: |
| Print Name: |
| Date: |

If more than one medication is to be given a separate form should be completed for each one.

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Parental agreement for school/setting to administer medicine

Pedmore High School will not give your child medicine unless you complete and sign this form. Please send into School in this circumstance.

| |
|--|
| Date: |
| Child's name: |
| Group/class/form: |
| Name and strength of medicine: |
| |
| Expiry date: |
| How much to give(i.e. dose to be given): |
| When to be given: |
| |
| Any other instructions: |
| |
| |
| Number of tablets/quantity to be given to school/setting: |

Note: Medicines must be in original container as dispensed by the pharmacy

| |
|---|
| Daytime phone no of parent or adult contact: |
| Name and phone no of GP: |
| Agreed review date to be initiated by [name of member of staff]: |

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the School policy.

I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

| |
|--------------------------|
| Parents signature |
| |
| Print name |
| |
| Date |
| |

If more than one medicine is to be given a separate form should be given for each one.

use of images

guidelines for parents/carers

Version three



Taking pictures and videos of children and young people's achievements and activities is a wonderful way of capturing a memory and promoting successes but consideration needs to be given to who might have access to those images.

This fact sheet aims to provide you with advice and guidance about how you can help safeguard your children and young people.

The following guidelines are provided to help you keep your child safe:

- Under the Data Protection Act written consent from the parent/guardian or carer for children and young people under the age of 18 must be sought before taking photographs. (For schools and child care settings, a consent form will be issued at the beginning of each academic year or on school admission)
- If a photograph is being used in a publication or a learning journey in an early years setting, it should be explained what the publication is about and how the image will be used
- Only library images should be used for controversial subject areas e.g. drugs, domestic abuse, truanting and bullying
- Where the child or young person can be found or identified through school, nursery uniform/club kit, we propose the child or young person's full name only be published if it is integral to the story
- Where children are photographed in a group shot, we advise the group as a whole is referred to i.e. class of Yr 6 or name children alphabetically. However, if the children or young person's names are integral to the story, the children's full names can be published. We recommend group shots without names to be used where possible to ensure every child has the opportunity to be included in media coverage.
- The addresses or emails of children or young people should never be published
- Consideration should be given to the appropriateness of clothing and posture. Images that could be used inappropriately e.g. children or young people wearing swimming costumes should not be published

- The age of a child or young person should only be stated if integral to the story
- The videoing, recording and photography of events such as nativity plays, school events, sports days, leisure centre events etc. (please note there are certain areas within leisure centres where photography is prohibited) are exempt under the Data Protection Act if these are solely for personal or domestic use. Therefore photographs or videoing is allowed. However some establishments may require you to complete a registration form
- Parents are requested not to place any recording or images on social networking sites, such as Facebook or YouTube, unless they are only of their individual child. The name of the school should not be placed alongside such footage.

Examples of personal use:

- A parent takes a photograph of their child and some friends taking part in school sports day to be put in the family photo album. These images are for personal use and the Data Protection Act does not apply
- Grandparents are invited to the school nativity play and wish to video it. These images are for personal use and the Data Protection Act does not apply

What's the problem with pictures?

Nothing if used by the right people for the right purpose. However if used by the wrong people for the wrong purpose, children and young people could be at risk.

Would you give a complete stranger personal information about yourself or anyone in your family?

Promoting children and young people through photography or video is not an unsafe activity but careful consideration should be given about the amount of information shared in context of the image and also who might have access to that information.

The aim of this leaflet is not to stop you taking pictures or celebrating your children's achievements but to provide you with guidance to help keep your child safe.

For further information about how you can help safeguard your child or young person please contact:

Safeguarding 01384 813061 - <http://dudleysafeguarding.org.uk>

Dudley Council's communications and public affairs team 01384 815228

www.dudley.gov.uk

Dudley Children and Young People's Partnership



Free School Meals

If you receive any of the following support payments your child may be entitled to Free School Meals

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're 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

If you currently receive free school meals but have now moved into the area, you will need to complete a new Free School Meals Application form

If you wish to apply for Free School Meals, please go to

www.dudley.gov.uk/resident/your-council/council-tax-and-benefits/benefits/free-school-meals

If you need further information, you can contact the Free School Meals Team by:



Telephone -01384 814988



Email – freeschoolmeals.benefits@dudley.gov.uk



Visiting – Dudley Council Plus, Castle Street, Dudley
between 8.30am and 5pm Monday to Friday, 9am and 12 noon Saturday