



@Eastbourne House
111 Yardley Road
Acocks Green
Birmingham
B27 6LL

0121 679 5298
07515 654793
enquiries@kimichischool.co.uk

September 2022

Principal: Sally Alexander, MBE.

Dear Parent/Guardian/Carer,

For some of you, this is 'welcome back' but for others it's 'welcome' as several of you are joining the Kimichi family for the first time.

Firstly, I'd like to reiterate my congratulations to our outgoing Year 11's and Year 13's for their GCSE results and A Levels for this year: 100% pass rate! Despite some challenging moments, all students did themselves proud despite the stresses of having to sit formal exams for the first time in years.

As we move into a brand new term of the new academic year, there are some changes that have been made which will need to be acknowledged as well as taking the time to revisit some of the usual rules and general pieces of guidance that we have in place.

Please take the time to read each of the following pages, signing the relevant forms and handing them back to school in a timely manner.

Your child will not be able to begin attending school without the signed parent contract alongside these signed forms.

You should find specific trip permission forms, medication forms and all the usual information.

As ever, if you have any questions then please do get in touch via all of the usual channels which can be found in the contact section of this Parent Pack.

Wishing you all a happy, healthy and safe start to the year,

Sally Alexander MBE
Headteacher

OUR ACADEMIC CALENDAR

Please note our term dates are somewhat different to other schools.

AUTUMN	STARTS	ENDS
AUTUMN 1	1ST SEPT 22	14TH OCT 22
HALF TERM	17TH OCT 22	28TH OCT 22
AUTUMN 2	31ST OCT 22	9TH DEC 22
CHRISTMAS BREAK	12TH DEC 22	7TH JAN 22

SPRING	STARTS	ENDS
SPRING 1	9TH JAN 23	17TH FEB 23
HALF TERM	20TH FEB 23	24TH FEB 23
SPRING 2	27TH FEB 23	24TH MARCH 23
EASTER	27TH MARCH 23	14TH APRIL 23

SUMMER	STARTS	ENDS
SUMMER 1	17TH APR 23	26TH MAY 23
HALF TERM	29TH MAY 23	2ND JUNE 23
SUMMER 2	5TH JUNE 23	23RD JUNE 23
MID-TERM BREAK	26TH JUNE 23	30TH JUNE 23
SUMMER 3	3RD JULY 23	28TH JULY 23
SUMMER BREAK	31ST JULY 23	30TH AUG 23

School curriculum

Our curriculum and year groups follow these parameters:

Quavers – Primary phase
Lower School 1 – Year 7
Lower School 2 – Year 8
Inters – Year 9
Lower Seniors – Year 10
Upper Seniors – Year 11
Sixth form – encompassing Years 12, 13.

Lower School are taught in mixed groups and through a topic-based curriculum. This is not subject based, but instead includes all the skills, terminology and knowledge they will need to start their GCSE's but based in such topics as natural disasters, law, trade, Greek culture and more. The topic timetable is a rolling two year one. Maths, English and Music are still taught separately and according to ability.

They start their GCSEs in Year 9 and take them in Year 11 as normal, but with much of their learning having been completed by the start of Year 11 (GCSE's are a two year course), this allows us to concentrate on any 'extras' in the two terms that they have pre-GCSEs in Year 11, such as: exam skills, revision, coursework, work experience, external GCSE's. It also means that should any pupil wish to take a/a few GCSE's early, and we feel they are able to, they have that chance. Through it all, we build up their individual Compendiums which not only track academic progress but build up a base and evidence of soft skills, practical work and other skills not necessarily achieved academically, giving our pupils at the end of their time here a full and complete picture of the well-rounded person we encourage them to become.

Sixth form have a dedicated member of staff available to oversee both their academic and personal timetable.

GENERAL SCHOOL INFORMATION

Fees:

Please make sure that fees are paid promptly; we try extremely hard to keep them as affordable as possible and this means that a delay in payment can impact us negatively. If there are ever any issues with punctual payment, please do communicate with us as soon as possible.

Opening times:

School site opens at **8am** and lessons start at 10am **SHARP!** Please let us know if your child is going to be late via the app (see below) or unable to attend as soon as possible. School finishes at **4.30pm** and the building will be shut from **5pm**.

Please ensure pupils are on time for the start of lessons: we already have a late start to the day and if the unfortunate trend of lateness that developed over the last few terms is to continue we will have to change the start time of the day to 9am to try to combat this.

Vehicles:

The children often play out at the front of the school, so we ask that parents do not try and access the school in cars if the gates are shut.

Last pick up time:

There will be staff on site until 5pm every day, but we do ask that parents make sure their child is picked up by then, unless by prior arrangement. Many of the children make their own way home, and are welcome to stay until 5pm if they wish. Obviously, if we have an after school event that will not apply.

Uniform:

Our uniform is not very prescriptive; we ask that it is plain, SMART and dark. Most children wear black/dark grey trousers or skirt with a white/black shirt. Everyone will have a house tie that feeds into our behavior policy, and blazers or hoodies are also allowed. This should be adhered to by **everybody**, unless sensory issues have previously been discussed with HT/DHT. **Branding, patterns or pictures are not allowed.** Ties must be worn every day.

Lunch:

Please send a packed a lunch; we simply do not have the facilities to manage cooking for everyone yet. They are also welcome to go over the road at break or lunch (with parental permission: see permission form), but must go in groups of at least three, must sign out and also must sign back in. The shops over the road know us by now, and have always been fabulous with our children.

Planners:

We can provide a folder for each child if they would rather keep any worksheets together; alternately worksheets will be stuck in their exercise books immediately. We have notebooks for them to use as planners that they should keep information in, eg. homework. These only work if they bring them to school and keep them filled in, and if you also ask to see them at home. If they lose them, there will be a £5 replacement cost. Do please check school bags for these; teachers always spend some time at the end of a lesson ensuring that homework is filled in by everybody in the class if given.

PE:

Your child will continue to have PE lessons and will be expected to bring appropriate PE kit (sportswear) on their prescribed day according to their timetable. This includes trainers – school shoes will not be accepted. There is space to change, and it is not pleasant for them to remain in sweaty clothes throughout the day. We have secured football training at a local sports centre. PE is a statutory lesson, so all pupils are expected to participate.

School Equipment:

Students will be expected to provide their own equipment for lessons. It is naturally expected students will be well-equipped for all lessons.

Specific lesson equipment includes (not an exhaustive list):

GENERAL

- Pens
- Pencils
- Pencil sharpener

- Eraser

MATHS

- Ruler – 15cm minimum and preferably clear
- Protractor (360° or 180°)
- Pair of compasses
- Scientific calculator
- Eraser

For **BIOLOGY**, please see above plus

- Colouring pencils
- 30cm ruler

All to be placed in a pencil case please. If a pupil turns up without equipment, they may purchase it from the stationery shop here. A price list is available on the Pupil board. We will be clamping down on this: there are too many pupils who seem to think it acceptable to turn up to school with absolutely nothing with which to do their work.

Electronics:

Mobile phones, tablets etc. are not to be used throughout the school day and must be placed into the boxes allocated to each year group. If anyone wants to or needs to use their phone they are welcome to, but they must ask a member of staff. We ask that children log onto the school WIFI and not use data so we can be sure that they are safe online. Please also be aware that we cannot assume responsibility for personal electronic items. Laptops are available for use by students at any time in lessons or DSAW's if wanted/needed.

Music lessons:

Full time, fee paying children will be allocated one private lesson per week. If more is needed, that can be discussed. We are more than happy to give guidance whenever we're free, and they will all get group lessons on one or two instruments, as well as ensemble playing and theory. For those that flexi, we can arrange private tuition if wanted.

Permission forms:

Included are permission forms. These cover media release, permission to go on trips that might not necessarily have been scheduled (for example finding out about an Open Day at the Conservatoire and taking them along to meet and talk to current students and teachers and watch an open rehearsal) and permission to go over the road at break and/or lunch (following our guidelines younger ones have to be accompanied by older children.) There are also the Privacy Notice, Medication consent form and Acceptable Use Policy to be signed. Please sign it as appropriate and send it back via email or hard copy into the office.

Parents:

As ever, we welcome parents as part of the family. Our door is always open; it's worth popping your head round the door to see if we've got two minutes for a chat. Much of our communication is done via the app at PIOTA so please make sure that you download the app and register. We also require three up to date phone numbers for every pupil; please let us have these as soon as possible, even if you think we already have it. We would ask that you let us have our evenings and weekends; we tend to respond to the app as soon as we can but would appreciate our own family time. We would

like to start some kind of a “Friends of Kimichi” group that two parents have expressed an interest in helping start; please let us know if you’d like to be involved.

We were very sorry to have to postpone Kimichi-Fest at the end of last term – Covid and illness meant we would have suffered performance-wise. The rescheduled festival will happen on the 14th September – hopefully with no such inconveniences and the weather still warm enough to enjoy being outside. Please do come along, bring friends and support all our performers; they really do work very hard.



Potential upcoming trips:

Skegness, Butlins – 26-28th September 2022 – approx. £75 – History case study

Normandy, France – 3-7th October 2022 – approx. £300 – Lower School only

New York – 12-15th November 2022 – approx. £900 - Upper School only – 15 places max.

Skiing – Bansko, Bulgaria – 4-11th March 2023 approx. £600 – Upper School only – 13 places max

London – 19th January 2023 – approx. £100 to include a ticket to My Neighbour Totoro at the Barbican.

Aberystwyth – 30 Jan – 2nd Feb – approx. £150 - Geography fieldwork

We are aware that two of these trips are the most ambitious we've ever undertaken and expensive but will be encouraging pupils to hold fundraising events to help towards the cost of these.

Contact details:

Phone no: 0121 679 5298

Headteacher: s.alexander@kimichischool.co.uk

Deputy Headteacher/SENDCo: c.passey@kimichischool.co.uk

Enquiries: hello@kimichischool.co.uk

-----**END PARENT PACK**-----

Please **keep** all the above pages as your information guide. Detach the pages below and send them back to school as soon as possible.

PLEASE PRINT THE FOLLOWING PAGES OUT, SIGN WHEREVER RELEVANT AND SEND BACK TO THE OFFICE PRIOR TO YOUR CHILD STARTING SCHOOL.

PERMISSION FORMS 2022/2023

For the school year 2022/2023 I,, parent ofgive permission for my child to accompany Kimichi School staff members on outside classroom learning trips (non-residential) on whichever day they may happen on within term time.

I,, parent ofgive permission for my child to have their photo/video taken and used by Kimichi School for school purposes, such as website, social media, print and/or press.

I,, parent ofgive permission for my child to go over the road at break or lunch time when following school guidelines (groups of at least 3, signing out, signing in, young ones to be accompanied by older ones.)

Signed.....

Date.....

MEDICATION CONSENT FORM

It is the Kimichi policy, wherever possible, to assist children and parents by supervising the taking of medicines in school time in the presence of a member of the school staff. Parents /students must hand the medicine directly to a member of the school office staff, or the Head / Deputy Head.

In signing this Consent Form parents are acknowledging that the School is acting in loco parentis. If parents agree to the School Staff administering specific medication, they will do so, but parents must fully understand that in the administration of any medication to students the School Staff will not be liable as a result of any adverse outcome to the pupil. Naturally, due care and attention will be professionally assured.

Prescribed medicines: The instructions and dosage must be clear, only the stated dosage will be given.

Non-prescription Medication: The School Staff may/may not (delete where appropriate) act in loco parentis for administering requested medication and may issue standard pain relief in accordance with qualified medical professional guidance: ie. Ibuprofen, nurofen, paracetamol, anti-histamine. You may send in your own brand of medication for your child but it must be clearly labelled with their name and the dose required in its original box with instructions including the expiry date.

I agree to the school's medication policy and agree that The School Staff may / may not (delete where appropriate) act in loco parentis for administering requested medication.

Student's name

Parents' name..... (Please print clearly)

Parents' Signature **Date**.....

DATA PERMISSION FORM

Below you will see a list of platforms that we as a school use and regularly post images to. If you are happy for your child to be included in these images, please circle yes. If you do not wish for your child to be included in these media releases, then please circle no.

Firstly, please respond to the statements below:

I,(Parent/Guardian/Carer) allow/do not allow Kimichi School to take photos and/or videos of my child.....

If my child is included in photos and videos, Iallow/do not allow Kimichi School to use them for the following;

- | | |
|---------------------------------------|--------|
| • Facebook | YES/NO |
| • Twitter | YES/NO |
| • Kimichi official website | YES/NO |
| • Printed school prospectus | YES/NO |
| • Printed school posters and leaflets | YES/NO |
| • Promotional material | YES/NO |
| • Press releases | YES/NO |

As you may know, each student has access to the school entrance via a thumb print ID system. For this to work, each child's thumb print is stored via a programme on a secure school computer. This information will never be shared externally and their thumb prints will only ever be used to gain access into the school building. If this programme expands to other areas of the school, you will be informed immediately.

Please respond to the following statement;

I,..... allow/don't allow Kimichi School to have access to and store my child's biometric data to allow them independent access into the school building. I understand that I can withdraw my child's information at any time via request.

Signed:.....

Date.....

Acceptable Use Policy (Internet)

Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.

The school will regularly monitor students' Internet usage.

Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will report accidental accessing of inappropriate materials in accordance with school procedures.

Students will use the Internet for educational purposes only.

Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

Students will never disclose or publicise personal information.

Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website

The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.

Personal student information including home address and contact details will be omitted from school web pages.

The school website will avoid publishing the first name and last name of individuals in a photograph.

Students are allowed to bring in and use personal devices as long as they are signed into the Student WLAN and do not use data; this will be monitored by the Network Administrator.

We reserve the right to ban mobile phones if they are used in a way that constantly distracts from students' ability to learn or if our one week on/off policy is not strictly adhered to.

Student

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____ **Date:**

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

I accept the above paragraph **I do not accept the above paragraph** *(Please tick as appropriate)*

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph **I do not accept the above paragraph** *(Please tick as appropriate)*

Kimichi School boat usage and permission form

BOAT RULES

- 1. Follow the instructions given by the adult/s in charge at all times**
- 2. Hold onto any handrails at all times**
- 3. No running or jumping on the dock or on the boat**
- 4. Do not embark or disembark without permission**
- 5. Do not lean over the side of the boat, especially when moving**
- 6. Do not throw items over the side**
- 7. Lifejackets must be worn by Lower School**

.....

I,.....(parent/carer/guardian)give permission for

.....

to accompany Kimichi school staff to the school boat "Time To" when applicable. I understand that the rules (see above) governing the safe use of the boat will be strictly enforced, and non-adherence to them will mean being banned from all boat activities.

I have informed/enclosed any medical information necessary.

I have informed staff of any allergies that need to be considered.

Signed.....

Date.....

Whilst many school policies are available to view on the website, the full set of policies are accessible as hard copies in the office if required.

KIMICHI SCHOOL BEHAVIOUR POLICY

Houses: Osbourne (Ozzy – Black Sabbath) (purple)
Elgar (Edward – Classical) (yellow)
Coleridge (Samuel Coleridge-Taylor – composer b. 1875-1912) (flame)
Hamilton (Andy – b. Jamaica 1918 jazz sax) (red)

Rewards and Sanctions

The school has a clear set of rewards and sanctions that are communicated to staff, students and parents through the staff and student planners, as well as posters displayed prominently throughout the school.

Expectations and Involvement of Staff

All staff are expected, by example, to encourage good behaviour and respect for others in students, and to apply all rewards and sanctions fairly and consistently. Overall responsibility for behaviour lies with the Headteacher and Form teachers. Staff input to policy is encouraged and welcomed through formal and informal conversation with the Headteacher, through written response to communications and consultations in the weekly council meeting and through the termly meetings of Academic & Vocational Staff.

Expectations and Involvement of Students

Students are expected to conform to all the school expectations and rules and to involve themselves fully in all aspects of school life. Good work and behaviour is recognised through the school rewards systems. Failure to conform to school rules and expectations will result in sanctions being imposed. Student input to the school behaviour policy is encouraged through pupil consultation with the school council who are responsible for representing not just their own views, but also those of students in the year group to which they are attached. The school council has the power to discipline students if necessary, up to and including suspension, and help formulate school rules to be adopted by the whole school. As such, members are expected to

understand and respect their responsibilities. Student questionnaires are to be used to seek student opinion and encourage input into school policy.

Expectations and Involvement of Parents

Parents will be involved in discipline issues as appropriate. They may be informed of a problem or sanction by letter, email or by phone. In more serious situations, parents will be required to come in to the school to meet with the Headteacher and / or school council. Parental views on school policy will be sought through regular Parents' Newsletters and through individual discussion with parents. Parent questionnaires are to be used to seek parental opinions on this, and other aspects, of the school. Parents views are always welcome under the Kimichi scheme of 'in it together'.

Equal Opportunities

All rewards and sanctions will be applied fairly and consistently and in accordance with the school's Equal Opportunities Policy. Where misbehaviour is related to a mental or physical disability, reasonable adjustment will be made in dealing with the student concerned.

Rewards:

The school believes in individual encouragement through the use of certificates, shields and cups, but encourages pupils to work towards a common goal, ie. house points for house rewards at the end of the year.

Can be given for excellent; Work, Behaviour, Helpfulness, Community Spirit (eg. picking up rubbish, helping with books, clearing up etc.), Musicianship.

House points to be added into school points book weekly.

Other rewards may be given at staff's discretion (such as choosing the changeover music, small prize etc.)

Tie pins will be awarded for excellence in sport and music at any point in the term and handed out at the end of term assembly at staff discretion. These are as follows;

Full purple: all round excellence in musicianship

Full red: deportment and community spirit

Full yellow: sports

A merit cup will be given at the end of each year for the pupil that has gained the most house points/gold stars.

School cups or shields will be given at the end of the academic year to students to be recognised for Effort / Progress and for Achievement in each academic and vocational subject. A variety of other certificates and shields are also awarded, mainly to senior or sixth form leavers, for outstanding effort / progress or achievement in academic or vocational areas and for Service to the School.

The house with the most points at the end of the academic term will be able to choose a trip/treat that they wish to go on. Only pupils with more than 10 points (ie. Have contributed to the winning amount) will go on the trip as voted by the school council July 2017.

Consequences: Pupils must abide by the laws of the school. The school body devised a behaviour mantra of 10 rules that were thought about and discussed together.

For such things as; Shouting out, answering back, language and other small disturbances;

Simple disturbances in class should be dealt with accordingly:

- verbal warning;
- pupil moved to another seat;
- referred to a senior member of staff;
- excluded from class;

If disruption continues, or escalates, pupil is to be given a strike, (marked in journal and form register). Accrued strikes may result in a referral to either the students' house or the school council.

School council is to be made up of all pupils wherever possible, but if not, then heads of year, prefects, head boy/girl and members of staff (to take turn). Any decisions made by the school council MUST be discussed, voted on and documented. School council reads teachers report (from register), and then hears what pupil has to say, then passes judgement.

School council has the powers to award such things as lunch detention, work (essays, lines), cleaning up. They are not limited to the above and are encouraged to make the consequence best fit the individual disturbance. Should the pupil appear before the school council five times or more in one term, this could lead to a suspension of such time as decreed by the school council up

to a week. The pupil will be expected to catch up on any work missed. Only the school council has the power to plead against suspension.

Behaviour policy must also follow;

- The need for consistency among teachers in their use of sanctions and rewards; (This means a lot of time spent in discussion, setting up the system and explaining its rationale and a reduction in teachers' autonomy.)
- regular monitoring of how the system is working, looking at patterns of positive and negative referrals, investigating variation amongst departments or stages and taking steps to ensure consistency;
- avoiding rewards which have a monetary value or which signal that school work is not valued - for example being allowed to arrive late or being excused homework;
- ensuring that praise is genuine and deserved not routine and meaningless;
- keeping the system fresh and meaningful - each year with the arrival of a new set of pupils it needs to be reintroduced.

The following should be noted as statutory:

Any pupils involved in any type of physical altercation will be immediately suspended, and, subject to school council discipline, runs the risk of being permanently excluded.

Consistent breaching of the Behaviour Policy will result in suspension and possible permanent exclusion depending on school record.

The following appendices are included in the behaviour & exclusions policy. The inclusion of these appendices should not be taken as an indication that any of these are areas are, or have been, of significant concern at Kimichi.

Appendix 1 Policy on Physical Contact with Pupils and 'Reasonable Force'

The school adopts the guidelines set out in the Department for Education (DfE) document 'Use of Reasonable Force – Advice for head teachers, staff and governing bodies'. This document can be downloaded from the DfE website www.education.gov.uk. Physical force is never used as a means of punishment at Kimichi. However, there are occasions in which physical contact with a student is proper and necessary. Examples include:

- When demonstrating an exercise or technique in dance or drama classes

- When administering First Aid
- When comforting a distressed student
- When congratulating or praising a student

In addition, the law empowers those working in schools to use 'reasonable force' when this is deemed necessary. 'Reasonable force' can be used to either control or restrain. At Kimichi, this would only ever be used as a last resort and in the very unlikely circumstances that it was necessary to restrain or control a student in order to prevent them from hurting themselves or others, from damaging property or from causing disorder.

Appendix 2 Policy on Screening, Searching and Confiscation

The school adopts the guidelines set out in the Department for Education (DfE) document 'Screening, Searching and Confiscation – Advice for head teachers, staff and governing bodies'. This document can be downloaded from the DfE website www.education.gov.uk. Screening is not used at Kimichi. The Headteacher and any staff authorised by them, would use the statutory power to search students or their possessions, without consent, if the school suspected the student had certain prohibited items. The items that can be searched for under this statutory power are knives or weapons, alcohol, illegal drugs and stolen items. School staff can search a student and their possessions, with consent, for any other items banned under the Kimichi school rules. Any search would be carried out in accordance with DfE guidance and the schools Restraint Policy. School staff can confiscate any banned or prohibited item found as a result of a search which they consider harmful or detrimental to school discipline. Confiscated items will be dealt with in accordance with DfE guidance.