

KSHS

Parent Handbook

Taking you step-by-step
through starting school

KING SOLOMON
HIGH SCHOOL



If I am not for myself, who will be for me?
If I am only for myself, who am I?
If not now, when?



Dear Parent/Carer,

We are delighted to welcome you and your child to King Solomon High School (kshs). KSHS is a voluntary aided school. This means that, like all voluntary-aided schools in the UK, only 90% of our capital costs are met by the state and we need to raise the additional 10% ourselves through voluntary donations.

It is really important to us - for the school, for our students - your children - and for our community that we continue to invest in projects that improve our facilities for the benefit of all of our students.

We are really proud of the work that we've done so far, including renovations to classrooms and toilets, work on the 6th form block, a new school minibus, lighting in the main hall and improved Sports facilities but there's so much more that we want to do. We need to continue to invest to ensure that our school is the best that it can be for all students, including continual renovations of classrooms, new changing room and shower facilities and improved lighting in our sports halls. The list is quite long and as with all buildings, there is always something that needs repairing or replacing.

We ask all parents for a contribution of £80 per child per month. If you're able to do so, we would really appreciate you giving this amount. We know that there are sometimes financial pressures and any donation that you are able to make helps and enables us to make our school the best that it can be. There is no obligation to make this contribution and pupils will not be treated any differently according to whether or not their family has made any contribution.

To set up a monthly donation for £80 or an amount towards this, please fill in the standing order mandate on page 11 along with the gift aid form on page 12 and return to the school with the rest of your completed forms.

We would like to remind you that these voluntary contributions are vitally important to ensure that we can continue to provide opportunities to enrich and enhance the students' educational experiences.

Yours sincerely

Doreen Samuels
Chair of Governors

We need some information from you

We need some information from you, in order for your child to start with us on time, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

Please read through all of the information in this booklet. On pages 16-18 are answers to Frequently Asked Questions. If you have any questions that are not answered in the booklet, please contact the school office on 020 8498 1300 and we will be happy to help you.

Policies and term dates

On page 18 are details of some important policies you need to know about and page 19 has term dates.

King Solomon High School

Please complete the forms and return them to us as soon as possible. You can post them to our Admissions Department (address is on the back page) or hand deliver them to our security hut on Forest Road. Please also attach a copy of your child's Birth Certificate or Passport and recent utility bill.

Student's personal information

Student Surname: First name:

Preferred name: Gender:

Date of Birth: Previous School:

Full Address:

Postcode:

First parent /Carer contact (living at student's address)

First parental contact will be the primary contact for text and email notifications, alerts and access to student reports

Title: First name:

Surname: Relationship to student:

Please confirm that you are available in an emergency to collect the student from school? Yes ☐ No ☐

Please provide all numbers we can contact you on:

Address if different to student's:

Email address:

Second parental contact

Title: First name:

Surname: Relationship to student:

Please confirm that you are available in an emergency to collect the student from school? Yes ☐ No ☐

Please provide all numbers we can contact you on:

Address if different to student's:

Email address:

Does student live with: Both parents ☐ Mother ☐ Father ☐ Other ☐

Please tear here

Are parents separated? Yes ☐ No ☐ Are parents divorced? Yes ☐ No ☐

If 'Yes' please indicate which parent has legal custody:

Is a parent prevented from having access to the student because of a court order? Yes ☐ No ☐

If yes, please provide a copy of the court order. Any additional details may be given below including parent's name.

Is the child adopted? Yes ☐ No ☐

Emergency Contact Numbers

Please list in order of priority, at least one person apart from yourselves, who can be contacted in case of an emergency

First Additional emergency contact

Title: First name: Surname:

Address:

Postcode:

Telephone number:

Email address:

Relationship to student:

Second Additional emergency contact

Title: First name: Surname:

Address:

Postcode:

Telephone number:

Email address:

Relationship to student:

Medical information

In the case of an accident/emergency, we can act on your behalf Yes ☐ No ☐

Dietary needs:

Artificial colouring allergy ☐ Gluten free ☐ Halal ☐

Kosher foods only ☐ No dairy produce ☐ No nuts ☐

Seafood allergy ☐ Vegetarian ☐

Other/additional dietary needs:

Occupational therapy ☐ Physiotherapy ☐ Speech Therapy ☐

Doctors Name:

Address:

Postcode:

Phone number:

Medical conditions: Epilepsy ☐ Diabetes ☐ Asthma ☐ Eczema ☐ Arthritis ☐
Multiple sclerosis ☐

Please give details of any other or additional significant medical conditions that may not be stated above

Does the student require an EpiPen? Yes ☐ No ☐

If yes, please ensure he/she has one to always carry on them, and a second to be stored at Reception.

If the student suffers from Asthma or Anaphylactic reactions, please bring a spare, named inhaler or EpiPen to the Medical Room on the first day of term. It is a parent/carers responsibility to replace out of date inhalers/EpiPen's

Additional information

Is your child in receipt of free school meals (FSM)? Yes ☐ No ☐

Special Educational needs

Has your child got an EHCP? Yes ☐ No ☐

Has your child got any additional learning needs? If yes, please give details

Please tear here

Ethnic and cultural information

The Department of Education request that schools keep records on the Ethnic origin, Country of birth, nationality, religion, and home languages of students. Parents have both the right to refuse to provide this data and have the right to request that this data is retracted at any time. This information is part of a wider data collection exercise carried out by the DfE (which is used to help determine school funding among other things), We are advised that this data is not passed onto the Home Office and will not be passed to the Home Office at any point in the future.

Ethnicity

☐ White – British

☐ White – Irish

☐ White European

☐ White and Black African

☐ White and Asian

☐ White and Black Caribbean

☐ White Other

☐ Black – Angolan

☐ Black – Congolese

☐ Black – Ghanaian

☐ Black – Nigerian

☐ Black – Somali

☐ Black Caribbean

☐ Any other Black background

☐ Other Black African

☐ Asian and Black

☐ Bangladeshi

☐ Indian

☐ Mirpuri Pakistani

☐ Kashmiri Pakistani

☐ Other Pakistani

☐ Sri Lankan Sinhalese

☐ Sri Lankan Tamil

☐ Sri Lankan Other

☐ Chinese

☐ Other Asian

☐ Greek/Greek Cypriot

☐ Turkish/Turkish Cypriot

☐ Kosovan

☐ Gypsy

☐ Gypsy/Roma

☐ Gypsy/Roma

☐ Traveller of Irish heritage

☐ Roma

☐ Other mixed background

☐ Any other ethnic group

Student's first language

Nationality

Student's Home language

Country of birth

Religion

English Additional language Yes

☐ No

☐

ICT Acceptable Use Policy (AUP) Form

STUDENT VERSION

- School computer and Internet use must be appropriate to the student's education.
- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- Personal storage media (USB drives, CDs, Online Storage Clouds etc...) must not be brought into, nor access in school unless permission has been given.
- Copyright and intellectual property rights must be respected.
- Users must respect the work of others which might be stored in common shared areas on the system. Conversely, users should always try and store their files and data in their own secure area. Files and data stored in common shared areas of the system must be transferred at the earliest opportunity to the users own area. Such files will be regularly removed from the system.
- Users are responsible for e-mail they send and for contacts made. E-mail should be written carefully and politely.

As messages may be forwarded, e-mail is best regarded as public property. Anonymous messages and chain letters must not be sent.

- Users should report any unpleasant material or messages received to a member of teaching staff. The report will be confidential and will help protect others.
- The use of public chat rooms or instant messaging is not allowed.
- The school ICT systems may not be used for private business purposes, unless the Headteacher has given permission for that use. Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whoever they belong to.
- Irresponsible use may result in the loss of Internet access or even an account suspension. King Solomon High School may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mails and the

deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action and the removal of my privileges. I also agree to report any misuse of the system to a staff member. Misuse may come in many forms but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal activities, racism, sexism, inappropriate language, any act likely to cause offence or other issues described above.

Step 4

Step 3

Step 5

Step 4

ICT Acceptable Use Policy (AUP) Form

PARENT or CARER VERSION

King Solomon High School students must also have the signature of a parent or carer who has read this agreement.

As the parent or Carer, I have read this agreement and understand that access to electronic information services is designed for educational purposes.

I understand that, whilst the Internet Service Provider operates a filtered service, it is impossible for King Solomon High School to restrict access to all controversial materials and will not hold the kks responsible for materials acquired on the network. I also agree to report any misuse of the system to kks.

I hereby give my permission to King Solomon High School to permit my child access to electronic information services and I certify that the information given on this form is correct.

Parent or Carer Name:

Signed:

Date:

Parent/Carer

Photography and video consent form

Use of photographic and video images

Sometimes we may take photographs or video images of the students at our school or on educational trips. We may want to use them for school publications, social media, our website, newspapers or for television content.

By signing this section, I consent to photographs and digital images of the student named in this form being used by the school as outlined above.

Your name:

Your relationship to the student:

Signature:

Date:

We adhere with data protection legislation and will not keep your information longer than necessary. Please note that you can withdraw consent at any time. For more information, please visit our published privacy notice www.kkshs.uk.

Purpose

I agree that;

- Images of my child can be used on the school website and newsletters
- Images of my child can be used in the school prospectus and printed promotional literature
- Images of my child can be used in internal displays
- Images of my child can be used by local & national media
- Images of my child can be used on Twitter
- My contact details can be shared with NHS public health programmes
- Video images of my child can be used for promotional purposes
- My child can use their fingerprints to add money to their account and to access services such as the canteen, printing and library services.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Declaration

Data Protection Act 1998: the school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF.

I declare that all the particulars and information and details given/filled in this application form are true, correct, complete and up-to-date:

Your name:

Relationship to the student:

Signature:

Date:

Please tear here

The following information which you provide will be held on your child's school record

STUDENTS OUT OF SCHOOL FOR LESSON WORK, A VISIT, OR SPORTING ACTIVITY

From time to time, it may be necessary for students to go into the community to carry out investigative work, make a visit, or undertake a sporting activity.

I understand it will be occasionally necessary for my son/daughter to be out of school.

In the event of my child requiring emergency treatment and the Headteacher (or their representative) being unable to contact me, I GIVE MY CONSENT for the member of staff accompanying my child TO APPROVE THE APPLICATION OF ANY EMERGENCY TREATMENT, INCLUDING ANAESTHETIC advised by the medical authorities for the well-being of my child.

Signed: [] Date: []

Parent/Carer

EDUCATIONAL TESTING AND SPECIALIST ASSESSMENTS

As part of our local offer, King Solomon High School is committed to providing appropriate provisions for our pupils. We routinely undertake assessments as a method of monitoring progress. We also undertake further specialist assessments in response to particular concerns.

Assessments are undertaken by suitably qualified staff and data gathered from these tests are all held securely within the school in line with the Data Protection Act and Local Authority guidance.

I have read and understood the conditions of use relating to this form and I give my consent for my child to undertake any assessments as necessary

Signed: [] Date: []

Parent/Carer

SPORTS FIXTURES AND LOCAL ACTIVITIES

Should your child be selected to play for a school team or leave the school for a local visit or performance they will be expected, on occasions to travel to a venue outside the school.

Your child will be advised when and where the fixture or local visit will take place and the time at which they are expected to return to school. Travel to and from the fixture will be via the school minibus and all drivers have the recognised minibus driver's licence.

If you agree to your son/daughter representing King Solomon High School in sport, please sign the form below.

CHILD'S NAME: [] Date of Birth: []

I have read and understand the information relating to sports fixtures and agree to my son/ daughter participating in Sports fixtures if selected.

Signed: [] Date: []

Parent/Carer

NAME:

HOBBIES/ACTIVITIES:

CLUBS/TEAMS ETC:

MUSICAL INSTRUMENTS/SINGING:

SPORTING INTERESTS:

SUBJECTS FOUND EASY:

SUBJECTS FOUND HARD:

ANY OTHER RELEVANT INFORMATION:

Please tear here

Home School Agreement

King Solomon High School believes that a truly effective education requires school, parents and students to work together. This partnership agreement is to help make clear what you can expect from the school; and what the school expects from parents and students;

We aim to provide you with

- A high quality education, based on traditional Jewish values
- A safe, caring and well-ordered environment
- A school that treats each student as an individual
- A community that expects mutual respect for all its members
- A system of rewards and sanctions that are designed to be firm, fair and just.
- High expectations for all students
- Systems that monitor and assess progress and achievement
- Clearly defined channels of communication
- A range of extra-curricular activities designed to enrich the educational experience.

In turn, we expect that students and parents will

- Support the Jewish ethos of the school
- Share our commitment to high achievement for all
- Support the staff in enforcing school rules and codes of behaviour and uniform
- Approach all teaching and non-teaching staff with courtesy and respect
- Be positive and take pride in King Solomon High School
- Enter fully into the life of the school

In particular, we ask STUDENTS to follow the school rules and to remember to

- Give of your best at all times
- Attend school in full uniform and with everything you need for lessons
- Be polite and respectful to all adults in the school
- Respect your fellow students
- Ask if there is anything you do not understand
- Look after the school environment
- Behave on your journeys to and from school in a sensible manner
- Give priority to any school event you are involved in.
- Come to school on time every day –remember, you are not allowed to go on holiday during term time.

Finally, remember that people will always identify you as a King Solomon student, particularly where you are in a crowd of friends from school. We always want to be proud of the way you behave just as we hope you will always be proud to be part of the school.

In addition to the general principles above, we expect that PARENTS/CARERS will

- Keep the school fully informed as early as possible of anything which may affect your son/daughter
- Respect the school's procedures regarding appointments
- Support the school's disciplinary procedures
- Adhere to the school's attendance policy (found on the school website). This means that you will
 - i. Ensure your child attends school regularly
 - ii. Notify the school office of the reasons for any absences initially through the absence line and then by written notification.
 - iii. Not take your child out of school for holidays during term time.
 - iv. Make any requests for time off during school to the Head teacher in good time prior to the event.
 - v. Make every attempt to schedule medical appointments after school hours or in holiday time.
- Attend all meetings concerning health, safety or progress of your child.
- Respond to Governors' information about Parental Contributions
- Be sensitive to the Jewish ethos of the school and the backgrounds of our students.

We look forward to working in partnership with you to provide the highest quality of education and care for your child.

We understand and support this Home – School Agreement.

Signed for the school: Date:

Signed parent/guardian: Date:

Name of student: Date:

Step 8

Step 9

Standing Order Mandate

Students / Name(s):

Address of Parent(s):

To The Manager: (Bank/Building Society)

Full Address:

Postcode:

Account Name:

Branch Sort Code: Account Number:

Please Pay: Lloyds Bank plc, Brook Street **Sort code number:** 30-91-37

For the credit of: King Solomon High School, Redbridge, 1G6 3HB

Account Number: 00419344

Registered Charity. Company No. 2784298

Amount of Monthly Payment:

Frequency: Commencing

and thereafter monthly until further notice

**This instruction cancels any previous standing orders
for King Solomon High School**

Signature(s): Date:

Date:

For School and Bank/Building Society Office Use Only

Quoting the Reference:

Please tear here

Charity Gift Aid declaration

For multiple donations

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

In order to Gift Aid your donation you must tick the **box below**:

☐ I want to Gift Aid my donation of £ and any donations I make in the future or have made in the past 4 years to:

King Solomon High School

I am a UK taxpayer and understand that if I pay less Income Tax and / or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

My details

Title
First name or initial(s,
Surname
Suffix
House name (only)
Number and Street
Other address line
City & County
Postcode
Date
Signature

Please notify the charity or CASC if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Key information

School times

8:25-3:20pm

Uniform

We are proud of our school uniform because it identifies each student as a member of our school community. Therefore, we must always show our community at its best. The wearing of the correct and complete uniform is a most important part of school discipline. All students must be in full uniform before entering the school premises. Please note that it is compulsory that students wear full school uniform:

- During specified school outings.
- When representing the school.
- During school and state examinations.

The onus is on parents and students alike to ensure that the *correct and complete uniform is worn at all times*.

1. It is not permitted for any student to wear any form of cap or hat in the school building apart from a kippah.
2. Hooded sports tops or 'hoodies' are not permitted.
3. Trainers, canvas shoes, plimsolls or patterned shoes must not be worn.
4. Jeans or tight fit trousers are not permitted.
5. Coats and jackets are not to be worn in the school building.
6. Students must always wear school uniform. The school embroidered blazer, tie and pullover can only be purchased from the school outfitters. All other items of uniform may be purchased elsewhere.

Boys

- Navy blue blazer with badge.
- Optional - any plain navy crew or V neck jumper.
- Shirt – tucked in.
- School tie (clip on ties will also be available).
- Grey trousers.
- Black school shoes, ankle boots or trainers without logo – no heels.
- Lanyard.
- Kippah – blue suede kippot are available from school at a cost of £2.50.
- No jewellery rings or bracelets.
- All students may wear one plain lobe stud in each ear.
- Black ankle socks.

Kippah

The kippah (plural kippot) is the Hebrew word for the skull cap, which is a key item of school uniform, for our male students. Wearing a kippah is a constant reminder that there is always someone above us, seeing, watching and guiding our path through life and our daily activities. It is a symbol of respect and faith and an integral part of our identity as a Jewish school.

Girls

- Navy blue blazer with badge.
- White blouse – tucked in.
- Any knee or ankle length pleated grey skirt.
- Black ankle or long black socks or black tights.
- Black school shoes, ankle boots or trainers without logo – no heels.
- Lanyard.
- Headscarf – black or blue.
- All students may wear one plain lobe stud in each ear.
- No jewellery rings or bracelets.

Boys/Girls PE

- Indoor short sleeve, outdoor long sleeve mid layer to be purchased from our online supplier www.schoolsports4u.co.uk.
- Navy blue shorts, joggers, leggings or skorts.
- Trainers and outdoor boots.

King Solomon High School Uniform Suppliers

Carolina School Outfitters
708 Chigwell Road, Woodford Bridge, IG6 8AL
Tel: 020 8504 6420
Website: www.carolinaschooloutfitters.co.uk

Lucilla Schoolwear
180 Cranbrook Road, Ilford, IG1 4LX
Tel: 020 8554 5133
Website: www.lucillaschoolwear.co.uk

Unistat
141 High Street, Ilford, IG6 2AJ
Tel: 020 8550 2119

All students

- Outdoor coat, optional: Coats should be dark in colour, practical and suitable for school use. Denim, leather, suede or fur/fake fur and logos are not allowed.
- ID badges: ID badges must be worn around the neck with the lanyard and ID badge visible at all times.
- Hoodies/sweatshirts: hoodies and sweatshirts are not permitted onsite at any time.



Key information

Food in school

School meals are provided by Signature Dining, who specialise in healthy and nutritious meals that strictly observe our kashrut policy. A kosher hot meal is £2.45.

Packed lunches

Non-meat packed lunches are eaten in a designated area of the dining room only, easily recognisable by blue and white spotted table cloths. Students will not be able to use any crockery or cutlery from the dining room and should bring their own from home, or use disposables, available from all till points in the dining room. Students will also be able to purchase certain non-meat items of food on disposable plates, to accompany their packed lunch (an example might be a can of drink or a cake).

Students will not be allowed to eat their lunches in any other area of the school. Meat and shell fish are not permitted as part of packed lunches; sandwiches and salads should be made at home and not purchased from a shop. Our packed lunch arrangement is based on a relationship of trust and respect between the students, parents and staff. Senior staff undertake supervisory lunch duties and anyone who does not adhere to these rules will lose the privilege of bringing in their own food.

Sandwiches, salads and healthy snacks are all easily prepared in accordance with the laws of kashrut. Lunches must not contain any meat, poultry (chicken, turkey) or shellfish. Nuts should not be brought into school. All fruit and vegetables are permitted. Sandwiches might contain any of these: cheese, egg, tuna, salmon, jam, chocolate spread.

You can buy cheese with a hechsher (kosher stamp); you can find kosher cheese in the kosher sections of Sainsburys, Tesco, Waitrose, and Morrisons or in the kosher shops listed at the end of this guide.

You can buy kosher bread in the kosher shops listed at the end of this guide. You can also buy Hovis, Warburtons or Kingsmill bread, as long as it carries one of these two logos on the packaging:



Tinned fish, such as tuna or salmon, is permitted as long as it is in brine or pure oil. A whole range of products are available from the kosher shops listed at the end of the guide or from kosher sections in the supermarkets listed above. In addition, there are many regular products on the kosher approved list; these can be bought from all supermarkets (for example Heinz salad cream and Hellman's mayonnaise). As already mentioned, you can look up all of these products on the United Synagogue kosher search www.theus.org.uk/koshersearch

If you have any questions, please contact Miss Shutz on mshutz.317@kkshs.uk. Our Breakfast Club Menu is available in the Main Dining Hall from 8.00am until 8.25am offering toast and a selection of drinks.

Paying for school meals

We are a cashless school and money should be put onto your child's ID card via the Scopay app. You will receive more information about this via email.

Free school meals

If you are receiving Income Support, Job Seekers Allowance (Income-based), the guarantee element of State Pension Credit, support under part VI of the Immigration and Asylum Act 1999, or Child Tax Credit but are not entitled to Working Tax Credit and your annual income (as assessed by the Inland Revenue) does not exceed the published threshold, your child may be entitled to free school meals.

Reapplying

Any student who has been receiving free school meals in their primary school must reapply to King Solomon. Please send the completed application form and supporting documentation on the first day of term. Please note: any supporting documentation (e.g. letters from Benefits Office) should be dated no more than 6 weeks prior to the start of term.

Please note that, if you are entitled to free school meals, we encourage you to apply even if you child does not wish to take them. The extra money we receive from the Government in Pupil Premium means we have more funding to invest in resources for the children.

Frequently Asked Questions

Absence

We are grateful to all parents/carers who insist that their children attend regularly and on time. Students attend school for only 190 days per year and Governors consider that to reduce this further could have a detrimental impact on students' learning and achievement. A Fixed Penalty Notice issued by the Attendance Advisory Practitioner, is a £60 fine to each parent/carer who has day to day responsibility for the student, increasing to £120.00 each if not paid to the Local Authority within 21 days. Failure to pay the fine will result in a court prosecution for student's non-school attendance.

Illness

If your child is absent through illness or other unavoidable circumstances, parents should inform the school by telephone 020 8498 1300 or email info@kkshs.uk. We ask for proof of illness such as a doctor's note. Without evidence, your child's absence will be marked as unauthorised.

Punctuality

Punctuality is extremely important and if students are late to school or lessons appropriate action will be taken, which may include making up time lost.

Holidays in term time

Holidays during term time will not be authorised except in exceptional circumstances, written details of which should be given to the Headteacher. An example of exceptional circumstances could be if a child was participating in a representative sporting/arts activity, i.e. representing their school/club at local/national/international level.

Please note that the school has no control over prices charged by holiday companies during school holiday periods and are unable to consider cost factors as exceptional circumstances.

Medication

If your child has a medical condition and a care plan, the information and medication must be taken to the school office and handed in. No child should have any form of medication on them at all.

Any medication should be in a secure container, clearly labelled with the child's name and must be handed in to the school office. It is necessary to have prior written consent and instructions from the parent before medication can be administered. The school is not permitted to administer Nurofen, Ibuprofen or any Ibuprofen or Aspirin based products unless they have been prescribed by a doctor/dentist and the chemist's label is on the box, clearly showing the child's name. If required, copies of the Medication Parental Agreement Form are available from the school office.

Mobile phones

Year 7, 8 and 9 students are not permitted to bring a mobile phone into school.

Older students who have phones must keep them out of sight and turned off in lessons. The school takes no responsibility for their care or loss. Students are strictly forbidden to use mobile phones to take record sound or pictures or still images without the teacher's permission.

Hairstyles, make up and jewellery

Make-up: including false eyelashes, nail varnish and fake nails are not permitted.

Piercings: only one stud earring in ear lobes is allowed. No other piercings allowed.

Make up: only natural foundation is allowed. No blusher, eyeliner, mascara, lipstick/gloss.

Nails: only clear nail varnish is allowed. No colour, acrylic/shellac nails, no extremely long pointed nails.

Hair: No extreme-coloured hair e.g. pink/green/blue etc. allowed. Extreme hair styles or hair colour or those associated with any kind of anti-social activities or groups are not permitted. These change from time to time. The patterned shaving of hair or eyebrows is forbidden.



Supporting your child's learning

At King Solomon we believe the purpose of homework is:

- a) To provide students with practice in aspects of the curriculum by:
 - I. Consolidating and reinforcing skills and understanding.
 - II. Extending school learning, for example through additional reading.
 - III. Enabling students to devote time to particular demands such as GCSE coursework or project work.
- b) To encourage students to develop the confidence and self-discipline to work on their own and to become independent learners (an essential skill for adult life)
- c) To foster a partnership between home and school by providing parents with an opportunity to share in their child's learning.

Each student will be set homework regularly for each subject and will be expected to hand this in a reasonable time. Their subject teacher will tell the student their task and all homework will be available for both students and parents to see on [School Synergy](#) where students can access with their school username and password.

Parents are asked to discuss their child's homework with them each evening and support them in completing the work as soon as possible after it has been set. The school asks that parents remember that it is vital that students have a quiet space, away from distractions (siblings, mobile phones, tablet computers etc.) in which to do their homework.

Homework club

The library will be open for one hour after school every day (Monday to Thursday), for students of any year group who wish to study or to use the computer facilities for work only, and some year groups will be arranging additional support.

Should there be any circumstances that parents feel hinders their child from doing his/her homework to the highest standard, and on time, then they are asked please raise the issue with their child's form tutor and the school will provide support wherever possible.

Internet safety

At this school, the internet connection is provided by LGfL. This means we have a dedicated and secure, school safe connection that is protected with firewalls and multiple layers of security, including a web filtering system called WebScreen 3, which is made specifically to protect children in schools.

Personal devices (e.g., mobile phones, laptops, tablets etc.) connected to the school Wi-Fi are protected by Webscreen 3. We have no control over devices connecting to the internet using 4G or 5G as these networks are provided by the mobile phone companies.

Senso

In addition to web filtering, we also use Senso to monitor computers. Keyword violations trigger an alert on the teacher's workstation and allows a screenshot to be viewed to see the context that triggered the alert. Senso also allows individual or whole class workstations to be locked to prevent use during lessons, or to remove internet access. At home, school devices are filtered and monitored when on home wi-fi connections. When pupils log into any school system on a personal device, activity may also be monitored here.

Issues concerning children's welfare

If you have an issue concerning your child, please speak to his or her tutor or Head of Year as the first point of contact.

Clubs and activities

We offer a very extensive range of lunchtime and after school clubs which vary throughout the year, depending upon the children's interests and the staff available to run them. For details of current provision, dates and times, please look on our website under What we Teach/Extra-curricular Programme.

Enrichment

We believe that school life should embrace as many enriching opportunities as possible, and at King Solomon we focus particularly on Jewish life.

Trips that enhance the children's school experience include the visit to the AJEX collection at the Jewish Museum for Remembrance Day, the short walk to Fairlop Waters for the traditional religious ceremony of Tashlich, just after Rosh Hashanah, and our annual six-day Poland trip offers Year 12 students a powerful and unforgettable educational group experience. The trip affords students the opportunity to explore important areas of the Holocaust, including visits to Auschwitz and Treblinka concentration camps and the major Jewish towns and cities once populated by the largest Jewish community in Europe.

Charging policy

The King Solomon School operates an extensive programme of trips, visits, instrumental tuition and activities both in- and out-of-school, hours accessible to as many students as possible. Our charging policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school's budget. It also defines other circumstances when the school may wish to ask for voluntary contributions, how these charges will be worked out and who might qualify for help with the costs.

No student should have his/her access to the curriculum limited by charges. However, the school reserves the right to levy a charge in certain circumstances. When charges are to be made the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place. Parents may apply to the school for special consideration regarding financial support.

For details of what may and may not be charged for, please see our full Charging and Remissions Policy under the About Us/Policies drop-down menu.

Special educational needs

King Solomon High School is fully committed to the inclusion of students with special educational needs and disabilities (SEND) providing that the school is compatible for the child's age, ability and aptitude and that their attendance is not incompatible with the efficient education of other students in the school and is an efficient use of the Local Authority's resources.

In keeping with King Solomon's Equality Policy, we affirm that:

- All learners are of equal value.
- We recognize, respect and value difference and understand that diversity is a strength.
- We foster positive attitudes and relationships.
- We foster a shared sense of cohesion and belonging.
- We have the highest expectations of all our students.
- We work to raise standards for all students, but especially for the most vulnerable.
- We observe good equalities practice for our staff.

All areas of the building are fully accessible for people with disabilities or limited mobility.

Working with parents

Emergency arrangements

We will, of course, endeavour to keep the school open, if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach the school and provide an adequate educational service.
- For children or staff to journey to and return from the school safely and without undue delay.

Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

Letters home

We try very hard to keep parents regularly informed about everything going on at the school; however, sending paper letters home can be rather 'hit and miss', with letters often going astray along the way. We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this and as a consequence we will communicate electronically with parents via e-mail or text message.

It is therefore vital that you provide the school with a current e-mail address and mobile phone number for main contacts. Any parent who instead wishes to continue to receive paper copies of documentation is asked to make this request in writing to the headteacher.

Parent evenings

Regular Parents' Evenings are held throughout the school year. These are an opportunity for you to talk with your child's teachers to discuss their progress and to view their work. At King Solomon we are maintaining the system of online parent consultations as we have found this to be a more efficient method. You can also discuss your child's written school report.

If you have any concerns at any other time, please do not hesitate to make an appointment to speak with your child's teacher.

News

Our website is a great resource for keeping updated with events and news. You'll find regular updates there. We also issue a half-termly newsletter.

At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and staff are asked to sign a Home School Agreement that outlines the intentions of all three parties, a copy of which is returned home to the parents.

Contacting parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

Seek permission

Outings and trips are a valuable part of school life, and we arrange as many as possible. Parents sign a form giving consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

Contact numbers

In the event of the school being unable to open or having to close during the day due to worsening weather or similar unforeseen circumstances, parents will be contacted by text message. An early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

Stay in touch

The school appreciates that during bad weather children may arrive later than normal, but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. We recognise that there will be isolated instances where families are cut off, even where the clear majority of children can get in. In such instances parents should inform the school of the circumstances of this exceptional situation.





Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

Key policies

Some of our key policies are:

- Anti-bullying.
- Behaviour.
- Online safety.
- SEND.
- Sex and relationships.

A full list of our policies can be found on our website under About Us/Policies.

Autumn Term 2022

Thursday 1st September – Wednesday 21st December

Thursday 1 st September	Inset Day – Staff only
First day of term:	
Friday 2 nd September	Year 7 & Year 12 only
Monday 5 th September	Whole school begins
Rosh Hashannah	Monday 26 th & Tuesday 27 th September
Yom Kippur	Wednesday 5 th October (early close Tuesday 4 th October)
Succot	Monday 10 th & Tuesday 11 th October
Shemini Atzeret & Simchat Torah	Monday 17 th & Tuesday 18 th October

Half Term – Monday 24th October- Friday 28th October 2022

Last day of term: Wednesday 21st December – school ends at 12.30pm

Spring Term 2023

Tuesday 3rd January – Friday 31st March

First day of term : Tuesday 3rd January

Half Term – Monday 13th February – Friday 17th February

Last day of term: Friday 31st March – school ends at 12.30pm

Summer Term 2023

Monday 17th April – Monday 24th July

Summer Friday timetable begins on Friday 21st April – school ends at 3.15pm everyday

First day of term: Monday 17th April

May Bank Holiday Shavuot	Monday 1 st May Friday 26 th May
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Half term – Monday 29th May – Friday 2nd June

Last day of term: Monday 24th July – school ends at 12.30pm



KS HS

Vision and values

We are a United Synagogue, orthodox Jewish school, who openly welcome students of all faiths and of no faith. At our heart, we are a Kehila - a community of learners who look out for and support each other. This idea is embodied in our ethos, which is embedded in all areas of school life and centred on three core pillars; learning, community and charity.

The world stands on three things:

- Torah – learning.
- Avodah - serving the community.
- Gemilut chassadim - acts of kindness.

(Ethics of the Fathers 1:2)

Our motto encompasses the ethos and highlights our aim to develop every student as a rounded and grounded individual through a variety of learning and lived experiences, all infused with Jewish teachings and values. The King Solomon community experience shapes young people into informed, responsible and caring citizens.

*"If I am not for myself who will be for me?
If I am only for myself, who am I?
If not now, when?"*

(Ethics of the Fathers 1:14)



KING SOLOMON HIGH SCHOOL

Forest Road, ILFORD
IG6 3HB

T: 020 8498 1300

E: info@kshs.uk

W: www.kshs.uk

Parking: There is no parking onsite. Craven Gardens car park (entrance is opposite the library car park on Craven Gardens) is adjacent to the school campus. It is a pay and display car park.

Public Transport: Buses: 128, 150, 167, 169, 247, 275 and 462 stop within a 2 minute walk for the school

Tube: Fairlop Station (Central Line) is a 4 minute walk and Barkingside Station (Central Line) is a 14 minute walk.