

13th March 2019

Dear Parent/Carer of

Current Primary School:

Year 6 Transition to Kepier

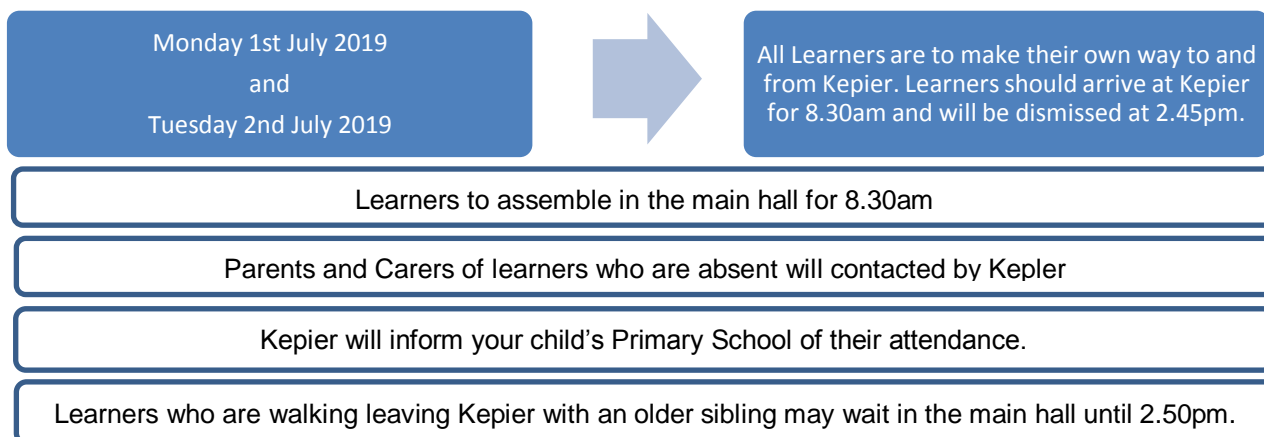
Following National Offer Day, we would like to extend a warm welcome to parents/carers and all of the children who are joining us in September 2019.

To support your child's transition from primary school to Kepier, **XXX** is invited to join all the other year 6 learners starting Kepier in September by attending two days at Kepier in the summer term, the dates are shown below:

First Year 6 Transition Visit – Monday 1st July 2019 (8.30am-2.45pm)

Second Year 6 Transition Visit – Tuesday 2nd July (8.30am-2.45 pm)

For both the transition days **XXX** will need to make their own way to and from Kepier, detailed below are the arrangements regarding safeguarding and attendance procedures for the two days;



On both of the transition days, Kepier will provide packed lunch for all learners, if **XXX** has any dietary requirements, please ensure this is documented on the attached indemnity form.

Learners may participate in some sporting activities throughout the two days, could you please ensure **XXX** wears appropriate footwear.

Throughout the summer term, we will be visiting your child's primary school and meeting with key staff to ensure a smooth transition to Kepier.

Following the transition days, there will be a Parents' Evening **XXX**, to meet with members of the Senior Leadership Team and key staff who will support **XXX** throughout their time at Kepier. At this event, key documents will need to be completed and there will be an opportunity to pre order uniform. **This event will start at 5pm prompt, in Kepier's main hall.**

Please complete the attached indemnity and biometric consent form, which should be returned to your child's current primary school no later than Friday 24th May 2019.

Principal: Nicola Cooper BA (Hons), NPQH

Kepier
Dairy Lane
Houghton-le-Spring
Tyne and Wear DH4 5BH

T: 0191 512 8960
F: 0191 512 8969
info@kepier.com
www.kepier.com



I hope that the information provided in this pack is of use and If you would like to share any additional information with us or have any concerns regarding your child's transition please do not hesitate to contact myself, or Mr Tait (Year 7 Manager).

Yours Sincerely,

Shaun Van-Lindon
Senior Pastoral Leader

Enc:

Frequently Asked Questions
Acceptance of Responsibility Form
Biometric consent form (cashless catering)
Uniform guidance

Registered Office:
Dairy Lane, Houghton-le-Spring,
Tyne and Wear DH4 5BH
Company Registered in
England and Wales:
Registered Number 07693870



Frequently Asked Questions

1. What date will my child start Kepier?

Your child's first day at Kepier will be on Tuesday 3rd September 2019, they will need to arrive at school for 8.30am and assemble in the main hall. Years 8-11 will start have a later start time to enable year 7 learners to complete their induction.

2. What time will my child start and finish school?

All learners are expected to be on the school site for 8.25am and the school day ends at 2.50pm.

There are a significant number of extra-curricular activities after school each week, we ask that if your child is participating in an activity, it is with your prior consent.

If your child has been issued with a detention, it will be completed the same evening and you will be notified by text message from their Year Manager.

3. Who do I contact if I have any concerns?

Your child will have a dedicated Year Manger, Mr Tait is available throughout the day to support your child. Mr Tait can be contacted via email taitp@kepier.com or by phoning 0191 5128960. We aim to respond to all enquires within 24 hours, due to the demands of the role, Mr Tait is not always available and if you come to Reception without a prior appointment it may not be possible to speak member of staff.

4. How do we pay for school dinners / trips etc?

Kepier operates a cashless catering system, your child will have their finger print taken during their transition days in June.

We will write to you during the school holidays with your Parent Pay login details. Through Parent Pay you can pay for their lunches and trips etc. Parent Pay gives you an itemised summary of your child's spend.

5. What is Kepier's uniform policy?

Kepier has a very strict uniform policy, which consists of; grey trousers, a white shirt, a Kepier school blazer and tie. Learners must wear Black formal leather shoes.

Kepier's uniform with the exception of the white shirt and shoes must be purchased from Total Sport North East.

6. How does Kepier keep Parents and Carers up to date with relevant information?

Kepier predominately updates Parents and Carers via their App 'MyEd' which can be downloaded for free from the App store of Google Play.

We also use Facebook and some individual departments have Instagram accounts.

We advise all parents and carers to check the website www.kepier.com regularly as letters are uploaded to the website for viewing.

If you have any specific queries, you should contact Mr Tait. General enquiries can be directed to info@kepier.com.

7. Who do I contact if my child is absent from school?

If your child is absent from school, you can either email their Year Manager or leave a message with our Attendance Admin Officer via the main switchboard. If we do not have a reason for your child's absence we use an automated system called Truancy Call which will contact you hourly until a reason is provided. Kepier may also conduct a home visit to establish the reason for a child's absence.



8. Which classes will my child be in?

For Coaching, learners will be in gender split groups normally with other children they have identified as friends from primary school. For all academic subjects, all learners are placed in classes based on their key stage 2 SAT prior attainment data.

9. How do I find out how my child is performing academically?

Your child's work is regularly assessed by their class teacher. In addition to this, we will write to you three times per year detailing how they are performing with regards to subject knowledge and attitude to learning. Before the end of the first term, there will be a formal Parents' Evening where you can meet your child's teachers by appointment. You can also at any time request to speak to your child's teachers by telephone.

10. What do I do if my child needs to take medication during the school day or has a medical diagnosis?

Kepier employs a designated First Aider, Paula Smith who is on hand to support learners with any medical issues. At the Parents' Evening, you will be requested to complete a 'Medical Form' detailing any medication your child needs to take during the day, Paula will ensure the medication is provided and work with you to write your child's Care Plan.

If your child needs to take medication following a one off prescription, you will need to bring the medication to Reception and complete the 'Medical Form'.

11. Who do I speak to if my child has Special Educational Needs?

Mrs Watson is Kepier's SENDCo. All learners who have been identified to have Special Educational Needs will work with Mrs Watson and the team to create a One Page Profile, this will be shared with all their teaching staff to support your child. If you would like to speak with Mrs Watson, she can be contacted by emailing p.watson@kepier.com

Uniform guidance

Kepier's uniform consists of:

- Blue blazer with logo
- TruTex Graphite Contemporary trousers
- Clip on tie (with the green banding)



Must be purchased from Total Sport

- White long sleeve shirt with collar
- Black leather shoes

Learners may wear a watch and one small, plain stud in each ear lobe. Please do not arrange for piercings to coincide with term dates, as Learners will be asked to remove inappropriate studs in line with our policy.

No other jewellery is allowed on health and safety grounds and will be confiscated. Make-up, nail varnish and false nails, are not allowed.

Footwear

All learners are required to wear black formal leather school shoes. Leather type shoes or any type of trainer are not acceptable. Information on acceptable shoes will be provided at the Parents' Information Evening.

Cost

Item	Boys/Girls	Adults
Blazer	£23	£27
Male or Female School Trousers	£13	£14
Clip on Tie	£5	£5
Bundle (Tie, Trousers and Blazer)	£37.50	£41.50
<u>PE Hoodie (optional)</u>	£10	£13
<u>Breathable PE top</u>	£7	£7.50
<u>PE Joggers (male and female)</u>	£15	£16

Order form

I have attached a copy of the order form to this letter for your reference, it can be used at the Parents' Evenings.

Total Sport is Kepier's sole provider of all uniform with the exception of white shirts and shoes. Total Sport can be contacted on 0191 5679043 or via <http://totalsport-ne.co.uk>

This helps stop any deviation from the uniform due to fashion trends and queries around what is uniform and what is not, enabling us to maintain our high standards.

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Delivery / Collection of uniform

Total Sport have agreed to offer a Free of Charge delivery service to Kepier, all parcels will be labelled with your child's name. Kepier is only the distributor and if there is a need to exchange items, you will need to contact Total Sport directly. Total Sport also offer a home delivery service for a charge of £3.95 or in store free collection

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**Acceptance of Responsibility
Year 6 Transition visit, July 2019**

The information provided below will be destroyed by August 31st 2019

Child's Name:		Date of birth:	
Primary school:			
Parent / Carer Name:		Emergency contact number:	
Signed		Date:	

- I understand that during all school visits my son/daughter will be under the supervision of suitably qualified and experienced staff at all times.
- I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion as considered by medical professionals present.

I give permission for Kepier to use my contact details to inform us of future events (this information will not be passed to a third party)	YES / NO
I give permission for Kepier to take pictures of my child participating in the event which may be used for promotional purposes	YES / NO
<i>Does your child have any dietary requirements, if yes please state:</i>	YES / NO
Is your child sensitive to penicillin	YES / NO
Is your child actively immunised against tetanus?	YES / NO
Does your child suffer from fainting attacks or blackouts?	YES / NO
Does your child suffer from fits or epilepsy?	YES / NO
Does your child suffer from any allergy, asthma or hay fever?	
Does your child suffer from diabetes?	YES / NO
Does your child suffer from ear trouble?	YES / NO
Are your child's teeth in good condition?	YES / NO
Does your child suffer from any illness not mentioned above?	YES / NO
Does your child have any allergies/medical conditions the school should be aware of?	YES / NO
If YES - please give details:	
IS YOUR CHILD ON ANY SORT OF MEDICAL TREATMENT AT THE PRESENT TIME? If YES - please give details including how often the medication is taken:	YES / NO
DOES YOUR CHILD HAVE ANY DIETARY REQUIREMENTS? IF YES – please give details below:	YES / NO