

Joining Kelvin Hall School

2023

Kelvin
Hall

Year 6 Transition

Dear Parents and Students,

Moving from primary to secondary school is an exciting and significant event. It is an important milestone which for many parents and carers and teachers marks a change in expectations regarding life skills such as independent working and self- organisation. At Kelvin Hall School students are expected to cope with a wide variety of new experiences, many of which demand new skills and abilities.

This booklet aims to provide you with the information you need to enable your child to make a smooth and successful start at Kelvin Hall.



Mrs Sullivan
Pastoral Year
Leader



Miss Vidler
Assistant Pastoral Year
Leader



Mrs Pedder
Students Support
Officer



“The behaviour of students is outstanding. It is exemplary around the school. Students socialise well, are courteous to each other and adults. They are proud to be part of this school”

Ofsted

Ofsted
Outstanding
Provider

Differences

The main differences between primary and secondary school...

When children start Kelvin Hall, they have to learn to be more independent in the way they work. Most children will have to travel further and some will be making their own way to school for the first time. They wear a new uniform and have new rules to follow.

To help them remember their classes, students use a school planner to record their timetable, homework and other important information.

It is also an expectation that your child is fully responsible for ensuring that they have the correct equipment with them every day.

Lunch time is organised differently and students have more independence in terms of returning to lessons on time as well as buying their own lunch on site.

In general, students at Kelvin Hall are expected to be more independent, self-reliant and self-organised, which is a welcome, yet challenging development for most.

Primary school	Kelvin Hall School
Around 250-400 students.	Around 1590 students.
One to two teachers, same classroom.	Different teacher and room for each subject.
Close to home.	Further away.
Bookbag and coat peg/drawer. Basic equipment supplied.	Own locker. Equipment to be brought in.
Homework once a week.	Regular homework for each subject.
Home for lunch.	All students on site.

A Typical School Day

Lessons start at **08.45** and Year 7 students must be in school no later than **08:35** each morning.

Lesson 1

08:45 - 09:45

Lesson 2

09:45 - 10:45

Break

10:45 - 11:05

Lesson 3

11:05 - 12:05

Lunch

12:05 - 12:45

Lesson 4

12:45 - 13:45

Lesson 5

13:45 - 14:45

Focus Group

14:45 - 15:15

In the 'right place' at the 'right time'

Punctuality

It is very important that students are on time for all of their lessons. All students must arrive by 08:35 so they can take their belongings to their locker and arrive to Lesson 1 on time at 08:45.

Being in the 'right place' at the 'right time'

Until they are familiar with their new routine, moving around the school to different classrooms and being on time for each lesson can make some students a little anxious. Staff understand this and will help.

There are things that you can do at home to help your child adjust..

- Have a look at your child's timetable in their planner each night and refer to it at home so your child becomes familiar with it.
- Encourage your child to learn what lessons they have each day so that they can become more independent.
- Make sure your child knows what to do if they are late or cannot find their next class.
- Encourage your child to carefully pack their school bag each night with everything they need for the next day.



Uniform

School uniform plays a valuable role in contributing to the ethos at Kelvin Hall and setting the appropriate tone in school. In common with most schools in England, we have a school uniform and rules on appearance that we require all students to follow.

Uniform details can be found at: www.kelvinhall.net/about/uniform

We believe that the wearing of a uniform:

- instils pride;
- supports positive behaviour and discipline;
- encourages school ethos and identity;
- ensures all students are included and feel welcome;
- protects children from social pressures to dress in a particular way;
- promotes good relationships.

Above all, we believe that school uniform indicates a student's readiness for work and therefore supports effective teaching and learning.

Official school uniform items are available from the following authorised school uniform suppliers:

APC Clothing Ltd,

Unit 6a Guardian Park, Station Road Industrial Estate, Tadcaster, North Yorkshire LS24 9SG

Tel: **01937 833449** Email: sales@apc-clothing.co.uk
www.school-uniforms.co.uk

Rawcliffes Schoolwear,

9 Paragon Street, Hull, HU1 3RJ

Tel: **(01482) 223539** Email: info@rawcliffes.co.uk
www.rawcliffes.co.uk

Usually in stock at school - sweatshirts, polo shirts, and PE kit

Buying

Uniform is available through the school's website where there is a link to APC Clothing and Rawcliffes Schoolwear, based in Hull City Centre. APC attend Induction Evening so that uniform can be checked for size and ordered. There is a link to both on the school's website, but if you have any questions please contact your child's Pastoral Year Leader.

Please note... When purchasing from APC Clothing, please quote reference: **khfreepost at the checkout when you order online, ensuring that the student's name and Year Group are entered in the delivery options section when completing the form. This will ensure the uniform is delivered to school free of charge. Students can collect a guidance leaflet and order form in school from Student Services. Any returns can be made free of charge by bringing incorrect items to Reception.**

Affordability

The school has worked to ensure that all items of uniform are as affordable as possible. Parents who have difficulty purchasing the uniform can call the school and talk to the Year Leader on (01482) 342229.

PE Kit

All students must wear a Kelvin Hall PE top, this can be a jade t-shirt or a polo shirt. Students must wear plain black shadow stripe shorts or plain black, full length, thick lycra sports leggings (small logo acceptable). Students must have a pair of trainers to change into however, **trainers must not be worn to any other lessons**. Students can also wear additional items for outdoor lessons, such as a plain, black rain jacket or plain jogging bottoms. These are available from the school's uniform providers but are not essential.

Students must not arrive at school wearing PE kit if they have their PE lesson period 1.





Please note... some shops sell items in their school ranges that do not meet our uniform requirements and will not be acceptable in school. If you are unsure about suitable styles of uniform, please call your child's Year Leader who will be happy to clarify what is acceptable. The school will have the final decision on all uniform issues.

Polo shirts

Students in all year groups must wear a Kelvin Hall or plain white polo shirt. We now offer different styles and fits of polo shirt. The school does not allow sleeves to be rolled up on any polo shirts.

Sweatshirts, jumpers, cardigans

Students across year groups can wear any of the following items: school sweatshirt, 'V' neck jumper or cardigan. Regardless of the item worn, all tops must be the standard school versions with the Kelvin logo.

Trousers, shorts, skirts

All students must wear plain, black, formal trousers, shorts, or skirts. Skirts must be knee-length. Trousers must be plain, full-length trousers without decorations or accessories, including zips. Shorts must be tailored, black, and knee-length. Plain black tights may be worn with skirts. Tight, short or flared skirts, as well as leggings, jeggings, chinos or jeans are not allowed.

Shoes and socks

All students must wear plain black, formal shoes, without logos, brandings, or markings. All shoes must be either flat or with a sensible low heel. High heels are not allowed in school. Trainers, boots and canvas shoes such as 'Vans' and 'Converse' style are not acceptable. Socks should be plain and black.

Jewellery

One ring, one pair of small stud earrings and one discreet bracelet are allowed. No necklaces are allowed in school. No facial piercings of any kind are allowed under any circumstances.

Hairstyles and Makeup

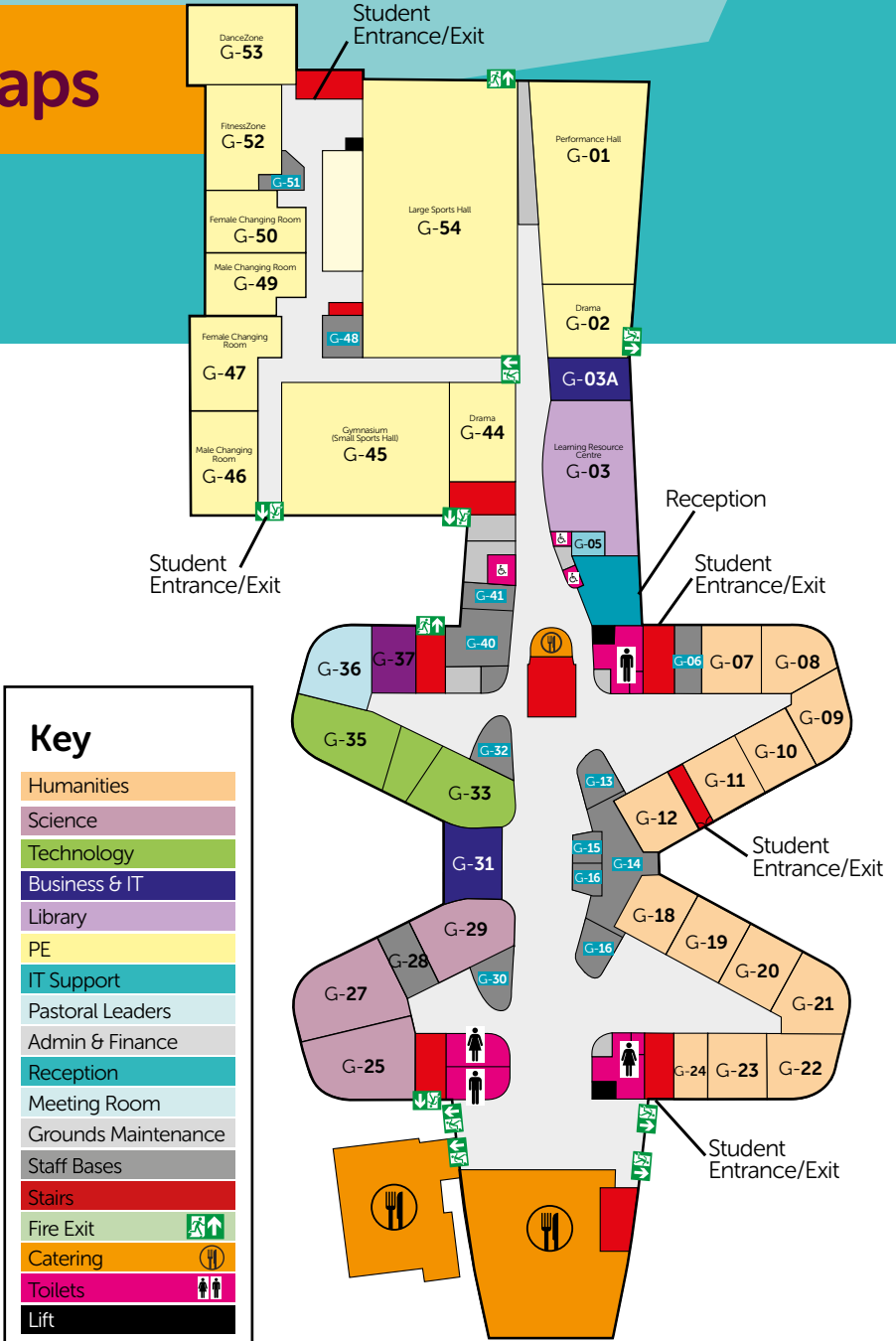
We allow natural makeup and accept a wide range of hairstyles. All we ask is that a student's hair is smart, and of a single natural colour. False eyelashes are not allowed.

Nails

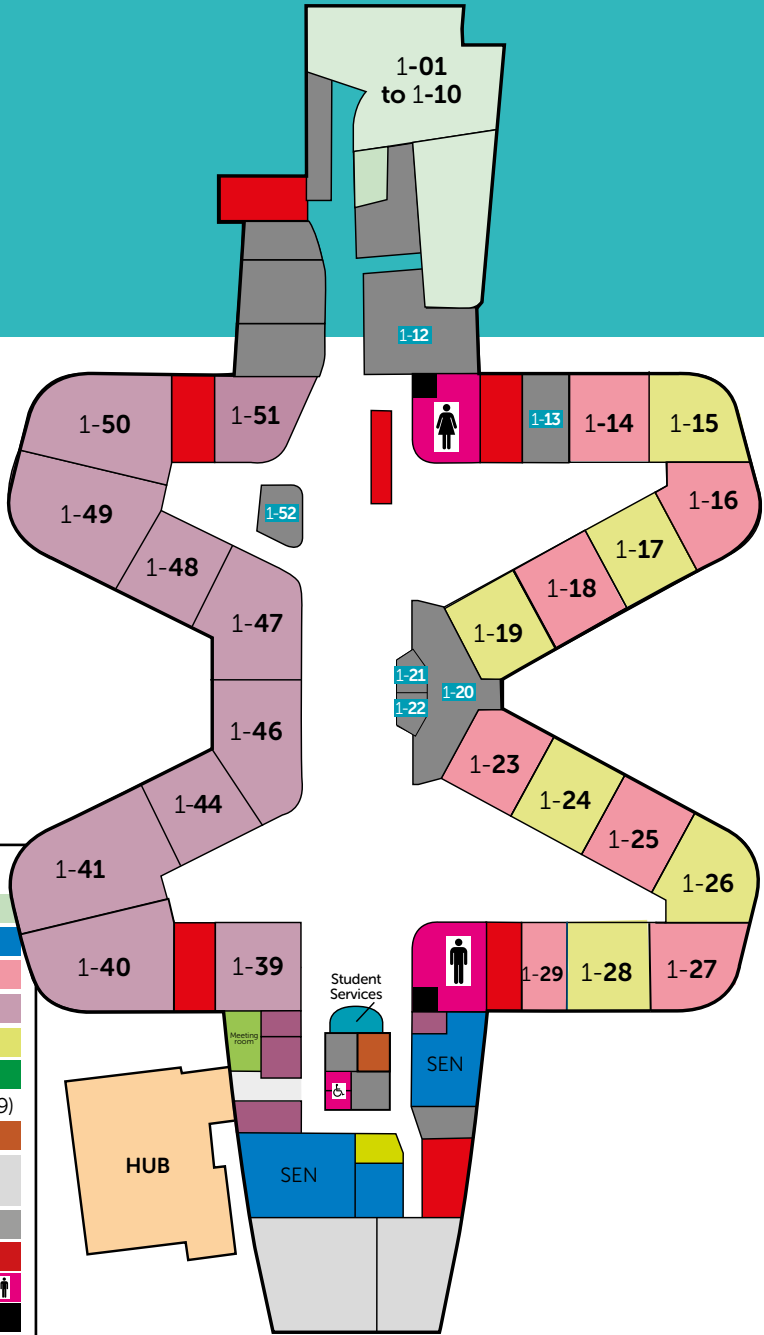
Nails must be of a short, safe length. The school does not allow false nails or any other decorative embellishments.

Maps

Ground Floor



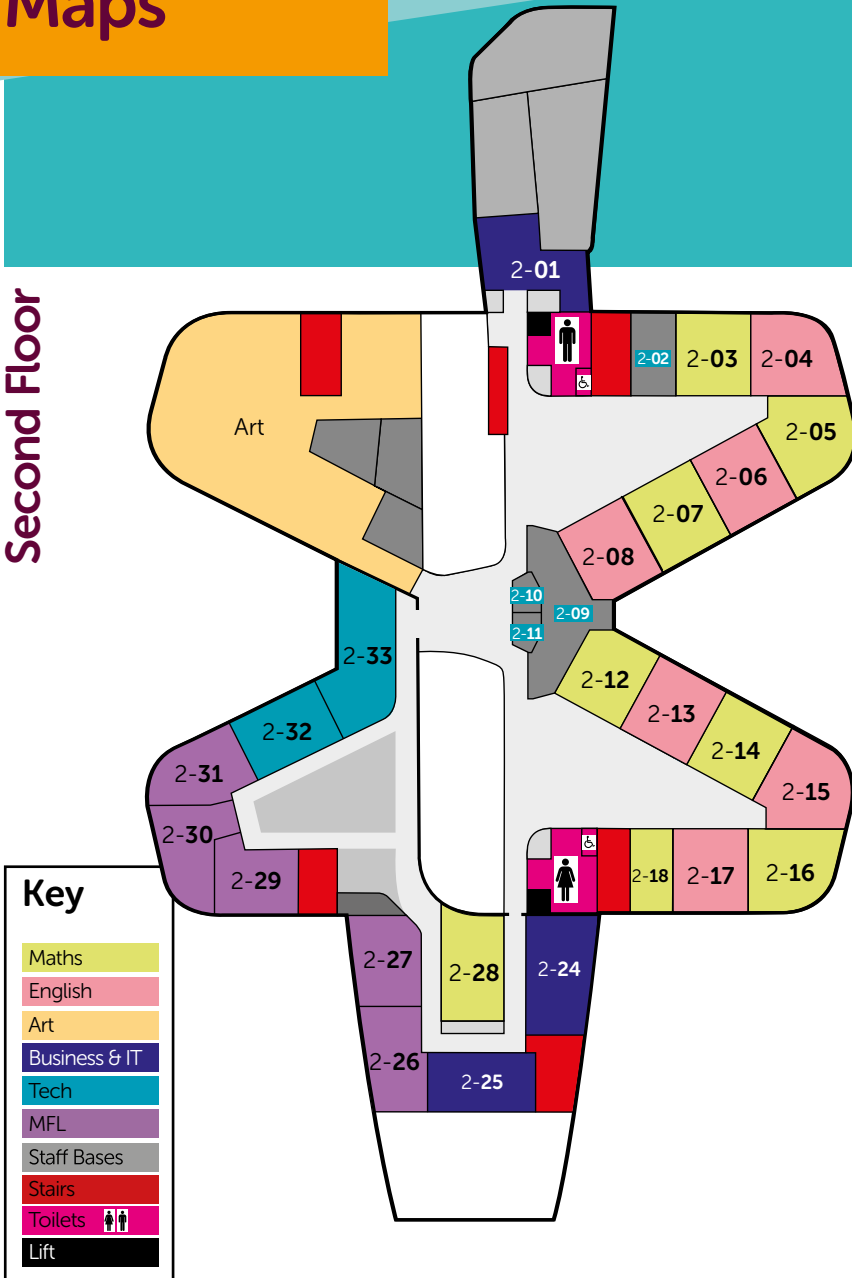
First Floor



Key	
Music	
SEN	
English	
Science	
Maths	
Humanities	
First Aid (1-129)	
Careers	
Grounds Maintenance	
Staff Bases	
Stairs	
Toilets	
Lift	

Maps

Second Floor



Key

- Maths
- English
- Art
- Business & IT
- Tech
- MFL
- Staff Bases
- Stairs
- Toilets
- Lift

Organisation

In primary school the roles and titles of staff are usually well known as parents have a lot of informal contact with staff. This means that you are likely to know exactly who to talk to when you need to and you will have a close relationship with your child's class teacher. In comparison, the structure of a large secondary school can seem complex.

Senior Leadership

At Kelvin Hall we have an Executive Headteacher, Head of School, three Deputy Headteachers, and Assistant Headteachers who each have key areas of responsibility.

Pastoral Year Leaders

In addition to the Senior Leadership Team, we have Year Leaders, Assistant Year Leaders and SSOs. Students can speak to their Pastoral Year Teams when they need help or guidance. Your child's Pastoral Year Team will be involved in many different aspects of the school day and will be able to offer your child support in many different areas. Year Leaders work with students and other members of staff regarding discipline and behaviour issues.

Focus Groups

Your child will be placed in a Focus Group with a teacher who will get to know your child well, as students will be in their Focus Group in Period 6 every day.

Student Services

Student Services are located on the first floor. Students can go there during their own time with queries ranging from lost keys or student cards, uniform to problems with their timetable or finding their next lesson. Student Services can't deal with queries that are related to lessons or work that has been set for them. Students should direct these questions to their class teacher or Focus Group teacher.

Lunch

Lunch 12:05- 12:45

Paying For Meals

Students pay for their meals via their 'ParentPay' card which is topped up with money in advance. The card enables them to buy food and drink without having to bring cash to school.

Cards should be credited from home using the 'ParentPay' link on the school website.

If your child receives of a free school meal, you do not need to do anything, the money will be credited to the account each day.

The school cafeteria cannot accept cash. All students and staff use their cards. Please ensure your child brings their card every day so they can have lunch and snacks.

Replacement Cards

If your child loses their card, the charge for a replacement is £2.

'Meal Deal'

£2.25...

main, tray bake
or fruit and
a drink.

**JOIN MILLIONS
OF PARENTS
ON PARENTPAY**

**PAY FOR MEALS,
TRIPS, CLUBS AND
MUCH MORE...**

•• *Easy to use and means
I know how much
everything costs and
no money gets lost
on the way to school. •••*

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1 MILLION
PARENTS
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9,000
SCHOOLS
ACROSS
THE UK**

CONTACT THE SCHOOL OFFICE
TO FIND OUT MORE

www.parentpay.com

ParentPay
FOUNDED 2015

VISA VISA Checkout Mastercard American Express Debit



Catering

We serve sandwiches, pannini's, pizza, pasta and hot meals (such as lasagne, chilli, curry etc).

A 'Meal Deal' is a main course, dessert and drink, available every day at £2.25.

Free School Meals

Kelvin Hall offers a free meal service so that all students are able to enjoy a good quality, nutritious meal during the day.

Parents and carers can claim a free meal for their child or children, depending on certain conditions. You can apply for free school meals if your child attends a Hull school or Sixth Form on a full-time basis (this includes Hull College 14-16 direct entry, academies and free schools) by registering on My School Portal and completing the online form. You must be in receipt of one of the following benefits:

- income support;
- income based jobseekers allowance;
- income related employment and support allowance (ESA – IR);
- universal credit if the household is earning less than £7,400 per year;
- asylum seekers (receiving support under Part VI of the Immigration and Asylum Act 1999);
- the guaranteed element of state pension credit
- child tax credit (with an annual income of no more than £16,190 as assessed by the Inland Revenue);
- working tax credit run on - paid for four weeks after you stop qualifying for working tax credit;
- if you are over 16 years of age and are receiving one of the above qualifying benefits.

If you qualify for free school meals, not only will you child receive free meals, but our school will receive additional funding to support students.



To apply for free school meals, the person who receives the qualifying benefit should complete the online application form at <http://www.hullcc.gov.uk/freeschoolmeals>

The form can be downloaded from our website or by calling Reception if you would like one posted to you.

The form must then be posted to: The Specialist Team, Hull City Council, Freepost RSJC-KKBE-ABXZ, PO Box 15, Hull HU1 2AB or Handed in - to any of the Council's Customer Service Centres. Alternatively, you can hand your form in to Reception who will post it for you.

Rewards



Arbor

At Kelvin Hall School, we celebrate success regularly and frequently, by giving individual, genuine and specific praise.

Achievement and effort in lessons and in any activities in and around school are rewarded through Arbor. This online system allows parents and carers to see the praise from

teachers in real time. Teachers may choose to give a pupil positive points for any number of reasons, but always to reward and acknowledge a pupil's success at embodying one of our core values: **Hard Work, Respect, Independence.**

Positive points range from Bronze (1 point) to Silver (2 points) to Gold (4 points). Pupils who have achieved beyond their potential can also receive an Extra Mile postcard, and a guaranteed spot on our of **Kelvin Experiences.**



Kelvin Experiences are brand new at Kelvin Experiences, and have been successful from the very start! Each half-term, pupils who have earned the most points in each year group are given a Golden Ticket, which they can use to take part in the Kelvin Experiences. Pupils are able to choose for a selection of 3 to 4 activities at the end of the half-term. We try to offer a diverse range of activities to cater to every taste! Examples of Experiences are:

- Cinema Club Afternoon (drink, popcorn, movie)
 - Crepe Van
 - Bake-Off
 - Jewellery Workshop
 - Potery
 - Outdoor activities
- etc...!

Equipment

Equipment

Please ensure that your child brings the following equipment to school every day...

- pens (blue, black, red and green)
- pencils
- ruler
- rubber
- pencil sharpener
- school planner
- bag

Student Planners

Every student at Kelvin Hall is given a planner to record their homework and so that messages can easily be exchanged between home and school.

Students must bring their planner every day as it is a vital piece of school equipment.

The planner must be kept in good condition. The cost of replacement is £5.

Specialist Equipment

Keep an eye on your child's timetable and help them make sure they are fully prepared for lessons such as Food Technology or PE as these require specific equipment to be brought in to school.

School Cards & Lanyard

Every student has an electronic 'card' that they need to bring to school every day. The card is used so that your child can print work as well as pay for lunch and snacks. Students can purchase a replacement card for £2. Students can purchase a lanyard and a cardholder for £1 on ParentPay, and a lanyard on its own for 50p from Student Services.

Students will be taught how to use the printers.

Lockers

The school provides a locker for every student so they can store their outdoor clothing and equipment for lessons.

Lockers require a deposit of £3 and are assigned to each student. Most Year 7 lockers are on the ground floor. It is important that students keep their locker key safe and bring it to school every day. A replacement locker key is £3.

Checklist

Equipment:

- Pens (blue, black, red and green)
- Pencils
- Ruler
- Rubber
- Pencil sharpener
- School planner
- Bag
- School card

Specialist Equipment:

- Food Technology
- PE

Equipment can be purchased from Student Services or Year Leader.

Pens	10p
Pencil	10p
Ruler	10p
Rubber	10p
Sharpener	10p
Lanyard	50p

School Expectations

Students are expected to be well behaved and to take responsibility for themselves and their own learning. There are a set of expectations that students must follow in the classroom to ensure that they behave accordingly.

There are also a few rules that apply across the school:

Outdoor clothing

Coats, hats, and scarves must be removed on entering the school and taken to a locker.

Jewellery

One ring, one pair of small stud earrings, and one discreet bracelet are allowed. No facial piercings of any kind are allowed under any circumstances.

Hairstyles and Makeup

We allow natural makeup and accept a wide range of hairstyles. All we ask is that a student's hair is smart, and of a single natural colour. False eyelashes are not permitted.

Nails

Nails must be of a short, safe length. The school does not allow fake nails or any other decorative embellishments.

Chewing gum

This is not permitted for either students or staff.



Facilities

The school building has a wide range of modern facilities specially designed to help students reach their potential.

There are 'Working Areas' on each floor of the school. During lesson time, these areas are only to be used for work or revision tasks set by the class teacher for that lesson.

Learning Resource Centre

The school has a Learning Resource Centre (LRC). This includes the school library and also gives students access to computers.

Students can become a member of the Library in school and may borrow one book for up to three weeks.

Standard library procedures apply, including returning books on time and in good condition. Eating and drinking is not allowed in the LRC.

Valuables

The school cannot accept responsibility for loss of any valuable items including jewellery, mobile phones or bikes, even if locked in the school bike storage area.

Expensive items such as mobile phones, tablets or expensive jewellery should be left at home.

In practical lessons such as PE, students will be asked to remove all jewellery for safety reasons, so it is sensible for students to avoid wearing jewellery to school on these days.



Progress Evenings

Due to the large number of students attending Kelvin Hall and that each child has several teachers, Progress Evenings are organised differently than at primary school.

We have arranged formal opportunities for parents to meet with teaching staff every year. If you would like the dates for Progress Evenings in advance, please contact the School Office or check the school website.

Progress Evenings provide an opportunity for staff to tell you about academic and social aspects of school and you will be able to ask questions or raise any concerns you may have.

Parents will be given the opportunity to book appointments via Arbor.



IN THE EVENT OF FIRE

A FIRE WILL
BE INDICATED
BY THE
CONTINUOUS
SOUNDING
OF THE FIRE
ALARM

What to do

- Leave the building by the nearest safe route directed by your teacher.
- Leave all your belongings behind. Your teacher will see you out of the room and direct you.
- Walk quickly and quietly.

Where to go

- Use the **GREEN** fire exit signs to leave the building and head to the M.U.G.A (Netball Court).

Multi Use Games Area

On the **M.U.G.A**:

- Line up in front of your 'Focus Group' sign.
- Stand **quietly** in single file facing the school.

Rear of School Building

Entrance to M.U.G.A

Entrance

YEAR
11

YEAR
10

YEAR
9

YEAR
7

YEAR
8

All staff to join relevant Year Group as appropriate

ONCE THE ALARM IS SOUNDED THE FIRE PROCEDURE SHOULD BE FOLLOWED BY EVERYONE

Contacting Kelvin Hall

Telephone **(01482) 342229**

Email **info@kelvinhall.net**

Website **www.kelvinhall.net**

When you call the school you will hear a recorded message giving you the opportunity to speak to different departments or to hold for Reception.

Reception will forward your enquiry to the most relevant person.

Please note, many staff members teach all day and carry out Break and Lunch duty.

This means that they may not always be able to return your call immediately.

Please check the school website in order to keep up to date with school news and information.

Key Contacts

Mr Roe - CEO of the Thrive Trust

Mr Cavanagh - Executive Headteacher - Secondary Lead

Mr Leng - Head of School

Mrs Grandidge - Deputy Headteacher & Designated Safeguarding Lead

Mr Shaw - Deputy Headteacher

Mrs Piercy - Deputy Headteacher

Mrs Sullivan - Pastoral Year Leader

Miss Vidler - Assistant Year Leader

Mrs Pedder - Student Support Officer

Mrs Allen - Attendance Welfare Officer

Mr Conlin & Miss Liddell - Attendance Officers

Mrs Pratt - SENCO

Should you wish to discuss subject specific concerns, please contact your child's subject teacher or the relevant subject director.

All other concerns should be directed to your child's Focus Group teacher. However, if the issue is urgent and your child's Focus Group teacher is not available, please ask for Mrs Sullivan or Miss Vidler.

Absence

If your child is ill and is going to be absent, please call our Attendance team on (01482) 496730 before 08:40.





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH
Telephone: **(01482) 342229** Fax: **(01482) 346817** Email: **info@kelvinhall.net**
www.kelvinhall.net