



Information Booklet

2025/26

Parent Information Book

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WELCOME MESSAGE

Headteacher – Hannah Khan

Welcome to KLB School. We are thrilled to extend a warm and heartfelt welcome to the families of our students. As your child embarks on this exciting new chapter, we are excited to be a part of this journey.

We believe in fostering a holistic education that goes beyond academic achievement. Our wide range of enrichment and extra-curricular activities will provide opportunities for your child to explore interests, build friendships, and develop important life skills. We encourage all students to get involved, as we firmly believe that a well-rounded education helps shape confident and resilient individuals.

We understand that starting a new school can be a significant milestone for both students and parents. In this booklet, we aim to provide you with essential information and insights to help you navigate your child's transition into our school community. We want to ensure that both you and your child feel supported, informed, and engaged throughout their time with us.

Open and effective communication is essential to us, and we encourage you to get in touch if you have any questions or concerns. We value the partnership between parents, teachers, and students, and believe that together, we can create an environment that fosters growth and success.



KEY INFORMATION AT A GLANCE

Start Date:

- Arrive by 8:10am and meet in KLB Reception.

Contact Details:

- Main Office: 01453 842227
- Email: info@klbschool.org.uk
- Attendance: attendance@klbschool.org.uk

Parent Login Systems:

- **Class Charts** – timetable, homework, behaviour and school announcements. Login in information will be emailed in September.
- **Scopay** – used for topping up lunch money, paying for trips and locker deposits.
- **School Website** - Access newsletters, policies, contact details, canteen menus, term dates, extra-curricular club timetables, curriculum information and key updates or announcements.

Uniform Supplier:

- Monkhouse online and in-store at Yate Shopping Centre.
- Visit the School Uniform section on our website for a full guide.

Medical Enquiries:

- First Aid Team via Reception.
- Email: info@klbschool.org.uk

Free School Meals Application:

- Apply via Gloucestershire County Council Family Portal.
<https://emsonline.gloucestershire.gov.uk/CitizenPortal/en>



WHAT'S IN MY BAG?

Being organised helps you feel confident and ready to learn. Checking your bag the night before school saves time and stress in the morning. Use this checklist to make sure you have everything you need:

- ☐ Pencil case – with a black pen, pencil, ruler, rubber, sharpener, and calculator.
- ☐ Highlighters or coloured pencils (optional but useful for notes and homework).
- ☐ Timetable – printed copies will be issued on the first day.
- ☐ Reading book for silent reading and tutor time.
- ☐ PE kit – only on days when PE is on your timetable.
- ☐ Water bottle – labelled and refillable, we recommend water or juice, not fizzy drinks.
- ☐ Packed lunch – or ensure your Scopay account is topped up.
- ☐ Locker key – if you have been assigned a locker.
- ☐ Canteen card – this will be issued on your first day.

Packing your bag the night before gives you a calm, confident start to your day!

HELPING YOUR CHILD TO BUILD CONFIDENCE

Starting a new school is a big step. Here's how you can support your child in feeling prepared and positive:

- **Create a calm morning and evening routine** – help your child check their timetable the night before, pack their bag, and go to bed early so they feel rested and ready.
- **Talk through any worries or 'what if' questions** – normalise nerves and reassure them that staff are there to help.
- **Encourage joining clubs or trying new activities** – this helps your child form new friendships, find shared interests and feel more connected to school life.
- **Practise social confidence at home** – role-play meeting new people, starting conversations, and asking for help.
- **Remind them who they can talk to** - if they are worried or unsure: their tutor, Head of Year, a trusted teacher, Y11 prefects, TIC buddy, reception staff, or even the school nurse.
- **Celebrate small wins** - during the first few weeks – praise their effort, independence, or courage even if the day wasn't perfect.
- **Keep communication open** – let your child know they can talk to you about their day, but try not to overwhelm them with questions.

Confidence builds over time – every positive experience at school adds to their sense of belonging and self-assurance.





GENERAL SCHOOL INFORMATION

Telephone number: 01453 842227

The school website: www.klbschool.org.uk

Contact email address: info@klbschool.org.uk

Important information

- Please make sure that the school office has your child's correct name **exactly** as it appears on their birth certificate. This is essential for examination entries and for any foreign trips.
- Please inform the office of any changes to your address and contact numbers.

Telephoning school

- Be ready to give your child's full name and tutor group.
- Be ready to leave a message and/or request for someone to contact you if the person you wish to speak to is unavailable.
- Be ready to give a time and number(s) where you can be contacted. A phone number where you can be contacted at the end of the school day is often helpful. Please be aware that it is not always possible for a member of staff to call you back on the same day.
- It is helpful to give an indication of the nature of your enquiry or concern.

Who to contact

- The person to contact for general enquires or concerns is your child's tutor.
- If your concern or enquiry is related to one specific school subject, it would be appropriate to contact the subject teacher or the Head of Department.
- If you are contacting us to report an absence, please email attendance@klbschool.org.uk or telephone the school, giving details of the absence and an indication of how long your child is likely to be off. Before 8:00 you can leave a message on the school answerphone.

Sickness at home/school

- If your child is taken ill during the school day you will be contacted if deemed necessary. It is important that you keep your contact phone numbers, especially mobile numbers, up to date.
- If your child phones you regarding their illness, please telephone the school for confirmation before you set out to collect them.



- If your child has had sickness and diarrhoea at home, they should not return to school until 48 hours has elapsed from their last bout of sickness.

Appointments/Holidays

- Routine appointments, e.g. dentist, should be made outside school hours if possible.
- All students **must** sign in/out if they leave or arrive at school during the school day. Parents may meet their child at reception if they wish.
- Holidays should not normally be arranged in term time. If your child needs to be absent from school they should go to reception and ask for a Leave of Absence form which should be completed and returned to our Attendance Officer, via reception, at least two weeks before the absence is due to take place.

Organisation

- Encourage your child to prepare their books and bag the evening before.
- Some parents find that keeping a copy of their child's timetable with homework marked in a prominent position at home can help to improve their child's organisation.
- A supply of pens and pencils at home can help your child to be properly equipped.
- You may wish to check bags and pockets regularly for letters or notices that your child has been given.
- The newsletter is issued around the end of each month. We alert parents/carers to this via an email. Parents/carers can then access the newsletter via the internet.
- Homework will be set via 'Class Charts', an online system. All students will be shown how to access this and you will receive a letter containing login information for parents early in September.

Uniform and PE kit

- Please ensure that your child wears correct uniform.
- Please write a brief note to your child's Head of Year if they are unable to wear correct uniform (e.g. because of injury). Students should obtain a uniform exemption card from their Head of Year.
- Some parents find a spare tie helps to avoid a last minute panic.
- Please ensure that all PE kit and uniform are clearly labelled.
- Students should still bring in PE kit even if they are not able to participate fully in the PE lesson.

Reports and Parents' Evenings

- A Parents' Information Evening will be held in term 1 where you will receive information about the year ahead for your child.
- A Tutor Evening will also be held in term 1. Here you will have the opportunity to meet your child's tutor and discuss how they are settling in.
- You will receive three progress reports during the year. Further details will be provided at the Information Evening.
- There will be a Parents' Evening for you to meet with subject teachers.
- Before the Parents' Evening with subject teachers, you will receive a letter explaining how to book appointment times.



Lost Property

- Ask your child to retrace their steps, check all the rooms and areas that they were in and ask any teachers they had when the item is thought to have gone missing.
- Lost Property Office is located in a cupboard in our school reception area.
- Telephone the bus company if any item was left on a bus:
 - Applegates 01453 810314
 - Ebley Coaches 01453 839333
 - Euro Taxis 0333 666 6666
- Most importantly, if lost property is found clearly labelled, a note will be sent to the student asking them to pick it up from the reception.
- Please note items in lost property are held for one month before being disposed of.

Mobile Phones

- Students may bring phones to school, but they must be switched off and placed in bags for the duration of the school day. Your child can go to reception if there is an urgent need to contact home. Mobile phones will be confiscated if they are seen or heard on site. Confiscated phones are returned at the end of the school day.

KLB Friends PTA

- The Friends AGM is usually held in early October, and all parents are welcome to attend.
- You will receive newsletters to keep you up to date with planned events, fund raising and how we hope to spend the money raised.
- Despite the size of the school, we have very few members. However, we do our best to give the school and its students the extras they deserve by raising money through social events which we hope will be well supported. Being involved in KLB Friends or supporting the event is also a great way to meet other parents and staff.
- We have a link through the school website but also our own email contact: klbfriends@klbschool.org.uk
- We are always delighted to receive support from parents and would love to welcome new committee members.



SCHOOL EXPECTATIONS

At KLB, we believe that clear expectations help to create a calm, respectful and safe environment in which everyone can thrive. These expectations apply throughout the school day, in lessons, around the site, on school transport, and in the wider community.

We expect all students to be:

- **Ready** – This means being prepared for learning every day. Students should arrive on time, with the correct uniform, equipment, and a positive attitude. Being ready also includes checking timetables, completing homework, and being prepared to engage fully in lessons.
- **Respectful** – All members of the school community should be treated with kindness and respect. Students are expected to speak politely, listen actively, follow instructions without argument, and treat others the way they would like to be treated. Respect also includes looking after the school environment and showing appreciation for differences and diversity.
- **Safe** – Students are expected to behave sensibly and responsibly to keep themselves and others safe. This includes walking calmly around the buildings, following health and safety instructions, using equipment properly, reporting concerns, and behaving appropriately online and offline. Being safe also means asking for help if something is wrong.

These three simple expectations underpin everything we do and help ensure that KLB remains a positive and inclusive school community.

Items not permitted in School include:

- *Vape pens (e-cigarettes), vape cartridges, atomisers and associated items
- *Cigarettes, tobacco, cigarette papers, cigarette lighters, matches etc.
- *Chewing gum, stink bombs, aerosol cans, energy drinks, fizzy or canned drinks etc.
- *Alcohol, **illegal drugs and substances and associated paraphernalia**
- ***BB Guns**, knives, blades, **fireworks** (including fun snaps), catapults etc.
- ***Stolen items**
- *Pornographic images (paper copies or electronic held on phones etc.)
- *Any item that a member of staff reasonably suspects has been, or is likely to be, used to: commit an offence, cause personal injury or damage property
- A full copy of our Behaviour and Discipline Policy is available on the school website:
- <https://klbschool.org.uk/wp-content/uploads/PDFs/policies/policy-Behaviour-and-Discipline.pdf>

**Denotes items which will not be returned to students. Of these listed items, the ones in bold would not be returned to parents but disposed of by the school or handed to the police. Professional judgement will be used as to whether other items are returned.*



CELEBRATING SUCCESS

Rewards

We recognise and celebrate positive behaviour, effort and contributions through our PACE system. Students earn points for:

- Punctuality and attendance – arriving to school and lessons on time and being present every day
- Attainment and achievement – doing their best, making good progress and reaching goals
- Contribution – getting involved in school life, helping others, and showing leadership
- Effort – showing resilience, trying hard in lessons, and completing homework with care

PACE points also contribute to a student's house total, creating a sense of friendly competition and team spirit across the school.

How we celebrate success:

- Postcards and phone calls home
- House and year group assemblies
- End of term reward events
- Headteacher awards
- Annual prize-giving and public recognition on screens and in newsletters

The House System

There are 4 houses at KLB: Berkeley, Durand, Logan and Wellicome. These are named after Katharine Lady Berkeley the founder, as well as staff who have had a profound impact and inspired others in the past. Each student in year 7 is assigned to a house and this remains throughout Key stage 3 and 4. The tie colours are Green – Berkeley, Blue – Durand, Yellow – Logan and Red – Wellicome.



The houses create:

- Opportunities for competition across and within year groups
- Support and mentoring by older students
- Develop vertical supportive relationships
- An identity and loyalty to the group
- Staff linked to groups in order to support and engage in community activities
- 6th form integration into main school activities
- Opportunities for sport, arts, music, community, charity and academic events



SAMPLE STUDENT TIMETABLE

When you start at KLB, you will be given a copy of your timetable. This tells you which lessons you have, where and with whom. You will see that we have a two-week timetable. It is important you check your timetable carefully to make sure you know your lessons for the day. You will also be able to access your timetable via Class Charts.

Katharine Berkeley 7KLB

	Subject (Mu=Music)	Class	Room	Teacher	
	1	2	3	4	5
Mon 1	Mu 7A/Mu DHD S1	En 7A/En KMC R11	Se 7A/Se CGL T1	Ma 7A2/Ma SHC K3	Ga 7A/Ga2 LMW SP3
Tue 1	Cp 7A/Cp JWC R12	Ga 7A/Ga2 LMW C1	Sc 7A/Sc JDG J5	Dt 7A2/Dt PAH B5	Sp 7A/SpS SMO B24
Wed 1	Gg 7A/Gg JMY T12	Fr 7A/Fr SLJ B25	Re 7A/Re AJJ T2	Hi 7A/Hi AHR W5	Ma 7A2/Ma SHC K3
Thu 1	Dr 7A/Dr SDH DRS	Dt 7A2/Dt PAH B4	En 7A/En KMC R11	Ma 7A2/Ma SHC K3	Gg 7A/Gg JMY T12
Fri 1	Sp 7A/SpS SMO B26	Sc 7A/Sc RJS J1	Ar 7A/Ar PTA F13	En 7A/En KMC R4	Fr 7A/Fr SLJ B27
Mon 2	Ar 7A/Ar PTA F14	Fr 7A/Fr SLJ B27	Hi 7A/Hi AHR W5	Ma 7A2/Ma SHC K3	Mu 7A/Mu DHD S2
Tue 2	Ma 7A2/Ma SHC K3	Fr 7A/Fr SLJ B26	Dt 7A2/Dt PAH B4	Ga 7A/Ga2 LMW SP3	Sp 7A/SpS SMO B24
Wed 2	Dt 7A2/Dt PAH B3	Dr 7A/Dr SDH DRS	Hi 7A/Hi AHR W5	En 7A/En KMC R4	Cp 7A/Cp JWC R12
Thu 2	Gg 7A/Gg JMY T12	Re 7A/Re AJJ T2	Sp 7A/SpS SMO B22	Ga 7A/Ga2 LMW C1	Sc 7A/Sc RJS S1
Fri 2	Fr 7A/Fr SLJ B27	En 7A/En KMC R11	Sc 7A/Sc RJS J1	Ma 7A2/Ma SHC K3	Ar 7A/Ar PTA F14

AHR: Miss A Rawlinson
 AJJ: Mr A Jones
 CGL: Mrs C Landeg
 DHD: Mrs D Dudbridge
 SHC: Miss S Coughlan
 JDG: Mr J Goode
 JWC: Mr J Chandler
 PAH: Mr P Hanney

KME: Mrs K McAllister
 PTA: Miss P Taylor
 LMW: Miss L Wills
 RJS: Mr R Shaw
 SDH: Miss S Hind
 SLJ: Miss S Jones
 JMY: Mr J Myers
 SMO: Miss S O'Sullivan





SCHOOL UNIFORM

Uniform helps create a sense of pride and belonging. Please support your child in wearing the correct uniform every day.

General Rules

1. Blazers must be worn by all students in years 7 to 11 but may be removed in lessons.
2. White T-shirts and vests may be worn under shirts but must not be visible. Coloured T-shirts or vests may not be worn.
3. Outdoor clothing: coats may only be worn over blazers. Denim and leather are not allowed. A hoody cannot be worn as a coat.
4. Hairstyles should be tidy and a natural colour.
5. Make-up and nail polish should not be noticeable. Nail extensions are not allowed.
6. Jewellery:
 - Only one stud per ear, in the ear lobe, may be worn.
 - Stretchers are not acceptable.
 - A clear nose retainer may be worn.
 - A watch may worn. Smart watches are allowed but will be confiscated if they used for anything other than telling the time.
 - Other forms of jewellery are not acceptable and will be confiscated. Confiscated items are returned at the end of each term.

Students in years 7 to 11

1. School Blazer available from Monkhouse – maroon, with a school badge.
2. White shirt or blouse with a collar button which can be fastened. There should not be a gap between the bottom of the shirt and trousers/skirt.
3. Optional V-necked pullover in school maroon with embroidered logo, available from Monkhouse.
4. School tie with house colour stripe.
5. Regular fit trousers should be smart, black, full length and of reasonable width. They should not be jeans, chinos, leggings, jeggings or treggings - acceptable styles are shown on page 10.
6. Skirts should be black and in a simple style with a plain weave material. Skirts must not be short, tight or stretchy - acceptable styles are shown on page 10.
7. Tailored, grey, regular fit shorts may be worn in terms 5 and 6. They must not be chinos, jeans, cargo or skinny fit - acceptable styles are shown on page 10.
8. Shoes/ankle boots should be black or brown leather or leather-look, suitable for school and be polishable. Trousers should sit over the top of ankle boots. They must not be tucked in. Logos or markings must be the same colour as the shoe - acceptable styles are shown on page 10.
9. Tights and ankle socks should be plain black.

Students who arrive at school wearing incorrect uniform, will be given a replacement item to wear for the day. They will be able to collect the incorrect item at the end of the day when they return the item they have borrowed.

The school accepts no responsibility for the loss, damage, or theft of confiscated items.



Sports kit

Whilst Monkhouse offer a variety of KLB branded sports kit, the only compulsory branded items are the girls' games top and boys' rugby shirt.

Required for September:

- KLB branded girls' games top/boys' maroon and navy rugby shirt available from Monkhouse
- Plain white polo shirt
- Plain navy shorts/navy skirt
- Navy games socks
- White ankle socks
- Shin Pads
- Gum Shield
- Trainers
- Football/Rugby boots
 - The PE department recommend purchasing moulded football boots as they are the most suitable footwear for both grass and 3G surfaces.
 - Boys will need football/rugby boots in September.
 - We do not recommend buying girls boots for September. The girls will be set for PE at the end of term one. At this point, you will be notified when boots will be required.

Optional sports kit:

- Skins/base layers are recommended for the winter months. Whilst we would prefer these to be navy, we appreciate this isn't always possible and would ask for these in KLB/neutral colours
- Plain navy tracksuit bottoms
- KLB branded navy PE hooded top available from Monkhouse
- Astro Turf Trainers

School Uniform Grant

Parents/Carers of students joining year 7, who are eligible for free school meals or Pupil Premium funding, may apply for a grant to help with the cost of uniform. The application form is on page 26.

Our Uniform Supplier

Branded items of KLB School uniform may be purchased from our supplier Monkhouse. You can purchase online or in store.

Yate Shopping Centre
18 North Walk
Yate
Bristol
BS37 4AP

Telephone: 01454 323 779

Website: <https://www.monkhouse.com/school/katharine-lady-berkeley-s-school-urn-137033>

Email: yate.shop@monkhouse.com

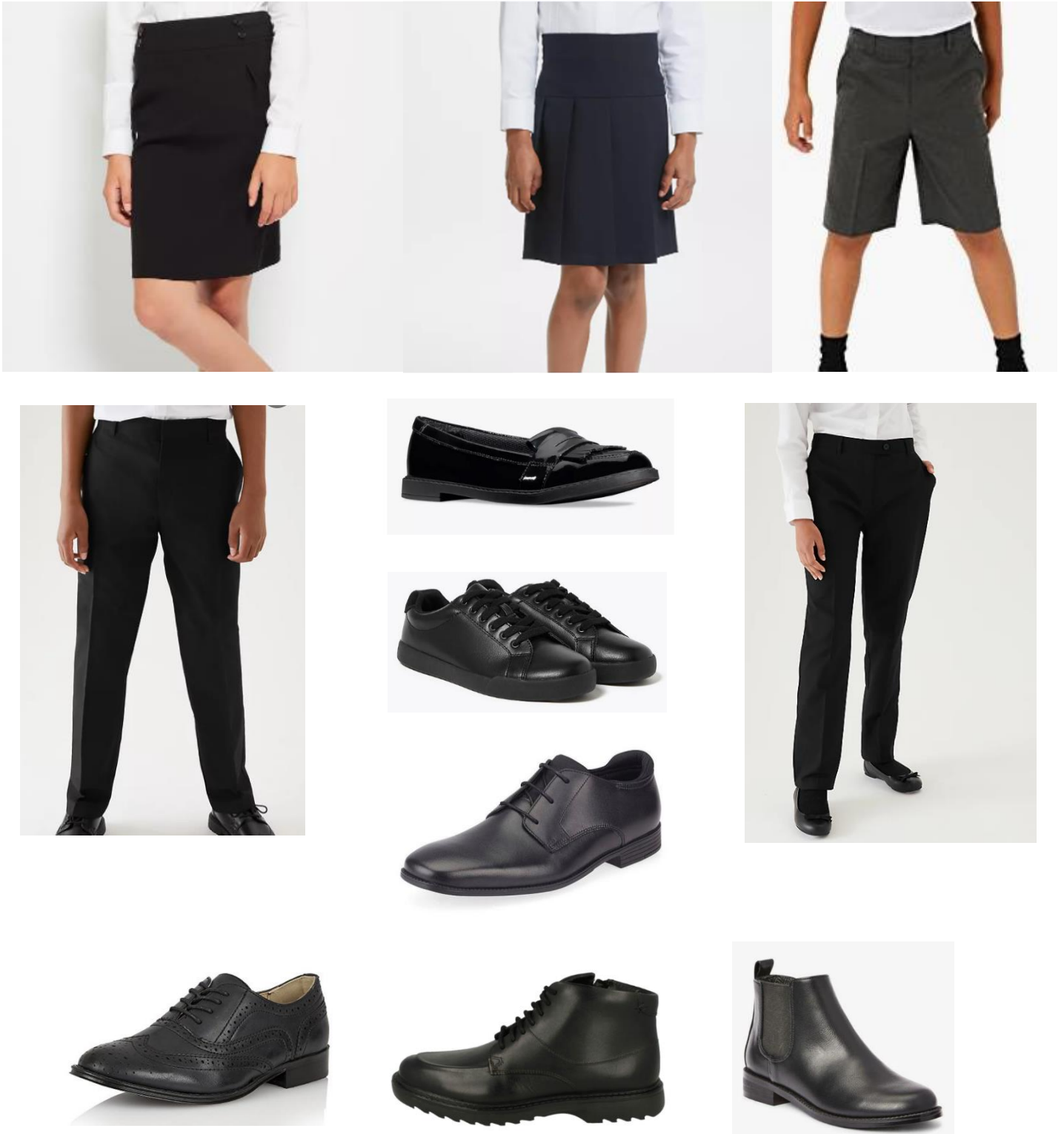
School ties are also available from reception at the school.



KLB School Uniform Exchange

Visit the school uniform exchange [Facebook page](#) set up by parents of KLB students, to swap, sell or pass on uniform and sports equipment.

Uniform Example



TEACHING GROUP STRUCTURE

In Year 7 there are 9 mixed ability groups split over two halves of the year. These are 7A/7B/7C/7D/7E on one side and 7F/7G/7H/7J/7K on the other. Students are taught in their mixed ability groups for all of their subjects except mathematics where students are placed into sets in September.

The subjects studied are:

- Art
- Design Technology
- Drama
- English
- Geography
- History
- Computing (taught through the curriculum)
- Languages
- Mathematics (set separately)
- Music
- Personal, Social, Health Education
- Physical Education
- Religious Education
- Science

All students take a first language which is French and most will follow another foreign language and can choose from Spanish, Japanese and Mandarin Chinese.

In January students in some groups have French with extra lessons to support literacy and numeracy instead of a second language.

STUDENTS REQUIRING LEARNING SUPPORT (Sept 2025)

Learning Support Staff

Head of Learning Support is Nick Hunt, deputy SENDCO is Ben Wadsworth and Jane Daniel is SEND and Wellbeing Family Liaison. The team includes teaching assistants who are deployed in a range of ways across the school. This team offers support in lessons through structured programmes of extraction.

Details of Provision

The parents of children with special educational needs can find out more about how the school supports young people on the SEND page of the school's website: <https://klbschool.org.uk/parents/send/>

There is a clear referral process so parents and staff can raise concerns with the learning support department about a young person's progress. Information is shared across the school, on 'Class Charts', through the use of a 'My Plan' and 'My Plan Plus' as described in the Gloucestershire Graduated Pathway. Reported data, routine screening and regular staff meetings are used to monitor progress and wellbeing.



Our provision includes:

- Communication with primary schools in order to discuss student needs
- An inclusive full-time education in classes with adjustments to the curriculum and supported by classroom teachers
- Teachers' use of strategies known to benefit those with special educational needs
- Reviews involving students, parents and other agencies as appropriate
- Alternative KS4 curriculum support including Unit Award and Entry Level, as appropriate to the individual child.
- Short and longer term extraction programmes.
- An alternative provision space used to support specific needs
- Reading club
- Homework club
- Mentoring
- Social skills work with an 'ELSA' (Emotional Literacy Support Assistant)
- A supervised break and lunchtime room for vulnerable students
- Lunch time and after school clubs to support student inclusion in activities
- Engagement activities around art, music and sport.

Students may be referred to outside agencies if further support is needed.

Special provision is made for examinations if a child is assessed to need extra time, prompters, a reader or a scribe. Some students with poor writing skills benefit from using computers.

The Special Educational Needs department has a multi-purpose room, and a number of smaller specialised spaces where a range of extraction classes take place.



EXTRA CURRICULAR CLUBS

Sport

The clubs below are available for students at KLB over the school year. Days and times will be confirmed in September. Notices are placed on the PE notice boards, electronic notice boards and announced by tutors in tutor time.

Athletics	Badminton	Basketball	Cheerleading
Dance	Fencing	Fitness Class	Football
Hockey	Netball	Rounders	Rugby
Squash	Table Tennis	Tennis	Yoga

No previous experience necessary and all equipment supplied.

If you would like any further information please contact Mr Daniel, Head of PE rdaniel@klbschool.org.uk, Mrs Wills, Head of Girls PE lwills@klbschool.org.uk

Music

- **Jazz Pop** – If you play the saxophone, clarinet, trumpet, cornet, trombone, bass guitar, piano or drums and have an interest in playing jazz and pop music, come along and join us!
- **Orchestra** – An opportunity for musicians of all abilities to hone skills with others and learn a wide variety of music. Come and enjoy the social benefits of playing with other instrumentalists.
- **Brass Band** – Run by our brass teacher for all brass instruments, from beginners up.
- **Junior Voices** – For years 7 and 8 who enjoy singing in a group. Song choice is student-driven, focusing mainly on popular songs and developing the skill of singing in harmony.
- **Senior Voices** – For students in Years 9 – 13 who enjoy singing in parts. Repertoire ranges from traditional choral arrangements to popular music songs.
- **String Sinfonia** – A place for string instruments to play music together, all string players welcome.
- **Musical Theatre Club** – When we are not working on a school show, musical theatre club will keep you busy! Perform songs and scenes from some of your favourite musicals.
- **Ukulele Group** – Come and play familiar songs and learn a popular instrument. Beginners welcome, instruments provided.
- **Bop-it** – Join our percussion club with no experience necessary. Throughout the year you will experience samba drumming, African drumming, boom-whackers, glockenspiel and more!

Drama

- Following the year 7 & 8 Drama Club on Monday lunchtimes, students will be given the opportunity to audition for a part in a production (pantomime, adaptations or original scripts) that will be performed on the main stage to an audience of family and friends. This is an opportunity open to anybody interested in developing their drama skills both on and off the stage, building confidence and making friends.



English Department

- **Youth Speaks Competition** - Students in KS3, 4 and 5 will have the opportunity to take part in the Nation Public Speaking Competition organised by the Rotary Clubs of Great Britain and Ireland.
- **Young Writer Competition** - Students are invited to enter the Young Writer Competition organised by the Rotary Clubs of Great Britain and Ireland. It offers participants a chance to express themselves and get creative with the written word. After being given a theme, participants can choose to write fiction, non-fiction, a story or a poem.
- **Poetry by Heart** - KS3, 4 and 5 students will have the opportunity to take part in the National Poetry Recitation Competition organised by The Poetry Archive.
- **KS3 Book Club** – Monday lunchtime – room to be confirmed.
- **KS3 Film Club** – Wednesday lunchtime – room to be confirmed.
- **KS3 Poetry Club** – Thursday lunchtime – room to be confirmed.
- **KS3 Creative Writing Club** – Friday lunchtime – room to be confirmed.

Library Clubs

- **Board Games** – Lunchtimes in the Library. Challenge your friends to a game of Chess or Scrabble. Games are available to use in the library at lunchtimes.
- **Silent Reading** – Wednesday lunchtime in the Library – bring your lunch. -Entry before 1.10pm.

Languages Department

- **Language Exchanges** – In year 9 and year 10 there will be an opportunity for students studying the relevant languages to participate in week-long exchange or trip with France and Spain. Those studying Japanese will have the chance to host a Japanese student in Year 9, with a view to participate in the return trip to Japan in year 10 or year 11. Sixth Form students also have the opportunity to visit the countries of the language(s) they are studying.
- **Chinese Speaking Competition** – Chinese Bridge Speaking Competition is an opportunity for students to show off their prowess in speaking Mandarin Chinese in front of an audience. Students can choose to recite a poem, sing a song in Chinese, write a speech and perform it or take part in a play performed in Chinese. A panel of judges decides the winner, but it is the taking part that counts.
- **Enrichment Opportunities** – where possible, we organise extra-curricular events for years 12 and 13, depending on local availability. In the past, we have watched French and Spanish films, run by the British Film Institute at Wotton Cinema, as well as visited the East Asian Museum in Bath.

Mathematics Department

- Students will be invited to join **enrichment events** outside and inside school where appropriate to their year group. These vary from year to year and include the UKMT Maths Challenges. Several events have a STEM (Science, Technology, Engineering and Mathematics) focus and will be practical, for example building spaghetti bridges, or have input from local companies like Renishaw.
- Our traditional **Fun Maths Roadshow** event will run again for all year 7 and year 8 students at the end of the summer term.

Support Group

- **TIC (Talk in Confidence)** - Sixth Formers trained in active listening skills and interested in supporting other students with any worries or who need someone to talk to. They provide one to one mentoring for students who request extra support or are identified by professionals in the school.



Horticulture Club

- This group is run by Emma Taylor a horticulture lecturer. Students will learn about horticulture, growing, maintaining plants and a vegetable garden. For students who are keen to improve and preserve the environment. This is a weekly lunchtime group.

Homework Club

- Monday – Thursday from 15:00 to 16:00 A1 (by reception)
- Students from years 7 – 11 are able to stay after school and work quietly in a supervised room with access to computers.

Science Club

- **Year 7 Science Club** – Open to all year 7 students. Complete amazing science experiments and projects.
- **Year 9 Fame Lab** – Open to all Year 9 students. Afterschool researching and working towards a school and Gloucestershire competition involving a presentation on any aspect of STEM.

A full timetable of extra-curricular clubs (including days, times and locations) will be published in September.

MUSIC LESSONS SEPTEMBER 2025

If your child would like to continue or take up music lessons at KLB School please contact the relevant Peripatetic Music Teacher below.

Music lessons are arranged privately between parents and Peripatetic teachers. They will be able to advise you of cost and timetable availability. Please be aware that music lessons take place during the school day and therefore students will miss 20 minutes of a timetabled lesson. The music timetable is arranged so it is not the same lesson that is missed each week but nonetheless students will need to catch up on the work missed.

Acoustic Guitar	Mr Finch	chrisfinchguitar@gmail.com
Brass	Mr Swain	alanswain@hotmail.com
Drums	Mr Gilkes	tomgilkes@ymail.com
Electric and Bass Guitar	Mr Marchetti	amarchetti@sky.com
Piano/Keyboard & Cello	Mr Bull	grahamjbull@outlook.com
Singing	Mrs Curnow	Juliet.curnow@googlemail.com
Violin	Mrs Jones	vicky.anne.1@googlemail.com
Clarinet & Flute	Mrs Wilson	Ryn.jo@me.com
Saxophone	Ms Boles	abmusicteacher@gmail.com

Extra-Curricular Music Groups

We have a wide variety of music groups. They are listed in the music section of the Extra Curricular Clubs section of this booklet.





CANTEEN INFORMATION

KLB runs its own canteen and as a 'Healthy School' we aim to ensure that our canteen prepares a wide variety of choices to satisfy a range of tastes and dietary needs. All our meat is British and our vegetables come from local suppliers. We also make our own pizza bases and bread rolls daily on site including cheesy rolls and fruit buns. Our Kitchen is recently refurbished and has a 5 star rating from Environmental Health.

We provide a breakfast service before school (7:40 to 8:15), a selection of foods at morning break and full service at lunchtime. We have five locations around the school site where food is sold and in the near future are looking to add another as part of the rebuild works.

Both vegetarian and gluten free meals (pre-order only) are available daily and the canteen works closely with the student body, the School Council, to provide food which complies with Government guidance as well as what the students want. To support our 'Healthy School' status we provide a range of salads and meat free options.

All foods are available either as a sit-down meal in the canteen (limited space) or as takeaway. Daily we have a 'Meal of the Day' (changes daily on a 2 week cycle), a pizza of the day and a pasta dish of the day.

Menus are displayed on menu boards in the canteen and on the school website under the 'Parents' menu.

The Canteen menu changes periodically to ensure students have a good selection.

Cashless Catering

The school canteen operates a cashless catering system and no longer accepts money at its food outlets.

Topping up accounts is easy with the school online Scopay system. Scopay can also be used to set up balance alerts and to view purchases.

The cashless system allows us to:

- speed up the service
- ensures that there is no differentiation at the tills for students who have a free school meal entitlement and those that don't.
- avoids students having to bring cash into school as parents can top up accounts from home with the school's online payment system
- manage allergy alerts for students as the system recognises these on purchases and stops the transaction



SAMPLE MENU

— CANTEEN — CENTRAL

	Monday	Tuesday	Wednesday	Thursday	Friday
Meal Of The Day	Quiche Lorraine with side salad	Chicken Madras with wholegrain rice	Lasagne with side salad	Crispy chicken wrap & salad with choice of sauce	Sweet & sour chicken with wholegrain rice
Vegetarian Meal Of The Day	Mediterranean Vegetable Quiche with Side Salad	Soya chicken Madras with wholegrain rice	Soya Lasagne with side salad	Soya chicken wrap & salad with choice of sauce	Soya chicken chow mein with noodles
Daily special	Macaroni cheese	BBQ chicken hot filled panini	Cheesy Mash & optional beans	Bbq pulled pork hot filled wrap	Light Bites
Pasta Of The Day	Tomato & Basil pasta	Arrabbiata pasta	Garlic Tomato pasta	Tomato & basil pasta	Arrabbiata pasta
Pudding Of The Day	Selection of summer pudding pots	Selection of summer pudding pots	Selection of summer pudding pots	Selection of summer pudding pots	Selection of summer pudding pots



CLAIMING FOR FREE SCHOOL MEALS



Who can apply?

To qualify for free school meals for your children you must be in receipt of one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit 'run-on' – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (provided you have an annual net earned income of no more than £7,400 per year/£616 per month, as assessed by earnings from up to 3 of your most recent assessment periods).

How does it work?

You can apply online via the Gloucestershire County Council Family Portal (link below). You will receive an instant response as to whether you are entitled to free school meals once you have submitted your claim. All you need is your National Insurance or National Asylum Support Service (NASS) number and current email address. **If your child's current primary school is a South Gloucestershire primary school and you receive free school meals you will have to make a new application to Gloucestershire County Council.**

<https://emsonline.gloucestershire.gov.uk/CitizenPortal/en>

How often do I have to apply?

You should apply when you first start to receive a qualifying benefit. Your eligibility will be reviewed periodically. It is essential that you contact the Free School Meals Team in writing with any changes of address or other circumstance. If your child transfers school and was receiving free school meals at their previous school you do not need to reapply as entitlement will transfer automatically to their new school if it is still a state school in Gloucestershire. If your financial circumstances change you will be notified if they are no longer entitled.

Will my claim be back-dated?

No, entitlement to free meals will start from the date entitlement is confirmed.

How will the school know my child does not have to pay for school meals?

Each school receives an automatic email to alert them to the fact that there has been a change to your child's entitlement. Your child's canteen account will automatically be credited with £3.30 a day.

What if my benefits cease?

You will need to contact the Free School Meals Team immediately.

For further information please contact: Free School Meals Team

Telephone: 01452 425390

Email: freeschoolmeals@gloucestershire.gov.uk



TRANSPORT TO AND FROM SCHOOL

Gloucestershire and South Gloucestershire County Council will provide free transport for year 7 to 11 students who are eligible by distance or safety of route and for whom KLB is the nearest school to home.

If you are in any doubt as to eligibility please contact your local authority as soon as possible.

Gloucestershire

Students living in Gloucestershire do not receive a bus pass automatically. You need to apply online at www.gloucestershire.gov.uk/schooltransport as soon as possible if you have not already done so.

- Students who are not eligible for free transport but would like to pay for a place on a specific route can apply via the Council's spare seat scheme. Further information about the scheme can be found at www.gloucestershire.gov.uk/schooltransport
- Applegates can be contacted regarding the S8, X6, and X11A services on the number overleaf.
- To apply for a replacement bus pass - www.gloucestershire.gov.uk/applyforabuspass
- A copy of Gloucestershire County Council transport code of conduct can be viewed at www.gloucestershire.gov.uk/schooltransport

South Gloucestershire

For lost bus passes please contact - South Gloucestershire Council, Environment & Community Services, ITU – Transport & Procurement, Council Offices, Broad Lane Depot, Engine Common Lane, Yate, South Gloucestershire , BS37 7PN

To access South Gloucestershire's good practice guide for children using South Gloucestershire services please follow this link - www.southglos.gov.uk/travel-assistance-arrangements.

Conditions of travel on all buses:

- Current pass or tickets must be carried at all times.
- No smoking on the bus
- Misbehaviour or bad language will not be tolerated and offenders will be reported to the school.
- Rubbish must NOT be left on the bus.



SCHOOL BUS OPERATORS 2025/26

South Gloucestershire Council

Contact: James Garwood, Joe Yeats or Clayton Warlock

Telephone: 01454 – 863924/25/26

Operator	Phone No.	Bus No.	Route
Euro Coaches	0333 666 6666	911	Cromhall, Leyhill & Charfield
Euro Coaches	“	912	Wickwar & Charfield
Euro Coaches	“	914	Charfield
Euro Coaches	“	915	Dunkirk, Hawkesbury Common
Euro Coaches	“	916	Wickwar
Bristol Travel	01454 549165		Charfield – rural route

Gloucestershire County Council

Contact: Mainstream Transport Team

Telephone: 01452 425387

Operator	Phone No.	Route
ACA Taxi	07525 142295	Damery
Jon Dix Travel	01452 886633	Ozleworth, Hillesley & Inglestone Common
Ebley Coaches	01453 839333	Kingscote, Tresham, Hillesley & Wortley

Private Hire

Contact: Applegates

Telephone: 01453 810314

Email: info@applegates.co.uk

Operator	Bus No.	Route
Applegates Coaches	8	Chipping Sodbury, Yate & Rangeworthy
Applegates Coaches	X11A	Cam, Dursley, Stinchcombe & North Nibley
Applegates Coaches	X6	Sharpness, Berkeley & Newport

Please check Applegates website for bus timetable and fare information - <http://applegates.co.uk/>



HEALTH CARE

First Aid

The first aid room is staffed by a rota of school support staff who have all completed a First Aid Course. This team is on hand to deal with accidents and sickness that may occur during the school day. Should your child suffer an illness or accident at home before coming to school, please do not send them in if they need to see a doctor. If your child complains that they felt ill before coming to school and was sent in, the school will assume that in your judgement your child is well enough to be here and students will be sent to lesson. We will not of course ignore any student whose condition has clearly deteriorated.

Please be aware that the school cannot provide painkillers or medical aids. We offer first aid and support in the management of medical conditions. Where an injury or condition goes beyond minor first aid parents are contacted. For this reason it is important that the school is given up to date contact information at all times.

Students who have had vomiting or diarrhoea should not return to school until 48 hours after their last bout of sickness or diarrhoea.

Medication in school

We understand that some students may need medication during the school day. Here's how we manage this safely:

- **Non-prescribed medication** may only be given with written parental consent.
- **Regular medication** requires a completed **Medicine Consent Form** (available at the back of this booklet or from reception).
- Medication must:
 - Be in its original packaging with pharmacy label and dosage instructions.
 - Be clearly labelled with the student's name and tutor group.
- Students must **not carry medication**, except for inhalers or auto-injectors.
- The school does **not provide painkillers** or other general medication.
- First Aid staff can administer approved medication only with written consent.
- Verbal consent is accepted temporarily but must be followed up in writing.

For students with asthma or allergies, please ensure:

- Inhalers and/or auto-injectors are carried at all times.
- A spare is provided to the First Aid room.
- Emergency use consent forms are completed and returned.

Asthma

All students who have asthma must carry their reliever inhaler with them at all times. The inhaler must be labelled with the student's name and tutor group. A spare inhaler, provided by home, may be kept in the first aid room.



We do hold a central reliever inhaler and spacer for use in emergencies. Please ensure you have completed, signed and returned the emergency inhaler consent form.

Please print and complete the School Asthma Card using the link below and return it to First Aid Secretary, via reception, as soon as possible. If you are unable to print the card at home please email info@klbschool.org.uk and a hard copy will be sent to you.

<https://www.furzeplatt.com/attachments/download.asp?file=2905&type=pdf>

Allergies

School should be notified as soon as possible of any allergies that may require medical intervention. All students who need auto-injectors must carry one with them at all times, with a spare one kept in the first aid room as additional back up. First Aid Staff are trained to administer auto-injectors in line with the students individual care plan.

Individual Health Care Plans

These are completed for any student with specific health needs with parents/carers, health and education working together to support the student. Please inform the school of any changes to individual health care plans, medication or medical conditions so we are able to update your child's medical records accordingly.

Vaccinations

Vaccinations are undertaken in school by a team of trained school nurses. The vaccinations offered are:

- Year 7 to Year 11 Boys & Girls – Nasal Flu Vaccine
- Year 8 Boys & Girls – Human Papilloma Virus (HPV 1) vaccine.
- Year 9 Boys & Girls – Diphtheria, Tetanus & Polio (DTP) booster and Meningitis ACWY

N.B. Vaccinations require parent/legal guardian consent on each occasion.

Health Authority School Nurse

A School Nurse employed by Gloucestershire Primary Care Trust for the Wotton and Berkeley area, runs a confidential drop-in clinic in school once a week, lunchtime, 1.10pm to 1.50pm, for students who can self-refer for advice on health matters. The day of the drop-in-clinic will be in weekly notices and advertised on school notice boards, but it is normally on a Tuesday.

Chat Health Texting Service

Chat Health is a service offered by Gloucestershire Care Services (GCS) NHS Trust School Nursing Team for students aged 11 to 19 years old. Messages sent to the dedicated number (07507 333351) are delivered to a secure website and responded to by a GCS School Nurse. The service is available Monday to Friday 9.00am to 4.30pm, excluding bank holidays. Automatic bounce-backs will respond to incoming messages out of hours.

The aim of this service is to further improve access to healthcare for young people, and will offer support to young people with questions relating to a wide range of health and wellbeing issues. Examples being: Relationships, bullying, healthy lifestyle, anxiety, drugs, smoking, stress, body worries, alcohol, self-harm and sexual health.



SCHOOL LOCKERS

During years 7 to 9, students can have access to a school locker for which a deposit of £10.00 is required. Should you wish to apply for a locker please follow the payment instructions below.

The deposit will be refunded when the locker key is returned at the end of year 9. The reason to restrict lockers to the first 3 years of student life at KLB is due to the limited number of lockers we have around the school site which unfortunately means that we are not always able to fulfil all requests.

Payment

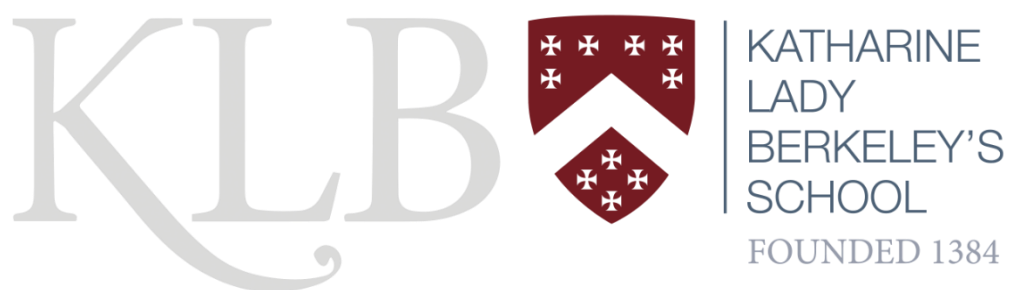
Online via www.scopay.com/klbschool (select the locker option).

If you have any queries or problems logging in please contact the Finance Office or email klbfinance@klbschool.org.uk.

You can request a locker at anytime. Please pay online and email our Finance Office. If none are available your child will be put on a waiting list and a locker will be issued as and when one becomes available.

Please note that should the locker key be lost during your child's time at the school a replacement can be issued, however, there is a non-refundable charge of £5.00.





School Uniform Grant

SCHOOL UNIFORM GRANT

Financial support is offered to certain parents/carers for their children when they move from primary to secondary school.

- Students joining Year 7 with an existing eligibility for **free school meals** (FSM) can request that the following items are purchased by the school: a blazer, a school jumper, a tie, a girls/boys PE top
- Students joining Year 7 with an existing eligibility for **Pupil Premium** (PP) **but not for free school meals** can request that the school purchase a school blazer

As a parent/ carer, you need to select the correct sizes for your child. You can visit the Monkhouse website (<https://www.monkhouse.com/>) or you may wish to visit the Monkhouse store and try on the items for size: When you know the size needed, please inform Mrs Landeg (details below). The school will place the order and make the payment. You will be informed when the items are ready for collection from school

Student name:	
Date of Birth:	

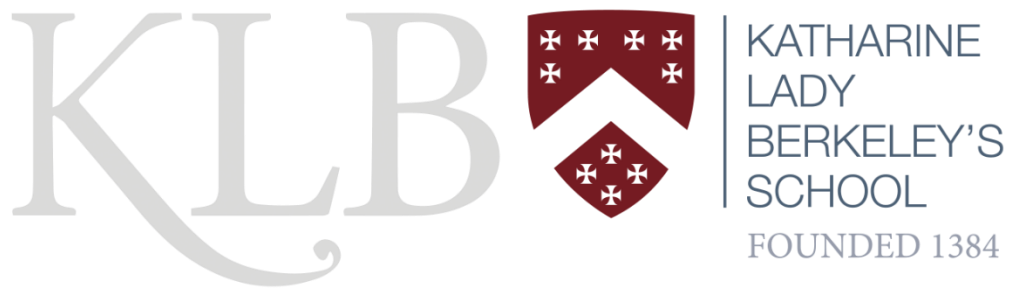
Parent/carer name:	
Email address:	
Contact telephone number:	

For a pupil eligible for FSM		For a pupil eligible for PP	
Item	Size	Item	Size
Blazer		Blazer	
Jumper			
PE top girls / boys *			
Tie			

*Please delete

Please return this form to Chloe Landeg, Equity Lead, by Monday 14 July:
clandeg@klbschool.org.uk





Medical Consent Form

MEDICINE CONSENT FORM

Student Name:

Tutor Group: DOB: ____/____/____

Medical condition or illness:

Name/type of medicine:

NB: We can only accept medicine if it is in-date, labelled and provided in the original container / packaging.

Dosage:

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

I give permission for my child to be given the above medication as stated by authorised members of staff.

Relationship to child: Date: ____/____/____

Signature:



KLB



Katharine Lady Berkeley's School
Wotton-under-Edge, Gloucester, GL12 8LX

Tel: 01453 842227
Mail: info@klbschool.org.uk
www.klbschool.org.uk