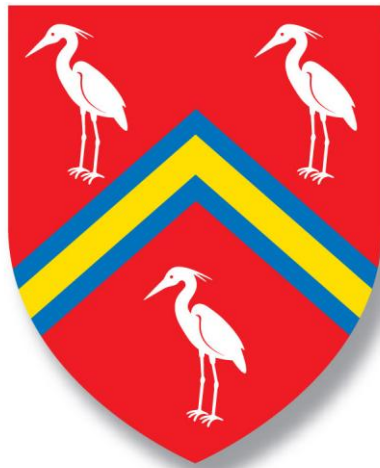


# Loughborough High School



Information  
for New Parents  
2009



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## Term Dates

### September 2009 to July 2011

<b>Autumn Term 2009</b>	
Friday 4 September	Term starts for Y7,10,11, 12 and 13
Monday 7 September	Term starts for Y8 and Y9
Monday 19 to Friday 30 October	Half Term
Wednesday 16 December	Term ends (noon)

<b>Spring Term 2010</b>	
Wednesday 6 January	Term starts
Monday 15 – Friday 19 February	Half term
Friday 26 March	Term ends (noon)

<b>Summer Term 2010</b>	
Tuesday 20 April	Term starts
Monday 3 May	Bank Holiday
Monday 31 May – Friday 4 June	Half term
Friday 9 July	Term ends (noon)

<b>Autumn Term 2010</b>	
Friday 3 September	Term starts for Y7, 10, 11, 12 and 13
Monday 6 September	Term Starts Y8 and Y9
Monday 18 – Friday 29 October	Half term
Friday 17 December	Term ends (noon)

<b>Spring Term 2011</b>	
Monday 10 January	Term starts
Monday 21 – Friday 25 February	Half term
Friday 8 April	Term ends (noon)

<b>Summer Term 2011</b>	
Tuesday 3 May	Term starts
Monday 30 May – Friday 3 June	Half term
Friday 8 July	Term ends (noon)

# Communication

## Contacting School

For all matters **other than reporting absence** please use the telephone number, email address or fax number below. Messages can be left for all members of staff and emails will be forwarded. In general, minor concerns should be raised with your daughter's form tutor in the first instance; more serious and confidential matters may be addressed to your daughter's Head of Year or the Headmistress.

Telephone 01509 212348  
Email [admin@leshigh.org](mailto:admin@leshigh.org)  
Fax 01509 215720

The postal address is: Loughborough High School  
Burton Walks  
Loughborough  
LE11 2DU

## Absence

To let us know that your daughter is going to be unexpectedly absent that day please leave a message on the Absence Line as early as possible each morning. When a girl returns after an absence she should bring a signed letter from her parent/guardian addressed to her form tutor explaining the reason for her absence.

### **Absence Line – 01509 283700 Ext 8880**

Permission for absences other than through illness should be sought in advance either from the form tutor (for routine medical appointments etc) or from the Headmistress. We expect family holidays to be planned to coincide with the school holidays.

## Data Collection and Recording

We already hold some data about your daughter which you provided when you registered her to take the entrance examination. The enclosed data collection sheet reflects this. Please check it carefully, update and/or correct the information as required and complete those boxes which are blank. This will enable us to ensure that the data we hold has been recorded accurately and is still current. Please pay particular attention to the section regarding home and daytime contact numbers, as it is most important that we have such information in case of an emergency; it is helpful if you are able to indicate a 'main' telephone number for each contact i.e. the number on which we are most likely to reach you during school hours. It would also be most helpful for us to have an email contact for you. A priority number for contacts is printed on the sheet but you can change this to indicate whom we should contact first. If it is difficult for us to contact you during the day it would be helpful if you could give an alternative contact; perhaps a grandparent or neighbour.

If any detail changes, once your daughter has joined the school, please inform us immediately of that change so that we can update our records.

## Houses

The school has four houses: Burton, Fearon, Hasting and Storer. The houses compete in a wide range of activities each year to win a shield and the various competitions provide an opportunity for girls from the different year groups to mix and for the 6<sup>th</sup> form to benefit from the experience of organising the younger girls for these events. All girls are allocated a house on entry to the school and if she has a sister in school they will be put in the same house. If the girl's mother or another close relative is an Old Girl of the school please indicate her house on the Data Collection form so that the family tradition may be continued.

## ParentMail

We are constantly trying to improve the way in which we communicate with parents and we are conscious of the amount of paper we use and the consequential environmental impact.

Two years ago we made contact with a service called ParentMail® which enables schools to send messages direct to parents by email or text message. The service is being used by more than a thousand schools around the UK and was successfully introduced at LHS in September 2007. The vast majority of our current parents are signed up and reap the benefits in terms of efficiency of communication regarding everything from routine day to day matters to updates about events on overseas school trips.

In order to use ParentMail® we need to collect email addresses and mobile telephone numbers and would ask you to complete the relevant consent slip enclosed. Please be assured, the ParentMail® service is registered with the Data Protection Registrar and guarantees that all information supplied will be kept completely private. There is also NO advertising associated with the scheme.

School messages will be sent from the email address [messages@parentmail.co.uk](mailto:messages@parentmail.co.uk). Please make sure you add this address to your email address books (or approved sender list) in order to prevent messages being blocked by your SPAM/JUNK filters.

## Parents' Association Contact List

In 2006, a Year Group Contact list for Year 7 was introduced, the aim of which is to facilitate communication between girls and their families. The list includes the girls' names, forms, home telephone number and home town and will benefit both girls and their parents. It is anticipated that the list would be useful for making contact to arrange shared transport, to discuss homework queries, to get a table or team together for a PA event etc. The list will be prepared over the summer and distributed, in September, to all girls in Year 7.

Please confirm that you consent to your home telephone number, your town or village and your daughter's name being included in the list by completing the relevant consent slip and returning it to the school office **by Friday 5 June**. Parental permission lasts for the whole of your daughter's time at LHS.

## Fees

The fees for the following academic year have now been fixed. The governors have tried, as in previous years, to take into account the continued development of the school as well as immediate requirements whilst trying to maintain a reasonable level of increase for parents.

### Tuition fees

Autumn 2009	£ 2997
Spring 2010	£ 2997
Summer 2010	£ 2997

### Music Charges

Ten 30 minute lessons      £ 195.50

### Direct Debits

As you will know, it is an explicit term of the parent contract that the school fees for all pupils who start at the Endowed Schools will be settled by means of a direct Debit payment on the first day of each term.

We are, therefore, enclosing the Direct Debit mandate and would ask that you complete this in the appropriate places and return as soon as possible. However, if your child is already at Fairfield and the fees are collected by Direct Debit the existing mandate will suffice and you need not do anything. Needless to say, all of the normal safeguards which apply to the operation of Direct Debit payments also apply to those made in respect of school fees.

### Fee Bills

We are constantly looking to improve the service we offer to parents. Following the success of the three schools in using ParentMail®, we would like to send the termly fee bills by email, rather than by post. This will be environmentally beneficial and will help in our efforts to control costs.

If you would like to receive your fee bill by email please complete and return the relevant form. Please note that fee bills will not be sent by ParentMail® but directly from the Bursary so the email address you provide for this purpose need not necessarily be one of those you wish to use for ParentMail®. Fee accounts will be sent to a single email address only.

If you have any queries regarding this, please feel free to contact Richard Harker, Schools' Accountant at [rharker@lesbursary.co.uk](mailto:rharker@lesbursary.co.uk) or on 01509 283703

# Internet Policy

## Internet and Network Policy

Our Information and Communication Technology facilities are being constantly upgraded and I would like to take this opportunity to tell you about these. For the technically minded amongst you the network is based on Windows 2003 servers with workstations currently running Windows XP Professional Edition.

The features of our network include:

- Unsupervised access to computers for your daughter around campus.
- Use of a range of general software – currently Microsoft Office 2007 – as well as a wide range of other, more subject orientated programs
- Internet access making available a wealth of resources
- E-mail through a school address is given to every pupil. This, when used with other electronic media, makes the gathering of information significantly quicker, easier and cheaper.
- Multi-media applications are available to your daughter across this network.
- Girls are able to access their school work areas, school email and the school intranet from home.

Changes and additions offer significant potential gain for your daughter however we feel that it is important to remind you at this stage that all improvements in ICT also impose responsibilities upon your daughter – in particular the responsibility of using the facilities sensibly, ethically, and for their intended purpose.

We remind you that not all of your daughter's access to the Internet can be supervised within school but that it will be monitored on a general basis as will her general use of computers. Families should be warned that some material accessible via the Internet may contain some items that are illegal, defamatory, inaccurate or potentially offensive to some people. However all computers on the network contain filtering software which aims to restrict their access to such material as much as possible and which logs any inappropriate use of the Internet. Families should also be aware that many sites which offer pupils their own 'web space' such as Bebo, Youtube, Myspace, FaceBook etc can be accessed by the general public and therefore should not contain defamatory material about the school or pupils, nor should inappropriate photographs or videos be placed upon them.

We believe that there are massive advantages to the pupils from access to the Internet, in the form of information resources and opportunities for collaboration exceed any disadvantages but we do expect the enclosed internet policy to be agreed to and signed by you and your daughter.

During school time, staff will guide pupils towards appropriate materials. Outside school, families bear the same responsibility for such guidance as they exercise with information sources such as television, films, radio and other potentially offensive media.

## **Names and Pictures on the Website Policy**

We use our website not only to communicate with prospective parents but also with current ones. We use photographic material of an appropriate nature to record the work of the school and the achievements of the girls. We will also record some news in reports and accounts. In these accounts we hope to be able to record individual girl's achievements, but we will not link these accounts with any photographs. Similarly, no photographs will be given captions or have names attributed.

We hope that you will give your consent to this process which will undergo rigorous scrutiny by senior staff at the school before being put on the web. Your permission is requested on the Internet Permission form. The same agreement applies to the use of photographs (with no names) in publications such as 'In The Walks', our school prospectus and local and national newspaper articles.

## **Purchasing a new computer**

Finally, should you be considering the purchase of a new PC for your daughter's use please, if possible, choose Microsoft Office, preferably Microsoft Office 2007, and not Microsoft Works software as the latter is very limiting in comparison to Microsoft Office. A special student and teacher edition can be purchased from most computer stores for a greatly reduced price.

Should you have any queries, please do not hesitate to contact Mr Jaspal Singh, Director of Academic ICT.

## **Pupil guidelines for use of Computers and the Internet**

### **General**

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply. The Internet is provided for pupils to conduct research and communicate with others. Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Computer storage areas and removable storage devices will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks will always be private.

During school, teachers will guide pupils toward appropriate materials. Outside school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, films, radio and other potentially offensive media.

The following are not permitted:

- sending or displaying offensive messages or pictures
- using obscene language

- harassing, insulting or attacking others
- damaging computers, computer systems or computer networks
- violating copyright laws
- using others' passwords
- trespassing in others' folders, work or files
- intentionally wasting limited resources
- the use of chat lines
- downloading of files to user areas except that to be used for school work
- ordering of goods or services over the Internet (Internet shopping)
- the giving of financial/confidential information over the Internet
- the use of email for other than school-based purposes.
- eating or drinking in the school computer rooms

Remember that all the other school policies apply as relevant to the use of computers including anti-bullying policy, equal opportunities policy etc.

### **Sanctions**

- Violations of the above rules will result in a temporary or permanent ban on Internet use or removal from the school network – effectively restricting the ability of a pupil to use any IT facilities on the campus, depending upon the severity of the sanction.
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour (policies on behaviour, sanctions, exclusions etc apply)

### **Notes**

Girls must be aware that, particularly when using email, people at the other end of the message may not be who they say they are. You cannot see or hear that person. Therefore it is a good idea only to send emails to addresses where you know the recipient.

Also emails are not particularly private. They can pass through a large number of computers on their way to their final destination and your address always forms part of the message!

We regularly monitor use of the Internet and email in order to protect the rights of the school and individuals.

## **The Library and Resources Room**

The Library and adjacent Resources Room are available to all members of the school throughout the day. All pupils are enrolled onto the library database, ECLIPSE, which uses biometric recognition and pupils can borrow up to six books for a period of three weeks. This "identikit" method means an end to the age-old problem of lost or damaged readers' cards. When a girl wishes to borrow a book she puts her finger on a keypad attached to the library issue system. The actual finger print image is not stored on the computer. The software calculates a number from the image and it is the number itself that is stored. The number cannot be used to reconstruct the original image.

The library is very well stocked with over 16,000 titles and pupils are encouraged to use it for academic research, reference and for recreational reading. A wide range of daily newspapers and magazines are available which are vital sources of current information. The library produces a termly Newsletter and runs competitions. Pupils can visit the library during break and lunchtimes to borrow books or use the library and will also have class visits with their subject teachers for specific projects. The work produced by pupils after a library research visit is often displayed in the library foyer.

The library's search facility can be used on any computer within the school and all pupils are trained on how to search for library material. The librarian is always pleased to demonstrate SEARCHSTAR to any pupil needing a reminder and is there at all times to help and give advice to library users.

The Resources Room gives pupils access to computers, all connected to the Internet and a colour printer. There is also a coin-operated photocopier for general use.

The library is open until 5.40 p.m. as a supervised area for pupils who need to stay late.

## Lift Sharing Scheme

As a family of schools we are very keen to promote lift-sharing between families in a locality. Not only will this help to reduce fuel costs, and consumption, but it will help contribute to a healthier and safe environment within Loughborough, and the campus, by cutting congestion on roads and in our car park.

Have you thought about lift sharing?

Our travel survey showed that:

- The number of pupils being driven to school has increased rapidly over the last 20 years.
- 55% of car journeys are not shared.
- School gate congestion is a threat to pupil safety.
- School gate congestion causes concern and disgruntlement in the neighbouring areas to the school
- Cars cause pollution and noise, and increasingly running costs are expensive.

There are lots of reasons why LES pupils, parents and staff should get involved:

- Helps you do your bit for the environment
- Makes boring journeys more sociable
- Saves you money on petrol costs
- You can be chauffeur driven!!

There is probably a family living near you who would love to lift share. If you would like to be involved in a school lift share scheme please contact Mrs Snelling and she will forward the relevant details.

## Lunch

We aim to encourage a healthy life-style at all times and with this in mind we promote healthy eating at regular intervals. A wide range of choices is available at lunchtime and also, during morning break, there is a tuck shop service in the dining room selling fruit, sandwiches and sweet and savoury snacks.

The charge for a lunch is £ 3.25. This covers the cost of a main course (a traditional hot dish with vegetables or a baked potato and salad or a light bite and salad/soup or a sandwich and salad) and a dessert and a piece of fruit.

The cost of the basic lunch for the term will be added to your fee account and your daughter will be issued with a card indicating her entitlement to a school lunch. If your daughter loses her card a small charge will be made to replace it. In a change to the system currently operating newly issued cards will no longer be 'smart' cards but will still be required to purchase items with cash from the tuck shop. i.e only girls who have school lunches may use the tuck shop; all girls may use the vending machine.

It is our hope that as many girls as possible will have a school lunch and the vast majority does so. The arrangements are flexible allowing girls with a busy lunch time to collect a packed lunch at break whilst still having a hot meal on other days.

Please contact Mrs Prescott, Deputy Head, to discuss the circumstances if you are considering opting out of school lunches; otherwise we will assume that you would like your daughter to have school lunch and will arrange for a lunch card to be provided for her. The charge for lunches will be added to your fee account termly in advance. A full term's notice must be given to change your daughter's school lunch arrangement.



## **Catering at Loughborough High School**

### **Sample Menu**

#### **From the Hot Counter**

Roast Turkey & Stuffing  
Tomato & Mascarpone Sauce & Pasta  
Roasted Vegetable Lasagne  
Vegetables & Potatoes

#### **Lite Bite of the day**

Breaded Chicken Caesar Salad  
Jacket Potato with Various Fillings  
Salad Bar or Vegetables

#### **Selection of Sandwiches, Baguettes & Bagels**

With Soup or Jacket Potato & Salad Bar

#### **Salad Bar**

Choice of Meat, Fish or Cheese Items  
With Bread Roll or Jacket Potato  
Salad Bar

#### **Dessert of the day**

Jam Tart & Custard  
Selection of Homemade Cakes & Biscuits  
Cheese & Biscuits  
Yoghurts

In addition to a dessert each pupil can have a piece of fresh fruit

A wide selection of drinks is available to purchase with the lunch card or from the vending machine

Water is provided on the tables

## Medical Details

It is essential for staff in school to know if your daughter has any serious or on-going medical condition.

### Health Assessments

When your daughter enters the school in September she will be invited to attend an assessment of her general health with our school Matron. The assessment consists of a basic test of hearing and sight together with measurement of height and weight. Any health concerns can be discussed at this time.

Further six monthly checks, on weight and height only, are offered as part of an on-going screening of pupil growth and development. Parents may be reassured to know that these assessments take place in private and information is treated in the strictest confidence. These meetings are a good opportunity for Matron to get to know the girls and talk over any concerns. A form is enclosed asking for your written consent for these tests. Any concerns which may arise from the assessment are discussed with the pupil and parents may be notified.

### Medication in School

Occasionally it may be necessary for your daughter to receive medication during the school day. All medicines are kept in a locked cupboard in the medical room and administered by our Matron to ensure a high standard of safety. Administration of medicines falls into four categories –

- 1) If your daughter is on a course of treatment (e.g. antibiotics, eye-drops) she should bring the medication, together with an explanatory letter, to Matron for safe keeping in sick bay and this will then be given as prescribed and collected at the end of the day.
- 2) If your daughter is prescribed medication for an on-going condition such as asthma or migraines, spare inhalers/medication can be left permanently in sick bay to be administered as necessary. **In the case of asthma, we would ask you to ensure that your daughter has her inhaler(s) with her at all times (preferably a set in her school bag and a further set in her PE bag).**
- 3) Pupils who have severe allergies and need to keep an EpiPen in school should bring **a second EpiPen** to be kept in sick bay. These will be kept in an unlocked cupboard in the medical room to facilitate emergency access.
- 4) With parental permission, (see enclosed form) and with reference to the pupil's personal medical form, pupils may be given over the counter medication if they are feeling unwell in school. This includes Paracetamol, Ibuprofen, throat lozenges, cough medicine and bite/sting or burn treatment.

**Any medication brought into school to be kept by Matron should be clearly labelled with the pupil's name, correct dose and expiry date. Parents will be informed by letter before the medication expires in order to give time to obtain new supplies.**

## **Medical Room and Sick Bay**

The medical room is available for use by pupils and staff throughout the school day. There is also a three-bedded sick bay which offers an ideal environment for girls who require observation following first aid, or rest periods due to general illness.

## **Pupil Illness**

Pupils who are taken ill whilst at school are seen by Matron who will decide if they are able to remain in school. If a decision is made to send the pupil home Matron will contact a parent/guardian to arrange collection. On safety grounds we would ask that this procedure is always followed. Pupils **may not** make their own arrangements to be taken home. Please ensure that the school is made aware of changes to emergency contact numbers as soon as possible.

## **Medical and Orthodontic Appointments**

A letter to the form teacher is required to seek permission for a pupil to attend these appointments in school time. Girls must sign out in the Main Office on their departure and sign in on arrival back into school.

## **Medical Updates**

It is vital that we are kept informed of any change in your daughter's state of health. This should be done in writing and will then be kept with your daughter's confidential medical file. Please ensure that we are updated on any changes immediately so that we have current information on which to act.

Please do not hesitate to contact one of our school Matrons, Mrs Sonia Chad-Smith or Mrs Louise Wood, if you would like to discuss any matters in more detail.

## **Music - starting extra-curricular lessons**

### **Summer Term**

If you wish your daughter to start music lessons at the LES Music School in September please read the enclosed booklet and complete the application form. If you have any queries contact the Music School directly on 01509 283770 or email [admin@lesmusic.org](mailto:admin@lesmusic.org) . You should return the application form to the Music School as soon as possible.

Current Fairfield pupils do not need to re-apply for music lessons if they currently receive tuition.

In most cases, you will receive written confirmation of your application and details about your daughter's new teacher and when lessons start. In a few cases, the allocation of a teacher may be held up, but you will be informed in writing when to expect further information. It is very unusual for lessons not to start in September.

### **In September**

If you have applied for music lessons and have not received notification of your daughter's new teacher, please contact the Music School office on 01509 283770 or, preferably, ask your daughter to pop in to the office and ask about the application. If in doubt, she should bring her instrument to school in the first week which will enable her to have a lesson should one be timetabled.

In most cases, your daughter will be timetabled to start her lessons in the first week of term. Timetables are situated on a noticeboard near Reception in the Music School. Your daughter should not hesitate to ask at Reception if she has any queries or concerns. Should her first lesson be timetabled at a time which is impossible for her to make, she should inform the Music School immediately. It is important that she does not simply fail to attend!

The individual teaching rooms in the Music School are numbered according to which floor they are on; G for Ground, F for First and S for Second. (The MS rooms are the big classrooms, so your daughter will have to find either MS2 (ground floor) or MS6 (first floor) for her class music lessons.)

Your daughter will have a 30 minute lesson each week with her instrumental teacher. Her lesson day and time will change each week to ensure she does not miss the same academic lessons too often. A timetable for the whole term will be available after the initial first few weeks. Your daughter will receive advice from her form teacher about how to keep abreast of work which is missed when attending instrumental lessons.

If your daughter has any problems with music lessons and does not know who to contact, she should either ask at the Music School office or try to find Mr Lax, Head of Performance Studies, (either in S6 or F9) who will be able to help her. She should always tell someone or ask someone if she has a problem.

Remember, the extra-curricular musical activities on offer at LES are many and varied. Your daughter should try to get involved as early in the term as possible. If in doubt, she can ask for an extra-curricular booklet from the Music School office.

## **Newspaper Project**

The aim of our newspaper project, which was set up in September 2007, is to get the girls reading a newspaper and being more aware of what is going on in the world!

Each form receives a daily newspaper which is collected from the Library before morning registration by the form's newspaper representative who also feeds back to a review meeting held each term.

The newspapers rotate between The Times, Guardian, Daily Telegraph and Independent providing an opportunity to vary the exposure to different editorial views.

The newspapers are recycled in line with the recycling policy within the school.

During form time the girls take part in newspaper related activities such as quizzes and acting out news reports. Newspapers are also covered within the PSE programme. Subject staff encourage the girls to be aware of news topics relevant to their subject areas and sometimes set homework specifically based on newspaper research.

Newspapers play an important role in the girls' daily life at LHS and parental encouragement can only reinforce this – please help!

# Uniform and Equipment List

## Uniform

### Compulsory Items

Charcoal jacket  
Charcoal skirt  
Red and white striped blouse (long or short sleeved)  
Blue jumper with school logo  
Black tights\*  
Plain black leather shoes\*  
White overall for Food Technology  
Large name tapes to be sewn onto the outside of the PE kit and overall

### Optional Items

Plain dark navy or black cloth coat.\*  
School fleece scarf  
Black or navy gloves\*  
Ankle socks\* may be worn as an alternative to tights

## Physical Education Uniform

### Compulsory Items

Navy blue school skirt  
White aertex polo shirt  
Track suit trousers  
'Hoody' navy blue sweatshirt  
White ankle socks\*  
Red hockey socks  
Athletics vest (needed after February half term)  
Navy running shorts  
All-weather sports jacket  
Hockey stick\*(autumn and spring terms)  
Shin pads\* (autumn and spring terms)  
Tennis racket\* (summer term)  
**Predominantly white** sports trainers (not fashion trainers)\*  
Astro turf trainers \*  
One piece dark, plain swimming costume\*  
Swimming hat in house colour  
Towel\*  
Sports bra\*  
Mouth guard\*

} usually spring term only for y7/8

### Optional Items

Hockey glove\*  
Hockey stick bag\*  
Plain navy or white cap with brim (for sun protection)(summer term only)\*

## Other Equipment

### All girls require the following:

- Bags for bringing homework, PE kit, swimming kit etc. and a basket for Food Technology.
- A medium sized dictionary (to be kept at home)
- A ruler, protractor (either 180° or preferably 360°) and pair of compasses
- Pencil case and ink pen
- A padlock – this is available in the LES Uniform Shop at a reasonable price and is the correct size for the lockers.

### Key Stage 3 Art Equipment

- Set of drawing pencils; ranging from 1H to 4B
- Good quality eraser
- 30 cm long ruler
- Good quality pencil sharpener
- A pair of paper scissors
- Set of pencil crayons
- Set of felt tip pens
- A strong glue stick
- A thick black marker pen
- A thin/fine black ink pen

### Key Stage 3 Creative Textiles Equipment

Basic sewing kit, to be kept in a tub or container, consisting of:

- small pair of thread scissors
- a quick unpick
- pack of sewing needles
- pins & pincushion
- black & white thread
- tape measure

**In addition all girls require a calculator, a Bible and a hymn book. As it is important that all pupils use the same model or edition these will be provided for your daughter and the cost of £27.50 added to your fee account.**

## Notes about Uniform

All uniform must be regulation and, unless otherwise stated, is only obtainable from the Endowed Schools' shop or the LHS exchange shop. Items which may be purchased elsewhere are marked with an asterisk (\*). **However, with the exception of shoes, sun hats, swimming costumes and towels, all items on the list, including, from 2008, hockey sticks, mouth guards, shin pads and tennis rackets are sold in the LES shop.**

It will be necessary to make an appointment to purchase uniform from the Uniform Shop and we recommend that you contact Mrs Gurney as soon as possible to arrange this. The telephone number of the shop is 01509 232600.

**NB** The large name tapes are obtained by purchasing an order card from the school shop, completing it and sending it off to Cash's. The tapes can take three or more weeks to arrive once ordered. We, therefore, recommend that you purchase the order card as soon as possible even if you do not wish to buy the rest of your daughter's uniform until the summer holidays. Mrs Gurney will be selling the order cards on 25 June so that you can send them off to Cash's in good time. Please pay with cash or by cheque on the day.

Jewellery is not allowed except a girl with pierced ears may wear a pair of simple ear studs or sleepers.

Hair accessories should be black, brown or red and not ostentatious.

Coats - The school jacket, a black or dark navy coat or the school all-weather sports jacket must be worn on the journey to and from school (except in very hot weather). All girls must have a jacket which is required to be worn on certain school occasions and the sports jacket is a compulsory part of the PE uniform. Coats are optional. If worn they must be made of cloth, not leather, suede, plastic or fur, and should not have contrasting trimmings. Logos are not allowed.

Shoes - Boots, trainers and patent and suede shoes cannot be worn. Heels should not be more than 3 cms.

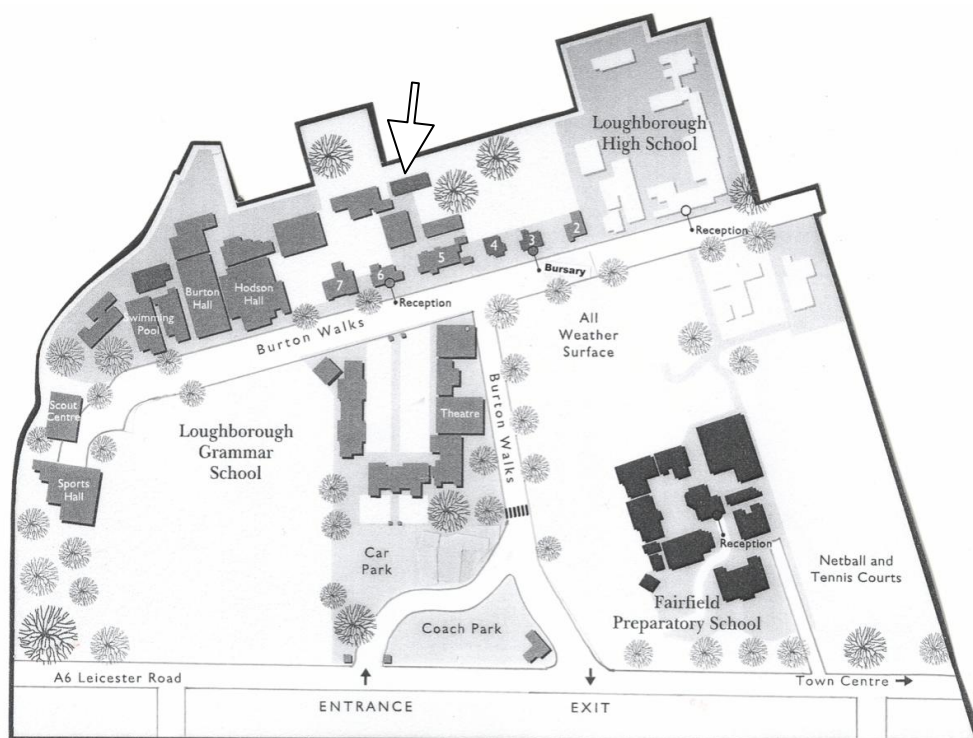
Socks, if worn, must be plain white ankle socks in the summer term and plain black ankle socks in the autumn and spring terms. Trainer socks and long socks are not allowed.

Trainers for PE should have laces, proper heel support and good grip.

All uniform and other property such as watches must be marked indelibly or engraved with the owner's name.

May 2009

## Loughborough Endowed Schools Uniform Shop



### OPENING HOURS

Term Time	Monday, Tuesday, Thursday, Friday - 3 to 5 pm Wednesday - 1 to 5 pm First Saturday in the month, 10 am to 12 noon	
Half Terms	Closed	
Easter and Christmas Holidays	10.00 am to 12 noon on one or two days prior to new term starting. Days may vary according to Public Holidays but will be notified in advance to Schools and will be recorded on the LES Shop answer phone.	
Summer Holidays	New pupils by appointment only Please telephone 01509 232600 to make an appointment	
Existing pupils:	Each Friday	9.00 am to 3.00 pm
	Saturday 15 August	9.00 am to 12 noon
	Monday 24 August	9.00 am to 3.00 pm
	Tuesday 25 August	9.00 am to 3.00 pm
	Thursday 27 August	9.00 am to 3.00 pm
	Friday 28 August	9.00 am to 3.00 pm
	Tuesday 1 September	9.00 am to 3.00 pm
	Wednesday 2 September	9.00 am to 3.00 pm
	Thursday 3 September	9.00 am to 3.00 pm

Please note that the shop will be closed for stock taking on Saturday 29 August

## Loughborough High School Price List

All major credit cards and debit cards are accepted.

<b>Item</b>	<b>Size</b>	<b>Prices start from</b>
Charcoal Grey Jacket	28" – 42"	£65.00
Charcoal Grey skirt	22" - 34"	£28.00
Red/white striped blouse		
Long sleeved	30" - 42"	£22.00
Short sleeved	30" - 42"	£20.00
Blue jumper with school logo	32" - 44"	£20.00
Socks and tights	Various	£2.75
School scarf	One size	£20.00
Black Sports Bag	One size available	£20.00
Physio School Bag	Black or Navy	£25.00
Food Technology overall	XS/S/M/L	£17.00
Blue games skort	22" - 36"	£16.00
White aertex polo shirt	S/M/L	£7.50
Navy running shorts	XS/S/M/L/XL	£10.00
School tracksuit bottom	26" - 36"	£21.00
Athletic vest	30" - 42"	£12.00
Navy blue hooded top	S/M/L/XL	£20.00
Astro-turf trainers (hockey)	3 - 8	£18.00
All-weather sports jacket	XS/S/M/L/XL	£49.00
Large name labels	Quantity 20	£13.00
Swimming hat	one size	£2.00
Padlock		£9.00

## **Loughborough High School Parents' Association Exchange Shop**

A group of parents administers a scheme for the sale of good second-hand school uniform in order to raise money for the Parents' Association. This note explains the service.

Volunteers to help run the shop are always very welcome. Please notify the school, if you are able to assist in any way.

### **Sale of Articles**

If you wish to offer for sale articles of school uniform in good condition, would you please:

- (a) have them thoroughly cleaned
- (b) make sure they do not need mending
- (c) label them with your name and address
- (d) bring them to the school shop during opening hours

### **Purchase of Articles**

The shop is generally open during term time on alternate Tuesday afternoons (3.30 – 4.30pm) and Wednesday lunchtimes (1.00 – 2.30 pm). Purchases can be made by cash or cheque (payable to LHSPA Exchange Shop). If necessary, items may be reserved for up to a fortnight.

### **Notes**

- i. We will price uniform items for parents. This is usually approximately half the cost of the item new, with an allowance made for the condition of the item.
- ii. 25% of sale proceeds is deducted and given to PA funds. Where the remaining balance, after the deduction of 50p to cover postage costs, exceeds £5.00 parents will be paid by cheque at the end of each school year, during the summer holidays. We are always most grateful to any parents who donate all the proceeds of a sale to the funds of the Parents' Association.
- iii. We cannot accept items in an unsatisfactory condition. If such items are left, a note will be sent home via your daughter asking you to collect the unsatisfactory items within a specified period, after which the times will be donated to a charity.
- iv. We are not able to enter into correspondence about clothing nor to accept complaints about the condition of clothing once it has been sold. We cannot accept returned articles once a sale has been made.
- v. No guarantee can be given that items sent for sale will in fact be sold; they can only be offered for sale.
- vi. After two years we will send any unsold article to a charity, unless it is collected.

## **Opening hours of the Exchange Shop**

The Exchange Shop will be open after the meeting on Thursday 25 June 2009 until 4.30 pm and also on Wednesday 2 September 2009 from 11.30 am until 2 pm.

Opening hours for the remainder of the autumn term are as follows:

Tuesdays (3.30 – 4.30 pm)

Wednesdays (1.00 – 2.30 pm)

8 September

16 September

22 September

30 September

6 October

14 October

3 November

11 November

17 November

9 December

1 December

15 December

## **Name Tape Sewing Service**

The Parents' Association provides a name tape sewing service. They will sew name tapes onto every item of uniform and onto sports kit and sports bag for a total cost of £12.00. All proceeds are donated to the LHS Parents' Association. More information is available from the school office.



# LOUGHBOROUGH HIGH SCHOOL PARENTS' ASSOCIATION

Burton Walks, Loughborough, Leicestershire, LE11 2DU

Tel: 01509 212348

Fax: 01509 215720

Email: [admin@leshigh.org](mailto:admin@leshigh.org)

Web: [www.leshigh.org](http://www.leshigh.org)

HEADMISTRESS

Miss B A O'Connor, MA

May 2009

Dear Parents

As parents new to Loughborough High School you automatically become members of the Loughborough High School Parents' Association (PA), an organisation run by the parents both to promote opportunities for parents to meet together and also to raise funds to provide additional items for the girls that would not normally be provided by the school from its general budget. The PA also provides help and support at a variety of school events, such as Parent's Evenings.

Over the last few years the PA has provided a wide variety of items for the girls, including benches for the quad, team shirts for national finals, TVs/DVD players, parasols and pianos. The list is quite endless! A recent major funding venture has been to present to the school a cheque for £32,000 to enable the new Drama Studio to be fitted with electrically folding tiered seating. Currently funds are being raised towards the refurbishment of the 6<sup>th</sup> Form Common Room.

PA fund raising activities take a variety of forms. For example on 20<sup>th</sup> March this year there was a capacity audience at the Annual Family Quiz night, which raised over £1000. The next major event is on Saturday 21<sup>st</sup> November, when a 'Race night' will be held at the school. The AGM of the PA is on Thursday 15<sup>th</sup> October. Please make a note of the dates in your diaries! Details about the PA will be advertised through our Newsletter, sent via Parent Mail, and on the PA section of the school website.

The PA also runs a '100 Club'. The club consists of not more than 100 members who pay either an annual fee of £15 or a one-off life time membership fee of £75, which covers your daughter's entire time in school. This entitles your allocated number to be put into the 'hat' ten times a year for a cash prize.

Finally may I mention the PA Shop, run by volunteers, where good quality uniform items can be bought and sold. The PA receives a contribution from each item sold.

The PA is always keen to talk to any parent who has any ideas for the Association's activities and, of course, is always looking for new committee members to replace those members who retire or for helpers to give a hand at events when required. If you are interested please complete the slip included with this information pack and return it with everything else.

I do hope that your daughter will enjoy the years ahead at Loughborough High School and I, along with my fellow committee members, look forward to welcoming you to our forthcoming PA events.

Yours sincerely

Martin Buczkiewicz  
Chair  
LHS PA