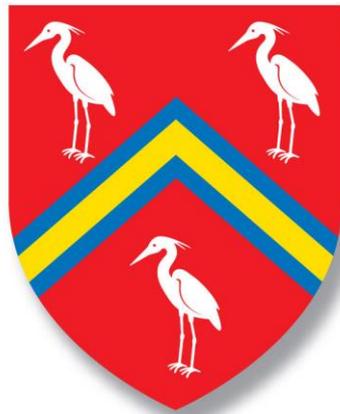


Loughborough High School



Parents' Handbook
2016 – 17

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Welcome from the Parents' Association

We hope that this booklet will help you, as the parent of a new pupil, to prepare your daughter for joining LHS. Please read it carefully before you complete the reply slips and other documents which you are requested to return before she starts. If you have any questions or require clarification please contact Alison Anderson in the first instance on registrar@leshigh.org or 01509 283800.

The Parents' Handbook is also intended for the reference of all parents. It provides information about the day to day life of the School.

Term Dates

School Year: 2016 – 2017

Autumn Term 2016	Start	Wednesday 07 September
	Half Term	Monday 17 October – Friday 28 October
	End	Friday 16 December
Christmas Holidays		
Spring Term 2017	Start	Monday 09 January
	Half Term	Monday 13 February – Friday 17 February
	End	Friday 31 March
Easter Holidays		
Summer Term 2017	Start	Tuesday 25 April
	Half Term	Monday 29 May – Friday 02 June
	End	Thursday 13 July
Summer Holidays		

School Year: 2017 – 2018

Autumn Term 2017	Start	Wednesday 06 September
	Half Term	Monday 16 October – Friday 27 October
	End	Friday 15 December
Christmas Holidays		
Spring Term 2018	Start	Monday 08 January
	Half Term	Monday 12 February – Friday 16 February
	End	Thursday 29 March
Easter Holidays		
Summer Term 2018	Start	Tuesday 24 April
	Half Term	Monday 28 May – Friday 01 June
	End	Thursday 12 July
Summer Holidays		

Timings of the School Day

8.40	Registration
8.50	Assembly
9.10	Period 1
9.40	Period 2
10.10	5 minute turn around
10.15	Period 3
10.45	Break
11.05	Period 4
11.35	Period 5
12.05	5 minute turn around
12.10	Period 6
12.40	Period 7
13.10	Lunch
14.20	Registration
14.25	Period 8
14.55	5 min turn around
15.00	Period 9
15.30	Period 10
16.00	End of School

Lessons will be a combination of single 30 minute periods and 'doubles' of 60 minutes duration. Girls may have triple lessons in some subjects.

Assembly Schedule

Monday – Whole School Assembly
Tuesday – House Assembly
Wednesday – Long form time
Thursday – Whole School Assembly
Friday – Year Group Assembly

Communication

Contacting School

For all routine 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 as appropriate.

Telephone 01509 212348
Email reception@leshigh.org
Fax 01509 215720

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

In the case of more serious and confidential matters your daughter's Head of Year or the Headmistress should be contacted via the Head's PA using the email address pa@leshigh.org. She will ensure that your concern is directed to the most appropriate person.

Absence

Unplanned 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 your daughter returns after an absence she should bring a signed letter from you addressed to her form tutor explaining the reason for her absence. Alternatively, this can be recorded via Insight. Absences for which no explanation is received will be recorded as unauthorised.

Absence Line – 01509 638989

Planned absence

When your daughter requests to sign out of School, we need to be sure that this has been authorised by you. To achieve this, with a minimum of disruption, please could you ensure that messages are sent to School by one of the following routes and that your daughter knows which route was used:

- 1) by hard copy letter
- 2) electronically via reception@leshigh.org or
- 3) via Insight.

If the notification is sent in hard copy with your daughter, please can you remind her that she will have to present this at Reception when she signs out. If she does not have the note, her departure is likely to be delayed whilst the office try to make contact with you to seek your permission. This applies to all year groups.

Requests for full-day absences or longer should be addressed to Mrs Byrom directly either in hard copy or to pa@leshigh.org

We expect family holidays to be planned to coincide with the School holidays.

Data Collection

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 would you 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.

A priority number for each contact person 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.

An email address for you, through which you will receive most communications from School, is also required.

If any detail changes, once your daughter has joined the School, please inform us immediately 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 sixth form to benefit from the experience of organising the younger girls for these events. All girls are allocated to a house on entry to the School and if your daughter has a sister in School they will be put in the same house. If your daughter'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.

Year 7 Contact List

This applies only to parents of girls joining year 7.

This group contact list for year 7 aims to facilitate communication between girls and their families. The list includes each girl's name, form, an email address, home telephone number and home town. It is anticipated that the list would be useful for making contact for example 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, one email address which you may specify, your town or village and your daughter's name being included in the list by completing the relevant consent slip and returning it with your other paperwork. Parental permission lasts for the whole of your daughter's time at LHS.

Insight

Insight is the system we use to enable you to access information held electronically by the School about your daughter. It allows you to view attendance and assessment data, to update contact details and to notify us of absences. It also enables us to send you a text message via Schoolcomms if your daughter has not registered.

The system uses your email address as your username and allows you to quickly obtain a reset password via email at the click of a button, rather like we are all used to doing when shopping online! As you appreciate, our ability to communicate quickly and effectively with you is critically dependent on having an accurate record of your email address. Please let us know immediately if you change your email address in order to avoid missing out on important information.

Log in details will be sent to you soon after your daughter starts in September.

Schoolcomms

Electronic communication between School and parents is now well established. We use Schoolcomms to send email and text messages to the email address and phone number we have on record designated as 'main'. Messages will come from the sender 'Loughborough High School'.

Fees

Schedule of 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

The fees for the academic year 2016 – 2017 are £3,824 per term.

Music Charges

£22.00 per 30 minute lesson

Fee Payments

Loughborough Endowed Schools require School fees to be paid in full by the first day of term by Direct Debit. However over the last few years we have increased the payment options available to fee payers.

The various payment methods are as follows:

1. Direct Debit

The Direct Debit will be for the full amount of the fee bill. A direct debit needs to be in place for each individual pupil. For siblings a separate mandate will be required for each child. However, if your daughter 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. Failed direct debits will incur a £20 charge.

2. School Fee Plan

We have an association with the market-leading School finance provider School Fee Plan. This is a ten month interest free instalment plan which covers fees and insurance only. A link is available in the fees section in Admissions on each School's website.

A separate direct debit mandate with the School will still need to be set up to arrange payment for all other charges. This is mandatory if you want to avail yourself of the interest free scheme.

The scheme can be set up online via the School Fee Plan link on the School's website, but must be completed by 5 August 2016 to enable the payments to be set up before the first payment is due. A link is available in the fees section in Admissions on the School's website.

3. Credit card

Payment by credit card may be arranged by contacting our fees clerk in the Bursary, Mrs Glynis Cockayne. Glynis may be contacted on 01509 283708. Credit card payments must be made prior to the start of term. Payments made by credit card after the start of term will attract the credit charge applied by the credit card provider, currently 1.5%. There is no charge for debit cards.

Unpaid fees

We appreciate the co-operation of the majority of parents who pay their fee bills promptly each term. To be fair to those supportive parents, there is a policy in place to handle those debts incurred when fees are not paid in time.

A penalty fee of 1.5% per month may be charged, at the discretion of the Governors, on any balance outstanding one month after the payment due date.

Where parents are experiencing genuine financial difficulties, we would urge them to contact with the Bursary as soon as possible to discuss the situation. This way we can avoid implementing our credit control processes, and be in a position to help you review your options.

Fee Bills

We are constantly looking to improve the service we offer to parents and now send the majority of fee bills by email, rather than by post; this is environmentally beneficial and helps in our efforts to control costs. In the first instance we will assume that you wish fee bills to be sent to the email address(es) we already hold and the School will supply those email addresses to the fees department. However, since bills are not sent using SchoolComms but directly from the Bursary it is possible to use a different address. Please notify Glynis Cockayne (g.cockayne@lesbursary.co.uk) if you would prefer a different address to be used. Fee accounts can be sent to two email addresses.

Insurance

Absence from School Remission insurance (ASR) is available through School. The termly premium for this is expected to be 1.5% of the termly fee and the charge for this will be added to each term's fee bill. If you wish to opt out you should complete the relevant form, which will be sent to you with your fee bill in August, and return it to the Bursary so that the bill can be adjusted before the Direct Debit is taken on the first day of term.

If you have any questions regarding any aspect of fees, please feel free to contact Mr Richard Harker, Schools' Accountant, on 01509 283710 or via g.cockayne@lesbursary.co.uk.

iPads

The Use of iPads in School

In 2013, the Governors agreed to provide all pupils at LHS with an iPad for their use during their time with us. As anticipated, this has been a learning experience which staff and girls have shared. No doubt the ways in which the devices are used will continue to develop as time passes but we are delighted with the initial response to them.

We plan to distribute devices to new pupils, with the exception of year 7, early next term. Year 7 will receive theirs towards the end of the autumn term. It is important that all pupils are able to participate in lessons where iPads are being used so please would you ensure that you discuss the guidelines for the use of iPads in School with your daughter and return the completed confirmation with your other reply slips.

We hope that you will find the FAQs included with this booklet useful in answering any questions you may have regarding the way in which iPads are used in School. Dr Jackson will be attending the parents' meeting on induction day and you are welcome to raise any remaining questions you have with her then. Alternatively, she can be contacted via email on reception@leshigh.org.

Library

The Library is available to all members of the School throughout the day.

The library is very well stocked with over 15,000 titles and girls are encouraged to use it for academic research, reference and for recreational reading. A wide range of daily newspapers and magazines is available which are vital sources of current information. Girls can borrow books for a period of three weeks and loan periods are extended as necessary at holiday times when girls are encouraged to borrow books and catch up on the latest titles. The library produces a termly Newsletter and runs competitions.

Girls 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 Library is the perfect environment for our sixth formers to use during their study periods.

The library's search facility is available as an app on the School iPads and all girls are trained on how to search for library material and make the most of the search facility. The girls have their own log in and can check their loans, reserve items and even write reviews. eBooks are also available to borrow and again the girls are given help on how to download these to their iPads. The Librarian and Library Prefects are pleased to help with any questions from the girls. The Library is an important resource and we encourage the girls to make the most of the facilities that it has to offer.

Library - After School Rules

Reviewed May 2016

Arrangements should be made by pupils to travel home at the end of the School day or immediately following an after School activity in which they participate. If the arrangement should fail, for example because the person collecting them is unavoidably delayed then, of course, they must wait in School until they are collected and not outside School. The library is open until 5.30pm as a supervised area for pupils who need to stay late.

This facility is intended for occasional use and is not to be regarded as regular after school care.

- All pupils should go in person to the library and sign in there by 4.15pm.
- Only pupils who have taken part in an activity, such as band practice may sign in after 4.15pm.
- Year 11 pupils may work in the Genius Bar but must sign in and out at the library.
- Year 10 pupils may work in T4 but must sign in and out at the library.
- Sixth formers may work in the Genius Bar but must sign in and out at the library.
- If a pupil is going to the library following completion of an after school activity, the pupil must go directly there and not delay by returning to the form room.
- We expect all the pupils in the library to work quietly and studiously on appropriate homework/preparation.
- Only LHS pupils are allowed to stay at LHS after 4pm.
- Pupils are NOT allowed to return to School once they have left at the end of the day.
- Once a pupil has signed in, they may only leave when being collected unless they ask permission of the member of staff on duty in the library.
- Pupils must sign out in person before leaving and not ask their friends to do this for them.
- Pupils should have left the School by 5.30pm – the School will be locked shortly afterwards and there is unlikely to be a member of staff on duty.
- Pupils may only return to School from the car park if their lift has not arrived by 5.30pm and after that there is unlikely to be any member of staff on duty.
- Pupils may receive mobile calls/texts in the library, T4 and Genius Bar only from their parents in order to confirm arrangements.
- The library telephone number is 01509 283789.
- The library will not be open after 12 noon on the last day of every term. Pupils are expected to leave at this time.

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 safer environment within Loughborough, and the campus, by cutting congestion on roads and in our car park.

There is probably a family living near you who would love to lift share. If you need help to organise a lift share please contact Mrs Alison Cox on a.cox@leshigh.org

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 in School selling fruit, drinks, sweet and savoury snacks.

The charge for lunch is **£3.90** per day. The cost of lunch for the term will be added to your fee account termly in advance 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. 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 do 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. If you would like to discuss your daughter's dietary requirements or have any other issues which you would like to raise, Mrs Coltman, the Catering Manager, would be pleased to hear from you on her direct line: 01509 283804 or by email to f.coltman@lesbursary.co.uk

Please contact Mrs Kempster, Deputy Headmistress, 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. A **full** term's notice must be sent in writing to Mrs Kempster to withdraw your daughter from School lunches.

The Stables tuck shop, situated just off Burton Walks between LGS and the Bursary at Number 3, is open every morning before School, from 8.00 am – 8.30 am. It provides the opportunity for girls and boys to purchase breakfast items such as hot Panini, flowerpot muffins, Danish pastries and hot and cold drinks, prior to attending School.



Catering at Loughborough High School

Sample Lunch Menu

From the Hot Counter

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

Lite Bite of the day

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

Baguettes & Wraps with choice of filling
with Soup & Salad Bar

Salad Bar

Choice of Meat, Fish or Vegetarian Items
with Bread Roll or Jacket Potato
Salad Bar

Dessert of the day

Jam Tart & Custard
Sticky Toffee Pudding
Selection of Homemade Cakes & Biscuits
Cheese & Biscuits
Yoghurts

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

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.

We have a medical room managed by two qualified nurses known to the pupils as Matron.

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 the medical room. The medication will then be given as prescribed and your daughter will need to collect it 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 the medical room 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).**

Any medication brought into School to be kept by Matron should be clearly labelled with the pupil's name, correct dose and expiry date. It is the parents' responsibility to note expiry dates on medication and to replace as necessary.

- 3) Pupils who have severe allergies and need to keep an EpiPen in School should bring **a second EpiPen** to be kept in the medical room. This will be kept in an unlocked cupboard in the medical room to facilitate emergency access. If, in time, your daughter becomes a regular member of a sports team you will be required to supply a third EpiPen that is kept in the PE department's first aid kit which accompanies girls to matches.
- 4) With parental permission, (which you gave on the Pupil Health and Medical Information form which you signed when you accepted your daughter's place at the School) and with reference to that form, pupils may be given over the counter medication if they are feeling unwell in School. This includes Paracetamol, Ibuprofen, throat lozenges and bite/sting or minor burn treatment.

Medical Room

The medical room is available for use by pupils throughout the School day. This includes a three-bedded room 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 a 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

See Absence

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.

We also need to be made aware of any change of GP or medical practice address or phone number.

It is possible to amend certain details via Insight by logging on in the normal way and going to the personal details option in the 'General' tab. Scroll down to 'medical details'. The details which are underlined can be changed by clicking on the text to bring up either a list of options or a box for data input.

Please do not hesitate to contact one of our School Matrons, Mrs Sonia Chad-Smith or Mrs Alison Cannon, if you would like to discuss any matters in more detail. Their email address is LHSMatron@leshigh.org

Music

Starting instrumental or vocal lessons

We strongly encourage pupils to learn instruments or singing at School; the advantages of musical tuition are numerous and well documented, extending as far as increasing emotional intelligence, developing high level cognitive functioning, memory and attention, and at LHS it also gives our girls the opportunity to take full advantage of our world-class Music School.

For full details about instrumental lessons visit www.lesmusic.org . If you wish your daughter to start individual music lessons at LES Music School in September, please submit a completed application form either to the LES Music School Reception or electronically via email to admin@lesmusic.org. If you have any questions please contact the LES Music School directly on 01509 283770 or at the same email address.

Current Fairfield pupils do not need to re-apply for music lessons if they currently receive tuition as their tuition will automatically continue uninterrupted.

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. To find out what is on offer, she should look at the Music School website or she can ask for an extra-curricular booklet from the Music School office. We have ensembles which cater for all stages of musical development and participating in these groups is an essential ingredient in ensuring that your daughter makes progress.

The Music School also offers current pupils the opportunity to apply for an exhibition at the start of the autumn term, an award tenable for one year which contributes towards the cost of music lessons. For more information, please visit www.lesmusic.org .

Uniform

When your daughter joins the School it will be necessary to make a one-off appointment to purchase uniform from the Uniform Shop and we recommend that you contact Mrs Gurney, the manager of the shop, as soon as possible to arrange this. The telephone number of the shop is **01509 232600** and the email address is lessshop@endowedSchools.org.

All girls in years 7 and 8 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 at no additional cost to you. Please do not, therefore, purchase a calculator for your daughter before she starts.

Girls joining years 9 and 10 will be supplied with a calculator and a hymn book at no additional cost to you.

Uniform and Equipment List

Uniform

Compulsory Items

Charcoal jacket
Charcoal skirt
Red and white striped blouse (long or short sleeved)
Blue jumper or cardigan with School logo
Black tights*
Plain black leather shoes (see notes)*
White overall for Food Technology (from year 9 upwards this is only required if your daughter studies Food Technology).

Optional Items

Plain black or dark navy coat* (see notes)
School fleece scarf or plain black or navy scarf*
Black or navy gloves*
Ankle socks* may be worn as an alternative to tights

Physical Education Uniform

Compulsory Items

Navy blue School skirt
PE shorts
Red School PE top
Track suit bottoms
Navy blue hoodie with School logo
White ankle socks*
Red LHS hockey socks
Athletics vest (needed after February half term)
All-weather sports jacket with School logo
Hockey stick*(autumn and spring terms)
Shin pads* (autumn and spring terms)
Tennis racket* (summer term)

Suitable and athletic sports trainers (not fashion trainers)*

Astro turf trainers*

Sports bra*

Mouth guard*

Optional Items

Navy running shorts

Navy LHS skins

Navy LHS leggings

Hockey glove*

Hockey stick bag*

Plain navy or white cap with brim (for sun protection)*

Other Equipment

NB from year 9 onwards food baskets and art equipment are only required by girls studying those subjects.

All girls, subject to the above, require the following:

- Bags for transporting homework and PE kit and a basket for food technology. Bags and food baskets are available from the School shop but need not necessarily be purchased there. We recommend a sturdy, ruck sack style bag for books.
- 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. Correction fluid eg Tippex must not be brought to School
- Two padlocks (locks of the correct size for the lockers are available in the LES Uniform Shop but may be purchased elsewhere.)

Art Equipment

- HB, B, and 2B pencils
- 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
- Black biro
- A thin/fine black pen

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 and sun hats, all items on the list, including hockey sticks, mouth guards, shin pads and tennis rackets are sold in the LES shop.

The telephone number of the shop is 01509 232600 and the email address is lesshop@endowedschools.org.

Jewellery is not allowed except a girl with pierced ears may wear a pair of **small, simple** ear studs or sleepers, with one earring in each lower ear lobe.

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

It is not unusual for girls to experiment with hair colour. However, if hair is deemed to be a conspicuous or unnatural shade your daughter will be asked to rectify this. Dip dyed, ombre and coloured tips are not allowed.

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. From September 2016, girls in years 7-10 will be required to wear their jacket during School hours. The all-weather sports jacket is a compulsory part of the PE uniform. Coats are optional. If worn they must not be made of, or embellished with, leather, suede or plastic or have other contrasting trimmings. Logos are not allowed.

Shoes - Boots, trainers and patent and suede shoes cannot be worn. Shoes must support the whole foot and the heels should be no more than 3 cms. Shoes are to be **plain** black leather and capable of being polished. Ballet pumps and trainer/skate style shoes are not suitable.

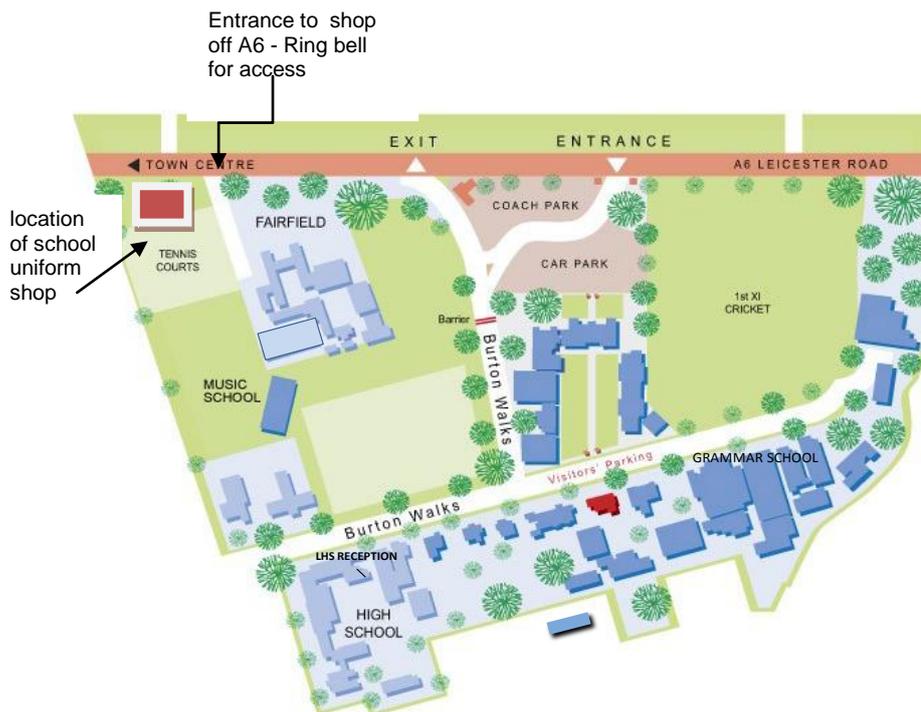
Socks, if worn, must be plain black ankle socks in the autumn and spring terms and plain white ankle socks in the summer term. Trainer socks and long socks are not allowed.

Trainers for PE must be sports trainers that have laces and a good grip. They should be lightweight with a shaped sole which comes up slightly at the toes (similar to the one pictured). This will aid running style and movement.



All uniform and other property such as watches must be marked clearly with the owner's name. We accept no responsibility for the loss of any items.

Loughborough Endowed Schools Uniform Shop



The uniform shop is situated behind the LHS netball courts at the front of Fairfield. Access is via a blue gate from the A6. There is some parking on the road near the shop or alternatively park in the LES A6 car park and walk along the A6 for access. Ring the bell to be let in through the gates.

The shop is open to pupils from 1.30 pm most days and access for them is via the path alongside the Music School. LHS pupils must sign out at the LHS Reception if they are visiting the shop. If for any reason Mrs Gurney is not opening the shop that day until later Reception will notify your daughter as she signs out.

Opening Hours

Term Time	Monday, Tuesday, Thursday, Friday – 3 pm 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:	<table><tr><td>Each Friday (except 22 and 29 July)</td><td>9.00 am – 3.00 pm</td></tr><tr><td>Saturday 2 July</td><td>9.00 am – 12 noon</td></tr><tr><td>Saturday 20 August</td><td>9.00 am – 12 noon</td></tr><tr><td>Wednesday 24 August</td><td>9.00 am – 3.00 pm</td></tr><tr><td>Thursday 25 August</td><td>9.00 am – 3.00 pm</td></tr><tr><td>Friday 26 August</td><td>9.00 am – 3.00 pm</td></tr><tr><td>Wednesday 31 August</td><td>9.00 am – 3.00 pm</td></tr><tr><td>Thursday 1 September</td><td>9.00 am – 3.00 pm</td></tr><tr><td>Friday 2 September</td><td>9.00 am – 3.00 pm</td></tr><tr><td>Saturday 3 September</td><td>9.00 am – 12 noon</td></tr><tr><td>Monday 5 September</td><td>9.00 am – 3.00 pm</td></tr><tr><td>Tuesday 6 September</td><td>9.00 am – 3.00 pm</td></tr></table>	Each Friday (except 22 and 29 July)	9.00 am – 3.00 pm	Saturday 2 July	9.00 am – 12 noon	Saturday 20 August	9.00 am – 12 noon	Wednesday 24 August	9.00 am – 3.00 pm	Thursday 25 August	9.00 am – 3.00 pm	Friday 26 August	9.00 am – 3.00 pm	Wednesday 31 August	9.00 am – 3.00 pm	Thursday 1 September	9.00 am – 3.00 pm	Friday 2 September	9.00 am – 3.00 pm	Saturday 3 September	9.00 am – 12 noon	Monday 5 September	9.00 am – 3.00 pm	Tuesday 6 September	9.00 am – 3.00 pm
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Please note that the shop will be closed weeks commencing 18 and 25 July and, for stock taking, on Tuesday 30 August.

Price List

All major credit cards and debit cards are accepted.

Item	Size	Prices start from
Charcoal Grey Jacket	28" – 42"	£75.00
Charcoal Grey skirt	22" - 34"	£30.00
Red/white striped blouse		
Long sleeved	30" - 42"	£22.00
Short sleeved	30" - 42"	£20.00
Blue jumper with School logo	32" - 44"	£22.00
Blue cardigan with School logo	32" – 38"	£22.00 - £24.00
School scarf	One size	£22.00
Black or Navy Sports Bag	One size	£27.00
Black or Navy Physio School Bag	One size	£36.00
Food Technology overall	XS/S/M/L	£20.00
Blue games skort	22" - 36"	£20.00
Red PE top	30" – 40"	£22.00
PE shorts	24" – 32"	£15.00
Navy running shorts	XS/S/M/L/XL	£12.00
School tracksuit bottom	26" - 36"	£30.00
Athletic vest	30" - 42"	£20.00
Navy blue hooded top	S/M/L/XL	£32.00
Astro-turf trainers (hockey)	3 - 8	£29.00
All-weather sports jacket	XS/S/M/L/XL	£50.00
Padlock		£10.00

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 on reception@leshigh.org 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:

- have them thoroughly cleaned,
- make sure they do not need mending,
- label them with your name and address,
bring them to the shop during opening hours or to the School Reception.

Purchase of Articles

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

- 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.
- 25% of sale proceeds is deducted and given to PA funds. Where the remaining balance, after the deduction of £1.00 to cover 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.
- We cannot accept items in an unsatisfactory condition. If such items are left we reserve the right to donate them to charity.
- 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.
- No guarantee can be given that items sent for sale will in fact be sold; they can only be offered for sale.
- 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 every Wednesday lunchtime in term time from 1.00 pm until 2.30 pm.

In addition, the Exchange Shop will also be open on the following dates:

Wednesday 15 June from 1.00 pm until 4.00 pm for girls joining years 8, 9 and 10

Tuesday 5 July from 2.00 pm until 4.30 pm for girls joining year 7

Tuesday 8 September from 11.30 am until 1.30 pm for all

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 £15.00. All proceeds are donated to the LHS Parents' Association. More information is available in the second hand uniform shop or via the School Reception.



LOUGHBOROUGH HIGH SCHOOL PARENTS' ASSOCIATION

Burton Walks, Loughborough, Leicestershire, LE11 2DU

Tel: 01509 212348

Fax: 01509 215720

Email: reception@leshigh.org

Web: www.leshigh.org

HEADMISTRESS

Mrs G M Byrom, BSc, MA Ed

May 2016

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. A one-off membership subscription of £20 will be added to your first fee bill. The PA also provides help and support at a variety of School events, such as induction days, the Art Exhibition and House Drama, to name but a few.

Over the past year the PA has provided a wide variety of items for the girls including survival shelters for Gold D of E, science equipment and two junior hockey goal keeping kits. We have also made contributions towards the Steinway project and the refurbishment of the medical room.

PA fund raising activities take a variety of forms. For example this year we have held a Year 7 disco, our annual family quiz and a bingo evening. These three events have raised over £2,000.

Details about the PA will be advertised through our newsletter which is sent via Schoolcomms, on Facebook (LHS PA) and also via the Loughborough Endowed Schools online community website. If you have any ideas for fund raising activities then please let us know!

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 enclosed slip and hand it in when you visit the School for the Induction Day or return it with the rest of your paperwork.

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

Helen Starkey
Chair, LHS PA