
INDUCTION BOOKLET 2020

BOURNVILLE
SCHOOL

PART OF THE FAIRFAX MULTI-ACADEMY TRUST



CORE VALUES AND BELIEFS

EXCELLENCE:

We strive for the highest quality to ensure excellent outcomes.

DEDICATION:

We believe there is dignity in hard work and effort.

AMBITION:

We want the very best for our students.

INTEGRITY:

We believe in openness and transparency

TRADITION:

We believe in old-fashioned manners, courtesy and respect.

ENRICHING **LIVES;** TRANSFORMING **FUTURES**

We are delighted that you have chosen to send your child to Bournville School. Bournville School is one of a family of four academies that form the Fairfax Multi-Academy Trust (FMAT).

Established in 2014, FMAT is an educational charity, which encourages its academies to celebrate their own uniqueness, whilst sharing one mission, vision and set of values.

Our mission is “Enriching Lives; Transforming Futures”. We achieve this by ensuring all of our students access a broad and wide-ranging curriculum, while being supported in a structured, kind and caring environment.

Our family is a values-led organisation. The following five values underpin all of the work we do:

Excellence - We strive for the highest quality to ensure excellent outcomes and personal achievements.

Dedication - We believe there is dignity in hard work and effort.

Ambition - We aim to be the best that we can be, in all that we do.

Integrity - We believe in openness, honesty and have a real sense of moral purpose.

Tradition - We believe in good manners, kindness and respect.

Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers a high-quality education.

What do we mean by ‘high-quality of education’?

Every child is recognised as an individual and has access to first-class pastoral care because we want your child to be happy;

Every child benefits from a wide range of enriching opportunities because we place great emphasis on your child’s personal development;

Every child benefits from dedicated leaders, teachers and staff who are relentless in their ambition to improve the quality of teaching in our academies because we know excellent teaching is key to transforming the futures of our students.

Mr Simon Jones
CEO Fairfax Multi-Academy Trust



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WELCOME | HEAD OF ACADEMY



A very warm welcome to Bournville School from all of our staff; we are delighted that your child is joining us in September and look forward to seeing our Year 7 students thrive both academically and personally.

As Head of Academy at Bournville, I am extremely proud of our students' achievements and the pride they take in all aspects of school life. I am confident that the high standards we have in behaviour, uniform and work ethic combined with our high expectations of mutual respect and ambition for all will not only support your child to be successful at Bournville but will also equip them for a bright and happy future.

The school's motto "everyone, every lesson, every day" is fundamental to our success and I look forward to your child making the most of the many opportunities that Bournville School has to offer.


MISS M GREEN
Head of Academy

INTRODUCTION

The purpose of this booklet is to provide you with plenty of information to help put your mind at ease for the upcoming transition of your child's education at Bournville School.

In normal circumstances we would be inviting your child to join us for a transition day but unfortunately this event cannot take place this year.

We will communicate with you via letters and emails as more guidance is released about how we can support your child's transition safely.

You can find more information about Bournville School on our website and if you have any further queries you can contact us either by phone or email, please see opposite for details.

We look forward to meeting you all in the near future.

Your child is probably quite nervous about starting secondary school, but at Bournville, we do many things to make the transition as smooth as possible.

Some of the initiatives we use to settle our new students are:

- Separate Year 7 zones around the school site at social times.
- Year 7 students are allocated toilet facilities which only they can use.
- The HUB is a quiet space which Year 7 can visit during social times, or before or after school.
- Year 7 students are sent to lunch 10 minutes earlier than the rest of the school for the first two weeks in September.
- Student ambassadors and prefects are always around the school site ready to help Year 7 find their way to different classrooms.



THE HOUSE SYSTEM

Our main focus is that all students enjoy their time whilst at Bournville School. As a school we offer a variety of opportunities to all students to participate in away from their typical academic lessons.

The House system supports to embody the values and ethos of the school through a community experience for all parties.

At Bournville, all students are placed into a house. We have different houses which are named after local heroes that have contributed to the success of the West Midlands. The houses are Boulton, Cadbury and Tolkien. When you arrive at Bournville you will be placed into one of the houses. The house system is great for creating competitions and the best house will be rewarded at the end of each term.



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“EACH STUDENT BELONGS TO A HOUSE AND CAN PARTICIPATE IN HOUSE COMPETITIONS. THIS BRINGS THE COMPETITIVENESS OUT OF STUDENTS AND EVEN THE TEACHERS!” -

PAUL



STUDENT SUPPORT

At Bournville, the students are allocated a form group which contains students within their year group. Students spend the first 20 minutes of every school day with their form tutor, who is able to build a relationship with pupils and become the first point of contact for dealing with any pastoral issues.

If students have any concerns, they are encouraged to report them to their form tutor in the first instance.

We do our utmost to ensure that your child is happy and safe at Bournville and that you share these feelings. We do our best to prevent issues occurring and we will deal with concerns as quickly and thoroughly as possible.



CURRICULUM

YEAR 7 STUDENTS WILL STUDY:

English
Mathematics
Science
Spanish
History
Geography
PE
Computing
Drama
Technology
Art
Music
PSHE/guidance
Religious Education

In Year 7 students study a broad and balanced curriculum over a one week, 25 hour timetable, with an emphasis on English, mathematics, science, and the humanities. Students are also encouraged to thrive in the performing and creative arts through subjects such as Art and Drama.

All students in Year 7 will be issued with a timetable and a diary. The students will keep their timetable in their diary and use this to help them navigate around the school site.

There are a huge range of ever changing extra-curricular opportunities, including sports, homework club, drama, music, science and many more. Further details of extra-curricular activities will be published when students start in September.

Please refer to our website
for more information.

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“OUR FORM TUTORS ARE REALLY KIND AND SUPPORTIVE. THEY WILL HELP YOU IF YOU HAVE A PROBLEM AND WILL ALWAYS SORT IT OUT”.
- ANGEL

SPECIAL EDUCATIONAL NEEDS

At Bournville all SEND students are fully integrated and included in all aspects of school life. All of our students are encouraged to develop the skills they require to play an integral role in society and to become valuable contributors to it.

Highly trained teaching assistants support learning within the classroom and in small group sessions. The team is led by the SENDCO, who works closely with our parents/carers, staff and students to ensure that all students achieve their full potential.

If you have any concerns relating to Special Educational Needs and/ or Disability, please do not hesitate to contact the SEND department either by email or via phone.

“

“MY FAVOURITE SUBJECT IS TECHNOLOGY, BECAUSE YOU PERSONALISE A PRODUCT AND THEN GET TO MAKE IT. ONCE YOU HAVE MADE IT, YOU GET TO TAKE IT HOME TO SHOW YOUR PARENTS - I AM PROUD OF WHAT I HAVE MADE THIS YEAR.” - ISSAC



LITERACY AND NUMERACY

Did you know that 49% of children and young people think that reading is boring or that there is significant correlation between reading enjoyment, reading frequency and reading attainment?

The 'National Literacy Trust' found that 90% of students who only read books at school are either average or below average readers. They go on to say that: "Children who read for pleasure enjoy better opportunities throughout life because they have gained a richer vocabulary, more knowledge, critical thinking skills and a self-directed learning framework."

At Bournville, we have the facilities to improve the reading of every child in the school, but we also need your support. From enjoying family reading time, discussing and reflecting on books you've read together and listening to audio books, there are so many ways that you and your children can enjoy the reading experience.

One in five young people are still entering the workplace without the numeracy skills they need for success. We understand that as a parent/carer you want the best for your child and there are lots of ways you can support his/her numeracy skills at home.

Times tables are a fundamental part of everything that follows in Mathematics; a child who is confident with his/her times tables is quicker and more confident with the rest of his/her Mathematics. You can help your child by traditional methods such as chanting or testing. Additionally, you can play games to strengthen his/her skills or your child can help you in planning a journey, work out the cooking times for a roast dinner or totaling up your weekly shop at the supermarket. These will all aid to improving your child's numeracy skills and help him/her to see the mathematical links within everyday life.

Please refer to our Teaching and Learning page for further details, which can be found on the academy website.

REWARDS & DISCIPLINE

Bournville School aims to provide the highest quality education by maintaining a disciplined, caring environment in which teachers can teach and pupils can learn. Our Behaviour Policy rests on a set of shared values:

- The right of all members of the School and wider community to be treated with dignity and respect
- The right of all members of the School and wider community to work in a clean, well- resourced and well-cared for physical environment
- The right of all members of the School and wider community to be safe and secure at all times from any threat to their personal well-being
- We recognise that students thrive on praise, the thrill of success and the glow of recognition.



Mobile phones should be turned off and put away before entering school gates and only switched on after leaving school premises. Confiscated mobile phones can only be collected from Reception by parents/carers at the end of the school day.

REWARDS

A variety of methods of rewards exist at Bournville School which include:

- Verbal praise
- Subject certificates
- Postcards home
- Queue Jump Pass for the term
- Hot chocolate Fridays
- Acknowledgement through assemblies in a roll call of honour
- Positive phone call home
- Public display of high-quality work
- Awards evening

We ensure that students learn by insisting on three simple school rules, these are that students should always be ready, respectful and safe. 'Ready' means that students are at lessons on time with both the uniform and focus that communicates they're ready to learn. 'Respectful' means treating colleagues and staff with appropriate courtesy and 'safe' refers to behaviour that avoids harming themselves, other and the school site.

When teachers encounter behaviour that shows students aren't ready, respectful or safe, teachers will use de-escalation strategies alongside the following staged process:

Level 1 – first verbal warning

Level 2 – second verbal warning

Level 3 – 20 minutes same day detention

Level 4 – 40 minutes same day detention

All detentions are accompanied by a restorative conversation that are intended to improve behaviour rather than simply punish it."

Please refer to our Behaviour and Discipline Policy for further details, which can be found on the academy website.

ATTENDANCE & PUNCTUALITY

Bournville is committed to maximising the attendance of all students during their education at the school. Students with frequent absences are being denied equality of opportunity.

Attendance is inextricably linked to success in all aspects of school life, including examinations, and regular school attendance is vital if students are to benefit from the experiences which the school offers them. Employers and other reference seekers value attendance and punctuality highly as an indicator of reliability.

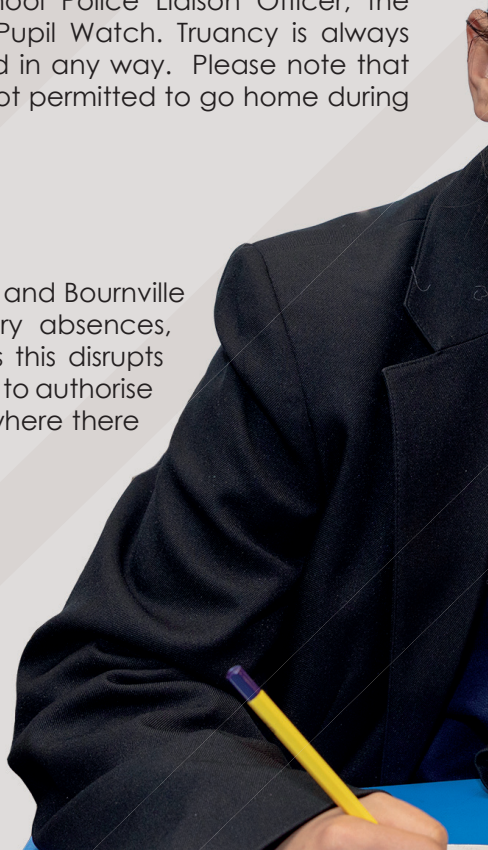
ATTENDANCE

Parents/carers are reminded that the only acceptable reason for a student's absence is illness. If your child is unwell, please contact the school by 8:30am on the day of the absence. All unreported absences will receive an automated message informing you of your child's absence. We feel that this not only helps to ensure your child's safety at all times, but also helps improve school attendance.

Poor attendance will be investigated by our Attendance Officer who works closely with the School Police Liaison Officer, the Education Welfare Officer and Pupil Watch. Truancy is always noticed and will not be tolerated in any way. Please note that for safety reasons, students are not permitted to go home during break/lunch times.

LEAVE IN TERM TIME

The Government, Local Authority and Bournville are working to stop unnecessary absences, especially term time holidays, as this disrupts learning. Head Teacher is unable to authorise leave during term time except where there are exceptional circumstances.



Parents/carers must complete an **'Exceptional Leave in Term Time Request Form'** if they are considering taking their child out of school for a period of leave. These forms can be collected from Reception and must be returned to the Attendance Officer. Any holidays taken during term time, without permission will be recorded as 'unauthorised' and legal implications could occur.

Parents/carers are required to inform the Attendance Officer of medical and dental appointments in advance. We ask parents/carers to try to ensure that appointments are made outside of school hours, wherever possible. Parents/carers are also asked to ensure that, if appointments in school time are unavoidable, students attend school prior to the appointment and are returned to school afterwards. Please provide advance notice for any medical appointment that is made for your child during the school day.

PUNCTUALITY

Students who arrive late to school between the times of 8:40am and 9:00am will be met by a member of the Senior Leadership Team and given a same day detention.

Students that arrive to school after 8:40am must report and sign in at the main reception. Those students with no reasonable explanation for arriving after 9:30am will receive a 'U' code (unauthorised late after AM registration) for that am registration mark. Once a student receives 20 'U' codes, legal action may be started by the Educational Welfare Officer.

Consequences will be issued to students who are late for their 8:40am registration.

Please refer to our Attendance Policy for further details, which can be found on the academy website.



Bournville School is committed to the highest standards in protecting the children entrusted to our care. We recognise that some children may be the victims of bullying, neglect, physical, sexual and emotional abuse. Staff working with the children are well placed to identify such abuse.

What will we do if we have a concern about your child?

If we are concerned that your child may be at risk of abuse or neglect we must follow the procedures in our Safeguarding and Child Protection Policy. A copy of this can be found on our web site.

The procedures have been written to protect all students; they comply with our statutory responsibilities and are designed to support students, families and staff. The procedures are based on the principle that the welfare of the child is the most important consideration.

In almost all circumstances, we will speak to you about our concerns as well as inform you if we feel we must refer our concerns to the Children's Social Care Team. We will request for your consent to put forward a referral, but in some circumstances we may need to make the referral against your wishes. We will only do this

if we genuinely believe that this is the best way to protect your child, and it will be recorded that you did not provide consent for the referral. If we determine that contacting you in the first instance may jeopardize the situation, we will report our concerns to the Children's Social Care Team and await further advice. We will normally tell you that a referral is being made and will record the reasons why we decided to follow this course of action.

All child protection records are kept securely and filed separately from your child's general school file. The only staff that have access to these records are those who need to be informed about the concerns in order to protect and support your child.

Child protection is an extremely sensitive issue; it raises many questions and a range of strong emotions. We will ensure we do everything we possibly can to support our students and would like to assure you that any action taken will be in the best interests of your child.

The senior DSL (Designated Safeguarding Lead)
at Bournville is Mr John Dovey



We actively encourage all students to feedback their progress to parents/carers on a daily basis. If you have any concerns, please do not hesitate to contact your child's form tutor by emailing post@bournville.bham.sch.uk.

At the beginning of the year you will receive a list of important dates which will include:

- Year 7 Information Evening.
- A parent meeting with subject teachers in the spring term.
- A full report towards the end of the summer term which summarises progress and targets for improvement.
- Predicted Attainment Grades (PAGs) which are published throughout the year together with Effort Scores.

We find that e-mail is our most effective method of communication to relay information such as: student reports, trip letters, school events etc. To receive up-to-date information please ensure you provide us with your email address when completing your child's admissions booklet.

It is imperative that you notify the school of any changes to contact details immediately. This includes mobile/landline numbers, email address and home address.



UNIFORM

At Bournville School we believe in the importance of taking pride in our appearance and in representing ourselves and the Academy in a positive manner at all times; including on the way to and from school.


We believe that wearing the correct uniform sets the standards for learning, conveys the positive image that the Academy warrants in the local community and also ensures that staff are able to focus their attention on students' learning. In the same way many employers expect their staff to wear a uniform, we expect our students to wear the Bournville School uniform correctly each and every day.

It is well known that students misplace items and we urge parents/carers to clearly label all of their child's property with their full name. We advise that items of value should not be brought into school.

Our authorised uniform suppliers are Clive Mark and Kids Essentials. All items with Academy logos will need to be purchased from these companies. Order can also be made online.

Clive Mark


38-40 Poplar Road
Kings Heath
Birmingham
B14 7AD

 0121 444 7623

 www.clivemark.co.uk

Kids Essentials

762 Bristol Road South
Northfield
Birmingham
B31 2NN

 0121 350 8444

 kidsessentialsschoolwearbirmingham.co.uk/

SUPPLIERS



UNIFORM

- Black blazer
- Bournville pocket badge
- Black Bournville skirt OR black tailored trousers (no leggings, jersey skirts, denim, cord or skin tight trousers. Skirts should be no more than 3cm above or below the knee).
- White collared shirt
- Bournville tie
- Black shoes with low heels. Lace up shoes should have black laces only. Shoes should be of a polishable material (No training shoes, boots or canvas shoes allowed)
- Plain white or black socks or plain black or natural tights
- Narrow black belt with small plain buckle
- Jewellery: one stud in each ear and one watch
- Make up to be kept natural and subtle. No nail varnish
- No extreme haircuts or colour

Please Note: Hoodied tops, tracksuit tops, leather jackets or denim coats are not permitted.

SCHOOL BAGS

Must be able to carry an A4 workbook

Made of a robust and weather resistant fabric

GAMES AND PE KIT

- Sky blue aertex polo-shirt (with PE logo)
- White PE shorts
- Plain navy shorts
- Indoor trainers with non-marking soles
- Navy blue rugby jersey with reversible sky blue band (with PE logo)
- Long Navy blue knee length socks, with twin sky hoops
- Football boots
- Plain white t-shirt
- Mouth guards to protect against injury
- White socks
- Outdoor trainers/sports socks
- Black fleece with school badge (optional)



FOOTWEAR

Black shoes. Shoes must be of a polishable material and have low heels. Lace up shoes should have black laces only.



KEY CONTACTS



MR THOMAS | ASSOCIATE ASSISTANT HEADTEACHER

"My role in school is to lead on transition. This includes liaising with primary schools in order to get all of the information required to give students the best possible start at Bournville."



MR J DOVEY | DEPUTY HEADTEACHER

"My role is care, guidance and support. I am the Designated Safeguarding Lead and make sure that our school looks after our children's mental and physical wellbeing."



MISS K MACLEAN | SEND

My role is to help children who have special educational needs or a disability to learn as well as they can and to thrive in our school.



MISS A MILLS | ADMINISTRATION MANAGER

I oversee all the administration at Bournville and deal with all Admissions to Bournville School.

At Bournville we have an exciting extra-curricular programme which contains a wide range of activities.

We encourage all students in Year 7 to try at least one activity in their first term, as this is a fantastic way to make new friends whilst enjoying a mutual interest. The majority of activities take place after school, usually starting at 3pm and finishing at 4pm. The full list of programme of activities can be found on the school website but include:

Inter-House Competitions

Throughout the school year there are many inter-house competitions for students to compete in.

Sporting Opportunities at Bournville

The PE department offer a range of different sporting clubs throughout the year. Our sporting teams often compete against local schools, or schools within FMAT.

The Arts at Bournville

There are many clubs that students can take part in, in order to improve their performing arts skills and develop their talents. By attending Drama and Music clubs, students give themselves the opportunity to participate in school shows, concerts and performances within the local community.

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“AT FIRST I WAS NERVOUS ABOUT STARTING SECONDARY SCHOOL, BUT AFTER THE FIRST DAY I LOVED BOURNVILLE BECAUSE THE TEACHERS AND STUDENTS WERE WELCOMING. AFTER STARTING AT BOURNVILLE, I QUICKLY JOINED DRAMA CLUB, TABLE-TENNIS CLUB AND THE SCHOOL BAND, WHICH HELPED ME MAKE FRIENDS WITH LOTS OF NEW STUDENTS.” **ESTA**

EXTRA-CURRICULAR

MUSIC TUITION

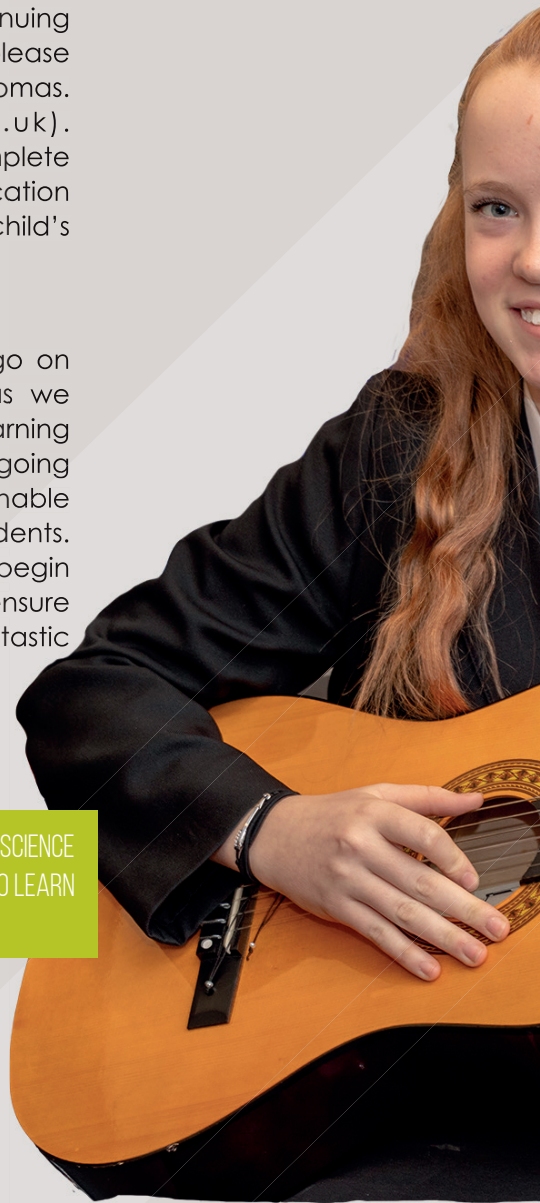
Students receive one hour of Music per week as part of their curriculum entitlement. In addition to this, we also work with S4E Music in order to provide instrument lessons to students. There is a strong tradition of Music at Bournville. We currently have over 150 students learning an instrument in school. If your child is interested in learning, or continuing to learn an instrument then please contact Mr D Thomas (Thomas.d2@bournville.bham.sch.uk). Alternatively, you can complete the instrumental tuition application form which comes with your child's admission pack.

TRIPS

We encourage students to go on trips as much as possible as we see this as a valuable learning experience. Due to the ongoing situation, we are currently unable to offer or plan trips for our students. As soon as it is safe to, we will begin planning trips again to ensure students have these fantastic opportunities.



"THE EXTRA-CURRICULAR CLUBS ARE FUN. I ENJOY THE SCIENCE AND ART CLUBS. I LIKE SCIENCE BECAUSE I AM ABLE TO LEARN INTERESTING THINGS." **TIA**







BOURNVILLE SCHOOL

Miss M Green | Head of Academy

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☎ 0121 475 3881 ✉ post@bournville.bham.sch.uk

🌐 www.bournvilleschool.org