

Our New School Culture **- A Message from Miss Green**

Dear Parents/carers

As term draws to a close it is a chance to reflect on the year gone past and to prepare for the new year in September. It has been a strange year for everyone at Bournville with a new Head of Academy in January and a full lockdown of the whole country just 10 weeks later. Before lockdown I had the chance to meet some of you and to get to know Bournville Students. At Bournville students are talented and friendly with a real desire to succeed. Indeed my year 11 maths class were determined that together we would crack the mysterious world of maths, and I am looking forward to meeting my new Year 11 group in September.



It was fabulous to welcome our Year 10 back after half term and to see many of Year 7, 8 and 9 in the last two weeks. September is a fresh start. We are planning for a calm ordered environment where all students fulfil their potential. The COVID situation means that there will be necessary changes to make sure staff and students are safe. Part of these changes will involve students taking personal responsibility for themselves and their equipment. Students will be issued with equipment which they are expected to look after and bring into school every day. Similarly the expectation will be that home learning is the essential practice needed to consolidate work learned in class. This could be at homework club or at home. Students will need a bag that will be able to house 5 exercise books and their pencil case and they will need to take personal responsibility for looking after their belongings.

From September you will notice a change in our school culture: we care about our students and have a real desire to ensure everyone fulfils their potential. For this to happen we need your support us in upholding high standards of discipline, uniform and personal responsibility.

Finally, as usual at this time of year we say goodbye to a number of staff who had given dedicated service to the school. We wish them well in the future.

Our response to Coronavirus from September 2020:

Throughout the Coronavirus crisis, Bournville has remained safely open to the children of key workers and selected other students. Since June, we expanded this opening so that we were open to all primary students every day, and so that all secondary students were able to have at least one day in school. Our response at each stage has been carefully planned to get students back into school as safely as possible. The next phase will begin in September, when school will reopen to all students every day. This will require a number of changes and we hope that parents and students will work with us to make this a success.

Return to School in September 2020

In order for students to become used to the changes that are being implemented, there will be a phased return of students from Wednesday 2nd September 2020. The first three days of term (Wednesday, Thursday and Friday) will be used to talk to students about the changes we have had to make, as well as for them to become used to the new rules and routines which students will need to follow. The dates and timings of the phased return are detailed below.

Wednesday 2nd September - Year 7 Induction Morning.Arrival

- Year 7 will be the only year group in on this day.
- Students to enter via the Griffins Brook Lane entrance at 08:40.
- Students will be met at the gates by staff who will then escort the students to their rooms.
- An optional breakfast bagel and a snack at break time will be provided by the school.

Departure

- Students will be dismissed via the Griffins Brook Lane entrance at 11:30.
- Parents/carers will need to ensure arrangements have been made for students to be collected, or given permission to walk home.

Thursday 3rd September – Year 7, Year 10 & Year 11.Arrival

- **Year 7** arrive at 08:40 via the Griffins Brook Lane entrance.
- **Year 11** arrive at 09:50 via the Griffins Brook Lane entrance.
- **Year 10** arrive at 11:15 via the Griffins Brook Lane entrance.

On arrival all students should go to Elgar Hall.

Departure

- All students will exit via the Griffins Brook Lane entrance.
- **Year 7** will be dismissed at 14:50.
- **Year 10** will be dismissed at 15:00.
- **Year 11** will be dismissed at 15:10.

Friday 4th September – All Year Groups.Arrival

- **Year 7** arrive at 08:40 via the Griffins Brook Lane entrance.
- **Year 10** arrive at 09:00 via the Hay Green Lane entrance.
- **Year 11** arrive at 09:00 via the Griffins Brook Lane entrance.
- **Year 9** arrive at 09:45 via the Griffins Brook Lane entrance.
- **Year 8** arrive at 11:15 via the Hay Green Lane entrance.
- Students will be met at the gate by staff and escorted to their room.

Departure

- All students will exit via the Griffins Brook Lane entrance.
- Year 7 will be dismissed at 14:50.
- Year 8 will be dismissed at 14:55.
- Year 9 will be dismissed at 15:00.
- Year 10 will be dismissed at 15:05.
- Year 11 will be dismissed at 15:10.

Structure & Organisation of the School Day from September 2020

We have made some small alterations to the structure of the school day in order to keep students and staff safe. The changes we have made are based on guidance published by the Department for Education (DfE), and are explained below.

Homerooms & Groupings

The DfE guidance states that we must keep students in a Year group 'bubble'. For example, this means that students in Year 11 can mix with other students in their year group, but cannot mix with students from other year groups. This rule applies for all year groups. The guidance also states that where possible, students are kept in smaller 'class bubbles' within their own year group. In response to the guidance we have planned to keep students in class bubbles of approximately 30 students. Students will be in these bubbles all day and be allocated a 'homeroom'. The class bubble will remain in their homeroom for tutor time and lessons, which means teachers will visit the rooms in order to deliver lessons. By implementing this procedure, we can ensure students remain in small bubbles for as much of their time in school as possible. The only time students will be out of their class bubble will be during outdoor break, and when participating in one of their 'option subjects'. Students will find out their homeroom on the first day they arrive at school. This may mean that their form tutor will not be the same in September.

Start & End of the School Day

The starts/ends of days will need to be staggered in order to reduce the number of students arriving to school at the same time. From **Monday 7th September** the arrangements for the start and end of the day – every day - will be:

Arrival

- **Year 7** arrive at 08:30 via the Griffins Brook Lane entrance.
- **Year 8** arrive at 08:30 via the Hay Green Lane entrance.
- **Year 9** arrive at 08:40 via the Griffins Brook Lane entrance.
- **Year 10** arrive at 08.50 via the Hay Green Lane entrance to be in your home room by 09:00.
- **Year 11** arrive at 08.50 via the Griffins Brook Lane entrance to be in your home room by 09:00.

Departure

- All students will exit via the Griffins Brook Lane entrance.
- **Year 7** will be dismissed at 14:50.
- **Year 8** will be dismissed at 14:55.
- **Year 9** will be dismissed at 15:00.
- **Year 10** will be dismissed at 15:10.
- **Year 11** will be dismissed at 15:15.

Timings of the School Day

There have been small changes to the timings of the school day:

- As Year 10 & 11 are starting their school day later, they will finish slightly later and have tutor time at the end of the day.
- Periods 1 and 3 have been extended by five minutes in order for staff to move to their next 'bubble' on time. Students will be supervised by non-teaching staff whilst the teachers move on to their next lesson.
- Students will have one indoor break and one outdoor break. This is to ensure that each year group bubble has sufficient space outside. Each year group will have their own allocated zone outside.

Timings	KS3	KS4
08:40	Registration (staggered entrance)	
09:00	Period 1	Period 1
10:05	Period 2	Period 2
11:05	Break – Outdoor	Break - Indoor
11:30	P3	P3
12:35	P4	P4
13:35	Lunch – Indoor	Lunch - Outdoor
14:00	P5 (staggered dismissal)	P5
15:00		Reg – Dismissal (staggered)

Canteen & Food

We encourage all parents to send their children to school having eaten a healthy breakfast and to bring a packed lunch. We will not be opening our canteen in the usual way, but will be running a minimal service as outlined below.

- Students who wish to purchase food from the canteen will be able to buy a packed lunch. The packed lunch will contain a sandwich, snack/fruit and a drink. This will cost £2.40 per day. Students will be able to choose from three options and will pre-order their packed lunch a day in advance.
- In order to purchase food from the canteen, students will need to have money 'loaded' onto their account via ParentPay. Students will not be able to pay with cash as we are going to be running a cash-less system.
- Students who are entitled to free school meals will be given a packed lunch as described above.
- Food ordered from the canteen will be delivered to the homerooms before break time. Students can decide if they wish to eat their food at break or lunch.

We will also continue to offer every student with a bagel each morning, provided by the National School Breakfast Programme. This will continue to be free of charge. Students who request a bagel will be eat it in their homeroom as part of a 'family breakfast'.

Classroom Equipment

As we will not be able to lend or share equipment, all students will be provided with a pencil case with equipment they will need and will be expected to take responsibility for this and replace any lost or broken items. Students may of course still bring their own equipment in if they choose too. Replacement items will be charged at a cost of:

Pencil case – 49p
Black pen – 5p
Green pen – 5p
HB pencil – 8p
Highlighters – 14p
White small ruler - 11p
Protractor – 8p

Each total pencil case – £1

Student Conduct

We aim to provide the highest quality education by maintaining a disciplined, caring environment in which teachers can teach and pupils can learn.

We recognise that students thrive on praise and a variety of methods of rewards exist at Bournville School and in September we will be paying particular attention to:

- Postcards home praising exceptional work and conduct
- Public display of high-quality work

We ensure that students learn by insisting on three simple school rules, which 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 behaviours that show students aren't ready, respectful or safe, teachers will use the following staged process:

Level 1 warning

Level 2 warning 15 min same day detention

Level 3 removal to hotspot and 30 min same day detention

Level 4 Isolation (SLT discretion) 1 hour detention

Uniform

Items of uniform that all students must wear are:

- Black polishable shoes (not trainers)
- Professional black trousers/skirt
- White shirt
- Bournville tie
- Bournville Jumper
- Black Blazer
- A bag that will be able to hold at least 5 exercise books

We have shown some leniency during June and July due to the restrictions however the above standard will be insisted upon in September and action will be taken should students not meet our professional standard. Please be aware that we will be unable to lend students any uniform items for the foreseeable future.

Attendance

As you will be aware, this academic year has involved significant disruption to your child's education. It is even more important than ever that all children have excellent attendance upon returning to school in order to catch up on missed. Furthermore excellent attendance and punctuality is a vital skill for future employment in what is likely to be a more competitive jobs market in future.

Your child's attendance target is 97%. In order to ensure that every child has excellent attendance we will work with families to help resolve any issues, but will also work with Birmingham City Council to prosecute parents whose children's attendance is below the acceptable level.

Please:

- Ensure your child attends every day, on time, equipped and ready to learn.
- Ensure the school has up-to-date addresses and telephone numbers. We will contact you by text or by telephone if your child is absent or late and you have not contacted the school.
- If your child is ill, contact the school every day your child is absent.
- Ensure that medical appointments are made outside of school time.
- Do not book holidays in school time.
- Contact your child's form tutor (secondary) or class teacher (primary) if you are experiencing difficulty getting your child into school.

Keeping Safe over the summer:

We hope that all of our students and our families remain safe over the summer, whether that be online or in real life. Our website has two dedicated sections which contain information on how to support your child and how to keep your child safe, and links to organisations that can support children and families: <http://www.bournvilleschool.org/academy-life/safeguarding/> and <http://www.bournvilleschool.org/academy-life/student-wellbeing/>