

29<sup>th</sup> August 2024

Dear Parents/Carers

I hope you have had a good summer, and all your family have been safe. As the new school year begins it is essential that everyone is kept safe in school. This year we have made some changes to school security and for this reason the following procedures must be adhered to.

**A) Parents/Visitors coming on school site**

**Outside the normal drop off and pick off points of the school day the following applies:**

- No parent or visitor can come onsite without a pre-arranged appointment.
- In the event of a family emergency, please ring the school office in advance so we can make the relevant arrangements.

**B) Mobile Phones**

**(Note: In relation to this point a separate communication will be sent to parents of students who are diabetic.)**

- From September 2024 students will **NOT** be allowed to bring mobile phones onsite.
- Where a student is found in possession of a mobile phone in school this will be confiscated and must be collected by parents.

At the heart of everything we do is our relentless pursuit of ensuring your child achieves the very best academic outcomes possible. Our partnership with you as parents/carers is integral to that success and your support makes all the difference. I want to thank you in advance for your continued support.

To help ensure your child is fully ready to start the new term please find attached the practical information that they need to start a new year.

Yours sincerely



Miss M Rooney  
Principal

## Practical Information for the return to School in September 2024

**When students return to school in September**, we will be staggering the start of the academic term for secondary aged pupil to ensure year 7 students have an effective induction. Please see the plan below. All primary aged pupils will return on 4th September at the usual time of 08.30am.

Monday 2 <sup>nd</sup> September	Staff Inset Day 1 – no students in school
Tuesday 3 <sup>rd</sup> September	Staff Inset Day 2 – no students in school
Wednesday 4 <sup>th</sup> September	<b>Only Y7 induction:</b> <ul style="list-style-type: none"> <li>Year 7 arrival at 08.30am</li> </ul> <b>Primary Students</b> <ul style="list-style-type: none"> <li>All primary students start back at 08.30.</li> </ul>
Thursday 5 <sup>th</sup> September	All Year groups arrival at Griffins Brook Lane for an 08.30 start. <ul style="list-style-type: none"> <li>Bagels will be available as normal from 08.00 am in the restaurant.</li> </ul>
Friday 6 <sup>th</sup> September	All students in at 08.30am – following the normal school timetable

### Arrival and Departure

Please note all **secondary students** will use the **Griffins Brook Lane** entrance for arrival and departure.

All **primary students** will use the **Hay Green Lane** entrance.

### School bag and planners

It is important for us to ensure that **students take personal responsibility for themselves and their equipment**. Students will need a school bag that will be able to house 5 exercise books, a pencil case and a planner.

A change from last year is that we now will expect all students to bring their own pencil cases to use within each lesson. Each pencil case should have at least 1 black pen, 1 green pen, 1 pencil, an eraser, a ruler and a scientific calculator (Casio FX83GTX). We will not be issuing lanyards next year.

Students will need to ensure they bring their planners with them every day once they are issued with them.

### Timings of the School Day

The school day starts at 8.30 and finishes at 3.00pm as usual.

The timing of lessons will be as follows:

Time	Period
08:30 - 09:00	AM Reg/ Tutor Time
09:00 - 10:00	Period 1
10:00 – 11:00	Period 2
11:00 – 11:20	Break
11:20 – 12:20	Period 3
12:20 – 13:20	Period 4
13:20 – 14:00	Lunch
14:00 – 15:00	Period 5
<b>15.00 – 16.00</b>	<b>Period 6 (Mon, Tues, Wed Year 11 only)</b>

### Canteen & Food

We encourage all parents to **send their children to school having eaten a healthy breakfast**. We will also continue to offer every student a bagel each morning. **This will continue to be free of charge. This will be available to students in the restaurant at 8.00am.**

During social times, we will also have the school restaurant running their usual service of hot and cold food. 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.**

### Uniform

We expect every student to arrive on time to school in full uniform. The uniform is an opportunity for all students to show respect and pride as part of the Bournville family. It is incredibly important for students to demonstrate the ability to wear uniform and dress professionally at all times, this is a vital skill that students will need when they enter the world of work. There will be a standards cupboard available to students for emergencies to purchase uniform items such as ties, jumpers, blazers as well as essential stationary / equipment.

**For the avoidance of doubt, the items of uniform that all students must wear are:**

- Black polishable shoes – **trainers are not permitted.**
- Professional black trousers/skirt to the knee (pleated skirts preferred) – **jeans/leggings, stretchy material skirts are not permitted.**
- White shirt.
- Bournville tie worn correctly.
- Navy Jumper – **hooded or tracksuit tops are not permitted.**
- Black Blazer with Bournville badge (badges can be bought directly from the school)
- A bag that will be able to hold at least 5 exercise books and a planner.
- One small pair of studs only.
- One wristwatch - no bracelets, no pandoras, no rings, no hooped earrings. Small studs are the only style of earrings acceptable.
- **No** long false nails or lashes, or facial piercings.

On arrival in September, pastoral staff will be checking uniform at the school gates and the **Bournville standard will be insisted upon. Action will be taken should students not meet our professional standards.**

For full uniform guidelines, please see the school website: [Bournville School Uniform – Bournville School](#)

### **Attendance and punctuality**

Research has proven that poor attendance and punctuality is linked to poor outcomes for children. We must ensure that every child accesses every opportunity provided to them at Bournville so they can achieve the very best they can from their education. Every minute counts!

It is therefore important that all children have excellent attendance and punctuality upon returning to school.

**Your child's attendance target is between 100-97%.**

If attendance falls below 95% research tells us that students on average achieve 1 grade beneath their targets. If attendance falls below 90% the same research predicts a student will on average achieve 2 grades below their target.

Therefore 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.

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

### **School trips and opt out permissions**

We have very high expectations of every student at Bournville so they will achieve the best outcomes. We also want them to have broader experiences that bring the curriculum to life as well as providing them with experiences they may not normally get. We therefore plan several trips that we want your child to be included in.

Last year we noticed that when we sent out messages about trips some children either forgot to get their slips signed or returned and they therefore missed out on the trip. We have therefore decided to work on an optout approach to school trips moving forward. All parents have already signed a general consent form. We will notify you of the upcoming trip and unless we are notified that you want to opt your child out of going on the trip, we will make all the necessary arrangements for them to be included. If the trip extends beyond the normal school day, we will notify you of the timings and again await your opt out correspondence.