BURTON BOROUGH SCHOOL

Student Information Handbook 2021 - 2022

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PRINCIPAL'S WELCOME LETTER

Dear Families,

On behalf of the Governors, Staff and Students of Burton Borough School, I would like to offer you a very warm welcome to our community. I am delighted that your children have been offered places here and, over the next five years, I look forward to working with all of you to ensure that they achieve their full potential.

Starting secondary school is an exciting time which we know your children will enjoy – new environment, new lessons, new people – but at Burton Borough we also understand that the changes from primary school to a large secondary school can seem daunting at first. The small school system we introduced in September 2017 creates smaller communities within the school, each having an excellent pastoral system and a dedicated team of staff. This system allows staff to get to know each child and family personally, so enabling them to quickly pick up on any potential issues. In addition, we would normally have vertical tutor groups with members from all years, this again contributing to our smaller, community feel. However due to Coronavirus, students are in year group tutor groups to support year group bubbles until further notice.

We are an inclusive school and it is our firm conviction that all students, no matter what their backgrounds, needs or abilities, are able to succeed and reach their full potential given the right care, support and guidance. We believe that they have varied gifts and talents which we can encourage and cultivate, both individually and together, so as to bring out the very best in each of them. Staff at Burton Borough possess drive, commitment and high expectations, combined with a passion to help young people succeed which well prepares our students for the next stages of their education, adolescence and journey to adulthood.

'Do not fear to be eccentric in opinion, for every opinion now accepted was once eccentric'

– Bertrand Russell

In a fast paced, ever-changing 21st century, we are living in an age of information where we seemingly have the answers to everything available at the click of a button. It is, therefore, increasingly important that we nurture our students to become confident, lifelong learners who are unafraid to voice their own opinions and debate them in an intellectual, considered and structured manner. Our aspiration is for them to think and ask questions which will propel them into an age of innovation where their creative and critical thinking skills will be more important than ever before. We want our students to be well-rounded, not relying on rote or technology, so that they are fully empowered to compete and engage with their peers, both nationally and internationally.

From the moment you walk through the doors at Burton Borough, I am confident you will feel the vibrant, caring and supportive atmosphere.

I hope that you find this handbook informative, and I look forward to meeting you all.

Yours sincerely,

Krissi Carter
Principal

STUDENT WELFARE AND GUIDANCE

The school has a carefully structured pastoral system consisting of three Small Schools which provide a framework of care, support and discipline within which every student is given the chance to succeed to the best of their ability. Each Small School is made up of these staff:

- Head of School
- Raising Aspirations Lead
- School Manager
- Assistant School Manager
- 2 x Learning Mentors

The lynch pin of the organisation is the period 1 (P1) form tutor who sees the students in a group every day and gets to know each one very well. They are the first contact and will look after the students' general pastoral welfare. Each tutor group is attached to one of the three Small Schools and they support the form tutors in their work and communicate with students and families on academic and pastoral matters.

Every member of staff shares the same aims in encouraging students to attain a high standard of personal behaviour and responsibility. We expect courtesy and consideration to be observed in accordance with our Community Code. This Code provides for the safety, protection and well-being of the whole community.

The school greatly values its relationship with families. We hope that all families will feel able to share fully in the education of their child by attending parents'/carers' evenings and getting to know the staff. We welcome visits, letters and telephone calls from parents/carers and appreciate the opportunities to discuss matters of mutual concern. It is wise to telephone or write for a specific appointment unless the matter is urgent. This way we can make sure that any particular issue can be dealt with most efficiently and that the appropriate member of staff is available for you.

Who to Contact:

- P1 Form Tutor - first contact for all general concerns and enquiries.
- School Manager - for pastoral and welfare concerns.
- Head of School - for specific pastoral issues and academic progress.

Partnership with Parents/Carers – The Home School Agreement

In line with all other schools in the country all families, students and staff are involved with the Home School Agreement. Your child will share this agreement with you following their visit to us on New Intake Day. It is essential that you discuss this agreement, keep it in a safe place and then sign and return the reply slip on the first day with us.

The Vertical Tutor System

We now receive students from over 16 different partner schools. There will be about 255 students in Year 7 and they will be taught mostly in mixed ability classes. The teaching groups are organised by taking into consideration the school of origin, ability, gender, needs of individuals, sporting, musical and artistic aptitude. As students move through the school they will be set by ability for certain subjects. This will be based on their ability in that subject and as such students can move between sets in order to ensure they are taught at an appropriate level.

Within the vertical tutor groups, there will be a range of students from years 7-11, again organised by taking into consideration ability, gender, needs of individuals, sporting, musical and artistic aptitude. We try to achieve a balance so that inter-form, inter-school activities and competitions are valid and fair. The groups remain largely the same for the full five years, unless there is a substantial reason for change. Tutors will also remain with their Vertical Tutor Groups through the school.

Personal, Social & Health Education

At BBS we see the PSHE curriculum as an important part in developing the wellbeing of our young people. PSHE sessions are delivered every week by BBS staff and external facilitators. Students are taught in same age / mixed gender classes. Some PSHE topics are also taught cross curricular and as part of the EEL day programme.

PSHE looks at three key themes: health & wellbeing, sex & relationships and living in the wider world. During these sessions, we will cover a number of topics including online safety, bullying, the Prevent agenda, exploitation, careers, gender, challenging stereotypes to name just a few. If you require any more information on the PSHE topics covered, please contact Mrs Kane.

Rewards and Awards

Students can receive rewards and awards in a variety of ways these include:

- Reward Points are given in lessons for contribution to learning, making good progress and outstanding homework. Reward points are accumulated and awarded with certificates ranging from bronze, silver etc. up to the highest of platinum.
- Positive Notes are given for doing something special.
- Students can receive postcards which are sent home, for completing a piece of work which a member of staff feels is worthy of special merit or for contributing to lessons at an outstanding level.
- Students who make a special contribution to the school whose work is considered to be exceptional will receive a Principal's Award and will have their name put forward for rewards at the end of term Reward Assembly.
- Reward Assemblies are held at the end of each term.
- Small School Celebration Evenings are held once a year to celebrate the successes of selected students. This is a very prestigious event and is by invitation only.
- Students who have excellent attendance and contribute to the wider school community can apply for their Bronze, Silver and Gold awards. These awards precede the platinum status that students can be awarded at the end of year 10.

SCHOOL ORGANISATION

Lesson Times

We operate a six-period day. The times are as follows:

Bell and doors open	8.45
Period 1	8.50 - 9.15
Period 2	9.15 - 10.15
Period 3	10.15 - 11.15
Break	11.15 - 11.35
Period 4	11.35 - 12.35
Period 5	12.35 – 1.35
Lunch	1.35 – 2.15
Period 6	2.15 – 3.15*

*Please note: The times above are the timings of a normal school day. During the pandemic, the lunch break has been shortened and the end of the day brought forward slightly. Until further notice, the end of the school day for each year group will be:

Year 7: 3:05pm
Year 8: 3:07pm
Year 9: 3:09pm
Year 10: 3:11pm
Year 11: 3:13pm

Arriving on Time

We believe that it is essential for everyone to arrive on time. Lateness is largely a state of mind, and as such cannot be tolerated. We expect all students to be:

on site 8.45am
at P1 (tutor time) 8.50am

Any student who arrives on site after 8.45am will be late for P1, as it takes five minutes to get from the front entrance to tutor rooms. Electronic registration will take place at the start of P1 and in each lesson thereafter.

Every student who arrives after 8.45am will have their uniform checked thoroughly and sign in at reception. They will be given a printed slip to show their teacher when they arrive at lesson. Any student who persistently arrives late will be expected to attend a meeting with their Head of School and may be put on a School Attendance Report.

Students must report to Reception if they arrive after 8.45am and sign in, so that a full register is available for health & safety and safeguarding purposes. If any student arrives late in school, without an authorised absence, they will receive a sanction.

UNIFORM

The Principal, Staff and Governors at Burton Borough School believe a smart school uniform to be essential. By wearing their uniform our students are showing everyone, and most of all themselves, that they are proud members of the Burton Borough community.

We expect students to wear their uniform with pride not only in school, but also on the journey to and from school.

TRAINERS AND BOOTS ARE NOT SUITABLE UNIFORM FOR ANY STUDENT AND ARE NOT ALLOWED. Shoes should be sensible black and of a substantial nature; for safety reasons must not be sling backs, sandals, mules, pumps or have high heels. They must be **plain** black leather or pvc leather **not fabric or canvas**, and not coloured or patterned with white flashes or anything else. Please take great care when purchasing shoes as it will be expensive to resolve a mistake. Also, please be aware that many shops and catalogues will sell shoes as "suitable for school". Such a statement does not mean that they will be an acceptable part of our school uniform. Students wearing inappropriate shoes will be expected to change out of these. Sanctions will be imposed for students who do not follow our uniform code, although we hope that by making our expectations clear this is not likely to be needed. Should you be uncertain about any aspect, then please contact the school for clarification before you purchase items.

We believe that at a time when fashion changes with startling regularity, a uniform ensures that students are always sensibly and smartly dressed. All items of uniform are available from Mary's Tots and Teens, Newport or Baker & Son, Wellington our preferred suppliers. The standard black tailored trousers and white shirts/blouses are of course available at most school outfitters. Outer wear should be substantial and not "high fashion". Denim, fur or leather is not to be worn. **Hooded tops are not permitted anywhere on the school site and will be confiscated** for named parents/carers to collect.

Extreme Fashions and Styles

We are most grateful to families for sending their children to school correctly dressed. It is pleasing to note that the students themselves take pride in their appearance and we do encourage them to make sure that their hair is tidy and not cut or coloured in any extreme of fashion e.g.: we do not accept shaven heads, shaven patterns, outlandish hair styles, dyed hair of an unnatural colour, or the diversity of facial or body piercings that fashion sometimes gives rise to. Piercings

must be kept to one piercing on each ear lobe with a small gold or silver stud (4mm maximum). Our aim is to encourage young people to understand the appropriateness of appearance in a variety of situations and that what is acceptable in a disco or on a beach for example is not appropriate for a working environment.

PLEASE MAKE SURE THAT ALL ITEMS OF CLOTHING, SPORTS GEAR AND EQUIPMENT ARE CLEARLY MARKED WITH YOUR CHILD'S NAME.

BBS UNIFORM – SEPTEMBER 2021

We believe uniform is important because it helps to develop a sense of personal pride and form good habits for a student's journey into adult life.

What constitutes 'appropriate' is down to the discretion of the Head of School, Senior Vice Principal and Principal in all elements of uniform.

Uniform		Comment
Blazer	Black blazer with badge on chest pocket and sleeves rolled down.	All students must wear their blazer around school. Students may be allowed to remove their blazer in lessons at the teacher's discretion. Blazer sleeves are NOT allowed to be rolled up.
Trousers	Standard full length black tailored trousers.	NO hipster, skinny, flared trousers, jeans or trousers with exposed fashion buttons, laces or zips. There should be no bare leg on display, the bare ankle should not be seen.
Belts	Plain black belt.	NO large belt buckles.
Skirt	Kelso tartan skirt (blue). All skirts must be on the knee in length. No other skirts are acceptable.	Skirts MUST NOT be rolled up.
Shirt	White shirt or blouse. These may be either long or short sleeved but must be capable of being tucked into trousers or skirts and must be tucked in at all times. There must be a top button that can be done up so that the clip-on tie can be attached.	NO short-fitted blouses or un-tucked shirts. Regular collar. No rounded collars.
Jumper	Black "V" necked sweater (optional) worn underneath the blazer.	NO hoodies and they are not to be worn as either a jumper or a coat, except for Year 11 'BBS Leavers Hoodies' in the last week of term before study leave. Any hoodie worn on site will be confiscated until parents/carers collect it.
Tie	School Tie – Clip-on with Small School logo. Students who represent their County/Region/Country in any form of Sport, Expressive Art or BBS band who have been awarded a tie can wear this in place of their school tie as a privilege. Students must seek	NO ties unclipped or positioned lower than the top button in school.

	permission from the Principal to do so. Year 11 Senior Platinum Students wear platinum, silver tie.	
Socks	Plain, black socks that must cover the ankle.	NO coloured socks or leggings. NO trainer socks.
Tights	Black or flesh coloured.	NO patterned tights, lace tights, fishnet tights, coloured tights or footless tights.
Shoes	Sensible, plain, black leather or PVC leather school shoes with sensible heels (height 3cm). They must be plain black shoes and if they have laces they must be black. The ankle bone must not be covered by the shoe.	NO fabric, canvas, trainers, 'converse-style', sports shoes, pumps, sandals, creepers, wedges, dance slippers, sling backs, mules or boots. Students wearing inappropriate shoes will be expected to change out of them. If you are unsure what is not acceptable, please check with Small School team before purchasing.
Coat	Plain coats are recommended but not compulsory. Coats to be worn over uniform to and from school.	NO coats worn in school and they must not have inappropriate logos/slogans.
Bag	Large enough and strong enough to carry the necessary books.	NO small handbags that cannot fit books.
Make up	Subtle make-up is acceptable at KS4 - this is natural foundation and includes clear nail varnish.	NO makeup is allowed in KS3. NO blusher or bronzer, a subtle coat of mascara. NO thickly coated eyelashes, false eyelashes, eye lash infills, eye shadow, eyeliner or pencilled in eyebrows. NO false nail extensions, clip-on nails or coloured nail varnish. Staff reserve the right to ask students to remove excess make-up at their discretion.
Hair Styles	Sensible hair styles.	NO extreme hair colour or styles such as backcombed hair or shaved patterns (see page 8).
Hair Accessories	Plain, dark blue or black hair bands or bobbles.	NO coloured hair bands, bobbles or large flowers.
Jewellery	A watch and one small (4mm maximum) plain gold or silver stud per ear. Two charity wristbands are permitted and in addition one anti bullying wristband. A religious bangle may be worn and any religious necklace can be worn underneath the shirt which if it is confirmed in writing by the parent/carer.	NO large earrings, ear gauges, ear cuffs, dangly earrings or fashion earrings. NO bangles, bracelets or non-charity wristbands, non-Small School charity badges. NO rings. ALL other body piercings (tongue, nose, lips, belly button, eyebrow etc.) ARE FORBIDDEN ON THE GROUNDS OF HEALTH AND SAFETY IN AND AROUND SCHOOL.
Headwear	Plain black headscarf or plain black turban.	Can only be worn for religious reasons. (To be discussed with Head of School).
Contact Lenses or Glasses	Prescription lenses and glasses only.	NO coloured contacts or fashion glasses.

Burton Borough School respects equality and diversity and in instances where students are going through a gender transition process, or do not wish to be defined by a gender, school will liaise with the family on a case by case basis to determine the appropriate uniform. Please contact your child's Small School team to discuss further.

The school reserves the right to confiscate items that are being worn or used inappropriately and can ban unforeseen items that may come under 'fashion items' but are not specifically stated in our uniform code. This uniform is available from Mary Tots and Teens in Newport or Baker & Son, Wellington. If you have any doubts or concerns, please contact your child's School Manager.

PE Uniform

Girls' PE Kit	**Boys' PE Kit**
Core items:	***Core items:***
• Polo shirt (embroidered) • At least ONE of these three items: 1. Full zip training top (embroidered) 2. Full zip insulated training top with hood (embroidered) 3. Quarter zip training top (embroidered) 4. Rain jacket(embroidered) • At least ONE of these four items: 1. Skort (embroidered) 2. Leggings (embroidered) 3. Shorts (embroidered) 4. Training pants (embroidered) • Plain white sports socks • Trainers • Towel • Gum shield (hockey and rugby) • Football boots (optional) • Shin pads (optional)	• Polo shirt (embroidered) • Shorts (embroidered) • At least ONE of these four items: 1. Rugby shirt (embroidered) 2. ¼ Zip training top (embroidered) 3. Full zip insulated training top with hood (embroidered) 4. Rain jacket • Navy blue football socks • White indoor sports socks • Trainers • Football boots • Towel • Shin pads • Gum shield (hockey and rugby)
	Optional:
	• Training pants (embroidered)

- Students may also wear plain navy blue or black base layers when on outdoor sports.
- Boys are required to wear shorts when participating in sports which are inside.
- No jewellery is to be worn during PE lessons.
- Hair must be tied back – no clips or headbands are permitted.

Please do not purchase uniforms with sponsors' logos on them or the most up to date football boots or trainers in case they go missing.

Please make sure that all items of sports gear and equipment are clearly marked with your child's name; this includes the bag or case as we do have over a thousand black PE bags.

It is not necessary for students to have the latest fashion or high-tech sportswear to participate in PE lessons. All PE kit is available to purchase from Newport Sports, Newport and Baker & Son, Wellington. Both companies have links on our school website.

STUDENT EQUIPMENT

Students often have several books and equipment to carry to and from school and it is essential for them to have a bag or rucksack, but not a handbag. Please ensure that this bag is not too large as it can prove a real problem for students when moving from class to class if it is bigger than necessary.

Students are expected to provide their own pens, pencils, calculator and an exercise book for rough work. We would like all students to have their own pocket dictionary, such as Collins dictionary and to bring it to school each day. We expect all books, including exercise books to be treated with respect and kept clean from graffiti/doodling. A reading book is essential as we enjoy reading sessions on a daily basis.

Art

Art requires students to use a sketchbook to select and record observations, ideas and information. Parents/carers are asked to provide a good quality A4 size sketchbook at the beginning of Year 7 that will last until the end of year 9. While sketchbooks of various types and qualities can be purchased from local shops, many of these have flimsy covers and bindings that do not stand up well to constant wear and tear. The Art Department can order, on parents/carers behalf, very high quality well bound sketchbooks from a local manufacturer which should last until the end of Key Stage 3. These will be available direct from your child's Art teacher in September at a cost of £4.00.

Clothing for Practical Lessons

Aprons and overalls are essential for art, design technology and science. Students need to wear an apron which protects their clothes from dust, paint, or food. The apron should be cream and made of strong cotton. These can be purchased from Mary's Tots and Teens, Newport or Baker & Son, Wellington.

Necessary Equipment

All students are expected to bring to school various pieces of everyday equipment this includes:

- Pencil case
- Suitable black pen, red pen and green pen
- Eraser
- Ruler, compass and protractor
- A reading book
- Calculator
- Pencils, including coloured pencils
- Pencil sharpener
- Glue stick

YEAR 11 PLATINUM STATUS

Year 11 students can apply for Platinum Status. This is a privilege status and is earned by students who have shown that they are excellent role models to younger students. We now allow students the opportunity to apply early at Easter in year 10, meaning that they gain Platinum Status for the summer term. We expect students who will be awarded the Platinum Status, to have displayed the following during the course of year 10:

- Excellent attendance.
- Excellent punctuality to school.
- Excellent punctuality to lessons.
- Willingness to fully abide by school rules regarding uniform without any argument or dissent.
- Consistently good attitude and effort towards learning in lessons.
- Consistently appropriate behaviour (in and out of lessons, and on the way to/from school).
- Consistently meeting deadlines for homework.
- All coursework is up to date.
- Many of these students have also taken up the volunteering posts available to year 10 students whereby they help in a variety of departments around school at lunchtimes and after school.

Students granted Platinum Status will sign a contract to ensure that they will adhere to the criteria above which includes undertake one lunchtime duty a week and are allowed:

- To wear a BBS platinum tie.
- To purchase and wear the BBS Platinum Status badge.
- To enter the dining hall first.
- To go into Newport on the four days when they are not required for the lunchtime duty, given they have family consent.
- To receive a Platinum Status photo discount card which gives discounts on products in local shops such as Subway, Costa Coffee and McDonald's.
- To gain entry to win prizes in the Platinum Status reward assemblies.
- Our aim is for every student in year 11 to be eligible for this award, providing they fulfil the criteria.

STUDENTS' PROPERTY

Valuables

Please discourage your child from bringing valuable items to school. It is vitally important that during PE lessons all valuables are placed into the safe possession of the member of staff so they can be secured away and are not left in the changing rooms unattended. Monies placed in the tray must be in a wallet or envelope to ensure their safe return.

Students and families must understand that the school cannot be held responsible for any item that is not placed in the safe possession of the member of staff.

Money

All money brought into school that need to be handed in for a specific purpose must be placed in a sealed envelope with the details on the outside.

Mobile Phone Devices

If these have to be brought into school, they **must be switched off at all times in the teaching building** and out of sight, unless at the discretion of the teacher they are allowed to be used as a learning resource in that lesson. Mobile phones **MUST NOT** be kept in the top blazer pocket or shirt pocket. Students may only use mobile phones during social times outside the teaching buildings. If a student misuses a phone in any way in lessons or around the school, it will be confiscated and will be deposited with the Small School. Should a phone be confiscated again, it will only be returned to a parent or carer. The length of the confiscation will depend on the number of times the phone has been confiscated. Please see Mobile Phone Policy in the Home School Agreement and Behaviour Policy on the school website. If a student needs to call home urgently, they can use the telephone in the Small School office. See Home School Agreement Policy.

Earphones

Earphones must be kept in the inside blazer pocket or bag, they **MUST NOT** be used in lessons or around school in between lessons, be kept in the top blazer pocket or shirt pocket or dangle down over uniform in lessons or in between lessons will be confiscated and handed to the relevant Small School office. See Home School Agreement Policy.

Lost Property

All items of lost property are usually placed in the lost property bins situated in the sport hall. We do make every effort to return all items that are named to the student as soon as possible.

LUNCHTIME ARRANGEMENTS

Like most secondary schools we have a cash restaurant, in which students choose what they want or what they can afford from a wide variety of dishes, and pay for what they have at cash desks. Students who have lunch must remember to bring their money each day. Money will not be lent to students. Those who are entitled to Free School Meals are issued with a ticket which entitles them to have an adequate meal. If the meal they choose costs more than the fixed amount (currently £2.50) they must pay the difference. Students may bring a packed lunch and they are welcome to supplement their packed lunch by buying items from the restaurant if they wish.

Under no circumstances should glass bottles or cans be brought into school. This is a safety measure, for example if these are left on the field, our mowers will cut them into small, sharp and highly dangerous shards. We do however positively encourage plastic bottles of drinking water to be brought to school as this does have a positive impact on concentration. Any form of energy drink or fizzy drink such as Coca-Cola are not allowed on school premises. A drinks vending machine is located in the school hall which students can use at break-times. Only water should be drunk in lessons.

There is a focus on healthy eating and the restaurant provides a variety of healthy food with wholemeal bread, salads, fruit, cheese, etc. We also have a sandwich and snack bar as well as a selection of set meals. All of these comply with national healthy foods guidance and standards.

If your son or daughter has a dietary need and requires special food, please let us know and we will do our best to arrange this.

Students will be expected to remain on the premises for the whole of the school day including lunchtime and break time unless we receive a letter stating categorically that the student will eat lunch at home. Separate arrangements are made for year 11s with Platinum Status.

SAFEGUARDING AND STUDENT WELFARE

Safeguarding Team

At Burton Borough School we have a qualified and dedicated team which handles any safeguarding issues that should arise in school on a daily basis. We take all matters regarding the safety and welfare of our students extremely seriously and have expanded our qualified team of support to acknowledge this.

Our team is:

- Mr Morgan Senior Vice Principal
- Mrs Cousins Head of Safeguarding
- Safeguarding Governor Mr Scollay

In addition, all Senior Leaders and School Managers are Designated Safeguarding Officers.

COMMUNICATION WITH PARENTS/CARERS

BBS Newsletter & Small School Newsletters

Once each month the Principal writes to all families with details of that term's events, achievements and notices. It is also an opportunity for the Principal to highlight issues and detail concerns. In addition, each of the three small schools will publish a termly newsletter of news and achievements of their small school.

My Child at School (MCAS)

MCAS is part of our school management information system which allows you access to view your child's attendance, behaviour, exam timetable (if applicable), reports, timetable and academic calendar.

In addition, there is also the facility to view your and your child's contact details and by a simple process you can submit changes which will be viewed and accepted by the school's Central Admin Team.

After your child has started with us at BBS, we will issue you with login details for the main contact and a user guide. Should you require any other contacts to have access to this system, you will need to contact school.

E-Mail Communication

Most families find receiving up to date information and news through e-mails much easier than searching through school bags for the latest notes. Please share your email address with school so we can keep you informed. Our staff at Burton Borough School can also be contacted via the contact tab on our school website.

Social Media

School operates a number of social media accounts. The main school Twitter account can be found at @BurtonBorough, by following this account you will find all the subject and small school accounts. In addition, school also has an Instagram account @burtonborough.

Parents'/Carers' Evening

Each year group has an evening when teachers are available to discuss students' progress. Parents/carers have an appointment form which students fill in. Of necessity, timing is limited to three minutes per subject interview. Representatives of the three Schools, Senior Leadership Team and Governors are also available. If more time is needed parents/carers are encouraged to come into school for a more private and personal discussion. This meeting will either be face-to-face or via Microsoft Teams.

Academic Monitoring

There have been major changes to assessment nationally for all schools. This is no different at Burton Borough School. At the beginning of each Key Stage, targets are set for students using KS2 data. The progress of every student is then monitored against these targets. Monitoring takes place at regular intervals throughout the year and a report is written once a year with targets for improving progress. All the results are recorded on each student's Personal Monitoring Record and sent home using dates set out in the school calendar.

Reports

In addition to the Parents'/Carers' Evening, students also have one written report per year. This document is shared by students and staff and concentrates on the student's positive achievements and their targets for the future. Again, parental response is encouraged. Please inform your child's Tutor if a second copy is needed for a parent/carer not living with you and your son/daughter.

Personal Study Diary (PSD)

Students have their own Personal Study Diary which we ask parents/carers to check daily and sign regularly. There are opportunities for recording in and out of school achievements, targets, communication with families and, we hope rarely used, a 'sanctions' sections. This book is a useful on-going record of progress. Students must carry their PSD with them at all times. Failure to bring their PSD into school will result in them being recorded as 'not being prepared to learn'. If the student loses their PSD, a replacement has to be purchased at £5 from the Small School office.

Pupil Premium

If your child is in receipt of Free School Meals, or has been in the past 6 years, they may be entitled to Pupil Premium. This provides a wealth of opportunities, funding and support for your child. Further details can be found on our school website and also available on request from school.

Homework

The importance of homework

Homework offers an opportunity for students to consolidate, extend or review their learning. It is an opportunity to study materials in preparation for the lesson, display your knowledge and understanding in an imaginative or creative way or investigate and explore topics in more detail.

Homework also promotes and encourages the development of important life skills such as prioritising, organisation, accountability and time management.

How do I know what my homework has been set and where will I find details about the tasks?

Teachers will put details of the homework on the student portal of Bromcom and MS Teams and parents/Carers can view the homework set in the My Child at School portal, login details for this will be provided after each child has joined our school. In many cases your child's teacher will

add additional information such as websites, videos or other resources to help them with their work. Homework will be set in class but it is the responsibility of the student to log in to showmyhomework and access the materials. Students who do not have access to a computer or device can collect all necessary materials from their class teacher.

How much homework will my child be receiving?

During Key Stage 3 we would expect most students to be completing:

- 1 hour per week each of maths; science; English and modern foreign languages.
- 30 minutes per week each from geography, history, music, drama, art, design technology and IT.
- *During Key Stage 4 we would expect most students to be completing:*
- 1.5 hours per week each of maths, science and English; 30 minutes of religious studies.
- 1-1.5 hours per week from all other option subjects.

Homework may be set according to the time scale above, however individual departments may also choose to set a project lasting three weeks, for example. The expectation is that three weeks' worth of homework time is spent on completing the project.

Feedback:

Feedback is an essential part of the learning process and will be provided to your child in regard to their homework. This may be teacher feedback, peer feedback or self-reflection using a success criteria or marking scheme provided by the teacher.

Support with homework:

It is essential that if the homework is not understood, students approach their teacher for further explanation before their homework deadline. The Special Educational Needs team offer a homework club after school and lunchtime homework clubs are run by our learning mentors.

Failure to submit homework:

Failure to submit homework will be recorded as a sanction and a detention may be issued at the subject department's discretion. A continual pattern of homework sanctions may result in the student being issued an after-school detention and put on homework report.

ATTENDANCE

Regular attendance is vital if students are to succeed, and data shows it has a significant impact on attainment results. You must telephone school on the first day of your child's absence and ask for or select 'attendance option' and confirm with a **written note** to the P1 tutor if the absence is longer than a day. If you do not do this, you will receive a telephone call or text from school asking for reasons for your child's absence.

Legislation requires the school to maintain an accurate record of absence. These records will be included in all reports to parents/carers and in the final National Record of Achievement. For the benefit of parents/carers and students we have attempted to clarify the two types of absence as follows:

Authorised absence

1. As a result of illness, supported by a note from parents/carers or medical expert.
2. Leave for medical or dental appointments, confirmed by a note from parents/carers or by bringing an official appointment letter into school or an letter/email to their child's small school office.
3. Family bereavement.
4. Exceptional circumstances, where the school is satisfied that the situation is truly unavoidable.

Unauthorised Absence

Any absence which does not comply with the guidelines set out above.

If you have any concerns regarding these guidelines, then please contact the school and ask to speak to your School Manager or Attendance Officer. We are only too ready to listen and provide advice on particular situations.

Attendance Levels

If a student's attendance drops below an acceptable level, in agreement with the Education Welfare Officer, school will issue a Letter of Concern to parents/carers. If the attendance does not begin to increase, Small School staff, or in more serious cases Education Welfare Officer, will issue letters of concern or may contact parents/carers over the telephone. School may also issue a medical letter, in consultation with the Education Welfare Officer, requesting evidence of doctor's appointments or prescriptions.

Family Holidays

Parents/carers do not have the right and cannot demand leave of absence to take their children out of school during term time. Only in exceptional circumstances following criteria agreed by the Principal and Local Authority will permission be granted. This is only an authorised absence if permission has been sought a reasonable length of time prior to the event, and that the school has granted that permission. Authorisation cannot and will not be given after the event.

Should you feel that your circumstances are truly exceptional then application forms may be obtained from and returned to the Student Services Office or a downloadable version is on the school website in the policies section.

Illness at School

We have a very limited area where students may rest for a short time and where minor injuries can be dealt with. If students need to go home or to a doctor, a member of staff will telephone a family member or other emergency contacts named on the emergency sheet. If any student suffers a serious injury or if a medical emergency of any other kind arises, we will call an ambulance and inform parents/carers.

These arrangements underline the importance of families giving us up to date contact information, and particularly the person or persons named as emergency contacts and any underlying medical conditions or treatments. Please remember to keep us informed of any changes, especially mobile telephone numbers.

Medical

Staff are not allowed to give any kind of medication to students. Only prescribed medicines that need to be taken during school hours should be brought into school. They should be taken to the Student Service Office with a completed copy of the 'request for school to administer medication form' which can be downloaded from our school website. Alternatively, a letter/email from a parent/carer can be provided. It is particularly important that students who require inhalers leave a spare inhaler with the First Aid Team in Student Services in order to minimize delays in dealing with this condition. It should be emphasised that we do not have a school nurse but are able to provide the level of care given by an experienced parent.

Should a student have any complex medical needs that school need to be aware of, please contact your child's Small School Manager for a discussion in the first instance.

Leaving School Early (Pass-Out System)

Sometimes it is necessary for a student to go out of school to visit the doctor, dentist, optician, etc. Permission will be given only if a **letter/email from parents/carers, the pass-out page in the PSD or an appointment card** is produced. The student is then given a pass-out by their Small School. Students must sign out at Reception and will be asked to show as proof of authorisation to leave school. If a student is returning to school, they must also sign back in at Reception.

We are not able to accept telephone calls as authorisation for temporary absence during the day, as we are not always able to check their authenticity.

If, in an emergency, you find it necessary to send a friend or relative who is not known to the school, to collect your son or daughter, we ask you to send a letter/email giving your consent to the student leaving the premises.

Emergency Arrangements

Should school be closed for any reason e.g.: serious snow conditions, the information will be broadcast on Radio Shropshire, Twitter, Instagram and the school website. Please ensure that your child has a contact number and address in case of any sudden emergency arising in school and that we are kept updated of any changes in mobile numbers and addresses.

SANCTIONS

These act as an 'early warning system' and are given to students for issues ranging from incorrect uniform or poor behaviour to forgotten homework. Tutors will monitor these and take appropriate actions to ensure these are reduced. These are summarised in My Child at School so that parents/carers have been made aware of this issue. Too many sanctions may result in a student being placed on report to help them resolve the matter.

Small School Detentions

These are given to students where their behaviour or an offence is deemed to be of a more serious nature. Detentions can take several forms, ranging from a missed break time or lunchtime to an after-school detention. On the rare occasion that a child should be needed to be detained after school then 24 hours' notice of this will be given to parents/carers either in the form of a letter/email or a phone call.

Families should note that under the DfE guidelines, schools can legally insist on a child's attendance to detentions even without permission from parents/carers. However, we would hope that parents/carers would be supportive of this level of sanction should it be deemed necessary.

ANTI-SOCIAL BEHAVIOUR

We feel that social times in school are a huge part of a students' personal development. To ensure that these times are happy and positive students sign a social time code of conduct which reminds students of what is expected of them in order to maintain our calm and safe environment.

Bullying

Like all other schools and adult workplaces, we may have some students whose behaviour causes us concern from time to time. Our aim is to ensure that every student feels happy and secure in school. It is important that all staff, students and families know what is meant by bullying and what procedures are to be taken should it occur. The school views it very seriously and appropriate action will be taken, depending on the details of each and every case.

It is important that we do our best to prevent bullying and if it does happen that we become aware of it quickly so that it can be resolved. In order to do this, we have an open culture which encourages students/parents/carers to easily discuss any concerns that they may have. This includes:

- Daily sessions with Form Tutors who know each student well.
- A School Manager or Assistant School Manager is linked with each Small School. As they are not teachers, these people are available full time to discuss issues.
- Year 10 & 11 mentors.
- Email reportbullying.bbs@taw.org.uk if a student is being bullied or wishes to report bullying. This goes directly to Mr Morgan's email.
- Anti-Bullying Ambassadors.

A full copy of the school bullying policy is available on request or can be found on our school website in the Policies section.

What is bullying?

Bullying is when people deliberately hurt, harass or intimidate someone else **over a period of time**.

Characteristics of Bullying include:

Deliberately being hurtful and frightening, repeated over time, hidden from adults and use of power over other students.

Smoking

There is a 'no smoking' policy operational throughout the school site and the immediate proximity. Students are not permitted to smoke (this includes e-cigarettes, vaping or any tobacco/herbal based substances) and if found smoking or in possession of any form of smoking materials the following sanction will be taken:

- Families are informed.
- All confiscated materials including vapes etc., will be destroyed.
- Parents/carers and the student will be asked to sign a 'no smoking' agreement. The Burton Borough policy is available on our school website.
- Students are encouraged to find ways of stopping smoking by attending a drop-in session at school run by the National Health Service.

Alcohol and the Use of Illegal Substances

Our policy is very clear in that we will not tolerate the use of these substances within school and any student found to be either in possession of or to have partaken of these substances will be excluded from school and parents/carers and relevant authorities informed.

ENRICHMENT ACTIVITIES

Visits and Outings

During every student's career in the school there are many opportunities for journeys outside school. These include many day visits to places of interest and special events.

For several years, students have had the opportunity to take part in a range of extended visits including France, Spain and Venice. This is in addition to various sporting events, some of which are residential. In recent years we have had expeditions to Tanzania and Borneo for the students. Earlier in 2020, there was a trip to Iceland and a further three-week expedition will be planned when Covid restrictions permit. It is the intention that an expedition will take place bi-annually.

EEL Days (Enriching and Extending Learning)

These are school days where the usual timetable is suspended and enrichment activities are organised, these may be trips out of school for the whole or part of the year group.

BBS VOICES

We value the input of all families and students at Burton Borough. We hold regular informal meetings throughout the school year where families can attend and are encouraged to discuss any issues they may have. We carry out parent/carer and student surveys throughout the year, at every school event we hold we ask for our parent/carer voice questionnaire to be completed, the

feedback of which informs next steps of development for us. From this valuable feedback, we are able to continually improve the service we provide for our school and community.

LRC (LEARNING RESOURCE CENTRE)

The LRC is open to everyone at Burton Borough. Its aim is to support learning, both in class and to encourage individual students to become independent learners. The LRC offers a wide range of quality resources for all areas of the curriculum. There is also a wide variety of non-fiction, fiction books, magazines and newspapers, audio books and DVDs. There are several computers on the school network which can be used during lunch and after school. Students are encouraged to borrow books etc. as from a local library.

The LRC also holds regular book sales, quizzes and charity events.

BBS UNIVERSITY

At Burton Borough School we have long had a fantastic reputation for the extra-curricular offer provided by PE and the Performing Arts. However, we believe that where provision for high potential students is good then the extra-curricular offer is broad and there should be some flexibility in the curriculum to help them express themselves. As a result, we have expanded our offer so that it covers a wider range of subject areas and skills. It has been proved over and over again that if you raise the aspiration and achievements of the more able students then there is a noticeable impact on the wider school population. And so the Burton Borough University was born!

The Burton Borough University is an extra-curricular programme which is now developing further by involving super-curricular courses. The purpose of this is to deliver 'Cultural Capital' to the students and our activities concentrate on developing a growth mind-set as well as broadening their educational experience. We aim to enable all students in the school to be suitably challenged beyond the requirements of GCSE.

We offer subject specific activities, clubs and competitions as well as some larger projects run by external providers. These sessions may run at lunchtime or after school, depending on what is most convenient for the departments concerned, and it is an expectation that each faculty area runs at least one per year.

We want to celebrate the success of students in exploring their full range of talents and abilities. If we can give them opportunities like this, who knows where they might take them?

STUDENT DEMOCRACY

Student Democracy at Burton Borough School is built upon three main strands:

- Eco-committee
- Anti-bullying Ambassadors
- Student Democracy Team

All year groups are welcome to take part from years 7 – 11. Meetings take part weekly with Miss Beaver and participation in assemblies and associated events is encouraged. We are currently Silver Award winners working towards our Green Flag award for the school. Anti-bullying ambassadors will be given training and also work with the BBS Wellbeing team. Teaching and learning is also a key focus, where students regularly liaise with teachers to help develop schemes of work and Period 1 activities for the whole school.

MINDFULNESS

We have a group of Staff Wellbeing Mentors trained who are able to help and offer advice and support to any student who feels they need it. These mentors are from lots of different areas in school so students can choose who they want to speak to. If a student asks them if they could meet with them, they will arrange a time that they can sit down and speak to the student and they can meet with the student regularly if that is something that would help them. There are posters displayed around school and on the television screens telling students who the mentors are. They are happy for students to approach them whenever they feel comfortable to.

Alongside this we also have 16 student wellbeing mentors attached to small schools. These wellbeing mentors operate a drop-in service three lunchtimes a week or can work with students individually if their small school attaches them to an individual student. This can be really helpful if you are in Year 7 and you are worried about homework or social times as the mentor can work with you because they have been in the same position as you and can offer really helpful advice or support.

TRAVEL ARRANGEMENTS

Bus Travel

Travel to and from school is provided by Telford and Wrekin for students who live more than 3 miles from the school but within the catchment area. Travel passes can be applied for and are issued by Telford and Wrekin travel department Telephone Number (01952 384620). The safe and secure transport of students on these services is of paramount importance to us and CCTV is present to ensure we can identify any inappropriate behaviour.

The following must apply to all bus users:

- Students must carry their travel passes at all times whilst on the school bus.
- Students must only use the bus route for which the appropriate colour pass has been issued.
- Students must use the seatbelts provided and should not stand until the bus has come to a halt.
- Students must not distract the driver in any way.
- Students are required to follow any protocols put in place by the government to ensure that everyone is safe during the Coronavirus pandemic. This includes the wearing of face masks as required until further notice unless medically exempt.
- Parents/carers will be informed of any behaviour that is deemed to be dangerous or that endangers the health and safety of other users. Persistent offenders will have their bus pass revoked. Poor behaviour will not be tolerated on the school buses. Reported incidents may result in CCTV footage being used and short-term removal of bus passes by the Principal.

Cars and Parking

We ask for your co-operation in **NOT driving into the visitors' car park to drop students off.** This entails driving out of gates used by students to walk into school and endangers their safety, as does parking or turning within the vicinity of the two gates. If picking your child up by car is unavoidable please arrange a suitable place away from school where your child can walk and meet you, or park beyond the bollards where the buses enter Audley Avenue.

We would ask you to be respectful of other road users and not to park across driveways or in such a fashion as to prevent two-way traffic from passing. Please do not park on the zig-zag lines.

At present we have very limited accommodation for cycles and cannot guarantee their safety. Acting on the advice of the local police, we have made the following stipulations:

- We recommend that your child wears a helmet.
- Bicycles must be roadworthy and MUST by law have lights at all times.
- Students must not on any account ride bicycles on the school premises as this endangers the safety of others.
- The bicycle must be ridden on the road in a safe manner and account should be taken of the large school bags which have to be carried to and from school.
- Students must understand that they will be banned from bringing cycles on to the premises if they do not act safely and responsibly.
- Students are encouraged to use the cycle racks provided on the premises to store bicycles during the school day, ensuring that they are also locked during the school day.
- Students are not allowed to travel to school or from school on their own moped/motorcycle.

PAYMENTS

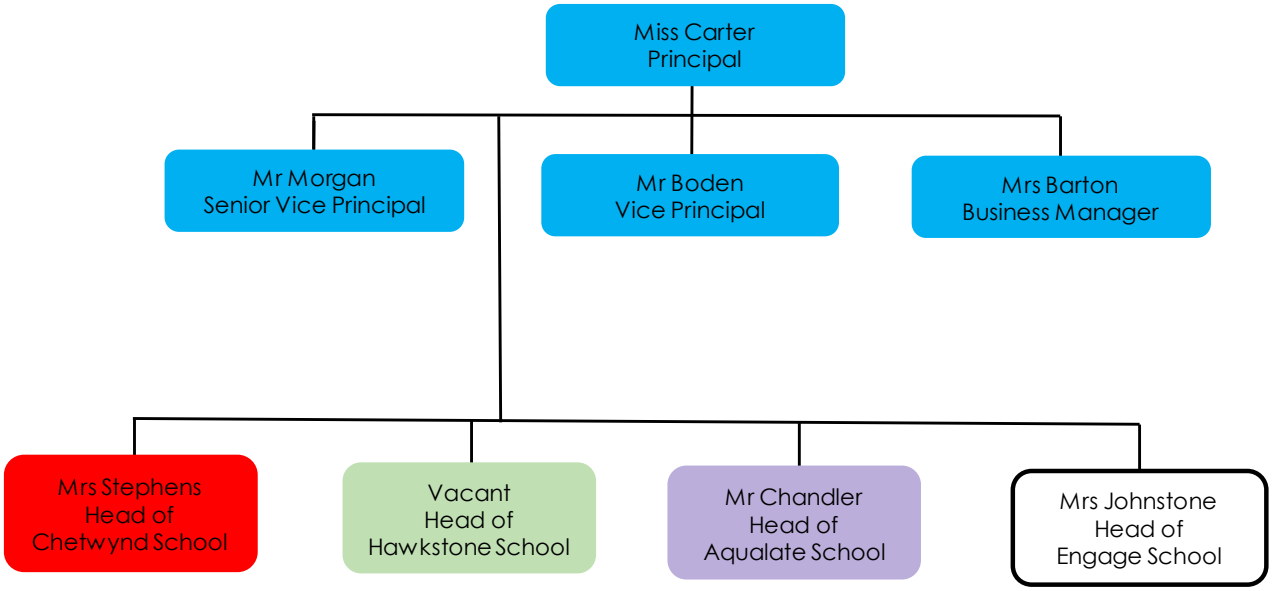
At Burton Borough we provide many opportunities for our students to take part in educational activities including day and residential trips. We also offer students the chance to purchase a range of resources to assist with their studies.

We are able to offer our families the ability to pay either by cash, cheque or online in My Child at School.

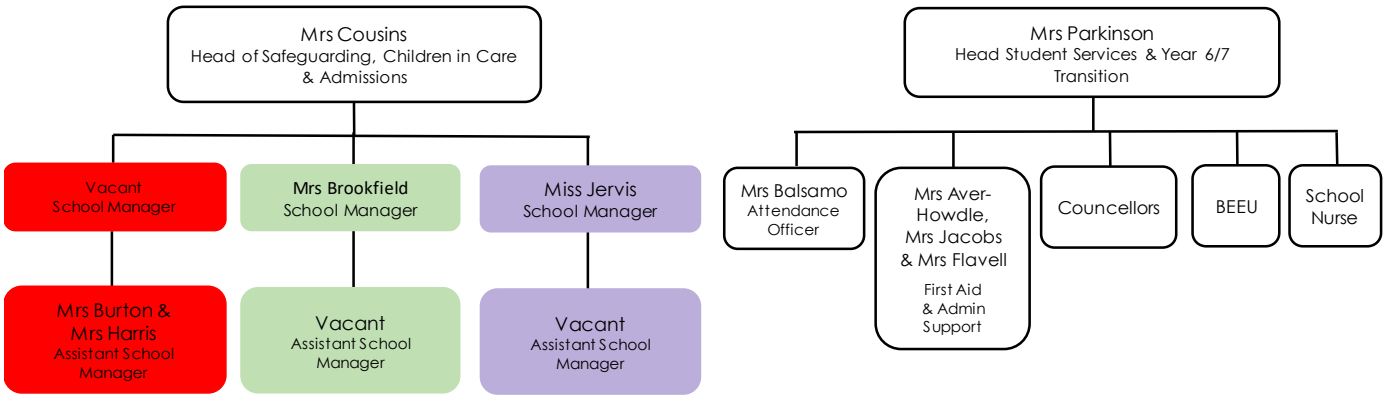
If you choose to pay by cheque or cash, your child will need to bring the payment in person to the Finance Office in a sealed envelope (**not** given to their subject or P1 tutor) whereby the Finance Team will issue a receipt. Cheques should be made payable to Burton Borough School with the student's initials and P1 tutor group written on the reverse, together with the name of the trip or item being purchased.

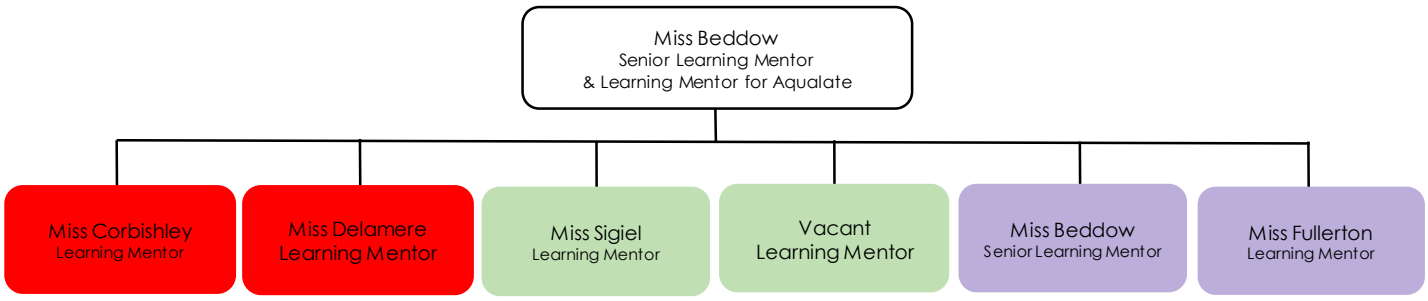
GENERAL INFORMATION

Senior Leadership Team



Small School Team





SCHOOL TERM AND HOLIDAY DATES 2021 -2022

Autumn Term	Monday 6th September 2021	-	Friday 17th December 2021
Half Term	Monday 25th October 2021	-	Friday 29th October 2020
PD Days	Thursday & Friday 2nd & 3rd September 2021		
	Monday 15th November 2021		
Spring Term	Wednesday 5th January 2022	-	Friday 8th April 2022
Half Term	Monday 21st February 2022	-	Friday 25th February 2022
PD Day	Tuesday 4th January 2022		
Summer Term	Monday 25th April 2022	-	Thursday 21st July 2022
Half Term	Monday 30th May 2022	-	Friday 3rd June 2022
Bank Holiday	Monday 2nd May 2022		

Thank you for choosing Burton Borough School for educating your child. We will do our best to see that school life is both happy and profitable and we will be depending on your advice and support throughout the next five years.

The partnership between families, staff and students is a vital one and something that we stress at this school. We undertake to contact you if ever we are concerned about any aspect of your child's progress and we hope that you will accept our invitation to come into school as often as you wish to discuss anything which is of concern to you.