



**BURTON  
BOROUGH  
SCHOOL**

# Student Information Handbook 2018 - 2019

|                          |   |
|--------------------------|---|
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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 new small schools we introduced in September 2017 create 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 have vertical tutor groups with members from all years, this again contributing to our smaller, community feel.

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,



Christine Raymont-Hall  
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
- Deputy Head of School
- School Manager
- Assistant School Manager
- Learning Mentor

The lynch pin of the organisation is the 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 student's 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' /guardians evenings and getting to know the staff. We welcome visits, letters and telephone calls from parents/guardians 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:

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- 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/Guardians – The Home School Agreement

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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

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We now receive students from over 16 different partner schools. There will be about 240 students in Year 7 and they will be taught mostly 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 organized 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.

## Rewards and Awards

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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.
- Once a fortnight tutors nominate a student from their form to have hot chocolate with the small school team last thing on a Friday for recognition of special effort or continued endeavour.

# SCHOOL ORGANISATION

## Lesson Times

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

|                                 |               |
|---------------------------------|---------------|
| Bell and doors open             | 8.45          |
| Community Learning Lesson (CLL) | 8.50 - 9.15   |
| Period 1                        | 9.15 - 10.15  |
| Period 2                        | 10.15 - 11.15 |
| Break                           | 11.15 - 11.35 |
| Period 3                        | 11.35 - 12.35 |
| Period 4                        | 12.35 – 1.35  |
| Lunch                           | 1.35 – 2.15   |
| Period 5                        | 2.15 – 3.15   |

## Arriving On Time

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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 CLL (tutor time)    8.50am

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

Every student who arrives after 8.45am will have their uniform checked thoroughly and a late stamp added to their study diary at Reception. 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.

## Arriving Late for CLL

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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, Governors and Parent Teacher Association (P.T.A.) believe a school uniform to be essential. By wearing their uniform our students are showing everyone, and most of all themselves, that they are 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/guardians to collect.

### Extreme Fashions and Styles

We are most grateful to families for sending their sons and daughters 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 2018**

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, Vice Principal and Principal in all elements of uniform.

| Boys and Girls Uniform |  | Comment  |
|------------------------|--|--|
| Blazer                 | Years 7-10: Black blazer with badge on chest pocket and sleeves rolled down<br><br>Years 11: Navy blue blazer <u>or</u> 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. The bare ankle should not be seen  |
| Belts                  | Plain black belt   | NO large belt buckles.   |
| Skirt                  | Years 7, 8, 9 & 10 Kelso tartan skirt (blue). Year 11 students can wear a black cotton skirt (Academic year 2018-19 only). All skirts must be on the knee in length.   | NO black jersey skirts (including stretchy t-shirt type material, or any skirt material that contains lycra/elastane) and 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.<br><br>Regular collar. No rounded collar.   |
| Jumper                 | Black "V" necked sweater (optional) worn underneath their blazer. Year 11 Platinum Students may wear a black jumper with school logo   | 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/guardians collect it. |

| Boys and Girls Uniform |  | Comment   |
|------------------------|--|---|
| 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 permission by the Principal to do so. Year 11 Senior Platinum Students wear platinum, silver tie. | NO ties unclipped or positioned lower than the top button in school.  |
| Socks                  | Plain, black socks.  | NO coloured socks or leggings.  |
| 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.   | 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.<br>NO blusher or bronzer, a subtle coat of mascara.<br>NO thickly coated eyelashes, false eyelashes, eye lash infills, eye shadow, eyeliner or pencilled in eyebrows.<br>NO false nail extensions, clip-on nails or coloured nail varnish<br>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 7)  |

| Boys and Girls Uniform    |   | Comment  |
|---------------------------|---|--|
| 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<br><br>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/guardian. | NO large earrings, ear gauges, ear cuffs, dangly earrings or fashion earrings<br><br>NO bangles, bracelets or non-charity wristbands, non-House charity badges<br><br>NO rings.<br><br>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                                 |
|--|---|
| <b>Core items:</b>                               | <b>Core items:</b>                          |
| Polo shirt (embroidered & initialled)            | Polo shirt (embroidered & initialled)       |
| Full zip training top (embroidered & initialled) | Shorts (embroidered & initialled)           |
| Plain white sports socks                         | Reversible rugby top (embroidered/Initials) |
| Football boots (optional)                        | Navy blue football socks                    |
| Trainers   | White indoor sports socks                   |
| Shin pads (optional)                             | Football boots                              |
| Gum shield (hockey and rugby)                    | Trainers                                    |
| <b>Girls PE Kit</b>                              | <b>Boys PE Kit</b>                          |
| Towel  | Shin pads                                   |

|   |   |
|---|---|
| <b>Core item – one or more of these:</b>  | Gum shield (hockey and rugby)             |
| Skort (embroidered & initialled)          | Towel                                     |
| Leggings (embroidered & initialled)       | <b>Optional:</b>                          |
| Shorts (embroidered & initialled)         | Training pants (embroidered & initialled) |
| <b>Optional:</b>                          | ¼ Zip training top                        |
| Training pants (embroidered & initialled) |   |

- 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 sponsor's 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 in addition to the printed initials; 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 sports wear to participate in PE lessons**

All PE kit is available to purchase from Newport Sports, Newport and Baker & Son, Wellington.

## 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 hand bag. 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

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Art requires students to use a sketchbook to select and record observations, ideas and information. Parents/guardians 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/guardians 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

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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

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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 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 wear a black school jumper with logo.
- To enter the dining hall first.
- Access to the school building during lunchtimes.
- 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 and Costa Coffee.
- 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

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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

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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

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If these have to be brought into school they **must be switched off at all times in the teaching building**, 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 guardian. The length of the confiscation will depend on the number of times the phone has been confiscated. Please see Mobile Phone Policy in PSD and website. If a student needs to call home urgently they can use the telephone in the main office. See Home School Agreement Policy.

### MP3 Players, iPods and Similar Music Players Devices

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iPods must be switched off and kept in the inside blazer pocket or bag, they **MUST NOT** be kept in the top blazer pocket or shirt pocket. These are only permitted to be used in social time, this does

not include in between lessons. iPods may be brought out in lessons to be used as a learning resource at the discretion of the teacher. The care and safety of such items remains the responsibility of the student at all times. See Home School Agreement Policy.

## Earphones

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Ear phones 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

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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. The 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 problem 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 arrive 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:

|                           |                   |                         |
|---------------------------|-------------------|-------------------------|
| Lead Safeguarding Officer | Mr. K. Hill       | Head of Aqualate School |
| Safeguarding team         | Mr. B. Morgan     | Vice Principal          |
|                           | Mrs. P. Pickering | Senior School Manager   |
|                           | Mr. N. Garbett    | School Manager          |
| Safeguarding Governor     | Mr. S. Scollay    |                         |

This team is displayed on the school website, in the BBS newsletter around school and in Reception so that they are a familiar face to students and parents/guardians.

### Student Safeguarding Panel

This year we are also drawing together a Student Safeguarding Panel which will meet to discuss how the school can support the welfare and safety of the students from their own perspective. This panel will make recommendations to the Safeguarding Team on how to improve our practice in school.

## **COMMUNICATION WITH PARENTS/GUARDIANS**

### BBS Newsletter & Small School Newsletters

Once each term 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.

### E-Mail and Text Message Communication

Most families find receiving up to date information and news through e-mails much easier than searching through schools 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 email, details of their email address can be found 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.

## Year 7 Form Tutor Evening

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Some year 7 parents/guardians are concerned at the difference in size of secondary school and primary school how their child has settled in. In order to reassure you about how well the students settle, a 'Year 7 Form Tutor Evening' takes place in late Autumn/early Spring, when you can chat to the form tutor about any concerns you may have.

## Parents' /Guardians Evening

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Each year group has an evening when teachers are available to discuss students' progress. Parents/guardians 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/guardians are encouraged to come into school for a more private and personal discussion.

## Academic Monitoring

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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

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In addition to the Parents/guardians 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/guardian not living with you and your son/daughter.

## Personal Study Diary (PSD)

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Students have their own Personal Study Diary which we ask parents/guardians 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 'cautions' 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

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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

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### **Why should my child do homework?**

Over many years our top students are those who have perfected their skills as independent learners. These students have developed to a high level the skills of planning, time management

and an ability to meet deadlines. They are able to search out sources of information to solve problems and they have advanced revision skills. At Burton Borough School we will set regular homework to help your child take responsibility for their own learning.

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

We expect all of our students to record details of homework in their PSD and that they record the deadlines for completing this work. This should be done in every lesson when it is set. Teachers will also put details of the homework on [showmyhomework.co.uk](http://showmyhomework.co.uk). **To access this, simply type showmyhomework into your web engine and use the login details you will be provided with.** In many cases your child's teacher will add additional information such as websites, videos or other resources to help them with their work.

### **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

### **Feedback:**

Feedback is an essential part of the learning process. When we get feedback we find out what it is that we are doing well, what it is that we need to improve on and how we get there. At Burton Borough School our teachers will help your child to develop the art of providing your peers with feedback, often using **WWW (What Went Well)** and **EBI (Even Better If)**. They will learn to use success criteria to peer assess the work of others and to self-assess their own work. Once they understand how to use success criteria they will know exactly what to aim for in their work

The best learning happens when we act and do something about the feedback that we get. We call these actions '**Closing the Gap**' responses. Your child's teachers will write their comments in green ink and your child will be expected to actively respond to this feedback in red ink; this is so that we can all see that they are acting on the feedback that they receive. This also includes corrections for literacy. In this way they will close the gap between the standard of the work that they originally handed in and the standard of work that their teacher is guiding them towards. If this process is working well then the feedback process will involve **far more work for your child** than their teacher and secondly, they will of course be **learning!**

We encourage families to take an interest in the homework set for the students and speak to them about their school work on a regular basis.

## **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 form 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/guardians and in the final National Record of Achievement. For the benefit of parents/guardians and students we have attempted to clarify the two types of absence as follows:-

### Authorised absence

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1. As a result of illness, supported by a note from parents/guardians or medical expert.
2. Leave for medical or dental appointments, confirmed by a note from parents/guardians or by completing the 'Request for Student Pass-Out' page which is located towards the back of the child's PSD or by an appointment card.
3. Family bereavement.
4. Exceptional circumstances, where the school is satisfied that the situation is truly unavoidable.

### Unauthorised Absence

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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

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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/guardians. 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/guardians 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

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Parents/guardians 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 Attendance Office or a downloadable version is on the school website.

### Illness at School

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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/guardians.

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

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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 Attendance Officer accompanied by a letter from a parent. Alternatively a 'Request for School to Administer Medication' form can be downloaded from our school website; where they will be kept in a safe place. It is particularly important that students who require inhalers leave a spare inhaler with the Attendance Officer 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 School Manager for a discussion in the first instance.

## Leaving School Early (Pass-Out System)

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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 from parents/guardians, 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. The student must retain this whilst off the premises. 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 giving your consent to the student leaving the premises.

## Emergency Arrangements

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Should school be closed for any reason e.g.: serious snow conditions, the information will be broadcast on Radio Shropshire, Twitter 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 noted in the student personal study diary so that both parents/guardians and the Tutor 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

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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/guardians either in the form of a letter 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/families.** However, we would hope that parents/guardians 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

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Like all other schools and adult workplaces we 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/guardians 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 within each vertical tutor group.
- Email [reportbullying.bbs@taw.org.uk](mailto: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

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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.
- Parents/guardians 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

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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/guardians and relevant authorities informed.

## **PARENT TEACHER ASSOCIATION (PTA)**

All parents/guardians can become members of the Parent Teacher Association which organises meetings and raises funds for the school. The Annual General Meeting of the Association normally takes place in September. We lay great emphasis on the partnership of parents/guardians and teachers.

The P.T.A. makes a great contribution to the finances of the school. The monies raised fund a variety items and activities around school that the school budget does not allow for; amongst many of the contributions have been the schools new 'snack shack', supporting the school reward system and contributing to leavers celebrations.

## **ENRICHMENT ACTIVITIES**

### Visits and Outings

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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. These regularly include trips to France and Spain. We recently had trips to Paris, Spain, various sporting events and an opportunity to go on a three week expedition to Borneo. In July 2018, there will be another three week expedition, but this time to Tanzania; it is the intention that an expedition will take place bi-annually.

### EEL Days (Enriching and Extending Learning)

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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/guardian and student surveys throughout the year, at every school event we hold we ask for our parent/guardian 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 more able students is good then the extra-curricular offer is broad and there should be some flexibility in the curriculum for most able and talented students to help them express their gifts. 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 all-encompassing extra-curricular programme which will develop into an extra- and super-curricular programme in the future. 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. Eventually, bespoke specialist programmes will be developed in each subject to enable the most able 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 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. Students accumulate credits for attending and participating fully in the sessions; this will lead to a 'graduation' when they have amassed the appropriate number of points.

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 Partners

Year 7 are welcome to apply to be members of the Eco-Committee from September and at various points throughout the year. Anti-Bullying Ambassadors are year 8 and above and Student Democracy Partners are Year 9 and above.

## 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.

## TRAVEL ARRANGEMENTS

### Bus Travel

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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.
- Parents/guardians 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

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We ask for your co-operation in **NOT driving into the visitor's 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.

## Bicycles

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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.

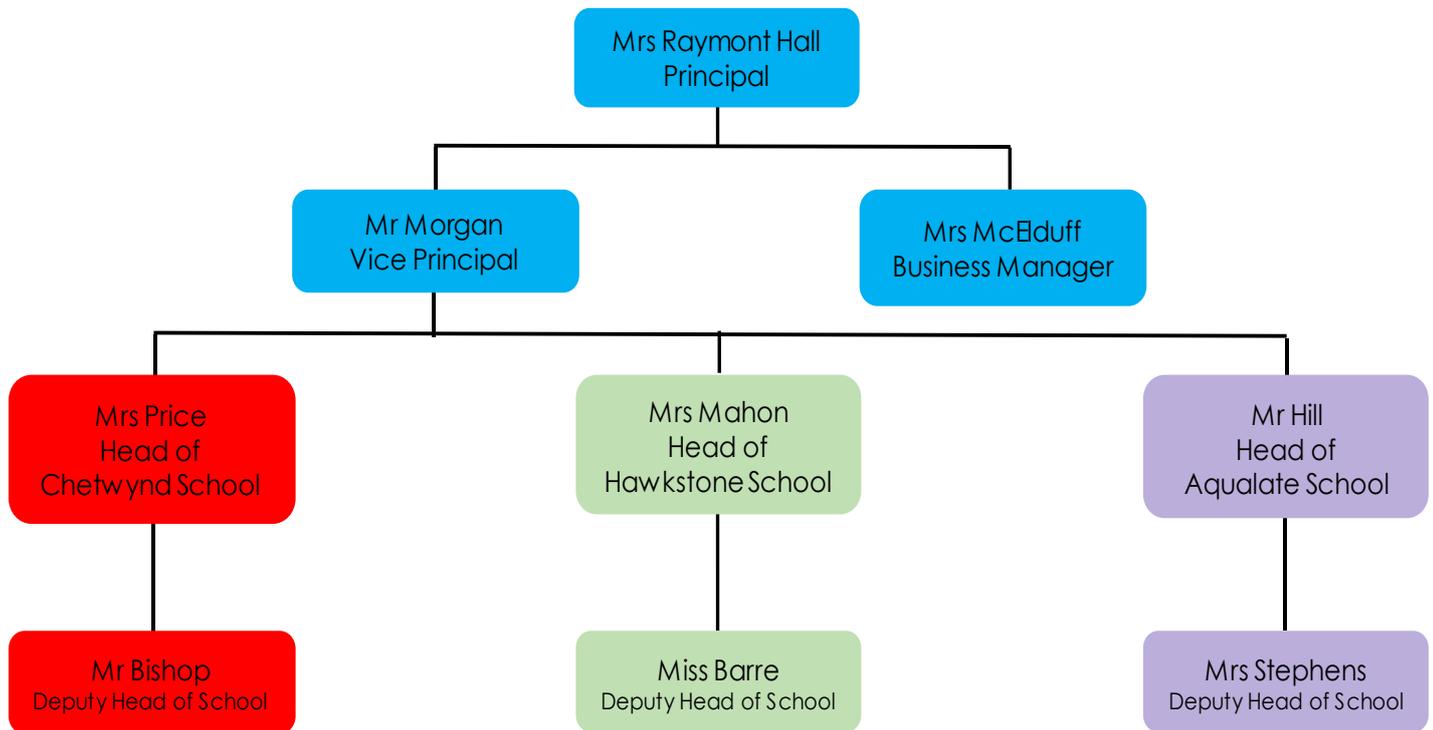
## PAYMENTS

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. We are happy to offer a few methods of payments to our Families. You can either pay on-line using ScoPay or by cheque or cash. Once your child starts at Burton Borough a unique online link code will be produced and shared with you, this will allow you to register with ScoPay [www.scopay.com/school](http://www.scopay.com/school) and make payments online. If you choose to pay by cheque or cash, your child will need to bring the payment in person to the Business Office in a sealed envelope (not given to their class or CLL teachers). The Finance Team will issue a receipt for payments that are made in person. Cheques should be made payable to Burton Borough School with the student's name and CLL group written on the reverse, together with the name of the trip or item being purchased.

# GENERAL INFORMATION

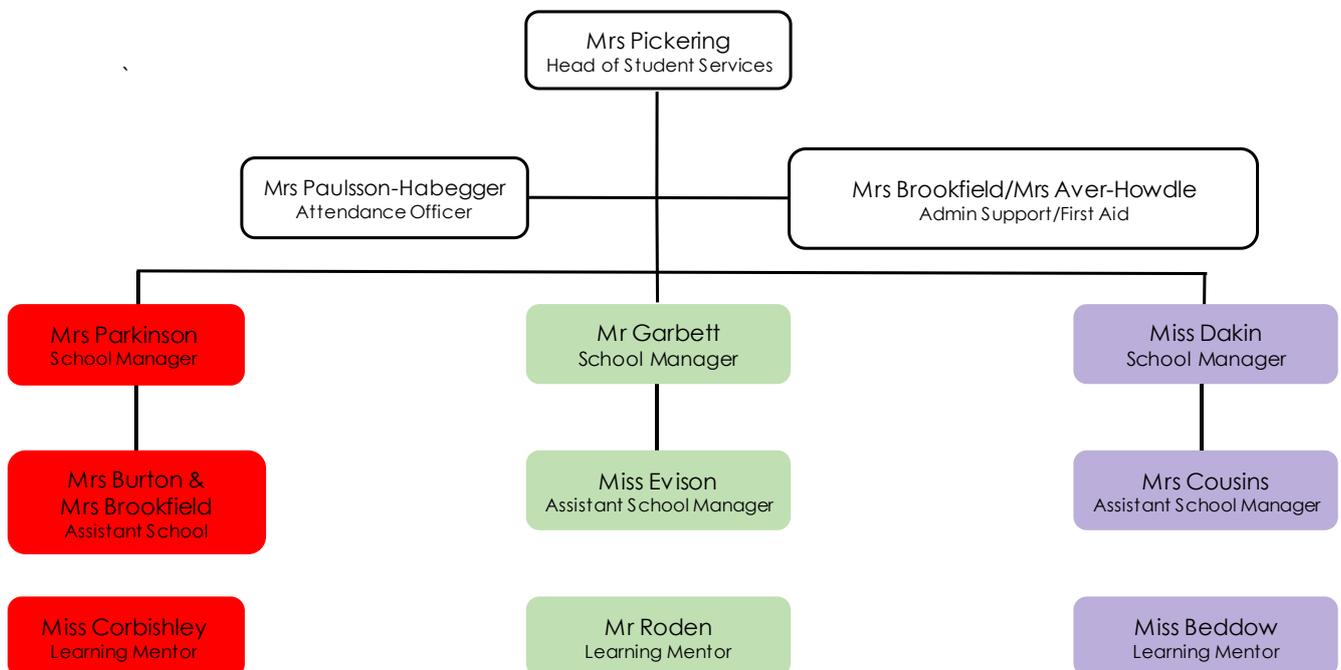
## Senior Leadership Team

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## Small School Team

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## SCHOOL TERM AND HOLIDAY DATES 2018-19

|                    |  |   |                                       |
|--------------------|--|---|---------------------------------------|
| <b>Autumn Term</b> | Wednesday 5 <sup>th</sup> September 2018   | - | Friday 21 <sup>st</sup> December 2018 |
| Half Term          | Monday 24 <sup>th</sup> October 2018   | - | Friday 28 <sup>th</sup> October 2018  |
| PD Days            | Monday 3 <sup>rd</sup> & Tuesday 4 <sup>th</sup> September 2018<br>Monday 26 <sup>th</sup> November 2018 |   |                                       |
| <b>Spring Term</b> | Tuesday 8 <sup>th</sup> January 2019   | - | Friday 12 <sup>th</sup> April 2019    |
| Half Term          | Monday 18 <sup>th</sup> February 2019  | - | Friday 22 <sup>nd</sup> February 2019 |
| PD Day             | Tuesday 7 <sup>th</sup> January 2019   |   |                                       |
| <b>Summer Term</b> | Monday 25 <sup>th</sup> April 2019   | - | Friday 19 <sup>th</sup> July 2019     |
| Half Term          | Monday 27 <sup>th</sup> May 2019   | - | Friday 31 <sup>st</sup> May 2019      |
| Bank Holiday       | Monday 6 <sup>th</sup> May 2019  |   |                                       |

Thank you for choosing Burton Borough School for educating your child. We will do your 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