



Birchwood High
School

**A Visual Guide
for Students**

Hello and Welcome

Hello and welcome to Birchwood High School!

This visual guide is designed to help you get to know the School before you arrive. Inside, you'll find helpful information and pictures to make your first days at Birchwood feel comfortable and familiar.

We're always working to improve our accessibility resources. If you have any feedback on this guide, or if you have questions about anything you read, please get in touch

Phone: 01279 655 936

Email: admin@birchwoodhigh.org.uk

Your Journey to Birchwood High School

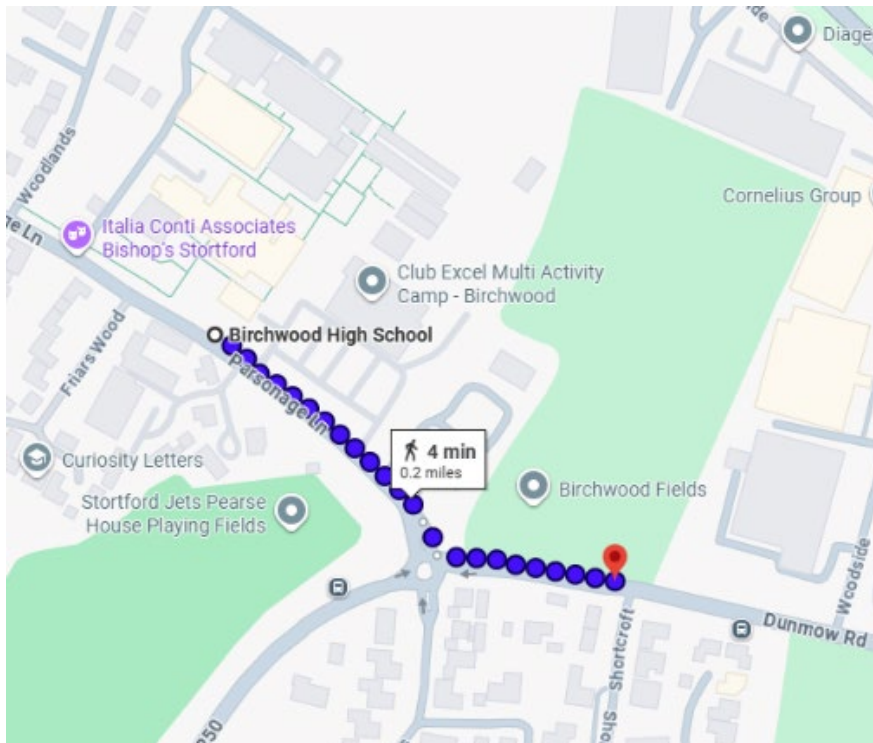
If you're arriving by car, you'll be dropped off in our large car park. From there, you'll need to enter through the double gates, members from SLT will be there to welcome you in the morning:



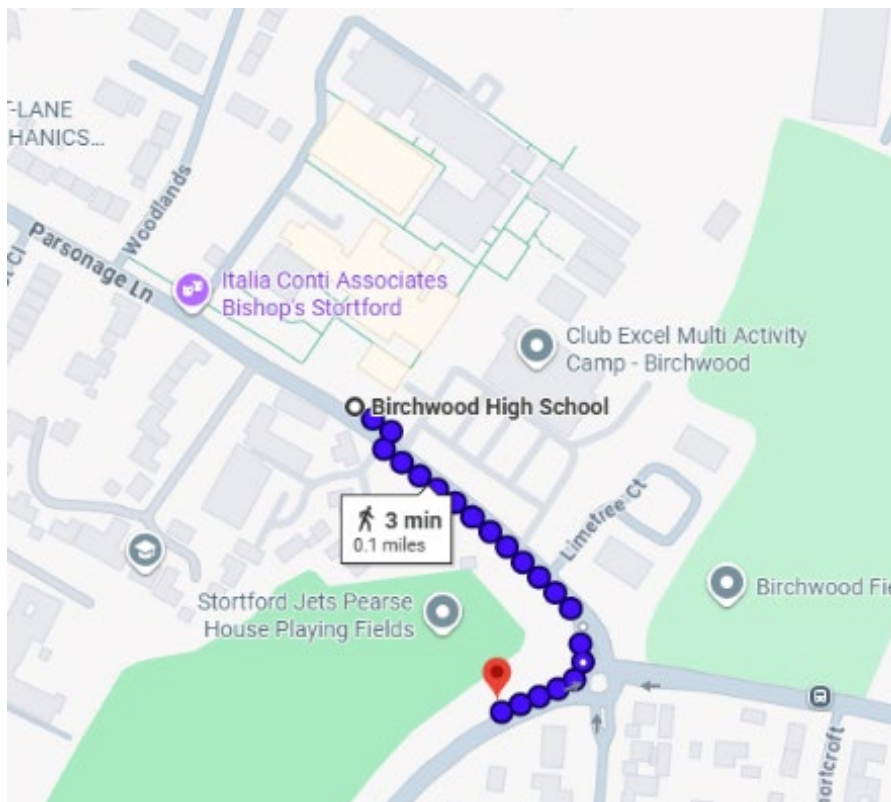
At the front of the school, there is a bus stop. If you are arriving by bus or coach, this is where you are most likely to be dropped off. This is what it looks like:



An additional bus stop used for student drop-off is **Shortcroft**. Please follow the route below to walk from this stop to Birchwood.



Another bus stop frequently used for student drop-off is “**Birchwood High School, Dunmow Road.**” Please follow the route below to walk from the bus stop to Birchwood High School:



If arriving by bus or walking to School you will need to go through this gate:



If you arrive after the school day has started you will need to enter via the gate below and register via reception:



This is the route you will need to walk to get to reception:



This is a picture of visitor reception:



The School Day

Time	Details
08:40am – 09:00am	Registration/Form Time
09:00am – 10:00am	Period 1
10:00am – 11:00am	Period 2
11:00am – 11:20am	Breaktime
11:20am – 12:20pm	Period 3
12:20pm – 13:15pm	Lunchtime
13:15pm – 14:15pm	Period 4
14:15pm – 15:15pm	Period 5
15:20pm – 16:30pm	Optional Extracurricular clubs

At the Start of the day, the end of each period, and at the end break and lunchtime a bell will ring loudly.

When the bell goes and students move around, it may feel busy, but don't worry, there is room for everyone. You will need to be mindful of the time and make sure you are not late to the start of your lessons.

Extracurricular clubs can be found [here](#)

Your Timetable

When you start, you'll receive your printed timetable. It includes both a Week A and a Week B schedule and will look similar to the example below:

	am Reg (08:40-09:00)	P1 (09:00-10:00)	P2 (10:00-11:00)	P3 (11:20-12:20)	P4 (13:15-14:15)	P5 (14:15-15:15)	P6 (15:15-16:15)
Monday A	Year 7: 7CMO C9 CMO	English (KStg3): Year 7: 7y/En2 D1 GOE	Art (KStg3): Year 7: 7y/Ar1 C23 MGR	Maths (KStg3): Year 7: 7y/ Ma2 D10 MDN , \$CT4	Technology (KStg3): Year 7: 7y/Te6 C5 AFL	Art (KStg3): Year 7: 7y/Ar1 C23 MGR	
Tuesday A	Year 7: 7CMO C9 CMO	Science (KStg3): Year 7: 7y/Sc1 C20 CLE , \$CT2	English (KStg3): Year 7: 7y/En2 D7 ABE	Technology (KStg3): Year 7: 7y/Te6 C5 AFL	Maths (KStg3): Year 7: 7y/ Ma2 D10 MDN	7y/Pe1-Football 5 A1 ABT	
Wednesday A	Year 7: 7CMO C9 CMO , \$CT1	French (KStg3): Year 7: 7y/ MFL1 B19 JDY , \$CT4	7y/Pe1-TGFU5 A1 ABT	Maths (KStg3): Year 7: 7y/ Ma2 D10 MDN	Geography (KStg3): Year 7: 7y/Gg1 B23 GBR	Science (KStg3): Year 7: 7y/Sc1 C14 RES	
Thursday A	Year 7: 7CMO C9 CMO	English (KStg3): Year 7: 7y/En2 D1 GOE	Drama (KStg3): Year 7: 7y/ Dr1 B3 ALX	Science (KStg3): Year 7: 7y/ 7y/Sc1 C20 SBA , CLE	Maths (KStg3): Year 7: 7y/ Ma2 D10 MDN	Technology (KStg3): Year 7: 7y/Te6 C5 AFL	
Friday A	Year 7: 7CMO C9 CMO	English (KStg3): Year 7: 7y/En2 D1 GOE	Science (KStg3): Year 7: 7y/Sc1 C14 RES	7y/Pe1-Badminton 4 A1 ABT , SHL	Spanish (KStg3): 7y/Sp1 B19 JDY	Technology (KStg3): Year 7: 7y/Te6 C5 AFL	

	am Reg (08:40-09:00)	P1 (09:00-10:00)	P2 (10:00-11:00)	P3 (11:20-12:20)	P4 (13:15-14:15)	P5 (14:15-15:15)	P6 (15:15-16:15)
Monday B	Year 7: 7CMO C9 CMO	Rel Stud (KStg3): Year 7: 7y/Rs1 B22 CJS	Spanish (KStg3): 7y/Sp1 B19 JDY	7y/Pe1-RA5 A1 ABT	English (KStg3): Year 7: 7y/En2 D7 ABE	History (KStg3): Year 7: 7y/ Hi1 B7 MSR	
Tuesday B	Year 7: 7CMO C9 CMO	PSHCE (KStg3): Year 7: 7/ Pc5 C9 CMO	Maths (KStg3): Year 7: 7y/ Ma2 D10 MDN	Spanish (KStg3): 7y/Sp1 B19 JDY	English (KStg3): Year 7: 7y/En2 D7 ABE	Geography (KStg3): Year 7: 7y/Gg1 B23 GBR	
Wednesday B	Year 7: 7CMO C9 CMO	Rel Stud (KStg3): Year 7: 7y/Rs1 B22 CJS	Science (KStg3): Year 7: 7y/Sc1 C11 AGN	Drama (KStg3): Year 7: 7y/ Dr1 B3 REV	French (KStg3): Year 7: 7y/ MFL1 B19 JDY	Maths (KStg3): Year 7: 7y/ Ma2 D10 MDN	
Thursday B	Year 7: 7CMO C9 CMO	PE (KStg3): Year 7: 7y/Pe1 A1 ABT	Technology (KStg3): Year 7: 7y/Te6 C5 AFL	Science (KStg3): Year 7: 7y/Sc1 C14 RES	English (KStg3): Year 7: 7y/En2 D7 ABE	Music (KStg3): Year 7: 7y/ Mu1 B2 MGN	
Friday B	Year 7: 7CMO C9 CMO	English (KStg3): Year 7: 7y/En2 D7 ABE	Technology (KStg3): Year 7: 7y/Te6 C5 RNN	History (KStg3): Year 7: 7y/ Hi1 B7 MSR	Music (KStg3): Year 7: 7y/ Mu1 B2 MGN	French (KStg3): Year 7: 7y/ MFL1 B19 JDY	

Must have equipment


- A pen with black or blue ink
- Green Biro pen for responding to teacher marking
- Pencil
- Highlighter pen
- Glue stick
- Rubber
- Pair of compasses
- Pencil sharpener
- 15cm or 30cm ruler
- Scientific Calculator
- Protractor



You will also be given a Uniform and Punctuality cards that must be kept on you at all times.

<p>BIRCHWOOD UNIFORM CARD</p> <p>NAME..... FORM:</p> <p>Uniform Non-Negotiables:</p> <p>Blazers: Must be worn at all times. Shirts: Must be tucked in at all times. Skirts: Must be worn no more than 8cm from the knee Trousers: Must be smart 'business suit style'. No leggings, jeans, jeggings, or tight fitting fashion trousers are permitted. Ties: Must be worn at all times.</p> <p>Shoes: Must be black leather school shoes and worn at all times other than during PE. Jewellery: One gold/silver stud in each earlobe only. No other jewellery (rings, bracelets, nose studs or additional earrings). False nails/lashes are not permitted No chewing gum at any time</p>	<p>BIRCHWOOD PUNCTUALITY CARD</p> <p>NAME..... FORM:</p> <p>Expectations</p> <p>All students are expected to arrive on time to lessons.</p> <p>Students are expected to go directly from one lesson to their next. Any student that is more than 5 minutes late will receive an infringement mark.</p> <p>Any student who arrives after the second bell at break and lunch will receive an infringement mark.</p>
<p>BIRCHWOOD'S THE RIGHT THING CARD</p> <p>NAME..... FORM:</p> <p>The Right Thing is the Kind Thing</p> <p>Kindness isn't just small gestures - it's stepping up when someone truly needs help and doing the right thing. When staff see those above and beyond moments, they'll sign your card - three signatures and you will be recognised for your kindness!</p>	

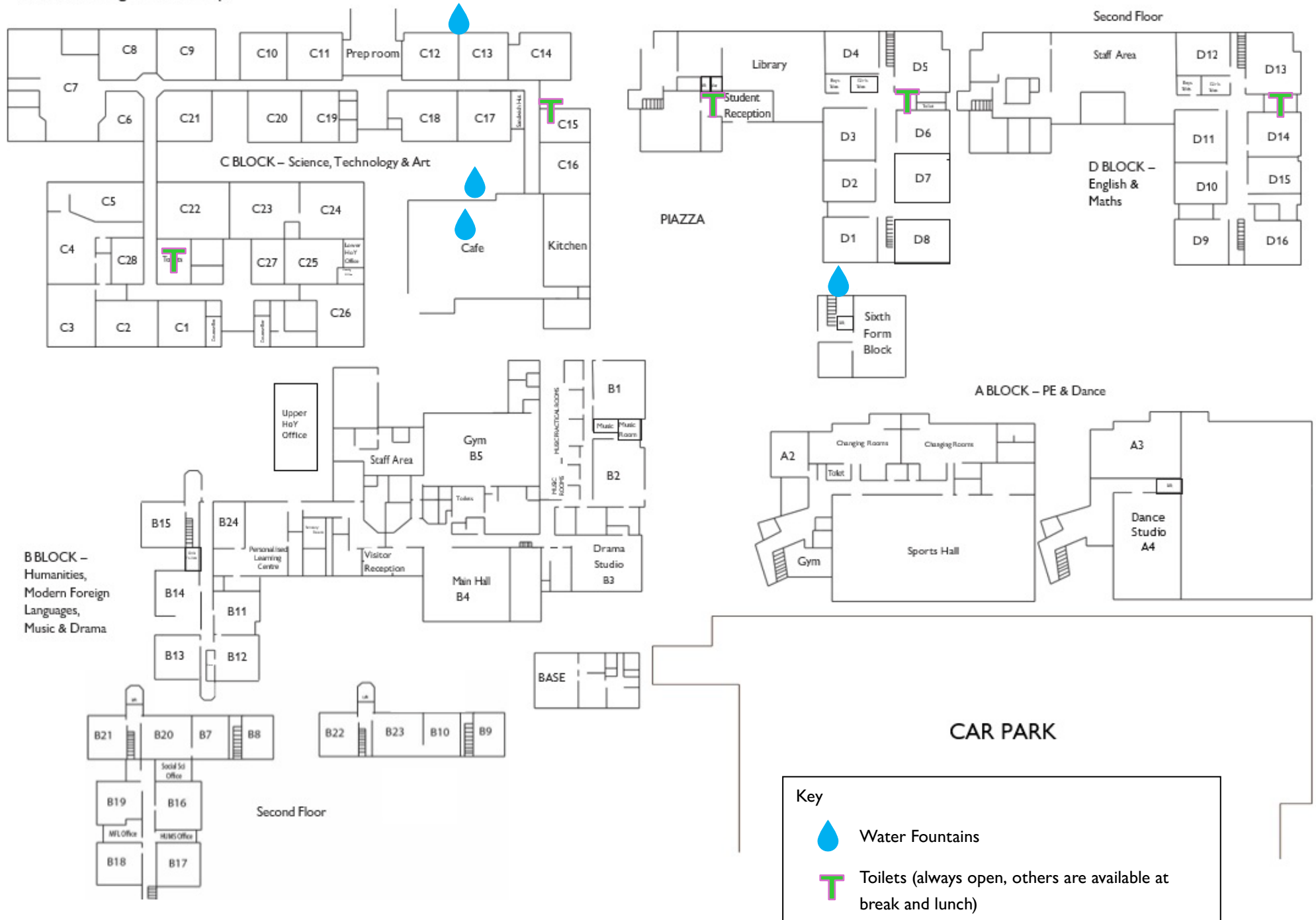
Around the School

You'll find water fountains in different places around the school where you can refill your drinks bottle. They look like the one shown below, and you can find them marked, with a  on the map, on the next page.



During lesson time, a number of toilets are open and available for students to use. These are marked on the map below with a **T**. At break and lunchtime, additional toilets will also be available for your year group.

Birchwood High School Map



Birchwood High School

Birchwood High School is divided into four main blocks: A Block, B Block, C Block and D Block.

A Block

A Block includes the Sports Hall, changing rooms, dance studio, Fitness Suite and several classrooms. An accessible toilet is located on the ground floor near the entrance.

This is the entrance to A Block:



This is what the Sports Hall looks like:



B Block

Area 1

Music Rooms, Drama Studio, Gymnasium, Main Hall and Visitor Reception are this side. There is an accessible toilet on the ground floor near the Visitor Reception.

This is the entrance that Students will use to access this section of B Block:



This is what the Music Room looks like:



This is what the Drama Room looks like:



This is what the Gymnasium looks like:



This is what the Main Hall looks like:



Area 2 of B Block

Is where you will find the PLC (), the Humanities Classrooms and the Modern Foreign Languages Classrooms.

The entrance that Students will use to access this side of B Block:



The entrance to the PLC:



This is Mrs Jackson, Birchwoods
SENCo Lead:



This is Mrs B, Birchwoods
Deputy SENCo:



These are Birchwood's Learning Support Assistants:



Mrs Bush



Mrs Campbell



Mrs Caunter



Mrs Dar



Miss Fielding



Mrs Gilbey



Mrs Hermit



Mrs Howliston



Mrs Hussain



Mrs Massie



Mrs Nicholas



Miss Palmer



Mrs Playle



Mrs Sredzinsk



Mrs Waller



Mrs Whitaker

This is the inside of PLC (Personalised Learning Centre):



This is the Sensory Room:



C Block

Area 1, The Café.

The Café is open before school, where you will be able to buy breakfast and drinks. At break time, where you can buy light snacks and drinks. And, at Lunch time, where you can buy main meals. There will be several members of staff in here to help if you need it.

This is the entrance to the Café:



This is what The Café looks like inside, there are tables and chairs where you can sit and eat:



This is what the Tills look like:



You will be given a code that is individual to you. You will need to put your code into a keypad that looks like this:



You will also be able to purchase drinks and sandwiches from the sandwich hut, this is what the Sandwich hut looks like:



You can find the menus for all areas of the Café [here](#)

Area 2

Is where you will find the IT Suites, and Science Classrooms.

This is the Entrance for this area of C Block:



This is what an IT Suite looks like:



This is what a Science Classroom looks like:



Area 3

Here you will find the the Technology and Art Classrooms, and the Technology workshop.

This is the Entrance for this area of C Block:



This is what a Art Classroom looks like:



This is what the Technology Workshop looks like:



D Block

D block is spread over 2 floors.

Ground Floor

English is based on the ground floor of D Block as well as the Library, Student Reception, First aid, and the admin and resources offices.

This is the main entrance to D Block:



This is the side entrance to D Block:



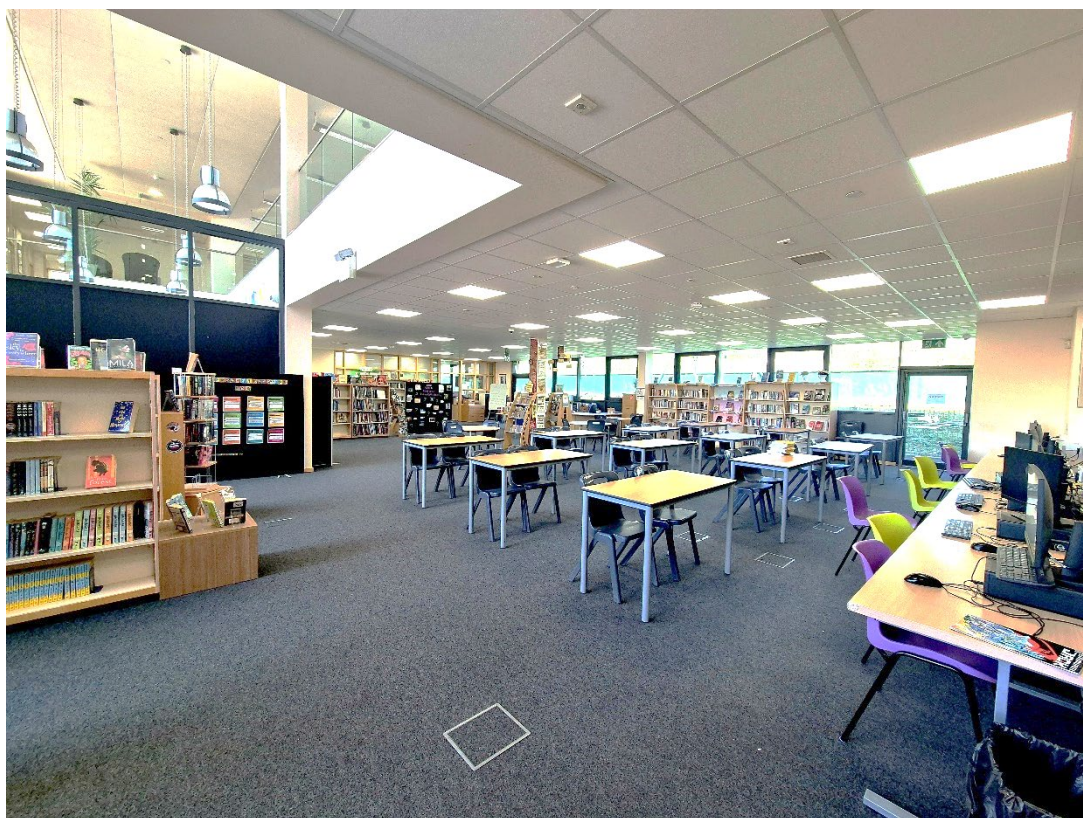
Student Reception is inside the main entrance to D Block, this is what it looks like:



This is what the First aid area looks like and also Ms Lam our Medical room assistant:



This is what the Library looks like:



Inside the Library we have a Cosy Corner, a place where you can sit back relax and enjoy a book away from the rest of the Library. This is what it looks like:



This is the School Librarian, Miss Shackleton, she is there every day to help with all your reading needs:



This is what Resources looks like, you may be asked to come here to collect printing and resources. You can access here through a door at the side of the library:



This is what one of our English rooms looks like:



First Floor

This is where all the Maths Classrooms are. There are 2 sets of stairs at either end of the building, where you will access the first floor, there is a lift if needed too.

This is what a Maths Classroom looks like:



This is what the stairs look like in D Block:

