



Birchwood High School

Years 7 Parents Information Handbook

2021-22

your dreams, your future, our challenge

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Welcome to Birchwood High School

Partnership at Birchwood

Making a success of school is a vital part of every young person's life. Teachers and parents or carers can help bring about that success by working together to enable students to do well in their studies and to grow in confidence. This booklet sets out the basics of life at Birchwood so that students, teachers and parents/carers can work with a common aim. This booklet has been produced with parents in mind as the students will be advised about the contents during their first few days of school, however, it would be helpful if you and your child first discussed it together.

School Day

School Day	Time	Detail
From	8:00am	Students are welcome on site and can make use of the facilities including the Café
Form Time	8:45-9:00am	Formal start of the School Day (Students will go to the Hall for AM registration on the day they have assembly)
Period 1	9:00-9:55am	
Movement time	9:55-10:00am	Warning bell to remind students to begin to move to their lesson Period 2
Period 2	10:00-11:00am	
Break	11:00-11:25am	Morning break
Period 3	11:25-12:20pm	
Movement time	12:20-12:25pm	Warning bell to remind students to begin to move to their lesson P4
Period 4	12:25-1:25pm	LESSONS end at 1:20pm Year 7 / 1:25pm Year 8, 9,10,11,12,13
Lunch	1:25-2:00pm	All Café entrances 1 (Hot Food) / 2 (Pasta King) / 3 (Sandwich Box) to be used 1:00pm Year 12/13 if Free 1:20pm - Year 7 1:25pm - Year 8 1:25pm - Year 9 1:30pm - Year 10 1:30pm - Year 11 1:35pm – Year 12/13 or before 1:20pm
Movement time	2:00-2:05pm	Warning bell to remind students to begin to move to their lesson P5
Period 5	2:05-3:05pm	Afternoon registration will be taken in this lesson
	3:10pm	Formal end of the school day
After school	3:10-4:10pm	Extra-curricular Clubs

Term Dates 2021-22

Year 7 students will start school on **Friday 3 September** and the remainder on Monday 6 September. They will have their individual photographs taken on this day for the schools information management system (SIMS) and their thumb print/or code given for biometrics.

Autumn Term 2021 Wednesday 1 September - Friday 17 December Half Term 2021 Monday 25 October - Friday 29 October Spring Term 2022 Wednesday 5 January - Friday 1 April Half Term 2022 Monday 14 February - Friday 18 February Easter 2022 Monday 4 April – Monday 18 April Summer Term 2022 Tuesday 19 April – Friday 22 July Half Term 2022 Monday 30 May - Friday 3 June	CPD Days Wednesday 1 September 2021 Thursday 2 September 2021 Friday 1 October 2021 Wednesday 5 January 2022 Thursday 21 July 2022 Friday 22 July 2022 <i>Please note that the school is closed to students on all CPD days, unless a member of staff has asked students to attend.</i> Dates accurate at going to press
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Important Dates for your Diary

Year 7 Welcome Event	Thursday 23 September 2021
Year 7 Interim 1	Friday 10 December 2021
Year 7 Parents' Evening	Tuesday 18 January 2022
Year 7 Interim 2	Friday 1 April 2022
Year 7 Meet the Tutor	Tuesday 10 May 2022 (requested parents only)
Year 7 Tutor Reports Live	Friday 22 July 2022

Attendance

Parents/carers are responsible for making sure that their children come to school every day. We expect all students to aim for attendance of at least 95%. Under the Education Act 1996, parents/carers can be prosecuted if their children fail to attend.

Absence

If students are too unwell to come to school it is important that their parent/carer calls the absence line 01279 655936, option 1 explaining the reason, or email the Attendance Officer dlegallienne@birchwoodhigh.org.uk. This must be done for every day of absence.

If medical or dental appointments are made during school hours please provide a note in advance. Students should show the note to their tutor who will sign it and give it back. Students then show the note to the teacher who is teaching them at the time they have to leave. When they leave the premises they must sign out at Reception, showing the note, and sign back in on return. **Please try to get such appointments out of school time as lessons can seldom be missed without problems. Please do not arrange holidays during term times.**

We are unable to authorise holidays during term time. If students must miss school, permission will only be given in exceptional circumstances, such as bereavement, in which case parents/carers must write a letter directly to the Head of Year.

What is the ABC of being a Birchwood student?

Achieve

- I have excellent attendance, punctuality, equipment and uniform
- I work to the best of my ability
- I play a full part in the life of the school

Belong

- I look after my school community
- I follow adults' instructions promptly
- I treat others as I would like to be treated myself

Conquer

- I am determined to make a success of my time at Birchwood
- I accept that failure is part of the journey to success
- I make the right choices, even when this isn't easy

Getting Organised - School Equipment

We aim to ensure that students become independent and responsible for themselves. They will need to bring all of the following equipment to school with them, every day:

<ul style="list-style-type: none">• A pen with black or blue ink• Green Biro pen for responding to teacher marking• Pencils• Coloured pencils• Highlighter pen• Dry-wipe pen• Glue stick	<ul style="list-style-type: none">• Eraser• Pair of compasses• Pencil sharpener• 15cm or 30cm ruler• Calculator• Protractor
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Students must write with a pen, not a pencil.

Text books and specialised equipment may be issued on loan but students will be required to pay for any loss or damage to school property. For Food Preparation & Nutrition lessons, students are expected to bring a white apron.

Classroom Expectations - the following has been agreed by all teachers.

At the start of the lesson:

- Students must enter the classroom in an orderly manner and will be checked for correct uniform.
- Students must sit where their teacher's seating plan indicates.
- Students should place books and equipment on the desk. Bags should then be placed on the floor.
- Students should be quiet, attentive and face the teacher before they commence the lesson.

During the lesson:

- Students should not call out during lessons – they should either raise their hands or will be asked to respond individually.
- Students should not leave their desks unless it is a practical lesson or permission has been given.
- Disruptive or uncooperative students will be warned and, where necessary, removed by the teacher.
- Students must not eat and may only drink during lessons when there is a medical reason, or they have been given special permission to do so.

At the end of the lesson:

- There will be a formal dismissal organised by the teacher. Students should look smart ready for the next lesson.
- Chairs should be under the desks and the room left tidy.

Equal Opportunities Statement

Birchwood is a comprehensive school, which means it is for everybody. We believe everyone has the right to equal chances, regardless of gender, race or ability.

We live in a multicultural society and we learn from many different cultures and beliefs.

We will not tolerate discrimination against anyone because of their race, gender, colour, beliefs or nationality.

Everyone follows the same curriculum and girls and boys are entitled to the same opportunities in all aspects of school life.

All students at Birchwood are equally important. Remember, everyone has strengths and weaknesses.

Please report any negative comment about race, gender, colour, belief or nationality to a teacher.

- If students feel unfairly excluded from an activity, they need to please tell an adult they trust.
- If students are criticised because of their gender, they need to please tell an adult they trust.
- If students are criticised because of their ability, they need to please tell an adult they trust.
- If students are criticised because of their appearance, they need to please tell an adult they trust.

How Birchwood Deals with Bullying

Every student has the right to feel safe at school. It is really important that students understand what bullying is and, if it affects them or any other student, how to deal with it. Bullying is: *'the consistent and deliberate actions of a person, or a group of people, designed to hurt the person at whom they are directed. Bullying can be verbal, cyber or physical.'*

Remember - bullying is wrong! What should students do if they feel they are being bullied?

- Talk to their Form Tutor or Head of Year as soon as possible.
- Tell a buddy or a peer mentor.

Birchwood will not accept bullying of any kind. If students are being bullied, they need to tell someone as soon as possible. It is important that they do this as teachers will want to stop it quickly.

If students report bullying, we will:

- Listen carefully and always take them seriously.
- Investigate.
- Talk to the people involved.
- Work with them to help sort out the problem.
- Punish anyone found guilty of bullying and, in the case of cyber bullying, inform the police.

By ignoring or tolerating bullying the situation will not change. The same applies to internet and cyber bullying.

Birchwood proactively promotes e-Safety and the prevention of cyber bullying. Below are some great websites to help you and your child get the most out of technology and how to use the Internet

- www.thinkuknow.co.uk
- <http://www.childnet.com/resources/kia/>
- www.net-aware.org.uk
- <http://www.internetmatters.org>

Think u Know is the website of the Child Exploitation and Online Protection (CEOP) Centre which features useful online resources. CEOP helps young people stay safe online. The site focuses on how to have fun online, how to stay in control online and how to report online.

When should I report to CEOP?

Has someone acted inappropriately towards your child online, or to a child or young person you know? It may be sexual chat, being asked to do something that makes them feel uncomfortable or someone being insistent on meeting up. Students and parents can report it online by clicking the "Report to CEOP" button on the Think u Know website or anywhere you see the button.

Rewards and Consequences

We want our students to do well at everything, from attending regularly to gaining good qualifications. To encourage this we have a system of rewards and points. For more details see the House system page.

Letters of praise and postcards are sent home when a student makes exceptional effort or progress. At the end of each term, students are awarded certificates for effort and achievement in their celebration assemblies.

Unfortunately there is another side to this; sometimes students get into trouble and on these occasions there are certain measures that we use.

Students who break the school rules and disrupt lessons will be given warnings followed by a 'cooling off' period outside the classroom. If the teacher decides the student should not be allowed back into the lesson because they are disrupting the learning of others they will be removed by an 'on call' teacher. In extreme situations, warnings will not be used and a student may be removed instantly. Students who are on-called for poor behaviour will be given a Same Day Detention lasting from 3.15-4:00pm (please note we are unable to make exceptions based on distance from school and/or bus timetables) and failure to attend this detention will result in an escalation up the Choices and Consequences chart (for further details on the Behaviour Policy, please refer to the school website).

We use the school Gateway app to notify you for both achievement and behaviour incidences, including notification of the Same Day detention. Parents using the app will also be able to view their child's timetable to help save any last minute PE kit or cooking ingredients. The Gateway app is free to download but it is essential that your email address and mobile matches the records we hold for your child.

Students who do not complete their home learning should expect to receive a sanction in line with the Choices & Consequences chart (on the next page) outlined in our Behavioural Policy.

On report: if a student is frequently getting into trouble we use a monitoring and reporting system to try to help them make better choices. Each teacher has to complete this at the end of the lesson and at the end of the day the report has to be taken to the Tutor or Head of Year to be signed; parents are also asked to sign it (as behaviour improves the reporting ends.) If matters worsen, we may remove students from particular lessons altogether although this is a last resort. Persistent failure to abide by school rules may result in a student being placed on a 16 week Pastoral Support Programme (PSP) during which time they will be supported to improve their behaviour. PSPs are initiated when a student's continued status as a Birchwood student is at risk if there is no improvement in the situation.

LEVEL	C0	C1	C2	C3	C4
Choice	<p>Any behaviour requiring verbal warning</p> <p>Incorrect uniform/equipment*</p> <p>Background talking</p> <p>Inconsistent effort</p>	<p>Failure to comply with C0 verbal warning</p> <p>Repeatedly incorrect uniform/equipment</p> <p>Repeatedly inadequate effort (including home learning)</p> <p>Repeated lateness to lesson</p> <p>Repeated low level disruption</p> <p>Chewing gum/ littering</p> <p>Inappropriate jewellery</p> <p>Eating/drinking in lessons or out of bounds</p>	<p>One-off disruptive behaviour resulting in removal from lesson by on-call teacher.</p> <p>Going out of bounds</p> <p>Inappropriate behaviour around the school site</p> <p>Intimidating language/behaviour</p> <p>Refusal to pick up litter</p> <p>Not following instructions</p> <p>Repeated lateness to school</p> <p>Subject truancy</p> <p>Throwing items</p> <p>Unauthorised use of mobile phones/headphones/smartwatches</p> <p>Persistently poor behaviour/C1 detention attendance effort/lateness/within a faculty over a period of time*</p> <p>Failure to meet targets in a faculty report*</p>	<p>Non-attendance at or misbehaviour in a C2 detention</p> <p>Confrontational language towards a member of staff</p> <p>Vandalism/Damage to school property</p> <p>Sexist/Racist/Discriminatory language</p> <p>Smoking/Vaping</p> <p>Bullying</p> <p>Throwing an object causing injury</p> <p>Refusal to give name when requested</p> <p>Refusal to hand over mobile phone/headphones when requested</p> <p>Offsite truancy</p> <p>Inappropriate use of IT</p> <p>Other serious offences</p>	<p>Non-attendance at or misbehaviour in a C3 detention</p> <p>Physical assaulting a member of the school community</p> <p>Sexist/Racist/Discriminatory incident</p> <p>Persistent Bullying</p> <p>Drug or alcohol related offence</p> <p>Bringing knives or weapons into school</p> <p>Physically or verbally intimidating a member of staff</p> <p>Bringing the school into disrepute</p> <p>Breaching Health & Safety regulations</p> <p>Theft</p> <p>Severe disruptive behaviour (authorised by the Principal only)</p>
Consequence	<p>One Verbal Warning /reminder by teacher/supervisor or LSA</p> <p>* tutors to check every morning</p>	<p>C1 Class Teacher/Cover Supervisor Detention</p> <p>Misbehaviour in this detention will result in an escalation to a C2 detention</p>	<p>C2 SAME DAY SCHOOL DETENTION (45 minutes)</p> <p>C2 detentions to be entered by HOF/HOY/SLT only</p> <p>Failure to attend will result in this sanction being escalated to a C3 sanction</p> <p>Misbehaviour in this detention will result in an escalation to a C3 sanction</p> <p>Parents informed by SchoolComms message</p>	<p>C3 1 DAY INTERNAL EXCLUSION PLUS a Same Day School Detention (45 minutes)</p> <p>C3 detentions to be entered by SLT only</p> <p>Failure to attend will result in the student being externally excluded the following day</p> <p>Parents informed by SchoolComms message/phone/letter</p>	<p>Any of the following as deemed appropriate by Deputy Principal:</p> <p>-Up to 5 day internal/fixd term exclusion</p> <p>-Pastoral Support Plan (with HOY)</p> <p>-Permanent exclusion recommendation to the Principal</p> <p>-Parents informed by phone & letter</p>

Tutoring

Tutors have overall responsibility for the academic progress and pastoral care of those students in their tutor groups. They see their groups regularly throughout the week. They also carry out a programme of pastoral activities with their groups and accompany them to assembly.

Each tutor group is assigned a number of buddies - senior students whose brief is to care for younger members of the school. Your child can talk to their buddies about anything.

If you wish to contact the school please do so by telephoning or emailing your child's Tutor who will, if necessary, arrange contact with other members of staff. You can email teachers direct through the school website: www.birchwoodonline.co.uk - on the top black bar click on parents, select faculties, choose the relevant faculty, click on staff and select the initials of the member of staff you wish to email.

Other contacts

If you visit the school please go to Reception where there is always someone available to help you. If you are dropping off forgotten items such as lunch, PE kit or books or collecting your child because of illness or an appointment please go directly to Reception. **We regret that you will not be able to speak to a member of teaching staff without an appointment.**

During the Day

The school library is open throughout the day and students are welcome to use the library before school, break, lunchtimes and after school until 4:00pm. The IT rooms are available for use before school and at lunchtimes. The Café and seating area are also available from 8:00am. School starts at 8:45am with lessons finishing at 3:05pm. Afterschool clubs, rehearsals etc will take place until **4:10pm** (unless stated by the member of staff who is running the club).

If students feel ill during the school day they should tell a teacher. The teacher will contact the on call teacher who will assess the situation and if they feel the student does need to go home they will send a note to Reception asking a receptionist to call the parent/carer. The parent/carer will make the decision on whether the student goes home or remains in school and returns to the classroom.

If students are late for school they will initially be marked 'absent'. However they should report directly to their next teacher and they will then be marked present.

Evening Routine

Students should pack their bag every evening, checking against their timetable that they have everything required for the following day. Parents or carers can be a great help in reminding their children of this!

Home Learning

The amount of home learning students receive will depend on their year and the subjects they are studying. Home learning should be accessed through **Show My Homework (Satchel One)**, an online platform where teachers set all of their homework tasks. This platform allows students to manage their home learning effectively as they are able to see deadlines, attachments and contact their teachers through the platform. To use Show My Homework most effectively, we recommend that students and parents download the app. Login details will be given to your child on their induction day in September.

The following points will help students to manage their work:

- Access your home learning through Show My Homework. If you do not have the app or you forget your login, go to the login links section of the High School Hub on the school website. Click the Show My Homework link and use the open calendar which shows all of the home learning set.

Home learning is an important part of school life, it enables students to practise working on their own and to help develop the skills needed at Birchwood and later in life.

Parents and carers should help by:

- Taking an interest in the work your child is set.
- Helping where appropriate.
- Making sure home learning is done on time.

If you are worried about the amount of home learning your child is doing or about any other aspect of school life please communicate through the SMHW app.

Letters, Reports, Interim Reports and Parents Evening

Letters are sent home via email, post or given to the students.

Reports

The subject teachers' report on the students' progress a minimum of twice a year online.

A tutor's report then summarises the students overall behaviour and achievements at the end of the school year. If you have any concerns during the year please don't hesitate to contact either your child's Form Tutor or the subject teacher in the first instance.

Parents' Evening

During the spring term there will be a Year 7 Parents' Evening on Tuesday 18 January 2022.

Music

Here at Birchwood we are keen to support and nurture young musicians, providing them with many exciting opportunities and experiences. In addition to 1 hour of Music a week, as part of the school curriculum, where students develop skills in performance (including singing and keyboard skills), composing, listening, and reading music, many students learn a musical instrument. We are very pleased to be able to offer tuition through the Herts Music Service on all the main musical instruments and singing - violin, cello, flute, clarinet, oboe, bassoon, trumpet, French horn, trombone, tuba or cornet. Please contact Mr Grogan for details.

Birchwood can offer subsidised music lessons for any student who has taken grade 2 or more (25% subsidy for grade 2 and 50% subsidy for grade 5). Students who take GCSE or A level Music are also entitled to tuition fees at a reduced rate. To qualify for the subsidy please provide the relevant examination certificates from – Associated Board of the Royal School of Music (ABRSM), London College of Music (LCM), Trinity or Guildhall, send or email to Mr Grogan. In return we ask students to commit to one of the many extra-curricular music groups that run both at lunchtime and after school.

The Music department run regular clubs and concerts and we are very keen for students to take part in extra-curricular music activities:

- Instrumental lessons by Herts Music Service teachers as well as other trained professionals.
- Regular concerts to showcase talent.
- Whole School Musicals.

- Regular instrumental and vocal ensemble extra-curricular groups for all levels of abilities/styles of music including Orchestra and Choir.

Birchwood's Music facilities include:

- Two main teaching rooms.
- One computer suite.
- Recording studio.
- Six practice rooms.
- Main Hall with state of the art sound and lighting.

If you are interested in learning an instrument at Birchwood then please return the instrumental lessons application form (found in your pack) to Mr Grogan or email mgrogan@birchwoodhigh.org.uk

Transport

As an accredited 'Healthy School' Birchwood is committed to improving the health and monitoring the safety of all students. The School Travel Plan aims to encourage this in travelling both to and from school, around the school site and the immediate vicinity of the school. To this end we would wish to encourage students where possible to walk, cycle or use public transport in order to reduce the congestion outside the school at peak times. The school car park operates a one way system with an entrance and an exit gate. The school gates do not open until 3:00pm. Parents should not attempt to drive onto the school site early and wait.

If you have a problem with public transport you can:

- Contact Hertfordshire County Council at www.hertfordshire.gov.uk and select school admissions which takes you to school admissions and transport. Select transport to school.
- For public transport buses on school routes select bus travel which will take you through to the Intalink Travel Line.
- Apply for a SaverCard to enable your child to get discounted travel on public buses in Hertfordshire (except Transport for London services). The SaverCard costs £20.00 a year for an online application and £25.00 if you apply by post.

Lost Property

Items which are found are taken to Reception where they may be claimed. Any clothing or equipment brought to school must be named, preferably with sewn on name tapes as this enables the Receptionists to return the lost property directly to the student.

Mobile Phones, Electronic Devices

Students are advised not to bring mobile phones or electronic devices to school as we can take no responsibility if they are lost, stolen or broken. If students do bring them in they must remain completely out of sight and switched off. They should not be used at all between registration and the end of period 5. If these items are seen they will be confiscated and if a student's phone rings, or they are seen using a phone during a lesson, they can expect to receive an 'on call', as well as having the phone confiscated.

School Meals

The Catering Department provides a wide choice of appetising meals, including vegetarian options. The meal deal option costs £2.55. Parents should discuss special dietary requirements or allergies with their child's Form Tutor and the Catering Manager.

Café - Cashless Catering

At Birchwood we have a biometric recognition system to allow students to purchase food in our Café. Parental consent must be obtained before a student's biometric data can be used for this purpose. An image of a student's biometric (a thumb or finger scan) is turned into a digital signature that can then be recognised by our systems. When the student places their biometric input on the scanner, the software matches their biometric image with the unique digital signature held in the database. Students will then be able to purchase food and check account balances by simply placing a finger on a digital scanner (please note: an image of the finger or thumb print is not stored and the digital signature cannot be used to recreate a finger or thumb print). A four digit PIN number will be issued to those students whose parents have opted them out of the biometric system or who have chosen not to participate themselves. Any student entitled to FSM (Free School Meals) has the same access as everyone else (biometric or PIN) and a daily allowance will automatically be credited to their account. There is a daily maximum spending limit of £7.00 for all students. Students can top up their account with notes or coins at the revaluation paypoint in the Café.

Packed Lunches

While never wishing to discourage students from bringing in packed lunches, parents are politely reminded of Birchwood's emphasis on healthy eating. Students should not bring crisps, fizzy drinks and sweets into school.

Students are not permitted to leave the school site at break and lunchtime. **No chewing gum is permitted on site.**

ParentPay

ParentPay is an online service that allows parents to make secure and convenient payments by credit/debit card. For more information see www.parentpay.com.

What does ParentPay do?

- Offers a highly secure payment site.
- Gives you a history of all the payments you have made.
- Allows you to create a single account login across all your children that attend a ParentPay school.
- Shows you all items available for payment relevant to each of your children.
- Emails a receipt of your payment to the email address you register.
- Offers you the ability to set automated email/SMS payment reminders.

How does ParentPay help you?

- Gives you the freedom to make payments to school whenever and wherever you like.
- Stops you having to write cheques or search for cash to send to school.
- Helps with budgeting; payments can be made at the beginning of the month and held in 'my account' for allocation to the relevant payment item during the month.
- Allows you to give consent for a trip, as well as allowing you to give contact information when and where required.
- Payments for the larger value trips can be made by instalments up to the due date.
- You will never miss a payment, or have insufficient credit, with automated email/SMS alerts.
- ParentPay is quick and easy to use.

How does ParentPay help our school?

- Reduces the administrative time spent on banking procedures.
- Keeps accurate records of payments made to every service for every student.
- Payments do not bounce.
- Allows for easy refunds to be made back to your ParentPay account.

- Proves communication between the school and parents concerning payments.
- Offers a more efficient payment collection process, reducing the amount of money held on school premises.
- Our preferred method of payment is by ParentPay for all items, however should this cause an issue and cheques and cash method preferred, please contact Mrs Niki Fletcher on 01279 756483.

How do I get started?

- We will give you an activation letter containing your activation details to enable you to set up your ParentPay account.
- If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children at ParentPay schools.
- Payment items will stay 'live' until they are fully reconciled. Once payment is made we ask that you ignore the item until it is cleared off your payment list.

More Information

More information can be found on the ParentPay website, or alternatively contact Mrs Young, Finance Assistant at jyoung@birchwoodhigh.org.uk

School Uniform

Girls' Compulsory School Uniform Years 7 to 8

Blazer	maroon fitted blazer with silver braiding and embroidered Birchwood logo.
Blouse	plain white.
Jumper	maroon.
Skirt	knee length tartan skirt.
Trousers	smart black 'business suit style' not to include leggings, jeans, jeggings or other skinny tight fitting fashion trousers.
Socks/Tights	plain black or white ankle or knee length socks or plain black opaque tights.
Shoes	classic black waterproof school shoes without logo (trainers, plimsolls, sling-backs, high heels, platform shoes and boots are not permitted. Trainers may only be worn for PE).

Boys' Compulsory Uniform Years 7 to 8

Blazer	maroon with silver braiding and embroidered Birchwood logo.
Shirt	plain white.
Jumper	maroon.
Tie	silver with burgundy stripe.
Trousers	smart black 'business suit style' not to include jeans or other skinny tight fitting fashion trousers.
Socks	black or grey.
Shoes	classic black waterproof school shoes without logo (trainers and plimsolls are not permitted. Trainers may only be worn for PE).

General Points:

Blazers	must be worn at all times unless a teacher gives a student permission to remove it.
Jewellery	Earrings – one plain gold/silver stud may be worn in each earlobe only. Rings, necklaces and bracelets/charity bands must not be worn. Nose studs and any other types of facial or body piercing are not permitted.

Coats/Jackets	may only be worn to and from school and outside at lunchtime if it is cold. They should not be worn at any time in the school building. Coats and jackets must be plain and dark. Denim, leather and track-suit type jackets are not acceptable. Jackets with any visible logos, as well as hooded tops, are also not allowed. These and other jackets regarded as unsuitable for school will be confiscated.
Shirts/Blouses	must be tucked in at all times (front and back, boys and girls).
Trousers	smart black 'business suit style' not to include leggings, jeans, jeggings or other skinny tight fitting fashion trousers. Trousers which the school deems as fashionable extremes or which pose health and safety issues are also unacceptable.
Ties	should reach the top of trousers, in the lower school, with a minimum of 12 stripes showing.
Skirts	should be worn properly on the waist and should be on the knee. Students are not permitted to roll up their skirts.
Jumpers	Students are not permitted to adapt their jumpers by, for example, tying them at the back.
Hairstyles	Hair colouring which the school deems as unnatural or a fashionable extreme or shape or style is not permitted. Hair bands are only permitted in black or maroon, they should be plain and be no wider than 3cm.
Make-up	is not allowed in Years 7 and 8. This includes false nails, eyelashes and fashion eyebrows.
Bags	should be plain and dark with no logos or writing on them. They should be large enough to accommodate A4 ring binders and to carry all of each day's books comfortably.
Scarves	Students may wear a plain black scarf to and from school and outside at lunchtime if it is cold. Students should not wear scarves in the school buildings.

PE Kit

Compulsory for Years 7 to 8 – Girls	Compulsory for Years 7 to 8 – Boys
<ul style="list-style-type: none"> • Polo shirt white/maroon/black (G920) • Skort maroon/black/white (G203) • Socks hooped black/maroon • Plain white socks (in the summer term) • Shin pads • Trainers • Mouth guard 	<ul style="list-style-type: none"> • Polo shirt white/maroon/black (G920) • Shorts black (DL11) • New Zealand Rugby Shorts (1BN) • Taped Jersey maroon/black/white (GPP1) • Socks hooped black/maroon • Shin pads • Football boots and Trainers • Mouth guard

PE Kit Optional for Girls and Boys

- Clubhouse tracksuit top/bottoms black/maroon/white
- Training top black/white
- Base layer black
- 1/4 zip top black/maroon/white (B250)

Tracksuit - Teachers will advise students when the tracksuit can be worn. Hooded tops are not permitted.

Jewellery - Earrings are not permitted. Using tape to cover earrings is not acceptable. Watches, rings and necklaces must not be worn. Nose studs and any other types of facial or body piercing are not permitted.

Sanctions - Two consecutive kit marks will result in a PE lunchtime detention which will be moved to an after school detention if this detention is missed.

Over the last 4 months Fosters Schoolwear have made some positive changes, which we hope will improve your experience of purchasing your school uniform and sportswear from us. We have hired two experienced members of staff and invested heavily in a completely new computer software system which we believe will improve the efficiency of our processes and stock control.

Over the last 15 years, we have found that our customers' buying period for school uniform and sportswear has become shorter and later in the summer holidays prior to the start of the academic year. Over 40% of these sales are made in the last three weeks of August. This makes it difficult for us to replenish stock and consequently we cannot always fulfil your child's uniform requirements.

As you can imagine, this puts us as your uniform provider under incredible pressure to deliver all your children's uniforms in time for the start of the school term whilst delivering the service we pride ourselves on.

We are asking you to **Help us help you**. We recommend that you buy your child's uniform by **Saturday 31 July**. We will still accept orders after this date however we cannot guarantee we will be able to fulfil them prior to the start of the school term. We understand why you leave it to the last minute because you are concerned that your child will grow. However, we are experts at measuring your children for the right size whilst catering for their growth. Our aim is to provide you with uniform which lasts your child 12-18 months bearing in mind that it is worn approximately 200 times a year.

Last year the country experienced challenges with supply due to COVID and Brexit, which led to delays in deliveries. We are likely to face similar challenges this year too, for example hold ups at ports where there could be delays in clearing goods. To overcome this we have already invested in more stock. Our main orders to our suppliers must be placed by the end of October for the following school year, with additional top-up orders throughout the year.

A review of our services due to COVID

Our Shop Reopening

Our retail shop reopened on Monday 12 April. This again will be by appointment only. These appointments are to be booked solely on the homepage of our website. When booking an appointment follow the below instructions:

- Select the "Bishop's Stortford Retail Shop" calendar,
- Click on the day of the month you would like to visit our shop
- When the grey box appears with the times on that day, select one 20 minute window
- Fill in all your information, including in the notes, the name of the school
- Confirmation of your appointment will be emailed to you

Click and Collect from Fosters

Please ensure that before collecting your order you have received either a call or a completion email from us. If you have not received either, your order is not ready. Once you have received this, the process below applies:

- Come to the blue door with your order number and follow the collection point process displayed on the door
- One of the team will bring your order to the collection point where you will be asked to sign to say you have received your order
- Please **DO NOT** go to the shop entrance (white doors) for collections

Returns to Fosters

If you are just returning all or part of your order whether it is a transaction through our shop or online, please follow the below returns link: www.fostersschoolwear.co.uk/returns

All shop returns and exchanges can be made in our shop, with an appointment being booked in the same way on our website. Returns from Online orders need to be handed to a member of staff at the blue door, and cannot be processed immediately, because they need to be processed through our Returns Department.

Pop up Shops at Schools (Birchwood Thursday 15 July 3:30-7:00pm)

These events will be by appointment only. These appointments are to be booked solely on the homepage of our website. When booking an appointment follow the below instructions:

- Please make sure you select the School's Specific calendar
- Click on the day of the visit you are attending
- When the grey box appears with the times on that day, select one 15 minute window
- Fill in all your information
- Confirmation of your appointment will be emailed to you

The importance of working together to enable us to provide all your children's uniform in a controlled, safe manner is our priority. Please do take all our positive changes onboard and help us help you.

Tel: 01279 653865

Email: Sean@fostersschoolwear.co.uk

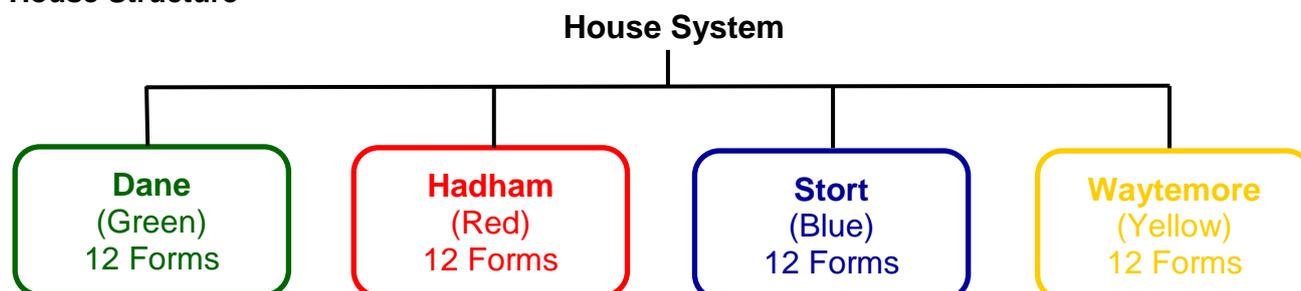
Website: www.fostersschoolwear.co.uk

Address: Fosters Schoolwear Limited, 12 Birchanger Industrial Estate, Bishop's Stortford, CM23 2TH

Birchwood's House System

Birchwood's House System is an important part of school life built upon the key principles of *welcoming all, supporting all and encouraging all*. During the year students will have the chance to participate in a range of competitions and events that will allow them to contribute to the success of their House.

House Structure



Each House is led by a team of Sixth Formers; including House Captains and House Prefects who organise the House activities and events. Everyone is given a House badge to pin onto their blazer.

The House Points System

The House Points System recognises all the contributions you make to school life via the different points categories, ensuring everyone has an opportunity to earn points for their House. The annual 'House Cup' winner is announced at the end of the summer term. There are separate House cups for the winners of Birchwood's Got Talent and Sports Day!

Activity	Points	Awarded For
Academic achievement	2	For excellent results in an interim test or controlled assessment.
Contribution in class	2	Fantastic work or participation during a lesson.
Excellent home learning	2	Going above and beyond with a piece of home learning.
Excellent progress	2	Showing clear improvements in a subject area.
Excellent effort	2	Showing determination or perseverance
Helping at a school event	10	Volunteering at a faculty/whole school/House/ leadership event.
Litter picking	2	Keeping the community clean by litter picking.
Personal progress	2	Making improvements for something that is not subject related.
Random Act of Kindness (RAK)	5	Doing something positive for a fellow member of the Birchwood community.
Regular participation in a school club	10	Awarded each half term for attending a school club.
1 st place school competition	10	Winning a school competition.
2 nd place school competition	5	Being awarded 2 nd place in a school competition.
3 rd place school competition	2	Being awarded 2 nd place in a school competition

Celebration of Achievements

Students who help or represent their Form in Birchwood's House activities will receive extra House points. Further points will be awarded for participating in Birchwood's student support groups, such as the School Council, Year Council, BLISS, etc.

Students must also remember to log on to their interims when they are published and explain how they feel about their teachers' comments and what they think they need to do to improve over the next year. A completed commentary earns three House points.

Additional points are awarded by teachers for many things including:

<ul style="list-style-type: none"> • Contribution in class • Academic achievement • Excellent effort • Regular participation in a school club • Personal Progress 	<ul style="list-style-type: none"> • Excellent home learning • Excellent progress • Helping at a school event • Random Act of Kindness • Attendance
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Birchwood Celebration Day

Birchwood Celebration Day is aimed at recognising the achievements of students from Years 7, 8, 9 and 10. Students are nominated by their subject leaders and the three categories reflect the ABC of being a Birchwood student; Achieve, Belong and Conquer. Certificates are awarded to nominated students. The event usually takes place in July.



Mission Statement

*At Birchwood we are part of something special,
welcoming all, supporting all and encouraging all.*

*Enjoying together the exploration of ideas,
the excitement of learning and the celebration of our achievements,
in a school where we feel safe.*

Principal: Dr C Ingate

Birchwood High School
Parsonage Lane
Bishop's Stortford
Hertfordshire CM23 5BD

Telephone: 01279 655936
Email: admin@birchwood.herts.sch.uk

your dreams, your future, our challenge