



# Birchwood High School

## Information Booklet 2021



*your dreams, your future, our challenge*



# Birchwood High School

## General Introduction

Dear Parent / Carer

Birchwood is a successful 11-18 mixed converter Academy with 1435 students on roll. We are very proud of our school, where students not only leave with strong academic qualifications but also as well-rounded individuals with a sense of responsibility and a willingness to contribute to both the economy and society in general.

Understandably, we have all been through a tough time over the last 18 months and there is still the 'long tail of covid' meaning we have had to restrict our Open Evening on Thursday 30 September for Year 6 parents only. This in line with all the other Bishop's Stortford Secondary Schools, in order to reduce numbers and keep everyone safe. We will be launching our virtual Open Evening at the same time so you will be able to find out about the school and watch my presentation on-line.

At Birchwood, we are rightly proud of our 'comprehensive' ethos and inclusive philosophy where the academically gifted achieve top grades at A Level and GCSE, going on in record numbers to Russell Group Universities. Conversely, those students who need more help are encouraged to progress in a caring and supportive learning environment. As a result, all our school leavers go on to further education or a chosen career with no one contributing to the governments 'not in education, employment or training' (NEET) statistics.

Ofsted concurred when they inspected the school in June 2019 – the inspection report highlights our inclusive and balanced approach towards education, ensuring that children achieve well but are also supported and cared for effectively, as well as being given excellent opportunities in terms of enrichment, leadership development and extra-curricular activities.

Ofsted Key Headlines (June 2019):

- *Effective teaching has a positive impact on learning, and pupils make strong progress in a wide range of subjects as a result.*
- *The personal development and welfare of pupils are outstanding. Pupils play a key role in contributing to the ongoing improvement.*
- *Pupils look after the school site very well and are polite and courteous to adults and each other. They move around the school in a measured, calm and orderly fashion.*
- *The school's inclusive ethos ensures that diversity is celebrated, and this encourages all pupils to believe they can succeed.*
- *Pupils attend well, because they enjoy school. The curriculum is rich and relevant and covers the humanities and linguistic, mathematical, scientific, technical, social, physical and artistic learning. Leaders have a relentless focus upon ensuring the safety and well-being of pupils.*

At GCSE, our examination results have steadily improved year-on-year. For 2019, 75% of our 235 students passed English and Maths, significantly above the national average (62%). With 78% achieving 2+ passes in Science, our core subjects performed well against national statistics and this meant that a record number stayed on into our Sixth Form. For 2020 and 2021, GCSE and A Level grades were assessed by the school and submitted to the Exam Boards. This process was done incredibly professionally and none of our submitted grades were modified by the Exam Boards. In 2020, all our Year 11 students secured their first-choice destinations, whether this was Sixth Form, FE College or Apprenticeships.

We have a large Sixth Form with 270 students allowing us to offer more than 35 academic subjects. Furthermore, all our students passed their A Levels with a tremendous 75% of students achieving A\*-B grades. What mattered most, however, was that 98% of students got into their first choice University and that 100% moved on to their chosen Post-18 destination. We are, consequently, very proud of our Sixth Form.

With regards to admissions, our criteria are simple and transparent – we will offer 240 places to boys and girls who have a brother or sister attending the school and who live in and around the Bishop's Stortford area. We are currently over-subscribed in Year 7. Unlike other local schools, we do not believe in aptitude tests. Our mantra is that all children, regardless of background and ability, are important to us.

In summary, Birchwood is a school with strong forward momentum and 'the wind in its sails.' Morale is good, despite the challenges of Covid-19, and our aim is to be a Great School that is well-resourced, financially secure and not complacent, focussing on not only academic achievement but also personal development and welfare support as required. It is, for me, a happy school and one that is a great privilege to lead.

Dr Chris Ingate  
Principal





# Admissions

Birchwood is a co-educational Academy with a roll of 1424 boys and girls. Our admission limit at Birchwood is currently 240 (8 Forms of Entry); this was increased five years ago to accommodate the increased number of applications we were receiving.

As an Academy, Birchwood's Admission Policy is as follows:

- 1 **Children looked after** (children in public care).
- 2 **Siblings:** Children who, at the closing date for applications, have a brother or sister currently attending Birchwood High School in Years 7 – 11. Current Year 7 = 32% siblings.
- 3 **Members of staff:** Birchwood employees providing they have been employed for a minimum of two years.
- 4 **Priority area:** Children who, at the closing date for applications, live in the chosen urban priority area of Bishop's Stortford, Thorley Parish and the area North West of Bishop's Stortford namely; Albury, Berden, Birchanger, Brent Pelham, Farnham, Furneux Pelham, Little Hadham, Manuden, Much Hadham, Stocking Pelham, Takeley and The Hallingbury's.
- 5 **Geographical distance:** Should there be places unfilled after applying criteria 1, 2, 3 and 4 then places will be offered on the basis of shortest distance from their permanent residence to the School as determined by Hertfordshire County Council.

These rules can also be found in the LEA 'Moving On' Booklet. The LA's on-line and paper application deadline is **Sunday 31 October 2021**. You will receive written confirmation of your child's place from the local authority on **Tuesday 1 March 2022** via email or, in the post, on **Wednesday 2 March 2022** and you will need to confirm the place by **Tuesday 15 March 2022**.

If you wish to contact Hertfordshire Admissions Customer Care Centre, their phone number is 0300 123 4043. It is also possible to apply online: ([www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)). If you have any queries regarding Year 7 admissions at Birchwood please contact Mrs Hood on 01279 756375 or by email at [shood@birchwoodhigh.org.uk](mailto:shood@birchwoodhigh.org.uk).

Once your child has obtained a place at Birchwood, we have a carefully orchestrated and highly commended induction programme to ensure that their transition to Year 7 works effectively.

## Length of the School Day and Week

Our school community is open from 8.00am each day with many of our students arriving early for clubs, private study or breakfast. The scheduled school day begins with registration at 8.45am, with students expected to be on site from 8.35am. Lunch is from 1.20pm (1.10pm for Year 7) to 2.00pm and school ends at 3.10pm. Each day consists of 5 x 1 hour lessons, providing a 25-hour teaching week. In addition there is a 15 minute period in the morning which is used for assemblies and tutorial time. After school clubs generally run to no later than 4:30pm followed by a full Community Programme until 10.00pm.



# School Curriculum

At Birchwood; Years 7 and 8 form Key Stage 3 (KS3) and Years 9, 10 and 11 form Key Stage 4 (KS4). Some subjects are studied in both Key Stages; others are taught at KS3 but are optional at KS4.

The following table summarises what is taught at Birchwood at each Key Stage.

Subject	KS3	KS4
English	Compulsory	Compulsory
Mathematics	Compulsory	Compulsory
Science	Compulsory	Compulsory
Art	Compulsory	Optional
Business Studies		Optional
RS	Compulsory	Optional
Computer Science		Optional
Design & Technology	Compulsory	Optional
Drama	Compulsory	Optional
Dance		Optional
Food	Compulsory	Optional
French	Compulsory	Optional
German	Optional	Optional
Geography	Compulsory	Optional
History	Compulsory	Optional
ICT	Compulsory	Optional
Media / Film Studies		Optional
Music	Compulsory	Optional
PE	Compulsory	(Core) Compulsory (GCSE) Optional
PSHCE	Compulsory	Compulsory
Spanish	Optional	Optional
Statistics		Optional

Birchwood High School offers a range of subjects as shown above, for example, at KS3 the opportunity is provided to study a second modern foreign language (either Spanish or German). At KS4 an 'open' option choice provides an extensive variety of GCSE and vocational courses.



## **Sixth Form Provision**

### **‘Excellence at Post 16’**

The Sixth Form offers a wide range of Advanced and Vocational courses for approximately 250 students.

The quality of teaching, learning and assessment in the Sixth Form is strong. (Ofsted June 2019).

Sixth Form students make a very positive contribution to the ethos of the wider school. (Ofsted June 2019).

### **Post 16 Guidance and Work Experience**

All students in Years 7 to 13 receive careers information, advice and guidance as part of their curriculum programme from teachers, careers advisors, mentors and visiting speakers.

In the Sixth Form we offer a comprehensive programme of support to help students make informed Post 18 choices and prepare for life beyond Birchwood. All students in Year 12 undertake a week of work experience during the summer term.

The school subscribes to the Unifrog platform which gives students up to date careers information at their fingertips and helps students to research, compare and apply to the post 18 option of their choice. Careers information can also be found in the library.

All Sixth Form students at Birchwood who wish to go to university receive personal guidance with UCAS applications and related student finance. Students who choose an apprenticeship or employment route are given personal support with application forms, CVs and interviews.

## **Relationships and Sex Education**

Birchwood High School is committed to the provision of relationships and sex education for all students at the school. In line with current recommendations from the DfE (Department for Education) the content will deal with physical, emotional and moral issues. The teaching offered to students is intended to be supportive and complementary to that provided by their families. Parents are able to withdraw their children from any part of the sex education programme other than the elements of the National Curriculum for Science. Parents who wish to do so should make contact with the school in writing.

Health and sex education is taught by the Science Faculty. Sex education starts in Year 7 concentrating on biological understanding. From Year 8 upwards Personal Development sessions progressively consider relationships and the social, moral and ethical aspects. This approach is supported by representatives from the local Health Authority and external agencies.

## **Cross-Curricular Provision**

Many aspects of education are cross-curricular. Our Personal Development (PD) programme aims to help students understand themselves and others and encourage them to participate in society as informed adults. The programme also allows students to consider aspects of careers, health and sex education.

## Home Learning

Birchwood places a strong emphasis on home learning and all curriculum areas take active steps to ensure our policy is operating efficiently for all students across the ability and age range. Home learning tasks vary and may include investigations, research, reading, drawing and designing, essay-writing, project work and revision.

The 'expected' time to be spent on home learning rises from about one hour a day in Year 7 to over two hours per day, although this may vary over the school year e.g. exam periods in Year 11.

Submission dates are made clear by the subject teacher and there are sanctions if home learning is not completed.

All home learning can be tracked by students and parents using the Show my Homework website or app. The app also gives notifications when certain home learning tasks are due.

Birchwood offers opportunities for students to complete home learning on site before and after school every day.

## Keeping You Informed

The school keeps parents well informed through interim reports and via Parents' Information Evenings. Birchwood uses the School Gateway app ([www.schoolgateway.co.uk](http://www.schoolgateway.co.uk)) so parents can see every time their children receive points for good work or behaviour. Points build up and entitle students to take part in rewards events at the end of each half term. Praise and concern notes are also recorded. We also send letters home when a student is performing especially well or if there is a particular concern.

## The 'Extended' Day

Extra-curricular activities are varied and range from Science, Technology and Art clubs to musical and theatrical opportunities including specific music lessons. Students can also take part in a diverse spread of competitive sports. Specialist coaching in a number of sports is available.

There is a wide range of extra-curricular activities, which are well attended and help to enhance pupils' learning and positive attitudes. (Ofsted June 2019).

## Concerns and Feedback

- If the concern is of a general nature you should contact your child's Form Tutor. If it is not resolved to your satisfaction please contact, in writing, your child's Head of Year.
- If the concern is specific to a particular subject area please contact your child's teacher in the first instance. Again, if not resolved to your satisfaction, contact the Head of Faculty for that particular subject area.
- If, after contacting the Head of Year or Head of Faculty, matters are still not resolved, you should contact a member of the senior leadership team (an Assistant Principal, Deputy Principal or the Principal).
- In the exceedingly unlikely event that this does not resolve the matter, parents can report to the Governing Body via the Chair of Governors. Your concerns will be investigated by the Governors, after which, if you are not satisfied by the Governors' report, you have a right of appeal to the Secretary of State.



## Charging Policy

The school will seek voluntary contributions from parents for certain items and activities but believes that no student should be disadvantaged due to financial hardship. Please contact the school for further details.

## Further Information Regarding Policies

All policy documents mentioned in this information booklet have been developed by the teachers, the Governing Body and by consultation with parents. Birchwood's key statutory policies are publicly available on the school website.

## Students with Special Educational Needs

The school believes that a child has an 'additional need' if she/he is experiencing a difficulty within learning that is hindering expected progress, in line with their peers. This can apply to children of all abilities, from the able who require additional challenge and stimulation, to those who have difficulty grasping new concepts or understanding tasks. We believe that the best form of intervention for all students – including those students with special educational needs – is high quality teaching. Some of our students are also supported by additional adults in the classroom.

In general, students with Special Educational Needs may have significantly greater difficulty in learning, when compared to the majority of their peers, which calls for special educational provision to be made for them.

In all cases we endeavour to:

- identify those experiencing difficulty as early as possible, monitor and record their progress.
- recognise the importance of the involvement of parents/carers.
- encourage students to become responsible for their own learning, behaviour and to become involved in planning and evaluation.

The school caters for the needs of a number of students with disabilities. Further information may be obtained from our school's Special Educational Needs Policy and SEN Information Report. Parents of students with particularly complex needs are recommended to contact a member of the Personalised Learning Team to discuss provision and opportunities.



# GCSE Results

The latest available GCSE results achieved by students in Year 11 by subject.

The school has a policy of entering students who attend school on a regular basis and have completed minimum coursework requirements.

**Number of students in school in Year 11** **214**

Number of students in Year 11 not entered for GCSEs **0**

Subject	NOE	9	8	7	6	5	4	3	2	1	U	4+	% 4+	9-1
English Lang	214	5	14	20	47	37	39	30	14	7	1	162	76%	213
Maths	214	13	16	16	19	52	45	29	19	5	-	161	75%	214

Subject	NOE	% 4+	% 9-1
2+ Science Qualifications	207	72%	100%

Subject	NOE	9	8	7	6	5	4	3	2	1	U	4+	% 4+	9-1
Art	51	2	1	8	12	15	10	3	-	-	-	48	94%	51
Biology	64	6	7	10	18	15	8	-	-	-	-	64	100%	64
Chemistry	64	7	9	14	16	8	8	2	-	-	-	62	97%	64
Computer Sci	23	-	2	3	8	2	3	4	1	-	-	18	78%	23
Dance	18	2	5	1	4	4	2	-	-	-	-	18	100%	18
D&T	76	3	4	11	15	11	4	14	10	4	-	48	63%	76
English Lit	204	3	5	12	35	41	47	42	11	6	2	143	70%	202
Food Tech	15	-	-	-	4	1	6	4	-	-	-	11	73%	15
French	90	5	5	5	9	12	27	17	9	1	-	63	70%	90
Geography	94	7	11	10	16	14	14	12	6	4	-	72	77%	94
German	11	3	4	3	-	1	-	-	-	-	-	11	100%	11
History	111	4	8	12	17	12	12	21	20	5	-	65	59%	111
Media	29	2	3	2	3	9	1	6	3	-	-	20	69%	29
Music	25	1	3	2	7	2	5	5	-	-	-	20	80%	25
PE	51	4	4	6	4	13	9	8	3	-	-	40	78%	51
Performing Arts	36	3	6	6	9	5	4	1	2	-	-	33	92%	36
Physics	64	7	10	11	15	14	6	1	-	-	-	63	98%	64
RS	13	2	1	4	2	1	1	1	1	-	-	11	85%	13
Science	143	5	6	7	20	31	34	26	13	1	-	103	72%	143
Science Add	143	2	6	6	11	20	40	36	19	3	-	85	59%	143
Spanish	24	3	2	6	5	3	3	1	1	-	-	22	92%	24

Subject	NOE	L2 Dist*	L2 Dist	L2 Merit	L2 Pass	L1 Dist	L1 Merit	L1 Pass	U	% D*-L1Pass
Business	51	15	5	11	14	2	2	2	-	100%
Construction	4	-	-	1	2	-	-	1	-	100%
Creative Imedia	25	1	-	3	7	6	4	-	-	100%
H&S	21	1	-	3	7	6	4	-	-	100%

## A Level Results

2021 GCE A Level Examination results by each subject. Achieved by students aged 16, 17 and 18.

Subject	NOE	A*	A	B	C	D	E	U	% A*B	% A*-E
Biology	6	-	1	2	3	-	-	-	50%	100%
Business Studies	6	-	1	1	2	-	2	-	33%	100%
Chemistry	11	1	1	3	4	1	1	-	45%	100%
Drama	8	2	2	4	-	-	-	-	100%	100%
D&T Product Design	13	2	3	2	1	4	1	-	54%	100%
Economics	9	-	2	1	3	3	-	-	33%	100%
English Language	12	-	1	3	4	3	1	-	33%	100%
English Literature	14	2	1	6	3	2	-	-	64%	100%
Film Studies	5	-	2	1	1	1	-	-	60%	100%
Financial Studies	24	-	5	4	7	8	-	-	38%	100%
Fine Art	12	1	2	6	3	-	-	-	75%	100%
French	3	-	-	1	1	1	-	-	33%	100%
Geography	13	2	3	-	5	2	-	1	38%	92%
German	2	-	1	1	-	-	-	-	100%	100%
History	14	2	1	5	1	3	2	-	57%	100%
Mathematics	26	5	8	7	3	3	-	-	77%	100%
Mathematics Further	5	3	1	-	1	-	-	-	80%	100%
Media	9	-	1	4	4	-	-	-	56%	100%
Physics	12	3	1	6	1	1	-	-	83%	100%
Politics	9	3	-	5	-	1	-	-	89%	100%
Psychology	17	-	4	5	5	3	-	-	53%	100%
Religious Studies	9	-	-	2	5	1	1	-	22%	100%
Sociology	11	1	2	4	2	2	-	-	64%	100%
Spanish	5	2	3	-	-	-	-	-	100%	100%
PE	11	1	2	2	5	1	-	-	45%	100%

## BTEC Results

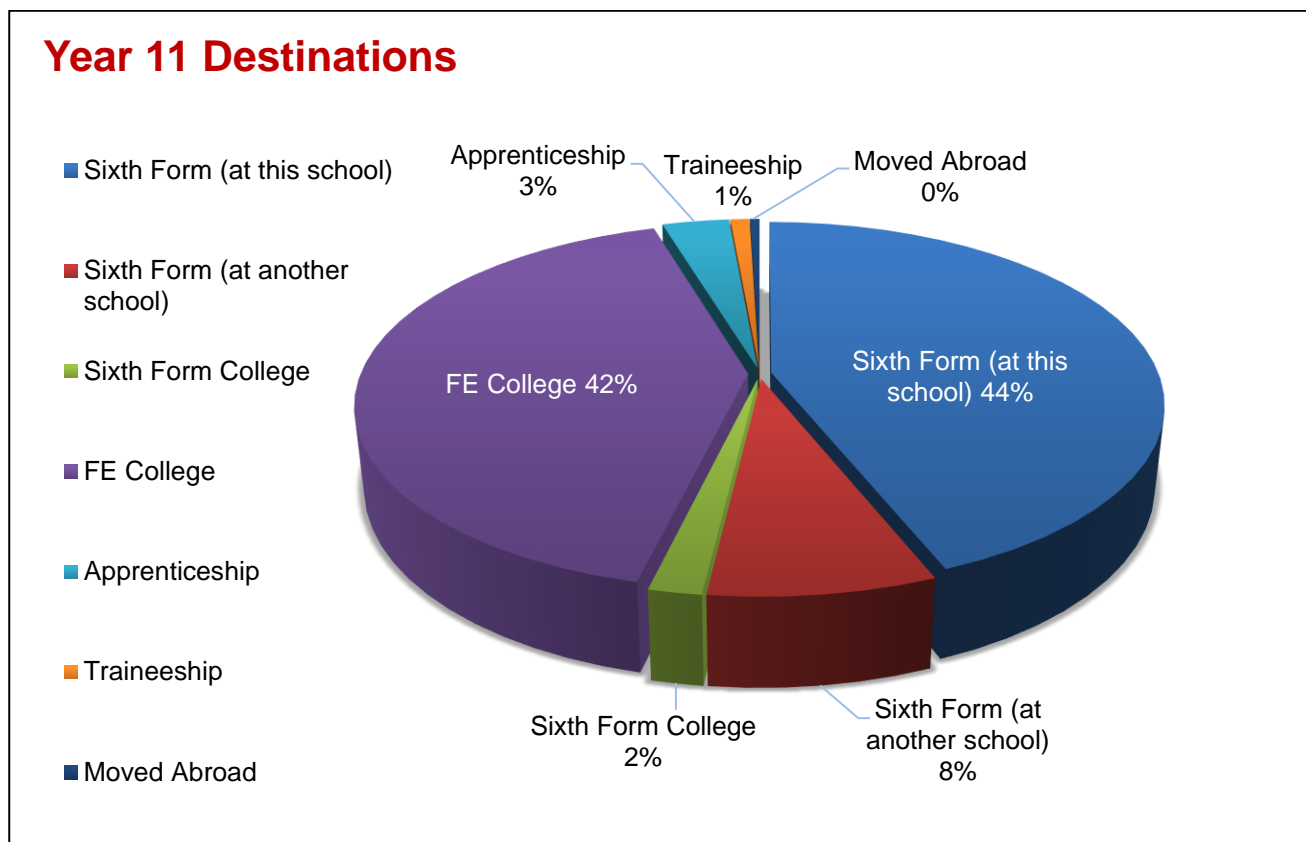
Subject	NOE	Dist* - Pass	% Dist* - Pass
Business Studies	20	20	100%
ICT	7	7	100%
Sports Studies	16	16	100%





## Year 11 Destinations 2021

Out of our 2021 Year 11 cohort we have no NEETS to report. The chart has been broken down into the following destinations.



## Year 13 Destinations 2021

### Provider name

Anglia Ruskin University  
 Anglia Ruskin University  
 Anglia Ruskin University  
 Anglia Ruskin University  
 Anglia Ruskin University  
 Anglia Ruskin University  
 Anglia Ruskin University

Bath Spa University

Bath Spa University  
 Canterbury Christ Church University  
 City, University of London  
 Keele University  
 Kingston University  
 Lancaster University  
 Loughborough University  
 Loughborough University  
 Manchester Metropolitan University

### Course placed

Business Management  
 Building Surveying  
 Quantity Surveying (with Placement year)  
 Sociology  
 History  
 Working with Children, Families and Communities  
 Sport Coaching and Physical Education  
 Creative Writing and Film and Screen Studies  
 (Professional Placement Year)  
 Criminology and Psychology (Professional Placement  
 Year)  
 Criminal Investigation  
 Sociology  
 Radiography (Diagnostic Imaging)  
 Real Estate Management with Business Experience  
 Law (Study Abroad)  
 Sport and Exercise Psychology (with placement year)  
 History  
 Economics



Nottingham Trent University	Sport and Exercise Science
Nottingham Trent University	Business Management and Marketing
Nottingham Trent University	Sport and Exercise Science
Nottingham Trent University	Sport and Exercise Science
Pearson College London (including Escape Studios)	The Art of Computer Animation
Plymouth College of Art	Fine Art
Royal Holloway, University of London	Biomedical Sciences
Royal Holloway, University of London	English
Solent University (Southampton)	Sport and Exercise Science
Swansea University	Mechanical Engineering with a Foundation Year
The University of Edinburgh	Mathematics
UCFB	Football Business & Marketing
University of Bath	Modern Languages (Spanish advanced & Italian beginner)
University of Brighton	Physical Education with QTS (Secondary)
University of Bristol	Mathematics
University of Bristol	Politics and International Relations with Study Abroad
University of Cambridge	Natural Sciences
University of Derby	International Business Management
University of East Anglia UEA	Philosophy and Politics
University of East Anglia UEA	Creative Writing and English Literature
University of East Anglia UEA	Economics
University of East Anglia UEA	Ecology and Conservation
University of East Anglia UEA	Accounting and Finance with a Year in Industry
University of Essex	Journalism and Sociology (Including Placement Year)
University of Essex	Sports and Exercise Science
University of Essex	Sports Performance and Coaching
University of Gloucestershire	Sport and Exercise Sciences
University of Greenwich	Advertising and Digital Marketing Communications
University of Hertfordshire	Sport and Exercise Science
University of Hertfordshire	Psychology
University of Kent	Computer Science with a year in Industry
University of Leeds	Banking and Finance
University of Manchester	Aerospace Engineering with an Integrated Foundation Year
University of Manchester	Actuarial Science and Mathematics
University of Nottingham	Engineering and Physical Sciences with Foundation Year
University of Oxford	History and English
University of Plymouth	Environmental Management and Sustainability
University of Plymouth	Accounting and Finance with Foundation Year
University of Portsmouth	Mechanical Engineering
University of Roehampton	Computer Science Extended degree
University of Sheffield	Chemical Engineering
University of Southampton	Criminology and Psychology
University of Sussex	Finance and Business (with a professional placement year)
University of Sussex	Law with Politics
University of Westminster, London	Accounting and Business Management

University of Winchester  
 University of Wolverhampton  
 University of York  
 University of York  
 University of York  
 University of York

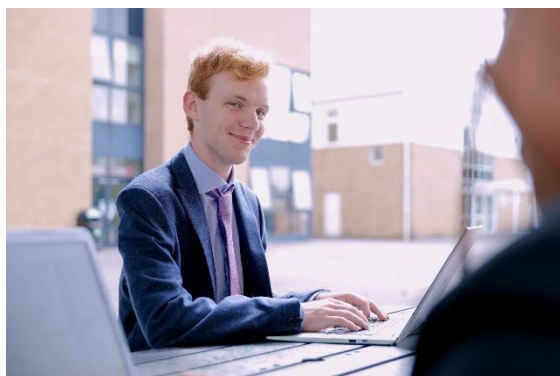
Psychology (with Foundation Year)  
 Fire and Rescue  
 English/Linguistics (Equal)  
 Mathematics  
 English/History (Equal)  
 Law and Criminology

**Provider name**

Goldsmiths, University of London  
 Loughborough University  
 Nottingham Trent University  
 Solent University (Southampton)  
 UCFB  
 UCFB  
 University of East Anglia UEA  
 University of Hertfordshire  
 University of Manchester  
 University of Sheffield  
 University of Sussex

**Course placed**

Drama and Theatre Arts  
 Graphic Design  
 Psychology (Forensic Psychology)  
 Sport and Exercise Science  
 Football Business & Media  
 Football Business & Finance  
 Business Management  
 Architecture  
 Law with Politics  
 Mathematics  
 Criminology





# **Birchwood High School**

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**Website** [www.birchwoodonline.co.uk](http://www.birchwoodonline.co.uk)

**Principal** Dr Chris Ingate



# Birchwood High School

## The Personalised Learning Centre

### Supporting Students with Special Educational Needs



*your dreams, your future, our challenge*

Birchwood High School is a larger than average secondary school. The proportion of students with special educational needs is similar to that found nationally.

Our aim is to ensure that all students can participate fully in the work and life of the school as well as ensuring that all students can achieve to the very best of their ability. We aim to provide the very best opportunities for all students. High quality teaching is vital for all students and is our first form of support for students with special educational needs. However, we recognise that some students will need additional support, provision and resources in order to ensure progress.

### **Our aims**

- To ensure that all students meet their expected progress in learning.
- To ensure that all students with Special Educational Needs and Disabilities (SEND) have their needs identified in order to support academic progression and continued wellbeing.
- To ensure all students can access a balanced curriculum, differentiated where appropriate.
- To ensure that all students with SEND are able to fully access the curriculum by providing extra support or additional resources thereby removing barriers to learning.

The Special Educational Needs and Disability (SEND) information Annual Report works in conjunction with the Local Offer from Hertfordshire Local Authority. The Local Offer may be found on the following Hertsdirect website: [www.hertsdirect.org](http://www.hertsdirect.org).

### **Admission and Transition**

The admission arrangements of all students – including students with SEND – are in accordance with national legislation. A copy of our admission arrangements may be found on the school website.

In order to ensure that students are well supported at Birchwood High School, the following arrangements take place:

- All students are visited by the Head of Year and SEND Manager at their primary school base. This is to ensure that they feel comfortable with the rigours of secondary school life and familiarise themselves with key personnel.
- Meetings are held with the class teacher and primary school SENCo to ascertain progress and needs.
- Extended transition is offered to those students who would benefit from more extensive arrangements. This is to ensure that students are less anxious when they begin in September.
- All appropriate secondary school staff are fully informed of the intake in preparation for September.



For those students with Education, Health and Care Plans (EHCPs) the SEND Manager will attend the Annual Review.

### **Identification and Monitoring of Students with Special Educational Needs**

The SEND Manager and Personalised Learning Team make good use of baseline data to inform planning for all students including those with Special Educational Needs. Teacher assessment and SATs results are used to establish areas of need and intervention.

As students progress through the school, good use is made of the interim system to monitor students at all levels. There is a consistent dialogue between key staff members to ensure that the progress of students is monitored closely and that appropriate intervention is implemented.

A variety of factors are considered when identifying and assessing students with Special Educational Needs. In addition to the above the following forms of identification may be taken into account:

- Close liaison with parents on transition to Birchwood High School
- Effective use of primary school progress data
- Literacy screen tests of all students at the start of Year 7
- Liaison with subject staff, group tutors and Leaders of Tracking and Progress (Year Leaders)
- Liaison with outside agencies
- Year 9 and Year 10 screening tests for Examination Access Arrangement

### **Provision for students with Special Educational Needs**

As mentioned previously, the first form of support for all students – including those students with Special Educational Needs – is high quality teaching. Continuing Professional Development is provided to ensure that teachers are kept abreast of key strategies for support. This is linked clearly to lesson observations and Performance Management.

In addition to the above, the following provision is offered where appropriate:

- In class Learning Support Assistant support for identified students with an EHCP
- Programmes of study from specialist outside agencies
- Alternative methods of recording
- Break and lunchtime support for vulnerable students
- Nurture Groups
- Counselling
- Youth Support Workers
- Family Support Workers
- Educational Psychologist consultation
- Literacy and Numeracy small group intervention
- Programmes of study to assist with organisation

- Examination Access Arrangements
- Learning Mentor intervention for identified students

The above list is not exhaustive and may not be offered to all students with special educational needs. Provision is offered as a result of identification and monitoring.

### **Working in Partnership**

Birchwood High School is committed to working in partnership with students and parents. We believe in a Student Centred Approach and are committed to ensuring the needs of the student are at the heart of what we do.

The school welcomes feedback from parents all year round and parents can make an appointment to speak to any member of staff, including the SEND Manager throughout the year for any reason.

Parents will be informed of their child's progress through the following means:

- Annual Review meetings for identified students (Education, Health and Care Plans)
- Team around the family style meetings with identified students
- One to one discussions with SEND Manager, classroom teachers, form tutors and learning support assistants
- Telephone and email consultations
- Formal interim reports

### **Contacts and further information**

Mrs Lori Jackson – SEND Manager  
Email: [ljackson@birchwoodhigh.org.uk](mailto:ljackson@birchwoodhigh.org.uk)  
Telephone: 01279 655936

Mrs Suzanne Mendel – Assistant to SENCo  
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## Birchwood High School Admissions Policy Years 7-11 with effect from September 2021

### Context

This policy sets out the admissions criteria for students admitted into Years 7-11 at Birchwood High School. Birchwood admits 240 boys and girls per year into Year 7 (the “published admission number” or PAN). If the school is over-subscribed, the allocation criteria are set out below in hierarchical order of importance. The general principle of these criteria is to give priority to students with brothers or sisters already at the school or those who live locally to the school address. We do not apply aptitude tests and are proud of our all-ability intake.

### Admission Arrangements for Entry to Year 7 in September 2021

The Local Authority Common Application Form (CAF) must be completed when applying for a place at Birchwood High School in order for your application to be assessed correctly. There is no need to complete a Common Information Form (CIF).

The CAF form you should complete depends on where you live. Secondary Transfer Forms are available from your Local Authority. Hertfordshire residents must use the form supplied by Hertfordshire County Council available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) Essex residents must use the form supplied by Essex County Council [www.essex.gov.uk/Education-Schools/Schools/Admissions](http://www.essex.gov.uk/Education-Schools/Schools/Admissions)

**If the school is oversubscribed (more applicants than available places) places will be allocated** using the following 6 criteria in the order set out below:

**Looked after child** (children in public care) A 'looked after child' is a child who is (a) in the care local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order).

**Siblings:** Children who, at the closing date for applications, have a brother or sister currently attending Birchwood High School in years 7 – 11. They also need to live at the same permanent address from Monday to Friday and to have joined the school during years 7 – 11.

For information sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after\* and in every case living permanently\*\* in a placement within the home as part of the family household from Monday to Friday at the time of this application.

*\*Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.*

*\*\*A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.*

*'Currently attending' means children who are actually at the school, or children who have been offered or accepted place but have not yet started at the school.*

**Staff:** Priority is given to the children of Birchwood employees provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage. All students also need to live at the same permanent address as the member of staff from Monday to Friday.

**Priority Area:** Children who, at the closing date for applications, live in the Priority Area Electoral Wards of Bishop's Stortford, Thorley Parish and the area North West of Bishop's Stortford namely; Albury, Berden, Birchanger, Brent Pelham, Farnham, Furneux Pelham, Little Hadham, Manuden, Much Hadham, Stocking Pelham, Takeley and The Hallingburys. Addresses are routinely checked and places may be withdrawn if a false address has been given.

**Geographical distance:** Should there be places unfilled after applying criteria 1, 2, 3 and 4 the places will be offered on the basis of shortest straight-line distance from their permanent residence to the School as determined by Hertfordshire County Council, with those who are closer being accorded a higher priority. Addresses are routinely checked and places may be withdrawn if a false address has been given.

In the event of a tie for the last place in any of these criteria, a tiebreak will be made on the basis of shortest distance from their permanent residence to the School as determined by Hertfordshire County Council, with those who are closer being accorded a higher priority. Addresses are routinely checked and places may be withdrawn if a false address has been given. If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of Birchwood High School.

Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

### **Students with a Statement or Education, Health and Care Plan (EHC):**

If the school is named in a Statement of Special Educational Needs or the student has an Education, Health and Care Plan, the Local Authority concerned will consult with the school in the first instance. Thereafter, if the professional view is that the school can accommodate the student's needs, priority for admission will be given before any other applicant and such admissions will count towards the published admission number.

### **Other Information:**

- The Governing Body will normally only admit children into their normal chronological age group, although each case will be considered on its facts, which must be included in any application form submitted for such a place
- At secondary transfer the twin or multiple birth sibling of any child allocated a place will also be admitted if one child is allocated the last place available.
- The Governing Body will normally only consider one application for admission to the school for a student in any one academic year. In the case where circumstances relevant to the application have substantially altered the governors may, at their discretion, consider a further application within the school year.

*You must also return your Secondary Transfer Form to the appropriate Local Authority on time.*

### **Failure to gain a place at Birchwood High School**

- If you fail to gain a place at the school, the Local Authority will offer you a place at a different school.
- Whether or not you accept such a place, you can ask to be placed on the Continuing Interest List for Birchwood High School. If a place becomes vacant during the year, the school will only offer it to someone from its Continuing Interest List, in strict accordance with the admission arrangements set out above. As the year progresses, the Continuing Interest List may include people who have just moved into the area and want a place for their child. They will have the same status as others on the list and, depending on which of the criteria they match, may be offered a place first.
- Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with the locally agreed Fair Access Protocol will take precedence over others on the Continuing Interest List. <https://www.hertfordshire.gov.uk/media-library/documents/schools-and-education/admissions/fair-access-protocol/hcc-fair-access-protocol-2018.pdf>
- It is the responsibility of parents to contact Hertfordshire County Council to state their continued interest at the start of each academic year.
- You have the right to appeal. Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system."

## **Admission Arrangements for Entry at other times (In-year admissions)**

For in-year admissions, the following process applies:

- Contact Hertfordshire County Council to find out whether there are places in the year group concerned.
- The Governing Body will normally only admit children into their normal chronological age group, although each case will be considered on its facts, which must be included in any application form submitted for such a place
- If the year group concerned is full, the same over-subscription rules set out above will apply.
- If your application is processed successfully, we will then contact you to arrange to meet your child's Head of Year to discuss start dates, classes, form group, uniform and equipment and any questions you may have.
- If there are no places, your application will be added to our Continued Interest list. Once a place becomes available, your application will be assessed according to the allocation criteria points 1-5 above.
- Continued Interest lists will be annually reviewed to ensure those on the list are still interested in a place.
- The county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)
- The appeals process will be carried out in line with Hertfordshire County Council's Appeals' Administration Service. The decision of the Independent Appeal Panel is binding on all parties.

## **Change of Address**

If your family is in the process of moving house, your new address will not be considered until a move into the area has actually taken place or you are able to offer proof of pending residence (e.g. a solicitor's letter indicating that there has been an exchange of contracts). New addresses will only be considered up to the agreed "late" date in the December preceding the allocation year.





# **Catering Information 2021-2022**

**Andrew Kadlec  
Catering Manager**

# Our Food at Birchwood



Hello my name is Andrew Kadlec and I am the Catering Manager at Birchwood High School. We have a five star rated Café.

As you read through the following information, I hope you are reassured that your child will be eating freshly cooked nutritional food which is prepared daily in school by a committed, enthusiastic and caring catering team.

We use high quality produce from local suppliers with our fresh meat and vegetables being delivered daily.

Our daily menu includes a traditional main meal with vegetables, a vegetarian choice, pasta with sauces, wraps, sandwiches, salads and jacket potatoes with filling.

For dessert, we offer a wide range of fresh fruit, homemade cakes and yoghurt. Drinks are always available including mineral water, natural juices and milk.

## Opening Times

8.00am - Breakfast time

11.00am - Break time

1.25pm - Lunch time

## Meal Deals

The special meal deals are affordable on the Free School Meal (FSM) allowance of £2.55.

We hope students will enjoy their food and mealtimes with us and please feel free to speak to a member of the catering team if your child needs help or has any special requirements.

## Café - Cashless Catering

At Birchwood we have a biometric recognition system to allow students to purchase food in our Café.

There is a daily maximum spending limit of £7.00 for all students. The Café does not accept cash, students must use the biometric system or PIN number but coin and note top ups can be made by students at the revaluation pay-point in the Café or by using ParentPay.

Did you know that Hertfordshire County Council could save you over £400 per child per year if you are entitled to Free School Meals?

For further information visit:

[www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals)

### **Food Allergies & Intolerances**

All menus will have food allergens printed on them or students can go to the **Café Help Desk** where advice is available.

Please note that we produce food in a kitchen where allergens are handled and while we try to keep food separate, we cannot guarantee that any item is allergy free.

<i>Menu Example</i>				
<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<i>Beef Lasagne with garlic bread</i>	<i>Theme Day</i>	<i>Sausage &amp; mash</i>	<i>Roast Day</i>	<i>Treat Day</i>
<i>Macaroni Cheese (V) with garlic bread</i>	<i>Sweet &amp; Sour pork</i>	<i>Sticky Quorn sausages (V) &amp; mash</i>	<i>Roast Pork Yorkshire Pudding</i>	<i>Fish &amp; Chips</i>
	<i>Vegetable spring roll with sweet chilli sauce</i>		<i>Stuffed Peppers (V)</i>	<i>Cheese &amp; Onion Pasty &amp; Chips (V)</i>
<b><u>Available every day</u></b>				
<i>Pasta Bar / Jacket Potato Bar / Cold Salad Pots /</i>				
<i>Sandwiches / Wraps / Filled Rolls</i>				

Visit the Birchwood School website for further information, on menus and price lists.

**[www.birchwoodonline.co.uk](http://www.birchwoodonline.co.uk)**

# Example Price List

Pasta King £2.45

Sandwiches & wraps £2.20/£2.50

Hot panini £1.95

Cold pasta pots £1.95

Hummus pots £1.95

Cheese & crackers pots £1.95

Southern fried chicken wrap £2.00

Bacon rolls £1.00

Toasted tea cake 50p

Fresh fruit 50p

Mousse/cheesecake pot 80p

Yoghurt 90p

Grape pot £1.00

Homemade cake 80p

Please see school website for full price list

## Special Meal deals ...

**£2.55 includes a choice of main meal, jacket potato or Pasta King and one of the choices below:**

Pudding / cake / cookies / jelly / mousse or fresh fruit

Today's main meal      1 course £2.40

Jacket Potato plus two toppings      1 course £2.40

Pasta king pot      1 course £2.45

## Extra-Curricular Activities 2021 Autumn Term (excluding off-site trips)

### Lunchtime Activities:

Curriculum Area	Name of Activity	When it is run	What room	Day of the week	Times	Run By	Target Group
<b>Art</b>	Art Club	Weekly	C24	Wednesday	13:25-14:00	Mrs Parker	Year 7 & 8
<b>Dance</b>	Dance	Weekly	Dance Studio A4	Tuesday	13:25-14:00	Miss Adams	Years 7 & 8
<b>Library</b>	Reading Group	Weekly	D7	Friday	13:30-14:00	Mrs Gibson Miss Lava	Year 8 & 9
<b>Maths</b>	Maths Clinic	Weekly	C26	Friday	13:30-14:00	Dr Allen	All Years
<b>Music</b>	Year 7 and 8 Singers	Weekly	B2	Monday	13:30-14:00	Mr Grogan	Year 7 and 8

### Afterschool Activities:

Curriculum Area	Name of Activity	When it is run	What room	Day of the week	Times	Run By	Target Group
<b>Art</b>	Coursework catch-up and improvements.	Weekly	C22 C23 C24	Monday	15:05-16:30	Mrs Jackson Miss Morrison Miss Payne	Year 9 Year 10 Year 11
<b>Drama</b>	Coursework clinic (starts <b>after Christmas</b> )	Weekly	Drama Studio	Wednesday	15:05-16:30	Mrs Hassani	Year KS4 & 5
<b>English</b>	Year 11 English revision	Weekly	D6 D8	Tuesday	15:15-16:15	Miss Livermore Miss Lava	Year 11
<b>Maths</b>	Maths revision GCSE Foundation tier	Weekly	D12 (up to grade 3) D13 (grade 4 to 5) D15 (grade 4 to 5)	Monday	15:10- 16:10	Mr Loney  Miss White  Dr Gilkes	Year 11



Curriculum Area	Name of Activity	When it is run	What room	Day of the week	Times	Run By	Target Group
Maths	Maths revision GCSE Higher tier	Weekly	D14 (grade 5 to 6)	Wednesday	15:10-16:10	Mr Hannant	Year 11
			D10 (grade 7 to 9)			Dr Allen	
Maths	Key Stage 3 Maths Club	Weekly	D11	Thursday	15:10-16:00	Mr Summers	Year 7&8
MFL - French	KS4 French revision sessions	Weekly	B19	Wednesday	15:10-16:10	Mrs Ogus	Years 11 & 10
		Weekly	B14	Thursday	15:10-16:10	Mrs Van Baalen	Years 11 & 10
Music	Composition club	Week 1	B1	Monday	15:00-16:00	Mr Stock	Year 10
	Orchestra	Weekly	B2	Wednesday	15:15-16:00	See Mr Grogan (will depend on numbers due to Wizard of Oz)	All year groups
PE	Fitness	Weekly	PE changing rooms	Monday	15:10-16:10	Mrs Sieczko	Years 9 - 11
	Netball	Weekly	PE changing rooms	Monday	15:10-16:10	Miss Peet Miss Perrett	Years 7, 8 & 9
	Rugby	Weekly	PE changing rooms	Monday	15:10-16:10	Mr Ruggins	Year 9
	Senior Hockey	Weekly	PE changing rooms	Monday	15:10-16:10	Mrs Tooze	Years 9 - 13
	Senior Rugby	Weekly	PE changing rooms	Monday	15:10-16:10	Mr Jones Mr Noblett	Years 11 - 13
	Cheerleading	Weekly	PE changing rooms	Tuesday	15:10-16:00	Run by an external coach	Year 7 & 8
	Running	Weekly	PE changing rooms	Tuesday	15:10-16:10	Mrs Mackinlay	Years 7 - 11

Curriculum Area	Name of Activity	When it is run	What room	Day of the week	Times	Run By	Target Group
	Senior Rugby	Weekly	PE changing rooms	Tuesday	15:10-16:10	Captains run	Years 11 - 13
	Senior Football	Weekly	PE changing rooms	Wednesday	15:10-16:10	Mr Torrance	Years 11 - 13
	Junior Hockey	Weekly	PE changing rooms	Wednesday	15:10-16:10	Miss Rolfe	Years 7 - 8
	Badminton	Weekly	PE changing rooms	Thursday	15:10-16:10	Miss Payne	Years 9 - 10
	Girls Rugby	Weekly	PE changing rooms	Thursday	15:10-16:10	Miss LaLonge	Years 7 - 11
	GCSE Netball	Weekly	PE changing rooms	Thursday	15:10-16:10	Miss Perrett	Years 9 - 11
	Rugby	Weekly	PE changing rooms	Thursday	15:10-16:10	Mr Clift Mr Jones Mr Hill Mr Barratt	Years 7, 8 & 10
<b>Social Science-Business</b>	KS4/KS5 Drop in Session	Weekly	B12	Wednesday	15:10-16:10	Mrs Dervish	Years 10 - 13
<b>Tech – ICT/Computer Science</b>	KS4/KS5 Drop in Session	Weekly	C26	Wednesday	15:10-16:10	Mr Creed	Years 10 - 13