



BOURNVILLE

ALL-THROUGH SCHOOL



**BOURN
SCHOOL**

PARENT INFORMATION
BOOKLET
2024



FAIRFAX
MULTI-ACADEMY TRUST



CONTENTS ▶▶

WELCOME FROM THE CEO



Mr Simon Jones | CEO

We are delighted that you are considering sending your child to Bournville School. Bournville is one of a family of four academies that form the Fairfax Multi-Academy Trust (FMAT).

Established in 2014, FMAT is an educational charity, which encourages its academies to celebrate their own uniqueness, whilst sharing one mission, vision and set of values.

Our mission is “Enriching Lives; Transforming Futures”. We achieve this by ensuring all of our students access a broad and wide-ranging curriculum, while being supported in a structured, kind and caring environment.

Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers a high-quality education.

What do we mean by ‘high-quality of education’?

Every child is recognised as an individual and has access to first-class pastoral care because we want your child to be happy;

Every child benefits from a wide range of enriching opportunities because we place great emphasis on your child’s personal development;

Every child benefits from dedicated leaders, teachers and staff who are relentless in their ambition to improve the quality of teaching in our academies because we know excellent teaching is key to transforming the futures of our students.

OUR VISION

ENRICHING LIVES; TRANSFORMING FUTURES

OUR VALUES

Our family is a values led organisation. The following values underpin all of the work we do:



EXCELLENCE

We strive for the highest quality to ensure excellent outcomes and personal achievements.



DEDICATION

We believe there is dignity in hard work and effort.



TRADITION

We believe in good manners, kindness and respect.



INTEGRITY

We believe in openness, honesty and have a real sense of moral purpose.



AMBITION

We aim to be the best that we can be, in all that we do.

WELCOME FROM THE PRINCIPAL



Dear Parent/Carer,

A very warm welcome to Bournville School from all of our staff; we are delighted that your child is joining us in September and look forward to seeing our Year 7 students thrive both academically and personally.

As Principal at Bournville, I am extremely proud of our students' achievements and the pride they take in all aspects of school life. I am confident that the high standards we have in behaviour, uniform and work

ethic combined with our high expectations of mutual respect and ambition for all will not only support your child to be successful at Bournville but will also equip them for a bright and happy future.

The school's motto "ready, respectful, safe" is fundamental to our success and I look forward to your child making the most of the many opportunities that Bournville School has to offer.

Miss Marie Rooney | Principal



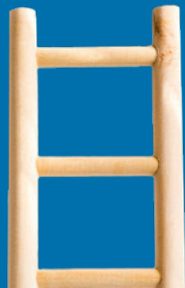
Pupils value the **positive environment**, they say that teachers know them well and that this helps to make them feel safe.

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Our **Vision** ▼

To develop **articulate, resilient** and **ambitious** students, regardless of background, with the knowledge, attitudes, skills and habits (KASH) to excel in modern Britain.



Our **Values** ▼

- Excellence.
- Dedication.
- Ambition.
- Integrity.
- Tradition.

EXCELLENCE
We strive for the highest quality to ensure excellent outcomes and personal achievements.

DEDICATION
We believe there is dignity in hard work and effort.

AMBITION
We aim to be the best that we can be, in all that we do.

INTEGRITY
We believe in openness, honesty and have a real sense of moral purpose.

TRADITION
We believe in good manners, courtesy and respect.



Our **Mission** ▼

To **STRIVE** for success.

SELF DISCIPLINE
the ability to control your own behaviour to be more productive, aspiring for excellence.

TOLERANCE
the willingness to accept feelings, habits or beliefs that are different from our own.

RESILIENCE
to be tough and keep going, even when there are difficult situations or challenges.

INITIATIVE
to recognise and do the right things before being asked.

VIRTUE
to know right from wrong and habitually demonstrate good character eg. kindness, gratitude and honesty

EMPATHY
to understand and support the thoughts, feelings and perspective of other people.



Our **Expectations** ▼

- Ready
- Respectful
- Safe



Our **culture** is what you see and feel as you walk around our school. The **vision, values, mission** and **expectations** guide our behaviour and beliefs, influencing the norms and habits of all members of our school community; it's just 'The Bournville School Way'.

The simplest ways to be involved with your child's education is to:

- Talk to your child about their day at school (what went well, what did they learn, what homework have they been set etc.)
- Install 'Show My Homework' onto your smart phone. Enable the notifications to ensure you receive notification when your child has homework set, due or has missed a deadline.
- Attend Progress Evenings each year
- Engage with any workshops that are put on during the year
- Attend and engage with 'Parents' Forum'

How can I contact school?

Your main methods of contact into school are by telephone or email. In order to meet with a member of staff you would need to book a meeting to ensure that both staff and a meeting room are free at this time.

Please note, we cannot guarantee that a member of staff will be free for you to meet without a meeting being booked, due to prior commitments.

☎ 0121 475 3881

✉ post@bournville.fmat.co.uk

🌐 www.bournvilleschool.org

Main reception is open Monday to Friday 8.00am to 4.00pm.

If you have a homework query, you are able to contact Teachers directly via the Show My Homework app (also known as Satchel One).



How will school contact me?

Bournville School is conscious of the impact on the environment when letters are sent out. Therefore:

- All letters will be sent out via email (please ensure you have provided your email to school)
- Updates will be sent out through the MCAS app (this includes your child's reports, daily attendance and Achievement Points)
- The website will provide you with regular updates about the school
- The schools' social media (x and Instagram)) will provide you with updates

What apps and websites do I need to access?

MCAS

The primary contact for the child will be able to create a MCAS account from September 2023. This will allow you access to your child's daily attendance, Achievement Points and school reports. There are key links available to other key websites that you may need access to.

Show My Homework

All students homework is organised on this platform. In September you and your child will both be provided with account information to give you access to this. Once you have logged in you will be able to set up notifications for when your child has been set, completed or missed deadlines for homework.

Parent Pay

Bournville School is a 'cashless' school. This means students do not need to bring any cash onto school site. All school trips, dinner money etc can be paid over the Parent Pay system. You may use this at your child's primary school, if not, you're able to link parent pay to your bank account to make direct payments into the account.

Progress Evening Booking System

Our online booking system enables parents to book parents evening appointments online, you will be able to select the times that are appropriate to you. You will receive an email when the booking is open.



What can I do as a parent to prepare my child for moving to secondary school?

Go through your Transition Handbook

As well as this information booklet for parents, there is a student handbook for transition. This booklet goes through key information that your child will need.

Take the time to sit with your child and go through the handbook. Discuss how there are differences to primary school and ensure they are ready for the change.

Be positive and talk openly

This is an anxious time for students, particularly as moving to secondary school is the 'unknown'. Talk positively about the move to secondary school, reflect on the good things that they will achieve and enable your child opportunities to discuss their worries.

Get prepared

One of the School values is 'Excellence'. One of the ways students show excellence is through their uniform. With this in mind, you need to ensure that you have prepared for September by purchasing the school uniform and appropriate footwear. You will also need to ensure that your child has the school PE kit, a school bag and a coat.

Your child will also need to have a pen, pencil, ruler and calculator.

The Journey

Ensure your child is ready to make the journey to and from school safely.

Walking – If your child is going to be walking to school, practice the route with them and ensure they are aware of how long it will take them both on the way to and from school. Ensure they are aware of a different route home incase their route is blocked and you have discussed road safety with them.

Buses/Train – Teach your child how to read the timetable, how to pay/use their bus pass and how to make the journey. Do the journey with your child in the morning and the afternoon, so they are aware of how long it will take. There are regularly issues with traffic in the mornings, so plan for your child to take the slightly earlier bus to ensure they are on time. It is important to discuss safety when travelling with your child.

Students should arrive to school by **8.25am** and use the Griffins Brook Lane entrance. If they are late, they will need to walk round to the Hay Green Lane entrance. **We serve free breakfast bagels in the restaurant from 8.00am.**

Transition Events

Attend any transition events that are on prior to your child moving to Bournville School and also once they have started. There are events throughout the year such as: Progress Evenings, Parents' Forums and workshops that will provide you with information about your child's progress but also allow you to engage with the school and give your opinions.





'We wear uniform to promote a sense of community and in recognition that we are all the same'.

UNIFORM

- Non branded standard black blazer (*can be purchased from any shop*)
- Bournville pocket badge for blazer (*school will provide one free of charge*)
- AND/OR
- Navy long sleeved V-neck school jumper (*must be branded with school griffin*)
- **WITH**
- Black school skirt (pleated preferred) OR black tailored straight leg trousers (*no leggings, jersey skirts, denim, cord or skintight trousers. Skirts that do not maintain knee length while walking are also not acceptable.*)
- White collared shirt
- Bournville tie
- Plain white, black or grey socks; or plain black or natural tights
- Jewellery: one stud in each ear lobe and one wristwatch only
- No facial piercings
- Make up to be kept natural and subtle,
- Nails are to be a sensible length, we give permission for students to wear one nail polish colour of their liking
- Only natural hair colour and no extreme haircuts
- Black shoes or ankle boots – these should be practical and of a polishable material. Any branding or laces must be black.

GAMES AND PE KIT (any legacy kit is acceptable)

- School polo shirt – navy/cyclone blue (with logo) OR plain navy blue polo shirt
- Shorts - navy/black
- Unbranded tracksuit bottoms or leggings– navy/black
- Optional sports socks recommended for hygiene reasons
- Sports trainers
- Recommend mouth guards and shin pads to protect against injury
- Black/navy baseball cap for protection from the sun during the summer months
- Water bottle recommended

What uniform does my child need?

At Bournville School we believe in the importance of taking pride in our appearance and in representing ourselves and the School in a positive manner at all times; including on the way to and from school.

We believe that wearing the correct uniform sets the standards for learning, conveys the positive image that the School warrants in the local community and also ensures that staff are able to focus their attention on students' learning. In the same way many employers expect their staff to wear a uniform, we expect our students to wear the Bournville School uniform correctly each and every day.

It is well known that students misplace items and we urge parents/carers to clearly label all of their child's property with their full name. We advise that items of value should not be brought into school.

Our authorised uniform suppliers are Clive Mark and Kids Essentials. All items with School logos will need to be purchased from these companies. Order can also be made online.

They also have non-branded items for you to purchase if you would like or you can purchase black trousers, school shirts etc. from other shops.

Clive Mark

38-40 Poplar Road
Kings Heath
Birmingham B14 7AD
☎ 0121 444 7623 🌐 www.clivemark.co.uk

Kids Essentials

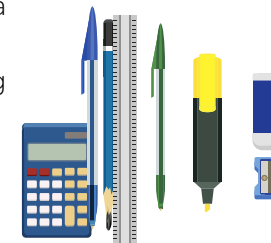
762 Bristol Road South
Northfield
Birmingham B31 2NN
☎ 0121 350 8444
🌐 kidsessentialsschoolwearbirmingham.co.uk/



What equipment does my child need every day?

Students are responsible for their equipment each day. It is essential that they have:

- Planner
- Blue or Black pen (not a gel pen)
- Green Pen – For improving their work
- Pencil
- Spare pen/pencil
- Ruler
- Calculator



It would be good practice to have:

- Rubber
- Sharpener
- A spare pen/pencil
- Highlighters – To annotate work and aid revision

Is my child allowed their phone at school?

We fully support that students need their phones on the way to and from school as a safety mechanism. Bournville School has a 'no phone' policy, if students are on their phones or their phones ring during the school day they will be confiscated by staff.

On the first occasion these will be locked away and handed to students at the end of the day. After this, students' phones will be locked away and parents/carers will need to collect from school.

Students are responsible for their own phones, if they bring them into school. This means the school take no responsibility for any damage or lost phones.

Just like with the uniform, phones should be away at the gate as students step over the blue line.

KEY CONTACTS



Miss Poole
Assistant Principal



"My role in school is to lead on transition. This includes liaising with primary schools in order to get all of the information required to give students the best possible start at Bournville."



Miss Wheeler
DSL



"I am the Designated Safeguarding Lead and make sure that our school looks after our children's mental and physical wellbeing."



Miss McShane
Leader of Year 7, 8 & 9



"I am Head of KS3 and will be monitoring achievement and effort, always ready to reward dedicated students and support those who need it."



Mr Hutchinson
Head of Year 7



"I am the Head of Year 7. My role is to ensure students have academic success as well as feeling safe and providing plenty of opportunities to enjoy school."



Miss Mills
Administration Manager



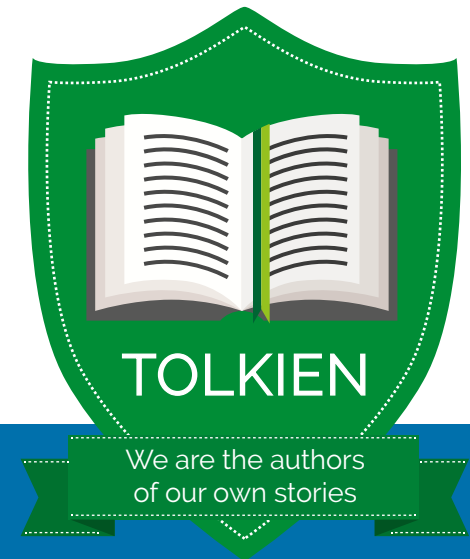
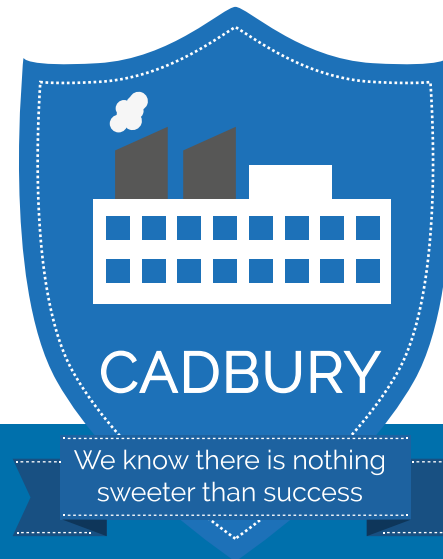
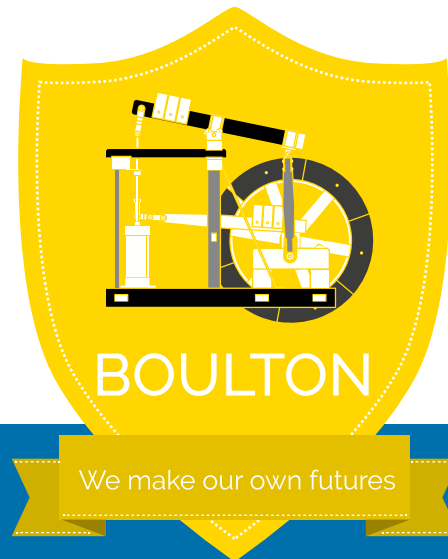
"My role is to oversee all of the administration at Bournville and deal with all admissions to Bournville School."



All staff have pupils' needs at heart. Staff are **positive about working at the school and the support they get from leaders at all levels.**

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PASTORAL

What support will the Pastoral system give to my child?

Students are supported on a day-to-day basis by their Form Tutor and their Head of Year. Each Form Tutor is a teaching member of staff, who may also teach your child for one of their subjects. The role of the Form Tutor is to build the relationships of the students in their Forms and develop skills such as independence, resilience, and responsibility. As parents/carers you will have the opportunity to meet with your child's Form Tutor at Progress Evenings. If you have any concerns or queries, contact Main Reception, and ask for the Form Tutor or Head of Year to contact you back so we can support you appropriately.



THE HOUSE SYSTEM

What is the House system?

When your child arrives at Bournville they will be put into one of four Houses; Austin, Boulton, Cadbury or Tolkien. They will give your child a community to belong to.

Each house will be involved in House competitions throughout the year to build skills in responsibility, leadership and comradery. Each students' Positive Points will be collated at the end of the year and added to points from the winners of House competitions. The points will decide the winners of the House Cup.

	ARRIVAL	TUTOR TIME	PERIOD 1	PERIOD 2 10:20-11:20 - 10:40-11:40		PERIOD 3	PERIOD 4 12:40-13:40 - 13:10-14:10		PERIOD 5	EXTRA CURRICULAR
TIME	8:40	8:45 - 9:20	9:20 - 10:20	Break 1 Y 7, 9, 11 10:20 - 10:40	Break 2 Y 8 & 10 10:40-11:40	11:40 - 12:40	Lunch 1 Y 7, 9, 11 12:40-13:10	Lunch 2 Y 8 & 10 13:10-14:10	14:10-15:10	15:10-
YEAR 7		TUTOR TIME	PERIOD 1	Break (20 mins)	PERIOD 2B	PERIOD 3	Lunch (30 mins)	PERIOD 4B	PERIOD 5	
YEAR 8		TUTOR TIME	PERIOD 1	PERIOD 2A	Break (20 mins)	PERIOD 3	PERIOD 4A	Lunch (30 mins)	PERIOD 5	
YEAR 9		TUTOR TIME	PERIOD 1	Break (20 mins)	PERIOD 2B	PERIOD 3	Lunch (30 mins)	PERIOD 4B	PERIOD 5	
YEAR 10		TUTOR TIME	PERIOD 1	PERIOD 2A	Break (20 mins)	PERIOD 3	PERIOD 4A	Lunch (30 mins)	PERIOD 5	
YEAR 11		TUTOR TIME	PERIOD 1	Break (20 mins)	PERIOD 2B	PERIOD 3	Lunch (30 mins)	PERIOD 4B	PERIOD 5	



THE SCHOOL DAY

What time does school start/end?

School starts at **8.30am**, at this time students need to be in their form room or in Elgar Hall for assembly. Realistically, students need to be in school at **8.35am** latest to get to their Form and/or Assembly on time. Students that arrive at school after **8.40am** are classed as late. The school day ends at 3.00pm.

Extra-curricular clubs end at 4.00pm. What time are break/lunch times? All students have a break for 20 minutes. At this time there is enough time to visit the toilets and get a snack from the Restaurant.

There is one lunch break of 40 minutes, students will be able to eat lunch in the restaurant and then enjoy some social time with friends or engage in some enrichment activities.

What is the timetable of the school day?

The table above shows the school timetable. Your child will be given a copy of their timetable on their first day. This will have information of their subject for each lesson, the Teacher Code and the classroom number. Students are responsible for recording their timetable into their Planner at the beginning

of the year; and updating it through the year if there are any changes. Students will not be given a spare timetable, unless they pay for one. Therefore, it is essential students look after their timetable and planner. We suggest that students put a copy of their timetable on the fridge or in a key place in the family home. This enables you as parents to:

- Know when students need their PE kits
- Are able to discuss the lessons students have each day

What happens if students need the toilet during the day?

The toilets are open at specific times of the school day to students.

- Before 8.30am
- Break time
- Lunch time
- Afterschool from 3.00pm

We encourage students to visit the toilets at each of these times throughout the day. Toilets are locked during lesson times.

Students should arrive into school by **08:25** in time to be able to go to the toilet line up and get into lessons promptly.

Students that arrive after **08:40** are classed as late and twice in a week will result in a C3 consequence.





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Older pupils have access to **high-quality support** for their future career, including information about apprenticeships and learning from different local and national employers.

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What should I do if my child is sick?

If your child is too sick to attend school you need to inform the school. You can do this by either:

- Phoning the school and selecting the option to 'report my child's absence' or;
- Message the Absence Line over the school app (you will not be able to access this until your child's first day).

If you have not phoned in to report your child's absence, you will receive a call to check on the welfare of your child.

What is good attendance?

Children cannot learn if they do not attend the School - attendance at the School is a prerequisite to learning.

School starts every day at **8.30** am. Please ensure that your child leaves home in time to account for possible delays on the road or when using public transport.

What do I do if I want to take my child on holiday during the school term?

The Principal will not be able to grant any leave of absence during term time, for any purpose unless there are exceptional circumstances.

If parents/carers decide to take a holiday in term time and it has not been authorised, you may be liable to receive a fixed penalty, where each parent/carer may have to pay a fine for each child removed from the School.

What happens if my child's attendance drops below 95%?

Bournville School expects that all students attend at least 95% of the time. The attendance team work closely with students and their families if attendance is below or dropping towards this figure. If a student's attendance does not improve as a result of intervention and support, the 'Spotlight' process will begin. Spotlight is the legal process to prosecute families for a child's poor attendance.

ATTENDANCE MATTERS

0 days off school	100%	Perfection
2 days off a year	99%	Excellent
5 days off a year	97%	Good
10 days off a year	95%	Cause for concern
20 days off a year	90%	Serious cause for concern
30 days off a year	85%	Critical



Staff understand that pupils need to be able to read to successfully access the rest of the curriculum. As a result pupils become **increasingly enthusiastic readers.**

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What is there for students to do at break/lunch times and after school

At Bournville we have an exciting extra-curricular programme which contains a wide range of activities.

We encourage all students in Year 7 to try at least one activity in their first term, as this is a fantastic way to make new friends whilst enjoying a mutual interest. The majority of activities take place after school, usually starting at 3pm and finishing at 4pm. The full list of programme of activities can be found on the school website but include:

Sporting Opportunities at Bournville

The PE department offer a range of different sporting clubs throughout the year. Our sporting teams often compete against local schools, or schools within FMAT.

The Arts at Bournville

There are many clubs that students can take part in, in order to improve their performing arts skills and develop their talents. By attending Drama and Music clubs, students give themselves the opportunity to participate in school shows, concerts and performances within the local community.

Music tuition

Students receive one hour of Music per week as part of their curriculum entitlement. In addition to this, we also work with S4E Music in order to provide instrument lessons to students. There is a strong tradition of Music at Bournville. We currently have over 150 students learning an instrument in school. If your child is interested in learning, or continuing to learn an instrument then please contact Miss Laura Walton (l.walton@bournville.fmat.co.uk). Alternatively, you can complete the instrumental tuition application form which comes with your child's admission pack.

Trips

We encourage students to go on educational visits when they are offered to enhance learning and to enjoy memorable experiences with their peers. There will also be an extra-curricular timetable with a variety of clubs for students to choose from.



The school makes sure that pupils benefit from a range of trips and visits to support their learning.

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Will my child get detentions?

Hopefully not.

Bournville School use a restorative approach to managing student behaviour. We do this because as humans we all make mistake; what we learn from these mistakes shape us into the adults we are. By adopting the restorative approach we develop students' ability to take responsibility for their actions and move forwards.

Our behaviour system is relatively simple:

If students are not reaching our expectations; they are given a verbal warning. This helps the student to understand that they are not demonstrating positive behaviours and therefore have an opportunity to put this right.

If students continue to not reach the expectations; they receive a written warning. This is a warning that is mapped on the schools' system so we are able to track where students get things wrong, but correct their mistakes, or where they then continue this disruption.

If students do not take notice of the verbal or written warning and continue to not reach the expectations; students receive a detention.

Please note: Students demonstrating persistent behaviour concerns or whom demonstrate a high-level one-off behaviour that breaches the schools behaviour policy could receive a fixed period of time in the schools' internal exclusion or a fixed term exclusion from school.

What happens in a 'detention'?

Students are taken to their detention by their Period 5 teacher. They will be met by the member of staff that set the detention. At this point the student and the member of staff will have a restorative conversation to look at what went wrong, why it went wrong and how to move forwards and not make the same mistakes again.

Detentions are supervised by the Head of Year to offer support

to both students and teachers where restorative conversations need some further support. This enables students to have a member of staff present and involved with whom they have a strong positive relationship with.

Please read the schools Behaviour Policy, on the website for more information around the expectations, support and sanctions around student behaviour.

How will my child get rewards?

We like to reward our pupils as much as possible and have various tangible rewards we issue to pupils.

Our main way of rewarding pupils is through Positive Points. These are logged by the teachers and given out for anything from an excellent contribution to class discussion, perfect behaviour and excellent homework just to name a few. A pupil's total points is tracked weekly and shared by the form tutor.

What happens to the 'top Achievers'?

There are then various rewards given out for the top achievers. Pupils receive certificates and are celebrated at our end of term rewards assemblies. At the end of the year we offer a rewards trip to those pupils that have excellent behaviour and attendance throughout the year and a good homework completion rate. We conduct student voice termly to get student ideas about new rewards that they would like to see introduced. A firm favourite is always Golden ticket Fridays where golden ticket winners can win anything from chocolate to ice-cream!

Pupils receive certificates at Positive Point milestones (25, 50 etc) and are celebrated at our end of term rewards assemblies.



“

Pupils' behaviour has improved rapidly during the last year.

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How much homework will my child receive each week?

The homework policy is currently being reviewed but it will be roughly at least 20-30 minutes per subject per week in years 7 – 9 and two 30 minute homeworks a week in years 10 and 11. This may sometimes be more on the run up to exams or to meet coursework deadlines etc.

What happens if my child does not do their homework?

Teachers will monitor and record when pupils are not doing their homework. If your child is not completing it on time then class teachers will phone home to discuss their concerns. We currently do not give pupils detentions for not completing homework as we prefer a more positive approach to the benefits of completing work so pupils will receive additional achievement points and rewards for completing their homework to a good standard and on time. Homework always builds on classroom content and teachers will discuss answers to homework in lesson so inevitably students will fall behind if they are not completing it.

It is your responsibility, as a parent of a child attending Bournville School to:

- Download the app
- Know when your child has homework to complete
- Know when your child has met homework deadlines
- Discuss and support your child in completing homework, this is a way of being involved in your child's education

Does my child have opportunity to do their homework at school?

Yes – our library is open every break, most lunchtimes and after school for pupils to do work. There is also an “homework club” study room available every day after school. Both locations are open until 4pm.

What type of homework will my child be set?

We use the online platform show my homework to set all of our homework but students will also be required to submit some work on there. A popular feature is our quizzes which need to be done online. Some subjects like maths use online interactive websites like mathswatch. Whereas some subjects will prefer to give paper homework that simply need to be completed and brought back to school.

Can I see what work my child has been set?

Yes! When your child starts at school they will be given log in details for themselves but also one for parents and guardians. It is really beneficial to register as you will receive notifications when your child has been set work but also when they do not complete it on time so it is easy for you to monitor.

My child cannot log on/has forgotten their password, what should we do?

Your child just needs to speak to their form tutor who can help them reset their password.



Pupils understand the expectations that the school has for them.”

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Where do I drop my child off?

We understand that your child's first day at secondary school is an exciting one. Many of you will want to drop your child to school.

Please remember that Bournville School is in a residential area. If you are going to be dropping your child at Bournville School on the first day we recommend that you walk to school, where possible.

If you have to drive to school, please park your car away from school without blocking the nearby roads or driveways of local residents and walk to the school gates.

Parents will not be allowed to enter the school, but may visit Main Reception, if necessary. However, with the large intake of students we recommend, where possible, that you call or email school later in the day to raise your query.

Where do I pick my child up from?

Students will be released at 3.00pm when the school bell goes. On the first day of school teachers will escort students out of the building and direct them to the bottom entrance (Griffins Brook Lane).



All staff have pupils' needs at heart. Staff are positive about working at the school and the support they get from leaders at all levels.

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ENRICHING **LIVES;** TRANSFORMING FUTURES

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DEDICATION.
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