



BirchfieldSchool

PARENTS' HANDBOOK

The Headmistress and Staff ask for support from both parents and pupils in following these guidelines in order to maintain the high standard we are aiming for. The Headmistress will have complete authority to impose sanctions on those not abiding by these rules.

Spring 2019

HEADMISTRESS'S INTRODUCTION



A very warm welcome to Birchfield School!

As school terms and seasons begin, flourish and then move on, I am always mindful of the special educational journey our pupils are undertaking and its importance in their lives. The journey at Birchfield for many of our children begins in Prepcare, our on-site day nursery, and ends on our wonderful Speech Day when, thirteen years later, their journey is acknowledged and celebrated with our whole community.

Our inspiring and dedicated teachers have often been known to shed a tear as they release their charges into the world and the next stage of their educational adventure. It is a testament to our staff that our leavers return year after year to Birchfield not just to visit but to help their teachers with all manner of events from music to sport, engaging with our younger pupils and providing wonderful role models.

I was struck by a parent's comment recently about their child having spent their whole childhood here at Birchfield and the gratitude they felt for their child having such happy memories, with positive learning experiences, a thirst for knowledge and learning and importantly, friends for life.

Our approach at this school remains determinedly one of providing the very best education through specialist expert teachers who value individuality, best effort, manners and kindness, as well as academic and sporting achievement. This formula ensures we send your children to their next school with enthusiasm and curiosity, a strong work ethic and a rounded, caring personality; indeed, Birchfield pupils remain in great demand at leading independent senior schools as evidenced by the many prestigious scholarships and exhibitions our pupils are awarded.

It is with pride and warmth that I welcome you to the Birchfield community, where I hope you and your children will quickly see and experience our famous Birchfield spirit. Please do contact me if I can offer any assistance in helping you to settle in with us.

A handwritten signature in black ink that reads "Sarah L. Morris". The signature is written in a cursive style with a long, sweeping underline.

Mrs Sarah Morris, Headmistress

SCHOOL ETHOS

VISION

Our vision is to lead the way in preparatory education in the West Midlands and to be the school of choice for aspirational families. We wish to be known for developing happy, confident children who achieve their full potential, are articulate, well-mannered, kind, tolerant, self-disciplined and socially conscious.

MISSION

Our mission is to inspire and nurture every single pupil in our care, exploring and expanding their individual potential, and to encourage them within a caring community to hold in the highest esteem mutual respect, loyalty and a life of learning, productivity and purpose.

The School Ethos is laid out in the Ethos & Aims Policy which is accessible on the website.

In compliance with the Independent Schools Standards Regulations we advise that the following information is available to all parents, current and prospective, from the school office upon request or via the school website:

- Safeguarding policy
- Admissions, Behaviour & Pupil Suspension & Exclusion policies
- Special Educational Need & Disability policy
- English as an Additional Language policy
- Curriculum policy
- Anti-bullying policy
- Educational visits policy – Health & Safety
- First Aid policy
- Complaints procedure/number of formal complaints in previous school year
- Staff, including temporary staff and qualifications

Birchfield is a member of the Independent Association of Preparatory Schools (IAPS) and the Independent Schools Association (ISA)

KEY INFORMATION

Headmistress: Mrs Sarah Morris

School address: Birchfield School, Harriot's Hayes Lane, Albrighton,
Wolverhampton, WV7 3AF

School Telephone Number: 01902 372534 (*Pupils may use this telephone with permission*)

Fax: 01902 373516

Email: office@birchfieldschool.co.uk

Website: www.birchfieldschool.co.uk

Bursar: 01902 372246 (direct line)

Chair of Governors: Mrs Tracy Carver
c/o Birchfield School, Harriot's Hayes Lane, Albrighton,
Wolverhampton, WV7 3AF

Age Groups Year Group

Pre-Prep

4 - 5	Reception
5 - 6	Year 1
6 - 7	Year 2

Prep School

7 - 8	Year 3
8 - 9	Year 4
9 - 10	Year 5
10 - 11	Year 6
11 - 12	Year 7
12 - 13	Year 8

SCHOOL HOURS

Pre-Prep

Reception & Year 1 8.30am - 3.15pm
Year 2 8.30am - 4.40pm

Prep School

Year 3 – 8 8.30am - 4.40pm

MORNING ARRIVAL

The School is open for all pupils from 8.00am. (A Breakfast Club operates between 7.30am-8.00am at a small extra charge. Please ask for more information). A member of staff supervises pupils who need to arrive from this time in the School Hall, or, in the case of pupils in Reception, the children go directly to their classroom where they are supervised by their class teacher. All staff will be in their classrooms from 8.30am ready for registration at 8.35am.

AFTERNOON COLLECTION

At 3.15pm the pupils in Reception and Year 1 are brought to the main gate by their form teachers and are only dismissed when the parent/guardian has been identified.

A crèche for pupils from Reception to Year 2 (4-7 years old) is provided from 3.15pm until 6.00pm by Birchfield Prepcare, who should be contacted on 01902 375611. A charge is made for this facility.

Year 3 and above may attend one of the varied clubs or the Prep Room between 4.45pm – 6.00pm. Those pupils whose parents are unavoidably late will be sent to the Prep Room in The Old Dining Room from where they can be picked up until 6pm.

Parents must inform the School that they are going to be late and identify themselves to the member of staff on duty when they collect their child. No pupil should leave the premises without signing out.

A-Z: GENERAL INFORMATION

ABSENCES FROM SCHOOL

You are encouraged to ensure that your child does not miss school unnecessarily as it is difficult to make up for lessons missed. Absences should be identified in advance for known reasons and permission sought from the Headmistress. Every attempt is made to have our holidays in line with local independent schools. These dates are published each term on the school calendar. Please arrange family holidays and appointments outside term time.

If your child is absent through sickness please telephone the school to let us know and write a note to the Form Tutor on his/her return.

AFTER SCHOOL ACTIVITIES

A multitude of different clubs and activities occur after school for pupils in Year 3, with a smaller selection for Pre-Prep pupils. Indeed, these popular opportunities continue all the way to Year 8 with age appropriate subjects and activities. Clubs usually start in the second week of term. Full details of the next term's clubs are sent to parents at the end of the current term with a sign-up sheet.

For activities where a visiting teacher is employed, a small charge is levied, payable via the fee note.

ASSEMBLY

On two days a week whole school assemblies are held. The pupils come into assembly in silence and hymns are sung. The school places great emphasis on communal singing and the awareness of traditional values in assembly. There is an address on topical issues. Prayers are said and notices given.

In one of these assemblies each week, House points are handed out, team and trip reports given, certificates presented and achievements are applauded. Twice a week the Pre-Prep hold their own assembly while Year 3 and upwards have a House Meeting, with pupils in Yrs 6-8 having a meeting once a week with their Academic Tutors.

Regular hymn practices and whole school music assemblies are scheduled each term and parents are invited to attend special class assemblies.

CALENDAR

We have replaced a printed calendar with a dedicated Birchfield App. This easy to access application provides up-to-date calendar details, any calendar changes and an additional method of receiving school news direct to your electronic devices.

The App called **Birchfield** (case sensitive) is downloadable from both the iTunes App store and Android App stores and is free of charge.

iTunes Link - <https://itunes.apple.com/us/app/birchfield-school/id810012885?mt=8>

Google Play - <https://play.google.com/store/apps/details?id=com.appscentral.birchfieldschool>

The calendar app details will be replicated on the calendar page of the school website.

CALENDAR SERVICES

The calendar offers two options - Month to View or List View. You can switch between these views using the icons in the navigation bar at the top of the page. On the centre left is a small calendar icon and on the right is a small list icon.

When using the Month to View, if one of the dates is marked by a dot, please note this indicates that there is an event on that day. If you tap on that date you will see the event appear below the calendar. Tap any event to see more detailed information and a map of the event location (if applicable).

In the List View you can scroll through all events in date order. Again, you can tap any event to see more detailed information and a map of the event location (if applicable).

The Birchfield app shows the latest stories from Birchfield. If you tap on any news item you will be able to see more detail. You can also import an event into your personal calendar from your app, if you select the import icon. **Please note that if an event is altered in this calendar it will not change the details in your personal calendar unless you re-import the data.**

CATERING

Birchfield School is famous with pupils, parents and staff for its superlative catering. The theme is on freshly made, healthy, tasty home cooked hot food prepared on site. All our meat is supplied by local butcher, Walter Smith of Albrighton to ensure the highest quality.

The menu changes weekly to offer a wide variety of foods and catering staff are proactive in encouraging children to eat their fruit and vegetables and try new foods regularly.

The Birchfield kitchen also runs a successful outside catering business, selling high quality homemade food to parents and staff throughout the term.

CHILD PROTECTION

Birchfield School is fully committed to ensuring the welfare and safety of all children in school. The School follows the Shropshire Safeguarding Children Board procedures on Child Protection. The School will endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Services and/or the Police without parental knowledge (in accordance with Child Protection procedures). The School will, of course, always aim to maintain a positive relationship with all parents. Please refer to our Safeguarding Policy on the school's website or speak to our Designated Safeguarding Lead, Mrs Amy Jones, if you have any questions.

CONTACTING THE SCHOOL

The telephone is manned from 8.30am to 5.45pm - 01902 372534. Outside these times you may leave a message on the answer phone. When a child is "off games" through illness or injury then a note should be sent to the Form Tutor advising of the problem. Similarly, all appointments should be identified through the School Office. Where possible only urgent appointments (e.g. Dentist or Doctor) should be made during term time.

Please note that absence during term time is to be avoided. Exceptional circumstances for requesting absence should be forwarded to the Headmistress for consideration.

The Headmistress and staff are always happy to see parents. Open and regular communication between parents and staff is encouraged and welcomed. Parents can often gain a quick word with staff at the end of each day. If this is not sufficient, an appointment can be made through the office or with the relevant member of staff. (First hand communication is less likely to result in misunderstanding than messages passed on by a third party). Any concern should be raised as soon as possible to avoid it becoming an issue and we will be happy to look into it further.

CRÈCHE

For the younger pupils (Reception, Year 1 & 2) Birchfield Prepcare operates a crèche service after School until 6.00pm. This needs to be arranged directly with Prepcare in advance (telephone number 01902 375611).

DAILY TIMETABLE

The timetable for the main school is as follows:

7.30-8.00	Breakfast Club – last sitting 7.50am. (For pupils in Year 3 and above. Separate charges apply)
08.00 – 08.30	Pupils arrive and are supervised in the School Hall (Reception are supervised in their classroom)
08.30	Registration followed by lessons
10.50-11.15	Morning break with snack provided and milk for Pre-prep
12.00	Pre-Prep lunch (Pupils are served by their Form Teacher)
13.05-14.05	Prep School lunch in sittings
14:05-14:20	Prep School afternoon registration and reading
15.15	End of day for Reception and Year 1
15:15-15:35	Prep School afternoon break (excluding Wednesday)
15.30 – 16.30	Clubs – Pre-Prep
16.45	End of day for Year 2 and above
16.45 - 17.45	Clubs – Year 2 and above
16.45 – 18.00	Prep room available
18.00	Crèche (run by Birchfield Prepcare) finishes

FRIENDS OF BIRCHFIELD

The Friends of Birchfield is our own fundraising parent body, meeting twice per term and consisting of parents from all years at our school who join together to have fun and deliver high profile and professional events each year such as Bonfire Night, Christmas Fayre, Summer Fete and our annual Birchfield Summer Ball.

All new parents are offered the opportunity to join the Friends, who welcome all new faces and provide a wonderful, friendly environment in which to get to know other parents across the whole school. This hard working and welcoming team deliver thousands of pounds per year back in to school to help improve facilities and provide outstanding experiences for our children.

GAMES KIT BAGS

Pupils in Year 3 and above bring their PE and Games kit into School on a Monday morning and take it home again on the Friday evening. Boys and girls are allocated separate changing rooms in the Godfrey Hall building and should ensure all kit is correctly stored on one of two pegs, with footwear kept in the shoe lockers under each set of pegs. **All items should be clearly named on the inside of the item and correctly stored.** This will avoid difficulties on Friday evenings tracking down missing kit. Pre-Prep pupils use lockers in the Pre-Prep cloakroom.

HEAD LICE

As in all schools we have instances of head lice. We ask parents to check their child's head regularly, treat as required and let the school know if they discover a problem. If further information is required please contact the School Matron.

HOMEWORK (PREP) Years 3-8

Homework is set on a daily basis, except on a Wednesday which is 'catch-up' night. Pupils in Year 3 and above may do their prep in the Prep Room which runs from 4.45-5.45pm each night and which offers a quiet work environment for pupils to complete prep tasks. Alternatively, prep may be taken home where a quiet environment should be provided so that your child can complete their work.

Prep is given by form or subject teachers and is written in a Pupil Diary. Form tutors assist the pupils at the end of the day to check they have the correct exercise and textbooks to complete the tasks set. **It is the parents' responsibility to check that prep is completed satisfactorily and the Prep Diary signed.** We do expect prep to be done on the correct night, however if there are extenuating circumstances and prep is not completed then we ask that you write a letter or make a note in your child's Pupil Diary explaining the circumstances. Your child will then be expected to complete the said prep on the following night or in catch up.

Number of Weekly preps set by year group:

	M	T	W	Th	F
Year 3	Reading	English	Reading	Maths	Times Tables Spelling
Year 4	Science	Times Tables Spelling	Reading	English	Maths
Year 5	A-Science B-French	Maths Times Tables	Reading	A-French B-Science	English Spellings
Year 6	A-Science B-French	A-French B-Science	Reading	Maths History	English RS
Year 7	Geography	History Science	Reading	RS English	French Maths
Year 8 / Scholars	RS History	Geography	Reading	Maths English	Science French

Prep is distributed evenly across the week (excluding Wednesday). Some preps will be handed in the day after they are set whilst one or two might allow a couple of nights for completion.

HOUSE SYSTEM

Birchfield operates a successful and competitive house system, which has been running since the school's inception in 1935. The three Birchfield Houses are:

- Brelades House colour - red
- Brown House colour - yellow
- Watson House colour – blue

Our pupils engage in many house competitions throughout the school year, all of which are fought with a sense of fair play, loyalty and the famous Birchfield spirit. Children feel an early sense of belonging to their house and develop real pride and loyalty over their time here, contesting everything from House songs, Spoken English, snow sculptures, music and general knowledge quizzes to all the termly sports. Where possible, children from the same family will be allocated the same House.

Parents are always welcome at all House events to cheer on their children and enjoy the trophy presentations. Coloured house shirts are kept at school and brought out for House events from Year 3 upwards.

HOUSE POINTS/ WARNINGS/ DEMERITS/ CITIZENSHIP Years 3-8

A system of House Points operates and is written up by teaching staff in the Pupil Diary and collated in the weekly Form Tutor period by the Form Tutor. House Points are awarded for such things as good work, high effort, or to reward good behaviour. Excellent instances are rewarded with two or three House Points and a Headmistress's 'Send Up' also operates where the Headmistress will meet with the pupil individually to celebrate their achievement.

Certificates are given out for top House Point earners and success celebrated in House Meetings. Different stages of House Point collection are celebrated with a further certificate and recognition in assembly – Bronze (25), Silver (50) and Gold (75) with a Pin Badge awarded for each 100 House Points earned. A coveted gold Pin Badge is exchanged for five green Pin Badges.

A system of reminders for undesired behaviour and sanctions for more serious incidents operates in the Prep School. Where a pupil's behaviour or conduct falls short of the school values, the pupil will be spoken to by their class teacher or form tutor and reminded of the school values – a verbal reminder; should the pupil's behaviour continue to not meet the expectations of the school values, a written reminder will be recorded in the Prep Dairy and the form tutor will contact parents to discuss; should the reminders be unsuccessful in producing the desired behaviour, or a pupil receives three or more written reminders in a week, the pupil will be referred to the Deputy Head where a discussion will take place with the pupil concerned and sanctions issued if deemed appropriate – this may include a Demerit, lunch time detention, after school detention, behaviour monitoring card or pastoral support plan. Any sanctions will be discussed with parents and the Form Tutor will be informed.

Serious incidents will be referred to the Deputy Head immediately and an investigation will be carried out. Following the outcome of the investigation sanctions may be issued, as above, and parents will be contacted.

The Birchfield Citizenship Award is awarded to any member of the Birchfield community who has displayed exemplary manners and conduct around the school. Pupils can be nominated by any staff member and/or Prefect each week and certificates will be awarded to those pupils during an awards assembly. A letter will be sent home to parents to inform them of their child's achievement, including a brief description of why it has been awarded.

A pupil may be nominated for any one, or a combination of the following:

- Opening doors for pupils and staff
- Always prepared and ready for lessons
- Exceptionally well presented
- Helping others without being asked
- Good sportsmanship
- Politeness and good manners
- Supporting other people
- Awareness of others' needs
- Continuous good behaviour
- Respectful attitude
- Participation in activities
- Representing the school

INJURIES/ ILLNESS

Birchfield employs a full time Matron with a medical room on-site. Parents will be informed of all head injuries and any other accident requiring further medical treatment. Parents will also be contacted if their child is ill and unfit to carry on with lessons and asked to take their child home. Any child requiring medication i.e. Strepsils /Calpol will be sent home with an accompanying letter with the relevant information. Pupils should not carry any form of medicine with them; this includes throat/cough sweets.

INK PENS

All pupils should write in ink pen - containing **blue ink only**. Up to and including Year 3, pupils will be informed by their Form Tutor (in collaboration with their English teacher) when they are ready to write in ink, rather than pencil. The Form Tutor, English Teacher or Learning Enhancement Department may recommend a specific handwriting pen, or pen with a special grip; these will be considered on an individual basis.

Pupils writing in ink may use fountain pens with appropriate cartridges, Berol or Pentel-style handwriting pens (not ballpoint pens). Pens with ink erasers at one end are **not** recommended unless they are Frixion style erasable pens. Pupils should have at least two blue writing pens in school.

LEARNING ENHANCEMENT

Pupils who have been identified as requiring additional support in lessons will be supported in class using a variety of strategies including; differentiated work, small group work, targeted Maths or English work and specific intervention programmes delivered in small groups either by the class teacher, class assistant or Learning Enhancement teacher. Pupil progress will be regularly reviewed by the class teacher/academic tutor to ensure the appropriateness of the intervention and amendments made where necessary, including increasing, reducing or ceasing interventions.

Pupils whose learning needs require support from outside agencies such as; Speech and Language, Educational Psychology, Occupational Therapy etc, may require additional specialist intervention to work on individual targets. Sessions with a member of the Learning Enhancement Department are then recommended either on a small group or 1:1 basis. An Individual Education Plan (IEP) will be created for your child detailing specific targets and strategies to achieve them and these are reviewed regularly throughout the academic year and recommendations made for increasing, reducing or ceasing LE sessions.

Learning Enhancement sessions take place during lesson time and a timetable for the year is created. When a session is allocated, it is usual for this to continue at the same time each week until, during the review process, it is deemed appropriate for the intervention to cease. There is a charge for Learning Enhancement sessions.

LUNCHES

All pupils will be served lunch at school, which consists of daily hot and nutritional options with a salad bar and dessert. Vegetarians, special dietary requirements and religious needs are catered for if identified on the Medical Questionnaire. Pupils are encouraged to vary their meals to establish balanced and healthy eating habits. Parents are invited to join their child/children for lunch during our regular Open Lunch Week dates.

MEDICAL INFORMATION

When your child joins the School, we request a certain degree of medical information as well as Emergency Contact Numbers. Any alterations to these numbers should be immediately identified to the Personal Assistant to the Headmistress. The School Matron operates hearing and sight tests which are carried out by visiting authorities.

There may be occasions where a child is well enough to attend School but needs medication in the middle of the day. Medicines must be labelled and handed to the School Matron with a completed consent form stating the type, dose and time the medicine should be given. The forms are available from the School Matron or the School Office. Asthma sufferers should be encouraged to carry their own, labelled inhalers, and keep a spare, labelled inhaler with the Matron. Children should **UNDER NO CIRCUMSTANCES** carry prescription or non-prescription medication with them at any time.

IMPORTANT NOTICE REGARDING VOMITING AND DIARRHOEA. Public Health England advises that any child with diarrhoea and/or vomiting should be excluded from school for 48 hours from the time symptoms have subsided. **Birchfield School have taken the decision to follow this advice and thank you for your co-operation in this matter as this will reduce the risk to other children and staff.**

NEWSLETTER

Our weekly newsletter 'The Griffin' is published on the website www.birchfieldschool.co.uk on Fridays and a copy is emailed directly to parents. It contains news of the many successes and achievements of the pupils during the past week and identifies forthcoming events and important information.

OPEN DAYS

Each term we hold two Open Days. The dates are stated in the School calendar and pupils are expected to attend when invited to do so. The School is open to all current parents, their families, prospective parents and the general public.

OUTINGS

The Headmistress and her staff are keen for the pupils to have 'hands on' experience outside the classroom which will enhance their educational experience. Similarly, we are keen to invite visiting speakers and groups to School. The safety of the pupils to and from these visits and at the site is of paramount importance. When using a coach we use recognised coach companies equipped with seat belts. For smaller trips we use the school minibuses. These also have seat belts and comply with all the safety regulations required nationally.

Parents are always informed about outings and are asked to give written permission for their child to go. School uniform must be worn for all outings unless otherwise stated. The cost of the trip will be given, as will the travel times to and from the place of visit.

PARKING

The car park is a very busy area, especially before and after school. We ask that, at all times, you are highly aware of traffic hazards. Please park carefully and do not drop pupils off by the main gate as this causes obstructions. When picking up your child at the end of the day, please make sure that you also park carefully and collect your child from his/her Form Tutor at the gate. Please respect the 'no parking' signs. These are to ensure the safety of the pupils. During the winter months and for evening events the car park is floodlit. Harriot's Hayes Lane is often busy and we ask that all parents drive slowly to avoid unnecessary accidents. For older pupils a 'Drop-Off' zone is labelled to help ease congestion.

PASTORAL CARE

From Reception through to Year 5, Form Tutors provide a daily reference point for pupils, parents and fellow teachers. Form Tutors welcome communication at any time about the children in their charge and they will usually be the first people to be contacted in the case of any query. In each new school year pupils have a new Form Tutor. In Year 3 and below, the Form Tutor will also be the individual who undertakes most of the teaching in that class. In Year 4 and above there is more teaching by subject specialists, but the Form Tutor will teach selected lessons to his or her class during the week.

In Year 6 pupils are assigned an Academic Tutor who will remain with their specific tutee as they progress through the senior part of the School. Academic Tutors will provide the key point of contact for tutees and their parents with regard to academic and pastoral care. Tutees meet weekly with their tutors at a scheduled time to review progress and share any successes or issues they may be having. This format has proved to be highly successful in building trust-based relationships and delivering strong academic results.

In addition, each House has a House Tutor who therefore becomes the long-term mentor of the pupils in his or her House. House, Form and Academic Tutors along with our full time School Matron are key part of the pastoral care network, which remains a genuine strength at Birchfield.

PENCIL CASES

Pupils in Year 3 and above should take responsibility for bringing the correct equipment to each lesson, so please could you ensure that your son or daughter comes to school with the following named equipment in his/her pencil case:

- fountain/ink pen (see details below)
- a supply of ink cartridges
- pencil
- sharpener
- eraser
- ruler
- a set of coloured pencils

PERIPATETIC LESSONS

Apart from timetabled music lessons, specialist teachers come in to School to enable pupils to learn various instruments and have vocal tuition. This facility must be requested by parents in writing to the Head of Music who will then inform them of the arrangements, terms and conditions. Pupils are then expected to practise as advised by their teacher.

REPORTING AND ASSESSMENTS

Parents' Evenings for Year 3 and above are held in the Autumn and Spring or Summer Terms and are shown on the School calendar. Pupils have a full written report at the end of each term. Year 3 and above also have a half-term grade in the Autumn Term.

There are two Parents' Evenings each year for Pre-Prep, one in April and one in October. A target setting report is issued at half-term in the Autumn Term, a progress report at half-term in the Spring Term, and a full end of year report in July. Parents are always welcome to request an appointment at any time if required.

SACROSANCT DAYS

Each year certain School events are considered sacrosanct and no pupil will be permitted leave of absence from these events. These are:

- Christmas Carol Service
- House Athletics & Pre-Prep Sports Day
- Speech Day
- Summer Fete
- House Swimming Gala
- Open Days

SCHOOL BAGS

Pupils in Year 3 and above should bring the School backpack or plain black bag or briefcase into school each day for their personal belongings. (Please note that wheeled bags, however, are not considered suitable as they can pose trip hazards to other pupils and pose complications to and from upstairs Form Rooms). Bags are then stored all day in Form Rooms and taken home again at the end of each School day.

During the day, the pupils will only take with them the necessary books and equipment for the next block of lessons, returning to the classroom to deposit books at the break and then picking up the next set of books for the next block of lessons. Form Tutors will work with their class to discuss the lesson timetable and requirements for the day.

SCHOOL CAR

The school operates its own car, alongside two minibuses, which is used to transport pupils and kit to outings, fixtures and visits. Currently the car is a 7-seater Mazda 5.

SECURITY

The School takes security very seriously and all staff are aware of their responsibility towards your children. The school gates remain closed at all times and visitors to the School must identify themselves to the office. A keypad coded locking system operates on external classroom block doors to ensure there is no unauthorised access to our buildings. Children are given a key code that will allow them to enter buildings throughout the School day. This code is regularly changed.

All staff carry mobile phones on School trips and away fixtures.

TEAMS/ SPORTS

The teams for sports fixtures are pinned on both the pupils' and parents' external notice board and emailed to parents, where possible, 48 hours before the fixture. These are identified on the school calendar. Departure and return times are announced on the team sheets. Alterations or cancellations are identified to pupils and parents at the earliest possible opportunity through various different media.

Pupils chosen for teams must show loyalty and commitment. We expect whole school events and sports fixtures to take priority over out-of-school activities.

Pupils travel to and from all fixtures in either full school uniform, including blazers, or in games kit and school tracksuits (as advised on the team sheet). Pupils will be informed of any alterations to this arrangement.

More detailed information can be found in the Sports Handbook on our website:

<http://www.birchfieldschool.co.uk/sports-handbook?mr=7775>

TEXT BOOKS

Pupils will be free to take text books home, with permission from the member of staff, to help with their prep. However, pupils are ultimately responsible for these books and the full replacement cost will become chargeable if the book is lost.

UNIFORM

Being smart and presentable is a self-discipline. We encourage the pupils to wear the Griffin - our school emblem - with pride. We expect clean, polished, leather shoes, tidy uniforms and appropriate haircuts/hair styles, (not fashion styles). Boys should have hair above their collar and out of their eyes and girls should have hair neatly tied up if below shoulder length. A full list of uniform is attached to the back of this booklet.

Our school uniform is supplied by **School Shop Direct**. They are based in Shrewsbury, although much of their business is conducted on-line through their website www.schoolshopdirect.co.uk , on which Birchfield has dedicated pages. They are open during normal business hours: Monday to Saturday; and extended hours during the school summer holidays, when they are happy to arrange personal appointments. Tel: 01743 440449.

The Friends of Birchfield run a second-hand shop in the north corner of the car park which is normally open on Tuesdays and Fridays from 8.30 - 9.00am (*as the shop is run by volunteers it is not always possible for it to open at the stated times*)

STAFFING LIST

Headmistress

Mrs Sarah Morris M.A. PGCE

Senior Management Team

Mrs Jacqueline Johnston BA (Hons) PGCE

Deputy Head, Head of English & Drama, Head of Learning Enhancement

Mrs Amy Jones BEd (Hons)

Director of Studies, Head of History & Girls' Games, Year 8 Form Tutor

Mrs Annette Ackerley BSc (Hons)

Head of Geography, Year 6 Form Tutor

Teaching Staff

Mr Nigel Amery BSc (Hons) PGCE

Head of Science, Year 7 Form Tutor

Mr Iain Anderson BSc (Hons) PGCE

Director of Sport

Mrs Debbie Cambridge BA (Hons) PGCE

Year 2 Teacher

Mr Matthew Denver BSc (Hons)

Head of Computing, Year 6 Form Tutor

Mrs Emma Grant-King BSc (Hons)

Reception Teacher

Mrs Helen Jackson BA (Hons) GTP

Year 3 Form Tutor

Mrs Helen King BSc (Hons) GTP

Teacher of Maths

Mrs Louise Perry

Learning Enhancement

Mrs Rebecca Petty BEd (Hons)

Year 1 Teacher

Mr William Stevens BA (Hons) PGCE

Head of Modern Foreign Languages, Year 5 Form Tutor

Mr Ken Swift BA (Hons)

Head of Art & DT

Mr Jake Thornton BMus (Hons)

Head of Music (part-time)

Mrs Kate Woods BA (Hons) PGCE

Food Technology (part-time)

Miss Lindsay Young BEd (Hons)

Head of Religious Studies & Year 4 Form Tutor

Classroom Assistants

Mrs Louise Bolton

Year 1 Classroom Assistant

Mrs Jane Cleary

Year 2 Classroom Assistant & Forest School Co-Ordinator

Miss Victoria Hammond

Reception Classroom Assistant

Mr Craig James

Learning Mentor

Administration

Mrs Allison Kwiatkowski

PA to the Headmistress

Miss Jana Kumari

Accounts Administrator

Mr Chris Wood

Computing & Network Support (part-time)

Mrs Deborah Frost

Marketing & Press Liaison Officer

Miss Catherine Harbord

School Matron

Mrs Suzanne Coglianese

Domestic Bursar

Mr Peter Maddox

Groundsman

Mr Simon Shakespeare

Assistant Site Manager

THIS UNIFORM LIST IS CORRECT FOR 2018-2019 ACADEMIC YEAR HOWEVER THERE WILL CHANGES FOR SEPTEMBER 2019. PARENTS WILL BE INFORMED SHORTLY.

UNIFORM FOR GIRLS

Please ensure all items are named, and have loops for hanging where not already present.

Forest School kit is also required for Reception to Year 3 inclusive.

Reception, Year 1 & 2 - All Terms

Birchfield School coat
Blazer with new style badge or embroidered with Griffin on pocket
Green felt hat
Hat badge
Tartan pinafore
Long-sleeved blouse, gold – Trutex or Banner only
Bottle green cardigan
Bottle green knee socks or bottle green tights
Art overall
Plain green wellingtons
Birchfield book bag – no rucksacks please
Black shoes, polishable leather not patent, sandals or 'light-up' varieties

Birchfield Hymn Book - Optional

Reception, Year 1 & 2 - Summer Term

Tartan pinafore and yellow blouse, long green socks or tights are exchanged for:
Yellow dress
White ankle socks
Straw Boater

Please ensure your child has a Birchfield Legionnaires hat

Optional items

Green gloves
Birchfield scarf
Birchfield scrunchies, hairbands and clips
Birchfield School water bottle

UNIFORM FOR GIRLS

Years 3 - 6 – All Terms

Birchfield School coat

Birchfield backpack or plain black bag/briefcase

Blazer with new style Griffin badge or embroidered with Griffin on pocket

Green felt hat (*up to and including Year 5*)

Hat badge

Tartan skirt, below the knee please

Long-sleeved blouse, gold – Trutex or Banner only

Bottle green cardigan

Bottle green knee socks or bottle green tights, opaque tights are also available as an alternative to wool for pupils in years 5-8. Please do not tumble dry wool tights.

Art overall

Black shoes, polishable leather not patent, sandals or 'light-up' varieties

Birchfield Hymn Book - Mandatory

Year 3 - 6 – Summer Term

The yellow blouse, tartan skirt and long green socks or tights are exchanged for:

Yellow dress

White ankle socks

Straw boater

Please ensure your child has a Birchfield Legionnaires hat, baseball cap or brimmed white cricket hat.

Optional items

Green gloves

Birchfield scarf

Birchfield scrunchies, hairbands and clips

Birchfield School water bottle

UNIFORM FOR GIRLS

Years 7 - 8 – All Terms

Birchfield School coat

Birchfield backpack or plain black bag/briefcase

Blazer with new style Griffin badge or embroidered with Griffin on pocket

Long-sleeved revere collar blouse, white – Trutex or Banner only

Tartan skirt, below the knee please

Bottle green jumper

Bottle green knee socks or bottle green tights, opaque tights are also available as an alternative to wool for pupils in years 5-8. Please do not tumble dry wool tights.

Art overall

Black shoes, polishable leather not patent, sandals or 'light-up' varieties

Birchfield Hymn Book - Mandatory

Year 7 - 8 – Summer Term

The long-sleeved revere collar blouse and long green socks or tights are exchanged for:

Short-sleeved revere collar blouse, white – Trutex or Banner only

White ankle socks

Please ensure your child has a Birchfield Legionnaires Hat, Baseball cap or Brimmed white cricket hat

Optional items

Green gloves

Birchfield scarf

Birchfield scrunchies, hairbands and clips

Birchfield School water bottle

SPORTS KIT FOR GIRLS

Please ensure all items are named, and have loops for hanging where not already present.

All sports kit should NOT be named on the outside.

Forest School kit is also required for Reception to Year 3 inclusive.

P.E. KIT – ALL TERMS

Reception and Year 1

- ✓ 1 pair green joggers
- ✓ 1 small green cotton P.E. bag
- ✓ 1 waterproof jacket (*break and games*)
- ✓ 1 white Birchfield P.E. shirt
- ✓ 1 white P.E. shorts
- ✓ 1 pair plain white socks
- ✓ 1 pair white gym shoes/trainers (*Velcro fastening*)
- ✓ 1 green Birchfield woolly hat (*Optional*)

Years 2 – 8

- ✓ 1 large Birchfield sports kitbag
- ✓ 1 bottle-green tracksuit bottoms
- ✓ 1 bottle-green Birchfield hooded sweatshirt
- ✓ 1 white skort
- ✓ 1 white Birchfield polo shirt
- ✓ 1 pair of white ankle socks
- ✓ 1 pair of astro trainers for synthetic surfaces
- ✓ 1 Birchfield waterproof jacket (*break and games*)

GAMES KIT - ALL TERMS

YEARS 2 – 8 ONLY

Autumn and Spring Term

- ✓ 1 gold sports top
- ✓ 1 bottle-green skort
- ✓ 1 bottle-green skin
- ✓ 1 black lower body skin (*Optional*)
- ✓ 1 x multi-purpose grip gloves
- ✓ 1 pair of gold sports socks (*from uniform shop*)
- ✓ 1 Birchfield green woolly hat (*Optional*)
- ✓ Towel
- ✓ 1 gumshield
- ✓ 1 pair shinpads

Summer Term – all year groups

- ✓ 1 swimming costume (*bottle green*)
- ✓ Towel
- ✓ Swimming hat and swimming bag (*Optional*) 2 x plastic bags
- ✓ 1 pair white cricket shoes/trainers
- ✓ 1 pair white socks
- ✓ Wide-brimmed school cricket hat/baseball cap
- ✓ 1 white Birchfield logo'd cricket shirt
- ✓ 1 pair white cricket trousers

UNIFORM FOR BOYS

Please ensure all items are named, and have loops for hanging where not already present.

Forest School kit is also required for Reception to Year 3 inclusive.

Reception, Year 1 & 2 - All Terms

Birchfield School coat
Blazer with new style badge or embroidered with Griffin on pocket
Cap
Birchfield tie
Birchfield jumper
Grey corduroy shorts
Long grey socks with turnover tops
Garters – please use garters
Grey long sleeved shirt – Trutex or Banner only
Art overall
Plain green wellingtons
Birchfield book bag – no rucksacks please
Black shoes, polishable leather not trainer or ‘light-up’ varieties

Birchfield Hymn Book - Optional

Reception, Year 1 & 2 - Summer Term

The long grey socks and long sleeved grey shirt are exchanged for:
Short grey ankle socks
Short-sleeved grey shirt – Trutex or Banner only

Please ensure your child has a Birchfield Legionnaires hat, baseball cap or brimmed white cricket hat

Optional items

Green gloves
Birchfield scarf
Birchfield School water bottle

UNIFORM FOR BOYS

Years 3 - 4 – All Terms

Birchfield School coat

Blazer with new style badge or embroidered with Griffin on pocket

Cap

Birchfield tie

Birchfield jumper

Grey corduroy shorts

Long grey socks with turnover tops

Garters

Grey long-sleeved shirt – Trutex or Banner only

Art overall

Black shoes, polishable leather not trainer or 'light-up' varieties

Birchfield backpack or plain black bag/briefcase

Birchfield Hymn Book

Years 3 - 4 - Summer Term

The long grey socks and long-sleeved grey shirt are exchanged for:

Short grey ankle socks

Short-sleeved grey shirt – Trutex or Banner only

Please ensure your child has a Birchfield Legionnaires hat, baseball cap or brimmed white cricket hat

Optional items

Green gloves

Birchfield scarf

Birchfield School water bottle

UNIFORM FOR BOYS

Years 5 - 8 – All Terms

Birchfield School coat
Blazer with new style badge or embroidered with Griffin on pocket
Birchfield tie
Birchfield jumper
Long-sleeved shirt – for colour see below – Trutex or Banner only
Charcoal grey trousers, Trutex, standard style only please.
Short grey socks
Art overall
Black shoes, polishable leather not trainer or 'light-up' varieties
Birchfield backpack or plain black bag/briefcase

Birchfield Hymn Book - Mandatory

Years 5 - 8 – Summer Term

The long sleeved grey shirt is exchanged for:
Short-sleeved shirt – for colour see below

Please ensure your child has a Birchfield Legionnaires hat, baseball cap or brimmed white cricket hat

SHIRTS

Years 5 - 6 Grey shirt – Trutex or Banner only
Years 7 - 8 White shirt – Trutex or Banner only

Optional items

Green gloves
Birchfield scarf
Birchfield School water bottle

Years 7 – 8 – House Ties

House ties are presented at the start of Year 7.

SPORTS KIT FOR BOYS

Please ensure all items are named, and have loops for hanging where not already present.

All sports kit should NOT be named on the outside.

Forest School kit is also required for Reception to Year 3 inclusive.

P.E. KIT – ALL TERMS

Reception and Year 1

- ✓ 1 pair green joggers
- ✓ 1 small green cotton P.E. Bag
- ✓ 1 waterproof jacket (*break and games*)
- ✓ 1 white P.E. shirt
- ✓ 1 white P.E. shorts
- ✓ 1 pair plain white socks
- ✓ 1 pair white gym shoes/trainers (*Velcro fastening*)
- ✓ 1 green Birchfield woolly hat (*optional*)

Years 2 - 8

- ✓ 1 large Birchfield sports kitbag
- ✓ 1 green tracksuit bottoms
- ✓ 1 waterproof Birchfield jacket (*break and games*)
- ✓ 1 white Birchfield P.E. shirt
- ✓ 1 white P.E. shorts
- ✓ 1 pair plain white socks
- ✓ 1 pair trainers (white)
- ✓ 1 pair astro trainers for synthetic surfaces (*optional*)
- ✓ Gum shield (*Autumn & Spring terms – Nov onwards*)
- ✓ Shin pads

GAMES KIT – Years 2 - 8

Autumn and Spring Terms

- ✓ 1 Reversible green/yellow rugby shirt
- ✓ 1 pair navy football shorts
- ✓ 1 pair Birchfield green sports socks
- ✓ 1 pair boots (*studs, not blades, so they can be changed for football /rugby studs*)
- ✓ 1 Birchfield green woolly hat (*Optional*)
- ✓ Green upper body skin (*Optional*)
- ✓ Black lower body skin (*Optional*)
- ✓ Towel

Summer Term

- ✓ 1 pair swimming trunks
- ✓ Towel & two plastic bags
- ✓ Swimming hat and bag (*optional*)
- ✓ 1 Birchfield cricket jumper
- ✓ 1 pair cricket shoes/trainers
- ✓ 1 pair white socks
- ✓ Wide-brimmed School cricket hat/baseball cap
- ✓ Box (*Optional*)
- ✓ 1 white Birchfield logo'd cricket shirt (*Year 3 and above*) – plain, no logos
- ✓ 1 pair cricket trousers (*Year 3 and above*) – plain, no logos