



Induction Information and Welcome to Bilton School

Moving from Primary to Bilton School

Welcome to Bilton and thank you for choosing this school as your secondary destination. Everybody at Bilton School is committed to providing our students with a smooth transition from Primary School to Secondary School. We are encouraged by the developing links we have with many of our feeder schools, which range from support across faculty areas, specialist support for individual students in transition and the sharing of information by colleagues to assist student progress. We thank our Primary colleagues for their essential contribution to the partnership that is transition to Secondary School.

Senior staff and members of the Year 7 Team have or will visit your child at their Junior school. We have been talking to the Year 6 teachers finding out about individual strengths and needs so that we can support learning and ensure your child continues to make progress at Bilton School from day 1.

I have been pleased to welcome and meet many of our new students and families during recent months at open evenings and tours of the school and I hope that this has helped to reassure you of our commitment to your child's education and welfare over the coming years. We are looking forward to transition day on 27th June and I hope that you and your child are as thrilled as we are to begin the next chapter of their educational journey.

We feel confident that your journey at Bilton will be a positive and productive experience, one where we all work as a partnership to achieve the very best for all of our students.

Yours sincerely



Tim Chambers
Head Teacher

Caring for Your Child

An important feature of student support is the role of the Form Tutor. Form Tutors have responsibility for monitoring the welfare and academic progress of each student within the form group. Systems to monitor behaviour and support packages are in place to help students and to track their achievement. Form groups meet for 20 minutes at the start of each day and there are a range of important activities that happen during these sessions.

Each year group has a non-teaching Pastoral Leader. The Pastoral Lead can monitor progress and behaviour and also deliver intervention programmes to support good learning behaviours. The Pastoral Leaders are often the first point of contact for parents/carers if there is an issue with their son/daughter as they can follow up issues and contact parents/carers quickly. If there is an incident or issue with your daughter/son, they will investigate thoroughly and discuss appropriate support or sanctions with a member of the Senior Leadership Team.

Your child may also receive support from our SEND and Inclusion team led by Mr Paul Moorcroft.

Key Points

- Communication: Every half term we e-mail you a copy of our newsletter to celebrate success. For latest news visit our school website www.biltonschool.co.uk and on our live school twitter feed @biltonschool
- Support us in our uniform policy
- Ensure your child has the correct equipment to demonstrate 'readiness to learn'. They should be bringing something to school every day. Check they do not leave home empty handed. Check they have a school bag with equipment
- Ensure your child arrives at school on time. Punctuality is an important life-skill
- Help us to celebrate success – we will inform you when your child is doing well
- Attend parent consultation evenings to find out how your child is doing and to share how they are doing at home
- Please keep us informed of information relevant to your child's education through communication with the Form Tutor and Pastoral Leader
- Encourage independence but always be ready to listen and support
- Help your child to be caring and sympathetic to Bilton School and the local community
- Ensure your child does not leave the school site without prior agreement with the school at any point in the school day



The School Day

Monday to Wednesday and Friday **Thursday only**

8.50 Registration

8.50 Character & Culture

9.10 Period 1

9.45 Period 1

10.10 Period 2

10.35 Period 2

11.10 Break time

11.25 Break time

11.30 Period 3

11.45 Period 3

12.30 Period 4

12.40 Period 4

1.30 Lunch

1.35 Lunch

2.05 Period 5

2.10 Period 5

3.05 End of School Day

3.05 End of School Day

Most students arrive at school after 8.30am. Early arrivals should go to the Breakfast Club. Breakfast Club runs every day between 8.00am and 8.45am for those students arriving early, it provides the opportunity to purchase food such as cereal/toast and ensure that those who may have missed breakfast are able to start the day well, this takes place in the canteen.

We provide a 'late bus' that leaves school at 4.30pm and runs to most of the catchment area on Mondays, Wednesday, Thursdays and Fridays. This is so that students can attend our Period 6 provision, after school clubs and remain after school to study. This bus can also be used if a student is required to stay late at the request of the school for a detention.



School Uniform

We expect all students to wear the following uniform throughout their time at Bilton School. We like students to be smartly dressed in a manner appropriate for school and ask for you to fully support this and all of our school policies. Failure to have the correct uniform may result in your child being removed from regular lessons and detentions being set.

Full school uniform and PE Kit can be purchased from the Webb Ellis store in Rugby or online at www.schoolwearsolutions.com

Boy's Uniform

- Bilton School branded black full length classic cut trousers
- Plain white school shirt, buttoned to the neck
- Grey jumper with Bilton logo and/or grey cardigan with Bilton logo (optional)
- Classic cut black blazer with Bilton logo
- Black leather school shoes, any form of black trainers are not allowed
- Plain dark coat or long jacket worn over the blazer to and from school
- **Year 7, 8 and 9** Pale blue clip-on tie **Year 10 and 11** Navy blue clip on tie

Boy's Physical Education Kit

- White Polo Shirt with house colour
- Rugby shirt with reversible house colour
- Black shorts (2 pairs recommended)
- Black and silver Rugby Socks
- Predominantly white trainers
- Black Bilton School tracksuit bottoms (optional)
- Football Boots
- Black Bilton School sports jumper (optional)
- Shin Pads (optional)
- Bilton School fleece (optional)

Girl's Uniform

- Bilton School branded knee-length skirt or Bilton School branded trousers
- Plain white school shirt buttoned to the neck
- Grey jumper with Bilton logo and/or grey cardigan with Bilton logo
- Classic cut black blazer with Bilton logo
- Black leather school shoes, any form of black trainers are not allowed
- Plain dark coat or long jacket worn over the blazer to and from school
- **Year 7, 8 and 9** Pale blue clip-on tie **Year 10 and 11** Pink clip on tie



Girl's Physical Education Kit

- White Polo Shirt with house colour
- Black Bilton School sports jumper
- Black Shorts
- Black and silver Rugby Socks
- Rugby shirt with reversible house colour
- Predominantly white trainers
- Black Bilton School Tracksuit Bottoms (optional)
- Football Boots (for hockey and football – optional)
- Shin Pads (optional)
- Bilton School fleece (optional)

We strongly recommend that shin pads are worn for football and hockey. Gum shields should also be worn by boys and girls during some activities. It is our school policy that if kit is forgotten students will be expected to wear clean kit provided to them so that they still participate in the lesson. If students are exempt from PE they are still expected to change and participate in a non-active role e.g. peer-assessing.

“Hoodies” and Caps are not to be worn at the school site. Non uniform jumpers are not acceptable to be worn as coats over school uniform.

The Head Teacher’s decision is final in the appropriateness of uniform.



Jewellery

A wrist watch may be worn. Boys and girls who have pierced ears may wear one pair of small studs only. Rings, bracelets and necklaces are not allowed. Nose studs and other facial studs/bars are not allowed. Items breaking our dress code may be confiscated. Students refusing to remove offending items will be removed from regular lessons and may be sent home.

Cosmetics and hair

It is our aim that students will care for their appearance. Only girls in Years 10 and 11 may wear a little make-up, if discreetly applied. Nails should be well manicured, but only colourless varnish will be allowed. Nail extensions that are coloured or 'French Polished' are not allowed. Hair of shoulder length or longer must be tied back for certain activities. Hair styles that draw the attention of others are to be avoided.

Marking of cloths

ALL clothing must be marked clearly with their name. It must be emphasised that although staff will do their best to locate lost property, the school cannot accept responsibility.

Lost property

All losses of property must be reported at once to the Form Tutor and a check of lost property must be made by this member of staff or the School Office. The school cannot accept responsibility for lost items.

Mobile Phones/Electronic devices

We have a **not seen/not heard** policy for mobile phones/electronic devices as soon as a student walks through the gates until they leave the school grounds at the end of the day.

If this rule is broken, **staff will confiscate the phone/electronic device** and it will be placed in the school reception until 3.05 pm.

Members of staff will not look after phones or electronic devices for students and the PE department will not collect phones/electronic devices in their lessons so we advise that they are not brought to school or are placed in lockers during lesson times.

Equipment for learning

To make progress students need to have the correct equipment to show they are 'Ready to Learn'.

All students need a sensible bag that is large enough to carry their equipment, an A4 size exercise book and resources.

Students are expected to bring the following equipment to school on a daily basis:

- Two pens either black or blue
- A ruler
- A pencil
- A compass
- A Protractor
- A scientific calculator
- A reading book

Students need to have their school books with all homework completed. There is an expectation that students look after their exercise books and take care with regard to how they present their work. There is an expectation that students do not doodle or graffiti in their books.





Catering Service and Biometric Cashless System

- The catering service is run by our own Chef Manager and her dedicated team who ensure healthy options are available and we comply with the National Food Standards for Schools (even though as an Academy we are not obliged to do this).
- The school operates a biometric system which requires all students to provide a fingerprint image. This image is converted to a mathematical algorithm creating a digital signature which is unique to your child. The fingerprint image is never stored. The system does not hold a copy of your child's fingerprint and images cannot be reproduced or transferred.
- Any amount of money can be paid in using Parent Pay, you will be issued with a login for this once your child starts school, or by using one of the cash terminals.
- Benefits of the biometric system include; anonymity for pupils entitled to a free meal and the potential to bar specific foods which might contain allergy ingredients is another benefit. There is a daily spend limit programmed into the system of £6.00. This can be adjusted on request.
- Students who are entitled to a free school meal will have an allowance of £2.15 automatically added daily. Any unused allowance for that day will be identified and removed. This amount may change in the forthcoming academic year. If you would like to apply for Free School Meals please click this link www.warwickshire.gov.uk/freeschoolmeals. Any queries regarding Free School Meals please contact Warwickshire County Council.
- A student can add extra credit to the system for breakfast, break time snacks or extra food at dinnertime, by paying cash into one of the automatic cash terminals.

Meeting Individual Needs

How does the school know if students need additional support?

Before your child starts at Bilton School, we liaise closely with the primary school to gather information and data about any SEN/D. This enables us to understand what type of support has been provided at primary school so that we can support students with SEN/D as soon as they start at Bilton.

When your child is at Bilton School, we monitor their progress through various tests and reports from teachers. This provides us with data and information which may indicate that your child needs additional support.

Also, we use a 'staff request' referral form to allow staff to raise any concerns they have regarding students. This may lead to observations, issuing fidget/calming aids, feedback from other subject teachers, access arrangements, further assessments or discussing concerns with parent/carers.

How will the school support my child?

Having identified your child's needs, we use the compiled information to decide how best to support your child. We strongly believe that high quality, outstanding teaching is an essential part of supporting children with SEN/D. If it is decided that additional support is needed, this will be a graduated response. For example, a Teaching Assistant may be placed in the lesson to provide support for your child and/or a Pupil Passport could be produced to outline support strategies for staff. If the decision is that your child needs a higher level of support, additional interventions may be offered.



How will the curriculum and other teaching strategies be matched to my child's needs?

As part of our ethos for high quality teaching, we expect teachers to differentiate their lessons to meet the needs of all students. Students have been given resources to aid the teaching of SEN/D students and through the use of Pupil Passports, staff are aware of your child's strengths, needs and strategies to support them. In some subject areas, students may be placed in ability groups or smaller sized classes. Some students may be removed from a subject and placed in English/Maths intervention to support them with their literacy needs. Other students, with more complex needs, may follow a personalised curriculum.

How is the decision made about what type and how much support my child will receive?

We encourage all our students to be independent learners as much as possible in every lesson. We carefully review all transition information which is collated, alongside our initial standardised tests, to help determine the support a student needs. Depending on this information, further support may be offered. If your child has an Education, Health Care Plan, we use the objectives to determine the type and level of support.

Bilton Boost will ensure the students are accurately placed on the SEN/D register and support will be matched to the needs of the child. The SEN/D register is reviewed based on student progress and any intervention that has been put in place.

How accessible is the school environment?

We aim to make Bilton School as accessible as possible through reasonable adjustments. The school provides reasonable access to all facilities, including wheelchair access to some areas. Reasonable adjustments will be made in response to the needs of the individual student. Where access is limited, alternative provisions so that the student can access the whole curriculum are available.

Who can I contact for further information?

The school has further information on the SEN/D policy on the school website. For any questions or SEN/D queries please contact Mr Paul Moorcroft who is the school SENCO on 01788 840600 or email Paul.Moorcroft@biltonmail.com

For more information on the local offer in Warwickshire visit www.warwickshire.gov.uk/send

How to contact us and whom to contact

The School Office opens at 8.00am. It can be a very busy time so you may need to leave a message.

The school address:

Bilton School
Lawford Lane
Bilton School RUGBY
Warwickshire
CV22 7JT

Website: www.biltonschool.com

Telephone: 01788 840600

Head Teacher

Mr Tim Chambers

Assistant Headteachers

My Nigel Dodds; Mr Tom Gleghorn; Mr Graeme Martin and Mr Dean Wragg

Associate Assistant Headteachers

Ms Claire Harwodd; Ms Helen Nicholls and Ms Zoe Martin

Parent/Carer Liaison Officer

Ms Helen Way

Mr Tom Gleghorn is leading our transition programme this year and so if you have any questions please contact him in the first instance on Thomas.Gleghorn@biltonmail.com.

