

19 June 2020

Dear

RE: Year 7 September 2020

I am delighted that your son / daughter will be joining our school community in September. We are all very much looking forward to meeting him / her as soon as it is possible to do so.

It is fully appreciated that transition from primary to secondary school is both an exciting time but it can also be a time when young people feel a little bit anxious or concerned that there may be a lot of challenge and many unknowns as everything is new. Although the transition process necessarily needs to be a little different this year, we are going to do everything possible to address all the questions and concerns you and your child may have and provide you with all the information needed to ensure that you and your child can look forward positively to the new academic year. We also want to find out some information from you which will assist us in ensuring that your child is very well supported at this vital time.

In terms of information sharing about school, we have put some information on the website which includes:

- a video which provides a school tour, key information, and an introduction to some key members of staff;
- links to ordering uniform and PE kit;
- a copy of our 'Frequently Asked Questions' document that is attached to this letter.

In these unique circumstances we thought it would be helpful to include some extra documents with this letter that may answer many of the questions you have about the start of secondary school for your child. If you have any other questions or concerns please email [transition@beechwood.slough.sch.uk](mailto:transition@beechwood.slough.sch.uk). If you would like to discuss any specific needs or concerns about your child, please use this email to arrange a time to speak to a member of our Transition Team or Special Educational Needs Department.

Finally, in relation to information sharing, we have enclosed some proformas for you to complete and return to us at your earliest possible convenience.

With regards to future practical arrangements, I confirm the following.

Unless there is any guidance to the contrary from the Department of Education / Government, the plan currently is that the first day for all Year 7 students will be 3 September 2020. The day will begin promptly at 8:40 am and conclude at 3:00 pm. Students should arrive from 8:30 am, through Student Services, in full Beechwood uniform with all the required equipment. Students need to bring a packed lunch on this first day. On the first day, they will be provided with Parent Pay account information which you can use to add money to their account for purchasing lunch moving forward. It is our intention to hold a meeting with all parents as soon as possible in the new academic year and we will send you information about this prior to the summer holiday, once we have received further guidance from the Department of Education on requirements in school in the new academic year. Over the summer holidays we ask that students complete some transition work. All of this information is on our school website. Students are asked to try their very best and all should show that they have made an effort to complete the tasks set but they are not to worry about this work. It is intended to be supportive by preparing students for their studies and it also assists us in getting to know them.

In terms of reassuring you that your child will be well supported and enabled to make a successful start to their time at secondary school, we are liaising with your child's primary school to establish a really good understanding of their learning to date and their learning and well-being needs. Additionally, however, as already mentioned, you are very welcome to contact us and speak to me or Mr Gaffin, Assistant Headteacher. We fully appreciate that sometimes there are matters you would like to discuss or confidential information you would like to share.

To conclude, when your child joins us in school in the new academic year they can forward to engaging in a full transition programme which will enable them to make a really good start at secondary school. They will be enabled to understand how they can build upon successes at primary school, how things develop and are different at secondary school and what opportunities there are for them to develop their great talents and gifts. As you know, in our school we believe all our young people have many talents and gifts and, working alongside parents, our goal is to ensure that these are fully identified, nurtured and that all our young people thrive and are happy and successful.

With very best wishes for the summer holiday period and hoping that you are all keeping safe and well.



**Kathleen M Higgins**  
**Executive Headteacher**

**Transition Frequently Asked Questions**

**Q: What is required for uniform and a PE kit?**

A: School uniform consists of black trousers/skirt, a white button-up shirt, a Beechwood tie, a Beechwood blazer, and black school shoes (no trainers). Required PE kit includes Beechwood shorts or skirt, a Beechwood top, and trainers. There are many other extra items available to purchase for colder weather or comfort.

**Q: How do you order a uniform and PE kit?**

A: All Beechwood branded items can be purchased through the links in our website. All other items can be purchased at your convenience at the shops which supply uniform items.

**Q: Can I have the uniform and PE kit delivered to school?**

A: Due to the current circumstances, we are asking that you have all uniform and PE kit delivered to your home.

**Q: Is there uniform and PE kit available for my child to try on?**

A: Due to current circumstances, we are unable to provide uniform and PE kit to try on, but our suppliers have assured us that they are being flexible with exchanging sizes when needed. We always suggest that you buy slightly larger than the size your child is currently wearing so it can last them for a bit longer.

**Q: If there are issues with the sizes and an exchange is needed, will my child be sanctioned if they arrive without something?**

A: No, we would just ask that you send your child in to school with a note stating the issue and the expected timeline in which this will be resolved.

**Q: What are the uniform guidelines?**

A:

Yes 😊	No 😊
Shirts tucked in	
Leather style black shoes	No trainers
Ties approximately at naval length	
Ties will cover the top button	
Top buttons will be done up on shirts / blouses	
Smart black school trousers	Stretch or skinny fabrics
Knee length black skirts	Stretch fabrics
Blazers must be worn	
School jumpers are optional	No hoodies / non-uniform sweatshirt / jumpers
Natural coloured hair	No extreme hairstyles / cuts
One discrete ring	No facial piercings
One pair of discrete normally positioned stud ear rings one in each ear	No large and colourful jewellery

**Q: What equipment is my child required to bring?**

- A:
- Pencil (s)
  - Pen (s)
  - Purple Pen (s) (for marking work)
  - Highlighter (s)
  - Glue stick
  - Pencil sharpener
  - Rubber (s)
  - Ruler
  - Pencil case (all supplies should be in it)
  - Planner or small notebook

**Q: How will my child buy lunch after the first day if they choose to?**

A: On the first day, your child will be given a Parent Pay activation letter. This can be used as soon as they arrive home that day, which will allow you to add money through that system to their account. We are a cashless school so all meals, trips, etc. must be purchased through Parent Pay. Parent Pay will be needed if students wish to use the school's restaurant.

**Q: Is there summer work that my child needs to complete?**

A: Yes, there are transition projects on the school website that all students should complete for the first day of school.

**Q: How will the school keep me up to date with key information throughout the school year?**

A: A weekly bulletin is emailed out to all parents that have provided an email address, and it is also posted on our school website each week. This contains a weekly message from our Headteacher, reminders from members of staff, and an update on what is happening in our school community. If you would prefer to have a paper copy sent to you, please let us know.

**Q: When school is operating as normal, there after school clubs, and if so, do I need to sign my child up or pay for them?**

A: Yes, we offer a variety of after school clubs. A timetable of what is available each term is shown to your child in school and will also be in the Weekly Bulletin at the start of each term. All after school clubs are free and students do not need to sign-up ahead of time.

**Q: What is the structure of the school day?**

A: We start the day with registration in Tutor Groups and then have five subject lessons each day. Students will receive a timetable in September which makes it clear to them what learning experiences they will have each day of the week.

**Q: Can my child have a mobile phone in school?**

A: As we are aware that for many of our students it is important to have a mobile phone on the way to and from school, we allow them in the building, but they must be turned off and, in their bags, once they arrive in the building until they leave at the end of the day. We have a very clear policy on the use of mobile phones which is on our school's website.

**Q: If I need to contact my child during the day, how do I do this?**

A: You can call our main number and a member of staff can either pass on a message to your child or get them so they can speak to you.

**Q: If I need to speak to a member of staff, how do I do this?**

A: Please call Main Reception and ask them to let a member of staff know that you called and would like a call back. Please be aware that members of staff are usually fully deployed during the school day and have in – school commitments after the end of the school day, so they may not be able to return your call immediately / on that day. We aim to respond within twenty-four hours. If the matter is urgent, please advise the person you speak to on Main Reception so that they can ensure that you are responded to as a matter of urgency on that day.

**Q: If I need to speak to a member of staff about something urgent, how do I do this?**

A: Call Main Reception, briefly explain the urgent situation, and they will direct your call to a member of staff that is available at that time.

**Q: If my child is ill or has an appointment that will keep them out of school who do I need to speak to?**

A: You should call our attendance number and leave a message or speak with our Attendance Officer using the number 01753 520473. If your child needs to be absent because of an appointment, please send them with a doctor's note either on the day they need to leave early, or when they arrive at school following this appointment.

**Q: Who do I contact if I have any other additional questions regarding my child's transition to secondary school?**

A: Please feel free to call the school and ask for a member of the Transition Team, or you can use the bespoke email [transition@beechwood.slough.sch.uk](mailto:transition@beechwood.slough.sch.uk).

Student's Name: .....

**Behaviour for Learning Policy  
Our Values, Principles and Ethos**

We believe that all of our work in Beechwood School is underpinned by our values.

We value all.  
 We respect all.  
 We believe in all.  
 We see the good and potential in all.  
 We have a strong sense of all having an entitlement to experience excellence and success.  
 We are all determined to do our best and to be the best that we can be.

In order to provide an environment where students can learn and teachers can teach to the highest possible standard, we must make sure that behaviour throughout our school is appropriate for learning. To ensure this, we follow a clear system of rewards and, when needed, reminders and consequences.

In our Home/School Agreement, we ask students, parents, and teachers to work together to create the most effective learning environment possible. Our teachers and staff look to recognise student achievement and success each and every day. Rewards strategies include the following:

- Achievement Points for a variety of accomplishments throughout each school day.
- Monthly awards for students with the most achievement points in each year group, accompanied by school screen displays and letters home from Directors of Studies.
- Letter/postcard/telephone calls home from subject teachers and Form Tutors to acknowledge exceptional efforts or consistently good efforts.
- Display and celebration of student work and achievements across the school.
- Termly and annual awards and trips for students in various key stages to recognise outstanding achievement, as well as rewards for top attendance and punctuality.

Our Behaviour for Learning policy allows for all students to be given a warning to correct their behaviour. Departments have an agreed procedure which includes issuing a verbal reminder to students, and a warning system, ensuring that our young people have adequate reminders prior to consequences being put into place. Class teachers may issue detentions if homework or classwork expectations are not met and further support is required from the class teacher. These will be at an agreed time. Behaviour for Learning detentions will be issued on the same day for break, lunch, or afterschool for 20 mins and a SMS message will be sent to a parent/carer. Serious incidents, including truancy, will result in students being moved to the inclusion space for the remainder of the day. This consequence would always involve direct communication with the parent/carer, and possibly further consequences if behaviour is persistent and of serious concern. Prize giving / celebration evenings and assemblies. We very much value the strong community at Beechwood School, and we value our communication with parents/carers to ensure the success of our students. Our pupils deserve the best possible learning environment each day, and together we can make this possible. We encourage and teach our students to be the best that they can be.

**Parent/ Carer:** I agree to help my child succeed by ensuring that I use productive communication with teachers and staff, and by supporting the Behaviour for Learning Agreement.

Signature (s) .....

Date: .....

Student's Name: .....

**Home/School Agreement**

**The School will:**

- care for your child’s safety and well-being;
- ensure that your child will be given full opportunity to achieve their potential as a valued member of the school community;
- provide a balanced curriculum and meet the individual needs of your child;
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility;
- keep you informed about general school matters and about your child’s progress in particular;
- be open and welcoming at all times and offer opportunities for you to become involved in the community life of the school.

Signature (s) .....

Date: .....

**Parent/Carer**

**I/We will:**

- make sure that my child goes to school regularly, on time and properly equipped;
- make the school aware of any concerns or problems that might affect my child’s work or behaviour;
- be actively involved in my child’s education; attend school events, and remain up to date with feedback from the school regarding their progress;
- provide my child with the space and time to complete homework daily. Regularly check Google Classroom and make contact with the school should there be any concerns;
- should a problem arise at school, work alongside staff and support the school’s system of rewarding achievements and appropriate sanctions for behaviours causing concern;
- accept all published school’s policies
- get to know about my child’s life at school.

Signature (s) .....

Date: .....

**The Pupil**

**I will:**

- arrive at school on time to registration, correctly dressed in full school uniform;
- ensure that they are equipped and ready to learn;
- do all my classwork and homework to the best of my ability;
- behave courteously to others, listening to instructions given by adults, and work cooperatively with each other when required; this includes behaving respectfully towards others at all times, including those of differing ability, gender, sexual identity, race, religion and culture;
- move between lessons in an orderly fashion on the left hand side of corridors, respecting the environment at all times;
- remain on the school site throughout the school day, unless they have explicit permission to leave;
- represent the school in a respectful manner whilst on trips or out in the local community;
- always behave in a way which is safe and in line with all school polices and adheres to all legal requirements, (for eg, in terms of carrying weapons, use of illegal substances, potential assault or harassment of other members of the school community).

Signature .....

