



Borden Grammar School

A Guide for Parents

Pupil's Name _____

Thank you for choosing Borden Grammar School for your child.

It is the start of an exciting journey and we look forward to working in partnership with you to help your child achieve their very best in a challenging, but safe and happy environment.

Of course, this can be an anxious time for the boys (and sometimes parents and carers too!) and so it is hoped that this booklet (which should be read in conjunction with the pupil version) will provide useful information and answer many questions.

THE TRANSITION FROM PRIMARY TO SECONDARY

From September your child will need to:

- Be responsible for his own possessions
- Organise his books, kit and homework every day
- Complete homework each night and hand it in on time
- Be responsible for his locker key, canteen card, bus pass and all teaching and learning resources including his pencil case, textbooks and exercise books.
- Move between classrooms for different lessons and get used to various teaching styles
- Make decisions about how to use his free time during break and lunch time

It will take time for your child to settle into his new routine but there will be plenty of support available:

- The Pupil Welcome Booklet which can be referred to throughout the year
- A transition day (Thursday, 6 July 2023)
- First day of the school year in September when the boys will have the school to themselves (Monday, 4 September 2023)
- A map of the school
- An experienced form tutor to be your child's first port of call for any issues that may arise
- A Head of Year who will greet your child each morning and allow the chance for any questions or issues to be dealt with
- The SEND team with a learning support assistant assigned to Year 7 and a well-being lead to provide further support.
- Form prefects from older years assigned to each Year 7 form to answer any questions and be a friendly older face around school

UNIFORM

Uniform unites the boys in the school and makes them representatives of Borden Grammar in the wider community. Your son will be expected to come to school and return home from school each day in full uniform. Top buttons should be done up, ties should be the correct length, with all buttons covered. Please do get your child to practise over the summer. The blazer must have the school badge on the top pocket, socks must be plain black or grey (*never white*), trousers must be grey with black shoes (*no trainers*).

All boys are issued with a uniform card, which must be carried at all times. A member of staff will sign the card if your child is not dressed correctly. After receiving five signatures, a detention will be issued. A detention is also issued if the card is lost or your son is unable to produce it when asked.

All Borden uniform can be purchased from Forster's Outfitters, 17-19 East Street, Sittingbourne, Kent ME10 4BQ. Telephone number 01795 472947.

Please visit the shop or website via:

www.forsterskent.co.uk/shop/school-finder/borden-grammar-school

Please make sure everything is clearly labelled with your child's name. If it gets lost or left behind it will be unlikely to be reunited with its owner if there is no name on it! Your son can visit the main reception or the PE office to look for any lost possessions.

ABSENCE AND LATES

Should your son be unwell and unable to attend school, please report this via Edulink (in the absence reporting section) before 08:00am.

For any planned absences, such as medical appointments or other family related absences, please report this via Edulink (in the absence reporting section). Extended absences will not be authorised unless there are exceptional circumstances.

Your son must arrive at school by 8.40am. Registration is at 8.45am and he must be in his form room by this time. If he arrives late to school, he must sign in at the main reception and explain the reason for his lateness. Repeated lateness will lead to sanctions.

The full school policy on absence and lates is available on the school website.

MEDICATION

If your son requires medication during the school day, this needs to be clearly labelled with his name and brought to the school office where it will be kept securely. For each medication held in school, the parent/carer must complete an 'agreement for school to administer medication' form. Office staff are only able to store and issue medication under these circumstances.

GETTING TO SCHOOL

If your child walks to school he **must** use the crossings provided as the road is very busy before and after school. He should enter via one of the side entrances. Boys must not cut across the front of the school or car park. Pupils must not congregate outside the school gates causing an obstruction.

If your child cycles to school he should ride up the side road and walk his bike to the bike racks located behind the cafeteria. Care should be taken when cycling on the Avenue of Remembrance before and after school as this road is very busy. He must **not** cut through the staff car park or front drive.

If your child is driven to school he should be dropped off away from the school entrances. Parents **must not** drive into the car park, the front entrance of the school or stop outside the gates of the school. Many boys are dropped off and meet in the evening at the town library or other town parking areas away from the congestion outside the school. He should enter school via a side entrance and not cut through the front drive or staff car park.

If your child travels by bus he is expected to be well behaved when on the bus and to wait sensibly at the assigned bus stop before and after school. If problems arise the bus company should be informed directly. Pupils who cause problems risk losing their bus passes. He should enter school via a side entrance and not cut through the front drive or staff car park. At the end of the day, boys wait for buses within the school gates so that pavements are not blocked, and are supervised by a member of staff.

If your child travels by train he should walk to and from the station using the crossings provided. If any problems arise you should contact the rail company directly. He should enter school via a side entrance and not cut through the front drive or staff car park.

ORGANISATION

Getting organised can be a cause of stress for many boys who struggle with this and so we appreciate your help in getting good routines going early on. Packing school bags the night before, with the relevant books and homework and laying out uniform will help avoid any last minute rushes in the morning and lead to a calmer, more successful day.

HOMEWORK

Homework can be something boys worry about before they start Borden and can certainly lead to stress if good routines are not developed early on. Teachers at Borden use Google classroom to post homework and students will mostly be expected to upload tasks to this platform. Your child will need a quiet place to work at home and, to further support him, our Library Resource Centre hosts a homework club each afternoon after school from 3:15 until 4:15. There is no need to book a place - boys can simply turn up and sign in. Google classroom also has the facility to send messages to subject teachers which can be very useful for any questions relating to the homework. Training for the boys will be given in September

MOBILE PHONES

The idea of bringing a mobile phone to school will be very exciting for many boys, however there are very strict guidelines for its use.

Mobile devices may only be used in form rooms from 8.30-8.40am and at morning and lunch breaks. At all other times they should be switched off and out of sight. In particular, cables and earphone/airpods should not be visible. Students should not ring or send texts from the medical room but allow office staff to make contact with parents/carers instead.

Students should not make calls from their mobiles. There are two exceptions to these rules.

- School office staff may, at their discretion, give a student permission to use a mobile to make a call during the school day (in the office area only).
- Should students need to check their phones for messages from parents or phone them after 3.15pm it would of course be in order to do so (but not whilst attending study sessions or detentions).

In line with school policy if a student breaks these rules their phone will be confiscated and sent to the school office until the end of the school day. A repeat offence would mean a parent or carer would have to come in and collect a phone and in extreme cases that a pupil would no longer be permitted to bring their phone to school.

FOOD

Food is available at break time and lunch time. We have a cafeteria which operates via a cashless card system (Squidcard) and boys may choose each day what they wish to eat. Dietary information is contained on food labels and boys are encouraged to ask the canteen manager if they have any questions about ingredients contained within foods. If boys prefer they may bring a packed lunch. Between 8.00 and 8.30am each morning breakfast is available in the Hall. We also have a breakfast club that runs every morning from 08:15 till 08:45; where students can grab a free toasted bagel with either Jam or Butter!

ACHIEVEMENT, PROGRESS AND BEHAVIOUR

In order to help you monitor and support your child's progress, report grades will be issued 3 times a year detailing both academic achievement and diligence in classwork, homework and behaviour (More details on how boys are graded will follow). In addition to this, boys will be able to earn achievement points from staff through good behaviour, effort in class and academic achievements. You will be notified via Edulink when your child receives one of these points so that you can share in their successes! Staff will also be able to issue negative points for any behaviours which fall below our expectations. You will also be notified of this and, where there are an acceptable number of these points being generated, a meeting with the Head of Year will be organised.

Finally, there will be a parents evening during the year (date to be confirmed)

WHAT TO DO IF YOU HAVE QUESTIONS OR CONCERNS

Please do not hesitate to get in touch if you have any questions or concerns. Soon your child's form tutor will be confirmed and we will provide contact details for them.

In the mean time for any general queries please contact

school@bordengrammar.kent.sch.uk and for any concerns relating to starting in Year 7 please contact Miss Irinoye, Head of Year 7

sirinoye@bordengrammar.kent.sch.uk

We look forward to working with you!