



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

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Diocese of Chester

Dear Parent/Carers

I hope you are well. I am writing to you because I want to ensure you have all the correct information to hand in preparation for the new academic year. All the information is on our website and in our electronic handbook www.boteler.org.uk/handbook but sometimes it is nice to have the key information at your fingertips.

I always correspond to you all via the Head's Herald (for new Year 7 Parents/Carers this is my weekly bulletin) regarding the standards and expectations. However, a timely reminder often helps, as the end of term is so busy.

Year 7 – please check the timing of the school day carefully, because Friday timings are slightly different.

Please also check the uniform and equipment lists carefully. There will not be any exceptions to the rules. Skirts must be worn correctly and they must be knee length. Piercings of any kind are not permitted and must be removed. Plasters and clear piercings are not permitted. False eye lashes and false nails are also not permitted. I am just drawing your attention to these areas in particular, as students will tend to try and adapt the rules. Consequences will be in place immediately if the rules are not adhered to.

The first day back for all students is **Wednesday 6th September at 08.20.**

SCHOOL DAY AND ENTRY TO SCHOOL – CHANGES

NEW RECEPTION AREA

We are having a considerable amount of building work completed over the school holidays. Part of this work involves us having a completely new reception area. The refurbishment is necessary due to the school growing and the fact we need to be able to use the front corridor. Students will not be allowed to enter or exit using this entrance, unless they are signing in our out.

YEAR 10 & YEAR 11 STUDENTS

Year 10 and Year 11 Students are to line up on the front paths behind their Year Group number at 08.20. Their Head of Year will come and greet them and bring them a free breakfast bagel. These students will have a standards check before they enter the building and will enter the school via our new student entrance NOT the front entrance.



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YEAR 7, 8 & 9 STUDENTS

Year 7, 8 and 9 students will **enter school through the gates next to the Ball Hall**. They will then line up in designated Year Group areas at 08.20 and given a free breakfast bagel. Each Year Group area will be given a number so they know where to line up. Students are to line up behind their specific number where they will be met by their Form Tutor who will greet them and bring them a free breakfast. They will have a standards check before they enter the building.

If it is inclement weather, all students will be directed to a designated internal area to wait. Those students attending breakfast clubs will be allowed access sooner than 08.25.

Please note, at 08.30 the gates on the Ball Hall side of the school will close. Any students arriving after this time will need to sign in as 'late' at the main reception.

Students will have their uniform and equipment checked on arrival to school. Any issues will be dealt with before they get to Form. Please make sure that your child arrives to school every day with a fully stocked pencil case, scientific calculator, reading book and Independent Study Pack – ISP (which will have their Knowledge Organisers in). Students can buy equipment if needed as they enter school.

PARENT PARKING

If you bring your child to school or pick them up by car, please do not use the main drive to the school, unless your child has a disability or specific need. There is limited parking available on the Ball Hall car park (although entry will be restricted between 14.40 and 15.00 for safety reasons). If you park on Knutsford Road, please take care not to cause an obstruction.

SCHOOL DAY

	Monday - Thursday	Friday
Year 7-10 arrive at school	08.20 ready in line by 08.25	08.50 ready in line by 08.55 (later start as staff are in a CPD session)
Tutor Time	08.30-08.55	08.55-09.10
Period 1	08.55-09.55	09.10-10.10
Period 2	09.55-10.55	10.10-11.10
Break	10.55-11.15	11.10-11.25
Period 3	11.15-12.15	11.25-12.25
Period 4	12.15-13.15	12.25-13.25
Lunch	13.15-14.00	13.25-14.00
Period 5	14.00-15.00	14.00-15.00

UNIFORM SUMMARY (FOR ALL LEARNERS)

COMPULSORY UNIFORM

- Oakleigh tartan kilt style skirt (knee length) or black, formal style trousers, (no skinny styles, jean-type material, leggings, lycra or similar).
- Blue school shirt with collar and top button (no logos and no open neck blouses).
- Clip-on school eco-tie in navy blue with school crest – available from the Main Office priced £5.50.
- Navy blue blazer with school crest on. The Warrington Schoolwear Centre already has these on the blazers. If you find a cheaper blazer then you can put the crest on yourself. The school crests can be purchased from the Main Office priced £2.50). If a student forgets his/her blazer, we have a stock from which they can select a blazer to wear for the day.
- Plain black knee socks or plain black 60 denier (plus) tights are to be worn with skirts. Ankle socks with skirts **are not** permitted. Over the knee socks **are not** permitted. Plain black ankle socks only to be worn with trousers. We will issue spare skirts/tights/socks should a young person fail to comply with the standards. If a skirt is too short, then the person wearing it will be given tights until a new skirt can be purchased.

OPTIONAL UNIFORM

Navy blue V-neck school jumper.

SKIRTS

Our skirts are unique and can be purchased from Warrington Schoolwear Centre 50-54 Buttermarket St, Warrington WA1 2NN

<https://alphaschoolwear.com/schools/secondary-schools/>

OR

Supplier: Price & Buckland Limited

Address: Benneworth Close, Hucknall, Nottingham, NG15

Telephone: 0115 964 0827

Website: price-buckland.co.uk

Skirts are ordered via the link on our website. Please click on the school information box and then the uniform box to find this link.

If you experience difficulties the link is:

www.pbparentsonline.co.uk/sirthomasboteler

As a Parent/Carer you need to register with Price & Buckland before you can make a purchase.

SIZING

Waist sizes are 20, 22", 24", 26", 28", 30", 32", 34", 36", 38" & 40"; the waist is adjustable. There are 2 skirt lengths.

All waist sizes are available in a long length (21").

The length chosen must meet school criteria i.e. the length must be below the knee.

If a student is tall and the length of the skirt does not meet school criteria, a special order can be made for an extra-long length skirt.

DELIVERY

Skirts from Price and Buckland can be ordered online and shipped to a home/work address for a small additional fee. You can also choose to order online and ship to school; this service is provided free of charge; it can take up to 2 weeks for your order to arrive at school. All delivery information is available on the Price & Buckland website; just click on the delivery tab.

SHOES



Black, flat, polished shoes with no other colours or marking must be worn at all times. Shoes with a sports logo **are not** permitted. No trainers, boots, canvas pumps, heels or shoes that are unable to be polished are permitted. Do not assume stores that label their stock "School Shoes" will be an appropriate purchase. Please use the photographs below as a guide; if in doubt contact Mr Leonard, Assistant Headteacher: jleonard@boteler.org.uk

If a student is not wearing the correct shoes, we have suitable footwear that will be made available for them to wear for the day. This is not negotiable.

COMPULSORY PE KIT

Bottoms:

Surrudge branded blue shorts, skort or leggings. Any other shorts or leggings WILL NOT be permitted they have to be Surrudge branded ones.

Classic navy sock (only required to be worn with the shorts and skirt)

In the colder weather students can also wear SurrIDGE tracksuit bottoms (Tek pants). All other tracksuit bottoms **WILL NOT** be permitted. These are also useful as a warm-up layer for students who represent the school teams.

Tops:

SurrIDGE Blade T-Shirt

Students can also purchase the SurrIDGE 'Performance Top' which acts as an additional useful layer for representing the school or in the winter months.

If female students wish to be part of a school team a skirt must be purchased.

Optional Products

- BTEC / GCSE PE Polo Shirt (Year 10 and 11 students only)
- Warm-up Performance Top
- Tracksuit Bottoms (Tek Pants)
- Waterproof Jacket
- SurrIDGE Rugby Top

Our PE kit supplier is SurrIDGE Sports and can be purchased online by clicking on the link below:

<https://www.surridgesport.com/sir-thomas-boteler-school>

Orders purchased can be posted to school free of charge and will be given to students upon delivery or items can be posted to a home address for a small additional extra charge.

Students are not allowed to wear hoodies or additional branded clothing other than the school PE kit.

PERSONAL APPEARANCE

SHIRT AND TROUSER STYLES

Shirts must have a collar (casual shirts and open neck shirts are not permitted) and be worn appropriately, i.e. shirts must be tucked in, collars buttoned at the top. Trousers should be tailored. Trousers should be worn with a plain black belt where necessary and should not hang below the waist. Very skinny trousers, jeans or leggings are not permitted. Our skirts are specially designed for the school and are to be worn on or below the knee. Alterations to the length of a skirt are not permitted.

HOODIES AND NON-UNIFORM JUMPERS OR TOPS

Under NO circumstances are hoodies or non-uniform jumpers or tops permitted at all on site. They will be confiscated and this is a non-negotiable. These items are not allowed before school, after school, break time or lunchtime either under or over the blazer. If students are cold, then a navy-blue school V neck jumper should be purchased. Students are allowed to wear coats.

OUTDOOR COATS

Outdoor coats must be removed on entering the building and should be worn on the journey to and from school. Hoodies, cardigans and non-uniform jumpers are not permitted. These items will be confiscated. Outdoor coats should be of a dark colour where possible.

HAIR

Hair must be worn in an appropriate conventional style. Hair styles must be such that they can easily be kept neat and do not prevent students from participating effectively and safely in all school activities. Students are not allowed a grade 0 anywhere on their head. If it is an appropriate blended style it can only blend into a grade 1. If they chose to have a short style all over, then shaved heads or a grade 1 are not acceptable. There should not be any style which the school believes would undermine the ethos or discipline of the school. To be clear this means markings cut into the hair or eyebrows, Mohicans and other extreme styles. The dying, high or low lighting of hair in natural colours is acceptable – other colours are not permitted. Students will be required to re-dye their hair in the event of failing to adhere to this rule. Hair accessories must be minimal and appropriate for the learning environment. All long hair must be tied back for practical activities and lessons.

MAKEUP AND NAIL VARNISH

Years 7, 8 and 9 **are not** permitted to wear make-up. Make-up should be minimal and discreet for Year 10 and 11 students. Excessive makeup must not be worn. Lipstick and coloured lip balm is not permitted in any year. False eyelashes, extreme drawn on eyebrows, nail extensions, gel/acrylic nails and nail varnish **are not** permitted. Students will be asked to remove makeup if a member of staff deems it appropriate for school.

JEWELLERY

No jewellery of any kind is to be worn, except for a watch. Watches must be removed before PE lessons. Students who wearing jewellery, other than a watch, will have these items confiscated immediately no warning will be given. Staff confiscating jewellery will place it in an envelope; the envelope will be taken to the C3 room to be locked away. Students will be able to retrieve their jewellery at the end of the day.

The school takes no responsibility for jewellery which should not have been brought into school, and is subsequently lost or stolen. However, once confiscated, the school and its staff are responsible for ensuring its security.

Please note - students should not get their ears or any parts of their face newly pierced any time other than at the start of the 6-week summer holidays, due to the length of the healing process. Covering piercings with plasters or having clear studs is not acceptable and students will be required to remove all piercings in line with school policy. This is non-negotiable and discussion will not take place regarding this rule.

We do not consider make-up, jewellery and non-standard items such as trainers or shirts and sweatshirts with motifs to be acceptable as school uniform. Parental/Carer support is crucial in maintaining the high standard of uniform and appearance at our school. Parents/Carers are asked to note that we do not accept responsibility for loss of, or damage to, personal property on, or left on, the premises.

The school retains the right to act as the final authority in the interpretation of the dress code. If unsure, parents and students are advised to contact the Heads of Year for clarification before purchasing an item.

EQUIPMENT

Students need to be properly prepared for their lessons. Students need to bring the following equipment every day: black pen, purple pen, pencil, ruler, eraser, pencil sharpener (these all need to be in a pencil case), planner, scientific calculator and a suitable school bag. **All students must have a reading book and their Independent Study Pack (ISP) with them.** The ISP is crucial to support learning and it also has a student's timetable in it to ensure students are always punctual.

Required Art equipment must include: Good quality A4 sketchbook (can be purchased from the art department for £1 during the first 2 weeks), selection of graded art pencils: B, 2B, 4B, 6B, black fine liner, felt tips/sharpened pens, white gel pen, tin water colour paints, fine paintbrushes and a plastic zip clear wallet to keep everything in.

Optional Art items include: Glue stick, acrylic paint set, oil pastels and paper smudge stick.

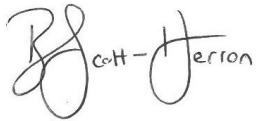
Sir Thomas Boteler Church of England High School supports students via a holistic school approach meeting the needs of all students within the school and involves all staff. This ensures a joined-up approach to meeting the needs of every single student and the whole child. It is our belief that every young person is deserves the best and we adopt a relentless approach to ensure that they are able to fully access their education.

The school website and new handbook contain a huge amount of information. We are a paperless as school where possible for efficiency, environmental and cost purposes. It is really important that you have all the keys apps so you can keep up to date with everything that is going on. Also, we will be communicating to you electronically regarding progress reports etc. so we need to have your correct details please. These details are also important from a safeguarding point of views as we need to be able to get hold of you. Please ensure we have at least two emergency contact details.

If there is anything else that you need or that I can help with them please do not hesitate to contact me. I will always try and get back to you as quickly as I can, but I may not be as efficient due to it being the school holidays. I really appreciate your understanding with this.

Please enjoy the rest of the Summer and I look forward to seeing you all soon.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Beverley Scott-Herron'. The signature is written in a cursive style with a large initial 'B' and 'H'.

Beverley Scott-Herron
Headteacher