



# SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

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Dear Parent/Carers

August 2024

I hope you are well. I just want to write to you before we finish the Summer Holidays 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 please make special reference to our Standards Handbook: [www.boteler.org.uk/handbook](http://www.boteler.org.uk/handbook). However, I know that sometimes it is nice to have the key information at your fingertips.

I always correspond to you all weekly 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. We also communicate through the Arbor App. It is your responsibility to check this every day for notifications as this is our main source of contacting you as we are as paper-less as we possibly can be.

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 4th September at 08.20.**

## YEAR 10 & YEAR 11 STUDENTS

Year 10 and Year 11 Students are to line up on footpaths at the front of school behind their Year Group number at 08.20. We tried KS4 students lining up at the rear of the school but this did not work so we are reverting to the front of school. Their Head of Year will come and greet them and bring them a free breakfast bagel. These students will have a standard check before they enter the building near the KS4 toilets.

## 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



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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 08.20.

Please note, at 08.30 the gates on the Ball Hall side of the school and near the Drama studio 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). However, if you are picking your child up then you MUST be parked in a car parking space and not on the verges or blocking exits. No cars will be allowed to enter the Ball Hall after 15.00 and no cars will be allowed to leave until 15.10. All cars must remain in the parking space until that time.

If you park on Knutsford Road, please take care not to cause an obstruction.

## SCHOOL DAY

	<b>Monday - Thursday</b>	<b>Friday</b>
Students to 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 (length below the knee) or black, formal style trousers, (no jean-type material, leggings, lycra or similar).
- Blue school shirt with collar and top button (no logos and no open neck blouses).
- School clip on tie in navy blue with school crest (available from the Main Office).
- Navy blue blazer with school crest
- 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 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.

If a student forgets their blazer, we have a stock from which they can select a blazer to wear for the day.

## OPTIONAL UNIFORM

Navy blue V-neck school jumper.

## PURCHASING

Uniform can be purchased at Warrington Schoolwear Centre, 50-54 Buttermarket St, Warrington, WA1 2NN.

Ties can be purchased at the school's Main Reception, by cash or by the iPay system.

Uniform can be ordered online via these links:

<https://alphaschoolwear.com/product-category/sir-thomas-boteler-church-of-england-high-school>

<https://www.pbuniform-online.co.uk/schools/sir-thomas-boteler-ce-high-school.html>

These links can also be found on our website on our uniform page: [www.boteler.org.uk/uniform](http://www.boteler.org.uk/uniform)

## 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. 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, Deputy Headteacher: [jleonard@boteler.org.uk](mailto: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.

## COMPULSORY PE KIT

All products can be purchased online by visiting:

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

Students must wear at least one of the following:

Shorts and/or skort and/or leggings

Blade T-Shirt and/or Rugby shirt

## **OPTIONAL EXTRAS**

GCSE PE Polo Shirt  
Warm-up Performance Top  
Blade Short  
Tracksuit Bottoms  
Waterproof Jacket

If students wish to be part of a team and represent the school, shorts or skirt with blue socks must be worn. No leggings or tracksuit bottoms can be worn.

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. No jeans or leggings are allowed. This year, skirts are specially designed for the school to be on or below the knee. Alterations to the length of a skirt are not permitted.

### **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 and returned at the end of the school day.

### **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 or 2 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.

### **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. False eyelashes, 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 necessary.

### **JEWELLERY**

No jewellery of any kind is to be worn, except for a watch. Watches must be removed before PE lessons. Students wearing jewellery, other than a watch, will have these items confiscated and they will be returned at the end of the school day.

# 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, glue stick, tin of water colour paints, fine paintbrushes and a plastic zip clear wallet to keep everything in.

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

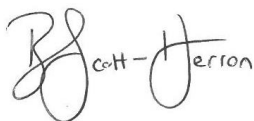
Sir Thomas Boteler Church of England High School supports students via a holistic school approach meeting the needs of all students within the school and involves all staff. This ensures a joined-up approach to meeting the needs of every single student and the whole child. It is our belief that every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

The school website and Standards 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, 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 last few days of the holiday and I look forward to seeing you all soon.

Yours faithfully



Beverley Scott-Herron  
**Headteacher**