

The **Burgate**

School & Sixth Form

Welcome to the team!

Parent Guide

In-Year School

Transfer



Welcome to Team Burgate!

Within the following guide you will find all the information you will need to support your child's move to The Burgate.

Your child will be getting ready to embark on a fantastic adventure with us that will be filled with learning, laughter, friendship, and endless possibilities!

This welcome booklet is your guide to navigating the school transfer.

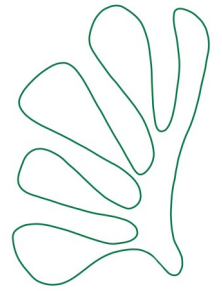
We hope we have included everything you will need but if we have missed anything, please visit our [school website](https://www.burgate.hants.sch.uk) or contact us via: admissions@burgate.hants.sch.uk

Please also follow us on Facebook and Instagram to see more of the wonderful things we do.



Welcome from the Headteacher

We recognise all of our students as individuals, encouraging each to reach their full potential. We have high aspirations for every student and are committed to raising standards of achievement and nurturing a culture of high expectations to drive success for each student in a safe, supportive and friendly environment.



We want to ensure our students become independent learners, as well as confident and responsible young people thereby achieving our motto of 'Learning for Life'. We are committed to delivering the highest quality of education to our students alongside a creative approach to learning that inspires curiosity, encourages collaboration, builds resilience and develops flexibility of thought.

Mr David Pover, Headteacher.

Our Vision

We are committed to ensuring every student at The Burgate enjoys their learning and feels valued for who they are.

Our Values



Kindness



Curiosity



Ambition

Our Student Expectations

- Be safe
- Be respectful
- Be ready to learn

The Burgate School Day

Our timetable runs in a two-week cycle which we call, week 1 and week 2. Student timetables on the [SIMS Parent App](#) will indicate which week it is. You will be sent login details for this at the start of the academic year.

We have 5 teaching lessons each day as well as a 15-minute registration and a 30-minute tutor lesson each day. There is a 15 minute break in the morning and 30 minute lunch.

The way the day starts is crucial, it sets us up for the day ahead. Each morning students meet with their tutor group and tutor for registration and notices before heading off to the first lesson of the day. The tutor group meet again in the middle of the day for a Personal, Social, Health and Economic (PSHE) session, group activities 1:1 mentoring and much more.

Registration	08:30
Lesson 1	08:45
Lesson 2	09:45
Break Time	10:45
Lesson 3	11:00
Lesson 4	12:00
Lunch/Tutor Lesson	13:00
Lesson 5	14:00
Home or Enrichment Clubs	15:00

Sample Timetable:

Each cell includes the lesson i.e. Rg (Registration)/Gg (Geography) and under this the teacher (initials) and room are included also.

	REG	1	2	3	4	TUT	TUT	5
1Mon	Rg DB R3	Hi AM R37	Gg KT R41	Ma DC R4	Ic MI R23		Tu DB R3	Fr JH R13
1Tue	Rg DB R3	Pe DLAWP2	Hi VB R33	Fr JH R13	Ar LE R38		Tu DB R3	En AO R34
1Wed	Rg DB R3	Mu CQ R25	Ma DC R4	Pe DLAWP2	Sc TN R19		Tu DB R3	En AO R34
1Thu	Rg DB R3	Gg KT R41	Re AD R37	Sc LN R15	En AO R30		Tu DB R3	Fr JH R13
1Fri	Rg DB R3	Ic MI R23	Ma DC R4	Tc CV R10	En AO R34		Tu DB R3	Sc TN R19

Mobile Phone Policy at the Burgate

We have a 'see it, hear it, — lose it' mobile phone policy on site during the academic school day between 08:30 and 15:00. This means that all students must switch off their mobile phone, place it in their bag and this should not be switched back on until the end of the school day. The school is not responsible for any lose or damage to these items.



Who to contact once your child has started at The Burgate

Concerns or Questions — Most of the time, if you have a concern or question about your child's progress, health or social wellbeing the first person to contact should be your child's tutor.

School email addresses are first initial followed by surname and then burgate.hants.sch.uk so for example mblogs@burgate.hants.sch.uk

If you feel the issue is very urgent or sensitive then please let the school office know or else contact your child's Head of Year (HOY):

School Office: T: 01425 652039 or E: burgate@burgate.hants.sch.uk

HOYS:

HOY7@burgate.hants.sch.uk

HOY8@burgate.hants.sch.uk

HOY9@burgate.hants.sch.uk

HOY10@burgate.hants.sch.uk

HOY11@burgate.hants.sch.uk

Specific subject query – In this instance it is probably best to contact your child's subject teacher or the Head of Department.

Payments for trips, the school canteen, music lessons etc.

Parents can create a School Gateway account a few days after their child has started to add credit for use in the school canteen and to pay trips and visits.

To create a **new** School Gateway account please [click here](https://www.theburgate.com/catering) or visit <https://www.theburgate.com/catering>

Food at the Burgate

Please visit our website for more information about menus in our canteen:

<https://www.theburgate.com/catering>

Financial Support

If you believe your child may be eligible to free school meals or any other support, please confirm your Date of Birth and National insurance number and our finance team will do the relevant checks via: finance@burgate.hants.sch.uk

Attendance

For a student to reach their full potential, both academically and socially, a high level of school attendance is essential. Statistics show that there is a direct link between under-achievement and attendance below 95%. As such we challenge our students to have attendance of over 95% and celebrate good attendance with recognition and rewards.

School starts promptly at 08.30 and the register is taken at 08.30.

To report an absence – please contact the school office before 08.25am each day that your child will be off school via:

T: **01425 652039** E: **attendance@burgate.hants.sch.uk**

Please visit our [attendance webpage](#) to read more about attendance matters.

Homework for students

Homework enhances the teaching and learning within school and is an excellent way of fostering independent learning.

Homework tasks are set on Microsoft Teams.

Homework does not have to be a written task. It can be a 'thinking' task, an on-line exercise, research or pure learning. Teachers use the work completed at home and give feedback to the students, either by marking the work, setting a quiz/test or through discussion/feedback depending on the nature of the task. There are three main types of homework:

- Revision for a test/exam
- Demonstrating learning (deliberate practice)
- Consolidation

Feedback on homework is an opportunity for Strength, Improvement, Response (SIR) marking, peer or self-marking. The 'R' in SIR is crucial to success; students will be given the opportunity/time to respond to the suggested improvements (in green pen) during a lesson.

Parents role in homework is to provide a quiet space for their child to work and to build supportive routines.

Supporting our students

Our Beliefs:

'Learning for Life' is our school motto and we aim to ensure our students leave us ready to embrace their onward journey. We want every student to enjoy their learning and feel valued for who they are. We encourage and support each student to uphold our school values.



Our Mission:

We provide a broad and diverse curriculum with a creative approach to learning that inspires curiosity, encourages collaboration, builds resilience and develops flexibility of thought. We offer adaptive teaching to support the needs of all learners.

Inclusivity:

We recognise that all students have the right to take part fully in every aspect of the life of the school and we do everything we can to make this possible. We are committed to making our curriculum and extra-curricular activities accessible to all our students and we are striving to make our school site and buildings as accessible as possible to all our students, staff, parents and users.

Student Wellbeing

<https://www.theburgate.com/wellbeing>

We have an excellent reputation for the pastoral care we offer. We place real and significant importance on ensuring we create a learning environment that is safe and encouraging as well as exciting and challenging. Our wellbeing team, includes highly qualified, experienced, and specialist members who work collaboratively with our young people, and, where appropriate, their friends and family, to support their everyday emotional needs.

We recognise that at various points in a young person's life, sometimes more specialist and targeted support is needed, for lots of different reasons. Our Wellbeing Team offer a range of strategies and bespoke support, including well established links with external and independent charities and agencies.

The wellbeing team, led by Mrs Heidi Shering (Deputy Headteacher and Designated Safeguarding Lead – DSL). We have an in-school counsellor who provides confidential and individual support to our young people and can help address self-esteem and low mood as well as encourage sound self-help and long-term coping strategies. We also have a youth support worker from the Salvation Army, who regularly comes to school and meets with individuals and groups of students.



Special Educational Needs and Disabilities (SEND)

Our aim is to offer effective, high quality SEND support to enable students to access learning that is beneficial to their personal enrichment and future economic wellbeing.

We aim to remove barriers to learning and allow students to be enthusiastic about their education and to have high expectations in the pursuit of excellence.

Through our inclusive classroom approach, our experienced team of learning support assistants (LSAs) work alongside subject teachers in classrooms to support students in making good progress. We work together in partnership — school/home/child, to create individual learning plans to ensure we are working towards shared goals and aspirations. Parents are equal partners in decisions about their child's education. We keep parents informed of their child's needs and progress and actively encourage the continuation of these conversations at home.

Some students may have difficulty with:	Some of the help we can offer:	Student outcomes we support:
<ul style="list-style-type: none"> • Reading, writing or numeracy • Understanding information • Understanding other people • Expressing themselves • Organisation • Managing their behaviour • Making friends • Relating to adults • Sensory perception • Physical mobility 	<ul style="list-style-type: none"> • Quality First Teaching • Classroom support from LSAs • Support in completing homework • Access to ICT and specialist equipment • Catch-up programmes in literacy and numeracy • Exam access arrangements • Additional advice from external services (e.g. Educational Psychologists specialist teacher) • Careers advice for students from Year 9 onwards • Headstart - an enhanced Year 6 transition programme • Close working relationships with parent through home/school collaboration 	<ul style="list-style-type: none"> • Reaching their full potential • Achieving their personal best • Making good progress • Feeling valued and included • Enjoying school

For further information about SEND at The Burgate, please visit our website:

<https://www.theburgate.com/specialeducationalneeds>

Behaviour at The Burgate

Restorative Practice & Recognition: The Burgate School and Sixth Form is committed to creating an environment where every student enjoys their learning and feels valued for who they are. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and to encourage others to do the same.

This underpins our school motto "Learning for Life."

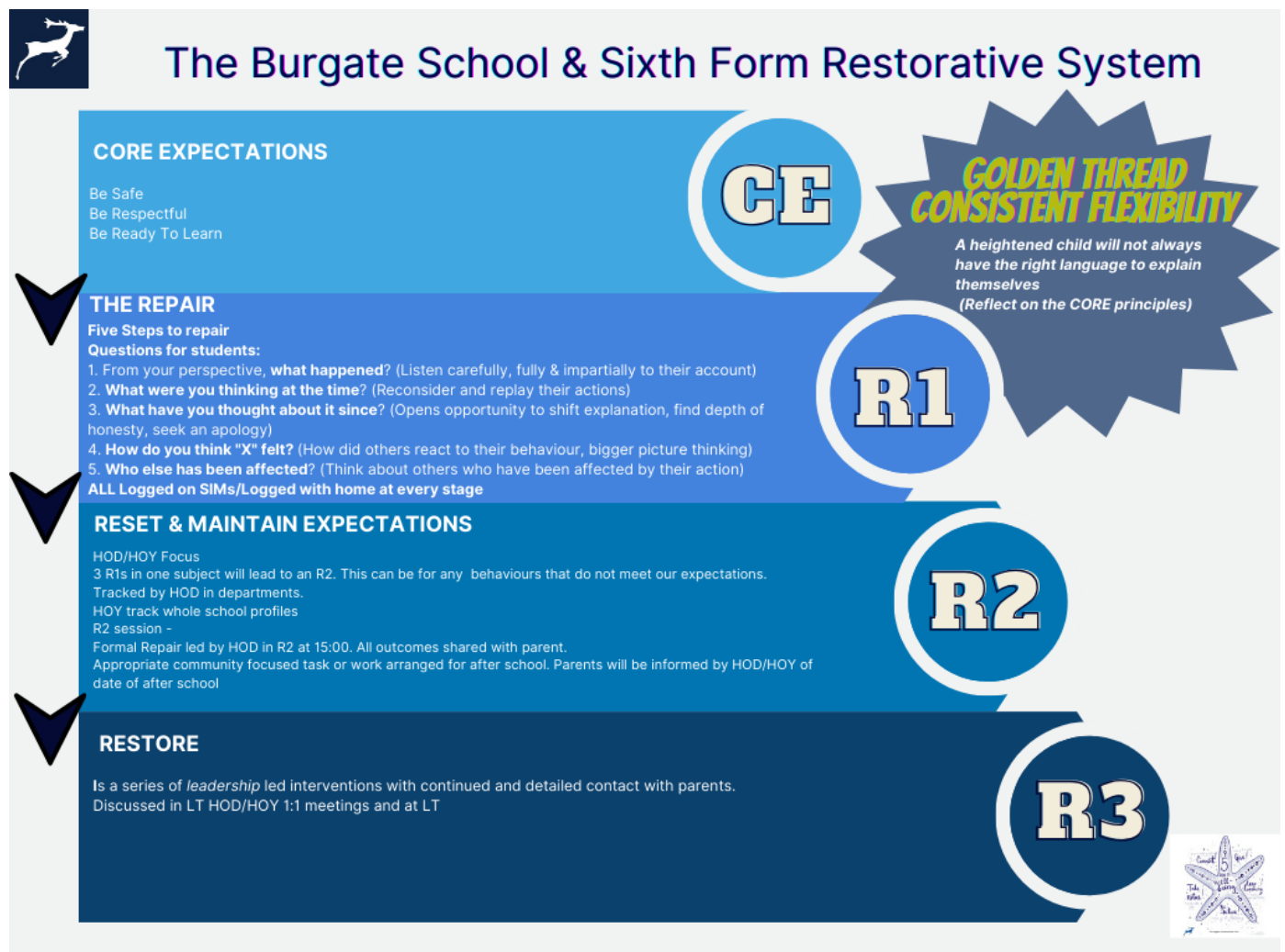
We appreciate that our students have mobile phones and use these for bus passes. We want all our students to value social contact with peers and invest in their education therefore after 08:30 any mobile phone seen or being used will be removed and the student we be kept behind after school.

We have high expectations of all our students at all times. Our three student expectations underpin all our restorative practices within school:

Be Safe

Be Respectful

Be Ready to Learn



School Uniform and Equipment

The Burgate School uniform is an important part of our school. We are very proud of our students who look so smart every day. For full details of our uniform and uniform expectations please visit our website to view our [uniform policy](#).

Piercings

Only a single pair of gold or silver studs may be worn in the lobe of each ear. All other piercings are not acceptable. Earrings must be removed for PE/Games lessons for health and safety reasons, therefore new piercings need to be done at the start of the summer holiday so that they **can be removed for PE lessons in line with DfE guidance**. Please refer to our uniform policy for details about all other jewellery.

Purchasing Uniform

Certain items of our school uniform should be purchased online directly from our school uniform provider, Price and Buckland, though there are some items that you will be able to purchase from other retailers of your choosing. Please refer to our [School Uniform Policy](#) for full details. Please follow this link to visit the [Price and Buckland online shop](#).

Price and Buckland advise ordering by 1 August each year to ensure new items arrive for the start of each new academic year.

'Nearly new' Uniform: Items can be purchased at huge savings and items are new/nearly new or in very good condition. If you are seeking an item from our 'Nearly new' stock, please confirm item and size required and email: uniform@burgate.hants.sch.uk

We encourage families to please donate unwanted items of uniform that are in good condition to the school. Washed and ironed items can be taken to the main school office and clearly labelled for this purpose.

Uniform and Equipment expected each day: Please also see our uniform policy for details about acceptable styles.	PE Kit:
Blazer	Rugby shirt
Tie (for boys). Girls do not need to wear a tie.	Burgate branded polo shirt
White shirt (open blouse or button up with a tie for boys)	Burgate branded shorts or skort
Burgate Branded Skirt (Branded pleated skirt or plain black pencil skirt with zip and waist band - stretch tube skirts are not permitted) or Tailored plain black school trousers (no jeans, tracksuit bottoms or leggings)	Royal Blue rugby socks
Optional: Plain Black or white base layers can be worn under the shirt if your child feels the cold	PE trainers
Black plain leather shoes or plain black leather trainer. (No visible air bubbles/ no alternate colour or colour branding)	Artificial Ground (AG) boots with round plastic studs (NO METAL STUDS). See further guidance on the next page.
Black tights to be worn with skirt or black socks to be worn with trousers	Optional: Burgate branded or plain leggings
Named water bottle	Optional: Burgate branded or plain tracksuit bottoms
Optional: Burgate branded school jumper	Optional: Burgate branded all weather top
Fully stocked pencil case including: Pencils, pencil sharpener, blue/black pens, highlighters, ruler, rubber, scissors, glue stick, colouring pencils, green biro, scientific calculator.	

Appropriate Footwear for a TigerTurf 3G Pitch

Use round plastic-studded footwear only
(no metal studs)



Do not use dimpled or flat soled shoes



Footwear should always be clean and in good condition



Use of ICT Systems

We expect our students to respect the opportunities to use technology within their learning. This extends to all use of Microsoft products and equipment. Office 365 is the main login our students will need throughout their school career. Through this portal students can access all Microsoft applications including Word, Teams, PowerPoint and much more. All homework is set through this system.

Student ICT logins will be organised during the first few weeks of term.

We use Sims Parent App and Sims Student App. Both allow the account holder to see attendance, behaviour, recognition points and timetables. Parents will be sent a link to set this up during the first few weeks of term.

Once you receive your login details, if you have any issues, please contact us via:

icthelpdesk@burgate.hants.sch.uk

For more information please visit our website: <https://www.theburgate.com/office365andsims>

Enrichment and Extra-Curricular Activities

Enrichment activities are a big part of Burgate life. Most clubs and activities take place at the end of the academic school day between 15:15 and 16:00. There really is something for everyone to get involved with from STEM club, to cooking, football to debating, gardening, various music bands, choirs and much more. Tutors will inform their groups about new activities and the start dates during daily sessions. Most clubs will not start before the last week in September. An overview of enrichment clubs and activities can be viewed on our website: <https://www.theburgate.com/enrichment>

Music Lessons

We are fortunate to have an excellent staff of visiting teachers offering lessons on most instruments including Saxophone, Clarinet, Oboe, Flute, Strings, Brass, Guitars (incl. Bass), Drums, Piano, and Voice.






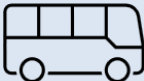
We organise for students to receive 30 lessons across the school year, split into three termly blocks. Lessons last for 30 minutes and are either individual or group lessons, dependent on your preference. Lessons take place during the normal school day and timetables are rotated each week to reduce any impact on academic study. For more information and to book music lessons please email: music@burgate.hants.sch.uk



Travel

Please take some time to look at our [safe and smart tips for travelling to The Burgate](#) as well as the [Hampshire Road Safety Newsletter](#) designed for students and secondary school transition.

For Bus routes and time please visit the [travel page](#) on our website.

	On Foot	Students can gain access to the site via the back student gate, side gate and front gate. Side and back gates are locked by 08:40 so please ensure that your child is in school on time.
	Cycle	A growing number of our students cycle or scooter to school. We have a secure and covered bicycle rack by the tennis courts where students can lock their items. We would advise that all students undertake their road safety/cycling proficiency course to ensure they are road aware. All students cycling or scootering to school must have a permit from their Head of Year and always must wear a helmet.
	By Car	Parents may collect or drop-off their child at school by using the drop off zones at the front of school. Our main school road is also a bus lane and so we ask that you please use the designated drop off zones only. With the exception of our disability access parking space parents are asked not to park inside the school gates.
	By Bus	<p>Please check our school travel page for information and bus timetables, ticketing and routes. Students should arrive at bus stops 5-10 minutes prior to the published collection times. It is very rare but sometimes due to traffic buses may on occasion be delayed - as soon as the school is aware of any issues we will send an email school comms message to parents to update them.</p> <p>If you believe your child may be eligible for free school bus transport you will need to apply directly to your local school transport team by 1 July to ensure that transport is organised in time for the beginning of the school term.</p>

Transport Support for Families with three or more children:

For families with three or more Children studying with us (Year 7 - 13) we may be able to offer a financial contribution to bus passes up to £500 pa.

