



# Welcome to Borden Grammar School

## Year Seven Welcome Booklet

Pupil's Name \_\_\_\_\_

# BORDEN GRAMMAR SCHOOL

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**Borden Grammar School** was founded as an independent day and boarding school in 1878, the original building is now the Adult Education Centre off College Road. In 1928 the present main building was completed; the Short Building was added in 1998. The school is now a Grammar School for boys, with Academy status and a mixed Sixth Form.

The school badge has a navy field divided by a gold chevron. On the field there are three crescents representing sons of sons - the generations of boys educated here. Our motto *nitere porro* means "to strive forward".

Around the school you will notice many memorials to past boys. The Cricket Pavilion is dedicated to the boys who were killed in the Great War. The school clock tower is dedicated to the boys who were killed in World War II. A third war memorial is found in the entrance hall; there is a plaque over the door and memorial book in a glass case.

Early academic memorials are found in the Hall, and you will find rooms, benches and paintings dedicated to former staff and boys. In the Library there are many books written or published by Old Boys of this school, *your* school. To help you settle in, the following information may be of use. **Please read this booklet with your parents.**

## Uniform

Check the uniform list and make sure you are always correctly dressed. Uniform may be purchased at any time from the school shop. Order forms are available from the school office and school web site ([www.bordengrammar.kent.sch.uk](http://www.bordengrammar.kent.sch.uk)). The shop is run by the school and all profits go directly to the school. All uniform must be named.

Many boys have problems with their ties. Please practice doing up your tie before the start of term. The tie should come to just above your waist to be the correct length. Top buttons must always be done up and dark socks, not white socks, are worn with the uniform.

You will be issued with a uniform card which has your name printed on it and space for five signatures. If you are not properly dressed in school your card will be signed by a teacher. If the card is signed five times, you will get a detention. You must carry your card with you at all times – if you are unable to produce it when asked to, you will receive a detention.

## **Bags and Equipment**

You will need a small school bag. Overcoats and materials not needed for lessons should be kept in your locker or form room, not carried to lessons. You must have your planner, maths equipment, calculator, headphones, English, French and Spanish dictionaries, pen and pencils every day in those lessons.

## **Entry points**

Boys must use the designated road crossings. All pupils should enter by the side doors and never cut across the car park, front entrance or the grass areas. Parents are requested not to drive onto our site or drop off or collect boys near our congested school entrances, but to choose a point near the school. (e.g. the town Library or Bell Road)

## **Assembly**

Each Year Group usually has two assemblies per week. During form time you will stay in your form room with your Form Teacher or Form Prefect. You will be advised where to go for Lower School Assembly and Year Assembly.

## **House points**

You will be allocated a House on joining the school (Lords, Twickenham, Wembley or Wimbledon). House competitions are held in all sports. House points are awarded for success in sport and academic work and are recorded in planners. Boys earn certificates for gaining house points.

## **Lessons**

Boys are taught in form groups. For some lessons they may be divided into teaching groups. This allows smaller classes and enables boys to mix with boys in other forms. At the end of each term boys are issued with an audit sheet to take home showing progress in each subject. A full report is also issued during the year and a parent-teacher meeting is held annually.

## **Homework**

Homework **must** be completed on time. You will be issued with a homework planner / contact book, this must be filled in daily to help you organise your time and complete tasks correctly. **A parent/carer must sign your homework planner at the end of each week.** Work should be checked and put safely into your bag when completed so that it can be handed in on time. A supervised homework club is available after school in the Library. The school's Virtual Learning Environment (VLE) is also useful for your studies, and helpful if you have been away and need to catch up.

## **Form rooms**

Form rooms must be kept clean and tidy. With your Form Teacher's permission you may sometimes use your form room during break and lunchtime. Sensible behaviour is expected in rooms at all times. Boys are

not to misuse furniture or tamper with boards, windows or other pupils' belongings. Any damage must be paid for. No ball games are allowed inside and boys are not to run about in the buildings.

### **Lates**

If you are late, you must sign the Log Book in the main entrance hall giving the time you arrived and the reason for being late. You must then explain to your Form Tutor. Repeated lateness will lead to sanctions.

### **Excused**

If you need to leave school (eg. doctor, dentist, music exam), you must bring a letter from home and give it to your Form Tutor. The school Attendance Officer will then issue you with a slip. Show the slip to the teacher from whose lesson you need to be excused. Before you leave you must sign the Log Book in the entrance hall. If you return to school you must also sign back in.

To be excused from games or PE you must show a letter from home to your Form Tutor who will sign your planner. Show the planner to your PE teacher before the lesson.

### **Absence**

If you are absent your parent/guardian must telephone the school before 9.30am on the first day of your absence. You must then bring a note in from home on your first day back and give it to your Form Tutor. If you do need to be away from school for reasons other than illness you will need to bring in a letter (in advance of the absence) addressed to your Head of Year, requesting permission to be absent from school.

### **Dinner**

Packed lunches may be eaten in the Hall. You may also purchase full meals, drinks or snacks from the canteen, which is open at break and lunchtime. A cashless card system is operated. All litter must be put into litter bins. You may never eat or drink in the Library, in corridors, or on the school fields.

### **Clubs**

A wide variety of clubs are run at lunchtime and after school. Details of these are given on the notice board outside Room 3.

### **Library Resource Centre**

The Library may be used at break, lunchtime and also after school. The Library is very well stocked and has an excellent reference section and computer access. Each boy is allowed to borrow resources from the Library using a finger print recognition scanner. You must take care of any resources you use or borrow. Each form will be given a tour of the Library at the start of term.

## **Prefects**

Sixth Form Prefects are there to help you and to make sure there is sensible behaviour in the school at all times. They have the power to report you or to set you a task if your behaviour is unsatisfactory. You may also have a Prefect assigned to your form who will help during registration time.

## **Detention**

Detentions are given to boys who misbehave or fail to complete work. They are held after school, last for 60 minutes and 24 hours notice will usually be given. You must attend promptly. Your Form Tutor, parent and Head of Year will be notified.

## **Lunchtime Detentions**

Lunch detentions may be given when behaviour or work is unsatisfactory. Your teacher will tell you if you are to attend lunchtime detention and where to go. A letter will be sent home if work is not done on time. Good homework is a priority.

## **Lockers**

You will need your locker key every day to open your locker padlock. All your possessions must be named and should be kept in your locker when not being used, including your coat. You are responsible for your belongings. Never tamper with other lockers. Do not bring valuables to school.

## **Bullying**

We do not accept intimidating behaviour, either physical or verbal. If you feel you are ever being bullied or 'over-teased' tell your Form Tutor or Head of Year. If you believe someone in your class is being picked on tell someone, if you do not you are empowering the bully. **Do not tease other boys. Do not tamper with belongings that are not yours.**

## **Voluntary Fund**

A contribution of £20 is paid once a year in September for the Voluntary Fund. This money helps to fund journeys in the minibus and additional equipment throughout the year.

## **Mobile Devices**

While mobile phones and MP3/MP4 players are not banned items, there are specific rules about their use. The rules exist to ensure that lessons, tutor time and assemblies are not interrupted and to prevent misuse in the school context.

Mobile devices may only be used in form rooms 8.30-8.45 am and at morning and lunch breaks. At all other times they should be switched off and out of sight. In particular, cables and earphones 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 3.30pm it would of course be in order to do so (but not whilst attending study sessions or detentions).

The use of the camera function of a mobile phone or digital camera is forbidden at all times unless express permission is given by a member of staff. On no account should images be posted on social networking sites.

It is strongly preferred that valuable digital and electronic items are not brought into school.

## **Travel**

If you cycle to school be sure to lock your bike in the cycle racks behind the canteen. Boys who travel home by bus must wait sensibly at the front of the school, allow other pedestrians the right of way and behave correctly when on the bus.

All boys should enter school by the side doors using the walkway. Do not walk through or push bikes across the car park. Parents should not drop boys in the staff car park or at the front of the school. Boys should travel to school and home again in full uniform. School rules regarding conduct apply on journeys to and from school.

## **Breakfast**

A daily breakfast is provided from 8.00-8.30am. Only boys buying cooked food may enter the Hall at this time, using the side kitchen door. All boys may enter the main school from 8.30.

## School Day

Registration	8.45	-	8.50
Assembly	8.50	-	9.05
1st Period	9.05	-	9.45
2nd Period	9.45	-	10.20
3rd Period	10.20	-	11.00
4th Period	11.00	-	11.35
Break	11.35	-	11.55
5th Period	11.55	-	12.30
6th Period	12.30	-	1.05
Lunch	1.05	-	2.05
Registration	2.05	-	2.10
7th Period	2.10	-	2.50
8th Period	2.50	-	3.30

If you have any problems or worries speak to your Form Tutor or Head of Year; most problems are easily solved. By using common sense, good manners and showing consideration for others we hope you will find yourself in a contented work place where you *may strive forward*.