



PUPILS' HANDBOOK

The Headmaster and Staff ask for support from both parents and pupils in following these guidelines in order to maintain the high standard we are aiming for. The Headmaster will have complete authority to impose sanctions on those not abiding by these rules.

Spring 2018

SCHOOL ETHOS

The School ethos is laid out in the Ethos & Aims Policy which is accessible on the website.

In compliance with the Independent Schools Standards Regulations we advise that the following information is available to all parents, current and prospective, from the school office upon request or via the school website:

- Admissions, Behaviour & Pupil Suspension & Expulsion policies
- Learning Enhancement policy
- English as an Additional Language policy
- Curriculum policy
- Anti-bullying policy
- School visits policy – Health & Safety
- First Aid policy
- Complaints procedure/number of formal complaints in previous school year
- Staff, including temporary staff and qualifications
- Safeguarding policy.

Telephone numbers for Childline and a helpline are displayed in school.

GENERAL INFORMATION

Interim Headmaster:	Mr Paul H Reynolds
School address:	Birchfield School, Albrighton, Nr W'ton, WV7 3AF
School Telephone Number	01902 372534
	<i>Pupils may use this telephone with permission</i>
Fax	01902 373516
Email:	office@birchfieldschool.co.uk
Website:	www.birchfieldschool.co.uk
Bursar	Mr David Bone (01902 372246)
Chair of Governors:	Mrs T Carver c/o Birchfield School, Albrighton, Nr W'ton, WV7 3AF

STAFF RESPONSIBILITIES

Interim Headmaster:	Mr P Reynolds
Deputy Head & Senior Mistress	Mrs J Johnston
Academic Deputy:	Mr N Paget
Bursar:	Mr D Bone
Secretary:	Mrs A Kwiatkowski
Safeguarding Officer:	Mr N Paget

Age Groups Year Group

Prep

12 - 13	Year 8
11 - 12	Year 7
10 - 11	Year 6
9 - 10	Year 5
8 - 9	Year 4
7 - 8	Year 3

Pre-Prep

6 - 7	Year 2
5 - 6	Year 1
4 - 5	Reception

SCHOOL HOURS

Pre-Prep

Reception & Year 1 8.30am - 3.15pm

Year 2 8.30am - 4.40pm

Prep

Year 3 – 8 8.30am - 4.40pm

Arrival

The School is open for all pupils from 8.00am. A member of staff supervises pupils who need to arrive from this time in the School Hall, or, in the case of pupils in Reception, the children go directly to their classroom where they are supervised by their class teacher. All staff will be in their classrooms from 8.30am ready for registration at 8.35am.

Collection

At 3.15pm the pupils in Reception and Year 1 are brought to the main gate by their form teachers and are only dismissed when the parent/guardian has been identified. A crèche for pupils from Reception to Year 2 (4-7 years old) is provided from 3.15pm until 6.00pm by Birchfield Prepcare, who should be contacted on 01902 375611. A charge is made for this facility. Year 3 and above may attend one of the varied clubs or the Prep Room between 4.45pm - 5.45pm. Those pupils whose parents are unavoidably late will be sent to the Prep Room in The Old Dining Room from where they can be picked up until 6pm.

Parents must inform the School that they are going to be late and identify themselves to the member of staff on duty when they collect their child. No pupil should leave the premises without signing out.

GENERAL INFORMATION

ABSENCES FROM SCHOOL

You are encouraged to ensure that your child does not miss school unnecessarily as it is difficult to make up for lessons missed. Absences should be identified in advance for known reasons and permission sought from the Headmaster. Every attempt is made to have our holidays in line with local independent schools. These dates are published each term on the school calendar. Please arrange family holidays and appointments outside term time.

If your child is absent through sickness please telephone the school to let us know and write a note to the Form Tutor on his/her return.

AFTER SCHOOL ACTIVITIES

A multitude of different clubs and activities occur after school for pupils in Year 3, with a smaller selection for Pre-Prep pupils. These usually start in the second week of term. A leaflet explaining full details will be provided with a sign-up sheet.

For activities where an outsider/visiting teacher is employed, a charge is levied, payable via the fee note.

ASSEMBLY

On three days a week whole school assemblies are held. The pupils come into assembly in silence and hymns are sung. The school places great emphasis on communal singing in assembly. There is an address on topical issues. Each week the Headmaster introduces a 'Thought for the Week' and the Monday assembly is based on this theme. Prayers are said and notices given. In one of these assemblies each week, Housepoints are handed out, team and trip reports given, certificates presented and achievements are applauded. Twice a week the Pre-Prep hold their own assembly while Year 3 and upwards have a House Meeting, with pupils in Yrs 6-8 having a meeting once a week with their Academic Tutors. Regular hymn practices and whole school music assemblies are scheduled each term.

CALENDAR

We have replaced a printed calendar with a Birchfield App. This will provide up-to-date calendar details and also an additional method of receiving school news direct to your electronic devices.

The App called **Birchfield** (*case sensitivite*) is downloadable from both the iTunes App store and Android App stores and is free of charge.

iTunes Link - <https://itunes.apple.com/us/app/birchfield-school/id810012885?mt=8>

Google Play - <https://play.google.com/store/apps/details?id=com.appscentral.birchfieldschool>

The calendar app details will be replicated on the calendar page of the school website.

Calendar:

This can be viewed in two ways; as Month to View or List View. You can switch between these views using the icons in navigation bar at the top of the page. On the centre left is a small calendar icon and on the right is a small list icon.

When using the Month To View and one of the dates is marked by a dot, this indicates that there is an event on that day. If you tap on that date you will see the event appear below the calendar. Tap any event to see more detailed information and a map of the event location (if applicable).

In the List View you can scroll through all events in date order. Again, you can tap any event to see more detailed information and a map of the event location (if applicable).

News:

Shows all the latest stories from Birchfield. If you tap on any news item you will be able to see more detail.

You can even import an event into your personal calendar from your app, if you select the import icon. **Please note that if an event is altered in this calendar it will not change the details in your personal calendar unless you re-import the data.**

CONTACTING THE SCHOOL

The telephone is manned from 8.30am to 5.45pm - 01902 372534. Outside these times you may leave a message on the answer phone. When a child is “off games” through illness or injury then a note should be sent to the Form Tutor advising of the problem. Similarly, all appointments should be identified through the School Office. Where possible only urgent appointments (eg Dentist or Doctor) should be made during term time. **NB The Headmaster is reluctant to allow ‘leave of absence’ for holidays. A letter requesting ‘authorised absence’ should be written directly to him.**

The Headmaster and staff are always happy to see parents. Open and regular communication between parents and staff is encouraged. Parents can often gain a quick word with staff at the end of each day. If this is not sufficient, an appointment can be made through the office or with the relevant member of staff. (First hand communication is less likely to result in misunderstanding than messages passed on by a third party). Any concern should be raised as soon as possible to avoid it becoming an issue.

FRIENDS OF BIRCHFIELD

The Friends of Birchfield is a committee formed to organise social events for parents and pupils which raises funds to support specific ‘extra’ projects or equipment. They also offer invaluable help at school events if required. The Friends of Birchfield meet approximately twice a term.

GAMES KIT BAGS

Pupils in Year 3 and above bring in their PE and Games kit into School on a Monday morning and take it home again on the Friday evening. Boys and girls are allocated separate changing rooms in the Godfrey Hall building and should ensure all kit is correctly stored on one of two pegs, with footwear kept in the shoe lockers under each set of pegs. **All items should be clearly named on the outside of the item and**

correctly stored. This will avoid difficulties on Friday evenings tracking down missing kit. Pre-Prep pupils use lockers in the Pre-Prep cloak room.

HEAD LICE

As in all schools we have instances of head lice. We ask parents to check their child's head regularly, treat as required and let the school know if they discover a problem. If further information is required please contact the School Nurse.

HOMEWORK (Years 3-8)

Homework is set on a daily basis, except on a Wednesday which is 'catch-up' night. Pupils in Year 3 and above may do their prep in the Prep Room which runs from 4.45-5.45pm each night and which offers a quiet work environment for pupils to complete prep tasks. Alternatively, prep may be taken home where a quiet environment should be provided so that your child can complete their work. Prep is given by form or subject teachers and is written in a Pupil Diary. Form tutors assist the pupils at the end of the day to check they have the correct exercise and textbooks to complete the tasks set. **It is the parents' responsibility to check that prep is completed satisfactorily and the Prep Diary signed.** We do expect prep to be done on the correct night, however if there are extenuating circumstances and prep is not completed then we ask that you write a letter or make a note in your child's Pupil Diary explaining the circumstances. Your child will then be expected to complete the said prep on the following night or in catch up.

Weekly Homework (except Wednesday)

	Scholars	Year 8	Year 7	Year 6	Year 5	Year 4	Year 3
English	1	1	1	1	1	2	1 - Friday
Maths	1	1	1	1	1	2	1 - Friday
Science	1	1	1	1	1	1	Tuesday Times Tables
French	1	1	1	1	1	0	
History	1	1	1	1	1	0	
Geog	1	1	1	1	1	0	Thursday Spelling
RS	1	1	1	1	1	0	

This is distributed evenly across the four days of setting Prep. Some preps will be handed in the day after they are set, one or two might allow a couple of nights for completion. Wednesday prep is set aside for Catch up and independent reading.

Year 6 and above: Each prep, including independent reading, should last for 30 minutes

Year 5 Each prep, including independent reading, should last for 20 minutes

Year 4 Each prep. is 20 mins

HOUSES

The School is divided into three houses: Brown, Watson and Brelades. Children are allocated a House when they start Year 1 or when they join the school at a later date. Where possible, children from the same family will be allocated the same House. House shirts are worn from Year 3 upwards for House sporting events and these are supplied by the school and kept at school.

HOUSEPOINTS/WARNINGS/DEMERITS/CITIZENSHIP (Years 3-8)

A system of **Housepoints** operates and is written up by teaching staff in the Pupil Diary and collated in the weekly Form Tutor period by the Form Tutor. Housepoints may be collected for such things as examples of good work, high effort, or to reward good behaviour. Excellent instances are rewarded with two or three Housepoints and a Headmaster's Send Up also operates where the Headmaster will meet with the pupil in a separate meeting to celebrate their achievement. Certificates are given out for Top Housepoint earners and success celebrated in House Meetings. Different stages of Housepoint collection are celebrated with a further certificate and recognition in assembly – Bronze (25), Silver (50) and Gold (75) with a Pin Badge awarded for each 100 Housepoints collected. A Gold Pin Badge is available once five Pin Badges are won.

A system of **Warnings and Demerits** operates in the Prep School. Where a pupil's behaviour or conduct is deemed unacceptable, the pupil will receive a verbal warning; should the unacceptable behaviour continue a second, written warning will be issued and recorded in the Prep Dairy; failure to stem the behaviour will result in a demerit then being given which will also be recorded in the Prep Dairy. In certain cases, where deemed appropriate by the member of staff a demerit may be given outright. Any pupil issued with a demerit will be required to attend SMT detention. Each week there will be a designated day for an After School Detention supervised by a member of SMT. Any pupil who has received a demerit or 3 warnings in one week will be placed on SMT detention. During the detention the member of SMT will discuss the reason for the warnings/demerit being issued with the pupil and set targets for the pupil to work towards. Suitable and relevant work will be provided by subject teachers for the pupil to complete for the duration of the detention.

Warnings may be issued for, but are not limited to the following:

- Lack of correct equipment
- Missing items of school uniform
- Low level disruption in lessons
- Name calling
- Lateness to lessons
- Inappropriate behaviour on the playground, e.g. pushing, tripping others, overly physical, excluding others, etc.
- Inappropriate behaviour in and around school, e.g. running, loitering in toilets, shouting, etc.

A demerit may be issued, without previous warning, for an incident deemed by the member of staff present to be of a serious nature.

The Birchfield Citizenship Award, new for 2017/18, is awarded to any member of the Birchfield community who has displayed exemplary manners and conduct around the school. Pupils can be nominated by any staff member and/or Status each week and certificates will be awarded to those pupils during an awards assembly. A letter will be sent home to parents to inform them of their child's achievement, including a brief description of why it has been awarded. At the end of the academic year, the Nethy Cup will be presented to the House with the most citizenship awards.

A pupil may be nominated for any one, or a combination of the following: (the list is not exhaustive)

- Opening doors for pupils and staff
- Always prepared and ready for lessons
- Exceptionally well presented
- Helping others without being asked
- Good sportsmanship
- Polite
- Good manners – saying ‘please’ and ‘thank you’
- Supportive of other people
- Awareness of others’ needs
- Continuous good behaviour
- Respectful
- Participation in activities
- Representing the school

INJURIES/ILLNESS

Parents will be informed of all head injuries and any other accident requiring further medical treatment. Parents will also be contacted if their child is ill and unfit to carry on with lessons and asked to take their child home. Any child requiring medication i.e. Strepsils/Calpol will be sent home with an accompanying letter with the relevant information. Pupils should not carry any form of medicine with them, this includes throat/cough sweets.

INK PENS

All pupils should write in ink pen - containing **blue ink only**. Up to and including Year 3, pupils will be informed by their Form Tutor (in collaboration with their English teacher) when they are ready to write in ink, rather than pencil. The Form Tutor, English Teacher or Learning Enhancement Department may recommend a specific handwriting pen, or pen with a special grip; these will be considered on an individual basis. Pupils writing in ink may use fountain pens with appropriate cartridges, Berol or Pentel-style handwriting pens (not ballpoint pens). Pens with ink erasers at one end are **not** recommended as this shows through the paper and are messy when writing over erased text, unless they are Frixion-style erasable pens. Pupils should have at least two blue writing pens in school. Please speak to the Form Tutor or English teacher if you are unsure

iPADS

All pupils are expected to have an iPad or iPad mini, operating on iOS 9 or later with a rugged case giving good protection at the corners. Devices should be insured against accidental damage and theft. Tablets will be given access to the School's filtered network under the supervision of the IT staff after the start of term. The devices should be named using the following method: ***Pu-John Smith's iPad***

LEARNING ENHANCEMENT

Pupils who have been identified as requiring additional support in lessons will be supported in class using a variety of strategies including; differentiated work, small group work, targeted Maths or English work and specific intervention programmes delivered in small groups either by the class teacher, class assistant or Learning Enhancement teacher. Pupil progress will be regularly reviewed by the class teacher/academic tutor to ensure the appropriateness of the intervention and amendments made where necessary, including increasing, reducing or ceasing interventions.

Pupils whose learning needs require support from outside agencies such as; Speech and Language, Educational Psychology, Occupational Therapy etc, may require additional specialist intervention to work on individual targets. Sessions with a member of the Learning Enhancement Department are then recommended either on a small group or 1:1 basis. An Individual Education Plan (IEP) will be created for your child detailing specific targets and strategies to achieve them and these are reviewed regularly throughout the academic year and recommendations made for increasing, reducing or ceasing LE sessions. Learning Enhancement sessions take place during lesson time and a timetable for the year is created. When a session is allocated, it is usual for this to continue at the same time each week until, during the review process, it is deemed appropriate for the intervention to cease. There is a charge for Learning Enhancement sessions.

LUNCHES

All pupils will be served lunch at school. Vegetarians, special dietary requirements and religious needs are catered for if identified on the Medical Questionnaire. Pupils are encouraged to vary their meals to establish balanced and healthy eating habits. Parents are invited to join their child/children for lunch during Open Lunch Week (see calendar for dates).

MEDICAL INFORMATION

When your child joins the school we request a certain degree of medical information as well as Emergency Contact Numbers. Any alterations to these numbers should be immediately identified to the Headmaster's Secretary. The School Nurse operates a medical screening programme. Specialist hearing and sight tests are carried out by visiting authorities.

There may be occasions where a child is well enough to attend school but needs medication in the middle of the day. Medicines must be labelled and handed to the School Nurse with a completed consent form stating the type, dose and time the medicine should be given. The forms are available from the School Nurse or the School Secretary. Asthma sufferers should be encouraged to carry their own, labelled inhalers, and keep a spare, labelled inhaler with the school nurse. Children should **UNDER NO CIRCUMSTANCES** carry either prescription or non-prescription medication with them at any time.

IMPORTANT NOTICE REGARDING VOMITING AND DIARRHOEA. The Health Protection Agency for this area advises that any child with diarrhoea and/or vomiting should be excluded from school for 48 hours from the time symptoms have subsided. **Birchfield School have taken the decision to follow this advice and thank you for your co-operation in this matter as this will reduce the risk to other children and staff.**

NEWSLETTER

A weekly newsletter is published on the website www.birchfieldschool.co.uk on Fridays and a link is emailed to parents. It contains news of the many successes and achievements of the pupils and identifies forthcoming events and important information.

OPEN DAY

Each term we hold two Open Days. The dates are stated in the School calendar and pupils are expected to attend when invited to do so. The School is open to all current parents, their families, prospective parents and the general public.

OUTINGS

The Headmaster and his staff are keen for the pupils to have "hands on" experience outside the classroom which will enhance their educational experience. Similarly, we are keen to invite visiting speakers and groups to school. The safety of the pupils to and from these visits and at the site is of paramount importance. When using a coach we use recognised coach companies equipped with seat belts. For smaller trips we use the school minibuses. These also have seat belts and comply with all the safety regulations required nationally.

Parents are always informed, normally by email, about outings and are asked to give written permission for their child to go. School uniform must be worn for all outings unless otherwise stated. The cost of the trip will be given, as will the travel times to and from the place of visit.

PARKING

The car park is a very busy area, especially before and after school. We ask that, at all times, you are very aware of traffic hazards. Please park carefully and do not drop pupils off by the main gate as this causes obstructions. **When picking up your child at the end of the day, please make sure that you also park carefully and collect your child from his/her Form Tutor at the gate.** Please respect the "no parking" signs. These are to ensure the safety of the pupils. During the winter months and for evening events the car park is floodlit. Harriot's Hayes Lane is often busy and we ask that all parents drive slowly to avoid unnecessary accidents.

PENCIL CASES

Pupils in Year 3 and above should take responsibility for bringing the correct equipment to each lesson, so please could you ensure that your son or daughter comes to school with the following named equipment in his/her pencil case :

- fountain/ink pen (see details below)
- a supply of ink cartridges
- pencil
- sharpener
- eraser
- ruler
- a set of coloured pencils

PERIPATETIC LESSONS

Apart from timetabled music lessons, specialist teachers come in to school to enable pupils to learn various instruments and have vocal tuition. This facility must be requested by parents in writing to the Director of Music who will then inform them of the arrangements, terms and conditions. Pupils are then expected to practise as advised by their teacher.

REPORTING AND ASSESSMENTS

Parents' evenings for Year 3 and above are held in the autumn and spring or summer terms and are shown on the School calendar. Pupils have a full written report at the end of each term. Year 3 and above also have a half-term grade in the autumn term.

There are two parents' evenings each year for Pre-Prep, one in April and one in October. A target setting report is issued at half-term in the autumn term, a progress report at half-term in the spring term, and a full end of year report in July.

Parents are always welcome to request an appointment at any time if required.

SACROSANCT DAYS

Each year certain school events are considered sacrosanct and no pupil will be permitted leave of absence from these events. These include:

- **The Carol Service**
- **Inter-House Athletics & Pre-Prep Sports Day**
- **Speech Day**
- **Summer Fete**
- **Inter-House Swimming Gala**
- **Open Days**

This list may be added to at any stage by the Headmaster.

SCHOOL BAGS

Pupils in Year 3 and above should bring the School backpack or plain black bag or briefcase into school each day for their personal belongings. (Please note that wheeled bags, however, are not considered suitable as they can pose trip hazards to other pupils and pose complications to and from upstairs Form Rooms). Bags are then stored all day in Form Rooms and taken home again at the end of each school day. During the day, the pupils will only take with them the necessary books and equipment for the next block of lessons, returning to the classroom to deposit books at the break and then picking up the next set of books for the next block of lessons. Form Tutors will work with their class to discuss the lesson timetable and requirements for the day.

SCHOOL CAR

The school operates its own car which is used to transport pupils and kit to outings, fixtures and visits. Currently the car is a 7 seater Mazda 5.

SECURITY

The School takes security very seriously and all staff are aware of their responsibility towards your children. All visitors to the School must identify themselves to the office.

All staff carry mobile phones on school trips and away fixtures.

TEAMS/SPORTS

The teams for sports' fixtures are pinned on both the pupils' and parents' notice board and published on the website, where possible, 48 hours before the fixture. These are identified on the school calendar. Leave and return times are announced on the team sheets. Alterations or cancellations are identified to pupils and parents at the earliest possible opportunity through various different media.

Pupils chosen for teams must show loyalty and commitment. We expect whole school events and fixtures to take priority over out-of-school activities.

Pupils travel to and from all fixtures in either full school uniform, including blazers, or in games kit and school tracksuits (as advised on the team sheet). Pupils will be informed of any alterations to this arrangement.

More detailed information can be found in the Sports Handbook on our website:

<http://www.birchfieldschool.co.uk/sports-handbook?mr=7775>

TEXT BOOKS

Pupils will be free to take text books home, with permission from the member of staff, to help with their prep. However, pupils are ultimately responsible for these books and the full replacement cost will become chargeable if the book is lost.

UNIFORM

Being smart and presentable is a self-discipline. We encourage the pupils to wear the Griffin - our school emblem - with pride. We expect clean, polished, leather shoes, tidy uniforms and appropriate haircuts/hair styles, (not fashion styles). Boys should have hair above their collar and out of their eyes and girls should have hair tied up if below shoulder length. A full list of uniform is attached to the back of this booklet.

Our school uniform is supplied by **School Shop Direct**. They are based in Shrewsbury, although much of their business is conducted on-line through their website www.schoolshopdirect.co.uk, on which Birchfield has dedicated pages. They are open during normal business hours: Monday to Saturday; and extended hours during the school summer holidays, when they are happy to arrange personal appointments. Tel: 01743 440449. The Friends of Birchfield run a second-hand shop in the north corner of the car park which is normally open on Tuesdays and Fridays from 8.15-9.00am (*as the shop is run by volunteers it is not always possible for it to open at the stated times*)

GOVERNORS & STAFF

Governors

Mrs T K Carver (Chair)
Mr C Berriman
Mr A Frankling
Mr S Legge
Mrs C Norton
Mrs A Pass
Mr J Squire
Mrs L Statham
Mrs J White

Headmaster

Mr P H Reynolds MA BA (Hons) PGCE

Senior Management Team

Mrs Jacqueline Johnston BA (Hons) PGCE
Mr Nick Paget BEd (Hons)
Mrs Amy Jones BEd (Hons)
Mrs Annette Ackerley (BSc (Hons))

Deputy Head, Head of English & Drama, Head of Learning Enhancement
Academic Deputy, Head of Maths, Safeguarding Officer
Head of History & Girls' Games
Head of Geography

Assistant Staff

Mr Nigel Amery BSc (Hons) PGCE
Mr Iain Anderson BSc (Hons) PGCE
Mrs Debbie Cambridge BA (Hons) PGCE
Mr Matthew Denver BSc (Hons)
Mrs Emma Grant-King BSc (Hons)
Mrs Helen Jackson BA (Hons) GTP
Mrs Rebecca Petty BEd (Hons)
Mr William Stevens BA (Hons) PGCE
Mr Ken Swift BA (Hons)
Mr Jake Thornton BMus (Hons)
Mr Chris Wood BSc (Hons) PGCE , Comp Ed
Miss Hannah Wood BSc (Hons)
Mrs Kate Woods BA (Hons) PGCE
Miss Lindsay Young BEd (Hons)

Head of Science
Director of Sport
Year 2 Teacher
Student Teacher & Games
Reception Teacher
Year 3 Form Tutor
Pre-Prep Leader & Year 1 Teacher
Head of Modern Foreign Languages
Head of Art & DT
Head of Music
Computing & Network Support
Maths Teacher & Learning Enhancement Support
Food Technology
Head of Religious Studies & Year 4 Form Tutor

Learning Enhancement Department

Mrs Angie Bridge OCR Spld (Dyslexia)
Mrs Louise Perry

Learning Enhancement
Learning Enhancement

Teaching Assistants

Mrs Louise Bolton
Mrs Clare Churchill
Mrs Jane Cleary
Miss Victoria Hammond

Classroom Assistant - Year 2
Classroom Assistant - Year 1
Librarian & Forest School Co-Ordinator
Classroom Assistant - Reception

Administration

Mr David Bone
Mrs Allison Kwiatkowski
Miss Jana Kumari
Mrs Deborah Frost
Miss Catherine Harbord RGN, RM
Mrs Suzanne Coglianese

Bursar & Clerk to the Governors
Headmaster's Secretary
Accounts Administrator
Marketing & Press Liaison Officer
School Nurse
Domestic Bursar

UNIFORM FOR GIRLS

Please ensure all items are named, and have loops for hanging where not already present.

Forest School kit is also required for Reception to Year 3 inclusive.

Reception, Year 1 & 2 - All Terms

Birchfield School coat

Blazer with new style badge or embroidered with Griffin on pocket

Green felt hat

Hat badge

Tartan pinafore

Long-sleeved blouse, gold

Bottle green cardigan

Bottle green knee socks or bottle green tights

Art overall

Plain green wellingtons

Birchfield book bag – no rucksacks please

Black shoes, polishable leather not patent, sandals or 'light-up' varieties

Reception, Year 1 & 2 - Summer Term

Tartan pinafore and yellow blouse, long green socks or tights are exchanged for:

Yellow dress

White ankle socks

Please ensure your child has a Birchfield Legionnaires hat

Optional items

Green gloves

Birchfield scarf

Birchfield scrunchies, hairbands and clips

UNIFORM FOR GIRLS

Years 3 - 6 – All Terms

Birchfield School coat
Birchfield backpack or plain black bag/briefcase
Blazer with new style Griffin badge or embroidered with Griffin on pocket
Green felt hat (*up to and including Year 5*)
Hat badge
Tartan skirt, below the knee please
Long-sleeved blouse, gold
Bottle green cardigan
Bottle green knee socks or bottle green tights
Art overall
Black shoes, polishable leather not patent, sandals or 'light-up' varieties

Year 3 - 6 – Summer Term

The yellow blouse, tartan skirt and long green socks or tights are exchanged for:
Yellow dress
White ankle socks

Please ensure your child has a Birchfield Legionnaires hat, baseball cap or brimmed white cricket hat

Optional items

Green gloves
Birchfield scarf
Birchfield scrunchies, hairbands and clips

UNIFORM FOR GIRLS

Years 7 - 8 – All Terms

Birchfield School coat

Birchfield backpack or plain black bag/briefcase

Blazer with new style Griffin badge or embroidered with Griffin on pocket

Long-sleeved revere collar blouse, white

Tartan skirt, below the knee please

Bottle green jumper

Bottle green knee socks or bottle green tights

Art overall

Black shoes, polishable leather not patent, sandals or 'light-up' varieties

Year 7 - 8 – Summer Term

The long-sleeved revere collar blouse and long green socks or tights are exchanged for:

Short-sleeved revere collar blouse, white

White ankle socks

Please ensure your child has a Birchfield Legionnaires Hat, Baseball cap or Brimmed white cricket hat

Optional items

Green gloves

Birchfield scarf

Birchfield scrunchies, hairbands and clips

SPORTS KIT FOR GIRLS

Please ensure all items are named, and have loops for hanging where not already present.

All sports kit should be named on the outside by label or embroidery, on the left breast or bottom edge/pocket.

Forest School kit is also required for Reception to Year 3 inclusive.

P.E. KIT – ALL TERMS

Reception and Year 1

- ✓ 1 pair green joggers
- ✓ 1 small green cotton P.E. bag
- ✓ 1 waterproof jacket (*break and games*)
- ✓ 1 white Birchfield P.E. shirt
- ✓ 1 white P.E. shorts
- ✓ 1 pair plain white socks
- ✓ 1 pair white gym shoes/trainers (*Velcro fastening*)
- ✓ 1 green Birchfield woolly hat (*Optional*)

Years 2 – 8

- ✓ 1 large Birchfield sports kitbag
- ✓ 1 bottle-green Birchfield tracksuit bottoms
- ✓ 1 bottle-green Birchfield hooded sweatshirt
- ✓ 1 white skort
- ✓ 1 white Birchfield polo shirt
- ✓ 1 pair of white ankle socks
- ✓ 1 pair of astro trainers for synthetic surfaces
- ✓ 1 Birchfield waterproof jacket (*break and games*)

GAMES KIT - ALL TERMS

YEARS 2 – 8 ONLY

Autumn and Spring Term

- ✓ 1 gold sports top
- ✓ 1 bottle-green skort
- ✓ 1 bottle-green skin
- ✓ 1 black lower body skin (*Optional*)
- ✓ 1 x multi-purpose grip gloves
- ✓ 1 pair of gold sports socks (**from uniform shop**)
- ✓ 1 Birchfield green woolly hat (*Optional*)
- ✓ Towel
- ✓ 1 gumshield
- ✓ 1 pair shinpads

Summer Term – all year groups

- ✓ 1 swimming costume (*bottle green*)
- ✓ Towel
- ✓ Swimming hat and swimming bag
- ✓ 2 x plastic bags
- ✓ 1 pair white cricket shoes/trainers
- ✓ 1 pair white socks
- ✓ Wide-brimmed school cricket hat/baseball cap
- ✓ 1 white Birchfield cricket shirt
- ✓ 1 pair white cricket trousers

UNIFORM FOR BOYS

Please ensure all items are named, and have loops for hanging where not already present.

Forest School kit is also required for Reception to Year 3 inclusive.

Reception, Year 1 & 2 - All Terms

Birchfield School coat

Blazer with new style badge or embroidered with Griffin on pocket

Cap

Birchfield tie

Birchfield jumper

Grey corduroy shorts

Long grey socks with turnover tops

Garters

Grey long sleeved shirt

Art overall

Plain green wellingtons

Birchfield book bag – no rucksacks please

Black shoes, polishable leather not trainer or 'light-up' varieties

Reception, Year 1 & 2 - Summer Term

The long grey socks and long sleeved grey shirt are exchanged for:

Short grey ankle socks

Short-sleeved grey shirt

Please ensure your child has a Birchfield Legionnaires hat, baseball cap or brimmed white cricket hat

Optional items

Green gloves

Birchfield scarf

Year 2

You may exchange your Birchfield book bag for a Birchfield rucksack

UNIFORM FOR BOYS

Years 3 - 4 – All Terms

Birchfield School coat

Blazer with new style badge or embroidered with Griffin on pocket

Cap

Birchfield tie

Birchfield jumper

Grey corduroy shorts

Long grey socks with turnover tops

Garters

Grey long-sleeved shirt

Art overall

Black shoes, polishable leather not trainer or 'light-up' varieties

Birchfield backpack or plain black bag/briefcase

Years 3 - 4 - Summer Term

The long grey socks and long-sleeved grey shirt are exchanged for:

Short grey ankle socks

Short-sleeved grey shirt

Please ensure your child has a Birchfield Legionnaires hat, baseball cap or brimmed white cricket hat

Optional items

Green gloves

Birchfield scarf

UNIFORM FOR BOYS

Years 5 - 8 – All Terms

Birchfield School coat

Blazer with new style badge or embroidered with Griffin on pocket

Birchfield tie

Birchfield jumper

Long-sleeved shirt – for colour see below

Charcoal grey trousers

Short grey socks

Art overall

Black shoes, polishable leather not trainer or 'light-up' varieties

Birchfield backpack or plain black bag/briefcase

Years 5 - 8 – Summer Term

The long sleeved grey shirt is exchanged for:

Short-sleeved shirt – for colour see below

Please ensure your child has a Birchfield Legionnaires hat, baseball cap or brimmed white cricket hat

SHIRTS

Years 5 - 6 Grey shirt

Years 7 - 8 White shirt

Optional items

Green gloves

Birchfield scarf

Years 7 – 8 – House Ties

House ties are presented at the start of Year 7.

SPORTS KIT FOR BOYS

Please ensure all items are named, and have loops for hanging where not already present. All sports kit should be named on the outside by label or embroidery, on the left breast or bottom edge/pocket.

Forest School kit is also required for Reception to Year 3 inclusive

P.E. KIT – ALL TERMS

Reception and Year 1

- ✓ 1 pair green joggers
- ✓ 1 small green cotton P.E. Bag
- ✓ 1 waterproof jacket (*break and games*)
- ✓ 1 white P.E. shirt
- ✓ 1 white P.E. shorts
- ✓ 1 pair plain white socks
- ✓ 1 pair white gym shoes/trainers (*Velcro fastening*)
- ✓ 1 green Birchfield woolly hat (*optional*)

Years 2 - 8

- ✓ 1 large Birchfield sports kitbag
- ✓ 1 green tracksuit bottoms
- ✓ 1 waterproof Birchfield jacket (*break and games*)
- ✓ 1 white Birchfield P.E. shirt
- ✓ 1 white P.E. shorts
- ✓ 1 pair plain white socks
- ✓ 1 pair trainers (white)
- ✓ 1 pair astro trainers for synthetic surfaces (*optional*)
- ✓ Gum shield (*Autumn & Spring terms – Nov onwards*)
- ✓ Shin pads

GAMES KIT – Years 2 - 8

Autumn and Spring Terms

- ✓ 1 Reversible green/yellow rugby shirt
- ✓ 1 pair navy football shorts
- ✓ 1 pair Birchfield green sports socks
- ✓ 1 pair boots (*studs, not blades, so they can be changed for football / rugby studs*)
- ✓ 1 Birchfield green woolly hat (*Optional*)
- ✓ Green upper body skin (*Optional*)
- ✓ Black lower body skin (*Optional*)
- ✓ Towel

Summer Term

- ✓ 1 pair swimming trunks
- ✓ Towel & two plastic bags
- ✓ Swimming hat and bag (*optional*)
- ✓ 1 Birchfield cricket slipover/jumper
- ✓ 1 pair cricket shoes/trainers
- ✓ 1 pair white socks
- ✓ Wide-brimmed School cricket hat/baseball cap
- ✓ Box (*Optional*)
- ✓ 1 white Birchfield cricket shirt (*Year 3 and above*) – plain, no logos
- ✓ 1 pair cricket trousers (*Year 3 and above*) – plain, no logo