

# Blue Coat CofE School and Music College



## Moving On ... From Year 6 into 7

Useful Information for Parents/Carers  
Summer 2024

## **OUR VISION**

**Living Life in All Its Fullness  
(John 10:10)**



## **OUR VISION STATEMENT**

**To equip our students to live life in  
all its fullness by providing  
excellent education  
which is distinctively Christian  
and inclusive of all.**

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# WELCOME

The staff at Blue Coat School would like to take this opportunity to welcome your family, as you will soon be joining the Blue Coat family.



You will no doubt be a little anxious about your child making the transition from primary to secondary school, but hopefully you will also be looking forward to taking this new and exciting next step with them.

As a church school, Blue Coat has its own distinctive atmosphere and we encourage all our students to succeed within a supportive and nurturing Christian environment. Our values of Care, Hard work, Respect, Integrity, Servanthood and Togetherness are

central to all that we do. We inspire our students to become honest and reliable members of society, to be young people ready to make a worthwhile contribution to this rapidly changing world and we encourage them to find a personal faith, which will sustain them throughout future life. We are an inclusive school that welcomes all students of all faiths and none.

Our staff will guide students through their school life and the challenges of university, apprenticeships and the world of work.

Here at Blue Coat School, we have prepared to make your child's start with us an enjoyable one. As you know, primary school staff have met with staff from Blue Coat School, and they have shared important information about all of the Year 6's who are joining us. All of this information enables us to give our newest students the best possible start to their secondary school career. We have also met with all Year 6 students in person.

As you will soon find out, there are a lot of differences between primary and secondary school, and we hope this booklet will help you to understand more about life at Blue Coat School and help your child to enjoy their time with us.

We hope our new students and their families will always feel welcome at Blue Coat School, and that you will feel able to talk to us at any time about any aspect of school life. We also hope that you will join us at Parents' Evenings and any other public events at the school.

We hope you find the information in this book helpful and informative.

**The Staff at Blue Coat CE School**

# BLUE COAT SCHOOL

This year, students from over 70 primary schools will join us in Year 7. Most students are from schools in Coventry, but some students come to us from Meriden, Bedworth, Nuneaton, Fillongley, Corley and even further afield.

At Blue Coat, we have a House system. This means we will have five Houses, each named after a significant historical figure of Christian faith.

In each House there will be two Year 7 tutor groups, and in each tutor group there will be on average 25 Year 7 students. Students will have Year group and House-based assemblies.

More about the House system will be explained to your child when they come to school in September.

Each House will be identified by its name and colour and will have its own set of values.

Our House names are Cavell, Dorsey, Lewis, Parks and Wilberforce.



Edith **CAVELL** was a British nurse who is celebrated for saving the lives of soldiers from both sides in World War I. Cavell had a strong faith and was a member of the Church of England. This drove her attitude towards the soldiers on both sides of the war.



Thomas A **DORSEY** is widely known as the 'Father of Gospel Music'. Born in Georgia in America in 1899, his father was a Baptist minister and his mother a musician. He founded the first gospel music publishing company. He was the one of the first people to combine praise and worship with rhythm and blues.



C S **LEWIS** was an academic who held positions both in Oxford and in Cambridge Universities. He is best known for his works of fiction '*The Chronicles of Narnia*' and '*The Space Trilogy*', but he is also very well known for his Christian literature including '*The Screwtape Letters*', '*Mere Christianity*' and '*Surprised by Joy*'.



Rosa **PARKS** was an activist most well known for her role in the 'Montgomery Bus Boycott'. In 1955, Parks was sitting on a bus seat in the 'coloured section' but refused to give it up to a white male when ordered to do so. Parks had a strong Christian faith and was a well-known activist and had been campaigning for equal rights for a long time previously. Her parents were former slaves in Alabama.



William **WILBERFORCE** was an abolitionist. He went to Cambridge University and moved into politics. Wilberforce was elected to Parliament in September 1780 aged 21. He was a committed Christian who worked tirelessly throughout his life to end slavery in Britain and across Europe.



Prior to every Year 6 student joining Blue Coat, much time is taken communicating with primary school teachers about hobbies and interests, behaviour and attitude, attendance and timekeeping and about other aspects of school life including academic ability.

Year 6 teachers and parents also told us about any illnesses or medical conditions students may have, so that we can keep everyone safe when they join Blue Coat. Staff also discussed students' special educational needs so we can make sure that staff at Blue Coat School are able to help students in their lessons when they come to us.

Using the information, we then place all students into a teaching group so we can ensure that students are taught in appropriate groups.

## HOW CAN I HELP AS A PARENT/CARER?

Moving from primary to secondary school will hopefully be an exciting and significant event in the life of your child. It is an important milestone which, for many parents/carers and teachers, marks a change in expectations regarding crucial life-skills such as independent working and self-organisation.

When a student starts at Blue Coat School, they are expected to cope with a whole variety of new experiences and changes, many of which demand skills and abilities that they may have not had to use before. These skills do not spontaneously develop in students in the summer before they begin secondary school and, like reading and writing, they have to be taught and our students need support in developing them.

All parents/carers would like to help to reassure their child, prepare them for these changes and support them in developing the skills they need, but some may feel they lack the information and expertise to do so. For most parents, their own experience of secondary schools is all they have to go on. We are here to help with this.

The top three worries that Year 6 students usually have (see the 'Top 10' worry list on the next page) are social concerns. Although common, most students report that they are no longer worried about these after just one or two weeks at school!

If your child expresses these worries it is useful to tell them everyone else will also be feeling anxious. As there will be many more students in Blue Coat School's Year 7 than in their Year 6 classes at primary schools, everyone has a good choice of friends, and even children who move up to Blue Coat School with several others from their primary class, will make new friends at our school.

Other worries are nearly always to do with the new organisational demands that they know will be placed upon them.

The aim of this booklet is to provide you all with the information you need to help your child to achieve independence, whilst supporting them in getting there.

The booklet clearly outlines exactly what your child needs to be able to do in order to succeed at Blue Coat School and provides as many practical tips and ideas to help you to help them to develop the skills for success.

Time spent early on in establishing good habits of work and independence is an investment that will save endless time, battles and heartache in the long run! The habits and routines that students develop in Year 7 are those that will stay with them throughout their secondary schooling and often throughout their working lives – it's worth the effort of getting it right to start with (so much easier than putting things right when they've gone wrong).

If you can help your child to do this, you will really be making a difference.

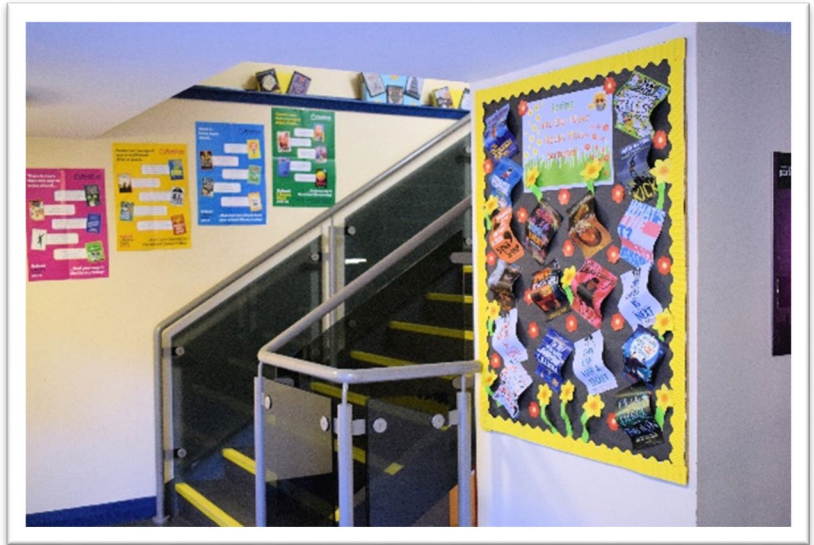
## **STUDENTS' 'TOP 10' WORRIES ABOUT STARTING SECONDARY SCHOOL**

- Not being in the same Tutor Group as primary school friends.
- Being bullied.
- Not making new friends.
- Getting lost around school.
- Homework.
- Not being able to do the work.
- Getting to school and back (especially if it involves a bus journey).
- Not having the right books and equipment.
- Not knowing what to do if there's a problem.
- Getting into trouble.



# WHAT IS DIFFERENT ABOUT SECONDARY SCHOOL?

- Students often have to travel further. Some will be making their way to and from school independently for the first time and some travelling by bus.
- They may have to wear a full school uniform for the first time, and have a whole list of new rules and regulations to remember.
- Instead of one teacher who has often known them since their early years, they will be taught by fifteen or more teachers and have got to get to know a whole range of adults in different roles within the school.
- The Blue Coat School site will be much bigger than primary school sites and students will have to find their way around, moving from classroom to classroom between lessons.
- They will have to use and interpret a two-week timetable.
- For the first time students may be fully responsible for ensuring that they have the correct books and equipment for five different lessons per day, their bus fare, PE kit etc.
- Students will be given full responsibility for their homework tasks, completing them by the correct day and giving them in on time. We use a system called Arbor – more information will be given to you in September.
- Students will be expected to learn new rules and follow them and be a lot more responsible than they were at primary school.
- For some there will be new lessons (e.g. French, Spanish or German) and new variations on familiar ones (science in a laboratory for example).
- Teaching and learning styles may be very different. Students may be expected to write more frequently and for longer.
- Break-time and lunchtime will be organised differently. Students have a lot more independence and are responsible for getting back to their lessons on time.
- In general, students are expected to be more independent, self-reliant and organised.





# ROUTINES

- We recommend that, before starting at Blue Coat School, students should time their journey to school or bus stop. Click on the route numbers for more information: [3](#), [14](#), [52](#), [735](#) and [74](#). Please bear in mind that the school is not responsible for any changes to the bus routes and timetables.
- Parents/carers should be clear about what time their child is expected to be home.
- Students should be clear about what to do if they are held up for any reason.
- Parents/carers should make sure their children know/have your contact numbers.
- Ideally, students would have an alarm clock. They should make sure they know how to set it and try it out before their first day at school.
- Together, work out what time they will need to get up to get to school on time. Work backwards from the time your child needs to be at school (8.40 a.m. at the very latest). Include all the things they usually do in the morning.
- Agree a routine for the mornings and after school. Will they shower/bathe in the mornings or evening? Will they get their school bag ready the night before or in the morning? Who will make the packed lunch? When?
- Parents/carers should agree a sensible bedtime for their child on school days that will ensure they get enough sleep.
- If possible, parents should be around for their child for the first few days/weeks and 'supervise'. Praise and encourage independence but be ready to offer a helping hand.
- Insist on the routine being kept to – it will save you hours in the long run!






07 : 00

# ROUTINE IS KEY!

# UNIFORM

Below is a list of school uniform items which **MUST** be worn by all students in Years 7 to 11. There is more information on our website – click [HERE](#).

ITEM	DESCRIPTION	  
Blazer	Navy blue with integral school badge on pocket	
Regulation House tie	Navy blue with school badge and house stripes	
Pullover or cardigan	Plain navy blue, no zips or logos, school regulation 'v' neck with tie showing. Round necks or sweatshirts are <b>NOT</b> permitted	
Outdoor coat or anorak	Plain dark (preferably black or navy) with no stripes, designs, patterns or slogans. Fur, leather, leather look, corduroy or denim are not permitted	
Bag	A strong sensible bag for carrying books and equipment	
Trousers	Black, straight style not tapered or flared. Straight leg and must be long enough to touch the shoe, <b>NOT</b> tight fitting or skinny, no additional decorations, no denim, cord, hipsters, or studs	
Shirt	White - plain standard style buttoned to the neck	
Skirt	Trutex (or equivalent design) pleated navy with school badge at bottom regulation length = on or just above knee (no shorter than 5cm above the knee). <b>Only available</b> from recognised outfitters	
Socks	Black	
Tights	Opaque black, no patterns	
Shoes	Plain black. Lace up or slip on. Brogues / low heels permissible. <b>Not permitted</b> = boots, boot style, canvas, Crocs. Also, no logos or stripes, stiletto heels, sling back or trainers. If you buy shoes from a sports shop, it is likely NOT to be a permitted school shoe.	

## OPTIONAL ITEMS FOR BOYS AND GIRLS

Belts	Plain black, regular width with plain buckle, no logos or adornments
Scarf	Plain navy only
Hats	Plain navy blue (baseball caps not permitted)
Gloves	Plain dark colour
Jewellery	1 pair of small, plain gold or silver stud earrings (a matching pair, one in each earlobe). Nothing else is permitted, e.g. <b>no other visible piercing</b>
Make-up	No make-up, false eye lashes, nail varnish or acrylic nails are allowed

## HAIRSTYLES

- Students' hair must be in a conventional and understated style. e.g. No patterns shaved into a students' hair or eyebrows.
- Hair should be of a natural colour. Unnatural colours and extensive highlighting are not allowed.
- Hair must be tied back in practical lessons for Health and Safety reasons. Small black, navy blue or white, subtle hair clip or bobble. No flowers, large slides or beads.

## PE KIT

- Plain navy, round-neck t-shirt (compulsory)
- Plain navy long sports socks for winter and plain white short socks for summer (compulsory)
- Plain navy shorts (compulsory)
- Plain navy ¾ zip top, long sleeved with Blue Coat badge (compulsory)
- Plain navy leggings (optional)
- Plain navy tracksuit bottoms (optional)
- Trainers - Not over ankle style

*OPTIONAL:* football boots (moulded only), shin pads, towel.

- No items with branding logos i.e. Nike, Adidas, New Balance etc will be allowed, except footwear.
- ¾ zip top, with Blue Coat School badge – available from Cat Ballou and Clive Mark (Coventry) Sportswear.
- Items without Blue Coat badge can be purchased at Cat Ballou and Clive Mark (Coventry) Sportswear or from supermarkets, online etc.

Our insistence on correct uniform is based on two reasons:

1. To present a neat outfit for the public identity of our students.
2. To keep alive the traditions of the distinctive Blue Coat School uniform.

We are insistent that all rules about the uniform must be followed explicitly. Students are expected to maintain a clean, smart appearance at all times. All items are readily available from the recognised school outfitters. Please be aware that items purchased from outlets other than the recognised school outfitters may be deemed as non-compliant and will need to be replaced.

In hot weather conditions the Headteacher may authorise students to remove their blazer and ties during the school day. Ties must always be worn in school assemblies.

These are two official school outfitters. To ensure compliance, items of school wear, especially skirts, trousers, blazers and PE kit, should be purchased from one or some of the following suppliers.

Cat Ballou Originals Ltd	1-3 The Burges, Coventry, CV1 1HN	024 76555499	Website <a href="http://www.catballou.co.uk/">www.catballou.co.uk/</a> Email <a href="mailto:sales@catballou.co.uk">sales@catballou.co.uk</a>
Clive Mark (Coventry) Schoolwear	88-90 Barkers Butts Lane, Coundon Coventry CV6 1DY	024 76598080	Website <a href="http://www.coventryschoolwear.com">http://www.coventryschoolwear.com</a> Email <a href="mailto:coundon.shop@clivemark.co.uk">coundon.shop@clivemark.co.uk</a>

# WHAT IS ALLOWED, AND WHAT IS NOT?



Length is just right

Too short, too tight, no logo



Just right

No jeans, denim or skin-tight



## Children's Boot Fund

This a registered charity which will provide grants for the purchase of shoes in cases of difficulty. Application forms are available from the School.



## USEFUL HINTS

- Have a couple of practice runs at putting uniform on, as there's often more of it to wear than at primary school.
- Check the uniform requirements including rules regarding hairstyles and jewellery.
- Name-tag **everything**, even shoes – you would not believe what we find in lost property! A marker pen is as good as labels. Un-named uniform is very difficult to find if lost.
- Have spares of essentials at home if possible, as it prevents panic when things get mislaid in the morning before school (and they do!).
- Hang up uniform straight away after school each day.
- Decide on responsibilities – who irons the shirts, when/who puts them away?
- Try to put everything out (including shoes, socks and underwear) the night before (there's much more time in the evening for finding odd socks!).
- Have a system for making sure that clothes are clean and ready. The earlier your child starts to take the responsibility the better but whoever does it, both parties need to know 'the system'.
- If you have your child's timetable displayed, colour or highlight the days when they have PE so they will need to take their PE kit.



## REWARDS

For peace and harmony to exist in any community, there must be order. This means having rules and enforcing them; school is no exception. We do believe in positive encouragement and in tempering discipline with kindness and concern for the individual.

We don't give rewards for good behaviour because students at Blue Coat School are expected to be well behaved all of the time. We do give rewards for lots of other things, such as for making a good contribution in lessons or putting in extra effort with homework. We also reward students for good attitude to learning or making extra contributions in and around the school.

# ARBOR



From September, we will be using Arbor for all of our communication needs.

Arbor is a mechanism by which we can keep parents and students informed about homework, attendance, behaviour, achievements and much more, all by using one app or by logging in to the website.

Arbor is popular amongst schools across the country and we are thrilled to be using it. We will be sending more details nearer the time but please take a look at the Arbor website (click [HERE](#) or on the logo or simply search online for the Arbor Parent App details) to see what we are excited about – we're sure you will be too!

## BEHAVIOUR AND EXPECTATIONS

At Blue Coat School, we hold high expectations for all of our students. We expect exemplary behaviour, adherence to the uniform policy, full attendance, and a positive attitude towards learning. We ask parents to support the school by encouraging positive behaviour, ensuring their children wear the full and correct uniform, and maintain full attendance in all school activities and lessons. Please take the time to read our policies on our website.

A quick guide to our school behaviour and general expectations are listed below:

- Students are expected to be on time to school, tutor and lesson.
- Students are expected to move around the school site and buildings in a calm manner, keeping left adhering to the signs and directions.
- Students are expected to wear a full and correct uniform, including shoes and not trainers.
- Students are expected to bring their correct books and equipment for the day.
- Students are expected to follow staff instructions.
- Students are expected to be kind in their words and actions in school, out of school and online.
- Students are expected to show our CHRIST values.
- Students are expected to take care of the school's property and environment and should respect the property of others. We do not expect students to damage or vandalise any part of our buildings or equipment.

We do not allow the following to be brought on to school site, these items will be confiscated and a consequence will be set in line with the behaviour policy.

\*This list is not exhaustive and we reserve the right to add to this list

- |  |                                  |                    |
|--|----------------------------------|--------------------|
| • Cigarettes/tobacco/vapes                           | • Drugs                          | • Lighters/matches |
| • Fire crackers                                      | • Laser pens                     | • Energy drinks    |
| • Tippex   | • Chewing gum                    | • Water guns       |
| • Jewellery - except one pair of small stud earrings | • Any item deemed to be a weapon |                    |

Mobile phones need to be switched off and placed in your child's bag/pocket. If a student is seen using their phone/earpods on school premises, the item will be confiscated. A second offence will result in a parent/carer having to come into school to collect the item. The school will not accept any responsibility for loss or damage of these items.



We do not accept any inappropriate behaviours. These behaviours will be dealt with seriously and in line with the behaviour policy.

The following list includes *some* of those behaviours:

- Violence.
- Abusing others on grounds of race, colour of skin, religion, disability or gender.
- Offensive language.
- Graffiti and damage to another person's property.
- Smoking/vaping.
- Possession of alcohol or illegal substances.

We expect any damage to property, buildings or equipment to be paid for by the parent/carer of the student.

It is expected that all students will follow the rules and work to the best of their ability. For students who choose to break the school rules, the consequences for them can be severe.

Breaking the school rules is taken very seriously at Blue Coat School and the sanctions vary depending on how severe the offence was.

## DETENTIONS

- Detentions are given as a sanction for a variety of reasons, including lateness, disruption of learning and incorrect uniform.
- Detentions are not negotiable.
- We expect full parental support in maintaining good discipline as we work together for the benefit of all.
- You will be informed via the Arbor app if your son/daughter has been set a detention.



# ATTENDANCE

At Blue Coat School we expect all students to have a target of 100% attendance. Students are expected to be on time to school and all lessons. By law, students should be in school, all absences are accounted for and shared with the Department for Education.

## What is expected?

- Students will be in school every day during term-time.
- Students will arrive at school no later than 8.40 a.m.
- If a student is too unwell to attend school, parents/carers must phone the school or contact the school through Arbor or by emailing [s.hartup@bluecoatschool.com](mailto:s.hartup@bluecoatschool.com), by 9.00 a.m. on each day of absence giving the detailed reason for absence.
- Long-term illness must be verified by a doctor's note.
- The pastoral or attendance team may visit home where no message has been received or there are concerns about the well-being of the student. These visits may be unannounced.
- Attendance is everyone's responsibility. Attendance is closely monitored on a daily basis. Patterns in non-attendance or regular non-attendance will be followed up by informal parental meetings, formal parental meetings, Attendance Improvement Plans and may be referred to the Local Authority if attendance does not improve.
- Students will attend every lesson on their timetable. Truancy from lessons will not be tolerated.
- Medical appointments should, where possible, be made outside of school hours. If this is not possible, student MUST be collected from school. We will not allow students to leave the site unaccompanied. Please note – an appointment letter MUST be sent into the school office for any medical appointment, in order for the absence to be authorised.

If a student is absent and parents/carers have not contacted the school, a text will be sent to them via the Arbor app (see p.34), to alert parents that their son/daughter is not in school. Please respond to this by calling the school as soon as possible so that we can make sure all students are safe and accounted for.

## Illness

- Parents should carefully consider if your child needs to stay home from school.
- Could they take some pain relief and make it through the day?
- The general 'rule of thumb' is if a student doesn't need to see the doctor, they should be in school. The exception would be of sickness and diarrhoea when we ask for 48 hours from the last symptom to when your child returns to school.

## Long-Term Illness

The pastoral or attendance team may visit home where no message has been received or there are concerns about the wellbeing of a Student.

Attendance is everyone's responsibility. Attendance is closely monitored on a daily basis, patterns in non-attendance or regular non-attendance will be followed up by informal parental meeting, formal parental meetings. Attendance Improvement Plans and may be referred to the Local Authority if attendance does not improve.



## Monitoring

Attendance is everyone's business. Attendance is monitored by tutors, class teachers, attendance officer, pastoral teams, safeguarding team, senior team, local authority and the data is shared with the DFE.

You will be contacted by the school if attendance is a cause for concern. If attendance does not improve then an informal meeting will be held in the first instance to discuss concerns. Attendance will continue to be monitored. If attendance continues to be a concern a formal meeting will take place. Continued poor attendance may lead to prosecution.

## Authorised/Unauthorised absences

Improving and maintaining the school's level of attendance is the responsibility of everyone in the school community: governors, staff, parents/carers and students. Each year, there are 190 statutory school days. This means there are 175 days for holidays, family visits, shopping, birthday treats and non-urgent medical/dental appointments.

It is the role of the school to decide whether an absence is to be authorised. Parents and carers must inform school of the reason for any absence by a phone call to Mrs Hartup, the school's Attendance Officer, on 02476 223542 (Option 2) before 9am on the first morning of the absence. Only the school's acceptance of the explanation offered will authorise the absence. Should any information provided by parents or carers be inaccurate or deliberately false, this will result in an unauthorised absence, which may lead to a penalty notice being served.

Absence from school may be authorised for the following reasons:

- The student's illness;
- Unavoidable medical/dental appointments for the student. Wherever possible, these should be made outside school hours. Students should return to school immediately after the appointment;
- Day of religious observance;
- Family bereavement;
- Student attendance at an interview;
- Exceptional circumstances, as deemed appropriate by the Headteacher. A Leave of Absence request MUST be completed and returned to school for consideration.
- Approved educational activities, as deemed appropriate by the Headteacher.

Absence from school may NOT be authorised for:

- Illness of, or to look after, unwell family members;
- Birthdays of either the student or family members;
- Holidays, trips or excursions, including sports matches, collecting relatives from an airport and attendance at 'bring your child to work days', shopping trips;
- Minding the house or any other domestic duty;
- Truancy from school or specific lessons including the child choosing not to attend;
- Taking siblings to school;
- Persistent minor ailments without the support of a doctor's note.



The attendance policy is available on our website. This gives a lot of information in great detail and it is suggested that parents and carers read this.

# ORGANISATION AT HOME

- Help your son/daughter by organising their living space so that they have a place for everything to do with school. Try to make sure they have access to a desk, good light and storage space for school books.
- Equip him/her with the tools they will need at home (it's best to keep two sets of everything – one in their school bag and one for home so that losing a pen at school does not stop them from doing their homework!)
- A useful home 'tool kit' consists of: pencils, pens, eraser, sharpener, crayons, felt-pens, ruler, maths equipment (protractor, compass, set-square and calculator), Sellotape, glue-stick, paper (lined and plain) and plastic wallets.
- A box-file or stacking system is useful for students with organisational problems. Each file can be labelled with the subject and all books, worksheets etc. can be kept ready to pull out and put in the school bag when required.
- Encourage your son/daughter to glue any worksheets/odd bits of paper into their workbook if possible each night – otherwise the sheer volume of 'bits of paper' becomes impossible.
- A displayed timetable can be used as a checklist for subject folders and equipment. Write the equipment needed at the top of each day.
- Encourage your son/daughter to check on Arbor each night. It's usually worth double-checking!
- When homework is completed, to begin with perhaps supervise the 'packing of the bag'. This is best done the night before.



## HOMEWORK

- Homework is set by the classroom teacher. This will often be through our Arbor app - more information will be available in September.
- If homework requires the use of a computer and one is not available at home, we have equipment in school available for students to use.
- Agree a routine for homework with your child. Life can become a constant 'nag' if you don't start effectively from the beginning. Homework becomes an increasingly important part of the curriculum as students go through school.

- A good time for homework is after a short break when your son/daughter returns from school. Get it out of the way early, leaving the rest of the evening free – who wants to work at 7.00 p.m.?
- Agree that TV, other activities, phone-calls, computer games etc. will only be possible after homework tasks are done.
- Some students will say that listening to music helps them to concentrate and do their work. Agree whether this is allowed – this may be a distraction.
- Be prepared to invest time at first - for example, be available for a set time each day to help with homework until the routine is established. It will be time well-spent.
- Make sure your son/daughter has an appropriate place to work with as few distractions as possible.
- Spend time with your son/daughter in the first few weeks, establishing the routine. Stick to your agreed routine whenever possible.
- Try to ensure that homework is done on the night of the day it is set in order to prevent 'build up'.
- Recognise how hard it is to work unsupervised. Help your son/daughter to structure their time and use it usefully – provide a clock or timer and agree the tasks that should be done in each e.g. half-hour period. Try to be available to do 'progress checks' – have they completed the task in the set time? (But otherwise leave them to it. Don't establish a pattern of always doing homework tasks together as it's unsustainable and they won't learn to work independently).
- Point out the rewards of working this way so that homework tasks don't drag on all night. It feels good to have completed tasks etc.
- If your child is 'stuck' – either because they don't understand the task they have written down or because they 'can't do it' - offer support but don't do it for them. If you and your child really cannot work out what has to be done, try ringing a friend in the same group, or contact the teacher who set the work, asking for clarification.
- If there is a problem with the level of work, it is important that you contact your son/daughter's tutor to discuss this.



# THE ORGANISATION OF A SECONDARY SCHOOL

In a primary school, the roles and titles of the staff are usually quite straight forward. For example, there is a Headteacher, a Deputy Headteacher, several class teachers, some teaching assistants, a receptionist, a site manager etc.

There is usually a lot of informal contact between you and the staff and you are likely to know who to talk to and when, and you have a close relationship with your child's class teacher.

In comparison, a large secondary school like Blue Coat will usually have more than two hundred staff.

Your son/daughter will be placed in a tutor group in one of our Houses. There will be a House Head and pastoral staff within each House and a tutor for each tutor group. We also have a Year 7 Pastoral Assistant, Mrs Gates, who will work with Year 7 students during their first year at Blue Coat.

Each subject area has a Head of Department who oversees one or more subjects.

## CONTACTING THE SCHOOL

### Who and when?

**If you move house, change any phone number or email address it is vital you contact the school to update your details. Please do not delay as we may need to contact you urgently.**

The first person you would contact is your child's tutor, should you have anything you need to discuss. For all pastoral (care and guidance) matters you will be welcome to contact your child's tutor at any time. Although, please remember that tutors are also class teachers who are likely to be teaching during the day, and running extra-curricular clubs or attending meetings after school, so they might not be available to talk to you on the same day.

You may wish to speak to the Head of House or the pastoral staff attached to the House, but it will be the Tutor who usually has more detailed knowledge of your child as he/she will be in contact with their students each day.

If you have a question relating to a specific subject/lesson, please contact the subject class teacher. This is best done via the Arbor App. If you know the email address of the member of staff, you can contact them directly. Alternatively, you may wish to send an email to the school office ([admin@bluecoatschool.com](mailto:admin@bluecoatschool.com)) who will forward you query on. Arbor is also an excellent tool to contact staff members.

If you should wish to contact Blue Coat School by phone, the number is 02476 223542.





If your child has special educational needs, you may wish to discuss matters with the school's special needs department, please feel free to call 02476 223542.

Much of the school's up-to-date information regarding term dates, school closures etc, can be found on the website [www.bluecoatschool.com](http://www.bluecoatschool.com).

Please feel free to contact the school if you are at all worried about your child's education. We are always ready to help.

## LEARNING RESOURCE CENTRE (LIBRARY)

At Blue Coat School we have a large Learning Resource Centre, which at primary school is usually known as a library. The Learning Resource Centre is used by classes and groups during lessons and is available for students to enjoy in their free time.

We have lots of books available to loan as well as computer facilities to use at break time, lunch time and after school.

If students need to do any homework they can use the Learning Resource Centre and we have printers so that they can print off your homework.

We also have a stationery shop in the library so that you can buy pens and pencils as well as lots of other items.



# EDUCATION JARGON BUSTER

Below you will see words that are associated with education and often used in schools, although parents/carers are not always made aware of their meaning. We hope this helps you to understand some of the words you might hear or read about during your child's time here at Blue Coat School.

<b>Academies</b>	Academies are independent state-funded schools. These schools have more freedom over their finances, the curriculum they teach and teachers' pay and conditions. These schools are funded directly by central government rather than by the local authority. Some academies are funded by private organisations.
<b>AfL</b>	Assessment for Learning is an approach to teaching and learning that creates feedback which is then used to improve students' performance. Students become more involved in the learning process and from this gain confidence in what they are expected to learn and to what standard.
<b>A-levels</b>	Advanced Level qualifications are level 3 qualifications taken in the Sixth Form. A-Level qualifications are needed for entry into universities.
<b>BTEC</b>	Alternative courses - at all levels - with a vocational content and different patterns of assessment.
<b>CAMHS</b>	Children and Adolescents Mental Health Services.
<b>Core subjects</b>	Compulsory subject under the national curriculum in England and Wales. At KS4 the core subjects are maths, English and science.
<b>Cover/Learning Supervisor</b>	These are members of support staff who supervise students in lessons, carrying out pre-prepared exercises when teaching staff are on short-term absence.
<b>Differentiation</b>	Differentiation is the term used to describe the way in which teaching methods and the curriculum are adapted to meet the individual learning needs of students. Differentiation applies to all teaching contexts where learners have different needs and abilities.
<b>DT</b>	Detention – usually after school. A detention can be given as a sanction when a student does not follow the school rules. Parents/carers will be notified in advance if the detention is for longer than ten minutes.
<b>EHCP</b>	An education, health and care (EHC) plan is for children and young people aged up to 25 who need more support than is available through special educational needs support. EHC plans identify educational, health and social needs and set out the additional support to meet those needs.
<b>EP</b>	Educational Psychologist – assesses children's learning difficulties.
<b>FSM</b>	Free school meals. Families fitting certain income criteria are eligible to apply for free school meals for the children. Schools also get extra funding from the Government for every child they have registered for free school meals.
<b>INSET</b>	In-service education and training. Training for teachers which takes place during the school year.
<b>Key Stage</b>	The National Curriculum is organised into blocks of years called key stages. Key stage 1 = 5 to 7 years old. Key stage 2 = 7 to 11 years old. Key stage 3 = 11 – 13 years old at Blue Coat School (Years 7, 8 and 9) Key stage 4 = 13 – 16 years old at Blue Coat School (Years 10 and 11). Key stage 5 = Post-16 (16-18/19 year olds).
<b>LA</b>	Local Authority. Local government with responsibility for education (formerly known as local education authority).

<b>Learning Support Assistants</b>	Or sometimes known as teaching assistants. The role of an LSA is varied but mainly they work one-to-one or with small groups of students with learning difficulties or disabilities, whilst supporting the class teacher.
<b>MAT</b>	Multi-Academy Trust (MAT) or an academy chain is academy trust that operates more than one academy school. Academy schools are state-funded schools in England which are directly funded by the Department for Education and independent of local authority control. Blue Coat School is part of the Inspire Education Trust
<b>MFL</b>	Modern Foreign Languages. At Blue Coat School we offer French, Spanish and German as a modern foreign language.
<b>MLD</b>	Moderate Learning Difficulties.
<b>National Curriculum</b>	Originally intended to ensure every child was taught the basics, with regular national tests to monitor progress. Now, the national curriculum outlines what children should be taught from their first days in school to the onset of GCSE courses.
<b>Ofsted</b>	Office for Standards in Education. Ofsted inspects and regulates services which care for children and young people and those providing education and skills for learners of all ages. Ofsted also regulates childminders, day-care facilities, adoption and fostering agencies, Student referral units, boarding schools, children's homes, further education, initial teacher training and learning in prisons.
<b>Options</b>	At the end of Year 9 at Blue Coat School, students are asked to choose their Options subjects. These are subjects they will study at GCSE level in Years 10 and 11, alongside the core subjects. Students usually choose Options subjects that they previously have achieved well in, or that they enjoy. Some students choose Options subjects that will help them enter in their chosen career.
<b>PE</b>	Physical Education. A compulsory subject for all school children.
<b>(P)LAC</b>	(Previously) Looked After Children - children who are in care or looked after by foster carers.
<b>PSHE</b>	Personal, Social and Health Education has in various forms been part of the National Curriculum for schools in UK since 2000. Some aspects, but not all, have been compulsory.
<b>Pupil Premium</b>	Additional funding allocated to schools per free school meals student. Schools are able to decide how the Pupil Premium is spent.
<b>SEMH</b>	Social, Emotional and Mental Health Needs - this is a special educational needs category.
<b>SEND</b>	Special Educational Needs and Disability. Provision to support students with learning difficulties or disabilities - may be provided through mainstream or more specialised education.
<b>SENDCo</b>	Special Educational Needs and Disabilities Co-ordinator. Teacher responsible for ensuring that students with learning, emotional/behavioural and physical difficulties receive appropriate support, overseeing the provision and liaising with external agencies.
<b>Sixth form</b>	Used to describe the final two years spent in secondary school. Students usually take A-levels in the Sixth Form. Blue Coat School has its own Sixth Form. Sometimes Sixth Form is known as Post-16.
<b>SLT</b>	Senior Leadership Team – they are responsible for running the school
<b>SSP</b>	Student Support Plan. Identifies the special education needs of a child and outlines targets and strategies to support learning. Usually completed by the class teacher in conjunction with the SEND Co-ordinator.

# OUR CURRICULUM

In the first three years, all students follow the key stage three curriculum which includes English, Mathematics, Science, Physical Education, Religious Education, Computer Science, Art, Drama, History, Geography, French, Spanish or German, Music and Technology.

In addition, Personal, Social and Health Education (PSH-E) is in the timetable fortnightly, and key topics also addressed during specific 'Drop Down' events.

At the end of Year 9, students choose which option subjects they would like to study for their GCSEs. They then study those subjects for two years alongside core subjects such as English, maths, science, RE and PE.



## EXTRA-CURRICULAR ACTIVITIES

At lunchtime and after school there are clubs and activities for students to join. There are many sports clubs, performing arts clubs, computer clubs etc, as well as homework clubs.

Students can try something they haven't tried before such as cricket or athletics, computer programming or a drama club.

Whatever they are interested in there will be plenty for them to get involved with at Blue Coat School. If you they not currently involved in any after-school clubs, then now they have a chance to try something new!

During September, you will be sent our Extra-Curricular activities list via email.



# MUSIC TUITION AND THE CHOIR

We are proud of our choir and musical instrument tuition provision.

If you are interested in joining the choir or learning to play a musical instrument, the teachers in the Music Department are always available throughout the year to give guidance and advice.

Learning to play an instrument can bring rewards that last a lifetime, and with devoted study, the skills learnt during instrumental lessons can provide a pastime that will give pleasure for many years.

At Blue Coat School we have a team of specialist instrumental teachers who specialise in musical instrument teaching and they travel to different schools to teach.

If you have any queries or questions about music at Blue Coat School, please contact [Mr Boxall](#).



## TIMES OF THE SCHOOL DAY

Tutor Time/Assembly 8.45-9.10

Period 1 9.10-10.10

Break 10.10-10.35

Period 2 10.35-11.35

Period 3 11.35-12.35

Lunch 12.35-1.10

Period 4 1.10-2.10

Period 5 2.10-3.10

School Ends 3.10

# TIMETABLE

In primary school students will be used to having their lessons taught by a very small number of teachers, perhaps one or two. They will also be used to being taught in one classroom, perhaps only leaving that classroom for a small number of lessons such as PE or for lessons in the Hall.

When your child comes to Blue Coat School, they will quickly get used to having to move around the site and going into different buildings for their lessons.

They will have a timetable which tells them what lesson they have and where it is. Each building has a name and all classrooms have numbers so it is not too difficult.

They will have a different teacher for every subject. At secondary schools, teachers teach only one or two subjects. On their timetable it will say the initial codes of the teacher who is going to teach them for the lesson, and which classroom to go to. They will soon get used to the initials of the teachers.

At Blue Coat, we have a 'Week 1' timetable and a 'Week 2' timetable. They will have different lessons each week.

Each night they will need to remember to look at their timetable, of which they will be given a copy (you can also see your child's timetable on the Arbor app). They should use the timetable to pack their bag for the next day. It's only necessary to pack the things they need for the next day. They don't need to bring your PE kit every day, just on the days when they have PE or if they are doing any after-school sports.

So that your child will be able to carry all of the things they need for school, they will need either a backpack or holdall type of bag.

Each day, they will need to make sure they have a pencil case with correct equipment and a dictionary, plus anything you need specifically for certain lessons, such as cooking ingredients, PE kit, homework to hand in etc.

Example of a Timetable for Year 7

	1Mon	1Tue	1Wed	1Thu	1Fri
Tu	Tutorial Period KRE	Tutorial Period KRE	Tutorial Period KRE	Tutorial Period KRE	Tutorial Period KRE
1	Geography JZN	English RGA	Geography JZN	Maths MDR	English JSA
2	Maths TS	Geography JZN	Maths RRE	Maths W17	Science G13
3	PE DSK	Science ARU	Rel Stds SSS	Science ARU	Maths STO
4	Science AMA	Rel Stds SSS	Science AMA	PE HWO	PE DSK
5	English RGA	Maths MDR	Maths STO	English JSA	Games TMA
T1					

	2Mon	2Tue	2Wed	2Thu	2Fri
Tu	Tutorial Period KRE	Tutorial Period KRE	Tutorial Period KRE	Tutorial Period KRE	Tutorial Period KRE
1	Geography JZN	PE HBE	Geography JZN	Maths MDR	Science AMA
2	Maths TS	Geography JZN	Maths RRE	Maths W17	Science G13
3	PE DSK	Science ARU	Rel Stds SSS	Science ARU	Maths STO
4	Science AMA	Rel Stds SSS	Science AMA	PE HWO	PE DSK
5	English RGA	Maths MDR	Maths STO	English JSA	Games TMA
T1					

AMA: Mr A Mathan  
ARU: Mr A Ruckstuhl  
DSK: Mr D Stanley  
DRR: Mrs D M Wright  
EKE: Mrs E J Kennedy  
HBE: Dr H E Beadford  
HWO: Mrs H E G Wood  
JSA: Mr J C Stacey  
JZN: Mr J Sanders  
KRE: Mrs K S Bakshi  
MDR: Mr M Dabbling  
RRE: Mrs R Begum  
RGA: Mrs R H J Grant  
SSS: Mrs S Salmon-Saier  
STO: Mrs S Thomas  
TMA: Mr T Mathia



# PARENTS' EVENINGS



You will find all of the dates for Parents' Evenings published on the school website and you will be sent information one week prior to the evening. We use an online, virtual system called [School Cloud](#) for Parents' Evenings. You will be issued with codes before your first Parents' Evening.

## SCHOOL REPORTS

During the first half-term we assess all of our Year 7 students in all subject areas. This enables us to ensure that they are in the most appropriate groups and so we can begin to monitor their progress.

We will continue to assess students throughout the year and we will report to you at regular intervals. Parents receive progress information each term.



## SUPPORTIVE STUDIES

Some students have special educational needs, requiring extra support at some time during their school life. At Blue Coat we aim to meet the wide variety of such needs. This is accomplished by providing extra help in basic skills such as reading, spelling and number work. It involves close liaison with subject teachers to extend the support across the curriculum.

Some children only require additional help for a short time; others may require a long-term programme. A close relationship between home and school is essential in such work; therefore, it is helpful for parents of students already receiving help from their primary school to communicate with the Special Needs Co-ordinator.

If you have any concerns about your child, or need any further information about this, please contact our SEND Department [SEND@bluecoatschool.com](mailto:SEND@bluecoatschool.com).





# COMMUNICATING WITH PARENTS

If you move house, change any phone number or email address it is vital you contact the school to update your details. Please do not delay as we may need to contact you urgently.



We do all of our communication via a messaging system called Arbor. All parents will need to either download an app on their mobile phones or use a website. We will also continue to use emails in some instances. We will communicate with Priority 1 parents via the app regarding reports, trips, events and other activities. As well as your email address, we also need a mobile phone number for every parent. We will get these from your child's primary school.

We will let you have the login details for Arbor in September.

**If your email address changes, please let us have your new one so that we can update our records.**

If you have not received emails within the first week or two, then we don't have your correct email address. To give us your email address, please email [admin@bluecoatschool.com](mailto:admin@bluecoatschool.com) stating your name, your email address, mobile phone number and your child's name and tutor group.

Once we have your email address, you will begin to receive regular updates about what is taking place at Blue Coat School. Please check that our emails are not in your junk/spam folder, which sometimes happens.

Where two parents live at the same address, we only message/email one parent per child - the Priority 1 contact, with Parental Responsibility. Where parents live together, only one can be a Priority 1 contact. The other will be a Priority 2 contact. Where parents live at separate addresses, we can allow both to be a Priority 1 contact. All contacts must have their own email address, and not share with another contact.



We also have a school 'X' account. We add posts most days. This is a good way for you to see what is happening in school. Click on the 'X' logo to be taken to our page.



# TRAVELLING TO AND FROM SCHOOL

Most of our students either walk to school or come by bus. Some ride their bikes and others come by car.

If you are driving your child to school, please remember that cars are NOT to be driven on to the school site, including the area directly outside the school gates. It is too dangerous as there are too many pedestrians. Cars can be parked in nearby streets and students can walk to the school from there.

If your child is to come to school by bike, please remember they need to bring a bike lock to secure their bike. Bikes are parked on the school site at the owner's risk.

If they are walking to school, your child needs to come straight to school and be careful as they approach as there are buses, bikes and other vehicles around the area.

If they travel by bus, you need to check the bus companies' websites as they are responsible for the bus routes, not the school. We recommend that, before starting at Blue Coat School, students should time their journey to school or bus stop. Click on the route numbers for more information: [3](#), [14](#), [52](#), [735](#) and [74](#). *Please bear in mind that the school is not responsible for any changes to the bus routes and timetables. Bus companies can change the routes and times at short notice so it is important you check the timetable just prior to them starting at Blue Coat.*



When travelling to and from school, students must remember that they are representing Blue Coat School and behaviour must be exemplary at all times. Poor behaviour could result in a loss of bus pass or ban from travelling by bus.

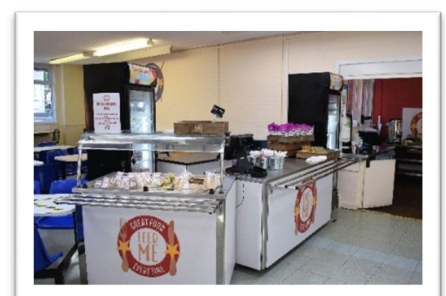
However, they travel to school, students must remember that their safety is very important.

Helmets should be worn if you travel by bike. If they walk, students should remember that it is very busy outside the school gates with buses, cars and vans passing constantly. We have had students badly injured on roads close by, so your child must take care when leaving the school site. They should NOT walk to school wearing headphones or looking at their mobile phone as their concentration will not be what it should be to keep them safe.

## BREAKFAST

We have a breakfast service from 7.50 - 8.40 a.m. each day in the canteen.

There are a variety of different items to eat and drink available. All students are welcome to make the most of this provision.



# MORNING BREAK

During morning break, the canteen and hatch are open. Snack items such as fresh fruit, yoghurts and drinks are available, along with waffles, pizza slices, potato wedges, salad pots and pasta, to be purchased.

# LUNCHTIME

All students must remain on the school site throughout the lunch break. If you wish your son/daughter to return home for a lunchtime meal, a letter requesting this should be sent to the Head of House.



The school has its own in-house catering service, and they employ several catering staff to enable them to prepare most of the food on the school premises. Wherever possible they use local suppliers and fresh produce. The staff believes that students need to have the option to make healthy choices and, with this in mind, they are continually introducing new products that give that choice. They offer a wide range of fruit pots, salads, sandwiches, baguettes and tortilla wraps, all of which are freshly made on a daily basis. They also offer a range of hot savoury products, desserts, cakes and biscuits. The cost for a main meal and a dessert is approximately £2.50. Price

increases are likely from September. Our canteen is completely cashless and therefore students pay either by using their biometric thumbprint or a PIN code which are linked to Arbor Pay – our online parent payment system. **You will be sent a login for this in September.**

A packed lunch may be brought and eaten in certain areas of the school.

# FREE SCHOOL MEALS

For more information about Free School Meals, please click [here](#).



# COMPULSORY EQUIPMENT



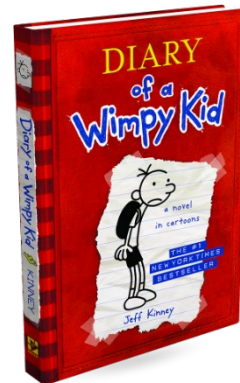
Calculator



Black and green pens, pencil, ruler, rubber and pencil sharpener



Maths Set



Reading book

# OPTIONAL EQUIPMENT



Coloured pencils

# WHAT TO EXPECT IN THE FIRST HALF TERM AT BLUE COAT SCHOOL

- The first day of term for Year 7's is **Thursday 5<sup>th</sup> September 2024**. Staff will be available at the main school gates to direct your son/daughter to where they need to be.
- Students need to know what their lunch arrangements are and if they need to bring sandwiches or money with them. Parents/Carers can decide this.
- Students will be issued with a timetable at the start of each year. The timetable will also be available for students in the Arbor portal – students will be given their own log in details in September.
- If a student loses any personal item, it is likely it will be found and put in 'lost property' which is based in Student Reception. Lost property is only kept until the start of each holiday, after which it is emptied and sent to charity shops or disposed of. Please ensure all items are named.
- If a student wishes to attend a trip, it is up to them to follow instructions as to where to obtain further details. Information will be given to them during tutor time.
- Students will be given their logins for the school's computer systems including Arbor.
- Parents/carers are not allowed on to the school site, with the exception of those invited into school by a member of staff specifically for a meeting.
- Please ensure your child has with them all they need for the day. We cannot accept forgotten lunches, PE kits, books, ingredients or other equipment being dropped off by parents and carers. Students need to remember to bring everything they need with them to school.

*Living Life in all its Fullness*

# USEFUL LINKS

Below are some useful links (also contained within this booklet) which may help you to learn more about Blue Coat School.

[Blue Coat School Website](#)

[Blue Coat School email address](#)

[Blue Coat School \(SEND Department\) email address](#)

Buses [3](#), [14](#), [52](#), [735](#) and [74](#).

[Arbor](#)

[Free School Meals](#)

[Parent Pay](#)

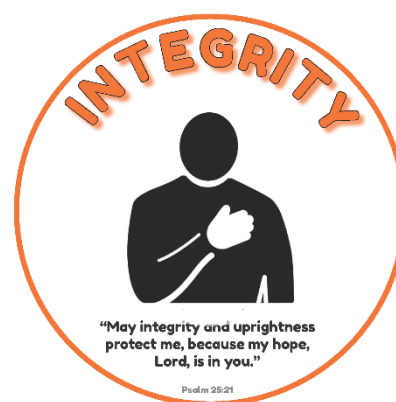
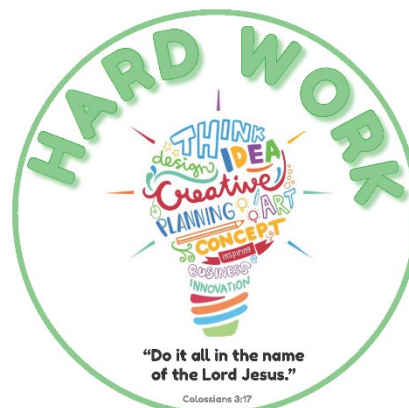
[X](#)

[Uniform](#)

[Year 6 to 7 Transition](#)



# OUR VALUES



*At Blue Coat School we aim to maximise the potential of each and every student through the provision of our academic curriculum and extra-curricular opportunities, all within a safe and caring community, with our Christian ethos.*

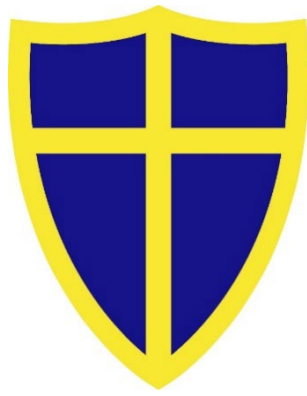
*We look forward to a continued positive relationship with your family.*

*Please remember, if you have any concerns about any aspect of your child's education whilst they are with us at Blue Coat School, please feel free to contact the school where someone will always be willing to help you.*

*Please remember to keep an eye on our website so that you are always up-to-date with any news and information about Blue Coat School. We often update the website with small details that are not necessarily communicated in any other way.*

*We hope that you found this booklet helpful.*

Information contained within this booklet was correct at the time of emailing.



## **Blue Coat CofE School**

Terry Road  
Coventry  
CV1 2BA

**Telephone Number:**  
**02476 223542**

**E-mail Address:**  
**[admin@bluecoatschool.com](mailto:admin@bluecoatschool.com)**

**School Website:**  
**[www.bluecoatschool.com](http://www.bluecoatschool.com)**

**LIVING LIFE IN ALL ITS FULLNESS**  
**John 10:10**