



Year 7 Handbook



Welcome to Bilton School.....	- 3 -
Caring for Your Child	- 4 -
Key Points to consider:.....	- 4 -
Home School Agreement	- 5 -
The School Day.....	- 7 -
Uniform	- 8 -
Where can I buy the school uniform from?	- 9 -
Jewellery.....	- 9 -
Cosmetics and hair	- 9 -
Labelling clothes.....	- 9 -
Lost property	- 9 -
Houses.....	- 10 -
Equipment.....	- 11 -
Attendance.....	- 12 -
Standards and Expectations of Behaviour	- 13 -
Rewards.....	- 16 -
Mobile Phone Policy.....	- 17 -
Restorative Justice Practices in Our School	- 17 -
Meeting Individual Needs	- 18 -
English as Additional Language.....	- 20 -
Teaching and Learning	- 21 -
Warwickshire County Council	- 21 -
Free School Meals	- 22 -
School Transport	- 23 -
Catering Service and Biometric Cashless System	- 24 -
Biometric Recognition and how it is used.....	- 24 -
Providing your consent/objecting.....	- 25 -
Responsible Use of the School ICT Network and Communication Technology	- 26 -
Recording and Use of Images	- 28 -
Personal Development.....	- 29 -
Safeguarding	- 30 -
How to contact us and whom to contact	- 33 -

Welcome to Bilton School

Welcome to Bilton School. We are an inclusive and forward-thinking school. At Bilton School we aim to promote kindness, whilst maximising your child's academic and personal potential. We believe that all our students should feel safe and happy whilst demonstrating the resilience required to be successful. To help your child achieve their goals our school ethos is underpinned by mutual respect and building positive relationships with staff, students, parents and carers. Our reflective approach means that we are always looking to improve in all that we do and believe that mistakes are an opportunity to learn and develop.

Our core values guide everything we do:

- **Respect:** valuing each other, the environment, and the uniqueness of every individual.
- **Resilience:** embracing challenges, learning from setbacks, and striving for improvement.
- **Kindness:** building an inclusive community where everyone feels welcomed and supported.



Caring for Your Child

An important feature of student support is the role of the Form Tutor. Form Tutors have responsibility for monitoring the welfare, punctuality, attendance and academic progress of each student within the tutor group. Systems to monitor behaviour and support packages are in place to help students and to track their achievement. Form groups meet for 20 minutes at the start of each day to check in with students, ensure they are prepared for the day ahead, and there are a range of Character and Culture activities that take place during these sessions.

Each year group has a non-teaching Pastoral Leader and a Head of Year. Pastoral teams monitor welfare, progress, punctuality, attendance, rewards and behaviour, ensuring expectations are clear and promoting our school values of Kindness, Resilience and Respect. This is also supported through our whole school assembly programme. Where required, they also deliver intervention programmes to support positive learning behaviours and identify where additional support may be required. The Pastoral Leaders are often the first point of contact for parents/carers if there is an issue with their son/daughter as they can follow up issues and contact parents/carers quickly. If there is an incident or issue with your daughter/son, they will investigate thoroughly and discuss appropriate support or sanctions with the Head of Year and a member of the Senior Leadership Team. Your child may also receive support from our SEND and Inclusion team led by our SENDCo and supported by our Deputy SENDCos.

Key Points to consider:

- Communication: As well as telephone communication for more immediate contact our main way of communicating to you will be via email. At different times of the year the traffic may vary, but we urge you to regularly look and check information that comes into your given email address from Bilton School. We are moving towards using MCAS which we encourage you to download and communicate to school through. MCAS allows you to see progress and concerns of your child in 'real-time' throughout the day. More information will be given about these systems when your child is on roll at Bilton School. We will also send out assessment or progress checks as hard copies via your son/daughter. We would encourage you to look at our website regularly www.biltonschool.co.uk and become familiar with its navigation. For the latest general and whole school news visit our live school twitter feed @biltonschool, and Facebook: <https://www.facebook.com/BiltonSchoolRugby>
- It is your child's responsibility to ensure they have the correct equipment for the school day. Please refer to the list provided on page 12
- Please ensure your child arrives at school on time. Punctuality is an important life-skill.
- Help us to celebrate success – we will inform you when your child is doing well.
- Attend parent consultation evenings to find out how your child is doing and to share how they are doing at home.
- Please keep us informed about any information relevant to your child's education through communication with their Form Tutor and Pastoral Leader.
- Encourage independence but always be ready to listen and support.
- Help your child to be caring and sympathetic to Bilton School and the local community.

Home School Agreement

At Bilton School we recognise that for our students to be the best they can be there must be an effective partnership between the school, students and parents/carers, with all three parties pledging the following:-

Students

All students should:

- ✓ Be kind and respectful to others, and resilient in the face of adversity
- ✓ Behave responsibly and be polite to others in the school and in the wider community
- ✓ Attend school regularly and on be time every day, and to every lesson
- ✓ Follow instructions when they are given
- ✓ Be proud to wear the correct uniform and wear it as it is designed to be worn
- ✓ Be properly equipped for the school day
- ✓ Tell their Form Tutor if they have any successes, achievements, or concerns about their progress at school
- ✓ Take advantage of the extracurricular activities offered by the school
- ✓ Abide by the Behaviour Policy
- ✓ Abide by the school's Mobile Phone Policy
- ✓ Report any incidences of prejudicial language or behaviour to a trusted member of staff

Parents and carers

All parents and carers should:

- ✓ Support their child in meeting all the agreements set out above
- ✓ Make sure their child attends school, in the correct uniform, arrives on time and is properly equipped
- ✓ Understand that holidays taken in term will not be permitted except in exceptional circumstances
- ✓ Encourage their child to adopt a positive attitude and help them to give their best effort.
- ✓ Support their child in home learning by checking MCAS
- ✓ Contribute at parental meetings and discussions about their child's progress
- ✓ Support the school's policies, guidelines, rewards and sanctions procedures including after school detentions and prejudicial behaviours policy
- ✓ Make the school aware of any successes, achievements, concerns or problems that might affect their child's work or behaviour by messaging through MCAS, writing a letter or by phone as appropriate
- ✓ Encourage their child to participate in the extra-curricular opportunities offered by the school
- ✓ Accept that the school premises are protected and monitored by CCTV images and these images will be used in accordance with our CCTV Policy.
- ✓ Ensure that their child adheres to the school's mobile phone policy
- ✓ Contact the school if they have a concern and model good conduct on and offline by refraining from making negative comments or being aggressive, about anything pertaining to school.

- ✓ Parents/carers should use the complaints policy if necessary.
- ✓ Understand that the school may be required to share personal data in limited circumstances with external service providers to the education sector which assist the school such as online records or payment systems.

School

As a school we will:

- ✓ Provide a positive learning environment for all students that is stimulating, safe, caring and respectful of the family/community
- ✓ Ensure that each student has the opportunities, support and guidance to achieve his/her full potential
- ✓ Establish a partnership that allows regular feedback on each student's progress to take place
- ✓ Expect high standards, set clear rules, promote mutual respect and develop a sense of responsibility
- ✓ Encourage two-way communication about school matters, be welcoming to enquiries and responsive to concerns
- ✓ Encourage extra-curricular activities
- ✓ Provide an academic, balanced and inclusive curriculum
- ✓ Not share personal information about you or your child to anyone else outside the school without notice or consent unless the law or our policy allows us to do so.
- ✓ Seek consent from parents and/or students when we share their information with third party service providers. Details of this can be found in our Data Protection Policy and Privacy Notice which are both available on our website.
- ✓ Under the Education Act 2002 (Section 175), make arrangements to safeguard and promote the welfare of children. The school is committed to protecting students and has designated lead staff for child and data protection. School staff will pass on information which gives rise to a concern about a child's welfare. Where there is no increased risk of harm to the student, parental consent will be sought upon seeking advice from or referral to Social Care. Occasionally, concerns are passed on which are later shown to be unfounded.
- ✓ Parents/carers will appreciate that the designated person for child protection is carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

The School Day

As a parent you are legally responsible for making sure your child attends school regularly

Timings of the School Day

Arrival on site	8.45am
Registration/Assembly	8.50am - 9.10am
Period 1	9.10am -10.10am
Period 2	10.10am - 11.10am
Break	11.10am - 11.30am
Period 3	11.30am - 12.30am
Period 4	12.30pm - 1.30pm
Lunch	1.30pm -14.05pm
Period 5	14.05pm -15.05pm

It is important that you and your child develop a positive attitude to school attendance and punctuality so that they do not miss out on the opportunities at school. These qualities of reliability are also important in adult life.

Poor attendance disrupts a child's education. This causes a lack of continuity and progression in school work and can establish patterns of behaviour which may lead to long-term truancy.

It is our aim to ensure that absence from school only occurs when children have a genuine reason.

Uniform

At Bilton school we believe our students are exceptional and have the potential to achieve anything by being the best they can be. As part of our high expectations and standards we have a clear and consistent uniform policy. By wearing the uniform correctly, students send out the message that they are part of our school community, and they are ready to learn and take advantage of all the opportunities available at Bilton, upholding our value of respect.

Students arriving to school in incorrect uniform will be expected to borrow from our school uniform shop. Students hand in their phones when they borrow uniform. Phones will be handed back at the end of the day when uniform is returned.

Boys Uniform	Girls Uniform
• Bilton School branded trousers • Plain white school shirt, buttoned to the neck. • Grey jumper with Bilton logo and/or grey cardigan with Bilton logo. • Classic cut black blazer with Bilton logo, classic cut black blazer with Bilton sew-on logo • Sensible black leather shoes – (trainers, canvas shoes or boots will not be permitted). • Plain coat or long jacket worn over the blazer to and from school (not to be worn inside school buildings). • Navy blue clip-on tie	• Bilton School branded trousers or skirt • Plain white school shirt, buttoned to the neck. • Grey jumper with Bilton logo and/or grey cardigan with Bilton logo. • Classic cut black blazer with Bilton logo, classic cut black blazer with Bilton sew-on logo • Sensible black leather shoes – (trainers, canvas shoes or boots will not be permitted). • Plain coat or long jacket worn over the blazer to and from school (not to be worn inside school buildings). • Navy blue clip-on tie
Boys Physical Education Kit	Girls Physical Education Kit
• Black sports top with house colour* • Rugby shirt or plain black sweatshirt (Optional) • Plain Black shorts (Small brand logo allowed) • Spare pair of socks • Sports trainers (Avoid Flat Soles) • Black Bilton School tracksuit bottoms or plain black tracksuit bottoms (optional) • Football/Rugby boots (for Football and Rugby lessons). • Shin pads and football socks (for football lessons). • Hair ties (For shoulder length hair or longer)	• Black sports top with house colour* • Black Bilton School sweatshirt or plain black sweatshirt (Optional) • Black shorts (no cycling shorts, mid-thigh length. Small brand logo allowed) • Spare pair of socks • Sports trainers (Avoid Flat Soles) • Black Bilton School tracksuit bottoms or plain black tracksuit bottoms (optional) • Bilton sports leggings or plain black sports leggings (Optional). • Hair ties (For shoulder length hair or longer)

*Your child will be informed which House they are in on Induction Day.

Shin pads are to be worn for football. Gum shields should also be worn for rugby lessons. School can provide clean kit if your child forgets theirs, so that they can still participate in the lesson. If students are exempt from PE they are still expected to change and participate in a non-active role e.g. peer-assessing.



Where can I buy the school uniform from?

Full school uniform and PE Kit can be purchased from:-

The Webb Ellis Store, 5-6 St. Matthews Street, Rugby CV21 3BY

Telephone: (01788) 567777

<http://www.webb-ellis.co.uk/schools/secondary-schools/bilton/>

Pupils that receive PP funding are able to contact Bilton School if support for purchasing school uniform is required.

Jewellery

Students may wear a wristwatch, and those with pierced ears may wear one pair of small stud earrings. No other jewellery (including rings, bracelets, necklaces, nose studs, or any other facial studs or bars) is permitted. Any items that do not comply with the school's dress code will be confiscated, and refusal to hand over these items will result in IRR or Refocus.

Cosmetics and hair

We encourage students to take pride in their appearance. Nails should be neatly maintained, with no false nails, acrylics, gels, or extensions permitted, and only natural colours allowed. Hair must be of a natural colour, and false eyelashes are not allowed. Natural makeup may be worn. "Hoodies" and caps are not to be worn on the school site, and non-uniform jumpers must not be worn as coats over school uniform

Labelling clothes

All clothing must be marked clearly with the student's name. It must be emphasised that although staff will do their best to locate lost property; the school cannot accept responsibility.

Lost property

All lost property should be reported at once to the Form Tutor who will check with the school office. Bilton School will not accept responsibility for lost items.

Houses

All students are placed into one of four Houses: Gabor, Macaulay, Merry or Whittle.



The aim of the House system is to create the best possible ethos for students' personal and social development, as well as nurture their potential in all aspects of school life. We want our students to leave Bilton School with an array of personal qualities and skills they need to lead a successful life. Throughout the year teachers encourage all students to take part in House activities, extra-curricular clubs and charity events.

House Achievement Points (HAPS) will be awarded by staff for performance in lessons, conduct outside of lessons and for entering competitions. The HAPs earned across each academic year will be collated and added to the points achieved by each house in our Sports Day in July. At the end of this event, the House Trophy will be awarded to the winning house!

Our House's embody all the core values of Bilton School:

Respect, Resilience and Kindness



Equipment

To make progress students need to have the correct equipment to show they are 'Ready to Learn'.

All students need a sensible bag that is large enough to carry their equipment, an A4 size exercise book and resources.

Students are expected to bring the following equipment to school on a daily basis:

- Pens, either black or blue
- A ruler
- A pencil
- A pair of compasses
- A Protractor
- A scientific calculator (recommended Casio fx-85GT CW)
- A reading book
- A water bottle
- A phone pouch

Students need to ensure that all homework is completed on time. School books are to be kept in school. On some occasions they may be required to take these home. However, it is our expectation that that students do not doodle or graffiti in their books.



Attendance

Attendance Target



No more than 3 missed school days across the academic year

Attendance at school is crucial in ensuring academic success, social and emotional development, and a successful future career pathway. Bilton School's expectation is no more than 3 days missed in an academic year.

Types of Absence

1. Authorised – e.g. sporting excellence activity
2. Unauthorised – e.g. unauthorised leave of absence

Leave of absence

Permission from the Headteacher must be sought for absences that occur during term-time. A 'request for leave of absence form' must be completed in advance of the absence taking place, these are available on the school website - <https://www.biltonschool.co.uk/parents/inclusive-attendance>.

Reporting Absence/Medical Appointments:



Please download the free Studybugs app, or register on the Studybugs website, and use it to tell us whenever your child is ill and unable to attend school.

Two options:

1. Report absence due to illness
- Or**
2. Send other message - any medical appointments



Standards and Expectations of Behaviour

Rewards

When a student's behaviour meets or goes above and beyond the expected behaviour standard, staff will recognise it with positive recognition and reward. This provides an opportunity for all staff to reinforce the school's culture and ethos.

These rewards aim to motivate students, reinforce positive behaviours and create a supportive learning environment to ensure pupils develop academically and personally. Since 2025, Students have been working towards different award levels, starting with Bronze through to Platinum. HAPS roll over from Year to Year, and badges are awarded up to Year 10. In Year 11 students work towards their prom passports, as well as enjoying weekly raffle prizes. There is a separate reward scheme in the Sixth Form and our annual awards evening promotes the hard work of all students.

Bilton commonly rewards students in the following areas:

- Academic achievement
- Effort and improvement
- Positive behaviour
- Attendance & punctuality
- Extra-curricular participation
- Community service
- HAPS for showing school values
- Creativity and innovation
- Teamwork and collaboration
- Social contributions

Positive reinforcements and rewards will be applied clearly and fairly to reinforce the routines, expectations, and norms of the school's behaviour culture.

Positive behaviour will be rewarded with:

- Verbal Praise
- House Achievement Points (HAPS)
- Postcards sent by teachers
- Phone calls home
- Reward badges issued once HAP Levels have been met- Bronze, Silver, Gold and Platinum
- Goodie Bags to accompany HAP awards
- End of Year reward events
- Head of Year Celebration assemblies termly

Our behaviour curriculum intent is to promote and develop our core values of kindness, resilience and respect. It consists of explicitly taught behaviours and learning routines which students regularly practice and develop throughout their time at Bilton School.

Some of these routines and behaviours are our 5 cultural norms;

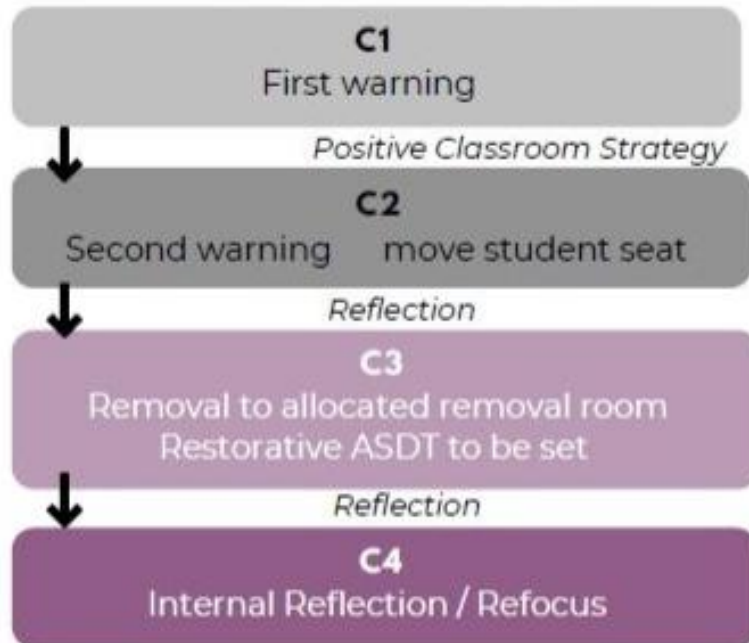
- Meet and greet
- Revise in 5
- Teacher led modelling
- Silent study
- Cold-calling questioning

Our learning routines mirror this approach and are practiced across all subjects.

Students are expected to follow the school rules which are as follows:

- At all times, act in line with our core values of kindness, resilience and respect.
- Attend school regularly, no more than 3 days absence in a school year.
- Follow the Bilton Behaviour Way.
- Physical contact is not allowed: Bilton School is a 'no hands-on' school.
- Bad language should never be used, and courteous behaviour is expected at all times.
- Students must keep to the left in corridors, on stairs and on paths around the school site and move calmly and orderly between lessons and during social times.
- Students should always be punctual for lessons, registrations, appointments etc.
- Students must wear full uniform, and a high standard is expected at all times.
- The chewing of sweets or chewing gum is not allowed during lessons. Chewing gum should not be brought to school.
- Litter should always be placed in the bins provided.
- Students must behave in a quiet and orderly manner whilst travelling on school transport. Failure to do this is likely to result in travel passes being withdrawn.
- Students are responsible for their social and learning environment including school buildings and property and must report all misbehaviour or concerns.
- All property, including textbooks, should be clearly marked with the owner's name.
- Students must bring all required equipment to lessons and registration including a reading book.
- Homework must be completed on time.
- Students must refrain from behaviour that brings the school into disrepute, including when they are outside school, and they must accept consequences when given.

Staff will follow the school behaviour policy to give students an opportunity to correct their behaviour. Please see the process below



Mobile Phone Policy

BILTON SCHOOL

INFORMATION

Mobile Phone Policy

Headlines for 2026-2027

Bilton School supports the Smartphone Free Childhood.

<https://smartphonefreechildhood.co.uk>



Year 7 - 10: Phone pouches

- Students place their phone in the pouch before coming into the gate, pouch checked by SLT/HOY on the gate – pouch then remains with them for the rest of the day.
- Tutors also check pouches in form time.
- Students with no pouch – phone must be handed in for the day on the first occasion. On the second and further occasions this will be 24-hour confiscation and parent/ carer collection.
- Students with no pouch and no phone – bag and blazer checked on the gate.
- Random class checks and searches will be carried out through the day.

Year 11

- Phones should not be seen or heard, they should be kept turned off in an inside blazer pocket or bag.
- Pouches will be available to buy of parent pay for KS4 parents/carers, if this would be the preference for your child in school.

Year 12/13

- Sixth form students are allowed to use their smartphone in the Sixth Form study area only the rest of the school site remains not seen and not heard.

Confiscation

- If a child is seen with a phone that is brought to school, it will be confiscated for 24 hours and parent/carers is required to collect.
- A basic phone will be provided for students should their phone be confiscated for 24 hours. Parent/carers contact details will be added into the phone, so they are able to ring/text parents when leaving school.

**As a school we will commit to delivering high quality lessons without the required use of phones by teachers or students.*

Restorative Justice Practices in Our School

What is Restorative Justice?

Restorative Justice is an approach that focuses on repairing harm and restoring relationships when conflicts arise. Rather than simply punishing students for misbehaviour, restorative practices encourage accountability, reflection, and dialogue. The goal is to understand the root causes of conflict, address them collaboratively, and rebuild trust within our school community.

How Does It Work?

When a conflict or issue occurs, students will have the opportunity to participate in a restorative process. This may include:

- Restorative Circles: Students, staff, and affected parties come together to discuss the incident, share perspectives, and work towards a solution that benefits everyone involved.
- Mediation: A guided discussion between the individuals involved to foster understanding and create a plan to resolve the conflict.
- Repairing Harm: Students are encouraged to take responsibility for their actions and actively work to repair any harm caused, whether through apologies, community service, or other meaningful actions.

Benefits of Restorative Justice

- Restorative practices help students:
 - Develop stronger conflict resolution skills
 - Understand the impact of their behaviour on others
 - Build empathy and communication abilities
 - Foster a greater sense of belonging and respect for the school community

When using a restorative model, we aim to create a school environment where students feel safe and supported to learn from their mistakes, while also maintaining a strong sense of accountability.

What Can You Expect?

We will be integrating restorative practices into our behaviour policies and day-to-day interactions over the course of this school year. While there may still be consequences for certain actions, restorative justice will help us approach behaviour in a way that is fair, compassionate, and educational for all students.

Meeting Individual Needs

How does the school know if students need additional support?

Part of the Induction Process is the gathering of information about your child from their current school setting. It is at this point that any SEN or safeguarding information will be shared, to enable a successful transition into Bilton School.

When your child is at Bilton School we monitor their progress through various tests and reports from teachers. This provides us with data and information which may indicate that your child needs additional support. We also use a 'staff request' referral form to allow staff to raise any concerns they have regarding students. This may lead to observations, issuing fidget/calming aids, feedback from other subject teachers, exam access arrangements, further assessments or discussing concerns with parent/carers.

How will the school support my child?

Having identified your child's needs, we use the compiled information to decide how best to support your child. We strongly believe that high quality, outstanding teaching is the essence of supporting children with SEND. If it is decided that additional support is needed, this will be a graduated response in conjunction with our SEN team.



How will the curriculum and other teaching strategies be matched to my child's needs

As part of our ethos for high quality teaching, we expect teachers to differentiate their lessons to meet the needs of all students. Teachers have been given resources to aid the teaching of SEND students and through the use of Pupil Passports, staff are aware of your child's strengths, needs and strategies to support them. In some subject areas, students may be placed in ability groups or smaller sized classes. Some students may be placed in additional interventions to support them.

How is the decision made about what type and how much support my child will receive?

We encourage all our students to be independent learners as much as possible in every lesson. We carefully review all transition information which is collated, alongside our initial standardised tests, to help determine the support a student needs. Depending on this information, further support may be offered. If your child has an Education Health and Care Plan (EHCP), we use the objectives to determine the type and level of support.

Bilton Boost will ensure the students are accurately placed on the SEND register and support will be matched to the needs of the child. The SEND register is reviewed based on student progress and any intervention that has been put in place.

How accessible is the school environment?

We aim to make Bilton School as accessible as possible through reasonable adjustments. Reasonable adjustments will be made in response to the needs of the individual student. Where access is limited, alternative provisions so that the student can access the whole curriculum are available.

Who can I contact for further information?

You will find further information on the SEND policy on the school website. For any questions or SEND queries please contact our Mrs Emmeline McChleery, our SENDCO, on 01788 840600 or email

McChleery.e@bil.svmat.uk

For more information on the local offer in Warwickshire visit www.warwickshire.gov.uk/send

English as Additional Language

At Bilton we welcome students with EAL and value their languages and cultural background. We know that some of these students might not be confident expressing themselves in English, and some may also only be able to use their native language.

To support these students, we assess their English level on arrival; based on the result of the assessment we support them to improve their English, access the curriculum, and thrive at Bilton and outside the school premises. We currently have a full-time specialist teaching assistant delivering targeted interventions to EAL students who benefit from it.

These interventions are set in small groups of students with the same level of English, and target speaking, reading, writing and listening skills. Students attend these sessions as well as accessing as many of their main curriculum lessons as possible. Once students are more confident in English, they attend fewer sessions, until eventually they do not need to attend sessions anymore.

Subject teachers are also made aware of the students who need support and are provided with strategies to help these students in the classroom, including using the student's home language, if they are already able to read and write in this language. They may also use bilingual dictionaries, or other translation tools.

As with all our students, we aim to ensure that students with EAL feel welcome, happy, safe and able to thrive here at Bilton.

Teaching and Learning

Cultural Norms: Challenge, Support and High Expectations



BILTON SCHOOL

5 CULTURAL NORMS

We challenge, we support, and we have high expectations!

Meet and Greet: We are welcomed at the door by our teachers. We enter calmly and quietly

REVISE
in 5



Revise
in 5

Teacher
Led
Modelling



Silent
Study

Learning at
BILTON

Cold
Calling



Exits: Our teacher stands on the door to dismiss us. We leave calmly and quietly

Warwickshire County Council

Free School Meals

Students in receipt of free school meals will have a daily allowance of £2.60 to spend each day in the canteen, where a wide range of meals and snacks are available at break time and lunchtime.

Any unspent allowance does not roll over to the next day, and any costs incurred above the daily allowance will be charged to the parent/carer. We recommend students bring a water bottle to school each day to avoid the need to purchase numerous drinks.

Families who receive the following are eligible for free school meals:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year after tax and not including any benefits you get (this is the equivalent to your work-related take home pay being less than £616.67 per month at the time of application).

If you receive a qualifying benefit, free school meals are available for pupils in all year groups at Bilton School, including sixth form.

Free school meal eligibility has been permanently extended to children in all households with no recourse to public funds.

If you would like to apply for free school meals, please follow this link:

www.Warwickshire.gov.uk/education-learning/apply-free-school-meals/2

When your eligibility has been confirmed and your application processed, you will be sent an email confirming eligibility. The school will also receive notification of your child's application.

The online checking system will continuously check your eligibility status and inform you and the school of any changes.



Pupil Premium

If you have been eligible for Free School Meals in the previous 6 years you are also eligible for £100 of pupil premium funding each year. This allowance can be spent on a variety of academic activities such as educational visits, revision guides and books, equipment such as maths sets and calculators along with pens and pencils.

School Transport

Once a child has been offered a secondary school place and this has been accepted by the parent/carer, it is the parent/carer's responsibility to apply for school transport for any student under the age of 16.

Please apply online to

www.warwickshire.gov.uk/transporthehelpunder16

Transportation to and from school is not the responsibility of Bilton School.

Catering Service and Biometric Cashless System

- The catering service is run by Caterlink who ensure healthy options are available and we comply with the National Food Standards for Schools (even though as an Academy we are not obliged to do this).
- The school operates a biometric system which requires all students to provide a fingerprint image. This image is converted to a mathematical algorithm creating a digital signature which is unique to your child. The fingerprint image is never stored. The system does not hold a copy of your child's fingerprint and images cannot be reproduced or transferred.
- Any amount of money can be paid in using the payment module on the MCAS app, you will be issued with a login for this once your child starts school.
- Benefits of the biometric system include; anonymity for pupils entitled to a free meal and the potential to bar specific foods which might contain allergy ingredients is another benefit. There is a daily spend limit programmed into the system of £6.00. This can be adjusted on request.
- Students who are entitled to a free school meal will be able to purchase a meal with their daily allowance, which will be confirmed nearer the time. Any unused allowance for that day will be identified and removed. This amount may change in the forthcoming academic year. If you would like to apply for Free School Meals, please click this link www.warwickshire.gov.uk/freeschoolmeals. If you have any queries regarding Free School Meals please contact Warwickshire County Council. **Please note that if your child is currently receiving Free School Meals from a different Local Authority (e.g. Coventry City Council) you will have to make a new application to Warwickshire County Council.**

Biometric Recognition and how it is used

We currently use Biometric Recognition for our Cashless Catering system, operated within the school. Legislation introduced in September 2013 under the Protection of Freedoms Act 2012 (section 26 to 28) requires us to notify parents of each student and obtain written consent of at least one parent before being able to use their biometric information.

Biometric Recognition is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The school would like to use information from your child's fingerprint and use this information for the purpose of providing your child with access to our Cashless Catering system ONLY.

The information is used as part of an automated biometric recognition system. The system takes measurements of your child's fingerprint and converts them into a template to be stored on the system. An image of your child's fingerprint is not stored. The template is used to permit your child's access to our catering services. You should note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- the school cannot use the information for any purpose other than for those for which it was originally obtained and made known to the parent(s) (i.e. as stated above)
- the school must ensure that the information is stored securely
- the school must tell you what it intends to do with the information
- unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is Impact Cashless Catering Systems, the supplier of our biometric system.

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

The school is also happy to answer any questions you or your child may have. If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system.

Responsible Use of the School ICT Network and Communication Technology

As part of students' curriculum enhancement and the development of ICT skills, Bilton School provides students with access to the ICT Network, including access to the Internet. The internet is widely used as a channel for communication, the ICT code of conduct aims to protect from misuse of the network and the internet no matter what the use is.

Although there are concerns about students having access to undesirable materials on the internet, we have taken positive steps to deal with this risk in that our Internet provider operates a filtering system that restricts access to inappropriate web sites.

The School also operates a computer use monitoring system supplied by Warwickshire LA called 'Policy Central'. This not only provides 'screen shots' of any inappropriate use of the network/internet but is also designed to capture instances of online bullying and internet 'grooming'.

Whilst every effort is made to ensure that suitable restrictions are placed on the ability of students to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the internet. In addition, the School will not be liable under any circumstances for any damages arising from your child's use of the internet facilities.

A copy of the ICT Code of Conduct that we operate at Bilton School can be found below. Please refer to www.thinkuknow.co.uk/parents for helpful advice regarding keeping your child safe on the internet. We will also add information regarding internet safety on our website as and when matters arise.

ICT and Communication Code of Conduct

- I will respect the school network security
- I will set strong passwords which I will not share
- I will not use my own mobile device in school unless I am given permission
- I will respect copyright and the intellectual property rights of others
- I will only create and share content that is legal
- I will always follow the terms and conditions when using a site
- I will only access internet sites that are appropriate.
- I will discuss and agree my use of a social networking site with a responsible adult before joining
- I will obtain permission from a teacher before ordering online
- I will only use approved email accounts
- I will only use appropriate content that I have permission to use
- I will only communicate on line with trusted users
- I will never meet an online friend without taking a responsible adult that I know with me
- I will make sure that all messages/posts I send are respectful
- I will not respond to or forward any inappropriate message or content

- I will be cautious when sharing personal contact information
- I will only communicate electronically with people I know or have been approved by my school
- I will report unsuitable content or activities to a member of staff
- I will only use my user area for the storage of School subject files, any others will be deleted
- I will not attempt to install software, run unauthorised applications or change any of the settings of the school computers
- I will inform a member of staff if a computer or item of software does not appear to be working, I will not attempt to fix it myself
- I understand that School staff may check my computer files and monitor my computer use at any time
- I will only use, move and share personal data securely

Recording and Use of Images

During the course of the school year, we may sometimes wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material, such as the school prospectus and our website.

Should your child take part in a sporting event or be part of a sports team whilst at Bilton School, they may have their image taken during an event, which may be published on our social media/website and also have their group picture taken for display purposes within the school and be available to purchase by parents.

The school may also invite an external photographer to the school to take official school photographs and may invite the media in to take photographs of pupils engaged in school activities or events for publication.

To comply with the General Data Protection Regulation, we need to ask your consent before the school record any images of your child. In view of this, please read the statements below, providing consent if applicable on the admission form.

The below information sets out the various reasons for taking, and making use of, images of your child and we should be grateful if you would indicate on the admission form whether you give consent for use in these circumstances. By indicating 'YES', you are confirming that you consent to your child's personal data being shared for those purposes and/or with the named third parties:

1. For use on internal school displays
2. For use as part of projects of work by students
3. For use on the school's website
4. For use on the school's Facebook page
5. For use on the school's Twitter page
6. For official school photographs, which are available for purchase by parents, and held by the school for identification purposes with names attached
7. Attaching your child's name to images accessible externally to the school (for example social media, other websites, or the print media)

Please note, you have the right to withdraw or change your consent at any time by giving the school written notice and completing a new consent form. You can notify us of your consent withdrawal in writing by contacting BILRECEPTION@stowevalley.com

Personal Development

Whilst being part of Bilton school, pupils will benefit from a variety of memorable experiences designed to develop their character, as well as receive an education in Character & Culture.

Character & Culture

The curriculum and the experiences aim to develop our pupils in their life beyond school, as kind, respectful and resilient 21st Century citizens, as well as enjoying their time at school and achieving in their learning. Topics are - Careers & Aspirations; Values & Culture; Relationships, Sex and Health Education; Democracy in Britain; Community Issues and My Health & Wellbeing.

The curriculum is bespoke to each year group; it includes formal teaching through Character & Culture lessons, assemblies and extra-curricular activities, including UniFrog as our digital destinations platform. Throughout the year, there are further opportunities to engage with Character & Culture, including presentations and memorable experiences from external providers.



Memorable Experiences:

A rich range of trips from Yr 7-13 is also part of our Character & Culture.

Extra-Curricular Activities:

We run many clubs across the school to enhance student's skills and interests. Any children who travel to school on a bus will have access to a late bus on the days they attend afterschool club.

Safeguarding

At Bilton School we have a dedicated Safeguarding Team, who work with Children's Services and other Agencies to support students.

The Senior Leadership Team and Heads of Year are also trained as Designated Safeguarding Leads to enhance Safeguarding in school.

Students are encouraged to report any concerns or worries in school, outside school and Online.

Lots of support is available for students including Life Space, Counselling, Mental Health in Schools Team and The School Nurse Team.

Please see the school website for further safeguarding Information, including Student Voice, Safeguarding Newsletters, Parent Workshops, Safety Advice & NHS Self Help Guides and Information.

Social Media

Please be vigilant to your child's access and participation in all Social Media.

For further information see <https://warwickshire.onlinesafetyhub.uk/>, Parents have free access as part of our Digital Safeguarding subscription with Warwickshire County Council. This includes useful information for parents, including information on setting parental controls, app and game reviews, and blog posts about the latest things to be aware of in the online world.

Parents can also have access to free accounts for Qustodio (https://www.qustodio.com/en/30-days-school-special/?utm_source=internal&utm_medium=OSHub&utm_campaign=warwickshire-uk), as well as a 30-day trial of the full product, which allows them to monitor two devices per email in their household.

The impact of inappropriate use of Social Media can be very distressing and the impact far reaching.

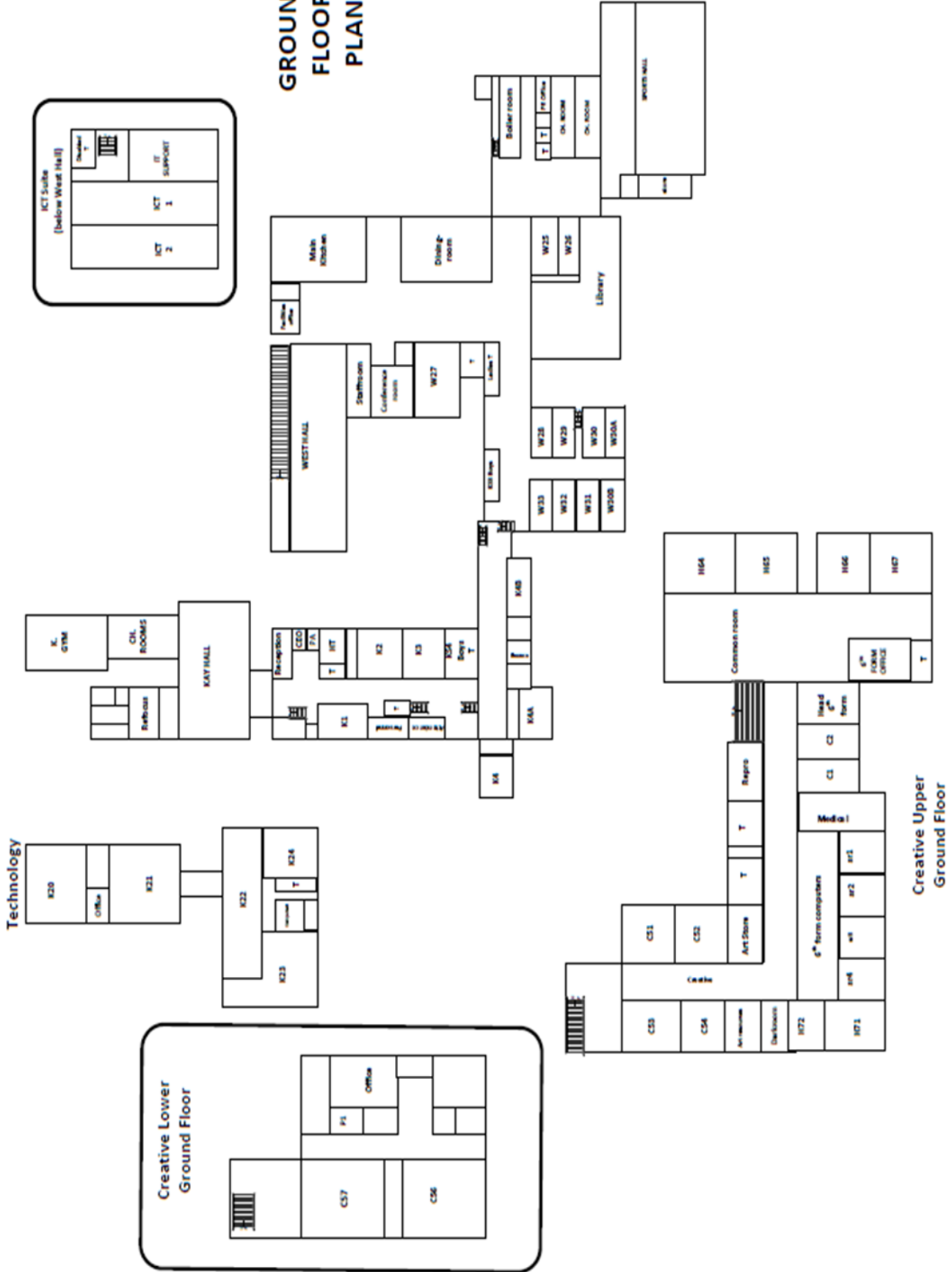
Please ensure you are protecting your Child from On-line Harm.

If you require any further support or information. Please do not hesitate to contact the Heads of Year, Pastoral Head of Year or Safeguarding Team.

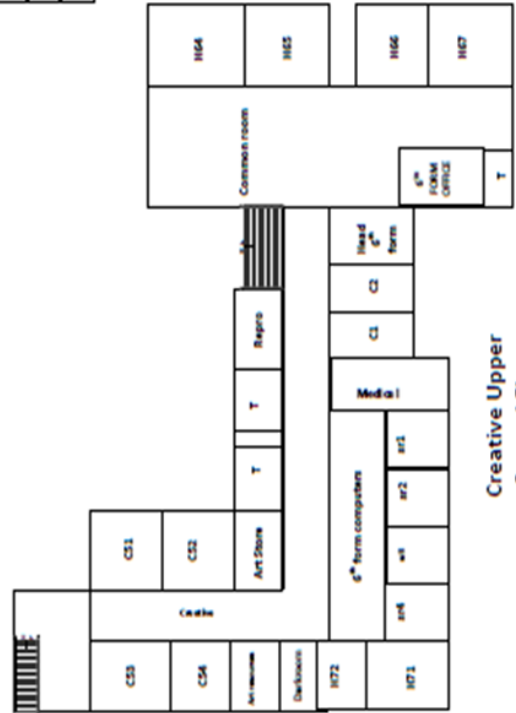
Bilton Safeguarding Email BILsafeguarding@stowevalley.com



GROUND FLOOR PLAN



Creative Upper Ground Floor





FIRST FLOOR

二

Sciences

Sciences

STUDIO

GYM

Gallery

How to contact us and whom to contact

The School Office opens at 8.00am. It can be a very busy time so you may need to leave a message.

The school address:

Bilton School
Lawford Lane
Bilton School
RUGBY
Warwickshire
CV22 7JT

Website: www.biltonschool.co.uk

Telephone: 01788 840600

Email: biltonschool@stowevalley.com

Admissions: Bilton_Admissions@Stowevalley.com

Head Teacher

Ms J Delves

Deputy Headteachers

Mr N Dodds, Mr S McKim

Assistant Headteachers

Mrs M Walker, Mrs E McChleery, Mr J Bean and Mrs S Loydall

Associate Assistant Headteachers

Mrs Z Martin, Ms S Chambers, Mrs H Cross and Ms E Keell

Designated Safeguarding Lead

Ms S Chambers