

Information for Returning to School September 2026

Return to School Arrangements

Please find below the arrangements for the start of the academic year 2026-27:

- **Tuesday 1st September and Wednesday 2nd September** – PD Days (school closed to students).
- **Thursday 3rd September** – Years 7 and 11 return.

Please can year 7 arrive at the New Hall doors between 8.35am and 8.45am.

Please can year 11 arrive through the KS4 gate between 8.35am and 8.45am ready for Morning Welcome on the tennis courts.

- **Friday 4th September** – All years in school.

Please can years 7, 8 and 9 arrive through the KS3 gate and make their way to their Morning Welcome area.

Please can years 10 and 11 arrive through the KS4 gate and make their way to their Morning Welcome area.

Phone-Free School

Burton Borough School is a phone-free environment. This means that from the moment students arrive on site until they leave at the end of the school day, mobile phones must be:

- Switched off
- Kept out of sight
- Not used, seen or heard anywhere on the school site

This includes before school, during break and lunchtime, between lessons and after school while students remain on site.

While these expectations are not significantly different from our previous approach, the revised policy provides greater clarity and consistency for students, staff and families.

We recognise that many families wish their child to carry a mobile phone for their journey to and from school. Students may continue to bring a phone to school, but it must remain switched off and stored securely in their bag throughout the school day. Phones should only be used once students have left the school grounds.

The same expectations apply to devices with communication functions, including smart watches, AirPods, earbuds and other wireless headphones, unless specific permission has been granted by school.

Supporting Individual Needs

We recognise that some students require access to technology for medical or individual needs. Appropriate adjustments will continue to be made on a case-by-case basis. For example, students who use devices to monitor medical conditions such as diabetes will continue to be fully supported.

These changes are designed to support a calm, focused and distraction-free environment where all students can learn, develop positive relationships and fully engage in school life.

To ensure that we maintain a genuinely phone-free environment, the procedures and consequences relating to mobile phone use have been revised as follows:

Standard Procedure

- Students will be given a clear instruction to hand over their mobile phone.
- The phone will be taken to the main office and stored securely until collection.
- The phone will be returned to a parent or carer with parental responsibility.
- Parents/carers will be informed via Bromcom.
- Appropriate consequences will be applied in line with the school's behaviour policy.

Response to Mobile Phone Breaches

First Breach

- Contact home to inform parents/carers of the incident.
- The mobile phone will be returned to a parent/carers.
- One day in RESET.

Second Breach

- The mobile phone will be returned to a parent/carers.
- One day in RESET.
- A mobile phone agreement will be put in place and signed with the student and parent/carers. This will outline the arrangements for ensuring the phone is not used during the school day, including whether it is left at home or handed in on arrival.
- Checks will take place to uphold the phone free environment. This may be done using phone detection wands.

Third and Subsequent Breaches

- The mobile phone will be returned to a parent/carers.
- One day in RESET or suspension, depending on the circumstances and previous history.
- A parent meeting or reintegration meeting will be held with a senior member of staff to review concerns, reinforce expectations and agree any further support required.
- A formal mobile phone support plan will be implemented.

- The student will be required to either leave their phone at home or hand it in to reception on arrival each day.
- Additional checks will take place to uphold the phone free environment. This may be done using phone detection wands.

Uniform and Equipment Expectations

As we begin a new academic year, I would like to thank parents and carers for their continued support in helping us maintain the high standards that underpin life at Burton Borough School.

At Burton Borough School, we believe that standards matter. High expectations help create a culture in which students can thrive both academically and personally. Our uniform plays an important role in fostering a sense of belonging, pride and professionalism, whilst preparing young people for the expectations they will encounter beyond school.

We ask all families to ensure that students return to school in full and correct uniform and are fully compliant with our appearance expectations from the first day of term.

Uniform and appearance expectations

- School blazer worn correctly at all times unless directed otherwise by staff.
- White shirt worn tucked in, with the school tie worn correctly.
- Black tailored trousers or the approved Kelso tartan skirt. Skirts must be worn to the knee.
- Plain black school shoes only. Trainers, canvas shoes, boots and trainer-style footwear are not permitted.
- No leggings, jeggings or legging-style trousers.
- Jewellery is limited to one watch and one small stud earring per ear. No other facial or body piercings are permitted.
- Makeup should be subtle and appropriate for school. Eyeliner, false eyelashes and other excessive makeup are not permitted.
- Hairstyles and hair colours should be suitable for a professional learning environment and in line with the school's Uniform and Appearance Policy. Extreme styles, shaved patterns, designs and unnatural hair colours are not permitted.
- Correct Burton Borough School PE kit must be worn for all PE lessons.

We recognise that over the summer holidays some students may have chosen to experiment with different hairstyles, hair colours, false nails or additional piercings. Whilst we appreciate that this can form part of self-expression during the break, we kindly ask that any styles or accessories that do not comply with our school policy are addressed before students return to school. This will help ensure a smooth and positive start to the new academic year and allow all students to begin the term fully meeting Burton Borough School's expectations from day one.

We understand that families may occasionally have questions regarding uniform or appearance requirements, particularly at the start of a new school year. If you are unsure about any aspect of our expectations, please do not hesitate to contact the school. Our team

will be happy to provide guidance to ensure that every student is ready for a successful start to the term.

We also recognise that school uniform can represent a financial commitment for some families. If you would like any support with uniform, please do not hesitate to contact us. We are always happy to help and will work with families to ensure that every student is able to meet our expectations with confidence.

Essential equipment

In addition to wearing the correct uniform, students should arrive at school each day fully equipped and ready to learn.

Every student should bring the following items to school each day:

- Blue or black pens
- A red pen for marking and correcting work
- Pencils
- A ruler
- A scientific calculator

Having the correct equipment enables students to participate fully in lessons, develop independent learning habits and make the most of every learning opportunity.

Thank you for your continued support. By working together to maintain high standards of uniform, appearance and preparedness for learning, we can ensure that every student is ready to learn, succeed and take pride in being part of the Burton Borough School community.

Attendance

Excellent attendance continues to be one of the most important factors in a young person's success at school. We encourage all students to aim for attendance as close to 100% as possible. A student with 90% attendance will miss the equivalent of around half an academic year during their time at Burton Borough School. Regular attendance supports not only academic achievement but also students' wellbeing, confidence and personal development. It enables young people to build positive relationships, establish consistent routines and fully participate in all aspects of school life. Every day in school provides valuable learning opportunities and experiences that are difficult to replicate when absent. We therefore ask families to continue working in partnership with us by ensuring their child attends school regularly, arrives on time and is ready to learn each day, allowing them to make the most of every opportunity available.

We recognise that some students may face circumstances that can affect their attendance. If there are specific factors impacting your child's attendance, such as caring responsibilities, please let us know by completing our Barrier to Attendance Form, available on the school website, or by contacting our Attendance Officer. Sharing this information will allow our attendance team to work with you to understand any challenges and identify the most appropriate support for your family. We are committed to taking a supportive and collaborative approach to improving attendance and removing barriers where possible.

Catering

We are pleased to remind you of some exciting developments regarding our catering provision from **September 2026**.

We are incredibly proud of the modern, bistro-style dining experience currently enjoyed by our students. To further strengthen this provision and ensure we continue to deliver high-quality food alongside excellent customer service, catering across all Trust schools will be provided by **Caterlink** from September 2026.

Caterlink's mission is to ensure that students are well nourished, focused and ready to learn throughout the school day. We are confident that this partnership will bring fresh opportunities and exciting enhancements to our catering offer.

Please be reassured that the day-to-day operation of the canteen will remain largely the same.

Students will continue to benefit from:

- Two lunch sittings;
- Biometric recognition technology;
- A cashless payment system.

From September 2026 the cashless payment system will move from **ScoPay** to **ParentPay**, aligning with the systems used across all other schools within the Trust.

You should by now have received your ParentPay login details, allowing you to activate your account and add funds to your child's catering balance. If you have not yet received this information, please contact the school as soon as possible at **burtonborough@lct.education**, and a member of the team will be happy to help.

To ensure students can access catering services from the beginning of term, we kindly ask that ParentPay accounts are activated and credited at your earliest convenience.

We are very excited about this new chapter for our catering service. Our dedicated catering team, who work tirelessly to support our students each day, are looking forward to working alongside Caterlink and introducing new menu options and dining experiences for students to enjoy.

Additional Professional Development Day

To support our continued programme of school improvement, an additional Professional Development (PD) Day will take place on **Friday 23rd October 2026**. This day will provide valuable training and development opportunities for staff, helping us to further enhance the quality of education we provide and ensuring that all staff remain fully up to date with statutory requirements relating to the safeguarding, safety and wellbeing of our young people.

As a result, the half-term break will be bookended by PD Days, with school closed to students on **Friday 23rd October** and again on **Monday 2nd November 2026**. We would like to thank parents and carers for their continued support and understanding as we undertake this essential training to ensure the best possible outcomes for our students.