



HOULTON
SCHOOL



Year 6 to 7 Transition

June 2021



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Transforming Lives
EDUCATIONAL TRUST

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Houlton School Transition Arrangements

25 June 2021

Dear Parents / Carers

Firstly, thank you for your patience in waiting for this second, bumper mailing from us. We, like everyone, were awaiting the Prime Minister's announcement in terms of the potential further easing of lockdown restrictions and were disappointed that plans we were due to share with you for face-to-face transition visits this term have had to be cancelled on guidance from the Department for Education and Warwickshire Public Health. As we have only Mr McCulley and Miss Buckenham in post right now, it has taken some time to rearrange things. However, this updated communication will now make clear what we'll be doing instead.

For those families who have been offered a place from the waiting lists since the original national offer day on 1 March 2021, Warwickshire Admissions do not actively 'alert' us to your offer of a place, so this involves us in periodic checks and manually adding you to our distribution lists. If you are unsure about your place, just drop us an email at admissions@houltonschool.org.uk and we will be able to confirm. If you missed our original March mailing, all of the content is available to download from our website [here](#). This includes a welcome letter and profiles/photographs of staff joining us in September, which we update as soon as new staff are appointed.

Important action: please set aside around 45 minutes to complete our formal [Online Registration Form](#). Some sections will require input from your child so they should be around when you complete the form.

We are really looking forward to welcoming our founding Year 7 pupils in September and to working with our wider Houlton family of parents, carers and the local community. We understand how challenging navigating the COVID-19 pandemic has been and we have lots of plans in place to ensure that our pupils' transition to Houlton School is smooth and that each and every pupil is eager to get started on their journey with us from September. This booklet is designed to give you all the information you will need to ensure your child has a positive transition to Year 7 in September.

We appreciate how excited but also nervous our founding pupils will be to join us. Due to the COVID-19 national restrictions it is not possible for us to run traditional style transition events before the summer. Instead, as you may be aware, all of our new pupils have, or will be, visited by a member of the Houlton Leadership Team (remotely if their current school is in another part of the country). During these meetings pupils will have had the opportunity to ask questions and to hear all about Houlton School and have been given our Houlton School Transition Booklet, which will give pupils a flavour of what is to come in September. Pupils should bring their completed Transition Booklet with them on day one. A copy of the Transition Booklet can be found within the downloads section of our welcome page [here](#). Please note that as only the Principal and Vice Principal are currently in post, visiting all 180 joining students is scheduled across the whole of this half-term, so your child's visit may not yet have taken place.

We're delighted to confirm that, as anticipated, **our campus is on target for completion during the summer holidays** and staff will be working hard following the formal handover from the builders in August to ensure the school is ready for September. Pupils' first day at Houlton School is **Tuesday 7 September** and on this day we will be holding the first of our **two orientation days** to ensure pupils are familiar with the school and are able to spend time getting to know our staff. Further term dates are available on the website. Pupils will need to wear full school uniform on their first day and come with the equipment required for normal school day, a list of which can be found in our FAQ section below. On **Wednesday 8 September** pupils will have their second Orientation Day, which will be focused on team building and a variety of sports, dance, drama and practical challenges. Pupils will need to come dressed in their new Houlton PE kit on day two. Full details of the required school uniform and PE kit are below. Please ensure that your child has the correct uniform/kit prior to the start of term.

On both orientation days pupils are required to arrive on campus no later than **8.30am** and will be welcomed at the entrances by staff. Both our orientation days will finish at **3.10pm** and pupils will be released from campus at this time.

Our normal school timetable will begin on **Thursday 9 September**. Pupils are free to arrive on campus at any time from **7.45am** and should arrive no later than **8.30am**. If you think you may need to drop your child earlier than this, please get in touch with us to discuss.

Pupils who need to arrive to school early will have access to a supervised, informal Breakfast Club from **8.10-8.35am**, where a selection of nutritious breakfast items (toast/cereal/fruit) will be available to purchase for a small fee. Pupils entitled to support from the Pupil Premium Grant will be able to access one item per day from our breakfast service free of charge. Pupils wishing to stay after school will have access to a Study Support Homework Club in the Malcolm Hancock Centre for Communication which will run from **3.10-4.10pm** each day. All pupils involved in after school activities will be released from campus by **4.15pm**. Whilst as a secondary phase setting there is no formally supervised wrap-around care available, pupils will be able to stay on campus after 4.15pm should they need to await transport home, with adults around in the buildings for remote supervision.

We understand that the transition to secondary school can be an anxious time for young people and that individuals may need additional support for a variety of reasons. If you have any concerns regarding your child or would like to make us aware of any individual issues that might make the transition more difficult please contact Chloe Buckenham, Vice Principal via email admissions@houltonschool.org.uk.

Parents will be invited to visit us at our Houlton Transition Evening on **Thursday 9 September 6.00pm – 7.45pm**. This will be an opportunity to meet the Senior Leadership Team and staff and to have a tour of our fantastic new campus with your newly expert child as your tour guide! The format for the evening is as follows:

5.45 – 6.15pm Meet and Greet

6.15 – 7.00pm Introduction to the school from the Principal and Vice Principal: Power Hall Auditorium

7.00 – 7.45pm	Campus tour with your child and informal opportunity to ask staff questions as you tour the building
7.45pm	Close

2. Timings of the school day

Pupils will be expect to be on campus for 8.30am but will have access to the site from 8.00am.

07.45 - 08.30	Pupils to arrive on campus no later than 8.30am
08.40 - 08.50	Legal Morning Registration
08.50 - 09.50	Period 1 Lesson
09.50 - 10.50	Period 2 Lesson
10.50 - 11.10	Break
11.10 - 12.10	Period 3 Lesson
12.10 - 13.10	Period 4 Lesson
13.10 - 13.50	Lunchtime
13.50 - 14.50	Period 5 Lesson inc. Legal Afternoon Registration
14.50 - 15.10	Assembly / Tutor Time
15.10	Lessons end / end of the day
15.10 – 16.15	Co-Curricular / Homework Support Hub in the CfC

3. Co-Curricular

Our co-curricular provision will begin week commencing **20 September** and a full schedule of the activities on offer will be published in September. You can expect to see a number of sports clubs, performing arts opportunities and STEM-related clubs, and in addition there will be specific activities depending on the experience and interests of our newly recruited staff members.

It is expected that each child should commit to at least one co-curricular activity and there will be a wide range of options running both at lunchtimes and after school to provide for all interests. In addition to our in school provision, we will also be offering a number of opportunities for pupils to extend their learning outside the classroom on trips and visits throughout the year.

Details of these opportunities will be sent to parent/carers in advance and all opportunities will be fully inclusive.



Instrumental Lessons

We are pleased to work in partnership with [Warwickshire Music Hub](#) (formerly Warwickshire County Music Service) to deliver an exciting offer for your child to learn to play a musical instrument.



Playing a musical instrument or learning to sing supports cognitive processing and numeracy skills and helps children to develop self-discipline and confidence – as well as being great fun! Mastering an instrument is proven to support educational attainment generally and gives children a great sense of achievement. It also has positive benefits for their health and wellbeing.

As we are a brand new school, we will need to work with parents to find out whether we are able to offer the instrument your child would like to play, as we need to ensure there is enough uptake to justify the tutor coming into school. It is likely that we will be able to offer: voice (singing), keyboard, guitar and drums, though this will depend on uptake. Please let us know if there is another instrument your child is interested to continue with, or take up, and we will investigate the possibility depending on overall interest.

The cost of the lessons is usually around **£6** per lesson, charged termly in advance. Warwickshire Music Hub will provide 33 lessons in term-time across the academic year (roughly 11 lessons per school term). This means the termly fees are around £66/term.

If you wish your child to benefit from learning to play a musical instrument next year, **please respond to the Google form that we will send out to you in the next couple of weeks** by the deadline that will be included in our separate email.

4. Uniform

Houlton School has high standards of dress and uniform. Full and comprehensive details are available and maintained on the website [here](#). However, a summary is included below:

Note: in response to feedback, we have very recently decided to allow pupils the **option** of wearing our grey daywear logo shorts at any time of year if they wish to do so, but would ask parents/carers to ensure that their children make sensible choices during inclement weather. We are working to order stocks of the shorts for any families wishing to purchase these for September as we had not ordered them previously on the basis they had been intended for summer term only. Please check with Webb Ellis directly for the latest updates.



Pupils will be expected to wear:

- Grey contemporary style logo blazer
- **Optional** grey Houlton School logo pullover
- Grey contemporary style logo trousers, **or**
- **Optional** Tartan kilt-style logo skirt (if worn, **must be worn on or below the knee**. Any pupil not wearing the kilt as intended will lose the privilege of this option and be required to wear trousers instead), **or**

- **Optional** grey contemporary style logo shorts (may be worn by boys or girls at any time of year but we ask parents/carers to support their children in making sensible decisions during inclement weather).
- Plain white, shirt/blouse (must be suitable for wearing a tie but can be purchased from any retailer)
- Houlton School tartan tie
- Plain, dark (black or grey) ankle socks or black, opaque tights
- Plain black leather or leather-look formal school shoes – no canvas, trainer, or ‘trainer-style’ shoes/logos are acceptable (see website for footwear picture guidance to acceptable styles)
- One, plain (**no gem-stones**) stud earring per ear – no other jewellery
- High-fashion hair styles (including skin-fades), colours, or extreme styles are not acceptable
- Pupils with hair long enough to be tied back **must wear this tied-back** with a plain band whilst on campus **at all times**, including during practical lessons.

Outer Garments

- Black, dark grey or navy coat only with no large/designer logos
- Hooded-style tops are not permitted at any time and **should not be brought onto campus** (except the optional Houlton hooded top for PE lessons only)
- A scarf/gloves/winter hat is permitted during the winter months but must be removed in all buildings
- Pupils wearing a Hijab/turban or other item of clothing relating to religious observance must ensure that it is either black or grey in colour. Full face coverings are not appropriate for wear in school
- All pupils should have a suitable bag for their essential daily equipment. They may choose the colour and style but should ensure that it is practical and free from any logos or slogans that could be deemed offensive/inappropriate.

Cosmetics

- Eye brows should be natural, not drawn on or with any razor indents
- False or acrylic nails are **not** permitted
- Any nail varnish worn must be **clear**
- Make-up must be **natural** in appearance and used only for the purposes of covering blemishes
- Fashion make-up is not acceptable
- Eye make-up, lipstick, bronzing or highlighters are **not** permitted

Indoor PE core uniform:

- Houlton School logo PE top (unisex);
- Houlton School logo PE shorts (unisex);
- White, sports ankle socks;

- Pumps or (non-marking) indoor trainers. These may be any colour or style so long as they are designed for sports.

Outdoor PE core uniform:

- Houlton School logo PE top (unisex – same as above);
- Houlton School logo PE shorts (unisex – same as above);
- Houlton School jade outdoor games socks;
- Suitable outdoor training footwear. These may be any colour or style so long as they are designed for sports;
- Rugby/Football boots and gum-shield (you will be advised if/when these are needed);

Optional items for additional warmth:

- *Houlton School logo winter tracksuit*
- *Houlton School logo mid-layer (top)*
- *Houlton School logo winter outer-layer hooded style*
- *Houlton School logo base-layer top for Football/Rugby/Dance*
- *Houlton School logo base-layer bottoms for Football/Rugby/Dance*

Mobile Phones and Electronic Devices (including smart watches and fit-bits) are not permitted at Houlton School. Mobile devices should be switched off and out of sight at all times whilst on campus. If your child needs to contact home, they should approach Pupil Services.

Pupils arriving at school with inappropriate or incorrect uniform, cosmetics or hair will be asked to rectify this prior to attending lessons and may be withdrawn from circulation until they have been able to do so. Pupils are not permitted to wear any additional items not included on the lists above – see website for full details.

Cost Effectiveness and Value for Money of School Uniform

In its non-statutory advice to schools, the government advises that local authority maintained schools, independent academies and free schools should 'demonstrate how best value has been achieved and keep the cost of supplying the uniform under review' and that (where possible) they have more than one uniform supplier, though this is not a statutory requirement. For our opening year, in common with brand new free schools nationally, we have worked with a trusted local supplier to design and launch our uniform in time for opening. Our local supplier is **Webb Ellis, Rugby** who are the suppliers for most Rugby Borough schools. We will seek to add a second supplier as soon as is practical next academic year to provide additional choice for parents, though please be reassured that there is usually no difference between suppliers' prices locally as the cost is predominantly set by the source-wholesalers and our suppliers then do their best to keep prices affordable for families. The second supplier at our Trust sister-Academy, Ashlawn School, retails their uniform at the same prices as Webb Ellis and we would anticipate a similar arrangement for Houlton.

The price list for our uniform is available by contacting Webb Ellis directly and was benchmarked to ensure that it is within the range of costs for uniform at other Rugby Borough secondary schools so that we are confident that it represents value for money. Parents/carers can contact Webb Ellis directly on **01788 567777** / e-mail: sales@webb-ellis.co.uk for further information. [Houlton webpage at Webb Ellis local](#).

5. Support with the cost of uniform

Warwickshire County Council no longer offer a school uniform grant scheme (the 2005 Education Act states that local authorities no longer have a specific duty to provide this service). If you live in a different local authority, you should contact them directly to find out whether they still operate a uniform grant scheme. However, families may also complete a [Turn2Us grant search](#) to see if they are eligible for any alternative grants that could support with the cost of school uniform.

Warwickshire's [Family Information Service \(FIS\)](#) may also be able to explore alternative grant applications and whether you are receiving all available financial support generally.

As we are a brand new school, we do not yet have a second hand uniform service, but will seek to establish one as soon as is practicable.



6. Education (Guidance about Costs of School Uniforms) Act 2021

The *Education (Guidance about Costs of School Uniforms) Act* has been granted royal assent, but despite much media speculation about what this ***might*** mean for schools and families, **the bill itself does not provide any new guidance to schools**. Instead, it places a duty on the Secretary of State for Education to issue clearer, statutory guidance to schools regarding school uniform, but schools have not yet received this new guidance.

The cost of our **required** school uniform items was benchmarked to ensure that it sits within the range of costs for existing secondary schools in Rugby Borough. Its cost is also considerably less than the average cost of a secondary school uniform nationally quoted in the briefing papers that informed the original bill from Mike Amesbury MP.

The Department for Education (DfE) has said that it will provide more detailed guidance for schools in the **autumn**, and that schools should then respond to the guidance for **future years**. We will respond to the specific guidance issued by the DfE when it is available and will make any necessary revisions to our policy in response to this; therefore, **our current policy will apply for September 2021 admissions**.



7. Transport

Pupils will be arriving at school via a number different transport options. We encourage where possible for local children to walk or cycle to school, which is consistent with the Houlton Community travel plan. If we are your closest secondary school and you live within Warwickshire, the local authority will usually provide transport if your address is more than three miles from school, meaning walking to school is impractical. Please contact Warwickshire School Transport (who are responsible for school transport), directly for full details.

Parents/carers wishing their child to use local public bus services will need to contact the local authority for details of available services. At present, the nearest service drops on the Crick Road at the edge of the Houlton development. However, Urban&Civic (the master developers of Houlton) are working with Stagecoach to service the Houlton community with a regular bus route. This is with *Stagecoach* at the moment and they hope to confirm a timetable over the summer. They are aware of the opening of Houlton School and are planning their services with this in mind. Their intention is to have this service running for September. We will alert parents/carers as soon as we have any more detailed information.

Where it is absolutely necessary for parents/carers to drive their child to school we politely request that children are dropped off outside the school gates and that parents/carers do not drive into the car park.

A bicycle permit will be required in order for pupils to bring their bicycles onto the Houlton School campus. Each pupil will be allocated their own bicycle bay once a permit has been issued. Each pupil and parent/carer must sign and agree to the following code of conduct in order for pupils to be eligible for a bicycle permit:

Pupils must:

- Wear a helmet at all times
- Check their bicycle regularly to ensure it is road safe
- Follow the Highway Code and cycle sensibly at all times
- Dismount from their bicycle before entering the school grounds

Bicycles must:

- Be of an appropriate size
- Have fully working breaks
- Have working lights on both the front and back
- Be in good working order
- Have tyres which are pumped up and with appropriate tread

All bicycles will be regularly checked by staff. Pupils without a valid permit will not be permitted to bring their bicycles onto the school grounds. Houlton School reserves the right to revoke permits at any time.

The school cannot take responsibility for bicycles which are brought onto the school campus. It is recommended that pupils have an appropriate lock to secure their bicycle. Scooters/skateboards are not permitted on the school campus.

A Google form is in development and will be sent out soon, which should be completed before the start of term to enable us to issue your child with a bicycle permit. This is designed to ensure our pupils are safe when cycling and that their bicycle is in good working order.



8. Lunch and Social Time Arrangements

Pupils will have the option to purchase lunch from our Power Hall Refectory. The catering team will be our partners at *Educaterers*, about whom general details can be [found here](#).



We will be sending out more details of our catering offer and a Houlton-specific brochure soon.

Pupils will be able to purchase food at break and lunchtimes using a cashless system topped up using Parent Pay. Parent/carers will be sent information in our future admissions communications regarding how to set up a new parent pay account. Pupils purchasing hot food will be expected to eat in the Power Hall Refectory but will have the option to choose take out options if they prefer to eat outside on the terrace or under our covered outdoor areas.

Pupils who do not wish to purchase food can bring their own packed lunches with them and are free to use the Power Hall Refectory, covered areas or outdoor terrace to eat. Energy drinks are not permitted and pupils are encouraged to drink water, cordial or juice rather than fizzy drink alternatives at meal times. Numerous filtered water fountains will be available for pupils to refill water bottles and pupils are encouraged to have water bottles with them at all times including in class providing they are transparent and contain water only.

Pupils who are entitled to Free School Meals will be able to use their allowance daily and will also be able to access a daily free breakfast item at our Breakfast club (this will not impact their FSM allowance and is an enhanced offer from the school's own budget).



9. Communication / Systems

Houlton School will use a mobile/web-based application called Edulink One as our main source of communication. Parents/carers are encouraged to download the app', which will automatically update reward and consequence points and will allow parents/carers to easily access email addresses for staff. It also contains your child's timetable, reports, homework and a whole lot more. For more information about Edulink and to familiarise yourself with a demo-version, click [here](#) and select 'Parent'.

We will send you all the details you need once our servers have been set up over the summer, but you can download the app' now ready for when your login is sent to you later this year.

Parents/carers in the first instance are encouraged to contact **form tutors** for advice and guidance, who can then direct queries as appropriate. If the tutor is unable to help, this will be escalated to your child's Pupil Experience Leader, Ms Divver.



10. The Curriculum / Learning and Teaching

Pupils at Houlton School will study a broad, balanced and exciting curriculum, designed to embrace and harness individuals' skills and ambitions. Lessons will be vibrant and engaging with a strong culture of mutual respect between staff and pupils. Pupils will have 50 lessons across a two-week timetable.

During our opening year, pupils will remain in their mixed attainment tutor groups for all their lessons. Despite a common misconception that streaming and setting improves pupils' rates of progress, all of the latest educational research for maximising pupils' progress¹ makes clear that on the whole, children make less progress when taught in sets and streams. We may review this arrangement for the highest-attaining pupils in future years (and as our staff body grows); we will stay in touch about how classes will be organised as pupils move through the academy.

Pupils will study the full range of [National Curriculum](#) subjects. This builds a strong foundation for their transfer to the [English Baccalaureate](#) suite of qualifications at Key Stage 4. This is complemented by access to an enhanced provision for the performing arts, broadcast and citizenship education.

At Key Stage 3 (Years 7-9), all pupils will study a broad and balanced curriculum consisting of: English Language, English Literature, Mathematics, Science, History, Geography, French, Spanish, Religious Studies, Computing (inc. Broadcast), Physical Education & Games, Design Technology, Food Preparation & Nutrition, Visual Arts (Art/Photography/Graphics), Performing Arts (Acting/Dance/Music), PHRSE (inc. Leadership, Organisation, Resilience, Independence & Communication (LORIC) & Citizenship).

Our Key Stage 4 and Sixth Form offer will be finalised closer to the time and will be developed in response to our joining cohorts' needs and preferences. It will be based on a strong, academic foundation for all pupils, with a number of exciting additional subjects offered to complement pupils' programmes of study, for example courses in Broadcast, New Media and Game Design.

Teachers will be utilising the most current teaching styles to foster a real love of learning amongst our pupils and each individual will be nurtured to make the very best progress. You can meet our team of fantastic, experienced teachers in the booklet available to download on our [Welcome Year 7](#) webpage.



¹ Education Endowment Foundation (EEF) [Research outcomes on setting/streaming by attainment](#) (2019)

11. Additional Support

Our Inclusion team will always be on hand for pupils who require additional support or challenge. We are working closely with our primary colleagues to identify and plan for pupils joining us with additional needs whether these be EAL, SEND or More Able learners. If you have any questions regards additional support prior to your child joining us in September please email admissions@houltonschool.org.uk.



Mrs Rebecca Cooper – Head of Faculty for Inclusion (SENDCo)

12. Houlton School's Colleges

At Houlton School we are very excited to launch our brand new Colleges (sometimes referred to as 'houses'), each representing an ambassador of communication and pioneer/'first' their field. As an historic, Grade II listed campus, Houlton School embraces our heritage as a global centre of excellence for broadcast and communication; as such, we aim to focus on our communication links and bring them to life through the curriculum.

All our classes in Year 7 will be mixed attainment groups and pupils will be allocated to one of the six Colleges. We will communicate to which College pupils have been allocated prior to the summer holidays in July so that pupils can work on the College challenge in the Transition Booklets and can see who their tutor will be. We want to ensure we have visited every child any their teacher before finalising college allocations.



College name	Communication Link	College Ambassador
Winton	TV/Radio Broadcasting	Nan Winton was the first woman to read the news on the world famous BBC.
Armstrong	STEM and communication with satellite	Neil Armstrong – first man on the moon – famous words inspiring millions and the beginning of our transition from radio to extra-terrestrial, satellite communications.
Shakespeare	The Arts as a medium of communication	William Shakespeare – Inventor of around 1/3 of the English language still in use today. First recorded Warwickshire born famous Playwright and cofounder of the Globe Theatre. Prescribed study of his plays across the world.
Obama	The spoken and written word	A graduate of Princeton and Harvard Law School, attorney Michelle Obama is famous for her advocacy, spoken and written communication skills. She is married to Barack Obama, the first African-American President, graduate of Literature and also famous for his communication skills.
Morse	Communication through code	Samuel Morse – inventor of the Morse Code, pivotal in the communication of ships during WWII. Our campus was Rugby Radio Station 'GBR', immortalised in Morse code on our entrance plaza at the front of school.
Dorsey	Modern communication and new media platforms	Jack Dorsey – Founder and CEO of Twitter, one of the most powerful global new media platforms.

13. Expectations

Houlton School's three central pillars are Innovation, Aspiration and Excellence. We expect excellence from all our pupils and we will encourage each and every individual to flourish both academically and in their personal development. You can read our full mission statement and values [on our school website here](#). Our approach to conduct is positive; we will be using restorative practices in school and a praise-focused system. Our full Supportive Behaviour Policy can be found on our website [here](#) and we will talk to parent/carers in much more detail in September at our Transition Evening about our approach to positive behaviours and praise.



14. Our Campus

Houlton School occupies an iconic local landmark building set in an impressive **20 acres** of countryside on the east boundary of Rugby (M1, Junction 18). Our Grade II listed buildings will be home to state-of-the-art facilities, including the specialist Performing and Visual Arts Studios, our own Radio Broadcast facilities, a brand new Sixth Form Centre and more. Also, there will be the addition of a Sports England compliant Sports Centre and two purpose-built teaching blocks for Humanities and STEM, each well equipped with computer suites. Our **£39m campus** will provide a truly exceptional school experience for our pupils.

Houlton School's campus will be completed on 10 August this year and ready in its entirety for our founding cohort of Year 7 pupils. Parents/carers will have the opportunity to enjoy a campus tour on our Transition Evening on **9 September 2021** and to see the fantastic facilities that our pupils will be able to enjoy for their seven year educational journey with us.



15. Admissions Information

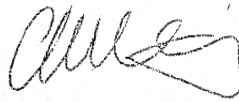
Linked with this communication is our **formal admissions registration form** for parents/carers to complete. It would really help us if you could complete this by **30 June 2021**. This will provide us with the information we need to ensure our pupils are set up and ready on our systems in September. If you have any additional queries you would like to raise or discuss with us please do not hesitate to get in touch.

We would like to take this opportunity to wish you a happy, restful and safe summer. We are very excited to work with our founding pupils and families from September. We will be in touch with additional information as and when it is available between now and the end of term, and across the pupils' summer break.

Yours faithfully



Michael McCulley
Principal



Chloe Buckenham
Vice Principal



FAQs

Q. Will we be able to visit the school before the start of term?

A. Sadly no, our buildings will be completed in August; therefore, we will welcome pupils and parents/carers in September. We would encourage all new members of our Houlton Family to visit Dollman Farm Visitor Centre (next to The Tuning Fork), where a model of the school can be seen.

Q. Will there be a Summer School?

A. Due to the way in which teacher contracts are organised, our staff do not take up post with us formally until 1 September (with the exception of Mr McCulley and Miss Buckenham), so we are not able to offer a summer school. Once our building is handed over on 10 August, our IT teams and colleagues will be busy getting ready to welcome you all over the summer. Instead, we will have our two orientation days on the first two days of term.

Q. We have heard that free schools don't have to employ qualified teachers – will my child's teacher be fully qualified?

A. Yes, all our teaching staff are qualified teachers with formal 'Qualified Teacher Status' and experts in their fields. For more information please visit the 'Meet the Team' section of our website.

Q. What equipment will my child need to bring to school?

A. Pupils will need to bring the basic school equipment listed below alongside any books/materials required for the lessons that day. Pupils will have access to a locker and so can keep larger item such as PE kit safe until required. It is the expectation at Houlton School that all pupils come equipped with the following items as a minimum **every day**:

- Pencil case of appropriate size (please note that pencil cases used in exam conditions must be clear)
- Two ballpoint pens (black) / Two ballpoint pens (green)
- Two HB pencils
- Sharpener
- Eraser
- Ruler (at least 15cm long)
- Glue stick
- Two highlighters in different colours
- Maths set (protractor, set square and a compass with pencil)
- Scientific calculator
- Mini Whiteboard, whiteboard pen and mini board duster
- A suitable school bag big enough to hold all of the required equipment

Q. My child has additional needs, how will they be supported?

A. Houlton School is fully inclusive and all pupils will be supported to make the very best progress. Our Inclusion Team will work closely with our teachers to ensure that the support given is right for each individual. You can find out more about our Inclusion Team and see our SEND local offer [here](#). If you have concerns regards your child's additional needs and how they will be supported at Houlton School please contact admissions@houltonschool.org.uk.

Q. How will behaviour be managed at Houlton School?

A. We have extremely high expectations of our pupils and our approach to conduct is positive and praise focused. We will have restorative practice the heart of our systems and all pupils will be encouraged to model our school values of kindness, tenacity, loyalty, excellent and courage. Our policy is founded on traditional values, polite mutual respect and an expectation of upholding good manners at all times.

Our full Positive Behaviour Policy can be found on our website's Policies page.

Q. What will happen if the campus is not ready?

A. Don't worry – it will be! Our campus is almost complete and we are confident it will be ready in August on schedule. If any elements of the campus are delayed we have plenty of space to still move in (we only need six of our classrooms at any one time in our opening year!) so rest assured we will be opening as planned even if the unlikely event there were to be any unexpected delays in these final few weeks.

Q. Will my child get in trouble for having a mobile phone at school?

A. Pupils are not permitted to use their own electronic devices at school or to wear smart watches or fit-bit type devices. The school is equipped with state of the art computing facilities for our pupils to use. If parents/carers require their child to carry a phone in case of emergencies this must be turned off at all times, kept in a bag or locker and not seen at all once your child has entered our campus. Should your child need to make contact with home, they should approach a member of the Pupil Experience team.

Q. Is there a prospectus for Houlton School?

Yes – it is available to view online [here](#). Please spread the word about our incredible new school in your communities and we look forward to shaping the future of our Houlton family together.

www.houltonschool.org.uk

Contact information

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