

**Houlton School**  
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**Michael McCulley**  
 Principal

Registered in England  
 Company number 07515832

August 2021

Dear Parents/Carers

### Updated Houlton School Transition Arrangements

We are now very close to the completion of our campus and are busy getting ready to welcome our founding Year 7 pupils in September. Due to the most recent updated guidance for schools regarding COVID-19 **we have had to make some slight changes to the start of term as indicated below** to allow us to ensure that all our pupils and staff are kept safe as we navigate the pandemic. Please read the information below carefully regarding the changes to the start of the school term.

Pupils' first day at Houlton School remains **Tuesday 7 September**; however, as you may be aware, all pupils are now required to have a **lateral flow test** before being permitted onto the school site. In order to facilitate this, on **Tuesday 7 September** pupils will now only be coming into school at the times indicated below to complete their lateral flow test and will then need to return home. We kindly ask that parents/carers ensure their child is on site at the time indicated below to ensure that we can complete all the pupils' tests by the close of the day. When arriving on site staff will be on hand to meet and greet the pupils and will escort them back to the car park when their test is complete. Parents/carers will not be able to come onto site during this day, but are free to wait in the car park. We anticipate the test and result taking no more than 45-60 minutes in total. **Pupils are not required to wear uniform for the lateral flow test** and will not have access to the wider school site on this day.

We appreciate your support in assisting us with this process. If a pupil tests positive for COVID-19 parents/carers will be contacted immediately and guidance on next steps will be given.

Surnames beginning with letters	Arrival at Houlton Site: Sports Hall Entrance	Collection time from Sports Hall Entrance
A - D	8.50am	9.50am
E - I	10.00am	11.00am
J - N	11.15am	12.15pm
O - T	12.30pm	1.30pm
U - Z	1.45pm	2.45pm

As you will be aware, **it is a requirement for us to obtain parental consent** prior to completing lateral flow testing. To ensure the process runs smoothly we would be grateful if you could complete the Google consent form by following this link: <https://forms.gle/gJd9YSUTMuFs3vJw7>

We need to have a completed form for every pupil so please **complete the form, even if you do not consent to your child being tested**, so that we have a return from all families.

**Please complete this by close of play on Monday 23 August.** Should you have any issues please email Tracey Burns, PA to the Principal at [burnst@houltonschool.org.uk](mailto:burnst@houltonschool.org.uk).



On **Wednesday 8 September** pupils will have their first Houlton School Transition Day which will be focused on the key skills required for secondary education. This is an additional day, which we have added to our transition programme to ensure that the first week of term is focused on supporting our pupils to feel safe and happy in their new environment. The first day will be led by our external partners from Dale Hancock's *Young Life Warrior / Big School Life Training* team, who will be working on pupils' resilience and team-building skills by facilitating a bespoke, post-pandemic 'secondary ready' programme. There is no cost to families for this day and we will send further details in the coming weeks. **Pupils will need to attend this day in their full Houlton School PE kit.**

On **Thursday 8 and Friday 9 September** pupils will have their two further transition days that were previously communicated.

**Thursday 8 September** will be focused on orientation and getting to know the school and pupils will need to wear **full school uniform** on this day and come with their equipment.

**Friday 9 September** will involve a series of team building challenges and a variety of sports, dance and drama. **Pupils will need to come dressed in their Houlton PE kit on this day.**

Day	Transition Activity	Attire
Tuesday 7	<b>Lateral Flow Testing (LFT) Day</b> Pupils on site for their testing window only.	Own, comfortable clothes
Wednesday 8	<b>Young Life Warrior / Big School Life Training</b> Inspirational life coach Dale Hancock and his team.	Houlton PE Kit (indoor footwear)
Thursday 9	<b>Houlton School Orientation Day One</b> Issuing of timetables and time with form tutors, campus and building tours and beginning of year logistics.	Full Houlton School Uniform
Friday 10	<b>Houlton School Orientation Day Two (Practical)</b> A team building day with subject staff in form groups focused on practical activities / getting used to the campus.	Houlton PE Kit (indoor footwear)

Day	Activity	Attire
Monday 13	<b>First day following formal school timetable</b> Pupils will begin following their timetables – staff will be around at transition times to support pupils with navigating the campus.	Full Houlton School Uniform (PE kit with them if they have PE on this day)

From Wednesday, pupils are required to arrive on site no later than **8.30am** and will be welcomed at the gate by staff. All three of our transition days will finish at **3.10pm** and pupils will be released from the school site at this time.

A reminder of the required school uniform and PE kit are below. Please ensure that your child has the correct uniform/kit ready for September.

Our school timetable will begin on **Monday 12 September**. Pupils are free to arrive on site at any time from **8.00am** and should arrive no later than **8.30am**. Pupils will have access to a supervised Breakfast Club from **8.10am**. Pupils will be able to purchase breakfast items for a small cost. Pupils wishing to stay after school will have access to a Study Support Homework Club with Miss Fleck in the Malcolm Hancock Centre for Communication, which will run from **3.10 – 4.10pm** each day. Pupils involved in after-school activities will be released from the school site at **4.15pm**.

Parents/carers are invited to visit us at our Houlton Transition Evening on **Thursday 9 September 6.00 – 7.45pm**. This will be an opportunity to meet the Senior Leadership Team and staff and to have a tour of our fantastic new site. The format for the evening is as follows:

<b>5.45 – 6.00pm</b>	Meet and greet with an opportunity to sample some food items from the Power Hall Refectory
<b>6.15 – 7.00pm</b>	Introduction to the school from the Principal and Vice Principal: Power Hall Auditorium
<b>7.00 – 7.45pm</b>	Campus tours guided by your child and informal questions
<b>7.45pm</b>	Close

## Uniform

Houlton School has high standards of dress and uniform. Pupils will be expected to wear:

- Grey contemporary style logo blazer
- **Optional** grey Houlton School logo pullover
- Grey contemporary style logo trousers **OR**
- Tartan kilt-style logo skirt, which, if worn, **must be worn on or below the knee, OR**
- **Optional** grey contemporary style logo shorts
- Plain white, shirt/blouse (must be suitable for wearing a tie)
- 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 photographs on the school website uniform page for guidance)
- 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. A separate PE bag may be more practical for PE days.

## 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

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 in the lists above.

## Transport

Pupils will be arriving at school via a number of different transport options. We encourage where it is possible for local children to walk or cycle to school. Where parents/carers are driving 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. Parents/carers wishing their child to use local bus services will need to contact the local authority for details on school transport, details of which can be found here <https://www.warwickshire.gov.uk/schooltransport>.

## Lockers

We are delighted that VHH (our architects), Urban & Civic (our master developers), and Morgan Sindall (our developers) have delivered Houlton School on time given the constraints associated with the COVID-19 pandemic and supply chain issues associated with the UK's departure from the European Union. However, we will **not** have pupil lockers available in the first instance; these are still planned for the second part of the autumn term. Thank you in advance for your understanding.

## Houlton Public Bus Service Update

Information about the new Houlton public bus services has been sent out in a separate letter. This information is also available in the 'Welcome Year 7' downloads section of our website [here](#).

## Bicycle Permits

Pupils wishing to cycle to school will need to apply for a permit. This is designed to ensure our pupils are safe and that their bicycle is in good working order. If you would like your child to cycle to school please complete this Google form: <https://forms.gle/vogzLKATaFWHXRQVA>

## Colleges / Groupings

Year 7 will be mixed-attainment groups and pupils will be allocated to one of our six Colleges. We have communicated Colleges to which pupils have been allocated to with their primary schools prior to the summer holidays, so that pupils can work on their College challenge in the Transition Booklets and can see who their tutor will be. If you have not received this information from your child's primary school please email [BuckenhamC@houltonschool.org.uk](mailto:BuckenhamC@houltonschool.org.uk).

Pupils should bring their completed Transition Booklets with them on **Wednesday 8 September**.

We hope that this updated information has been clear and helpful but if you have any questions please do not hesitate to contact us at [hello@houltonschool.org.uk](mailto:hello@houltonschool.org.uk). We have now transitioned to our permanent telephone number of **01788 593300**, so please take a note of this new number.

We wish you all a very restful remainder of the summer and look forward to meeting you all in September.

Yours sincerely



**Michael McCulley**  
Principal



**Chloe Buckenham**  
Vice Principal