



YEAR 7	YEAR 11
YEAR 8	SIXTH FORM
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YEAR 10	

WHOLE SCHOOL NOTICES

1. **May Charity Day**

Our next Charity Day will take place on Friday 23rd May. This will raise money for the Animal Rescue Centre in Bishop's Stortford, which is our chosen school charity for this year.

PLEASE NOTE: THIS IS NOT A NON-UNIFORM DAY

The option to pre-order sweet cones, sweet kebabs and enter the raffle is now on ParentPay.

We will also be hosting a **Teacher Ice Bucket Challenge** to raise money for our School's Charity of the Year as well as to support mental health awareness.

Tickets will be sold for £1.00. These can be purchased via ParentPay, or directly from our Sixth Form House Captains, who will be visiting form rooms during morning registration to sell tickets in person.

The deadline to pay on Parent Pay will be Wednesday 21st May.

2. **Enrichment Week Update**

Emails for bowling will be sent this week, payment must be made by **Sunday 1 June 2025**, all places will then be confirmed and we will no longer be able to make any changes.

3. **Please Check & Update Medical Info on Arbor**

We're asking all parents and carers to log into Arbor and make sure your child's medical information is up to date.

Having accurate info helps us keep students safe and plan school trips properly. It only takes a few minutes:

1. Log into Arbor
2. Tap the three lines (bottom left, green bar)

3. Go to 'Profile'
4. Scroll to the Medical section
5. Tap the + to add or update allergies, conditions, etc.

4. **Speed Chess Competition – Sign Up Now!**

We're excited to announce a [Speed Chess Competition](#), open to all year groups. Matches will take place during Monday and Thursday lunchtimes, starting from Monday 2 June.

Whether you're a seasoned player or just enjoy a quick game, all are welcome to take part.

Sign-up is now open in the library – don't miss your chance to get involved!

5. **New House Team**

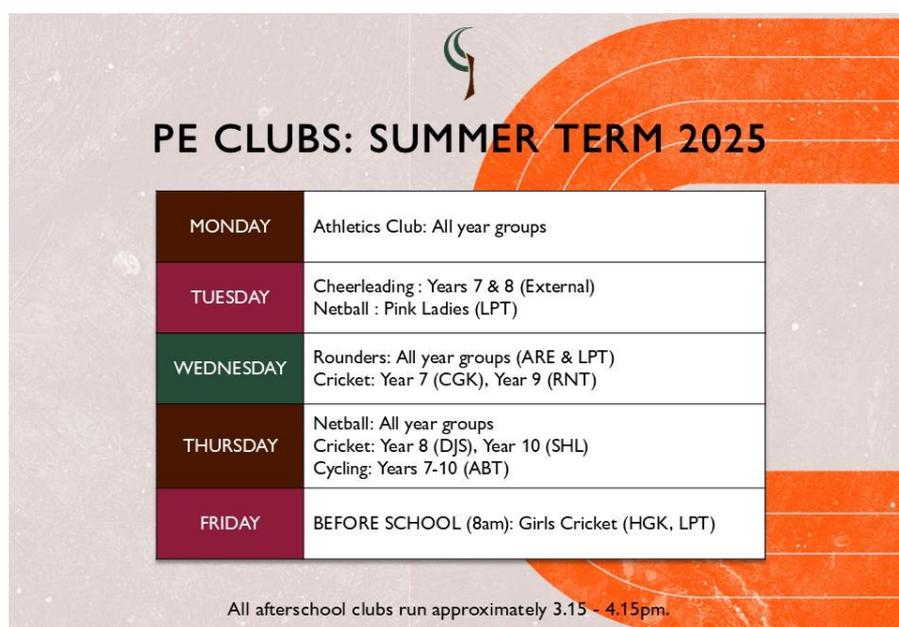
We are pleased to announce the appointment of our new House Team for the coming year. Congratulations to our sixth form students who successfully interviewed and secured a role. A special well done to the following students:

- Olivia Powles – Head of the House System
- Alfie Hobday – Deputy Head of the House System
- Anna Baros – Deputy Head of Rewards

We look forward to seeing them lead and inspire the school community through the House System in the months ahead.

6. **Summer Term Sports Club**

Please see the below information regarding the sports clubs our PE faculty will be running during the Summer Term.



PE CLUBS: SUMMER TERM 2025

MONDAY	Athletics Club: All year groups
TUESDAY	Cheerleading : Years 7 & 8 (External) Netball : Pink Ladies (LPT)
WEDNESDAY	Rounders: All year groups (ARE & LPT) Cricket: Year 7 (CGK), Year 9 (RNT)
THURSDAY	Netball: All year groups Cricket: Year 8 (DJS), Year 10 (SHL) Cycling: Years 7-10 (ABT)
FRIDAY	BEFORE SCHOOL (8am): Girls Cricket (HGK, LPT)

All afterschool clubs run approximately 3.15 - 4.15pm.

7. Short Story Competition – An Unexpected Gift

There's still time to enter our latest Library competition... write a short story about a small red velvet box that is mysteriously left on your doorstep by a stranger and has your name on it...

- What could be inside this curious box?
- Does it lead you on an incredible, wild adventure?
- Let the box capture your imagination and be as wonderful and as creative as you want!

There will be a prize for 1st, 2nd and 3rd place. Hand all entries in to Miss Shackleton in the Library.

[Poster found here.](#)

YEAR 7

Year 7 Parents' Evening

Year 7 Parents' Evening will take place tomorrow , from **4.00pm to 7.00pm**. These meetings can be booked online now.

The link to the booking system is here: <https://parents-booking.co.uk/birchwood>

You will need the following details, which must match our school records exactly (including hyphens, name shortenings, etc.).

- Your first name, surname and email address
- Your child's first name, surname and date of birth

Please find the full parental instruction pack here: <https://knowledge.parents-booking.com/downloads/Parent%20Booking%20-%20Parent%20Guide.pdf>

Please be aware that there is limited availability of appointments at this stage as several teachers are fully booked.

YEAR 8

Update from Mrs Hinski

It has been an exciting week as we launched the year 8 into 9 Options. The year group were impeccably behaved entering and listening throughout.

We now encourage students to discuss the two option subject suites with you, looking at their strengths, what enthuses them and still considering a wide breadth of study at this stage.

An online option form will be made live soon, and you will have until Friday 23rd May to make your choices. You will only be able to submit one form so please double check your options before pressing send. Please encourage your child to discuss their options with their form tutor and subject staff, and of course contact the school if you have any queries.

Year 8 Options

Further communications around Year 8 options will be sent this week, including a link to the powerpoint that students were taken through, an options booklet and guide to next steps. The deadline for submitting the options form is **Friday 23 May**.

YEAR 9

Year 9 Options Evening Follow Up:

Thank you to all the parents and carers who attended Year 9 Options Evening. We hope you found the event informative and helpful in supporting your child with their GCSE option choices.

All students and parents should have received an email from our online options platform, Applicaa. Students can find this message in their Birchwood school email accounts. Please note that as a parent, you will only be able to view and confirm your child's subject choices once your child has submitted their application form.

Students are now invited to complete their online Options Form.

Full details about each course are available in the [Options Booklet](#)

Once your child submits their form, you will receive an automated email inviting you to log in and confirm their choices. Parents will only be able to confirm choices after the student form has been submitted.

The deadline for submitting all option choices is **Friday 23 May**.

YEAR 10

DofE Expedition – 16 & 17 May

Reminder that our DofE Bronze expedition is taking place this weekend (16 & 17 May). If you have any concerns or questions, please contact Miss C LaLonge.

Year 10 Work Shadowing Day – Wednesday 25 June

To help students gain insight into the world of work, we are running a Work Shadowing Day on Wednesday 25 June.

Students must log their placement details on Unifrog by Friday 23 May, which will trigger an employer approval process. Those without a placement will be expected in school on the day.

For more information, please refer to the FAQ sheet emailed on Friday, or contact crimesj@birchwoodhigh.org.uk.

YEAR 11

Student Leave Information:

All students are expected back in school until the start of May half-term on Friday 23rd May. It is incredibly important that, for the outset of exams, the students have the consistent routine that they have had throughout their time here and access to that support network.

Students return from half term on Monday 2nd June and from this date need only attend for their exams. All students are welcome to attend school as usual, meet their teachers or make use of other facilities if preferred. If you could please notify either your child's form tutor, or myself, in advance of this that would be useful - admin@birchwoodhigh.org.uk

A large number of subjects will be offering breakfast revision sessions. We are working to centralise this, but it is likely that individual subjects will be recording these on Satchel/Teams and letting students know in lessons, so please check these avenues.

Exam Procedure Information

With the exam season now in full swing, we would like to take this opportunity to remind you of some important information regarding exam procedures:

Uniform

All students should attend their exams in full uniform - this morning we had a small number of students who did not attend in uniform and we had to make arrangements to provide them with school items.

To avoid delay to entering the exam hall and any potential embarrassment, we would appreciate it if you could remind your child that uniform is a requirement of all exams.

Writing on skin

A small number of students have attended exams with writing on their skin. Please note, the JCQ exam regulations advise us that this is not allowed even if the writing is not related to the exam. Again, please could you remind your child about this.

Attendance to lessons

As previously outlined, there is no formal exam leave until half term and we expect all students to be in lessons for the next two weeks, unless they have an exam. Maximising the time with teacher contact is vital to support students - it is a growing trend nationally for schools to retain students in school until all their exams are completed. We feel that retaining students until half term in lessons is a good balance for our students.

Due to safeguarding reasons we are not permitted to allow students to leave the school site before 3:10pm unless parents have contacted the school to request leave following the normal absence channels by either using the Arbor reporting app or contacting our Reception desk admin@birchwoodhigh.org.uk directly. Please note, individual teachers should not be contacted to request absences.

We wish all students the best of luck across the exam season and greatly appreciate your continued support.

Parent Pay Reminder:

As your child will shortly be starting their study leave and may not be returning to school, we would ask that you review your ParentPay account.

If you have any outstanding payments, please ensure these are settled in full before your child leaves the school.

If your account holds a credit balance, we kindly ask that you email jyoung@birchwoodhigh.org.uk to ensure you are refunded.

Thank you for your attention to this matter.

SIXTH FORM

For Year 12 Biologists and Environmental Scientists

This is a reminder that your child is attending the Environmental Science trip next week to Wicken Fen on Tuesday 13 May. They will meet on the piazza at 8.30am ready for a prompt departure at 8.45am and should return by 3.10pm.

Students need to bring a packed lunch and water bottle with them along with sun screen. Students may bring money for the gift shop. Please ensure they are wearing suitable outdoor clothing/footwear including waterproof shoes for areas closer to the pond, and trainers to change for fieldwork.

Year 13 Parent Pay Reminder:

As your child will shortly be starting their study leave and may not be returning to school, we would ask that you review your ParentPay account.

If you have any outstanding payments, please ensure these are settled in full before your child leaves the school.

If your account holds a credit balance, we kindly ask that you email jyoung@birchwoodhigh.org.uk to ensure you are refunded.

Thank you for your attention to this matter.

CAREERS

Parents Guide to University

The Parents' Guide to University has been produced by UniTasterDays.com in collaboration with HELOA - to help you, as a parent or carer, to support your young person with their higher education decisions.

Editorial has been provided by over 50 colleagues at universities throughout the UK. On topics including student finance, university applications, university events, student wellbeing and more.

https://files.unitasterdays.com/downloads/UniTasterDays_Parents_Guide_to_University_2025-accessible.pdf

Long Road Sixth Form College Open Evenings – July 2025

Long Road Sixth Form College is inviting Year 10 students and their families to attend their Open Evenings on **Wednesday 2nd and Thursday 3rd July 2025**.

The event is also open to Year 11 students who would like another opportunity to visit the college before making their final post-16 decisions in August.

Booking is now live, and all attendees must book a ticket in advance to ensure the event remains safe and enjoyable. Tickets are limited to a maximum of four per booking.

For more information and to book your place, please visit:

www.longroad.ac.uk/open-evenings

Career Magazine For Parents

Please see the below link to the latest edition of CareerMag. This edition is packed with expert advice and insightful features designed to help parents guide their children through key education and career-decisions, whether they're considering A-Levels, Apprenticeships, or other next steps.

<https://careermap.co.uk/career-advice/careermag/for-parents-guardians/issue/33/careermag-for-parents-carers-and-guardians-issue-13-may-2025>

SPEED CHESS TOURNAMENT

ARE YOU A BIRCHWOOD CHESS GRANDMASTER IN
THE MAKING? SIGN UP IN THE LIBRARY NOW TO
FIND OUT

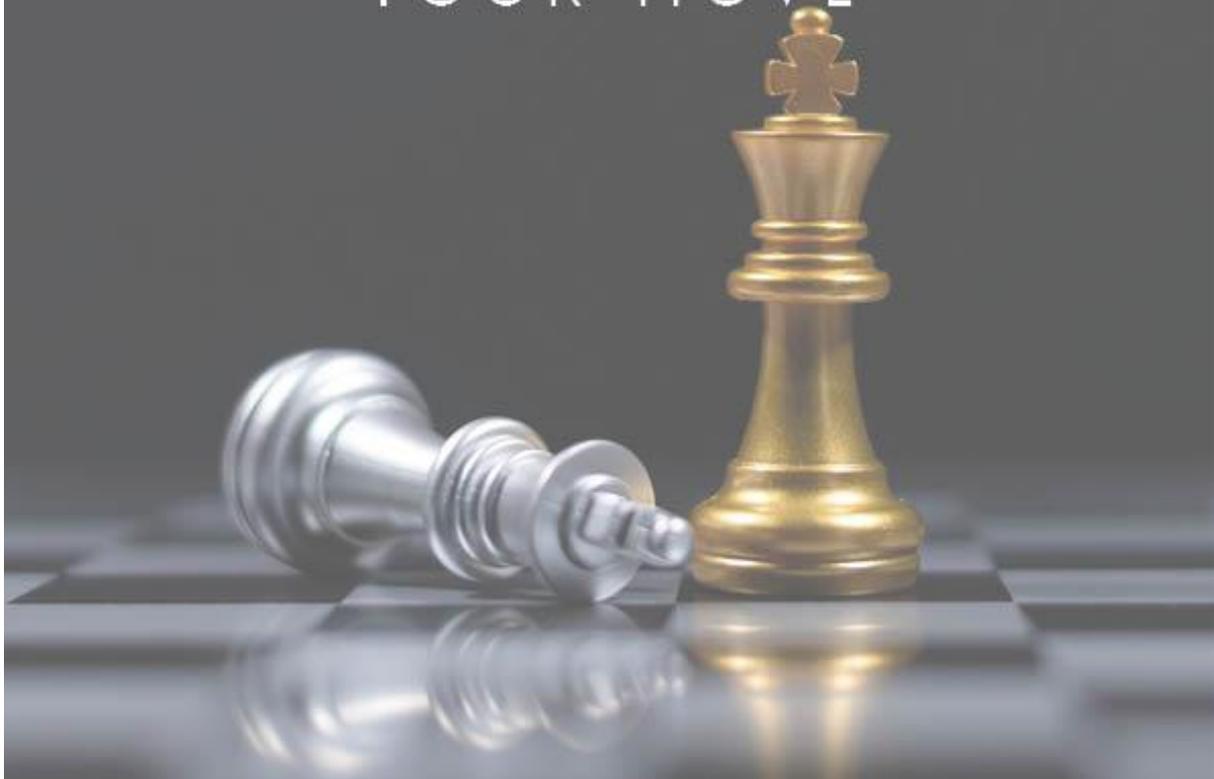
WHEN:

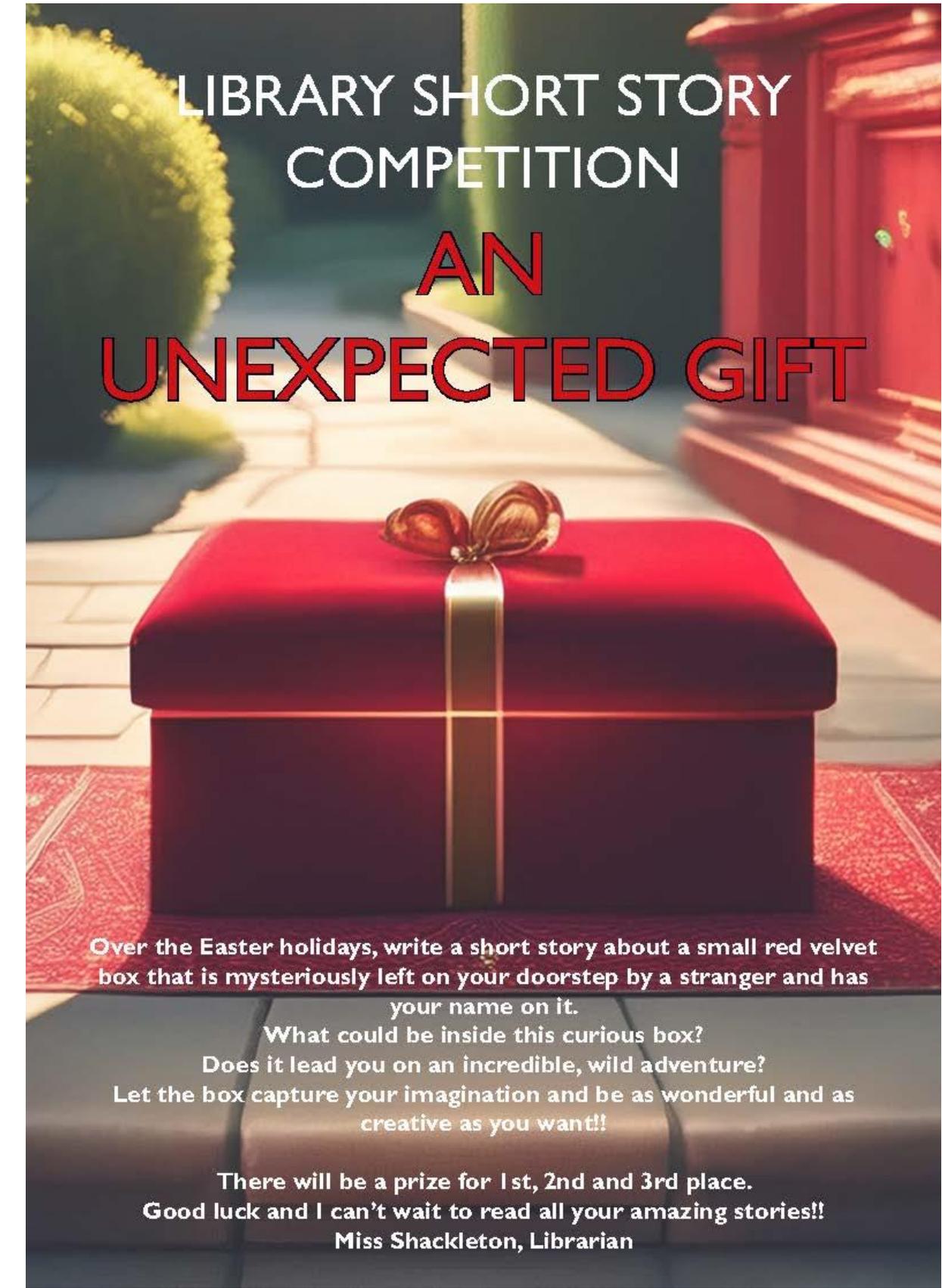
Monday & Thursday lunchtime (starting 2 June)

WHERE:

The library

YOUR MOVE





LIBRARY SHORT STORY
COMPETITION
AN
UNEXPECTED GIFT

Over the Easter holidays, write a short story about a small red velvet box that is mysteriously left on your doorstep by a stranger and has your name on it.

What could be inside this curious box?

Does it lead you on an incredible, wild adventure?

Let the box capture your imagination and be as wonderful and as creative as you want!!

There will be a prize for 1st, 2nd and 3rd place.

Good luck and I can't wait to read all your amazing stories!!

Miss Shackleton, Librarian