



Birchwood High School

your dreams, your future, our challenge

Dear Parent/Carer

I hope this letter finds you well. I am writing to inform you of important updates to our policies regarding Uniform, Punctuality and Mobile Phones that will take effect from September 2025. These changes aim to build on the strong foundations recognised in our recent Ofsted judgement of 'Good'.

Uniform and Punctuality Cards

From September, all students in Years 7 to 11 will be issued a Uniform and Punctuality Card. This system is designed to monitor and address concerns in a consistent and constructive way.

- Each card allows up to **five infringements**. These are recorded when students fail to meet uniform expectations or are late to school or lessons.
- Upon receiving a **fifth infringement**, the student will be issued a **lunchtime detention** on the same day (12:20–12:50).
- If a **card is lost**, a lunchtime detention will be issued and a **replacement card provided**, with all previous strikes carried forward.

Arriving to school

From September, the following **arrival procedures** will be in place:

- The **student gate will open at 8:00am** each morning and **no students will be able to enter before this time**. This change is being introduced for **safeguarding reasons** to ensure appropriate supervision of all students upon arrival.
- If a student arrives to the gate without an item of correct uniform, they will be asked to stop and the following will happen.
 - Students will sign out spare uniform, where available.
 - A signature will be added to their uniform card.
 - If a student **refuses to engage with this process**, they will wait in our BASE facility or Visitor reception until the correct item is brought in by a parent or carer.

Uniform Non-Negotiables

To support clarity and consistency, the following **uniform expectations are non-negotiable**:

- **Blazers must be worn at all times** when in and around the school building.
- **Shirts must be tucked in at all times** for all students.

Principal, Mr Sam Griffin

Parsonage Lane, Bishop's Stortford, Hertfordshire, CM23 5BD

Telephone: 01279 655936 | Email: admin@birchwoodhigh.org.uk | Website: www.birchwoodonline.co.uk

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- **Skirts must be closer to the knee than the hip** (measured approximately against the width of the Uniform Card – 8 cm from the knee).
- **Ties must be worn at all times**, properly fastened.
- **Black school shoes must be worn at all times**, other than during PE lessons. Trainers are not permitted outside of PE.
- **Jewellery is limited to one plain stud per earlobe only.** No other jewellery is permitted, including rings, bracelets, nose studs, or additional earrings.
 - Any excess jewellery will be confiscated and stored at Visitor Reception for collection by the student at the end of the day. Failure to comply will result in further sanction.

If a student requires an amendment to the school uniform for medical reasons, formal medical evidence must be provided (e.g., a letter from a GP or consultant). This ensures that any adjustments are authorised appropriately and recorded on the student's profile to avoid unnecessary sanctions.

Mobile Phones

To maintain a focused learning environment, our approach to mobile phones is simple:

“See it, hear it, lose it.”

- If a mobile phone is seen or heard during the school day, it will be confiscated immediately.
- On the **first and second offence**, the student may collect the phone at the end of the day from **Visitor Reception**.
- On the **third offence**, a **parent or carer will be required to collect the phone**.
- If a student refuses to hand over their phone when asked, they will be sent to **BASE** and will also be issued a **lunchtime detention**.

This clear and consistent approach helps minimise distractions and ensures mobile phones are not a barrier to learning.

Parental Support

These changes form part of a broader behaviour strategy, which will be shared with you in more detail soon. It is important to emphasise that initiatives such as the Uniform and Punctuality Cards, along with a firmer approach to mobile phone use, are not about punishment. Instead, they are designed to support students in focusing on their learning, developing personal responsibility, and

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fostering a strong sense of belonging within the Birchwood community

We thank you in advance for your support. Should you require support with uniform items, please contact on admin@birchwoodhigh.org.uk

Finally, please refer to the additional communication regarding uniform non negotiables and guidance on appropriate footwear is also provided below.



Kind regards

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