

Frequently Asked Questions



1. What is the school communication and online payment system?

The school uses School Gateway to send out communications to parents and also as a system for parents to pay money to the school. If you have a tablet or smart phone (Android or Phone), please download the Gateway app. To install the app simply search the store for 'School Gateway' or go to www.schoolgateway.com/apple or www.schoolgateway.com/android . Click on 'New User' and complete your details. You will receive a text message with a PIN number. Use this PIN to login to School Gateway. When installing the app please say yes to allow push notifications, this ensures new messages are highlighted to you.

If you do not utilise a smart phone or tablet, please visit: www.schoolgateway.com and click on 'New User', complete your details and you will receive a text message with a PIN number. Use this PIN to login to School Gateway.

If you have a problem activating your School Gateway account, it might be because we do not have your current email and mobile phone number on record. Please call or email us at info@bohuntwokingham.com and we will update the details on our system.

2. School catering Service

We operate a cashless biometric payment system. There are two payment options available to you: online payments (via school gateway – see above, minimum payment of £10) or coin and note payments at the cash top-up machine, which is positioned in the corridor next to the canteen. Students can check their balances themselves at the cash top-up machine, before or after school or at break. Be aware that it can take up to an hour for their account to reflect online top ups.

Students will have a daily spend limit of £4. If you would like to reduce your child's limit you can do so by emailing info@bohuntwokingham.com Please could you remind your child to be responsible for keeping an eye on the amount in their account so that they can ask you to top up online before it's needed. Parents can also check balances online via school gateway. If your child has forgotten their lunch or has run out of money on their lunch account, they must speak to a member of staff on duty who will send the student to the school office to retrieve a voucher. The voucher will entitle the student to a meal of the day costing £2.20. This will then be charged to the students account to be paid later.

3. What is the menu for the school canteen?

A copy of the school canteen menu can be found on our school website <http://www.bohuntwokingham.com/parents/school-meals/>

4. Can my child bring in a water bottle to school?

Students are welcome to bring in a water bottle to school. Should they need to refill their water bottle we have drinking water fountains located around the school.

5. What time does school start and finish?

Registration is at 8:40am. The earliest time parents are able to drop of students **is from 8am**. The school day finishes at 3:30pm Monday - Thursday and 2.40pm on Fridays.

The school offers a wide range of clubs afterschool; these clubs will finish at 4:15pm with the exception of sports clubs finishing at 4:30pm. On Friday there will be no afterschool clubs including study club.

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6. Where do I leave my child in the morning?

Parents drop students off in the main car park located at the furthest point past the school building. **Please do not drop off students in the bus-turning circle.** Once dropped off students should make their way into school using the front entrance by Reception. Student access points will be reviewed as the school grows, if this results in any changes we will communicate this.

7. Can I come into school with my child on their first day?

Parents do not need to come into school for their child's first day. Parents are welcome to drop students off in the main car park located at the furthest end of the school building. Alternatively if parents wish to do so on the first day, they can park up in the main car park and walk their child to the school entrance by reception. Staff will be available outside during the first week to welcome and assist students.

8. Transport to school

The school currently provides a private bus service through Fargo Coaches, which drops students and picks students up outside of the school. There is also a public bus service available run by Reading Buses, which also stops at the school. For more information regarding the buses, please visit our website <http://www.bohuntwokingham.com/parents/transport/>

9. Where do I collect my child from at the end of the school day?

Students make their way to the main car park located at the furthest point past the school building. This is where students will wait for parents to collect them. Please do not pick up students along the exit/ entrance roads, as this is unsafe and causes congestion for other parents.

10. I am going to be late so will not drop my child off in time for the start of morning registration?

Any students arriving after 8:40am will need to report to Reception to sign in the late register before heading off to class.

11. I am going to be late in collecting my child after school?

If you are going to be late to collect your child wherever possible, we advise that you please try to contact your child directly once school has finished at 3:30pm.

12. How do I report my child's absence?

If your child is unable to attend school, you must contact the school every day that the child has been off school before 8:30am. You can do this by telephone on 01189 076237 or via email absence@bohuntwokingham.com. You must state your child's name, tutor group and reason for absence.

13. My child is fit enough to attend school but not to participate in PE?

If your child is unable to do PE, please write a note in your child's student planner that they can show to their PE teacher.

14. My child has dentist, hospital, or opticians appointment?

Where possible parents should try to arrange medical appointments outside of school hours. If your child's appointment is during the school day, please write a note in the student's school planner so that they can be excused from their lesson. You will also need to come into reception to sign your child out. If returning to school after their appointment you will need to come into reception to sign your child back in.

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15. Can I take my child out of school for a holiday?

Please be aware that the school takes attendance very seriously and our school policy advises that family holidays are to be arranged within the school holidays rather than term time. If you do decide to take your child out of school for a holiday, you will need to complete a leave of absence form, which can be collected from reception or sent to you electronically. Parents should be warned this will result in a fixed penalty being served.

16. It is my child's birthday can they bring in sweets or a cake?

This is not something that tends to happen at secondary school. However, some students may wish to bring in sweets or a cake to share with their friends at lunchtime if celebrating a birthday. Please ensure that whatever is brought in can fit within your child's locker.

17. How can I get my child a locker?

Lockers are available to all students, to keep their personal items, such as PE Kit, books etc. safe during the school day. There is a £15 charge for the locker, which will remain with your child for their whole time at Bohunt; £5 of the deposit will be refunded when the key for the locker is returned should your child leave Bohunt for any reason. Should your child require a replacement key then there will be a charge of £5 for a replacement key. Payment for lockers can be made online via School Gateway from 4 June 2018. Locker keys will be allocated to students during their first week of school.

18. How big are the lockers?

They are 34cm wide, 41cm high and 90 cm deep. It is recommended that softer holdall type bags are used for PE to ensure they fit easily into this space.

19. How do I know about what events are happening in school?

We will inform parents of events happening at the school via text message or email. We also produce a weekly parent bulletin and a monthly newsletter, which is published on the website. We also have a twitter account @bohuntwokingham, which provides lots of real time information, trip updates and celebrations.

20. What is the general school timetable?

Please see below a breakdown of the school day. On Fridays we finish at 2.40pm

	Start	Finish
Reg: a.m.	08:40	09:00
P1	09:00	09:55
P2	09:55	10:50
Break	10:50	11:10
P3	11:10	12:05
P4	12:05	13:00
Lunch	13:00	13:40
Reg: p.m.	13:40	13:50
P5	13:50	14:40
P6	14:40	15:30
P7	15:30	16:15

21. Is there a breakfast club?

Breakfast club is available Monday – Friday from 8:00am until 8:40am.

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22. What clubs operate in school?

Bohunt offers a wide range of clubs throughout the year. A timetable of the clubs can be found on our website <http://www.bohuntwokingham.com/parents/co-curricular-activities/>. Please note the timetable for clubs is updated each half term.

23. Which clubs do I have to pay for?

Most of the clubs we offer are free of charge, however, there are some which are run by an external organisation that require payment. If an afterschool club needs to be paid for, there will be an indication on the club timetable. Payment for that club will need to be made through the School Gateway.

24. How are children selected to attend clubs?

All Students are welcome to attend any of the clubs unless the club has a restriction on the number of participants. If a club is restricted to a certain number of participant then it will work on a first come first serve basis. If there are any other restrictions in place such as gender or year group then it will be indicated on the club timetable.

25. Can my child cycle to school?

Yes, lots of our student's cycle to school we have a number of bike sheds located around the school for students to keep their bikes locked up safely during the school day. Please ensure they wear appropriate safety gear and use a lock.

26. Can my child walk home alone to and from school?

Yes, many students walk to and from school by themselves. We encourage students to pair up with someone who lives near to them, wherever possible.

27. What is the school uniform?

There is a full list of school uniform and what is required on our website. <http://www.bohuntwokingham.com/parents/uniform/>

28. Where can I buy uniform for my child?

The school uses two suppliers for uniform. Our online supplier is www.schooljumpers.co.uk our local supplier is Stevenson's which has a store located in Reading town centre, as well as offering an online service.

29. Will my child need their PE kit on the first day of school?

Some classes will have PE on the first day so it is advised to send students with their PE kit. During their first 3 PE lessons students will be undertaking fitness tests and so will only require: PE polo shirt, Shorts / Skort, Long Black Socks and Trainers.

30. Students' forgotten items

At the start of term, with new timetables and homework schedules, students can find it difficult to take responsibility for all their equipment, food tech ingredients, homework due etc. However, allowing your child to take responsibility for the correct packing of their own bags, perhaps the night before, is an essential life lesson to crack.

If there is an unavoidable delivery from home the Reception staff will make every effort to reunite the items with their owner (if reception cover can be found). It is important, however, for children to learn the consequences of disorganisation and the benefits of being organised and so this should only be used in an emergency.

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Please remind your child to keep their PE kit in their locker when not needed for lessons. This eliminates the possibility of kit getting lost or picked up by the wrong student and so reduces the stress felt by students, in particular by the younger ones, when kit is missing. Students should not leave any belongings, including PE kit, anywhere else around the school; including on top of, or next to, lockers.

If your child realises they have forgotten their PE kit before 8.40am the student may contact home to see if the kit can be delivered, please ensure your child knows when this will be delivered, so they can be available at morning break or lunchtime to collect. Alternatively, the student should seek to borrow items from friends to allow them to take part in the lesson. If the student misses the lesson due to having insufficient kit then a detention will be issued.

31. My child has lost something at school?

We encourage students to take responsibility for their own personal belongings and to check our lost property boxes themselves. The boxes are located in the school office and the sports office.

Please can parents ensure that all school uniform and sports clothing is named. If students lose an item of sports clothing, they are advised to re-check within the changing room area and then to review the lost property box in the sports office.

For all non-sport clothing/items, students are recommended to look in their previous classrooms, lockers and then the main office during break or lunch time. If the student has carried out the above search and is still unable to locate their item, they should then inform a member of sports staff or main office staff during break or lunchtime, who will then support them in carrying out a double check.

If your son/daughter has brought home another student's clothing by mistake please just ask them to return it as soon as possible to the main office, during break or lunchtime.

32. Can my child wear any jewellery?

Any Jewellery worn must be unobtrusive and is worn at the individual's own risk. It must follow these key principles:

- One small plain ring, no more than one small matching stud in each earlobe

- No other piercings are allowed. No visible chains or necklaces, and ankle / face jewellery

- Students are permitted to wear badges issued by the school and one charity badge of their choice.

33. What is the school's policy on hairstyles and make-up?

Makeup should be discrete; neutral colours only. Hair must be neat and tidy. Long hair must be tied back for health and safety reasons in some areas e.g. PE, Science and design & technology. Extreme styles or non-natural colours are not permitted, e.g. tramlines, cornrows, or any shaving of hair – Grade 2+ permitted for boys. Hair wraps are not permitted.

34. Can my child wear religious articles of faith?

Yes, head scarves and jewellery limited to one plain ring, bangle or necklace. These items will need to be removed for health and safety reasons in some practical subjects.

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35. What does my child need for PE? Please see a list of Kit needed for PE.

PE Polo Shirt	Black polo shirt with the Bohunt school logo in white.
PE Shorts/Skorts	Black sports style with Bohunt School logo.
Rugby Shirt	With Bohunt logo. (Required for both boys and girls)
PE Tracksuit	Black tracksuit bottoms and black microfleece top with Bohunt Logo (Optional).
Footwear and other Items	<p>Baselayer: Black long sleeved (Optional). Socks: Black sports socks. Training shoes: Football boots with moulded studs (see photo) and non marking trainers. Boots with full studs and astro trainers are optional.</p>  <p>(Shin pads/ Gum shields – (highly recommended for boys and girls) Specialist kit may be required for specific sports teams.</p>

36. What is the uniform policy for hot weather?

When the forecast is for warm weather, students will have permission to remove their blazer and school jumper. Students will still need to bring in their blazer and school jumper to be ready in case students should need to wear them.

37. Which things are banned from school?

Whilst this is by no means an exhaustive list students should not bring in drugs or any other illegal substances, weapons, cigarettes or other smoking paraphernalia, e- cigarettes, toys used for play fighting games, small items of high worth, things they wouldn't want to lose, items that carry drug related logos or slogans, items used for practical jokes, large amounts of cash, literature that incites hatred or any other item that may cause disruption, harm or disrespect towards others, any type of explosives.

Items that are banned unless prior agreement is made are fidget toys, stress balls, animals or poisonous plants.

38. Can my child bring in a mobile phone from school?

Students can bring a mobile phone into school but it must be switched off in their school bag until the end of the school day.

39. What should children bring with them to school everyday?

Students are expected to come to school ready to learn, with the following basic equipment for their lessons.

Pencil Case	Pens
Pencil	Rubber
Pencil Sharpener	Ruler
Calculator*	Coloured Pencils
Compass	IPad (Fully Charged)
Protractor	Earphones (Standard Jack)

- Any type of calculator will be accepted upon an equipment check during the first term, However, students will need a more advanced calculator after Christmas, such as a Casio FX85GT, which is solar powered

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and has the function to square root, cube numbers, and use brackets.

40. What homework should my child be doing?

Students will come to Bohunt with a varying experience of homework. As different groups do different subjects on different days, there is not a homework timetable. As a rule of thumb, the core subjects of English, maths, and science are likely to set homework weekly for up to 45 minutes whilst other subjects would set shorter tasks weekly or a longer piece fortnightly.

Typically, students may have 2 pieces of homework each evening but will usually have several days to complete each piece.

Homework will be set for each class electronically on 'Show My Homework', which can be accessed in and out of school, by both parent and child. Access to this will be provided once your child has started with us.

41. How do I know if my child is doing well in school subjects?

Your child will be getting feedback throughout the year based on their progress. This will take the form of termly reports and regular written and verbal feedback from teachers.

42. What level should my child be working at?

To tie in with our growth mind-set ethos, lower school students are not given levels but instead are given feedback on the progress they have made, enabling them to achieve beyond their potential and not be capped by levelled targets. As your child progresses through the school, we will use robust assessment techniques to give GCSE grade estimations to help prepare them for year 11 and beyond.

43. My child has special educational needs and / or a disability; what support will they receive?

The support a child can receive based on their special educational need varies on a case by case basis. As a student-centered provider, provision for special educational needs would be catered to overcome whatever obstacles might be in the way of learning for different students. Current provisions we offer are 1-1 support in lessons, lexia intervention for reading, spelling and literacy support and mentoring from our trained ELSA. This list is not comprehensive as provision can change year by year depending on the needs of the students at the time. If you would like more information regarding this, please contact our SENCo.

44. My child is AMA (Academically More Able) what support will they receive?

We pride ourselves on the Learning and Teaching that takes place throughout all of our subjects. A core principle of this is the focus we put on challenging all of our students, including AMA, to produce the best work they can every lesson and to push themselves beyond their comfort zone. We define an AMA student as a child whose scaled score at Key stage 2 in English and Mathematics is above 110 and is identified as a high ability in reading.

Our extensive extra-curricular programs that we run which enables our AMA students to be exposed to many different academic, creative and sporting opportunities, developing enthusiasm and passion in learning.

45. When do children begin swimming at school?

Currently we are unable to offer this as sport at the school.

46. I have lost a permission slip, where can I get another one?

If you have lost a form or permission slip. Please contact the school office who will issue you with

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another copy either electronically or in paper format.

47. What happened if my child is ill or injured at school?

If your child is injured or becomes ill whilst at school, they must let a member of staff know. The member of staff will then request a first aider or send the child to the medical room. If your child needs to be sent home the school office will contact you directly by telephone.

48. My child needs to take their medication at school?

If a student requires medication during the school day we request that parents complete a medicine administering consent form and hand the medication into Reception. A copy of the form is available from Reception or an electronic copy can be emailed to parents.

49. I am worried about my child who do I get in touch with?

If you have concerns about your child at school your first point of contact is your child's tutor. You are able to contact them directly via email to arrange an appointment to see them. A list of all staff email addresses are provided on our website <http://www.bohuntwokingham.com/contact/>

50. Does the school have a house system?

The school has Five houses Madiba, Einstein, Bolt, Nightingale and Turing. Throughout the school, house points are awarded by staff for achievement, effort and contribution to school values and aspirations. These are recorded electronically, are recognised in assemblies and form part of the house competition. Your child will be assigned to a house once they start with us.

51. What support is available for my child if in receipt of free school meals / pupil premium?

If your child is in receipt of free school meals or pupil premium, please contact info@bohuntwokingham.com we will then be able to provide you more information on what support is available to you.

52. Do I need to inform the school if we have moved house? And how do I inform the school?

If you change, address whilst your child is at Bohunt you must let the school know so we can update our contact details for your child. You can let us know via email info@bohuntwokingham.com or telephone 01189076237.

53. How much do the students use their iPads in the school day?

Students may use their iPads in lessons if the teacher has set work for them to do using the iPads. During lunchtimes students are not permitted to use their iPads, however can do so during morning break and Thursday lunchtime as decided by our student council.

54. How does my child get selected for sports fixtures? How do I find out information about sports fixtures?

The PE department will select students to participate in sports fixtures. They will hand the students selected a letter to take home outlining the details of that sports fixture. Parents can also find out information about the sports fixture on our dedicated sports website.

<http://www.bohuntwokinghamsport.com/>

55. What is the menu for the school canteen?

A copy of the school canteen menu can be found on our school website <http://www.bohuntwokingham.com/parents/school-meals/>

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56.Can my child bring suncream into school?

Yes, students are welcome to bring sun cream into school when needed.

57.How do I know if the school is closed due to severe weather, or unforeseen circumstances?

Parents should check the school website and school twitter account in the case of adverse weather or unforeseen circumstances. In the event of a closure before school there will be notifications published on the website, twitter and a 'school comms' will be issued to parents by 7.00am.

58.How do I pay for school visits?

School visits can be paid for via the school gateway. For information on the School Gateway please see question 1 above.