



## Essential Information Guide 2025-26

### Introduction

Our Home-School Partnership is really important to us. As parents, you are very much part of our school's community, and our relationship with you is essential to providing a strong education for our students. This Guide is intended to be a handy reference for you, and we trust that it is easily navigable. If you cannot find the information you require, please do let us know.

### Calendar

- The school's [Term Dates](#) are available on our website
- Our school calendar can be viewed [here](#)

### Contact between School and Home

Effective and timely communication between us is crucial to support students to succeed and be happy. School reports will be issued twice each school year and there will be a Progress Review evening where you will have the opportunity to make appointments to speak to subject staff. Progress Review appointments are available 4.30 – 7.30pm.

To ensure effective communication, we will:

- Provide access to your child's timetable, their school reports, a record of achievement and behaviour points they have been awarded, their attendance as well as links to a range of useful outside agencies via **Edulink**
- Respond to parental communication within 3 working days (please note: staff are not expected to respond after 5pm, on days off if they work part-time, at the weekend or during holidays)
- Provide 2 reports in each school year
- Provide weekly notices and information via the School Newsletter
- Provide termly updates via our Headteacher End of Term letter
- Provide a regular parent forum and parental survey(s)

Please see below for a summary of key events for each year group:

	Event	Date	Venue
<b>Year 7</b>	Meet the Tutors Evening	2 October	In School
	Progress Review	18 March	Online
	Reports issued	5 June	-
<b>Year 8</b>	Progress Review	3 December	Online
	Reports issued	8 May	-
	Isle of Scillies – Parent Information Evening	12 May	In School
<b>Year 9</b>	Reports (1) issued	9 January	-
	Progress Review & Options Event	22 January	In School
	Reports (2) issued	2 July	-
<b>Year 10</b>	Reports (1) issued	5 December	-
	Reports (2) issued	27 March	-
	Mock Examinations	13 – 17 April	-
	Progress Review	30 June	Online
	Reports (3) issued	12 June	-
<b>Year 11</b>	Reports (1) issued	9 October	-
	Parent Event – Supporting your Year 11 Child	16 October	In School
	Mock Examinations	3 – 12 Dec	-
	Report (2) issued	30 January	-
	Progress Review	4 February	Online

<b>Year 12</b>	Reports (1) issued	28 November	-
	Reports (2) issued	13 March	-
	Progress Review	14 May	Online
	Mock Examinations	22 – 26 June	-
	Reports issued	21 July	-
<b>Year 13</b>	Reports (1) issued	24 October	-
	Progress Review	11 November	Online
	Mock Examinations	12 – 20 January	-
	Reports (2) issued	12 February	-

### Other Key Events:

Year 6 into 7 Open Mornings	6, 7 & 8 October
Year 6 into 7 Open Evening	9 October
Flu Vaccinations for Years 7 – 11	14 October
Sixth Form Open Evening	18 November
Christmas Concert	27 November
Carol Service, Ss Peter & Paul Church	1 December
Celebration of Achievement	16 December
Spring Concert	17 March
Celebration of the Arts Evening	2 July
Year 6 into 7 Induction Days	6 & 7 July

### Who to contact

Nature of query	Who to contact
General enquiries	Reception – 01536503503 <a href="mailto:enquiries@bishopstopford.com">enquiries@bishopstopford.com</a>
Special Educational Needs query	SENDCo – Mrs McGregor – <a href="mailto:SENDCO@bishopstopford.com">SENDCO@bishopstopford.com</a>
Pupil Premium support	Mrs Norwood – <a href="mailto:pnorwood@bishopstopford.com">pnorwood@bishopstopford.com</a>
Trips, payments and buses	<a href="mailto:finance@bishopstopford.com">finance@bishopstopford.com</a>
Careers Lead	Mr Simon Smith <a href="mailto:srsmith@bishopstopford.com">srsmith@bishopstopford.com</a>
Concern about achievement in a single subject	Class Teacher (via Edulink)
Concern about achievement in more than one subject	Form Tutor (via Edulink)
General enquiry e.g. about homework, rewards, attendance	Form Tutor (via Edulink)
Specific enquiry, e.g. safeguarding, student support wellbeing	Head of Year (via Edulink)

For information about **school transport, equipment, uniform** or **parent payments**, visit the school website [here](#) and use the tabs on the right hand side of the page.

### Curriculum

- [Curriculum Booklets](#) detail what will be studied each year in each subject and also provide details about homework expectations.
- Homework is set on the **Edulink** app. Both you and your child/ren are able to view this.

## Edulink

Our platform for communication is **Edulink** - an app that works on PC, Smartphone or Tablet. Your child's form tutor is the first point of contact and can be contacted through **Edulink**. If they cannot answer your query, they will be able to put you in touch with the most appropriate person to answer your query. Other important **Edulink** advantages:

- To report an absence, use the '**Absence Reporting**' icon
- To contact your child's form tutor, send a message via the Edulink app
- To contact a subject teacher, send a message via the Edulink app

If you haven't yet installed **Edulink**:

- Search for EdulinkOne from the Apple Store or Google Play Store and install the app to one or more mobile devices, or
- Access the same information through <https://www.edulinkone.com/>

**Need Help?** If you encounter any difficulties accessing Edulink One, please do not hesitate to contact I.T. Support at [ithelpdesk@bishopstopford.com](mailto:ithelpdesk@bishopstopford.com)

## Equipment

It's crucial that students come to school ready to learn. To be able to engage fully in all lessons, students should have the following items:

- Pencil case
- Black or blue pens
- Green pens for peer marking
- Pencils and coloured pencils
- A rubber and sharpener
- Clear plastic ruler
- Highlighters
- A glue stick
- A compass
- A protractor
- A scientific calculator
- A small whiteboard and whiteboard pen

Students must never bring an item with a blade into school – no matter how innocent the intention. This will result in a suspension. If students require an item of this nature for a specific curriculum reason, it will be provided within the lesson.

If families are facing financial hardship, the school is likely to be able to help. Please contact [finance@bishopstopford.com](mailto:finance@bishopstopford.com).

## Homework

- All students are set homework to enrich their understanding, consolidate learning and develop independent study habits. Our approach to homework is detailed here: [Bishop Stopford School - Homework](#).
- Homework is set on the **Edulink** app. Both you and your child/ren are able to view this.
- Homework will often be set via one of the following platforms. These are also excellent for revision:  
[www.senecalearning.com](http://www.senecalearning.com)                      [www.samlearning.com](http://www.samlearning.com)  
[www.mathswatch.co.uk](http://www.mathswatch.co.uk)                      [www.kerboodle.com](http://www.kerboodle.com)

## Leaving the Premises during the school day

- Any off-site appointment during the school day must be communicated to the school, in advance, by a parent via **Edulink**.

- Students must sign out at the Octagon Reception and be collected from there. On their return, they must sign back into school at the Octagon.
- If there has been no prior communication from home about an appointment, students will not be able to leave the site until a parent can be contacted.

### Lost Property

- All property and clothing should be clearly named. If your child has lost anything, in the first instance they should return to the room they were last in to look for it.
- If they still cannot find it, then they should go to the Foyer where any lost property will be stored for collection.

### Mobile Phones

We adopt a 'gate to gate' approach to mobile phones – students in Years 7-11 are not permitted to use a mobile phone on the school site.

- Students are permitted to bring mobile devices to school (including phones and smart watches) however, such device must be switched off and remain in bags or secured in lockers during the day.
- Use of a mobile device – or having a mobile device (including headphones, airpods, smart watches) visible - at any point during the school day by a student will result in immediate confiscation.
- Any student who wishes to contact home during the school day must do so through the Pastoral, Safeguarding and Wellbeing Office or Reception.
- Should families/carers need to contact a student during the school day, Reception should be contacted. Messages will be relayed to students as appropriate.

### Policies

- Behaviour expectations and policies relating to student safety can be viewed [here](#)
- General school policies can be found [here](#)

### Safeguarding

- [Safeguarding Policy](#)
- **Designated Safeguarding Leads:** Mrs Smith ([csmith@bishopstopford.com](mailto:csmith@bishopstopford.com)) and Mr Veem Raghoo ([vraghoo@bishopstopford.com](mailto:vraghoo@bishopstopford.com))
- You can also email [safeguarding@bishopstopford.com](mailto:safeguarding@bishopstopford.com)
- If you have an immediate safeguarding concern and school is closed, call the Multi Agency Safeguarding Hub (MASH) on 0300 1267000 or 01604 626938

### School Day

Students are expected to be on site by 8.30am. The gates are closed at 8.35am and, after this time, students will be registered as late.

Form Time/Registration	8.35am - 8.55am
Period 1	8.55am - 9.55am
BREAK	9.55am - 10.15am
Period 2	10.15am - 11.15am
Period 3	11.15am - 12.15pm
LUNCH	12.15pm - 1.15pm
Period 4	1.15pm - 2.15pm
Period 5	2.15pm - 3.15pm

School buses collect students from Highfield Road which is a 5-minute walk from school. The first buses leave Highfield Road at 3.35pm meaning students have plenty of time to get to their bus at the end of the day. School staff are present at the bus stop at the end of the day.

### **Enrichment**

Our clubs and societies are extensive. There are currently over 52 – and that’s not counting the competitions and other day activities we host - so students could try a new activity every week! More details can be found on our website: [Bishop Stopford School - Enrichment](#)

### **School Social Media**

If you use social media, please follow our pages:

- Facebook: @BishopStopfordKettering
- Twitter: @BishopStopford1
- Twitter (Trips & Visits): @BSSvisits
- Twitter (PE / Sports): @stopfordsport

Whilst we encourage use of our social media platforms by parents, it is important to note that we encourage our students to use the internet responsibly and safely at home and at school. Students are not permitted to use social media whilst at school and these sites are blocked on all school computers via our IT system.

### **School Uniform Orders**

- All uniform orders will be posted to your home address during July, details regarding the process for returns or exchanges will be included.
- The telephone number for Karl Sports is 01536 601731
- **It is recommended that all items of clothing and shoes are named.**

### **Support with Medical Conditions**

- We have the provision to hold medication in our First Aid Office for students should this be required.
- Please contact Mr Nathan Smith [nsmith@bishopstopford.school](mailto:nsmith@bishopstopford.school) to arrange this as a medical protocol will also be required prior to the acceptance of the medication.

### **First Aid Provision**

- Our First Aid provision is for students who become ill or have an accident during the school day. If this occurs, your child will be assessed by our First Aid Officer, who will then make contact if we deem that a student is too unwell to remain in school.
- If your son or daughter is unwell overnight and you choose to send them to school the following day, please be prepared to collect them if they become too unwell to remain in school.
- Changing dressings or giving advice to students about injuries sustained outside of school should be referred to the School Nurse Service. Their details can be found here: [Children's 0-19 Services | NHFT](#)
- All communications regarding illness or first aid will be communicated to you via school staff. Students should report to the first aid room or reception if they are unwell; please ask your child not to contact you directly.

### **The Chapel**

The Chapel offers a community to all students as they explore their faith. It's a welcoming environment that fosters friendships across year groups. It is also a thriving hub at lunchtimes and the information below gives an indication of what will be running in September:

# Welcome! What's On?

I'm Mrs Hutchinson, the Chaplain.

Take time out and come to find me in the Chapel - opposite the Octagon.

Do pop in and say hello!

Or email me:  
vhutchinson@bishopstopford.com



Lunchtimes – bring your lunch!

## **MONDAY Week A: KS3 Bible Reading Group**

Student led, helping each other read God's Word together

## **TUESDAY weekly 12:15-13:15 Discover Faith**

Exploring the Bible with Church Youthworker, Faye

## **WEDNESDAY 12:30 Week B BOYS United F.C.**

Using The Bible to find answers about School, Life and Faith, especially for Boys.

## **THURSDAYS Week A: Prayer Group**

Praying for one another

## **THURSDAYS 12:15 G.I.R.L. Pop-up sessions**

Conversations with our Bibles open, as well as creative activities to connect with God

## **FRIDAY weekly 12:15-13:15 (Christian Union)**

We play games, enjoy snacks and discuss the Bible together. Led by Sixth formers.

*All Year 7 forms will have a session in the Chapel in the Autumn term*

Parents are encouraged to support the work of The Chapel by joining the 'Praying Parents' group. This offers an opportunity for fellowship and a chance to pray for the school community. For more information please contact Mrs Hutchinson.