

# Information Pack - For September 2025



## Timings of the School Day

Time	Period/Movement	Duration
08:45-08:50	Movement	5 minutes
08:50-09:10	Tutor Period	20 minutes
09:10-09:15	Movement	5 minutes
09:15-10:15	Period 1	60 minutes
10:15-10:20	Movement	5 minutes
10:20-11:20	Period 2	60 minutes
11:20-11:40	Break	20 minutes
11:40-12:40	Period 3	60 minutes
12:40-13:30	Lunch	50 minutes
13:30-14:30	Period 4	60 minutes
14:30-14:35	Movement	5 minutes
14:35-15:35	Period 5	60 minutes

## Useful Email Addresses

Please note that parents cannot email staff directly. Use the following addresses for specific queries:

- **absence@bourne-grammar.lincs.sch.uk** – Reporting absences
- **pastoral@bourne-grammar.lincs.sch.uk** – Pastoral concerns
- **academic@bourne-grammar.lincs.sch.uk** – Academic queries
- **reception@bourne-grammar.lincs.sch.uk** – General enquiries
- **detentions@bourne-grammar.lincs.sch.uk** – Detention queries
- **SEND@bourne-grammar.lincs.sch.uk** – Special Educational Needs queries
- **tripsandpayments@bourne-grammar.lincs.sch.uk** – Trips and payments queries
- **music@lincolnshire.gov.uk** – Peripatetic Music Lesson query

## **School Policies**

All school policies can be found on our website here [link](#).

## **School Equipment List**

Students should bring the following items in a suitably sized school bag or rucksack:

- Pencil case with:
  - Black writing pens
  - Pencils
  - Colouring pencils/pens
  - Highlighter pen
  - Glue stick
  - Pencil sharpener
  - Red, green, black, and blue ballpoint pens
  - Eraser
  - 30cm ruler
  - Set square, protractor, and compass
  - Scientific calculator (Casio fx-83GTCW)
- Spanish and English dictionaries
- Science Revision Notebook (A5 or A4, 100+ pages, lined paper)

## **Mobile Phones and Smartwatches Policy**

Students in Years 7-11 are allowed to bring mobile phones to school, but they must be switched off upon entry and must not be used, seen, or heard on school grounds unless directed by a teacher for educational purposes. Mobile phones should be kept in students' bags. Students must not wear smartwatches in school, as such devices cannot be used, seen or heard on site at any time. Students are not permitted to use or wear privately owned headphones, including wireless headphones (e.g. AirPods), whilst in School.

Mobile phones cannot be used for contactless payments; students must use the biometric system or contactless cards. In case of an emergency, parents should contact Reception to reach their child. Students may use their mobile phone on site after they have been dismissed at 3:35pm.

In special cases, such as medical needs, students may be allowed an exemption to use their phone. Parents should contact Mrs Ford for more information. Students on school trips may also be allowed to use their phones at certain times, depending on the trip leader's discretion.

If a phone or smartwatch is seen or used without permission, it will be confiscated for the remainder of the day. If a student is found with unauthorised devices, such as a smartwatch or wireless headphones, they will also be confiscated.

For further details, please see our Mobile Phone Restriction policy on the [policy portal](#).

### **Break and Lunch – Food Purchases**

Bourne Grammar School's catering, provided by Innovate, offers a variety of snacks, breakfasts, meals, and drinks from two outlets: The Chill and The Gecko. Food is available from 08:15 to 15:45.

The school uses a biometric payment system, so students don't need cash for purchases, though debit cards are accepted. This fast and reliable system allows parents to top up accounts online via the PMX system, also used for school trips and activities. Full details are in the Electronic Payments section of this booklet.

Students authorise payments using their fingerprint, which is registered and converted into a unique algorithm linked to their account. The system does not store full fingerprint images. Cash is not accepted at tills. Students must deposit cash into a top-up machine in The Gecko, where it is linked to their account.

Fingerprint registration will take place at school, and parental consent is required. New Year 7 students will be registered on Friday 4 July 2025. Students without consent will receive a PIN, but the fingerprint system is quicker and more convenient. Both methods can be used for cash deposits.

### **Electronic Payments**

All payments for school trips and materials are made through the PMX system, which can be accessed via a mobile app. PMX also allows parents to give permission for trips and events. Parents will receive a verification email after uploading the Data Collection Sheet on Applica to complete the registration process. Follow the instructions in the email to verify your account.

Rest assured that ParentMail is secure and will keep all information private. PMX verification begins on **Tuesday, 10 June 2025**.

If you have any queries or concerns regarding the process, please do not hesitate to contact the school at **[tripsandpayments@bourne-grammar.lincs.sch.uk](mailto:tripsandpayments@bourne-grammar.lincs.sch.uk)**.

To access your account on PMX, visit <https://pmx.parentmail.co.uk> and log in. Once logged in, click on 'Payments' to view any overdue items. To explore all available purchases, simply click on the 'Shop' button located on the black navigation bar at the top of the page

### **Art Pack - £10.20**

Includes:

- One 24-pack of Koh-I-Noor coloured pencils
- 3 Lyra sketching pencils (HB, 2B, and 4B)
- 1 tin of Reeves watercolour paints
- 2 watercolour paint brushes
- 1 large plastic eraser
- 1 metal sharpener
- 1 medium Giotto glue stick
- 1 A4 project bag
- 1 white Taklon brush (Size 8)

Available for purchase on ParentMail until **Tuesday 8 July 2025**.

### **Quadra Zip Gym Bag**

Year 7 students are responsible for bringing their PE kit to school on the correct day and taking it home again. While students may leave their PE kit in a personal locker (if available) or on one of the bag racks around the school, most students choose to carry their PE kit throughout the day.

Students are free to choose the bag they use for their PE kit, but we've found that many opt for excessively large bags. To address this, we've sourced the appropriately sized Quadra Zip Gym Bag, which comfortably holds the regulation PE kit and trainers/boots. The bag is lightweight yet sturdy enough to protect the PE kit and can be personalised with your child's name. The personalisation will include the first initial of your child's forename followed by their surname, based on the information provided on your return form.

Please note that purchasing this bag is optional.

The Quadra Zip Gym Bag can be purchased through KitManUK by visiting <https://www.kitmanuk.co.uk/product-category/school-college/bourne-grammar-school/>. Once on the page, simply click on 'Bourne Grammar School' to access the product.

## **Using Photographic Images of Children**

Bourne Grammar School values positive publicity, and student photographs help showcase school activities and achievements. However, we are committed to using images responsibly to respect privacy and address child protection concerns.

While the risk of a child being targeted for abuse through publicity is minimal, we follow the Department for Education's (DfE) guidance: "If the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil." Therefore, we aim to avoid using full names alongside photos in publications, videos, or on the website, but first names may be used in group photos where identification isn't possible.

For local press, we allow photographs of students with parental consent. Some newspapers require student names with photos. If you do not consent, your child will not be photographed by the press. In group photos, we may ask for no names to be used or for names to be printed in non-identifiable order.

If a photo appears on a newspaper's website, we'll request that no name is used. For television coverage, your consent for press photos also applies, though names are rarely used. Specific consent will be sought if a child's name is included.

Occasionally, we film events like drama productions. You can choose to withhold consent for filming or restrict access to copies. Please indicate your preferences on the Data Collection Sheet on Applica.

## **Permission to Travel in School Minibus**

At Bourne Grammar School, your child will have opportunities to participate in a variety of curricular and extra-curricular activities, which may require travel to off-site venues for events such as sports fixtures, performing arts, the Duke of Edinburgh's Award, and other school activities.

In line with school policy, travel arrangements for these activities may involve the use of school minibuses or hired vehicles. All minibuses meet the required safety standards.

To streamline the process and avoid delays, we request parental permission in advance for students who may need to travel in a school minibus. This ensures that permission is already on file when these travel opportunities arise.

## **Transport**

If you believe your child may be eligible for free school transport, please apply as soon as you have your offer of a school place. Early transport applications are encouraged to ensure that transport is in place in time for the start of the September term.

Applications can be made online at [www.lincolnshire.gov.uk/school-college-transport](http://www.lincolnshire.gov.uk/school-college-transport),

or by calling the Customer Service Centre at 01522 782020. For any queries, you can email School Services Transport at [SchoolTransportApplications@lincolnshire.gov.uk](mailto:SchoolTransportApplications@lincolnshire.gov.uk)

### **Medical Conditions**

The school requires accurate information about students with long-term medical conditions to ensure appropriate support is provided. Inadequate support for medical conditions can affect a student's academic performance and overall well-being. Therefore, it is essential that the school is informed of any medical conditions before your child starts school, via the Data Collection Sheet on Applica. If a condition develops during their time at school, please contact Mrs. Ford.

### **Important: Year 6 Summer School – A Key Opportunity for New Students**

We are excited to announce that the Year 6 Summer School will run from 23-29 July 2025. This is an invaluable opportunity for new students to meet their peers, get to know teachers, and become familiar with the school environment before starting Year 7.

The Summer School offers a fantastic way to start the school year with confidence, and feedback from last year's participants was overwhelmingly positive. Full details, including costs, will be shared closer to the event. We highly encourage all new students to take part in this fun and enriching experience as it will help set the stage for a smooth transition into Bourne Grammar School.

### **Important Dates for New Year 7 Students**

- **Monday 30 June 2025:** New Year 7 Parents Information Evening (Tutor groups A-D) \*
- **Wednesday 2 July 2025:** New Year 7 Parents Information Evening (Tutor groups E-H) \*  
(Further details, including timings and your child's tutor group, will be sent closer to the event)
- **Friday 4 July 2025, 08:40 to 14:45:** Induction Day
- **Wednesday 23 – Tuesday 29 July 2025:** Summer School
- **Thursday 4 September 2025:** First Day of Term