



Bradford  
Grammar  
School  
JUNIORS

# Information for Parents Years 1 to 6

Bradford Grammar Junior School  
Clock House  
September 2024



**Artwork by Year 5 Pupil**

## **CONTENTS**

- 3 – 4. Introduction and Contact Details
- 4. Clock House School Values
- 5. Clock House School Rules
- 6. The School Day
  - End of the School Day
  - After Care
- 7. Absence
  - Lunch and Snacks
  - Transport
- 8. The Curriculum
  - Homework
  - Games and PE
- 9. Sports Kit
- 10. Music Tuition
  - Assessment and Reporting
  - Classes
  - Pastoral Care
- 11. Spiritual, Moral, Social and Cultural Education
  - House System
  - Behaviour
  - Communication
  - Contact Information
- 12. ICT and the Internet
  - Health and Safety on Site
  - Traffic on Site
- 13. Medication
  - Accidents and Emergencies
  - Illness
  - Adverse Weather Arrangements
  - Parents' Group – The Friends of Clock House
- 14. Uniform
  - Jewellery
  - Other Equipment
- 15. School Bags
  - Personal Property
  - Mobile Phones
  - Lost Property
  - Other Expenses
  - Transition to Senior School
  - Policies

## **INTRODUCTION**

Welcome to Bradford Grammar Junior School (also known as Clock House). We look forward to playing an important part in your child's educational journey.

Clock House provides a happy and vibrant learning environment and we are sure that you will find that your child's time with us is both enjoyable and rewarding.

We know that parents of new pupils have many questions and we hope that this guide will answer some of them! We hope that it will help you and your child become familiar with our new routines and expectations. However, you may have additional questions so do not hesitate to get in touch, if necessary.

Clock House is a very busy place, but we are confident that your child will quickly settle and enjoy all of the opportunities available to them.



Mr R Ribeiro, Head, Clock House  
Bradford Grammar Junior School

## **JUNIOR LEADERSHIP TEAM**

Mr R Ribeiro, Head	<a href="mailto:RFR@bradfordgrammar.com">RFR@bradfordgrammar.com</a>
Mrs F Robertshaw-Hughes, Deputy Head	<a href="mailto:FH@bradfordgrammar.com">FH@bradfordgrammar.com</a>
Mrs A Buckley, SEND Co-ordinator	<a href="mailto:AXB@bradfordgrammar.com">AXB@bradfordgrammar.com</a>

## **CONTACT DETAILS**

Mrs F Robertshaw-Hughes, DSL	<a href="mailto:FH@bradfordgrammar.com">FH@bradfordgrammar.com</a>
Safeguarding	<a href="mailto:shareit@bradfordgrammar.com">shareit@bradfordgrammar.com</a>
Mrs J Reilly, PA to the Head	<a href="mailto:JReilly@bradfordgrammar.com">JReilly@bradfordgrammar.com</a>
Clock House Reception telephone number:	01274 553742
After Care Supervisor	<a href="mailto:Aftercare@bradfordgrammar.com">Aftercare@bradfordgrammar.com</a>
After Care telephone number:	07976 987102
Bradford Grammar School Main Reception telephone number:	01274 542492
Website:	<a href="http://www.bradfordgrammar.com">www.bradfordgrammar.com</a>

## **CLOCK HOUSE VALUES**

### **Excellence**

We try our hardest at all times in every part of school life in order to be the best that we can be.

**Compassion**

We care for each other and show kindness to others. We look for ways to help other people and speak up if we see someone being treated unfairly.

**Determination**

We are determined and resilient learners; we try our hardest and keep going when we face difficulties.

**Opportunity**

We welcome opportunities and we make the most of them. We listen to others and we learn from them.

**Service**

We understand that we must use our time and our talents to make a difference to our own lives and the lives of others.

## **CLOCK HOUSE SCHOOL RULES**

### **Be respectful**

We respect all members of our community, including other children and staff. We treat one another with compassion and think about the feelings of others. We are also respectful of our School and the things in it; we look after them and treat them with care. We follow all instructions and rules shared by the staff to keep us all safe and we show understanding and respect of the different situations of all members of the School.

### **Be ready**

We are ready to learn and to make the most of the opportunities that our School offers. We have a good attitude to our learning and try our best. We ensure that we have the correct equipment and kit in School and complete our homework on time. We arrive in School and to lessons on time.

### **Be safe**

We make sure that we are safe including when we are on the playground and when we are using computers.

Clock House staff understand that everybody makes mistakes at times and when the school rules are broken, adults will speak to all of the children involved and work out the appropriate steps to put things right.

## THE SCHOOL DAY

Pupil supervision is available from 7.30am each day. **Pupils should not be left at School before this time.**

Parents should park in the main school car park which is accessed via the Frizinghall Road entrance. At the top of the car park is a pathway which parents and pupils should use to make their way to Clock House. Before 8.00am all pupils should be dropped off at the Reception Year 1 building. From 8:00am pupils can be left at the relevant playground with the before school care team. Parents should avoid entering the playground.

Children are welcome to join us for breakfast from 7:30am. Years 4 to 6 are allowed to have breakfast in the Senior School dining hall from 8.10am. At 8.45am, all pupils should be in School and a register is taken at this time. Pupils arriving after 8.45am will be recorded as being late.

At 8.45am, the School day begins with an assembly followed by two forty minute lessons and a fifteen minute break. After break, there are two further forty minute lessons. Pupils break for lunch at 12.00pm. At 1.05pm, the afternoon starts with registration and then three forty minute lessons.

## END OF THE SCHOOL DAY

At the end of the afternoon, pupils return to their form rooms, are registered by their Form Teacher and pack up their belongings. They will then be taken by their Form Teacher to meet their parents/carers at the front of the school building at 3.20pm. Pupils who have alternative collection arrangements will go to After Care at this time.

## AFTER CARE

After Care will be available from 3.20pm to 6.00pm during term time.

The service is available to all Clock House pupils and is currently free of charge until 4.00pm. After 4.00pm, a charge will be applied. The charge is £5.45 per hour or part of an hour. (This rate is subject to change). After Care can be paid for using childcare vouchers. Please contact the Finance Department at [financedept@bradfordgrammar.com](mailto:financedept@bradfordgrammar.com) to discuss this. Pupils staying after 4.00pm will be provided with a drink and a snack.

After Care supervisors should be notified of any unexpected changes to usual arrangements and can be contacted at [aftercare@bradfordgrammar.com](mailto:aftercare@bradfordgrammar.com) or on 07976 987102.

When collecting children from After Care before 4.00pm, parents should wait at the gate to the playground. Please be aware that if a pupil is **not** collected by 6.00pm a penalty charge of £5 will be applied and a further £5 will be charged for every fifteen minutes that the pupil is not collected. If pupils have not been collected by 6.00pm and no contact has been received, then a member of the Leadership Team will put into effect the procedures in the Supervision Policy. School policies can be found on the School's website - [www.bradfordgrammar.com](http://www.bradfordgrammar.com).

## ABSENCE

If your child is going to be absent from School, please inform us by telephoning Mrs Reilly on 01274 553742 or emailing [chsec@bradfordgrammar.com](mailto:chsec@bradfordgrammar.com), no later than 8.45am. As we are required to account for all absences, in the event of an unexplained absence, the School will take all reasonable steps to ascertain the whereabouts and safety of the missing child. Should we be unable to contact a family, and therefore be unable to account for a child's absence, we may need to visit the child's home.

Requests for leave of absence from School should be made in writing to the Head of the Junior School in advance. Applications for absence will be considered on their merits. We kindly request that all routine appointments are made outside of School hours.

Please arrange holidays during the School holiday period so that no teaching days are missed. To maximise their learning potential, pupils need to be in School working alongside their teachers and their peers. Absences for holidays are strongly discouraged and may not be authorised. Homework will not be set if you choose to remove your son or daughter from School for an extended holiday.

## LUNCH AND SNACKS

You are welcome to provide your child with a healthy snack. Please do not send sweets or chocolate into School. Chewing gum is not permitted on School premises and Clock House pupils are not permitted to use the Senior School vending machines. Please provide a filled, unbreakable water bottle; fizzy and flavoured drinks are not permitted in School.

School lunches are charged at £3.95 and billed termly. You may provide your child/ren with packed lunches but they should not contain sweets, chocolate or flavoured drinks.

Birthday treats to share with classmates may be brought to school but must be individually wrapped and taken home at the end of the school day for parental permission before eating. They are not to be eaten at school.

**Please note that products containing nuts are discouraged as some of our pupils have severe allergies. Your co-operation with this is greatly appreciated.**

## TRANSPORT

Bradford Grammar School offers a daily bus service to children (Years 2 to 6), which transports pupils to and from School on designated routes across the region. Places on these buses must be reserved in advance and are provided at an additional cost. For further information, please contact [Transport@bradfordgrammar.com](mailto:Transport@bradfordgrammar.com). Pupils travelling home on a School bus will be escorted to the bus turning circle at the end of the school day by a member of staff.

Pupils who travel to School by train, will use Frizinghall Station, which is approximately a quarter of a mile from School. Pupils using Frizinghall Station must walk on the footpath and behave in a responsible manner. Access should be gained to and from the school site via the gate next to the pavilion. At the end of the School day, a team (comprising School employees and security guards) patrols the route to Frizinghall Station and the platform between 3.15pm and 6:00pm; they are also on duty between 8.00am and 9.00am each morning. If they need help, your child should go to one of these people – the team will be wearing School ID badges and high-visibility jackets. Pupils are not escorted to and from the station by a member of Clock House staff.

Should your child need to cross Keighley Road, please advise them to use the pelican crossing, as this road is particularly dangerous.

## THE CURRICULUM

Clock House teachers work from a bespoke curriculum which includes key elements of the National Curriculum, but which also provides for experiences and learning beyond statutory requirements. We promote high academic standards and ensure our pupils experience a broad and balanced curriculum, which covers a wide range of subjects.

All pupils receive lessons in English, maths, humanities, science, art, music, design technology, computing, religious studies, foreign languages, physical education, personal, social, health and economic education.

Art, music and languages are taught by subject specialist teachers based in Clock House. Games and PE lessons, are led by the BGS PE/Games staff.

## HOMEWORK

All pupils receive homework tasks each week. The amount of homework set depends on the age of the pupils. However, all pupils will be given maths and English homework to complete each week. In addition to the homework set, pupils are expected to learn their times tables, read at home at least four times per week and learn spellings for a weekly test.

If your child is unable to complete a piece of homework for any reason, you should email the teacher concerned in advance of the due date. Homework which is handed in late may lead to a sanction.

## GAMES AND PE

All pupils will participate in weekly games and PE lessons.

**On Tuesdays and Thursdays, pupils in Years 1 and 2 are asked to attend school in their sports kit.**

**On Tuesdays and Fridays, pupils in Years 3 to 6 are asked to attend school in their sports kit.**

We ask that pupils are appropriately dressed for the weather conditions and for access to the dining hall. Swimming kit must be kept in School **at all times**.

**Please note: All year 4, 5 & 6 pupils will be taking part in rugby (boys) and hockey (boys and girls) throughout the year and therefore must have shin pads and a gum shield/mouth guard in school for PE and Games lessons.** These can be purchased from any sports store.

Mrs Jones, our Head of Junior School Sport and PE, will be happy to answer any games and PE related queries and can be contacted at [GKJ@bradfordgrammar.com](mailto:GKJ@bradfordgrammar.com).



## SPORTS KIT

All items listed are compulsory and items in bold must be purchased from the School's supplier – New Balance: [www.newbalanceteam.co.uk](http://www.newbalanceteam.co.uk)

<b>Year 1 and 2 Boys' Kit</b>  <b>BGS Tech Tee</b> <b>BGS Contact Top</b> <b>BGS Tapered Pants OR BGS Boys Woven Pants</b> <b>BGS Rugby Shorts</b> Navy Swim Shorts/Jammers White ankle sports socks Trainers (non-marking) BGS Compression Navy Top BGS Compression Leggings BGS Sports Bag BGS Backpack BGS ¼ Zip Mid Layer	<b>Year 1 and 2 Girls' Kit</b>  <b>BGS Full Zip Rain Jacket</b> <b>BGS Tech Tee</b> <b>BGS Skort OR BGS Woven Shorts</b> <b>BGS Girls Tapered Pants OR BGS Girls Woven Pants</b> Navy One Piece Swimming Costume White ankle sports socks Trainers (non-marking) BGS Compression Navy Top BGS Girls Leggings BGS Sports Bag BGS Backpack BGS ¼ Zip Mid Layer
<b>Year 3 to 6 Boys' kit</b>  <b>BGS Junior rugby shirt (Years 4, 5 &amp; 6)</b> <b>Junior PE t-shirt</b> <b>Junior rugby shorts</b> <b>Junior socks</b> <b>Junior waterproof top</b> <b>Junior stadium pants</b> Junior swimming shorts – navy – unbranded Predominantly white trainers Rugby boots (Year 4, 5 & 6) Gum shield & shin pads (Years 4, 5 & 6) White sports' socks Towel	<b>Year 3 to 6 Girls' kit</b>  <b>BGS Junior waterproof zip jacket</b> <b>Junior stadium pants</b> <b>Junior PE polo shirt</b> <b>Junior skort/shorts</b> <b>Junior socks</b> Junior swimming costume – navy – unbranded Predominantly white trainers Gum shield & shin pads (Years 4, 5 & 6) White sports' socks Towel

Optional items of kit, (fleece, base layers etc), must be official school kit if pupils choose to wear them, as detailed on the New Balance website for Clock House.

## **MUSIC TUITION (Years 2 to 6)**

Pupils at Clock House are able to have individual music tuition from peripatetic music teachers based in the Senior School from Year 2. To arrange music tuition, you must complete an application form which you can obtain by emailing Mrs Reilly in the school office [JReilly@bradfordgrammar.com](mailto:JReilly@bradfordgrammar.com). Music tuition incurs an additional fee which is payable directly to the individual music teachers. Pupils learning musical instruments can be entered for external graded examinations with Trinity College London.

It may be possible for musical instruments to be loaned to pupils for a maximum period of a year, free of charge. This enables pupils and parents to see what progress is made and whether initial interest is maintained. All enquiries should go to Miss White (Head of Music) at [EMW@bradfordgrammar.com](mailto:EMW@bradfordgrammar.com).

## **ASSESSMENT AND REPORTING**

Pupils' progress is assessed and monitored continually throughout the year in all subjects and Parents' Consultation evenings are held during the Autumn and Spring Terms.

Short reports are issued during the Autumn and Spring Terms. A full report is issued at the end of the Summer Term. The reports will record attainment, approach to learning, attendance and punctuality.

Standardised assessments are taken in the Summer Term in maths and English. The outcomes of the assessments are shared with parents in the full report.

## **CLASSES**

The number of classes in a year group can change year on year. The number of children in each class will also vary on a yearly basis. We carefully consider the make-up of each class and, when allocating children to classes, we consider all aspects of their education. The structure of classes may change as children move up through the School.

## **PASTORAL CARE**

Form Teachers are closely involved with the well-being of the children in their forms and all members of the Clock House staff have a good knowledge of, and relationship with, the children. Staff are usually available at the end of the day as they dismiss the children.

We encourage open communication between School and home and hope you will keep in close contact with us about situations at home, or School, which may affect your child's progress or happiness. In a similar way we will inform you if we have any concerns.

For any queries or concerns about your child, please contact your child's Form Teacher as they are always the first port of call. You can contact them by email. If you would like a telephone appointment with your child's Form Teacher, please email them to arrange a convenient time.

## **SPIRITUAL, MORAL, SOCIAL AND CULTURAL EDUCATION**

Bradford Grammar School is a school based on Christian principles however our pupils come from a range of social and cultural backgrounds.

Through our curriculum, and other school activities and events, we promote the British Values: democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

## **HOUSE SYSTEM**

There are four houses: Bradford, Founders, Freemen and Royal. All children are allocated to a house on entry to the School. There are annual house competitions and children earn house points throughout the year for positive contributions to School life.

## **BEHAVIOUR**

High standards of behaviour, good manners and respect for others are basic expectations in our School, both in and out of the classroom; they go hand in hand with excellent academic success. We value your support for our expectations and are grateful that you reinforce the importance of exemplary behaviour. Positive behaviour is rewarded throughout School in a variety of ways. Incidents of unacceptable behaviour are managed appropriately and where necessary sanctions are applied.

## **COMMUNICATION**

In order to reduce the amount of paper being sent home, much of our communication is sent electronically by email or text message. Most of the messages will be sent by email via the School's 'Intouch' platform. If you see or hear reference to the term 'Intouch' it simply means a School communication.

A welcome event is held early in the Autumn Term for you to meet your child's teachers in an informal setting. The purpose of this event is for teachers and parents to meet and talk about how pupils have settled into their new classes.

We encourage open communication between School and home and hope you will keep in close contact with us about situations at home, or School, which may affect your child's progress or happiness. In a similar way we will inform you if we have any concerns. For any queries or concerns about your child, please contact your child's Form Teacher as they are always the first port of call. You are welcome to speak to them informally at the end of the School day or you can contact them by email or by writing a note in your child's planner. If you would like a meeting with your child's Form Teacher, please make an appointment in advance and, where possible, give an indication of the purpose of the meeting to give the Form Teacher time to prepare.

Other useful information is published in the termly newsletter and on the School website. Key dates and events are published in advance.

A copy of the school magazine, 'Hoc Age', is published on the School's website.

## **CONTACT INFORMATION**

It is of the utmost importance that school records are kept up to date at all times. Should your contact details change, please inform the school immediately. We require three different points of contact for your child (e.g. these could be mother, father and trusted family friend). These people must be known to your child.

## **ICT AND THE INTERNET**

The School operates strict controls on access to the Internet on all School computers and on other digital devices that operate via the School network. All pupils and their parents in Clock House must sign an Acceptable Use Agreement. We politely request that for reasons of safety, parents are vigilant to their child's online activities whilst at home. No Clock House aged pupils should have access to social media sites such as 'Facebook', 'Instagram', 'TikTok', 'WhatsApp' or 'Snapchat'. The minimum age requirements for the different social media sites vary but none of them is below thirteen, which means that none of our pupils should have accounts on these sites.

## HEALTH AND SAFETY ON SITE

All Year 2 – 6 pupils are issued with a plastic identity card. These cards are used to access all areas of School and should be carried by pupils at all times. Please inform us immediately should your child lose their card. Because of the expense of production, replacement cards cost £5.

The use of personal mobile devices is not allowed in any Reception setting. Mobiles belonging to visitors must be either switched off and/or stored securely in the Reception/Year 1 staff room within the setting. There are specific notices in the reception area regarding mobile device use.

All visitors, including parents of Clock House pupils, **must** sign in at the Senior School reception where they will be issued with a visitors' badge. Parents can then make their way to Clock House reception. Parents should not enter the Clock House building by any other entrance unless accompanied by a member of staff.

## TRAFFIC ON SITE

In the interests of safety, if you are coming to school in a car, please note that parents should only use the Frizinghall Road entrance and not the Keighley Road entrance and should follow the directions of our staff when dropping off or collecting children.

There is no vehicle access for parents via the Keighley Road entrance unless special arrangements for this have been agreed in advance. Additionally, we must **strongly** discourage parents from stopping on Keighley Road to drop off or pick up their children. There have been occasions earlier this year when pupils and members of the public have been put at very serious risk by BGS parents doing this and we continue to work with the authorities to monitor and deal with this issue.

It is vital for the safety of everyone, particularly our pupils, that drivers observe the speed limit (5 mph), the one-way system and the parking restrictions on the school site. Please do not park in, or drive through, the bus turning circle at any time. Pedestrians have priority in all parts of the school site including access roads and car parks.

Clearly marked pedestrian routes have also been created in the staff car park in order to ensure the safety of adults and young people moving around this part of the school site.

Thank you for your ongoing co-operation in these matters and for helping to keep our children safe.

## MEDICATION

Should your child need prescription medication during the School day, it must be handed in to Clock House Reception or to the School Nurses via Senior School Reception. The medication must be in its **original packaging and be clearly labelled with your child's name, form and the dosage and timings of administration**. If you need to contact the School Nurses their number is 01274 553799 or you can email them at [Nurse@bradfordgrammar.com](mailto:Nurse@bradfordgrammar.com).

Clock House pupils should not carry any medication (prescription or over the counter) on their person or in their bags. Medication such as cough or throat lozenges should be handed to Reception at the beginning of the School day. **The school keeps a supply of antihistamine and paracetamol – please do not send either of these medications into school with your child.** Should your child require antihistamine or paracetamol, please email Mrs Reilly at [CHSEC@bradfordgrammar.com](mailto:CHSEC@bradfordgrammar.com) and cc your child's Form Teacher. A member of staff will administer the appropriate dosage from the School's own supply.

## ACCIDENTS AND EMERGENCIES

The School has a number of first aid and paediatric first aid trained staff. In addition, the School employs nurses who will treat ailments and accidents of a minor nature.

If your child feels ill or is hurt during the school day, they may be supported by the School nurse and you will be contacted or alerted via a green wristband.

Should the nurses consider that your child requires medical attention from a doctor, you will be contacted. You may be asked to come into School to collect your child or in an emergency situation, an ambulance might be called. Please be reassured that we will take all reasonable steps to communicate with you should an emergency occur.

## ILLNESS

Should your child be unwell and experience diarrhoea or vomiting, they should be kept away from School for 48 hours from the last episode. This guidance is issued by the Public Health Agency to prevent the spread of infections through the School.

## ADVERSE WEATHER ARRANGEMENTS

Should adverse weather require changes to the usual School day, then the amended arrangements will be published on the School's website and you will be notified by an electronic communication.

## PARENTS' GROUP – THE FRIENDS OF CLOCK HOUSE

Membership is open to all parents of Clock House pupils. The Friends of Clock House can be contacted at [FoCH@bradfordgrammar.com](mailto:FoCH@bradfordgrammar.com). A meeting will be held during the Autumn Term to which all parents are invited.

Parents of pupils in Clock House automatically become members of the Bradford Grammar School Parents' Association. The Association is a group which is representative of the whole school (not just Clock House).

## UNIFORM

School uniform is supplied by School Blazer - [www.schoolblazer.com](http://www.schoolblazer.com). When you visit the website, you will be invited to register as a new parent and, following registration, you should click on the 'Shop' tab and select uniform regulations to see a comprehensive list of the uniform items required. Hovering over the white question mark that sits above each item of clothing will allow you to see whether items are compulsory or optional and whether items form part of the Winter or the Summer uniform.

### Years 1 and 2

The Winter uniform is worn during the Autumn and Spring terms. The Summer uniform may be worn from the start of the Summer term, weather permitting, and is optional for the first half of the Autumn term.

### Years 3 to 6

The Winter uniform can be worn all year round. The Summer uniform can be worn during the Summer term and the first half of the Autumn term. For more detailed information, the School's Uniform Booklet can be found [here](#).

Shoes should be plain black, sensible, leather flat shoes with no adornments (no suede, nubuck or fabric). Trainers or boots may not be worn as School shoes.

Hair longer than shoulder length must be tied back at all times with plain, dark-coloured accessories with no adornments.

Second hand uniform stock is held in school and parents are notified of sale dates.

## JEWELLERY

Clock House pupils may wear an analogue or digital watch. Smart watches are not permitted in School. For reasons of health and safety, children are not permitted to wear any other items of jewellery apart from in the following circumstances:

- Jewellery may be worn for religious reason with written permission from the Head; and
- Pupils with pierced ears may wear a pair of plain, gold or silver, ball stud earrings. Pupils must either remove earrings for games and PE or cover them with tape.

## OTHER EQUIPMENT

The School provides all of the textbooks, exercise books and paper that your child will need whilst in School. In addition, all pupils will require the following stationery:

- a writing pen (blue – not a biro or Frixion pen),
- a pencil,
- a red pen,
- a set of coloured pencil crayons,
- a ruler, an eraser,
- a glue stick and a pencil sharpener.

Pupils may bring one **small** pencil case which must fit in their tray.

Tippex and permanent marker pens are not permitted in school.

ID cards (all year groups), and planners are provided at the start of each academic year. Replacements are charged at £5; this is added to bills at the end of each term, where applicable. We no longer accept cash.

## SCHOOL BAGS

All Year 1 and 2 pupils will be given a book bag on entry to the School. Pupils in Years 3 to 6 are provided with a compulsory School rucksack on their first day in school at the cost of £15 which will be added to your Parentmail account.

Sports bags or rucksacks for games kit are available to purchase on the New Balance website – **these are not compulsory items.**

**All School bags must be clearly named or initialled on the outside, please.**

## **PERSONAL PROPERTY**

Toys, games or other items of valuable personal property are not permitted to be brought into School. Pupils should not bring cash into School unless we have an event which requires them to bring in a small amount. You will be notified if this is the case.

## **MOBILE PHONES**

We discourage pupils from bringing mobile phones to School however, we realise that pupils travelling on the trains or School buses may need to carry one in order to contact their parents. Requests to bring a mobile phone into school must be submitted to the Head at [RFR@bradfordgrammar.com](mailto:RFR@bradfordgrammar.com). They must be clearly named, switched off and handed to form teachers in the morning for safe keeping. Pupils are not permitted to use their phones on School premises without the permission of a member of the Clock House staff and use must be in line with the Acceptable Use Agreement (see the Pupils' Planner). Whilst we make every effort to ensure that phones are stored safely, we cannot accept any liability for loss or damage.

## **LOST PROPERTY**

In order to assist with returning lost items to their owners, please ensure that **all items** of personal property and clothing (uniform and sports' kit) **are clearly labelled** with your child's name. Named items are usually returned to the pupils however unnamed items are much more difficult to trace and impossible to return!

## **OTHER EXPENSES**

We try to keep these to a minimum, but you may be asked to contribute to the costs of educational visits and School trips.

## **TRANSITION TO SENIOR SCHOOL**

It is anticipated that Clock House pupils will move up to the Senior School without being required to pass the Senior School Entrance Examination. However, the final decision about whether a child will be accepted into the Senior School, is at the discretion of the Senior School Headmaster.

## **POLICIES**

All Clock House policies can be accessed via the School website or paper copies can be requested from Clock House reception. The School has a Complaints Procedure in place, which is available on the School website and from Clock House reception.



Bradford  
Grammar  
School

JUNIORS