

'Need to Know' Booklet

for parents, carers and students

Year 9

2026-2027



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Our School

A message to new students from Olly Button, Headteacher



Welcome to you all as we plan for the new academic year in September 2026. We hope that you are feeling excited about making a fresh start in a new school.

We are sure that you will settle in quickly, find your way around, make new friends and take advantage of all that Redborne has to offer.

The purpose of this booklet is to give you and your parents/carers all the information you need to start next September as ready as you can be, and to ensure you know all the crucial things you need to know before you start your Redborne journey.

We hope you will really enjoy your time with us and will commit to being the best you can be by working hard alongside the other students and staff. Hopefully, you will join at least one of our extra-curricular clubs: from sport to music, Duke of Edinburgh awards, debating and even recycling, there is something for everyone.

At Redborne, we are committed to becoming one of the best schools in the country. In order to help us achieve our vision we will:

- Have outstanding behaviour based upon positive relationships
- Ensure that all our students enjoy learning from teachers who love teaching
- Ensure that everyone achieves their potential

I look forward to meeting you in September and working with you for the rest of your time at Redborne.

Enjoy the summer and stay safe.



Useful Contact Information

School Address: Redborne Upper School and Community College
Flitwick Road
Ampthill
Bedfordshire
MK45 2NU

General e-mail address: admin@redborne.com

Absence Reporting: absence@redborne.com

If you need to report an absence, lateness or appointment please do so using the absence@redborne.com email address.

Absences should be reported before 9am on the day of the absence.

Website: www.redborne.com

Telephone Number: 01525 404 462

Year 9 Direct Line: 01525 842 677

Governors: Chair of Governors: Mr C Templeman
A full list of governors can be found on our website
<https://www.redborne.com/governance>

PA to the Headteacher: Mrs E Hobson
eva.hobson@redborne.com

Office Staff:

North School Reception:	Mrs L Sanchez
South School Reception:	Mrs T Barnard
First Aid Lead:	Miss B Allen
Reception / Admin Assistant:	Mrs K Blacklock
Reception / Admin Assistant:	Miss G Vyse

North and South School office hours:

Monday to Thursday:	8.00am-4.00pm
Friday:	8.00am-3.30pm



Report an absence / appointment	Call 01525 404462 or email:	absence@redborne.com
Reception/general enquiries	01525 404462	admin@redborne.com
Form Tutors:		
9 JBM	Mr J Bastida-Mena	juan.bastida@redborne.com
9 DBY	Mr D Brady	derek.brady@redborne.com
9 AB	Mr A Briggs	alan.briggs@redborne.com
9 MRB	Mr M Butcher	malcolm.butcher@redborne.com
9 CSC	Mrs C Cleveley	catherine.cleveley@redborne.com
9 DYD	Ms D Douglas	denyse.douglas@redborne.com
9 LSF	Dr L Ferguson	laura.ferguson@redborne.com
9 CHF	Mrs C Finch	charlotte.finch@redborne.com
9 APG	Dr A Georgescu	alexandra.georgescu@redborne.com
9 IJ	Miss I Jones	isabella.jones@redborne.com
9 FMC	Ms F McLean	fiona.mclean@redborne.com
9 BMM	Miss B Merriman	bethan.merriman@redborne.com
9 NO	Mrs N Oluwa	nash.oluwa@redborne.com
9 JWA	Miss J Walker	jo.walker@redborne.com
Year 9 Team Direct Line	01525 842680	
Year 9 Pastoral Officer	Mrs M Perri	michelle.perri@redborne.com



Head of Year 9	Mr T Rance	tom.rance@redborne.com
Assistant Head of Year 9	Miss P Prasannan	preeti.prasannan@redborne.com
MCAS / IT queries	Helpdesk	helpdesk@redborne.com
WisePay / Uniform queries	Finance Team	accounts@redborne.com
Library	Mrs A Maycock	alexandra.maycock@redborne.com
Careers Leader	Mrs T Farrow	teresa.farrow@redborne.com
Pupil Premium Coordinator	Miss S Grove	sheila.grove@redborne.com
Designated safeguarding lead	Mrs K Wheeler	kirsty.wheeler@redborne.com

For all subject related queries:

Faculty Head: English	H Manley	helen.manley@redborne.com
Faculty Head: Maths	Mr J Clark	james.clark@redborne.com
Faculty Head: Expressive Arts	Mrs H Birkett	hannah.birkett@redborne.com
SLT Link: Humanities	Mr G Armstrong	graeme.armstrong@redborne.com
Faculty Head: Technology	Mr C Forbes	carlton.forbes@redborne.com
Faculty Head: Science	Mr J Catchpole	james.catchpole@redborne.com
Line manager: MFL	Mrs N Crossley	nicola.crossley@redborne.com
SENCo: Learning Support	Mr B Middleton	send@redborne.com



Useful Links

Here is a list of links to information you may find useful.

All information can be found via the school website.

<https://www.redborne.com/term-dates> = School terms dates

<https://www.redborne.com/events> = Important dates

<https://www.redborne.com/prospectus> = School prospectus

<https://www.redborne.com/send> = Learning Support

<https://www.redborne.com/policies> = All school Policies

Senior Leadership Team

Mr C Graves	Deputy Head	chris.graves@redborne.com
Mr A French	Deputy Head	andrew.french@redborne.com
Mrs K Wheeler	Deputy Head	kirsty.wheeler@redborne.com
Mr M Jones	Deputy Head	matthew.jones@redborne.com
Mr J Trapp	Assistant Head	james.trapp@redborne.com
Mr G Armstrong	Assistant Head	graeme.armstrong@redborne.com



Medical Arrangements

Miss Allen and Mrs Vyse are based in North School and have overall responsibility for the administration of first aid in the school and are assisted by a number of qualified first aiders. In the case of illness, students should report to either North or South reception.

Students should refrain from contacting parents or carers; staff will call should collection be required. As the school has a duty of care, students must be collected and accompanied home by an adult who has been authorised to do so by a parent or carer.

In the case of serious illness or an accident, a first aider will arrange for the student to be transferred to hospital. Every attempt is made to contact parents or carers by telephone at home or via the emergency contact number. **If transfer to hospital is required, parents or carers must accompany the student in the ambulance.**

Please ensure that your contact details are accurate and that the school is informed of any changes.

Students may carry a maximum of two analgesic tablets, for example paracetamol or ibuprofen, and should not give these to anyone else. The school does not provide pain relieving medication. If your son or daughter is required to bring any other medication to school, or there are medical matters you wish the school to be aware of, please inform Miss Allen via email at beverley.allen@redborne.com.

Our School Nurse is Lucy Millar, based at Highlands Medical Centre Flitwick, telephone number 01525 715300.

Parents' rights to remove their child from religious studies

Section 389 of the Education Act 1996 gives parents the right to request that their child is removed, (either wholly or partly) from religious studies, collective worship or both. If you wish to discuss this, please contact Mr O Button, Headteacher indicating the nature of your request.



Uniform Regulations

Branded items (blazers, ties, skirts) are available to buy from our uniform supplier, Prestige in Flitwick.

Blazer

- Redborne branded black blazer (compulsory).

Tie

- Redborne tie with year group cohort colour stripe (compulsory).
- Ties should be worn so a minimum of 5 stripes are visible below the knot.
- Ties must be worn with a white collared school shirt that buttons to the neck.

Jumper

- Black V-Neck Redborne branded jumper. (Optional)

Skirt / Trousers / Shorts

Students can choose between the following:

- Black pleated skirt with Redborne logo (must be worn no shorter than just above the knee).
- Black trousers (slim or regular fit).
- Black tailored shorts.

Shoes

- Flat, plain black leather or faux leather shoes. No boots, canvas or backless shoes.
- Sports branded footwear, for example Nike, Adidas, Converse are not permitted as part of the school uniform. They can be worn for PE.

Socks / Tights

- Plain black or white socks.
- Black or natural opaque tights.
- 'Fluffy' socks are not permitted.



Outerwear

- Coats can be worn over blazers in cold or wet weather. They must be removed when entering classrooms or in assembly.
- Hoodies, sweatshirts, tracksuit tops and non Redborne jumpers are not permitted to be worn at any time.

Jewellery

- A single nose piercing is allowed, **but must be removed for PE**. For safety reasons, all other facial or body piercings are not permitted.
- Hoop earrings **must be removed for PE**.
- Earrings should be small in size, no bigger than a 5p piece.
- Necklaces/ bracelets, bangles should be worn under clothing.
- A maximum number of 3 pin badges can be worn on the blazer lapels only. These should be small in size and not have any swear words or offensive content.

Nails

- Nails must be short in length (not past fingertips) for safety reasons.
- Acrylic nails are not allowed.

Headwear

- Inside school buildings, hats are not permitted and coat hoods must be down
- Durags are permitted, but must be black.
- Headscarves, worn for religious reasons are permitted. These must be black. The headscarves should be folded under the chin, taken round to the back of the neck and the ends tucked in - this conforms to health and safety requirements. They should also be worn so that the collar and tie can be seen.

For regulations regarding PE Kit, please refer to our website.



Equipment

These items should be brought to school every day:

- Pen
- Pencil
- Ruler
- Planner
- Calculator
- Pencil case
- Rubber
- Colouring pencils
- Protractor
- A pair of compasses

Prohibited Items

The following items should **not** be brought to school:

- Alcohol
- Bluetooth speakers
- Knives/blades/weapons
- Chewing gum
- Laser pens
- Screwdrivers and other tools
- Illegal drugs
- Corrosive chemicals
- Smoking/vaping materials including matches, lighters, electronic, herbal and all other types of cigarettes
- Mobile phones or smart devices (unless they are placed in a YONDR pouch)



The School Day

Registration starts at **8.40am**

Lessons finish at **3.10pm**

You must be on site by 8.35am

Start	End	Timings
8.35am	Warning Bell - you should be outside your form class at this time	
8.40am	9.00am	Registration
9.00am	9.05am	Movement time
9.05am	10.05am	Lesson 1
10.05am	10.10am	Movement time
10.10am	11.10am	Lesson 2
11.10am	11.30am	Early Break
11.30am	11.35am	Movement time
11.35am	12.35pm	Lesson 3
12.35pm	12.40pm	Movement time
12.40pm	1.40pm	Lesson 4
1.40pm	2.10pm	Late Break
2.10pm	3.10pm	Lesson 5

NOTE: The school day changes during examination periods to a **3/2 split** with 3 lessons in the morning and 2 lessons in the afternoon. The lunch period changes to 12.35pm-1.05pm during this time, with a warning bell at 1.00pm.



Our Values

Aspiration

- ✓ For everyone to achieve
- ✓ For everyone to participate
- ✓ For everyone to be the best they can be
- ✓ For everyone's future

Responsibility

- ✓ For our behaviour/ actions
- ✓ For our commitment to learning
- ✓ In our (wider) community

Respect

- ✓ For and between everyone
- ✓ For others' views/ beliefs
- ✓ For the school building and environment



Praise, Reward & Behaviour



Staff and students work together towards realising our vision, by linking everything we do to one of our three core values, 'Aspiration', 'Responsibility', and 'Respect'. Every aspect of a student's Redborne experience is aimed at promoting these.

Students are recognised for demonstrating the values through our praise system. Students are awarded values comments by staff for specific, significant instances of demonstrating the values. Values comments are communicated to parents. Values are measured through our reporting process and consistency is rewarded in termly celebration assemblies. The Redborne Award is awarded yearly by subject faculties and recognises a student's school contribution to that department.

When students are sanctioned in line with our behaviour system, the process of giving sanctions and carrying out restorative conversations are done in line with the school values.

In classrooms, students adhere to the values-based code of conduct so that they are receiving consistent messages with regards to their behaviour and actions within lessons across the school.



Homework Tasks

How can I support as a parent / carer?

Know what homework is set

Homework is given in most subjects, in addition to our expectations of students reviewing their learning. This will be published **via Google Classroom**.

Students will be issued their unique Google login in the first few weeks, during their ICT lessons. Parents/carers will be invited to monitor the homework set for their child using the “Guardian Summaries” email feature. Invitations to join this will be shared during the first half term.

If you lose your username and password, please contact your **child’s tutor or the helpdesk** on helpdesk@redborne.com

Please help your child to manage their time; complete their set homework by the agreed deadline and complete independent study to the best of their ability.

What happens if my child does not understand homework or has lost the task sheet?

They should see their class teacher as soon as possible, **but at least 2 days before the work is due**, either in their lesson, at lunchtime or after school.

Your child can also email the teacher with their query. The form tutor will always be able to offer help and advice too.

Students **should not** just turn up to the lesson saying they could not do the homework or have lost the task sheet.



Study Club

The after-school study club has been set up to provide opportunities for students to get extra support and tutoring with their school work, homework and revision.

We have appointed and trained a team of sixth formers who work as learning mentors, providing one to one tutoring or support to individuals and small groups as appropriate, supervised at all times. Students work on core subjects or other subjects that have been identified as a priority, using their own resources, textbooks or digital resources. They can also get advice on organisation and study skills.

The study club runs in the library after school (Monday to Thursday, 3.15pm to 4.30pm) and light refreshments are provided.

In situations of financial hardship, or for pupil premium students, we may be able to supply a taxi home for students who would otherwise not be able to attend. Please email admin@redborne.com for further information.

Parent Voice Group

Over the next academic year, we would like to continue to develop partnerships between school and home. This is so that everyone works together for the benefit of all students in the school.

Please complete the form linked here to express your interest in becoming a part of the parent voice group at Redborne in September:

<https://forms.gle/tkHVfoVPCPtfxHvy7>



First Day Arrangements

The first day for Year 9 is **Wednesday 2nd September**.

On your first day go to North Playground at **8.40am**.

You will be collected from there by your tutor and then go, with your tutor group, to your tutor room.

Have a lovely summer break,
we look forward very much to
seeing you in September!



Notes:

