



TRANSITION INFORMATION BOOKLET

2024-2025

Our School Sentence

The school taught students to act with **integrity** and **kindness** so they went on to demonstrate **excellence** in their chosen field; it was a place where all belonged

Our School Values

- **Excellence:** We work hard. We strive to be better tomorrow than today.
- **Integrity:** We are honest. We do the right thing because it is the right thing to do.
- **Kindness:** We work as a team. We care about others.

5 simple habits for excellence

- Perfect uniform (100% of the time)
- Equipment for learning (100% of the time)
- Punctuality and attendance (100% of the time)
- On task (100% of the time)
- Polite response (100% of the time)



The first day

Term begins for Year 7 students on **Wednesday 4th September**.

We would like you to arrange for your son/daughter to be at Beckfoot Upper Heaton by 8.10am. **Students are to enter via the Thorn Lane entrance off Haworth Rd** (unless alternate arrangements have been agreed with school) Staff will be present to greet them and direct them into school.

Most of the day will be spent with the tutor group who your child will have met on transition day, They tutor will supply your child's individual timetable and other important information.

School will finish at 3.05 Monday, Tuesday, Thursday and Friday.
2.35 on Wednesday

Attendance

If students are unable to attend school for any reason it is crucial that school are informed on 01274 493533

If students arrive late (after 8.20) they will receive a late code and an afterschool detention.

The School Day

Mon, Tue, Thurs & Fri		Wednesday	
8.00-8.14	School gates open	8.00-8.14	School gates open
8.15	School gates locked	8.15	School gates locked
8:15	Movement Bell & Line Up	8:15	Movement Bell & Line Up
8:20-8:45	Morning meeting	8:20-8:45	Morning meeting
8:45-9:45	Lesson 1	8:45-9:45	Lesson 1
9:45-10:45	Lesson 2	9:45-10:45	Lesson 2
10:45-11:05	Break	10:45-11:05	Break
11:05 - 12:05	Lesson 3	11:05 - 12:05	Lesson 3
12:05 - 13:05	Lesson 4	12:05 - 13:35	Lesson 4/Lunch
13:05-14:05	Intervention/lunch	13:35-14:35	Lesson 5
14:05-15:05	Lesson 5		
15:05-16:05	FREE Extra-curricular, Enrichment & FREE Targeted academic tuition		



Students that arrive after 8:20 will be marked as late to school.



Perfect uniform 100% of the time

We expect our students to wear their uniform with pride.
It keeps them safe and shows they belong.



Blazer (with logo)

White Shirt

School Tie (year group colour)

Plain black trousers or
skirt with black tights

Plain black shoes

Plain black or grey socks

School Bag

Wearing a school jumper is optional. However, if students choose to wear one, it must be either BUH branded or a plain black v-neck jumper without any logos or slogans.

Uniform available at

Natasha School Wear
37 Westgate
Bradford
BD1 2QT
Tel: 01274 724676
(Next to Army Careers)

Religious headwear can be worn in plain black or white colours, ensuring the school tie and blazer badge are completely visible. Headwear must be worn in a safe manner for health and safety reasons.

Students are not allowed to wear badges or wrist bands unless it has been issued by our school.

PE Kit

Compulsory PE Kit

PE Polo Top (with logo)

Plain black jogging bottoms

Trainers

Hair tie for long hair

Optional PE Kit

School PE Hoodie (or plain black hoodie to be worn underneath the PE shirt)

School PE Shorts or skort (with logo or plain black)

Plain black skins (to wear underneath PE kit if desired)

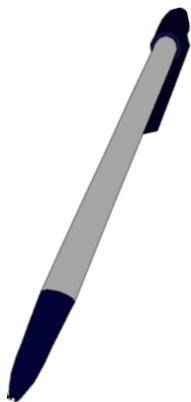
All clothing should be clearly labelled with the student name



Equipment for Learning 100% of the time

This is a list of the equipment that is required 100% of the time.
All equipment must be in a pencil case.

Compulsory Equipment



2x Black pen
1x Green Pen
2x Purple Pen
Pencil
Rubber
Ruler



Scientific Calculator

Compulsory Equipment for your school bag

Planner
Pencil Case
Homework to hand in
Reading Book
Refillable water bottle
PE kit (on PE days)





Banned Items

The list below contains some of the items that are banned.
The following items will be confiscated

Phones

Headphones/ear buds

Energy Frinks

Fizzy Drinks

Rings

Bracelets

Necklaces

Nose Rings

Smart Watches

Hoodies/ Sports wear

Trainers

False Nails

Eyelash Extensions

Vapes





Class Charts is an online system which teachers and school staff can use to set homework, communicate with home and give feedback on work submitted. Your child can access work set by their own teachers, submit this digitally and receive feedback. In addition, we can use the system to track achievement and behaviour throughout the school day. If your child receives a positive or negative attitude to learning mark, you will be notified via ClassCharts.

We believe in working closely with parents and one of the key benefits of using Class Charts is that we are able to securely share your child's achievement and behaviour report with you and so keep you up to date in real-time.

Each parent/carer will receive a unique access code for their child when they start school. If you have not received this code by September, please contact school on reception@beckfootupperheaton.org.



ParentPay is an online payment system for schools. It allows parents to pay quickly and securely for school meals, trips and activities. You simply top-up your ParentPay account online by debit or credit card, or in cash through PayPoints in school. Your ParentPay balance can be used immediately to pay for any of your children's items at school using ParentPay.

This Biometric system incorporates the latest technology and eliminates the need for pupils to carry cash or cards as the system will recognise the thumb of your child at the pay points and at the tills.

Students will have their thumb print taken on transition day or on their first day at school in September. Should you choose not to have your child registered, school will issue your child with a 4-digit PIN code.

You add credit to your child's thumb by using an online payment system called ParentPay. It's simple, safe and convenient and your child no longer needs to bring cash into school.

Parents will receive their registration documents in September



MyEd Communication App

Our Parental Communication App is available on IOS and Android. An email invitation to download the MyEd App will be sent out in September to Priority 1 Contacts who have given the school their mobile number and email address.

The App

- will provide you with school information and individual information on your child/children.
- Is how we send home letters, news and important notifications.
- You can send and received FREE messages to and from school via your mobile

Attendance

Our Guiding Principles

1. The safety, welfare and well-being of our learners lies at the core of our organisation. We believe that that safeguarding and promoting high attendance is everyone's responsibility.
2. Family involvement is at the heart of our approach. We seek to engage all families positively in the education of their child.
3. We want the best for all our children and young people and all actions taken are in their best interests.
4. We understand and continually reinforce the link between good attendance and academic progress and outcomes. We have high expectations of attendance and communicate this to staff pupils, parents and carers. Our trust attendance target is no less than 97% for all learners.
5. We recognise and celebrate high attendance.
6. Improvements in attendance will be celebrated with learners and their families and our school community.
7. We intervene swiftly when attendance is declining. This means providing support as soon as a problem emerges at any point in a child's life. We will offer support and signpost to advice and support internally within the school/trust and externally to partner agencies.
8. We offer support and challenge to pupils and families to improve attendance and liaise closely with the LA, social workers and other external agencies.
9. Where there are genuine concerns around a child's attendance, we will work closely and supportively with families, listening to their concerns and working with them to ensure that children and young people make a full return to school; offering support and advising and working with internal colleagues and external partner agencies.
10. We ensure compliance with statutory and local and guidance on safeguarding and attendance.



Attendance

Staged Approach	Descriptor	Threshold Attendance	Actual Attendance (days)	Whole days absent	Learning hours lost
<p>Celebrate and sustain We will ensure that all learners with high attendance are praised and rewarded for their efforts and commitment to school.</p>	Excellent	100%	190	0	0
	Very Good	99%	188	2	10
	Good	98%	186	4	20
<p>Stage 1 - Engage Attendance has fallen below our Trust target for all learners. We will remind you that attendance is falling and needs to improve.</p>		97% (Trust Target for all schools)	184	6	30
		96%	182	8	40
	Needs to improve	95%	181	9	45
<p>Stage 2 - Improve Actions need to be taken to improve attendance quickly. We will invite you to meet with us to agree how we can work together to improve attendance.</p>		94%	179	11	55
		93%	177	13	65
	Identified for action	92%	175	15	75
<p>Stage 3 - Attendance Contract 1 Your child is now persistently absent. We will invite you to meet with us to discuss concerns, how issues can be supported and overcome and agree Attendance Contract 1.</p>		91%	173	17	85
		90%	171	19	95
	Cause for concern	89%	169	21	105
<p>Stage 4 - Attendance Contract 2- We are extremely concerned about the attendance of your child. We will review actions to improve attendance with you and invite other agencies to help to support and complete Contract 2. You may receive a final warning letter</p>		88%	167	23	115
		87%	165	25	125
	Serious cause for concern	86%	163	27	135
<p>Stage 5 - Referral to Local Authority/Possible Prosecution We are extremely concerned and will alert the local authority and other agencies, where appropriate, to provide more intensive support. This could lead to a fine and/or prosecution</p>		85%	162	28	140
		84%	160	30	150
		83%	158	32	160
		82%	156	34	170
		81%	154	36	180
	Extreme cause for concern	80% and below	152	38	190



Celebrate all improvements in attendance





Term dates 2024-2025

Training Day	School open (staff only)	Monday, 2 nd September 2024
Training Day	School open (staff only)	Tuesday, 3 rd September 2024
Autumn Term	School open for Year 7 & Year 11 ONLY	Wednesday, 4 th September 2024
	School open for all years	Thursday, 5 th September 2024
Diary Date	Year 11 Parent Consultation Evening	w/c 14 th October 2024 (TBC)
Half Term	School closes	Friday, 25 th October 2024
	Re-opens	Monday, 4 th November 2024
Training Day	School open (staff only)	Thursday, 28 th November 2024
Training Day	School open (staff only)	Friday, 29 th November 2024
Diary Date	Year 10 Parent Consultation Evening	w/c 2 nd December 2024 (TBC)
Christmas	School closes	Friday, 20 th December 2024
Spring Term	Re-opens	Monday, 6 th January 2025
Diary Date	Year 9 Parent Consultation Evening & Options Event	w/c 20 th January 2025 (TBC)
Half Term	School closes	Friday, 14 th February 2025
	Re-opens	Monday, 24 th February 2025
Training Day	School open (staff only)	Friday, 21 st March 2025
Eid Day	School closed	Monday, 31 st March 2025
Easter	School closes	Friday, 4 th April 2025
Summer Term	Re-opens	Tuesday, 22 nd April 2025
Diary Date	Year 7 Parent Consultation Evening	w/c 28 th April 2025 (TBC)
May Day	School closed	Monday, 5 th May 2025
Diary Date	Year 8 Parent Consultation Evening	w/c 12 th May 2025 (TBC)
Half Term	School closes	Friday, 23 rd May 2025
	Re-opens	Monday, 2 nd June 2025
Training Day	School open (staff only)	Friday, 11 th July 2025
End of Year	School closes	Wednesday, 23 rd July 2025

School Bus

We aim to ensure that everyone travelling on school transport is safe and gets to and from school on time.

Students must be positive ambassadors for Beckfoot Upper Heaton when travelling to and from school. They are expected to behave in a sensible, mature manner on all forms of transport. This means all school services and also the buses used by the general public. Poor behaviour on any means of transport will not be tolerated and a range of consequences will be used in line with the school behaviour strategy and may also lead to temporary or permanent bans from using school transport.

School Buses Beckfoot Upper Heaton school bus is the A2. For information on the bus routes and timetables, visit www.generationm.co.uk. Students must be at the bus stop at least five minutes before the times stated.

Online application forms for the Young Person's Photocard (half-fare) and for a place on the secondary school bus service (Priority Photocard) are now available on www.generationm.co.uk.

School has no control over the bus times/routes/fares/actions of the drivers etc.; they are the responsibility of the bus companies.

Any queries or complaints relating to these services should be made to the appropriate office (please obtain the bus fleet number and service number wherever possible);

- Education Transport - Tel: 0113 348 1122
- First Bradford Tel: 0845 604 5460
- Student Related Enquiries 01274 493533 or email reception@beckfootupperheaton.org

Car

If students are brought to school or picked up after school by car, please use the Thorn Lane entrance off Haworth Road. Cars are not permitted on the turning circle.

Haworth Road and Thorn Lane are very busy roads and great care must be taken if you stop to drop off or collect students. For safety reasons, students are advised to use public footpaths and designated walkways around the school site. It is important to encourage your child to be organised, independent and healthy by using public transport or walk to school where possible.

Supporting your child

The transition from primary to secondary school can be an exciting time for children and young people. It marks an important stage in growing up, and children recognise that their lives are about to change in various ways. Like any change, it can also bring uncertainty. While most children and young people will manage the transition to secondary school successfully, others may find it challenging. There may be ups and downs. It's easy for children to go from feeling happy and confident one minute, to feeling nervous or anxious the next. As a parent or carer, there is a good deal that you can do to help your child to find their feet during this transition period.

The most important things you can do is talk to your child and understand their concerns

Use some of the resources below to support your child. They will also receive a booklet on Transition day which will include useful activities to support them.



Anna Freud

[Moving up! The transition to secondary school | Anna Freud](#)

YOUNGMINDS

[How Parents Can Help With Secondary School Transition | YoungMinds](#)

“ My son has SEN and had no primary friends. I was fearful, but he awes me with resilience from things being a struggle. Secondary has meant a bigger pool of possible friends. I am so proud of how he's doing. ”

“ We talked about my memories of starting secondary - how I felt daunted too - and about ways he could distract himself if worried. ”

“ Listen to their anxieties and questions, whatever they are. Answer truthfully. If you don't know, try to find out together from school, internet or friends. ”

“ Let them know that it takes a while to settle into new things and that even if the first days or weeks aren't great, that doesn't mean it will always feel like that. ”

Contacts



Phone:

01274 493533



Email:

Reception@beckfootupperheaton.org

Please contact us if you have any questions