

Information for Parents and Carers



 Beckfoot
Upper Heaton



enjoy
learn
succeed

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Welcome to Beckfoot Upper Heaton

You are lucky to be joining a very special school where we expect to see all students fulfill their potential and go on to achieve wonderful outcomes. We talk a lot about our students having absurd ambition and expecting great things of themselves; about grabbing every opportunity that comes their way and leading from the front because it is so important that they really want to do well and show off their talents in all kinds of ways.

Beckfoot Upper Heaton is a friendly and safe environment to learn in. We, as staff, believe that the best way to bring out the best in students is to listen to and respect their opinions.

We moved into our new state of the art school in January and we now are enjoying the fantastic facilities on site. There is wide range of clubs and teams to join. We also offer good extended learning facilities and access to computers so that all students can learn effectively.

We expect our students to work hard but please don't be afraid of that. We do not tolerate poor behaviour that stops others from learning. Make sure that you understand the Positive Learning Strategy and make it work for you.

Our tutors are there for support and will help with any problems. Please read this Information Pack carefully because the better you understand the school, the easier it will be to settle in quickly.

We hope you will enjoy your time here and say hello when you arrive. We shall look forward to watching you grow and achieve great things in the exciting years ahead, forging lifelong friendships and working alongside all members of our community as most valuable members of our wonderful school.

Simon Wade
Head of School

Jane Berry
Student Manager, Year 7

Enjoy, Learn and Succeed at Beckfoot Upper Heaton

At Beckfoot Upper Heaton we seek to develop the best possible relationship with each of our students and their parents. This section explains how we aim to work together to ensure your child has the best possible experience at school and makes outstanding progress. Once you have read it, if you have any further queries, please do not hesitate to contact the person named below

Your main contact is:

.....
(Please fill in the name of the Group Tutor when known)

The Year 7 Student Manager is:

Jane Berry

Behaviour and Attendance Leader: Mike Midgley

Transition Senior Leadership: Victoria Armitage

Our commitments to you:

- We will communicate with you via the planner, school website and text services
- We will keep you informed of your child's progress not only as required by law, but whenever you request it.
- We will supply you with details of courses being followed and examination requirements.
- We aim to reply to all correspondence promptly.
- We aim to contact you on the first day of any unexplained absence.
- In cases of illness or serious problems we will try to contact you immediately by telephone.
- Should you have an urgent need to consult us, we will have a senior member of staff available to see you. If you wish to see a member of the Support and Challenge Team this will be arranged within as short a time as possible.

How Parents and Carers can help the school and your child

- Support the school in efforts to maintain high standards of achievement and behaviour.
- Take an active interest in your child's progress and development. Check their Planner daily.
- Encourage your child to fulfil work requirements to the best of their ability and encourage them with homework.
- Attend Parents' Evenings and Student Review Days.
- Encourage your child to take part in some extra aspect of school life and consider all possible opportunities.
- Contact the school to advise us of reasons for any absence – please refer to the contact page at the back of this booklet.
- Encourage your child to have respect for others – staff and students – at Beckfoot Upper Heaton.

If you have a concern, please telephone the school after 7.30am which is when the Reception desk opens. Please give the Receptionist brief details of your concern as this may help them to decide who the best person to help you is. Alternatively, you can email admin@beckfootupperheaton.org.



The First Day at Beckfoot Upper Heaton

Term begins for Year 7 students on Tuesday 5th September. We would like you to arrange for your son/daughter to be at Beckfoot Upper Heaton **by 8.10am**. They should assemble in the school hall; staff will be present to greet them.

Students will already know which Tutor Group they are in and shouldn't worry about this as they will almost certainly be with some of their friends. Remember that everyone else is new too and they will soon make many new friends.

Most of the morning will be spent with the Group Tutor, who will supply the Planner, individual timetable and other important information.

Each student's thumb print will be taken for use within the cashless catering system. This Biometric system incorporates the latest technology and eliminates the need for pupils to carry cash or cards, as the system will recognize the thumb of your child at the revaluation pay points and at the tills.

On that first morning students will need to bring the following with them:

- A ball point pen, pencil and ruler, pencil case, which will be needed every day.
- Money for the cashless catering system to buy break time refreshments and lunch from the Dining Room. Students entitled to a free school meal will have their entitlement automatically added to the cashless catering system each day. Sandwiches can be brought if a school lunch is not required.
- A bag big enough (not plastic) in which to carry personal belongings.

The formal school day **ends at 2.35pm** but many after-school activities take place most days. Students should make sure they join in with at least one of these.

If a student is unable to attend the first day of term, then it is vital that a parent or carer contacts the school. This may be done by letter or by telephone. If a student does not attend on the first day of term and we have had no message to explain why, the student's place at the school may be forfeited.

The School Day

- Students must be in school by **8.10am**, at the very latest, every day.
- Lessons begin promptly at **8.20am**. If students arrive after this time, they must 'sign in' with their Student Manager at the Support and Challenge Team Office.
- If students arrive late they will receive an **Attitude to Learning** code and a message will be sent home. If students are late 3 times in a week, this will result in a parents meeting.

There are 5 lesson periods in each day. Students are not allowed to leave the premises at all during the day. Students must enter and leave the building via Thorn Lane and not the main reception.

The **School Library** (known in school as the **LRC**) is open from 7:45 until 3:30 for students Monday – Thursday, and 7:45 until 2:45 on Friday. This is an excellent opportunity to complete extended learning or continue research/independent personal study time. There is a rota for break and lunchtimes, for students to enjoy the resources.

<u>Activity</u>	<u>Monday – Thursday</u>		<u>Friday</u>	
<u>Period 1</u>	<u>8.20 – 9.20</u>		<u>8.20 – 9.20</u>	
<u>Period 2</u>	<u>9.20 – 10.20</u>		<u>9.20 – 10.15</u>	
<u>Tutor/Assembly/SPA</u>	<u>10.20 – 10.40</u>		<u>10.15– 10.55</u>	
<u>Break/SPA</u>	<u>10.40 – 11.05</u>		<u>10.55 – 11.20</u>	
<u>Period 3</u>	<u>11.05 – 12.05</u>		<u>11.20 – 12.15</u>	
<u>Split lunch and Period 4</u>	<u>KS3 Lunch</u> <u>12.05 – 12.35</u>	<u>KS4 Period 4</u> <u>12.05 – 13.05</u>	<u>KS3 Lunch</u> <u>12.15 – 12.45</u>	<u>KS4 Period 4</u> <u>12.15 – 13.10</u>
	<u>KS3 Period 4</u> <u>12.35 – 13.35</u>	- <u>KS4 Lunch</u> <u>13.05 – 13.35</u>	<u>KS3 Period 4</u> <u>12.45 – 13.40</u>	- <u>KS4 Lunch</u> <u>13.10 – 13.40</u>
<u>Period 5</u>	<u>13.35 – 14.35</u>		<u>13.40 – 14.35</u>	

The Planner

All students will receive a Planner. They will begin to use it from the first day and **must** bring it **every** day. This will help them to organise themselves. It contains a lot of information about the school and is also used to record:

- Extended learning
- Successes
- Achievements, e.g. test results
- Behaviour concerns
- Targets set
- Progress, including self-assessment
- Details of classes and activities
- No graffiti

The Planner is designed to improve communication between parents, carers and the school. It will inform you of any extended learning, positive behaviour, concerns, targets and levels of progress. We firmly believe that school is a partnership between parents, students and teachers and therefore ask you to help us make the Planner an important aspect of this partnership by:

- Asking your child if you can see the Planner on a daily basis, monitoring for achievements and concerns and checking extended learning set and work done in specific subjects.
- Signing the Planner each week to indicate to the Group Tutor that you have seen what has been recorded for that week.

The Planner can also be used by you as a method of communicating directly with subject teachers or Group Tutors. There is space on the week-to-view diary pages for you to comment when you wish to do so. The Planner is the property of Beckfoot Upper Heaton; it should be free from graffiti and have all pages intact. If the Planner is lost, it will also be necessary to ask you to finance the cost of a replacement Planner.



The Cashless Catering System

Purchasing food and drinks

Beckfoot Upper Heaton runs a cashless catering system for the purpose of purchasing food and drink from the school canteen.

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 revaluation pay points and at the tills. Students will have their thumb print taken on their first day at school in September.

The preference of the school is to use biometrics as this is more secure and faster than any other method of identification and we appreciate your co-operation with regards to this matter. Should you choose not to have your child registered you must inform the school of your objection in writing. The school will then provide alternative methods of identification such as a 4 digit PIN code.

The Student ID Card

Students will have their photograph taken on their first day at school in September. Each student will then be issued with an ID card and lanyard, which will become part of their school uniform and needs to be worn each day.

From then on, if the ID card/lanyard is damaged or lost, it will be necessary to ask you to finance the cost of a replacement.

Remember

Beckfoot Upper Heaton Students must come to school with the following every day:

- Correct school uniform
- Equipment e.g. pen, pencil, ruler
- Planner
- Student ID card and school lanyard

Home-School Agreement

I agree to:

STUDENT

- ▲ Aim for 100% attendance;
- ▲ Wear correct uniform;
- ▲ Complete all class and extended learning by the dates required;
- ▲ Bring the Planner and other necessary equipment every day;
- ▲ Obey the rules of the school and abide by the school's Positive Learning Strategy at all times while wearing school uniform;
- ▲ Keep my Record of Achievement up to date.

I agree to:

PARENT/CARER

- ▲ Ensure that my child attends school regularly;
- ▲ Ensure that my child wears correct uniform and has the necessary equipment for school;
- ▲ Sign the Planner every week and monitor my child's progress;
- ▲ Support the Positive Learning Strategy and other school policies;
- ▲ Attend all meetings relating to my child whenever possible;
- ▲ Let school know of any concerns or problems that might affect my child's work or behaviour.

Agrees to:

SCHOOL

- ▲ Apply the rules of the school and communicate promptly;
- ▲ Set, mark and monitor homework;
- ▲ Provide parents with regular reports and consultations about their child's progress;
- ▲ Keep parents informed about school activities;
- ▲ Recognise, reward and celebrate success in all forms.

Parents and students are asked to sign the Home-School Agreement in the Planner.

Religious Education - If you wish to withdraw your child from Religious Education, please telephone school to make an appointment with the Headteacher to discuss this.

Attendance

Statistics show that students with attendance below 97% are unlikely to achieve good levels of achievement.

All students are expected to attend school punctually and regularly and try to achieve the highest standards.

Attendance will be monitored regularly. All students should aim for 100% attendance.

100%	Excellent
between 97% - 100%	Good
96 or below	Is a concern and needs to improve

If your child is unable to attend school, parents are expected to contact school to notify us of the reason for absence and give the likely date of return. The following means of contact are available:

- Reporting absence by phone: 01274 493533
- Reporting absence by email: admin@beckfootupperheaton.org

In view of the importance of good attendance, school will make every effort to contact parents/carers on the first day of any unexplained absence.

Work can be sent home if the absence is likely to be a long one.

We have to publish details of all absences both authorised and unauthorised in our School Prospectus each year. Please help us to keep these figures to an absolute minimum.

Please notify the Student Manager well in advance of any other absences that are planned. You should make any dental/hospital appointments during the school holidays or after school.

Absence due to religious observance should be kept to a minimum and be no more than 3 days in total during a school year. Application forms for Leave of Absence are available from the school Reception.

Parents are requested not to arrange holidays during term time. **Holiday absence will not be authorised at any time from Year 7 onwards.**

Requests for unavoidable Leave of Absence should be made on the appropriate form, available from the school Reception, well in advance of the date.

Remember that examination and test dates cannot be altered and deadlines must be observed. Ensure that coursework is handed in prior to the absence.

Our Support and Challenge Team are constantly monitoring attendance together with Group Tutors. Should we feel concerned with regard to any absences, we will speak to students about it and contact parents/carers.



Emergency Closures

In the event of bad weather or emergencies we will post the latest information onto the School Website. School closures are also broadcast by local radio stations and the Telegraph and Argus.

It is also possible to subscribe to the School Closure Email Alert Service on Bradford Schools Online <https://bso.bradford.gov.uk/council/schools/alerts>

- School Website – www.beckfootupperheaton.org
- School transport enquiries check the latest guidance at www.generationm.co.uk or telephone 0113 348 1122

Holiday and Training Dates 2017 – 2018

2017

<i>(Training Day)</i>	School Open (Staff only)	Monday 4 th Sept
<i>(Autumn Term)</i>	School Open for all	Tuesday 5 th Sept
<i>(Half-term)</i>	Closes at 14:35	Friday 20 th Oct
	Re-opens	Monday 30 th Oct
<i>(Christmas)</i>	Closes at 14:35	Friday 15 th Dec

2018

<i>(Spring Term)</i>	Re-opens	Tuesday 2 nd Jan
<i>(Half-term)</i>	Closes at 14:35	Friday 9 th Feb
	Re-opens	Monday 19 th Feb
<i>(Easter)</i>	Closes at 14:35	Thursday 29 th March
<i>(Summer Term)</i>	Re-opens	Monday 16 th April
<i>(May Day)</i>	School Closed	Monday 7 th May
<i>(Half-term)</i>	Closes at 14:35	Friday 25 th May
	Re-opens	Monday 4 th June
<i>(Training Day)</i>	School Open (Staff only)	Friday 15 th June
<i>(End of Year)</i>	Closes at 14:35	Friday 20 th July

Positive Learning Strategy - Our Principles

OUR PRINCIPLES

Written by students, for students

Keep the noise to an appropriate level when working.

Keep to the LEFT on the stairs and on the corridors

No chewing gum, it ruins carpets.

Take pride in our school. Don't drop litter.

Look after one another. Respect all members of our community.

We come to school ready to Enjoy, Learn, Succeed.

WE HAVE A COLLECTIVE RESPONSIBILITY TO STICK TO OUR PRINCIPLES

School Expectations

STUDENT EXPECTATIONS

IN THE CLASSROOM

- ▲ We always demonstrate a positive attitude to learning and do as we are asked first time, every time.
- ▲ We always arrive on time to lessons. We always carry our planner, have it out in every lesson, and use it appropriately.
- ▲ We always produce our best work, taking care to present it neatly.
- ▲ We complete work in our own time to further our education and progress.
- ▲ We never stop other people from working.
- ▲ We always wear our lanyards, we don't wear coats in the building, we always wear the correct uniform and carry the correct equipment for school
- ▲ We never chew gum or drop litter
- ▲ We always show respect and consideration for others and our school.

UNIFORM

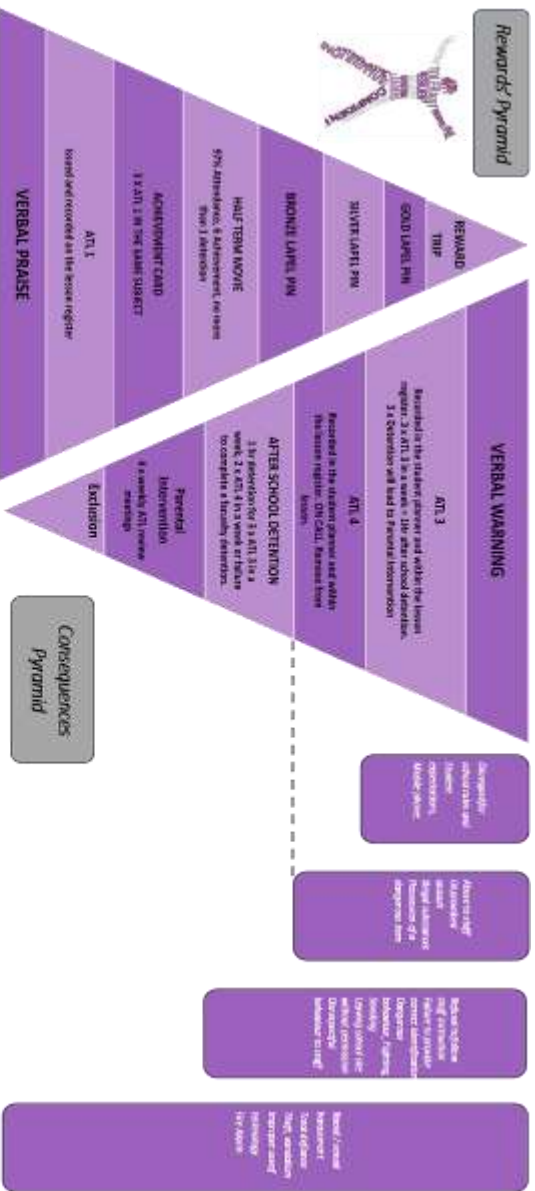
We will wear:

- ▲ White shirt.
- ▲ Black blazer with school logo.
- ▲ Black jumper with school logo.
- ▲ School tie.
- ▲ Black trousers.
- ▲ Sensible black shoes appropriate for school.

Additional:

- ▲ Our hairstyle must be sensible, smart, appropriate for school and natural in colour. No patterns are permitted.
- ▲ We can use mobile phones in school at break and lunch times in designated areas only. We will keep them out of sight and switched off at all other times.

Rewards Pyramid



Consequences Pyramid

At the bottom of the pyramid we expect students to work hard, display a positive attitude to learning and behave well in order to ensure they get the best out of school. We expect students to follow our school expectations, student expectations and principles at all times. Students who do not follow these expectations will expect the following consequences in lessons.

- If a student's behaviour is unacceptable the teacher will give a clear verbal warning.
- Continued unacceptable behaviour in that lesson will result in an ATL 3 being entered into the lesson register and the student planner. 3 x ATL 3 in a week will result in a 1st after school detention.
- If after two warnings the unacceptable behaviour does not improve the teacher will request ONTCALL, issue an ATL 4, enter that into the lesson register and the student planner. The student will be returned to the faculty removal room and a 30min faculty detention issued. 2 x ATL 4 in a week will result in a 1st after school detention. 3 x ATL 4 in a half term will result in a 1st after school detention including a week parental intervention.
- After school detention will run Monday and Thursday from 7.35 until 8.35. All students are required to attend detentions when issued.
- Parental intervention 3 x ATL 4 in a half term will result in parents / carers having to attend a weekly attitude to learning meetings. These meetings will review progress made by individual students and may be extended beyond 4 meetings if required.

School Uniform

Uniform: Boys	Girls
<ul style="list-style-type: none"> • Black blazer with Beckfoot Upper Heaton Logo. • Black school jumper (if required) • White formal shirt. • Beckfoot Upper Heaton School tie. • Black formal trousers. • Black shoes appropriate for school. • School bag appropriate for school use 	<ul style="list-style-type: none"> • Black blazer with Beckfoot Upper Heaton Logo. • Black school jumper (if required) • White formal shirt. • Beckfoot Upper Heaton School tie. • Black formal trousers or skirt • Black shoes appropriate for school. • School bag appropriate for school use.
Expected basic level of school equipment:	
<ul style="list-style-type: none"> • Full school uniform. • School bag appropriate for school use. • School Planner. • PE kit when required. • Pencil case to include – pen, pencil, ruler. • Any other equipment as requested by your subject teachers. 	<ul style="list-style-type: none"> • Full school uniform. • School bag appropriate for school use. • School Planner. • PE kit when required. • Pencil case to include – pen, pencil, ruler. • Any other equipment as requested by your subject teachers.
<ul style="list-style-type: none"> • Small earring(s) • No necklace • Hairstyle to be appropriate for school environment and natural in colour 	<ul style="list-style-type: none"> • Small earring(s) • No necklace • Small amount of make up • Hairstyle to be appropriate for school environment and natural in colour
<ul style="list-style-type: none"> • Mobile phones can be used in school at break and lunch in designated areas only. We will keep them out of sight and switched off at all other times. 	<ul style="list-style-type: none"> • Mobile phones can be used in school at break and lunch in designated areas only. We will keep them out of sight and switched off at all other times.

Physical Education Kit

PE Kit: boys and girls
BUH black T shirt
BUH Rugby top (Boys)
BUH Hooded sweatshirt (Girls)
BUH black shorts/skort
BUH track suit bottoms
Plain black/white socks
Trainers or football boots as required

For safety reasons:

- Jewellery and piercings are not to be worn for P.E.
- Long hair must be tied back
- Outdoor shoes are not to be worn in the gym
- Students with foot infections must cover their feet with appropriate footwear

Please ensure all items of your child's uniform, PE kit and PE bag are marked with your child's name - all unclaimed lost property is given to charity at the end of each term

Travel to and from School

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 buses are the **A2** and **A4**.

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.

Application forms for the Young Person's Photocard (half-fare) and for a place on the secondary school bus service (Priority Photocard) can be obtained from the school Reception.

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 (email admin@beckfootupperheaton.org)

Other means of Transport/Walking

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.

Extra-Curricular and Enrichment

Enrichment Activities

We expect all our students to join at least one activity.

Many sports and performing arts activities (SPA) take place between 10.40 and 11.05am (11.05 and 11.25 on Fridays) and other clubs take place after 2.35pm for an hour.

Please find the extra-curricular timetable on our website.



Top Tips for Year 7 Parents

to help when your child starts secondary school

Help your child organise their school bag the night before so they have the correct equipment for the next day and ensure all uniform and equipment is named

Display your child's school and timetable so you and your child know what subjects or activities they have each day

Ask your child how their day has been
What positive things have happened?

Read with your child for at least 20 minutes every day

Give your child rewards for achievement at school e.g. a trip to the cinema, a set of new pens etc.

Breakfast is an important meal to the start the day well and ensure that your child also eats at lunchtime and makes healthy food choices

Remember

Beckfoot Upper Heaton Students must come to school with the following every day:

- Correct school uniform
- Equipment e.g. pen, pencil, ruler
- Planner
- Student ID card and school lanyard