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Welcome to Beckfoot Upper Heaton. We are thrilled to have your child joining us in September and I hope that this handbook will help our new Year 7 students and parents/carers to quickly become part of our vibrant, exciting and caring learning community.

You are lucky to be joining a very special school where we expect to see all students fulfil 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 as anything is possible

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 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.

Central to the wellbeing of every individual student at Beckfoot Upper Heaton is an amazing group of staff, working in partnership with you as parents and carers. We ask for your full support in working with us in meeting our expectations and day-to-day procedures (detailed in this handbook) and we would also ask you to feel free to contact us at any time. We always want to hear your views and we are open to talking through any concerns you have.

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 everyone that is part of our community as most valuable members of our wonderful school.

Graeme Wrightson

Headteacher

At Beckfoot Upper Heaton we seek to develop the best possible relationship with each of our students and their parents/ carers. 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 Personal Development Leader is
Miss Riffat Rabab

Transition Senior Leadership: Louise Morgan

Our commitments to you:

- We will communicate with you via Class Charts, MyEd and the school website.
- 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 contact you on the first day of any unexplained absence.
- In cases of illness or serious problems we will 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 Personal Development 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 attendance achievement and behaviour.
- Take an active interest in your child's progress and development. Create a parent account on Class Charts www.classcharts.com/parents/login
- Encourage your child to do their homework to the best of their ability.
- Attend Parents' Consultation and Student Review Days.
- Encourage your child to take part in some extra aspect of school life.
- Contact the school to advise us of reasons for any absence.
- 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

reception@beckfootupperheaton.org.

Term begins for Year 7 students on Tuesday 4th 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 your child's 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.

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.

- Students must be in school by **8.10am**, at the very latest, every day and should be dropped off or picked up using the Thorn Lane entrance off Haworth Road. Cars are not permitted on the turning circle.
- Lessons begin promptly at **8.20am**. If students arrive after this time, they must 'sign in' with their Personal Development Leader or Attendance Officer.
- 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 2 weeks, this will result in parents attending school to discuss our concerns.

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 **Learning Resource Centre** (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.

The timings of the school day are shown below:

Lesson/Activity	Start	Finish
Period 1	8.20am	9.20am
Period 2	9.20am	10.20am
Break	10.20am	10.40am
Tutor Time	10.40am	11.05am
Period 3	11.05am	12.05pm
Lunch	12.05pm	12.35pm
Period 4	12.35pm	13.35pm
Period 5	13.35pm	14.35pm
Period 6 (Extra-curricular)	14.35pm	3.30pm

Every evening your child is responsible for checking they have packed:

1. Their lanyard
2. Their pencil case with black pens, pencils, ruler, eraser, protractor, a pair of compasses and a scientific calculator (available to buy from our School Shop).
3. Any home learning tasks to hand in
4. Their exercise books for the day
5. Their lunch including a bottle of water (optional)
6. Their PE kit (if required)
7. Their ingredients (if required)

Class Charts

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.

This system has been an invaluable support to our students in the event that they have been sent home to isolate due to a bubble closure; we are also using it in school to support your child's access to course work and resources.

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 messaging which is similar to Whatsapp and does not cost you anything.

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 has a unique access code for their child. Your parent access code has been emailed to you. If you have not received this code, please contact school on reception@beckfootupperheaton.org.

Please use your code and create an account by going here:

<https://www.classcharts.com/parent/login>

Links to mobile phone apps are also available to you from this page.

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. 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. 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 PayPoint Stores. Your ParentPay balance can be used immediately to pay for any of your children's items at school using ParentPay. Please sign up for an account here: www.parentpay.com

What are the benefits to parents and students?

- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24 hours a day 7 days a week.
- The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind.
- Payments can be made by credit or debit card.
- Full payment histories and statements are available to you securely online

What are the benefits to our school?

When parents use ParentPay, the benefit to School is huge. You will help us to reduce workload for staff, creating more time to support students and the smooth running of the school. Using ParentPay also ensures all financial transactions are safe and secure, helping us to remove costs associated with us having to manage cash securely on the school premises.

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
- Student ID card and school lanyard
- School bag

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 2021 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



BUH Positive Learning Strategy



WARNINGS – RULE REMINDER

C1	First conduct concern
C2	Second conduct concern
C3	Third conduct concern - ATL3 issued
C4	Fourth conduct concern - Faculty Remove - ATL4 issued - 30 min detention
C5	Fifth conduct concern - Reflection Room - 1 hour detention
C6	Sixth conduct concern - SLT involvement - Family meeting

READY

RESPECTFUL

SAFE



BUH Positive Learning Strategy



SANCTIONS FOR REPEAT CONDUCT CONCERNS

C3	X2 in a day = 30 minute detention on that day. X3 in a day = 1 hour detention on that day. Family meeting for persistent offences. Report card.
C3	X3 in a week = 30 minute Friday detention.
C4	X2 in a day = 1 hour detention on that day / PDL phone call home. X3 in a day = Family meeting – 90 minute Friday detention. Weekly family meeting for persistent offences.
C4	X2 in a week = 1 hour Friday detention
C5	X2 in a day = Leadership Team phone call & family meeting. 90 minute Friday detention. Student removed to Reflection Room at social times for a week & possible fixed term exclusion. External agencies maybe contacted.
C6	Exclusion = fixed term including risk of permanent exclusion. External agencies maybe contacted.

READY

RESPECTFUL

SAFE

STUDENT

- ▲ Aim for 100% attendance
- ▲ Wear correct uniform
- ▲ Complete all classwork and homework by the dates required
- ▲ Bring all 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
- ▲ 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.

I agree 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.

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.

Regular and punctual school attendance is essential. Improving attendance and punctuality is a vital element of school improvement and as research indicates, positively impacts on the levels of achievement of students.

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

A student's progress is severely affected if they do not regularly attend school:

If your child's attendance is...	Then your child has been absent...	Which equates to this many weeks....	And this much lost learning...	Over 5 years, this equates to...
95%	9 days	2 weeks	50 lessons	¼ Year
90%	19 days	4 weeks	100 lessons	½ Year
80%	38 days	8 weeks	200 lessons	1 Year
70%	57 days	11½ weeks	288 lessons	1¼ Year

**We understand that there are exceptional circumstances when levels of attendance may fall below 98% or even 95% for reasons beyond the student and parents' control. That said, these are very rare exceptions rather than the rule.*

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

Beckfoot Upper Heaton's Attendance Definitions	
100%	Excellent
Above 97%	Expected
Above 95% but below 97%	Satisfactory
Above 90% but below 95%	A cause for concern as they are missing a month of school per year*
Below 90%	A serious cause for concern

To report your child absent, please contact school as soon as possible after 7.30am.

- Reporting absence by phone: 01274 493533

Reporting absence by Class Charts.

Points to Note:

- According to NHS guidance, children do not require time off for the following: Cold; Cold sores; Conjunctivitis; Cough; Glandular fever; Hand, foot and mouth; Headache; Head lice; Sore throat; Threadworms; Tonsillitis; Warts and/or verrucae.
- 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
- 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 your child's Personal Development Leader 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 should be directed to Mr Midgley, Assistant Headteacher for Behaviour & Attitudes.
- Parents are requested not to arrange holidays during term time. **Holiday absence will not be authorised at any time from Year 7 onwards.**
- 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 Personal Development Team are constantly monitoring attendance together with Tutors. Should we feel concerned with regard to any absences, we will speak to students about it and contact parents/carers.

School Closure

In the event of bad weather or emergencies we will send you a text alert via MyEd— please download the app now at www.myedschoolapp.com. We will also 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

Accidents

In the event of an accident, your child will be assessed immediately by a first aider. The primary contact will be contacted and following a discussion with you, we will decide on the best course of action. If your child has any conditions or ailments we should be aware of you must make school aware before they start.

Holiday and Training Dates 2021-2022

Training Day	School Open (Staff Only)	Monday, 6th Sept 2021
Autumn Term	School Open Yr 7 & 11 only	Tuesday, 7th Sept 2021
	School Open for All	Wednesday, 8th Sept 2021
Half Term	School Closes	Friday, 22nd Oct 2021
	Re-opens	Monday, 1st Nov 2021
Training Day	School Open (Staff Only)	Friday, 26th Nov 2021
Christmas	School Closes	Thursday, 16th Dec 2021
Training Day	School Open (Staff Only)	Friday, 17th Dec 2021
Spring Term	Re-opens	Tuesday, 4th Jan 2022
Half Term	School Closes	Friday, 18th Feb 2022
	Re-opens	Monday, 26th Feb 2022
Easter	School Closes	Friday, 8th April 2022
Summer Term	Re-opens	Monday, 25th April 2022
May Day	School Closed	Monday, 2nd May 2022
Half Term	School Closes	Friday, 27th May 2022
	Re-opens	Monday, 6th June 2022
End of Year	School Closes	Friday, 22nd July 2022
Training Day	School Open (Staff Only)	Monday, 25th July 2022
Training Day	School Open (Staff Only)	Tuesday, 26th July 2022

Uniform: Boys	Girls
<ul style="list-style-type: none"> • Black blazer with Beckfoot Upper Heaton Logo. • Black school jumper (if required) with logo. • 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) with logo. • 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. • 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. • 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. No patterns are permitted. 	<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.

PE Kit: boys and girls

BUH black T shirt	BUH black shorts/skort
BUH Rugby top (Boys)	BUH track suit bottoms
BUH Hooded sweatshirt (Girls)	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

Lost Property

All your child/ward's possessions, including clothing, should be named, in order to facilitate returning found articles. All lost property should be handed in at the General Office/ Reception. If a student loses any item he/she should ask at Reception if it has been found.

Named items are returned to students; it will clearly help us to return items to their owners much more readily if everything is named. Please, therefore, ensure that all of your child's clothing and personal belongings are named.

Items that are not named are placed in Lost Property. Any unclaimed property will then be donated to charity.

Beckfoot School accepts no responsibility for the safety and security of your child/ward's possessions. They are responsible for any property they bring on site. With this in mind, please consider carefully whether to bring valuable items on site.

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 (email reception@beckfootupperheaton.org)

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 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:

www.beckfootupperheaton.org

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
- Student ID card and school lanyard
- School bag