

Bishopsford
Arts College



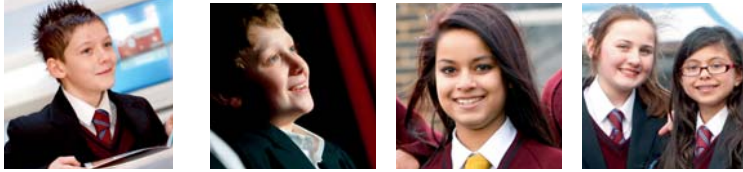
**Welcome to
Bishopsford Arts College**

Parent Handbook



"Challenging all to Achieve, Respect and Excel"





Contents

General Information Letter
School Code of Conduct
The School Day 2010/11
Specialist Arts Status
Curriculum & Homework
Lunchtime Arrangements
Rewards & Sanctions
Attendance & Punctuality
Attendance & Punctuality Information Sheet for Parents
Extended Day Activities
Uniform & Equipment List
Frequently asked Questions
Partnership Summary Statement

[Our Mission Statement:](#)

*Opportunities for life-long learning
through participation and performance.*

General Information

Dear New Student & Parent/Guardian

This information pack has been put together to help you and your child prepare for the start of your time as a member of the Bishopsford school community. Please keep this pack in a safe place, so that you can refer back to it at any point in the future.

We firmly believe that if students are to achieve to the best of their ability whilst at secondary school, a strong three-way partnership is required between the individual student, his/her family and the school. Thus, we hold a signed copy of the Home-School Agreement in each student's file as evidence of our commitment to partnership.

The single most critical factor in determining the success of each student at Bishopsford is his or her attendance. We monitor attendance levels daily, and provide half-termly and termly certificates for 100% attenders. Students who achieve 100% attendance are rewarded and are often the first to be offered places on reward trips.

We have a designated Attendance Officer who contacts parents if students are absent without notification. We submit attendance data to the LEA, and have a minimum attendance target of 95% for all students. We are keen to support students who are experiencing difficulties with attendance and encourage parents to contact the school as soon as possible to discuss ways in which we can work together to the benefit of your child.

We encourage students to care for their environment, both indoor and outdoor, and have a strong Eco-School and Healthy-School affiliation.

General Information Continued:

We believe that each person at Bishopsford has a right to feel safe and secure and to be free from any form of harassment. We have a strong anti-bullying policy, a designated child protection officer and an active Personal, Social and Health Education (PSHE) programme designed to help students deal with sensitive issues. We promote citizenship within the school and local community and arrange visits as part of our whole-school educational package. We strongly promote moral values such as friendship, honesty, helping others and respect for the individuals' right to learn. We are committed to equality of opportunity for staff and students.

Each student is provided with his or her own Student Planner in which to record work set and other key information. We expect this planner to be brought into school every day for the recording of homework, and ask each parent/guardian to sign it on a weekly basis. The planner can be used as an effective form of written communication between parents and tutor and provides you with information about the progress that is being made by your son/daughter. The planner is a key part of being prepared for school; in addition to the planner, we expect each student to have the basic school stationery equipment (see Uniform and Equipment list), and bring this to school every day. We expect students to look smart and to take pride in their school uniform, wearing it correctly, both in school, and on their way to and from Bishopsford.

We are confident that you have made the right choice in accepting a place at Bishopsford and look forward to a long, supportive and successful partnership over the next seven years.

Andrew Barker, Principal

Code of Conduct

All students MUST

- Arrive at school on time.
- Arrive at all lessons on time.
- Sit where the classroom teacher chooses.
- Raise their hands to speak during lessons.
- Remain in lessons at all times unless instructed to do otherwise by the responsible member of staff.
- Wear the correct school uniform.
- Arrive at all lessons with the necessary equipment for that lesson.
- Show respect to all members of staff and other students.
- Move around the school and in the corridors in an orderly manner.
- Complete all homework/coursework by the dates set by subject teachers.
- Switch off all mobile phones before entering the school and keep them switched off until they leave the school site.
- Respect the environment and fabric of the school.
- Respect other students' and staff's property.



Students MUST NOT

- Be absent from school or individual lessons without permission from a responsible parent/carer/adult.
- Enter a lesson that is not on their timetable unless instructed to do so by a member of staff.
- Interrupt the lesson by speaking without permission or shouting out in lessons.
- Argue with, or challenge the authority of, the teacher at any time.
- Use violence against any student or member of staff at any time.
- Bring any weapon or object that could reasonably be seen as a weapon on to the school site.
- Use threatening behaviour towards any student or member of staff.
- Loiter or congregate in communal areas during lesson changeover.
- Swear or use sexually explicit/racist/homophobic language in any conversation with staff or students.
- Use mobile phones for communication on school premises at any time.
- Use iPods/MP3 players etc. other than at break times
- Participate in or encourage the bullying/intimidation of other students.
- Make false allegations against other students or members of staff.
- Smoke or consume alcohol/drugs on school premises.
- Involve themselves in behaviour of a sexual nature on school premises.
- Vandalise school property, especially fire alarms.

The School Day 2010/2011

8.30 - 8.45	Registration
8.45 - 9.45	Period 1
9.45 - 10.45	Period 2
10.45 - 11.10	Break
11.10 - 12.10	Period 3
12.10 - 1.10	Period 4
1.10 - 2.00	Lunch
2.00 - 3.00	Period 5
3.00 - 3.10	Registration
3.10	School ends
3.20 - 4.20	After school activities



Our Specialism

Arts College Status

Bishopsford Arts College was awarded Specialist Arts College Status in September 2005. As a school we have found that the Expressive Arts are especially relevant to meeting the needs of our students.



As a specialist school we aim to:

- Raise standards of teaching and learning in the Arts and across the curriculum.
- Become a local and regional centre of excellence for the Arts.
- Build links with other schools, the community and local businesses.
- Provide extra-curricular activities and workshops that enhance all pupils learning in the Arts.
- Provide students with the skills needed to progress further, either into higher education and employment according to their individual abilities and ambitions.

All students have the opportunity to work with professional dancers, musicians, theatres and artists through workshops, after school clubs and Expressive Arts visits. As a Specialist Arts College students also work with the latest ICT software and technology in all the subject areas. There are also opportunities for students to take part in school concerts, musicals and arts festivals.

The Expressive Arts also aim to work in partnership with other departments in the school to create an arts experience where students are able to apply their arts skills in other subjects through projects and workshops. The school benefits from a main hall equipped with a lighting and public address system, suitable for public performances along with three art rooms, a dance studio, music room, music ICT room and drama studio. We also have a fully equipped multi-media studio, BCS Studios, providing high-tech facilities for studio recordings, rehearsals and performances. Through our arts college status we have close links with EMI and other Performing Arts organisations.

Mr B Goodridge

Assistant Vice Principal –
Specialist Arts/Extended Schools & Community

Curriculum & Homework

Curriculum

Students are taught in mixed ability groups initially. This helps them to find their way round the school with confidence because we try to keep them in one group for a number of their lessons. It also provides them with the opportunity to make friends, particularly in those cases where only one or two children are transferring to Bishopsford from a particular primary school. When a large number of students transfer to Bishopsford from the same primary school, we split them into a number of different classes so that they also have the chance to make new friends.

During the first term the students sit a number of tests and may then be re-grouped according to ability. Students who find numeracy or literacy difficult receive additional support. All students follow a core curriculum consisting of:

- English
- Mathematics
- Science
- Humanities (combined History, Geography, RE & Citizenship)
- Design & Technology
- Performing Arts (Drama, Music, Dance & Art) – Our specialism
- Modern Foreign Language (French, German or Spanish)
- ICT
- PE
- PSHE (Personal, Social & Health Education)

Homework

Homework is seen as an integral part of the learning process. In Year 7 students should spend a minimum of 30 minutes on each piece of work. Students should expect to be given two or three different subjects each evening. They have a Student Planner to write down the work that they are given and a space to write down the date it needs to be handed in. Students are given two pieces of maths, English and science homework a week, and one piece for each of their other subjects.

The homework timetable is issued in September and students have space to copy it into their planner. Wherever possible students should be encouraged to get into a routine of working in the same place and at the same times each week. Bishopsford's after school clubs also include a Homework Club, where children can remain at school and complete their homework between 3.20pm and 4.20pm.

We value your support in ensuring homework is completed on time and ask that you check and sign in the appropriate place of your son/daughters school planner every week.

Lunchtimes

Each student has five 1 hour lessons each day. There will be one 25 minute break and a 50 minute break for lunch. Students can purchase a range of hot and cold food from the cafeteria or bring their own packed lunch. Students who bring a packed lunch to school must also eat in the cafeteria, alongside those students who are purchasing school lunches.

In the interest of student safety, we do not allow students to leave the site during the school day, including lunchtimes, without a written request from their parent or guardian.

We actively discourage students from 'going home' at lunchtime, and prefer that they stay on site.

Families on income support are entitled to free-school meals. Free School Meal Application Forms are available from your present junior school or your Local Council, completed forms should be returned to the Civic Centre, not the school. Bishopsford does not have the authority to determine or recommend Free School Meal entitlement; this is a parental responsibility. The value of the Free School Meal tokens, currently £1.98, is set by the Civic Centre and is subject to change.

Bishopsford School now has a cashless catering system in operation. All students will have a biometric fingerprint taken on their first day and will then be able to add cash to their account. Alternatively parents can put money on their child's account by following the link on our website.

Please note that as part of our commitment to healthy eating, we encourage pupils eligible for free school meals to purchase the set meal of the day, not snack food. Evidence suggests that a child's diet plays a key role in determining their behaviour and ability to learn.

Rewards & Sanctions

We recognise that a small number of students 'challenge' the rules and regulations that we have at Bishopsford, and in those instances we apply a number of sanctions. Students who misbehave, are late, who fail to complete sufficient work in class, or to submit homework on the due date, may be placed in an after school detention with their class teacher, or tutor, for up to one hour.

If an individual student does not comply with that first detention, then they will be referred to either their year leader or a specific subject leader for an extended detention. Failure to attend the second detention will result in a Senior Detention of one hour. This is regarded as a serious breach of the schools Code of Conduct and a record of this will be placed on the student's file. A student may be placed immediately into the Senior Detention, if their behaviour is particularly unacceptable.

Students who are aggressive or abusive to other members of the school community may find themselves 'excluded'. Exclusion may be 'internal' whereby the student is withdrawn from lessons and takes lunch at a different time to their classmates, or 'external' when we cannot accept the child back into school for a fixed period of time, and they will need to be kept at home. After a Fixed Term External Exclusion, we expect parents/guardians/carers to attend a post-exclusion meeting where the background and reasons for the exclusion will be discussed and behaviour targets will be set for the student.

Rewards & Sanctions Continued:

'On Report' cards are also used as a means of monitoring behaviour and progress on a lesson by lesson basis. If your child is placed 'on report' you will be notified by the school. You will be advised which member of staff is monitoring your child's report and you are welcome to make an appointment to meet them, or discuss specific issues via the telephone.

At Bishopsford we are keen to promote positive behaviour and, linked to that, we have high expectations of all our students. We actively praise children for effort and achievement on a daily basis both in the classroom and around the school.

Each term, we celebrate the hard work and progress students have made in 'Celebration Assemblies'. Again students are nominated by their subject teachers and tutor for Progress, Participation and Excellence. Students are presented with a certificate recording their achievement. We also present certificates for 100% Attendance as well as sporting and community involvement.

We hold an annual Prize-Giving evening where a wide range of student are rewarded for their achievements and progress over the year.

Certificates and awards should be kept safe as they provide you with a tangible record of your child's achievements.

Attendance & Punctuality

There is a strong correlation between a student's level of attendance and the standard of work they achieve. We work closely with our EWO (Education Welfare Officer), to follow up students who have a poor attendance record. We will prosecute parents who fail to ensure their child attends school. Further details are given in the attendance leaflet on pages 16 and 17 of this pack.

We expect students at Bishopsford to arrive promptly and punctually at the start of the school day, ready to learn. Students who arrive at their form room for registration after 8.45am are late. Tutors have the authority to give detentions to members of their Tutor Group where lack of punctuality has become an issue for concern. These detentions can last for up to one hour with 24 hours notice.

Students who arrive at School from 8.45am onwards will be deemed to have missed registration. They will need to sign in at Student Services.

To avoid a detention – all students should be in school and with their Tutor by 8.30am

Attendance & Punctuality

Information for Parents

Why must my child be on time for school?

Lateness for school establishes poor habits that may affect your child's future employment prospects. In addition your child may miss a significant amount of lesson time or coursework if they are frequently late to class. This is likely to result in lower examination results. Lateness to lessons also causes inconvenience and disturbance to both teachers and other students. A student who arrives late to school by 10 minutes each day will have missed a total of 60.5 days which is approximately 1 term.

The role of the LEA

The law requires LEAs to ensure parents meet their legal responsibilities for their child's attendance at school. The LEA employs Education Welfare Officers and their role is to monitor attendance and to support parents/carers as necessary. They also work with support agencies and schools in appropriate cases if a child is not attending school regularly and there is no justifiable reason for the absence. The education authority will consider legal action, either in the Magistrates' Court or the Family Proceedings court. The penalty for failing to ensure regular attendance is a fine of up to £2,500 or 3 months imprisonment, or both. The Family Proceedings Court deals with Education Supervision Orders as a method of engaging and supporting a family, with legal backing.

Penalty notices

The LEA now has the power to issue Penalty Notices to parents whose child's attendance falls below 80%, with 50% of the absences as unauthorised. This can incur a fine of £100.00, which will be reduced to £50.00 if paid within 28 days.

If the fine is not paid after 42 days, the case then be taken to the Magistrates' Court, where fines can be issued up to £2500.00 and (or) 3 months imprisonment.

Parents can help by...

- Making sure their child(ren) regularly and punctually attend school.
- Ensuring school-aged children go to bed at a reasonable time and are provided with the means to get up on time in the morning.
- Supporting us in dealing with bad behaviour, attendance or punctuality issues.
- Whenever possible booking holidays, dental and medical appointments after school has finished or during school holidays.
- Informing us, well in advance, if you require permission for your child(ren) to miss school (for special circumstances).
- Contacting us on the FIRST day of any absence due to illness.

Attendance Procedures

- Parents/Guardians should phone the school absence line (**020 8648 7387**) on the FIRST day of any absence.
- Students should bring in a note signed by their parents/guardians on the FIRST day they return to school after any absence.

Punctuality Procedures

- School starts at 8:30am. All students should be on the premises by 8:30am.
- Registers close at 8:45am, students arriving after 8:45am are required to sign in at Student Services and collect a late slip to take to their class teacher.
- A signed note is required if your child is late to school for unavoidable reasons such as an emergency appointment with the doctor or dentist. Oversleeping is not accepted as a legitimate reason for lateness.

Extended Day Activities

At Bishopsford we are keen to provide as much opportunity for stimulation and wrap-around care as possible.

The after school/lunchtime activities or clubs on offer are grouped as follows:

- Curriculum Clubs (voluntary participation)
- Sports Clubs (voluntary participation)
- Booster Clubs (targeted students compulsory attendance)
- Specialist Schools Clubs (performing and expressive arts related)
- Enrichment Clubs (New opportunities and General Interest)

The Curriculum clubs will be supervised by subject specialist staff and allow students to extend their subject knowledge and interest beyond the classroom curriculum.

The Sports clubs will allow training for inter-school matches and development of skills in a wide range of 'alternative' sports. (Please note students who exhibit poor behaviour in and around the school, will not be permitted to represent the school as part of a school sports team, no matter how gifted they are).

The Booster clubs will target specific students as they prepare for National Curriculum Tests at the end of Key Stage 4. Easter and Summer school will fall into this category, as will coursework clubs in Years 10 and 11. Booster clubs will also cater for selected students in Year 7 and 8; not just for those students who require additional help, but also for Gifted and Talented students.



The Specialist School Clubs will focus on all aspects of performance and expressive arts and will include preparation for shows, and concerts, plus development of skills such as set-design and stage lighting. These clubs will be practical in nature and will run at different times as appropriate throughout each academic year.

The Enrichment clubs will run as a 12 week 'package' for approximately 15 students. Of these 15 places, five will be allocated to individual 'good' students; five will be discretionary (determined by the Leadership Team and the member of staff running the activity); five will be allocated as a reward or incentive for those students who achieve their behaviour modification targets.

This year we will be offering a limited number of specialist off-site clubs which require additional parental consent.

We expect all students to participate in at least ONE after-school club every year that they are a student of Bishopsford Arts College

Students are of course entitled to attend more than one club.

Uniform & Equipment

Trousers: Plain black (no denim, cord or lightweight cotton). Tight stretch-fit trousers should not be worn to school.

Skirts: Plain black & knee length. Short skirts should not be worn at school.

Shirt: Plain white with a plain collar—not polo shirts.

Tie: School tie correctly tied. The knot should cover the top button, and ties should be of an appropriate length.

Jumper: Burgundy school jumper showing logo, no other style acceptable.

Socks & Tights: Plain black, white or flesh coloured.

Shoes: Shoes should be plain black and suitable for school wear. Platform, high-heeled shoes, boots and other extremes of fashion are not allowed. Trainers should only be worn during PE and Games lessons.

Blazer: Students should wear a black blazer with the school badge on the breast pocket.

Coats: Plain black or dark coloured coat. No “hoodies” will be tolerated. Topcoats should be plain without logos, motifs or writing on them.

Jewellery: This is limited to one pair of small plain metal coloured [gold or silver, NOT diamante] studs, a watch, one bracelet and one plain ring. Only one stud should be worn in each ear. All other jewellery is inappropriate for school wear; no other “body piercing jewellery” should be worn. This includes any form of face and body studs.

Headscarves: If worn for religious reasons should be black or burgundy.

PE Kit

Only approved school kit will be deemed acceptable in lessons.

White school polo shirt showing embroidered school badge.

Plain black shorts or if preferred black tracksuit bottoms for out doors.

An optional sweatshirt in school colours with embroidery is available.

Training shoes will be required for both indoor and outdoor activities. They need to be of a strong design in order to support the feet, however, the new 'boot' type is restrictive to movement and will not be accepted.

Dance Lessons

Plain black T-shirt and leggings, or PE kit. Dance shoes (which can be purchased from the school) or bare feet.

For more details on our school uniform, visit www.schooluniformdirect.co.uk.

Basic Equipment Required

- A strong school bag large enough so that books can be carried flat
- A blue or black pen/biro & spare
- A pencil
- A sharpener
- An eraser
- A ruler
- A calculator
- A see-through pencil case is required for public examinations

Frequently Asked Questions

How can I make contact?

You can visit the school web-site on:
www.bishopsford.org

If you wish to report your child's absence please phone **020 8648 7387** and follow the instructions.

General questions about school and homework should be addressed in the first instance to your son or daughters' Tutor. For more specific questions about your child's progress in individual subjects, you should speak to his/her subject teacher who can investigate for you and report back. If necessary you may be referred to the specific Subject Leader.

If your son/daughter is absent through illness, or not attending school as a result of a fixed term exclusion, work can be collected, by appointment, from Student Services.

Please avoid coming into school without a prior appointment. Staff are unlikely to be able to see you at short notice as they will most likely be teaching or in a pre-arranged meeting.

If your child has forgotten something – such as PE Kit, Technology items (ingredients), or their lunch, you can bring the items to Reception and a student 'runner' will take them to your child.

Students should not use mobile phones during the school day – please, therefore, do not contact your son/daughter by mobile phone—contact reception. If they need to contact you in an emergency, there is a pay-phone for students use in the Attendance office.

What if my child is ill at School?

Students who are unwell whilst at school should report to the Medical Room. If it is felt that your child needs to be at home, we will contact you. If your child is involved in an accident whilst at school, we can administer basic First Aid, and will keep you informed.

If your son/daughter needs to take prescription medication during the school day (antibiotics or inhaler), the items should be left in the medical room, where they can be stored safely. Your child's name must be clearly written on the item(s), and clear instructions given about the frequency with which they are to be taken. We are unable to give students medication (such as paracetamol) whilst they are in school, unless it is prescribed for a specific medical condition and even then, only with written instruction from parents/guardians.

It is your responsibility to notify the School of any change in your personal contact details, in order to ensure that communications are not delayed.

Attendance and the EWO

We have a designated Attendance Officer who will contact you if we are concerned about the whereabouts of your child during the school day. We operate an electronic register, which records students as present, or absent, at the start of the day and during each & every lesson. We also work closely with the Education Welfare Officer who makes home visits, when necessary, on behalf of the school.

Holidays and Appointments during Term Time

It is extremely important that children spend the maximum possible time in school in their lessons. Please make every effort to book Optician, Orthodontist, Dentist and routine Doctor's appointments after 3.10pm or during the school holidays. If emergency appointments are made during the school day, your child should attend school before and/or after their appointment.

Partnership Summary Statement

We recognise the importance of the following in order for each student to achieve to the best of his / her ability whilst a member of the Bishopsford School community.

- Every Child Matters
- Anti-Bullying & Respect for All
- High levels of Attendance and Punctuality
- Correct preparation for school – Uniform & Equipment
- A Positive Attitude to Learning
- Care for the Environment
- Honesty & Responsibility
- Helping Others
- Working Hard in class & at home
- Keeping each other informed
- Being a Good Ambassador for the school

“Challenging all to Achieve, Respect & Excel”

Bishopsford Arts College

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