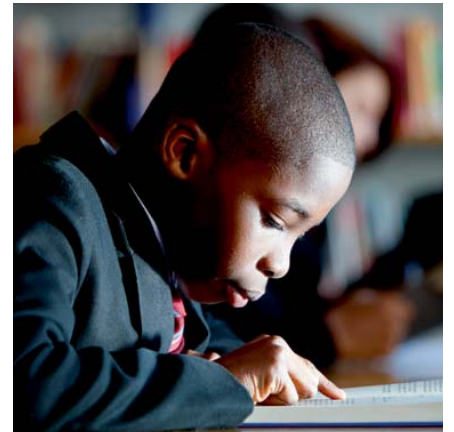




Welcome to Bishopsford Arts College



Information for Prospective Staff

“Challenging all to Achieve, Respect and Excel”



INVESTORS
N P OPL



Specialist Schools
and Academies Trust
SCHOOLS NETWORK™



LIVING AND WORKING IN MERTON



Wimbledon is situated in the London borough of Merton, formed in 1965 when the areas of Mitcham, Merton, Morden and Wimbledon were joined together to create this attractive green borough nestling on the border of central London and leafy Surrey. Historically, evidence of Celtic settlers has been found in the borough. Caesar's camp, a fortified village on Wimbledon common was in fact occupied 500 years before Julius Caesar was born. Today, after the recreation of the new borough provided the impetus for more growth, five town centres have emerged—Colliers Wood, Mitcham, Morden, Raynes Park and Wimbledon. They are all primarily residential areas each with their own commercial and shopping centres.

Wimbledon is exceptionally well served by road, bus and rail links. The main road artery is the A219, which runs off the A3. the road network offers fast access to the M23, and M25 and thus to Channel tunnel links, major airports and south coast. The main railway station is Wimbledon, also a terminus for the district Line of the London Underground network. Frequent trains run to Waterloo Station, (journey time 15 minutes) which is very near to central London. The Tramlink service connects Wimbledon, Merton and Croydon, and there is an extensive bus network. Close by are many attractions such as Hampton Court Palace, Epsom downs and Racecourse and box Hill.

Sports lovers are well served in the borough. There are 31 football pitches, 42 tennis courts, 8 bowling greens, 2 crazy golf, 1 croquet lawn, 15 cricket pitches (including one of the world's oldest cricket greens at Mitcham), 7 rugby pitches and 3 trimtrails. There are 13 multisport areas and also a watersport centre, which has a Royal yachting Association centre and a British Canoe Union approved centre. There is a local community football programme, which is a partnership between the council AFC Wimbledon and Tooting and Mitcham FC, as well as a Little League. Wimbledon leisure Centre, one of three within the borough, has a fitness centre, dance studio as well as a 30m main pool and teaching pool.

For further information on what the London Borough of Merton can offer, visit www.merton.gov.uk

ABOUT OUR SCHOOL

Bishopsford Arts College is located in Merton which offers a wealth of culture and heritage to enjoy as well as plenty of local attractions and leisure centre amenities.

Vision Statement

Bishopsford Arts College is proud to be a Specialist Arts College where we encourage all to be the best they can be; inspire by example; strive for success and high standards with optimism and a sense of personal responsibility. We prepare students for the future by developing opportunities for success in an environment of mutual respect and dedication.

It is taken as read that we work within the statutory requirements of the Education Reform Act.

Bishopsford believes that to deliver the above, it is important that:

1. All students to have a high quality learning experience in a stimulating environment.
2. All students to have a broad, balanced, differentiated and appropriate curriculum.
3. The education at Bishopsford will embrace the community in its curricular and extra-curricular programme.
4. All students to be challenged in their learning and experience, supported by a student, staff and parent partnership.
5. Bishopsford aims to promote and maximise community use of the site.
6. Bishopsford staff and students demonstrate mutual respect for each other and the whole community.
7. Bishopsford promotes and celebrates its opportunities and achievements.
8. Bishopsford uses the financial resources available efficiently and effectively.



SCHOOL SITE

The teaching accommodation is organised in zones within the school building, most subjects have a base area where department materials and resources are stored.

PE –Students of Bishopsford aim to achieve core areas, which can be viewed on our website. As well as a robust and exciting curriculum, Bishopsford have some of the finest facilities in the

local area which accommodate our students and aid their learning and enjoyment of PE and school sport activities—two indoor areas (gymnasium and sports hall) as well as an ‘all weather Astroturf and rugby pitch/athletics area.

Technology –Design Technology is a small but dedicated department offering food, graphics, resistant materials and textiles. Rooms are fully fitted for each aspect of subject, including a modern computer suite.

Modern Foreign Languages –Students study French and Spanish at Bishopsford. Students gain knowledge of the language, grammar and cultural understand which enhance their confidence and skills in a variety of situations. Revision classes/ homework club and eTwinning pen pal club are currently offered.

English—At Bishopsford, students encounter passionate, innovative and enthusiastic linguists and bibliophiles (stick with us and you’ll know what that means).

Maths—At KS3 there is greater focus on developing thinking and reasoning skills by encouraging students to work together. KS4 the focus is on preparing students for GCSE

exams. Bishopsford follow the Edexcel Modular GCSE course consisting of three

SCHOOL SITE - Continued

Humanities—Bishopsford offers History, Geography, RE, and Sociology to the students helping them to gain a better understanding of where they fit into the wider world historically and culturally as well as geographically, helping to make them better citizens.

Art, Music and **Dance** have rooms located in the Arts & Humanities building. **Music** has a Technology Room, A9, A10 and the **Drama Studio** is located opposite Resources. Media Suite opened in September 2005.

SEN There is a range of provision within the school for SEN; the main teaching classrooms are on the third floor of the Science and Technology building. Additional teaching areas are included in the suited teaching areas of the subjects.

ARP (Additionally Resourced Provision) - Department is resourced to develop the more inclusive education, for newly arrived non English speaking pupils from overseas or with SEN.

Business have dedicated teaching rooms on the ground and first floor of the link between the main and the Science and Technology teaching areas.

The **Staffroom** is located on the ground floor of the main building by the Quad, also where various information for staff is displayed. All staff are welcome to use the facilities.

ADMINISTRATIVE AND OPERATIONAL SUPPORT OF THE SCHOOL

A dedicated team of staff provides administrative support to the school. Each office serves a specific purpose but the work is co-ordinated by the Administration Manager.

Reception provides the first point of contact for all visitors, including parents, to the school. Staff should notify reception of all appointments or visitors and also notify the admin member of staff responsible for the school bulletin, so that the visitors can appear in the diary section.

Front Office located behind Reception and deals with school administration and management issues. The Administration Manager, Heads P.A., and Marketing/Multi Media Technician can be found in this office.

Student Support Manager /Attendance Officer are responsible for all student admissions, attendance matters and the registers. Any student related matters are dealt with by the appropriate Tutor/Year Leader or Learning Mentor.

General Office

The Finance and Cover Administration Assistant can be found on the ground floor, by reception. The **Finance Officer** assists with any stationery orders and responsible for the collection of trip money. The **Cover Administrator** is responsible for ensuring that teachers or operational staff who phone the absence line is covered and the relevant senior staff are informed of their absence. The Cover Supervisors also use this office. **The SEN Administrator** is also located in this office and deals with all SEN related matters. **Resources Assistant** can assist with any manual lifting of equipment and delivery of resources to the individual department bases.

Exams and Assessment related matters are supported from the office located in the Drama Studio.

Reprographics is located near the link between the main building and the Arts & Humanities building. An excellent range of support is provided to staff. Code numbers for photocopying are available to staff from the Reprographics Technician who will be pleased to discuss with staff how to support their work.

The Performing Arts/Subject Leaders Administrator can be found in the Media Suite located close to Reprographics.

ICT—Network and security

During August 2005 all our network resources were upgraded and consolidated into one network. All laptops, office based desktops and curriculum computers work from one network.



REWARDS AND STUDENT COUNCIL

Rewards and Sanctions

Bishopsford aims to reward students for academic success and individual achievement. Student rewards take many forms from a quiet 'well done' to a public display of a students' work. Class teachers seek opportunities to display students work as a means of demonstrating credit. In addition, each member of staff nominate a student from each year group they teach for 'Student of the Month'. All nominated students receive a letter of congratulations and the successful student (determined by the Year Leader) receives both a certificate and reward voucher.

At the end of each term, Celebration Assemblies provide a forum to recognise and reinforce a culture of progress and achievement. A variety of categories exist to allow as many students as possible to be rewarded. Students are nominated by the Tutor (pastoral award) or by their teacher (subject award). In addition, students with a 100% attendance (termly) and (yearly) are rewarded.

Opportunities exist for all staff to

present students with certificates for contribution to clubs/activities and other aspects of citizenships.

Student Voice and Council

Bishopsford is a school dedicated to provide the very best care and support of the students and it is important that opportunities are provided for students to contribute to the school.

The school council meets with the Principal each half term to discuss issues and give the students view.

Tutors ensure that their representative is able to articulate the views of the tutor group and that time is given to feedback to the tutor group and to prepare for the next meeting. Each form should select 2 representatives for the school council.

A year council meeting is an opportunity for students within one year group to discuss specific year/school issues. Representatives from the year council will represent the whole year group at whole school council meetings. Due to the size of the school, the council may meet as

GENERAL INFORMATION

Copyright

Staff should respect the copyright legislation in force at present. More information is available from Reprographics.

Interactive Whiteboards

The following health and safety guidance from BECTA on the use of interactive white boards.

It is important to be aware of the health and safety implications of using projection equipment such as interactive whiteboards in the classroom, particularly if children might stand in front of the beam to give presentations

Internet Filtering

Bishopsford receives a filtered internet service. The filtering actively prevents any sites being viewed that contain inappropriate material.

Staff Website Resources

Our website address is

www.bishopsford.org

Within the Bishopsford web site there is a page for staff. This allows access to:

- E-mail (from any computer on the internet)
- Reports Manager (within school only)

Meetings

A school calendar is published as a separate item. This shows all meetings and commitments that are expected of staff. Monday 3.30-4.30pm is designated as the schools meeting night. Meetings are organised on a rotational basis. Meetings for post holders or NQT's are sometimes included in the meeting rota for Thursday evenings. All meetings should fol-

All staff who chair meetings are responsible for ensuring minutes are circulated to the correct audience and forwarded to the Administration Manager / School Business Manager.

Staff Absence

Bishopsford operates a planned or unplanned absence system for all staff.

Communication and the Bulletin

Bishopsford is a large school employing over 100 staff and servicing the needs of over 1000 students. It is important that all staff use the communication procedures and ensure that they communicate clearly with others. All staff have a responsibility to keep themselves up to date with matters.



GENERAL INFORMATION

Patrol

We have instigated patrols to cover every period throughout the day. These patrols are there to support staff through physical present and teamwork. Staff have the opportunity to identify critical lessons and these will be visited as a matter of course. Further to these lessons covered by supply staff or cover supervisors are also visited by the patrols. The patrol staff are contactable by either mobile phone or through walkie talkies to the school reception. If a class teacher feels that they need the additional support of the patrol person they can call reception who will notify the person on patrol.

There are occasions where students refuse to leave the classroom and go to the Inclusion; in this eventuality it would be appropriate to call for a patrol member of staff, "it is not advisable to attempt to physically remove a student from a classroom except in exceptional circumstances".

Premises

- Atkins Facilities Management manage the school site. Requests for site work should be made to the School Business Manager. There is a premises booking form available in the Staffroom and front office.
- All staff, students and visitors are requested to respect the school site and ensure that all areas are left in good condition. Staff should check their area for litter, graffiti and minor damage. The teacher in charge should deal with any concerns.



Each classroom contains a minimum standard of furniture and equipment in order to teach 30 students. Each classroom or work area is the responsibility of a named member of staff who should ensure the accommodation is maintained in the standard expected. Food and drink should be consumed in the designated areas not in the classroom. Water is allowed at the discretion of the subject teacher