



THE BEWDLEY SCHOOL

Learning for Life - Achievement for All

WELCOME TO YEAR 7

SEPTEMBER 2022





This is an exciting time and a unique opportunity to be part of a new community, a new school and a new year group.

CHALLENGE

You will be taught by a wide range of specialist teachers, who will deliver a diverse and dynamic curriculum, that will enable you to achieve your maximum potential.

SUPPORT

Teachers will ensure you are supported and challenged in lessons as well as give you opportunities to ask for support and guidance with your school and homework.

CHALLENGE

Your new school is situated on a much bigger site, with lots of brand new, purpose built buildings and facilities, designed especially for you.

SUPPORT

There will be plenty of staff and older students to help you as well. Don't be afraid to ask.

CHALLENGE

All of your lessons will be based around a one week timetable.

SUPPORT

You will have your own personalised timetable, informing you of your subject, subject teacher and room.

CHALLENGE

You will be given homework on a regular basis and therefore, need to be organised, in order to ensure that you meet all your required work deadlines.

SUPPORT

You will be given a homework timetable and your subject teacher, Form Tutor and Head of Year will be available to give you any help and support that you may need.

THE BEWDLEY SCHOOL READY, RESPECTFUL AND SAFE

Prepared - remembering equipment [pen, pencil, ruler, eraser, calculator] & homework for each lesson; upholding the school dress code.

Prepared

Compassionate - understanding everyone's right to feel safe and secure and to feel valued and adhere to the school's anti-bullying policy.

Compassionate

Punctual - arrive at lessons & meetings on time.

Punctual

Caring - to respect the school environment- the building, grounds and resources; to respect each other and be positive school citizens, following Health & Safety rules.

Caring

Polite

Polite - remember that everyone has the right to be heard, be active listeners & follow instructions of staff and facilitators.

**Ready,
Respectful &
Safe**

Considerate

Considerate - avoid disturbing the learning of others, ensuring that mobile phones, MP4 players etc. are not visible during the school day.



TERM DATES

AUTUMN TERM 2022

- Training Day: Thursday 1st September 2022
- Term Start: Year 7 & Year 12 Friday 2nd September 2022
- Term Start: All Years Monday 5th September 2022
- Training Day: Friday 7th October 2022
- Half Term: Monday 24th October 2022 – Friday 28th October 2022
- Training Day: Monday 28th November 2022
- Term End: Friday 16th December 2022

SPRING TERM 2023

- Training Day: Tuesday 3rd January 2023
- Term Start: Wednesday 4th January 2023
- Half Term: Monday 20th February 2023 – Friday 24th February 2023
- Term End: Friday 31st March 2023

SUMMER TERM 2022

- Term Start: Monday 17th April 2023
- May Day: Monday 1st May 2023
- Training Day: Wednesday 10th May 2023
- Half Term: Monday 29th May 2023 – Friday 2nd June 2023
- Term End: Friday 21st July 2023

Additional Information

The Bewdley School
Stourport Road
Bewdley
Worcs
DY12 1BL

Tel: 01299 403277

Email:

office@bewdley.worcs.sch.uk

Website:

www.bewdley.worcs.sch.uk

Our website is updated regularly and contains our school calendar of events and relevant school policies which can be viewed at any time.

The School Day

The school operates a one week timetable. All students are issued with a timetable at the beginning of each academic year.



*From September 2022, the start and finish times of the school day will not change however the lesson/tutor times during the school day are subject to change

	8.50 - 9.40	9.45 - 10.35	10.35 - 10.50	10.55 - 11.45	11.50 - 12.40	12.40 - 13.00	13.00 - 13.30	12.40 - 13.10	13.15 - 13.35	13.35 - 14.25	14.30 - 15.20
7	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Tutor 1	Lunch 2	Lunch 1	Tutor 2	Lesson 5	Lesson 6
8	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Tutor 1	Lunch 2	Lunch 1	Tutor 2	Lesson 5	Lesson 6
9	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Tutor 1	Lunch 2	Lunch 1	Tutor 2	Lesson 5	Lesson 6
10	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Tutor 1	Lunch 2	Lunch 1	Tutor 2	Lesson 5	Lesson 6
11	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Tutor 1	Lunch 2	Lunch 1	Tutor 2	Lesson 5	Lesson 6
12	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Tutor 1	Lunch 2	Lunch 1	Tutor 2	Lesson 5	Lesson 6
13	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Tutor 1	Lunch 2	Lunch 1	Tutor 2	Lesson 5	Lesson 6

*Year 7 lunches will either be Tutor 1, Lunch 2 or Lunch 1, Tutor 2



If you would like to speak to a member of staff you can either phone the school office on 01299 403277 or contact by email. Here are a few email addresses you might find useful:

Year 7 Head of Year:

Mr O'Malley

Email: DOM@bewdley.worcs.sch.uk

Year 7 Assistant Head of Year:

Mr Mueller

Email: CMU@bewdley.worcs.sch.uk



The 200 Club lottery supports school fundraising. The cost is only £5 per month and this is a really easy way to have some fun and support the school at the same time. As membership is limited to 200, there is a very high chance of winning a £150 prize every month!

We are currently raising funds for a much-needed outdoor covered seating area for lunchtime. Places to join the club are limited to 200, so don't delay applying! The application will only take a minute and can be found on the school website using the link below:

<https://www.bewdley.worcs.sch.uk/2021/03/04/200-club/>

Online Payments

We operate an online payment system called ipayimpact, a secure and efficient way to pay for music lessons, trips, books, equipment, stationary and school meals. This can be accessed via www.ipayimpact.co.uk and you will need to register with a unique code that will be emailed to you in July 22. If there are any issues with using the system please email: finance@bewdley.worcs.sch.uk

Equipment List

Students will need to have the following equipment every lesson:

- A school bag suitable for carrying books and equipment
- Reading book

Pencil case containing:

- Pens
- Pencils
- Ruler
- Sharpener
- Eraser
- Protractor
- Compass
- Whiteboard pen
- Highlighters
- Glue Stick
- Colouring Pencils
- A good scientific calculator



Equipment Available to Purchase From the School

- A fully stocked pencil case containing all equipment needed at £5.00.
- We recommend the Casio fx-83GTX at £9.00.

For Special Lessons:

Art

HB and 2B pencils in addition to general equipment.

Food

Ingredients - cooking/storage containers if requested.

French & Spanish

French/English & Spanish/English dictionaries - the Collins Easy Learning dictionaries are highly recommended.

Travel Arrangements To & From School

Walk/Bus

Most students walk or use either local public transport or designated school coaches if they live in rural areas. If parents/carers wish to enquire about travel assistance, they can phone 01905 765 765 or visit www.worcestershire.gov.uk/schooltransport

Bicycles


Parents/carers wishing for their children to cycle to school should request permission by writing to the school. Students will be issued with a bicycle pass. Students will be required to sign a form agreeing to:

- Wear a helmet.
- Provide a bike lock.
- Keep the bicycle in a road-worthy condition.
- Take a cycling proficiency course.
- Keep the bicycle off the pavement and disembark on entering the school site.
- Not carry anyone on the bike or loan it out.

The school cannot be held responsible for damage or theft. There are a limited number of bicycle racks and students are expected to lock their bicycles. If students do not adhere to the above conditions, passes will be withdrawn.



My First Day



I will arrive at school on Friday 3rd September on the tennis courts at **8.45 am** ready to go the school hall at **8.50 am**.

Staff will be waiting for me, to take me to my form base, where I will receive my timetable and meet my Form Tutor.

I will be having my school photograph taken on my first day.

I will be ready to learn and to achieve, with my named uniform on and my marked equipment will be in my bag.

I will leave my PE kit at home on the first day until I receive my timetable and know when it is needed.

At 3.20 pm, when school ends, I will let my Form Tutor or Mr O'Malley know if I have any concerns.

Have a wonderful summer holiday, but keep your brain active!

Use this website to find some good reads!

<https://www.arbookfind.co.uk/default.aspx?client=HomeConnectUK>



Lost Property

There will be occasions when property is mislaid, therefore **it is important to name every item of your child's school uniform**. This will make it easier for items of clothing to be returned to their owner. Lost property is collected by Reception staff, who endeavour to return it to the students.

Medicines

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Medicines will only be accepted if prescribed by a doctor and they are in their original container with the instructions for administration and dosage.

Any parent/carer wishing the school to give a prescribed medicine must complete the Worcestershire County Council form; 'Agreement for School to Administer Prescribed Medication'.

Out of Hours Learning

All students at The Bewdley School are encouraged to take part in the wide range of extra-curricular activities provided by clubs and societies which take place after school. A regularly updated programme is available on our website.

Music Tuition

We offer an extensive programme of extra-curricular activities, including KS3 choir, senior choir, rock & pop band, wind band, string group and saxophone ensemble.

Students are encouraged to form their own bands and all groups regularly perform in school and in the wider community. We are fortunate to have a well-qualified and dedicated team of peripatetic teachers from Severn Arts Music, currently providing tuition in violin, viola, cello, flute, clarinet, oboe, saxophone, keyboard, brass, guitar, voice and percussion. Students receive 35 lessons over the course of the year, unless they are absent from school or fail to turn up at the correct time and are taught in pairs/small groups (maximum of 3)

for between 20 - 30 minutes each week. Individual lessons can be arranged if required. Although some lessons do take place at lunchtime, the majority of teaching occurs during the school day. Details of tuition costs can be obtained by contacting Ms Blythe on: HBL@bewdley.worcs.sch.uk.

All students will be expected to learn for at least one full term. Cancelling lessons will require one full half-term's notice. If you would like any further information, please contact the Head of Music, Ms Blythe.

Senior Leadership:

Head Teacher:
Mr Hadley-Pryce

Deputy Head Teacher:
Mr Chauhan

Deputy Head Teacher:
Mrs McDougall

Assistant Head Teacher:
Mr Willis

Assistant Head Teacher:
Mr Phillips

Operations Manager:
Mr Whordley

Additional useful contacts
Heads of Department:

Art - Miss Lord:
JLO@bewdley.worcs.sch.uk
Design Technology - Mr Hancock:
THA@bewdley.worcs.sch.uk

English - Mrs Lloyd:
HLL@bewdley.worcs.sch.uk
Geography - Mr Nugent:
WNU@bewdley.worcs.sch.uk
History - Mrs Barnes:
SBA@bewdley.worcs.sch.uk
Digital Media and Computer Science - Mr Birmingham:
SBI@bewdley.worcs.sch.uk
Maths - Mrs Wilmot:
FWI@bewdley.worcs.sch.uk
Music - Ms Blythe:
HBL@bewdley.worcs.sch.uk
Science - Mr Lowrie:
GLO@bewdley.worcs.sch.uk
PE - Mr Upson:
RUP@bewdley.worcs.sch.uk
MFL - Mr Houillion:
GHO@bewdley.worcs.sch.uk
RE - Mrs Colbourne:
LCO@bewdley.worcs.sch.uk
SENDCO - Mrs Bodman
Assistant SENDCO - Mr Willis:
SEN@bewdley.worcs.sch.uk

HOUSE SYSTEM Our Houses, named with the support of Bewdley Civic Society, are central to the culture of the school. As a 6 form entry school we have 3 Houses with 2 tutor groups per year in each House. Our Houses are at the core of students' sense of identity and belonging in school, providing an intimate connection between the school and our historic town.



BALDWIN HOUSE – EQUALITY – THE WORLD'S FIRST GREAT DEMOCRACY

Three times Prime Minister, Stanley Baldwin, as Member of Parliament for Bewdley, is the only British premier to have served under three monarchs (George V, Edward VIII and George VI). He was Prime Minister from 7 June 1935 to 28 May 1937; 4 November 1924 to 5 June 1929; 23 May 1923 to 16 January 1924 and also championed the Votes for Women campaign, writing a letter to Millicent Fawcett in 1928. Stanley Baldwin was knighted as a Knight of the Garter (KG) on 28 May 1937 and ennobled as Earl Baldwin of Bewdley and Viscount Corvedale, of Corvedale in the County of Salop on 8 June 1937.

House Colours: Black and Gold (yellow) Tutor Groups: B and W



RIBBESFORD HOUSE – HERITAGE – ONLY BY UNDERSTANDING OUR PAST CAN WE SHAPE OUR FUTURE

The estate dates from the 11th century (Anglo-Saxon Charter). In 1074 the estate was presented to Ralph de Mortimer in recognition of his services to William of Normandy. It remained in the Mortimer family for many centuries. In the early 17th century it passed to Edward Lord Herbert of Chirbury. Sir Henry Herbert's correspondence included letters from the Queen of Bohemia, Prince Rupert, Oliver Cromwell, General Fairfax, General Monk, Lord Herbert of Chirbury and George Herbert himself. Later famous connections with Ribbesford include Rudyard Kipling, Edward Burne-Jones, Stanley Baldwin and Charles de Gaulle.

House Colours: Red and Blue Tutor Groups: R and F



SEVERN HOUSE – STRIVING – EFFORT IS THE KEY TO GETTING WHERE YOU WANT TO GO

The River Severn is about 220 miles long and is considered to be the longest in the United Kingdom. It rises in Plynlimon in the Cambrian Mountains of mid Wales. It flows through Powys, Shropshire, Worcestershire and Gloucestershire, with the county towns of Shrewsbury, Worcester and Gloucester on its banks. The river becomes the Severn Estuary, formerly known as the Severn Sea after the Second Severn Crossing. Its unstoppable force takes it from the Welsh mountains to the Atlantic Ocean at Bristol and it has historically been a route for trade and central to the growth of Bewdley as a market town over the last 500 years.

House Colours: Green and Silver (White) Tutor Groups: S and V



We are excited to have our own parent app 'My Ed'. My Ed is quick and easy to install and works on both Apple and Android devices and comes with many features that and comes with a range of features to help parents/carers support their child.

To download, simply visit the Apple App Store, or Google Play store and search for My Ed. Once the app is opened search for The Bewdley School, you will then be prompted to enter your name, email address and mobile number. The system will then send the user a text message with a unique code, once entered parents/carers will be registered to use the app. The app is secure and can be accessed anytime anywhere, so even the busiest parents/carers can access information including attendance, timetables as well as news, key dates and our school website.

There are three main sections to the app:

My School

Allows any member of The Bewdley Community to view information and keep up to date with what's going on in school showing key information, contacts, dates and news.

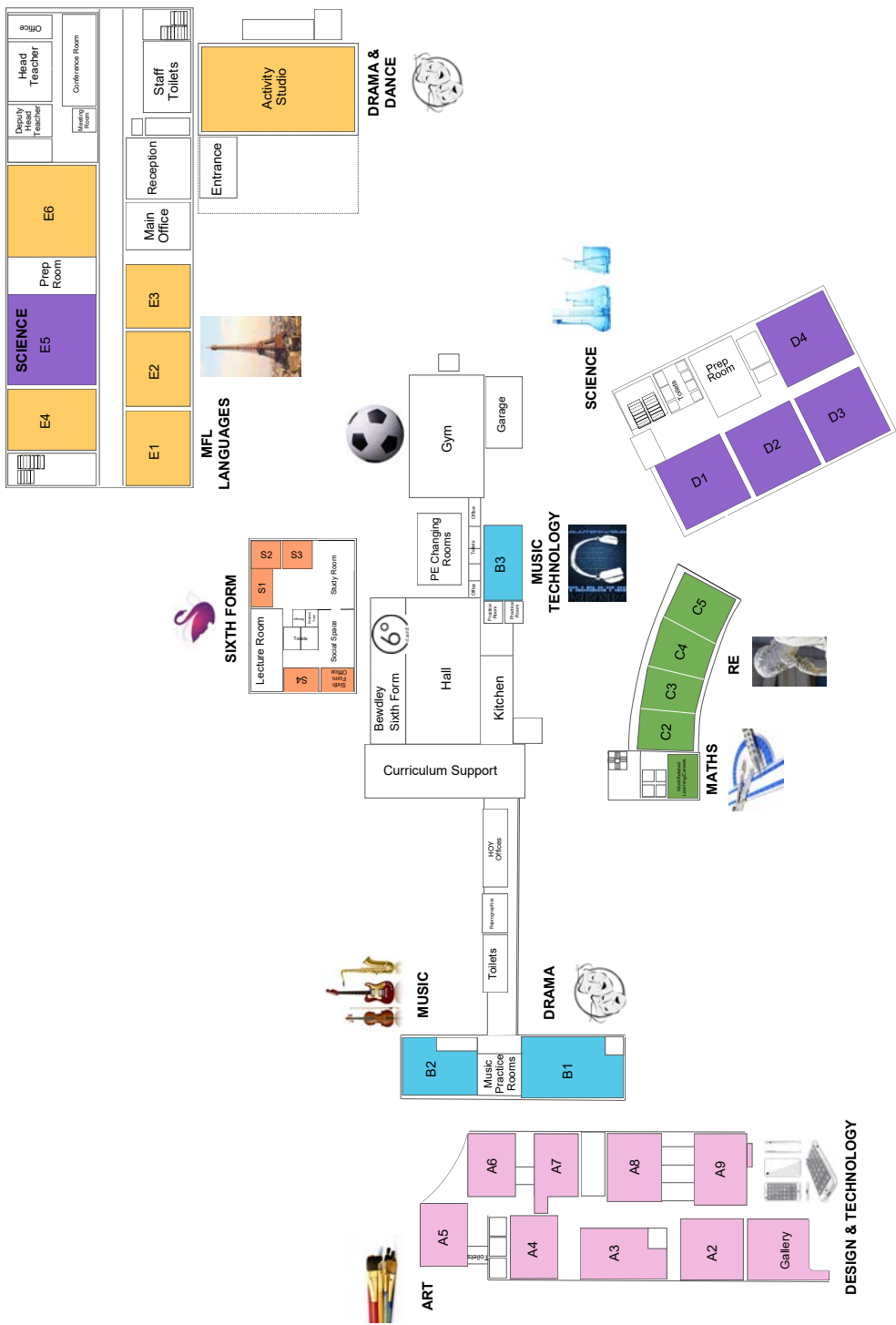
Messaging

The app allows the sending and receiving of FREE messages via parents/carers mobile device (via push notifications). This will where possible replace the sending of text messages making it easier for parents/ carers to see information all in one place.

My Students

Allows parents/carers to view key information about their child's school activity including details about their attendance, timetable, behaviour and praise. This information is updated daily overnight. This part of the app will only be available to the parent/carer who currently receives school texts.

Please note, for parents/carers registering for 'My Students' this can take up to 24 hours for the system to verify details to ensure no data is only shared with the appropriate parent/carer.



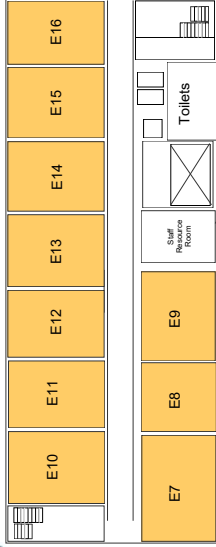


GEOGRAPHY

ENGLISH



HUMANITIES



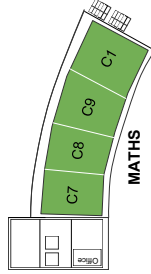
HISTORY



ICT



SCIENCE



MATHS



FIRST FLOOR KEY:



The Bewdley School
Bewdley Sixth Form
Learning for Life - Achievement for All

Ready, Respectful & Safe

The Bewdley School has at its heart a firm commitment to putting the needs of 'Students First'. Policies and practice promote an environment conducive to learning, ensuring high achievement for all young people, irrespective of their differing needs.

The school believes that students should be encouraged to adopt behaviour that supports learning and promotes good relationships. Poor behaviour and low-level disruption threaten the right of young people to an effective education and can lead to people feeling unsafe, bullied, intimidated, or threatened.

This Behaviour Policy seeks to encourage young people to make positive choices and re-enforces those choices through praise and recognition. The school recognises that even when encouraged to make the right choice, some students will occasionally make choices that threaten their own learning or that of others. The aim of these strategies is to encourage students to comply with the school rules and to re-engage them with learning. In some circumstances, the Head Teacher will need to act to ensure that the behaviour of a minority does not undermine the education of the majority or threaten the well-being of others, the school, or its community: this may result in exclusion.

Students are to:

- Arrive at school and at lessons punctually and be prepared to learn.
- Bring appropriate equipment such as:

Pocket planner, pen, pencil, ruler, calculator, PE kit and any other necessary equipment, a suitable bag to carry books and any equipment needed during the school day.

- Wear the school uniform correctly. Noticeable make-up is not allowed any make-up must be discrete. The decision as to what qualifies as discrete rests with the Head of Year or Behaviour Support Managers.
- Be polite, courteous and respectful to everyone on the school site, and to comply with reasonable requests or instructions at all times.
- Have regard for your own safety and that of others.
- Remain on site throughout the school day and leave promptly at the end of the day, unless engaged in extra-curricular activities. As we are an open site, the school provides a safe environment in school for students.



Praise & Recognition

The practice of “Praise and Recognition” is designed to help the school promote achievement, good behaviour and independent learning. The school benefits from these systems by adopting effective strategies to gain the students’ interest and commitment to improve their studies, behaviour and attendance. This should engage students to become active members of the school community. The system helps to give teachers a tool in the classroom for increasing motivation in their students, by rewarding them for good effort, good work, and good behaviour. By giving students, in partnership with teachers, an incentive to take part, and positively contribute, it is intended to make the school a richer environment for learning, education, teamwork and community.

The most important aspects of praise and recognition are the conversations and personal interactions which take place between students and teachers every day. Praise is a personal thing, and is at its most effective when it is immediate and sincere. The formal systems which are used in school are:

- House Points
- Well Done Postcards
- Praise phone calls/email
- Head of Faculty Praise phone calls/email
- Head of Year Praise phone calls/email
- End of term Certificates
- Celebration events i.e Year 11 Prom
- Senior Leaders are always pleased to praise students who demonstrate good behaviour or work. In particular, they are pleased to see any students who have made a significant improvement in any area

Other ways students’ achievements may be recognised:

- Good marks
- Constructive marking and assessment comments
- Departmental awards
- Special certificates
- Having work on display
- Informing Form Tutor/Head of Year/Head of Faculty about good work or behaviour

Working with parents

Parents/carers play a crucial role in shaping attitudes which produce good behaviour in schools. We therefore endeavour to keep parents informed at every opportunity and encourage them to take full advantage of all formal and informal means of communicating with the school.

It is assumed that all parents/carers whose children enter The Bewdley School are prepared to accept these sanctions and support the staff in maintaining high standards of respect and discipline for others. Where problems arise we want to involve parents in finding the right solution. Parents are encouraged to contact the Form Tutor or Head of Year if they have concerns about their son or daughter. When contacting the school, the office will take down the details of the enquiry and the appropriate member of staff will endeavour to contact you by the end of the next working day.

Sanctions & Interventions

The Bewdley School will endeavour to be positive and reward students whenever possible. However, sanctions will need to be applied if students behave in an unacceptable manner, either in class or during unstructured times during the school day. The school will respond to incidents of unacceptable behaviour or conduct in a proportionate manner based on fairness and consistency. The more serious the incident, the more serious the response.

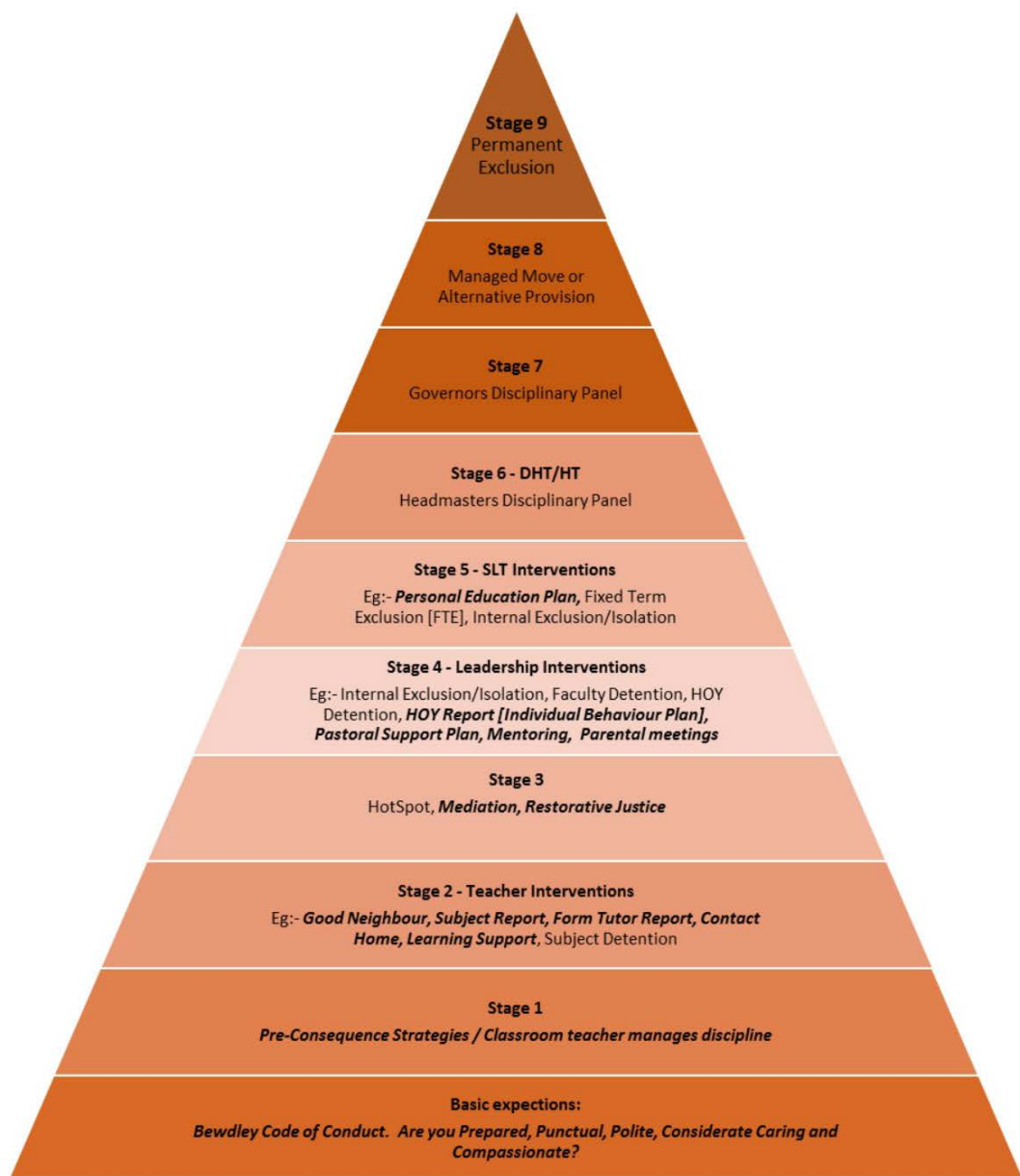
The responsibility, for sanctions in the first instance, rests with the individual member of staff, this also includes detentions. The key factor should be that the ownership of the incident with the individual member of staff should effect an improvement in student behaviour, motivation and relationship with that member of staff.



Ready, Respectful & Safe



Sanctions/Interventions will follow the escalation process (support measures in bold italics):



Ready, Respectful & Safe

Dress Code

The Bewdley School Dress Code aims to establish a sense of **equality** and helps to instil **pride** and **loyalty** in our school. Everyone is expected to uphold the Dress Code and establish a high standard of appearance in the school and locality. All our uniform is available to order online or by telephone from Marks & Spencer at www.mandsyourschooluniform.com including core items such as trousers/shirts. Details are available from the school or school website.

Uniform

Black Blazer

School clip on Tie

Black Shoes

White School Shirt

Blue Polo Shirt (Summer Term only)

Full length Tailored Black **School** Trousers [They must **not** be low rise, skinny fit lycra, tight fitting, denim/jean or jeggings. The trousers must not have external buckles, rivets, zips or logos] or **knee length skirt [Pleated skirts only – straight skirts are not permitted]**

Black/Grey/White/Neutral Socks or Tights

Black V-neck school jumper with school logo

General Expectations

Uniform and general appearance should be appropriate for school, your place of work, and conform with Health & Safety standards. It is therefore required that:

- **Shoes** should be worn that are sensible and practical i.e. low heels (no boots or trainers unless a doctor's note is presented).
- **Jewellery** should not be worn or brought into school, to avoid loss, damage or injury. One pair of studs in the lobes of ears can be worn but will need to be removed for PE/Games. (No other piercings or retainers are permitted)
- **Make-up**, including nail varnish, is not necessary for school and if obvious will be expected to be removed. False/acrylic nails are not acceptable.
- **Jackets/Coats/Jumpers** should be suitable for school and the weather conditions. Hooded jackets/jumpers/branded logo jumpers etc. are not permitted.
- **False/acrylic nails** are not allowed to be worn in school.
- **Hair** – if long it should be tied back for practical lessons. Hair bands etc. should be black, white or blue (school colours). Extreme styles and colours are not acceptable; symbols, names etc. cut or dyed into hair will require a student to return home.
- **Additional subject uniform** Compulsory Bewdley PE kit consists of technical t-shirt, socks, shorts / skort & suitable trainers. Additional Bewdley PE Kit consists of leggings, skinny jogging bottoms and hoody, available from the Scimitar online shop: <https://scimitarschools.com/product-category/bewdley-school/>
- **Other Valuables** (i.e. mobile phones, tablet computers, laptops, E-readers etc.) If they are brought into school, the school will not take responsibility for loss or damage.

Acceptable School Uniform Guidelines

Blazer (Boys)



Blazer (Girls)



Jumper



Polo Shirt (Summer)



Trousers (Boys)



Trousers (Boys)



Pleated Skirt (Girls)



Trousers (Girls)



Shirt (Boys)



Shirt (Girls)



School Tie (Yrs 7,8) Yrs 9,10 & 11)



Examples of **acceptable** footwear



Examples of **unacceptable** footwear



PE KIT

Our PE kit, encompasses a range of styles of clothing that will enable all students to feel comfortable in what they are wearing and enjoy their lessons. We do ask, however, that due to the range of garments available no alternatives or brands are purchased, particularly the leggings, as we have spent a long time sourcing suitable and appropriate fabrics for school use. All garments are branded with our new school logo, are uniform and are therefore the only kit expected to be worn. This includes socks.

Our Core PE Kit consists of:

- Bewdley Technical T-Shirt
- Bewdley Socks
- Bewdley Shorts / Bewdley Skort

However, many of our students like to wear our Optional PE Kit items. These can also be purchased from the Scimitar website and are great for outdoor PE Lessons or in the colder months, our Optional PE Kit items consist of:

- Bewdley Leggings
- Bewdley Jogging Bottoms
- Bewdley Hoody

Uniform can be ordered all year round using the online store, or parents/carers can attend our Youth Hub (located next to Bewdley Leisure) on our Induction Day (**Tuesday 5 July**) to try on and purchase PE kits. The event will run from the end of school until 4.30pm and will enable parents/carers to save on any postage and packaging costs if they ordered from the online store.

The link below will direct you to the Scimitar online shop:

<https://scimitarschools.com/product-category/bewdley-school/>

If you have any Customer Service issues, please contact Scimitar directly on: 01905 425324, or email: info@scimitarclubs.com



COMPULSORY PE KIT



Technical T-shirt



Skort

or



Shorts



Socks

ADDITIONAL PE KIT




Hoody



Leggings



Skinny Jogging Bottoms



100% attendance with good punctuality will always be rewarded

ATTENDANCE

ABSENCE

School must be notified on the first day of absence by ringing the dedicated absence line 01299 406828 or text 07422 128124 or by email absence@bewdley.worcs.sch.uk

This should then be followed up by a note on the student's return. If a student's attendance falls below 90%, medical evidence may be required for all future absences. Failure to provide this will result in parents/carers attending an interview in school, and in some cases further intervention may be required. Medical evidence will be required for an absence of five days or more, in line with school policy.

On the direction of the Department of Education, the Head Teacher may only grant leave of absence during term time, in exceptional circumstances. For instance, where parents are in the Armed Forces, School will require

evidence prior to a holiday being approved. The school needs to know if you are planning to take a holiday in term time, regardless of whether it will be authorised. Each case will be considered individually.

Medical appointments where possible, should also be taken out of school hours.

PUNCTUALITY

Punctuality, like attendance, is linked to success.

Students should arrive at school by 8.45am in time for registration during first lesson at 8.50am each day. Any student who is late twice in a week will be required to attend a detention with their Head of Year. Persistent lateness will be passed to the Deputy Head Teacher and parents/carers will be required to attend a meeting to resolve this issue.

Mobile Phones



Mobile phones can come into school but must remain switched off at all times and remain in the child's school bag; unless by the express permission of a teacher [take a picture of their art work, using the calculator function etc]. This applies to Years 7-11 throughout the day.

Responsibility:

- Parents/Carers to check the usage of all devices to support the school's Safeguarding Policy, including the E-Safety Policy. **It is ultimately the parents'/carers' responsibility to monitor their child's mobile phone usage and activity.**
- The mobile device is the sole responsibility of the owner at all times. The school accepts no responsibility at any time. There are no facilities to secure mobile devices left in school, for instance, in changing rooms during PE lessons.
- Parents/carers should be aware if their child takes a mobile phone to school. It is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred, due to its use/loss. The school will not spend time investigating incidents involving theft/loss of mobile devices.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone, will face disciplinary action.
- Students with mobile phones must not engage in personal attacks, harass another person, or post private information about another person using SMS messages/social media, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary action. **It is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police.**
- Students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery - is also a criminal offence. **As such, the school may consider it appropriate to involve the police.**
- Sixth Form students may use mobile devices in the Sixth Form block and Sixth Form canteen area only.



Technology

Acceptable Use Policy

Sanctions:

- First offence - If a phone is seen in use in lessons it will be confiscated by the member of staff. The teacher will log the incident on SIMS and label the phone. The phone needs to be collected by the student from the main reception at the end of the school day. If a phone is seen in use during unstructured times [break/lunch etc], the member of staff will confiscate the phone and hand it into main reception. The incident will be logged on SIMS and the phone will be available for collection at the end of the school day.
- Second offence – The mobile device will be retained by the school until collected by the parent/carer.
- Third offence – Student banned from bringing in a mobile device to school for the rest of that term.
- Failure to hand over a mobile device will result in an escalation of sanctions.

Parents/carers are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently.

The Acceptable Use Policy is written to help ensure that all communications technology that is used in our school is done so without creating unnecessary risks to you or other users whilst supporting their learning.

(A shortened version will be displayed when you log on).

I Agree that I will:

- Only use my school account and not share my login details with anyone else.
- Accept that my files may be examined and deleted if they not appropriate, pose a security threat to the system or if misuse is suspected.
- Not send or take part in the preparation of text, graphics, audio or video material which is offensive, hurtful or unlawful.
- Accept my internet access is subject to filtering and content control.
- Accept my internet access in school is logged and monitored, as is all computer activities.
- Respect the work and ownership rights of students, staff and those outside of the school.
- Not copy, reproduce, edit or adapt anything in breach of copyright laws.

- Not use or share my personal (home) home address, telephone number, school's name, or send picture, accounts/data (e.g. social media, email, gamer ID, etc.) with anyone online or anyone I don't know.
- Respect the school network security.
- Not use the computers for personal interest during lesson time. Permission will be needed for out-of-school activities from a teacher.
- Not use chat rooms, bulletin boards and social networking sites unless expressly permitted by the teacher for educational purposes.
- Not upload any posts, pictures, videos from inside school grounds onto any social media.
- Not download executable files and games, installing programs and devices.
- Not download audio and video files in breach of copyright legislation.
- Only store work-related content on the system, not any personal photos, videos or music without permission from a member of staff.
- Report unsuitable content and/or ICT misuse to a member of staff.
- Report any damage, or problems with my computer to a member of staff.
- Have up-to-date antivirus solution on my home computer should I wish to use USB / external hard drives on

a school computer or access the school from home (remote access).

- Not access my personal emails, access to personal email in school is strictly prohibited.
- Not post messages, comments (including tweets, blogs or posts) that may offend others or bring the school into disrepute during or outside of school hours.
- Never open attachments to emails unless they come from someone I already know and trust.
- Not send emails that may offend, upset or contain inappropriate language, swearing, threatening, violent, racist, homophobic or dangerous content.

Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.

I will ensure that any private social networking sites, blogs, etc. that I create or actively contribute to, do not bring the school or any student or staff into disrepute. I know, that once I share anything online it is completely out of my control, and may be used by others in a way that I did not intend.

I understand that the school uses CCTV (closed-circuit television) for the safety and safeguarding of students and staff. Data is stored for a period of time to allow for reviewing.



Show My Homework

At The Bewdley School we use online digital planners for our students and staff. Show My Homework works across multiple platforms and works on any computer and mobile device, as well as a mobile app for Apple and Android devices.

Using Show My Homework, students, parents and carers will be able to see their weekly timetable, track full details of any homework they may have, including submission dates as well as seeing whether homework has indeed been handed in or not. Show My Homework establishes effective homework routines and homework completion with students, as well as involving parents/carers every step of the way.

Students who do not have a computer within the family home also have the option to use our facilities after school to complete homework or to access their homework planner online. All students are able to log into computers at school and either print off details of their homework or record the work in an alternative manner, if this way of working is most appropriate for them. As a school we wish to ensure that students do all of their homework to maximise their progress and also to support parents in understanding and being able to track the work being done by their child/children.

Students access Show My Homework by using their school email address and password, how to guides can be found on our website along with a link to access Show My Homework:

<https://www.bewdley.worcs.sch.uk/connect-to-bewdley>

All Students when they start school are issued with one email address and password, which gains them access to all the schools systems, this ensures all our students don't have to write down and memorise lots of passwords!

MENTAL HEALTH & WELLBEING SIGNPOSTING

IT'S NOT GOOD TO SPEND TOO MUCH TIME ALONE, BUT WITH COVID-19 RESTRICTIONS, THIS MAY NOT BE YOUR CHOICE

YOU DON'T NEED TO SUFFER IN SILENCE

SIGNPOSTS TO VARIOUS NON-URGENT ORGANISATIONS THAT MAY BE ABLE TO HELP



Every Mind Matters has a range of support material for students on self-care and how to look after your own mental health. You can take the mind plan and get tips dedicated to you on how to cope



NHS Talking Therapies. You can refer yourself to an NHS psychological therapies service IAPT (Improving Access to Psychological Therapies). IAPT services can treat: Depression, generalized anxiety, social anxiety, panic and agoraphobia, other phobias, obsessive-compulsive disorder (OCD), post-traumatic stress disorder (PTSD), irritable bowel syndrome (IBS), body dysmorphic disorder.



Shout provides free, confidential, 24/7 text message support in the UK for anyone who is struggling to cope. **Text 85258** for SHOUT the UK's first 24/7 crisis text service on, free on all major mobile networks, for anyone in crisis anytime.



You can get in touch about anything that's troubling you, no matter how large or small the issue feels. You can also contact the Samaritans if you are worried about someone else.

Call - 116 123



Explore a range of trusted information, services and tools to help you with the challenges of student life. You can access dedicated support services for by phone or text and get help finding what support is available at your place of study.



Childline will help you if you're under 19 and you can confidentially call, email, or chat online about any problem big or small.

Their freephone 24-hour helpline is **0800 1111**. You can sign up for a childline account on the website to be able to message a counsellor.

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Papyrus is the UK Charity for the prevention of young suicide. **Papyrus Helpline UK - 0800 068 4141**



The Zero Suicide Alliance (ZSA) is a collaboration of National Health Service trusts, charities, businesses and individuals who are all committed to suicide prevention in the UK and beyond. We are an alliance of people and organisations coming together around one basic principle: Suicide is preventable.



The mental health charity Mind has information on ways to help yourself cope during a crisis. This includes calming exercises and a tool to get you through the next few hours.



Mental health wellbeing audio guides are a series of guides to help boost your mood.



Young Minds the UK's leading charity fighting for children and young people's mental health. **Parents helpline - 0808 802 5544**



Kooth.com is a free, confidential, safe and anonymous way for young people aged 11-26 to ask for help and support from a team of highly qualified and experienced counsellors and support workers. Kooth.com is a well-established, award winning online counselling agency and is accredited by Worcestershire County Council and The British Association of Psychotherapy and Counselling (BACP).



THE BEWDLEY SCHOOL
Learning for Life - Achievement for All

Safeguarding Team



Mr Chauhan
Deputy Head Teacher
Designated Safeguarding
Lead (DSL)
DCH@bewdley.worcs.sch.uk

YOU HAVE THE RIGHT TO FEEL SAFE

If you have any issues speak to your Form Tutor/HOY or any of our safeguarding officers



Mrs Leach
Deputy Designated
Safeguarding Lead (DDSL)
SLE@bewdley.worcs.sch.uk



Mr Phillips
Deputy Designated
Safeguarding Lead (DDSL)
PPH@bewdley.worcs.sch.uk



Mr Willets
Deputy Designated
Safeguarding Lead (DDSL)
JWI@bewdley.worcs.sch.uk



Mrs Harper
Deputy Designated
Safeguarding Lead (DDSL)
AHA@bewdley.worcs.sch.uk



Mrs George
Deputy Designated
Safeguarding Lead (DDSL)
and Wellbeing Co-ordinator
NGE@bewdley.worcs.sch.uk



Mr Whordley
E-Safety Officer
AWH@bewdley.worcs.sch.uk





Home School Agreement

The Student Agreement

I will strive to be a committed learner and an exceptional person.

I will do this by: Living the VALUES of our school, behaving well, working to the best of my ability and respecting all other members of the school community. I will demonstrate the values by:

Prepared - remembering equipment, minimum equipment requirements are: 30cm pencil case, 2 black or blue biro pens, 1 pencil, 1 pencil sharpener, 1 eraser, 30cm ruler, 1 glue stick, 1 highlighter, protractor, compass, whiteboard pen, colouring pencils, 1 scientific calculator & completed homework for each lesson; upholding the school dress code.

Punctual - arriving at lessons on time and having the best possible attendance record.

Polite - remembering that everyone has the right to be heard, be active listeners & follow instructions of staff and facilitators.

Considerate - avoiding disturbing the learning of others, ensuring that mobile phones are not visible during the school day. Being honest and truthful in all my actions and being responsible for my own actions.

Caring - respecting the school environment- the building, grounds and resources; to respect each other and be positive school citizens, following Health & Safety rules.

Compassionate - understanding everyone's right to feel safe and secure and to feel valued and adhere to the school's anti-bullying and behaviour policies.

**Should you choose not to follow the above set of rules,
consequences will be put in place.**

The Parent/Carer Agreement

We shall support the school by:

- Ensuring that our child has the best possible attendance and punctuality record. We will also ensure our child attends school with the correct equipment for lessons.
- Ensure the school has up to date and accurate contact information. The school cannot accept responsibility if text messages do not get through to you.
- Avoiding absence and not booking holidays during term time. Telephoning the school on the morning of the first day of absence and providing a letter of explanation on return.
- Ensuring our child is in correct full school uniform including plain black shoes.
- Ensuring our child follows the school requirements regarding jewellery one pair of studs in the lobes of ears can be worn but will need to be removed for PE/Games. (No other piercings or retainers are permitted) and ensuring extreme hairstyles are avoided.
- Ensuring that no unnecessary items of value are brought into school.

- Informing school immediately about any concerns or problems, which may affect our child's behaviour or work.
- Supporting the school's policy and guidelines for good behaviour and the prevention of bullying which involve the administration of appropriate sanctions.
- Encouraging our child to work hard to complete schoolwork and homework.
- Ensuring my child conforms in line with the school's behaviour policy to and from school.
- Attending Parents' Evenings and Education Evenings relevant to our child's progress and wellbeing at school.
- Ensuring our child adheres to all guidelines and instructions regarding behaviour. Accept the school's right to move students through the disciplinary stages, using sharing panel provision at schools in the Fair Access panel if behaviour is deemed unacceptable over a prolonged period.
- Ensuring that our child attends any afterschool detentions given for behaviour or homework reasons. The school will endeavour to give 24 hours' notice of any afterschool detention. Failure to attend detention is serious and as such may result in an escalation in the behaviour policy.
- Reminding our child that their participation on school trips and activities depends on him/her keeping to the criteria as detailed in the behaviour policy
- Giving permission for my child to participate in offsite school activities.
- Agreeing to communicate with staff in the school I agree to communicate in a respectful and calm manner giving the school the opportunity and time to investigate your query.
- Understand that everything we do in this school is to create a committed learner and exceptional person.

PLEASE NOTE MOBILE PHONES AND HEAD/EAR PHONES ARE NOT TO BE VISIBLE AND THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR THESE ITEMS. IF SEEN THEY WILL BE CONFISCATED AND ANY LOSS OR DAMAGE WILL NOT BE INVESTIGATED.









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01299 403277
www.bewdley.worcs.sch.uk



THE BEWDLEY SCHOOL

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