



WELCOME TO YEAR 7
SEPTEMBER 2025





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, 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 two-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.





Pastoral Manager Welcome

To all of our new students and their families, I want to say a warm welcome. We are looking forward to getting to know you all over the coming years. Secondary school can be a big change from Primary school and we want to make the transition as smooth as possible. Over your time with us you will get to know myself, and your form tutor, very well and we are here to help and support you!

Students will now get the chance to study a range of interesting subjects which they may have had limited experience of. From Drama to Music, Textiles to Science, students will delve into a wide and varied curriculum. We expect our students to strive to be their best in all areas of study.

We hope you enjoy your time with us and look forward to helping you reach your full potential.

Mrs Evetts

THE BEWDLEY SCHOOL

READY, RESPECTFUL AND SAFE

Prepared

Organised and fully equipped

Resilient

Learn and recover quickly from difficulties

Ambitious

Try your best and aim high

Polite

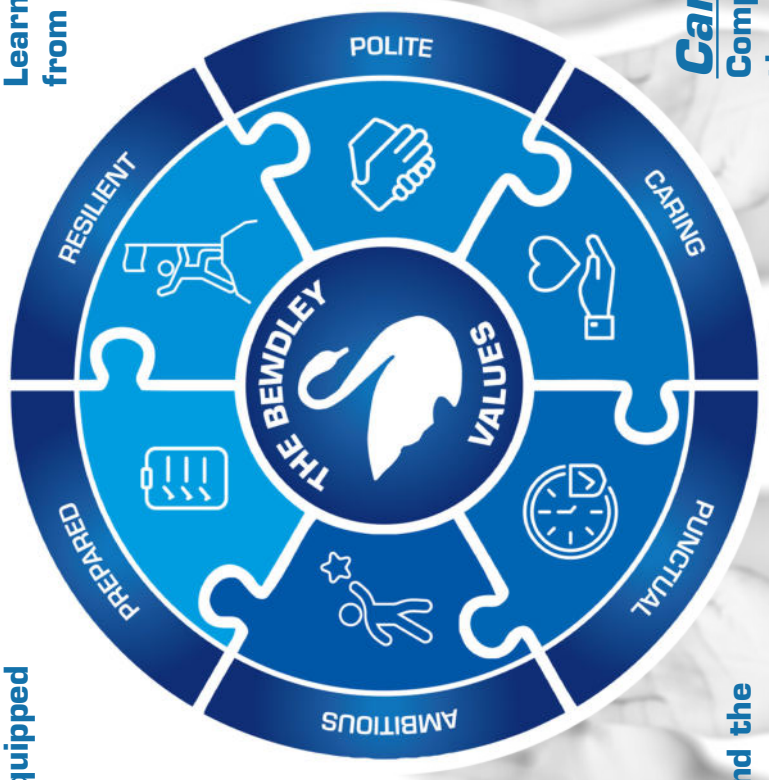
Respectful and considerate

Punctual

On time to school and the start of lessons

Caring

Compassionate and thoughtful



A photograph of several students in a classroom. In the foreground, a girl with long brown hair is looking down at a book with a purple cover. Another girl is partially visible next to her, also looking at the book. In the background, other students are blurred, and a computer monitor is visible.

TERM DATES

AUTUMN TERM 2025

- TED Day 1 Monday 1st September 2025
- Term Start Year 7 & 12 Tuesday 2nd September 2025
- Term Start All Students Wednesday 3rd September 2025
- TED Day 2 Tuesday 14th October 2025
- Half Term Monday 27th October 2025 – Friday 31st October 2025
- End of Term Friday 19th December 2025

SPRING TERM 2026

- Term Starts Monday 5th January 2026
- TED Day 3 Monday 5th January 2026
- Half Term Monday 16th February 2026 – Friday 20th February 2026
- TED Day 4 Friday 13th March 2026
- End of Term Friday 27th March 2026

SUMMER TERM 2026

- Term Starts Monday 13th April 2026
- May Day Monday 4th May 2026
- Half Term Monday 25th May 2026 – Friday 29th May 2026
- End of Term Friday 17th July 2026

Additional Information

The Bewdley School
Stourport Road
Bewdley
Worcs
DY12 1BL

Tel: 01299 403277

Email:

office@bewdley.worcs.sch.uk

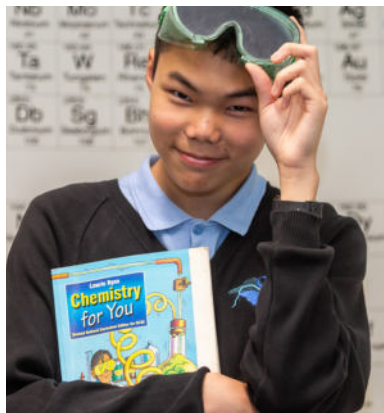
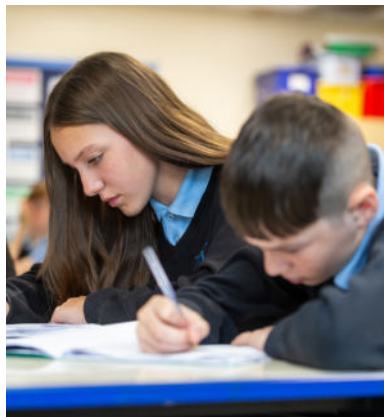
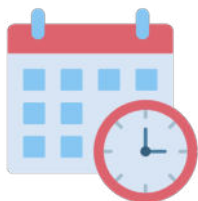
Website:

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 two-week timetable. All students are issued with a timetable at the beginning of each academic year.



	8.50 - 9.40	9.45 - 10.35	10.35 - 10.50	10.55- 11.45	11.50 - 12.40	12.40 - 13.15	13.15 -13.35	13.35 - 14.25	14.30 - 15.20
7	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	Tutor 2	Lesson 5	Lesson 6



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 and Year 8 Pastoral Manager:

Mrs Evetts

Email: GEV@bewdley.worcs.sch.uk

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 O'Malley

Operations Manager:

Mr Whordley

Additional useful contacts

Heads of Department:

Art - Miss Lord:

JLO@bewdley.worcs.sch.uk

Computer Science - Mr

Mueller:

CMU@bewdley.worcs.sch.uk

Design Technology - Mr

Hancock:

THA@bewdley.worcs.sch.uk

Media - Mr Birmingham:

SBI@bewdley.worcs.sch.uk

Drama - Miss Mullard:

LMU@bewdley.worcs.sch.uk

English - Mrs Lloyd:

HLL@bewdley.worcs.sch.uk

Geography - Mrs Bodman:

GBO@bewdley.worcs.sch.uk

History - Mrs Barnes:

SBA@bewdley.worcs.sch.uk

Maths - Mrs Wilmot:

FWI@bewdley.worcs.sch.uk

MFL - Mr Houillon:

GHO@bewdley.worcs.sch.uk

Music - Mr Alcorn:

OAL@bewdley.worcs.sch.uk

PE - Mr Upson:

RUP@bewdley.worcs.sch.uk

Science - Mr Beech:

CBE@bewdley.worcs.sch.uk

SENDCO - Mr Willis:

SEN@bewdley.worcs.sch.uk

Personal Development - Mrs Jones:

CJO@bewdley.worcs.sch.uk

Equipment List

Students will need to have the following equipment every lesson:

- A school bag suitable for carrying books, knowledge organiser 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 (Casio fx-83GT)



Equipment Available to Purchase From the School

- A fully stocked pencil case containing all equipment needed at £5.50.
- We recommend the Casio fx-83GT at £9.50.

Specialist Subjects:

Art

HB and 2B pencils in addition to general equipment.

Food

Ingredients - cooking/storage containers if requested.

French or Spanish

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



Travel Arrangements To and From School

Walk/Bus

Most students walk or use either local public transport or designated school coaches if they live in rural areas. If parent(s)/carer(s) wish to enquire about travel assistance, they can phone 01905 765765 or visit www.worcestershire.gov.uk/schooltransport

Bicycles

Parent(s)/carer(s) 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 Tuesday 2nd 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 Mrs Evetts know if I have any concerns.



Information for Parents

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 and Feeling Unwell & Doctors Appointments

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(s)/carer(s) wishing the school to give a prescribed medicine must complete the Worcestershire County Council form; 'Agreement for School to Administer Prescribed Medication', which are held in the school office.

If your child is unwell in school, we have a medical room. Your child needs to, in the first instance, visit the medical room where they will be assessed by a qualified first aider. If deemed necessary, our staff member will make contact with you the parent(s)/carer(s), to discuss and agree collection if your child is deemed not well enough to stay in school. Under no circumstances, should your child be contacting you to arrange collection. Mobile phones are not permitted to be used on site.

We are able to administer paracetamol with your permission. A call will be made on the day for this.

If you need to collect your child for a doctor's/medical appointment, please email absence@bewdley.worcs.sch.uk to advise or call the main office on 01299 403277. Your child will need to sign out at the office. If it's an early appointment, your child must sign in at the office when arriving to school.

Online Payments

We operate an online payment system called ipayimpact, a secure and efficient way to pay for music lessons, trips, books, equipment, stationery 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 2025. If there are any issues with using the system please email: finance@bewdley.worcs.sch.uk

Enrichment

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:

<https://www.bewdley.worcs.sch.uk/enrichment/>

Students will be able to sign up for enrichment activities in September through our new Arbor App, making it quick and easy for students to organise their time and enjoy a variety of extra-curricular activities.

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 or Mr Alcorn on: musicteam@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 in writing.

HOUSE SYSTEM As a Sixth 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).

House Colours: Yellow - Tutor Groups: B and W



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

Ribbesford, the Bewdley 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.

House Colours: Red - Tutor Groups: R and F



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

Bewdley's River Severn is about 220 miles long and is considered to be the longest in the United Kingdom.

House Colours: Green - Tutor Groups: S and V

In September every year, we appoint 6 House captains from Year 12; 2 for each House. Their first task in their new role is to choose a local charity to support for that academic year. This year their chosen charities were Birmingham Childrens Hospital Charity, Kidderminster Foodbank and Kemp The Wyre Forest Hospice.

Each form group in Year 7-11 then elects a House captain to represent their form. House captains meet with the Heads of House once each half term to organise a range of house competitions and fundraising events to raise money for their house charities. Annual fundraising events include the Mother's day sale, Wonka bar sale and our very popular summer fete to name just a few!

The house system also forms a fundamental part of our rewards system. Students are given a house point token when they go above and beyond to demonstrate the Bewdley values.

House point tokens are collected in by form tutors once a week and exchanged for certificates. Every time they get 20 certificates, they can exchange it for a reward.

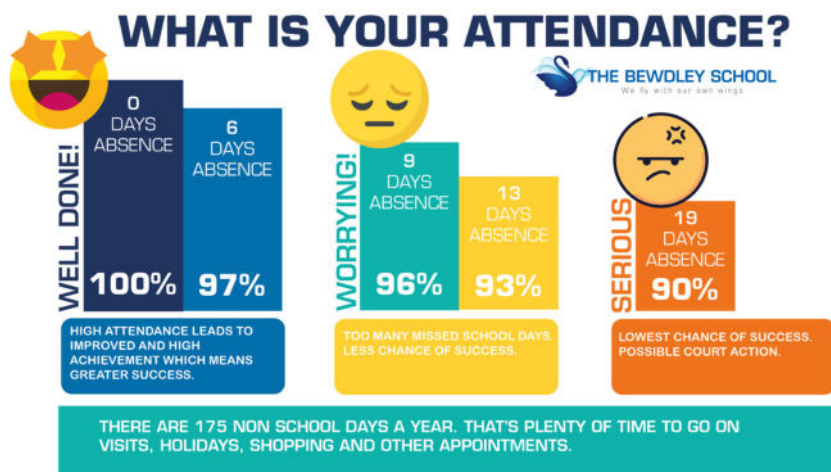
Tokens are collected in the house tubes in reception and at the end of the year, the house with the most tokens gets rewarded with a Rewards morning at the Youth Centre.

KEYS TO SUCCESS: 200 CLUB MY 200 CLUB AWARDS



These awards are given in recognition of the consistent application of the key principles of being in school every day and meeting our expectations. Please support your son/daughter in achieving the highest attendance that they possibly can to develop excellent learning habits which will give them the greatest opportunity for success, both in school and the world of work.

Our 200 Club reward system involves every student starting on 200 points and they must work hard to stay on 200 points. If a student receives a behaviour point in school, or they are missing equipment or have uniform issues, this will take a point off. In addition, every % their attendance drops will take a point off. For example, if a student has 4 behaviour points and attendance of 96% at the end of the half term, they will have a Key to Success: 200 club score of 192. Rewards are given for each half term in the Autumn term and then for the Spring and Summer terms, with scores resetting to 200 after each set of rewards. Gold, Silver and Bronze awards are given. **We require every student to be in school every day and to be working hard, and we want to reward those students who are doing this.** By ensuring they are in school every day and prepared you will be giving your child the best chance of receiving rewards in school.



READY, RESPECTFUL AND SAFE

The Bewdley School has at its heart a firm commitment to put 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 rights of young people to an effective education and can lead to people feeling unsafe, bullied, intimidated, or threatened.

Our 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 policy outlines strategies 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.

The 3 C'S

Teachers at Bewdley utilise the specific language of; chance, choice and consequence. This is to support and encourage students to make the correct choice when their conduct is needing to be altered. In the first instance students are given the chance to alter their conduct that is not conducive to learning, if this chance is not utilised than a clear choice is given to the student to alter their conduct. Where students do not act upon this choice than a consequence is applied to allow the learning environment to continue.

Students are to:

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

Knowledge Organiser folder, 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 Pastoral Manager or Behaviour Support Managers.
- Be polite, courteous and respectful to everyone on the school site, and 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 enrichment activities. As we are an open site, the school provides a safe environment in school for students.

Sanctions and 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.

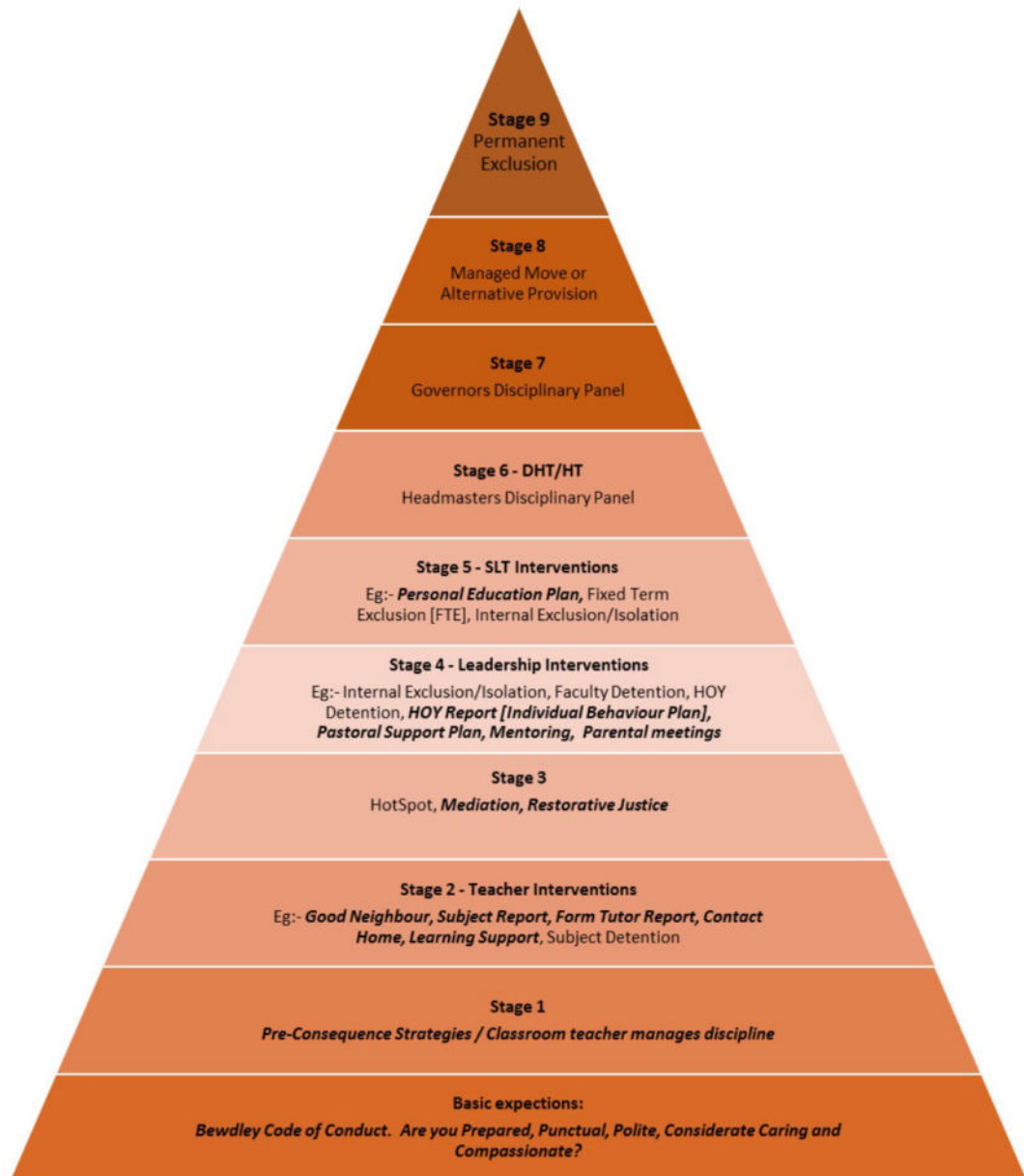
Clear explanation of the conduct is given using the Choice, Chance and Consequence language ensuring that clarity is obtained by both the student and the member of staff.



Ready, Respectful and Safe



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



Ready, Respectful and Safe

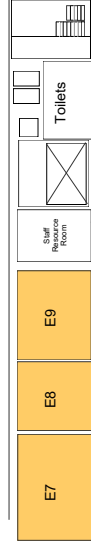
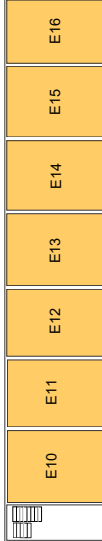




ENGLISH

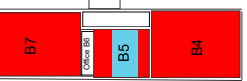
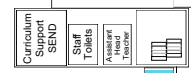
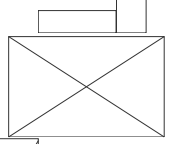
GEOGRAPHY

HUMANITIES



Toilets

HISTORY



ICT

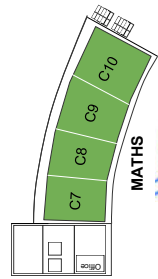
B8

Staff/D Room

ICT



SCIENCE

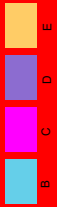


MATHS



Staff
Work room

FIRST FLOOR KEY:



The Bewdley School
Bewdley Sixth Form
We fly with our own wings

MENTAL HEALTH & WELLBEING SIGNPOSTING

SIGNPOSTS TO VARIOUS NON-URGENT ORGANISATIONS THAT PROVIDE SUPPORT FOR PEOPLE WITH MENTAL HEALTH PROBLEMS THAT MAY BE ABLE TO HELP
YOU DON'T NEED TO SUFFER IN SILENCE



every mind matters



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
85258

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.



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.



SAMARITANS

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**



student minds

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.

MENTAL HEALTH & WELLBEING SIGNPOSTING

SIGNPOSTS TO VARIOUS NON-URGENT ORGANISATIONS THAT PROVIDE SUPPORT FOR PEOPLE WITH MENTAL HEALTH PROBLEMS THAT MAY BE ABLE TO HELP
YOU DON'T NEED TO SUFFER IN SILENCE



PAPYRUS
REVENTION OF YOUNG SUICIDE

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**

CALL 999 OR GO TO A&E NOW IF:

- someone's life is at risk - for example, they have seriously injured themselves or taken an overdose
- you do not feel you can keep yourself or someone else safe

A mental health emergency should be taken as seriously as a physical one. You will not be wasting anyone's time. **Call: 999**



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).



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 from Clive Mark: <https://clivemark.co.uk/collections/bewdley-school> including core items such as trousers/shirts. Details are available from the school or school website.

Uniform

Black V-neck school jumper with school logo

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]** or black cargo shorts/school shorts

Black/Grey/White/Neutral Socks or Tights

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:

- **Plain black polishable shoes or trainers** should be worn that are sensible and practical i.e. low heels.
- **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 and false eye lashes** 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.
- **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 Clive Mark: <https://clivemark.co.uk/collections/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

Black V-neck school jumper



Polo Shirt (Summer)



Bewdley Cargo Shorts



Trousers



Pleated Skirt



Trousers



Shirt



Shirt



Compulsory School Branded Clip on School Tie (Yrs 7,8) Yrs 9,10 & 11



Plain black polishable shoes or trainers are allowed. Examples of acceptable footwear



Examples of unacceptable footwear



We do not permit boots

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. Our Core PE Kit consists of:

- Bewdley technical T-Shirt
- Navy blue 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 Clive Mark 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

ORDERING SCHOOL UNIFORM

Uniform can be ordered all year round using The Bewdley School - Clive Mark shop, or parent(s)/carers can attend our Youth Hub (located next to Bewdley Leisure) on our Induction Day (**Monday 7 July**) to try on and purchase PE kits and the school uniform. The event will run from 2.30 until 5.00pm. For this day only, a 10% discount is being offered.



COMPULSORY PE KIT



Technical T-shirt



Skort

or



Shorts

ADDITIONAL PE KIT




Hoody



Leggings



Skinny Jogging Bottoms



100% attendance with good punctuality will always be rewarded

ATTENDANCE

ABSENCE

The school must be notified on the first day of absence by using the Arbor App, or by emailing: absence@bewdley.worcs.sch.uk or calling 01299 406828

If a student's attendance falls below 90%, medical evidence may be required for all future absences. Failure to provide this will result in parent(s)/carer(s) 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 Pastoral Manager. Persistent lateness will be passed to the Assistant Head Teacher and parent(s)/carer(s) 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 student 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:

- Parent(s)/Carer(s) to check the usage of all devices to support the school's Safeguarding Policy, including the E-Safety Policy. **It is ultimately the parent(s)/carer(s)' 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.
- Parent(s)/carer(s) 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 Arbor 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 Arbor 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(s)/carer(s).
- 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.

Parent(s)/carer(s) 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 their school account and not share login details with anyone else
- Not attempt to access, hack, manipulate or bypass any school systems or security, or use another users account (student, staff or visitor)
- Accept that files may be examined and deleted if they not appropriate, pose a security threat to the system or if misuse is suspected
- Not send, create or take part in the preparation of text, graphics, audio or video material which is offensive, hurtful or unlawful on school or personally owned devices
- Accept internet access is subject to filtering and content control
- Accept 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 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 not known to them
- 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 or bring in any removable storage devices such as USB drives, external hard drives, personal SD cards and insert them into any school device.
- Not use chat rooms, blogs and social networking sites unless expressly permitted by the teacher for educational purpose
- Not upload any posts, pictures, videos from inside school grounds onto any social network
- Not download executable files and games, installing programs and devices on any school equipment
- 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
- ICT misuse to a member of staff
- Not send emails that may offend, upset or contain inappropriate language, swearing, threatening, violent, racist, homophobic or dangerous content.
- Have up to date antivirus solution on home computer should access to the school from home be granted (remote access)
- Not access personal emails
- 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 already known and trusted
- Report unsuitable content and/or Not use VPN's, third-party software or proxies to access the internet
- Not engage in any illegal online activity or attempt to hack, gain access, manipulate or change any other user, service, product or website within school or from home

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.

Students will ensure that any private social networking sites, blogs, etc. that are created or actively contributed to, do not bring the school or any student or staff into disrepute, which are highlighted within the school's Social Media Policy. Students know that once shared anything online it is completely out of their control and may be used by others in a way that was not intended.

The school uses CCTV (closed-circuit television) for the safety and safeguarding of students and staff. A copy of our privacy notice can be found on our website - <https://www.bewdley.worcs.sch.uk/privacy-notice/>



School Apps & Homework

As a school we recognise the importance of engaging and involving parents/carers with their child's learning, which is why as a school we have 2 mobile apps for parents/carers to use. As a school we have 'Satchel One' and the 'Arbor' app which together allow parents/carers to be involved in every aspect of their child's education, through these 2 apps families have access 24/7 to everything about their child, from their attendance & punctuality, their timetable and activities, to their praise and recognition to enable families to celebrate every achievement their child makes during their time at The Bewdley School.

Both app are 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 at the tap of a screen. To download, both apps simply visit the Apple App Store, or Google Play store and search for 'Arbor Parent App' and 'Satchel One'.

Home Learning

At The Bewdley School we use an online digital planners for our students. Satchel One works across multiple platforms including on any computer and mobile device, as well as a mobile app for Apple and Android devices.

Using Satchel One, students, parents/carers will be able to track full details of any home learning they may have, including submission dates as well as seeing whether home learning has indeed been handed in or not. Satchel One establishes effective home learning routines and 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 home learning or to access their Satchel One online planner. All students are able to log into computers at school and either print off details of their home learning 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 home learning 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 Satchel One by using their school email address and password to log onto a computer. A how to guides can be found on our website, along with a link to access Satchel One

<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!

Satchel One

Satchel One is designed to give parents/carers the power to be engaged with their child's education from a distance. Satchel One enables parents/carers to engage in their child's learning seeing their home learning and events taking place in school such as House competitions. Satchel One is the tool that brings the classroom to families away from the classroom enabling parents/carers to have meaningful conversations about their child's education. Parents/Carers will be issued with a login code for their child in early September to enable access to Satchel One.

Arbor

This September we are excited to be launching our brand new parent app, which will enable us as a school to provide parents/carers with more information than ever before!

As a school we understand in a morning, getting families ready for school and work is a busy time, so to make things easier we are launching our new parent app to enable families to communicate with school, quickly, easily and most importantly for free! Arbor can be used to report student absences, ask for further information or to make us aware of something such as a medical appointment.

The Arbor app is quick and easy to use, in September we will launch the app to our whole school community, which will provide every parent/carer with a unique login to their child's information. As we are still setting this up at the moment, no parent/carer will have access to Arbor until September when further information will be emailed about the launch.

The Arbor parent app allows parents to see their child's daily attendance including their punctuality to lessons, notifications of any praise and recognition, as well as if there have been any behaviour issues that may have happened. Parents/carers will also have a copy of their daily and weekly timetable – so no more last minute dashes to the shop for ingredients, or washing of PE kits the night before!

Parent/Carers will be able to sign their child/ren up easily at the click of a button to enrichment clubs and correspond with us all in one place.

Communication With Home

At The Bewdley School we ensure we keep our parent(s)/carer(s) informed and involved with their child's education, this includes sharing important information about trips, events, key information and students successes both inside and outside of school. As a school we are focused on sustainability and where possible do everything paperlessly, so nearly all communication/letters will be done digitally. The 2 main ways we communicate and share information with our community is via **email** and **social media** (Facebook & YouTube).

We understand that not all parent(s)/carer(s) have or want social media, which is why our Social Media accounts are setup to enable anyone to view our content quickly and easily, therefore we recommend if you have social media you 'like' and 'follow' our pages and that parent(s)/carer(s) ensure we have a suitable email address.

Social Media



Facebook – BewdleySchool (www.facebook.com/BewdleySchool)

YouTube – TheBewdleySchool (www.youtube.com/c/TheBewdleySchool)

You can also follow our Post-16 Sixth Form Page too

Facebook – BewdleySixthForm (www.facebook.com/BewdleySixthForm)



As a school we are a Microsoft School and use Office365, this allows all our students and staff access to the full Microsoft Office Suite (Word, Excel PowerPoint etc), online storage and email access. This access is available to students both in school and at home and as part of this students are able to install Microsoft Office on up to 5 personal devices to enable them to study effectively from home. Office365 is normally £79.99 a year, so this provides a huge saving for students and we recommend families take up this great opportunity during their time at The Bewdley School.

To install Office365 for **free** on home devices, simply visit our YouTube channel and view our 'How to Install Office365' video.

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 being:

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, knowledge organiser folder and 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 and follow instructions of staff and facilitators.

Ambitious – Work hard and try your best in everything that you do. Aim for high standards and push yourself in everything that you do.

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

Resilient – Learn and recover from difficulties and bounce back when things don't go the way you wanted them too.

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

The Parent(s)/Carer(s) 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 after-school detentions given for behaviour or homework reasons. The school will endeavour to give 24 hours' notice of any after-school 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 in a respectful and calm manner giving the school the opportunity and time to investigate the 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.





THE BEWDLEY SCHOOL

We fly with our own wings

SAFEGUARDING TEAM

YOU HAVE THE RIGHT TO FEEL SAFE

Miss George
Deputy Designated
Safeguarding
Lead (DDSL)
& Wellbeing
Co-ordinator



NGE@bewdley.worcs.sch.uk

**If you have any
worries or concerns
please speak to any
member of staff
or a member of the safeguarding team**

Mr Chauhan
Co-Headteacher
Designated
Safeguarding
Lead (DSL)



DCH@bewdley.worcs.sch.uk

Mrs Evetts
HOY 7
Deputy Designated
Safeguarding
Lead (DDSL)



GEV@bewdley.worcs.sch.uk

Mr Horton
HOY 8
Deputy Designated
Safeguarding
Lead (DDSL)



CHO@bewdley.worcs.sch.uk

Mr Birmingham
HOY 9
Deputy Designated
Safeguarding
Lead (DDSL)



SBI@bewdley.worcs.sch.uk

Mr Bromley
HOY 10
Deputy Designated
Safeguarding
Lead (DDSL)



CBR@bewdley.worcs.sch.uk

Mrs Leach
HOY 11
Deputy Designated
Safeguarding
Lead (DDSL)



SLE@bewdley.worcs.sch.uk

Mr O'Malley
Assistant Head
Teacher
Deputy Designated
Safeguarding
Lead (DDSL)



DOM@bewdley.worcs.sch.uk

Mr Whordley
Online Safety
Officer



AWH@bewdley.worcs.sch.uk

Mrs Harper
Deputy Designated
Safeguarding
Lead (DDSL)



AHA@bewdley.worcs.sch.uk

Mrs Curtis
Head of Student
Support
Deputy Designated
Safeguarding
Lead (DDSL)



KCU@bewdley.worcs.sch.uk





THE BEWDLEY SCHOOL

We fly with our own wings

THE BEWDLEY SCHOOL, STOURPORT ROAD, BEWDLEY,
WORCESTERSHIRE DY12 1BL
01299 403277
www.bewdley.worcs.sch.uk



THE BEWDLEY SCHOOL FOUNDATION

Alis volamus propriis