



Parent Handbook

Taking you step-by-step through starting school



The
Beaconsfield
School

A Specialist Arts College

Discovering the Potential in All

OUR VISION

OUR PURPOSE

OUR AIMS

OUR VALUES

To discover the potential in all

To provide all students no matter what their starting points the opportunities to be successful

To encourage a love of learning through an environment of high challenge and a deep and rich curriculum

To develop values of respect, community, understanding and hard work

To provide an extensive range and variety of activities and extra-curricular clubs to broaden experiences

To give students opportunities to broaden their horizons and experiences to become positive members of their local, national and international communities

HARD WORK

RESPECT

RESPONSIBILITY

EMPATHY

COMMUNITY

Mr J Fletcher, Headteacher, says...

Welcome

Welcome to The Beaconsfield School and I look forward to getting to know you and your child.

It's great news that your son or daughter are starting at our wonderful school. Thank you for selecting us.

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01494 673450 or office@beaconsfield.school and we will be happy to help.

Policies and term dates

On page 15 are details of some additional information and term dates can be found on the back page.

"The greatest danger for most of us is not that our aim is too high and we miss, but that our aim is too low and we reach it" Michaelangelo 1475-1564

Step 1

Please tear here

STEP 1: PUPIL ADMISSION FORM

The Beaconsfield School

All schools are required by law to keep on record details of children admitted; we should therefore be grateful if you would complete this form in BLOCK CAPITALS and return it to the school office.

STUDENT DETAILS

Legal Surname: As shown on Birth Certificate/Passport	Legal Forename:
Middle name(s):	
Preferred Surname:	Preferred Forename:
Date of birth:	Gender: Male / Female (delete as applicable)

STUDENT ADDRESS DETAILS

	Home		Other
* House No./Name:		* House No./Name:	
* Street:		* Street:	
* Town/City:		* Town/City:	
* County:		* County:	
* Postcode:		* Postcode:	
*required fields		Type:	Term Time / Overseas / Other

If the student's residence at the present address (whether living with parents or any other person) is not permanent, please state the reason and probable duration of the stay, and give the name address of the person with whom the student normally resides:

Reason	Name
	Address
Dates applicable	

FOR SCHOOL USE ONLY

Registration Group:	Admission No:
* NC Year:	* Year Taught in:
* Enrolment Status:	Biometric Consent: <input type="checkbox"/>
* Admission Date:	Stakeholders Contract: <input type="checkbox"/>
UPN:	Medical Form: <input type="checkbox"/> *required fields for SIMS

2

3

CONTACTS

Forename and Surname of First contact: Mr/ Mrs/ Miss/ Ms/ Other...
Forename and Surname of Second contact: Mr/ Mrs/ Miss/ Ms/ Other...
Relationship to student: (i.e. Mother/Father..)
Do you have parental responsibility? Yes No
Address (if different to student):
Post Code:
Please tick the box against your first contact telephone number
Tel Nos: Home: Mobile:
Place of Work: Tel No:
Please provide email address for general letters, newsletters etc
Email address:
With whom does the child live? (i.e. Mother, Father, Both parents, Other)

Please attach a copy of any court orders relating to your child. Please tick if attached

Is the student resident with foster parents: Yes No
If 'yes'; which Authority is financially responsible for maintenance?

Is the student adopted: Yes No If 'yes'; please attach copy of adoption order.

OTHERS WITH PARENTAL RESPONSIBILITY AS DEFINED BY CHILDREN ACT 1989
Parental responsibility may be shared between a number of people beyond the child's natural parents. Married parents have equal parental responsibility; on separation or divorce both parents continue to have responsibility.

Name (and relationship to the student):
Home Address: Place of work:
Post Code:
Tel Nos: Home: Mobile: Tel Nos: Work: Mobile:

If the first and second contact above are not available it may be necessary to contact someone else during the school day, e.g. in the case of a student's sickness. Please list below the details of any person we can contact on such an occasion. Details should be listed in the order of contact preference.

Table with 4 columns: Priority No., Name & Relationship to the student, Parental responsibility, Daytime telephone numbers. Contains 2 rows for additional contacts.

Step 1

Step 1

ETHNIC/CULTURAL INFORMATION

The Department for Education (DfE) has asked for the collection of information on ethnicity, first language of all students.
White: British, Irish, Traveller of Irish Heritage, Gypsy/Roma, Any other white background
Mixed: White & Black Caribbean, White & Black African, White & Asian, Any other mixed background
Other: Chinese, Any other ethnic group, I do not wish an ethnic background category to be recorded
Asian or Asian British: Indian, Pakistani, Bangladeshi, Any other Asian background
Black or Black British: Caribbean, African, Any other Black background
Child's Country of Birth
Child's Nationality

FIRST LANGUAGE- The language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community

Table with 5 columns for language options: Arabic, Bengali, Chinese Cantonese, Chinese Mandarin, Dutch, English, French, German, Greek, Gujarati, Hindi, Italian, Japanese, Panjabi (Gurmukhi), Panjabi (Mirpuri), Pashto, Polish, Portuguese, Shona, Spanish, Swahili, Tagalog/Filipino, Tamil, Thai, Turkish, Urdu, Vietnamese, Other (Please specify), I do not wish a first language to be recorded.

RELIGION
Table with 5 columns for religion options: Anglican, Baptist, Buddhist, Christian, Church of England, Hindu, Jehovah's Witness, Jewish, Methodist, Mormon, Muslim, Plymouth Brethren, Quaker, Roman Catholic, Sikh, United Reform Church, No Religion, Other (Please specify).

ADDITIONAL INFORMATION

Service Children in Education - are one or both parents Service personnel, serving in regular military units of any of the HM Forces, or in the Armed Forces of another nation and stationed in England during the last 3 years?
Yes No I do not wish to answer this question

MEALS
Entitled to Free Meals Paid School Meals Packed Lunch
Have you ever been entitled to Free School Meals Yes No If YES, what date did it finish?

I hereby give consent to use the Biometric Technology and would like to be registered for the Cashless Catering System
Signed: Date:

STEP 1: PUPIL ADMISSION FORM

The Beaconsfield School

TRAVEL TO SCHOOL - Please tick your child's main mode of travel. If the journey to school involves more than one mode of travel tick the mode used for the greatest part, by distance, of the journey

<input type="checkbox"/> Walk	<input type="checkbox"/> Cycle	<input type="checkbox"/> Car/Van	<input type="checkbox"/> Car Share <small>(with a child/children from a different household)</small>
<input type="checkbox"/> Public service bus	<input type="checkbox"/> Dedicated school bus/coach	<input type="checkbox"/> Bus (type not known)	<input type="checkbox"/> Taxi
<input type="checkbox"/> Train	<input type="checkbox"/> Other		

SCHOOL HISTORY

PREVIOUS EDUCATION DETAILS				
School Name	Contact Details	Date of arrival <small>(dd/mm/yy)</small>	Date of leaving <small>(dd/mm/yy)</small>	Reason For Leaving
	Address: Telephone:			<input type="checkbox"/> Normal completion <input type="checkbox"/> Family Move <input type="checkbox"/> Voluntary Transfer <input type="checkbox"/> Exclusion
	Address: Telephone:			<input type="checkbox"/> Normal completion <input type="checkbox"/> Family Move <input type="checkbox"/> Voluntary Transfer <input type="checkbox"/> Exclusion

Special Educational Needs – has your child had SEN support in their previous school?

<input type="checkbox"/> EHC - Education Health and Care Plan	<input type="checkbox"/> Support plan	<input type="checkbox"/> Special arrangement for exams
---	---------------------------------------	--

Modern Foreign Language – Does your child have a language preference? Please tick: French ☐ Spanish ☐ Other ☐ _____

Please state the reason for this preference

SIBLINGS

It would be very helpful to have available the names and dates of birth of any older or younger siblings who are currently attending or have attended The Beaconsfield School.

NAME	DATE OF BIRTH

PARENTAL DECLARATION

☐ From time to time we discuss students, who are giving us cause for concern, with outside agencies. This is to gain advice on how best to support our students. Please tick the box if you DO NOT want this to happen.

DATA PROTECTION STATEMENT:

The purpose of this form is to collect data for further processing within the school/Local Authority/Health Authority systems. The data will be processed in accordance with the purposes notified by the school/Local Authority/Health Authority to the Data Protection Commissioner's office and are subject to the Data Protection Act. The information given will be entered onto a computer and will form part of the School's database.

Your signature on this form implies your consent for the school/Local Authority/Health Authority to process the data.

DECLARATION OF PERSON WITH LEGAL RESPONSIBILITY:

I declare the above information to be correct to the best of my knowledge at the time of completion.
I agree to notify the school of any change in my child's circumstances.

Name (Block Capitals): _____

Signed: _____ Date: _____

Step 1

Step 2

STEP 2: MEDICAL FORM

The Beaconsfield School

Name of Student:

SURGERY INFORMATION

Surgery Name:

Surgery Telephone:

DIETARY

<input type="checkbox"/> No nuts of any type/quantity	<input type="checkbox"/> Seafood allergy	<input type="checkbox"/> Gluten Free	<input type="checkbox"/> No dairy produce
<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Other (please specify)		

MEDICAL INFORMATION

Does your child suffer from?	<input type="checkbox"/> Asthma	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Bowel or bladder problems	<input type="checkbox"/> Serious allergies	<input type="checkbox"/> Any other medical condition	

Do you consider your child to have a disability? Yes / No IfYes, please select all that apply from the list below.

A child is considered to have a disability if their parent indicates substantial and/or long term difficulties with one or more of the areas listed below. Please exclude difficulties that you would expect for a child of their age.

<input type="checkbox"/> Mobility	<input type="checkbox"/> Hand Function	<input type="checkbox"/> Personal Care	<input type="checkbox"/> Eating and drinking
<input type="checkbox"/> Medication	<input type="checkbox"/> Incontinence	<input type="checkbox"/> Communication	<input type="checkbox"/> Learning
<input type="checkbox"/> Hearing	<input type="checkbox"/> Vision	<input type="checkbox"/> Behaviour	<input type="checkbox"/> Consciousness e.g. seizures
<input type="checkbox"/> ASD/Asperger's	<input type="checkbox"/> Palliative care needs	<input type="checkbox"/> Other Disability/Health problem	

Does your child attend any medical clinics? - Yes / No IfYes, please give details in the box below

If you have ticked any of the above boxes, please give further details:

If your child is on medication, does it need to be given during school hours? – Yes / No

IfYes, please discuss with the Health and Welfare Officer.

ADMINISTERING OF MEDICINES

☐ I confirm that I have administered paracetamol without adverse effect to my child in the past.

☐ I give consent to the school staff to administer paracetamol in accordance with the school policy.

☐ I will inform the school immediately, in writing, if my child subsequently is adversely affected by paracetamol.

Where students are on regular medication e.g. anti-histamine for hay fever or prefer a particular type of medicine, this should be brought into school, clearly marked with the student's name, and left with the Health and Welfare Officer (HWO).

N.B.

1. If a parent wishes the HWO to administer medication on occasion e.g. anti-biotic medicines, prior written permission is essential. Medicines must be in the original container as dispensed by the pharmacist including instructions on prescribed dosage, expiry date and student's name. Forms will be sent to you where appropriate.

2. The school office must be notified IMMEDIATELY of any changes to medical conditions and contact telephone numbers, in case of an emergency.

Students who are asthmatic need to carry an inhaler with them and leave a spare inhaler with the HWO in case of emergency and children who carry an adrenaline pen with them must give the HWO a spare one to keep in the medical room. Please ensure that this medication is passed to the HWO immediately following your child's admission to the school.

IN THE EVENT OF AN EMERGENCY

☐ Should it not be possible to get in contact with the next of kin, I hereby give consent for the Health and Welfare Officer is authorised to give medical treatment.

Signed	Date
--------	------

Please tear here

THE STUDENT
I will demonstrate The Beaconsfield School core values of Ready, Respect and Responsible by:

Attending school regularly and being on time.	Doing my classwork and homework to the best of my ability.
Bringing correct equipment every day.	Being polite and helpful to others.
Wearing school uniform correctly.	Keeping the school free from litter and graffiti.
Signature of Pupil:	Date:

THE PARENTS/CARERS
I/We will:

See that my child attends school more than 98% of the time, on time, in uniform and properly equipped.	Review academic reports with my child and contact the school if I have any concerns.
Contact the attendance officer if my child is absent and provide a note on their return to school.	Not take my child out of school during term time for family holidays.
Make the school aware of any concerns, problems or conditions that might affect my child's work or behaviour.	Get to know about my child's life at the school by asking them questions and keeping in regular contact with the school.
Support the school's guidelines for student behaviour.	Keep the school informed when contact details such as phone numbers, addresses, email addresses and other important information changes.
Support my child in homework and other opportunities for home learning.	Work in a positive manner with staff in school.
Attend parent evenings and discussions about my child's progress.	
Signature of Parent:	Date:

THE BEACONSFIELD SCHOOL
The school will:

Care for your child's safety and wellbeing.	Provide you with a homework timetable and set, mark and monitor homework.
Support your child in reaching their full potential as a valued member of the school community.	Let you know about any concerns about attendance and punctuality.
Provide a broad and balanced curriculum and strive to meet the individual needs of your child.	Let you know about any concerns or problems that affect your child's work or behaviour.
Promote high standards of work and behaviour through building good relationships and developing a sense of responsibility.	Keep you informed about general school activities through regular letters home, fortnightly newsletters, website updates and social media posts.
Keep you informed about your child's progress through regular progress reports and parent evenings.	Be open and welcoming at all times.
Signature of Year Leader: <i>S. C. Hodgson</i>	Date:

Consent – I have read and understood the following information found in the Stakeholders Contract on The Beaconsfield School Website (under Parents/Forms and Documents).

	Student Signature		Parent Signature
Student Code of Conduct and Classroom Expectations		Stakeholders Contract	
Computer Resources Policy		Computer Resources Policy	
Students Internet Code of Practice		Internet Code of Practice	
Students Personal Device User Agreement		Publication of Work and Photographs	
Use of Mobile Phone and Personal Device		Use of Mobile Phone and Personal Device	
Code of Conduct for Travelling by Coach or Public Transport		Code of Conduct for Travelling by Coach or Public Transport	

Step 3

Step 4

Buckinghamshire County Council
2018/19
FREE SCHOOL MEAL & PUPIL PREMIUM APPLICATION FORM

CHILDREN WHOSE PARENTS/CARERS RECEIVE ONE OF THE FOLLOWING BENEFITS ARE ENTITLED TO FREE SCHOOL MEALS AND WILL GENERATE PUPIL PREMIUM FOR THEIR SCHOOL:

- ✓ **Income Support (IS)**
 - ✓ **Income-based** (not contribution-based) **Job Seeker's Allowance (IBJSA)**
 - ✓ The guaranteed element of the **State Pension Credit.**
 - ✓ **Income-related employment and support allowance**
 - ✓ **Support under Part VI of the Immigration and Asylum Act 1999**

Children who receive IS or IBJSA in their own right are also entitled to receive free school meals.
- ✓ **Universal Credit**
 - ✓ **Child Tax Credit** except if you meet ANY of the following criteria -
 - i) entitled to working tax credit (regardless of income)
 - ii) have an annual income in excess of £16,190 (Please note that this figure is for April 2018 and that it can change each year).

Where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school meals.

Administration for the provision of free school meals is undertaken by Buckinghamshire County Council for those pupils attending an education establishment within Buckinghamshire. This form should be completed and returned to your child's school.

1. DETAILS OF PARENT/CARER WITH QUALIFYING BENEFIT – COMPLETE IN BLOCK LETTERS

SURNAME/FAMILY NAME as it appears on your benefit letter:

FORENAME: **TITLE:** **DATE OF BIRTH:** dd/mm/yyyy

NATIONAL INSURANCE NUMBER **OR** **NATIONAL ASYLUM SEEKER NUMBER**

ADDRESS

POST CODE **DAYTIME TEL. NO(s)**

2. DETAILS OF THE CHILD/CHILDREN

Surname/Family Name	Forename	Date of Birth	Name of School

3. DECLARATION

I declare that the information given on this form is true and complete and I undertake to inform the school if my entitlement to one of the qualifying benefits is terminated. I understand that the results of any free school meal eligibility check may also be used to assess my entitlement to other support/benefits, including free travel to school. *The remainder of this declaration does not apply to pupils in Reception, Year 1 or Year 2 - I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement to free school meals. I understand that I may be liable for any costs incurred in providing free school meals for my child(ren), should I fail to inform the school of the termination of my benefit.*

I have read and I understand the above declaration.

SIGNATURE _____ (Parent/Guardian) **DATE** _____

s110 of The Education Act 2005 requires that data is only used for its intended purpose, i.e. to determine eligibility for free school meals and that improper use of information is an offence. All LA users are required to sign a declaration to confirm that they will only use data for its intended purpose.

Please tear here

Target Setting, Assessment and Reporting

Students at The Beaconsfield School have GCSE targets from Year 7, these are based on our 'High Expectation Chart' and look at progress from Key Stage 2 scores to challenging GCSE outcomes. Where students do not have Key Stage 2 scores we use MidYIS and YELLIS testing to give us a base line.

Students receive a report up to four times a year; these include information on assessment grades [attainment] and behaviour for Learning [in class and with regards to homework]. Key Stage 4 students also receive predicted grades. The information in each report may vary per year group, for example;Year 11 reports will include PPE grades. Further details can be found on the school website [about us / assessment and reporting] including:

- Attainment
- Progress
- Short videos on target setting, changes to GCSE grades and how to read the school report.
- Descriptors for the BfL codes.
- Copies of the high expectation charts.

TBS High Expectation Chart 2017 Onwards.

Based on 4 or more levels of progress from KS2 to numerical grades at GCSE.
To be used with all KS3 subjects and all KS4 courses barring legacy GCSEs / BTECs

Provisional KS2 levels 2016 onwards.	KS2 scores, Pre 2016.	Year 7				Year 8				Year 9				Year 10				Year 11				Equiv.
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
														9+	9+	9+	9+	9+	9+	9+	9+	
														9	9	9	9	9	9	9	9	
														9-	9-	9-	9-	9-	9-	9-	9-	
										8+	8+	8+	8+	8+	8+	8+	8+	8+	8+	8+	8+	
										8	8	8	8	8	8	8	8	8	8	8	8	
										8-	8-	8-	8-	8-	8-	8-	8-	8-	8-	8-	8-	
						7+	7+	7+	7+	7+	7+	7+	7+	7+	7+	7+	7+	7+	7+	7+	7+	
						7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	
117						7-	7-	7-	7-	7-	7-	7-	7-	7-	7-	7-	7-	7-	7-	7-	7-	A**
114	6+	6+	6+	6+	6+	6+	6+	6+	6+	6+	6+	6+	6+	6+	6+	6+	6+	6+	6+	6+	6+	A*
111	5a	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	A* -
108	5b	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	A* -
105	5c	3-	3-	3-	3-	3-	3-	3-	3-	3-	3-	3-	3-	3-	3-	3-	3-	3-	3-	3-	3-	A*
102	4a	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+	B+
99	4b	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	B
96	4c	2-	2-	2-	2-	2-	2-	2-	2-	2-	2-	2-	2-	2-	2-	2-	2-	2-	2-	2-	2-	B-
93	3a	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	C+
90	3b	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	C
87	3c	1-	1-	1-	1-	1-	1-	1-	1-	1-	1-	1-	1-	1-	1-	1-	1-	1-	1-	1-	1-	C-
84	2a	P+	P+	P+	P+	P+	P+	P+	P+	P+	P+	P+	P+	P+	P+	P+	P+	P+	P+	P+	P+	D+
80	2b	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	D
B	2c	P-	P-	P-	P-	P-	P-	P-	P-	P-	P-	P-	P-	P-	P-	P-	P-	P-	P-	P-	P-	D-

NB - It can not be assumed that the new KS2 levels are equivalent to the same coloured old levels. Both grade sets are on this chart due to there being TBS students working from both starting points.

Attendance

Our student's attendance target is nothing less than 98% attendance, that is no more than 4 days off school per year. We of course aim high and want all our students to be in 100% of the time as we know there are strong correlations between this and achievement. Research shows that missing just 17 days in a school year (92% attendance) equals a drop in each of your GCSE grades. All parents have a legal responsibility to ensure their child attends school on a punctual basis. Interventions take place for those students who have less than 97% attendance. Further details can be found in our Attendance Policy on the school website.

Key information

What are our school times?

- 8.35am – 8.55am: Mentor time/Registration.
- 10.35am – 10.55am: Break.
- 12.35pm – 1.05pm: Lunch.
- 2.45pm: End of school day.

There are six lesson periods throughout the day lasting for 50 minutes each.

Travel to and from school

The school site is very busy with coaches and taxis for students between 8.10am and 8.45am and 2:30pm and 3:15pm. Due to safety reasons and lack of parking, parents are not permitted to bring their cars onto the school site. Please arrange to meet your son / daughter at a suitable parking location in the vicinity surrounding the school.

Bus

For those students travelling on school buses, the timetables can be found by following the link on our website under Parents/Home School transport. The times listed may differ from that advised in your original letter so please check using this link. The school is well served by both public and school buses. Any disruption to the bus service is highlighted on the Bucks County Council website, www.buckscouncil.gov.uk. Parents who are not entitled to free transport and who would like to apply for paid transport, can also find a link to the Bucks County school transport webpage and application form on our website. Please submit your application online as this process is quicker and more efficient.

Foot

With a number of schools within a relatively small geographic area, Wattleton Road can become a traffic bottleneck very easily, and for those students for whom it is viable, walking offers a healthy alternative.

Bike

For those students wishing to ride to school, bike sheds and racks are available. We recommend a sturdy lock and request that all students walk with their bike whilst on the school site. Please ensure that students travel safely by wearing a helmet and that cycles are properly fitted with appropriate hazard and night lights.

Uniform

The school expects all students to wear the correct uniform at all times.

Girls:

- Blazer: Black, single breasted with school badge.
- Shirt: Long or short sleeved plain white shirt.
- Tie: House colour school logo clip on tie
- Skirt: Black with back vent or pleated knee length, not tight fitting and without splits. Lycra skirts are not permitted.
- Trousers: Black, straight leg.
- Sweater: Black V-neck. (optional)
- Tights/socks: Black or flesh coloured tights, or black socks.
- Shoes: Plain black laced or fastened, heels no higher than 3cms. No canvas or suede and no trainers or sports-branded shoes.
- Coats: Dark colour and without logos. (hoodies are not permitted)

Boys:

- Blazer: Black, single breasted with school badge.
- Shirt: Long or short sleeved plain white shirt.
- Tie: House colour school logo clip on tie
- Trousers: Black, conventional style. No jeans or cords.
- Sweater: Black V-neck. (optional)
- Socks: Black.
- Shoes: Plain black laced or fastened. No canvas or suede and no trainers or sports-branded shoes.
- Coats: Dark colour without logo's, hoodies are not permitted.

P.E. Girls

- Polo shirt: Navy blue and gold with school logo.
- Skorts or shorts: Navy blue and gold.
- Socks: Hockey/football socks, navy, long.
- Trainers.
- Kit bag.
- Fleece: Navy blue with school logo (optional).
- Tracksuit bottoms: Navy blue, no visible logo or stripes (optional).
- TBS leggings or plain navy leggings
- Waterproof: Navy blue with school logo (optional).

P.E. Boys:

- Polo shirt: Navy blue and gold with school logo.
- Shorts: Navy blue and gold.
- Socks: Hockey/football/rugby socks, navy, long.
- Rugby shirt: Navy blue with gold stripe.
- Trainers.
- Kit bag.
- Fleece: Navy blue with school logo (optional).
- Tracksuit bottoms: Navy blue, no visible logo or stripes (optional).
- Waterproof: Navy blue with school logo (optional).

Technology:

- Yellow apron.

School Branded Uniform Supplier

Our uniform suppliers are The School Shop, 17 The Highway, Beaconsfield, Buckinghamshire HP9 1QQ. Telephone 01494 677710 or online www.theschoolshoponline.com. All non branded items can be purchased from major supermarkets or high street retailers.

Labelling of uniform

All items of uniform and PE kit must be clearly labelled with the student's name.

Accessories, hairstyles and jewellery

Students are permitted to wear a single set of stud earrings only. Watches are permitted. Facial, tongue and body piercings are not permitted. Extreme hair cuts such as shaved heads or lines in hair are not allowed. Hair must be of a natural colour. Make up, if worn, must be discreet and nail varnish/extensions should not be worn.

Food in school

Our restaurant The Hub is run by 'Innovate', who embrace the government's Healthy Eating in Schools Policy. The Hub is open daily from 8.00am, serving delicious hot and cold snacks for breakfast, break and lunch times. Vegetarian options are available.

Paying for school meals

The Beaconsfield School operates a cashless catering system. A biometric identification system uses students fingerprints to uniquely identify each student. We would like to make it clear that The Beaconsfield School will comply at all times with the Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 regarding the use of biometric data. You will be sent further details after consent is given as per the application form. Students not using this system will be issued with a four digit passcode. Funds can be added to your Parentpay account for students to purchase food and drink. For more information please contact Finance on 01494 673450, or finance@beaconsfield.school.

Packed lunches

Students may also bring a packed lunch which must be eaten in an area designated for this purpose or in good weather at the picnic tables. Parents are encouraged to adopt the healthy eating guidelines for packed lunches, and fizzy drinks should not be included. High energy drinks are not permitted. Glass bottles are not to be brought into school and all litter must be placed in the bins provided or taken home.

Students must remain in school at break and lunch times.

Free school meals

You can claim free school meals for a child up to the age of 16 who lives with you and who you are responsible for as long as you are in receipt of one of these qualifying incomes:

- Income Support.
- Income Related Employment and Support Allowance.
- Income Based Jobseeker's Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Guarantee element of State Pension Credit.
- Child Tax Credit and are not entitled to Working Tax Credit and your annual income, as assessed by the Inland Revenue, does not exceed £16,190.
- Working Tax Credit 'run on'. i.e. the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit.
- Universal Credit.

Please refer to the Bucks County Council Free School Meal and Pupil Premium Application Form.

Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help.

Absence

If a student is absent from school due to illness or being late, parents should contact the school before 8.30am to provide a reason for absence. This should be by telephone: 01494 683992 or email: attendance@beaconsfield.school. Absence can only be authorised where there is a particularly good cause. If no reason for absence is provided, attendance will be recorded as unauthorised. Late minutes will be issued should your child arrive during Mentor time. Medical evidence will need to be provided for students that are absent for 5 days or more. This can be in the form of an appointment card, Doctor's note or a copy of a prescription.

Medical appointments

Parents should avoid making routine appointments for students during the school day. Should this be absolutely necessary parents are required to inform the Attendance Officer in advance of the appointment either by telephone, email or letter. Students are then required to sign out at Student Support when leaving for their appointment and sign back in on their return to school. If the appointment allows the student to attend for part of the morning or afternoon session, their attendance record will not be affected.

Holidays

Holidays during term time will not be authorised. Parents should be advised that absence without consent could result in further actions and sanctions including a penalty notice.

Leave of Absence

School will only authorise an absence during term time for exceptional circumstances or individual needs by application to the Headteacher in advance.

Emergency arrangements

In the event of a school closure, a message will be posted on the school and Bucks County Council website. In addition all parents will receive a text message and social media will be updated accordingly.

Stay in touch

The school appreciates that during bad weather children may arrive later than normal but parents should endeavour to contact the school to let us know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation.

Equipment

Students should arrive to school fully prepared for lessons. Please ensure students bring:

- Electronic devices
- Books required
- Completed Homework
- Fully equipped pencil case with black/blue and green pens, pencils, eraser, glue stick, sharpener
- Ruler
- Calculator

Lockers

ILS is the school locker provider. For more information please refer to their website www.ilsschools.co.uk. The school has limited lockers and priority is given to Years 7/8/9 so book early to avoid disappointment.

Medication in school

Parents are required to complete and sign the Medical Information Form in this booklet and return it to the school before their child starts at school.

Parentpay

Parentpay is our safe and secure online payment system which enables you to pay for school trips, add money for food and pay for other items. Once your child starts at The Beaconsfield School you will be sent details to register. For more information please contact The Finance Office.

Homework

It is the school's policy that homework will be set regularly within the framework of a homework timetable. Homework is set online via the Milk Student Planner. All students are given a log in to access their individual homework. The homework time for each day is:

- Years 7/8/9 Up to 1 hour.
- Years 10/11 Up to 1 hour 30 mins.
- Years 12/13 4 hours (this includes private study periods).

Students who are unable to access the internet at home can make use of the school library which is open until 3.45pm. Alternatively, homework can be printed off for students by request only.

Parents may access their son/daughters homework through our online planner; Milk. Please see the school website for details.

Clubs, activities and enrichment

The Beaconsfield School offers a variety of different clubs running at lunchtimes and after school, covering sports, arts, craft, games and drama, amongst others. The full list of the clubs and activities can be found on our website. During the course of the year students will have the opportunity to take part in educational trips. You will be advised of details and instructions for each individual trip.

The Beaconsfield School provides a selection of group and private music lessons run in conjunction with the Buckinghamshire Learning Music Trust and external tutors. Music lessons take place during school hours. For more information please contact musicservice@learningtrust.net or call 01494 475937.

More able and talented pupils

We are establishing targeted provision for more able students through our extra curriculum programmes. We firmly believe that our most able students should be pushed and supported in order for them to reach their full potential. We provide a challenging environment that celebrates their success and achievements.

Special Educational Needs

We strive to support all children to enable them to achieve their potential at school. Quality teaching is vital, however for some children there are occasions during their school life when additional support may be needed to help them to achieve their targets. Our SEND policy can be found on our website.

Keep in touch

It is very important that the school is aware of any special educational needs that a student may have; please ensure that you have advised the school via the admissions form, or contact the school office. The Learning Support Team work closely with parents/carers, students and outside agencies to ensure that a student's needs are identified, and the necessary provision is put in place.

The school SEN policy takes account of the Code of Practice arising from the 2014 Children and Families Act and is in line with government policy on inclusion.

Frequently Asked Questions

Safeguarding

The Safeguarding statement can be found under About Us/Policies.

Issues concerning children's welfare

If you are concerned about your child's welfare, their Mentor is the first point of contact. Year Leaders are available to discuss in further detail if required.

Internet safety

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach. The education of students in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience. E-safety is a focus in all areas of the curriculum and staff reinforce e-safety messages across the curriculum. Our E-safety policy can be found on the school website.

The Accelerated Reader Programme

Accelerated Reader (AR) is a computer program that helps teachers and librarians manage and monitor children's independent reading practice. Your child picks a book at their own level and reads it at their own pace. When finished, your child takes a short quiz on the computer (passing the quiz is an indication that your child understood what was read.) AR gives children, teachers, and librarians feedback based on the quiz results, which the teacher then uses to help your child set goals and direct ongoing reading practice. Children using AR choose their own books to read, rather than having one assigned to them. This makes reading a much more enjoyable experience as they can choose books that are interesting to them.

For more information www.arbookfind.co.uk

Mobile phones

We do not accept liability for electronic equipment brought onto site (this includes mobile phones and any other electronic devices.) If your child has to get an urgent message to you there is a public telephone for use situated outside the dining hall or the school office will relay a message. If you need to get an urgent message to your child this can be done through our school office. It is strongly recommended that where parents deem it essential for their son/daughter to carry a mobile phone in school, an inexpensive phone is purchased for this purpose. Students must follow the guidelines and Acceptable Use Policy. We reserve the right to ban mobile telephones at short notice.

Follow the rules

If a mobile telephone is brought into school or brought on a school trip the following must be followed:

- Phones must be switched off at all times, although exceptions may be made for Sixth Formers.
- No photographs or videos are to be taken at any time, including on school transport.
- Phones must not be used to send unpleasant texts which will be regarded as bullying and which can result in a police prosecution.

Students who fail to comply with these requirements will have their mobile phones confiscated and should collect them at the end of the school day. Where a student persistently offends, the student's parents or carers will be required to collect the phone after school. The school will not accept responsibility for mobile telephones at any time, loss or damage, and will not investigate any instances of this. It is recommended that you take out your own insurance to cover any loss or theft.

In PE, mobile phones should be handed in for safe keeping but these must be clearly marked with the student's name as otherwise staff cannot be held responsible for phones that go missing. The school takes no responsibility for any damage or loss that may occur.

Unacceptable use of mobile devices

If an adult has reason to believe that unsuitable material is being kept on a mobile phone or electronic equipment, the item will be confiscated and a senior member of staff will be asked to investigate further. Such material may include bullying texts, pornographic images or videos taken in school.

Mobile phones in examinations

It should be noted there are very strict rules regarding mobile phones in examinations; being in possession of a mobile phone or any other electronic communications device is regarded as cheating and is subject to severe penalties, including disqualification from the examination.

Digital Learning

All students in Years 8-13 are fully enrolled in our digital learning scheme which enables students to bring their own device to school in order to enhance learning and engagement. Year 7 join the scheme in January each academic year. We have clear guidelines around the use of digital learning in school; this is documented in the Digital Learning Policy and Agreement which can be found on the school website. Key points, however, are summarised below:

- Students will be directed when to use their device. It is the teacher's decision whether or not he or she uses technology in the classroom.
- Devices can only be used in the classroom for work as directed by the teacher; if a device is misused, a teacher will confiscate it in accordance with the Acceptable Use Policy.
- Sanctions for misuse are documented in our behaviour policy.
- A student is fully responsible for the care and upkeep of their own device. We therefore recommend a durable case and insurance.
- Mobile phones cannot be used in the classroom or the school in accordance with our Behaviour for Learning Policy.
- Devices are unlikely to work successfully if they do not meet the minimum specification which can be found on the school website.

Whilst we are not championing any one device, and want to allow freedom of choice for you to select the most appropriate device for your son/daughter based on budget and platform preference, we would prefer students to use Windows devices as we know these work most successfully with our school systems. We will allow different platforms as long as they are compatible with our network, but cannot provide technical support to resolve access issues. Please note, most Google Chromebooks can NOT access the school wifi and are therefore unsuitable. It is not necessary for students to have state of the art devices, many basic models are sufficient. All students have an Office 365 school account, which will allow them access to Office online and other apps that will be used in the classroom as well as to download versions of Word, Excel and PowerPoint. At present, Microsoft provide Office 365 free for all students.

All students participating in the scheme are required to complete and sign The Beaconsfield School Reasonable Use Agreement including details of their specific device. Further details and FAQs can be found on the school website.



Working with parents

News

Our website is a great resource for keeping up to date with events and news at school. Parents also receive a fortnightly newsletter via Schoolcomms. Our twitter and facebook pages are also updated on a daily basis.

Progress Reporting

Each half term progress reports are emailed to parents. These show behaviour for learning as well as attainment or exam grades. They are an indication on whether each student is on track for their end of Key Stage 3/GCSE targets.

Parents' Evenings

Regular consultation evenings are held throughout the academic year, with each year group having at least one evening and Years 7, 11 and Key Stage 5 having two. These are an excellent opportunity for you and your child to have face to face meetings with your child's teachers in order to discuss progress. Details of when these evenings take place can be found in the school calendar and in the exam preparation documents on the school website. It is fundamental that families engage with the school to work together to ensure students have the best life chances. Please block out the relevant dates and times in your diary to be sure you can attend. If it is unavoidable that you are unable to attend, please arrange for another family member / responsible adult to bring your child along to these vital meetings. If you have any concerns at other times of the year, please do not hesitate to contact your child's Mentor as the first point of contact.

The Importance of communication

Seeing the class teacher on the school gate and checking your child's book bag for communications may not take place in secondary school but communication is none the less important. We welcome parents raising their concerns early so we can find solutions quickly before matters escalate. General issues should be directed towards your child's Mentor or subject related concerns to the subject teacher. For more serious issues it may be necessary to contact the subject leader or Year Leader; depending

on the nature of the inquiry. Sharing your child's achievements outside school as well as voicing concerns is really important, along with attending parents and information evenings. We try to keep these to a minimum but attendance to such events reinforces to your child that we both care and want the best possible outcomes. Working together is crucial to this success. We try very hard to keep you up to date with key information both via the newsletter and updates on the school website.

Rewards

Staff recognise good effort, progress and attainment in class by awarding achievement points to students. House competitions are also run throughout the year for students to get additional points. Letters are sent home at the end of each term to recognise students with 100% attendance and 0 behaviour points.

Awards/Assemblies

Each half term Year Leaders will hold an assembly specifically to celebrate the achievements of students during that half term. These may include performances etc.

Postcards/Phone calls home

Staff send positive note postcards home to highlight individual students who have earned recognition; classwork, homework, attitude to learning, positive behaviour in class or around the school.

Wall of Excellence

A member of staff can nominate student's work to be displayed on the Wall of Excellence each half term. Students are awarded 20 achievement points and a letter is sent home informing parents.

Annual Awards Evening

An annual awards evening is held at the end of the year to celebrate students successes in both curriculum and community work.

Additional Information

Policies

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

Key policies

Some of our key policies are:

- Anti-bullying.
- Attendance and punctuality.
- Behaviour.
- Learning support.
- School security.
- Child protection.

A full list of policies can be found on our website under About Us/ School Policies.

Conduct and Behaviour

High standards of behaviour and dress are expected at all times. Every student signs the Code of Conduct which together with the Behaviour Policy can be found on the school's website. This focuses on making the right choices and learning from our mistakes.

Behaviours such as:

- Calling out without permission.
- Being late to lessons, slow to start work or follow instructions.
- Showing a lack of respect for each other and staff.
- Not bringing the right equipment.
- Chatting instead of working or listening to the teacher.
- Using mobile devices inappropriately in lessons.
- Wearing inappropriate uniform without a uniform card.
- Packing up well before the end of the lesson.

Individually these behaviours may only steal moments of learning but collectively it does not allow for a productive learning environment and will not be tolerated.

Detentions

Students are encouraged to make good choices but should they continue on the wrong pathway then a detention may be issued. Students will serve detentions the following day after school between 2.45 -3.35pm. Parents will be notified. There is no tariff or hierarchy of detentions and no negotiation of what level of sanction should be awarded. There may be on occasion a more serious incident which will require a greater level of intervention.

Going 'on report'

A student is put 'on report' when it is considered that the standard of work or behaviour warrants closer supervision. Targets for improvement are set and the student's performance in each lesson monitored.

Exclusions

If a student continues to show poor behaviour or there is a single incident of significant poor behaviour then that student will be excluded. In the main, this will be within school and consist of removal from all lessons and working in supervised inclusion from 11-4. Students will not be readmitted to lessons until there has been a reintegration meeting with parents and students have accepted responsibility for their actions. The focus is not about punishing behaviour and serving this time but about positively changing behaviour and avoiding repeat incidents. However, in some instances there will be no alternative but to externally exclude a student from school. In both instances parents will be informed.



PTFA

The School has an active and welcoming PTFA who organise events throughout the year for students and parents and to bring the wider community together. Help and volunteers are always needed and this is an easy way to get to know your new school and other new parents as well as raising funds to support the students' education whilst at

The Beaconsfield School. If you would like to get involved with our PTFA please email ptfa@beaconsfield.school

Easyfundraising

Please support the PTFA fund-raising by accessing www.easyfundraising.co.uk and selecting The Beaconsfield PTFA cause for all your on-line shopping.

School Fundraising

The Beaconsfield School run an Extra Fund every academic year towards the development of school facilities for our students. All support is greatly valued, whether a one-off donation or a regular standing order. For more information www.goldengiving.com and select The Beaconsfield School or contact finance@beaconsfield.school.

Membership Club

A membership club is run each academic year. For a monthly subscription of £5 your membership number is entered into a monthly draw for cash prizes. For more information contact finance@beaconsfield.school.



2018/2019

Begins on

Ends on

Autumn Term 1st Half

Thursday 6 September 2018

Friday 19 October 2018

Autumn Term 2nd Half

Monday 29 October 2018

Wednesday 19 December 2018

Spring Term 1st Half

Thursday 3 January 2019

Friday 15 February 2019

Spring Term 2nd Half

Monday 25 February 2019

Friday 5 April 2019

Summer Term 1st Half

Tuesday 23 April 2019

Friday 24 May 2019

Summer Term 2nd Half

Monday 3 June 2019

Friday 19 July 2019

INSET days 2018/19 - Tuesday 4 September 2018, Wednesday 5 September 2018, Wednesday 2 January 2019, Monday 22 July 2019, Tuesday 23 July - Wednesday 24 July 2019.

The Beaconsfield School
Wattleton Road,
Beaconsfield,
Buckinghamshire
HP9 1SJ

Tel: 01494 673450
Fax: 01494 676404

Email: office@beaconsfield.school
Website: www.beaconsfield.school



**The
Beaconsfield
School**
A Specialist Arts College



easyfundraising
feel good shopping

goldengiving

f TBeaconsfieldSchool

t @BeaconsfieldSch