

BLUECOAT BEECHDALE ACADEMY

PARENT HANDBOOK

2023 / 2024



Bluecoat Beechdale
Academy

Belong, Believe, Achieve





Welcome

I am delighted to welcome you to Bluecoat Beechdale Academy. We are proud to be a part of the Archway Learning Trust, who have been educating the young people of Nottingham since 1706; as a group of schools we fundamentally believe in the transformative power of education.

Bluecoat Beechdale Academy is a happy and caring school and we are committed to providing young people with an excellent educational experience, based firmly on a culture of high expectations and standards. We are not only our young people's educators, we are their champions who incite and harness academic and personal talent. In October 2022, Ofsted visited BBA and agreed that we 'continue to be a good school'.

We strive for academic excellence through a set of rigorous principles for our curriculum, teaching and learning and standards for behaviour that we expect all students to engage with. Students of BBA should be prepared to work hard, independently and strive for the very best. We are unapologetic for our high expectations for academia, and deliver challenging curriculum content that goes well beyond the guidance of the national curriculum. Ofsted recognised this and reported that our curriculum 'aims to bring the richness of the world into the classroom' and 'Teachers do not tolerate disruptions to learning'.

Bluecoat Beechdale became a School of Sanctuary in 2021 where our work to support those individuals seeking sanctuary in the UK was recognised; an accolade that is a great source of pride for us. It is an privilege to lead our truly diverse academy as we endeavour to provide opportunities for all our young people to thrive in an ever changing world that we recognise is increasingly difficult to navigate.

Our motto is **Belong, Believe, Achieve**. Students **belong** to the school community and are proud to be a student here. They **believe** in themselves and others through high aspirations. They **achieve** the very best grades possible to provide a platform for further education and to ultimately, live a happy adult life.

Mrs R Frearson
Principal



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Academy Day

08:30	Form Time
08:55	Period 1
09:55	Period 2
10:55	Break
11:15	Period 3
12:15	Period 4
13:15	Lunch
14:00	Period 5
15:00	End of Day
15:00	Enrichment/after-school activities

Vision and Ethos

Our determination to instil high standards, resilience and self-belief is matched by our value of inclusion for all. We believe that all students have three fundamental rights within the academy; the right to feel safe, the right to be happy and the right to learn.

We ask for the co-operation of all parents and carers in ensuring we work together to consistently model high standards, high expectations and resolute support in making our students aspirations more achievable. You have made a conscious decision to send your child to BBA, and part of that commitment is supporting the academy when difficult decisions have to be made, to ensure we can act in the best interests of all of our students.

If you have any questions or feel you have information that we need to be aware of in order to meet and maintain this vision for our students and your child, please contact us as soon as possible (contact information is on the back page). Please ensure that you let us know if your contact information changes.

Our Reception Team are always happy to take your call, and regularly send out communication by text, email and post. We remind you that they are simply the

‘messengers’, so please be polite at all times when communicating with them, they are here to help you get in contact with the relevant member of staff.



Uniform

We have extremely high standards, none more so than in the way our students are presented. We have a clear uniform policy which all students must abide by at all times:

ACADEMY UNIFORM

Our uniform consists of:

- A BBA blazer
- A BBA clip-on tie
- A black V neck jumper is optional underneath blazer - no cardigans
- A white school shirt with top button fastened
- Black tailored trousers (non-stretchy, not skinny, not jeans) or black knee-length skirt (non-stretchy)
- Black or white socks or tights
- Flat black shoes - patent, leather or leather look (no boots, sandals or trainers).
- A wrist watch is optional - no other jewellery is allowed.
- A coat to keep your child warm and dry—

hoodies are not suitable, and are not allowed anywhere on the academy site.

Students are also reminded that excessive make-up, false nails, nail varnish and unnatural hair colours are not allowed.

IDENTIFICATION OF UNIFORM

All items of clothing, including PE kit, should be clearly marked with the owner's **surname and initial**, preferably by nametape.

Students who do not meet our uniform expectations will not be allowed into mainstream lessons.

SCHOOL BAG

All students are expected to carry a suitable bag, large enough to carry the above equipment, as well as their PE kit (as necessary) around the Academy. A rucksack is the most suitable type of bag.

* Year 7 will be provided with a free school bag at the start of the year.

Physical Education

All students are required to wear the Academy PE kit.

Winter Clothing:

During the winter months (December-February) students are normally allowed to wear black tracksuit trousers or black sports leggings, a black thermal base layer (under shirt) and/or a black sweatshirt whilst taking part in sport outside.

PE Footwear:

Your child will need the following items for their PE Lessons:

- Non-marking trainers (No plimsolls) for both boys and girls
- Football boots and shin pads for boys

PE Swim Wear:

Each student in Year 7 takes part in swimming, on rotation for 1 half-term per year. These students will need:

- Dark swimming costume/plain swimming trunks/shorts with no pockets
- Towel

Optional: Goggles/Swim Cap

PE staff have the discretion to make decisions about appropriate dress depending upon the activity undertaken and environmental conditions, including the weather.

Students are expected to participate in all PE activities unless a medical condition necessitates otherwise. Parents must provide a signed note from home explaining why their child cannot take part in the lesson. Text messages on students phones will not be accepted. A supporting letter from the GP may be required for long standing conditions.

Unless medical conditions are particularly restrictive, students will still be expected to participate in PE activities to the degree which



Purchasing Uniform

Uniform can only be purchased online through the Just-Schoolwear website: <https://just-schoolwear.co.uk/product-category/bluecoat-beechdale-academy/>

You have the option to have this delivered or Click & Collect from any of Just-Schoolwear stores:

- Click & Collect from any of the Just-Schoolwear stores
- Direct delivery to home

The Just-Schoolwear stores are only open for Click & Collect, returns and for sizing, the stores do not hold any uniform stock.

Just-Schoolwear shops:

Arnold Store
12 High Street
Arnold
Nottingham
NG5 7DZ
0115 9652869

West Bridgford Store
11 Compton Acres Shopping Centre
Nottingham
NG2 7RS
0115 9652869

Long Eaton Store
73 Derby Road
Long Eaton
Nottingham
NG10 1LU
0115 9652869

Saturday 10am–2pm

Saturday 10am–2pm

Saturday 10am–2pm



Nearly New Uniform

We are fortunate enough to have some nearly new uniform available to buy from the Academy Office. Prices* are as follows:

Blazer £10
PE Polo Shirt £2
PE Shorts £2
Ties £2

Please contact us regarding availability.

*prices subject to change



Mobile Phones

Mobile phones and earphones are not allowed anywhere on the academy site, at any time of the day. We do appreciate that students may require their phones and earphones when travelling to and from school. Therefore, your child's phone must be switched off and stored in their bag, where it must remain for the day.

If a mobile phone or earphones are seen or heard on the school site, they will be confiscated and placed in the safe until a parent/carer comes to collect them. We discourage students from bringing any items of value to school. Those who choose to do so, do so at their own risk, and the school accepts no responsibility for loss or damage.

Those students who choose to ride bikes scooters to school are welcome to do so. These items should be stored in the specified areas, and secured with a lock. Those who choose to bring these items to school, do so at their own risk, and the school accepts no responsibility for loss or damage.

Equipment

In order to support your son/daughter's learning please ensure that they bring the following items to school in a pencil case every day:

- 2 Pens
- Pencil
- Eraser
- Pencil Sharpener
- Ruler

There will be an equipment check every morning to ensure children have come to school fully equipped with these items listed.

In addition to this, they must also have a reading book, their knowledge organiser and their homework book at all times.

From year 8, students must also bring their own scientific calculator. We recommend the CASIO FX-83GTX.

Students who don't have the correct equipment will be directed to the school shop to purchase these using the balance on their lunch account. (see section: We are a Cashless Academy p14)

Highlighter pens and a coloured pen for marking and annotating work are also very useful to have in class. These items are optional.



Attendance and Punctuality

Introduction

The Academy is committed to supporting students in their preparation for life after the Academy.

We are exceptionally aware of the wider employability skills needed:

- Integrity
- Personal responsibility
- Independent thinking skills
- Ability to apply knowledge
- Make learning progress
- High Attendance
- Routine Punctuality

As well as the significant loss in learning opportunities which come from low attendance, there is a significant reason to demonstrate high attendance and punctuality, as these personal records are sent to employers, higher education institutions and apprenticeships when references are requested.

We ask parents/carers and the wider community to work in partnership with us, by:

- Ensuring pupils wake up, and have breakfast every morning, in good time to allow them to be at the Academy by 8:25am.
- Ensuring that your child attends school every day.
- Informing us immediately everyday when your child is ill, or will be late due to an unusual circumstance.

In return, the Academy Attendance Team will:

- Track attendance and punctuality every day
- Raise levels of achievement and participation by maintaining high levels of attendance and communicating with Teachers and Year Leaders
- Inform students and parents/carers of punctuality and attendance concerns
- Identify the causes of non-attendance and poor punctuality and act upon them
- Improve attendance throughout the Academy through target setting, rewards and sanctions

We have various support mechanisms to ensure Academy targets are achieved:

- Family Support
- Welfare Team
- Home Visits
- Warning Letters
- Parent and Student Meetings
- Education Welfare Service

The Law

Under Section 7 of the Education Act 1996, the 'parent' is responsible for making sure that their child of compulsory school age receives efficient, full-time education which is suitable to the child's age, ability and aptitude.

Any parent who does not abide by the law may be referred to the Education Welfare Service which may result in fines, being taken to court or in the most serious of cases, imprisonment.

The majority of parents and carers are overwhelmingly supportive of their child's education and ensure their children are in the Academy on time, communicating any issues and allowing us to support them to avoid potential issues when concerns arise.

However, we make no apology for using all the facilities at our disposal to ensure every child is given the support and encouragement needed to make the most of the education they are entitled to receive; making home visits, arranging parent meetings and referring to the Education Welfare Service as required.

Your attendance questions answered:

[How do I report my child being absent from the Academy?](#)

If your child is absent from the Academy please notify by leaving a message on the student absence line. **This must be done every single day the child is absent and before 08.30am.**

Information required: Your child/ren's name, year group and reason for absence. Please give details of illness if that is the reason for absence.

If you do not provide a reason for your child/ren's absence our Attendance Officer will visit your home as per the Academy's safeguarding procedures.

Telephone: 0115 9135211

Option - 1 Absence Line

[Do I need to provide medical evidence for appointments? Dentist, Doctors, Hospital, Opticians, Orthodontist?](#)

Yes. Wherever possible, all medical appointments should be made outside Academy hours. If this can not be avoided, students should attend the Academy, get their mark and return immediately after an appointment.

Appointment cards/letters should be provided for evidence for such appointments to enable the Academy to authorise the absence.

Family Support

We understand that low attendance may be symptomatic of other issues therefore we offer family support to ensure that all children are happy, secure and enjoy school, whilst you as their parent/carer feel supported and included.

This may involve:

- Offer support in school
- Meet with parents, carers and families in the school, home and community
- Give 1-to-1 support and advice
- Signpost to other agencies

- Connect families with adult and family learning opportunities

Who can we help?

- Families in need of general advice and guidance.
- Families facing any issue or difficulty where some support and advice is needed, for example a housing or financial matter.
- Parents/carers and children who are reacting to change, such as parental separation or bereavement.
- Parents/carers experiencing difficulties in managing their child's behaviour
- Parents/carers whose children are not

attending school or who have been excluded.

- Parents/carers interested in some adult learning opportunities.

How can you access family support?

You can arrange to meet the Attendance Manager to discuss any concerns or questions in a confidential setting.

They can also assist you in making links to other services or agencies that may be able help you and your family.

Telephone: 0115 9135211 option 3

Email: attendance@bluecoatbeechdale.uk.com

Behaviour

Academy Discipline

We expect the highest standards of behaviour from all of our students and encourage every student to take responsibility for their own actions. Whether in the academy or travelling to or from the Academy, students are expected to demonstrate excellent behaviour. Students represent the academy at all times and will be sanctioned for behaviour that falls below our expectations or brings the academy into disrepute.

We use an online tracking system called Go 4 Schools to record both positive and negative points for behaviour. (See page 17 for G4S info)

Positive behaviour is rewarded through the use of positive points and BBA bucks, which can be exchanged for prizes throughout the school year. Students are awarded positive points for behaviours such as excellent attitude to learning, good attendance and punctuality.

When behaviour falls short of our expectations in lessons, warnings are issued. Reasons for warning include:

- Disrupting the learning of others

- Arguing with or disrupting a teacher
- Talking whilst teacher or student talking
- Behaving in an unsafe way
- Violence

The following sanctions are used when behaviour persistently falls short of our expectations:



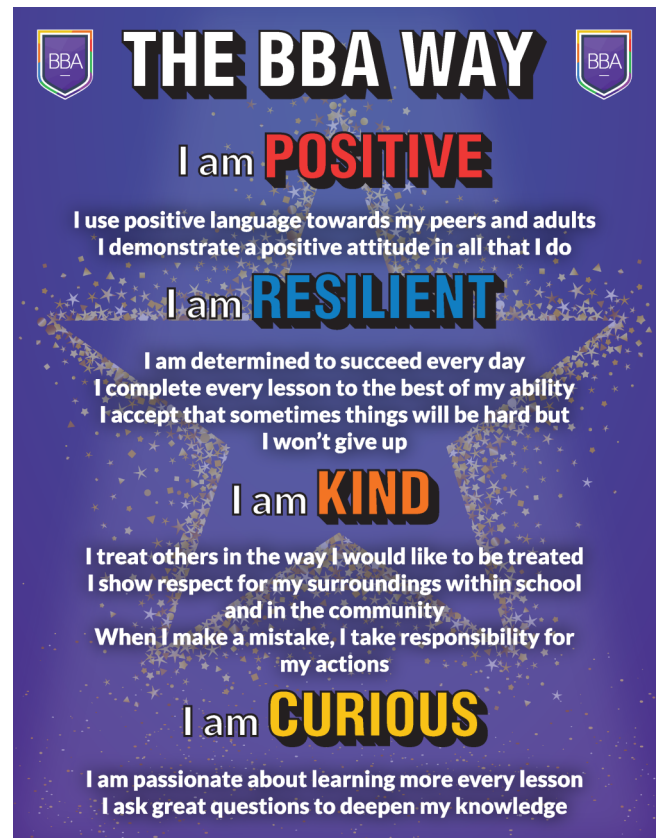
The BBA Way 'Getting it right first time'

Our core values run through all aspects of academy life, where we expect students to be positive, resilient, kind and curious.

We believe that by living and breathing these values, students' experience of school and life beyond the classroom will be all the more enjoyable and successful by consistently 'getting it right first time'.

Each value has an affirmation that is relatable and support students to understand how they can demonstrate the BBA Way consistently.

Students are rewarded with 'BBA Bucks' for demonstrating our values, which are tokens that students place into 4 different prize draws. Staff issue 50 of these every week. The prizes are chosen by the students and the draw is the highlight of everyone's end of half term celebrations.



Behaviour expectations

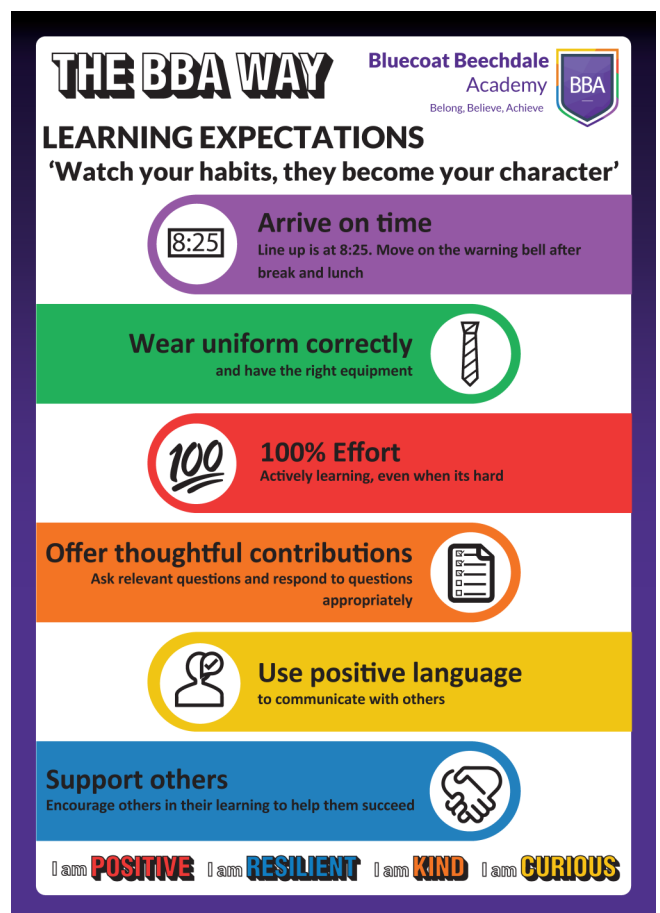
In every classroom, we expect students to exercise the following learning habits that will support every student to make every minute count. These habits are also essential habits to take into the world beyond the classroom.

Learning Habits

- Arrive on time
- Wear uniform correctly and have the right equipment
- 100% effort
- Offer thoughtful contributions
- Use positive language
- Support others

Our staff will supportively remind students of our expectations through positive language, we call this warm: strict. Where possible warnings will be issued privately to help students modify their behaviour.

Where they choose not to, students will be removed from a lesson and issued a 30 minute detention on the same day (unless it is period 5, where students will sit it the following day). The length of the detention increases if a student fails to attend and could result in withdrawal from lesson and isolated from the rest of the school.





Pastoral Care

INTRODUCTION

Within the pastoral system at Bluecoat Beechdale Academy we try to ensure that all students work together to achieve their full potential through a supportive, purposeful and caring pastoral system.

THE FORM TUTOR

The Form Tutor is responsible for supporting the students in their care in all aspects of their academy life; academic, social and personal. They will be monitoring their progress in the subjects that they study through teacher assessment data.

Advice and guidance can be given over any matter, that might affect the student's work and personal development. The Form Tutor is the first point of contact for parents and students over any matter relating to Academy life. Where possible the Form Tutor stays with their tutor group from Year 7 - 11 to ensure continuity of pastoral care and support throughout their Academy career.

YEAR LEADER

The Year Leader is responsible for coordinating the work of the year group as a whole. They ensure that the whole year group work together effectively and maintain good standards of discipline. The year leaders are non-teaching members of staff, who are extremely skilled in supporting young people to be the best they can be at school.



Medication

Parents are requested to ensure the Academy always has the most up-to-date information regarding their child's medical records. This is done by filling in the Data Collection Sheet, distributed at the beginning of the Autumn term, or when completing a medical consent form.

Where appropriate, Individual Care Plans will be drawn up in consultation with parents, Year Leader, Pastoral Team and in some circumstances, the School Nurse.

Medicines should only be brought to the Academy when essential.

'Essential' means - where it would be detrimental to a child's health if the medicine were not administered during the school day. E.g. Asthma inhaler, epi-pen, antibiotics, ADHD medication.

The Academy will only accept medicines that:

- have been prescribed by a doctor, dentist or nurse.
- are provided in original containers as dispensed by the pharmacist.
- has the child's full name on the packet.

- include the prescribers' instructions for administration.

The Academy will not accept medicines that have been taken out of the container as originally dispensed, nor make any changes to dosages.

If children have to take any form of medicine whilst in the Academy, parents must complete a parental agreement form for the Academy to store medicine.

The Academy Office requests;

- The smallest practical dose be brought into Academy.
- The medicine should be handed into the Academy Officer, before morning registration, with the child's name, form and details of dosage clearly marked.
- Written advice is provided, on the storage of medicines.

Students must not carry medicines around the Academy Office will store and administer the medicines, as required during the day. All medicines are to be kept locked and only named staff will have access.

Students who suffer from asthma are encouraged to bring in a spare inhaler to be held centrally in the Academy office for emergency access. This should be named and the expiry date clearly marked.

Students are requested to use 'roll-on' deodorants in P.E.

(Aerosols are not allowed in school, as the metal can poses a danger and the spray can affect students suffering from asthma.)

Anti-Bullying Code

ALWAYS REPORT BULLYING TO AN ADULT

Bullying is not tolerated at Bluecoat Beechdale Academy and therefore happens very rarely.

We want to ensure that every student is able to make the most of their education in a pleasant, safe and supportive environment surrounded by good relationships.

Every student at the Academy has the right to enjoy learning in a safe environment, free from intimidation both in the Academy and in the community.

Our Academy community will not tolerate any unkind action or remarks, even if these are not intended to hurt or offend.

Students should support each other by reporting all instances of bullying. Bullying will be dealt with seriously. We are an 'open-listening' Academy. Bullying is too important not to report. Where offensive and hurtful behaviour was unintentional, we have a team of professionals who will educate students on how to treat others and what our expectations of them are.

HOW WILL BULLYING BE DEALT WITH?

We have developed an Anti-Bullying Code which all students, parents and staff are expected to follow. All reported incidents will be taken seriously and the Academy will respond to any report of bullying quickly. We will take action depending on the severity of the reported case.

All students involved will be provided with an opportunity to give their side of the story and the opportunity to make right their wrong so that they can restore good relationships.

Each case will be investigated and where the incident is of a more serious nature or has continued over a prolonged period the Academy will implement sanctions appropriate to the offence.



**RACISM
WRONG**

RACIAL HARASSMENT CODE - ALWAYS REPORT COMPLAINTS OF RACIAL HARASSMENT TO AN ADULT.

In keeping with the Academy Equal Opportunities Policy and Race Equality Policy, Bluecoat Beechdale Academy rejects all forms of racism and we have established a clear policy on racial harassment that all members of the Academy community are expected to follow.

Bluecoat Beechdale Academy is aware of its responsibility for the promotion of racial harmony and understanding. It is committed to creating a positive climate that will enable everyone to work free from intimidation and

harassment in order to achieve their full potential.

We will use all powers and resources at our disposal to eliminate racial incidents.

We will ensure that any complaint is promptly investigated and that everyone is aware of their responsibility and the procedures to challenge and report it when it occurs.

We will work with parents, communities and other agencies to ensure that it is clearly understood that racial harassment is unacceptable.



Out of Hours Learning

We believe extended learning (homework) is an important part of the learning experience for students at Bluecoat Beechdale Academy. Homework is an opportunity for students to revisit learning to further embed the knowledge they need to access their lessons.

Each student will receive an overview of the core knowledge that will be delivered throughout each unit wrote. This will form the basis for students' homework where they are required to reuse key content in preparation for assessments.

Students can develop their understanding by using their exercise books, online platforms or knowledge organiser, which are available on the academy website.

At Bluecoat Beechdale Academy, we recognise and value the impact that reading for pleasure has on academic achievement. Therefore, we also expect students to be reading their own book, which can be loaned from our library, for 20 minutes every night.

There may be times where the subject teacher requests that students complete additional

pieces of homework, where they will be given ample time to complete this. This may be more formal pieces of work to prepare for an basement and encourage good revision habits.

Library

We have lots of books for you to borrow in different genres - Thriller, Comedy, Myths, Romance, non-fiction and many more... we also have a big Horror section for those who like a fright!

The library is open from 8am ~ so you can exchange books before registration. We hope to see you there!

The Study Centre

Mr Slater runs the BBA Study Centre in D03, every day after school from 3pm until 5pm.

This extra study time is for the year 11 students and is a fantastic place to extend your learning and to keep up to date with coursework and revision.

Enrichment

Bluecoat Beechdale Academy is focused on helping our students achieve the best possible academic outcomes. However, we feel equally strongly about fostering other skills and interests. We have a responsibility to educate the whole person, caring for and encouraging their physical, mental and social well being. All students have access to university engagement programs to help raise their aspirations, all students will have access to residential visits throughout their time at Bluecoat Beechdale Academy.



Examples of enrichment opportunities include:

7:45am Breakfast club: Breakfast Club offers a free breakfast and a safe and warm environment for pupils to make a positive start to each day at the Academy. Students can come in from 7.45am.



Lunchtime clubs: Our team coordinates a wide programme of lunch time clubs suited to all tastes and interests. The clubs available are displayed on the enrichment board each week.

After-school clubs: We offer a wide and engaging programme of varied enrichment opportunities after school. Quality providers provide activities for all students, aiming to increase participation in a range of activities

for boys and girls.

Study clubs: Many subject areas offer lunch-time and after school study support. In addition to specialist subject support, the Revision Café is open every day between 3.00pm and 6.00pm for students who wish to stay after school to revise for their exams, complete homework or receive additional support from teaching and support staff.



Community Sports Leader Award:

Selected students from Years 8 - 10 actively take part in the Sports Leaders programme. Students are required to deliver sporting activities, to Primary Schools throughout Nottingham City. At the end of the programme, students are awarded a qualification that will support them to work in the Sport and Leisure industry.

Lunchtime Arrangements

At lunchtimes students may choose to purchase either the set meal or snacks, which are individually priced. Packed lunches may be eaten in the heart spaces.

Lunchtime Code of Conduct

The aim of the Lunchtime Code of Conduct is to give every member of the Academy community clear guidelines about how to use the lunch break. It is designed to ensure that everyone enjoys a relaxed and pleasant break with proper care for the Academy environment.

- Students cannot leave the Academy site at lunchtimes
- Involvement in lunchtime activities is strongly encouraged.
- Food and drink may only be eaten in the dining area or Heart Spaces.
- The corridor code must be adhered to at all times inside or around the buildings.
- The playgrounds may be used for general recreation and games at specific times of the year. (Hard cricket balls may not be used for safety reasons, football and basket ball games are allowed on the rear playground areas only)
- All balls should be placed in a bag when inside, so they are not dropped, bounced or kicked inside.

Students are able to use the heart spaces, or spend time outside during break and lunch, except in the case of extreme weather when they will be told where they will be supervised during their break/lunch.

We are a Cashless Academy

At the heart of the cashless system is the civica software. This allows the system to recognise each individual student, hold individual cash balances, record cash spent and cash received, record where money is spent and on what food, on any specific date and time of day.

How are students recognised by the system?

Each student will be issued with a personal card which is registered to their computer record.

How is this then used to obtain an Academy meal?



The student simply presents their card to a reader at the point of sale; a display will show the server the student's name, tutor group and current cash balance held within the system. The selected food items will be entered into the system from an itemised till while the amount spent and the new cash balance will show on the display.

How can I credit my child's account?

1. Online using ParentMail. Parents can pay for Academy meals, amongst other things. This can be done online using the secure app/website, ParentMail.



2. Enter notes or coins into an automatic cash revaluation terminal located in the Academy which is set to accept £20 - £10 - £5 notes, £2 - £1 - 50p - 20p - 10p coins
(1p - 2p - 5p coins, cannot be used)

If we pay for a set number of Academy meals, can it be spent in one day?

Yes, there is a daily spend limit of £10.00 which is set for all students and no food above that limit can be bought. On request, an individual student limit of your choice could be set.

What if the student does not hold a sufficient cash balance one day to pay for an Academy dinner?

As before, no student is refused an Academy dinner because they have not brought their dinner money to the Academy with them. The Academy will allow the student to have a meal that day once they have spoken to a parent or

carer at student reception. However, just as before it is expected that funds will be added onto the account the next day.

What about students entitled to a 'Free Academy Meal'?

The system works exactly the same for all students whether they pay or have a free Academy meal. All students have their own account to use in exactly the same way.

The system is set to have a set amount for each individual student to be added to their current cash balance daily. However, any under spend or missed dinner will be identified by the system and will not be added to the next day's balance. Students receive 70p to spend at break and £2.00 at lunch.

Additional amounts can be entered onto the account.

What is meant by 'dietary control'?

Should the student have a specific food allergy, or be a diagnosed diabetic, this medical information can be coded into the system, preventing foods with allergy ingredients from being served to a particular student. Please inform the Academy should you require this for your child.

Will students have problems in using this system?

Some students may find it difficult to control their accounts for the first couple of weeks, but because of a daily spend limit, most learn this important life skill very quickly and will enjoy being in control of their account.

Stay Safe Team:

Miss C Grange
DSL

Mrs G Anderson
Deputy DSL
Targeting Support Lead

Ms S Long
Safeguarding
Manager

Mrs A Bertram
Safeguarding & LAC
Mentor

Mr K Dixon
Inclusion Lead

Ms D Oliver
Year Leader

Miss M Beecher
Year Leader

Mr L Clinton
Year Leader

Mr D Blair
Year Leader

Mrs K Gayle
Year Leader

Stay Safe

At Bluecoat Beechdale Academy we are committed to ensuring the safety of every student, monitoring their well-being, responding to concern and constantly reviewing and updating the safety of the school site.

All staff have appropriate training so that they understand their roles and responsibilities and are confident about carrying them out. Staff, students, parents and governors feel secure that they could raise any issues or concerns about the safety or welfare of students and know that they will be listened to and taken seriously. This is achieved by maintaining an ethos of safeguarding and promoting the welfare of students and protecting staff.

There may be occasions when the Academy is legally obliged to share our concerns with Social Care.

The Academy believes that bullying is

unacceptable and we have policies and procedures in place to support your child.

Be aware that staff may have no idea that your child is being bullied, or may have another account of events.

In line with the Academy 'Whistle Blowing Policy,' should a safeguarding issue relate directly to one of these key safeguarding staff members, please contact the Head Teacher directly.

If you have concerns about a student you can contact the Safeguarding Team by email:
BBASafeguarding@bluecoatbeechdale.uk.com

At times, parents may need advice and support and you may find the following contacts useful:

Children and Families Direct -

Tel: 0115 8764800

NSPCC helpline (for parents and young people) - Tel: 0800 8005000

Internet and Online Safety

The internet is such an integral part of children's lives these days. It opens up so many educational and social opportunities, giving them access to, quite literally, a world of information, experiences and learning.

Whether on a computer at the Academy, a laptop at home, a games console, tablet or mobile phone, children and young people are accessing the internet whenever they can and wherever they are.

As you would protect your child in the real world, you will want to make sure that they are safe whatever they are doing. Like learning to cross the road, online safety skills are skills for life. If your child understands the risks and can make sensible and informed choices online, they can get the most from the internet and stay safe whilst doing so - particularly from those people who might seek to harm them.

A few simple steps to keep them safe:

- Know what your child is doing online and who they are talking to.
- Help your children to understand that they should never give out personal details to online friends they do not know offline.
- Explain to your children what information about them is personal: i.e. email address, mobile number, Academy name, sports club, arrangements for meeting up with friends and any pictures or videos of themselves, their family or friends. Small pieces of information can easily be pieced together to form a comprehensive insight in to their lives and daily activities.
- Make your children aware that they need to think carefully about the information and pictures they post on their profiles. Inform them that once published online, anyone can change or share these images of them.
- It can be easy to forget that the internet is not a private space, and as a result sometimes young people engage in risky behaviour online. Advise your children not to post any pictures, videos or information on their profiles, or in chat rooms, that they would not want a parent or carer to see.
- If your child receives spam or junk email and texts, remind them never to believe their contents, reply to them or use them.
- It's not a good idea for your child to open

files that are from people they don't know. They won't know what they contain—it could be a virus, or worse - an inappropriate image or film.

- Help your child to understand that some people lie online and that therefore it's better to keep online friends online. They should never meet up with any strangers without an adult they trust.
- Always be open for a child to speak to you, so they know that it's never too late to tell someone if something makes them feel uncomfortable.
- Make your children aware of the CEOP (Child Exploitation and Online Protection Centre) button to report any worrying behaviour whilst online.

Useful websites:

www.thinkyouknow.co.uk

(Material quoted from above)

<https://www.internetmatters.org/>



<http://www.childnet-int.org>



<http://www.itgetsbetter.org/>



<http://www.ceop.police.uk/report-abuse/>

A reporting button is placed on the school website.



Bluecoat Beechdale Academy Online



In addition to the Academy's website, make sure you check out Bluecoat Beechdale Academy's Facebook page.



Exams, Data and Reports

During their five years with us at Bluecoat Beechdale Academy, it is our aim that our students have the mindset that they should be continually improving. To ensure that they are making good progress, all students will sit two assessments per year in each subject. This data will be reported to you to keep you informed about your child's progress. We aim to provide data that is meaningful and easy to digest.

'Mock' Exams

'Mock' Exams, which are internally assessed, are also held to help students and staff with their preparations. Year 11 sit Mock Exams in November and February, Year 10 in July.

External Exams

External Examinations (GCSE) take place during May and June each year. These are for students in year 11.

Attitudes to Learning

Alongside progress reports, teachers also record 'Attitude to Learning' (ATL) grades. This is a description of a student's approach to their learning. You will receive half termly updates on your son/daughters ALT in all subjects. Please discuss this with them to help them improve.

Go 4 Schools

Parental access to 'Go 4 Schools' allows access to all of your child's data at any time therefore giving you real-time access to their attendance, behaviour, performance and progress.

Please ensure you read the section below regarding Go 4 Schools in order to have access to the most up to date information for your child's progress at the Academy.

Finding out about your child's progress



The Academy invests in Go 4 Schools so that parents can check on:

- Student Timetable
- Attendance
- Behaviour
- Assessment
- Attitudes to Learning

In order to log into Go 4 Schools we need your email address so please, make sure the Academy has your correct email address to set up your account.

For more information about how to log onto Go 4 Schools please see the Go 4 Schools section of our school website: <https://www.bluecoatbeechdale.co.uk/parents/supporting-your-child/>

To access sample reports, please go to:

<https://www.go4schools.com/screenshots/Student.aspx>

Our Academy Advisory Board

Bluecoat Beechdale Academy is part of the Archway Learning Trust. Each Academy within the Trust has an Academy Advisory Board to provide challenge and support to the school.

Chair

Janet Doar

Clerk

Email: clerk@archwaytrust.co.uk

Archway Learning Trust

Aspley Lane

Nottingham

NG8 5GY

Tel: 0115 929 7445

Principal

Racheal Frearson

AAB Members

Grace Balchin (Staff Member)

Carol Hutchinson (Parent Member)

Wes Burke

Ian Davidson

Further information concerning the Academy Advisory Board can be found on the Governance page of the Academy's website.

Our Academy Term Dates 2023/24

August 2023							September 2023							October 2023						
M		7	14	21	28			4	11	18	25				2	9	16	23	30	
T	1	8	15	22	29			5	12	19	26				3	10	17	24	31	
W	2	9	16	23	30			6	13	20	27				4	11	18	25		
T	3	10	17	24	31			7	14	21	28				5	12	19	26		
F	4	11	18	25			1	8	15	22	29				6	13	20	27		
S	5	12	19	26			2	9	16	23	30				7	14	21	28		
S	6	13	20	27			3	10	17	24				1	8	15	22	29		
November 2023							December 2023							January 2024						
M		6	13	20	27			4	11	18	25				1	8	15	22	29	
T		7	14	21	28			5	12	19	26				2	9	16	23	30	
W	1	8	15	22	29			6	13	20	27				3	10	17	24	31	
T	2	9	16	23	30			7	14	21	28				4	11	18	25		
F	3	10	17	24			1	8	15	22	29				5	12	19	26		
S	4	11	18	25			2	9	16	23	30				6	13	20	27		
S	5	12	19	26			3	10	17	24	31				7	14	21	28		
February 2024							March 2024							April 2024						
M		5	12	19	26			4	11	18	25				1	8	15	22	29	
T		6	13	20	27			5	12	19	26				2	9	16	23	30	
W		7	14	21	28			6	13	20	27				3	10	17	24		
T	1	8	15	22	29			7	14	21	28				4	11	18	25		
F	2	9	16	23			1	8	15	22	29				5	12	19	26		
S	3	10	17	24			2	9	16	23	30				6	13	20	27		
S	4	11	18	25			3	10	17	24	31				7	14	21	28		
May 2024							June 2024							July 2024						
M		6	13	20	27			3	10	17	24				1	8	15	22	29	
T		7	14	21	28			4	11	18	25				2	9	16	23	30	
W	1	8	15	22	29			5	12	19	26				3	10	17	24	31	
T	2	9	16	23	30			6	13	20	27				4	11	18	25		
F	3	10	17	24	31			7	14	21	28				5	12	19	26		
S	4	11	18	25			1	8	15	22	29				6	13	20	27		
S	5	12	19	26			2	9	16	23	30				7	14	21	28		

Academy Holidays

GCSE Results Day

Public Holidays

Year 7 Only

INSET Day



* Please note an additional INSET day will be confirmed at the start of the Academic Year

Contact Us

If you have a query or concern about your child then your first point of contact should be your child's Form Tutor or the Academy Office.

In more serious matters the Year Leader, Safeguarding and Attendance Teams, will be able to discuss your concerns with you.

You can contact the safeguarding team, any time by email BBASafeguarding@bluecoatbeechdale.uk.com

During the Academy day you may find that a member of staff that you would like to speak with may be teaching or in a meeting. In these cases, please leave a message with the Academy Office and the member of staff will call you back.

If you would like to meet with a member of staff please call the Academy to arrange a mutually convenient time.

Whilst we welcome parents at all times, we politely ask you to arrange an appointment with the specific member of staff you wish to liaise with, before travelling, as it is likely that they will have teaching commitments and may not be able to meet with you.

Academy Contact Details

Telephone Number: 0115 9135211

Academy E-mail Address:

office@bluecoatbeechdale.co.uk

