



Admission Information 2020—21



Executive Headteacher: Ms J Schafer B.A. Oxon, PGDE, SQH
Market Square, Aspatria, Cumbria, CA7 3EZ Tel: 016973 20509
Email: beaconhill@beaconhill.cumbria.sch.uk
Website: www.beaconhill.cumbria.sch.uk

CONTENTS

School Values	Page 3
School Day	Page 4
Equipment	Page 5
Attendance	Page 6
<i>Illness in school</i>	
<i>Medicines in school</i>	
Attendance	Page 7
<i>Family Holidays</i>	
<i>Dental and Medical Appointments</i>	
Uniform	Page 8
<i>Makeup, hair & jewellery</i>	
<i>Site Security</i>	
Uniform	Page 9
Code of Conduct	Page 10
<i>Mobile Phones</i>	
School Rules	Page 11
Discipline - crossing the line	Page 12
<i>Behaviour Reports, Inclusion and After School Detentions</i>	
<i>Bullying</i>	
<i>ICT</i>	
Planner	Page 13
<i>Assessment</i>	
<i>Rewards</i>	
<i>School Property</i>	
Homework	Page 14
Food in School	Page 15
<i>Free school meals and clothing</i>	
Communication with school	Page 16



Staff, students, parents and governors work together to ensure that, in a safe and hardworking environment, and with courage and integrity, students can develop skills and abilities to be what they are meant to be; aspirational, independent and confident young adults.

Our Vision

Staff, students, parents and governors have the moral courage and integrity to do the right thing for our students: to allow everyone to be what they are meant to be; to inspire everyone to reach their potential; to be happy, safe and hardworking.

In order to do this we will:

- Work hard to ensure everyone can access the right curriculum for them, working in collaboration with partners to provide academic and vocational opportunities for our students.
- Promote a caring community based on mutual tolerance and respect; a community in which the unique nature of each individual is recognised, valued and supported irrespective of their ability, gender, faith or background.
- Ensure our students, when they leave us, are able to answer the moral, political, economic and social questions that will be asked of them with confidence and understanding. We do this for everyone, regardless of starting point, or academic potential, or aspirations.

Our Values:

- Courage and compassion
- Respect and tolerance
- Inclusion and equality
- Optimism and perseverance
- Courtesy and respect
- Ambition and achievement



These values inform our work. We share these values constantly through our day-to-day ethos and actions, through our assemblies, through our curriculum and through excellent teaching which provides rich opportunities for learning. We show our responsibility for others through our compassion, courage and determination to change things for the better.

THE SCHOOL DAY

Every morning we start in form groups and have different activities; whole school assembly, student interventions (SI), library time, planner work or discussion time. On rotation your child will visit the school library to choose a book and read quietly with the rest of the form. Each student is expected to have a book in their bag every day as there may be other occasions to read during school.

It is essential that students are on time to school - they are to be at their form/SI room ready for the start of the school day by 8.45am. Punctuality is vital and the school is always asked about students' punctuality in sixth form, college applications and references.

If students are unavoidably late they are required to sign in at reception, giving a reason for their lateness.

8.45 - 9.05	Registration and intervention
9.05 - 9.50	Lesson 1
9.50 - 10.35	Lesson 2
10.35 - 10.50	Break
10.50 - 11.35	Lesson 3
11.35 - 12.25	Lesson 4
12.25 - 12.55	Lunch
12.55 - 13.00	Registration
13.00 - 13.45	Lesson 5
13.45 - 14.30	Lesson 6
14.30 - 15.15	Lesson 7

EQUIPMENT

All students are expected to have a suitable bag so that books and equipment can be carried safely between home and school and that they have the basic equipment so that they are fully equipped for their

Necessary every day!

- ⇒ Black pen
- ⇒ Green pen
- ⇒ Pencil
- ⇒ Ruler
- ⇒ Eraser
- ⇒ Sharpener
- ⇒ Planner
- ⇒ Calculator
- ⇒ Glue stick
- ⇒ Pair of compasses
- ⇒ Protractor
- ⇒ Earphones
- ⇒ Highlighter
- ⇒ Reading book

Desirable/Useful

- ⇒ Colouring pencils

Science - long hair must be tied back and a sharp pencil and ruler should be brought to every lesson.

Food Technology - students will be required to bring ingredients to school when they are cooking.



LOCKERS

We have lockers available for students to use - the cost is £10 for 5 years (£5 refundable in Yr11 when key returned) but they must remember their key every day and will have to pay for a replacement key should they lose it.

LOST PROPERTY

Please ensure that all items of clothing and equipment are clearly marked with your child's name. This makes it more likely that any item that is found can be returned to its owner. Any such item should be taken to the Office or Sports Hall. This is where students should enquire if something has been mislaid.

VALUABLES AND MONEY

We advise that expensive items or large amounts of money are not brought into school. If your child has to bring a large sum of money to school, for instance to pay for a trip, it would be best if it (or any valuables) were handed in to the office for safe keeping. Payment by cheque would be preferable for reasons of security.

ATTENDANCE

Parents are legally responsible for ensuring that their child attends school each day. You will be informed if there are any concerns with your child's attendance by our Attendance Officer.

We monitor attendance very carefully and involve the Local Authority if attendance is causing serious concern (90% and below) - they will then contact you and may do a home visit. We expect all students to aim for 100% attendance.

IF YOUR CHILD IS ILL:

If your child is ill or absent for any other reason, you **must** contact the attendance officer 016973 20509 ext 1 or reception before 9am on **every day** that they are absent. There is a 24hr answer machine to leave your name, your child's name and registration form and give details of the absence/illness. If we do not receive notification why your child is absent, we will contact you by telephone or if unable to reach you we will send a text or email.

If the absence is going to be long term, please let us know if they are able to work at home, work can then be set by staff and sent home.

ILLNESS AT SCHOOL

Parents will be contacted if urgent medical treatment is required for their child (in which case parents will be asked to go straight to the appropriate hospital/clinic).

Parents will also be contacted if their child is ill and they need to go home, so they can make the necessary arrangements to collect them.

It is **vital** that we have up-to-date emergency contact details for parents.

Please note - students will not be allowed to walk or travel home alone if they are feeling unwell.



We understand some students may need to take medication through the school day.

Parents must discuss this with Pastoral if it is for a long standing condition or the Office for short term illnesses.

A parental consent form will need to be completed to permit us to hold and administer medication to your child. Any medication held by us must be in a named container.



FAMILY HOLIDAYS

The law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in “exceptional circumstances” as any absence from school will disrupt your child’s learning.

We therefore expect parents to arrange family holidays during school holidays.

Where there are exceptional circumstances a form must be obtained from the school office where you will be expected to explain the reasons for the requested absence and provide any evidence where appropriate

If an unauthorised holiday in term time is taken the Local Authority may decide to issue a Fixed Penalty Notice of £60 to each parent or to prosecute.

Please see the enclosed term-time dates or refer to our school website. The Local Authority publish term dates many years in advance however please note that each school may vary slightly so it is always best to ask before you book.

DENTAL AND MEDICAL APPOINTMENTS

Your child may have to attend medical or dental appointments e.g. to see a specialist consultant at hospital. However you should always try to make routine appointments such as dental check-ups during the school holidays or after school. Where unavoidable please aim to make the appointment as late in the day as possible to minimise the impact on your child’s education. Copies of the appointment letters/cards will need to be provided preferably before the actual appointment.



SCHOOL UNIFORM IS IMPORTANT

We believe that a school uniform gives our students a sense of identity and belonging to the school. It helps students to take pride in their appearance and helps to project a positive image of our school. We appreciate the full support of parents in maintaining high standards of school uniform.

We do stress that outdoor clothes should not be worn in lessons and that sportswear, especially sporting footwear, should be used only for games/sports lessons.

We strongly advise that items of clothing are labelled, especially PE equipment.

If for any reason a student is not wearing uniform a letter must be sent in from parents to explain and give notice when the student expects to be back in uniform.

Makeup, hair and jewellery

- Only one small stud can be worn in the lobe of each ear: no other facial jewellery is permitted, including tongue piercings
- No other jewellery ,except a watch, is allowed
- Acrylic nails & nail varnish are not permitted
- Makeup must be discreet - students who are wearing too much makeup for school will be asked to remove it
- Piercings cannot be taped over, they must be removed.
- Hair colouring must be using natural colours
- Hair styles and cuts must not be extreme



SITE SECURITY

During the school day all external doors are secured with many coded entry only. All visitors are required to sign in at reception and wear a colour coded visitor's badge (either blue accompanied or red unaccompanied depending on level of clearance). CCTV cameras record all areas of the exterior building, together

with some internal cameras. Any member of staff, student or bona fide visitor to the school who sees any suspicious person or activity should report it immediately to a member of staff.

UNIFORM

A uniform order form can be picked up from the school office alternatively please contact the suppliers direct:

Address: West Lakes Embroidery 69 Senhouse Street, Maryport, Cumbria CA15 6BU Website: www.westlakesembroidery.co.uk
Tel: 01900 817799/07449223985 Email: routledl@aol.com

GIRLS' UNIFORM:

- Black pleated or straight skirt of a reasonable length or black trousers
- Black socks or tights but not both

BOYS' UNIFORM:

- Black trousers
- Black or white socks

BOTH:

- School navy jumper with badge
- School navy blazer with badge optional
- White school shirt
- Red/navy striped school tie
- Black school shoes (not black trainers)

PE/GAMES EQUIPMENT

- Navy school polo shirt
- Long navy football socks
- Navy shorts/skort/sports leggings/sports shorts
- Football/hockey boots
- Shin guards
- Mouth guard
- Gym shoes/trainers
- Navy school hoodie



Code of Conduct

Treat each other with respect

- So we can all feel safe
- So there is no bullying
- So that your child can learn and let others learn
- So we don't upset others

Treat other people's space and environment with care

- So we can all feel safe
- So your child doesn't injure others or themselves
- So we can create a calm and pleasant place to learn

Listen to the person who is meant to be talking

- So students can hear what others have to say
- So they will understand what they need to do
- So everyone has a chance to contribute

Follow instructions

- So students know what to do
- So they stay safe
- So they achieve their potential

Unruly, anti-social or uncooperative behaviour is contrary to our Code of Conduct and disrupts teaching and learning.

School policy is that **NO** student is allowed their mobile phone during school at all.

Students **MUST** hand their mobile phones at the school office before AM registration, where they will be stored securely.

School will not in any way accept liability for lost, stolen or damaged mobile phones in our possession and that our recommendation is that they are better left at home.

Should your child need to contact you, or you need to contact your child during school hours, this can be easily and quickly done via the office.



**No mobile
phones**

Students are expected to behave courteously at all times following our rules which include:



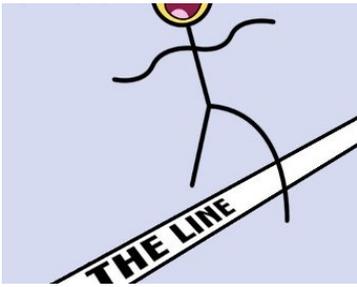
At all times:

- Following staff instructions promptly
- Wearing correct uniform
- Removing jackets or outside clothing inside the building—there are pegs and lockers are available.
- Showing corridor courtesy; walk quietly, keep to the left, be considerate when using doors and use the correct staircase
- Avoiding going to lockers in between lessons
- Lining up outside classrooms in an orderly way
- Eating only in the dining room
- Putting all litter in bins provided
- Not to chew gum/have sweets/fizzy drinks in school
- Not to use offensive language
- Not to bring your mobile phone into school or hand in to reception before AM registration
- Stay on site unless they have been given permission by a member of staff
- To go outside at break times when the weather is reasonable

In lessons:

- Sitting in their designated seat
- To have all their equipment (planner, books, pencil, ruler, eraser, reading book etc) out immediately in every lesson
- Putting their bag away safely
- To be ready to start work promptly
- To listen when someone else is speaking
- Staying in their seat unless given permission to move
- Standing behind their chair at the end of lesson and leaving in an orderly manner when dismissed

Smoking - Beacon Hill Community School is smoke free in line with all the national regulations. Students in possession of cigarettes or smoking paraphernalia will have those items confiscated and there will be a consequence. Support will be offered.



DISCIPLINE—Crossing the line

We run 'crossing the line' behaviour system, based on the understanding that we choose how to behave, and choices have consequences. Good choices leading to good behaviour is rewarded while poor choices leading to disruptive behaviour result in consequences or sanctions. Depending on the severity of the

misbehaviour, a student has chances to 'get it right' before they are sent to the inclusion room. Inclusion involves the student being supervised to work by themselves. Parents are contacted and the student may be put on report to reinforce making good choices in lessons.

BEHAVIOUR REPORTS, STRIKES, INCLUSION AND DETENTIONS

If a student's behaviour causes significant concern he or she will be put 'on report' to promote the behaviour expected. There are three levels - red, amber and green where appropriate targets have been set. The student hands the report each lesson to each of their teachers to complete, then parents are asked to sign it at the end of the day.

After school detentions may be issued if your child fails to complete homework on time or to an acceptable level. In addition a detention may also be issued if your child receives three behaviour strikes for not following our school rules. After-school detention slips are issued to your child to bring home and you will be contacted either by text or telephone. For very serious misbehaviour or several incidents of unacceptable behaviour resulting in inclusion, a student could be excluded from school for a period of time, although we will do everything we can to avoid this.

BULLYING

We do everything we can to ensure that bullying does not take place but if a student feels uncomfortable or unsafe they are encouraged to let someone know and it will be dealt with. The Form Teacher is their first support but students may also talk to Mrs Pearce or Mrs Saunders from Pastoral, or another adult they feel they can trust.

ICT

Our Acceptable Use Policy covers the use of computers and phones in school and the use of school email; students cannot access any social networking sites on school equipment.

We expect students to use them considerably at home - and pastoral staff keep students aware of the dangers of cyberbullying. Please sign and return the agreement enclosed within the Data Collection pack.

PLANNER

This is a very important home-school link. Students are asked to record details of their homework and when it is due. Parents are asked to sign the planner once a week to check on the work being completed. Comments from parents are always welcome and can be written in the planner. Other staff may write comments for you to read. We hope you will find this a useful way of keeping in touch with the school and particularly with your child's Form Tutor.

ASSESSMENT

Assessment of students' work is an important part of the learning process, and this happens regularly during the course of each year. These assessments take a variety of forms including end of unit tests, end of year examinations and regular assessment of class work, homework and coursework. In Years 10 and 11, formal external GCSE assessments take place. Reports go home twice a year, and there is an opportunity to meet staff at parents' night to discuss progress.

REWARDS

We use many ways to reward students. Each student is issued with an individual reward card on which staff issue reward stamps for a variety of reasons including effort, attendance, attitude, homework or being a good citizen. These stamps go towards a half-termly form prize draw as well as an individual end of year draw. We also celebrate successes during school assemblies and the presentation of Headteacher

Awards. Each year, usually in the Autumn term, we hold a formal Awards Evening with presentations for the recent Yr11 leavers and present students.



SCHOOL PROPERTY

We expect all our students to take great care in their use of facilities and equipment. Any damage should be reported immediately to a member of staff. Accidents will happen, but where there is a degree of carelessness or a deliberate act, students will be asked to contribute to the cost of replacement. Students should be responsible for looking after their own property including all items of clothing, especially outdoor coats, bags and writing materials.

Some of the school's heaviest expense is, quite rightly, incurred in the provision of books. They should be carefully looked after and we will expect any unreasonable loss or damage to be paid for. Students are asked to provide their own black pens (not expensive ones please) and pencils, rulers, coloured pencils, calculator, eraser etc.



Homework is an important part of the curriculum and helps your child to consolidate their classroom learning.

Homework will be set by subject teachers. Core subjects of English, Mathematics and Science will set weekly homework. Years 7 and 8 - every non-core subject sets an extended piece of homework each half-term to be completed and returned two weeks after being handed out. Year 9 - non-core subjects will either be set weekly or be given an extended piece of homework. In addition, each week all KS3 students will be directed to a specific 'Knowledge Development Focus'. This will include reading, discussion, new vocabulary and a weekly quiz. We would encourage parents to read and discuss this with your child each week. The Focus for each week will be posted on Facebook.

Volume of homework set and time expected will increase as they progress onto key stage 4.

The school library, with computer access, is open during break/lunch times and after school for independent study and completion of homework.

HOMEWORK TIPS

- Provide a suitable area for working in, away from the TV or other distractions.
- A good time for homework is after a short break when your child returns home from school, for example after tea so that TV, other activities will be done after the homework is completed.
- Don't let children struggle on for longer than the recommended time - if they have done half an hour, and only answered half of the questions, let them stop.
- If your child is stuck - either because they don't understand the task they have written down, or because they "*can't do it*" offer support but don't do it for them.
- Encourage your child to check in the lesson if they haven't understood what the task means - it's too late by the time they get home.
- Take an interest in the marks and comments on the homework your child receives back - celebrate success and give them the clear message that homework is valuable and important
- If your child is consistently not getting homework when they should or if you have any homework concerns, do contact their Form Tutor.
- Check your child's homework planner weekly and sign your name in the parents section to let form tutors know that school planners are being checked.

FOOD IN SCHOOL

Many of our students come to school on school transport - they must come into school straight away and not go to the garage or shop or for a friend. Students are **NOT** to bring sweets or fizzy drinks to school. They should bring in a small plastic bottle to fill from our water cooler. Students may use the school canteen or bring in a packed lunch at break and lunch.

At BREAK students can enjoy a variety of snacks and drinks served in the school canteen.

At LUNCH the canteen serves a wide variety of homemade food including sandwiches, wraps, hot and cold food - vegetarian options are available.

All students remain on the school premises during the morning break and lunchtime. Students are only allowed to leave the premises for emergencies which school must know about; this does not include going home for things which they have simply forgotten. Students found to be off the school premises are breaking safety rules, so will be placed in detention at breaks and lunchtimes and parents will be notified.

A healthy packed lunch should include:

- A good portion of starchy food, e.g. wholegrain roll, tortilla wrap, chapatti, pitta pocket, pasta or rice salad;
- A portion of lean meat, fish or alternative, e.g. ham, chicken, beef, tuna, egg, beans or hummus;
- Plenty of fruit and vegetables, e.g. a piece of fruit, handful of cherry tomatoes or carrot sticks, small tub of fruit salad or small box of raisins;
- A portion of semi-skimmed milk or other dairy food e.g. reduced fat cheese, yogurt or fromage frais;



Free school meals and clothing vouchers

Apply online: <http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/freeschoolmeals.asp>

Applicants receive an immediate response advising you whether you are eligible or not.



Contact: Free School Meals Service, Service Centre, Resources and Transformation, Parkhouse Building, Baron Way, Kingmoor Business Park, Carlisle, CA6 4SJ Tel: 01228 606060

No need to re-apply annually - Regular electronic checks of all applicants currently claiming free school meals will be carried out by the free school meals service to confirm continued eligibility. You will only be contacted if we are unable to confirm your eligibility and will request further information is provided.

COMMUNICATION WITH SCHOOL

Communication between students, staff and parents is a two way process. It is important that parents keep school informed of any change in circumstances (change of address, contact telephone numbers/email addresses, medical details etc.)

We welcome parents into school to discuss any matter relating to their child's education and well-being, however please arrange an appointment first.

The first point of contact for parents is your child's form tutor who has academic and pastoral oversight of each student in their tutor group. Tutors aim to get to know their students very well and their families too.

 The school office on ext. 6 (**Mrs Wilson**) will help with general enquiries.

 The **attendance officer** on ext. 1 (**Mrs Cruickshank**) should be informed whenever your child is or is going to be absent.

 Our **pastoral team** consists of **Mrs Pearce (Pastoral Manager)** and **Mrs Saunders (Designated Safeguarding Lead)** who can be contacted on ext. 3 with any issues that may be affecting your child's well-being.

 Our **SENCO** is **Mrs Saunders** who deals with any special educational needs and can be contacted on ext. 3.

We also use the following ways to keep you informed:
Beacon Hill Community School Facebook page
School Website
Text messages *see below*



Sendmode is a text messaging service where we can send parents/carers messages on their mobile phones.

Using text messaging, we will be able to inform you quickly about school matters as well as letting you know about how well your child is doing so you can praise your child for good progress or attendance at school.

The service does not allow you to text back so you will still need to use our land line if you wish to reply.