



BBCS SENIOR

Welcome to BCS

Independent co-education for ages 3 - 18
with boarding from age 11



PART OF
CATS
GLOBAL SCHOOLS

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Welcome to BCS,

I am delighted to welcome you and your family to our school community. There is a wonderful journey ahead, and I hope you enjoy the many opportunities that BCS has to offer.

Curiosity, Creativity, Commitment and Community are the 4Cs that underpin life at BCS. We encourage all members of our community to embrace and support these values, both in the classroom and beyond. Community is especially important; BCS is a happy and supportive school where friendships are formed, achievements are celebrated, and everyone is encouraged to succeed.

We ask all pupils to try their very best in everything they do. Hard work, perseverance and a positive attitude are always recognised and rewarded, and the effort invested will be worthwhile. Starting a new academic year can feel exciting as well as a little daunting. Please be assured that there are many



staff and pupils who are ready to help and support you. We encourage both pupils and parents to ask questions whenever they are unsure - we are here to help you settle in and make the most of your time at BCS.

We look forward to working in partnership with you and wish you every success and happiness at BCS.

YOUR FIRST DAY AT SCHOOL

Year 7 - Year 13 are in mixed ability form groups.

What do I need to bring in on my first day of term?

- School Bag
- PE Kit
- Year 7-9 will have coded lockers, Year 10-13 will need to bring one padlock for their locker. Padlocks will be provided for Sixth Form pupils only
- Pencil case (with at least a pen, pencil, 30cm ruler, scientific calculator; please see your year book for the recommended brand, maths set, rubber and coloured pencils/felt tips, highlighter)
- Apple pen (USB-C) (for iPad with USBC socket) OR (Apple pencil st-gen with USB-C adapter light emitting socket)

Who can I approach for help?

Your Form Tutor is very important to you because he or she is the first person you should go to if you have any questions or difficulties.

You can also talk to:

- Your Head of Year
- Miss Marie Spriggs, Deputy Head
- Mrs Amy Bailey, Assistant Head
- Mrs Helen Pike, Head of Senior School
- Mrs Sue Evans, School Counsellor
- Prefect Team
- School Nurse
- Use the 'Raise a Concern' App found on every iPad

Homework/Prep Planning

All pupils will use their iPad and Microsoft Teams Assignments to organise homework.

Pupils may need to purchase specific items of equipment which teachers will mention in lessons.

SCHOOL DAY TIMINGS

At BCS we operate a two week timetable using the following format.

MONDAY TO THURSDAY

8.40am	Registration
9.10am	Lesson One
10.10am	Break Time
10.30am	Lesson Two
11.30am	Lesson Three
12.30pm	Lunch Time
1.30pm	Lesson Four
2.35pm	Lesson Five
3.35pm	End of Lessons
3.45pm	Co-curricular
4.40pm	End of co-curricular
4.50pm	Buses Depart

FRIDAY

8.40am	Registration/PSHE
9.35am	Lesson One
10.30am	Break Time
10.50am	Lesson Two
11.45am	Lesson Three
12.40pm	Lunch Time
1.40pm	Lesson Four
2.40pm	Lesson Five
3.35pm	End of Lessons
3.50pm	Buses Depart

CODE OF CONDUCT

At BCS we expect high standards of behaviour.

- Be respectful and speak appropriately to each other within lessons, break time, lunchtime and when moving around the school.
- In the corridors or on staircases, walk to the left to allow others to move in the opposite direction. Hold doors open for staff, visitors or people with their hands full.
- You should not run inside the building.
- When going to lessons, stand quietly outside the classroom until your teacher is there to welcome you and then enter in an orderly manner.
- Be polite to all staff and each other at all times (teaching and non-teaching).
- Be polite to outside visitors, including outside speakers and prospective parents. Pupils (apart from Sixth Form) may not walk through the reception. This is a quiet area of the school.
- Stealing property is a serious offence and will be dealt with firmly.
- Follow classroom behaviour expectations at all times.
- Full school uniform must be worn properly at all times, including following sports kit expectations.
- Look after all the school books and iPad issued to you during your time in school. Do not write in or on text books or iPads. Exercise books should be kept neat and tidy, as should class notebooks.
- Use your locker to keep your belongings safe but do not interfere with anyone else's locker.
- On the school bus, you should sit quietly, talk quietly and always wear your seat belt. Treat the bus and the driver with respect.
- School should be a place where everyone feels safe. You should not have cigarettes/vapes or alcohol in your possession or any other illegal substances or items. This of course applies to school trips or any other situation organised by the school.
- Foul or abusive language should be avoided at all times no matter what the provocation.
- Inappropriate public displays of affection between pupils, which draw attention to the individuals concerned and cause embarrassment to others, should be avoided.
- Year 7-11 should store their mobile phones in their BCS phone pouch during the school day.

ISAMS PARENT PORTAL

BCS uses a system designed to significantly enhance the way we communicate with parents.

The **ISAMs Parent Portal** will have secure, 24-hour access to personalised data about pupils, via one username and password.

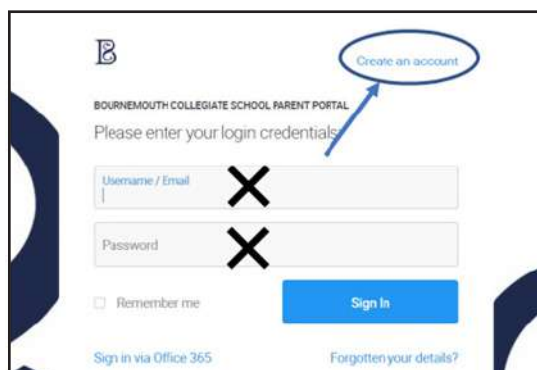
From one, simple to use dashboard, pupils and their families can access calendars, reports, attendance records, timetables and sports fixtures from a smartphone, tablet or desktop device, as well as send in absence notifications and leave requests. Importantly, moving all personal data to a restricted user-only portal ensures that only the right people see the right information. Updates and improvements will be made throughout the year.

Sign up is easy and the system is easy to navigate. The following instructions provide a guide through the setup process. There is an ISAMs Pupil Portal too, pupils will be activated from their first day at BCS. Please note the view is slightly different on a phone compared to a laptop.

A STEP-BY-STEP GUIDE FOR GAINING ACCESS TO ISAMS PORTAL:

1

We will send you an account set-up email via our iSAMS system. The e-mail will invite you to visit our BCS Parent Portal website. The email will also contain a Portal access code, a Portal access password and a link to the parent portal.

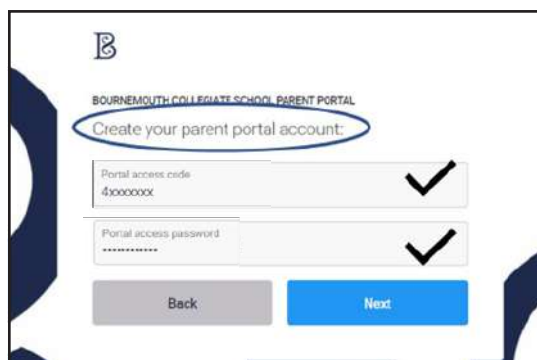


2

When you receive the email, click on the link or go to the website address: <https://bournemouth.parents.isams.cloud/>

3

Choose the option located at the top right-hand side of screen: 'Create an account'.

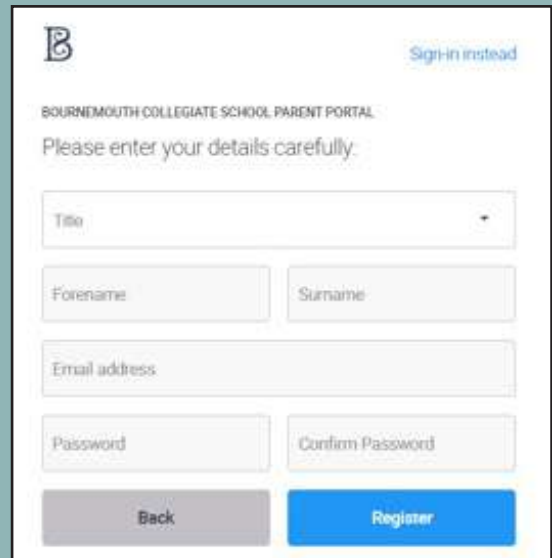


4

Enter the registration details provided in the email (Portal access code and Portal access password).

5

Complete your personal details to finalise the account set up, then click on 'Register':



The screenshot shows the registration page for the Bournemouth Collegiate School Parent Portal. At the top left is a logo with a stylized 'B'. At the top right is a link that says 'Sign in instead'. Below the logo, the text reads 'BOURNEMOUTH COLLEGIATE SCHOOL PARENT PORTAL' and 'Please enter your details carefully:'. The form contains several input fields: a 'Title' dropdown menu, 'Forename' and 'Surname' text boxes, an 'Email address' text box, 'Password' and 'Confirm Password' text boxes. At the bottom are two buttons: a grey 'Back' button and a blue 'Register' button.

6

You can now explore the BCS Parent Portal. You can view your child's school information by choosing the School Profile option in the main menu.

7

If you have successfully created your iSAMS account by following the steps above, you can now download and use the iParents app provided by iSAMS. This can be downloaded through Apple and Google app stores. To link the app with your account, you will need to use the link code 'BOUR'.

8

If you are experiencing difficulties getting into your BCS Parent Portal account please contact BCS on senior-admin@bcschool.co.uk and we will deal with your query as soon as we can.

BCS 100 SCORE

The BCS 100 is the reward system at the heart of the academic drive here at Bournemouth Collegiate School. It encompasses the three main areas including effort, attendance and behaviour. At the end of each academic term the pupils receive a score out of 100 which shows their commitment and dedication to the three areas.

As we are all aware, the three areas are closely linked with academic success and support the pupil's development and progress over time. Each term the pupils with a score of 96-100 will be included in the BCS 100 rewards. Places will also be awarded for progress in effort grades.

In the final term all three scores are calculated and the top pupils in each year group are invited to a BCS 100 Rewards in the Summer Term.

Spring and Summer Term most improved pupils are also included in the reward trips.

PARENT PAY

BCS operates a cashless tuckshop and opportunity to pay for trips, tickets and other miscellaneous items via the online Parent Pay system. This is the payment medium for any additional charges outside of the school tuition fees.

ParentPay Set-Up Guide

Parents will receive an email from the school with instructions to help them set up their ParentPay account. The email will contain a link to the ParentPay website, along with the account activation details required. Parents should click on the website link provided, which will direct them to the ParentPay website.

If parents already have an existing ParentPay account, they should:

- a) Sign in using their usual account credentials.
- b) Select the option 'Add a child' and enter the activation codes provided in the email from the school.
- c) Enter their child's date of birth and select Confirm.
- d) A confirmation message will appear once the child has been successfully added, and payments can then be made.

If parents need to create a new ParentPay account, they should:

- a) Select Login in the top right-hand corner of the screen.
- b) Enter the username and password (activation codes) provided in the email from the school and select Login.

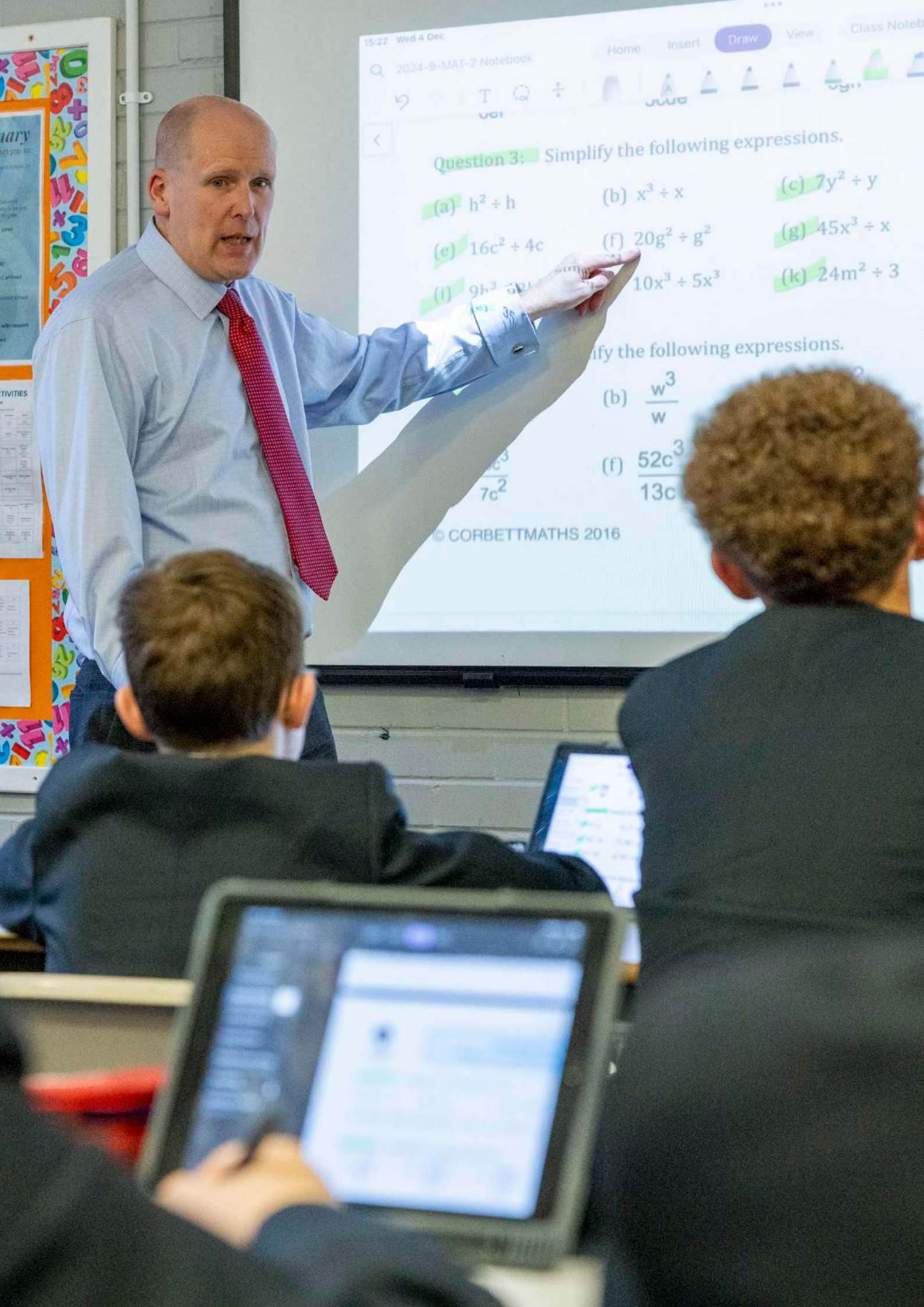
Please note: The user details are case sensitive and are for one-time use only. They will become invalid once the account has been activated.

- c) Confirm that the details are correct, enter the child's date of birth, and select Confirm.
- d) Complete the activation process by following the instructions provided on screen.
- e) Enter the required details, including the child's name, an email address, and a password for the account. The email address entered will become the username.
- f) Parents should read and accept the ParentPay terms and conditions by ticking the relevant box at the bottom of the page, then select Activate account.

A verification email will be sent to the registered email address. Parents must click the link within this email to complete the activation process and access their account.

Further instructions on activating an account, video guidance and a library of resources are available here: <https://parent-support.parentpaygroup.com>





15:22 Wed 4 Dec

2024-9-MAT-2 Notebook

Home Insert Draw View Class Notebook

Question 3: Simplify the following expressions.

(a) $h^2 \div h$

(b) $x^3 \div x$

(c) $7y^2 \div y$

(d) $16c^2 \div 4c$

(e) $20g^2 \div g^2$

(f) $45x^3 \div x$

(g) $9h^3 \div 3h^2$

(h) $10x^3 \div 5x^3$

(i) $24m^2 \div 3$

Simplify the following expressions.

(j) $\frac{w^3}{w}$

(k) $\frac{52c^3}{13c^2}$

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A-Z OF LIFE AT BCS

Absence

If you are not able to attend school for any reason, please complete a daily absence request on the **ISAMs Parent Portal**. For a planned absence, please complete the **absence request form** on ISAMs Parent Portal. The Senior Leadership Team oversees all requests for absences.

Holidays will not be authorised during term time.

Telephone: **01202 436595**

Email: **senior-admin@bcschool.co.uk**

It is your **responsibility** to catch up with any missed work and ensure that class work and prep are completed.

Assemblies

We regularly take the opportunity to bring pupils together in assemblies. Full school assemblies take place once a fortnight and year assemblies take place once a week.

Attendance

In order to fully benefit from the educational opportunities and extensive activities offered by BCS, we strongly encourage and expect all pupils to **attend regularly** and **punctually**.

You should:

Arrive on time.

Avoid any unnecessary absence.

Sign in and out at reception if you are late or need to leave early for an appointment.

BCS Senior and BCS Prep - One School
BCS Senior and Prep are one school in two locations. We enjoy many joint events and

visits together including: Carol Service, School Musical and Creative Arts Evening. Staff visit both sites and share expertise. The school own a set of minibuses to transport pupils to and from each site.

Our Executive Leadership Team meet weekly to ensure the efficient running of the whole school. The Executive Leadership Team consists of: Maria Coulter, Principal, Helen Pike, Head of Senior School, Karen Wyborn, Prep School Headteacher and Carly Guy, Business Manager.

The Senior Leadership Team at the Senior School consists of Maria Coulter, Principal, Helen Pike, Head of Senior School, Marie Spriggs, Deputy Head, Clare Connolly, Assistant Head Academic, Amy Bailey, Assistant Head Pastoral.

Bullying

BCS **takes bullying very seriously**, accepting that it is not a normal part of growing up and can ruin lives. We believe that every pupil has the right to feel comfortable and secure in an environment that is conducive to effective learning.

Bullying can be:

- **Physical*** – scratching, pinching, kicking, hair-pulling etc, moving or vandalising possessions.
*Physical violence can be actual or threatened.
- **Verbal** – name-calling, teasing, taunting, racial harassment etc.
- **Emotional** – rude gestures, intimidation, deliberately ignoring or leaving people out of things.
- **Cyber / Online** – through solid medium or messages.

If you are being bullied **tell someone immediately**.



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The problem will not go away and telling someone about it will not make it worse.

You can tell:

- A Senior Pupil or Prefect
- Your Form Tutor
- The School Nurse
- Anti Bullying Ambassador
- The School Counsellor
- Any Teacher
- Any School Employee
- Your Parents or Guardians
- Raise a Concern App

Any allegation of bullying is treated seriously and addressed with speed and sensitivity. You can access the full **Anti-Bullying policy** on our website.

Calendar
The school calendar is available on the **Parent Portal** and will include school trips, parents' evenings and meetings, performances and any other relevant information. Sports fixtures can be found on **bcSPORT.co.uk** and an app can be downloaded.

Cars

Pupils in Years 12 and 13 may drive a car to school once they have passed their driving test. If you wish to do so please take your **driving licence** and **insurance certificate** to the Head of Sixth Form. No lifts may be given to other pupils during the school day without written approval. All cars must be parked off-site.

Changing Rooms

There are designated girls and boys changing rooms. The school's **Code of Conduct** is applied at all times in the changing areas.

Chewing Gum

There is a **complete ban** on chewing gum at BCS.

Co-curricular

A wide range of co-curricular activities are offered throughout the year, which are updated on a termly

basis. You are **only permitted** to leave the school site during co-curricular time through written parental consent for an approved activity.

There are **no co-curricular activities on Friday** and school finishes at 3:40pm.

Contacting Staff

All staff have a BCS email and may be contacted via these. Their email address is:

firstname.surname@bcschool.co.uk. Please note that staff do teach throughout the day so may not respond to emails immediately. If you have an urgent matter, please contact the school office. Appointments can be arranged at a mutually convenient time.

Your **Form Teacher** is always the first port of call for any concern. For any academic concerns please address the Subject Teacher directly copying in the Form Teacher; if you are still unable to gain clarity please contact the Head of Department.

Communication with Parents

Communication to parents will be mainly through **the iSAMS Portal and via email**. Please inform the school if you do not wish to receive any letters or information via this means of communication. Each Friday, the weekly newsletter is emailed to parents, which contains important information. We also use social media: Instagram and Facebook.

Cycling

You may cycle to school if you and your parents feel this is appropriate. A cycle store is provided by the school. Cycle helmets must be worn when cycling and lights used in the darker months. Pupils are **not** allowed to cycle on the school premises. All pupils cycling to school must apply for a **Cycle Permit** (available on the portal) and abide by the **Cycling Code of Conduct**.



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Drugs, Smoking, Vaping and Alcohol
BCS is a health promoting school and has a **zero tolerance policy** on the above. If any pupil is found to be in possession of or using these substances, parents will be informed immediately and **appropriate sanctions** will be imposed and the authorities may also be advised. You may be excluded if found in possession of any of these; this could be fixed term or permanent.

Designated Safeguarding Leads

Miss Marie Spriggs, Deputy Head and Mrs Maria Coulter, Principal, are the Designated Safeguarding Leads. Mrs Helen Pike, Head of Senior and Mrs Amy Bailey, Assistant Head are the Deputy Designated Safeguarding Leads.

Detention

A detention may be given in line with our **behaviour management policy**. A uniform detention is issued at a break time for infringement to the uniform policy. These detentions are issued by the form tutor and take place during morning break. Initial 20 minute detentions are held during lunchtimes, which escalate to 30 minutes on Friday with Heads of Department. Heads of Year hold one hour detentions after school on Fridays. A two hour detention, held by a member of the Senior Management Team, takes place on a Friday at 3.45-5.45pm for more serious concerns.



Extended Day Opportunities for Day Pupils

As BCS has the Boarding House on site, we are able to offer a variety of additional options that parents may find useful. If your parents have business or personal reasons which result in you needing to stay late at school for supper and prep or maybe to board overnight for a few days during the week, we are able to help.

- Flexiboarding (ad-hoc overnight boarding): We are able to take pupils for either the occasional night during the week, set nights each week and even over a weekend to accommodate your needs. There is an additional cost of **£45 per night including VAT** for this service. Subject to availability.

This allows any day pupil to enjoy the facilities and companionship of the boarders and give you piece of mind that your child is safe.

For further information please contact the school office email:
senior-admin@bcschool.co.uk

Fire

If you hear the fire alarm please be quiet, do not collect any personal possessions and proceed to the assembly point, on the tennis courts, using the closest fire escape route.

Food and Drink

A cooked lunch is provided for all pupils at BCS and is **included as part of the fees**; so you are not required to bring in a packed lunch. We can cater for special dietary needs provided the necessary information is given in writing.

There is a **tuck shop** at first break, payment to be made via ParentPay.

You should:

- Queue up in an organised manner outside the dining hall.
- Adhere to the rota of daily priority for different year groups.
- Eat and behave in a polite manner with other pupils.
- Clear up your plates and cutlery before leaving and tuck your chair back under the table
- Not bring nut based products into school. We are nut free environment.
- Not bring fizzy drinks or sweets to school.
- Ensure that any food bought from the tuck shop in the dining room is consumed there.
- Behave appropriately and with consideration for other pupils.

Friends

The friends organisation run by parents, exists to foster a social and welcoming atmosphere for families. Friends meet regularly on a social basis or to share ideas on how to support the school. You can be involved as much or as little as you would like.

Hair

Hair for males and females should be neat and tidy and out of eyes. Long hair should be tied back for practical subjects for example PE, Science, DT and Art. Extreme hair colours and styles are not permitted this includes any sort of hair line art such as tram lines and eyebrow slits. Hair accessories should be navy or a natural colour.

Full details can be seen under our **School Uniform Policy** which may be accessed on our website.

Health and Safety

BCS has a fully developed **Health and Safety Policy** which can be accessed on our website.

Holidays

Pupils are not expected to take holidays during the term time. If this is unavoidable, parents must complete the **Pupil Leave Request form** which can be found on **iSAMS Portal**. Pupils are expected to ensure that they catch up on work missed. Any holidays taken during term time will be classified as an **unauthorised absence**.

House Systems

The BCS House System is a valuable part of school life. It is a strong, supportive system that encourages

friendly competitiveness. Our houses are Brownsea (green), Studland (yellow), Solent (blue) and Purbeck (red), each named after areas of natural beauty along the southcoast.

House points are awarded for excellent work, good manners, exceptional effort and are linked to the 4 C's - Creativity, Curiosity, Commitment and Community.



Internet Use

At BCS we teach all pupils to use the internet in a **safe and responsible way**. All pupils will be issued with a user name and password to access the internet and their emails.

iPads

Pupils will be issued with an iPad and case which remain property of the school and should be used respectfully. Pupils are required to purchase an Apple pencil or stylus this must be clearly labelled. Pupils will be expected to follow the **iPad Agreement** and be familiar with the **Acceptable Usage for ICT** document.

International Pupils

BCS has a very **experienced** and **supportive EAL** (English as an Additional Language) department and a team of staff who support pupils with their English. We assess all pupils and then plan an individual programme of professional support and lessons for them. Group EAL lessons are provided for pupils as part of their curriculum and are included in the school fees. However, should pupils require more intensive 1-1 support this can be organised with a specialist teacher.

- **Additional lessons** are payable in advance and will be added to Parent Pay.
- If a pupil misses time in school because of a family holiday, lessons will still be charged.
- If a member of staff is absent because of illness either cover will be arranged or every effort will be made to catch-up missed lesson.
- **A full half terms notice** must be given, in writing, if additional lessons are to be discontinued.
- Pupils who have 1-1 lessons will be working alone with their teacher.

Jewellery

Pupils are allowed to wear one pair of small, plain and discreet stud earrings in the lower earlobe. **No other jewellery**, including rings, or visible body piercings are permitted in school. Earrings need to be removed or covered with tape during PE lessons. You are responsible for your own watches and jewellery. All watches must be removed for examinations. Appropriate consideration is given to those pupils who have religious observance requirements or needs because of religious or cultural backgrounds.

Smart Watches are not permitted in Years 7-11 and must be placed in the BCS mobile phone pouch.



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Learning Plus (Support for SEND)

The Learning Plus department provides **additional support** for pupils with **Special Educational Needs**. Whole school assessments are conducted on entry to the school. Parents will be contacted where additional support needs to be put in place or parents can request additional lessons and intervention. Alternatively, you or your parents can contact the department should they require. Additional 1-1 lessons can also be arranged for pupils with Special Educational Needs.

- **Additional Lessons** are payable in advance and will be added to Parent Pay.
- If a pupil misses time in school because of a family holiday, lessons will still be charged.
- If a member of staff is absent because of illness either cover will be arranged or every effort will be made to **catch-up missed lessons**.
- **A full half term's notice** must be given, in writing, if additional lessons are to be discontinued.
- Pupils who have 1-1 lessons will be working alone with their teacher.
- **Assessments for exam access** arrangements can be conducted by our specialist in house assessors.

Lockers

Pupils in Year 7 - 9 will be issued a locker with a **personal code**.



Pupils in Year 10 - 13 will be provided a locker that will require their own **lock**. We suggest a number combination lock rather than a key which can be lost. We recommend a lock like a Master 40mm combination to fit our school lockers. Sixth Form pupils will be provided with a padlock on request.

Lost Property

All lost property is taken to reception. Sports lost property can be found in the Sports Office.

Any unnamed and unclaimed lost property will be kept until the end of the term. All property **MUST** be named.

Make-up

Concealer, or foundation of a natural colour may be worn. This supports those who may be self conscious of their skin. No additional make up may be worn until Year 9 when light mascara and light blusher/bronzer is permitted.

Obvious fake tan is not permitted. False eyelashes, false nails or builder gel is not permitted. Clear or nude nail varnish can be worn from Year 7.

Matches

Advanced notice is usually given for a school match. All fixtures can be found on www.bcsport.co.uk, accessed through the school website or via the app.

Meals and Snacks

All pupils are provided with all meals if they are a boarder, and lunch if they are a day pupil. Our menus are regularly updated and added to the Parent Portal. Please ensure that we are informed of any allergies so we can cater appropriately. Snacks are available to purchase at break time from the dining hall via the parent pay system. All pupils should bring their own labelled refillable water bottle.

Medical Care

The school has a **Medical Room** which provides emergency medical and first aid care during the school day.

If you feel very unwell during the day, let your teacher know and report to the Medical Room.

There is a clinic for day pupils at lunchtime each day for more general medical issues.

If you bring any medication into school, this needs to be handed to the School Nurse to be stored safely. Pupils with inhalers should provide a spare inhaler in

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its original packaging and should be handed to the School Nurse.

For those pupils who suffer from severe allergies and carry Epipens/Adrenaline Auto-Injectors (AAI's), it is strongly advised that parents supply the school with **two spare Epipens** in their original packaging, and to ensure that their child carries one with them at all times.

You should **not** contact your parents to be collected from school without being seen in the Medical Room first. The medical staff will contact your parents if necessary.

Music Lessons

At BCS, pupils are **encouraged to play** a musical instrument in order to nurture their musicality, co-ordination and well-being, as well as to boost their confidence. Pupils who have lessons also take part in our ensembles including choir, orchestra, soul band, string group and many others. Pupils are also encouraged to start their own groups. Any pupil who would like to try out an instrument before committing to regular lessons is welcome to do so – **you never know until you try!**

Tuition is available in the following:

- Strings: violin, viola, cello, double bass
- Woodwind: flute, piccolo, recorder, oboe, clarinet, saxophone, bassoon
- Brass: trumpet, french horn, trombone, euphonium, tuba
- Percussion and drum kit
- Guitar: classical and electric
- Piano
- Singing/Vocal Coaching
- Music Theory

Mobile Devices

BCS recognises that mobile phones and digital technology are an important part of young people's everyday lives, especially in relation to individual safety. It will play a major role in future learning. However, they can disrupt and cause distraction in the learning environment. Our policy is that mobile devices and smart watches may be carried on the journey to and from school. However, phones and smart watches are not to be used during school. Every pupil will be assigned a personal Yondr pouch which they will need to bring to school each day. The pouch will be locked at the beginning of the school day and unlocked at the end of the school day. Please refer to our school mobile digital devices policy for more information.



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Newsletters

Every week at BCS, the **'Week Ahead'** is emailed to all parents with information of what is happening at BCS, please make a note of important dates and information.

Parents' Evenings

Parents' Evenings are held during the year. This is an opportunity for your parents to virtually meet your individual subject teachers and to discuss your current **academic progress**. Virtual appointments are all made via Myschool Cloud.

Parents can request a meeting at any point during the academic year should they wish to meet teachers.

Photographs and Promotional Photographs

There may be occasions within school that you will be included in photographs, some of these photos could be used for our website, newsletters and possibly local advertising. Your parents are required to **inform the school** if they do not want their photographs to be used for press releases and promotions. Please read the Photography and Filming Policy for full details.

Safeguarding Children

BCS fully recognises its responsibilities for child protection and is committed to the principles and practice of child protection as covered by the **Children Act 1989**.

This policy should be read in conjunction with **Working Together to Safeguarding Children and Child Protection Procedure** document. Our policy applies to all staff, Governors and volunteers working at BCS.

The five main elements to our Child Protection Policy are:

- To ensure that we practise **safe recruitment** in checking the suitability of staff and volunteers to work with children.
- To **raise awareness** of child protection issues and equipping children with the skills needed to keep them safe.
- To develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- To **support pupils** who have been abused in accordance with their agreed child protection plan.
- To **establish a safe environment** in which children can learn and develop.
- The school supports in full the requirements as outlined in Keeping Children Safe in Education.



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Safe use of Cameras at School Events

There will undoubtedly be occasions during the school year when your parents will wish to take photographs or make a video recording of you taking part in a school activity. This must be for **personal use only** and not uploaded and only be of your own child. Please see the Photography and Filming Policy, located on the website, for further details.

School Counsellor

An independent **School Counsellor** is available to support pastoral care. You are able to access an appointment via Miss Spriggs or Mrs Bailey.

School Reports

A report will be issued at least once a year. In addition you will receive grade cards throughout the year. If you are concerned about your child's progress please contact the subject teacher in the first instance.

All reports can be found on the iSams Portal.

Speech and Drama Lessons

Individual Speech and Drama lessons lead to the **LAMDA examinations**. Advanced Level LAMDA exams count towards **UCAS points** which help in

University applications. Speech and Drama Lessons link in with English and Drama subjects, studying the structure of poetry and prose, constructing character and the analysis of styles of drama, building confidence, and so much more.

Social Media and Chat Groups

BCS has a general policy that any references to school, staff or pupils should not appear on any site. Whatsapp parent groups should be used in a professional manner to support the educational journey of children.

T ransport

The school offer a **Transport Service**. When travelling on the school minibuses or coaches seat belts must be worn at all times. You must remain quiet and in your seat and at no time should your behaviour distract the driver.

Any requests for a change in your current transport arrangements must be made by emailing: **transport@bcschool.co.uk**

If you require a taxi to collect you from school your parents should arrange this.

U niform

Years 7 - 11: Uniforms are to be worn with pride. We expect all pupils to have a smart appearance, wearing blazers and full uniform when travelling to and from, and when in school.

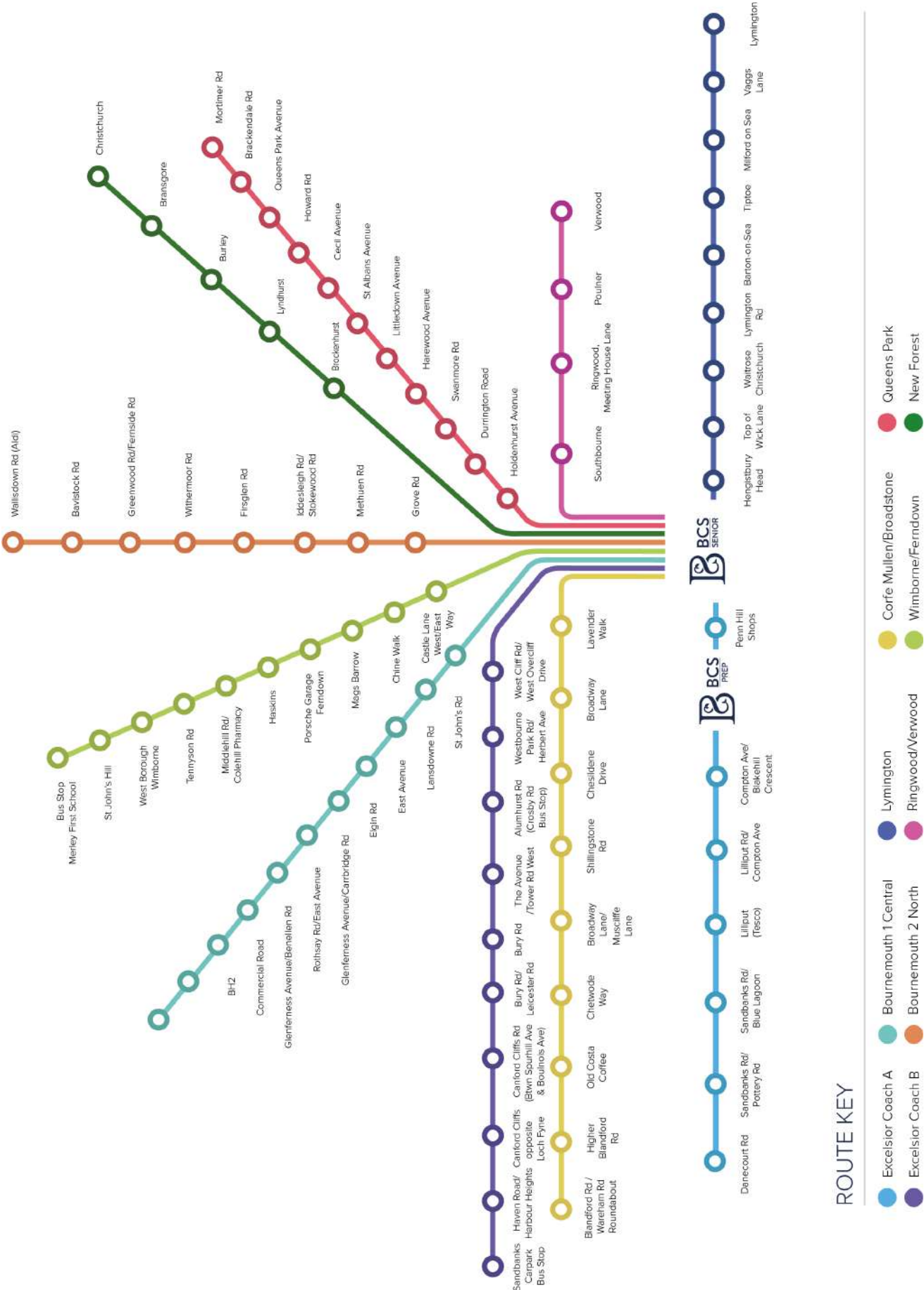
All uniform **MUST** be clearly labelled. No responsibility can be taken by the school for unmarked items.

Sixth Form: The dress code is '**business casual**'. This could equate to: chinos, blazer, smart trousers, skirt. A BCS sports polo is required for PE. For more detail, please refer to the BCS Senior Uniform List.

When purchasing school uniform please use the BCS Uniform List rather than the list supplied at Stephenson's since our list contains essentials.

BUS ROUTES

Routes are subject to change and are modified on an annual basis dependant on our pupils locations. Please contact transport@bcschool.co.uk for further details.



KEY POLICIES

All school policies are regularly reviewed and so with the aim to ensure you have the latest information at your fingertips, all key information can be found via the School Website.

Data Protection

The Governing Body of the School has overall responsibility for ensuring that data protection records are maintained. The Principal and LGB will work within the requirements of the Data Protection Act 1998, and ensure that all staff who collect, process or disclose personal data are aware of their duties and responsibilities. Individuals can be liable for breaches of the Act.

Information about the School's Data Protection Policy is available on the school website. This policy is applicable to all pupils in both Senior and Prep Schools, including those in boarding and EYFS. This Policy should be read in conjunction with the Photography and Filming Policy which can also be located on the school website.

This document is reviewed annually by the Business Manager, Head of the Senior School and the Head of Prep, or as events or legislation change requires.

Mobile and Digital Devices

This Policy is applicable to all pupils in both Senior and Prep schools, including those in boarding and EYFS. This Policy should be read in conjunction with the Child Protection, Anti-Bullying and Acceptable Usage of ICT for Pupils Policies, which can be located on the School website.

In line with our Provision of Information policy, this document is available to all interested parties on our website and should be read in conjunction with the Child Protection, Anti-Bullying and Acceptable Usage of ICT for Pupils Policies.

This document is reviewed annually by the Head of Senior, The Head of Prep and the ICT steering committee, in consultation with the key personnel, or as events or legislation change requires.

The full Mobile Digital Devices policy can be found on the school website.

Photography and Filming

BCS may from time to time wish to photograph or film pupils engaged in school and Co-curricular activities, and publish these records in leaflets, booklets, newsletters, prospectuses or on the school website. While the school is very keen to present an active and interesting face to the outside world, it prioritises the safeguarding of children and thus uses photography and filming in a responsible way. The school recognises its obligations under the Data Protection Act and also acknowledges the right of parents, guardians and pupils to decline to give permission for such photography and filming. Photographs and videos of pupils and staff are classed as personal data under the Data Protection Act 1998, so use of these images requires the consent of either the individual concerned, or in the case of children, their parent or guardian.

We operate an opt-out procedure:

- Photographs and films will not be published if parents and guardians have refused permission.
- If parents would not like their children to be included in promotional photographs, please contact the Registrar on Admissionssenior@bcschool.co.uk.
- This extends until the pupil leaves BCS, but can be revoked by the Parents or Guardians at any time.

For the full policy please access our school website.

Acceptable Usage for ICT for Pupils

The use of ICT at BCS is primarily about learning and is about improving your opportunities in education through technology to enhance learning outcomes. We are committed to ensuring that ICT is used where appropriate:

- To enhance your learning experience
- To facilitate best teaching practice by teachers
- To improve effectiveness, achieve efficiencies and promote best practices.

To support our mission, BCS has a number of policies and procedures in place to guide and support those who utilise ICT. Both pupils and teachers have access to digital resources.

For the full Acceptable Usage of ICT policy, please access our school website.

Our Online Safety policy is used to support the safety of our pupils online.

iPad Usage

The BCS digital strategy includes a 1:1 iPad initiative which provides pupils with an iPad which also includes a range of e-learning apps and resources to assist and enhance your learning both at school and at home. Your iPad is not permitted for personal use and has been provided for school related work only and remains property of Bournemouth Collegiate School. You will be given a iPad Pupil Agreement to sign which outlines proper use of the iPad.

CURIOSITY COMMITMENT CREATIVITY COMMUNITY

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