



# INFORMATION FOR NEW STUDENTS AND THEIR PARENTS AND CARERS SEPTEMBER 2018

**PRINCIPAL:** Mrs Lise THOMPSON

Beacon Business Innovation Hub (BBIH)  
Beacon Campus  
Woodford Bridge Road  
Ilford  
Essex  
IG4 5LP

**TELEPHONE:** 020 84184760

**EMAIL:** [admin@bbih.org](mailto:admin@bbih.org)

**WEBSITE:** [www.bbih.org](http://www.bbih.org)

**Name:** \_\_\_\_\_ **Tutor Group:** \_\_\_\_\_

**Form Tutor:** \_\_\_\_\_

## KEY STAFF

Mr Ryan Stores – Vice Principal

Ms Kate McDermott – Vice Principal

Mr Phil McDermott – Core Subjects Lead and SEN

## Message to Parents

Welcome to the Beacon Business Innovation Hub.

Your child is joining the school at a very exciting time. The school has now been opened for four years and will see further substantial changes in 2018-19.

The curriculum offers students choices between vocational and academic subjects at levels 1, 2 and 3. Courses have been chosen to maximise engagement, success and progression.

Beacon Business Innovation Hub (BBIH) is part of the Beacon Multi-Academy Trust (BMAT). Being in a BMAT school will be very beneficial to your child, as we are able to draw on a range of resources, courses and progression routes that means every child can reach their potential.

We look forward to working closely with you over the coming weeks, months and years. We believe wholeheartedly in working collaboratively and in partnership with the families of our students. This ensures that your child will achieve.

This booklet will provide you with information about the school and will answer most of the questions that you will have.

If you require any further information, please contact your child's form tutor in the first instance.

A handwritten signature in black ink, appearing to read 'Lise Thompson', with a long horizontal flourish extending to the right.

**Lise Thompson**  
**Principal**

## School Term and Holiday Dates 2018/2019

### AUTUMN 2018

Term	Wednesday 5 September – Friday 19 October
Half Term	Monday 22 October – Friday 26 October
Term	Monday 29 October – Wednesday 19 December

### SPRING 2019

Term	Thursday 3 January – Friday 15 February
Half Term	Monday 18 February – Friday 22 February
Term	Monday 25 February – Friday 5 April

### SUMMER 2019

Term	Tuesday 23 April – Friday 24 May
Half Term	Monday 27 May – Friday 31 May
Term	Monday 3 June – Friday 19 July

### PLEASE NOTE

**INSET DAYS** (School closed to students)

Monday 3 September 2018, Tuesday 4 September 2018, Friday 23 November 2018, Friday 1 February 2019, Monday 18 March 2019

## The School Day

<b>Start of School Day</b>	<b>08:25</b>		
Registration/Assembly	08:30	-	08:50
Period 1	08:50	-	09:50
Period 2	09:50	-	10:50
<b>Break</b>	<b>10:50</b>	-	<b>11:10</b>
Period 3	11:10	-	12:10
Period 4	12:10	-	13:10
<b>Lunch</b>	<b>13:10</b>	-	<b>14:00</b>
Period 5	14:00	-	15:00

On Wednesdays Lunch will be from 12.10 to 1pm when Lesson 4 will start.

# School – Parent - Student Agreement

We aim to equip this school to challenge you: to make the best of yourself, to learn all you can and to use this to help yourself and give service to others.

## Beacon Multi-Academy Trust Mission Statement

**A compelling vision for success.**

School + Parents + Students = Success

### As a SCHOOL we will:

Maximise achievement through personalized learning, in a positive culture of respect and independence

Maximise learning to increase achievement through curriculum innovation and quality

Maximise support to remove barriers to learning and increase opportunities for all students to achieve

Maximise respect to engender a calm environment of mutual respect and responsibility

We will keep parents informed about issues, events and progress; maintaining an open approach to communication that enable parents to feel comfortable and confident when contacting us.

### If we are to be successful, every STUDENT must:

- Try their very best
- Attend school regularly and on time
- Bring the necessary books and equipment
- Follow the dress code and be tidy in appearance
- Complete all classwork and extra learning tasks on time
- Make the most of all extra learning opportunities and be prepared to join in
- Show respect and consideration to others

Work together to have a calm, tidy, polite school where we are all ready for learning.

## School – Parent - Student Agreement

To support us, PARENTS must be prepared to:

- Encourage participation and commitment
- Ensure that their child attends school regularly, on time and dressed according to our dress code
- Discourage absence from school and send a written explanation if unavoidable
- Support home and extra learning by checking the Show my Homework Website, checking the completed work and signing the planner
- Support sanctions applied when the code of conduct has been ignored
- Supervise responsible use of the computer and other technology
- Attend Parents' Evenings and other school events

Maintain an open courteous approach to communication, keeping the school informed of any issues which affect their child's learning and working in partnership to achieve the aims of this agreement.

We have read the School/Parent/Student agreement and agree to work in partnership.

Students (name and signature):

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Parents (name and signature):

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# Attendance and Punctuality

## Introduction

The school places great emphasis on good attendance and punctuality. Persistent lateness to school disrupts the learning process. Frequent absence prevents any learning taking place at all.

## Promoting Good Attendance and Punctuality

Form tutors check attendance, punctuality, standard of dress and equipment. They reward good performance.

## Punctuality

Students should be in their form room by 8.30 a.m. in the morning and in their subject room by 2.00 p.m. in the afternoon (1pm on Wednesdays). Students who arrive after 8.30am in the morning and after 2.00p.m. in the afternoon must report to the school office and sign in.

The school operates a late detention system for students who persist in arriving late to school. This is held for up to one hour and you will be notified in advance. **Where students are regularly late, the school will ask Redbridge Council to issue a Penalty Notice (fine) to parents or carers. This is currently £120 reduced to £60 if paid promptly.**

Parents and carers can help by encouraging their children to get enough sleep and to allow themselves adequate time to get to school.

## Recording Attendance

We also expect students to arrive promptly to lessons. An attendance register is taken at the start of each teaching period.

Regular attendance is essential if students are to benefit fully from the teaching and learning opportunities and to achieve their potential. Their attendance and punctuality record throughout secondary school will be entered in references which will be seen by colleges and prospective employers.

The law requires that all children of compulsory school ages receive proper full-time education. This requires regular, full-time attendance. The school has a legal duty to record the attendance of every student and to show who is absent or late. Registers also have to specify the reason for absence.

# Attendance and Punctuality

## Absence

There are two types of absence. Those authorised by the school and those not authorised by the school. An example of an authorised absence would be a medical appointment and an example of an unauthorised absence would be "going shopping" during school time. It is for the school to decide whether an absence can be authorised and an acceptable explanation is always needed.

If your son or daughter is absent from school please ring the school on the first morning of absence giving a reason for the absence and when you expect him or her to return. Please provide a written note of explanation on their return. The school will be in touch if we don't hear from you. It is helpful if you notify your child's form tutor in advance of a medical appointment.

## Leave of Absence

Family holidays and other trips abroad during term time are not permitted and such absences will not be authorised. **Where students go absent without leave, the school will ask Redbridge Council to issue a Penalty Notice (fine) to parents or carers. This is currently £120 reduced to £60 if paid promptly.**

Parents/carers are asked to address any request for absence from school in writing, well in advance, to the Principal, who will consider all details carefully before deciding whether the school will authorise the absence. Failure of students to return on the agreed date may result in them losing their school place and having to reapply for admission to the school which cannot be guaranteed.

## Addressing Poor Attendance

The school monitors attendance closely and contacts parents by text or letter where standards are not satisfactory or more information is required. The school works closely with our own link Education Welfare Officer who reviews registers and attendance and follows up on poor or irregular attendance or punctuality. If your child is experiencing any difficulty or worries in school which are affecting their attendance, we will try to work together to sort matters out and help you to meet your responsibilities. However, you do need to be aware that, in extreme cases of irregular attendance, Redbridge Children's Services Authority may take legal action. This can result in parents being fined up to £1,000 per child if convicted in a Magistrates' court.

# Behaviour for Learning

The Principal is required to make a number of decisions under the term of current DFE (Department for Education) guidance and publicise them to parents, students and staff. The Principal has made decisions relating to Behaviour for Learning as follows:

## Scope of the Behaviour for Learning Policy

The Behaviour for Learning Policy and the authority of staff to discipline students not only covers all students while they are on the school site, but also on their way to and from school, in the immediate neighbourhood of the school and at college placements, work experience, educational visits and sports fixtures organised by the school. When they are wearing our badge or lanyard, students are representing our school and, as such, are subject to the school's discipline. The policy also covers behaviour such as harassment towards staff or other students out of school which results because both individuals are linked to the school.

## Detentions

All staff have the authority to keep students in detention up to 10 minutes after the end of the school day without notice. Teaching staff are authorised to keep students in detentions for longer where 24 hours notice has been given. It is a requirement that parents and carers support the school in ensuring compliance with this. Where exceptional circumstances arise, parents should contact the school in advance and ask to reschedule their child's detention.

## Confiscation

All teaching staff are authorised to confiscate students' property that is illegal, dangerous, used to disrupt lessons (e.g. mobile phones) or does not conform to the dress code. To avoid this risk, such items should not be brought to school. Property that is illegal, dangerous or of little value will be disposed of. Where other items are not returned on the day that they are seized, they will be held in the main office for collection at 3:15pm, or pending a meeting with the student's parent/carer. The school operates a zero tolerance policy towards offensive weapons and drugs being brought on site.

## Searching Students

Where there is suspicion that a student has stolen, dangerous or illegal items in their possession, members of the senior team are authorised to search them with another member of staff of the same gender as the student present.

## Use of Force to Control or Restrain Students

In very exceptional circumstances, it may be necessary to control or restrain students. This might be where a student's behaviour is violent towards other people or destructive towards property, disruptive or presenting a danger to themselves. All staff who have read the DFE guidance on this matter are authorised to use force to control or restrain students, but generally only when they have tried first by other means to prevent the behaviour. Any such intervention will be reported to the Duty Senior Manager who will ensure that the parent/carer is contacted. A note will be kept on the student's file.

## Police

The school always co-operates with the police and has a Police officer on site through the Safer Schools Initiative.

## Dress Code

The school reserves the right to send home to change without giving further notice to parents any students who arrive to school dressed inappropriately. This does not constitute exclusion. Any lateness as a result of being sent home to change will be treated as a matter of poor punctuality. Parents should therefore take seriously their responsibility to ensure that their children are dressed according to our dress code.

# Behaviour for Learning

## Code of Conduct

BBIH is a richly varied school community. We will only achieve our best if students help to create a learning environment where teachers are free to teach and students are able to learn. Every member of our community should feel safe at our school. We should treat everyone with respect whatever their abilities, race, sex, colour, sexuality and religion.

### All pupils are expected to:

- Listen to each other
- Concentrate on work
- Work hard themselves
- Work with others sensibly
- Never distract others
- Be silent when asked

### Support each other:

- Be considerate to everyone
- Be ready to help
- Be polite (even if angry)
- Understand others' views
- Praise each others' work

### Be responsible:

- Follow the dress code
- Be on time
- Bring all equipment
- Write down homework
- Do their homework
- Tell the truth
- Help others when they can
- Speak to a teacher if they see something wrong

### Care for our environment:

- Only eat or drink in designated areas
- Not chew gum in school
- Look after displays and decorations
- Put litter in bins
- Leave each classroom tidy

### Be safe:

- Move quietly around the building
- Walk on the right
- Avoid arguments
- Keep calm
- Talk to a teacher about any problems

# Behaviour for Learning

## Classroom Expectations

### We expect our students to:

- Be in the right place at the right time
- Follow the dress code and be ready to learn
- Attempt work to the best of your ability
- Show respect for all staff and students
- Use polite language
- Follow any reasonable instructions given by staff

## Non-negotiable behaviour

Students who display any of the below behaviours can expect to be removed from the classroom environment and their parents will be contacted. In extreme cases this may result in termination of their place.

- Physical or verbal abuse of students or staff
- Not being in the right place at the right time
- Bullying
- Fighting
- Stealing
- Acting in any way which may endanger those around you
- Racist, homophobic or sexual remarks
- Vandalism
- Bringing banned/dangerous or offensive items on to the school premises including drugs or alcohol
- Being under the influence of drugs or alcohol whilst on the school premises
- Refusing to follow a reasonable instruction given by any staff member
- Disrupting the learning of others

# Rewards and Recognition

## Rewards

Students will be rewarded in the following ways for making positive contributions in lessons and for producing quality work and displaying excellent behaviour and effort.

- Praise
- Merits
- Letters of Commendations
- Phone calls home
- Postcards home
- Certificates
- Awards & Prizes
- Reward trips
- Public praise – via assembly or notice boards.

Students whose behaviour and attendance are good or better will be given the opportunity to take part in a reward trip.

# Rewards and Recognition

## Sanctions

### 1. Removal of privileges

Free time might be reduced or even removed, i.e. break times, lunchtimes.

### 2. Parents' Interview

Parents will be contacted or asked to come into school.

### 3. Detentions

Students can be given to any student at the end of the day without notice to address minor behaviour issues. Teaching staff are authorised to keep students in detention for longer where 24 hours notice has been given.

### 4. Weekly Report

A student may be placed on report to monitor punctuality, attitude and work. This is completed by the teacher each lesson and then brought to the Form Tutor or Vice Principal at the end of every day.

### 5. Internal Exclusion

If student misbehaviour is serious, disrupting the learning of others or is a safety hazard, a senior teacher may remove the student to our internal exclusion unit.

### 6. Exclusion

In serious circumstances, the Principal may decide to exclude a student. The Principal or a senior member of staff will then meet with the student's parents to discuss their child's behaviour and future at the school.

### 7. Permanent Exclusion

This is the most serious sanction and is referred to the Governors for their consideration.

# Dress code

## Non-Negotiable

- Students and staff need to wear their ID badge at all times.
- Entry to the school, lessons and canteens will be refused without the ID badge on display

Our dress code for staff and students is:

## School Appropriate Wear

School Appropriate Wear means decent, professional, clean, modest, efficient, cheap.



**No ripped jeans**

**No track suits**



**No hats/caps**

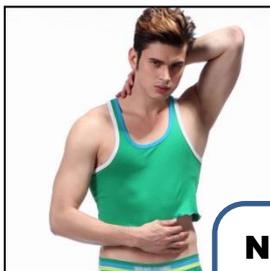


**No Mini Skirts**

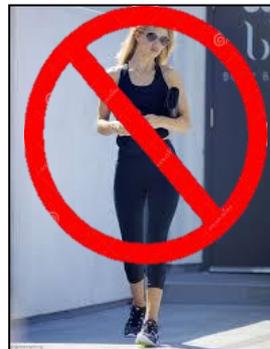


**No backless shoes**

**No shorts**



**No vest or crop tops** – shoulders and midribs to be covered



**No leggings unless worn with a long top**

# Dress Code

## PE KIT

Tracksuit  
Shorts  
Plain Tshirt  
Trainers/Plimsolls/Football boots

## ALL STUDENTS - IMPORTANT - PLEASE NOTE

- No hooded tops
- No items shall obscure the face e.g. hoods, handkerchiefs or hair.
- Electrical equipment should not be visible around the school e.g. on corridors etc.
- No prominent logos to be worn.
- Mid/long hair must be tied back during all sporting activities.
- No large piece of jewelry to be worn (small earrings only).
- No overcoats to be worn in lessons.

## EQUIPMENT

The following items are essential to school work:

- Suitable school bag
- Pencil case
- Ball-point pens
- Ruler
- Pencils
- Rubber
- Pencil sharpener
- Calculator (preferably a 'scientific' one)
- Reading Book
- School planner (supplied by the school once in an academic year)

# Student Welfare

## Tutor Groups

Pastoral care of students is provided through a form tutor who is responsible for a form group of approximately 8 students. This form group will register together in the morning registration period at 8:30am.

Tutors see students once each day and therefore have an opportunity to get to know them really well. They are responsible for monitoring students' attendance and academic progress and offering support and guidance.

Tutors deliver the Pastoral Curriculum during form time and the PSHE programme, one hour weekly.

The Senior Team work closely with the tutors in ensuring that every student has the opportunity to achieve their potential. The intention is that tutors remain with their groups throughout the school.

The school has Inclusion Staff who works in partnership with a variety of agencies in order to support students who have additional educational needs.

## Medical Facilities

The school has very limited facilities for dealing with students who are ill. We make every effort to contact parents/carers as soon as possible to inform them of any issues concerning their child. For this reason it is of vital importance that we have up-to-date home, work and emergency telephone numbers for each student. We will ask you to update these on a termly basis.

No tablets or medicines may be given by school staff without parents/carers' written permission and students following a course of treatment should leave their medicine in the care of the school office staff. However, asthma pumps should be carried at all times. We do need to know of any medical condition that your child has so that we can take appropriate action in emergencies. We will make every effort to contact you immediately if an accident occurs.

Our school nurse, Pat Beverley, is at BBIH on Thursdays. She works with individual students and run a drop-in session at lunchtime. Parents are welcome to contact her if they have any health concerns about their child.

## Child Protection

The Child Protection Lead is Mrs Lise Thompson and her deputy is Mr Ryan Stores. We encourage parents/carers to discuss any concerns they might have with them.

## Other Information

### Damage to school property

Damage to school property of any sort must be reported to the teacher taking your lesson or your Form Tutor. In this way we will help to look after the school and make it a pleasant place to work in. The school will expect students to pay for any damage they cause.

### Lost Property

If you find that you have lost a piece of personal equipment, or school property, report it to your Form Tutor. If you find property, you should hand it to a member of staff. Items which have been found are available for inspection at the Reception Office.

### Security

All valuable property should be left at home. **The school does not accept responsibility for lost or stolen items.** This includes mobile phones, computer games, tablets and jewellery.

**Hand money in at Reception for safe keeping if it is necessary to bring it to school on occasions.**

Skateboards, scooters and skates should not be brought to school.

### Mobile Phones

Mobile phones can assist learning and as such are allowed in school. However, should they be misused in lessons (sending texts, listening to music...) they will be confiscated and returned at 3pm. In some cases, students might be asked to hand in their phones at reception as they arrive to school and pick it up when they leave.

### Record of Progress

During each year all parents will receive Interim Reports, and have an opportunity to meet members of staff at a parents' evening. Students will formally meet with their tutor to review progress once a term.

### Homework

All students will have homework and this should be recorded in the planner. Homework is also recorded on Show my Homework. Passwords are issued to Students and Parents to allow easy access via the School Website and monitoring.

Students should be encouraged to do their homework in a quiet place at home. Alternatively, they can stay at school and attend Study Support, 3.15pm to 4.15pm on Mondays, Tuesdays, Thursdays and Fridays.

In the interest of all students, homework will be set regularly. It is very important that you treat homework seriously. Please see the class teacher or form tutor if you are finding any homework difficult.

## Other Information

Homework can take many forms: completing exercises, reading, working at projects over a number of weeks and preparation for tests. It is a requirement that all students complete homework by the deadlines set.

### Morning Break

Snacks are available in the dining halls at break.

### Lunch Time

Lunches are served cafeteria style and a list of items sold and prices are available in the KS3, KS4 and KS5 dining halls. Food is also available in the Hub on selected days. Facilities for packed lunches are provided in the Hub. All students in Key Stage 4 (Years 10 and 11) must stay on the premises at lunchtime. Students in years 12 and 13 will be allowed to leave the site only if parents/cares have completed the 'Permission to Leave the Site' form.

### Free School Meals

Parents/carers wishing to claim free school meals for their children should contact the London Borough of Redbridge Admissions and Awards Section on 020 8708 3114.

### Litter

There are bins placed in the school buildings and in the play areas. Please help to keep our school tidy by using them. Minor misdemeanours incur a penalty of Community Service which may include picking up litter (gloves and picker provided).

### Food and Drink

There is a water dispenser in reception for students' use out of lesson times.

Drinking water is available from the dining halls at break and lunchtime and the water fountains outside. No eating and drinking is permitted during lessons, except for water.

### Toilet Facilities

The facilities are available on each floor. Students should not expect to leave classes to go to the toilet except in an emergency.

### Lockers

Lockers are available on the ground floor. These are available on a first come first served basis. Padlocks are not provided by the school and should be purchased at your own expense.

# Acceptable Use of ICT Resources

## Using Information and Communication Technology (ICT) in School

When in school and using ICT resources, defined as **any** device or process that can be used for communication, you **must** agree to follow these guidelines. They have been designed to encourage you to continue to be a safe and wise user of ICT and help protect you, your data files and the school network.



When using ICT always remember...

☺	Positive Uses		The Hazards	☹
<b>Discover</b>	<ul style="list-style-type: none"> <li>Use ICT to discover virtually anything online.</li> <li>When in school, only use ICT to support your studies and homework.</li> </ul>	<b>but</b>	Make sure you check the information you find; not all websites tell the truth! Tell an adult if you come across anything inappropriate.	<b>check it</b>
<b>Create</b>	<ul style="list-style-type: none"> <li>Use ICT to create and publish your own material or files.</li> <li>Create <b>original</b> work, be it text, music, images or video.</li> </ul>	<b>but</b>	Keep your passwords secret; even from your closest friends! Never share yours and your friends' personal details, pictures or videos.	<b>keep private</b>
<b>Connect</b>	<ul style="list-style-type: none"> <li>Use ICT to communicate with known friends and trustworthy people.</li> <li>Develop ideas worldwide via the Internet.</li> </ul>	<b>but</b>	Block and report contact with inappropriate people and people you do not know. Check your work carefully before you upload it; the world could be watching!	<b>be careful</b>
<b>Research</b>	Use ICT to learn and develop your understanding. Use an array of ICT sources to research topics from experts around the world.	<b>but</b>	Do not copy, download or share <b>ANY</b> copyrighted files. Make sure you do not breach <b>Copyright</b> or <b>plagiarism</b> Laws by trying to pass others' work off as your own.	<b>Do not "Rip-off"</b>
<b>Enjoy</b>	Use ICT resources to match your learning style. Be creative and be entertained!	<b>but</b>	Do not use sexist, racist or bad language, or try to offend others. Do not "cyber-bully", threaten, insult or post nasty messages or images about others.	<b>Do not abuse</b>

## Points to Remember

- ❖ ICT resources are defined as any device or process that can be used to communicate with others; including, but not restricted to, computers, mobile telephones, the Internet, etc.
- ❖ Any incident that breaches the **Acceptable Use Policy** guidelines should be reported immediately to a member of staff.
- ❖ By agreeing to the guidelines, you will also be issued with an e-mail address within BBIH. This must be used **responsibly!** Do not use “Hotmail” accounts, as these are actively targeted by hackers, virus writers, “phishers” and “spam” mail.
- ❖ There will be a full set of rules in each ICT computer room.
- ❖ The computer network is remotely monitored; this also applies to activity on mobile phones if the school Wi-Fi is used. ICT staff may view and audit the work that you do and report it to a Senior Member of staff at BBIH who will take action if your work or behaviour is judged to be “**inappropriate**”.

“Inappropriate” work or behaviour can include ...

... content

*EG: details that are hateful, sexual, racists, etc.*

... contact

*EG: gathering personal information, meeting strangers, etc.*

... conduct

*EG: illegal downloading, hacking, cyber-bulling, etc.*

- ❖ You could put yourself or others in danger, so think carefully about what you do. **Do not** allow others to use your **User Area**, as you will be responsible for whatever they do!
- ❖ You could give yourself and the school a bad name.

**If you fail to follow the guidelines the following will happen:**

- You will be barred from using the Computer Network and the Internet for a period of time.
- Contact may be made to your home informing your parent/guardian of your breach of the rules.

**If you do not understand any part of these guidelines, you MUST speak to a teacher or your Tutor.**

## Free School Meals

### Are you missing out on Free School Meals?

If you attend a school in Redbridge you can claim Free School Meals for your child/children if you receive either:

- Income Support
- Income based Jobseekers allowance
- The Guarantee element of State Pension Credit
- An income related Employment and support Allowance
- Child Tax Credit, provided you **DO NOT** receive Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and customs) that doesn't exceed £16,190
- Working Tax Credit during the 4-week period immediately after your employment ceases or after you start to work for less than 16 hours per week.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Universal Credit



If you would like more information regarding Free School Meals, please contact the Admissions & Awards section on: 020 8708 3114

Admissions & Awards, Children's Services, Lynton House, 255-259 High Road, Ilford, Essex IG1 1NN

**To apply online visit:**

[http://www2.redbridge.gov.uk/cms/children\\_and\\_schools/school\\_support\\_information/financial\\_support\\_and\\_awards/free\\_school\\_meals/apply\\_for\\_free\\_school\\_meals\\_on.aspx](http://www2.redbridge.gov.uk/cms/children_and_schools/school_support_information/financial_support_and_awards/free_school_meals/apply_for_free_school_meals_on.aspx)