



INFORMATION FOR STUDENTS, PARENTS AND CARERS SEPTEMBER 2019

PRINCIPAL: Mr Trevor Button

**Beacon Business Innovation Hub (BBIH)
Beacon Campus
Woodford Bridge Road
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Essex
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KEY STAFF

Ms Joanna Lynch – Assistant Principal – Deputy Safeguarding Lead
Mr Phil McDermott – Assistant Principal
Mr Ryan Stores – Assistant Principal – Safeguarding Lead



Message to Parents

Welcome to the Beacon Business Innovation Hub.

As the new Principal, I look forward to working with you.

Our 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.

Trevor Button
Principal



School Term and Holiday Dates 2019/2020

AUTUMN 2019

Term	Wednesday 4 September – Friday 18 October
<i>Half Term</i>	<i>Monday 21 October – Friday 25 October</i>
Term	Monday 28 October – Friday 20 December

SPRING 2020

Term	Monday 6 January – Thursday 13 February
<i>Half Term</i>	<i>Monday 17 February – Friday 21 February</i>
Term	Monday 24 February – Friday 3 April

SUMMER 2020

Term	Monday 20 April – Friday 22 May
<i>Half Term</i>	<i>Monday 25 May – Friday 29 May</i>
Term	Monday 1 June – Friday 17 July

PLEASE NOTE

* Friday 8 May 2020 May Bank Holiday

INSET DAYS (School closed to students)

Monday 2 September 2019, Tuesday 3 September 2019, Friday 29 November 2019, Monday 2 December 2019, Friday 14 February 2020

The School Day

Registration/Assembly	08:40	-	09:00
Period 1	09:00	-	10:00
Period 2	10:00	-	11:00
Break	11:00	-	11:20
Period 3	11:20	-	12:20
Period 4	12:20	-	13:20
Lunch	13:20	-	14:00
Period 5	14:00	-	15:00

On Wednesdays lunch will be from 12.20 to 1pm when Lesson 4 will start.



School – Parent - Student Agreement

School + Parents + Students = Success

The School will:

- Maximise achievement through personalised learning in a positive culture of respect and independence
- Contact parents/carers if there is a problem with attendance, punctuality, dress or equipment
- Let parents/carers know about any concerns or problems that affect their child's work or behaviour
- Send home regular homework assignments
- Set, mark and monitor homework and provide facilities for children to do homework in school
- Arrange parental consultations during which progress will be discussed and targets agreed

The Student - I will:

- Try my very best
- Attend school regularly and on time
- Bring the necessary books and equipment
- Wear the correct school uniform and be tidy in appearance
- Complete all classwork and extra learning tasks on time
- Make the most of extra learning opportunities and be prepared to join in
- Be well-behaved at all times
- Show respect and consideration to others
- Care for and respect the school environment



Parents/Carers - I/we will:

- See that my/our child goes to school regularly, on time and properly dressed and equipped
- Inform BBIH in writing of any reason for absence, in advance where possible or as soon as the student returns.
- Not take any unauthorised holidays during term-time
- Let BBIH know about any concerns or problems that might affect my/our child's work or behaviour
- Communicate respectfully and appropriately with members of BBIH staff, at parents' evenings, school events and whenever I correspond with members of staff in person, via telephone or email, and in writing.
- Support the school's policies and guidelines for attendance and behaviour, including those relating to detention and exclusion
- Support my/our child in homework and other opportunities for independent study
- Get to know about my/our child's life at the school through checking and signing my/our child's planner
- Attend parents' evenings and other school events, where possible
- Ensure that my/our child behaves appropriately when representing BBIH, including their journey to and from school.

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

Students (name and signature):

Parents (name and signature):



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 8.40 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 8.40am 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 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.



Absence

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 mail, phone 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 if convicted in a Magistrates' court.

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 students 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 other's 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

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

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. When other items are confiscated, they will be held in Reception for collection at 3pm, 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 Principal who will ensure that the parent/carer is contacted and an account written. A note will be kept on the student's file.

Police

When necessary and relevant, the school always co-operates with the police and has a dedicated Police officer 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.

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
- Bring in the necessary books and equipment
- 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 Sanctions

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.

Sanctions

1. Removal of privileges

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

2. Parents' Meeting

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 assistant 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 Member of Staff may remove the student from lessons and place him/her on an internal exclusion. This could be for part of a day or a full day.

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 and efficient.

Items not allowed:

- Hoodies or tracksuits
- Ripped jeans
- Leggings
- Hats/caps/hoods
- Short skirts
- Backless shoes
- Shorts
- Vests or crop tops – shoulders and midriffs should be covered

Dress Code

PE KIT

Tracksuit
Shorts
Plain T-Shirt
Trainers/Plimsolls/Football boots

There are facilities for students to get changed for Activities and when on Sport Courses

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 jewellery 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



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 8:40am.

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 and Inclusion support staff work closely with the tutors in ensuring that every student has the opportunity to achieve their potential.

The school also works in partnership with a variety of agencies in order to support students.

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, Annabelle Williams, is at BBIH on Thursday mornings. She works with individual students and runs 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 Mr Ryan Stores and his deputy is Ms Jo Lynch. We encourage parents/carers to discuss any concerns they might have



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 Reception.

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

The full policy (Student Mobile Device Policy) can be found on the Website. It applies to all students of Beacon Academy Trust.

BMAT students are only allowed to use mobile devices on their journey to and from school:

- a. Mobile devices and headphones should not be seen or heard in school, unless a member of BMAT teaching staff has given express permission for students to use these devices for educational purposes;
- b. Sixth Formers may use mobile devices in the Sixth Form areas only.

BMAT students are banned from using mobile devices during teaching time, including form group time and assemblies.

Upon arrival at school and for the duration of any learning time (including form group time and assemblies), BMAT students are required to:

- c. Switch their mobile devices to "off", "do not disturb", "aeroplane mode" or "silent mode"; and
- d. Store their mobile devices securely in their lockers or in their school bags



Record of Progress

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

Homework

All students will have homework and it is recorded on Show My Homework. Passwords are issued to Students and Parents. It can also be to allow easy accessed via the BBIH Website.

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 4pm 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

Breakfast is served in BBIH between 8.15am and 8.30 am as well as at breaktime. Snacks are available in Beal 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 (Sixth Formers only) 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 visit the London Borough of Redbridge website.

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. In order to minimise plastic waste, students are required to bring their own reusable plastic bottle.

No eating and drinking are 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.

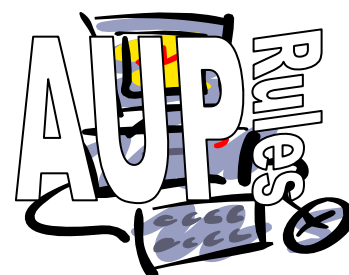
Lockers

Lockers are available on the ground floor and middle floors. 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	☹
Discover	<ul style="list-style-type: none"> Use ICT to discover virtually anything online. When in school, only use ICT to support your studies and homework. 	but	check it
Create	<ul style="list-style-type: none"> Use ICT to create and publish your own material or files. Create original work, be it text, music, images or video. 	but	Keep private
Connect	<ul style="list-style-type: none"> Use ICT to communicate with known friends and trustworthy people. Develop ideas worldwide via the Internet. 	but	be careful
Research	<ul style="list-style-type: none"> Use ICT to learn and develop your understanding. Use an array of ICT sources to research topics from experts around the world. 	but	Do not "Rip-off"
Enjoy	<ul style="list-style-type: none"> Use ICT resources to match your learning style. Be creative and be entertained! 	but	Do not abuse

Developed from Childnet International - "Keep in Control" - www.childnet.com

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
<i>Eg: details that are hateful, sexual, racists, etc.</i>

Contact
<i>Eg: gathering personal information, meeting strangers, etc.</i>

Conduct
<i>Eg: illegal downloading, hacking, cyber-bulling, etc.</i>

- ❖ 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:

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

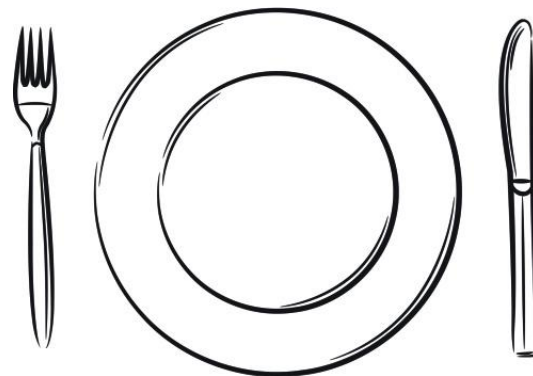
If you do not understand any part of these guidelines, you MUST speak to a teacher or your Tutor.

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