



BEECHEN CLIFF

## Information for New Parents



## Contents

Welcome from the Headteacher	4
Important forthcoming dates	5
Items needed for the start of term	
Uniform	7
Games and PE Kit	7
Optional Additional Sports Kit	7
Stationery List	8
Art Materials	8
Gum Shields	8
Beechen Cliff's values, ethos and high standards	
The Core Values	9
Pledge of Respect	9
Maintaining a positive climate for learning	10
Rewards	12
Sanctions	12
How the school works	
School Day Timings	14
Attendance	15
Assessment and banding arrangements in Year 7	17
Keeping you connected	17
The Library, Homework Club and Study Support	17
Homework	18
Reading	18
The School Refectory	18
Looking after personal belongings	19
Representing the school	20
Data Collection Forms and keeping us informed of changes	20
Protection of Personal Data	20
Special Educational Needs	21
Pupil Premium	22
Safeguarding at Beechen Cliff	23
Pastoral Care at Beechen Cliff	23
Pastoral Team - Partner Agencies	25

The School Nurse and the Medical Room	25
Year 7 Residential Visit to the School Cottage, Tir-y-Cwm	28
Instrumental Music Tuition	32
A Message from Beechen Cliff PTA	35
The Midsomer Norton Schools Partnership & Bath Hub	36
Return Slip for Pupil Premium	38
Further Information	39



BEECHEN CLIFF

## Welcome from the Headteacher

It is with great pleasure that I welcome you to Beechen Cliff. I hope there is a sense of excitement as the pupils embark on their secondary school journey and I really hope their time here will be a very happy and successful one.

I believe that Beechen Cliff is a really special community of pupils, staff and parents and I'm sure the pupils will soon feel part of their new school. In addition, I hope that our new parents will quickly get to know the school and we look forward to meeting you and working with you to support your son's education.

Our school vision is to enable our pupils to achieve their aspirations and become well rounded, confident and compassionate individuals who go on to live fulfilled lives and make a positive contribution to society. We look forward to working with pupils to help develop their knowledge, values, skills and character to not only progress well through school, but also to be well prepared for the next stage of life that follows.

We are committed to ensuring that we provide the best possible education for all pupils both in terms of academic achievement and other opportunities and experiences. During their time at school we encourage all our pupils to take advantage of all the opportunities available both in the classroom and in our exceptional range of extra-curricular clubs and societies.

I very much look forward to working with you all in the years ahead.

*T. D. Marshall*

Mr T D Markall  
Headteacher

## Important Forthcoming Dates

**Monday 26 June 2023:** New Parents Evening 6.00pm

**Thursday 6 July 2023:** Induction Day 9.00am - 3.00pm

**Thursday 6 July 2023:** CATs catch-up session (for those unable to attend on 26 June) 3.45pm

**Sunday 9 July 2023:** Scholars Open Day for purchase of uniform 10.00am – 2.00pm

**Friday 1 September 2023:** INSET Day 1 (no school for pupils)

**Monday 4 September 2023:** INSET Day 2 (no school for pupils)

**Tuesday 5 September 2023:** Start of term – Year 7 pupils report to Main Hall by 8.25am

**Wednesday 6 September 2023:** Individual Photographs

**Wednesday 6 September 2023:** Year 7 Welcome Service at Beechen Cliff School

**Starting from Monday 11 September 2023:** Teaching group visits to Tir-y-Cwm

**Tuesday 12 September 2023:** Prospective Parents' Open Evening from 6-8pm. The school will close early at 12.30pm\*

**Wednesday 13 September 2023:** INSET Day 3 (no school for pupils)

**Thursday 21 September 2023:** Prospective Parents' Open Morning from 9am-11.30am

**Thursday 21 September 2023:** Year 7 Parents' Information Evening 6pm

**Monday 23 October 2023 - Friday 27 October 2023:** Autumn Half Term Holiday

**Monday 30 October 2023:** First day of Christmas Term

**Thursday 14 December 2022:** Carol Service at Bath Abbey\*\*

**Tuesday 19 December 2023:** Last day of Christmas Term

\* All Year 7 pupils will be expected to help out at Prospective Parents' Evening on Tuesday 12 September 2023

\*\* All Year 7 pupils are expected to attend



## Items needed for the start of term

### Uniform List

<b>Blazer *</b>	Navy with crest
<b>Shirt *</b>	White with fine blue stripe. No T-shirts to be worn underneath.
<b>Tie *</b>	Beechen Cliff House tie must be worn by all pupils
<b>Jumper *</b>	Navy V-neck with crest (optional but no alternative is acceptable)
<b>Trousers</b>	Mid grey
<b>Socks</b>	Plain dark grey or black (not white)
<b>Shoes</b>	Black leather type. No trainers, canvas shoes or boots.
<b>Top Coat</b>	Optional. Hoodies and branded jumpers are not permitted.

\* available from **Scholars, 4 Terrace Walk, Bath (Telephone: 01225 462206)**

### Games and PE Kit

<b>PE shirt +</b>	Royal blue with crest
<b>PE shorts +</b>	Royal blue with crest (optional - Beechen Cliff rugby shorts can also be worn).
<b>PE socks</b>	Clean white socks
<b>Supportive trainers</b>	
<b>School rugby jersey +</b>	Royal blue with crest
<b>Rugby shorts +</b>	Royal blue with crest
<b>Rugby socks +</b>	Royal blue
<b>Rugby/Football boots</b>	Bladed boots are not permitted
<b>Gum shield and shin pads</b>	Compulsory
<b>Shoulder pads and scrum cap</b>	Optional
<b>Towel</b>	For both PE and Games lessons

+ available from **Kukri (<https://www.kukrisports.co.uk/teamshop/beechencliffschool> ) or through the PTA**

Pupils who are eligible for Pupil Premium are able to request financial support for school uniform at any time from September to June. Requests should be made via email to [tlayton@beechencliff.org.uk](mailto:tlayton@beechencliff.org.uk) Requests received after 1 July may not be processed until the start of the new academic year.

If there are any problems with the uniform, please contact the school before the start of term.

**Scholars will be open for parents on Sunday 9 July from 10.00am – 2.00pm.**

### Optional Additional Sports Kit

Pupils can purchase additional items to wear alongside their PE and games kit and in addition to any fixtures or training sessions. Please order direct with Kukri at

<https://www.kukrisports.co.uk/teamshop/beechencliffschool>

## Stationery List

Every pupil is required to have a pencil case that contains the following items:

- Blue or Black Pen (biro, rollerball or ink and cartridges)
- Green Biro pen
- Purple Biro pen
- Pencils and coloured pencils
- Pencil sharpener and eraser
- Ruler (15cm or 20cm)
- Highlighters
- Glue stick
- Scientific Calculator (our recommendation is CASIO FX-83GTX & FX-85GTX)
- Compass and protractor

Pupils do not require scissors – these will be provided by teachers when required.

## Art Materials

Ideally all pupils should have the materials listed below to start the course. Materials can be provided by the school for a small fee. This can be arranged in Term 1.

- Watercolour Starter Set plus brush
- Oil pastel Set
- Drawing Pencil Set

## Gum Shields

Gum shields are a requirement for all boys playing rugby. There are many suppliers of gum shields and you are free to source your own from any of these. However, for your convenience we have an arrangement with one provider OPRO who provide a custom fit mouthguard.

Gum shields are ordered directly from OPRO and not through Beechen Cliff. We will send out more information on how to order through OPRO in July 2023.



# Beechen Cliff's values, ethos and high standards

## Core Values

Core Values are the qualities that we expect pupils to adopt and develop during their time at Beechen Cliff. These values underpin all that we do and are considered to be an integral part of the experience at Beechen Cliff where a safe and secure learning environment, high standards of teaching and the provision of a wide and varied range of extra-curricular opportunities all combine to develop well rounded and independent thinkers. Our Core Values are:

### **Aspiration**

Working hard and trying my best at all times, both within and beyond the classroom.  
Aiming high and challenging myself to fulfil my potential.

### **Compassion**

Showing consideration to others, improving the lives of those around me, and doing the right thing even when no one else is looking. Recognising my own self-worth.

### **Independence**

Organising and taking responsibility for myself, developing my resilience and having the courage to do the right thing.

### **Respect**

Showing an understanding of the feelings, wishes and rights of others through words and actions and by valuing equality and diversity within the community.

## Pledge of Respect

The Pledge of Respect is a statement of our beliefs about equality and a commitment from everyone in our school community to show respect to all. As well as a commitment, the Pledge of Respect is a display in school and a pupil-written document that draws from the school's duties under the Equality Act (2010) to eliminate discrimination, harassment, victimisation, advance equality of opportunity between people who share a protected characteristic and people who do not share it; and foster good relations across all protected characteristics. We are committed to ensuring that no person involved or associated with the school receives less favourable treatment on the grounds of race, colour, nationality, ethnic origin, gender, age, health status (including pregnancy), disability, sexual orientation, gender identity, political or religious beliefs. We create an environment where there is equality of opportunity and where prejudices are challenged.

## Maintaining a positive climate for learning

We aim to develop pupils' character by developing their understanding of the school's Core Values of aspiration, compassion, independence and respect. We aim for pupils to fully embrace and live out these values which, in addition to the previous descriptions, can be simply summarised by the following slogans:

Independence: Be ready

Aspiration: Be your best

Compassion: Be kind

Respect: Show respect

The school rules are based around enabling us to achieve our vision for our pupils and the 'living out' of these Core Values. At all times pupils are expected to behave in a reasonable and responsible manner having full consideration for others including other pupils, staff and members of the public.

### **Uniform/Dress Code**

- Pupils must wear full school uniform. Trainers, hoodies and branded jumpers are not permitted.
- Blazers must be worn in tutor time/assembly and when entering/exiting classrooms. With the permission of the class teacher they may be removed in the classroom and placed on the back of the chair.
- Coats may be worn when moving between lessons but not in place of a blazer.
- Hats must not be worn and/or coat hoods up whilst inside school buildings.
- Pupil's hair must be cut at a Grade 2 or above. It must be a single, naturally-occurring colour. Extreme hairstyles, tramlines or other shaved patterns or designs are not permitted.
- Top buttons should be done up, ties pulled up and shirts tucked in.
- Beechen Cliff PE/Games kit must be worn for PE/Games lessons.
- Jewellery (including necklaces, rings or bracelets) must not be worn in school. Pupils may wear a single plain stud earring per ear. Any other piercing required for cultural or religious reasons must be covered by plasters.

### **Equipment**

- Pupils must have a pencil case with them with all their equipment (black pens, purple pen, ruler, calculator etc.) with them every day.
- Pupils must have their planner and reading book with them every day.
- Mobile phones must be switched off at 8.25am and only switched on at the end of the school day. They must not be used during school without permission. They must not be taken into an examination room.

## **Around the School**

- Pupils should walk around the school sensibly and must not be a threat to the safety of themselves or others. They must keep left when moving along the corridors.
- Pupils must use the designated areas only e.g. yards/school field/tennis courts at break times and lunchtimes. Everywhere else is deemed out of bounds.
- All play during break times and lunchtimes must not put pupils' safety at risk. Games are playing in accordance with the rules of that sport.
- Pupils are not permitted to engage in physical interactions that could lead to an escalation in physicality. We do not tolerate 'play fighting'.
- Pupils must stay on site during the school day. Pupils may only leave the school site with staff permission and they must sign out before going.
- Pupils look after all property and respect other people's property. They must use the litter bins and recycling bins provided to keep the site clean and tidy.
- Pupils are not permitted to participate in gambling, or bring articles onto the School site for the purpose of buying and/or selling.
- Pupils are not permitted to bring dangerous objects or illegal substances (such as cigarettes, vapes and alcohol) into school. Nor should these items be used or consumed before or during school time.
- No medication should be brought into school without the School's prior knowledge and approval.

## **In the Classroom:**

- Pupils should arrive on time for lessons.
- Pupils must enter the classroom wearing their blazer.
- Pupils should sit quietly in their designated seat, put their pencil case, planner and reading book on the desk in front of them and place their bag under the desk.
- Pupils should sit up in their seat. When a teacher or pupil is talking to the class, the rest of the class is silent and listens attentively.
- Pupils raise their hand and wait until the teacher is able to respond if they have a question or wish to contribute to the lesson.
- All pupils follow all reasonable instructions of staff at all times
- All pupils must try their best and ensure their behaviour allows others to learn too - remember :

Independence: Be ready

Aspiration: Be your best

Compassion: Be kind

Respect: Show respect

### **In the Refectory:**

- Pupils should queue quietly and respectfully in a single file.
- Pupils should eat and drink at the tables and return trays with plates, cutlery and cups to the collection points. Litter should be put in the bin. Tables should be left clean and tidy.
- Packed lunches/snacks can be eaten in the Refectory, picnic sites or designated areas but not in classrooms or corridors.

### **To and from School:**

- Pupils behave in line with these school rules when travelling to and from school.
- Pupils wear the school uniform with pride when travelling to and from school.
- Pupils are encouraged to cycle to school and use our cycle storage facility. Pupils must make sure that their bikes are locked properly and that they wear a helmet. Scooters and skateboards are not permitted.
- Pupils must take extra care when crossing roads or getting on or off buses and always make use of pedestrian crossings.
- Pupils must not act in a manner that could be considered offensive, dangerous or damaging to the reputation of Beechen Cliff.

### **School Trips, Visits and Fixtures**

- Pupils behave in line with these school rules when taking part in school trips, visits or fixtures.
- Pupils should represent the school with pride.
- Pupils should uphold the school Core Values at all times.

## **Rewards**

The rewards system is also based around the four Core Values; Aspiration, Compassion, Independence and Respect. Pupils receive points for demonstrating the Core Values in lessons, during tutor time programme, attendance, punctuality and around school.

Individual points are part of the House competition which also includes Inter-House sport department competitions, attendance and application scores, with the winning House receiving privileges such as being first into the Refectory. Parents can keep track of their son's rewards on Talaxy (our online portal) and pupils will record details of rewards in their planner. In addition there will be times when pupils receive postcards or letters celebrating success.

## Sanctions

Occasionally sanctions are used when boys do not meet the expectations we have of all pupils at Beechen Cliff. These sanctions include detentions at break time, lunchtime, after school or on Saturday morning. In exceptional circumstances, for example when a pupil causes low-level disruption in lessons, he may be sent to the Hub to work in isolation for a period of time under the direct supervision of a member of staff. In extreme cases he may receive a Suspension where he will spend a given number of days at home under the supervision of parents/carers. There is an expectation that all parents will fully support the work of the school in this area. If a pupil continues to cause a problem for the school, parents will be requested to meet with the Head of Year or Pastoral Deputy Headteacher to discuss the issue and to agree measures to improve behaviour. Parents will be able to access both reward and sanction information for their son on Talaxy.



## How the School Works

The current school day timings are:

08:25	Registration
09:00	Period 1
10:00-10:25	Period 2a (Break for Yr 7, Yr 8 & Yr 9)
10:00-11:05	Period 2a (Lesson for Yr 10, Yr 11 and Sixth Form)
10:25-11:30	Period 2b (Lessons for for Yr 7, Yr 8 & Yr 9)
11:05-11:30	Period 2b (Break for Yr 10, Yr 11 and Sixth Form)
11:30-12:30	Period 3
12:30-13:15	Period 4a (Lunch for Yr 7, Yr 8 & Yr 9)
12:30-13:30	Period 4a (Lesson for Yr 10, Yr 11 and Sixth Form)
13:15-14:15	Period 4b (Lesson for Yr 7, Yr 8 & Yr 9)
13:30-14:15	Period 4b (Lunch for Yr 10, Yr 11 and Sixth Form)
14:15	Period 5
15:15	Room tidying, notices & dismissal

## Attendance

### **Why attend every day?**

Good school attendance gives your child the opportunity of success and helps develop skills for life. Your child should attend school every day unless there is an unavoidable cause such as illness. We are very aware of the value of continuity, with missed days potentially reducing the understanding of content, but also resulting in missing out on information given and impacting on social mixing. Studies also demonstrate that significant absence has a huge impact on GCSE grade outcomes.

### **What if I want to go on holiday?**

Holidays will not be authorised during term time under any circumstances. Absence requests will only be authorised in exceptional circumstances.

### **What should I do if my child is off school?**

It is essential that you contact the school on **every** day that your child is absent. Telephone the school as early as possible on each morning of absence on **01225 485222**.

Make routine dentist and doctor appointments after school or during school holidays. If you have to make an appointment during school time, help your child to be at school for most of the day and let the school know about the appointment.

### **What will happen if my son does not attend regularly?**

Parents/Carers commit an offence if their child does not attend school regularly and the absence is not agreed by the school i.e. the absence is unauthorised. In some cases unauthorised absence may result in prosecution under section 444 of the Education Act 1996.

The Anti-Social Behaviour Act 2003 introduced Penalty Notices as an alternative to prosecution. A Penalty Notice does not require a court appearance, but still aims to improve attendance.

### **When will they be used?**

When the school agrees your son to miss school in advance or accepts your explanation, absence is 'authorised'. All other absences are 'unauthorised'. Penalty Notices may be used where absence is unauthorised, for example when a parent has taken their son on holiday during term time or a pupil has 10 or more unauthorised sessions within a six week period.





## Assessment and Banding Arrangements in Year 7

**Baseline Testing:** On entry to Beechen Cliff School, all pupils have a baseline assessment. This is based on KS2 SAT scores, Cognitive Ability Test scores (CATs), the New Group Reading Test (NGRT) and KS2 teacher assessments. The aim of this assessment is to give us as clear a picture as possible of pupils' prior attainment and potential. This can ensure teaching is the most effective it can be. Where pupils have a particular learning need extra support can be provided.

**Teaching Groups:** In most subjects, the groups are mixed ability. Pupils normally remain in the same teaching group for the year as this aids the transition process. However where appropriate, teaching group changes can be made. In Mathematics and to some extent in English, pupils are streamed broadly based on their baseline assessment scores. Following internal assessments teaching group changes can be made if appropriate.

**Assessment and Reporting:** At KS3 we assess pupils on the core content and knowledge they learn each year. Assessment grades are reported to parents. Reports are published three times each academic year. In addition there is one Parents' Evening for each year group per academic year. Further information about how you can support your son at Beechen Cliff across a variety of areas, including details about accessing reports, will be provided in September. Additional information is also available on our website.

### Keeping you connected

We have a web based system, Talaxy, that allows parents real time access to reports, attendance information, timetables, conduct, events etc. Access details will be provided in September.

### The Library and Homework Support

The Library is open every day from 8.00am until 4:15pm and can be used for homework, studying and reading. Homework Support runs every day from 3:15pm to 4:15pm and a member of the Library staff is available to support any pupil carrying out independent study. In Year 7 pupils are expected to complete an hour of homework per evening. Information on homework is available on the school website. The Library has a number of computers and printing is available at 5p per A4 sheet of black/white and 25p per colour sheet. The Library also has a stationery shop for pupils to buy an extensive range of stationery using cash rather than ParentPay.

## Homework Information for Pupils and Parents

All homework will be set on Google Classroom. If pupils have not used Google Classroom before, they shouldn't worry, as they will learn how to use it in their first homework project of the year (IT and Computing). You will automatically be enrolled on all of your subject's Google Classrooms, and parents will receive weekly summaries of the homework to the email address they provide the school with.

Year 7 pupils will receive around one hour of homework each night. It is important that pupils complete their homework independently and to the best of their ability. Each homework set will have a deadline, which will be clear on Google Classroom.

There is more information about Homework on the School website:

<https://www.beechencliff.org.uk/the-school-day/homework/>

## Reading

At Beechen Cliff we aim to develop a love of reading and that journey begins in Year 7. Our strategy is built around our wonderful library and access to a host of books, genres and writers; the magic really begins from there. We also embed reading in timetabled reading lessons, reading homeworks, House reading competitions and through our assessment strategy by utilising NGRT assessments and our 'Accelerated Reader' programme. With all these things we are able to track progress across the year, offer advice on suitable books and improve the reading skills of our Year 7s. We hope to establish a reading culture that is innovative, exciting and enjoyable. We use our Beechen Canon to recommend 10 books for Beechen Cliff pupils to read each year. The Beechen Canon can be found at the back of your son's planner, and also on the school website, here:

<https://www.beechencliff.org.uk/wp-content/uploads/2023/05/Beechen-Cliff-Canon-Reading-List.pdf>

Year 7 pupils are expected to have a reading book in school at all times and to keep a reading log in their planners. We are always impressed by how many pupils become 'millionaires' after reading that many words! More information on our Reading strategy is available on our website:

<https://www.beechencliff.org.uk/curriculum-assessment/overview/reading/>

## The School Refectory

Beechen Cliff is renowned for its high quality, nutritious and healthy food. All of the food is made freshly onsite on a daily basis and we offer a great variety of food at breakfast, break times and lunchtimes. For pupils that are at school early the refectory is open from 7.45am for them to get breakfast, that could be just for toast or cereal to a full English breakfast. At break times we offer a large selection of grab and go items such as baguettes, sandwiches and pasties.

At lunchtime we would recommend a more balanced meal so we provide a variety of main courses with vegetarian options that change daily. The price of a main meal with 2 sides and a pudding is £3.20. We also have a selection of paninis, pasta pots and puddings. All ingredients and allergens are stated on recipe cards that are situated at the servery, but we would recommend that you ask a member of the kitchen team if you suffer from any allergens just to be on the safe side.

**Cashless Catering:** We operate as a cashless school. For our mutual convenience, and to assist with the administration of the service, a method of online payment is used. The ParentPay payment system can be accessed via the School website or directly at [www.parentpay.com](http://www.parentpay.com), where you will be able to make payments for school meals, plus many other items. There is a minimum transaction of £10 when paying for school meals on Parentpay, and a daily 'spend limit' of £6 programmed into the system for your son. This can be increased or decreased for an individual pupil by making a written request to the Finance Office. To avoid embarrassment your son's school meals account must be kept in credit at all times. You will be issued with a letter containing a user name and password. If you do not have access to the internet, please ask for details to pay using Paypoint.

**Free School Meals:** To apply for Benefit Related Free School Meals please use the link below. If you live in BANES, there is no need to reapply if your child is already in receipt of benefit related free school meals as it will be automatically transferred. If you live outside of BANES, an application is needed.

<https://beta.bathnes.gov.uk/apply-free-school-meals>

If you do not have access to the internet, you can contact Bath & North East Somerset to make a telephone registration on 01225 39 43 17.

## Looking after personal belongings

**Labelling all personal items:** Please mark all personal items with your son's name.

**Cash:** The school operates a cashless operation system. In almost all circumstances pupils do not need to bring cash into school.

**Mobile Phones and Electronic Gadgets:** We strongly recommend that pupils do not bring electronic devices such as iPods into school. Although pupils are welcome to bring a mobile phone all electronic equipment including phones must be switched off and not seen between 8.25am and 3.20pm. The same rule applies to headphones. Pupils who do not follow this rule will have their property confiscated.

**Valuables in changing rooms:** Pupils involved in any physical activity or leave their bags/blazers unattended, are advised to hand money and valuable items to a member of staff. The School cannot accept liability for any items that are lost, damaged or stolen.

**Lockers:** Many pupils take advantage of the lockers. If you would like your son to have the use of a locker there will be a charge. Details will be available in September.

## Representing the school

Beechen Cliff provides many sporting, musical and outdoor opportunities for pupils. In many cases these will involve being part of a team that prepares for school representation in the evenings and at weekends. When pupils are chosen to represent the School there is an expectation that they do so with pride – over and above other outside commitments.

## Protection of Personal Data

Beechen Cliff School is fully committed to compliance with the requirements of the EU General Data Protection Regulations (GDPR). Our role and responsibilities are enshrined in the Data Protection Policy and associated policies. All MNSP policies are available on the school website.



## Special Educational Needs and Disability

We are committed to supporting pupils academically and socially in the school community. Our aim is for all pupils with Special Educational Needs to achieve their potential. Ms Joanna Blair (SENDCo) is responsible for the day-to-day running of the SEND Department, providing specialist intervention, coordinating provision and monitoring the SEND Policy.

A team of Teaching Assistants support pupils through a range of provisions, including in-class support, group work and one-to-one tuition. Specialist teaching staff and other professionals also work with the SEND Department delivering additional provision where needed.

**Assessment and monitoring:** Information from local Primary Schools, including Teacher Assessments and SATs results, where available, inform us of pupils' prior attainment. We also administer CATs (Cognitive Ability Tests) which measure pupil potential and indicate their cognitive strengths and weaknesses along with reading tests which support our understanding of a child's strengths and difficulties in this area. Sometimes we may ask outside services for further professional advice. This advice will help us plan specialist support which includes, but is not limited to the following: in-class Support, Literacy, Numeracy, Organisational Skills, Social and Communication Skills and Specialist Tuition. Effectiveness of any additional provisions is assessed and reviewed on a regular basis and both pupils and parents are fully involved at each step.

**Individual Pupil Support Plans and provision management:** If your son has been identified as having SEND at Primary School, we shall act on the advice and strategies provided in his records and transfer this information to his Beechen Cliff Support Plan. Our SENDCo, Joanna Blair will be in touch during Terms 5 and 6 of Year 6 to discuss the Support Plan process with you.

**Pupils with an Education, Health & Care Plan:** Pupils who join Beechen Cliff with an Education, Health & Care Plan will have an allocated Key Worker who will make regular contact with home and an Individual Pupil Support Plan, outlining their support needs and will receive a statutory Annual Review of their EHC Plan.

**Keeping parents/carers informed:** If your son has been identified as having SEND, wherever possible, you will be contacted by email or letter so that his Beechen Cliff Support Plan can be created ahead of September. There will be further opportunities

during the academic year to discuss your son's support with the SENDCo, Head of House or Tutor.

If you think that your son needs support and has not been offered any, please contact Ms Joanna Blair - [jblair@beechencliff.org.uk](mailto:jblair@beechencliff.org.uk)

## Pupil Premium

We are committed to support pupils eligible for Pupil Premium funding. This takes the form of financial support, interventions and close tracking of pupil progress. Our Pupil Premium Co-ordinators, Mrs Layton and Mr Wall are responsible for the Pupil Premium strategy.

Pupils eligible for Pupil Premium Funding include:

- Pupils currently in receipt of free school meals (FSM).
- Pupils who have been in receipt of free school meals in the last six years.
- 'Looked After' pupils defined in the Children Act 1989 as one who is in the care of, or provided with accommodation by, an English local authority.
- Children who have ceased to be looked after by a local authority in England and Wales because of adoption, a special guardianship order, a child arrangements order or a residence order.
- Pupils recorded as 'service child' or in receipt of a child pension from the Ministry of Defence.

At Beechen Cliff we closely monitor these pupils to make sure their learning needs and pastoral care are met to the highest standard in an effort to ensure they have the best 'whole school experience' available to them. This involves implementing intervention strategies such as one to one peer mentoring, numeracy and literacy support, mentoring and coaching from external agencies, homework support, financial support for families in need and supplying all essential equipment required for school (eg. calculators, stationary and food ingredients for Food Technology lessons).

To help us plan for the up and coming academic year, I would appreciate it if you could make us aware if your son is currently eligible for Pupil Premium funding by completing the form on page 42 and returning it to the main school office.

If you have any questions relating to Pupil Premium support, please contact Mrs Layton: [tlayton@beechencliff.org.uk](mailto:tlayton@beechencliff.org.uk)

## Safeguarding at Beechen Cliff

Beechen Cliff school is committed to keeping children safe, fulfilling its child protection duties, adopting safer working practices and collaborating with local partners to safeguard children. The school operates under the MNSP Trust's Safeguarding and Child Protection Policy and the most recent publication of Keeping Children Safe in Education and Working Together to Keep Children Safe.

Safeguarding is defined by the government as follows:

- Protecting children from maltreatment;
- Preventing impairment of children's mental and physical health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

As Beechen Cliff is a boarding school, it is inspected by both Education and Social Care Ofsted Inspectors. This means our standards of safeguarding are particularly high, which benefits all in the school community. In the most recent Ofsted inspection (2020), inspectors reported that the school has "...a safeguarding culture that underpins day-to-day practice." All staff are trained in safeguarding in accordance with Government and Local Authority requirements. New staff cannot start working with children until they have undergone extensive checks, induction and training, and existing staff have weekly updates on safeguarding matters.

Every school must have a Designated Safeguarding Lead (DSL). At Beechen Cliff this is **Mike Ambrose**. There are also four Deputy Designated Safeguarding Leads: **Oliver Abbott, Clive Hall, Kim Mather** and **Kant Mann**. One of these members of senior staff is always on call in the event of a safeguarding or child protection concern arising.

## Pastoral Care at Beechen Cliff

Every pupil at Beechen Cliff belongs to a tutor group and the relationship that develops between tutee and tutor is the bedrock of all pastoral care. Tutor time is an important daily opportunity for tutors to monitor and support their tutees' wellbeing and foster their belonging to their tutor group, year group, House and the school. Tutors also deliver the school's Character Programme, a crucial aspect of their curriculum at the school. This carefully designed scheme builds year-on-year to develop pupils' understanding of values, positive and respectful relationships and their role in the community. Pupils graduate from the Character Programme at the end of Year 7 and then in Years 9 and 11.

If you have any concerns about your son, please do not hesitate to email or telephone to arrange an appointment with his Tutor or Head of Year.

There are four Houses at Beechen Cliff and each pupil is placed in a tutor group with other pupils in their year group within the same House. There are one or two tutor groups in each year group in each House. As part of a House pupils are part of a community of pupils from Years 7 to 11 and the Sixth Form.

Led by Heads of House, the House system plays an important role in the continuous personal development and participation of pupils in all aspects of school life. This includes House councils, charity fundraising, leadership opportunities and inter-House competitions. This leads to the creation of a real sense of identity for each House and, in turn, leads to pupils feeling a real sense of pride in their House.

**Houses: Byron Kipling Milton Shakespeare**

The triad of pupil, parent and school is extremely important to promoting care and personal development for all pupils. We therefore encourage parents to communicate with their son's tutor and to be fully involved in all aspects of his school life. There are regular features in the weekly school newsletter about discussions that go on in tutor time during the 'Theme of the Week' session. Examples include mental health, online safety, current affairs and the school values and we invite parents to engage in these discussions at home as well. In addition, opportunities to participate in a wide variety of extra-curricular activities are promoted and we expect pupils and parents to embrace these.

The Pastoral Care team at Beechen Cliff is an experienced group of staff whose function is to ensure good wellbeing, attendance, conduct and achievement for all pupils at Beechen Cliff. Led by Deputy Headteacher, Mike Ambrose, the team comprises Heads of Year, the KS3 Pastoral Manager, the KS4 Pastoral Manager, the School Attendance Officers, the School Nurse and the Conduct Support Officer. The team is complemented by a range of external service providers, such as Solution Focused therapists and Off the Record counsellors, which the school commissions to provide 1:1 support for pupils.

The School Nursing Service, Mentoring Plus and Local Authority services such as The Attendance and Welfare Support Service and CAMHS are just a few other examples of organisations with whom we collaborate to ensure that all pupils are able to thrive in their time with us.

**Head of Year 7: Ms A Milland**

**KS3 Pastoral Manager: Mrs M Fitzpatrick**



## **Pastoral Team - Partner Agencies**

### **Solution Focused Therapy**

Tara Gretton and Susie Ingram are Solution Focused counsellors who work with Lower School and Sixth Form pupils to provide support around mental health and wellbeing.

### **Off the Record**

Beechen Cliff offers a listening service and counselling support provided by 'Off the Record' three days a week for pupils who need a confidential session to discuss personal issues.

### **Public Health Nursing Service**

We have a Health Care Resourcing Group (HCRG) Care nurse who comes into school every Tuesday from 10am -2pm for a drop-in clinic for confidential advice.

### **Mentoring Plus**

We have a mentor who comes into school every Friday to meet with pupils in our Lower School.

Additional external agencies also provide support when required.

## **School Nurse and the Medical Room**

Our Medical Room is open from 8.00am – 3.30pm Monday to Friday. We have approximately 30 First Aid trained members of staff.

- It is imperative we have up-to-date contact numbers in the event of an emergency. Please contact us if your home/work/mobile number changes. If you are travelling or away on business and are unable to collect your child, please provide the school with a contact number of a person who can collect your child in this instance.
- In the case of minor emergencies, you will be contacted and asked to collect your child and take them to A&E.
- We are able to hold medication in a locked cabinet in the Medical Room. Please ensure you complete the medical form which can be found on the school website under the heading 'School - Administration of Medication Form', print a copy off and complete it, returning it to the Medical Room along with the medication. The medication must be in its original packaging and it must be clearly labelled.

- The Medical Room does not deal with injuries that have happened outside of school hours, it is purely for school incidents.

**Anaphylaxis** – We are able to hold a spare Epipen for your son and also Piriton in the event of an allergic reaction. They must be clearly labelled with your son's name. Please make sure you contact us and fill out a Care Plan, giving us clear instructions of how your son's symptoms present and the treatment we need to follow.

**Asthma** – Please ensure your son carries his inhaler at all times and has easy access to it during PE. It is possible for us to hold a spare for your son in the event that he leaves it at home; please label it clearly and it will be held in the Medical Room.

**Contagious illnesses** – Please keep your son away from school with any infectious illness until your GP advises it is safe to return. If your son is suffering from diarrhoea and vomiting the recommended period to be kept away from school is 48 hours from the last episode.

**Diabetes** – We are able to hold the Diabetic supplies for your son. Please make sure you bring a clear lunch box size container holding the spare snacks, insulin, needles, ketone strips, etc.

**Head injuries** – all pupils sustaining a head injury will remain in the Medical Room and be monitored closely. You will be contacted and a note will be sent home.

**Paracetamol** - We can give one dose of paracetamol for headaches with parent/carer permission (see attached medical form on the school website as above) – please check school policy for administering paracetamol. However, we **cannot** give paracetamol following a head injury. If the headaches continue, please seek advice from your GP.

We also have three Automated External Defibrillators (AED) on site which will be used by trained staff in the event of Cardiac Arrest. It is located in the Staff Room.

**School Nurse Tel: 01225 480466**





## Year 7 Visits

### Year 7 Residential Visit to Tir-y-Cwm

As part of Beechen Cliff School's Induction, all new Year 7 pupils are invited to a residential visit at Tir-y-Cwm. The cottage and bunkhouse is situated in the centre of a large forest on the South Western edge of the Brecon Beacons at Ystradgynlais, just north of Swansea.

We believe that this is a valuable opportunity for new pupils to get to know each other and some of their teachers.

You will be advised of the exact date of your son's visit once their teaching groups have been finalised, but the visits last for 3-days and will take place over a 3-week period starting on Monday 11th September 2023. Activities will include team building, forest walks during the day and night time, along with various adventure activities and a campfire.

Although catering for all our needs, the accommodation is basic with hot water and electricity being supplied via a commercial generator and central heating being provided by oil and log burning stoves. Being located in the middle of a forest we are very self-sufficient with regards to cleaning, recycling and with the school's kitchen providing all meals.

Unfortunately, bedding for the bunks is not supplied so your son will require a single mattress sheet, sleeping bag, pillow, warm night clothes and slippers or plimsolls for inside the cottage.

During the autumn the weather can be mixed but generally it is starting to get cold. Your son will need warm clothes and waterproofs. Some of the activities may require him to get very dirty and therefore a set of robust clothes will also be necessary. A full kit list follows on the next page.

The cost of the trip is £140. In the event of personal cancellation, £30 is non-refundable. Please use the ParentPay online method of payment, accessed via the School's website.

However, if you are not able to pay via ParentPay, please contact [finance@beechencliff.org.uk](mailto:finance@beechencliff.org.uk) for guidance. Bursaries are also available again so please contact your tutor for more information.

With the exception of mobile phones, please do not send your son with electronic gadgets.

If mobile phones are taken, they will be the responsibility of the pupil whilst travelling to and from Tir-y-Cwm. On arrival at Tir-y-Cwm pupils will be encouraged to text home "arrived safely". Following that all mobile phones will be collected from the pupils and safely stored until departure. Shortly before departure all mobile phones will be handed back to the pupils so that they can contact home with approximate arrival times to the Bear Flat.

## Year 7 Tir-y-Cwm Kit List

- Clothing for travel: smart casual please
- Warm clothing. **No light colours or expensive gear!**
- Fleece pullover
- 2/3 x Tee shirts
- Tracksuit bottoms for activities
- Warm trousers for visits and spare
- Socks and underwear
- Waterproof top and bottoms
- Warm hat and gloves
- Good quality socks for boots
- Walking boots or wellies
- Trainers x 2 pairs (a pair for general use and a pair to get very wet and muddy)
- Flask or drinks container
- Sandwich box
- Hot water bottle for night time! (it does get cold)
- Sleeping bag
- Warm clothes to sleep in
- Slippers or plimsolls for inside the cottage (bare tiled floors)
- A pillow and an old single sheet
- Toiletries and towels
- Torch and spare batteries
- Small rucksack/Day Pack
- A reading book
- Some basic first aid (plasters etc) - please inform the school of any medication your son is taking (see page 33)

- A packed lunch and a drink for departure only
- Extra nibbles: a fruit cake is a good idea
- Black bin liners for the return of very dirty clothes

Please ensure all items are named.

Please do not send your son with electronic gadgets.

If mobile phones are taken, they will be the responsibility of the pupil whilst travelling to and from Tir-y-Cwm. On arrival at Tir-y-Cwm pupils are permitted to text home "arrived safely". Following that all mobile phones will be collected from the pupils and safely locked away until departure. Shortly before departure all mobile phones will be handed back to the pupils to contact home with approximate arrival times to the Bear Flat.

Please complete the following consent form for the visit: <https://tinyurl.com/5br74jyu>





# Instrumental Music Tuition

## Instrumental Music Tuition Application Form and Parental Contract

### Instrumental Tuition

Music tuition is provided for most orchestral instruments, along with acoustic guitar, electric guitar, bass guitar, kit drum, piano and voice.

### Lessons and Cost

Instrumental lessons are taught on a one-to-one basis by visiting professional tutors. The duration of each lesson is 30 minutes and will take place during normal school hours. Lesson times will rotate each week to minimise disruption to curriculum lessons and pupils are expected to catch up on any missed work. Parents of Year 7 pupils, and those further up the school who are beginners, have the option to commence with 20 minute lessons initially and teachers will advise parents if changes are necessary to the lesson duration. Year 7 pupils who have achieved Grade I or have been learning an instrument for at least one year are strongly encouraged to commence with 30 minute lessons from the outset. The cost of lessons for the academic year 2023/24 will be £20.30 for 30 minute lessons and £13.54 for 20 minute lessons.

### Applying for Music Lessons

If you wish your son/daughter to receive instrumental tuition, **please complete the Music Instrumental Lessons Application form** and send it to the Music Administrator either via [music@beechencliff.org.uk](mailto:music@beechencliff.org.uk) or via post c/o the Finance Office.

In order for lessons to commence at the start of term, application forms must be returned no later than **Friday 7th July 2023**. Once the application form has been received, you will be sent information about arranging payment via our payment platform ParentPay. Once the first payment is received your son will be notified when lessons are to commence.

### The Music Tuition Contract

#### Payment

Throughout the academic year (approximately 38 weeks) 33 lessons will be provided as standard. Parents are asked to pay for these lessons via their ParentPay account over an 11 month period from September through to July ie: each payment will effectively equate to three lessons. The monthly cost for lessons will be £60.90 (30 minute lessons) or £46.80 (20 minute lessons) and this amount will be required to be paid on the first day of each month (excluding August).

**Please note:** Payments are spread over the academic year to cover a total of 33 lessons. In any given month, the number of lessons received may not equate to the number paid for (ie: pupils may receive two lessons one month and four or five in another month). Over



the academic year however, this will balance out and a total number of 33 lessons will be received.

Parents can 'sign up' for lessons at any time during the academic year, but tuition will only commence once the first payment is received. Any changes to music fees in subsequent years will be made at the beginning of the academic year and parents will be notified in the previous Summer Term of any price increases.

Parents whose child receives free school meals, who wish to apply for assistance with music fees, should contact the Music Department (applications will be treated in the strictest confidence). The Music Department should be informed if circumstances change and pupils are no longer eligible for free lessons.

### **Lesson Attendance**

Parents will be charged for all lessons throughout the academic year even when a pupil cannot make a lesson for a valid reason (school trip, illness, examinations, etc). However, if parents are aware of any clashes, they are asked to inform the Music Administrator at school ([music@beechencliff.org.uk](mailto:music@beechencliff.org.uk)) with as much notice as possible. The School will then endeavour to rearrange lessons accordingly, so that parents are not paying for missed lessons. Please note it will not always be possible to rearrange lessons and on these occasions parents will be liable for the cost. If an instrumental teacher is absent for any reason, parents will **not** be liable for the cost and the lesson will be rescheduled.

### **Cancellation of Lessons**

If parents wish to discontinue lessons at any point, **one calendar month's notice** will be required in writing. This should be sent to the Music Administrator either via [music@beechencliff.org.uk](mailto:music@beechencliff.org.uk) or in writing c/o The Finance Office.

### **Timetables**

Timetables for all instrumental lessons are displayed in the Music Centre entrance and can also be found on the School Website <http://www.beechencliff.org.uk/music.html> It is the pupil's responsibility to arrive at the correct time and parents are asked to ensure their son/daughter checks the timetable each week. Please note that times of lessons can change weekly and sometimes last minute changes are unavoidable (not displayed on the website). Please note that there may be a waiting list for some tuition, depending on the availability of staff.

**Please retain the Parental Contract for your future reference. Please ensure that you return the application form (<https://tinyurl.com/2p9hhdss>) no later than Friday 7th July 2023 for a September 2023 start to Music Administrator, c/o Finance Office, Beechen Cliff School, Kipling Avenue, Bath BA2 4RE.**



# A Message from the Parent Teachers' Association (PTA)

**Charity Number 1079431**

The PTA extends a warm welcome to all prospective Year 7 parents/carers. Starting at secondary school is not just bewildering for a child but often a change of culture for parents. The main aim of the PTA is to engage in activities which support the school and advance the education of the pupils attending it. We aim to provide and assist the school in the provision of such facilities or items for education at the school that are not provided by statutory funding.

**With the past support of parents/carers, the PTA has been able to fund the following;**

- New £30,000 multipurpose clubhouse (next to the tennis courts)
- Supporting mental health wellbeing services during the pandemic £7,000
- Design and technology 3D printer and funds towards a laser cutter printer £12,000
- SEND Co classroom renovation £2,000
- Library renovation £3,500
- Equipment for the sport department £4,000
- Atlases for geography dept
- Printmaking equipment for the art dept
- Camcorder for the DT/Science club
- Foreign film club
- LEGO Robotics club
- Remote control car club
- Microphones/ coloured lighting for St Luke's Music concert and TEDx for 6th formers

The PTA is here for all parents at Beechen Cliff to have a voice. The PTA acts as an invaluable sounding board for the school and we can offer advice during PTA meetings relating to day to day concerns. We work closely with the school; we all have a vested interest in the future of our school.

Volunteering to help or attending one of our functions is a great way to get involved. We meet once a term, often with the Headteacher or another member of the School Leadership Team to discuss plans for the school, curriculum developments, school life and upcoming events.

We are always looking for volunteers. Just one hour of your time in each school year would be fantastic - volunteer with a friend or make a new one. Times are flexible so there is always an opportunity. We know everyone's time is precious and we understand that you may not be able to attend our termly PTA meetings or help out at school events. If you can't give of your time, this doesn't mean you can't be involved, so you may like to support our ongoing crowdfunding initiatives which we first set up in February 2021 during the pandemic. Parents can choose if they wish to make a 'regular giving' or a one off donation. This can include gift aid.

<https://app.investmycommunity.com/organisation/pta-beechen-cliff-school-2915>

We also host regular 'Quiz Nights' and run regular 'Second Hand Uniform' sales (when we have enough volunteers!) and these two events alone raise over £10,000 for the school, along with serving coffees to parents/ guardians at various open events.

Second hand uniform enquiries please email [secondhanduniformBC@gmail.com](mailto:secondhanduniformBC@gmail.com)

The PTA also runs a 50:50 Club, a fund-raising lottery, licensed by BANES Council. Every month 50% of the money raised is awarded in prizes and 50% goes into the PTA fund. The money is then used to improve the school environment for all the pupils as per the above examples. The 50:50 Club works by parents, staff and friends of the School paying anything from £1 to £10 a month by Standing Order. Each £1 is allocated a number and every month that number goes into a draw. It is like a raffle: your Standing Order automatically buys 'tickets' each month, the more numbers you have, the more chance of winning! Three winning numbers are drawn each month at the PTA meeting. You can join and leave at any time; just cancel your Standing Order if you decide to stop. Last year the 50:50 Club raised £2000 for funding school projects and £2000 in winnings for 50:50 members. If this is something you would like to participate in; Email - [beecheen5050@gmail.com](mailto:beecheen5050@gmail.com)

Beechen Cliff PTA is also registered with 'Give as You Live' which allows parents to raise funds for our charity while shopping online at thousands of stores. Give as You Live is free to join and costs parents no extra when shopping. See link for further details and how to register

<https://www.giveasyoulive.com/join/beecheen-cliff-school-parent-teacher-association>.

We collectively decide how PTA funds are to be raised and what social events take place. New ideas are always welcome - maybe you went to or helped run something at your son's Primary School that we could adopt? For further information on forthcoming events and up to date information, along with our other fundraising initiatives. Please visit;

<https://www.beechencliff.org.uk/parents/pta/>

When your son joins Beechen Cliff School you are becoming part of one of the most active and involved Secondary School PTA's in Bath. We hope your son settles in well and we look forward to hopefully meeting you.

The PTA Team

## **The Midsomer Norton Schools Partnership & Bath Hub**

Beechen Cliff is part of the Midsomer Norton Schools Partnership and within this the Bath Hub. The Bath Hub consists of Beechen Cliff, Hayesfield and St Mark's. Within the Hub the schools support each other to develop and improve teaching and learning and also provide additional extra-curricular opportunities for pupils. An extensive cross-school programme of events has been developed which includes a Year 7 Disco, trip to Legoland, cross-school Science Fair and various combined musical performance events. The number of events will continue to grow enabling pupils across the city to socialise and share experiences.



# Pupil Premium Eligibility

Dear Parent/Carer,

The Pupil Premium is additional funding for state funded schools in England designed to help ‘disadvantaged’ pupils perform better, and narrow the gap between them and their peers.

## Pupils eligible for Pupil Premium Funding

- Pupils currently in receipt of free schools meals (FSM).
- Pupils who have been in receipt of free school meals in the last six years.
- ‘Looked After’ pupils defined in the Children Act 1989 as one who is in the care of, or provided with accommodation by, an English local authority.
- Children who have ceased to be looked after by a local authority in England and Wales because of adoption, a special guardianship order, a child arrangements order or a residence order.
- Pupils recorded as ‘service child’ or in receipt of a child pension from the Ministry of Defence.

At Beechen Cliff we closely monitor these pupils to make sure their learning needs and pastoral care are met to the highest standard in an effort to ensure they have the best ‘whole school experience’ available to them. This involves implementing intervention strategies such as one to one peer mentoring, numeracy and literacy support, mentoring and coaching from external agencies, homework support, financial support for families in need and supplying all essential equipment required for school (eg. calculators, stationary and food ingredients for Food Technology lessons).

To help us plan for the up and coming academic year, I would appreciate it if you could make us aware if your son is currently eligible for Pupil Premium funding by completing the attached form and returning it to us via the main school office.

Yours sincerely

Jimmy Wall and Tracey Layton

Pupil Premium Coordinators

## Pupil Premium Eligibility

Pupil Name:

.....

Please tick the relevant box	
Pupil is currently in receipt of free schools meals (FSM)	<input type="checkbox"/>
Pupil has been in receipt of free school meals in the last six years (ever 6 FSM)	<input type="checkbox"/>
Pupil is ‘Looked After’ defined in the Children Act 1989	<input type="checkbox"/>
Pupil has ceased to be looked after by a local authority because of adoption or other.	<input type="checkbox"/>
Pupil is recorded as ‘service child’ or in receipt of a child pension from the Ministry of Defence.	<input type="checkbox"/>
Pupil is not in any of the above categories but I think they may be eligible for support.	<input type="checkbox"/>

## Further Information

For more detailed information, including the school calendar, contact information and Trust policies, please see our website: [www.beechencliff.org.uk](http://www.beechencliff.org.uk).

If you have any queries about Year 7 transition please email Ms Milland directly:

[amilland@beechencliff.org.uk](mailto:amilland@beechencliff.org.uk) or the Main school email contact:

[headteacher@beechencliff.org.uk](mailto:headteacher@beechencliff.org.uk)





## BEECHEN CLIFF

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