



Beckfoot
Thornton

Year 7 Family Handbook

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A warm welcome from Mr Richardson

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Dear Parent*

A very warm welcome to Beckfoot Thornton. We are creating a school where children enjoy their learning and are successful. We want you and your family to be involved and to feel and see a learning culture that is purposeful, celebratory and inclusive. This booklet is designed to provide you with lots of information about our school and help you prepare for starting with us in September. Please ask if you have any questions and have a look at our website: www.beckfootthornton.org.



We believe that every child has the potential to do great things with their lives and also that they all have some element of vulnerability that needs to be catered for. We surround your child with a pastoral system that supports and encourages them to grow in confidence and to play a role in the leadership of the school. Ours is a school where children strive to be in the top 20% of similar schools nationally; there is no cap on ambition. We do this by doing our best to ensure that your child has the highest possible quality of education.

We want to build a fantastic partnership with you with really clear and effective communication. You give us an expert understanding of your children. By celebrating success and working together to overcome difficulties we can ensure our children enjoy their learning, self-regulate their behaviour, have ambition, attend regularly and work independently at home.

Really great personal development opportunities underpin everything we do. As well as opportunities within normal lessons; children can get involved in a wide range of extra-curricular activities including: playing in our musical concerts, leading in sports and helping our local primary schools, displaying art work at South Square Arts Centre, Duke of Edinburgh Award Scheme, writing for the school magazine and playing their part on our school council.

I look forward to meeting and working with you and seeing your child become really successful here at Thornton.

Jeremy Richardson
Headteacher

*The term 'parent' includes any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

Moving on up to secondary school

Dear Parent

We would like to take this opportunity to offer all future Year 7 students and parents at Beckfoot Thornton a very warm welcome. At Beckfoot Thornton we understand that moving up to secondary school can be a big step for students as well as parents.

Right now, you are all probably feeling a mixture of both nervous anxiety and excitement about moving to secondary school, but don't worry, you are not the only one! Every other person in Year 7 will be feeling exactly the same – trust us! You will be well supported throughout this period of change by your year team, staff in school and our ASK students who are ready to help our new Year 7 students to settle in and find their feet.

Here at Beckfoot Thornton transition is designed to help students to settle into their new school as quickly and easily as possible. It will help your child to make new friends, learn to find their way around the school, meet their new teachers and learn about the new subjects they will study, both in Year 7 and in the coming years at Beckfoot Thornton.

Rosie Beavers
Transition Coordinator



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Important contacts in school

There are key people you will communicate with over the course of your child's time at Beckfoot Thornton. Please keep this information for future use:

Year Leader: Mrs. K Barraclough knb@beckfootthornton.org

Please contact the year team if you have any concerns about your child or if you need to let school know about any events that have happened that you feel may affect your child during the day such as a family bereavement.

The attendance team: attendance@beckfootthornton.org

Please contact the team to report your child's absence or if you have attendance queries.

Reception: 01274 881082 office@beckfootthornton.org

Reception are available to help you deal with general enquiries throughout the day and can help to direct your calls if you are unsure who you need to speak to. Please be aware that we receive a high volume of calls at peak times of the day.

Please also make regular use of the school website where information about the school such as upcoming events can be found: www.beckfootthornton.org

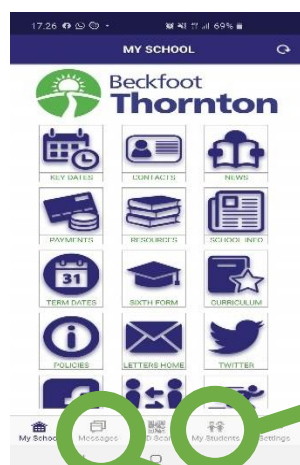
Communication with parents

MyEd: Our parental communication app is available on IOS and Android. Please note that this app will only work for those who are listed as priority 1 on the data sheets you return to us. It is really important that you download this app, as this is the main way we will communicate with you.

To download there are a few options shown here:



The app will provide you with school information as well as individual information on your child/children. It allows you to view information and keep up to date with what is going on at Beckfoot Thornton



The app allows you to view key information about how your child is doing in school, informs you about your child's activity including letters, attendance, visits and events in school.

You will receive FREE messages to and from school via your mobile device.

If you click on "my students" you can view current attendance, achievement and behaviour

If you click on "messages" you can see any text messages that school have sent out.

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We also communicate with you regularly using our Twitter, Facebook, and YouTube pages. Please find and subscribe/like these if you use them so that you receive alerts when we post to them.



And finally, as mentioned earlier, we have our website. This provides you with lots of valuable information for parents on the school website including updates and newsflashes. Our web address is:

www.beckfootthornton.org

Beckfoot Thornton

ABOUT | BECKFOOT THORNTON YOUTUBE | CALENDAR | CONTACT

COVID 19 | CURRICULUM | PARENTS | PERSONAL DEVELOPMENT

RADIO | STATUTORY INFORMATION | YEAR 11 PREPARING FOR SUCCESS

SIXTH FORM

Enter Keyword

Learning Dashboard Launchpad now available below

Info HEADTEACHER'S BLOG 12/02/2021 GENERAL NEWS

Blog HEADTEACHER'S BLOG 05/02/2021 GENERAL NEWS

Info LIVE ONLINE CAREERS SEMINARS GENERAL NEWS

Info HEADTEACHER'S BLOG 29/01/2021 GENERAL NEWS

Beckfoot Thornton Learning Dashboard Launchpad
Click the buttons below to go to your learning area, all the links you need in one place! Sign in with your school email address (ending in

Follow Beckfoot Thornton on Twitter!

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Emergency contact and illness

Please ensure that we have all changes of address and telephone numbers.

These should be given to Reception. If your telephone will not accept calls due to the “anonymous call rejection” service, we will need an alternative number, for example a mobile number. Please write **all** emergency contact telephone numbers in the front of your child’s planner. Should any of your contact details change please ensure that you contact the school to update your details – mobile numbers, email, or home addresses. Without these updates, we will not be able to contact you either in the case of an emergency or to send you important information home.

Illness

If a student feels ill during the school day, s/he must report to Mrs. Kendall in the student hub. If this is during lesson time, permission must be obtained from the teacher and recorded in the planner. If a student needs to go home or needs hospital attention school will contact parents to make arrangements.

Medical information / medication

- If your child has a medical condition of which the school should be aware (e.g. asthma, allergies) please complete the Red Medical Form enclosed with this handbook and return it to school ASAP.
- If antibiotics are required for your child, please note that three times a day they must be given at home. If they have been prescribed for four times a day then one dose can be given in school (please see the next bullet point).
- Should your child require medication whilst at school or on school trips, this must be pre-arranged with Mrs. Kendall and the parent/student must obtain a **Medication Administration Form** from the Hub, fill in and return the form to Mrs. Kendall **BEFORE/WITH** any medication, giving clear instructions on the form about dosage and timings. Failure to complete and sign this form will result in staff **not able** to administer any medication to your child until the form is complete.
- Medication agreed in school must have your child's name on the box and come with the instruction leaflet inside. The instructions from the parent should match the instructions on the pharmacy label or packaging. **Medication must be sent in the original packaging.**
- Any medication provided for your child will be stored at the Student/Medical Hub by Mrs. Kendall, the First Aid Coordinator. In the absence of Mrs. Kendall, another First Aider will be able to access medication.
- Any medication sent into school with a student which has not been pre-arranged, will have the medication removed and returned to them at the end of the school day to be returned home.

Curriculum ambitions





Home learning

Knowledgeable and Expert Learners – study skills and working independently at home





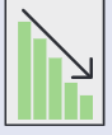
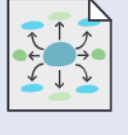


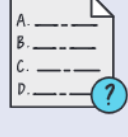
Each term, students will be provided a **knowledge organiser** for each subject they study. This contains all the key knowledge that they need to learn and remember.


There are 9 study skills that students will be taught how to use independently to help them practise knowledge at home, as part of their home learning.


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Become a knowledgeable and expert learner!
Practise these tasks independently with your knowledge organisers.

<p>Transform It</p> <p>Turn facts into images. Then use the images to rewrite the facts.</p> 	<p>Recreate It</p> <p>Recreate diagrams, maps or images – first by copying from the sheet, eventually moving on to recalling entirely from memory.</p> 	<p>Prioritise It</p> <p>Identify the top three most important pieces of content on the sheet – justify your reasons (explain why).</p> 
<p>Be a Photocopier</p> <p>On a blank piece of paper, recreate as much of the organiser as you can. When you have done all you can, green pen it by using the original to add what you couldn't recall.</p> 	<p>Reduce It</p> <p>Summarise content into single words. Then use these words to rewrite the content.</p> 	<p>Mind-map It</p> <p>Choose a section of the knowledge organiser to mindmap from memory. Add categories, colour, questions and layers of thinking about the information.</p> 
<p>Look, Cover, Write, Check</p> <p>Choose a section and look, trying to remember it. Cover it up. Write it out. Check what you missed and add it in green pen.</p> 	<p>Connect It</p> <p>Find connections between ideas, vocabulary or facts on the knowledge organiser. How many connections can you find between them?</p> 	<p>Quiz It</p> <p>Write yourself a quiz based on the KO. Come back to it another day and see if you can answer it from memory. Red pen your answers.</p> 



These Knowledge Organisers will be a key revision tool for any preparation for assessments. We want our students to be a learner who can build their own knowledge independently as well as getting the best of out of every lesson. We believe our knowledge organisers are a fantastic way for our students to do this.

Show My Homework

By completing home learning your child will learn how to read and follow instructions independently, manage and organise their time and complete work neatly and to the best of their ability. It also helps our students develop a sense of responsibility, pride in their work and a work ethic that will benefit them well beyond their school years. Here are some of the ways you can support your child to succeed in home learning:



1. Set up a workspace: make sure it is well lit, comfortable, stocked up with school supplies, quiet and as free from distractions as possible. Get them to have their knowledge organisers to hand.
2. Support them: help them to interpret instructions and review completed work together.
3. Make it routine: agree a regular time to get the work done. Make it clear that there's no screen time until it's done.
4. Instil organisation skills: encourage your child to use their planner, a calendar, or their phone to set reminders and help them to organise deadlines.
5. Praise them: perhaps the most important one is recognise and reward their concentration and effort.

At Beckfoot Thornton home learning gives students an opportunity to practise and reinforce skills and knowledge that they have acquired in class.

All homework is set on Show My Homework, a website and app that students log in to using their school e-mail address and password. The Show my Homework app is available for free download and is highly recommended for both students and parents. The app allows you, as a parent, to view your child's to-do lists, receive push notifications about deadlines and see if homework has been completed.

For further guidance on how to access and use Show my Homework, please visit the school website or refer to the student log in guide on the next page.

In Year 7, students can expect to receive:

- 1 hour of home learning per week within core subjects (Maths, English and Science).
This will be set on specific days: Monday – Science Wednesday – Maths Friday – English
- 2 x 1 hour pieces of homework per half term for all other subjects.
- 1 x 1 hour piece of homework per half term for PE.

Remember home learning is helping to build up to GCSE revision so start to use some of the techniques to help revise for tests when your child is in KS3. You will receive newsletters about upcoming tests, so you know what to look at with your child in preparation.

How to consolidate learning and prepare for exams



1. Create a revision plan/timetable



2. Work in 30-45 minute slots



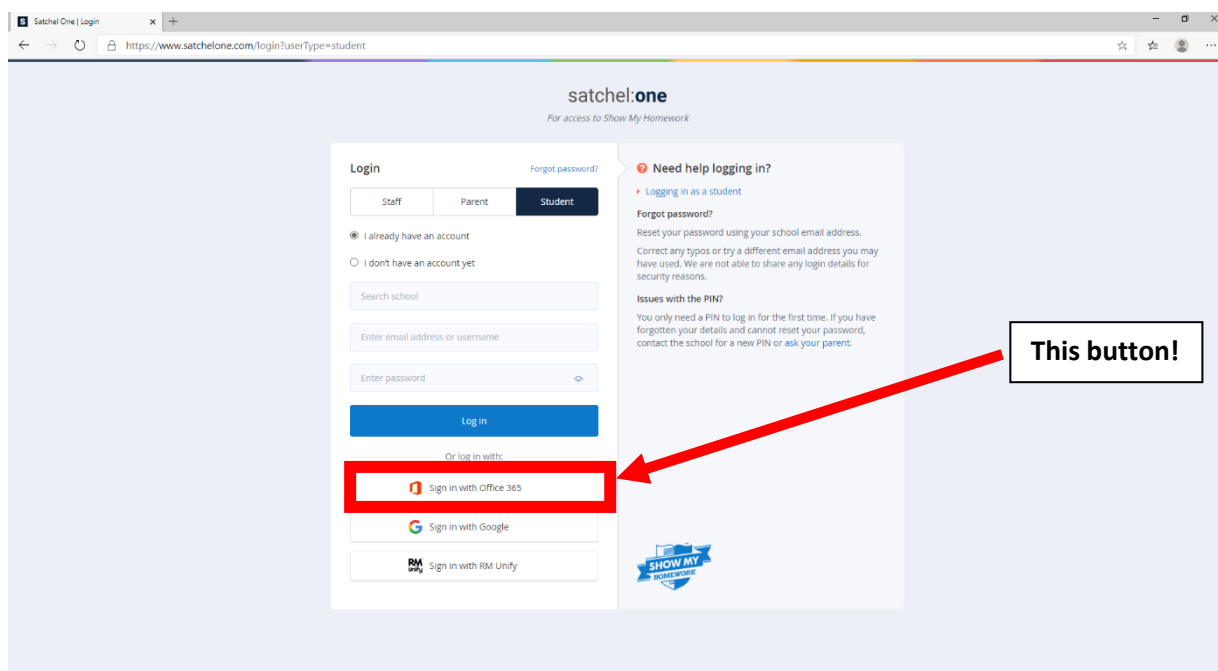
3. Use a variety of techniques



4. Use your books and past exam papers

Student Log in Guide

1. Go to www.satchelone.com/login
2. Leave all boxes blank and click on 'Sign in with Office 365'. If you are already logged into your school emails then your Show My Homework Page will automatically open. If not, go to step 3.



3. Type in your school e-mail address and press 'next'.
4. This will open a new window– type in your school e-mail address and password again. Press 'Sign In'.
5. This will take you to your Show My Homework homepage where you can see and do all of your homework.

Students are able to make use of the library after school where they can use the school computers to help them stay on top of work. If you have any concerns contact the year team to discuss further support.

Teams

We use Microsoft Teams as a communication tool between teachers and students as well as a teaching platform. It can help students to keep themselves and their work organised through the calendar function.

We have trained all our current students in how to use this. We are developing plans of how we can further use this to support teaching and learning across the school – we will keep you informed as to what this will look like for your child in the future.

Literacy at Beckfoot Thornton

We are committed to further developing Literacy and improving Reading and Spelling ages for all students at Beckfoot Thornton. We have many strategies in and out of lessons to support students of all ability levels.

Here are some of the ways we will support your child with their Literacy at Beckfoot Thornton.

Reciprocal Reading

All of our Year 7 and 8 students take part in Reciprocal Reading activities both in form time and their English lessons. This is a highly effective method for improving comprehension that allows children through discussion to; **question, clarify, summarise** and **predict** throughout their reading time to help them understand the text and further develop their skills.



Intervention

If a student needs support with their literacy, we are committed to helping them. Therefore, some students may come out of regular lessons to work either 1:1 or in small groups with a Teacher and/or Teaching Assistant to help them rapidly improve their reading. This will be based on the reading age generated from the test they will take in their first half-term.

Paired Reading

Some students who may need support with their reading will have the opportunity to take part in Paired Reading during Form Time. This is where they will work on a 1:1 basis with a Year 9 student to further develop their reading fluency, understanding and inference skills.

Oracy Sessions

We are also highly committed to ensuring our students leave school ready for whatever their futures hold, and a huge part of this is having high quality speaking and listening skills. All Year 7 and 8 students will take part in Oracy sessions during tutorial and will be expected to be prepared to offer their ideas and opinions in lessons. Students will be supported in how to develop their confidence and provided with opportunities to take part in public speaking to help them to develop these vital skills that they will need when they leave our school.

Reading books has a phenomenal impact on a student's academic and social development and we strongly encourage that your child spends 15-20 minutes a day reading at home!

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Beckfoot Thornton Library

At Beckfoot Thornton we have a popular, well-stocked library.

Our extensive collections give students access to a broad range of high-quality fiction and non-fiction books, that support their studies, as well as facilitating reading for pleasure. Students can also use our digital lending service ePlatform to borrow e-books.







Our library offers a range of extra-curricular activities, including a Book Club, reading challenges and the Carnegie Prize shadowing scheme. Typically, students can use the library at break, lunch, and after-school, supporting both their academic work and their wellbeing.



Borrowing books:

- Year 7 students can borrow 2 books at a time. The loans usually last for 4 school weeks.
- Students who regularly borrow and return books on time can increase their loan limit to 4 books by speaking to the library staff.
- Library books with mature content are age restricted, meaning we do not lend them to students in Year 7 without prior consent from parents and carers. More information will be sent home about this when students have their library inductions in September.
- If a student loses or damages a book, they may be asked to contribute towards the cost of replacing it. This is normally a £2.50 contribution, paid via Parent Pay. Should this happen the library team will contact parents/carers.

Our expectations

 <p>Mobile phones are NOT allowed to be used in the school grounds – that includes the canteen and playground</p>	<p>We keep our school tidy, we do NOT drop litter or leave our rubbish or plates out in the canteen</p> 	<p>We wear our uniform with pride, blazers are on inside the building at all times AND we do NOT wear coats or hoodies inside</p> 
<p>We only eat and drink in designated areas NOT on corridors</p> 	 <p>Be careful on the stairs and in the corridors – NO pushing</p>	<p>We do NOT disrupt learning. We behave quietly, calmly and respectfully</p> 
 <p>We look after our school, we do not vandalise or graffiti</p>	<p>We do NOT chew gum anywhere in school</p> 	

Attendance - Every Minute Counts

At Beckfoot Thornton we expect all students to have 100% attendance. If they do not it can have serious repercussions on their education.

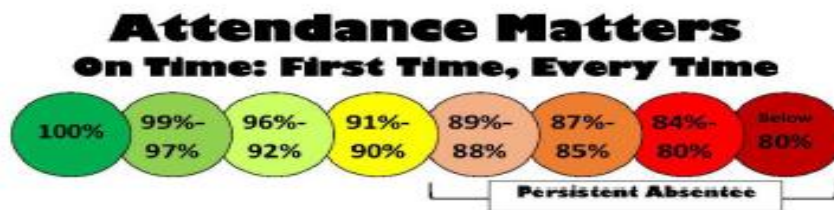
Attendance Expectations

Students:

- To attend school every day and on time.
- To be punctual to all lessons.
- Any notes or messages from parents with regards to absence are taken to Tutors and/or year teams.

Parents:

- To ensure their child attends every day, punctually, properly dressed and equipped to learn.
- To ensure their child attends every day the School is open unless they are too ill to do so.
- Do not arrange holidays during term time.
- To immediately inform the School every day if their child is unable to attend (by **8.00 am** where possible), including the reason for absence and expected date of return, and to confirm in writing on their child's return. A space for absence notes is provided in the Student Planner.
- **Parents who take their children on holiday during term time without authorisation or outside an agreed date, risk being issued with a penalty fine or being prosecuted.**



A few facts to explain why attendance is so important:

Time missed related to % attendance		
Attendance	In 1 year	Over 5 years of school
90%	4 weeks	½ Year
80%	8 weeks	1 year
70%	12 weeks	1 ½ Years
60%	16 weeks	2 Years
50%	20 weeks	2 ½ Years

Attendance terminology explained:

Beckfoot Thornton's attendance definitions	
100%	Excellent
97%	Expected
Above 95% but below 97%	Satisfactory
Above 90% but below 95%	A cause for concern as they are missing a month of school per year*
Below 90%	A serious cause for concern and open to fines

**We understand that there are exceptional circumstances when levels of attendance may fall below 97% or even 95% for reasons beyond the student and parents' control. That said, these are rare exceptions rather than the rule.*

For more information or guidance visit the school website www.beckfootthornton.org

To report your child absent contact school before 8.00 via 01274 881082 or via MyEd

General information

Lunch – Cashless catering / ParentPay

At Beckfoot Thornton students will purchase food via their ParentPay account (we will give you details on how to set up their account in the next pack that is sent out to you) in the dining room or bring a packed lunch to eat there. The canteen provides a range of hot and cold meals and snacks.

The recommended school meal price is approximately £2.35. The value of a Free School Meal will be loaded onto the ParentPay account daily and will buy a meal and a soft drink **at lunch time only** – this cannot be used for breakfast or break times, extra money will need to be loaded on by parents if this is required. Money will also **not roll over from day to day** as the total for the meal will remain the same each day. If your child is eligible for Free School Meals, you may receive a letter from the council asking which school they will be attending in September. If you receive this letter, it is really important that you reply and let them know that your child will be attending Beckfoot Thornton. This will ensure that there is no delay in the transfer of Free School Meal eligibility from the primary school.

The canteen is open between 7.45am - 8.10 am for breakfasts and is also open at break time. Please be aware that we are a cashless school, so students cannot buy food on site with anything other than their ParentPay account. This will also be how trips/equipment/activities/music lessons will need to be paid for during your child's time at school. Simply top up your account online via debit or credit card or in cash through PayPoint stores.

Please be aware the canteen is now operated by Facilities Management, the **Bradford Council catering service** which **operates a zero-tolerance approach to credit**. This means that you must ensure that either your child's account is in credit or they have a packed lunch, as a meal cannot be offered in the case of zero funds.

Parent concerns/issues

Please telephone school to book a mutually convenient appointment with the appropriate member of staff if you wish to discuss any issues/concerns.

Planner

All students must have a planner, which needs to be signed **weekly by parents**. The planner is used to record homework, coursework tasks, absence notes and brief communication between home and school.

Planners are given out on the first day in school in September. If lost or defaced, a new Planner will need to be paid for by parents at the relevant cost though Parent Pay.

Learning support

The aim of our learning support department is to ensure that appropriate provision is in place to meet the needs of students with additional or special educational needs. We work closely with teaching staff to ensure that students' needs are identified and that all students have full access to the curriculum. It should be noted that students who were on the SEN or Additional Needs Register at primary school will initially transfer to Beckfoot Thornton at the same stage on the register. If you require further information or wish to discuss any concerns, please contact the Learning Support department.

Sex and relationship education

This forms part of our Citizenship curriculum in all years, from Year 7. We feel it is a vital part of a student's education, raising awareness about sensitive issues and enabling students to make informed decisions. You are entitled to withdraw your child from sex and relationships lessons which cover content outside the National Curriculum for Science.

Religious education and worldviews

Parents have a statutory right to withdraw a child from Religious Education and Worldviews. If a parent is considering withdrawal from REW, we will listen to their concerns, inviting them to do so with the Headteacher or other representative of the school.

We work hard to ensure that any reservations or doubts may be accommodated to avoid withdrawal but recognise that a parent has this right if reservations cannot be resolved. Any formal decision to withdraw should be made in writing to the Headteacher. The school will arrange for appropriate arrangements to be made to supervise the student in school during RE lessons.

Equipment

Equipment your child will need to bring:

- Planner – this needs to be with them every day, and out on their desk in every lesson
- A pencil case with blue/black pens, a red and a green pen, pencils, ruler, protractor, scientific calculator
- Their PE kit (if required)
- Their ingredients (if required)
- Their lunch including a drink or money on ParentPay to use in the canteen
- Their library book – after their first library lesson this should be with them everyday

Our students must not bring to school the following:

- Valuables, jewellery
- iPods and similar electronic devices
- Mobile phones and smart watches
- Matches, lighters, cigarettes or smoking materials
- Fireworks, laser pens, aerosols
- **Any** kind of weapon, **real or imitation**
- **Any** illegal drugs, solvents, or substances
- Alcohol, caffeine or sugary drinks
- **Any** extreme political, racist, sexist, sexually explicit materials, or literature
- Chewing gum
- Items to swap or sell

Please note: *The school reserves the right to add items to this list as it sees fit in order to keep students and staff safe. The school **cannot** be held responsible for lost, stolen or misplaced articles, nor can it undertake to reimburse the cost of lost, stolen or damaged property. Please be aware that a Safer Schools police officer is employed by the school in order to help ensure everyone's safety.*

Toilets

Going to the toilet is **not** allowed during lesson times. The toilets are open first thing in the morning, at break and at lunchtimes. If there is a **medical** reason why there is a need to visit the toilet regularly, please contact your child's year team, in the first instance. Toilets are unisex toilets and have separate boy's and girl's cubicles. These are supervised by staff.

Lost property

All your child's possessions, including clothing, should be named in order to facilitate returning found items. All lost property should be handed into the Student Hub. If a student loses any item, s/he should ask at the Hub to see if it has been found.

If items are not named, they will be kept in lost property until the end of term, any unclaimed items will be donated to charity.

Beckfoot Thornton accepts no responsibility for the safety of your child's possessions. Your child is responsible for any property they bring on site. Therefore, please consider carefully whether to allow them to bring items of value.

Mobile phones and earphones

Students are not allowed to have a mobile phone anywhere on the school site, this includes leaving the school site at the end of the day. If one is seen or heard, it will be confiscated and students may retrieve their phones at 2:45pm on the same day. Repeat offenders will have to get a parent to come in and retrieve their phone, at which time an agreement will be made between parents and school about future behaviour. If parents need to contact their children at any time during the day or vice versa, contact can be made via the pastoral team.

Contact with parents

- If a student becomes unwell in school, the student **MUST** go to the Student/Medical Hub, who will liaise with year teams, if the student needs to be sent home. Arrangements for students who are ill and require collection is only done via school staff.
- Students **must not** phone home from their mobile and arrange to go home.
- Parents should **not** contact students directly to arrange to pick them up.
- Students **must not** phone home to resolve any issues that arise during the school day. School staff will make contact with parents as appropriate.

Disclaimer

Students are not required to have a mobile phone in school. It is not necessary as we ensure that students are able to use school landlines to contact parents in an emergency. Parents can, of course, contact school via the landline. Any student who brings a mobile phone into school does so at their own risk and, as such, school will not be held responsible for any loss or damage.

The canteen

Students should treat the school canteen like any other classroom. They must queue up in a calm, orderly manner. Food purchased in canteen and packed lunches must be consumed in the canteen. Students can sit in a seat of their choice to eat lunch in a respectful manner. Students must sit on a chair at a table at all times whilst consuming food. As soon as a student has finished lunch, they must vacate the canteen. It is essential that students respect the environment and staff in the canteen, clearing up after themselves and being respectful and polite to canteen staff and fellow students. Students who are unable to adhere to these standards will be banned from using the canteen for a period of time.

Conduct in detentions and isolation

The school does not have to seek permission of the parent to issue a sanction. Students are expected to uphold the highest of standards whilst in detention or isolation. Students should be silent and focused. If a student refuses to attend a 30 minute detention, they will be issued with a 1 hour detention the following day. If a student disrupts or fails to attend a 1 hour detention, they will be issued with a 1 day isolation the following day. If a student disrupts or fails to attend isolation, they will be issued with a fixed-term exclusion (FTE), followed by a day in isolation on the day of their return.

Students cannot opt out of sanctions. If a student is absent on the day/s of their sanction(s), it will be held until their return. Sanctions are automated in accordance with the school policy. In an emergency, parents can request to change a date of a sanction, at the discretion of the Headteacher.

Travel

Number	Route	Pass required
993	Horton Bank Top- Beckfoot Thornton	BP - boarding permit required
B94	Odsal Top – Beckfoot Thornton	No – children pay fare directly to the driver or you can pre-pay bus fare with an under 16s blue Mcard (see Metro website – you can top up at participating shops or with an android phone) then your child just scans card on bus.
B97	Bradford Road Clayton – Beckfoot Thornton	
B98	Avenue & Pasture Lane Clayton – Beckfoot Thornton	

The above services operate every morning and after school. Please note that the school is not responsible for the running of school buses.

For students attending after school activities: There is no sweeper bus service so students will need to arrange to either be picked up, walk, or use one of the normal bus routes. The school bus service young person's website www.wymetro.com is the one stop shop for the most up to date services and news. However, if you do have any queries please do not hesitate to contact the education transport team on tel: 0113 348 1122

If the services listed don't serve your area, a normal service bus may be the best option. For information on non-school services please visit www.wymetro.com or ring MetroLine on 0113 245 7676 between 7am and 10pm.

Applying for a place on a school service bus:

Once you have chosen the most convenient service please see above table to see if you require a pass for the service. **If you require a pass, you can download an application form from www.wymetro.com.**

If you believe that your child may be eligible for free travel you must contact your Local Authority (LA). Eligibility is dependent upon a number of factors, which are decided by individual LAs. Contact Bradford LA on 01274 385612

Please note your child will only be permitted to travel on the service highlighted on their pass. They will be refused travel if they don't show the correct pass. There will be a charge for the production of all replacement passes.

We advise that all students purchase a Young Persons Photo Card for a one-off payment, which allows half fare travel for all 11-16 year olds. These are available from Metro travel centres, Metro bus stations or any Post Office in West Yorkshire. Furthermore, if you are worried about finding enough change for a bus fare every day, consider purchasing a School Plus MetroCard, which can be used in conjunction with a Young Persons Photo Card. Metro Cards are available as weekly or monthly passes.

Getting on the bus:

If your child is new to public transport, it is a good idea to find the stop your child will be using so they are confident they know where to go on their first day.

Make sure your child has the correct pass and/or money. Advise your child to signal to the bus by putting out an arm as soon as they see the correct bus. If they do not signal to the driver, the bus may not stop.

Please note, when using a school bus your child will have to adhere to the following code of conduct, failure to do so or to indulge in any other poor behaviour on the bus may lead to a bus ban:

While waiting for the bus, queue sensibly, away from the road; and get on the bus calmly, without pushing.

On the bus:

Remember to show your pass to the driver (where applicable). Find a seat and stay seated for the journey. If there are no seats, hold onto rail (where standing is permitted).

If the bus has seatbelts, they must be worn.

Do not distract the driver unless in an emergency.

Do not damage the bus or interfere with the CCTV or any other safety equipment.

Photos should not be taken without the prior consent of the person(s) concerned.

Always behave sensibly throughout your journey.

Getting off the bus:

When your stop is next, ring the bell once. If it has already been rung, you do not need to ring it again. If you have to cross the road after you get off the bus, wait until the bus has moved off and you can see the road clearly in both directions, or go to the nearest available crossing.

Terms and conditions of travel:

You are respectfully reminded that when registering to use the service you undertake to accept the terms and conditions of travel including sanctions which would be applied if the required standards of behaviour are not met. Parents need to be aware that if their child causes any damage or does not meet the required standard of behaviour on the bus they could:

- have their pass withdrawn
- be banned from the bus
- be prosecuted by the police
- be required to pay for any damage they have caused

Lost bus pass: 0113 3481122

School uniform

School uniform is an integral part of our expectations at Beckfoot Thornton and we insist that all students wear it. The smart appearance of students helps to foster the excellent reputation of the school and enhances the standing of our students and school community generally. For further guidance please see the website.

Shoes: plain black leather or leatherette shoes with no visible logos, pattern or colours - no other footwear is permitted including boots, high heeled shoes, backless shoes or trainers

Trousers: plain black trousers which have either a loose or a tailored fit that cover the legs entirely (no flesh should be visible) – **they should not be elasticated or have logos or patterns on them. They should also have a fly zip and must not be leggings.**

Tie: School tie, or sports tie, worn up to the top button, 6 stripes showing.

Shirt: Plain white with collar and a fastening top button done up – no logos or motifs.

School blazer: Navy blue with school logo.

School jumper: **An optional** navy blue with school logo, can be worn under the blazer but never to replace the blazer.

Socks: Should be an appropriate length which cover any flesh around the ankle or leg. Ankle socks, or no socks are not permitted.

Outer coats: Outer coats should be of a style suitable for school and must **not** be worn inside the school building. All forms of outdoor clothing including hoodies, hats and coats are banned in any of the school buildings including the canteen and hallways.

Religious considerations: religious headwear can be worn in either navy blue or black.

Bags: Small handbags and man bags are not to be used as a school bag. The bag should be of a size which can transport a planner, PE kit, school books and folders of A4 size. The bag should be in the form of a rucksack or holdall.

Personal appearance

Piercings: students may wear one small set of studs in their ear lobes only. No other piercings are allowed. Please note, all jewellery should be removed during PE lessons and other practical subjects.

Bracelets/Necklaces/Rings/Tongue Bars: For health and safety reasons, students should not wear these.

Watches: students may wear a watch which will not disrupt learning or distract people. Smart watches are not allowed in school and will be confiscated if seen or heard.

Hairstyles/Cuts/ Eyebrow Slits: students are only allowed to have natural hair colours. Extreme haircuts such as under cuts, top-knots, patterns including line/s and Mohican styles are not allowed.

Make-up: is not allowed, students will be provided with wipes and be expected to remove it.

Nails: acrylic extensions, gel and nail varnish are not to be worn.

False eyelashes: false eyelashes are not allowed. Students will be provided with the opportunity to remove them.

Please Note: Students will not be allowed to enter mainstream lessons whilst in breach of uniform and presentation rules. Students will be held in the isolation room until any issues are resolved.

Students who persistently attempt to defy these rules around uniform will be issued with a detention, isolation, or a fixed-term exclusion.

PE kit

The first three items are compulsory and must be brought for ALL PE lessons unless directed otherwise by a member of the PE staff. The kit is the same for both boys and girls and is made especially for our school and can be purchased from Bradford at Natasha Schoolwear, Rawcliffes as well as other distributors.

- Navy/Sky Blue Hooped Football/Hockey Socks
- Navy Blue Shorts – with school badge
- Navy/Sky Blue T-Shirt - with school badge
- PE jumper - with school badge – Advisable for use in cold weather
- Tracksuit bottoms with school badge
- Waterproof jacket with school badge

Students will also require a pair of:

- Trainers for use indoors and on the astroturf
- moulded or studded football boots for rugby. Students will be informed when they are required. These are not compulsory, trainers are suitable.

PE department kit policy

Students are only allowed to wear Beckfoot Thornton PE kit. They can wear the under-armour skins shirts under their PE T-shirt if this is black or blue and sports leggings under shorts again black or blue only. Hats and gloves are allowed in lessons.

Should our students forget their kit, they will have to borrow. However, should they forget their PE socks they will be advised to wear no socks as we do not have socks to borrow. If they refuse to borrow kit they will be issued with a 3B behaviour code.

If students forget an item of kit, they will receive a 'no kit' first offence sticker in their planner. Should they forget the second time in the week they receive a second offence sticker and a 2B break consultation with the relevant member of staff at the next break time.

If students are injured, they will **still** need to bring their Physical Education kit to every lesson so that they are able to assist and contribute in a non-practical manner. This will involve a variety of tasks and duties, ranging from coaching, analysing other students' performance/offering feedback and refereeing/umpiring.

Students who have long standing medical problems or miss more than 2 weeks will require a doctor's note explaining the reason for the absence and an estimated time out of lessons. They will still be encouraged to take part as much as possible within Physical Education. Please make the PE Staff and head of year aware of any acute medical conditions, so that appropriate alternative arrangements can be put in place.

Privacy Notice

Beckfoot Trust Student Privacy Notice

We collect and use personal data relating to students and their families under the principles of the General Data Protection Regulations (GDPR).

Beckfoot Trust is the Data Controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data is to be processed. Each school has a GDPR lead who acts as a representative for the school with regard to its data controller responsibilities. Details are available on the Beckfoot Trust website www.beckfoottrust.org

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law or our policies requires the Trust to share your data. Where the Trust outsources data to a third-party processor, Beckfoot Trust has sought assurances from the processor to ensure they process data in line with the GDPR and the privacy rights of individuals.

Adam Varley is the Data Protection Officer. This role is to oversee and monitor the Trust's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted on 01274 771444 or compliance@beckfoot.org.

The categories of student information that we collect, hold and share include:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health and accident information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Use of internet and ICT resources in school
- Photographs
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

Collecting Student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.



Why we collect and use this information

We collect and use personal data as set out under the GDPR and UK law. We use this data

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to protect student welfare
- to safeguard students
- to enable students to take part in national or other assessments and to publish the results of public examinations or other achievements of students
- to assess the quality of our services
- to share news about our work and promote our services
- enable us to carry out specific functions for which we are responsible
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use student information as set out in the Education Act 1996 and Regulation 5 of the Education Regulations 2013. To conform with GDPR, any information the Trust processes fulfils one of the following requirements from Article 6 of the GDPR:

- Legal Obligation
- Public Interest
- Vital interest of the data subject, or another person
- Contractual Obligation

Where we process special categories of personal data we do so under obligations covered in Article 9 of GDPR:

- A substantial public interest

Where the above do not apply the school will seek consent for specific purposes in line with Article 6.1.a of the GDPR. This will be done in writing and will clearly define the uses of personal information and ask for consent for each and every use.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

Storing student data

Where information forms part of a student's statutory education record, The Education Regulations 2005 SI 2005 No. 1437, the academy will retain the information for 25 years from the child's date of birth. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Why we share student information

We do not share information about our students with anyone

without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

We are required to pass information about our students to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Students) (England) Regulations 2013.

Who we share student information with

We routinely share student information with:

- Schools that the student attends after leaving us
- Our local authority
- The Department for Education (DfE)
- Trust staff
- The student's family and representatives
- Parents or carers of Trust school students
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Media publications
- Police forces, courts, tribunals

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth Support Services

Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and/or provider of Youth Support Services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services through Youth Support Services and careers advisers.

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of Youth Support Services by informing us. This right is transferred to the child/student once he/she reaches the age 16.

Students aged 16+

We will also share certain information about students aged 16+

with our local authority and/or provider of Youth Support Services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services via post-16 education and training providers, Youth Support Services and careers advisers.

For more information about services for young people, please visit www.bradford.gov.uk.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data.

Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-student-database-requests-received>

To contact the DfE visit: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the relevant Trust school GDPR lead.

Details are available on the Beckfoot Trust website

www.beckfoottrust.org

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Complaints and Concerns

If you would like to discuss anything on this Privacy Notice or are unhappy with the way your request for information has been dealt with or you think your data has been misused or not held securely, please contact

Trust Compliance Officer

Tel: 01274 771444

Email: compliance@beckfoot.org

If you are unhappy with the outcome of your query or complaint, you can escalate your complaint please contact the

Information Commissioner's Office (ICO). ICO helpline, Telephone: 0303 123 1113 <https://ico.org.uk/concern>

Data requests for students may be received after a student has left the school e.g. exam and reference requests, these will be dealt with as set out in this Privacy Notice and our Data Protection Policy.

Schools may receive requests from Police for information about a student. The school will share the following;

- the student's registration at the school
- the student's full name and/or date of birth
- the student's address and/or telephone number
- the student's next of kin as informed to the school
- the student's attendance at the school on identified dates

All other Police requests will be dealt with as set out in our GDPR Data Protection and FOI Policy.

Consent for photographs and filming of students will be requested on the Admission Form at point of entry.

The Trust may use a student's work for assessment and moderation purposes, displays, shows, productions and for any other purpose unless permission is withdrawn by the student.

Once published/shared some information may not be able to be retrieved so we will not be able to comply with the individual's data rights as the information is outside our control. Where information is within our control we will make reasonable attempts to carry out their wishes.