

BEDFORD HIGH SCHOOL



CARE



LEARN



ACHIEVE



PARENT HANDBOOK 2021

MESSAGE FROM THE HEADTEACHER

Dear Parent /Guardian

Thank you for choosing Bedford High School for your child's education.

Your child will be encouraged and guided to achieve and excel in a calm and caring environment. As a Business and Enterprise College, at the heart of the community, your child will be able to take part in a range of exciting and stimulating opportunities which will develop their character, employability and leadership skills.

This is an important booklet which I hope you will retain for future reference. It contains a wealth of day to day information which will help ease the transition from primary to secondary education.

I look forward to working with you and celebrating your child's successes in the forthcoming years. Thank you in advance for your support.

Yours sincerely



Mr P McCaffery
Headteacher from September 2021



TERM DATES

2021 / 2022

Please note - these dates are planned and may change due to Covid-19

AUTUMN 2021

Friday 3rd September 2021	INSET day for staff
Monday 6th September 2021	School opens for Year 7 Induction day only
Thursday 7th September 2021	School opens for all year groups
Friday 22nd October 2021	School closes at 2.40 pm for students
Monday 25th October 2021 – Friday 29th October 2021: half term	
Monday 1st November 2021	School opens for staff & students
Monday 6th December 2021	INSET day for staff
Friday 17th December 2021	School closes at 1:40 pm for Christmas
Monday 20th December 2021 – Monday 3rd January 2022: Christmas break	

SPRING 2022

Wednesday 5th January 2022	School opens for staff & students
Friday 28th January 2022	INSET day for staff
Friday 18th February 2022	School closes at 2.40 pm for students
Monday 21st February 2022 – Friday 25th February 2022: half term	
Monday 28th February 2022	School opens for staff & students
Friday 1st April 2022	School closes at 2.40 pm for Easter
Easter break commences Monday, 4th April 2022 until Monday, 18th April 2022	

SUMMER 2022

Tuesday 19th April 2022	School opens for staff & students
Monday 2nd May 2022: Bank Holiday	School closes for staff & students
Friday 27th May 2022	School closes at 2.40 pm for half term
Monday 30th May 2022 – Friday 3rd June 2022: half term break	
Monday 6th June 2022	School opens for staff & students
Friday 22nd July 2022	School closes at 1:00pm for Summer

YOUR CHILD'S LEARNING

Growth Mindset

As a School we are constantly researching and implementing the most effective approaches to learning. Carol Dweck, world renowned Professor of Psychology at Stanford University in the USA has conducted years of research into 'mindsets'.

In summary there are two ways to view our minds:

As buckets – with a limited capacity, once they're full, they're full. This is referred to as having a fixed mindset.

As balloons – that continue to expand and grow with effort. This is referred to as having a growth mindset.

When students have a growth mindset, they understand that intelligence can be developed. Students focus on improvement instead of worrying about how clever they are. They work hard to learn more and become cleverer. The research shows that students who learn this mindset show greater motivation in school and achieve better grades.

What does 'Growth Mindset' look like at Bedford High School?

Teachers collaborate with their colleagues and strive to strengthen their own practice. They truly believe that all students can learn and succeed—and show it.

Parents support their children's learning both inside and outside the classroom and they partner with teachers. They worry less about advocating for their children to get good grades and focus on making sure their children are being challenged and put in the effort needed to grow.

Students are enthusiastic, hard-working, persistent learners. They take charge over their own success.

Going beyond our best

Is it possible to 'go beyond our best'? Yes, we believe so. Your best, is the best you have done up until that time. Once we've achieved our best, we shouldn't just be happy with that, we should be striving to get better and better – and so go beyond our best. The only limit to this is the level of expectation we place on ourselves and our students and the amount of hard work, effort and determination they put in.

With the right mindset – expect excellence, work hard, learn from your failures, be inspired by others and keep going when the going is tough and you'll do well!



Learning Beyond The Classroom

Learning at Bedford High School does not stop when the bell goes at the end of the school day. Never before has learning beyond the classroom been so important. Research has determined that homework at secondary school improves the rate of learning by 15% and can **advance children's learning by one whole year**.

We coach our students to reflect regularly on their learning in lessons so that they build on their learning from the classroom. Our students plan for their learning at home and students use Frog to support the organisation of it.

Students practise their learning at home so that they are able to consolidate what they have learnt. It also helps to make learning stick in their long term memory which will help them to become better learners and lead to better academic outcomes.

We expect our parents/guardians to support with this

Supporting your Child

- ▶ Ensure that your child has somewhere quiet to work where there are no distractions.
- ▶ Try to ensure that they have the necessary equipment and resources.
- ▶ Pose questions about your child's learning for example: Can you tell me what you learnt in lessons today? What was your best learning experience? What did you find difficult? What can you do to get better at this?
- ▶ Encourage your child to attend the homework clubs and catch-up sessions in school.
- ▶ Ensure that your child is doing some kind of independent reading. This should be done for at least 30 minutes per evening and will impact positively on their learning in all subjects.
- ▶ Your child will be expected to attend compulsory Homework clubs after school if homework is not completed to the expected standard.

Motivating your child

- ▶ Encourage your child to take the time to complete homework to the best of their ability.
- ▶ Recognise, praise and celebrate the good work completed by your child.
- ▶ Recognise, praise and celebrate the productive learning habits that your child demonstrates.
- ▶ Encourage your child to have a thirst for, and love of, learning.
- ▶ Encourage your child to close the gaps in their learning.
- ▶ Encourage your child to access online learning that makes a difference. Try to ensure that your child uses the web to access more learning and less gaming. Avoid the over-use of social media.
- ▶ Encourage your child to read daily, both independently and to an appropriate adult. Use the Reading Passport to keep a log of reading activity.

Overseeing your child's homework

- ▶ Always ask your child what their teacher has assigned them to do for homework.
- ▶ Check Frog (our Virtual Learning Network) everyday for details of homework. All teachers record homework via Frog and therefore this offers the most reliable tool for information on your child's homework.

Knowledge Organisers

What are Knowledge Organisers and why use them?

All students at Bedford High School have a Knowledge Organiser (KO) for each of their subjects. A Knowledge organiser is usually one A4 page that summarises the key learning of a unit of work. We find that the Knowledge Organisers are very effective in:

- helping students to retain knowledge so that it stays in their long term memory.
- helping to organise the students.
- developing effective learning habits.
- accelerating the progress students make in their subjects.

Testing

The students will be tested regularly on the Knowledge Organisers by their subject teachers. They will also receive coaching and support on how to self-test as part of the preparation for these tests. The self-testing will be done in their self-testing exercise books which school will provide.

Resources required

The subject Knowledge Organisers will be distributed by the subject teachers in lessons and the students will then keep them in their own personal file/folder. Subject Knowledge Organisers will also be available online on our 'Knowledge Organiser Site' on Frog (our Virtual Learning Network).



The Curriculum

Key Stage 3 (Years 7 - 9)

All students follow the National Curriculum, building upon their learning at primary school. In Years 7, 8 and 9 students study the following subjects.

All students will have an opportunity to study a wide range of subjects in Years 7, 8 and 9.

English	Geography	Music
Mathematics	Computer Science	Physical Education
Science	Design and Technology*	Personal Development
Spanish	Art	
History	Drama	

*Includes Food Technology and Resistant Materials.

In academic subjects, students will be taught in 'sets' which take into account starting positions based on information from primary schools and internal assessments. In other subjects students will be taught in mixed ability classes.

All students in Year 7 will receive an art pack containing a sketch book and a range of art materials they will need for their art lessons. The sketch books are specially sourced and bought at a subsidised price and are of the standard required for this level of study.

This art pack represents very good value for money and will enable the students to work independently on creative projects and assignments, extending and developing their creative skills throughout the year.

We would be very grateful if you could make a contribution of £1 by using our on-line system Wisepay which can be accessed through our school website from September.

Key Stage 4 (Years 10 -11)

All students will continue to study the compulsory National Curriculum subjects shown below. In KS4 students will have some choice regarding which subjects and courses they study.

English Language	Science (Double or Triple)	Options subjects
English Literature	Physical Education	
Mathematics	Personal Development	

Towards the end of Year 9 students choose three optional subjects to study alongside compulsory subjects in Key stage 4 (Y10-11). During the options process the school works closely with students and parents to ensure that each student has a balanced curriculum, and chooses courses which give them the best chance of achieving success.

FROG Virtual Learning Environment

The school VLE FROG can be accessed from our Bedford High School website in order to find out about your child's progress and attendance. The information gives attendance information lesson by lesson, letters home, school calendar, school contact form and Parent Voice (a forum where you can put forward your comments and assessment details by subject). More details, of all homework that is set, can be found daily in the parent news feed. Parents are issued with their own log in details.



Students have their own log in details so that they can use the VLE FROG to see all homework that is set. All homework is automatically inserted into the pupil planner on FROG. Students are also able to access a wide range of revision resources and resources for each subject through the VLE. Messages can be sent to teachers if students require any additional help with work. Timetable information can also be accessed through the VLE.

Assessment is an ongoing process which is incorporated into the departments' schemes of work. It is in the form of continuous assessment with regular testing and an end of module/year examination.

Homework may take a variety of forms, from written exercises, to revision, research and private reading.

The School Day

From September, students will finish at 1.45pm every second Wednesday and School buses will be available at the earlier finish time every second Wednesday. Supervised provision will be available for any students that need to stay until 2.40pm and homework club will be available to those students. Please let your child's Pastoral Guidance Officer (PGO) know if you need this facility.

Every Second Wednesday

	<u>Year 7</u>	<u>Years 8 & 9</u>	<u>Years 10 & 11</u>
08.30-08.50	Form Period/Assembly		
08.50-09.50	Period 1		
09.50-11.10	Period 2 09.50-10.20	Break 09.50-10.10	Period 2 09.50-10.50
	Break 10.20-10.40	Period 2 10.10-11.10	Break 10.50-11.10
	Period 2 10.40-11.10		
11.10-12.10	Period 3		
12.10-13.40	Period 4 12.10-12.40	Lunch 12.10-12.40	Period 4 12.10-13.10
	Lunch 12.40-13.10	Period 4 12.40-13.40	Lunch 13.10-13.40
	Period 4 13.10-13.40		
13.40-14.40	Period 5		
14.40-15.40	KS4 Intervention (As required) Extra-Curricular		

	<u>Year 7</u>	<u>Years 8 & 9</u>	<u>Years 10 & 11</u>
08.30-08.50	Form Period/Assembly		
08.50-09.40	Period 1		
09.40-10.50	Period 2 09.40-10.05	Break 09.40-10.00	Period 2 09.40-10.30
	Break 10.05-10.25	Period 2 10.00-10.50	Break 10.30-10.50
	Period 2 10.25-10.50		
10.50-11.40	Period 3		
11.40-12.55	Period 4 11.40-12.05	Lunch 11.40-12.05	Period 4 11.40-12.30
	Lunch 12.05-12.30	Period 4 12.05-12.55	Lunch 12.30-12.55
	Period 4 12.30-12.55		
12.55-13.45	Period 5		

Student Timetable

	Mon	Tue	Wed	Thu	Fri
Reg	Rg RSA L33	Rg RSA L33	Rg RSA L33	Rg RSA L33	Rg RSA L33
1	Ca TEV L53	Mu JMA U20	Hu LCL U31	Ma JBR U03	Ga RDR SH3
2	En VSH L45	Sc LMO S10	En MSW L26	Ar SEA L52	En VSH L45
3	Ga RDR SH3	Ma JBR U03	Dt SEA L52	Sc LMO S10	It RPU L43
4	Dr BMO L09	Sp CLE L18	Ma JBR U03	En VSH L45	Sp CLE L18
5	Hu LCL U31	Bc PDE L41	Sc LMO S10	Hu LCL U31	Ma JBR U03

BMO: Mrs B L Moss
CLE: Mr C Leonard
JMA: Mrs J Madden
LCL: Mr L Clarke
PDE: Mr P Dean
RDR: Mr R Drinnan
RPU: Mrs R Puzzar

RSA: Miss R A-M Sargent
JBR: Mrs J Brooks
SEA: Mrs S Earner
LMO: Mrs L Morris
MSW: Mrs M Swaine
TEV: Mrs T Everitt
VSH: Mrs V Shakespeare

This is an example of a timetable. Your child will receive a personalised version which they will copy into the planner.

Supporting Students With Additional Needs

The SEND department and the Aspirations Centre team inform subject teachers and support staff of the specific needs of students and share strategies for classroom support to enable these students to maximise their learning and achieve their potential.

A team of Teaching Assistants provide support for identified students which may be short or long term depending on the needs of the individual.

The Transition Team work in partnership with staff in both high school and primary school to ensure a smooth transition and will also link with parents, students and external agencies, where appropriate, to plan interventions and ensure all students' needs are met.



Instrumental Tuition

Tuition on a wide range of instruments such as voice, piano, woodwind, brass, strings and percussion, is available through the Bedford High Music Department. The lessons run on a rota basis throughout the normal school day.

The music department runs an extensive extra-curricular program and it is expected that all students who have instrumental lessons will take part in musical extracurricular activities as well.

Music tuition costs £54 for private lessons (1-2-1) or £27 for a semi-private lessons (shared with another student) per 6 week half term. Invoices are sent out at the beginning of each block and must be paid promptly.

Please contact Mrs Stafford at s.stafford@bedford.wigan.sch.uk if your child is interested in learning to play an instrument or if they wish to continue their lessons from primary school.

▶ Lessons are provided by specialist instrumental teachers.

▶ Payment plans and financial support can be arranged on an individual basis for students who meet the criteria.

Pastoral Organisation

Each year group is led by a Pastoral Manager, with the support of a Pastoral Guidance Officer (PGO), who are responsible for pastoral care.

If you have any queries, your first contact should be with the Form Tutor, who has day to day responsibility for your son or daughter. Contact can be made via the school planner, by letter, by telephone or by e-mail.

Year 7 Form Tutors

Your child will be in a group, called a form, with a teacher, who will be the Form Tutor. This group registers together, and checks uniform, planners and equipment, as well as celebrating successes, such as winning form competitions.

For more detailed issues you should contact your child's Pastoral Manager or Pastoral Guidance Officer (PGO):

Pastoral Manager Year 7	Mrs Eaton
Pastoral Manager Year 8	Mrs Cottam
Pastoral Manager Year 9	Mrs Duffy
Pastoral Manager Year 10	Mrs Anders
Pastoral Manager Year 11	Mrs Holland

Year 7 PGO	Mrs Walsh
Year 8 PGO	Miss Darbyshire
Year 9 PGO	Mrs Green
Year 10 PGO	Mrs Aaron
Year 11 PGO	Mrs Haselden

The Senior Leadership Team will respond to more serious concerns:

Mr McCaffery	Headteacher
Mr Shelton	Deputy Headteacher
Mrs Moss	Deputy Headteacher
Mrs Shakespeare	Assistant Headteacher
Mr Calwell	Assistant Headteacher
Mrs Ramsden	Director of Learning/Designated Safeguarding Lead

Pastoral Care

Caring for Students

Each morning your child will join his/her form group and Form Tutor to establish a routine to check progress in school work, attendance, punctuality and to make sure that standards of behavior are high. This essential time provides your child with a regular opportunity to discuss any issues, celebrate success and build a team spirit with the form tutor and the students in the form.

Staying Safe

Safeguarding

As a caring school, we place the upmost importance on all aspects of students' safety. Students know that there are adults in school who they can talk to if they are worried: Form Tutor, Pastoral Manager, PGO, Safeguarding Mentor, Designated Safeguarding Lead Senior Staff, Teachers, School Nurse, Learning Support Assistants, a trusted adult in school. Any child protection concerns will be handled sensitively, professionally and in ways which support the needs of the student.

The School Nurse and Health Team can be contacted on **01942 483558**

The School Health Team offer advice and support in relation to health and immunisations, to parents/ guardians and teachers, and are able to refer on to specialist services.

If you want help or advice do not hesitate to contact the School Nurse and Health Team by ringing the telephone number above or contact your GP.



Attendance Attend to Attain

Why Good Attendance Is Important

- ▶ School work is easier to cope with
- ▶ Students feel more secure and confident
- ▶ Better exam results
- ▶ Better job prospects
- ▶ Friendships do not suffer

What We Can Do To Help You

- ▶ If we know there's a problem we will support you and offer advice
- ▶ We will arrange a visit to talk to your child
- ▶ We can arrange for a Buddy to talk to your child
- ▶ We set individual targets for students to achieve and thus raise self-esteem and develop a sense of satisfaction and achievement.

Rewards For Good Attendance

- ▶ Weekly form attendance draws
- ▶ Letters of congratulations sent home to parents/guardians
- ▶ Individual Certificate and entry to the iPad draw at the end of the year
- ▶ Termly Prize Draw for receiving good attendance of 97% and above in each half term

What You Can Do To Help Us

- ▶ Talk to your child about school
- ▶ Be positive about your own experiences of school
- ▶ Contact attendance on Tel No. 01942 909009 on first day of absence and on each subsequent day thereafter
- ▶ Do not condone absence for reasons other than genuine illness
- ▶ Do not take holidays in term time

Regular attendance is important for students and we monitor this very closely. Maximum attendance is essential. We expect all students to attend at least 97% of the possible time i.e. attendance on at least 184 days out of 190. We emphasise the link between attendance and attainment and ask parents to do the same at home.

Punctuality is an important feature of self-discipline. Students should be on the school site by 8.25 a.m. Form period starts promptly at 8.30 a.m. the school day ends at 2.40pm. Detentions will be given for persistently poor punctuality.

If your son or daughter is unable to attend, please contact the school on the first day of absence, before 9.00 a.m. and on each subsequent day thereafter and leave a message with the Attendance Officer (telephone number 01942 909009) who will inform the Form Tutor and Pastoral Manager. It is essential that when students return to school following a period of absence, they have a note from you to show it to their Form Tutor on the first day back, explaining their absence.

The Form Tutor will be the first point of call for the students in their tutor group and will provide support and advice as they settle into school.

SCHOOL UNIFORM

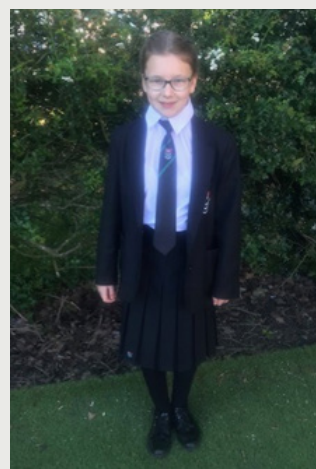
Boys Uniform

Mid-grey or black flannel trousers – not fashion trousers
 Black blazer with school badge
 White shirt
 Green tie
 Black shoes (not trainers or canvas)
 Grey socks
 Black pullover-v-necked – (optional)



Girls Uniform

Knee-length logoed black skirt
 Mid-grey or black flannel trousers - not fashion trousers
 Black blazer with school badge
 White shirt
 Green tie
 Black shoes (not trainers or canvas)
 Black opaque tights (plain black or grey knee-length socks allowed half term 1 and half term 6)
 Black pullover-v-necked – (optional)



Boys P.E Uniform

- Black and Green T-Shirt with logo
- Black and Green Long-Sleeved rugby shirt
- Black and Green shorts with logo
- Black socks with Green top
- Black and Green 1/4 Zip Top
- Plain Black Tracksuit Pants can be worn in adverse weather (see pic. 3 below)
- Trainers (AstroTurf trainers are the best, no pumps or Converse)
- Football boots (plastic studs are the best)



Girls P.E Uniform

- Black and Green Short -Sleeved shirt with collar
- Black and Green Skort with logo
- Black socks with Green top
- Black and Green 1/4 Zip Top
- Plain Black sports leggings or tracksuit pants can be worn in adverse weather. (see pic 3 below)
- Trainers (no pumps or Converse)

IMPORTANT- some of our official uniform outfitters (listed on next page) will be offering printing on the back of PE kit. This must be the SURNAME only and is not compulsory



School uniform is obligatory. All items of school dress must be marked permanently and clearly.

- All named P.E. uniform should be labelled with the student's surname – no nicknames
- For cold and wet weather both boys' and girls' top coats (optional) should not be leather or fur

Our Official Uniform Outfitters are:

- Rainbow Uniforms – 01942 609447
- A & H Rosenfield – 01942 269046 www.aandhrosenfield.co.uk
- Jaymax Kidswear – 01942 682984
- Icon – 01942 375253

Please note the following rules regarding appropriate school uniform:

- A high standard of personal appearance is expected of all students, and anyone arriving at school in non-uniform clothing may be sent home to get changed.
- Hair should not be of extreme colour, cut or style; including any shaving or partial shaving of hair to less than a grade 2, tramlines, streaks, patterns or Mohicans.
- Shoes should be all black leather or leather-look, sturdy and waterproof; suitable for all weather conditions with no logos, colour or pattern. They are required to protect children's feet in practical subjects e.g. Design Technology. Please refer to our website for a list of prohibited footwear.
- Except for a watch and 1 stud earring in each earlobe, jewellery and make-up/nail polish are not permitted in school. Nose studs and visible face and body piercings are not allowed.
- Mobile phones and other electrical devices such as i-pods/MP3 players should not be seen, heard or their use suspected while on school site.
- Sweatshirts/hooded tops, casual sportswear, base-ball caps, leather (or leather-look) or denim jackets, jeans or pockets with badges, stickers and embroidery are forbidden.

Note: Ties can be purchased from school for £3.50. Each year group has its own distinct colour.

EQUIPMENT

We expect all students to be adequately prepared for their learning by bringing the following equipment:

- ▶ Black ballpoint pen e.g. a biro
- ▶ Pencils
- ▶ Ruler
- ▶ Rubber
- ▶ Pencil sharpener
- ▶ Coloured pencils
- ▶ Calculator
- ▶ Protractor and compass

Students will also be expected to bring with them their student planner, Knowledge Organiser file and a reading book every day.

BEDFORD BISTRO

The food children eat at school plays an important role in their wellbeing, and eating a well-balanced diet will not only maintain and improve their health, but will also set them on the right track for later life. Aspens understand this and that's why they are passionate about serving fresh, high quality and locally sourced food that is cooked in our kitchen.

All Aspens' dishes are prepared everyday using quality, fresh and seasonal ingredients that are responsibly sourced. Legislation requires caterers to provide allergen information on food sold that is served 'unpacked'. Aspens already cater for lots of children with allergies and they regularly check the information from suppliers to see if there have been any ingredient changes.

Aspens have a range of meal deals on offer every day to help save money. Whether your child wants a hot meal or something to just grab and go, there will be an offer available. Aspens also run a range of guest offers and special theme days to create a buzz in the Bistro.

The Aspens App

This is ideal for parents and students to check out what's on offer for lunch with just a couple of presses on your smartphone. It's simple enough – just search for the app at the App Store, install, add the unique PIN relating to Bedford High School and you will be able to view the current menu. Ask a member of the team for your number. Aspens App Number is 91975588.

If you want to look at the current menu cycle or have a question you would like to ask, please click on the link below.

<https://www.aspens-services.co.uk/schools/bedford-high-school/>

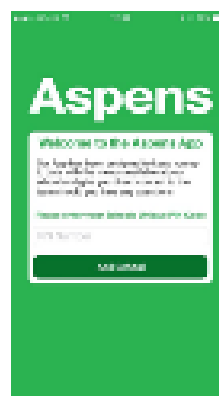
Following lunch, students may visit the Library / Resource area or participate in other lunchtime activities.



The school operates a cashless cafeteria system. Money can be added to student's accounts online only using 'WisePay'. Details are available on the school website.



Our Bistro seats 400 students.



IMPORTANT NOTICE

FREE SCHOOL MEALS

All application forms should be collected from and returned to your Local Town Hall, District Benefit Office or Neighbourhood Housing Office. Alternatively, you can apply for Free School Meals via the Wigan Council website.

Please note that Free School Meals will be to the value of £1.95 per day (this could be subject to change at a later date).

Your child will have this credited to their account on the first day of term and every school day thereafter. If you or your child has any queries please contact Wigan Council on **01942 489002**.



COMMUNICATION

At Bedford High School we have many different ways of keeping you informed and involved with the progress your child is making and what is going on at school. All parents will be invited to our Year 7 Parents' Information Evening in the Autumn Term as part of the transition process. There will also be a Parents' Evening later in the year where you can meet with some of your child's subject teachers to discuss the progress he/she has made.

The school website is also a valuable source of information for all parents. It is updated regularly with school news and details of forthcoming events. Details of term dates and information about different departments are also available on the website. The address is www.bedfordhighschool.co.uk

In addition, you can follow us on twitter @BedfordHighSch and on Facebook facebook.com/Bedford-High-School-Live where you will be able to keep up to date with the very latest news and celebrations.

Parent Forums - Become an active part of our Bedford family - Your parent voice and your ideas can help to improve the quality of education for all of our students. The Parent Forums take place once per term, per year group. The forums are open to all parents and offer an opportunity for parents to let us know what we are doing well and to offer suggestions for further developments. The minutes from all meetings are then shared on the parent portal on FROG. To find out more, please contact Mrs Ramsden or fill out an enquiry form on the FROG parent portal.



01942 909009



www.bedfordhighschool.co.uk



@BedfordHighSchoolLive



@BedfordHighSch



@BedfordHighSch