



# Admission Information 2022-23



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# CONTENTS

School Values	Page 3
School Day	Page 4
Equipment	Page 5
Attendance	Page 6
<i>Illness in school</i>	
<i>Medicines in school</i>	
Attendance	Page 7
<i>Family Holidays</i>	
<i>Dental and Medical Appointments</i>	
Uniform	Page 8
<i>Makeup, hair &amp; jewellery</i>	
<i>Site Security</i>	
Uniform	Page 9
Code of Conduct	Page 10
<i>Mobile Phones</i>	
School Rules	Page 11
Discipline - crossing the line	Page 12
<i>Behaviour Reports, Inclusion and After School Detentions</i>	
<i>Bullying</i>	
<i>ICT</i>	
Planner	Page 13
<i>Assessment</i>	
<i>Rewards</i>	
<i>School Property</i>	
Homework	Page 14
Food in School	Page 15
<i>Free school meals and clothing</i>	
Communication with school	Page 16



## Our Vision

We work at the heart of our communities, preparing our students to thrive in their future communities.

In our schools, everyone is engaged in making continuous progress in a safe, inclusive and ambitious environment where staff, students, parents and

governors have the moral courage and integrity to live our values and do the right thing for our students.

## Our Mission

Beacon Hill Community School aims to provide a safe and hardworking environment where every child can be successful, whatever their abilities.

In order to do this we will:

Work hard to ensure everyone can access the right curriculum for them, working in collaboration with partners to provide academic and vocational opportunities for our students.

Promote a caring community based on mutual tolerance and respect; a community in which the unique nature of each individual is recognised, valued and supported irrespective of their ability, gender, faith or background.

Ensure our students, when they leave us, are able to answer the moral, political, economic and social questions that will be asked of them with confidence and understanding. We do this for everyone, regardless of starting point, or academic potential, or aspirations.

## Our Values

- Courage and Compassion
- Inclusion and Equality
- Respect and Courtesy
- Optimism and Perseverance
- Forgiveness and Tolerance
- Ambition and Achievement



## THE SCHOOL DAY

Every morning we start in form groups and have different activities; whole school assembly, student interventions (SI), library time, planner work or discussion time. On rotation your child will visit the school library to choose a book and read quietly with the rest of the form. Each student is expected to have a book in their bag every day as there may be other occasions to read during school.

It is essential that students are on time to school - they are to be at their form/SI room ready for the start of the school day by 8.40am.

Punctuality is vital and the school is always asked about students' punctuality in sixth form, college applications and references.

If students are unavoidably late they are required to sign in at reception, giving a reason for their lateness.

<b>8.40 - 8.55</b>	<b>Registration and intervention</b>
<b>8.55 - 9.55</b>	Lesson 1
<b>9.55 - 10.15</b>	<b>Break</b>
<b>10.15- 11.15</b>	Lesson 2
<b>11.15- 12.15</b>	Lesson 3
<b>12.15 - 12.55</b>	<b>Lunch</b>
<b>12.55 - 13.05</b>	Registration
<b>13.05 - 14.05</b>	Lesson 4
<b>14.05 - 15.05</b>	Lesson 5

# EQUIPMENT

All students are expected to have a suitable bag so that books and equipment can be carried safely between home and school and that they have the basic equipment so that they are fully equipped for their lessons.

## Necessary every day!

- ⇒ Black pen
- ⇒ Green pen
- ⇒ Pencil
- ⇒ Ruler
- ⇒ Eraser
- ⇒ Sharpener
- ⇒ Planner
- ⇒ Calculator
- ⇒ Glue stick
- ⇒ Pair of compasses
- ⇒ Protractor
- ⇒ Earphones
- ⇒ Highlighter
- ⇒ Reading book

## Desirable/Useful

- ⇒ Colouring pencils

Science - long hair must be tied back and a sharp pencil and ruler should be brought to every lesson.

Food Technology - students will be required to bring ingredients to school when they are cooking.



## LOCKERS

We have lockers available for students to use - the cost is £10 for 5 years (£5 refundable in Yr11 when key returned) but they must remember their key every day and will have to pay for a replacement key should they lose it.

## LOST PROPERTY

Please ensure that all items of clothing and equipment are clearly marked with your child's name. This makes it more likely that any item that is found can be returned to its owner. Any such item should be taken to the Office or Sports Hall. This is where students should enquire if something has been mislaid.

## VALUABLES AND MONEY

We advise that expensive items or large amounts of money are not brought into school. If your child has to bring a large sum of money to school, for instance to pay for a trip, it would be best if it (or any valuables) were handed in to the office for safe keeping. Payment by cheque would be preferable for reasons of security.

## ATTENDANCE

Parents are legally responsible for ensuring that their child attends school each day. You will be informed if there are any concerns with your child's attendance by our Attendance Officer.

We monitor attendance very carefully and involve the Local Authority if attendance is causing serious concern (90% and below) - they will then contact you and may do a home visit. We expect all students to aim for 100% attendance.

### IF YOUR CHILD IS ILL:

If your child is ill or absent for any other reason, you must contact the attendance officer 016973 20509 ext 1 or reception before 9am on every day that they are absent. There is a 24hr answer machine to leave your name, your child's name and registration form and give details of the absence/illness. If we do not receive notification why your child is absent, we will contact you by telephone or if unable to reach you we will send a text or email.

If the absence is going to be long term, please let us know if they are able to work at home, work can then be set by staff and sent home.

### ILLNESS AT SCHOOL

Parents will be contacted if urgent medical treatment is required for their child (in which case parents will be asked to go straight to the appropriate hospital/clinic).

Parents will also be contacted if their child is ill and they need to go home, so they can make the necessary arrangements to collect them.

It is vital that we have up-to-date emergency contact details for parents.

**Please note - students will not be allowed to walk or travel home alone if they are feeling unwell.**



We understand some students may need to take medication through the school day.

Parents must discuss this with Pastoral if it is for a long standing condition or the Office for short term illnesses.

A parental consent form will need to be completed to permit us to hold and administer medication to your child. Any medication held by us must be in a named container.



## FAMILY HOLIDAYS

The law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in “exceptional circumstances” as any absence from school will disrupt your child’s learning.

We therefore expect parents to arrange family holidays during school holidays.

Where there are exceptional circumstances a form must be obtained from the school office where you will be expected to explain the reasons for the requested absence and provide any evidence where appropriate

If an unauthorised holiday in term time is taken the Local Authority may decide to issue a Fixed Penalty Notice of £60 to each parent or to prosecute.

Please see the enclosed term-time dates or refer to our school website. The Local Authority publish term dates many years in advance however please note that each school may vary slightly so it is always best to ask before you book.

## DENTAL AND MEDICAL APPOINTMENTS

Your child may have to attend medical or dental appointments e.g. to see a specialist consultant at hospital. However you should always try to make routine appointments such as dental check-ups during the school holidays or after school. Where unavoidable please aim to make the appointment as late in the day as possible to minimise the impact on your child’s education. Copies of the appointment letters/cards will need to be provided preferably before the actual appointment.



## SCHOOL UNIFORM IS IMPORTANT

We believe that a school uniform gives our students a sense of identity and belonging to the school. It helps students to take pride in their appearance and helps to project a positive image of our school. We appreciate the full support of parents in maintaining high standards of school uniform.

We do stress that outdoor clothes should not be worn in lessons and that sportswear, especially sporting footwear, should be used only for games/sports lessons.

We strongly advise that items of clothing are labelled, especially PE equipment.

If for any reason a student is not wearing uniform a letter must be sent in from parents to explain and give notice when the student expects to be back in uniform.

### Makeup, hair and jewellery

- Only one small stud can be worn in the lobe of each ear: no other facial jewellery is permitted, including tongue piercings
- No other jewellery, except a watch, is allowed
- Acrylic nails & nail varnish are not permitted
- Makeup must be discreet - students who are wearing too much makeup for school will be asked to remove it
- Jewellery **MUST** be removed for PE lessons and other practical lessons. Piercings cannot be taped over, they must be removed.
- Hair colouring must be natural colours
- Hair styles and cuts must not be extreme



### SITE SECURITY

During the school day all external doors are secured with many coded entry only.

All visitors are required to sign in at reception and wear a colour coded visitor's badge (either red accompanied/no DBS provided or green unaccompanied DBS checked). CCTV cameras record all areas of the exterior building, together with some internal cameras.

Any member of staff, student or bona fide visitor to the school who sees any suspicious person or activity should report it immediately to a member of staff.



# UNIFORM

We appreciate the support of parents in maintaining the high standards of school uniform.

We have teamed up with Gift & Stitch in Aspatria as supplier of school uniform for both Solway & Beacon Hill Schools. We are conscious that we would like to provide parents with a cost effective uniform and the ease of buying locally. If you wish to buy a plain navy jumper cheaper elsewhere, the school badge is available to purchase to sew on.

Uniform is available to view & order on their website [www.giftandstitch.com](http://www.giftandstitch.com) Alternatively, you can pop into the shop and try uniform on for size before you buy.

## GIRLS' UNIFORM:

- Black tailored trousers or skirt of a reasonable length
- Black socks or tights but not both

## BOYS' UNIFORM:

- Black tailored trousers
- Black socks

## BOTH:

- School jumper or blazer with badge
- White shirt & red/navy striped school tie
- Black school shoes (not black trainers or any logos)

## PE KIT—UNISEX

**Compulsory PE kit required for all PE lessons:**

- Sports polo top
- Navy sports socks
- Navy skort or sport leggings or sport shorts
- White soled sports footwear. Black soles fashion shoes are not allowed.

## Optional Items

- Sports 1/4 zip training top
- Sports tracksuit bottoms
- Football boots
- Shin guard for safety
- Mouth guards may be needed for some sports

Students wishing to be excused from PE must have a parent/carer email or phone the school office. Any injuries or requests for longer term absence should be supported by relevant evidence if needed.

Even in situations when students are excused from PE, they will be required to be in full PE kit as they can take part as a leader/official during the lessons with their injury/illness taken into consideration.

Students who lack PE equipment/kit on more than one occasion will result in a detention.



# Code of Conduct

## **Treat each other with respect**

- So we can all feel safe
- So there is no bullying
- So that your child can learn and let others learn
- So we don't upset others

## **Treat other people's space and environment with care**

- So we can all feel safe
- So your child doesn't injure others or themselves
- So we can create a calm and pleasant place to learn

## **Listen to the person who is meant to be talking**

- So students can hear what others have to say
- So they will understand what they need to do
- So everyone has a chance to contribute

## **Follow instructions**

- So students know what to do
- So they stay safe
- So they achieve their potential

Unruly, anti-social or uncooperative behaviour is contrary to our Code of Conduct and disrupts teaching and learning.

School policy is that **NO** student is allowed their mobile phone during school at all.

Students **MUST** hand their mobile phones at the school office before AM registration, where they will be stored securely.

School will not in any way accept liability for lost, stolen or damaged mobile phones in our possession and that our recommendation is that they are better left at home.

Should your child need to contact you, or you need to contact your child during school hours, this can be easily and quickly done via the office.



**No mobile  
phones**

Students are expected to behave courteously at all times following our rules which include:



**At all times:**

- Following staff instructions promptly
- Wearing correct uniform
- Removing jackets or outside clothing inside the building—there are pegs and lockers available.
- Showing corridor courtesy; walk quietly, keep to the left, be considerate when using doors and use the correct staircase
- Avoiding going to lockers in between lessons
- Lining up outside classrooms in an orderly way
- Eating only in the dining room
- Putting all litter in bins provided
- Not to chew gum/have sweets/fizzy drinks in school
- Not to use offensive language
- Not to bring your mobile phone into school or hand in to reception before AM registration
- Stay on site unless they have been given permission by a member of staff
- To go outside at break times when the weather is reasonable

**In lessons:**

- Sitting in their designated seat
- To have all their equipment (planner, books, pencil, ruler, eraser, reading book etc) out immediately in every lesson
- Putting their bag away safely
- To be ready to start work promptly
- To listen when someone else is speaking
- Staying in their seat unless given permission to move
- Standing behind their chair at the end of lesson and leaving in an orderly manner when dismissed

**Smoking** - Beacon Hill Community School is smoke free in line with all the national regulations. Students in possession of cigarettes or smoking paraphernalia will have those items confiscated and there will be a consequence and be offered help and support.



## **DISCIPLINE—Crossing the line**

We have a crossing the line approach for any behaviour which prevents or hinders the learning of any student or prevents the teacher teaching as they want to.

**1st Warning:** The member of staff warns the student that continued misbehaviour will result in a consequence, if the student responds positively, praise will be given.

**2nd Warning:** The member of staff gives the student a second warning that continued misbehaviour will result in an immediate IRL (Independent, Reflection & Learning). If the student responds, praise will be given. If the student continues to misbehave a member of senior staff is contacted via reception to escort the student to IRL. This gives the student the opportunity to reflect on their poor behaviour and the consequences of this with staff, and then is given appropriate work to complete. The IRL lasts for one day (or equivalent). Parents are immediately contacted. Following IRL, the student is put on report for two weeks to prevent any recurrence.

## **BEHAVIOUR REPORTS, INCLUSION AND DETENTIONS**

If a student's behaviour causes significant concern he or she will be put 'on report' to promote the behaviour expected. There are three levels - red, amber and green where appropriate targets have been set. The student hands the report each lesson to each of their teachers to complete, then parents are asked to sign it at the end of the day.

After school detentions may be issued if your child fails to complete homework on time or to an acceptable level or is late to school twice in the same week. For very serious misbehaviour or several incidents of unacceptable behaviour resulting in inclusion, a student could be excluded from school for a period of time, although we will do everything we can to avoid this.

## **BULLYING**

We do everything we can to ensure that bullying does not take place but if a student feels uncomfortable or unsafe they are encouraged to let someone know and it **will** be dealt with. The Form Teacher is their first support but students may also talk to Miss Hardy, Mr Schafer, Ms Stagg or Mr Sunter from Pastoral, or another adult they feel they can trust.

## **ICT**

Our Acceptable Use Policy covers the use of computers and phones in school and the use of school email; students cannot access any social networking sites on school equipment.

We expect students to use them considerably at home - and pastoral staff keep students aware of the dangers of cyberbullying. Please sign and return the agreement enclosed within the Data Collection pack.

## PLANNER

This is a very important home-school link. Students are asked to record details of their homework and when it is due. Parents are asked to sign the planner once a week to check on the work being completed. Comments from parents are always welcome and can be written in the planner. Other staff may write comments for you to read. We hope you will find this a useful way of keeping in touch with the school and particularly with your child's Form Tutor.

## ASSESSMENT

Assessment of students' work is an important part of the learning process, and this happens regularly during the course of each year. These assessments take a variety of forms including end of unit tests, end of year examinations and regular assessment of class work, homework and coursework. In Years 10 and 11, formal external GCSE assessments take place. Reports go home twice a year, and there is an opportunity to meet staff at parents' night to discuss progress.

## REWARDS and SMART Marks

We have a system of praise to encourage students to behave in a positive way.

Verbal Praise in class

**SMART marks** are awarded for: attendance, achievement, attainment, progress, effort and exemplary behaviour in and out of lessons. These also contribute to the students' house & form total.

We also celebrate successes during school assemblies and the presentation of Headteacher Awards. Each year, usually in the Autumn term, we hold a formal Awards Evening with presentations for the recent Yr11 leavers and present students.



## SCHOOL PROPERTY

We expect all our students to take great care in their use of facilities and equipment. Any damage should be reported immediately to a member of staff. Accidents will happen, but where there is a degree of carelessness or a deliberate act, students will be asked to contribute to the cost of replacement. Students should be responsible for looking after their own property including all items of clothing, especially outdoor coats, bags and writing materials.

Some of the school's heaviest expense is, quite rightly, incurred in the provision of books. They should be carefully looked after and we will expect any unreasonable loss or damage to be paid for. Students are asked to provide their own black pens (not expensive ones please) and pencils, rulers, coloured pencils, calculator, eraser etc.



Homework is an important part of the curriculum and helps your child to consolidate their classroom learning.

Homework will be set by subject teachers. Students should expect to be set some homework weekly (Maths, English, Science) with other subjects usually setting less frequent homework.

We operate a sanctions system for homework: if homework is not handed in, is incomplete or of poor quality the student will receive an after school detention.

Volume of homework set and time expected to complete will increase as they progress onto key stage 4.

The school library, with computer access, is open during break/lunch times and after school for independent study and completion of homework. There are also regular homework clubs.

## **HOMEWORK TIPS**

- Provide a suitable area for working in, away from the TV or other distractions.
- A good time for homework is after a short break when your child returns home from school, for example after tea so that TV, other activities will be done after the homework is completed.
- Don't let children struggle on for longer than the recommended time - if they have done half an hour, and only answered half of the questions, let them stop.
- If your child is stuck - either because they don't understand the task they have written down, or because they "can't do it" offer support but don't do it for them.
- Encourage your child to check in the lesson if they haven't understood what the task means - it's too late by the time they get home.
- Take an interest in the marks and comments on the homework your child receives back - celebrate success and give them the clear message that homework is valuable and important
- If your child is consistently not getting homework when they should or if you have any homework concerns, do contact their Form Tutor.
- Check your child's homework planner weekly and sign your name in the parents section to let form tutors know that school planners are being checked.

## FOOD IN SCHOOL

Many of our students come to school on school transport - they must come into school straight away and not go to the garage or shop or for a friend. Students are **NOT** to bring sweets or fizzy drinks to school. They should bring in a small wide-necked plastic bottle to fill from our water coolers.

Students may use the school canteen or bring in a packed lunch at break and lunch.

**At BREAK** students can enjoy a variety of snacks and drinks served in the school canteen.

**At LUNCH** the canteen serves a wide variety of homemade food including sandwiches, wraps, hot and cold food - vegetarian options are available.

All students remain on the school premises during the morning break and lunchtime. Students are only allowed to leave the premises for emergencies which school must know about; this does not include going home for things which they have simply forgotten. Students found to be off the school premises are breaking safety rules, so will be placed in detention at breaks and lunchtimes and parents will be notified.

### A healthy packed lunch should include:

- A good portion of starchy food, e.g. wholegrain roll, tortilla wrap, chapatti, pitta pocket, pasta or rice salad;
- A portion of lean meat, fish or alternative, e.g. ham, chicken, beef, tuna, egg, beans or hum-mus;
- Plenty of fruit and vegetables, e.g. a piece of fruit, handful of cherry tomatoes or carrot sticks, small tub of fruit salad or small box of raisins;
- A portion of semi-skimmed milk or other dairy food e.g. reduced fat cheese, yogurt or fromage fraais;
- A drink e.g. fruit juice, semi-skimmed milk, yogurt drink or a bottle of water.



## Free school meals and clothing vouchers

**Apply online:** [http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/](http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/freeschoolmeals.asp)

[freeschoolmeals.asp](http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/freeschoolmeals.asp) Applicants receive an immediate response advising you whether you are eligible or not.



**Contact:** Free School Meals Service, Service Centre, Resources and Transformation, Parkhouse Building, Baron Way, Kingmoor Business Park, Carlisle, CA6 4SJ Tel: 01228 606060

**No need to re-apply annually** - Regular electronic checks of all applicants currently claiming free school meals will be carried out by the free school meals service to confirm continued eligibility. You will only be contacted if we are unable to confirm your eligibility and will request further information is provided.





## COMMUNICATION WITH SCHOOL


Communication between students, staff and parents is a two way process. It is important that parents keep school informed of any change in circumstances (change of address, contact telephone numbers/email addresses, medical details etc.)

We welcome parents into school to discuss any matter relating to their child's education and well-being, however please arrange an appointment first.

The first point of contact for parents is your child's form tutor who has academic and pastoral oversight of each student in their tutor group. Tutors aim to get to know their students very well and their families too.

 The **school office** on ext. 6 (**Miss Potts**) will help with general enquiries.

 The **attendance officer** on ext. 1 (**Mrs Cruickshank**) should be informed whenever your child is or is going to be absent.

 Our **pastoral team** consists of **Mr Sunter (Pastoral & Designated Safeguarding Lead)**, **Miss Hardy & Mr Schafer** who can be contacted on ext. 3. & **Ms Stagg** who can be contacted via the school office. **Mr Sunter** can also be contacted on 07999 003 108 or via email [jsunter@beaconhill.cumbria.sch.uk](mailto:jsunter@beaconhill.cumbria.sch.uk) with any issues that may be affecting your child's well-being.

 Our **SENCo** is **Mrs Firth** who deals with any special educational needs and can be contacted on either on ext 3 or via email [anna.firth@solway.sch.uk](mailto:anna.firth@solway.sch.uk)

We also use the following ways to keep you informed:

- Our Facebook page & school website
- Emails & letters home
- Text messages
- Homework Planner

In particular we use Facebook to communicate with parents and students and letters are regularly sent home with your child.



**Sendmode** is a text messaging service where we can send parents/carers messages on their mobile phones.

Using text messaging, we will be able to inform you quickly about school matters as well as letting you know about how well your child is doing so you can praise your child for excellent progress or attendance

at school.

The service does not allow you to text back so you will still need to use our land line if you wish to reply.