

**NAME**

**FORM**

**FORM TUTOR**

**Your planner has been designed to help you to:**

- Organise your homework.
- Record your achievements and awards.
- Remember important messages.
- Keep a record of your attendance.
- Set targets to aim for.

Your planner is also a means of communication between you, your form tutor, other staff members and your parents/carers. Make sure they see the planner and sign it every week.

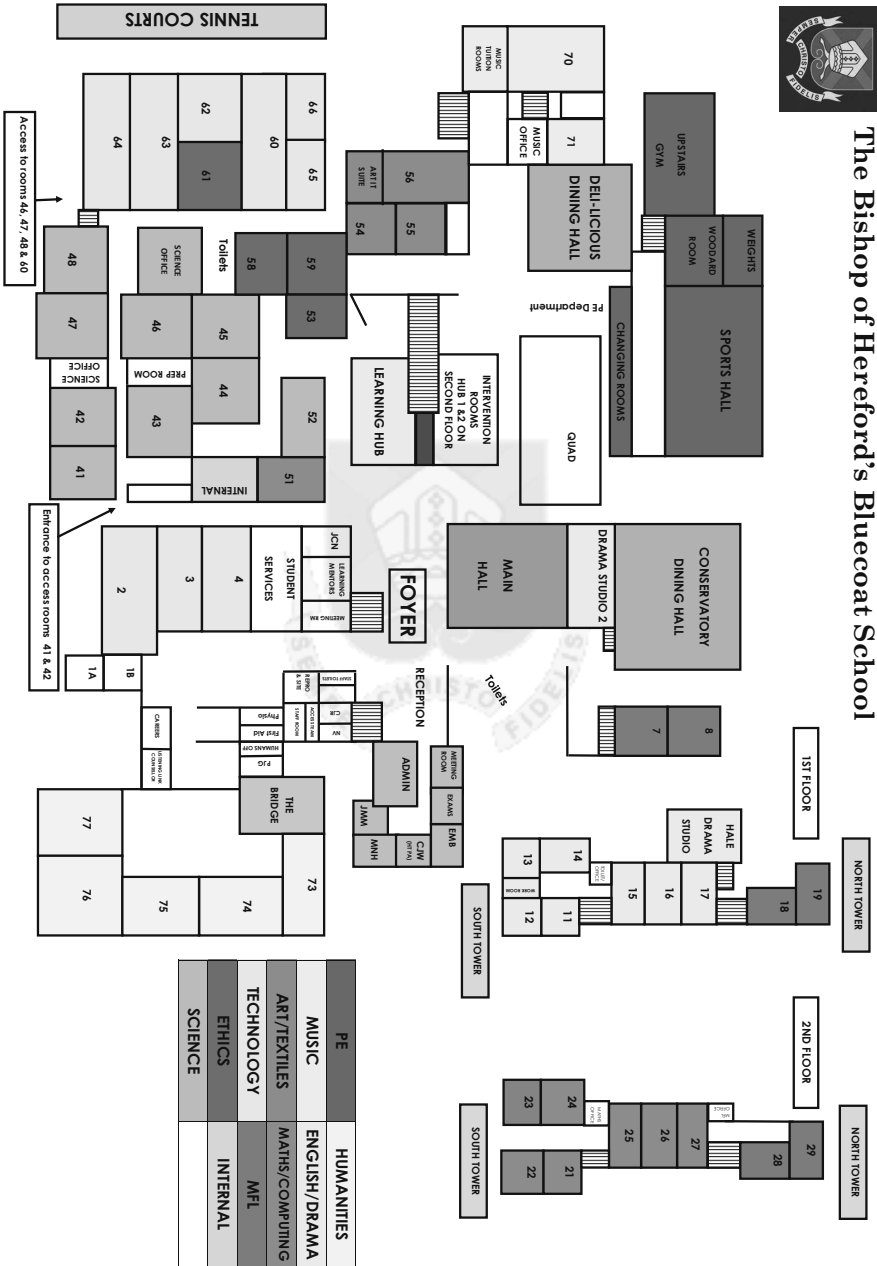
## **SCHOOL INFORMATION**

SCHOOL ADDRESS: **THE BISHOP OF HEREFORD'S BLUECOAT  
SCHOOL  
HAMPTON DENE ROAD  
HEREFORD  
HR1 1UU**

PHONE NUMBER: 01432 347500



# The Bishop of Hereford's Bluecoat School



# SCHOOL EXPECTATIONS

**B**e smart and on time

**H**ave all the equipment you need



**B**e ready to learn

**S**how respect for everyone



## Our Core Christian Values for

Christian values are based on God and the teachings of Jesus Christ. The most important Christian value is for a Christian to just value God more than anything, anybody, or any idea. Christian values are based on spiritual things, versus material things.

Bishops students chose the following seven Core Christian Values. These values will link to all the work we do at Bishops.

- **Love**
- **Trust**
- **Kindness**
- **Hope**
- **Truth**
- **Friendship**
- **Peace**

They will be addressed directly through lessons, form reflection and assemblies, but they will also permeate the whole school.

Please write down the date you will be doing your 'Form Reflection'

Date: .....

Please write down the **theme** and **value(s)** you will be covering.

Make notes about how you will introduce your Form Reflection theme

Before you speak:

# THINK

**T**

Is it True?

**H**

Is it Helpful?

**I**

Is it Inspiring?

**N**

Is it Necessary?

**K**

Is it Kind?



# SCHOOL UNIFORM – clarification of expectations

## GENERAL UNIFORM

Blazer badge	Gold and blue on maroon background
Blazer	Navy blue-plain. Sleeves should NOT be rolled up.
Pullover	V-necked navy blue pullover, may be worn under a blazer, pullovers with motifs should not be worn, and the pullover should not have buttons or emblems of any type.
Tie	Maroon and gold striped. The knot should be pulled up to the top of the collar and must be kept smart and tidy. When tied there should be 6/7 maroon stripes visible. It is acceptable to use a clip on tie.
Shoes	Black (no colour visible on the outside including the sole), smart, safe and sensible (with a heel not exceeding 2 inches). Trainers and canvas shoes should not be worn – if the shoes can be polished then they will probably be ok. There should be <u>no sports brands</u> identified on the outside of the shoe.

## HAIR

Hair should be neat and tidy and not be of an extreme fashion in style and colour. If colour is applied to hair, then it should conform to natural hair colours and should be one colour. Students with long hair should tie it back during particular lessons for safety reasons. All beards should be trimmed and neat in appearance.

## JEWELLERY

Only one small pair of gold or silver earrings of the stud kind can be worn in the lower lobe of either ear. This means that rings, bracelets, necklaces and any other facial piercings are not allowed. This includes piercings on any other part of the ear, nose, lip, tongue or eyebrow. There should be no visible use of make-up. Nails should be natural in colour with no nail varnish. False nails or acrylics are not allowed, there are no exceptions to this. Only badges provided by the school can be worn with the exception of poppies for remembrance.

## GIRLS

Skirt/Trousers	Regulation navy blue knee length school skirt with BHBS logo or navy trousers conforming to school design – any alternatives are not acceptable (regulation school skirts are available from the school shop). Skirts should not be rolled up. The bottom of the skirt should be as close to the top of the knee as possible.
Blouse	Pale blue, worn tucked in at the waist. The top button should be done up, so please make sure that the neck size is appropriate.
Socks	Navy blue socks (ankle or knee length) or tights. No coloured patterns visible when shoes are worn and no trainer socks.

## BOYS

Trousers	Black or dark grey (smart, not casual – not jeans, cords, denims)
Shirt	Pale blue, worn tucked in at the waist. The top button should be done up, so please make sure that the neck size is appropriate.
Socks	Dark socks. No coloured patterns visible when shoes are worn.

Warm coats and scarves can be worn outside at break and lunch but should not be worn inside the buildings.  
Hoodies can't be worn on the school site, unless it is a PE hoody for a PE lesson.

**The Headteacher's decision on all queries is final.**

## ATTENDANCE

There is a direct link between attendance and attainment, so it is important that your attendance is as close to 100% as possible. If your attendance slips to 90%, then you are missing, on average, one day every two weeks.

We expect that your parents/carers will phone the school in the event of an unforeseen absence and this phone call will be logged on our system. Our admin team will then check through the phone calls, the morning registers and the registers for lesson one. If we cannot account for your whereabouts, we will contact your parents/carers via text or email as soon as possible. If necessary we will also make a phone call.

Once this alert has been sent, we will send out another email to your parents/carers. Although your parents/carers may have phoned, we do need a written record, either by email, letter or text. We request that your parents/carers respond to this email with a few brief details and this information will be stored under your name. There is no need to bring in a note if your parents/carers do this. You can still send a written note if your parents/carers would prefer and this will be scanned and attached to your data record.

## MOBILE PHONES, AND OTHER MEDIA DEVICES & INTERNET SECURITY

We allow (but do not encourage) mobile phones to be carried so that students involved in after school activities can contact parents/carers before and after school. They must be switched off and kept out of sight during the school day between 8.30 a.m. and 3.20 p.m. Phones and any other device that can take photos must not be taken into the changing rooms under any circumstances, even if they are switched off and hidden away.



**Any student seen with a mobile phone during the school day will have the phone confiscated for a week (There are no exceptions to this rule – in exceptional circumstances the school may be able to provide a school phone).** It must be stressed that responsibility for the security of the phone lies with the student.

If you need to contact parents or carers in an emergency, then you can go to Student Services for help. If Student Services is unavailable, then reception is open until 4.30pm. A member of staff may also be able to help outside normal school hours because there are many phones around the school site that staff have access to.

Please remember that the school cannot take responsibility for any personal item that is brought into school. If you are concerned about the security of a specific item then the best advice is not to bring it to school in the first place or store it in your locker.

**We recognise that young people often have access to the internet, please refer to our school website and the information section detailing internet safety for up to date guidance around protecting young people on the internet.**

You will also find information on the government website:

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk).

Students are not allowed to take photos or videos unless they are supervised by a member of staff.

## SUPPORT SERVICES at BISHOP'S TO HELP YOU

<b>Pastoral Support</b> – with any kind of difficulty or problem, however big or small.	Your Form Tutor, House Leader or Learning Mentor.
<b>Student Services</b> – information and help.	Mrs P Evans
<b>Listening Link</b> – Year 11 students who provide a listening ear and help with difficulties.	Listeners will be supporting in Year 7 and 8 forms and are available for 1-1 slots via the student mentors
<b>School Counsellor</b> – students needing help and support are usually referred by their House Leader.	Mrs J Browne
<b>The Library and Learning Hub</b> – provides books, magazines and ICT resources to support your work.	Open at break, lunchtime and after school
<b>ICT support</b> – help with your computer/software problems.	Mr S Morgan in the Hub
<b>The School Shop</b> – all items of uniform, school equipment, revision guides, etc.	Mrs W Luk (Open every lunchtime and Thursday after school)
<b>Finance</b> – payment for school trips and other activities.	(in the main office or via the post box in the foyer)
<b>School Transport</b> – help with bus passes and other transport arrangements.	Mrs P Evans and Mrs J Christopher
<b>First Aid</b> – and help if you are feeling ill.	Student Services or Mr Fletcher
<b>Health</b> – a nurse from the Belmont Child Health Service is available for you to consult.	Appointments can be booked through Mr Fletcher in the Medical Room
<b>Careers</b> – help and advice with further education and careers.	Mr C Lush
<b>Homework Club</b>	Learning Hub



# CONSULTATION EVENING APPOINTMENT SLIP

DATE OF CONSULTATION EVENING: .....

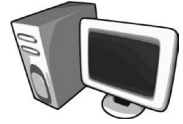
Appointments are of five minutes duration. Please try to leave five minutes between appointments to allow time for movement.

APPOINTMENT TIME	TEACHER	SUBJECT	APPOINTMENT TIME	TEACHER	SUBJECT
4.00			5.50		
4.05			5.55		
4.10			6.00		
4.15			6.05		
4.20			6.10		
4.25			6.15		
4.30			6.20		
4.35			6.25		
4.40			6.30		
4.45			6.35		
4.50			6.40		
4.55			6.45		
5.00			6.50		
5.05			6.55		
5.10					
5.15					
5.20					
5.25					
5.30					
5.35					
5.40					
5.45					

# STUDENT ACCEPTABLE USE POLICY IN ICT

## I understand that for my own personal safety and security

- My e-mails, forums, noticeboards and other digital communications are **not private** and will be monitored by the school's ICT administrators.
- My files held on the VLE and school network are **regularly checked**.
- I must **never share** my user ID and Password with anyone.
- When logging in I must **never use another person's username and password** or trespass into their accounts.
- I must not disclose or share personal information about myself or others when on-line.
- **I will immediately report any security risks identified**, any inappropriate material or messages seen or anything that makes me feel uncomfortable when on-line to a member of staff or ICT administrator.



## Rules on ICT equipment safety

- Never eat or drink when working at computers, always work sensibly to avoid costly "accidents".
- Always check mobile equipment e.g. removable media such as memory sticks, laptops, tablet PC's etc with anti-virus software before connecting them to the school network.
- Never maliciously damage, disable or harm the operation of the computers or other users' equipment in any way.
- Always report any computer equipment damage or breakages to your subject teacher or ICT Technician.

## Rules and etiquette when using e-mail, the Internet and other networks

- Only use language that is respectful, polite and encourages tolerance and understanding at **ALL TIMES**.
- Never access or create, transmit, display or publish any material (e.g. images, sounds, data) that is likely to cause offence, inconvenience or needless anxiety.
- Only open attachments from people you **know and trust**. Attachments can contain viruses which cause damage.
- The sending of e-mails unsuitable for children and containing offensive materials is **strictly forbidden**.
- Social networks and chatrooms (eg Facebook, Snapchat, Instagram etc) are not to be used in school under any circumstances.
- Always keep **personal information about yourself and other users** eg photos, telephone numbers **to yourself**.
- Always sign messages with your name so that others know who they are communicating with.

I have read and fully understand the above. I agree to be bound by the Code of Behaviour outlined in this Acceptable Use Policy. **Any violation of these rules will result in school sanctions appropriate to the offence.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Form: \_\_\_\_\_

Form Tutor: \_\_\_\_\_

Form: \_\_\_\_\_

## Report Review – How well am I doing?

Please fill in your subjects and their targets. You are basing your progress on your Expected Performance Targets.

	Subject												
EPT													
HPT													
R1													
Difference													
R2													
Difference													
R3													
Difference													

# Report Review 1

Date of Report:

What do you think has gone well? Also tell us about what you have done outside of school that you are proud of.

--

What have you found difficult? This could be both academic and personal.


---

To improve you must set yourself some SMART targets (Specific Measurable Achievable Realistic Timescale). You need to look at your report and set 3 targets below that you can review when you get your next report.

You can also set yourself a personal target which will help with your well-being.

1.
2.
3.
4.

## Review 2

Date of report:

You must review your targets set by yourself after R1 - please write your target in the space below and then comment on your progress towards this target.

1.

Review of target

2.

Review of target

3.

Review of target

To continue to improve you must set yourself some more SMART targets (Specific Measurable Achievable Realistic Timescale). You need to look at your report and set 3 targets below that you can review when you get your next report. You may decide that you want to carry over a target you haven't met yet.

You can also set yourself a personal target which will help with your well-being.

1.

2.

3.

4.

## Report Review 3

Date of report:

You must review your targets set by yourself after R2 - please write your target in the space below and then comment on your progress towards this target.

1.

Review of target

2.

Review of target

3.

Review of target

To continue to improve you must set yourself some more SMART targets (Specific Measurable Achievable Realistic Timescale). You need to look at your report and set 3 targets below that you can review when you get your next report. You may decide that you want to carry over a target you haven't met yet.

You can also set yourself a personal target which will help with your well-being.

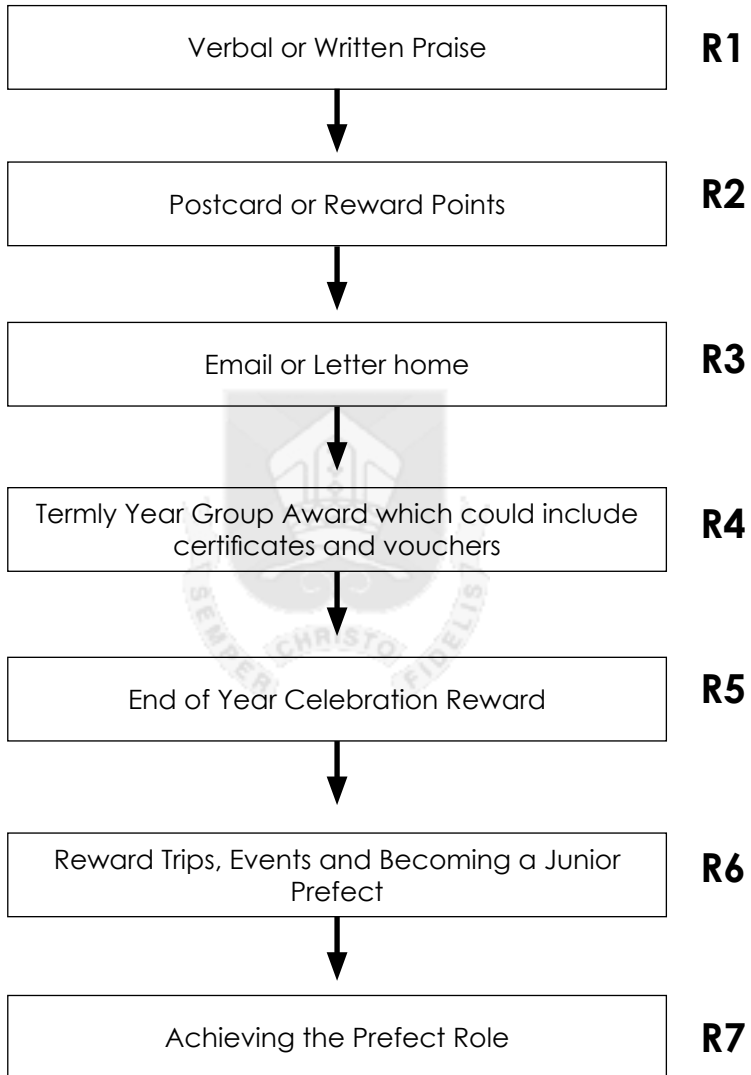
1.

2.

3.

4.

# REWARDS



The Bishop of Hereford's Bluecoat School – 'Rewards Hierarchy'

# SANCTION CONSEQUENCES

Teacher strategies to manage behaviour, this may include a call back at break or lunchtime (no more than 30 minutes)

**C1**



Learning and Behaviour Detention 45 minutes (Monday and Wednesday After School)

**C2**



School Detention 1 hour Friday After School

**C3**



Headteacher Detention 2 hours Friday After School

**C4**



Internal Exclusion

**C5**



Fixed Term Exclusion

**C6**



Permanent Exclusion

**C7**



The Bishop Of Hereford's Bluecoat School — 'Sanction Hierarchy'



# HOUSE POINTS/PROM POINTS

The House points you gain will go towards:

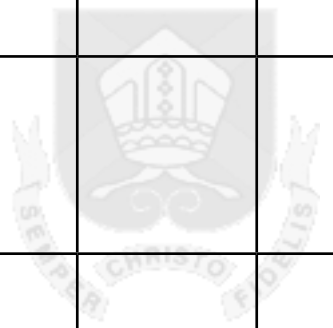
- Your House total to help your House win the House Point Cup.
- Your form total to win a termly prize.
- Your end of year report.
- Bishop's Achievement Certificates.
- Rewards/prizes when you gain Gold, Headteacher's and Governors' Certificate.


Signed/entered on SIMS:..... [Form Tutor]

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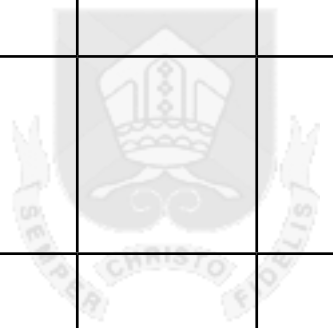
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Signed/entered on SIMS:..... [Form Tutor]



## GOOD to READ - Recommended Reading

If you don't know what to read next or you haven't found the right book for you, why not try out some of these suggestions or check out the Learning Hub Library.

### KS3

MARLORIE BLACKMAN Noughts and Crosses  
RICK RIORDAN Percy Jackson  
SARAH CROSSAN Apple and Rain  
TANYA LANDMAN Buffalo Soldier  
PATRICK NESS More Than This  
JOHN BOYNE The Boy in the Striped Pyjamas  
SAM HEPBURN If you were me  
FRANCES HARDINGE The Lie Tree  
KATE SAUNDERS Five Children on the Western Front  
JONATHAN STROUD Lockwood & Co  
FRANK COTTRELL BOYCE The Astounding Broccoli Boy  
KATHERINE WOODFINE Mystery of the Clockwork Sparrow  
PHIL EARLE Demolition Dad

### BOOKS BY:

Alex Scarrow;  
Michael Morpurgo;  
Philip Pullman;  
Antony Horowitz;  
Jacqueline Wilson;  
Philip Reeve;  
Derek Landy;  
Charlie Higson;  
David Walliams

### KS4

CHARLOTTE BRONTE Jane Eyre  
HARPER LEE To Kill a Mockingbird  
GEORGE ORWELL Animal Farm  
WILLIAM GOLDING Lord of the Flies  
MICHAEL GRANT Gone  
JENNY VALENTINE Fire Colour One  
PHILIP REEVE Rail Head  
PATRICK NESS The Rest of Us Just Live Here  
SARAH CROSSAN One  
SALLY GARDNER The door that led to where  
SUSAN NIELSEN We are Made of Molecules  
ROBIN TALLEY Lies we tell ourselves

### BOOKS BY:

Jane Austin;  
James Patterson;  
Tim Bowler;  
Malorie Blackman;  
Anne Cassidy;  
Sophie McKenzie;  
Robert Cormier;  
Marcus Sedgwick

**Or check out these websites** where you can find suggestions from people of your age:

[www.teenreads.com](http://www.teenreads.com)  
[www.readingmatters.co.uk](http://www.readingmatters.co.uk)  
[www.booktrust.org.uk/cbw](http://www.booktrust.org.uk/cbw)

## **The Lord's Prayer**

Our Father, who art in heaven,  
hallowed be thy name.

Thy Kingdom come,  
thy will be done,

on earth as it is in heaven.

Give us this day, our daily bread,

And forgive us our trespasses,  
as we forgive those who trespass against us.

And lead us not into temptation,  
but deliver us from evil.

For thine is the kingdom,  
the power and the glory,  
for ever and ever.

Amen

## **The Bishop of Hereford's Bluecoat School Prayer**

Father

We thank you for our loving environment,  
The places where we eat.

We thank you for the friends we know,  
And the people that we meet.

We thank you for the families we have,  
And the families others have too.  
We thank you for the provisions in the World,  
But ask for the strength to help too.

We thank you for our life here,  
For the paths we have formed.  
We thank you for the health in the world,  
But wish it were more wide spread.

We ask that we are all fortunate,  
But know that cannot be the case.  
We know we need to help each other,  
But we ask if you could keep us all safe.

Without hard work, nothing grows but weeds,  
We must become the change we want to see.

Amen

*As members of*

## **THE BISHOP OF HEREFORD'S BLUECOAT SCHOOL**



Whose motto is

**“Always Faithful to Christ”**

*we would wish to  
promote*

- Love and respect for all members of our School and the wider community.
- A positive, supportive and purposeful approach to learning.
- Care for the environment.
- Quiet, considerate and efficient movement around the School.
- The smart appearance of each individual.

*A vibrant Christian learning community.*

# NOTES



# NOTES



# NOTES



# NOTES

