

BRIDGEWATER SCHOOL

Senior Department Parent's Handbook 2023-24

Headteacher: Mrs. J.A.T. Nairn, Cert. Ed. (Distinction)

Chair of Governors: Mrs. K. Mort, BA (Hons)

2023/24 Head Boy: Oliver Graham

2023/24 Head Girl: Lizzie Thorpe



Welcome to Bridgewater School

Dear Parents,

Our aim is to give you a handy, concise reference of what and who you need to know. If you do not find the answers to any of your questions in these pages, please do ask.

If you are unsure what to do or need advice, please get in touch straight away.

Your first point of call for any concerns, or to pass on information, should be your child's **form teacher** who will ensure that others including pastoral coordinators, are informed as necessary.

For any issues of greater concern or sensitivity or those needing an overview, you may wish to contact my senior management team:

- Mr Lyons for pastoral matters
- Mr Barker for academic matters
- Mrs Davenport-Thomas for financial matters and fees.

They may deal with it personally or pass your query on to another appropriate person.

Please keep yourself abreast of up to date issues by accessing our website at:

www.bridgewater-school.co.uk

Please do not hesitate to email any concerns or queries to admin@bwslive.co.uk

Yours sincerely,

Mrs J.A.T. Nairn

Headteacher

Staff for 2023-24

Form Teachers

7B	Mrs E Brocklebank
7W	Mr J Hargreaves

Pastoral Coordinator	Mrs Z Hewitt
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8B	Mrs S Mason
8W	Mrs T Moore

Pastoral Coordinator	Mr D Worthington
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9B	Mrs A Karacz
9W	Miss H Brown

Pastoral Coordinator	Ms C Hemmings
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10B	Dr M Jevons
10W	Miss A Thrush
10S	Mrs E Whitley

11B	Mrs K O'Callaghan / Mrs A Embrey
11W	Mrs M Frayne / Mr R Smith
11S	Ms E Williams / Mrs A Bradley

Pastoral Coordinators Year 10 and 11	Mr W Amin / Mrs K Smith
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Sixth Form

Head of Sixth Form	Mrs V Hilton
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12B	Miss EK Williams
12W	Miss C Winter

13B	Dr B Wong
13W	Miss K Hemmings

Aims and Values

Bridgewater seeks to retain the family atmosphere it has had since its inception in the early 1950s. Our school mission statement is "WHERE INDIVIDUALS COUNT", this is reflected in everything we strive to do in our school environment. Our ultimate aim is of guiding each student from 3-18 towards a confident, resourceful, independent and so happy adulthood – well qualified in every way.

School Ethos:

"To encourage all pupils to grow and become learners for life in a caring, family school where quality work and endeavour is celebrated and pride is shared in personal, individual and group achievement. To develop pupils' spiritual, moral, social and cultural understanding and to learn sensitivity to each other's needs and the needs of the world outside school."

Aims:

1. To provide an aspirational and challenging environment where each student is encouraged to take responsibility for their own learning to achieve their personal best
2. To help our students to develop confidence, personal integrity and a sense of responsibility for others in a tolerant community which respects fundamental British values
3. To help our students become well-balanced individuals by setting the highest academic, creative and physical challenges and embracing the importance of a broad range of interests
4. To produce resilient young people who will flourish as adults by developing the ability to learn from life's challenges, celebrating both individual as well as group success, thereby fostering a sense of self-worth.

Absence

Unauthorised absence

This is otherwise known as truancy which will be reported to the DfE. It could also lead to suspension and/or expulsion.

Truancy is not just when a child does not turn up to a lesson or indeed school at all, it is also when a parent sanctions an absence other than illness without prior permission from the school e.g. for a holiday, shopping trip, concert etc.

Authorised absence

An absence is authorised if either a student has been absent with the prior permission of the Head or a note of explanation satisfactory to the school validates the absence. Support for the absences may be required e.g. a doctor's certificate, flight tickets etc.

What if your child is ill?

- Telephone school concerning the reason for the absence on the first day of absence. *You may receive a phone call or a text message from the office* to check that your child is absent legitimately. Please do not be offended. This is an important aspect of our Safeguarding procedures. Please telephone the school or email absencereporting@bwslive.co.uk
- **On returning to school after illness, you must send your child back to school with a brief explanatory note or fill in the proforma at the back of your child's school diary.** A medical certificate will be required in some circumstances e.g. in the senior school examination years.
- It is the responsibility of the student to make up any lost work. If an absence is known in advance, the student must approach individual members of staff for guidance.
- Sometimes a student who has been off school for some time finds it difficult to return. It is of paramount importance that parents contact school in such a case to discuss our procedures.

How do you request permission for absence?

You are expected to keep requests for absence to a minimum and refrain from arranging family holidays in term time.

- All absences, other than illness or unforeseen emergency, must be with prior written authorisation from the Headmistress.
- Requests must be made well in advance of the proposed absence.

Special circumstances

Bereavement

It is helpful if we are informed of family bereavement so that we can offer students sympathetic support. Absence under such circumstances will, of course, be authorised.

Religious observation

Absence can be authorised on a day exclusively set apart for religious observance by the religious body to which a student's parents belong.

Medical and dental appointments

Routine visits to the dentist, optician etc. should be arranged during school holidays or out of school hours. Authorisation for medical and dental appointments can be given in an emergency, or other unavoidable circumstances.

Special occasions

Exceptional occasions may be sanctioned through authorised absence. Such events might include a sibling's graduation or family wedding. Attending sports events or concerts are not sufficient cause for authorisation.

Holidays

Holidays should be taken in the school holidays. In exceptional circumstances, it may be possible to permit a family holiday in term time. You must write in good time to outline the circumstances and so allow the school to consider how best to support the student's learning and return to school.

However, please note that holidays are unlikely to be permitted to students in Years 10 to 13 at any stage of the school year. In addition, holiday request will not be granted to any student (Years 7 to 13) during the school examination period.

Please do not make any holiday arrangements before requesting permission for absence from school.

Family / domestic problems

Looking after other children, minding the house, or shopping within school hours are not acceptable reasons for absence under the law.

Admission

Occasional vacancies

Admission to Bridgewater School can be considered throughout the academic year, subject to the availability of places. Entry to year groups in the Senior Department follows an interview, appropriate examination and a satisfactory school report.

Sixth Form

Sixth Form entry needs a minimum of five GCSEs graded 4 and above, including English and Mathematics. In addition, students will normally be expected to obtain a grade of 6 or better in their chosen subjects. All applicants will be interviewed and school reports are required.

Scholarships

Following the entrance examination, scholarship places are awarded to several pupils who have performed outstandingly well. A few scholarships are also awarded at Sixth Form level, based on a GCSE performance, the minimum basis for this being 5 GCSEs graded 7-9.

Appearance

The school has high expectations of our students when it comes to their general appearance. It is also very important that students set themselves high standards when they are off the school campus including travelling to and from school.

The detailed requirements are stated in the uniform lists – see appendices.

All students must abide by the school regulations regarding dress; failure to do so will be recorded on the uniform card and sanctions invoked. Repeated failure to do so may well result in an individual being sent home.

Girls

Girls are allowed one pair of small plain stud earrings, either gold or silver, only in the lobe (one per lobe) for pierced ears. Facial piercing and body piercing are not permitted.

Make-up (including artificial tans), acrylic nails and nail polish are not permitted in school. Your child will be asked to remove them and may have to pay the cost if a remover for eye make-up or nail polish has to be provided.

Only hair dyed to look 'natural' will be acceptable. Any highlights present in girls' hair must be in keeping with its natural colour, contrasting colours or totally dyed hair will not be accepted. Long hair must be tied back when necessary for health and safety reasons and in the Dining Hall. Hair accessories, if worn, should be plain blue.

Boys

Hair should be worn in a simple neat style. If boys opt for a close-cut, shaven look, the hair must be no less than a **number 2 cut**. There are to be no 'tram lines' or 'sculptured' styles. Spikes on top should not be too severe. Bizarre, outlandish styles, or dramatic differences are not permitted. If boys opt for a longer hair style, the length should be no longer than the collar and the fringe must not obscure the face.

Attendance

One of our most basic expectations is that every student will attend school in order to promote his or her own learning and to avoid slowing the pace of learning for others.

Please help us to ensure your child's progress and safety by following our procedures. Please encourage your child to attend regularly unless they are genuinely ill, have a contagious disease, or need to seek medical advice.

Absences can indicate problems with work, friendships or fear of a test or challenge. Encouraging absence as a solution, however well meant, can intensify a problem and ultimately make examination years even harder to deal with.

If you have concerns, contact your child's form teacher to discuss such a matter.

Attendance and the law

The school's attendance policy embodies DfE policy and practice.

You are responsible for your child's attendance at school. You do not have any right to approve an absence; only the school, within the context of the law, can do so.

Bullying (see also Code of Conduct, Suspension and Expulsion)

The school does not tolerate any form of bullying.

Throughout their time at the school, students are taught to respect one another and to develop a constructive and co-operative approach to the needs of others in the community. They have helped to draw up our anti-bullying policy and its developments.

Most issues can be resolved through the support and intervention of experienced staff. You are urged to contact the form teacher so they may work together at an early stage in order to prevent any child feeling under pressure, unhappy and alone.

You also have a key role in helping their child to develop a wide base of friends and in advising their child to go to the form teacher for advice on any school relationship matters.

You are advised against the dangers of trying to solve the issue directly with other students or parents.

It is often the case that relationships in school are adversely affected by what happens out of school; our concern is that the children can learn.

Calendar

The calendar is produced annually and is available on the school website.

Careers Education and Guidance

You can help us greatly by offering your services for a talk on your career, hosting work experience or making a contact for us. If you are able to do any of this, please contact the Careers Officer.

We always advise our students to keep an open mind on their career choice for as long as possible and to research thoroughly possible avenues through experience, discussion, reading and with the help of specialists.

The school is an associate member of the Independent Schools Careers Organisation (ISCO). The students are also able to discuss their ideas about the future with their pastoral staff.

The careers library contains a wide selection of literature on careers and all forms of higher and further education. Students are introduced to the University and Careers Library, taught how to use the information and computer programs available and the various stages of career advice offered in the school are described.

Formal careers education begins in Year 10, although there are lessons on careers in the PSHCE curriculum in the lower school also.

Compulsory work experience week

All Year 10 students undertake a five-day period of work experience during the summer term. They can arrange their own work experience (this is preferable, as long as it does not involve working with immediate family), or placements can be found through the school. Students are advised to do some work experience in the summer before returning for Sixth Form.

Lower Sixth induction

This takes place in September as an introduction to their A-level course, as well as participating in a number of study skills and leadership exercises.

The UCAS procedure

This is introduced, through a series of seminars and talks, to the UCAS process. Advice is given on the procedures and how to make an effective application.

In the Upper Sixth students and parents meet members of staff and the Careers Officer to discuss the appropriateness of their choices for university.

Change of Address or Personal Details

Parents are asked to inform the school office immediately, in writing, of any change of address and telephone number(s) so that the school's records can be kept up to date. It is of utmost importance that the school has daytime and evening numbers (including, if relevant, mobile numbers), and email details in case of emergency.

Code of Conduct (see School Rules in the appendices)

The pupils at Bridgewater are proud of their school, describing as safe and friendly with a strong sense of community, with the vast majority of students showing respect for each other and the fabric of the school. Examination results are considered to be very good, with a high value being put upon a calm and purposeful environment during lessons. Pupils fully support the need for zero tolerance of bullying and are aware of its immediate and long term effects which can lead to a feeling of hopelessness and isolation on the part of the victim.

The new school rules and behavioural ethos are found in the appendices. These were drawn up with the students in 2019.

Bridgewater Colours

The Bridgewater Colours system was designed in 2022. Its purpose is to honour those students who have consistently demonstrated exceptional dedication and effort across various areas of school life. Colours will be awarded to students who have given up their own time to consistently represent our school externally in at least three areas that enrich our community. These include such activities as the Music Showcase, Maths Challenge, school productions, chess tournaments, sports teams, Debate Challenge, ISA competitions and events, as well as voluntary fundraising efforts.

Colours will be awarded as follows:

- Students at the end of Year 9 who have met the criteria through Key Stage 3.
- Students at the end of Year 11 who have continued to meet the criteria throughout Key Stages 3 and 4. (For students joining in Year 10, Half Colours may be awarded at the end of Year 11, subject to meeting the criteria described above and Full Colours for those that go above and beyond).
- Half Colours and Full Colours can still be achieved by students joining Bridgewater after Year 7, providing they meet the required criteria in each subsequent year.

Communications from Home

If you need to get a message to your child during the school day, please contact the school office in the first instance.

If you would like to arrange a meeting with a member of staff to talk about any concerns that you may have, please contact the school office in the first instance. The school office will contact the appropriate member of staff and arrange for you to be called back at the earliest opportunity.

If you wish to contact the school on any matter, it is normal practice in most instances to telephone or write to your child's form teacher in the first instance. **All members of staff also have a school email address. The address for this will be the surname and initial followed by the school address @bwslive.co.uk. For example: lyonsp@bwslive.co.uk**

Letters should show the child's name and form on the outside of the envelope. Letters to the Head Teacher should be addressed to her and marked *Private and Confidential* and handed into school office if sent through a child.

In the case of an emergency, the school office should be contacted directly. The office is open from 9.00am to 5.00pm Monday to Friday during term time, times may vary during school holidays.

Communications from School

We believe it is vitally important to keep you informed of both your child's progress and what is going on in the school at large. If a form teacher is concerned about behaviour or progress, he or she will contact the parents; similarly, you should contact the form teacher if you have any concerns or worries.

Examples of School Communications

- | | |
|-------------------------|---------------------------------------------------------------------------------------------|
| • Induction Evenings | Years 7, 10, 11, 12 |
| • Parents' Evenings | All year groups |
| • Annual Calendar | |
| • Website | Regular news items and events |
| • Social media channels | Facebook @BridgewaterConnected
Twitter @BridgewaterScho
Instagram @bridgewater_school |

Concerns and Complaints

If, at any time, you have cause for concern or are unhappy, you should raise the issue with the school by writing in as soon as possible. Such concerns will be taken seriously and with respect, and the school will respond promptly.

We far prefer to deal with a small issue early on than one which has developed into a complex matter.

In the first instance it may be best to address a concern to the member of staff most closely involved with the matter at issue (e.g. the form teacher, head of department) by telephone or in a note giving details of your concerns.

There may be some concerns which parents prefer to bring directly to a senior member of staff or the Head Teacher.

Full details of our formal Complaints Procedures can be obtained from the Head's PA.

Confidentiality

Medical information is confidential and we treat all information on you and your child as confidential. Our staff are required to handle sensitive information discreetly.

However, we do believe that, unless there is good reason to not do so, it is often best to share information; so, on occasions we ask you to allow information be passed on to staff in the child's best interest or if necessary for the protection of other members of the school community. Any sensitive information shared with us will be disseminated on a 'need-to-know' basis.

Covid-19

In light of the pandemic of 2019-20, the school has adopted emergency procedures which cover school closure, remote teaching and learning and the re-admittance of pupils following such an event. Communications with parents will be regular with updates on welfare, provision of education, emergency contacts and any other relevant messages. School will continue to function on a skeleton staff basis, with keyworker children educated on-site as required. Staff and the SLT will be contactable

through email or on the telephone through the office. Emergency procedures for closure and reopening are available through the office and can be emailed home as required.

Curriculum

Our curriculum is broad for as long as possible. It is kept under constant review.

In Years 7-11, students follow compulsory courses right up to GCSE level in:

- Mathematics
- English
- Sciences (trilogy or at least 2 out of 3 separate sciences).

In addition to these core subjects, students also have lessons throughout their school life in:

- PE
- PSHCE

In Years 7-9, they follow these subjects:

- History
- Design Technology
- French
- Geography
- ICT
- Spanish
- Religious Studies
- Art
- Drama
- Music

Years 10-11

Students choose three subjects as their options for GCSE in Year 9. It is also possible to take up Business Studies as a GCSE option. If you have any queries, please contact Mr Barker.

Years 12-13

Students can choose 4 subjects at AS in Year 12, 3 of which they continue to A-level in Year 13. Further information can be obtained from Mr Barker.

Damage

In general, where it is clearly established that a child is responsible for damage to any school building or school property, you will be contacted by the school and billed by the Bursar.

Daily Timetable

08.40 – 08.50	Form registration
08.50 – 09.50	Lesson 1
09.55 – 10.55	Lesson 2
10.55 – 11.15	Morning break
11.15 – 12.15	Lesson 3
12.20 – 13.20	Lesson 4
13.20 – 14.25	Lunch & extra-curricular activities
14.25 – 14.45	Form period
14.45 – 15.45	Lesson 5
15.45	End of the school day

Data Protection

Bridgewater School is registered with the Information Commissioner in respect of Data Protection.

- You have agreed through your Parental Contract to our obtaining, using and holding 'personal data' including 'sensitive personal data' such as medical information for the purposes of safeguarding and promoting the welfare of your child.

All the information that you give us about you and your child is treated as confidential. We will not reveal any information about you or your child to any Third Party without your express permission; except to an appropriate regulatory authority such as the Police, Child Protection Unit or Social Services.

Every child in the school has a personal file, in which is held copies of any correspondence concerning the child, medical information and school reports.

Financial records are held separately and are disclosed only to the Bursar and her appropriate staff and to the Head Teacher.

- You have also agreed to allow us to include some photographs or images of your child in the school's promotional material such as the prospectus and website. We will not disclose the name or home address of a child without your consent. If you do not want your child's photograph or image to appear in any of the school's promotional material you must write to inform the Bursar.

Detention

Occasionally it is necessary to discipline a student.

The following issues could lead to a detention:

- Eating in the classroom
- Infringing the school uniform code – uniform detention
- Failure to complete work or repeatedly submitting it late – lunchtime detention
- Minor disruption to a lesson – lunchtime detention
- Failure to turn up for a lunchtime detention, vandalising the desk with graffiti, repeated incident of abusive language to another student.

The following may be initiated by the Pastoral Coordinator:

- A telephone call to you
- A daily OR a weekly report
- A series of evening detentions
- The removal of a privilege e.g. study leave
- An official letter home
- A Saturday detention
- A detention on a day designated as holiday for the rest of the school.

A meeting with you and the student, with a Pastoral Coordinator or Deputy Head, will be arranged if matters continue. Detentions are compulsory. Staff will endeavour to make arrangements that are convenient for parents, but we reserve the right to detain a student after school having given at least 24 hours' notice.

The school has instituted a new system of behaviour management using a points system. This is something that the students are now very familiar with and it allows us to track patterns of behaviour. Our students are generally extremely well behaved and this system has substantiated our beliefs. The points system is used for discipline and reward and has proved to be effective this year.

Discipline

POINTS (in a term)	ACTION	ACTIONED BY
1 - 5	<ul style="list-style-type: none">• Monitoring / warning• Lunchtime Detention	<ul style="list-style-type: none">• Form Teacher & Subject Teacher
6	<ul style="list-style-type: none">• F.T. Report (Green) Plus phone call home	<ul style="list-style-type: none">• Form Teacher & Subject Teacher
7	<ul style="list-style-type: none">• After School Detention	<ul style="list-style-type: none">• Form Teacher (record of call to PLY)• FT / ST
8 - 9	<ul style="list-style-type: none">• PC alerted• PC warning	<ul style="list-style-type: none">• Form Teacher• PC (record of call to PLY)• PC
10 - 11	<ul style="list-style-type: none">• PC Report (Orange) Plus phone call home	<ul style="list-style-type: none">• PC (report sent to PLY for file)
12 - 13	<ul style="list-style-type: none">• Meeting with parents, FT & PC• Action as discussed at meeting• Student continues on report	<ul style="list-style-type: none">• PC (record of meeting to PLY & MB)• PC (report sent to PLY for file)
14 - 15	<ul style="list-style-type: none">• Red Report PLY plus meeting	<ul style="list-style-type: none">• PLY (record of meeting to FT, PC & JATN)
16 - 17	<ul style="list-style-type: none">• Saturday Detention	<ul style="list-style-type: none">• PLY & JATN after discussion with FT & PC• PLY & JATN
18+	<ul style="list-style-type: none">• Possible Suspension	<ul style="list-style-type: none">• PLY & JATN after discussion with FT & PC

Reward

POINTS (in a term)	ACTION	ACTIONED BY
30	<ul style="list-style-type: none">Form Teacher's Certificate given in assembly	<ul style="list-style-type: none">Form Teacher
75	<ul style="list-style-type: none">Pastoral Coordinator's Certificate given in assemblyFurther prize (e.g. special outing)	<ul style="list-style-type: none">PC
150	<ul style="list-style-type: none">Headteacher's Certificate awarded for excellence in schoolLunch with Headteacher and Deputy Head	<ul style="list-style-type: none">JATN

Divorced / Separated Parents

We deal on a day to day basis with the parent with whom the child is living.

Unless the Head Teacher has been informed in writing that an ex-partner does not have legal and unrestricted rights of access, we will treat both parents equally, assuming that we are all working to enable your child to do his or her best in school.

Copies of reports, calendars, notice of parents' evenings go automatically to the parent with whom the child is living; they can be supplied on request to the parent with whom the child is not living.

Where possible we encourage you both to attend meetings together, especially individual meetings on progress or behaviour, so that we work together. However, we do understand that this may not be convenient and will see you separately if necessary.

If circumstances change and your ex-partner no longer has legal access, you must write immediately that this is so.

Drink and Drugs

School is a place where children learn. They are rightly protected from some aspects of life during that time. In our PHSCE programme we inform and discuss the issues of substance abuse.

The majority of our students show good common sense and self-discipline. However, you need to be vigilant as regards drink and drugs which are available outside the family home.

The school is totally opposed to the use of drugs, which is reflected in the school's expulsion policy. Our stance is designed to support and protect every individual in the school community as well as each and every parent. You are expected to uphold the school's stance on this.

If there is cause for concern, students will be required to take a one-off or regular drugs tests, whether to safeguard the child against not making progress in learning or to safeguard others, including staff taking trips.

Alcohol is a depressant and a damaging drug for young people. It often renders them unable to make safe choices. While families vary in the way they educate their children on alcohol consumption, children need to be given guidelines and limits by adults.

It is unacceptable for anyone to come to school in a state which is unsafe or incapable of engaging in learning. **Alcoholic drinks and drugs are not allowed on the school premises.**

We believe that there must be a partnership between school and home to ensure that our students remain safe in their social activities.

Emergency Communication

If you need to contact your child for an emergency, please telephone the school number. A member of the office staff will quickly pass on the message. If a student needs to contact you quickly, they are informed to tell a member of staff who will give them a permission slip. This will then be taken to the office and the child will be allowed to use the phone to contact you.

You must provide a current mobile or work number so that school can contact you in the event of an emergency involving your child.

Equal Opportunities

The school is committed to securing equality of opportunity where students are treated on the sole basis of their relative merits and abilities. This commitment is shared by all students, staff and governors.

The school is a selective day school for boys and girls aged 3-18 years. The school has a Christian ethos but welcomes staff and children from different ethnic groups, backgrounds and creeds.

The school also makes reasonable and progressive adjustments to facilitate access for disabled students, staff and visitors.

Examination Fees

Students sitting external examinations will incur additional charges to their termly fees.

It is the policy of the Examination Boards to require payment of exam entry charges in advance. This is why these charges appear on the school bill before your child has taken the examinations.

Examinations (Internal)

Examinations are normally held for all years in November and in the summer term. Years 11 and 13 also have mock examinations in February after the half-term break. If a student's performance is below the expectation for their ability they may be required to re-sit, usually the day before returning to school in September prior to the start of the academic year.

The school expects the same standards of behaviour as in the final external examinations. Students will be clearly informed of the rules and regulations governing examination rooms.

Students should note that leave of absence will not be authorised by the school during the formal testing period.

Examinations (External)

Entries

The process begins in the first term of Year 10 for GCSE examination when each student and Year 12 for GCE examinations is given an individual four-digit candidate number. The student will be informed of his / her own number which should then be used for all coursework and other examination materials.

Courses are now linear in design and all examinations will take place at the end of Year 11.

Examinations subjects

Students will follow compulsory GCSE courses in all core subjects and in their option subjects.

The core subjects are:

- Mathematics
- English
- Science (2 out of 3 separate science subjects).

Students continue to take:

- PE
- PSHCE.

The option subjects include:

- Business Studies
- History
- Design Technology
- French
- Geography
- ICT
- Spanish
- Religious Studies
- Art
- Drama
- Music.

Expulsion / Permanent Exclusion

As you are aware, our school code of conduct was drawn up through discussions with our students. It is what you would expect; a charter for cooperative, supportive and civilised behaviour.

Most matters leading to expulsion are the result of persistent misconduct or refusal to work to our academic standards. In other words, despite staff and parents having tried very hard to resolve matters, the student's benefit is outweighed by the damage caused to others.

Matters for which expulsion could be deemed appropriate, even for a single incident, are broadly all those matters which could lead to police action when an adult:

- Severe bullying through whatever means
- Violence-carrying weapons, inciting violence as well as assault
- Selling, using or bringing drugs into school
- Wilfully or persistently ignoring our health and safety rules
- Endangering others e.g. on a school trip
- Sexual misconduct, harassment or abuse
- Racial abuse and harassment

- Misuse of school ICT
- Theft
- Vandalism
- Truancy
- Unauthorised holidays / absence
- Misconduct in examinations.

This list is sadly not exhaustive. Some matters, even if they happened outside school, could be considered a serious enough concern that parents would be asked to remove their child from school. In some instances, the police could be involved; matters involving assault, drugs and racist abuse would be examples of this.

Extra-Curricular Activities

Expanding the extra-curricular dimension has been an important recent priority. They include activities that take place outside the classroom such as sport, music, drama, clubs and societies, language exchange visits and outdoor activities breaks. These activities are usually held at lunchtime or after school.

Fees

The fees include all tuition, books and lunches. They do not include trips or examinations fees. Details of the ways in which fees can be paid are available from the Bursar. Fees must be paid promptly.

We would remind parents that, as students may be suspended if fees are not paid, it is important to contact the Bursar if there are any difficulties. For full details see the Parents' Contract.

Parents **must** give a **term's notice** if they wish to remove their child from Bridgewater whether in Prep, Seniors or the Sixth Form.

If you believe that you will be making a move, **it is a requirement of the Parental Contract to inform the Headmistress in writing at least one term in advance**. Your letter should state the child's name and form and the date of leaving; it is vital that your letter is correctly dated. A verbal indication is not sufficient.

Please note that this applies to the end of Year 6 and Year 11 as well as other year groups.

You should receive a confirmation from the Headmistress by return. If you do not receive this, please telephone immediately.

First Aid

The school has a number of trained First Aiders on site. Minor injuries incurred in the normal routine of school life will be dealt with by a First Aider.

First Aiders are not medical practitioners; therefore, if we believe that your child may need further assistance, we will contact a parent or guardian to collect the child as quickly as possible.

Form Teachers, Pastoral Coordinators and Pastoral Support

The focal point of contact with the school will be your child's form teacher. We encourage regular contact on all matters and our form staff will be only too pleased to speak to you should any issues arise. A list of form teachers can be found at the start of this booklet.

For sensitive matters, or if there is an ongoing problem, we also have key stage Pastoral Coordinators who are extremely experienced in dealing with any pastoral issues that may be affecting your child. The Pastoral Coordinators are as follows:

Years 7	Mrs Z Hewitt
Year 8	Mr D Worthington
Year 9	Ms C Hemmings
Year 10	Mr W Amin and Mrs K Smith
Year 11	Mr W Amin and Mrs K Smith

If there are any sensitive issues please feel free to contact a pastoral coordinator at school.

The pastoral care of our students is viewed as being very important to the school aims. We tend to have positive relationships between staff and students.

The basis of the School's pastoral system is the Form Tutor. Students should use their Form Tutor as the first point of reference if they experience a problem.

If a child is experiencing more serious issues, they may be passed up the hierarchy. You are always informed if this is necessary.

Form activities

We view spending time with the form group as beneficial to our students. They spend the time carrying out a whole range of interesting activities to develop them as individuals and as part of a group; some examples are listed below:

- Reinforcing our rules and codes
- Preparing for assemblies
- Discussions
- Quizzes
- Organising homework and diaries
- Passing on messages
- Updating merit boards
- Checking students' uniform card.

Homework

Homework is a very important aspect of the students' development and is designed to achieve the following goals:

Years 7-9

- To help students achieve more rapid progress in learning
- To allow students to develop the practice of working on their own, without the constant presence of their teacher
- To allow valuable practice of skills learned in the classroom
- To give valuable experience in working to deadlines
- To provide quiet and private conditions needed for original and creative thought
- To provide opportunities for research and working on open-ended tasks without time restrictions of the school day.

Years 10 and 11

- To allow students to use the experience of independent learning gained in Years 7 to 9 in the successful breaking down and completion of coursework assignments
- To consolidate and extend skills and knowledge gained in the classroom
- To apply their experience of working to deadlines to the timely completion of coursework tasks
- To apply their experience of problem solving to coursework tasks without time restrictions of the school day
- To develop a greater degree of independence and responsibility by planning and scheduling long term revision programs in preparation for mock examinations and GCSEs.

Homework Diary

We have an electronic homework planner system called '**CLASSCHARTS**'. This cutting-edge technology, we believe, will enhance the pupils' learning in a number of ways by:

- Providing them with access to a wide range of learning resources
- Enabling them to go over resources that have been used in their lessons, particularly useful if they have been absent or have found a topic challenging
- Improving the way in which homework is set and communicated, ensuring pupils have full, accurate information about the homework, and access to associated resources
- Enabling parents to be better informed about homework and more able to provide support
- Providing parents with up to date information on attendance and rewards and sanctions.

The planner works by installing a Homework App which is free and can be downloaded onto Android, Apple and Windows phones or tablets by searching the appropriate App Store for 'Classcharts'. If your child does not have access to a smartphone or tablet, the planner can also be accessed on a PC/laptop through a link that will be placed on the school website. Students will also be able to access their homework via a school computer in Homework Club.

The app will enable your child's teachers to set homework directly, ensuring that the task and completion date are accurately recorded and communicated. Parents will have their own login which will show exactly what homework has been set and handed in.

Time allocated

Years 7-10 should be spending approximately one and half hours per night, although this will vary. Years 11 should be spending at least two hours per evening on homework / coursework assignments.

The subject teachers set a variety of homework, which may include research for a project, revising for a test, preparing a presentation etc.

Induction Evenings

In order to smooth the transition between key stages and to provide you as parents with information about your child's school life, we have established a pattern of school induction evenings where information is imparted on a range of issues that will affect your son / daughter throughout the year.

All Induction Evenings are generally held in the Drama Studio starting at 6.00pm and relevant staff from Senior Management, Pastoral Coordinators, Form Staff and Examination Officers will be on hand to discuss any queries that you may have.

Induction Evenings are in addition to our regular Parent-Teacher Evenings where your child's academic and pastoral progress can be discussed.

Information and Communication Technology: User Policy

I.T. is a wonderful resource for learning. However, it can be misused and abused. You are advised to take an interest in your child's usage of mobile phones and the internet, in order to protect them.

Students are given their own individual username and password in Year 7, or when they join the school. They are actively encouraged to develop and utilise their ICT skills, within most subject areas.

They are responsible for good behaviour on the internet. Individual users of the internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

You and your child are required to sign an internet permission slip, demonstrating the fact that they agree to our rules and conditions of usage. If you discover documents or images of a dubious content

on your child's computer which they believe has emanated from a computer at Bridgewater School, you should contact the school immediately.

The following are not permitted:

- Sending or displaying offensive messages and pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources.

Sanctions for misuse

- Violation of the above rules will result in a temporary or permanent ban on internet use
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour
- Where applicable, police or local authorities may be involved.

At home

Many schools have experienced some difficulties with the misuse of personal computers from home. It is evident with the advent of social networking sites such as 'Facebook', video sharing sites such as 'YouTube', and with instant messaging services such as WhatsApp or Snapchat, that students are able to capture a large audience for their boasts, exploits etc. The things posted on such sites often have repercussions in school, and we are anxious to ensure that incidences resulting from the misuse of ICT are rare.

It is important to monitor the sites that your child has access to, and if possible place an activity monitor on your home computers (e.g. 'net nanny'). This will allow you to block certain types of site and ensure that your child has access to the most appropriate range of resources available on the net. The police suggest that many adult predators use the internet as a means of making inappropriate relationships and contacts with children in order to 'groom' them. We would advise to investigate should your child appear to be unduly secretive about their contacts on the internet.

If you have any queries about anything to do with the internet, please feel free to contact the school ICT department who would be happy to provide more advice / guidance on matters related to this.

Lost Property

All items of clothing and other belongings must be **clearly labelled** with the student's name. Students are responsible for their own belongings but, when a student misplaces any item, the correct procedure is to inform the form teacher and the school office. In the case of sporting equipment, enquiries should also be made through the Head of Sport.

There have been instances of students leaving items in the corridor, or not securing items in their lockers because they have been in a hurry to get to break. Students must make all of their items secure.

The school does not accept any responsibility for lost property. We cannot and **do not** accept responsibility for valuables – including money – which are not handed to staff for safekeeping. **Students should not bring any valuables e.g. jewellery, expensive phones or large sums of money into school.**

Any lost property that has not been claimed by the end of each term will be donated to the PTA uniform shop or any other charity.

Meals

Meals are included in the School Fees. Year groups are allocated a time, based on a daily rotation system for their meal. They generally have a choice of two different hot meals or a salad bar. Vegetarian meals are made on a daily basis. Students all eat their lunch in the newly equipped purpose-built Dining Hall. Students on special diets can request to bring in a packed lunch.

The school employs its own team of catering staff, led by the Kitchen Manager. All food is prepared on the premises. Specific dietary requirements can be catered for.

We expect all pupils to have a school lunch and the cost of school lunches is currently included in the school fees.

We are happy to meet with parents and pupils to discuss individual preferences, requirements or concerns. Please contact the school office if you wish to arrange a meeting.

We promote healthy eating but also recognise that pleasure – and psychology – have a role to play in adopting good eating habits.

Medical Matters

If your child becomes ill during the day, they are advised to talk to their current teacher, who may pass them on to their form teacher. The form teacher generally gives permission for the office to make contact with you, if the pupil needs to go home.

Medication

The school has a supply of Paracetamol tablets for minor aches and pains, available from the school office. We will always contact you for authorisation before issuing 1 or 2 Paracetamol tablets to your child. The child will be required to take the Paracetamol tablet prior to leaving the school office.

If your child needs to take prescribed medication, for any reason, please contact the school office for details. You should send in any medication into the office for safekeeping.

Mobile Phones

Students must not use their mobile phones between 8.40am and 3.45pm. Children should keep their phones either in their lockers, or zipped in their blazer pockets. Any student who fails to adhere to this rule will have the phone removed. It will then be placed in the office from where parents must collect it.

If for any reason a student has to contact you during the school day, they must do so from the school office after obtaining a consent slip from a member of staff.

Mobile phones are brought into school at a pupil's own risk. They should be insured on a domestic or personal insurance policy.

Money

We ask you to ensure that your child does not bring into school large sums of money. The amount bought each day should cover only the cost of transport to and from school and drinks / snacks.

Non-Uniform Days

Throughout the school year there will be occasions where school uniform is not required to be worn. Such occasions include school trips, or to raise money for charities.

Students need to be aware that their attire on such days must be appropriate to the life of a school, and that they should be aware of the image they are giving out to the public. There are items which should not be worn – including torn denim, micro skirts, crop-tops and anything with offensive wording. This list is not exhaustive, but we ask parents to ensure that your child is suitably dressed on such occasions.

Options

Students in Year 9 select their 6 GCSE options (including Sciences) in the spring term of Year 9 following a range of informative activities, including an assembly, an address by the Headmistress at the Year 9 Parents' Evening, consultation with subject teachers, taster lessons and having received an information pack outlining the various subjects.

If you require any further information on this please contact Mr Barker.

Plagiarism

During the course of the year it is possible that your child will be given a research project to complete, or they will be required to complete A-level or GCSE coursework. It is imperative that the work they produce is their own and not copied from someone else.

With the advent of the internet in particular, students have access to a plethora of sites offering advice, guidance and even help in assisting with the writing of reports. However, as with any such service there are potential dangers involved with its usage. One such danger is plagiarism. There have been a number of incidents nationally of students copying the work of other people and attempting to pass it off as their own. This is a very serious matter and at GCSE or A-level, will lead to the disqualification from an examination, or even a whole series of exams.

We will not tolerate plagiarism in any form and stress the need for this message to be discussed with your children.

Possessions

It is recommended that any valuable personal possessions that are brought into school are clearly marked and insured under an 'All Risks' policy.

PSHCE (see appendices)

At present, PSHCE, or Personal, Social, Health and Citizenship Education is approached at a number of levels both curricular and extra-curricular. It is led by form teachers and overseen by Ms C Hemmings. The PSHCE programme of study for all year groups can be found in the appendices.

Topics include education about sex, personal hygiene, reproduction, contraception, health, tobacco and alcohol. In addition, the PSHCE programme covers issues relating to personal development, relationships and the family and aspects of study skills, environmental questions, young people, the law, personal finance and careers.

Certain issues relating to the physical development are covered in the Biology syllabus.

Particularly in the autumn and spring terms, citizenship and charitable giving are prominent themes.

Punctuality and Registration

Students should arrive at their form registration **no later than 8.40am**. Here they are formally registered. If a student arrives after this time, they are required to sign the late book, located in the school office. After lunch **at 2.25pm** students are again formally registered during form period.

Students must make every effort to avoid lateness. It is very disruptive not only to his or her learning but to that of the entire class.

Residential Pastoral Trips

It is policy in the senior school for each year group to go on a pastoral bonding trip with their year group annually in Years 7-10. These trips are compulsory and an integral part of our pastoral development programme. The trips encourage independence in our students, as well as a sense of self-belief and belonging. They are designed to bond the year groups together and encourage teamwork ethics.

The following trips are planned for the Year 2023-24. Letters will be sent out outlining all details before each trip takes place.

Year 7	Autumn term – Condover Hall, Shropshire
Year 8	Autumn term – York
Year 9	Autumn term – Edale
Year 10	Spring term – Northampton
Year 11	Autumn term – Outdoor Adventure Day

Safeguarding

We have a legal and moral obligation to protect our students.

The procedures we have in place are whole school ones and the Head Teacher is responsible for child protection procedures.

Unless there is a good reason to do so, it is rarely the case that you are not contacted by the school if there seems to be a safeguarding issue. This can be difficult and awkward at times for all involved. However, in this matter, the welfare of the child is paramount.

The school has a formal Safeguarding Policy which is consistent with the guidelines issued by the DfE. This can be found on the school website. Appendix 4 contains our child-friendly safeguarding procedures.

Training is updated annually. There are Designated Safeguarding Leaders in both the Prep and Senior Departments. Mrs Nairn is the Designated Safeguarding Lead (DSL) for the whole school.

Sex and Relationships Education

SRE is formally conveyed through compulsory National Curriculum Science. PSHCE and RS lessons (including RS GCSE and A-level) also deal with aspects of physical, emotional and moral development. Aspects of such matters can also arise naturally in many lessons e.g. English on 'Romeo and Juliet'.

If you have any queries or concerns about the content of methods of delivery of SRE in lessons other than science, please contact Ms C Hemmings who will arrange for you to see the lesson outline and talk to the appropriate member of staff. It is a parental right to exclude a child from SRE lessons if unhappy.

Sixth Form

We expect all our students to continue into the Sixth Form for which we have been preparing them for since the start of their education at Bridgewater. It is at this stage that our students not only get to specialise in their chosen subjects, are able to take the lead in the school, but get the pleasure of a new and more challenging relationship with their teachers.

We are very proud not only of our results at this level but also of the poise and confidence which our Sixth Formers learn. Our Head of Sixth Form, Mrs Hilton, and her team of tutors give strong attention to developing the rigorous habits needed for university life, while developing social confidence and independence. The structured support given ensures that they do not flounder at university.

It is an exciting time which needs preparation, starting with the Sixth Form Open Evening in the autumn term of Year 11. Parents do need to be aware that entry into the Sixth Form, as for external candidates, is a minimum of 5 GCSEs graded 4 and above with at least a grade of 6 or better in their chosen subjects.

Special Educational Needs

If you wish to discuss specific learning difficulties such as dyslexia you should contact the Head of Learning Support, Ms C Hemmings.

If you have obtained specialist educational advice, for example from an Educational Psychologist, you are asked to provide the school with a copy of the specialist's report. This helps us construct an Individual

Student Plan. The Individual Student Plan summarises areas of strengths and areas of difficulty and sets targets for the student.

Suspension

We encourage the highest standard of behaviour at Bridgewater School. Occasionally some students may fall below their expectations by their conduct in school, or indeed outside of the school day. We reserve the right to discipline our students in either case.

It may be necessary to send a student home for a time during the investigation of an incident: a cooling off period usually. This does not imply any guilt. It can be:

- To keep individuals apart
- To protect him or her
- To protect others

- To reflect on conduct and discuss this at home with parents
- To prepare for a coherent account of their involvement and to make mature decisions on what actions to take for the future.

If a suspension of any kind is necessary, you would be asked to collect your child and you will be able to speak to a member of the pastoral team.

In a disciplinary meeting where an official suspension may be the outcome, you would accompany your child to support him or her, to discuss the issues and, if necessary, to help him or her to understand the provisos for returning to school. You play an invaluable role in enabling your child to come back to school in such circumstances.

There are two broad disciplinary areas under which a student may be suspended, from between one and four days:

- Misconduct
- Failure to achieve the required standards of work.

The Headmistress has the right to suspend a student for a period.

Traffic Arrangements

For the safety of students and for your convenience, a drop-off zone operates, in the morning only, inside the school's grounds.

Drop-off arrangements

- You should drive your vehicle through the (west) access gate
- Vehicles should then bear left, up the slope, and turn right at the top, and come to a halt alongside the main entrance to the Sport / Dining Hall.
- Students should alight from vehicles alongside the main entrance to the Sport / Dining Hall, and walk along the path between the all-weather pitch to enter the school.
- Once students have left the car, vehicles should continue to bear around to the right, and proceed down the slope and back through the (west) access gate.

Pedestrian access

- The old footpath (nearest to Greenleach Lane) is now closed
- You and the students arriving at school on foot should use the pedestrian entrance at all times
- Extra care should be taken when approaching on foot from the west (Sefton Drive), particularly when crossing the (west) access gates.

Collection arrangements

- If you are collecting students prior to 4.00pm, you should use the drive through or park your vehicles on the roadside
- After 4.00pm (including users of the Late Club facility), you may use the car park adjacent to the Sports / Dining Hall.

Important

- A one-way system is in operation. Under no circumstances should any vehicle be driven which contravenes this one-way system
- There is no parking on site at any time other than when picking up a sick child or when using the drop-off and collection area

- The old (east) access gates will be used for staff only, to enter and exit the site, and must be kept clear of vehicles at all times.

These necessary changes to traffic arrangements have been made to ensure the utmost safety and security of yourselves, students, staff and other visitors to the school's site.

These arrangements also conform to the requirements of the planning department of Salford City Council, and must be adhered to without exception.

Uniform (full details in appendices)

All students are expected to comply with the uniform code. They all receive a uniform card, which is used to log offences against the uniform code. This is checked by the form teacher on a weekly basis. Continual offences result in lunchtime detentions; sanctions increase if the student persists with disobeying the uniform code.

Visitors

All visitors to the school are required to sign in at the office and wear a visitor's badge. This is an essential part of Bridgewater School's Health and Safety procedures.

Visits / Trips

The school recognises the value of off-site educational visits, many of which enrich the school curriculum. Students often participate in foreign exchange, field courses, sports and musical activities.

- Recent trips have included: History trips to Washington, New York, Boston, LA and San Francisco; Ski trips to Europe and USA; Geography trip to Iceland and Modern Foreign Languages trip to Paris.
- Students are expected to adhere to the Code of Conduct whilst out of school. If behaviour in school leaves some doubt as to whether the student can be trusted outside school, we reserve the right to exclude the pupil from the trip.
- If your child wishes to participate in an off-site activity, it is essential that we obtain a signature on a permission slip. We regret that a telephone call is not sufficient. Your child may not go on a trip without this consent form.
- Most trips are costed on the basis of initial interest shown by the students. If your child has agreed in principle to a trip it is essential that they do not pull out at a later date as this may affect the price for the rest of the group. Should your child have to pull out of any trip it is unlikely that the school will be able to secure the return of any deposit made to external companies. It is essential that we receive your payment by the deadline stated.
- If the trip is of more than three night's duration, all parents must attend an information meeting, with the party organisers, prior to the trip. For any overnight stay, an up to date medical form will have to be completed. An emergency mobile number must be provided.
- It is essential that you collect your child promptly at the end of an evening trip to safeguard all concerned.

Water Fountains and Vending Machines

The school has five water fountains installed (one in the Preparatory Department, three in Seniors and one in Sixth Form) where pupils can obtain fresh drinking water. Water is also available in the Dining Hall before school, at break and at lunchtime. There are a number of other vending machines which conform to the latest DfE guidelines for schools.

Pupils are encouraged to bring in their own sports-type water bottles to refill at the water fountains.

Website

The school has a website on which you will find various pieces of information including dates of events, contact details, diary dates etc. Its address is:

www.bridgewater-school.co.uk

You can also stay updated on latest news via social media:

Facebook **@BridgewaterConnected**

Twitter **@BridgewaterScho**

Instagram **@bridgewater_school**

APPENDICES

Appendix 1

Term Dates 2023-24

AUTUMN TERM 2023

Inset Days (staff training)	Tuesday 5 th & Wednesday 6 th September
Start for Pupils	Thursday 7 th September
Finish for half-term	Thursday 19 th October

Half-term	Friday 20th October – Sunday 29th October incl.
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Re-open	Monday 30 th October
Finish for Christmas	Friday 15 th December

Christmas Holiday	Saturday 16th December – Sunday 7th January incl.
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SPRING TERM 2024

Inset Days (staff training)	Thursday 4 th & Friday 5 th January
Start for Pupils	Monday 8 th January
Finish for half-term	Thursday 15 th February

Half-term	Friday 16th February – Sunday 25th February incl.
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Re-open	Monday 26 th February
Finish for Easter	Thursday 28 th March

Easter Holiday	Friday 29th March – Monday 15th April incl.
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SUMMER TERM 2024

Inset Day (staff training)	Monday 15 th April
Start for pupils	Tuesday 16 th April

Bank Holiday	Monday 6th May
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Finish for half-term	Friday 24 th May
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Whit Holiday - Half-term	Saturday 25th May – Sunday 2nd June incl.
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Re-open	Monday 3 rd June
Finish for Summer	Friday 5 th July

Appendix 2

Cycle of Reports, Reviews and Meetings

YEAR	AUTUMN	SPRING	SUMMER
7	Induction Meeting Tue 5 th Sep Oct Grade Card – 13 th Oct Extended Grade Card - 8 th Dec	Easter Grade Card – 20 th Mar Parents' Evening Thurs 2 nd May 2023	Full report Mon 24 th Jun
8	Oct Grade Card – 13 th Oct Extended Grade Card– 8 th Dec	Parents' Evening Thurs 18 th Jan Easter Grade Card – 20 th Mar	Full report Wed 26 th Jun
9	Oct Grade Card – 13 th Oct Extended Grade Card – 8 th Dec	Parents' Evening Thurs 1 st Feb Options Meeting Thurs 14 th Mar Easter Grade Card – 20 th Mar	Full report Fri 28 th Jun
10	Induction Meeting Thurs 14 th Sep Oct Grade Card – 13 th Oct Extended Grade Card – 8 th Dec	Parents' Evening Tues 23 rd Apr Easter Grade Card – 20 th Mar	Full report Mon 1 st July
11	Sixth Form Open Evening and HE Induction Thurs 12 th Oct Oct Grade Card – 13 th Oct Extended Grade Card – 8 th Dec	Parents' & Students' Evening Thurs 11 th Jan Easter Full Report Fri 22 nd Mar	Final examinations
12/13	Year 12 Induction Evening Thurs 5 th Oct Grade Card #1 – Mon 9 th Oct 12 & 13 Parents' Evening Wed 15 th Nov Dec Reports Thu 14 th Dec	Year 13 Full Report Mon 18 th Mar Year 12 Grade Card - 20 th Mar Parents' Evening Thurs 21 st Mar	Year 12 Reports Fri 14 th Jun

A-level and GCSE Results

A-level 15th August 2024
GCSE 22nd August 2024

There is often a period during which we seek re-marks and so the results are given out finally in late September.



Bridgewater
School

Child Protection at Bridgewater School

At Bridgewater, all the adults around you think that your health & safety and welfare are very important. In our school we respect all children and want to keep you safe, and help protect your rights.

How we will try to protect you:

- ✓ We will try to provide a safe environment for you to learn in
- ✓ We want to ensure that you remain safe at home as well as in school
- ✓ We think it is important for you to know where to get help if you are worried or unhappy about something.

NSPCC

0808 800 5000

Childline

0800 1111

BWS Child Protection Officers

- Mrs JAT Nairn – Designated Safeguarding Lead
- Mr P Lyons – Deputy Safeguarding Lead
- Mr M Barker – Deputy Safeguarding Lead
- Mr M Rooney – Deputy Safeguarding Lead

thinkuknow.co.uk

childline.org.uk

safeguardingchildren.salford.gov.uk

Bullying

If you think that an adult or student is bullying you or someone that you know, you must tell a teacher / parent / carer or someone that you trust.

Hitting & punching

If an adult or student punches or hits you, a teacher / parent / carer must be told immediately. It will not stop until you do!

Touching

Your body belongs to **you** and nobody else. If you do not like the way someone has touched you, you must tell a teacher / parent / carer or someone that you trust.

Presents

Presents are a good thing to get but you should not take gifts without checking with your parents first. If it doesn't seem right, then tell an adult as soon as you can.

On the computer or your phone

It is important to keep yourself safe on your computer, games console or on your phone. If you are unhappy with comments or images that you receive, report this to an adult.

IMPORTANT

- It is never your fault if someone is hurting or abusing you
- There is always someone who can help you
- If someone is hurting you, they could be hurting others. Report it to an adult.

School Rules

2023-2024



Bridgewater School Rules 2023-24

Introduction

The school rules found in this document are also on display in classrooms and can be accessed on the school website.

These rules will help the community to function happily and purposefully. They will help us to work in a safe and efficient manner. No set of rules can cover every eventuality and so a common sense approach to behaviour should be a reliable guide.

This document covers the following areas of school life:

- A. Attendance / Registration**
- B. Academic**
- C. Dress and Appearance**
- D. Property**
- E. Behaviour**
- F. Games and Activities**
- G. Mobile Phones, Social Media and Out of School Conduct.**

Related policies

- Alcohol, smoking and drugs
- Anti-bullying policy
- Behaviour, discipline, rewards and sanctions policy
- Safeguarding
- ICT
- Health and safety on school trips
- Policy for student internet access
- Policy on out of school conduct and behaviour
- Cyber-safety and use of mobile phones.

General behavioural ethos

At Bridgewater School we encourage good behaviour at all times. We believe in the value of good manners, integrity, courtesy, good discipline and respect for the needs of others. We trust that pupils know how to behave and expect students to uphold the standards of behaviour we require at all times, whether on site or out of school. *We also strongly believe in the individual and that we recognise, tolerate and celebrate our differences.*

We require students to be familiar with these rules and abide by them at all times. We expect students to accept responsibility and volunteer rather than waiting to be asked to do something. You should have proper regard for authority and be positive and enthusiastic about all aspects of school life. You are also expected to contribute positively to a neat, tidy and peaceful environment. This includes in the Dining Hall, where we expect you to eat meals in a civilised, quiet and orderly way.

We also expect you to be ambassadors for the school. When visitors ask, we expect you to show them to their destinations, not just give directions. We would also expect you to open doors for others and, when appropriate, let others pass through first, looking behind before letting a door swing closed.

We believe that 100% attendance is the foundation of success in all aspects of school life. This should be the ambition of students. Punctuality is also extremely important and we expect punctuality to school as a matter of course.

A. Attendance and Registration

- You must be in your form room by 8.40am each morning to register. If you arrive late in the morning, you must sign in at the school office and receive a late sticker which should be presented to the subject teacher in whichever lesson you arrive.
- You must register in your form room at 2.25pm.
- You are expected to attend all timetabled lessons, assemblies, form periods, rehearsals, concerts and other activities unless absent.
- If you need to miss an academic lesson (or other timetabled activity) for an instrumental lesson, you must excuse yourself from that lesson by speaking to the member of staff concerned.
- If you are ill while at school, you must always report immediately to a member of staff.
- You may not leave school site during the day without permission. The wooded areas around the school are out of bounds.
- You may only use the music practice rooms for instrumental practice with permission from either the Music Department or a Pastoral Coordinator.

B. Academic – Behaviour for Learning

- You should ensure that you always arrive promptly for lessons, and have all the correct books and materials, including calculators, mathematical instruments, art materials, PE kit etc.
- All homework must be completed on time as required by teachers. Plagiarised or copied homework is unacceptable. At GCSE or A-level such copying would leave you liable to potential disqualification from the qualification.
- During lessons, you should show respect for your teacher and fellow learners by listening and concentrating when your teacher or another student talks to the whole class, answering questions properly and working sensibly with your fellow students.
- You should carry out any request from a teacher at once and without argument.
- Respond positively, be cooperative, show interest and apply yourself.
- When dismissed you should leave lessons quickly and quietly, ensuring that any litter is cleared away and that the classroom / laboratory is in good order for the arrival of the next class.
- You must check MILK for homework each evening and complete all tasks to the deadline set.

C. Dress and Appearance

- Follow all aspects of the uniform code.
- You must have your uniform card with you at all times.
- On non-uniform days and trips where academic uniform is not required, you must ensure that your chosen attire is acceptable. There should be no revealing clothes or inappropriate logos.
- Maintain a neat, tidy, ordered appearance, including well cut hair of moderate length. Girls should tie back their hair; boys should have hair clear of ears and collar.
- If boys opt for a shaven look, hair should not be any shorter than a **grade 2**. There should not be any extreme styles, tram lines etc.
- Year 10 / 11 girls may wear discreet make-up. Nail art or extensions are not acceptable.
- Jewellery of any kind is forbidden with the exception of wristwatches (not wearable technology such as iWatches) and a plain stud in each ear for girls. The stud should be worn in the lower lobe.
- You must arrive and depart in school uniform unless permission has been given by a member of staff.
- Boys should be clean shaven.

D. Property

- All personal property should be clearly marked with your name.
- Do not bring large sums of money and other valuables to school unless absolutely necessary.
- You are expected to take sensible precautions to keep your property safe. You should lock everything in your locker.
- You are responsible for school property such as books, equipment, instruments etc. loaned to you. You will be charged if you lose these.
- Report any damage to the premises, school equipment or the property of other members of the school immediately to a member of staff.
- Bags and instruments should be left in places provided and not around school where they are likely to cause an obstacle or danger to other people.
- Do not tamper with, handle or interfere in any way with other people's property.
- Chewing gum or similar is forbidden at all times.

E. Behaviour

- You are expected to be polite and helpful to other students, staff and visitors. There is no excuse for rudeness, disrespect or insolence towards other members of the school community.
- Aggressive or threatening behaviour will not be tolerated. Rowdy behaviour in classrooms or outside is also unacceptable and will be challenged.
- Racist, sexist, homophobic or transphobic discrimination is entirely unacceptable. Bridgewater is an inclusive community where all individuals count.
- There are to be no water-fights at any time.
- You must sign and observe the ICT Acceptable Use Policy.
- Smoking, alcohol and drugs are forbidden at all times.
- You must not have in your possession any weapons, hazardous chemicals, fireworks or laser pens.
- Intimacy, physical relationships or public displays of affection are not appropriate in a school environment.
- You are expected to help keep the school and grounds free from litter. Please place litter into the bins provided. In the Dining Hall you must ensure that your plates and cutlery are cleared away after eating.
- You must not disturb the flower beds or play on the grass in the quad.
- Energy drinks are not allowed in school.
- Bullying will never be tolerated. This includes physical, verbal or emotional.
- You may not bring into school confectionary or any other items to sell to other pupils.
- You must not use the toilets, locker rooms or changing areas as places to gather. Behaviour in these areas is to be as exemplary as anywhere else in the school.
- There must be no inappropriate games involving physical violence or aggression.
- Foul and abusive language will not be tolerated.
- You must walk carefully in corridors.
- If you cycle to school, please ensure that you do not cycle once inside the school grounds. Walk with your bike until you are off school premises.

F. Games and Activities

- Perfumes and aerosols are not allowed in school. Nothing should be sprayed in the changing rooms.
- The 3G area is to be used for playing games. It is not an area for congregating on. Please use the benches outside for this.
- Changing rooms should only be used when getting changed for practices, matches or games lessons. Loitering in these rooms at break or lunchtime is not acceptable.
- In order to take part in games and practices, the correct kit should be worn.
- When selected for a team pupils must attend all matches and practices.
- You must only enter the Sports Hall with the express permission of a member of staff.

G. Mobile Phones, Social Media and Behaviour Out of School

- You may bring mobile phones to school. Phones must be switched off during the school day from 8.40am-3.45pm. Phone should not be seen on site.
- If a mobile phone is confiscated, parents will be informed and will have to come in to school to collect the item. Where this is not possible the phone will be left in the school safe overnight and this can be collected at the end of the next day by the pupil. Repeated offenders will be given an after-school detention.
- Any use of mobile phones which involves bullying, the invasion of privacy, the circulation of libellous or pornographic materials is considered unacceptable. This includes reading text messages or emails on another person's phone without their specific consent.
- Photographs must not be taken or distributed without the express permission of the individual concerned.
- The school reserves the right to search and / or confiscate your mobile phone if we have good cause to believe that it has been used illegally or in a manner that would break the rules detailed above.
- You must not publish in printed or electronic format (e.g. online) any material which is offensive or derogatory about the school or individuals connected with it.
- The distribution of inappropriate material is an extremely serious offence.
- On a school trip the use of mobile phones will be permitted, although this is a privilege not a right. Trip leaders will allow the use of phones at their discretion.

Senior School Uniform List – Girls

School Outfitter: Whittakers, 123/125 Chorley Road, Swinton, Manchester M27 4AA.
Tel: 0161 794 1396

Compulsory

Item	Description	Notes
Top Coats*	Navy Blue / Black plain – no logos	See additional guidelines
Blazer	Royal Blue with silver stripes	Up to Year 9
Blazer	Black with 'Bridgewater' badge	Years 10 and 11 only
Skirt*	Grey with pleats	See additional guidelines
Blouse	Blue Revere short sleeve with logo	Up to Year 9
Blouse	White Revere short sleeve with logo	Years 10 and 11 only
Sports Shirt	Royal Blue unisex polo shirt	
Sports skirt	Navy with logo	
Socks	White	
Tights	Black opaque	
Shoes*	Black, well-supported full shoe, low heel	See guidelines
Training Top	Navy (1/4 zip)	
Training Pants	Navy with logo	Up to Year 9 – optional Years 10 & 11
Gym Shoes	Indoor and outdoor needed	Non-marking soles – can be trainers**
Shin Pads	For hockey / football	

Optional

NB. The following items are not compulsory, but if worn, only the regulation items stated below will be acceptable:

Kagool	Navy	For sports events
Pullover	Grey with blue stripe at neck	
Cardigan	Grey	
PE Leggings	Navy with logo	
Trousers	Charcoal grey	

*Please see guidelines

Senior School Uniform List – Boys

School Outfitter: Whittakers, 123/125 Chorley Road, Swinton, Manchester M27 4AA.
Tel: 0161 794 1396

Compulsory

Item	Description	Notes
Top Coats*	Navy Blue / Black plain – no logos	See additional guidelines
Blazer	Royal Blue with silver stripes	Up to Year 9
Blazer	Black with 'Bridgewater' badge	Years 10 and 11 only
Tie	Royal Blue with silver stripes	
Tie	Black with silver stripes & logo	Year 11 only
Trousers	Charcoal grey	Up to Year 9
Trousers	Black	Years 10 and 11 only
Shirt	Standard grey, long or short sleeves	Up to Year 9
Shirt	Standard white, long or short sleeves	Years 10 and 11 only
Socks	Grey	
Shoes*	Black, full, leather or faux leather shoe. No colour fastenings	See additional guidelines
PE/Games Shirt	Royal blue unisex polo shirt	
Football/Sports shorts	Navy with logo	
Training Top	Navy (1/4 zip)	
Training Pants	Navy with logo	Up to Year 9 – optional Years 10 & 11
Gym Shoes	Indoor and outdoor needed	Non-marking soles – can be trainers**
Football Socks	Royal blue with logo	
Football Boots		
Shin Pads		

Optional

NB. The following items are not compulsory, but if worn, only the regulation items stated below will be acceptable:

Kagool	Navy	For sports events
Pullover	Grey with blue stripe at neck	
Belts	Black with small buckle and no branding	

*Please see guidelines

Additional Guidelines

Please read this carefully, especially with regards to shoes and coats which can be expensive items to replace. The school outfitters will have a copy; anything which differs is obsolete.

A high standard of personal appearance is expected. Uniform should be clean, well-maintained and worn as directed by the school. Extremes of fashion, shoe style and hairstyle are **not** permitted. Clothes and shoes should be plain and the school logo the only discernible one.

Sanctions, including after-school detention, may be imposed for infringements of the uniform and appearance code. The Headteacher reserves the right to send home students who do not comply with the school's requirements.

Shoes

Students should wear black traditional shoes with an entirely leather, or faux leather upper that can be polished to a shine.

Boys – Many current fashions and shoes with undone laces are **not** acceptable. Boots are **not** permitted. Black trainers are **not** an acceptable alternative to shoes.

Girls – Trainers, 'ballet' shoe styles and shoes with undone laces are **not** acceptable. Girls must wear shoes that support the feet correctly and with a low heel. The best version is a laced shoe. The heel must **not** exceed 6mm in height (including any thick sole incorporated into the heel).

Trainers

These must be suitable for games activities – leisure type shoes such as Converse trainers are **not** suitable and hence not permitted. Mid top style shoes are only suitable for basketball.

Top Coat

When worn, top coats should complement the uniform. They should be entirely plain, either navy or black and should be long enough to cover the blazer. Leather, PVC, fleece materials, etc. are **not** permitted.

Skirt length (girls)

When purchasing a new skirt, please allow for an increase in your daughter's height as far as possible. Skirts should be a maximum of 4cm above the top of the knee bone.

NB.

If pupils opt for a close-cut, shaven look, the hair must be no less than a number 2 cut. There are to be no 'tram lines' or 'sculptured' styles. Spikes on top should not be too severe. Bizarre, outlandish styles or dramatic differences are **not** acceptable. Where pupils opt for a shaven style, the hair should be graded evenly and without a severe step between the sides and the top of the hair. Pupils with long hair must have it tied back. Hair accessories, if worn, must be plain blue. Only hair dyed to look 'natural' will be acceptable and must be in keeping with its natural colour. Contrasting colours or totally dyed hair will not be accepted.

A wide variety of school items are available from the school Pre-Loved Uniform Shop.
For further details please contact the school office.

