



Senior School

New Parents' Booklet

2016 - 2017

Dates of Terms 2016 - 2017

Autumn Term 2016

Wednesday 07 September – Friday 16 December

Half Term: Monday 17 October – Friday 28 October (two weeks)

Spring Term 2017

Thursday 05 January – Wednesday 29 March

Half Term: Monday 13 February – Friday 17 February (one week)

Summer Term 2017

Wednesday 19 April – Friday 07 July

Half Term: Monday 29 May – Friday 02 June (one week)

Absence For Holidays In Term Time

The Headmaster has a legal obligation to ensure that daily student registers are recorded in line with Department of Education guidelines and also the School is subject to the Independent School Inspectorate attendance regulations.

Please make a careful note of these dates and refer to them when planning holidays and family expeditions. BMS discourages the taking of holiday during term time. It is always difficult to assess the long-term effects of time off School. The implications of not being present in lessons and having to catch up on missed work whilst new work is being introduced these are both possible future problems that parents must consider.

Move-Up Days (Year 7 only)

Year 7 students will have a Move-Up Day on **Wednesday 22 June 2016**, from 8.30 am to 4.00pm. The day includes all our current Year 6 students and those students joining us from other schools. The day provides an opportunity for all of Year 7 to mix and spend time with their new forms taking part in a 'normal' Year 7 timetable.

Induction Days and Start of Autumn Term 2016

All new students entering Years 7, 8 and 9 (including BMS students moving from Year 6 to 7) assemble in the Howard Hall at 9.00am on Tuesday 06 September 2016. They will spend the morning with their Form Tutors to be informed about the daily routine and become familiar with the geography of the building. They should wear their School uniform and will be dismissed at 12.00pm.

For Year 10's the first day of term will be Wednesday 07 September 2016 and students will be met on arrival in reception at 8.30am.

The term begins for all members of the School at 8.40am on Wednesday 07 September 2016.

There will also be New Parent Tutor Evenings on Monday 19 September 2016 for all parents to meet their children's tutor.

Getting to School

Students may not cross Clapham Road at the town side of the roundabout except at the Pelican crossing and they must use the Toucan crossing on Manton Lane. Those approaching the School from Shakespeare Road should cross on the Clapham side of the roundabout.

Parents who bring their children into School are respectfully asked to observe the signs on display and **NOT** to park in the space reserved for coaches.

Children should not be dropped off or collected in Manton Lane or between the roundabout and the bus stop in Clapham Road because this creates a serious traffic hazard. We understand that this is a problem for parents, but the safety of the children is of paramount importance.

Crossing the road to Sainsbury's must take place at the traffic lights placed further away from the dangers of the roundabout.

Transport to Bedford Modern School

The Harpur Trust Schools have a transport system run both by voluntary Parent Associations and commercial suppliers. **This list is correct as of May 2016 but is subject to change.**

Souls' - Village Bus Association

VB1

Milton Bryan; Woburn; Woburn Sands; Aspley Guise

VB2

Milton Keynes Village; Wavendon; Woburn Sands; Aspley Guise

VB4

Great Brickhill; Little Brickhill; Caldecote; Woburn Sands; Aspley Guise

VBL – Late Bus

Aspley Guise; Woburn Sands; Woburn; Milton Bryan; Wavendon; Milton Keynes Villages

Souls' - Newport Bus Association

BS01

Willen; Newport Pagnell; Sherington

BS02

Kiln Farm; Great Linford; Chichley; Astwood; Bromham

BS03

Emberton; Olney; Turvey

BLN – Late Bus

Turvey; Olney; Emberton; Sherington; Newport Pagnell

BLS – Late Bus

Bromham; Astwood; Chicheley; Willen; Great Linford; Great Holm

Contact: Wayne Sweeting

Tel: 01234 710674 Opt 3 Wayne Sweeting

Email: waynesweeting@souls-coaches.co.uk

Web: www.soulscoaches.co.uk

Marshalls Coaches**BS1**

Linslade; Hockliffe; Tebworth; Toddington; Westoning; Flitwick; Ampthill

Contact: Dean Marshall

Tel: 01525 376077

Email: dean@marshalls-coaches.co.uk

Web: www.marshall-coaches.co.uk

Three Star Coaches**TS3 – Villages bus meeting up with TS33**

Barton Hills; Barton; Pulloxhill; Greenfield; Flitton; Silsoe; Clophill

TS33

Dimensions Gym, Poynters Road Roundabout (Dunstable/Luton); Dunstable Road, Luton; A6 to Bedford

Tel: 01582 722626

Email: sales@threestarcoaches.com

Web: www.threestarcoaches.com

Shorey's Travel**77X**

Streatley; Barton; Clophill; Haynes Turn; Elstow to Bedford

78X

Flitwick; Ampthill; Maulden; Clophill; Wilstead to Bedford

Contact: Donna Thompson

Tel: 01525 860694

Email: info@shoreystravel.co.uk

Web: www.shoreystravel.co.uk

County Coaches Ltd**LU98/LU99 – Bedfordshire Stops**

Stockwood Park Gates, Farley Hill, Luton; Post Office, Dunstable Road; Poynters Road/Dunstable Road; L&D Hospital Dunstable Road; Kingsdown Avenue; Barnfield College; Sainsbury's Bramingham; Gatehill Gardens, Bramingham; Waggon and Horses Pub, Barton le Clay; Silsoe

MK100/MK101 – Buckinghamshire Stops

Loughton Manor 1st School, Paynes Drive Loughton; OK Garage Woughton on the Green; Kingston Bus Stop Tesco/McDonalds; Wavendon Arms; Swan Pub, Salford; Cranfield War Memorial; Co-Op, Marston Moretain; Wootton Potters Cross

Tel: 01582 424140
Contact: Val Foley
Email: val@countycoaches.co.uk
Web: www.countycoaches.co.uk

Shefford and District Bus Association – Operated by Herbert’s Travel
846

Letchworth; Hitchin; Ickleford; Clifton

848

Biggleswade; Langford; Henlow; Stotfold; Arlesey; Stondon; Shillington; Meppershall; Campton; Shefford; Haynes

Contact: Alex Flegmann (Route 846)
Tel: 01462 769023
Email: a.flegmann@phoncoop.coop
Web: www.sheffordbus.co.uk

Contact: Sarah Collins (Route 848)
Tel: 01462 816056
Email: sarah@bcreativeassociates.com
Web: www.sheffordbus.co.uk

Biggleswade and District Bus Association – Operated by Herbert’s Travel
855

Potton; Sutton; Biggleswade; Broom; Upper Caldecote; Ickwell Green; Northill; Cople; Cardington to Bedford

875

Eaton Ford; St Neots; Little Barford; Tempsford; Sandy; Moggerhanger; Willington to Bedford

Contact: Juliet Jones
Email: membershipsec@bdba.org.uk
855 Rep: Sandie Mulligan **Email:** rep855@bdba.org.uk
875 Rep: Alison Crow **Email:** rep875@bdba.org.uk
Web: www.bdba.org.uk

Stagecoach Regular Service (Bus Station)

X5

St Neots; Eaton Socon; Great Barford; Goldington Green; Bedford Bus Station

50

Kettering; Wicksteed Park; Barton Seagrave; Alumasc Corner; Burton Latimer; Finedon; Irthlingborough; Nene Park; Higham Ferrers; Rushden; Sharnbrook; Milton Ernest; Oakley; Clapham; Bedford

51

Rushden; Oakley; Clapham; Bedford

41

Northampton; Brafield; Denton; Yardley Hastings; Olney; Lavendon Turvey; Bromham; Bedford Bus Station

Flitwick; Ampthill; Bedford Hospital; Bedford Bus Station

Contact: Stagecoach

Tel: 01234 220030

Email: bedford.enquiries@stagecoachbus.com

Web: www.stagecoachbus.com

Academic Lessons

These take place on weekdays, Monday through to Friday. School is open from 8.00am. Parents are reminded of their responsibility for the punctual arrival at School of their child. The timings of periods during the day are as follows:

| | |
|----------------------------------|------------------------|
| Registration: | 8.40 – 8.48am |
| Period 1 | 8.50 – 9.40am |
| Period 2 | 9.40 – 10.35am |
| Assembly, Pastoral, Break | 10.35 – 11.15am |
| Period 3 | 11.20 – 12.10pm |
| Period 4 | 12.10 – 1.05pm |
| Lunch | 1.05 – 2.15pm |
| Period 5 | 2.20 – 3.10pm |
| Period 6 | 3.10 – 4.00pm |

BMS operates a 2 week rolling timetable. Your child will be issued with a Student Organiser at the start of term clearly stating which rolling timetable day falls on each calendar day.

Students are free from academic commitments by 4.00pm. Afternoon games sessions may extend beyond 4.20pm and teams play matches on Saturday afternoons.

All students selected to represent School teams on Saturdays must fulfil this commitment.

If any student misses their bus or is not collected at the arranged time he/she must return to School Reception. His/her parents will be contacted immediately to make alternative arrangements.

Breakfast Club/After School Care

There is a Breakfast Club which runs from 7.30am to 8.30am for students who arrive before 8.00am. The students can sit and read or have breakfast. Common Rooms open at 8.00am. Any student wishing to arrive at this time should report directly to their Common Room. The Common Rooms will close at 4.30pm. After 4.30pm, students may either go to the Library, After School Care in Common Room 1 until 6.00pm or a supervised activity. The Library will be open after School until 5.00pm for all years. Once the Library has closed, students must attend After School Care if they wish to remain on site.

In Years 7 and 8 parents must collect their children from After School Care and the

students, who will have already signed in when they arrived at the rooms, will need to sign out.

Students in Year 9 and above: When it is time for students to be collected they will be allowed to sign out and wait outside the building; BUT the only waiting area is at the top of the steps at the Main School reception entrance. This will ensure that there are no children around the flag-pole and thus in the immediate vicinity (and danger) of cars.

Curriculum

In Years 7 and 8, students are assigned a Tutor who is responsible for their welfare and is the FIRST link between home and School. It is important to note that with the exception of Mathematics (which is set), Modern Languages and DT, students' teaching groups and Tutor groups are the same. There is a Head of each Year group, who holds overall responsibility delegated from the Headmaster for the academic progress, welfare and discipline of the Year 7 and 8 students.

During Year 7, all students follow the same basic curriculum. The subjects are English, Mathematics, Combined Science, Geography, History, Religious Education, French, German, Spanish, ICT, Art, Design Technology, Music, Drama, Physical Education, Key Skills (Sport) and Games. In Year 8 we add Latin and students choose to continue with two from French, German and Spanish.

In Year 9, Tutor groups are rearranged and are in the care of a new Head of Year and Form Tutor who move up the School with them to Year 11. These revised groups are a mixture of existing BMS students and new students entering at 13+ and remain together until the end of Year 11. Students are placed in a teaching group (not related to their tutor group) through which the core subjects are taught.

The core curriculum is English, Mathematics, Science (taught as three distinct subjects), Geography, History, Religious Education, Games, Physical Education, Enrichment and ICT. Students choose four from the following subjects (one of which has to be a Modern Foreign Language); French, German, Spanish, Latin, Art, Drama, DT and Music. GCSE courses are chosen after Parents' Evening in Year 9.

In Year 10, students will all take a core of English Language, English Literature, Mathematics and either Dual Award or three separate Sciences. They will then choose at least one Modern Foreign Language (French, German or Spanish), at least one Humanity (Classical Civilisation, Geography, History or Religious Studies) and two or three (depending on their Science route) others from a choice of: Art and Design, Design and Technology (three different options: systems and control, resistant materials, graphics), Computer Science, Latin, Drama, Music and academic Physical Education. Students also have to do PSHEE and non-academic Physical Education and Games.

Moving Around the School

A plan of the School is included in the Student Organiser issued to all students at the start of each year. General instructions concerning the use of the School buildings and its facilities will be given to new students on the first day of term.

Homework

Students are required each evening to complete a programme of homework that is tailored to suit the different age groups. Homework should not be done at morning break or lunchtime. The Student Organiser contains space for students to keep a record of homework set for each evening. The purpose of the homework record is to keep parents in touch with the work that is being done, and we ask parents to inspect these homework diaries regularly and check that work is being done at home properly.

If parents feel their son/daughter is getting too much or too little homework they should contact the Form Tutor in the first instance. The amount of homework set will be (approximately) as follows:

| | |
|------------------|------------------------------|
| Year 7: | 40 minutes |
| Year 8: | 1 hour |
| Year 9: | 1 - 1 ½ hours |
| Year 10 and 11: | 1 ½ - 2 hours |
| Years 12 and 13: | 4 hours per subject per week |

Stationery, Books and other Equipment

Please ensure that all items of clothing and all personal belongings, especially watches and expensive pens, are clearly marked with the owner's name. All text books are issued on loan to students on the understanding that, apart from fair wear and tear, damage and loss are made good by the student to whom they are issued. All exercise books are provided by the School on the understanding that any that are lost or misused are replaced at the student's own expense. For Mathematics, students will need a scientific calculator and geometry equipment; it is suggested that calculators are marked with the owner's name.

Students in the Senior School are allocated a locker in which to keep books and other kit. The School can accept no responsibility for any items of kit left on School premises. Parents are advised that students' belongings, e.g. bicycles, calculators, musical instruments etc. should be insured. Students should not have in their possession more money than is needed for basic daily needs. Items of value should be handed in for safe keeping during PE and Games sessions.

The School cannot be responsible for items that are not immediately relevant to a student's educational needs – this includes mobile phones and personal electronic equipment. Parents may find that letters arrive at the start of the Autumn Term advising them of trips and activities that children can be involved in. There are some costs involved so please be aware.

Equipped to Learn

Students should come to school with the following equipment:

1. Their Student Organiser
2. Exercise book/folder for each subject they have that day
3. Textbooks for each subject they have that day
4. A pencil case containing:

- At least 2 black pens plus one of another colour
- 2 HB pencils
- 2 highlighters of different colours
- A set of colouring pencils
- Scissors
- Glue stick
- Clear plastic 30cm ruler
- Compasses
- Protractor
- Set square
- Eraser
- Pencil sharpener
- Scientific calculator
- A memory stick

Mobile Phones

Mobile telephones may be used before school, at break and lunchtime, and after school but are liable to confiscation at **all other times**. They **may not** be used at any other time without the express permission of a member of staff. **They should not be used to take photographs or videos of any other members of our community.**

Communications

It is the School's policy that there should be maximum co-operation between parents and School. Parents should therefore feel at liberty to contact the School at any time either by email, telephone or letter. A 'Contact Us' section is available on our website but as a general rule, the Form Tutor should be the first point of contact. Please note that there is a Parent Governor who can be contacted via the School.

Games and Physical Education

All students participate in Physical Education, Games and Swimming unless they have an excuse note signed by their parents. Students in Year 7 have seven periods (50 minutes) of Physical Education and Games per 10 day cycle.

Year 8 and 9 students have six periods and Years 10 and 11 have five periods. During Physical Education lessons the students follow a syllabus based upon the National Curriculum for Physical Education. The tables on the next page highlight the activities for each year group.

Students have a guided choice in games where there is more than one activity available to them.

A note on participation in School sports

Bedford Modern School believes in the value of competitive sport and healthy competition. The School runs as many teams as possible at different levels and in a wide variety of sports for both boys and girls.

The School expects all students to make themselves available for sports fixtures.

However, on occasions, there may be a significant clash, such as a family wedding that will mean the student is unable to play. In such rare instances, please could you make sure your child lets the relevant person in charge of the team know in writing as soon as possible.

Without your support we will find it very hard to honour our competitive fixture list and provide the well documented benefits team sport can provide. Not appearing for a team when selected lets down the team and the School and in some cases may lead to the cancellation of the fixture.

You should look out for team notices sent to students and parents by email. Please bear in mind that sometimes selection is only finalised towards the end of the week.

Proposed PE and Games Curriculum 2016-2017

Year 7 Games and Key Skills

Autumn Term

Rugby (Boys), Hockey (Girls)

Spring Term

Netball (Girls), Hockey and Football (Boys)

Summer Term

Tennis (Girls), Cricket (Mixed)

Physical Education

A carousel of activities including:

Indoor Athletic Fitness

Gymnastics

Swimming

Basketball

Athletics

Racquet Skills

Year 8 Games

Autumn Term

Rugby (Boys), Hockey (Girls)

Spring Term

Netball (Girls), Hockey and Football (Boys)

Summer Term

Tennis (Girls), Athletics and Cricket (Mixed)

Physical Education

A carousel of activities including:

Basketball

Water Polo

Badminton

Gymnastics

Athletics

Fitness

Year 9 Games

Autumn Term

Rugby (Boys), Swimming (Mixed), Hockey (Girls)

Spring Term

Netball (Girls), Football and Hockey (Boys),

Rowing and Swimming (Mixed)

Summer Term

Rounders and Tennis (Girls), Athletics, Rowing,

Swimming, Cricket (Mixed)

Physical Education

A carousel of activities including:

Fitness

Basketball

Badminton

Tennis

Athletics

Note: New Year 9 students participate in rugby (boys) and hockey (girls) for half a term. If students are not in a crew, they can only choose Rowing as a Games option for one term.

Year 10 Games

Autumn Term

Rugby (Boys), Swimming and Rowing (Mixed)

Hockey and Physical Activity Carousel (Girls)

Spring Term

Netball and Physical Activity Carousel (Girls),

Football and Hockey (Boys), Rowing and

Swimming (Mixed)

Physical Education

A carousel of activities including:

Fitness

Handball

Basketball

Parlauf Relays

Mexican Invasion

Softball/Rounders

Tennis

Summer Term

Rounders and Tennis (Girls), Athletics, Rowing, Swimming, Cricket (Mixed)

Note: If students are not in a crew, they can only choose Rowing as a Games option twice in a year.

Year 11 Games

Autumn Term

Rugby (Boys), Swimming and Rowing (Mixed) and Hockey and Physical Activity Carousel (Girls)

Spring Term

Netball and Physical Activity Carousel (Girls), Football, Hockey, Rugby (Boys) Rowing and Swimming (Mixed)

Summer Term

Rounders (Girls), Tennis, Athletics, Swimming, Rowing, Cricket (Mixed)

Physical Education

A carousel of activities including:

Fitness

Handball

Basketball

Parlauf Relays

Mexican Invasion

Softball/Rounders

Tennis

Please note: - The PE curriculum and Games options are currently under review and may be subject to change in 2017-18.

School Uniform

All uniform and sportswear is available to purchase from the No Limitz store which is situated at 25 Shuttleworth Road, Elms Farm Industrial Estate, just off Goldington Road, Bedford MK41 0HS (opposite Waitrose).

No Limitz provides a stream-lined and convenient service which includes the facility to try on and purchase the same day; click and collect from the store during opening hours or from school on two set days per week as well as home delivery. There will also be a fitting service in place for new students.

For prices for individual items and to visit the school shop online please visit: www.bedmodshop.co.uk telephone 01234 350720 or email schoolwear@nolimitz.co.uk.

The store's opening hours are 10am until 6pm during the week and 9am until 5.30pm on Saturdays with ample free parking available.

Nearly New Uniform Shop

The Parents' Association run a regular Nearly New Uniform Shop on the first and third Thursday of each month during term time. This is situated in the School quads and supplies items of current School uniform. Please note additional opening times for new parents on **Saturday 18 June and Saturday 03 September from 10am to 12pm.**

For further information visit our website for all the opening hours and full conditions of sale www.bedmod.co.uk/wp-content/uploads/2015/09/BMS-PA-Nearly-New-Shop.pdf. If you have any queries or could spare some time to help in the shop, please send a text message to Rebecca Bygraves on 07899 084467.

Boys' Uniform

| Item: | No Limits only | Compulsory |
|---|----------------|------------|
| Blazer with school crest and braiding | √ | √ |
| Black straight leg trousers (No jeans, cords, denim, flares or skinnies are permitted). | | √ |
| White shirt | | √ |
| School house tie (worn to waist level) | √ | √ |
| Black V-neck jumper with school crest | √ | √ |
| Black or grey socks | | √ |
| Black leather shoes (Trainers are not permitted) | | √ |
| House shirt with school crest | √ | |

Boys' Sports Kit

| Kit requirement | No Limits only | Compulsory | Activities for kit attire |
|---|----------------|------------|--|
| Autumn term - all students | | | |
| PE polo shirt with school crest | √ | √ | All activities |
| Black ripstop with school crest | √ | √ | |
| Reversible games shirt with school crest | √ | √ | Football Y7-8 Hockey and Rugby Y7-11 |
| Red and black sports shorts with school crest | √ | √ | All activities |
| Red and black hooped sports socks | √ | √ | Football Y7-8 Hockey and Rugby Y7-11 |
| Black jammers or speedos | √ | √ | Y7-8 PE lessons, Y9-11 competitions and games |
| Plain black tracksuit trousers | | | All activities |
| Mouthguard | | √ | Hockey and Rugby |
| Football boots | | √ | Football |
| Sports trainers | | √ | All activities |
| White sports socks | | √ | All summer activities |
| Autumn term - team players | | | |
| Waterpolo trunks with school crest | | √ | Y9-Y13 team players |
| Rowing kit with school crest | | √ | School crews only |
| Plain black tracksuit trousers | | √ | All team players |
| Spring term - all students | | | |
| Shin pads | | √ | Hockey, football and rugby players and lessons |
| Spring term - team players | | | |
| Football team shirt with school crest | | √ | Y9-11 team players |
| Summer term - team players | | | |
| Cricket shirt with school crest | √ | √ | |
| Cricket trousers | | √ | |
| Cricket jumper | | | BMS version available |

Girls' Uniform

| Item: | No Limitz only | Compulsory |
|--|----------------|------------|
| Blazer with school crest and braiding | √ | √ |
| School skirt – straight with Menzies check (Hem must be between 2cm above and below the knee.) | √ | √ |
| Black bootcut trousers (No jeans, cords, denim, flares or skinnies are permitted.) | | |
| White blouse with school crest | √ | √ |
| Red V-neck jumper | √ | √ |
| Black opaque tights (Winter uniform) | | √ |
| White ankle socks/flesh coloured tights (Summer uniform) | | √ |
| Black ankle socks (with black ankle socks only) | | √ |
| Black leather shoes (Up to 20mm heel. No open-toe, sling-back, stiletto or thin heels are permitted) | | √ |
| House shield pin badge | √ | |
| House shirt with school crest | √ | |

Girls' Sports Kit

| Kit requirement | No Limitz only | Compulsory | Activities for kit attire |
|---|----------------|------------|---------------------------|
| Autumn term - all students | | | |
| Black Games skort with school crest | √ | √ | All activities |
| Red and black hooped sports socks | √ | √ | |
| PE polo shirt with school crest | √ | √ | All PE activities |
| Red hoodie with school crest | √ | √ | |
| Plain black swimming costume | | √ | All swimming |
| Games polo shirt with school crest | √ | √ | All games and team sports |
| Shinpads and mouthguards | | √ | All hockey activities |
| Sports trainers | | √ | All PE activities |
| White sports socks | | √ | All PE activities |
| Waterproof ripstop top with school crest | √ | | All outdoor activities |
| Plain black tracksuit trousers | | | All activities |
| Black headband with school crest | √ | | |
| Autumn term - team players | | | |
| Waterpolo costume with school crest | | √ | Y9-Y13 team players |
| Rowing kit with school crest | | √ | School crews only |
| Plain black tracksuit trousers | | √ | All team players |
| Summer term - team players | | | |
| White tennis skort - BMS version at No Limitz | | | |

Parents' Evenings

There is one Parents' Evening for each child in Years 7 to 10 and two per annum for Years 11 to 13 at which parents meet Tutors and subject teachers. Dates are provided on the Parent Portal on the electronic calendar and a letter is sent home from the Head of Year.

Reports

Full reports on each subject are sent to parents in Year 7 to 10 once a year. All year groups receive interim reports, the exact timing of which varies by Year Group, but generally once per half term. The Headmaster also writes a blog on the School website giving details of the recent activities and events at the School.

School Lunches

School Lunches are available each day. Facilities are provided for students bringing packed lunches, which must be eaten in the Refectory. A Tuck Shop is provided during break time.

Parents should indicate their wish for lunches at the beginning of their child's first year. A minimum of half a term's notice must be given to stop taking lunches. Parents can start their children on School lunches with the minimum of notice.

We do offer an ad hoc lunch option for those students who prefer to take only the occasional School meal, the charge for which from September 2016 will be £4.45 per lunch, levied termly in arrears based on the number of lunches taken.

Parents of younger students are strongly advised to purchase full School lunches for their children. Many have a long day and need a proper mid-day meal. Sandwiches may not be sufficient and often have to be supplemented by snack purchases.

School Trips

We organise more than 150 trips every year, some of which are included within school fees but not all. Some trips directly support the curriculum and run within the school day, for example all Year 7 students go to Wrest Park to study Art and all Year 8 students will visit Hunstanton to study Geography. Other trips are run after school, for example a Year 9 Drama trip to the West End.

Residential trips including a long running exchange with Bamberg in Germany for students in Year 9 and above also feature as do cultural tours to France and Spain.

We run annual sports tours including a hockey tour to Holland for girls in Year 8, a rugby tour to Venice for boys in Year 10 and a rowing camp in Italy for students in Year 9 and above. Activity holidays run each summer to France alternating between the mountains and the coast and most years we run a ski trip to the Alps for students in Years 7 to 11.

Outdoor education opportunities begin for students in Year 7 with a week of activities

during term time, two days of which are based locally but students also spend three days away with two nights under canvas. In Year 8 all students spend a week at an Outward Bound Centre in West Wales, whilst in Year 9 students can opt to join the Combined Cadet Force and the Duke of Edinburgh scheme, both of which provide weekend and holiday opportunities.

Absence from School

If a student is late arriving at School they **MUST** sign in at the School Office stating the time and reason for lateness. Any student leaving the school site (permission being granted) **MUST** sign out at Reception.

Years 7 to 11

A special telephone line has been organised for parents to ring (01234 332579) on each day of any absence from School. This is a voicemail box and we ask you to inform us of your child's name, year and tutor group, and the reason for absence BEFORE 10.00am. If a student is going to be absent for a period of time e.g. hospital stay we do not require notification each day, so long as we are advised of the expected absence period. There is also a dedicated absence email address: absence@bedmod.co.uk.

No cause except illness is considered sufficient excuse for absence from School, unless permission has been obtained beforehand. When planned leave of absence is desired, application must be made by letter to the Head of Year, a reasonable time beforehand stating the reason for which leave is desired. **BMS discourages the taking of holidays during term time.**

School Photography

Keeping you informed of events at Bedford Modern School, including the production of our magazines, school literature and website or social media uploads often involves news items that feature photographs of our students. We are very keen to celebrate the success of individuals and groups at BMS and we know that such publicity is a source of great pride for students, parents and staff.

When you signed the Acceptance Form, and thereby agreed to the School Terms and Conditions, you gave permission for us to obtain and use photographs or images of your son and/or daughter to use in the School's promotional material as set out in paragraph 4.15. This includes, for example, use in the prospectus, the website or social media; for press and media purposes and educational purposes as part of the curriculum or extra-curricular activities.

However, if you change your mind and do not want photographs or images of your child to be used, please write immediately to the Headmaster stating your position and requesting an acknowledgement of your letter and also do make sure that your son or daughter is aware. We can then make sure that the appropriate precautions are put into place.

BMS Expectations Charter

We should:

Be independent

- Be reliable and responsible for our actions
- Learn from our mistakes
- Take control of our own learning through pro-activity and reflection
- Ask questions when we require clarification
- Give 24 hours' notice if we are to miss an activity or lesson or part thereof
- Catch up missed work without being reminded

Be ambitious

- Be positive about what we, and others, can achieve
- Be enthusiastic learners and do everything to the best of our ability
- Spend focussed time on our work, present it well and take a pride in it
- Participate in all discussions and activities and not hang back
- Aim high through knowing our strengths and weaknesses
- Tackle difficult problems and activities
- Take risks, go outside our comfort zone and not be afraid to 'fail'
- Take pride in the recognition of our success/es
- Involve ourselves in all the opportunities available to us

Be considerate

- Be honest and co-operative in our dealings with others
- Move around the School site in a calm and orderly way
- Show respect and tolerance for each other's views and ideas
- Treat everyone as we would like to be treated
- Listen carefully when others are talking
- Help, encourage and praise others
- Respect both the School environment and all the equipment in it
- Wear our uniform with pride in school and outside

Be prepared

- Arrive punctually to every activity
- Be 'Equipped to Learn' for every lesson

School Rules

Appearance

• **Uniform**

Students are required to wear School uniform (business attire for sixth formers), and in outlook and personal appearance to bring credit to the School at all times. Teams and parties representing the School both at home and away will wear School uniform.

• **Hair**

Hair styles must be such that they can easily be kept neat, are not ostentatious and do not prevent students from participating efficiently and safely in all School activities. Facial hair is not permitted. Religious considerations are accepted, but a letter of explanation must be sent to the Headmaster.

- **Jewellery**

Boys: Earrings may not be worn at School.

Girls: A small single stud in each ear lobe is acceptable.

For safety reasons, there should be no other body piercing nor jewellery worn by boys or girls. Religious considerations are accepted, but a letter of explanation must be sent to the Headmaster.

- **Make-up**

Make-up is not allowed for Year 7 and 8 students. Make-up for Year 9 and upwards must be discrete.

Safety

- **Bicycles:** Students may come to School on bicycles only if they ride safely. Bicycles must not be ridden on School premises or within the gates of the School Field. For added security students must use the bike racks which can be found in a variety of locations. The use of helmets when cycling is strongly advised. **The School cannot accept responsibility for any bicycles or vehicles parked on School premises.**
- No student may leave the School grounds at mid-morning break or during teaching sessions unless permission has been obtained. No student below the Sixth Form may leave the School grounds at lunchtime without obtaining leave from their Head of Year on each occasion.
- Possession or use of illegal drugs is considered a very serious offence and renders the possessor liable to exclusion.
- It is an offence to smoke, including e-cigarettes, on School premises or in public during School hours, when in School uniform or when engaged in any School activity.
- Pillion passengers should not be carried on motorcycles or motor scooters. Cars may not be parked on School premises or at the School Field/King Room without special permission.

Security

- No student may interfere with the property belonging to others. Borrowing without permission is regarded as stealing and is liable to the severest punishments that may include exclusion.
- The School will not accept responsibility for the valuables and personal property of the students – this includes mobile phones (which should be switched off during teaching hours), laptops/tablets and audio equipment.

Responsibility

- Personal music equipment, laptop/tablets can only be used before School, break, lunchtime and after School, **NOT** between lessons, **NOR** in the Refectory. They may be used in lessons with the express permission of the member of staff.
- Mobile telephones may be used before school, at break and lunchtime, and after school but are liable to confiscation at **all other times**. They **may not** be used at any other time without the express permission of a member of staff. **They should not be used to take photographs or videos of any other members of our community.**
- The School should be informed at the beginning of each term by a letter to the Form Tutor of any outside employment undertaken by a student.

- Eating in classrooms or corridors is forbidden. Plain water may be drunk by students during lessons, with the permission of the member of staff.
- All breakage or damage to school property must be reported at once to the Bursary and may be payable at the student's expense.
- All students are expected to join in School games and play for School teams when selected unless excused for reasons of health.

Rewards System

This system is cumulative and runs throughout Years 7-11.

- The key building block for the Reward System at BMS is the Eagle Point. These are awarded when the student exceeds our expectation in one of the following areas: Academic (attainment or effort), Citizenship, Co-curricular and House.
- Please note that for some key co-curricular activities such as sports teams, major drama productions and concerts, participation in itself is deemed a reward, and thus Eagle Points will not be awarded in these circumstances.

Students can keep track of their progress via the student portal.

| Level of Reward | | Form of Reward | |
|---|---|--|------------------|
|  | 1 | Eagle Point | 1 Eagle Point |
| | 2 | Tutor Letter | 10 Eagle Points |
| | 3 | Bronze Half Eagle (Badge and Head of Year Letter) | 25 Eagle Points |
| | 4 | Bronze Full Eagle (Badge and Headmaster Certificate) | 50 Eagle Points |
| | 5 | Silver Half Eagle (Badge) | 75 Eagle Points |
| | 6 | Silver Full Eagle (Badge) | 100 Eagle Points |
| | 7 | Gold Half Eagle (Badge) | 125 Eagle Points |
| | 8 | Gold Full Eagle (Badge) | 150 Eagle Points |

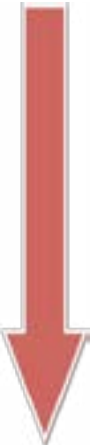
Sanction System

- **Level 1:** Supervised by teacher/tutor – record kept
- **Level 2:** Subject/Head of Year Detention (lunchtime – 30 minutes) – recorded centrally by Head of Subject/Head of Year, supervised by Faculty member/Head of Year. Tutor informed.
- **Level 3:** After School Detention (1 hour) - recorded centrally and letter sent to parents. Tutor/Head of Year informed.
- **Level 4:** Deputy Head's Detention (plus interview) – letter sent to parents. On the second occasion a contract will be drawn up and agreed by student, parents and the School. Tutor/Head of Year informed.
- **Level 5:** Senior Deputy Head's interview – will automatically generate a letter home to parents warning of the consequences of any further similar behaviour – in

- some circumstances this interview could lead to suspension or permanent exclusion
- **Level 6:** Suspension – between 1 & 5 days. This will be determined by the Headmaster in consultation with his Deputies
- **Level 7:** Permanent Exclusion. Decision taken by the Headmaster

Escalation over the course of an Academic Year

- If a student receives a third sanction at the same level (but all three must be either Academic or Non-Academic and not a mixture) it automatically escalates to the next level. A contract will be drawn up if the student receives a second Deputy Head's detention addressing the problems that seem to be prevalent in the behaviour/attitude of the student.
- Work will be set for completion during detentions by the appropriate person.
- NOTE - a student can be given any of the sanctions mentioned above immediately, if the offence warrants that particular punishment, WITHOUT going through the lower level sanctions.
- If a student fails to attend a detention of any description without a very good reason, they can expect the punishment to automatically escalate to the next level.

| Level of Sanction | Academic | Non-Academic | |
|--|----------|---|--|
|  | 1 | Teacher sanction (record kept) | Teacher sanction (record kept) |
| | 2 | Subject Detention (Lunchtime = 30 minutes) | Head of Year Detention (Lunchtime = 30 minutes) |
| | 3 | After School Detention (1 hour) | After School Detention (1 hour) |
| | 4 | Deputy Head's Detention and Interview | |
| | 5 | Senior Deputy Head's Interview | |
| | 6 | Suspension | |
| | 7 | Permanent Exclusion | |

