



Senior School

**Years 7, 8, 9 and 10
New Students' Booklet**

2016 - 2017

Welcome to BMS

We are delighted that you will be joining us in September and we are looking forward to getting to know you.

Many new and exciting opportunities will now be open to you, and we want you to take them. Before you do this, you have to get to know us a bit better and this booklet will help you do that.

If, when you have read the booklet, you have any questions please do ASK for help.

Who's Who

There are lots of staff who work here, both teaching and non-teaching, and you will get to know many of them as you progress through the School. To help you get started though, here are some important faces to remember:

The Headmaster

Mr Michael Hall



Senior Deputy Head

Mrs Sarah Davis

hnicholls@bedmod.co.uk



Deputy Head Academic

Mr Matt Price

epalmer@bedmod.co.uk



Deputy Head Pastoral

Mr Ian Grainger

hnicholls@bedmod.co.uk



Head of Year 7

Mrs Sarah Sanctuary

ssanctuary@bedmod.co.uk



Head of Year 8

Mr Jon Searle

jsearle@bedmod.co.uk



Head of Year 9

Mr John Flitton

jfitton@bedmod.co.uk



Head of Year 10

Mr Trevor Rex

rext@bedmod.co.uk



Move-Up Day

Year 7 students only will have a Move-Up Day on **Wednesday 22 June 2016**. The day includes all our current Year 6 students and those 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.

Your First Day (Year 7, 8 and 9 only)

OK, so how many people do you know who have not been nervous on their first day at a new school? Everybody gets nervous, even the teachers, so remember that when you walk through the doors.

Talk to people and they will talk back. This is the best way to make friends, if everyone waited for someone else to come and talk to them, we would all be silent forever!

Your first day will be on **Tuesday 06 September 2016**. This is the day before the rest of the School returns from the summer break.

We call this your **Induction Day**. The day will include some testing and Tutor time with your class which will allow you to get to know the School buildings and routine a little more so that when you come back the next day, you will know where you are going and what to do! You should wear your School uniform as individual student photographs will also be taken.

When you arrive on the Induction Day, please come to the Howard Hall (that's the assembly hall and theatre that you have been in before) at **9.00am**. **The Induction Day will finish at 12:00pm**. You will need the following items:

- Everything on our list below
- Your uniform
- This booklet
- A note pad - to write things down on!

For Year 10s, the first day of term will be Wednesday, 07 September 2016 and you will be met in reception at 8.30am.

All 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.

What Next?

Each normal school day starts at 8.40am (although most students arrive in the Common Room about 8.30am) and finishes at 4.00pm. You will have a morning break from 10.55am until 11.15am and lunch starts on a rotating basis at 1.05pm.

When you arrive in the mornings you can go to your Common Room, this is a place to relax and sort your books out for the day. First registration is at 8.40am so you will need to be ready by then.

Each morning, your Tutor will read out the 'song sheet'. This is the time-honoured way of passing information to you (room changes, etc) so you should listen carefully. There are also computer screens in various places around the building (including your Common Room) for you to refer to during the day.

If, for any reason, you are late arriving at School (and have missed registration) then you must go to sign the late book in the School Office. If you need to go home early then we will need a letter from your parents, telling us why you are going home. You also have to sign another book at Reception when you leave the site indicating who has given you permission.

Each School day is broken down into a series of lessons (or periods as we call them).

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

This timetable operates on a two week cycle which you will get to know as you get used to the School and by referring to your Student Organiser which you will receive when you join BMS. There are 'pips' which go off during the day to help and your teachers will help you too.

What will I study?

Students in Years 7 will study:

English, Mathematics (setted by half year group), Combined Science, Geography, History, Religious Education, Philosophy, French, German, Spanish, ICT, Art, Design Technology, Music, Drama, Physical Education, Key Skills (Sport) and Games.

Students in Year 8 will study:

English, Mathematics (setted), Combined Science, your choice of two languages from French, German or Spanish, Geography, History, Religious Education, ICT, Latin, Art, Design Technology, Music, Drama, Physical Education and Games.

Students in Year 9 will study:

You can make some initial choices for subjects that you want to pursue for GCSE

examinations. The main curriculum is: English, Mathematics, Science (taught as three distinct subjects), Geography, History, Religious Education, Games, Physical Education, Enrichment and ICT. You 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.

Students in Year 10 will study:

You will all take a core of English Language, English Literature, Mathematics and either Dual Award or three separate Sciences. You 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 your 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. You will also have to do non-academic Physical Education and Games.

Years 7 – 11 will also take PSHEE lessons which are the lessons that will help you to learn the skills needed for adult life.

The House System

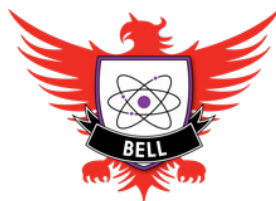
Everyone at BMS is in a House. There are six Houses, each named after very illustrious former students of the School. You will be in one of the following:



Mr A Slater



Mr J Sadler



Mr A Higgs



Miss H Gilbert



Miss S Sobrado



Miss A Vaughan

The member of staff who is responsible for each house is also named.

Senior Head of House – Mrs P Edwards

House competitions take place throughout the year and can involve activities such as Debating, Chess, Shooting, Music, Quiz Events, etc. You can take part in the house competitions and the winning house will get points towards the trophy. At the end of the year, the house with the most points will win the trophy.

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.**

- 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.

A Note on 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.

School Reports

Your parents will receive one formal academic report once a year. This report is our method of letting your family know how well you are coping with your schoolwork.


We also have regular interim reports which give you an idea of how much effort the teachers feel you are putting in to your schoolwork and how well you are doing. You will also have at least one Parents' Evening which **you** should attend with your parents. All of this will be explained to you in more detail by your Tutor.

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 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	

- **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 and 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.

What If?

What if I don't understand something in a lesson?

ASK! If there is no opportunity during the lesson, ask at the end. The teacher will explain there and then or ask you to come back when he/she has more time to help you thoroughly. Do not struggle in silence.

What if I am worried about something or am being bullied?

Talk to someone. This could be your Form Tutor or Head of Year, Deputy Head Pastoral, any teacher, the School Nurses, Welfare Liaison Manager or the monitors. Never feel embarrassed about talking. If something is worrying you then it is important to talk to someone. If they can't help, they will find someone who can. We do not tolerate any form of bullying or spiteful teasing.

What if I need to go to the loo?

If you are in class, put up your hand and ask permission from the teacher! Try to avoid doing this by going at break times.

What if I need to use the telephone to call my parents?

There are payphones in Reception that you can use, so remember to bring some change. If it is an emergency then you can ask at Reception and they will let you use their telephone. You can also ask your Head of Year if you can use the office telephone. If you have your own mobile telephone, remember, it may only be switched on at break, lunchtime and when School ends. **If it should ring during lessons it will be confiscated until the end of the day.**

What if I get lost?

First, check your School Organiser; it has a map of the School to help you. If this doesn't help then find someone to ask.

What if I feel sick?

If you feel unwell during the day then tell your teacher. He or she will probably send you to the Nurse. The medical suite is located near Reception and there are three Nurses, so someone will be there all through the day.

What if I've lost something?

If you have lost something first speak to your Tutor, you will then need to go to Reception and they will tell you what to do next. **Remember to clearly mark ALL**

your property. If you have something valuable you should either keep it in your locker or give it to your Form Tutor or Head of Year for safe-keeping.

What if I forget to bring something from home?

Don't worry. Ask your Form Tutor or Head of Year, we may be able to lend you a replacement. If it is really urgent then you could use the payphone in Reception to call home.

Homework – How much will I get?

The amount of homework set will be (approximately) as follows:

Year 7: 40 mins

Year 9: 1 - 1 ½ hours

Year 8: 1 hour

Year 10: 1 ½ hours

Years 7 – 9 will be issued with a homework timetable so you know what subjects will be set each day. You must write down what homework you have in your School Organiser so that you won't forget what you have got to do. If you mislay a piece of homework or have not done it then you must explain what has happened to your teacher straight away.

What if I need to stay late after School?

All Year Groups **can either** go to After School Care in **Common Room 1** when your own Common Room closes at 4.30pm where you may stay until 6.00pm at the latest, or to the Library until 5.00pm. **All** students must sign in when they arrive and sign out when they leave either After School Care or the Library. On leaving the Library, if you still need to stay in School you must go to After School care and be collected by your parents from there.

If you are onsite before 8.00am then you **MUST** report to the Refectory for Before School Care (Breakfast Club). No-one should be on-site after 6.00pm unless they are involved in a specific School activity.

Year 9 and 10 students only

When it is time for you to be collected you will be allowed to sign out and wait outside the building; **BUT** the **only** waiting area is at the top of the steps at Main School Reception entrance. You must ensure that you do not wait around the flag-pole.

What if I forget my packed lunch?

If you have a packed lunch each day but forget it on one occasion then you can still have lunch in the refectory and your parents will be subsequently billed.

What if I miss my bus?

If you miss your bus then you should come straight back up to School. You can telephone your parents and ask if they could come and get you or you can wait for a late bus, if your bus company has one.

What if the fire alarm goes off?

Your Form Tutor will instruct you in the evacuation drill so listen very carefully. Instructions are also posted in every classroom and Common Room. Evacuation is conducted quietly and calmly.

