

# Bexley Grammar School

A Specialist Language College  
and IB World School



## Booklet for Year 7 students

(This document is complementary to the School Prospectus already provided:  
parents will find it useful to retain both)

*developing compassionate leaders*

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## THE AIMS OF THE SCHOOL

All visitors to Bexley Grammar School, comment on the atmosphere they feel as soon as they enter our school: friendly, stimulating and welcoming. **We pride ourselves on the quality of the relationships between students and staff** which underpin this cohesive school community. Our students rise to the ambitious challenges we set for them both within and beyond the curriculum so that they leave as self-assured, compassionate, highly skilled young men and women, equipped to flourish in higher education or employment in our ever-changing world.

BGS aims to create the best possible educational environment in which each individual student is encouraged to work effectively towards the highest personal standards, with opportunities:

- to develop academic, cultural, social, physical and other talents;
- to establish sound moral values;
- to accept increasing responsibility for their own future, for the school, and for the wider communities to which they belong.

The school is concerned with the development of the full personality of each student and not just with academic progress, important though this is; each individual student has the right to be valued on her or his own merits. There will be many opportunities, not only in the senior part of the school, for students to accept responsibilities for, and to be of service to others both within the school and the wider community.

Our vision is of a school that gives students the confidence to succeed in whatever they aspire to do in their lives. We want all students to reach their full academic potential and to develop into compassionate future leaders in line with our ethos: We strive to develop students who value Intellect, Empathy and Courage. In all our work we wish to perform at a standard that will justify the use of the term "Excellence".

## HOME - SCHOOL PARTNERSHIP

### **Before joining the school:**

In the past students and their parents were invited to an evening meeting at which they were introduced to key members of staff and found out more about life in Year 7. Unfortunately this will not be able to go ahead this year, but instead we hope to offer a blend of in-person and virtual induction events. It is our aim to offer some important information for parents virtually via our website and an induction day for Year 6 at the school in the summer term, at which they will be introduced to a typical day's programme and have a chance to meet other members of their year. It is unknown at this stage whether this can safely go ahead, but if it is not possible, we will hold a virtual event with lots of fun induction activities for your children to get involved with.

### **On joining the school:**

In September, parents are invited to meet Form Staff in order to discuss how your child has settled into school. This is more of a pastoral check than an academic one, and there will be a full Parents' Evening at the beginning of the Summer Term when parents / carers will be able to discuss their child's progress with each of the subject teachers. A report will be issued each term to keep you informed of progress and should there be any issues within the report cycles the relevant member of the teaching or pastoral staff will be in touch.

At any stage during the student's career at the school, meetings can be arranged at the request of home or school, if matters of concern need to be discussed.

The use of a Student Planner enables information to be passed easily and quickly between school and home. We ask that you check and sign your child's planner every week - their tutor will do the same. From time to time letters are sent home via students on a variety of issues. These will often be sent by

ParentPay – an electronic system which parents will be asked to sign up to once your child starts. Your child will be issued with login details in September to set up **one parent on ParentPay**. We only offer additional logins for parents who live at separate addresses.

Parents are welcomed by the committee of the flourishing Parents' Association and invited to join and/or take part in its varied activities. The first activity they will invite you to will be a Barbecue for Year 7 families. This is a wonderful chance for students to make friends and for families to meet.

Thus we nurture relationships with both you and your child; this home-school partnership is central to your child's success at BGS.

## **TERM AND HOLIDAY DATES**

### **Term Dates 2021 / 2022**

#### **Autumn Term 2021**

**Wednesday 1st September - Inset Day**

**Thursday 2nd September - Year 7 & Year 12 only**

Friday 3rd September - First full day

Friday 3rd September - Thursday 21st October

*Half term Friday 22nd October - Monday 1st November*

Tuesday 2nd November - Friday 17th December

#### **Spring Term 2022**

Monday 3rd January - Friday 11th February

*Half Term Monday 14th February - Friday 18th February*

Monday 21st February - Friday 1st April

#### **Summer Term 2022**

Tuesday 19th April - Friday 27th May (excluding Public Holiday Monday 2nd May)

*Half Term Monday 30th May - Friday 3rd June*

Monday 6th June - Wednesday 20th July

**Thursday 21st July - Inset Day**

**Friday 22nd July - Inset Day**

**Two further Inset Days TBC**

## RECEPTION

Reception is open from 7.45 am to 4.30 pm. The receptionists will provide an important point of contact between you and your child in the event of illness or emergencies. Therefore it is important you have entered correct details for Emergency Contacts on your Admission Form, so that the School has up-to-date information for your child. **If your contact details change can you please make sure the School is informed.** Lost property is kept at Reception, students should ask there if they have lost anything during the school day.

Please ensure that the following documents are returned by Monday 28th June:

1. Home-School Agreement (return 1 copy)
2. A copy of your child's birth certificate or passport

Possibly subject to change from September 2021 if 'bubbles' are no longer necessary.

## THE SCHOOL DAY

	YEARS 7 – 9 & 12	YEARS 10, 11 & 13
8.30	Registration	Registration
8.35	Period 1	Period 1
9.25	Period 2	Period 2
10.15	Assembly	Assembly
10.35	Break	Break
10.55	Period 3	Period 3
11.45	Period 4	Period 4
12.35	Lunch	Period 5
1.25	Period 6	Lunch
2.15	Period 7 + Registration	Period 7 + Registration
3.05	Depart	Depart

## SCHOOL ATTENDANCE

### Library

The Library is open before school from 8.15 am, at break time and lunchtime and after school until 4.00 pm Monday to Thursday, and at lunchtime on Fridays. Students can read, do research and use computers for homework and projects. Students can also use the library to complete homework after school until 4.00pm on Monday-Thursday.

Each student is encouraged to borrow up to 3 reading books from the Library for a fortnight. All students in Year 7 visit the Library once a fortnight in an English lesson. Students in Year 8 have a library lesson once a half term.

### Lateness and Leaving School

All students who arrive after the morning register has been taken must report to the Attendance Office immediately upon arrival. Students who leave school during the day must inform Attendance both as they leave and return. An entry must be made on each occasion in the signing in/out book. No student will be permitted to leave School without written permission from their parents. Visits to doctors and dentists should, if possible, be made out of school time. Students should show their appointment card or letter to the attendance officer. If a student is unwell during the course of the day they will be sent to the Medical Room by their subject teacher. Reception will phone their parent / carer. **Students should not phone/text home themselves before reporting to Reception.**

### Absence

A telephone call to 020 8304 8538 ext. 203 or an email to the Attendance Officer: [jeffery\\_j@bexleygs.co.uk](mailto:jeffery_j@bexleygs.co.uk) on the first day of absence is requested. If this has not been possible on the first day of absence a letter or email should be given to the School's Attendance Officer upon the child's return to school. Letters must not be given to Form Tutors. The Attendance Office is situated opposite M3. **A note in the Student Planner is not acceptable.**

Please do not email Form Tutors or Directors of Studies with attendance requests/absences they must go through the Attendance Office. Parents must not report absences via reception.

Arriving at school after 9.00 am (students must still sign in) is regarded as an absence and must be covered by a letter from home.

### Lunchtime

At lunchtime students may bring a packed lunch or use the school canteen. Until they reach the Sixth Form, students are not allowed off the premises at lunchtime.

## **Family Holidays and Extended Leave**

Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and are strongly advised to avoid attempting to do so. Amendments to the Education Regulations 2006 remove references to family holiday and extended leave and make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances (see below). The Headteacher will determine the number of school days a child can be away from school if leave is granted.

**Parents wishing to take their child out of school during term time must request an Application of Leave form and return to the Attendance Officer before travel arrangements are made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each request will be considered individually and will take the following factors into account:**

- Length of the proposed leave
- The students general absence/attendance record
- Proximity of public examinations
- Student's ability to catch up the work missed
- Student's educational needs
- General welfare of the student
- Circumstances of the request
- Purpose of the leave
- Previous term time holidays taken
- When the request was made

All requests for leave of absence will be responded to in writing.

Only in exceptional circumstances will an absence be agreed. In such cases, consideration will also be given to cultural needs and family circumstances. In all cases, parents will be required to justify why the absence needs to be taken during term time. The school may request relevant evidence to support the application for leave e.g. evidence of flight changes, letters of invitation.

## KS3 DIPLOMA

During Year 7 and 8 students work towards a Diploma. This encourages them to become fully immersed in the school community whilst also supporting the development of core academic skills. The Diploma will start in the Spring term of Year 7 and will include academic projects in each of their subjects and involvement in Creativity, Action and Service (CAS) activities over the course of the two years. Projects in their subjects of study will be dispersed evenly over the two year period. A schedule of these will be made available at the start of Year 7.

These will be graded at Pass, Merit or Distinction depending on the quality of the work produced and effort put into the project. Learning to organise their own time and meet deadlines is an important component of success at school and in preparation for the world of work beyond. The students' ten best grades go forward to form their diploma together with grades for their punctuality, attitude to learning, involvement with House and extra-curricular activities, merits gained and their work in PSHE, all of which contribute to success at BGS.

*\*Please note that in Year 7, students study French or German as their first Modern Foreign Language. From Year 8, students will study a second Modern Foreign Language: we currently offer French, German, Spanish, Russian, Chinese, Italian or Japanese. Students, in the main, continue with these two languages through to GCSE. A small number opt to continue with Latin as the second Language.*

## HOMEWORK

Regular homework is an integral part of effective learning. We regularly review our homework arrangements but currently Year 7 students will have a phased introduction of homework to help with the transition into Secondary school. For the first two weeks in September there will be no homework set, then we will phase in subjects starting with English and Mathematics. Below is table to outline the approximate time that students should be spending per subjects on homework tasks:

Subject/s	Approximate homework time	Frequency
Maths	30 minutes	Once a week
Classics, Computer science, DT, English, FBCS, Geography, History, Language, Science	30 minutes	Once a week
Art	45-50 minutes : practical homework 30 minutes: written homework	Once a fortnight

Some homeworks may require being spread over several nights, this is particularly true of Key Stage 3 Diploma tasks which are extended projects and will involve students organising their time effectively to ensure it is not done at the last minute.

Some students find doing homework every night quite a shock! It is very important that they quickly settle into a regular routine. The following guidelines should help:

- Make sure the details of all homework are recorded in the Student Planner, including the date due in;
- Make sure all the books, equipment, worksheets, etc., needed are taken home;
- Set aside a regular time for doing homework;
- Do homework in a quiet place without distractions;
- Check all necessary books are packed in school bag for the next day;
- Hand homework in on time.

If a student has difficulty with a piece of homework or is unable to complete it on time, it is important that (s)he sees the teachers concerned **before the homework is due**.

## STUDENT PLANNER

Each student is issued with a Student Planner at the beginning of the autumn term. This not only provides the focus for all aspects of each student's progress through the year, but also provides the main method of regular contact between school and home. Students are expected to take their planners to every lesson and home each evening.

The Planner contains a diary section for recording homework and writing notes to/from parents. This should be checked and signed each week by the parent and tutor.

The buff and yellow sections are designed to help the student, parent, tutor and subject teachers focus on how the student is progressing and what can be done to improve progress.

There are also sections giving guidance about the school's expectations, uniform, how to study,

homework and a number of reference sections as well as space for each student to record useful information.

If the Student Planner is lost or defaced, another one should be bought from the School Office, at a cost of £5.00 reducing to £3.00 after the Spring term.

### STATIONERY REQUIREMENTS

Black/Blue pens	Maths set
Pencils and colouring pencils	Pencil sharpener
Ruler	Pencil case strong enough to hold all equipment
Rubber	
Highlighters	

### READING BOOKS

Students should carry a reading book with them for use in form time and during some English lessons. Students can also borrow books from the school library.

### LOCKERS

Every student will be issued with a numbered locker for storing books. Please note the lockers are not big enough to store school bags or coats.

Each student will need to provide a padlock and key for his/her locker (**combination locks are not recommended**). If the key is lost, students should go to reception for a note to authorise the Premises Manager to cut the padlock off the locker. Students will have access to their lockers before school (from 8.15 am), at breaktimes, at the beginning and end of lunchtime and after school. There will be no access to lockers during or between lessons.

### USE OF CALCULATORS IN SCHOOL

The Year 7 curriculum requires all students to use a calculator in both Maths and Science. It is therefore the view of these departments that a calculator is an essential piece of equipment which every student will need on entering Year 7. It is easier for students to learn how to use a calculator efficiently if they have the same model as used by the teaching staff. It is therefore recommended that a Casio FX-83GTX be purchased at a cost of **£8.64**. It will appear on your ParentPay account. Once you have paid, you need to print the receipt and take it to the Finance Office where the calculator will be issued.

### DICTIONARY FOR ENGLISH

The National Curriculum requires that the assessment of students' work includes spelling. Therefore we recommend that all students have a dictionary, for example The Oxford Pocket English Dictionary (ISBN 9780199115389). Students will have access to larger dictionaries in their English lessons.

## EXTRA CURRICULAR PHYSICAL EDUCATION CLUBS AND FIXTURES

**Remember:** *It is recommended you take part in one hour of physical activity each day.*

Extra-curricular clubs are provided for all students to attend. Extra-curricular clubs and fixtures take place before school, at lunchtimes, after school and Saturday mornings. Teams are entered into, Bexley Borough, North Kent, Kent and National league and cup competitions.

### Autumn and Spring Terms

- Football (boys) 1<sup>st</sup> XI, U16, U15, U14, U13, U12A, U12B
- Football (girls) U13, U16
- Netball (girls) U16, U15, U14, U13, U12
- Basketball (boys) U19, U17, U16, U15, U14, U13, U12
- Basketball (girls) U13
- Rugby (boys) U15, U14, U13, U12

### Summer Term

- Cricket (mixed) U15, U14, U13, U12
- Rounders (girls) U16, U15, U14, U13, U12
- Athletics (mixed) U16, U14, U13

**Extra-curricular sport:** Everyone is welcome at our extra-curricular clubs, which vary throughout the seasons - they are not just for school team players

Girls' Clubs:	Boys' Clubs:	Mixed clubs:
Netball	Rugby	Table Tennis
Basketball	Football	Archery
Football	Basketball	Athletics
Rugby	Cricket	Fitness
Cricket		Tennis
Rounders		5k Club
		Volleyball
		Badminton

## HOUSE ACTIVITIES

Every student is put into one of the 6 Houses when they join the school. Each House is named after a senior member of staff from the early days of Bexley Grammar School .



The house year runs from April to April with a wide range of house competitions taking place. These are open to all students and include both academic, creative and sporting competitions. Each week students have either House assembly or House form time which is led by the Head of House and/or House Captains. Below are a sample of house activities that take place throughout the year:

- Athletics - Junior, Intermediate, Senior
- Badminton - Junior, Intermediate
- Chess - Open Age
- Cookery - Intermediate, Senior
- Drama & Dance - Open Age
- Football – Junior, Intermediate, Senior
- Harvest Box Challenge - Years 7-9
- Photography - Junior, Intermediate, Senior
- Science – STEM challenge Year 8 & 9
- Swimming - Years 7 & 8

## CHARGING FOR SCHOOL ACTIVITIES

Bexley Grammar School is committed to the provision of free education for all registered students, where such education takes place wholly or mainly during school hours.

The exceptions to this will include fees for music tuition unless this is provided to fulfil the requirements of a syllabus for a prescribed examination. There may also be times when the school will ask for voluntary contributions for such things as school journeys that take place wholly or mainly during the school day and for material, ingredients and equipment for a practical subject. Such contributions are voluntary, a student at the school will not be treated differently according to whether or not parents have made a contribution in response to a request, however if sufficient funding cannot be raised voluntarily it may be necessary to cancel the relevant proposed activity.

Notwithstanding the above, the school may raise charges as follows:

- i) Board and lodging on residential visits;
- ii) Costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless provided as part of the syllabus for a prescribed public examination or as required by the National Curriculum);
- iii) Activities which take place wholly or mainly outside school hours but which are not provided as part of the school syllabus, are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education;
- iv) Re-sit fees for public examinations;
- v) Entry fees for public examinations where a student fails without good reason to complete the requirements of any public examinations;

There may in addition be further situations where the school needs to raise funds through charging.

***The Headteacher and Governors hope that parents will continue to support the school in all activities.***

## **SCHOOL VOLUNTARY FUND**

The school operates a Voluntary Fund to which it invites each family to make a contribution of £38 per annum. The Fund is used to support a wide range of extra-curricular activities, the provision of lockers for students, the publication of the school magazine and newsletters and aspects of inclusion. The School Council also has an input into deciding how the School Fund is spent. Contributions to this important fund should be made via ParentPay.

The school invites you to complete a Gift Aid Declaration in support of your School Voluntary Fund contribution. If you pay income tax the Gift Aid Donation will allow the school to claim tax back on your contribution from the Inland Revenue, thus boosting your contribution by nearly one third. This is possible since the School Voluntary Fund has charity status. Please remember that the Gift Aid Declaration itself needs to be accompanied by the appropriate payment.

We thank you in advance for your support and generosity.

## MUSIC

### **Curricular Music:**

Music in Year 7 is about developing essential musical and transferable skills which will equip students for further study in Key Stage 3 and at GCSE and IB. Students will sing as a class choir, learning songs in 2-parts and 3-parts, sing a cappella and with accompaniment, all of which helps them to develop valuable aural and performance skills. They will learn to play simple melodies and accompaniments on the keyboards and tuned percussion, and will learn to apply the elements of music to their own performances to create an effective performance, whilst studying a wide range of styles and genres. Students will also learn to use Cubase – music sequencing software for composing - in our music ICT suite, and compose music for a film trailer using Cubase. Music is a popular subject at BGS, with 30+ students choosing to take it at GCSE each year. We offer Music at Standard and Higher level at IB.

### **Extra-curricular Music:**

All Year 7 students are encouraged to join our exciting extra-curricular ensembles: there is a Junior Choir, KS3 Orchestra, and a Junior Jazz Band which all Year 7 students can join. Members of Year 7 who are advanced instrumentalists will be invited to join our senior school ensembles: Big Band, Concert Band, Chamber Orchestra and Choir. There is also a Rock School for students who play guitar, keyboard, drums, bass and sing, and who want to develop their performance skills.

We have a whole-school concert every term which showcases all our extra-curricular ensembles, and students in Year 7 & 8 also have the opportunity to perform as soloists in our Key Stage 3 Showcase, which takes place in May. We are very proud of the quality and quantity of extra-curricular music at BGS and very much hope that many of the incoming Year 7 students will get involved!

Every year we run at least one highly successful and popular musical production. Recent shows have included 'Spamalot the Musical', 'School of Rock' and 'Sister Act'. Typically these productions involve over 100 students from all year groups in the school. Auditions are held in the Autumn Term.

## **MUSIC (continued)**

### **Instrumental Lessons:**

Year 7 students will receive a letter for individual instrumental lessons in this pack, and should complete the application form online to apply for lessons from September; please see the website below

<http://www.bgsperformingarts.com/instrumental-lessons.html>

At present we offer tuition in **violin, viola, flute, clarinet, oboe, saxophone, trumpet, French horn, trombone, voice, piano, guitar (acoustic, electric and bass), drums, DJ and decks and music theory.**

However, there are waiting lists for some instruments, so we can not guarantee that you will be able to start immediately.

Please note the following conditions:

1. Tuition will begin as soon as can be arranged.
2. The fee is payable each term directly to the instrumental teacher on receipt of an invoice.
3. There will normally be 10 lessons in each term – 30 lessons per annum.
4. Where the teacher is absent he or she will normally make up the full number of lessons.
5. Where the student is sick for more than four consecutive weeks, some adjustment in fee may be arranged, but this must be arranged directly with the instrumental teacher.
6. At least half a term's notice, by mid-term, must be given if lessons are to be discontinued, and unless this notice is given the parent is liable for half a term's fees for the following term.
7. The cost of music, reeds, strings etc. is the responsibility of the parent/guardian.
8. Lessons take place during the school day on a rota system. For such a system to work it is essential that students consult the timetable outside the music office, excuse themselves from academic lessons and catch up any work missed. Timetables are also sent out via email to parents (if email address is supplied).
9. Students should not be encouraged to undertake instruction unless they are prepared to devote a reasonable amount of time each day to practising.

The Music department has a number of instruments which are available to borrow at £30 per academic year, administered via ParentPay. You will be responsible for arranging appropriate insurance for the instrument (it may well be covered by your house insurance). Please indicate on the application form if you wish to be considered for an instrument. The Head of Department will inform students when such instruments become available. There is a high demand for these, and factors such as students' attitude and behaviour in class lessons will determine to whom these instruments are given.

The following conditions apply:

1. Students given these instruments must be prepared to take regular instrumental lessons.
2. Students must be prepared to take part in at least one extra-curricular musical activity.

The School's insurance policy covers the loan of School instruments to students and includes accidental damage providing that parents take precautions to keep instruments safe and secure at all times, eg the policy does not cover instruments left unattended in a car.

## **SPECIAL EDUCATIONAL NEED AND DISABILITIES**

The Special Educational Need and Disabilities Department is very effective and flexible in its approach, aiming to smooth any student's difficulties whilst at Bexley Grammar School.

Please use the contact form to give details of your child's SEND or medical conditions if any. If these are significant, please also write, giving further details to Mrs V Ellis and/or Mrs C Haslam (SEND Department). If your child has any other significant special educational needs please write/email Mrs Ellis and/or Mrs Haslam.

The school has two part-time qualified counsellors. They aim to provide a safe, comfortable and trusting environment to provide students with the opportunity to have special time-out, to share any problems and concerns in a non-judgemental setting.

## **PASTORAL CARE**

Every member of staff has a concern for all students who at any time are in his or her charge.

The Deputy Heads and Assistant Heads have specific responsibility for the welfare of all students in relevant year groups. They work with the Directors of Studies and Senior Academic Mentors who, in turn, are responsible for Form Tutors who are, at Form level, the basis of the school's pastoral care programme. The role of the form tutor is vital in supporting the academic and personal development of your child, and the key responsibilities of a tutor is to :

- look after the general wellbeing of the student;
- to follow up on any sanctions as and when necessary;
- to support students with worries about daily school life;
- to monitor uniform, equipment and planners; and
- to provide praise, recognition and encouragement to students in all aspects of their school life.

The school has a Special Educational Needs Co-ordinator (SENCO) and a SEND and Inclusion Manager.

A team of Year 13 students has been trained in listening skills and they provide a support and listening service which is available to all students. The service is widely advertised in the school and these Peer Mentors wear distinctive badges so that they can be easily identified. Pairs of Peer Mentors are attached to each Year 7 Form, and are trained to work with all year groups. They will also be on hand to help guide the younger students during their first year in school.

## **Behaviour and Sanctions**

### **General**

We expect our students to uphold high standards of behaviour inside and outside of the classroom, and to and from school. Our staff will work with our students in a fair and tolerant approach however should this not be respected by any student it will be dealt with appropriately. A detention will ordinarily be issued by a staff member or form tutor for instances such as missed homework, lateness to lessons, low level poor behaviour etc. Directors of Study will oversee the behaviour of their year group and may escalate sanctions as and when is appropriate. More information on the types of detention which may be issued can be found below.

### **Racist and Homophobic Behaviour**

It is important that all of our students know that any such behaviours are unacceptable in our school and will be tackled immediately. Any such incident is likely to be addressed by the Director of Study and a member of the school's SMT.

### **Detentions**

For all detentions lasting more than 20 minutes parents should be informed the day before.

### **Head of Department Detentions**

These are run differently by different departments but tend to be as a result of a referral by a class teacher for one of the following:

- Persistent poor behaviour in class
- Consistently failing to complete homework
- Failure to respond to the disciplinary measures put in place by the class teacher

In all cases it is expected that these are accompanied by a call to parents.

### **Director of Study Detentions**

These are used at the discretion of the Director of Study and Senior Academic Mentor. However the most common reasons for issuing these are:

- Persistent lateness to school and / or lessons
- Following liaison between a HoD and DoS over departmental issues
- Low level behavioural issues

Directors of Study will issue these detentions with a slip that the pupil should present to their parents / carers. We ask you to sign and return this to confirm awareness of the detention. If this is not returned a phone call home will be made to ensure that the student has informed their parents / carers.

### **Uniform Detention**

Any member of staff can place a student in Uniform Detention. Usually this would occur after a verbal warning has been issued or a note has been placed in the planner so that the Tutor can monitor however flagrant disregard for the uniform expectations (trainers, obvious makeup and jewellery) can lead to immediate sanctions.

### **School Detentions**

These are the strongest school sanction before internal exclusion / isolation and are given out by DoS or SMT for serious misdemeanours. Examples of behaviour that warrants a School Detention include:

- Defiant behaviour towards a member of staff
- Rudeness towards a member of staff
- Petty theft
- Aggressive behaviour
- Failure to attend Director of Study detention or Uniform detention

## **Exclusions**

Exclusion is used at the Head's discretion. The period of exclusion will vary depending upon the severity of the offence, the context of the situation and the evidence presented by the members of staff who has dealt with the issue.

Reasons to recommend an exclusion to the Headteacher may include (but are not limited to):

- Violent behaviour;
- Serious theft;
- Extreme or repeated defiance;
- Racist and/or homophobic behaviour;
- Inappropriate behaviour;
- Bullying (including cyberbullying);
- Persistent disruptive behaviour;
- Causing damage or intent to cause damage to school property;

Permanent exclusion may be considered for persistent breaches of school rules and for single, serious offences. These may include (but are not limited to):

- Serious actual or threatened violence;
- Substance abuse including possessing, using, or supplying an illegal drug;
- Possessing and/or using, or threatening to use, an offensive weapon;
- Sexual assault or sexual harassment;
- Causing damage or intent to cause damage using flammable material (e.g. matches, lighters, fireworks);
- Extreme or persistent behaviours which put other students at risk of harm.

## SCHOOL UNIFORM

It is our policy to have a school uniform and all students must keep to the following regulations. They are designed to be as simple as possible but no list can be completely comprehensive. If in doubt about any items it will be necessary to consult the Headteacher whose decision must be final. **Items marked \* are compulsory.** Where other items are bought, please follow the guidelines given.

Our official school outfitter is:

**Caseys**  
**240 Blackfen Road**  
**Sidcup**  
**020 8850 8645**

These outfitters do not sell all the items mentioned; other outfitters such as Marks & Spencer or John Lewis may supply comparable items.

### Shoes

- Plain black with no contrasting trimmings.
- No other colours are allowed.
- Shoes must be of a substantial style with a full toe and heel.
- Must be worn in school at all times.
- Shoes should have no predominant logo or brand (ie, Nike, Adidas etc)
- Definitely **no boots, canvas shoes, plimsolls or trainers**

**\*Tights or Socks** must be worn.

- For boys: plain black or grey colour.
- For girls: must be ankle length white or black socks or full black tights. Leggings, leg warmers & knee high socks/tights are **not** allowed. Bows/ribbons on socks are not permitted.

**\*Trousers** (boys or girls)

- Mid or dark grey long trousers.

**\*Skirt** (girls)

- Mid/dark grey skirt with single, double box or knife pleats.
- Pleats must be all round the skirt and must begin at the waist.
- This is the only type of skirt to be worn until Year 10.
- In Year 10 and Year 11 an A-line skirt (without slits) may be worn (available from Caseys)
- Skirts must be 22 inches long.
- **Please note** that mini-skirts and stretchy skirts are not suitable for school.

**\*Shirt**

- Plain light blue with a collar, short or long sleeves but not sleeveless.
- Shirts must be tucked in.
- Polo shirts and T-shirts must **not** be worn.

#### **\*Blouse**

- Plain light blue with a reverse collar, short or long sleeves but not sleeveless.
- **No long sleeved tops to be worn underneath shirts or blouses.**

#### **\*Blazer**

- Navy blue, not black, with House Badge.
- Badges are available **only** from Caseys.

#### **Pullover (optional) Only to be worn with a blazer**

- The official navy blue school pullover, V-necked with embroidered school logo, is available from Caseys. No other pullover is acceptable.

#### **\*Tie (Boys only)**

- Navy blue with a single Bexley Grammar School badge. Only from Caseys.

#### **Hair**

- Hairstyles must not include motifs or tracks and should be one natural hair colour
- Ribbons/hair clips if worn must be navy blue or black.
- Students must be clean shaven.

#### **Outer coat/School bag**

- Outer coat should be in a simple style without prominent logos (e.g. **not sport/leather jackets or hoodies**).
- Outdoor wear should not be worn around the school during the school day.
- A suitable school bag, this can be a rucksack and can have non-offensive badges/logos
- The school does not accept responsibility for lost or damaged coats or bags. Please ensure names are put in/on belongings in case they end up at reception.

#### **Jewellery**

- No jewellery, apart from a wristwatch, is permitted
- Any body piercing should be arranged for the summer holiday so that studs etc can be removed while at school.
- Make-up must not be obvious.
- Nail varnish is not permitted.

**PLEASE PUT THEIR FULL NAME IN EVERYTHING**

## SCHOOL UNIFORM (*continued*)

### For Physical Education

- \*White BGS Polo Shirt with  
surname embroidered in House  
colours available **only from Caseys**
- \*BGS Rugby Shirt
- \*Black Shorts
- \*White Socks & Football / Rugby Socks
- \*Trainers (predominantly white)
- \*Football boots
- Plain black kit bag for PE **only from Caseys**
- Optional extras**
- Plain black tracksuit bottoms
- Plain black sweater
- Towel
- Water Bottle
- Shin Pads
- Gum shield (available from the PE office)

### Notes to Parents, Guardians and Students about Physical Education

- The PE department teaches inclusive lessons for students with different physical abilities. As a result, we operate an all change policy. If students are injured or ill, they should change as normal and provide a letter from a parent/guardian to explain any physical injuries they may have, and resulting limitations within lessons. For more serious or long-term injuries, a doctor's note may be provided to make alternative arrangements.
- All items of PE uniform should be clearly marked with the student's name.
- Lost PE uniform should be reported to Form Staff and the Physical Education Teacher. Items of lost property can be claimed from the Reception Office between 3.05 pm and 3.15 pm. Lost property can only be kept for a limited length of time and then it will be disposed of. Students are responsible for their PE uniform at all times.
- An item of missing PE uniform on three occasions will result in a thirty-minute after-school detention.
- Failure to bring PE uniform without an authorised note from parent/guardian will result in a thirty-minute after-school detention.
- No watches and jewellery should be worn during Physical Education lessons.
- Hair below shoulder length should be tied back, therefore not interfering with practical activity.
- Emblems of any kind are not permitted on any of the PE uniform.
- Chewing gum is not permitted in Physical Education nor the school.
- The Physical Education Department strongly advises students not to bring any valuables to their Physical Education lessons, extra-curricular clubs or when representing the school. The PE Department cannot accept any responsibility for their safe-keeping.
- Parents/guardians are requested to ensure all students are dressed appropriately and all PE uniform is maintained correctly.

## EXAMS, RESULTS & APPEALS

### Results Enquiries - A statement about Bexley Grammar's Appeals Process relating to enquiries about results.

After the release of examination results, a candidate has the right to apply to the awarding body, through the centre (Bexley Grammar School), for a review of their results if they consider the grade to be too low. This can take the form of a clerical check or a full re-mark of an examination paper or papers. This review is termed an Enquiry about Results (EAR) and is applied for by the centre on behalf of the candidate. Candidates should be aware that this process **may** result in a lowering of the grade awarded. This procedure has a short deadline (historically September 20th for the main results day) and therefore any requests must be carried out quickly within the strict deadlines outlined below:

Bexley Grammar School advises any candidate who has concerns about a grade awarded for a subject to come and talk their concern through with the Head of Department **within two calendar weeks of the issue of results**. Following this discussion, the centre will immediately apply for a review if this is considered appropriate and we would expect to support you in most cases. If, however, the centre does not consider a review appropriate, the candidate will be informed of this decision within three working days. If the candidate still wishes to proceed with a request for a review, the following procedures will apply:

- The candidate should appeal against the decision within two days
- The centre will then arrange a meeting within three working days with the candidate and their parent/carer, the subject teacher concerned and the Head of Department and the Head of Centre or his/her representative from the senior staff
- The candidate and their parent/carer will be able to present their reasons for asking for the review at this meeting
- The head of centre or his/her representative will make a final decision on whether the appeal should go ahead and will inform the candidate and their parent/carer verbally and then in writing of the decision
- If the final decision is to proceed with the request for a review, the examinations officer will carry this out to meet the appropriate deadlines.

### Policy on Internal Assessments for Qualifications with English Awarding Bodies

Bexley Grammar School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject;
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies;
- Staff responsible for internal standardisation and / or assessment attend any compulsory training sessions.

## EXAMS, RESULTS & APPEALS (*continued*)

### Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise pupils and parents of these procedures.

Appeals may be made to the school regarding the *procedures* used in internal assessment, but *not the actual marks or grades* submitted by the school for moderation by the Awarding Body.

A pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal must be received by the school *at least two weeks before the date of the last external exam in the subject*.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and the Head of Department. This enquiry will consider whether the procedures used in the controlled assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

- The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of Bexley Grammar School and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant awarding body.

Where there is a disagreement with a decision by the centre not to support an Enquiry about Results, the candidate can make an appeal on private grounds through the centre. The candidate will be required to pay for the process. The decision for the centre not to make an Enquiry about Results will be reached using the process described above.

### Statement for pupils:

**“If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. controlled assessment / portfolio / projects) you should see the Examinations Officer as soon as possible.”**

## PARENTS' ASSOCIATION

Bexley Grammar School Parents' Association is made up of an enthusiastic group of parents. Our main activity is to organise events for parents and students with two objectives.

- ❖ Fundraising initiatives to raise money for the school.
- ❖ Contribute to the development of a community of parents that have the chance to volunteer to help us in our initiatives or simply enjoy the social events we organise and meet other parents.

Moving from Primary School to Secondary School brings changes to students, but also to parents. Some find that the parental contact which you have cultivated at your child's Junior school falls away at secondary school. BGS Parents' Association aims to build up that parental contact once more so that parents can feel part of the school community and understand and contribute to the culture in a social atmosphere.

At the time we are writing this, the COVID-19 crisis is reshaping the way we are interacting with each other. We are describing here our normal activities, but as you will understand, they will be in constant review under the new instructions provided by the authorities. Our commitment to raise money for the school and help to develop a community of parents remains the same, however we might have to find new ways to do this. You can find out more about us by visiting the school website- <http://www.bexleygs.co.uk/78/parents-association>

and visiting our Facebook Page- <http://www.bexleygs.co.uk/119/bgs-websites>

### Committee 2020/21

The Committee gathers at the school every month during school term, with meetings announced in the BGS Newsletter and agendas and minutes are circulated among those parents registered in the Classlist App. The AGM is held in October every year. All parents are welcome to and positively encouraged to attend any of our meetings. Your input is valuable to us.

The elected officers for 2020/2021 are **Nicola Hunter** (Chair), **Beverley Bailey** (Vice Chair), **Clare Henderson** (Treasurer) and **Fiona Ragg** (Vice Treasurer).

### Social Events

We support many school events by providing refreshments, and organise our own events that give the school community (students, parents and school staff) further opportunities to meet in an informal environment and socialise.

You will find more information on all the events in the weekly newsletter that the school sends to parents that register on the ParentMail system. You will be able to set this up in September once your child starts school. School's events can be productions, concerts, a Summer Fayre, etc.

PA social events in recent years have included our annual Barbecue for the new Year 7 parents and students, a Quiz Night, Christmas Market, etc.

## Activities

Our first event for families that have joined the school is the Year 7 Welcome Barbecue on a Friday evening in September, where the parents of Year 7 students can meet each other, and meet the school teachers. We will announce in due course the day we plan to celebrate it, and how to purchase tickets for the event. We offer both meat and vegan food for the night. We hold regular Quiz nights, which are supported by parents, students and staff at the school.

We had planned an exciting Wine Tasting Night in April 2020, which was cancelled due to lockdown measures imposed by the government to contain the spread. We will organise it again when we can, and it will be a great opportunity to meet other parents, taste great wines and impress your friends with the vast wine knowledge you will gain in a night!

Every month we hold our Millennium Club prize draws with a first prize of £15 or second prize of £10, plus bumper draws at Christmas and the summer. We also set up a small shop inside the school in the days running up to Christmas and Mother's Day. We sell items to students that can be small gifts for their loved ones on Christmas or for Mother's Day. The largest event of our year is usually the summer fayre held on the same day as sports day. There is a huge variety of stalls run by the PA, the staff and the pupils and is a fantastic and a fun event as well as our main fundraiser.

We are also working with Easyfundraising.org.uk. They are a donation platform that enables supporters to raise money for charities like us. They are linked to 4,100 online shops and businesses that provide services. You can create an account in Easyfundraising and nominate BGSPA as your good cause to become our supporter. Your purchases help to raise money for the school and you are guaranteed not to pay any more and may save money on your purchase. You can do your usual online grocery shopping and raise money for the school.

<https://www.easyfundraising.org.uk/causes/bexleygrammar/>

We are also working with Amazon, through their Amazon Smile programme. Works the same as Easyfundraising. You have to go to your account preferences, and there select Bexley Grammar Parents Association as the charity you want to support.

<https://smile.amazon.co.uk/>

Via Virgin Money Giving we have been able to collect from our marvelous parents more than £15,000 to restore our outdoor sport courts during the first term of 2019. Now we are raising more money to improve the sports equipment on the courts for the students to enjoy during the school breaks and PE sessions.

<https://uk.virginmoneygiving.com/charity->

[web/charity/displayCharityCampaignPage.action?campaignId=8885&charityId=1016705](https://uk.virginmoneygiving.com/charity-web/charity/displayCharityCampaignPage.action?campaignId=8885&charityId=1016705)

## What do we fund?

With the money you have raised, this school year we have provided:

- Additional computers for several departments in the school
- Funding to support the Music Department
- Additional books for the library
- Funding for the Geography Club
- Equipment for the DT Food Technology Department
- Workshops for School's Power Days
- Funding for specific mental health and wellbeing initiatives in the school.

## **What can I do?**

By helping the PA, you help the school and you benefit from being part of an awesome and active group of generous people that try to help good causes. Throughout the year, you can help by:

- Attending our monthly meetings or be in touch with us to share with us your Fundraising Ideas, and give us feedback on the events.
- Dedicating your time to help us to plan and organise events, to sell refreshments during school events, to assist during the Summer Fayre, etc.
- If you dedicate some time to help, you can also ask your employer to Match Funding.
- You can help us also by coming to our events and bringing your family and friends, buying refreshments, raffle tickets, or joining our Millenium Club.
- Make donations of goods that can be raffle prizes or be sold on our Christmas and Mother's Day shop.
- When you shop online, make sure you have registered in Easyfundraising or go to Smile at Amazon, so we can collect a small donation from what you spend.

Our Meetings are held monthly on Wednesday evenings at 7.30pm in the Sixth Form Centre.  
**(Next meeting TBC).**

The PA uses "Classlist" as our communication platform, being compliant with GDPR. To register, please go to [Classlist.com](https://www.classlist.com) and search Bexley Grammar School PA. Once you have been confirmed as a parent/carer of a student at school your Classlist application will be approved. You can also download the Classlist App!

## **Next Events**

**YEAR 7 WELCOME BBQ FOR ALL FAMILY, DATE TBC FOR SEPTEMBER 2021  
TICKETS AVAILABLE NOW!**

## **Contact the PA**

Until further notice, the PA can be contacted through the school reception or by using the school email [enquiries@bexleygs.co.uk](mailto:enquiries@bexleygs.co.uk). We are always looking for new members so if you are a parent or adult carer of a BGS student and would like more of an idea about what we do and how you might in some way contribute, please do come to one of our meetings – you will be made very welcome.

## **OLD BEXLEIANS' ASSOCIATION and ALUMNI**

The Alumni Facebook Group and the Old Bexleians' Association (OBA) help former students, staff and friends to maintain links with the school. Activities include a number of sporting and social events. Members all over the world are kept in touch with the school through Facebook and the AOBA's newsletters and website. There are links from the home page of the school website (see 'Our School').

## SCHOOL REGULATIONS

School Regulations should be read in conjunction with the Code of Conduct and Home/School Agreement.

The aim is for students to accept self-discipline in the interests of their own progress and the welfare of the school community. Disciplinary measures are taken, including detention, if these conditions are not met.

1. No student is to be absent except for a reason covered by the Education Acts and Regulations of the Local Education Authority. A telephone call to the Attendance Office on the first day of absence is requested.
2. A doctor's certificate is required if a student is not allowed to play games or undertake Physical Education for any length of time.
3. Students are not permitted to wear spectacles when playing games unless the written consent of the parent or guardian has been given beforehand.
4. The school uniform will be worn on all school occasions including going to and returning from school. It will be checked on a regular basis.
5. The School cannot be responsible for the property of any student but care will be taken to safeguard it; clothing, including shoes, should be marked clearly with the owner's name. Valuables and money should not be brought to school unless absolutely necessary and should be given to the staff or Reception for safekeeping.
6. All students must take care of school property: lost books will have to be replaced; a charge may be made for school property that is damaged.
7. Students may come to school on a bicycle but permission will be withdrawn if the bicycle is unroadworthy. Cycles are left at the owner's risk and should always be secured; no accessories should be left on them during the day.
8. No student may leave the school premises during the school day including break or the dinner hour without permission from a Deputy Head or Director of Studies. All students who leave the premises during the day are required to 'sign out' at Reception and, correspondingly, 'sign in' if they return during the day. Homework Club opens at 7.45 am each morning in the Library. Homework Club also runs after school until 4.30 pm Monday to Thursday. The canteen is open from 7.45 am every morning.
9. School engagements will normally have first claim on students during term time: this includes Saturdays when they may be required to play in school matches or take part in other school activities.
10. A student may be detained after school or required to come in before school for poor work or misbehaviour. The official School detention is held from 3.15 pm until 4.15 pm on Friday but subject detentions can be held at any time which suits the member of staff concerned. Parents will receive notice of detentions from the appropriate member of staff. Detentions may also be given for poor punctuality and incorrect uniform; these are held on Wednesdays and Thursdays respectively from 3.15 pm until 4.00 pm.
11. No catapults, air guns, knives or similar objects likely to cause injury may be brought to school.
12. All students should enter and exit the school each day through the designated pedestrian entrance near the Top Car Park gates. Students with bicycles should use the Top Car Park entrance.
13. No set of school regulations can cover all eventualities: it is expected that students will, at all times, show courtesy and consideration for others and for all property on the school premises.

## CODE OF CONDUCT

### Mission Statement

Good behaviour and discipline are the key foundations of a good education. Without an orderly atmosphere effective teaching and learning cannot take place. If students are permitted to misbehave, they prejudice their own educational chances. At the same time, they disrupt the education of the children around them. The School maintains discipline and good conduct to secure a calm and well-ordered learning environment.

The following rules for guidance are our attempt to codify the sort of conduct - brought about by common sense, courtesy and consideration for others - that will enable individuals and the School as a whole to function happily and effectively. Some of the rules are made in the interests of safety, health or general well-being; others are regulations of custom or convenience such as are necessary for academic fulfilment, good order and the smooth administration of the community; yet others are a declaration of the standards and expectations we set ourselves and these involve a concern for the welfare of others as well as a commitment to achievement.

All students are expected to know this code of conduct and to abide by it. A system of rewards and sanctions recognises and rewards achievement, encourages self-discipline and reacts to unsatisfactory conduct. The School values the support of parents in upholding its standards and they will be informed if a student's behaviour is giving cause for concern. The sanctions imposed will be appropriate to the nature and relative seriousness of the misdemeanour. Ignorance of a rule will not be considered an excuse.

Breaches of the rules defined as serious offences are liable to lead to exclusion from the School. Exclusion may be fixed-term or permanent depending on circumstances. Repeated misdemeanours of a less serious kind may lead to the same punishment. Other sanctions include: verbal reprimand, extra work, loss of privilege, imposition of a task, community service, break, lunchtime, before or after School Detention, daily report and withdrawal from lessons.

No list of rules can be comprehensive and any list is bound to omit many misdemeanours or offences which may be as unacceptable as those referred to in this code of conduct. Other serious offences, not mentioned in the code, could lead to exclusion. School rules also apply to occasions when students, though 'out of school', are 'within the jurisdiction of the School', eg on School trips, during School matches, during the lunch hour and on the way to and from School, all of which are times when the School's good reputation should be maintained.

**ACADEMIC:** This involves creating conditions which are conducive to effective learning and teaching, good study habits and examination achievement.

1. Students should be attentive in class, concentrate on their work and follow their teacher's instructions carefully.
2. Work set should be properly completed, neatly presented and handed in on time. Cheating is unacceptable.
3. Students should be punctual for lessons and other School engagements. If they are late they should apologise to the teacher and explain why they are late.
4. Students should seek advice and help from staff when academic problems arise.
5. Schoolbooks, equipment and other materials should be properly cared for and all requisite books and equipment brought to lessons. It is expected that students will make good any culpable loss or damage to School property.
6. Culpable failure to meet appropriate academic standards may lead to sanctions ranging from loss of privileges, to detention, to repeating the academic year.
7. Students must enter details of all homework set in their Student Planner, and ask a parent/guardian to sign the Planner each week.
8. When students have an engagement which will cause them to miss a lesson, it is their duty to

forewarn the teacher whenever possible and to do the work they have missed as soon as possible.

**BEHAVIOUR:** This involves acting with courtesy and consideration towards others and behaving sensibly and responsibly.

1. Students should pay particular attention to their behaviour and appearance when in School, on the way to and from School, and when representing the School.
2. All School employees and visitors should be treated and addressed with respect and courtesy.
3. Good manners are expected of all students at all times.
4. Students may eat or drink only in designated areas.
5. Audio devices and headphones are not to be used during lessons or inside the School buildings and should not be brought into School without permission.
6. Mobile phones must be switched off between 8.30 and 15.05. Any contact between students and parents must be via Reception. Students should work sensibly in class and not distract or annoy their neighbours.
8. Students must not run in the corridors and must queue quietly and in an orderly fashion outside classrooms.
9. Students must be silent when required.
10. Students in Years 7-11 should not enter the School buildings until 8.15 a.m. unless permission has been granted.

The following activities are serious offences:

- (a) Verbal abuse and use of offensive language;
- (b) Bullying, whether physical or verbal;
- (c) Betting or gambling;
- (d) Actual or threatened physical violence;
- (e) Immoral or delinquent conduct;
- (f) Seriously disruptive behaviour or disruptive conduct over a period of time.

**DRESS AND APPEARANCE:** This involves creating a sense of belonging and promoting the School's identity.

1. It is the students' responsibility to see that they are well-groomed and neatly and appropriately dressed at all times.
2. Students must wear the School uniform as listed and this should be worn at, on the way to and from, and when representing the School.
3. Regulations with respect to hair styles and the wearing of jewellery must be adhered to.
4. Clothing worn for PE and games must conform to the School clothing list.

**PROPERTY:** This involves respecting the property and possessions of others.

1. All property, whether individually or communally owned, must be treated with respect.
2. Damage must be reported to a member of staff immediately.
3. Students are advised not to carry large sums of money and should be careful with valuables. Money and valuables, including mobile phones, should not be left unattended in cloakrooms or changing rooms. The School will not accept responsibility for any loss.
4. Lost property should be handed in to the reception or to a member of staff.
5. Unauthorised buying and selling between students is not allowed on the School premises.
6. Mobile phones must not be switched on in the School building during the School day. Phones may be confiscated and returned to parents.
7. Theft is a serious offence (borrowing without permission whether from the School or from individuals will be construed as theft).
8. Lost property can be reported to reception via a link in the newsletter

**HEALTH AND SAFETY: This involves behaving with due care and attention.**

1. Smoking and the possession of smoking materials on the School premises and on the way to and from the School are forbidden.
2. Matches, lighters and similar hazardous items are prohibited.
3. Students must not climb onto school buildings.
4. When travelling to and from School great care should be taken when crossing roads. Due consideration should be given to all road users and pedestrians.
5. The gymnasium, sports hall and all workshops and laboratories may be used only when a member of staff is present.
6. The following activities are serious offences:
  - (a) Involvement with any illegal substance, for instance, using, smoking, possessing, supplying or offering to supply illegal drugs;
  - (b) Bringing into School alcoholic drinks or consuming them on School premises;
  - (c) Being under the influence of alcohol or any other intoxicating substance on School premises;
  - (d) Tampering with equipment and taking action liable to endanger the safety of others;
  - (e) Possessing dangerous articles such as knives, firearms, air pistols, catapults, fireworks and harmful chemicals.

**ENVIRONMENT: This involves maintaining the quality of our premises**

1. Students should keep the School clean, graffiti free and tidy.
2. Students must not drop litter and should pick up any that they see.
3. Chewing gum and correction fluid (e.g. Tippex) is not allowed.
4. Vandalism to School property is an offence.

Students should be actively involved in maintaining a welcoming, working environment.

## **BEXLEY GRAMMAR SCHOOL IT NETWORK ~ ACCEPTABLE USER POLICY**

The school has invested a large sum of money in developing an extensive school computer network. The computers are provided and maintained for the benefit of all students. Students are encouraged to use and enjoy these resources but they must remember that access to the network is a privilege, not a right. Any damage, malicious alteration or inappropriate use of the computer equipment may harm their education and that of other students. To protect all in its care, the school must insist that students adhere to the following rules for acceptable use of the equipment:

### **IT Acceptable User Agreement**

- I will only use IT systems in school, including the internet, e-mail, digital video, mobile technologies etc, for school purposes.
- I will not download or instal software on school technologies.
- I will only log on to the school network/Google Apps with my own username and password.
- I will not reveal my passwords to anyone and I will change them regularly.
- I will make sure that all IT communications with students, teachers or others are responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of students and/or staff will only be taken, stored and used for school purposes in line with school policy and will not be distributed outside the school network without the permission of Senior Leadership.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring them into disrepute.
- I will respect the privacy and ownership of others' work online at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.