



BOWER PARK
ACADEMY

Parent Pastoral Booklet

SEPTEMBER 2021

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At the start of term, all students will be asked to sign the BPA Student Code of Conduct. Form tutors will discuss the code of conduct and the expectations of students in the Academy to ensure all students achieve their potential, enjoy their school day and excel in their time here.

1. Student Code of Conduct – September 2021

Travelling to and from school

As a student at Bower Park Academy:

- I will arrive at school on time, with the correct books and equipment for the day, including a reading book, drinking water and my PE kit when needed
- I will enter the school building in a calm and respectful fashion
- I will not congregate in groups with others before or after school
- I understand that school attendance is compulsory, and I will strive for 100% attendance.

School Uniform and Equipment

As a student at Bower Park Academy:

- I will wear correct school uniform as outlined in the school's Uniform Policy
- I will wear appropriate footwear. I will speak to my form tutor or Support and Guidance Manager if I experience any difficulties with this
- I will turn my phone off and put it away before I enter school, and I will not get it out until I leave the school site at the end of the day

Behaviour for Learning

As a student at Bower Park Academy:

- I will be motivated to learn, and will respect the learning of others
- I will speak to my peers with kindness, respect and decency, so everyone feels safe at school
- I will respect my property and the property of others
- I will follow instructions from all adults
- I will complete my homework and hand it in on time

The School Site and Property

As a student at Bower Park Academy:

- I will be responsible for the school community by putting my litter in the bin, treating equipment with respect and not chewing gum
- I will remain in my assigned year group zone/bubble at breaktime and lunchtime
- In lessons, I will walk directly to my assigned desk. I will only sit at my assigned desk. I will not touch any desk assigned to another pupil or any equipment on a desk assigned to another pupil
- I will only make use of the toilets designated for my use by staff and know that I am expected to visit the toilet at break and lunch times only, unless I have a toilet pass
- I will follow the one-way system at all times and keep left on two-way corridors
- I will adhere to instructions on posters displayed around the school
- I will continue to meet the expectations and school rules that have been explained to me

Health and Safety

As a student at Bower Park Academy:

- I will not harm, or threaten harm, to any student, staff member or member of our wider community, or act in an aggressive manner
 - I will not use the internet or social mobile media to denigrate the school, staff or students
 - I will behave appropriately and with respect when off school premises, and understand that when my uniform is on, I am always representing the school
 - I will not possess illegal drugs/objects or weapons
 - If required, I will wear at all times a plain/simple face covering when in communal spaces inside the school building; this includes classrooms. I understand that some students will be medically exempt from this
 - If I am medically exempt from wearing a face covering, I will display the school medical exempt badge at all times
 - I will not attempt to make physical contact with any person
 - I will follow COVID-19 guidelines, as directed by the Principal, to keep staff and students safe in the Academy.
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I confirm that I fully understand the above Code of Conduct and will conform to the rules outlined. I also fully understand that in the event that I do not adhere to these expectations, I could be removed from the site and will only return to school at the Principal's discretion.

Name:

Form:

Date:

Signature:

2. Students - Getting Ready for School

Please discuss this 'readiness for school' checklist with your child to ensure they are ready for the new term ahead.



To get ready for school:

- Set your alarm so that you get up on time
- Leave the house on time to travel to school
- Check your route the night before to see if buses/trains are running; they may be operating a limited service. We will encourage you to cycle or walk to school to avoid public transport as much as you can, if you can, obviously! If you have to travel on public transport, you may need to wear your face covering.



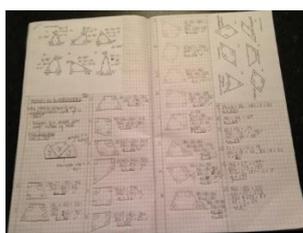
Get your uniform ready

- If it is cold, remember to bring a jumper/coat, because windows will be open
- Check you know where your PE kit is and what day you have PE. You will need to carry your kit with you throughout the school day



Get your bag ready

- Pack your BPA Student Booklet
- Bring your reading book every day
- Have you checked where you need to go before school and for period 1?
- Pack your equipment, including a black pen for writing and a purple pen for editing your work, and a scientific calculator.
- You will also need a pencil, ruler, eraser and spare pens for writing



Exercise books and folders

- Bring the correct books for your timetabled lessons
- Pack the books in your bag the night before
- Make sure any loose sheets are glued in



Lunch

- Have you discussed with an adult at home what you will have for lunch?
- If you are having a school lunch, don't forget to order it in advance using the app
- Bring plenty of water to school with you, as there may be times when the water fountains are not in use

Face covering

- You must be prepared to bring a face covering to school as COVID-19 guidance changes



Hand gel

- If you have some, you might want to bring your own hand gel for you to use to sanitise your hands throughout the day
- Regularly wash your hands with soap during the day.

Mental health and wellbeing

- In school, you have access to a lot of staff who can support you with any concerns or worries, or just give you advice. We are here to help you, so come and talk to us if you need to
- Sometimes it can be hard to sleep the night before you come back to school. Try to get some exercise outdoors today to help clear your mind



3. Uniform Expectations

At Bower Park Academy, we believe that school uniform plays a valuable role in contributing to the ethos of the school which, in turn, sets the tone for learning. A uniform supports positive behaviour for learning and ensures children of all races and backgrounds feel like they belong to one community. It also prepares students for future dress codes in employment. Uniform is also a way to ensure public recognition, and we expect it to be worn with pride.

Full school uniform must be worn when travelling to and from school. We expect all students to follow the guidance below, and rely on parents for their full support.

If there are any doubts or queries with regard to our uniform policy, please contact us prior to purchasing new clothing or equipment. There is a scheme of financial assistance for the purchase of children's school clothing. If you think you qualify or if you experience any difficulty with providing the uniform for your child, please contact the school directly. All such enquiries are dealt with sympathetically and in the strictest confidence.

Uniform details:

ITEM	EXPECTATION	ADDITIONAL INFORMATION
Blazer	Black blazer with academy badge (badges/ties available from the uniform supplier or from the academy)	<ul style="list-style-type: none"> ■ Only Bower Park badges to be worn on blazers ■ Blazers to be worn at all times in school, and only removed with permission of the teacher ■ Blazers can be removed whilst playing during lunch
White Shirt	With collar and top button	<ul style="list-style-type: none"> ■ Top button fastened at all times ■ Short sleeved shirts can be worn ■ No t-shirts, polo shirts or shirts without buttons at the neck ■ No shirts which are tight-fitting
Tie	House tie	
Shoes	Plain black sensible shoes	<ul style="list-style-type: none"> ■ No coloured logos or edging ■ No trainers, Vans, plimsolls, canvas shoes or boots ■ Trainers may only be worn for sports activity
Jumper (optional)	Plain black V-neck jumper	<ul style="list-style-type: none"> ■ Should be worn under the blazer ■ Should not be worn instead of a blazer ■ Should not be tucked in
Coat (optional)	Plain coat	<ul style="list-style-type: none"> ■ Should be plain and not patterned ■ Should not be worn under or in place of a blazer ■ No "hoodies" at any time ■ No denim coats ■ No fur-trimmed coats ■ Should not be worn in lessons
Jewellery	Watch	<ul style="list-style-type: none"> ■ Conventional, non-multi-media only ■ No piercings ■ No body artistry

		<ul style="list-style-type: none"> ■ No jewellery
Bag	Plain Black Bag (needs to hold A4 books)	<ul style="list-style-type: none"> ■ Should have a shoulder strap ■ No handbags or tote bags
Belt (optional)	Dark plain belt	<ul style="list-style-type: none"> ■ No brightly-coloured belts ■ Small buckle with no logos
Socks	Black or white ankle socks	<ul style="list-style-type: none"> ■ No patterned or coloured socks ■ No socks with bows, frills or ties
Trousers	Black trousers	<ul style="list-style-type: none"> ■ Straight, bootleg or wide leg trousers only ■ No 'skinny' trousers, chinos, canvas or denim ■ No visible zips or rivets ■ No leggings/jeggings/cropped trousers
Skirt	Black pleated knee length	<ul style="list-style-type: none"> ■ No skater skirts ■ No straight/tight-fitting skirts
Tights	Plain black	<ul style="list-style-type: none"> ■ No patterned tights ■ Leggings are not permitted

Please note our rules about the follow items which are not permitted:

- 'Hoodies', sweatshirts or non-academy jumpers are not allowed in the school. They must not be worn instead of a coat or for PE. If seen, these will be confiscated
- Extreme dress is not permitted at any time. This includes visible coloured undergarments
- Piercings are not allowed at the school. This includes ear, tongue, eyebrow, nose, lip and facial piercings. Students will be required to remove the facial jewellery, and the school will not be responsible for items bought into school
- Hairstyles should be of a 'natural' colour and must look smart; 'extreme' hairstyles are not permitted
- Hair bands or slides must be plain black or brown. Thin hair bands only with no adornments
- Hair coverings are only permitted for religious purposes, and our preference is that they are black or dark green
- Make-up must not be worn in KS3. This includes foundation and fake tan, black eyeliner, eye shadow, mascara, fake eyelashes and lipstick
- Discreet make-up may be worn for Years 10 and 11. Students wearing excessive make-up will be required to remove it
- Nails must be natural. Coloured nail varnish or false nails (e.g. gels, acrylic nails) is not permitted
- Eyebrows and eyelashes must be natural
- PE kit must only be worn for PE/dance lessons or for a sporting event

Please note: Items carrying the Bower Park badge are available from:

Havering Schoolwear

Address: 160-162 Hornchurch Road, Hornchurch, RM11 1QH

Tel: **01708 767890**

Web order: **www.haveringschoolwear.co.uk**

Email: **info@haveringschoolwear.co.uk**

Correct Bower Park Academy Uniform



What footwear is acceptable? *



*From September 2021, we will not permit any footwear with a trainer-based sole. This includes 'Melllets'.

4. Assemblies and Tutor Time

At Bower Park Academy, students will follow a comprehensive form time programme that includes weekly assemblies to develop students' spiritual, moral, social and cultural maturity. Assemblies take place on the following days:

Year 11	Monday
Year 10	Tuesday
Year 9	Wednesday
Year 8	Thursday
Year 7	Friday

On assembly days, students are expected to line up outside the front of South Hall in their designated area, with their form tutor. If it is wet, we will aim to get them into the hall as quickly as possible.

We will follow government guidance throughout the year, and if assemblies cannot take place in the hall, they will take place in the form room, via Microsoft Teams.

5. The School Day

Following our correspondence in July, you will be aware that, due to the growing size of our intake, we have adjusted the school day to ensure that form time is more purposeful and we are able to accommodate larger year groups in the canteen.

Structure of the Day	
Lesson	Time
Form Time	8.30 to 8.45
Period 1	08.45 to 9.45
Period 2	9.45 to 10.45
Break	10.45 to 11.05
Period 3	11.05 to 12.05
Period 4	12.05 to 13.05
Lunch	13.05 to 13.45
Period 5	13.45 to 14.45

6. Break and Lunch Arrangements

Year Group	Break and Lunch Area
Year 7	Astro Turf
Year 8	South Playground
Year 9	
Year 10	Picnic Area
Year 11	

Students can also continue to buy food from our outside serving hatch in the picnic area.

From September, all students will have their lunch hour at the same time of 13.05.

KS3 and 4 students will have a separate timeslot in the canteen, to avoid overcrowding and long waiting times. These will be communicated in tutor time.

We are currently reviewing our wet lunch arrangements, and these will be communicated to students in September.

7. Lockers

In September, following government guidelines, we hope to be able to allocate lockers. We will communicate this information through a booking form, and students will be expected to supply their own padlock, the dimensions of which will be shared in advance.

Until then, students are expected to carry their school bag, coats and PE kits with them around the school. Students are not expected to take their coats off in the corridors, but are expected to take them off at the start of lessons.

8. Toilets

Students are not allowed to go to the toilet during lesson time, but if there is a medical reason why your child has to use the toilet at short notice, a toilet pass will be issued. Please contact your year group Support and Guidance Manager regarding this.

9. Tutor Groups

The Tutor groups for 2021-22 are as follows:

Form Class	Form Tutor
7B	P Harrington
7O	M Szeremeta
7W	G Alam
7E	O Mikhailova
7P	R Browne
7A	M Crawford
7R	L Pennington
8B	R Patel
8O	J Lavender
8W	C Baker
8E	J Dawe/ L Stubbington
8P	P Binni
8A	M Miah
8R	N Nichols
9B	F Andrews
9O	B Puncher
9W	L O'Neill
9E	C Udoh
9P	M Krosch
9A	S Eddison
9R	R Graham
10B	B Mosuro
10O	J Ward
10W	G Burke
10P	A Crawford
10A	M Kenlin
10R	K Mayhew
11B	M Spoor
11O	P Nadesan
11W	J Adederian
11P	E Shorter/P Karia
11A	J Alexis
11R	S Yates

Year Group	HOY	SGM
7	Ms Lesage	Mrs James
8	Mr Fleischer	Mrs Lucas
9	Mrs Mughal	Mrs Whitcombe
10	Mr Lavender	Mrs D Walsh
11	Mr Wookey	Mrs Conroy

10. Frequently Asked Questions

Will there be any COVID-19 measures in place in September?

We will continue to follow the most up to date government guidance as it becomes available, and the school's risk assessment will be updated. Any changes to COVID-19-related measures, such as face coverings, will be communicated to parents in advance.

Am I expected to continue home testing my child for COVID-19?

The government is expecting parents to continue to test children, twice-weekly, for the foreseeable future. We will be giving out more lateral flow tests in September for students to use at home.

Please continue to use the Test Register to record your child's result.

What if my child is medically exempt from wearing a face covering?

The school maintains a list of students who are medically exempt from wearing a face covering. We will update this, if face masks are reintroduced, via a Microsoft form.

Students who are medically exempt have been issued with a school badge, which they are expected to display. If they do not have this badge, please email their Support and Guidance Manager.

What are the expectations for students at breaktime and lunchtime?

All students are expected to be in their year group area. These will be shared with students at the start of the term.

Will there still be assemblies?

Assemblies will be delivered in the South Hall as long it is safe to do so, and they will move to tutor time

Where will be my child be seated?

At key stage 3, form tutors will continue to create seating plans for their classes. These seating plans must be adhered to for the purposes of NHS tracking and tracing.

Year 10 and 11 teachers will have created their own seating plans due to the option subjects and sets.

Is my child permitted to get water from the Main Office/Reception?

Please send your child to school with water. We expect to have the water fountains in use from September, and these can be used at break and lunch times to top up.

If COVID-19 restrictions change, we will make water available via the main office and the SGMs.

When are the assembly days?

Monday: Year 11 • Tuesday: Year 10 • Wednesday: Year 9 • Thursday: Year 8 • Friday: Year 7
Assemblies start at 08.25 and can last up to 30 minutes.

Should I be signing my child's planner ?

From September, students will no longer have a planner for parents to sign. Homework will be set via Edulink. Teachers will use this platform to log praise and sanctions, and to communicate with parents. We advise parents to check this daily.

Students will be given a bespoke Student Booklet, where they will note down their timetable, reading log and any reminders.

Is there a form time schedule? What will it include?

Yes.

Every year group follows a school tutor time and a Spiritual, Moral, Social and Cultural schedule/programme. This is shared weekly with form tutors, who are required to follow the schedule as part of our SMSC curriculum.

At the start of the week, the pastoral focus will be shared with your child's tutor group, as this will link into any areas which may need addressing from the previous school week. There is a reading focus to this programme, which will support your child's academic progress.

What are your key school rules?

- 11.** Arrive to lessons appropriately dressed, motivated and equipped to learn
- 12.** Respect other people's right to learn by listening, speaking and behaving respectfully
- 13.** Follow instructions from our staff, first time, every time
- 14.** Respect the environment and other people's space and property

Will I be informed if my child has a detention?

If the detention is for thirty minutes or longer, you will get a notification via Edulink or a text message. All detentions are logged on Edulink for you to see.

Is my child allowed to wear a plaster over their piercing?

No, they are not allowed. They are not to have any form of piercing at all in school

Will staff be awarding 'Achievement Points'?

Yes.

We will restart and refresh the awarding and celebrating of Achievement Points, and we look forward to celebrating students' success in half-termly assemblies.

When students return to school in the week beginning 6th September, which school week is it?

Week A

My child is anxious about returning to school. What support is available?

Please inform your child's Head of Year, if you haven't already done so, that your child is feeling anxious.

Here are some examples of the support we could offer:

1. Form tutor mentoring / check-in
2. Support and Guidance Manager support
3. Support in referring to CAMHS if appropriate
4. Contact home via telephone
5. Issue anxiety support resource pack
6. Regular contact with home
7. Email members of staff to make staff aware
8. Speak to school nurse
9. CAMHS consultation discussion
10. Student CAMHS drop in session

How can I contact a member of the pastoral team?

Mrs Lesage – lesagem@elatschools.co.uk

Mr Fleischer – fleischerl@elatschools.co.uk

Mrs Mughal – mughalr@elatschools.co.uk

Mr Lavender – lavenderj@elatschools.co.uk

Mr Wookey – wookeyn@elatschools.co.uk

Mrs James – jamesk@elatschools.co.uk

Mrs Lucas - lucass@elatschools.co.uk

Mrs Whitcombe - whitcombec@elatschools.co.uk

Mrs Walsh- walshd@elatschools.co.uk

Mrs Conroy - conroyg@elatschools.co.uk

Who do I need to contact if my child is ill or has a medical appointment?

Please call the office and leave a message regarding the attendance issue, or email Mrs King or the main office if your child will be absent or late to school.

If your child has an appointment during the day, you will need to send them in with the appointment letter or card, or email their Support and Guidance Manager a screenshot or photograph of the evidence, in order for your child to be given permission to leave the school site.

What do I do if my child needs to take medication during lessons?

If they need medication, students must hand this in to the office at the start of the day, where it will be stored in the medical room. They will need a signed note to confirm when they need to take the medication and this will be permitted.

Does my child need to bring their PE kit if he/she is injured?

Yes. The lesson will be adjusted accordingly.

How can I contact my child during the school day?

Mobile phones should not be brought to school, and whilst we appreciate that students do, we expect them to be turned off while students are on our premises. In the event of an emergency, you need to call the school office, who will get a message to your child.