



BOWER PARK
ACADEMY

Parent Pastoral Booklet

SEPTEMBER 2022

- Student Code of Conduct
- Students – Getting Ready for School Advice
- Uniform Expectations
- Assemblies and Tutor time
- The School Day
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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 that all students achieve their potential, enjoy their school day and excel in their time here.

1. Student Code of Conduct – September 2022

Travelling to and from school

As a student at Bower Park Academy:

- I will arrive at school on time, by 8.25am, 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 way
- 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
- I understand that excellent punctuality to school and to lessons is expected
- I understand that getting up late will not be an authorised absence

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 and pass the gates at the end of the day
- I understand that I may not be allowed to go to lessons if I am wearing incorrect uniform

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, first time, every time**
- 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 area at breaktime and lunchtime
- In lessons, I will follow the rules of my teacher and sit where I am asked to
- 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 keep left on two-way corridors and be sensible entering and leaving buildings
- 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 outside 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
- I will not attempt to make physical contact with any person

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:

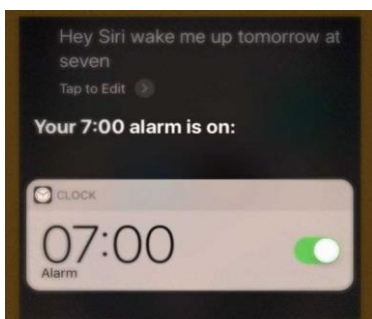
Form:

Date:

Signature:

2. Students - Getting Ready for School

Please discuss this 'readiness for school' checklist with your child to ensure that 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 that 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, 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

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.

The Bower Park Academy Uniform list is reviewed regularly and is aligned with the ELAT School Uniform Policy. The school fully supports Government efforts to reduce the cost of uniform and should any parent/carer or pupil have suggestions or concerns with either this list of the Trust Uniform Policy, please do contact the school direct.

Uniform details:

ITEM	EXPECTATION	ADDITIONAL INFORMATION	Provider
Coat (Optional)	Plain smart coat, any colour.	<ul style="list-style-type: none"> ■ Should be plain and not patterned ■ Should not be worn under or in place of blazer ■ No “hoodies” at any time (defined as an item without a lining) ■ No denim coats ■ No fur trimmed coats/fur coats ■ Should not be worn in lessons 	Any retailer
Blazer Compulsory	Black blazer with school badge and green piping.	<ul style="list-style-type: none"> ■ Only academy badges to be worn on blazers ■ Blazers to be worn at all times in the academy and only removed with permission of the teacher ■ Blazers can be removed whilst playing during lunch 	Havering Schoolwear
White Shirt Compulsory	Plain white collared shirt 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 	Any retailer
Tie Compulsory	Year tie-colours are based on the year of the admission into the school	<ul style="list-style-type: none"> ■ To be worn at all times around the school 	Havering Schoolwear

Jumper (optional)	Plain black V-neck without motif or branding on display	<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 	Any retailer
Shoes Compulsory	Black, plain designs only. No trainers or high heels.	<ul style="list-style-type: none"> ■ No coloured logos or edging ■ No trainers, plimsolls, canvas shoes or boots. ■ Trainers may only be worn for sports activity 	Any retailer
Trousers	Black school trousers	<ul style="list-style-type: none"> ■ Straight, bootleg or wider leg trousers only ■ No 'skinny' trousers, chinos, canvas or denim ■ No visible zips or rivets ■ No leggings/jeggings/cropped trousers 	Any retailer
Skirt	Black pleated knee length	<ul style="list-style-type: none"> ■ No skater skirts ■ No straight/tight-fitting skirts 	Any retailer
Socks with skirts	Black or white short length socks	<ul style="list-style-type: none"> ■ No patterned or coloured socks ■ No socks with bows, frills or ties 	Any retailer
Tights	Plain black tights	<ul style="list-style-type: none"> ■ No patterned tights ■ Leggings are not permitted 	Any retailer
Bag Compulsory	Plain black bag (needs to hold A4 books)	<ul style="list-style-type: none"> ■ Should have a shoulder strap ■ No handbags/tote bags 	Any retailer
Belt (optional)	Dark plain belt	<ul style="list-style-type: none"> ■ No brightly coloured belts ■ Small buckles with no logos 	Any retailer
Jewellery	Watch	<ul style="list-style-type: none"> ■ Conventional, no multi-media watches ■ Single set of studs in ears are allowed ■ No body artistry ■ No jewellery to be worn other the studs 	NA
PE polo shirt with school badge	Bower Park polo with school badge	<ul style="list-style-type: none"> ■ To be worn at all times in PE 	Havering Schoolwear
Plain black school shorts	Plain black shorts. Optional to have shorts with BPA badge	<ul style="list-style-type: none"> ■ No tight-fitting shorts 	Any retailer or Havering Schoolwear
Plain black track suit bottoms	Plain black optional to have track suit bottoms with school badge	<ul style="list-style-type: none"> ■ No leggings ■ Track suit bottoms must be a plain black single colour with no large logos 	Any retailer or Havering Schoolwear

Plain black track suit top	Plain black option to have track suit top with school badge	<ul style="list-style-type: none"> Track suit tops must be a plain black single colour with no large logos 	Any retailer or Havering Schoolwear
White sport socks	White sports socks	<ul style="list-style-type: none"> No socks with bows, frills or ties 	Any retailer
Black football/rugby socks	These can be black or optional to have current school sport socks		Any retailer or Havering Schoolwear

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
- One set of studs are permitted. However, the following piercings are not permitted; tongue, eyebrow, nose, lip and facial piercings. Students will be required to remove the facial jewellery, and it will be confiscated. 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. This includes foundation and fake tan, black eyeliner, eye shadow, mascara, fake eyelashes and lipstick
- Nails must be natural. Coloured nail varnish or false nails (e.g. gels, acrylic nails) is not permitted
- Eyebrows and eyelashes must be natural. False eyelashes are not permitted.
- 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 'Mellots'.

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.

If assemblies cannot take place in the hall, they will take place in the form room, via Microsoft Teams.

5. The School Day

Students should start making their way into school at the first bell, 8:25. Form time sets the tone for the day, followed by 5 lessons with two breaks. If a student is late to school, a same day detention will be set for 20 minutes. If a student is late twice in a week, they will have a 40-minute detention with their Head of Year. Parents will be informed of this detention.

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	Netball Court
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.

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.

If there is a wet lunch, students will have indoor areas to relocate to. These arrangements will be communicated to students in September.

7. Lockers

Lockers are available 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. Frequently Asked Questions

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?

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

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.

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

Please send your child to school with water in a refillable bottle. There are water fountains which can be used at break and lunch times to top up. In case of medical emergency only, water is available at the main office and from SGMs. However, we encourage students to be responsible and to bring water with them to school. Please note, energy drinks are not permitted on site.

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.

Will homework be set?

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.

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.

Will staff be awarding 'Achievement Points'?

Yes.

We celebrate achievement points each half term with assemblies. Certificates are awarded to students who demonstrate the most progress and who show an excellent attitude to learning and their subjects.

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

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

Here are some examples of the support we could offer:

- Form tutor mentoring / check-in
- Support and Guidance Manager support
- Support in referring to CAMHS if appropriate
- Contact home via telephone
- Issue anxiety support resource pack
- Regular contact with home
- Email members of staff to make them aware
- Speak to school nurse
- CAMHS consultation discussion
- Student CAMHS drop-in session

How can I contact a member of my child's year team?

Please call the office and ask to speak to the member of staff you require. If they are not available to take your call, a message will be left. They will aim to get back to you within 48 hours.

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.

What do I do if my child forgets to bring in their PE kit?

Your child can report this to the school office who will notify you, and, if you are able, it can be delivered to the school office. Alternatively, the PE department will provide a 'spare kit' that is washed and cleaned. Your child will be expected to wear the spare kit.

How can I contact my child during the school day?

Mobile phones are not allowed to be seen in school, 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.

What do I do if my child says that people are being unkind to them?

You would need to report this to your child's form tutor, who will take the details and investigate. They will inform the Support and Guidance Manager if it needs to be escalated.

What do I do if I have concerns about my child's mental health?

Please report this to your child's form tutor, who will take details and, if necessary, refer to our safeguarding team. If required, your child will be referred to our onsite counsellor.

What extra-curricular clubs are available?

There are many extra-curricular clubs that are run each term at Bower Park. These include multiple sporting clubs, debate club, French club and BPA LGBTQ+. Each half-term, form tutors will display a poster detailing the different clubs that are available for your child to attend. The music department offers paid music lessons. Information about this will be sent out by the music department in the autumn term.

What do I do if my child loses their tie?

In the first instance, they should speak to their form tutor, who will write them a note confirming this. They will be able to borrow a spare tie for the day from their Support and Guidance Manager. All lost property is kept in the main office, and this can easily be returned if uniform is clearly named with a name tag. We strongly encourage you to label ALL items of school uniform to avoid it being lost. In the event that any item of uniform cannot be found, a new one will need to be purchased.

How do I know that my child is making progress?

There are three reports issued in year 7, where you will be able to see if they are working above, at or below their expected level. There is also a parents' evening in the summer term, where you will be able to speak to each of your child's teachers. If you are concerned about your child's progress, you can contact their class teacher via Edulink.

How do I contact my child's form tutor?

You can send a message to your child's form tutor via Edulink. If you cannot access Edulink you can contact the main office who will inform your child's form tutor. They will endeavour to return your call within 48 hours. Your child's form tutor is the first point of contact should you have any queries.

What if my child forgets their Edulink password?

They can go to the computer technicians, who will reset this for them.

How do I pay for school lunches and school trips?

We are a cashless school; all payments are via SCOpay. If you lose your SCOpay login, you can contact the finance team who will reissue this: finance@elatschools.co.uk

Year team list 2022-23

Form Class	Room	Form Tutor	Staff attached to the year group
7B	SG04	P Pankania	A Lynagh
7O	SG02	S Begum	
7W	SG07	A Ijaz	
7E	SF04	E Shorter/K Lechmere	
7P	SF05	I Patham	
7A	SF01	S Ahmed	
7R	SF07	A Joseph	
8B	SG05	A Mirza	U Farwa
8O	SG03	G Gbedawo	
8W	SF10	G Alam	
8E	NG01	T Trombetta	
8P	NG02	R Browne	
8A	TG05	I Grieveson	
8R	NG05	L Pennington	
9B	SG06	R Patel	M Freer
9O	SF06	J Adediran	
9W	NG08	M Howard	
9E	NF05	J Dawe/ M Denham	
9P	TG03	J Subhan/ P Binni	
9A	TG01	M Miah	
9R	SF11	J Alexis/S Zagol	
10B	NF03	F Andrews	M Krosch
10O	NF02	S Godfrey	
10W	NG10	L O'Neill	
10E	NS07	C Hilliard	
10P	NF01	C Hardyman	
10A	NG07	S Eddison	
10R	NF04	R Graham	
11B	NS04	B Mosuro	K Porter
11O	NS03	T Blair	
11W	SG01	L Bailey	
11P	SG08	C Ridpath	
11A	NS08	M Kenlin	
11R	NS02	D Gunes	

Year Group	HOY	SGM
7	Mr Sherwood	Ms Roberts
8	Mrs Mughal	Mrs James
9	Mr Mayhew	Mrs Lucas
10	Mr Fleischer	Mrs Whitcombe
11	Mr Lavender	Mr Spence and Mrs Fuller