



Backwell School

An Ofsted Outstanding School
A National Teaching School

Parents' Handbook 2019 - 2020



Parents' Handbook

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Headteacher's Welcome

Dear Parent/Carer

We are delighted that your child will soon be joining Backwell School!

Over the coming years they will come across a fantastic range of opportunities in and out of the classroom to enable them to develop as a learner and as a young person, to enjoy new experiences, and throughout their time with us at Backwell, to succeed.

The foundation for that success is a strong and positive partnership between school, parents and student, and this handbook is the key to setting up that partnership. It provides information about your child's learning and how they can get the best out of their time at school. It sets out what we as a school can offer but also what we expect from you and your child, our partners in learning.

Please take time to sit down and read through this Handbook with your child before they start at Backwell. It is important that all our students understand and commit to the Behaviour for Learning Code, and that we all sign up to the Home-School Agreement.

We look forward to working with you.



Jon Nunes
Headteacher



North
Somerset
Teaching
Alliance



National Teaching School
designated by

National College for
Teaching & Leadership



Backwell School Charter

Introduction

In May 2011, Backwell School became an Academy, and subsequently in January 2018, joined the Lighthouse Schools Partnership Multi Academy Trust. The Governing Body, staff, parents and students have worked together to create a Backwell School Charter that states the aims and principles of Backwell School and ensures that Backwell School remains a school at the heart of its community.

The Charter

The Board of Governors is committed to maintaining a comprehensive school with a non-selective intake of students at age 11, which aims to enable and ensure that all its young people become:

- Successful, independent and enterprising young people who enjoy learning and achieve their best in all that they do.
- Confident individuals who are able to live safe, healthy and fulfilling lives.
- Responsible citizens who make a positive contribution to their local, national and global communities.

The school will:

- Support the individual needs of all students.
- Provide an excellent education to all students, give them the opportunities to use and develop their individual skills and abilities, and enjoy their time at school.
- Maintain a broad, balanced and appropriately challenging curriculum that addresses the needs of all students.
- Encourage students to take pride in their school and to contribute to its development.
- Recognise and reward the achievements of students.
- Provide and maintain a safe, caring and stimulating physical, social and learning environment.
- Respond to and serve the needs of the local community.
- Work with parents, the community, other schools and local and national services for children and young people.
- Value the contribution of all staff and parents.
- Be committed to the professional development and wellbeing of all staff.
- Employ all staff under terms and conditions that are fair and reflective of their individual roles and responsibilities, taking into consideration relevant national and local terms and conditions.
- Consult staff on matters relating to their terms and conditions of employment, recognising the role of trade unions and professional organisations.

Contact with the School

How to contact us

Please contact us if you wish to pass on information or arrange to speak to a particular member of staff:

By email: mailbox@backwellschool.net

Please state which member of staff you would like the email to be forwarded to and ensure you include your child's name and tutor group as well.

By telephone: 01275 463371

You may ring the school any time between 8.15 am and 4.15 pm. It is most likely that the school receptionist will answer your call and she will direct you to the best person to speak to if you have a problem but are unsure how to deal with it. If you wish to speak to a teaching member of staff you may be asked to leave a message so that he or she can call you back. If you need to get an **urgent** message to your child, please call the school so that the message can be passed on – **please do not contact your child directly as students are not permitted to make or receive mobile phone calls during the school day.**

In person: All visitors must report to reception in the administration block.

Please note that it is not normally possible to see a member of staff without an appointment. He or she cannot leave a class unattended or may have a prior engagement. To avoid disappointment, please contact the school to make an appointment.

By letter: Backwell School, Backwell, Bristol, BS48 3BX

Please address the letter to the appropriate member of staff.

Parents' Portal

Our Parents' Portal is a secure area of the school website which gives you access to information about your child. Amongst other things, you can: view your child's attendance record and timetable, contact your child's teachers directly, view information relating to your child's behaviour (rewards and sanctions) and access curriculum materials intended to support your child's learning at home. You can access the portal from the school website via <http://www.backwellschool.net/ParentPortal>. On your first visit to the portal you will be asked to create a username and password using the email address you have registered with the school. In order to do this, you will need to click "forgot password?" and follow the instructions from there.

Absence Reporting

As soon as you know your child will be absent from school please either telephone our 24-hour dedicated absence line 01275 464188, or alternatively email absence@backwellschool.net. Please state the name of the student, the reason for absence and the likely date of return.

How we contact you

Letters are sent home from time to time to tell you about field trips, visits, school events and meetings that involve your child. Copies of general letters that are sent home can be found on the school website. We also send a weekly email with important notices and news as well as listing letters that have been sent out during that week. Members of staff may contact you directly by letter, email or telephone if they have concerns about your child that they wish to share with you. Please ensure that you inform school of any change of address and telephone numbers, as well as email address so that our records are kept up-to-date.

Who to contact

The first point of contact should be the Head of Year (Years 7, 12 and 13) or the Head of House (Years 8 – 11) for pastoral concerns or queries; they may direct you to another member of staff, if it is appropriate. If you have a specific subject query or concern then the Curriculum Leader should be contacted.

The Pastoral Team		
Year 7	Head of Year 7 Deputies	Mr P Stephens Miss H Cook Mr B Hooker Mr P Pritchard
Cotswold	Head of House Deputy	Mr M Newall Ms E Plaster
Mendip	Head of House Deputy	Miss F Lockhart Miss M Hayward
Quantock	Head of House Deputy	Ms S Walton Mrs K Rose
Sedgemoor	Head of House Deputy	Mr J Hobbs Mr M Sales
Sixth Form	Head of Sixth Form Head of Year 12 Head of Year 13	Miss R Haywood Mr D Lewis Mr A Moore

Curriculum Area	Curriculum Leader	Responsible for:
Maths and Computing	Mrs D Usoro	Maths Computing
English	Mr M Elliott	English Language English Literature
Science	Mr M Lake	Science
Humanities	Mrs C Mason	History Geography Philosophy and Religion
Art and Design Technology	Mrs J Lewis	Art Design Technology
Modern Languages	Miss H Young	Modern Languages
PE	Mr C Budd	PE
Drama	To be confirmed	Drama Dance
Music	Mrs V Cooper	Music Music Technology
Psychology	Mr S Sare	Psychology
Sociology	Mrs L Browne	Sociology Health and Social Care
Business Studies	Mrs Z Sharper	Business Studies
Education Support	Ms L Donnelly	Education Support

Backwell School Structure

Backwell School consists of four Houses: Cotswold, Mendip, Quantock and Sedgemoor. When students join the school they are placed in a tutor group, belonging to one of the four houses. However, in Year 7, students are kept together as a year group for assemblies and tutorial sessions and are under the supervision of the Head of Year 7. As students make the transition to Year 8, they stay in the same tutor group but are placed under the pastoral supervision of their Head of House.

We feel that by keeping students together as a year group in their first year, students quickly settle at Backwell. The House system allows our students and their parents to form strong working relationships with the school by providing regular and consistent contact between school and home. Younger siblings are usually placed in the same House as their older brother or sister as this allows deeper links to develop between the Head of House and the family.

In Year 12, students are placed in new tutor groups to welcome new students to the school and are in the care of the Heads of Year 12 and Year 13.

The School Day

Students should arrive on the school site, ready to be registered on time at 8.50 am.

The school day is structured as follows:

Morning

8.45 am	Movement buzzer
8.50 am	Tutor or Assembly time
9.10 am	Period 1
10.00 am	Period 2
10.50 am	Break
11.05 am	Movement buzzer
11.10 am	Period 3
12.00 pm	Period 4

Afternoon

12.50 pm	Lunch
1.45 pm	Movement buzzer
1.50 pm	Period 5
2.40 pm	Period 6
3.30 pm	School finish

Lateness to school

Students who arrive after 8.50 am are classed as late.

Any student arriving after 9.10 am (ie, after the tutorial session or assembly), must report directly to Student Services and sign the Late Book before going to lessons. Students arriving after registration time will be coded as late and this is counted as an unauthorised absence.

Students leaving school early

Students must report to Student Services to sign out of school if they need to leave before 3.30 pm. Students will only be permitted to leave the school premises with written notification from parents. Parents must collect their child from Student Services.

Students are not permitted to leave school at lunchtime unless parents have written to request that their child be allowed to go home for lunch.

Important Dates and Meetings

Students follow a two-week timetable, which is recorded in their Personal Planner. The Planner also contains a calendar, which clearly divides the school year into Week 1 and Week 2, and gives details of the term dates for the academic year.

We hold the following meetings, which we expect parents of students in the relevant year group to attend:

Year Group	Meeting	Time of Year
Year 7	Parents' Meeting with Tutors	October
	Parents' Meeting with Subject Teachers	March
Year 8	Parents' Meeting with Subject Teachers	July
Year 9	Options Parents' Evening	January
	Parents' Meeting with Subject Teachers	February
Year 10	Parents' Information Evening	September
	Parents' Meeting with Subject Teachers	May
Year 11	Parents' Information Evening	September
	Sixth Form Open Evening	November
	Parents' Meeting with Subject Teachers	March
Year 12	Parents' Information Evening	September
	Parents' Meeting with Subject Teachers	November
Year 13	Parents' Meeting with Subject Teachers	January

The Reporting Process

Your child receives regular reports about the progress that they are making in each subject studied throughout each year. A short report will precede the parents' evening. A longer Target Report is also sent home during the course of the year. Details of dates for issue of the Target Report are given in the Parents' Calendar, which is issued at the start of the Autumn, Spring and Summer terms.

It is important that parents sit with their child to look through the reports that are sent home. After each target report, there is a reflection and target setting exercise to be completed in students' personal planners. The tutor will then look at the comments and targets and sign.

Home-School Agreement

A successful education must be based on a strong partnership between students, parents or carers, and the school. All partners must recognise their responsibilities and seek to carry them out to the best of their abilities. You were asked to sign a copy of this document prior to your child joining the school.

The responsibilities of students

I will:

- come to school every day and on time;
- bring all the equipment I need every day;
- wear the school uniform and be tidy in appearance;
- work hard in my lessons and make the most of the opportunities offered to me;
- attempt all home learning set and hand it in on time;
- be polite, cooperative and helpful towards all others in the school;
- follow instructions promptly;
- follow the school rules and accept the school's behaviour for learning code;
- look after my books and equipment;
- ensure that all letters, information, reports and news from the school reach my parents/carers;
- use my Personal Planner;
- respect and maintain the good reputation of Backwell School.

The responsibilities of parents/carers

I/We will:

- send my/our child to school punctually, correctly dressed and with all necessary equipment;
- support my/our child's completion of home learning by providing a quiet place to work and regularly signing the personal planner;
- encourage a positive attitude to school by taking an interest in my child's learning and participating in school events;
- support the authority of the school in its expectations of hard work, good behaviour, respect for others and care of school equipment and premises;
- respond quickly to enquiries about my/our child's education and welfare;
- make every effort to attend meetings and report evenings affecting my/our child's progress;
- make the school aware of any concerns or problems that might affect my/our child's work or behaviour;
- ensure that my/our child attends school regularly;
- support the school by seeking opportunities to become involved.

The responsibilities of the school

The school will:

- aim for the highest standards of work and wellbeing through good teaching and pastoral care;
- provide your child with regular home learning and mark it promptly;
- report regularly on your child's progress and keep you informed of any concerns;
- respond quickly to all enquiries about your child's education and welfare;
- provide information and offer opportunities for you to know more about and be involved in the daily life of the school;
- demand the highest standards of behaviour and administer the behaviour for learning code and disciplinary procedures with firmness and fairness.

Attendance

Good attendance to school is critical to success – research from the Department for Education shows that if a student misses 17 days of school a year they will, on average, drop one whole grade in their GCSE subjects.

We ask that you send your child to school unless you are certain that they are too ill to attend – our First Aider will contact you if illness is confirmed during the day; most children make a remarkable recovery when they arrive at school! However, if they have had any vomiting or diarrhoea, you are asked to keep them at home for 48 hours after the last episode, in order to limit the spread of infection.

All students who are taken ill at school are directed to Mrs Solomon, who is a qualified First Aider. She will contact you to arrange for your child to be taken home. In case of an accident requiring emergency treatment we will inform you as soon as possible; this is why it is very important to update the school if you change your emergency contact details. It is also vital to inform the school with details of any special medical conditions that your child has.

Students are registered at 8.50 am, during morning tutorial sessions, and then during each lesson. School attendance averages over 95% at Backwell and we are obliged to categorise absence, following national regulations, as authorised or unauthorised.

Authorised absence

Providing we are informed correctly, and in advance where possible, we regard the following as authorised absence:

- Sickness supported by a note from a parent.
- Medical or dental appointments notified in advance (but we ask parents to make appointments out of school hours wherever possible).
- Educational visits arranged by the school.
- A sporting activity approved by the school.
- Participating in approved public performances.
- Religious observance in the religious body to which the student belongs.
- Study leave.
- Off-site education at an approved establishment.
- Attending interview at another school, college or prospective employer (written evidence is required).
- Periods of exclusion from the school.

Absence for family bereavement or for a student to care for a sick or disabled family member is at the discretion of the Headteacher.

Holiday requests

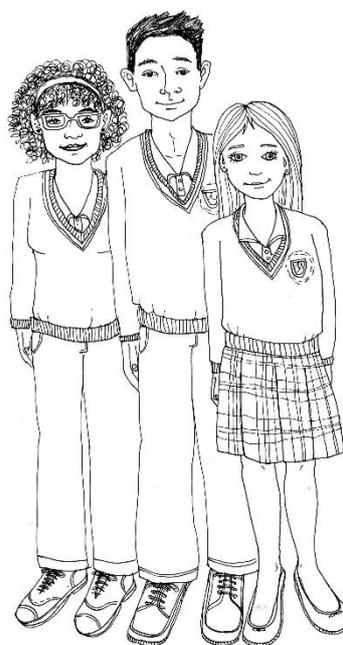
The school cannot and will not authorise school absence unless due to exceptional circumstances. If you feel you have an exceptional circumstance, please make an application in writing, preferably via email to mailbox@backwellschool.net to Mr Houghton, Deputy Headteacher. Each case is considered on an individual basis, but please note that a family holiday, visiting relatives or travelling long distances are not considered exceptional.

Uniform

There are many good reasons for wearing uniform; uniform creates an identity, it encourages a feeling of belonging and of having pride in the school and in appearance; it minimises differences and it is by far the most sensible, smart and affordable way to dress during school time.

Parental cooperation is essential if we are to achieve this high standard. Students arriving at school inappropriately, ie wearing trousers that are tight-fitting or a skirt that is not school tartan or knee-length, will have to change into the correct uniform. Borrowed uniform must be returned at the start of the next school day, when the student's non-uniform clothes can be collected.

Everything should be clearly named, including purses and pencil cases. Backwell School uniform, including sportswear for PE, is compulsory for all students in Years 7 to 11; it is designed to be smart, practical, comfortable and affordable.



Uniform rules: boys and girls (Years 7 – 11)

- **School polo shirt:** With school badge and appropriate House colour trim.
This item must be purchased from the school uniform supplier.
- **School jumper:** navy blue knitted jumper with embroidered school badge, and appropriate House colour stripe. *This item must be purchased from the school uniform supplier.*

House:	Cotswold	Mendip	Quantock	Sedgemoor
Colour trim:	BLUE	RED	YELLOW	GREEN

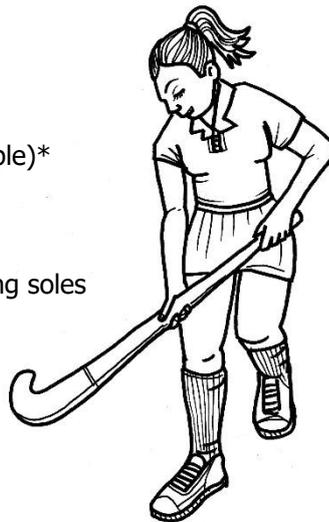
- **Trousers:** Formal black, tailored style only
The school's uniform supplier stocks school trousers. Trousers must be **tailored style and loose fitting**. If parents are able to match the style by purchasing from high street stores this is acceptable. If you wish to buy trousers from another supplier please check that they conform to the same specification as those available from our official suppliers. We **do not** allow denim, canvas or chino styled trousers. No leggings, jeggings, very narrow leg or tight fit items, no zips, studs or rolled up styles.
- **Skirt:** School tartan patterned skirt, knee length.
This item can only be purchased from the school's uniform supplier.
- **Shoes:** Sensible, plain black, flat shoes of a design that can be polished. Trainers and canvas shoes are **not permitted**. No boots. No high heels.
- **Tights:** if tights are worn, they must be black or neutral in colour and **not** be footless.
- **Socks:** must be black and plain. No socks over tights.
- **Coats:** Any sensible, weatherproof outdoor garment (no denim or leather jackets or hooded sweatshirts). Fluorescent bands or strips are encouraged to be worn for road safety purposes. **We do not allow hoodies, zip up sweatshirts or jumpers (other than school jumpers) as a replacement for a coat.**

- **Jewellery/Piercings:** Only watches are allowed. Maximum of one pair of earrings (stud or sleeper). No other facial piercings, **no nose studs**, spacer style or spiked earrings are allowed. Students will be asked to remove any other form of piercing.
- **Nail varnish:** only clear nail varnish is allowed. No gel nails are allowed.
- **Make-up:** make up is only allowed if it is applied discreetly; heavy make-up is not permitted.
- **Hairstyle:** Hair to be groomed and a natural single colour, no unnaturally coloured hair dye. No extreme form of hairstyle is acceptable.
- **Vests:** If a student feels the need for a vest under their polo shirt, only plain white undergarments are to be worn. These must not be visible at the neck. No T-shirts under polo shirts.
- **Indoor Wear:** Students are not permitted to wear hats, scarves or coats indoors.
- **Outer wear:** Please note that our rule regarding hoodies includes hoodies purchased in school for residential trips. They are not allowed to be worn around the school site.
- **Earphones** are not to be used, or visible, from when students arrive on site in the morning until 3.30 pm.

Sportswear (Years 7 – 11)

Boys - compulsory items

- Rugby shirt (black/House colour reversible)*
- Plain white T-shirt or polo shirt
- Black shorts*
- Football boots (rubber studs preferred)
- Training shoes (not boots) – non-marking soles
- Black socks*
- White sports socks
- Shin pads (for football)
- Mouth guard (for rugby)
- Swimming trunks



Girls - compulsory items

- Black/gold polo shirt with school badge* (girls fit available)
- At least one of the following: black shorts* or skort*
- Shin pads
- Black knee length socks (autumn and spring)*
- Football boots
- White ankle socks (summer)
- Training shoes (not boots) – non-marking soles
- Swimming costume

Recommended items

- Black sports hoodie (with school badge)*
- Black tracksuit bottoms
- Black 'skins' type of close fitting first layer for cold weather

Students who wear spectacles should have plastic rather than glass lenses with an elastic band to keep spectacles in place.

It is worth noting that PE lessons have a six-week timetable and not all of the sportswear is needed at once.

* Items marked with an asterisk are available from Price and Buckland, our school uniform supplier.

Where to buy our uniform

All our uniform can be purchased online from our uniform supplier, Price and Buckland via their website <https://www.pbuniform-online.co.uk/backwellschool>. On following the link, you will need to register your details with Price and Buckland and this will then give you full access to all of our school uniform.

If you do not have access to a computer you can call Price and Buckland's customer services team on 0115 964 0827 and they will deal with your query promptly.

We also hold retail days in school in July where parents can purchase all items required, including PE kit. Throughout the year there remains the option to buy online. Your order can be delivered to your home address or, should you wish to avoid the postage and package charge, items can be delivered to school and picked up from the Finance Office. This free delivery service is available for collection twice a month. Please check the Price and Buckland website for details of delivery dates into school.

Lost Property

Please try to label possessions and as much equipment as possible. Students should report any lost property to Student Services. Any lost items of a valuable nature (eg watches, phones, money, spectacles etc) should be reported to Mrs Capel-Davies, the Headteacher's PA. All found valuable items are held in the PA's office.

Please note that we recommend that students do not bring expensive phones and electronic items or carry large amounts of money to school, as students' possessions are not covered by the school's insurance.

Backwell School Curriculum

The curriculum is divided into three stages: Year 7, 8 and 9 (Key Stage 3); Years 10 and 11 (Key Stage 4) and Years 12 and 13 (Sixth Form).

Key Stage 3

At Key Stage 3 students are mainly taught in mixed-ability groups but there is some setting in Maths, Languages, PE, Science and Geography. All students study Art, Dance, Design Technology (DT), Drama, English, a Modern Foreign Language (French or Spanish), Geography, History, Mathematics, Music, Philosophy and Religion (P&R), Physical Education (PE), Personal, Social and Health Education (PSHE) and Science. Some study a second foreign language from Year 8 onwards. From Year 9 onwards all students will begin to study their KS4 Science course(s).

The allocation of teaching periods per two week cycle for every subject is shown below:

Subject	Year 7	Year 8	Year 9
English	7	6	7
Maths	6	7	7
Science	7	7	8
1 st Modern Foreign Language	6	6	6
2 nd Modern Foreign Language	n/a	7	7
Art	4	4	4
Breakout (inc Drama)	6	0	0
Design Technology	4	4	4
Drama	0	4	4
Geography	4	4	5
History	4	5	4
ICT	2	1 or 2	1 or 2
Music	3	3	2
Philosophy & Religion and PSHE	3	4	3
PE	4	4	4
PSHE	0	1	0

Year 7 breakout days

One day in every fortnight, students break away from the traditional timetable and take part in alternative learning activities. The Year 7 Breakout aims to allow all students to become:

- successful learners who enjoy learning, make progress and achieve;
- confident individuals who are able to live safe and healthy lives;
- responsible citizens who make a positive contribution to society.

The learning activities are designed under headings of 'The Whole Curriculum Dimensions'. These are: identity and cultural diversity; healthy lifestyles; community participation; enterprise; global dimension and sustainable development; technology and the media and creativity and critical thinking. Time is also reserved specifically for the delivery of Drama, Dance, PSHE and IAG (Information, Advice and Guidance).

Key Stage 4

The majority of students study GCSE courses, usually taking nine or more subjects. Nearly all take English Language, English Literature and at least a double award in Science (approximately half of our students take all three separate sciences).

The Sixth Form

Students generally choose three subjects to study at A Level, and also complete an Extended Project in an area that interests them. In some cases, it may be possible to study four A Levels or an additional AS Level. We also offer alternative vocational qualifications subject to student demand.

Choosing courses

Students have as much freedom as possible to choose the courses they want to study, within a process that provides strong and directed information and guidance. Students are encouraged to pursue a 'broad and balanced' curriculum, and the subjects required for the English Baccalaureate are made explicit. During Year 9, students decide their GCSE "options"; during Year 11 they choose their Sixth Form courses. This process of choosing lasts from January to Easter. The parents and carers of Year 9, 10, and Year 11 students are expected to attend the Information and Options Evening Meetings in September and January; these meetings are pivotal in providing parents with up to date information and advice.

Detailed curriculum information

More detailed curriculum information can be found the Year 7, 8 and 9 Curriculum booklets, the Year 10 Options Booklet and the Sixth Form Course Booklet. They are available on the school website.

Special educational needs

The Education Support Department has responsibility for providing appropriate support to all students with identified additional educational needs. Each student has different needs and this is recognised in the provision made. All students follow the mainstream curriculum as far as possible, sometimes with in-class support from a Teaching Assistant. Withdrawal arrangements are made, e.g. for literacy, spelling and numeracy.

Some students have a physical disability with additional needs and it is school policy to make every effort to ensure that they have equal access to the whole curriculum and to extra-curricular activities.

Being Organised – Guidance to Students and Parents

Exercise Books

It is important for students to take pride in the organisation and appearance of their work. Every piece of work should be structured as follows:

- Underline the title.
- Identify if the work is classwork (CW) or home learning (HL) in the left hand margin.
- Write the date on the right hand side of the paper.
- Cross out mistakes by using a ruler, or by one diagonal line if it is a chunk of writing.
- Leave a gap of at least two lines between different pieces of work.

For example:

<u>CW</u>	<u>My Summer Holiday</u>	<u>5 September 2011</u>
	I had a really exciting summer holiday this year as we went camping for the first time as a family with my new baby brother. We were lucky with the weather as it did not rain at all in the two weeks weeks that we were away from home. The holiday started with us packing the car early on Saturday	

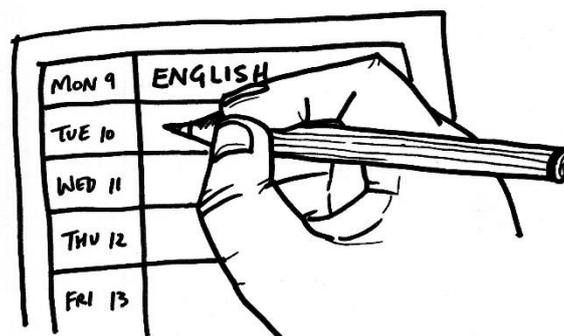
The Student Planner

It is essential that students use the Student Planner to organise their home learning and demands on their time. Each double page of the planner contains one week, which is set out so that students can record home learning that has been set and the date that it is due in.

We strongly request that parents check and sign their child's Planner every week. The Planner can also be used as a form of communication between parents and staff at the school.

There are some important sections that we would appreciate you looking at with your child:

- Target Report Reflection
- KS3/KS4 Tracking Sheet
- Study Resources



Our Drive on Literacy

It is very important for every child to develop his or her literacy and communication skills. To help our younger students take ownership of their spelling, we have some special 'wall of words' pages in the Student Planner. We have also included common strategies for spelling and guidance on how to structure thoughts into written paragraphs. Please take time to read these pages with your child.

Wall of Words

Use your spelling strategies to learn the key spellings you have been having trouble with in lessons. Get someone to test you. Once you're confident that you know the spelling – you can colour it in!

Spelling Strategies



Sounding out the word Split the word into its different syllables and sound each syllable out. For example, bi-cy-cle	Creating catchphrases You can create your own catchphrases using parts of the word that you might find difficult to remember. A friend is always there to the end.
Using mnemonics Mnemonics are rhymes or phrases that help you remember the letters in a word. For example, the mnemonic Rhythm Helps Your Two Hips Move can help you to remember how to spell the word 'rhythm.'	Study, cover, write, check Study the word carefully. Cover it, write it yourself and then check to see whether you spell it correctly.
Looking for letter patterns Use the letter pattern 'gu' to associate the words 'guard' and 'gun'. The guard with the gun will help you remember the spelling of the tricky word 'guard.'	Breaking the word apart Breaking down the long word into affixes can help you to remember how to spell it. For example, un grace ful ly. un grace ful ly Prefix root word suffix suffix
Finding words within words Lots of words contain other words. You can remember how to spell 'conscience' by thinking about the school subject it contains. con + science = conscience.	Creating mental pictures To remember how to spell the tricky word 'necessary'. Think of a shirt with one collar and two sleeves.

Say it as it sounds For example, Wed-nes-day or sci-ssors

Our Drive on Numeracy

Numeracy is much more than just knowing about numbers and number operations; it is the ability to cope with the mathematical demands of everyday life. Numeracy encourages problem solving and helps children to develop an analytical approach in dealing with measurement and handling data; it is a life-skill.

Backwell School recognises that students will have a preferred methodology when approaching numerical issues, but aims to ensure that a variety of methodologies are explored with students so they are able to select a methodology that is appropriate for their own individual needs.

Our Marking Codes

All teachers use the same annotation to correct students' work. Please look through your child's exercise books and help them to correct any spelling, punctuation or grammar mistakes that they have made.

Marking Code for written work



Proofreading

Before you hand in written work make sure you have proofread it.

"If it isn't perfect, it isn't finished!"

When your teacher gives you feedback, they will underline the error and use the marking codes in the margin.

You are expected to write the correct spelling or correct the punctuation when your work is returned.

- p - punctuation mistake
- C - capital letter needed
- S - spelling error
- ? - unclear expression
- // - you need a new paragraph

Home Learning

As a school we are committed to developing a culture where high quality home learning underpins and develops the outstanding learning which occurs within classrooms. Home learning will:

- Extend learning time through consolidation and extension activities.
- Provide opportunities for creativity and choice.
- Act as a bridge between teacher led and student led learning
- Develop the skills required for independent learning.



Home learning is set on the school's virtual learning platform, 'Frog'. In addition to this each student is given a Personal Planner in which to write down their home learning and the hand in date. Students are expected to use their 'self manager' skills to ensure that all subject deadlines are met. To ensure that no student receives an excessive demand for home learning to be completed on any one evening, staff will usually set home learning tasks so that students have at least two evenings in which to complete it.

The table below shows the expected frequency of home learning activities:

Key Stage 3	Key Stage 4	Key Stage 5
<p>English, Maths, Science and Modern Language:</p> <p>Minimum one piece of home learning per week</p> <p>Humanities and Art Design and Technology:</p> <p>Minimum one piece of home learning per fortnight</p> <p>Performance and Computing</p> <p>Minimum one piece of home learning per term. (With the exception of PE)</p>	<p>All subjects should be setting one home learning per week (With the exception of SMSCE and core PE)</p>	<p>Home learning is dependent upon pupil courses but as a guide a minimum of one set home learning per subject per week. In the case of multiple teacher, it is expected that each teacher sets home learning once per week.</p> <p>Pupils are advised to spend approximately 4-5 hours per week working on each subject outside of the classroom. Teachers are expected to provide clear guidance as to how this time should be spent and ensure that this work is happening.</p> <p>This should include formally set work that is taken in and assessed by teachers, preferably in line with examination criteria. The frequency and length of these assessed tasks will vary by subject, but should account for around 25% of the private study time allocation given above.</p>

Some subjects might set extended home learning tasks which are completed over several weeks. In these cases, teachers will provide milestones to help students manage their time.

Whilst recognising that, ultimately, students are responsible for managing and completing home learning tasks on time to a good standard, nevertheless the parent is key to the successful completion of home learning tasks. At home, parents should make it clear to their child that they value home learning and support the school in explaining how it can help them progress. Parents can support the school's home learning policy by:

- checking and signing the student's planner on a weekly basis;
- ensuring appropriate time is spent on each home learning task;
- checking that deadlines are met;
- talking with their child about home learning which should provide an opportunity to encourage and praise;
- ensuring there's a calm environment for home learning tasks free from distractions;
- maintaining clear lines of communication with the school. For example, by contacting the Head of Year or House if there is a concern or problem with home learning.



Parents are supported by the school so that they can help their children, in the following ways:

Meetings – Parents' Evenings and yearly Information Evenings.

Use of ICT

Home computers

Students will often be given the opportunity to use computers for completing school work at home. For those students who do not have access to a computer at home – students can use the computers in the Library at school both before and after school. The Library is available for students to use after school for quiet reading and home learning every day; Mondays, Wednesday and Thursday until 4.30 pm, Tuesday until 5.00 pm and Fridays until 4.00 pm.

Every student is given a username and password, which enables them to store their school work on the school's network. We encourage students to back up their work by copying important files to a USB memory stick; this way work can also be taken home to complete.

Whilst the ICT staff make every effort to eliminate viruses from the school network, including running up-to-date antivirus software, there is no guarantee that any device used in school computers will be virus free and we therefore recommend that parents use up-to-date virus software on their home computer.

Accessing the internet

The school computer network gives access to the internet for use by students in the classroom under the supervision of a member of staff. Backwell School uses software to vet sites that students visit, and this software prevents them from accessing 99% of all unsuitable material. Every effort is made to ensure that students cannot gain access to unsuitable material, and we ask students to be responsible for reporting any unsuitable sites that have not been automatically filtered.

Students are also given a school email account. The email account can be used for personal as well as school use, but can be vetted by the ICT staff for offensive or unsuitable material.

Mobile phones and other similar devices

Mobile phones and other similar devices must be switched off and in students' bags from when they arrive on school site until school finishes at 3.30 pm.

All communications between students and home must be made via the school reception team. Parents must **not** contact their children by calling them on their child's mobile phone during the school day. We ask that you support the school by ensuring that you **do not** answer any calls that are made to you from your child's mobile phone. If you are concerned that your child has tried to make contact with you, please ring the school directly and we will ensure that contact is made through the correct channels.

At teachers' discretion, use of mobile devices may be permitted in lessons, where it helps students' learning. For example, they might listen to educational podcasts or use the camera function to photograph home learning tasks.

If a student inappropriately uses their mobile device, it will be confiscated. Students will be able to collect their phone from PA's office at the end of the school day. For a second offence, the phone will stay in school until the following day when the student must return a form signed by a parent.

Mobile phones and other electronic devices are brought into school at the risk of the owner and are **not** insured by the school if they are lost or damaged.

Rewards and Sanctions

Rewards

We believe that our rewards procedure encourages students to foster a positive attitude towards school and their learning; it also allows parents to celebrate the success of their child at home and for children to be publically acknowledged for their hard work and effort in school.

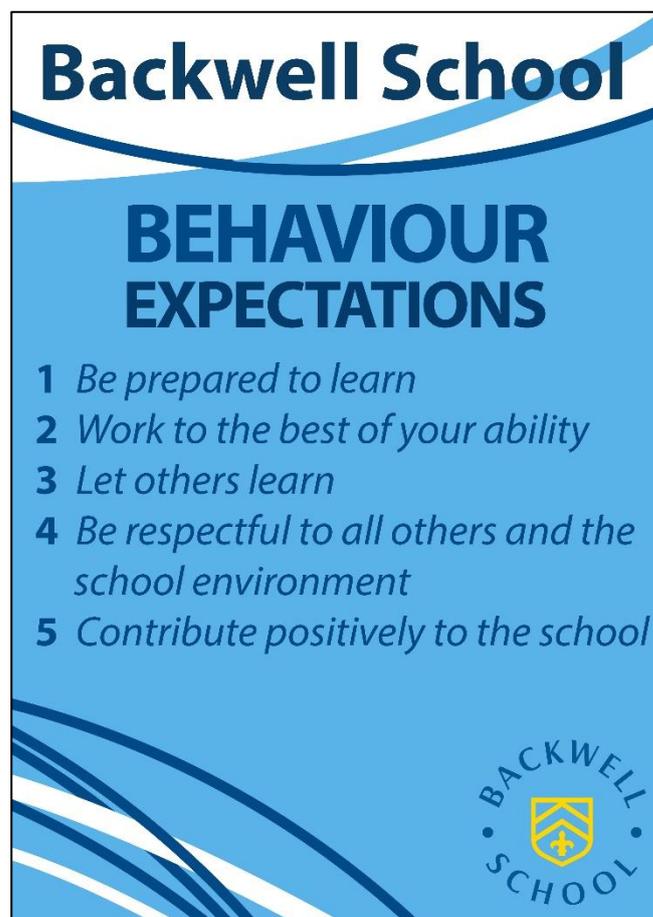
We issue merits to students when they work to a high standard or contribute positively to our society; these merits are recorded in the student's planner. Certificates are issued for 50 merits (Bronze Award), 75 merits (Silver Award), 100 merits (Gold Award), 125 merits (Platinum), 150 merits (Headteacher's Commendation) and 175 merits (Governors' Commendation). We also present students with subject and pastoral postcards home for outstanding work or contributions to our community.

Every time a student receives a postcard or certificate, they will be given points to enter a prize draw. The school will log the achievement and every postcard received will enter the student's name into the draw. Prize draws will take place three times per year; the prize will be a Love2Shop voucher, which can be used at a variety of shopping retailers.

Sanctions

Where students fail to meet the behaviour expectations, teachers will use a variety of techniques to support appropriate behaviour including and if necessary warnings and subsequent sanctions. When sanctions are needed, they are usually applied in the following steps:

- Students will explicitly be told explicitly that their behaviour has not met expectations.
- They will be given time to meet school behaviour expectations.
- Where behaviour persists, they will be warned formally.
- After a formal warning, should the behaviour continue, they will be asked to leave the classroom and report to the Behaviour Support Room where they will remain for the remainder of that lesson.
- They will also be expected to complete a same day, lunchtime detention with the Senior Leadership Team (SLT) and have a conversation with their teacher. Detentions incurred after lunch will be completed at lunchtime the following day.
- In incidents where a student refuses to go to the Behaviour Support Room a member of the SLT will be called and the student will complete a same day detention with the SLT, but will spend additional time in the Behaviour Support Room for refusing to follow instructions.
- Failure to follow instructions from the SLT may lead to exclusion.
- With any incident requiring isolation or detention, there may be further consequences and support put in place by the school.



Behaviour for Learning

To ensure that all students cooperate with staff, focus on their learning and contribute to the positive ethos of our school we have a set of expectations for student behaviour. The behaviour expectations must be met at all times, and examples are shown below – please take time to go through this carefully with your child so that they know what the school’s expectations are and are fully prepared to meet them:

1 Be prepared for learning

- Wear the correct school uniform
- Be punctual to lessons and tutor time
- Be equipped for learning and ready to start ‘do now’ activity
- Ensure the mobile phone policy is followed
- Be ready to start the lesson on time
- Sit where required to by the teacher

2 Work to the best of your ability

- Ensure home learning is done
- Focus on class work and complete it to the best of your ability
- Contribute positively to lessons
- Put in best effort
- Develop resilience where things are challenging

3 Let other learn

- Take responsibility for own learning and not enter into arguments with staff
- Follow instructions from the teacher
- Avoid misbehaving or disrupting others
- Listen to the contributions of others

4 Be respectful to all others and the school environment

- Be polite to others, not rude or offensive
- Stay on site at all times
- Do not run inside the school buildings or corridors
- Avoid any anti-social behaviour around school
- Treat all equipment and buildings respectfully

5 Contribute positively to the school community

- Have the highest standards of school behaviour
- Get involved in the full range of school curricular and extracurricular activities

Student Welfare

The welfare and safety of students is paramount to all staff at Backwell School. As mentioned earlier, the pastoral support network for the students is based around the tutor group, first under the guidance of the Head of Year 7 and then under their Head of House for Years 8 to 11. During this time, the student's tutor remains with the group where possible, and will get to know the students very well and will often be the first to pick up on any issues. If there are concerns about a student's welfare the school employs a wide range of skilled staff and outside agencies to support students, details of these agencies and the Early Help offer we provide can be found on the school website.

If you have any concerns about the welfare of your child, then you should first contact their tutor or Head of House to discuss the situation.

Anti-bullying

The school takes any issues around bullying seriously. Bullying is seen as deliberately hurtful behaviour by either an individual or a group, repeated over time, where it is difficult for those being bullied to defend themselves. Bullying can include acts of prejudice due to reasons of race, religious belief or sexuality.

The students are made aware of the different elements of bullying in various ways, including assemblies and tutor time work. This work encourages students to think about all aspects of bullying, including the impact of their actions and what they can do to support fellow students. This work also covers such topics as cyber bullying and prejudice. As a school, we support the age limit of 13+ on social media site and we would urge all parents to ensure that their children adhere to these restrictions.

If you have any concerns about bullying involving your child then you should contact your child's tutor or Head of House.

Child Protection

The school follows national and local guidance for safeguarding the welfare of all students. The school has a designated teacher for Child Protection, who is Mr Sills (Assistant Headteacher).

This member of staff is the school's contact with both Social Care and other support services.

All staff are trained on joining the school about the school's child protection policies and what they should do if they have concerns about a student's safety. In addition students are given regular advice on how to keep themselves safe, including safe use of the internet.

If you have concerns about child protection issues then you should contact Mr Sills directly.

First Aid and Medical

Wherever possible students will be allowed to administer their own medication as prescribed or necessary (providing that there is a written note of explanation from parents). Students should only carry the quantity of medication required during the school day. No pupil will be prevented from taking prescribed medication. Students with Epi-pens should carry these at all times. Staff will only administer prescribed medication following appropriate training from a health care professional (first aid certificate does not constitute appropriate training).

On the request of parents, the first aid office will look after prescribed medicines for students. Prescribed medicines should be brought to school, by a parent/guardian only, in their original container/packaging, which must show name, dosages etc, and accompanied by a completed medication form available from the school. It will be recorded that the medication has been taken.

In a medical emergency, teachers may administer an Epi-pen if a pupil is unable to do this for themselves. A second Epi-Pen should be provided by parent/guardian to be kept in the first aid room. No other drugs will be given to students by members of staff, (except in those cases covered above).

Some students will have care plans which will inform staff of a child's needs and which will contain advice and guidance which should be followed. These are kept in the Student Service office and are available on SIMS to staff at any time. They are reviewed and updated when necessary. It will not be assumed that every child with the same medical condition has the same needs.

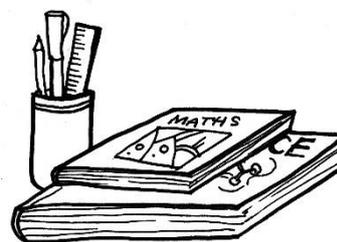
School staff will only administer first aid above and beyond reasonable first response measures if they are qualified to do so. When a medical emergency occurs, they will inform the first aid office, in person or by sending a responsible student.

If qualified first-aiders cannot deal with a medical emergency they will call an ambulance and will also contact parents. If parents are unavailable, this should not result in a delay obtaining medical attention.

In the event of a reported bump to the head, students will be monitored for a short time by the First Aider and then return to class if they are OK, knowing they can return to first aid if they feel unwell later. Parents will be informed by phone, and receive a follow-up email. If a student is not well enough to return to class, parents will be informed and asked to collect their child.

Any accident where first aid is administered to students in school will be recorded in the school first aid record book, and in the case of more serious accidents, an accident form will be completed.

Equipment



Students should come to school every morning with their Personal Planner, exercise books and the following equipment:

A pencil case containing:

- Pencils (including HB and 2B pencils)
- Pens – blue, black and green ink
- An eraser
- A pencil sharpener
- A ruler (30 cm long)
- A set of colouring pencils (not pens)
- Highlighter
- Glue stick

Students will also need the following for specific subjects:

- A protractor (Maths and Science)
- A pair of compasses (Maths and Science)
- A scientific calculator – marked with name of student (*A Casio model is recommended by the Maths Department*)
- Black Fine Line pens (Art)
- Felt tip pens (Art and Geography)
- An apron (DT Food, recommended)
- 'Bag-for-Life' (DT Food, recommended)
- Small headphones with Aux fitting (Languages)

It may be helpful to check your child's bag to ensure that he/she comes to school properly equipped for the first few weeks of term.

We also ask that the following be made available for use at home:

- Collins Gem Pocket Dictionary of English
- A language dictionary for French, Spanish or German (dependent on language being studied)

Music Lessons

We have a wide range of peripatetic music teachers visiting the school. Please contact Mrs Cooper, the Head of Music, to find out which private instrumental lessons are available, their cost and availability.

Storage of instruments

Many students have weekly lessons on a musical instrument at school and many others bring instruments for extra-curricular musical activities. So that your child's instrument is kept safe we strongly recommend that you follow these guidelines:

- Ensure that the case is securely labelled, stating the owner's name, school, tutor group and home address
- Keep a record at home of the instrument maker's name, model, serial number, approximate value and distinguishing features.
- Insure any privately owned instruments; they are usually covered as part of a typical home insurance policy, but may need to be listed, depending on the value
- Store the instrument at school in Practice Room 4 (PR4), or in the secure store off the Year 7 dining area. If left in PR4, the instrument must be collected before 4.00 pm when the room will be locked. A key to the secure store, which costs £5 plus a returnable £20 deposit, is available to all students with instruments. Please note that the security of the store depends on the reliability of the users.

Lockers

We recommend that students use the school's secure lockers. Forms, which are available from Student Services and the school website, need to be signed by both students and parents. Lockers cost £20, which includes a returnable £15 deposit when the key is returned.

Travel to and from School

Students making their way to and from school are expected to follow the school's behaviour code; we expect students to conduct themselves in a courteous and responsible fashion so that the school is held in high esteem by the local community. To be environmentally friendly, we actively encourage students to walk or cycle to school safely, wherever possible.

On foot

Students must be extremely vigilant since the roads and coach park are very busy at times of arrival to and departure from school. The pavements near the school are very narrow and students must take care when walking and using the crossings.

By coach, bus or train

Free transport is arranged by North Somerset for those students who live in the catchment area and are more than three miles from the school. Students are issued with a pass for a specific school coach, which they must use, or alternatively students in Years 10 and 11 are issued with a pass for use on either the public bus or train. You can find out more about free home to school transport by visiting the North Somerset website.

Student travelling by public transport must ensure that they arrive at school on time when scheduling their journey. Nailsea and Backwell station is a ten-minute walk away from the school.

In addition, the school operates a paid coach service, independent from Local Authority control, serving students from South Bristol, Long Ashton, Failand, Flax Bourton, Winford and Felton. This is not a free service. For details regarding routes and cost please visit www.backwellschool.net/traveltoschool or alternatively contact Mr Middleton.

Students travelling by coach or public transport are required to behave safely and politely; they must use seat belts where provided. Students must follow the instructions of the driver at all times and will be banned from using the coach or public transport if they behave inappropriately.

By bicycle

Students may ride a bicycle to school, as long as they wear a helmet. It is advisable to have passed the cycling proficiency test. Bicycles must be kept in the locked bicycle shed, which is next to the coach park. Each bicycle must be locked independently. The school does not accept responsibility for any theft or damage to bicycles – it is advisable to include the bicycle on your household insurance and register it with the police.

By car

Parents bringing or collecting students must observe the speed limit and the one-way system as well as the drop off arrangements in operation in the gravel overflow car park. As there is huge congestion at the start and end of the school day, we advise parents to pick up their child after 3.45 pm.

Students wishing to drive to school themselves (ie, Sixth Form students) must obtain permission from the Head of Sixth Form. Any student who drives on the school premises in a reckless fashion will be banned from bringing their vehicle to school.

Students wishing to ride a scooter to school must obtain permission to do so by contacting their Head of House and completing the necessary paperwork.

Extra-curricular Activities

Clubs

The school has a rich programme of lunchtime and after-school clubs and activities, particularly in sport, outdoor pursuits, drama and music. Programmes of activities are regularly sent home and can be accessed on the school website. The programme is ever-changing and all students are encouraged to participate fully.



We operate a transport service for all students who wish to participate in after-school activities on Mondays to Thursdays. A minibus or coach, departing at 5.00 pm, will take students to normal drop-off points in Claverham, Yatton, Kingston Seymour, Long Ashton and Bedminster.

Parents wishing to know more about lunchtime or after-school clubs should contact Student Services.

School visits

There is a wide programme of curricular and extra-curricular visits in all year groups. Parents will always be informed by letter from the teacher in charge of the relevant details and costs. Often, students will contact parents on their mobile phones with an accurate arrival time during the return journey back to school.

The school takes out a School Journey Insurance Policy that covers any student, member of staff or adult helper on any school excursion. The policy covers cancellation, medical expenses, personal accident, personal effects, money and legal liability for accidents. Full details of this policy are available from Mrs N Gumm, the Business Support Manager, on request.

The school minibuses are often used for sports events and other excursions; they are serviced regularly and carry AA recovery. All teachers who drive the minibuses have received specialist training.

Sports matches

Backwell School has many sports teams that participate in matches outside of school hours, many of which take place away from the school site. Because of the number of matches, the need to often assemble teams at short notice and the possibility of postponement and delays due to bad weather, the school does not use the same parental consent procedures used for other trips. The procedures used rely on the students selected for the team passing on accurate information to parents:

- Home matches: Students make their own private journey home arrangements.
- Away matches: Students normally having free transport to school are returned to their usual drop-off points. Other students are returned to school and are expected to make their own arrangements to get home from there.

Students are given details of the venue of the away match and an approximate time of return to home or school as appropriate. Students are encouraged to call parents by using their mobile phones when a more accurate time is known. The minibus always carries a school mobile phone, and the school's Facilities Manager will be contacted so that he can meet and inform waiting parents of the situation if return times are delayed. Parents should contact the school reception, which is open until 4.30 pm if they require further information about fixture arrangements.

Parents are very welcome to come and watch sports fixtures and to cheer on Backwell sports teams!

Payments to the School

ParentPay - our online payment service



ParentPay is Backwell School's chosen method of making payments to the school. Parents are asked to make all payments for school trips, dinner money, clubs and other items such as music tuition and examination fees using this online service, which uses a secure website that allows payments to be made using your debit or credit card.

ParentPay is easy-to-use and offers you the freedom to make online payments whenever and wherever you like, 24/7 - safe in the knowledge that the technology used is of the highest internet security available and that funds will reach the school safely.

Parents have a secure online account, activated using a unique username and password. Making a payment using your debit or credit card is straightforward and ParentPay holds an electronic record of all payments for you to view at a later date. When you make a payment, an e-mail confirmation is sent to you, giving you reassurance that the transaction has been successful.

The use of ParentPay benefits the school by reducing the workload for all staff and creating more time to lend to educational support and the smooth running of the school. It also ensures that all financial transactions are safe and secure.

Getting started with ParentPay

We issue you with your own unique account activation username and password. Once you have received these you will need to:

- Visit www.parentpay.com
- Enter your Activation username and password in the "Account Login" section of the homepage. *NB. These are for one-time use only. You will choose your own username and password for future access during the activation process.*
- Provide all the necessary information and choose your new username and password for your account - registering your email address will enable us to send you receipts and reminders.
- Once activation is complete you can go straight to "My Account", select which item(s) you wish to pay for and follow the simple on-screen instructions to complete your payment.

Please be assured that ParentPay offers the highest security available. No card details are stored on the system: neither ParentPay nor the school have access to these details. If you have any queries regarding ParentPay, please contact the Finance Team on their direct line, 01275 465941.

We look forward to your co-operation in using ParentPay - it will enable us to further support teaching and learning, by reducing the burden of income collection in the classrooms and Student Services.

For more information please go to this link: https://www.parentpay.com/PR1/Info/PP_Parents.aspx

Cashless Catering

We operate a cashless catering system for purchases in all our canteens. The cashless system operates using a biometric reader whereby an individual account is created for each student, using their thumb or finger as a means of identification. The advantage of this system means that there is no need for students to carry money or a card as the system recognises their thumb or finger at the tills and eliminates the need for students to bring cash to school. Alternatively if you choose not to have your child registered on the biometric system, a four digit PIN code will be allocated instead. There are two payment options available to parents to top up their child's account; either online via ParentPay or by cheque made payable to 'Pabulum Limited' paid direct to Pabulum staff in the main dining room between 8.30 am – 9.00 am only.

How we handle data – GDPR and the Data Protection Act

Schools, local authorities and the Department for Education (the government department which deals with education) all hold information on students in order to run the education system, and in doing so have to follow the Data Protection Act 1998 and General Data Protection Regulations (GDPR). This means that, among other things, the data held about students must only be used for specific purposes allowed by law. We therefore need to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The Lighthouse School's Partnership (LSP) is a data controller for the purposes of the Data Protection Act/GDPR. Schools within the LSP, including **Backwell School**, hold information on students in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. Basic information on all students is shared with our catering contractor to enable operation of the cashless catering system.

From time to time we are required to pass on some of this data to another school to which the student is transferring, and to the Department for Education (DfE). We have an agreed Information Sharing Protocol with the Local Authority (LA).

Youth Support Services - For students approaching or above age 13 the school is required by law to pass on information to North Somerset Council and/or providers of youth support services in the area, who have responsibilities in relation to the education or training of young people aged 13 – 19. This information includes the name and address of the student and parent, and any further information relevant to their role, which is to support young people, helping them to achieve their potential and to realise benefits from education, learning and employment.

A parent or guardian can request that **only** their child's name, address and date of birth is passed to the local authority or provider of youth services by informing the school. This right is transferred to the child/student once he/she reaches 16 years of age.

Post 16 Providers – The school will also share certain information about students aged 16+ with the local authority and/or post 16 providers that have a progression route for North Somerset learners. These providers may be able to offer choices to the young person which could improve their life chances, enabling them to participate and make a positive contribution. This information will also be shared as part of the September Guarantee process and Raising of the Participation Age Strategy.

Students aged 16 or over can ask that no information beyond name, address and date of birth be passed on to Post 16 providers. In this case, please contact the school.

The **Local Authority** uses information about students to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the student may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual students cannot be identified from them.

The school and the local authority may send information about students' examination results for statistical analysis to the Fischer Family Trust, the National Consortium for Examination Results and the DfE.

The **Department for Education** uses information about students for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics are used in such a way that individual students cannot be identified from them. The DfE will feed back to local authorities and schools information about their students where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other government departments or agencies strictly for statistical or research purposes only.

Students, as data subjects, have certain rights under GDPR and the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If your child wishes to access their personal data, or you wish to do so on their behalf, then please contact the school in writing:

The Headteacher, Backwell School, Backwell, Bristol BS48 3BX.

If you require more information about how the LSP, North Somerset Council or the DfE store and use your information, then please go to the following websites:

<http://www.lsp.org.uk/>

<http://www.n-somerset.gov.uk/my-council/data-protection-foi/school-privacy-notice/school-privacy-notice/>

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the LSP, the local authority or the DfE as follows:

The Lighthouse Schools Partnership, c/o Gordano School, St Mary's Road, Portishead, BS20 7QR

The Data Management Team, People and Communications, North Somerset Council, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ.

The Data Protection Officer, DfE, Sanctuary Buildings, Great Smith Street, London SW1P 3BT.

Please note that all rights under GDPR and the Data Protection Act to do with information about your child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another and you will wish to consider the position for your child, but, as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of 12. We would therefore encourage you to share this note with your child if they are aged 12 or over.

Separately from the Data Protection Act, DfE regulations provide a student's parent (regardless of the age of the student) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.

Student Photographs

Students are photographed by school photographers in Years 7, 10 and 12; these photographs are used in our security protected database system.

In addition to school photography day, a great deal of school life is recorded for legacy, publicity and training purposes. The images have a variety of uses – for displays around the school, for staff training and for publicity (including website and social media). If you have any concerns or question about this please do not hesitate to contact the school.

Concerns and Complaints

Parents are encouraged to discuss progress and any problems, which might affect a child's performance either at parents' evenings or by private appointment. However, parents may have concerns or complaints that they wish to take up with the school. If this is the case, we hope that you would contact us first - we believe that you will find us both approachable and receptive.

If you have a concern or complaint it should first be taken to the appropriate member of staff as an enquiry so that the facts can be established before a judgement is made. Your enquiry can be by telephone, email or letter. You may even wish to make an appointment to see a particular teacher, or Head of House, Curriculum Leader or a member of the School Leadership Team. We assure you that we will give your concern prompt attention and response.

If you feel that the outcome to your initial complaint or concern is unsatisfactory then further contact should be made to the Headteacher, or the Chair of Governors, if your dissatisfaction lies with the Headteacher. The Lighthouse Schools Partnership's Complaints Policy is available on request and can also be accessed via the school website.

How you can help the School

Backwell School Association (BSA)

The BSA is the school's parent-teacher association and all parents and staff are automatically members. Its aims are:

- to develop an active and supportive partnership between home and school by providing opportunities for parents to be actively involved in the life of the school through educational and social activities;
- to raise money for the school by organising enjoyable fundraising events during the year.

To find out more about what they do and how you can get involved you can:

- Check out the BSA page on the school website by going to: www.backwellschool.net/backwellschoolassociation
- Email the BSA team at bsa@backwellschool.net
- Contact Student Services on 01275 465942 who can answer general queries and put you in touch with the committee.

School Fund

Each year we ask families to contribute a minimum of £15 towards the School Fund, which we spend on items that our budget allocation does not cover. These items include affiliations to educational bodies, subsidising events, helping students in financial difficulties and small improvements to the school environment. No records are kept of individual contributors.

Giving to the school

Unfortunately, the funds we have for improving the educational experience of the children at Backwell always fall short of our aspirations! We are very grateful for financial assistance and Mr Nunes, the Headteacher, is always pleased to talk to prospective donors.

We are also very keen to utilise our parents' range of expertise, experience and connections. If you feel that you can contribute to the school in any way, please feel free to contact the Headteacher.