



Birkdale
School

***GENERAL INFORMATION
FOR PARENTS***

***SENIOR SCHOOL &
SIXTH FORM***

September 2018 edition

Mission Statement: Birkdale is an independent school for boys aged 4-18 and for girls in the Sixth Form. The Christian faith is of central importance to Birkdale. Stemming from this, our core values are care and respect for all, commitment to each other and to the school, and the pursuit and celebration of excellence. We aim to give all pupils a strong academic education, while developing them as whole individuals prepared for their wider role as responsible citizens willing to serve the community.

Dear Parents

This booklet is designed to give you some helpful information about the operation of Birkdale School and to provide a reference collection of some of the more important policies of the school. Please do contact the relevant Form Tutor if you require more information or have specific queries: we look forward to working with you to give your son or daughter the best possible education.

A handwritten signature in black ink that reads "N Pietrek". The signature is written in a cursive style with a large initial 'N'.

N Pietrek
Acting Head Master

Contents

A	THE SCHOOL ROUTINE	2
A-1	School Calendar	2
A-2	The School Day	2
A-3	Arrival, Departure and Attendance at School.....	2
A-4	Absence from School	2
A-5	Extreme Weather Conditions	3
A-6	School Lunches	3
A-7	Medical Care and Health	3
A-8	Rewards and Sanctions.....	3
B	HOW DO I MAKE CONTACT?	5
B-1	Postal Address	5
B-2	Telephones	5
B-3	BirkdalePost.....	5
B-4	E-mail	5
B-5	Contact Details for School Coach Services*	6
C	WHAT SUBJECTS ARE TAUGHT?	7
C-1	Curriculum Plan	7
C-2	Games and PE Lessons.....	7
C-3	Instrumental Music Lessons / Speech and Drama Lessons	8
D	UNIFORM	9
D-1	An Overview	9
D-3	Sales of Second Hand Uniform	9
D-4	Naming of items	10
D-5	Senior School: S1 – S5	10
D-5	Sixth Form Uniform	11
E	FEES: When do I pay and what does it cover?	13
E-1	Tuition Fees and Extras.....	13
E-2	Books, Stationery etc.....	13
E-3	Insurance	13
F	GUIDANCE AND POLICIES	14
F-1	Core Values.....	14
F-2	Respect and Care for Others	14
F-3	Respect for Property and the Environment.....	14
F-4	Mobile Phones.....	15
F-5	Forbidden Articles	15
F-5	Use of ICT - general.....	16
F-6	ICT Acceptable Use Policy (AUP).....	16
F-7	Safeguarding Policy	17
F-8	Anti-bullying Policy	17
F-9	Policy on Drugs	22
F-10	Complaints Procedure	23

A THE SCHOOL ROUTINE

A-1 School Calendar

Pupils are asked to give parents a School calendar on the first day of term. The calendar can also be accessed on the School website. Parents are warmly invited to school concerts, plays and matches, and your support is much appreciated.

A-2 The School Day

Registration is at 8.40 am, and all pupils are expected to be in their form rooms by this time. No supervision is provided before 8.00 am and the school can accept no responsibility for the safety and welfare of members of the school before that time. At the Senior School, please do not bring cars into Caxton Road. The day begins with Assembly (Prayers) or another meeting, which all pupils are expected to attend. Lessons finish at 3.45 pm although there are many clubs and societies that run after this time as detailed in the termly calendar. Supervision is always available through Homework Club until 5.00 pm.

A-3 Arrival, Departure and Attendance at School

- a) Pupils should pay particular care to their own safety on the roads around school.
- b) Pupils should arrive punctually in time for registration at 8.40 am.
- c) Any pupil who arrives at school after the register has been called, or leaves before the end of the school day, should report to and sign in/out at the School Office.
- d) While in school, all pupils will follow the published timetable and attend classes or activities punctually.
- e) Pupils in S1-S5 may not leave the school campus without permission during the school day.
- f) **If a pupil is ill and unable to attend school on any day**, please telephone the school by 10.00 am to let us know. He/she should bring on return to school a note from his/her parents, which should be handed to the Form Tutor. See A-4 Also.
- g) Any pupil who becomes ill during the day should report to the School Matron.
- h) The school has a legal duty to follow up absences and parents a duty to ensure their child is at school.

A-4 Absence from School

Term dates are fixed in consultation with the Sheffield LEA and are published well in advance. It is a condition of entry to Birkdale that members of the school are not withdrawn from school during term time (except in case of illness) without the prior permission of the Head Master. Leave of Absence request forms are made available on the school's website (in the Parents' Resources section under Senior School and Forms & Guidance) or from the school office. Any difficulty in this area should be raised directly with him.

If a pupil is ill, parents are asked to telephone the school at the first opportunity and ideally before 10.00 am. On return to school, he/she should give the form tutor a letter from parents giving the reason for absence. If a pupil contracts/is exposed to an infectious illness, his/her Form Tutor should be informed at once.

A-5 *Extreme Weather Conditions*

When there is a heavy fall of snow, the school policy is normally to remain open and provide teaching for all members of the school who are able to attend. Parents are therefore asked to bring pupils to school if at all possible. If the weather deteriorates during the day, and weather conditions in home areas are becoming difficult, parents are asked to telephone the school if they wish to take their son/daughter home early. The general principle, though, is that normal teaching will continue whatever the weather. In severe weather, please consult the school website for information, and if possible avoid telephoning the school. Also, treat with extreme caution any telephone call from your son or daughter on this subject, especially if it conflicts with the advice on the website.

A-6 *School Lunches*

All pupils are expected to attend school lunch. Healthy, nutritious menus are prepared by well-qualified staff. Requests for special arrangements (on dietary or medical grounds) should be addressed to the Head Master.

A-7 *Medical Care and Health*

The School has a medical room where emergency first aid is administered during school hours. It also has a fully equipped first aid room at its Castle Dyke sports fields and paramedics are in attendance at sports fixtures when appropriate.

Prescribed medication only may be administered by the Matrons if brought into school with a completed Parental Agreement for School to Administer Medicine (available on the school's website in the Parents' Resources section, under Senior School and Forms & Guidance). Medication must not be carried by pupils in school without the prior permission of the Head Master.

If a pupil becomes ill during the school day he/she should report to Matron in the first instance. Matron will then contact parents if they consider it necessary.

- a) Smoking kills. Smoking and the possession of tobacco in whatever form is forbidden.
- b) The possession or use of illegal drugs threatens the well-being and quality of life of individuals and the community, and is forbidden.
- c) The possession or use of alcohol is forbidden.

A-8 *Rewards and Sanctions*

At Birkdale, we believe in celebrating and rewarding our pupils' achievements. Each part of the school has its own system of rewards and prizes are given from time to time for outstanding academic and extra-curricular achievements.

We also aim to use punishment fairly and appropriately as a constructive means of helping pupils to improve or to correct misbehaviour. In doing so, we seek to protect the interests of individuals and of the community as a whole.

Pupils who produce poor work may be dealt with as follows:

- Repetition of work on red lined paper, to be signed by a parent and the Form Tutor.
- Break or lunchtime detention
- Detention after school on a Tuesday evening (4-5pm)
- Saturday morning Detention - for repeated poor work

Pupils who misbehave will be dealt with appropriately. Sanctions may include:

- An essay or lines
- Break or lunchtime detention
- Lunchtime drill
- Deputy Head's detention on Friday evening after school (4-5pm).
- Saturday morning detention

Where the Head Master deems a pupil's misconduct to be sufficiently serious, he reserves the right to suspend, expel or require that the pupil be withdrawn from the school.

B HOW DO I MAKE CONTACT?

In most instances, communications would be directed to the **Form Tutor** who is the first point of contact for parents and retains an overview of your son or daughter's pastoral care and academic progress. *Please do remember that the teaching staff spend the bulk of their time in the classroom or in preparation or marking and cannot therefore always provide a rapid response to email communication or a telephone message.* Depending on the circumstances, a telephone discussion or a meeting may also be more fruitful than a succession of emails.

The school's website www.birkdaleschool.org.uk is a useful source of information and reference.

B-1 Postal Address

Birkdale School, Oakholme Road, Sheffield S10 3DH.

B-2 Telephones

Bursar (Accounts/Fees etc)	0114 266 8400
School Office	0114 266 8408 (inc dedicated line for reporting pupil absence)
Registrar (Admissions)	0114 266 8409
PE Department	0114 229 6627
Sports Fields, Castle Dyke	0114 235 1781 (Located off Ringinglow Rd)

Please restrict telephone messages from parents to pupils to *emergency* matters only.

B-3 BirkdalePost

Most of our routine letters and mailings are sent electronically to parents using **BirkdalePost**. This provides you with a personal online 'mailbox' where you can always view such communications from any internet-connected PC and, where appropriate, complete simple reply forms. Further guidance on *BirkdalePost* is available on the school's website.

B-4 E-mail

Some general email addresses are below. We also provide separately to current parents individual staff e-mail addresses, and we would be most grateful if parents would *not* share those details beyond the bounds of the school community in order that staff time is used to best effect.

General Enquiries – Senior School	enquiries@birkdaleschool.org.uk
General Enquiries – Prep School	prepschool@birkdaleschool.org.uk
Admissions Enquiries (all ages)	admissions@birkdaleschool.org.uk
Bursar's Section (Accounts/fees etc)	accounts@birkdaleschool.org.uk
Catering Department	callison@birkdaleschool.org.uk

B-5 Contact Details for School Coach Services*

Coaches to:	Contact details:
Tickhill, Maltby, Wickersley and Whiston	Powells Bus Co Ltd 01709 702220 email via powellsbus.co.uk
Wickersley, Moorgate and Waverley	Birkdale Senior School Bursar's Department 0114 266 8400 accounts@birkdaleschool.org.uk
Chesterfield and Dronfield (original route)	Ms Michelle Fitton michelle.fitton@mdlz.com
Chesterfield, Dronfield and Dore (additional route)	Birkdale Senior School Bursar's Department 0114 266 8400 accounts@birkdaleschool.org.uk
Clowne	Mr Iain Kane (Director of Finance and Operations, Sheffield High School) 0114 3587601 (work) i.kane@she.gdst.net
Thurgoland, High Green and Tankersley	Steve/Barbara Hartley 0114 233 1000
Worksop	Mrs Violet Chapman 01909 773932 (home) 07989 395578 (mobile) violet@chapmanhome.co.uk
Grindleford and Hathersage	Mr Iain Kane (Director of Finance and Operations, Sheffield High School) 0114 3587601 (work) i.kane@she.gdst.net
Darley Dale and Bakewell	Mr Iain Kane (Director of Finance and Operations, Sheffield High School) 0114 3587601 (work) i.kane@she.gdst.net

All details are, to the best of our knowledge, correct at the time of publication.

** Further details of the services are contained in a separate booklet which is available from the school website or from either school office.*

C WHAT SUBJECTS ARE TAUGHT?

C-1 Curriculum Plan

In S1 and S2 all pupils study the same subjects. The first limited opportunity for some specialisation occurs in S3, with further options selection at the beginning of GCSE courses in S4. To ensure a broad and balanced curriculum at GCSE all pupils study English (Lang and Lit), Maths, Science (Combined Science Trilogy or Separate Sciences), a Modern Foreign Language and a Humanities subject. The number of periods studied per subject is shown in the table below:

	E	M	B	C	P	Fr	Gn	Sp	La	Cl	Gg	H	RE	Co	IT	DT	A	Mu	Dr	PE	Ga	GS	Opt	Tot
S1	5	5	6			4			2		2	2	2		2	2	2	2		1	3			40
S2	5	5	6			3	3		2		2	2	2			2	2	2		1	3			40
S3	4	5	2	2	2	4			*		3	3	3	*		*	*	*	*	1	3		8	40
S4	5	5	3	3	3	4			*	4				*		*	*	*	*	1	3	1	8	40
S5	6	5	3	3	3	4			*	4				*		*	*	*	*	1	3		8	40

Key: E English; M Maths; B Biology; C Chemistry; P Physics; Fr French; Gn German; Sp Spanish; La Latin; Cl Classical Civilisation; Gg Geography; H History; RE Religious Education; Co Computing; IT Information Technology; DT Design & Technology; A Art; Dr Drama; Mu Music; PE Physical Education; Ga Games; GS General Studies

S3 Options (8 periods)

Latin (4 periods)
 A second Modern Foreign Language (4 periods)
 Art (2 periods)
 Computing (2 periods)
 DT (2 periods)
 Drama (2 periods)
 Music (2 periods)

S4 Options (2 subjects)

A second Modern Foreign Language
 A second Humanities subject (Classics, Geography, History, RE)
 A third Humanities subject, as above
 Art
 Classical Civilisation
 Computing
 DT: Electronic Products
 DT: Resistant Materials
 Drama
 Latin
 Music

A small number of pupils in S4/S5 may struggle to study 9 GCSE subjects. These pupils study 8 GCSE subjects and receive an extra (support) lesson each of Maths, English, Modern Foreign Language and PE.

U/L6 Subjects (8 periods each): Most L6 pupils begin by studying 4 A Level subjects, reducing this to 3 subjects by the start of the L6 Easter Term. Other permutations, such as continuing with 4 subjects to A level, are possible. All 6th Form pupils attend Enrichment lessons and either Games or Community Action. Subjects available at A Level:

Art and Design	Drama & Theatre	History
Biology	Economics	Latin
Business Studies	English Language	Mathematics
Chemistry	English Literature	Music
Classical Civilisation	French	Music Technology
Computing	Further Mathematics	Physics
Product Design: Graphics	Geography	Psychology
Product Design: Res Mat	German	Religious Studies
Design Engineering	Politics	Spanish

C-2 Games and PE Lessons

Games are arranged on one afternoon a week for all members of the school, and squad members are expected to attend team practices arranged at other times, including Saturday mornings. Those selected for teams are expected to be available on Saturdays or after school.

Pupils playing rugby or hockey must wear gum shields. Pupils playing cricket must wear a cricket helmet when batting or wicket-keeping. Cricketers may wear their own helmet or one provided by the school. Otherwise pupils are expected to wear the designated school sports wear.

If, for any reason, members of school squads are likely to be unavailable to play on any future date, parents are asked to complete a "Request for permission to be excused from a school fixture" (available on the school's website, in the Parents' Resources section, under Senior School and Forms & Guidance or from the school office) well in advance.

If a pupil is well enough to attend school but unfit for games or PE, parents are asked to send a note with their son/daughter explaining the problem. This should be given to the member of staff before or at the start of morning break, and always before the time of absence. Where possible, pupils will be invited to support matches being played at the sports fields or in the sports hall. However, if this is not appropriate, they will do supervised study in school.

C-3 Instrumental Music Lessons / Speech and Drama Lessons

Individual instrumental lessons are available on a wide variety of instruments at an extra cost. We have a large team of highly skilled instrumental teachers, some of whom are members of our permanent staff and others who visit the school each week as peripatetic teachers (often referred to as "peris"). Lessons are normally organised on a rota during lesson times in S1 to S4 (with lessons for pupils in S5 and the 6th Form taking priority for the lunchtime and after school slots). However, rotas are arranged so that a pupil does not miss the same lesson more than once in a half term. If a pupil learns more than one instrument, then only one of those lessons would be scheduled within academic time. Each lesson lasts for 35/40 minutes - the same length as one of our academic lessons.

There are also opportunities to study Speech and Drama on the same basis with our LAMDA teacher.

For further information, do liaise with the Head of Instrumental Studies/Director of Music.

D UNIFORM

D-1 An Overview

Birkdale has a good reputation for the appearance of its pupils. Uniform at Birkdale is intended to be distinctive, but of a straightforward design.

Clear guidance on uniform is below, and parents are asked to support the school by ensuring that pupils have the right garments and that they wear them neatly. Pupils should normally be in uniform on arrival and departure from school, and for all school activities. Hair styles should be neat and tidy, free from extremes and above the collar for boys.

If you require any assistance, please contact the relevant School Office in term-time, or the Bursar's section in the holiday period.

Prep School:	prepschool@birkdalschool.org.uk	0114 267 0407
Senior School:	enquiries@birkdalschool.org.uk	0114 266 8408
Bursar's Department:	accounts@birkdalschool.org.uk	0114 266 8400

All these details are available for reference on the Birkdale website: www.birkdalschool.org.uk

D-2 Where do I purchase Birkdale uniform?

Uniform lists for the relevant sections of the school appear on the following pages, together with details of suppliers.

www.johnlewis.com

Select Baby & Child, Uniform by School, North East England, then our logo.

This is an online ordering service. You can visit the Sheffield John Lewis store, to take advantage of a sizing service (in the first floor Children's Department). They will have samples of all sizes available to try on. Orders can then be placed in store or online for home delivery or click and collect.

www.tacklebag.co.uk

Some items of Games Kit are supplied by Tacklebag, an online ordering service.

D-3 Sales of Second Hand Uniform

Occasional sales of second hand uniform are held in aid of the School Charity. Dates are given in the School Calendar.

D-4 Naming of items

All pupils must have all their garments clearly marked with name tapes to reduce loss and discourage indiscriminate borrowing. Shoes should be marked with a name tape attached with a special adhesive or with a permanent marker.

D-5 Senior School: S1 – S5

Compulsory from John Lewis

- School Blazer
- School Tie
- White Polo Shirt with school crest (for PE and summer sports)

Further Compulsory items

Most are also available via John Lewis, but can be bought elsewhere

- Shirt: white, long or short sleeved with collar
- Trousers, black tailored formal (not jeans or chinos)
- Sweater: V-neck, plain black (*Optional* item)
- Socks: black
- Coat: plain and single colour
- Shoes: plain black leather (not trainers or other casual shoes)
- Shorts, white (plain, no visible logos or brand names) - for PE/Summer Games
- Socks, white – for PE / Summer Games
- Gym or training shoes (non-marking soles) – for Sports
- Football/rugby boots

Compulsory from Tacklebag

- Waterproof Top
- Stadium Pants: (tracksuit bottoms)
- Reversible Jersey
- Rugby Shorts: navy blue
- School Colours Sports Socks

Tacklebag also offer a range of optional items: Baselayer (top/leggings) / Hoody / Beanie Hat / Sports Bag

Other items

Available via John Lewis, but can be bought elsewhere

- Swimming trunks: Good notice is given by Sports staff if pupil will requires these.
- Cricket whites (shirt/sweater/long trousers) are compulsory for boys selected for school matches.

D-5 Sixth Form Uniform

BOYS

Compulsory item from John Lewis

- School Tie

Further Compulsory items

Available from many High Street stores and elsewhere

- Suit: dark navy or black (*matching waistcoat, optional*)
- Shirt: plain white or light blue
- Shoes smart black or brown leather (not boots or trainers)
- Sweater, plain v-neck, dark colour (no hoodies or sweatshirts) (*optional item*)

Sportswear:

- Sixth Form pupils all take part in the Wednesday afternoon Games programme. Details of sports options will be provided in Induction Week, with guidance on requirements for a particular activity. (Further guidance is always available from the Director of Sport, who can be contacted via the school office.)
- Pupils who play for school teams will need the compulsory sports items listed in the Senior School S1-S5 lists.

GIRLS

Compulsory items: (no tie required for girls)

Available from many High Street stores and elsewhere

- Trouser suit or suit with skirt :
 - *colour*: dark navy, or black
 - *jacket hem* to fall below hips
 - *skirts* no shorter than 2.5 cm above the knee: cotton gabardine type fabric, *not* stretch jersey
- Blouse with collar and buttons down the front, plain white or light blue
- Tights, plain navy blue, black or neutral or black or navy socks with trousers
- **Shoes, low heel plain black or navy blue leather (no boots, trainers, stiletto heels or platform soles)**
- Sweater, dark plain v-neck (not hoodies or sweatshirts) (*optional item*)

Sportswear:

- Sixth Form pupils all take part in the Wednesday afternoon Games programme. Details of sports options will be provided in Induction Week, with guidance on requirements for a particular activity. (Further guidance is always available from the Director of Sport, who can be contacted via the school office.)
- Pupils who play for school teams will be given guidance on the kit requirements.

D-6 Prohibited items

- Footwear without backs (sandals, flip flops)
- Trainers/fashion pumps/boots (including canvas, suede or fabric footwear, Vans, Converse, Decathlon pumps, Ugg boots or Timberland boots)
- Black trainers from sports brands are not allowed as a substitute for school shoes
- Lycra/stretchy, fashion or frilly skirts
- Tracksuit bottoms, jeans, combats, chinos, cords, fashion trousers or leggings
- Headwear such as caps and bandanas, with the exception of students whose religion requires covering (e.g. hijabs, turbans), or medical reasons
- Hooded or tracksuit tops are only to be worn for PE/drama activities and **outside** of school
- Outdoor coats should not be worn indoors

D-7 General appearance

- Jewellery and piercings should be kept to a minimum. Permitted items include:
 - a watch
 - only one simple ring per hand
 - one pair of plain stud earrings (girls)
 - a single plain stud (boys) (though it is discouraged for the boys to have piercings and is only permissible in the Sixth Form)
- Make-up must be subtle
- Hair should not be extreme in terms of style, cuts or colour (we do not allow Mohicans, extreme shavings (less than grade 2), lines cut into styles and non-natural hair colours).
- All boys are required to be clean-shaven. The exception to this is if there are religious grounds for growing a beard but this must then be adhered to and with the support of the pupil's religious leader or parent/carer. We would ask that you inform the Head Master directly if your son is growing a beard for religious observance and all staff will then be notified.

D-8 Uniform non-compliance sanctions

All pupils who are not in full uniform must bring a letter from home explaining why they are not able to wear full uniform and for how long the situation will last. Letters from parents must be shown to the form tutor who will sign the note to acknowledge that it has been seen and agreed.

The following will happen in the event of non-compliance of uniform and appearance expectations:

Stage 1 – Staff warning/discussion with pupil (in the event of skirts being too short the pupil will see the Head Master who will provide an alternative skirt for the school day). Non-permissible items will be confiscated for the remainder of the day.

Stage 2 – Persistent disregard will lead to a Friday detention (Parents informed)

Stage 3 – Further ignoring of the school uniform policy will lead to a Saturday detention (Parents informed)

Stage 4 – If the pupil still ignores the uniform policy the pupil will be withdrawn from lessons pending a meeting with parents

Stage 5 – Sent home on the grounds that it is now deliberate defiance of the school. Parents will be required to come in to discuss the situation.

E FEES: When do I pay and what does it cover?

E-1 Tuition Fees and Extras

Tuition fees are charged in advance. Most extras are charged in arrears.

Tuition fees include lunches, textbooks (except A Level), general stationery and games travel. Uniform, public examination fees, A Level textbooks, most academic trips and the Lower Sixth Leadership course are compulsory extras. All other extras are optional. These include Pupils' Absence Insurance and non-academic expeditions such as sports tours and ski trips.

The School's charges are invoiced termly and settlement is required in full in advance before the start of each term. Payment can be made by the following methods:

- Cheque (made payable to Birkdale School)
- Bank transfer to our HSBC bank account, number 60019127, sort code 40-23-67. Please quote the pupil's name or code in the reference field when making the transfer to ensure the payment is correctly allocated.
- Debit Card via the School's website (go to 'Admissions' and then 'Payments') or over the phone (please phone the Bursar's Department on 0114 266 8400).

Late payment by any of the above methods will incur an interest charge of 2% over the Bank of England base rate.

Alternatively, the School's charges may be paid by Direct Debit on either a termly or a monthly basis. Payment on a monthly basis will incur an administration charge of £50 per annum per family. There is no administration charge for payment by Direct Debit on a termly basis. To make payment on either basis, please contact the Bursar's Department.

E-2 Books, Stationery etc...

All textbooks (except A Level) and general stationery is provided free by the school, but payment for loss or damage is expected. Sixth form books are sold to sixth formers at the beginning of their A Level courses of study.

E-3 Insurance

The school is fully covered for third party liability, but there is only very limited cover for personal possessions and parents are strongly advised to arrange full cover through their own household insurance policies. Bringing valuable items to school is strongly discouraged, except where absolutely necessary (eg musical instruments)

The school also has Personal Accident insurance for **all** pupils and comprehensive world-wide travel insurance for all official trips and expeditions.

The school can arrange absence insurance which will provide a refund of fees in the event of absence due to sickness, accident or quarantine. Details of this insurance can be obtained from the Bursar's Department.

F GUIDANCE AND POLICIES

Guidance on procedures and behaviour is issued to pupils orally and through the Pupil Information Handbooks. Some sections from this guidance are reproduced below to help parents understand the high standards which we expect of Birkdale Pupils.

F-1 Core Values

The Christian faith is central to the life of our school community. Stemming from this, our core values are:

- *Care and respect for all*
- *Commitment to each other and to the school*
- *The pursuit and celebration of excellence.*

The main purpose of the following guidelines is to help us, as a community, to live up to our core values.

F-2 Respect and Care for Others

- a) All relationships at Birkdale should be marked by respect and courtesy.
- b) Bullying, whether physical or verbal, is the single most serious offence against the community, and it will be dealt with firmly. Bullying is the wilful, conscious desire to hurt, threaten or frighten someone.
- c) All of us need help from time to time. Part of our pursuit of excellence is the wish to be seen as helpful and considerate.
- d) Foul or abusive language should be avoided at all times no matter what the provocation.
- e) Personal relationships. Ostentatious displays of affection between pupils, which draw attention to the individuals concerned and cause embarrassment to others, should be avoided.

F-3 Respect for Property and the Environment

- a) Stealing property is a very serious offence and will be dealt with firmly.
- b) We are all responsible for maintaining the high standard of our physical environment. This means taking care not to cause damage, reporting any damage to the appropriate person (whether it has been caused accidentally or deliberately) and not dropping litter.
- c) Text books and library books must be looked after carefully and returned at the appropriate time.
- d) It is inadvisable to bring large amounts of money or expensive items to school. If it is unavoidable, ask a member of staff to look after the item. Musical instruments should be kept in Music lockers.

- e) At the start of PE & Games, money and any other valuables *must* be handed in to a member of staff.
- f) For reasons of Health and Safety, pupils may not normally carry bags around the site during the School day.
- g) There must be no buying or selling between pupils.
- h) Personal Sound Systems should not be seen or used during the school day unless specific permission has been granted by a member of the Senior Staff.
- i) Snowballing is forbidden on the school campus but may be allowed on the Paddock at the discretion of the member of staff on duty.

F-4 Mobile Phones

If pupils in S1-S4 are provided with a mobile phone by their parents it should remain in their school locker throughout the day. Phones found in their possession during the school day will be confiscated. S5 and Sixth Form pupils are allowed to have mobile phones on their person but they are only allowed out in their communal areas (S5 Common Room, 6th Form Grayson Building) and in lessons at the discretion of their teachers if it is deemed appropriate for them to use their phones for educational purposes. To promote a community within the school and encourage positive interaction, phones are not allowed out in other areas of the school including passage between classrooms and the dining hall. Staff will confiscate phones from pupils who do not observe these expectations. If parents are concerned about getting messages through to their children please ring the school directly and we will happily pass on any messages.

F-5 Forbidden Articles

Pupils are not allowed to have in their possession any of the following:

- a) Any offensive weapon, including knives of any type, catapults etc...
- b) Fireworks
- c) Matches or lighters
- d) Tobacco, alcohol or any illegal drugs
- e) Electronic cigarettes
- f) Chewing gum
- g) Liquid correctors such as "Tippex"
- h) Laser pointing devices.

F-6 Use of ICT - general

For their own safety and the good name of the school, pupils may only use an email account and/or the internet if they agree to the Acceptable Use Policy – see below which is based on the following basic principles:

- not to search for inappropriate material on the internet
- not to buy or sell anything over the internet
- to report to the Head of ICT Systems or a trusted member of staff any occurrence which needs investigating (eg. abusive emails)
- not to download software from the internet without specific permission from the Head of ICT Systems
- not to give out personal information (eg. address) or agree to meet anyone on the basis of contact over the internet
- always to be polite and courteous in electronic communications

Use of E-mail and the Internet: We teach all our pupils to use the internet in a safe and responsible way. Where appropriate, we also encourage them to use the internet as a research tool. To encourage its proper use, we only allow access from computers in supervised, public areas. This acts as a deterrent for time wasting or searching for undesirable material. We also use a filtered feed from our internet service provider, which prevents access to material known to be inappropriate. We provide email addresses for pupils. Pupils are also advised not to give out personal details on line. The school reserves the right to monitor the content of e-mails sent or received via our network whether of a business or personal nature, in addition to monitoring the use of the facilities in general.

All Parents and Pupils must agree to the following Acceptable Use Policy (AUP).

F-7 ICT Acceptable Use Policy (AUP)

General guidelines:

- School computers, internet access and e-mail are provided to support pupils in their **academic studies** and to allow efficient communication and access to information for **educational purposes**.
- Computer use and internet access are privileges, not rights, and access requires responsibility. The efficient working of the computer network depends on the good sense and co-operation of all users. In using the system, I am accepting this principle.

Birkdale School ICT Acceptable Use Agreement: Senior School Pupils

- I will only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network, other systems and resources with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone.
- I will only use my school e-mail address.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.

- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the Head or Deputy Head.
- I will ensure that my online activity, both in school and outside school, will not cause the school, the staff, pupils or others distress or bring into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies is filtered, monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parents will be contacted.

F-8 Safeguarding Policy

The school has a detailed Safeguarding Policy which is available on the School's website (www.birkdaleschool.org.uk). The Head Master, the Deputy Head Master, the Head of Prep School and the Deputy Head of the Prep School are the designated Child Protection officers for the Senior School and the Prep Schools respectively. If any parent wishes to discuss a safeguarding issue, he/she should contact either the Head Master or Head of Prep School as appropriate.

F-9 Anti-bullying Policy

Statement of Intent

At Birkdale School, our community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop his/her full potential. We expect our pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed; but orderly, atmosphere. All pupils should care for and support each other.

Birkdale School prides itself on its respect and mutual tolerance. Ours is a diverse community, with pupils from a variety of cultural, religious and ethnic backgrounds. Some pupils require additional support and help. Parents/guardians have an important role in supporting the school in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together. Acceptance of this policy forms part of our standard terms and conditions.

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable. Where necessary, we will apply the sanctions described in our Discipline and Sanctions Policy for behaviour that constitutes bullying or harassment of any kind.

Definition of Bullying

Bullying may be defined as the intentional hurting of another pupil or group of pupils physically or emotionally that is repeated over time. It is often motivated by prejudice against particular groups, for example, on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability or because a child is adopted or is a carer – it may occur directly or through cyber-technology (social websites, mobile phones, text messages, photographs and email). It could involve physical (including sexual) intimidation, verbal, and emotional means (by excluding, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation. Bullying is often hidden and subtle. It can also be overt and intimidatory. Bullying can happen anywhere and at any time. It can cause serious and lasting psychological damage and even suicide. Harassment and threatening behaviour are criminal offences. We always treat it very seriously. It conflicts sharply with the school's stance on equal opportunities, as well as with its social and moral principles.

Signs of Bullying

Changes in behaviour that may indicate that a pupil is being bullied include:

- Unwillingness to return to school
- Displays of excessive anxiety, becoming withdrawn or unusually quiet
- Failure to produce work, or producing unusually bad work, or work that appears to have been copied, interfered with or spoilt by others
- Books, bags and other belongings suddenly going missing, or being damaged
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary)
- Psychological damage and diminished levels of self confidence
- Frequent visits to the Medical Centre with symptoms such as stomach pains, headaches
- Unexplained cuts and bruises
- Frequent absence, erratic attendance, late arrival to class
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping, nightmares
- Talking of suicide or running away

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and teachers.

Preventative Measures

We take the following preventative measures:

- We use appropriate Assemblies to explain the school policy on bullying. Our PSHE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce the message about community involvement and taking care of each other. It specifically tells pupils whom they should inform if they are being bullied, or are worried that another pupil is being bullied.
- Other lessons, particularly RE but also English and History amongst others, highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable and by developing social skills.
- Any pupil who is being bullied or who knows bullying is taking place should tell a member of the teaching or pastoral staff at once. Every member of staff is trained on how to respond to such allegations as part of their induction training.
- All reported incidents are recorded and investigated at once. We always monitor reported incidents and check for patterns of bullying behaviour.
- A bullying incident will be treated as a child protection concern when there is reasonable cause to believe that a child is at risk or likely to suffer significant harm.
- We have a strong and experienced pastoral team of consisting of Form Tutors, the Chaplain, and Heads of Section who support the Deputy Head Master and are trained in handling any incidents as an immediate priority, and are alert to possible signs of bullying. We encourage staff to have listening ears and to pass on information about any suspected bullying to the pastoral heads of Section and/or Deputy Head but also to act immediately themselves where called upon to prevent any acts of bullying.
- Our pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies.
- The School has links with and access to a counselling service and will, where appropriate, forward details of this service to parents / pupils.
- Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour.
- Sick Bay displays advice on where pupils can seek help, including details of confidential help lines and web sites connecting to external specialists, such as Childline, Kidscape, Get Connected, Samaritans, Footprints.
- We provide leadership training to our School Prefects which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils. School Prefects are encouraged to speak with the Deputy Head Master as soon as they develop concerns about any individual within the school.

- There is no tradition of initiation ceremonies at Birkdale School. Initiation ceremonies designed to cause pain anxiety or humiliation will not be tolerated or permitted.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, and (as appropriate) in cyber-space, involving our pupils.
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures.

CYBERBULLYING – DEFINITION

“Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others.” (W. Belsey, <http://www.cyberbullying.org/>).

Cyberbullying can involve Social Networking Sites, like Facebook, Instagram, Snapchat, WhatsApp, emails and mobile phones, used for SMS messages and as cameras.

Cyberbullying – Preventative Measures

In addition to the preventative measures described above, Birkdale School:

- Expects all pupils to adhere to its ‘Acceptable Use Agreement’ for the safe use of IT equipment and the internet. Certain sites are blocked by our filtering system and our IT Department monitors pupils’ use.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Adheres to the BECTA guidelines regarding E-teaching and the internet.
- Offers guidance on the safe use of social networking sites and cyberbullying which covers blocking and removing contacts from “buddy” lists.
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- Mobile phones are not permitted in classrooms, or public areas of the school, except where pupils have received the express permission of the member of staff taking the class or activity (5th and 6th Form only). On such occasions the use of a mobile phone is permitted for the sole purpose of assisting the pupil’s learning. The use of cameras on mobile phones is not allowed except where express permission has been granted by a member of staff.

Procedures For Dealing With Reported Bullying

If an incident of bullying is reported, the following procedures are adopted:

- The member of staff to whom it was reported or who first discovers the situation, will control the situation, reassure and support the pupils involved.
- He/she will inform an appropriate member of the pastoral team (usually Form Tutor or head of Section) as soon as possible.
- The victim will be interviewed on his/her own and asked to write an account of events.

- The bully, together with all others who were involved, will be interviewed individually and asked to write an immediate account of events.
- The incident should be recorded.
- Staff should be informed as appropriate. In serious incidents, the Deputy Head Master will be informed.
- The victim will be interviewed at a later stage by a member of the pastoral team, separately from the alleged perpetrator with regard to offering support to develop a strategy to help him or herself.
- The alleged bully will be interviewed at a later stage by a member of the pastoral team, separately from the victim, and it will be made clear why his/her behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his or her behaviour, together with any appropriate disciplinary sanctions.
- The parents/guardians of all parties will usually be informed and invited into school to discuss the matter as appropriate. Their support should be sought.
- A way forward, including disciplinary sanctions and counselling, should be agreed.
This should recognise that suitable support is needed both for children who are being bullied and for pupils who bully others, as well as dealing with appropriate disciplinary measures.
- A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy for all concerned to close the episode.
- A monitoring and review strategy will be put in place.
- In very serious and persistent cases, and only after the Head Master has been involved, it may be necessary to make a report to the Police or to the Social Services. However, it is the school's view that it is better to resolve such issues internally under the school's own disciplinary procedures where possible, unless the matter is of such gravity that a criminal prosecution is likely.
- Records of bullying incidents are kept to enable patterns to be identified and to evaluate the effectiveness of the school's approach.

Guidance on how to deal with bullying

1. Victims

- Not telling is letting the bully win. Tell your parents and/or a member of staff.
- Identify when, where and how bullying takes place - who is the bully?
- Attempt to avoid the times, places and individual involved in bullying.
- Never buy the bully off with presents, money or by doing their work for them.
- Don't just put up with it. **You should feel safe and comfortable at Birkdale.**
- Never retaliate, this just gives the bully an excuse.
- Ensure that you maintain strong and close relations with those who are your friends.

2. Other pupils

- If you see someone being bullied or in distress **do something about it.** Being aware of bullying and doing nothing supports the bully.
- Tell a member of staff about it. You will not be put at risk yourself.
- Don't be influenced by a group's acceptance of a bully.

- Don't have anything to do with those who bully others.
- Older pupils, especially Prefects and Monitors, have a major role to play in stopping the bully.
- Be aware that bullying can manifest itself in a number of ways with the most common being:
 1. Physical bullying.
 2. Verbal or psychological / emotional bullying.
 3. Cyber bullying which is bullying through the misuse of such things as mobile phones, social networking sites, the internet and e-mail.

3. Teaching and other staff

- Be aware of the signs of bullying (distress, deterioration of work, frequent spurious illness, isolation, desire to stay with adults, absenteeism etc).
- Be aware of the effects on the individual of bullying.
- Be aware that bullying is not always physical.
- Be aware that pupils may increasingly be victims of cyber bullying, which is bullying through the misuse of such things as social networking sites, the internet and e-mail. They may also be bullied through the misuse of mobile phones (texts and images). In many ways the fact that most pupils have mobile phones and perhaps a computer in their home or bedroom means that there are fewer 'safe' places for those receiving abuse.
- If you see bullying or hear about it do something: intervene, follow it up - never ignore it.
- Always inform pastoral staff responsible for the pupil of your concerns, actions etc.
- Staff on duty around the school should be ever vigilant for signs of bullying but we all share in this responsibility at all times.

F-10 Policy on Drugs

(Extract of Key Points from the School's Drugs Policy)

General: School rules include the explicit prohibition of the possession and use of illegal substances within the school, or on any activity organised by the school. Tobacco, e-cigarettes and alcohol may not be brought into the school.

We recognize that illegal drugs are increasingly available in society, and we see it as part of our responsibility to educate pupils about the dangers of illicit involvement with drugs, and in the drugs sub-culture. A significant part of the health education curriculum is concerned with the reasons why young people find the drugs sub-culture attractive, and of the underlying assumptions and philosophy behind it.

Statement of Policy: It is the policy of Birkdale School to promote a Christian lifestyle, and actively to discourage the use of controlled drugs or abuse of alcohol on or off the premises. Any illegal use of controlled drugs by either staff or pupils will be treated as serious misconduct.

Investigation: Behaviour which suggests drug abuse will be followed up by the pastoral staff of the school, and the Head Master will be informed. If it is confirmed that there are reasonable grounds for suspecting that a pupil may have been misusing illegal drugs, the Head Master will be responsible for further investigations, which may require a pupil to take some form of test. The school will make every effort to keep parents informed of the situation, and will seek parents' consent before administering a drugs test. Parents may be present while the test is carried out. No test will be carried against the wishes of the parent or the pupil. However, if a pupil refuses to take a test, they may be required to leave the school.

When illegal drugs are found on a pupil or on school premises, staff will temporarily take possession of the suspected substance. The substance will be placed in a suitable sealed container in the presence of a witness, if possible the Head Master. The Head will then decide whether to inform the Police and seek advice or destroy the substance. It is not permissible to retain the substance as this is an offence under the misuse of Drugs Act 1971. If drugs are found in school, an investigation will always be instigated.

Police will always be informed when there is a legal requirement to do so, and may be informed on other occasions, if, in the opinion of the Head Master, such action would be appropriate and helpful. Close and regular liaison with the local community officer is of key importance.

Discipline: A distinction is drawn between the possession of illegal substances and their provision or sale.

Selling or actively promoting any illegal substance will usually result in the expulsion of the individual(s) concerned. The possession of an illegal substance will have serious consequences. The Head Master has the right to consider each individual case and take what action he thinks appropriate in the light of school policy.

Any action taken will balance the needs both of the individual and of the school community, and pastoral counselling will be recommended as appropriate.

If a pupil has been found to infringe the school's code of practice by being in possession of, or involved in the use of illegal drugs, the school reserves the right to expel that pupil from the school. If not expelled, then a condition of the pupil's continuing in the school will be that he/she undergoes further drugs testing during the remainder of his/her career in the school. Any further positive tests will lead to expulsion.

F-11 Complaints Procedure

Introduction

Birkdale School believes in providing to its pupils good quality teaching and pastoral care. However, if parents do have a complaint, they can expect it to be treated by the School in accordance with this Procedure.

Stage 1 – Informal Resolution

- It is hoped that most complaints and concerns will be resolved quickly and informally.
- If parents have a complaint they should normally contact their son/daughter's Form Tutor. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the Form Tutor cannot resolve the matter alone it may be necessary for him/her to consult the Head of Section or Head of Department.
- Complaints made directly to senior staff will usually be referred to the relevant Form Tutor unless the member of senior staff deems it appropriate for him/her to deal with the matter personally.

- The Form Tutor will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved normally within 10 working days or in the event that the Form Tutor and the parent fail to reach a satisfactory resolution then parents will be advised to proceed with their complaint in accordance with Stage 2 of this procedure.
- If the complaint is about the Head of the Preparatory School, it should be brought directly to the Head Master, who will proceed under Stage 2 below.
- If the complaint is about the Head Master, it should be brought to the Chairman of the Board of Governors who will proceed initially under Stage 2 below but replacing “the Head” at each point.

Stage – 2 Formal Resolution

- If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Head. A written acknowledgement of receipt of the complaint will be sent to the parents within two school days. The Head (or, in his absence, the Deputy Head) will decide, after considering the complaint, the appropriate course of action to take.
- In most cases, the Head will meet the parents concerned, normally within 20 working days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.
- It may be necessary for the Head to carry out further investigations.
- The Head or senior member of staff dealing with the complaint will keep written records of all meetings and interviews held in relation to the complaint.
- Once the Head is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Head will also give reasons for his decision.
- If parents are still not satisfied with the decision, they should proceed to stage 3 of this Procedure.

Stage 3 – Panel Hearing

- If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution), they will be referred to the Chairman of the Board of Governors, who has been appointed by the Governors to call hearings of the Complaints Panel.
- The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of at least 3 persons not directly involved, one of whom shall be independent of the management and running of the School (Mrs Camm former Headmistress of Ashdell School in Sheffield has agreed to fulfil this role). Each of the Panel members shall be appointed by the Board of Governors. The Chairman of the Board, on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 20 working days.
- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 5 working days prior to the hearing.
- The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.

- If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation.
- Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete normally within 10 working days of the Hearing. The Panel will write to the parents informing them of its decision and the reasons for it. The decision of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Governors and, where relevant, the person complained of.

A written record is kept of all complaints, and of whether they are resolved at the preliminary stage or proceed to a panel hearing. A written record is also kept of the actions taken by the school as a result of formal complaints (regardless of whether they were upheld).

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the school by paragraph 7(k) of the Education (Independent Schools Standards) Regulations 2015; where disclosure is required where the Secretary of State or a body conducting an inspection under section 108 or 109 of the 2008 Act requests access to them.

The complaints procedure applies to past pupils if the complaint was initially raised when the pupil was still registered.

Stage 3 of this procedure is to be followed in the event of an appeal by parents/guardians against a decision by the Head to exclude a pupil.

For the purposes of this policy, working days are deemed to be Monday to Friday during school term time excluding bank holidays. Details of school term dates are available from the school website. The school will attempt to resolve complaints that are made during holidays as soon as is practicable, but this will be dependent on the availability of relevant members of staff.

A copy of this procedure is available for inspection by parents or prospective parents at the School during the school day.

In the academic year 2017-2018 one complaint was made at Stage 2 and no complaints were made at Stage 3 of this procedure.