



Birkdale
School

***GENERAL INFORMATION
FOR PARENTS***

***SENIOR SCHOOL &
SIXTH FORM***

September 2023

Our Vision

Birkdale provides a strong academic education through outstanding individualised teaching, which inspires all pupils to achieve their personal best. It offers a rounded education enabling pupils to pursue a wide range of interests, equipping them with skills and values to live a successful, fruitful and fulfilling life. Underpinned by a strong Christian ethos, where everyone is treated with care and respect.

Dear Parent/Guardian

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 child the best possible education.



Peter Harris
Head

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A THE SCHOOL ROUTINE

A-1 School Calendar

The school uses an online calendar (SOCS Calendar) which can be accessed via the following link <http://calendar.birkdaleschool.org.uk>. The SOCS web app can also be added to your mobile device. Parents are warmly invited to school concerts, plays, sports fixtures and other events and your support is much appreciated.

A-2 The School Day - General

Registration is at 8.35 am, and all pupils are expected to be in their form rooms by this time. No supervision is provided before 8.00 am (with the exception of Lower School breakfast club – see below) 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.

A supervised Breakfast Club is available for Lower School pupils in the Heeley Hall from 7.30 am to 8.15 am, where pupils are served a simple breakfast. A charge is added to the school bill. There is no need to book in advance, however a register is taken indicating a pupil's attendance and they are not allowed to leave until 8.15 am.

The day begins with either Assembly (Prayers), Form Time or a PSHE lesson, 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. Supervision is always available until 5.00 pm through Homework Club, which is free of charge.

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 8.35 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 Reception.
- 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 contact the school by 9.00am by telephone (0114 266 8408). If a pupil contracts/is exposed to an infectious illness, their Form Tutor and the School Matron should be informed at once.
- 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 have a duty to ensure their child is at school.

A-4 Absence from School

Term dates are fixed in consultation with Sheffield LA 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. Leave requests can be made via the school portal <https://birkdaleschool.myschoolportal.co.uk/> or by email to headmaster@birkdaleschool.org.uk. Any difficulty in this area should be raised directly with the Head.

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 child 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 child on this subject, especially if it conflicts with the advice on the website.

In the unlikely event that the school has to close due to extreme weather conditions we will automatically revert to remote teaching using Google Classroom.

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.

A-7 *Nut Allergies*

In the Senior School a number of pupils have a nut allergy, and some will react simply by coming into contact with a nut product. Reactions can range from mild to very severe. For the benefit of the wider school community may we ask for your support in the following way: when choosing snacks for pupils to bring into school please opt for those that are free from nuts/nut products and encourage your child to think similarly. The kitchen is a nut free environment.

A-8 *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 (these can be completed electronically via the school portal). Medication must not be carried by pupils in school without the prior permission of the Head.

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

A-9 *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.

Rewards

In S1- S5, House Points are awarded for work of exceptional quality or for exceptional effort. They are also awarded for exceptional contributions to other activities such as societies and clubs. Recognition of the receipt of House Points is made via a letter home to parents.

- 25 House Points – Form Tutor/Head of House
- 50 House Points – Head of Section
- 75 House Points – Deputy Head
- 100 House Points – Head

In the Middle School and the Sixth Form, Commendations are awarded to pupils who actively promote positive behaviour and attitudes through their actions. Commendations are awarded every half term and are co-ordinated by the relevant Head of Section.

For outstanding achievement in different walks of life within the school pupils are able to receive School Colours.

Prizes are awarded at the School's annual Celebration and Prize-giving at the end of the school year.

Other communications, which may take the form of emails, letters, calls or postcards home, are also used to reward contribution, effort and attainment.

Sanctions

For minor and/or first-time failure to meet expectations, pupils can expect to be given a verbal reprimand or warning; this is recorded on their Conduct Card. When a pupil receives three warnings they will be placed in a Thursday lunchtime detention. Examples of minor transgressions include arriving late to a lesson, uniform infringement, or any other behaviour deemed inappropriate by a member of staff. If appropriate, a pupil may be given an immediate lunchtime detention. If a pupil loses their sanctions card, they will receive an immediate lunchtime detention.

For more serious misdemeanours, a pupil may be given an after-school detention; these will be held twice a week. A detention for academic matters will be held every Tuesday and the Deputy Head's detention will be held every Friday for behavioural issues. After school detentions will take place 4.00-5.00pm.

For the most serious misdemeanours pupils may be given a Saturday detention (9.00-11.00am), internal isolation, a temporary external exclusion for a specified period or, on rare occasions, a permanent exclusion.

Sanctions will not involve any form of unlawful or degrading activity. There is no corporal punishment at Birkdale School.

B HOW DO I MAKE CONTACT?

In most instances, communications should be directed to the **Form Tutor** who is the first point of contact for parents and retains an overview of your child'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. Staff guidance is to ensure that they have responded to an email within 48 hours and ideally within 24 hours during normal working hours.* Depending on the circumstances, a telephone discussion or a meeting may also be more fruitful than a succession of emails.

B-1 Postal Address

Birkdale School, 4 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 Road)

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

B-3 My School Portal

The school uses My School Portal <https://birkdaleschool.myschoolportal.co.uk/login> an online system designed to streamline communications between the school and parents, by bringing all information and services together into one easy-to-use dashboard. Parents and guardians have instant access to information about their children, such as school timetables, sports fixtures, grades, school reports as well as all BirkdalePost messages. The My School Portal web app can also be added to your mobile device.

B-4 BirkdalePost

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 website and portal.

B-5 E-mail

Some general email addresses are below. Individual staff email addresses are available to current parents via the school portal 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)	billing@birkdaleschool.org.uk
Catering Department	callison@birkdaleschool.org.uk

B-6 Contact Details for School Coach Services

Coaches to:	Contact details:
Tickhill, Hellaby, Wickersley, Moorgate and Waverley	Birkdale Senior School Bursar's Department 0114 266 8400 billing@birkdaleschool.org.uk
Barlborough	Mr Iain Kane (Director of Finance and Operations, Sheffield Girls' School) 0114 358 7601 i.kane@she.gdst.net
Chesterfield, Dronfield and Meadowhead	Birkdale Senior School Bursar's Department 0114 266 8400 billing@birkdaleschool.org.uk
Thurgoland, High Green and Tankersley	Kys Travel 0114 233 1000/07890 789 111 kysttravel@gmx.com
Worksop	Birkdale Senior School Bursar's Department 0114 266 8400 billing@birkdaleschool.org.uk
Baslow, Grindleford, Hathersage and Dore	Mr Iain Kane (Director of Finance and Operations, Sheffield Girls' School) 0114 358 7601 i.kane@she.gdst.net
Darley Dale and Bakewell	Mr Iain Kane (Director of Finance and Operations, Sheffield Girls' School) 0114 358 7601 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, on the school portal or from either school reception.

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:

	English	Maths	Biology	Chemistry	Physics	French	German	Spanish	Latin	Classical Civilisation	Geography	History	Religious Education	Computing	Information Technology	Design Technology	Art	Music	Drama	Physical Education	Games	Total Number of Periods
S1	5	5	6			4			2		2	2	2		2	2	2	2		1	3	40
S2	5	5	6			3	2		2		2	2	2		1	2	2	2		1	3	40
S3	4	5	2	2	2	4*			2*		3	3	3	2*		2*	2*	2*	2*	1	3	40
S4	6	5	3	3	3	4*			4*	4*				4*		4*	4*	4*	4*	1	3	40
S5	6	5	3	3	3	4*			4*	4*				4*		4*	4*	4*	4*	1	3	40

* represents an optional subject

S3 Options (8 periods)	S4 Options (2 subjects)
Latin (2 periods)	A second Modern Foreign Language
A second Modern Foreign Language (4 periods)	A second Humanities subject (Classics, Geography, History, RE)
Art (2 periods)	A third Humanities subject (as above)
Computing (2 periods)	Art
DT (2 periods)	Classical Civilisation
Drama (2 periods)	Computing
Music (2 periods)	DT: Electronic Products
	DT: Resistant Materials
	Drama
	Latin
	Music
	Physical Education

U6/L6 Subjects (8 periods each): Most 6th Form pupils study 3 A Level subjects. Other permutations, such as studying 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 & Design	Product Design: Res Mat	Further Mathematics	Music
Biology	Design Engineering	Geography	Music Technology
Business Studies	Drama & Theatre	German	Physical Education
Chemistry	Economics	Politics	Physics
Classical Civilisation	English Language	History	Psychology
Computing	English Literature	Latin	Religious Studies
Product Design: Graphics	French	Mathematics	Spanish

C-2 Games and PE Lessons

Games are arranged once 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. Details of fixtures and team practices can be found on the sports portal which can be accessed via this link <https://sport.birkdaleschool.org.uk/>.

Pupils playing rugby or hockey must wear gum shields, shin pads are also required for hockey. Pupils playing cricket must wear a cricket helmet and box 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 either email the Head (headmaster@birkdaleschool.org.uk) or complete a "Request for permission to be excused from a school fixture" via the school portal well in advance.

If a pupil is well enough to attend school but unfit for games or PE, parents are asked to send either a note with their child or an email to the PE/Games teacher explaining the problem. This should be given to the PE/Games teacher by the start of morning break, and always before the time of the lesson. 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 minutes - the same length as one of our academic lessons. For further information please liaise with the Head of Instrumental Studies/Director of Music. There are also opportunities to study Speech and Drama on the same basis with our LAMDA teacher.

D UNIFORM

D-1 An Overview

Birkdale has a good reputation for the appearance of its pupils and we expect that pupils will wear their uniform with pride.

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 longer hair should be tied back.

If you require any assistance or advice, 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:	billing@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?

Birkdale's School Uniform and PE kit provider is Schoolblazer and the games kit supplier is Tacklebag. Details are below:

www.schoolblazer.com

Schoolblazer is the supplier of the school's uniform and PE kit. Schoolblazer offer a fully online ordering and delivery service. The website will take you through a step by step process to ensure sizing is accurate. They have a free returns policy. Schoolblazer have a name taping service whereby garments can be issued with your child's name sewn into items before dispatch. This will ensure lost property can be returned to its rightful owner as soon as possible. This does not affect returns. Schoolblazer have a customer helpline tel. 0333 7000 703 if you have any individual questions regarding uniform that cannot be resolved via the website.

www.tacklebag.co.uk/schools/birkdale-school/

The games kit is supplied by Tacklebag, who also provide an online ordering service.

D-3 Sales of Second Hand Uniform

Some items of preloved uniform and games kit are available, please email requests to sh-uniform@birkdalschool.org.uk. Sales of second hand uniform and sportswear are held in aid of the Friends of Birkdale School (FOBS). Details of second hand sales will be sent out via BirkdalePost. Items of preloved school uniform or games kit no longer required can be donated to school via Reception.

NB New ties are usually available to purchase direct from the School to save postage costs if ties are lost/mislaid. Please ask at Reception or via the sh-uniform email above.

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 Uniform (S1 – S5)

Compulsory from Schoolblazer

- School Blazer
- School Tie
- School Jumper
- School Trousers
- Crested PE Shirt and shorts (for PE and summer sports)

Further Compulsory items (Most are also available via Schoolblazer, but can be bought elsewhere)

- Shirt: white, long or short sleeved with collar
- Socks: grey or black
- Coat: plain and single colour
- Shoes: plain black leather (not trainers or other casual shoes)
- Socks: white – for PE / Summer Games
- Gym or training shoes (non-marking soles) – for sports
- Specialist footwear as appropriate eg. Football/rugby/hockey boots.

Compulsory from Tacklebag

- Waterproof Top
- Tapered Pant (tracksuit bottoms)
- Reversible Jersey
- Rugby Shorts: navy blue with school crest
- School Colours Sports Socks

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

Other items

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

D-6 Sixth Form Uniform

The Sixth Form are required to wear a smart business suit.

Compulsory item available from the School.

- A Sixth Form Tie is required for students wearing a male fit suit – these will be available via school. Further details will be sent to parents.

Further Compulsory items (Available from many High Street stores and elsewhere)

- Suit: dark navy or black. Either trouser or skirt option acceptable.
- Matching waistcoats are optional.
- Business-style skirts of a length to give a smart, professional appearance at all times, typically no shorter than 2.5 cm above the knee: cotton gabardine type fabric, *not* stretch jersey.
- Plain white or light blue shirt or blouse with collar and buttons down the front.
- Shoes smart black, brown or blue leather (no boots, trainers, stiletto heels or platform soles)
- Sweater, plain V-neck with no text or motif (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.

D-7 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
- Stretchy, fashion or frilly skirts
- Tracksuit bottoms, jeans, combats, chinos, cords, or leggings
- Headwear such as caps and bandanas, with the exception for pupils whose religion requires a covering (e.g. hijabs, turbans), or for 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-8 General appearance

- Jewellery and piercings should be kept to a minimum. Permitted items include:
 - a watch
 - one simple ring per hand
 - one pair of plain stud earrings
- Make-up must be subtle
- Hair should not be extreme in terms of style, cut or colour.
- All pupils in S1-S5 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 directly if your son is growing a beard for religious observance and all staff will then be notified.

D-9 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 Director of Sixth Form or Deputy Head 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, the S1 and S4 Residential, 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 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 Chromebooks

Chromebooks are provided to pupils by the school to support teaching and learning in and beyond the classroom. Pupils are expected to have their fully charged Chromebook with them for all relevant lessons.

All pupils will be expected to sign the Chromebook User Agreement before they are issued. Parents should read the Senior School Chromebook Guidelines which can be found on the school portal and contact the school if they have any issues. Chromebooks remain the property of the school and payment for loss or damage is expected. Pupils must return the Chromebook when they leave the school.

Should a Chromebook require a repair the cost will be billed on the next term's invoice, and parents will be notified in advance that we are carrying out a repair. The cost of repairing a screen is fixed at £40, which is subsidised by the school.

E-4 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. The school website also holds information on school policies, these can be found in the parent information section.

F-1 *Core Values*

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

- Respect
- Humility
- Integrity
- Courage
- Compassion

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 the Music store.
- 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 including headphones 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-S5 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. Sixth Form pupils are allowed to have mobile phones on their person but they are only allowed to be used in their communal areas (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 to be used 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 urgent 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/vapes
- 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 are required to agree to the ICT Acceptable Use Agreement which is based on the following basic principles:

- to behave responsibly and respectfully when using ICT and the internet
- to only use their own login details and report any security breaches
- not to search for or post inappropriate, malicious, offensive or illegal material on the internet
- not to buy or sell anything over the internet
- to report to staff any occurrence which needs investigating (eg abusive emails/posts on social media)
- not to download software or apps from the internet
- 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 filter our internet feed, which prevents access to material known to be inappropriate, and log all access. We provide email addresses for pupils. Pupils are also advised not to give out personal details online. The school reserves the right to monitor the content of emails sent or received via our network whether of a business or personal nature, in addition to monitoring the use of the facilities in general.

F-7 Safeguarding & Child Protection Policy

The school has a detailed Safeguarding and Child Protection Policy which is available on the school website and portal. The Deputy Head (Pastoral), the Deputy Head (Academic), the Head, The SENCo, the Head of Prep School and the Head of Pre-Prep are the designated Child Protection Officers for the Senior School and the Prep Schools respectively. If any parent wishes to discuss a safeguarding issue, they should contact the staff members above as appropriate.

F-8 Anti-bullying Policy

The following Policy Statement is taken from the School's Anti-bullying Policy, the full policy is available on the school website and portal.

At Birkdale School, our community is based upon the biblical principle of treating one another with 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 their 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 is proud to be a community founded on respect and acceptance for one another. 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 are serious acts and will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate this towards each other, the staff and the school. Any kind of bullying is unacceptable. Where necessary, we will apply the sanctions described in our Behaviour, Rewards and Sanctions Policy for behaviour that constitutes bullying or harassment of any kind.

F-9 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/vapes and alcohol may also not be brought into the school.

We recognise 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 discourage the use of controlled drugs or abuse of alcohol on or off the premises. Any illegal use of controlled drugs by pupils will be treated as serious misconduct. The Deputy Head (Pastoral) is responsible for co-ordinating the management of drug-related incidents, offering sources of support and liaising with outside agencies.

Investigation: Behaviour which suggests drug abuse will be followed up by the pastoral staff of the school, typically the Head of Section and Deputy Head (Pastoral). Pupils will be interviewed by two members of staff and a written record of the interview will be made. As part of an investigation a pupil can be searched if there are reasonable grounds for suspecting the pupil to be in possession of drugs. Any search will follow the guidance in the Appendix A Searching, Screening and Confiscation within the Behaviour, Rewards & Sanctions Policy.

If it is confirmed that there are reasonable grounds for suspecting that a pupil may have been misusing illegal drugs, the Head will be informed and is responsible for further investigations; this may require a pupil to take some form of test in an appropriate time frame. These tests will usually only be applied if there is sufficient suspicion that a pupil has been taking or abusing a prohibited substance, although the school reserves the right to test on a random basis. 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 out 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. 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, such action would be appropriate and helpful. Close and regular liaison with the local community Police officer is of key importance.

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

E-cigarettes/vapes - Any pupil found in possession of an e-cigarette/vape will be excluded for two days.

Selling or actively promoting any illegal substance will usually result in the permanent exclusion (expulsion) of the individual(s) concerned. The possession of an illegal substance will have serious consequences. The Head has the right to consider each individual case and take what action is 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 permanently exclude that pupil from the school. If not permanently excluded, then a condition of the pupil's continuing in the school will be that they undergo further drugs testing during the remainder of their career in the school. Any further positive tests will lead to permanent exclusion.

F-10 Complaints Policy

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 Policy. A copy of this policy is available to view on the school website.