



**Cheltenham Bournside
School and Sixth Form Centre**
Warden Hill Road, Cheltenham GL51 3EF
Main School Office (01242) 235555
Sixth Form Office (01242) 229511
Fax (01242) 226742
Email admin@bournside.gloucs.sch.uk
www.bournside.gloucs.sch.uk
Headteacher: Allan Foulds, B.Sc., P.G.Dip.Ed.
Chair of Governors: Neil Spurrier, B.A.

Cheltenham Bournside School and Sixth Form Centre

Information 2017-2018

The school

Cheltenham Bournside School and Sixth Form Centre is an 11 to 18 academy school. It is an established mixed comprehensive school to the south of Cheltenham. The school moved to its present spacious site in the early 1970s. Today we provide education for around 1700 11 to 18 year olds, including up to 400 in the Sixth Form. There are approximately 100 teaching staff, 20 teaching assistants and 50 support staff.

Citizenship

All our students are expected to play their part in making the school community a well-ordered, positive and supportive environment for all. We are also committed to providing high quality international education that will prepare our students for a world where global issues are of increasing importance in our daily lives. The key elements of good citizenship are emphasised through the taught curriculum, in assemblies and in whole school activities and procedures. Students attend lessons in PSCHIEE. They learn about British values, their rights and responsibilities as citizens, decision-making, stereotyping, prejudice, conflict resolution and global issues.

Youngsters are given responsibilities and duties as members of the community. Students may be Bournside Ambassadors, year council representatives, sit on the Junior Leadership Council, House Captains and Prefects. The Year Councils and the Junior Leadership Council bring together representatives of tutor groups to discuss issues, consider proposals from tutor groups and provide a forum for student opinion. Special focus groups target specific issues.

Pastoral care

All students belong to a tutor group of about 30 in the Main School and 22 in the Sixth Form. Their group tutor meets the group every day and plays an important part in monitoring their progress and development. Each team of tutors is led by the Head of Year and the Assistant Head of Year.

In the Main School each student also belongs to one of six houses: Bronte, Curie, Fry, Holst, Pitt and Wren. The houses compete in a range of events. In the Sixth Form we are joined by a large number of students from other schools and new tutor groups are formed.

High standards

We expect our students to work hard and behave well. The academic progress of every student is closely monitored to ensure that they are fulfilling their potential. Students are involved in this process through individual intervention, target-setting and one-to-one discussions.

The school's expectations are underlined in assemblies, during tutor time and in every lesson. The system of rewards recognises effort, attendance, service and reliability as well as achievement and the development of skills. Both the Year 11 Prize-Giving and the Sixth Form Awards Evening celebrate the whole individual.

Students who find it hard to maintain our high standards may be given extra work, a detention or a community task to do; they will be expected to pay for any damage that they cannot put right in any other way. Parents will be closely involved when we consider the way forward for youngsters who disrupt the education of others. Serious breaches of school discipline or a persistent unwillingness to accept school guidelines may lead to exclusion from school on a temporary or permanent basis.

Contact with parents

Our website contains a wide range of information about all aspects of school life, including a calendar of school events, details of when to expect progress reports and also the date of the annual parents' evening for each year group. In addition to all staff email addresses being available on our website, all parents are given login credentials for our learning platform, 'ParentFrog'. There, parents will find additional information including all letters, and progress reports. Parents unable to access ParentFrog are asked to contact the school so that we can arrange for information to be posted. We also send a weekly parent bulletin via email, and have an app called 'school gateway' that parents can use on their phones and tablet devices to receive messages, top-up dining accounts, and report absences.

At key times we invite parents to special information and advice evenings. These include introductory evenings for all year groups, a Year 9 Options Information Evening, and an examinations briefing evening. The 'Which Way Now?' evening and the Sixth Form Open Evening both help Year 11 students to make decisions about their future plans. Every two years there is a wide-ranging Careers Evening.

Parents are encouraged to contact the school to offer information, ask advice and raise concerns and we will contact them also when the need arises. A parent forum also meets termly to provide feedback on the strategic direction of the school.

Trips and visits

We believe in offering students opportunities to enrich their learning and broaden their social and cultural experiences. Events may include theatre trips, educational conferences, visits to art galleries, geography fieldwork, foreign exchanges, Duke of Edinburgh activities, camping and outdoor pursuits, ski trips and visits to other countries. We are always mindful of the need for the highest standards of safety and parents are given full details when their advance permission is sought.

Sport at Bournside

We want students to leave Bournside with the motivation, knowledge and skills to have an active and healthy lifestyle. A varied programme of activities exists in timetabled Physical Education lessons and through an extensive extra-curricular programme.

We are proud of our outstanding facilities and our sporting record, playing hundreds of competitive fixtures in a school year. In addition to inter-school fixtures there is a programme of inter-house matches. Our annual Sports Day takes place in the summer term. Over the years a large number of students have gained representative honours at District, County and National levels. Among the sports on offer are:

- Athletics
- Badminton
- Basketball
- Cricket
- Cross-country
- Fitness training
- Football
- Gymnastics
- Handball
- Hockey
- Netball
- Orienteering
- Rounders
- Rugby
- Skiing
- Softball
- Tennis
- Trampolining
- Volleyball

School policies

Copies of school policies are available from the school website and include the following:

- Admissions
- Behaviour and Anti-bullying
- Charging and Remissions
- Child Protection and Safeguarding
- Complaints
- Curriculum
- Data Protection
- Drugs
- Equality and Diversity
- Home School Agreement
- Homework
- Pupil Premium
- Religious Education and Collective Worship
- Sex Education
- Special Educational Needs
- Trips and Visits
- Uniform
- Upper Ability Student Provision

The school day

The school day runs from 8.50am to 3.10pm

8.50am Morning registration/Assemblies

9.10am **Period 1** 12.30pm **Period 4**

10.10am **Period 2** 1.30pm Lunch

11.10am Break 2.10pm **Period 5**

11.30am **Period 3** 3.10pm End of school day

Charging

No charge is normally made for books, materials or equipment used in lessons. Students are expected to have writing equipment and it is useful if they have their own English dictionary, French dictionary, mathematical instruments and coloured pencils. The school will advise on the purchase of a calculator. Students are asked to pay 50 pence (optional payment) towards the cost of an annual student planner, but will need to pay full price if a replacement copy is required during the school year.

Independent music tutors are available for lessons during the school day and after school if students wish to learn to play a musical instrument or to have vocal tuition. There is a charge for these lessons, payable directly to the music tutor. It is also possible to hire a large range of musical instruments. Further details are available from the school's Head of Music.

Students may be asked to provide or pay for materials or ingredients for Art and Design and Design Technology lessons. In these cases the final product belongs to the student.

Parents will be invited to pay the cost of trips and visits. No student will be excluded from a visit if parents are unable to make this payment for a trip that takes place during the school day. In these circumstances, parents are invited to contact the school in confidence. The ability of the school to subsidise visits is limited however, and in some cases this may mean that the trip cannot take place.

The school will pay entrance fees for approved examinations provided that students attend school regularly and coursework is completed. The school may invoice parents for the examination fee if a student does not attend an examination.

General complaints procedure

Where a parent may have a concern, in the first instance we encourage early contact with the relevant member of staff using the protocols established on the school website, under the 'parents' tab. We always try to be as responsive as possible to resolve issues and respond rapidly, in support of students. However, there may be rare occasions when it is necessary to escalate a concern further. The school's Complaints Policy includes full details of how the school responds to any emerging issues at a more formal level, however, this policy does not apply to issues concerning admissions, exclusions, special educational needs and/or disabilities or child protection and safeguarding, which are all addressed in other school policies and procedures.

Religious Studies and collective worship

Religious Studies lessons are part of the core curriculum for every year group. The courses follow the recommendations of the Local Authority agreed syllabus. Students study the beliefs, practices and lifestyles of people committed to a faith, drawing on Christianity and other world religions.

Assemblies are an important part of the life of the school and are held regularly. They emphasise Christian values, but the context and organisation are such that they have proved to be acceptable to students of all faiths. Parents have the right to request that their child is withdrawn from assemblies or Religious Studies lessons. Students withdrawn from Religious Studies lessons will have supervised private study. Requests must be made in writing to the Headteacher.

Sex education

Sex education provision is covered by the courses offered in Science, Religious Education and PSCH EE. The programme is regularly reviewed and approved by the Governors of the school. It is presented with due regard to moral considerations and family life. Parents have the right to request that their child is withdrawn from these lessons except where they form part of the National Curriculum. Requests must be made in writing to the Headteacher.



The curriculum

The curriculum at Bournside is broad and balanced. We aim to provide courses for our students that are varied, challenging, stimulating and useful, within the context of the National Curriculum.

Key Stage 3 – Years 7, 8 and 9

Students follow courses in the following subjects:

- English
- Mathematics
- Science
- Art and Design
- Computing
- Design Technology
- Drama
- French
- Games/PE
- Geography
- History
- Music
- PSCH EE
- Religious Studies

At the end of Year 7 students choose which languages they wish to study in Years 8 and 9. They have a choice of French, French and Spanish or French and German.

Key Stage 4 – Years 10 and 11

All students study a core curriculum intended to lead to GCSE examinations in:

- English Language
- English Literature
- Mathematics
- Science (2 GCSEs)

All students study courses leading to a qualification in:

- Information and Communications Technology (ICT) – EC DL

Students choose four further courses to study to GCSE level from the following:

- Art and Design – Fine Art
- Art and Design – 3D
- Art and Design – Photography
- Business Studies
- Catering and Hospitality
- Child Development
- Computing
- Creative ICT
- Drama
- Fashion and Textiles
- Food Technology
- Foundation Learning
- French
- Geography
- German
- Graphic Products
- History
- Leisure and Tourism
- Media Studies
- Music
- Physical Education
- Product Design
- Religious Studies
- Science – a third Science GCSE
- Sociology
- Spanish

Entry level courses are available for some students.

Sixth Form

Bournside has one of the largest school-based sixth forms in Gloucestershire. Students can choose from 32 subjects at A level, and combine this with a wealth of enrichment activities to make up the 16-19 study programme. Full details can be found in the Sixth Form prospectus, available from the school and on the Bournside website.

Travel arrangements

Local buses bring students close to the school. Routes and timetables can be found on www.stagecoachbus.com. Students may also cycle to school. They may leave their bicycles in the bicycle sheds. The school cannot accept responsibility for any loss or damage to bicycles whilst on the school site.

Homework

Homework is set by teachers to be completed outside the timetabled curriculum. Homework enables students to enhance their learning and develop study skills, and as such is an integral part of the curriculum. The school fully recognises the importance of the setting of thoughtful and challenging homework tasks and students' engagement with them.

Students are set a wide variety of homework tasks which encompass the following:

- Consolidation and extension of work covered during lessons.
- Preparation for new learning activities.
- Development of independent research skills.
- Reflection on their learning within lessons.
- Preparation for controlled assessments (Key Stage 4/5).

They provide students with the opportunity to:

- Demonstrate progress and understanding in their learning.
- Develop independent study skills, e.g. planning, time management and organisation.
- Take ownership and responsibility for learning.
- Access learning resources not available in school.

At Key Stage 3 regular homework is set in each of English, Mathematics, Science and Modern Foreign Languages. This is supplemented by an extensive programme of Independent Learning Tasks set in other subjects. By Year 9 students spend a minimum of 8 hours on homework every fortnight, with many doing more.

At Key Stage 4 regular homework is set in core and option subjects and students are expected to spend between 12 and 18 hours on homework per fortnight.

In the Sixth Form subject teachers set independent study tasks regularly. The depth of learning and the time spent reflect the rigour of advanced level study.

The school offers extensive technology-rich study areas to support the completion of homework. These facilities are open from 8.15am before school and until 4.15pm after school.

Special educational needs and provision for students with disabilities

We are an inclusive school, where all students are valued, respected and equal members, regardless of ability, needs and behaviour. We offer all of our students access to a broad, balanced and enriching curriculum, and a full range of educational opportunities, regardless of their academic or physical ability.

All teachers are teachers of students with Special Educational Needs and Disabilities (SEND). Provision is adapted as appropriate to meet individual needs. However, we believe that students with SEND may, at times, require additional support and intervention if they are to achieve their potential. We fully accept our responsibilities to comply with the SEN Code of Practice and ensure that all students are safe, healthy and able to enjoy school life fully. Students with SEND are supported in and out of the classroom according to their individual needs, and benefit from the care and attention offered by the Learning Support department. The work of the Support Room and student support staff is instrumental in supporting the needs of vulnerable students in and out of the school setting.

Our Local Offer (which can be found on the school's website) is information for parents/carers of children who have special educational needs identified as requiring additional SEND support or who have significant needs identified through a Statement or Education Health Care Plan (EHC). The information outlines the support, challenge and provision we are able to put in place for children described above, if they join our school.

Lunchtimes and breaks

Students may leave the school premises to go home at lunchtime if their parents give them permission to have a lunchtime pass. Students who remain in school may eat in the Dining Centre, where they can buy a range of healthy, hot and cold food, fresh fruit and non-carbonated drinks. Sandwich rooms are available if students wish to bring a packed lunch. Hot and cold snacks are also sold at break. There are a number of water fountains located around the school site, which enable students to access water throughout the school day.

Work-related learning and careers education

A programme of work-related activities and careers education prepares students for the world of work and fosters the skills they will need in the workplace. In PSCH EE in Years 7 to 9 students learn about why people work and the different types of work, as well as using careers software to look at career choices and financial management. Year 10 and 11 students are educated in job applications and interview procedures, financial management and rights and responsibilities at work.

Work-related learning is supported by a range of special events. Year 7 to 9 students take part in enterprise and work-related challenge days. Year 10 students have activities dedicated to financial capability and the world of work. All Year 11 and 12 students have a mock interview. Year 10, 11, 12 and 13 students have the opportunity to take part in a one week work experience placement in the summer term. All Year 12 students have an Industry Challenge Day and a Higher Education Day. For those not considering university or college, we run activities exploring alternatives to higher education. Help is offered to students with option choices and with applications to the Sixth Form, to colleges, apprenticeships or to employers. Advice is available on choice of courses and we help students explore sources of information and advice. Our work is supported by outside agencies, who can give independent careers advice and guidance to students. All students have access to careers advice and are able to use the wide range of resources in the Careers Library. There is an annual 'Which Way Now?' evening and a major Careers Evening every two years.

Attendance and punctuality

A clear link has been established between attendance at school and examination results. We ask our parents to ensure that their child attends school regularly and punctually. Medical visits should be avoided during term time. Absence for holidays will not be authorised. Students will be sanctioned if they are repeatedly late with no good reason. Parents are asked to telephone the school if a student is absent or complete the absence form on ParentFrog. We usually ring parents that day if we have not heard from them. If contact has not been made, absences must be supported by a note from home when the child returns to school.

Unauthorised absences may lead to the serving of fixed penalty notices. We hope that parents will support the school fully in this matter.

Photographs of students

We seek opportunities to celebrate the work and achievements of our students and to record key events in the life of the school. Photographs of students may form part of school displays or appear in school publications or on the school website. Short video excerpts of events may be shown on the website. In order to protect the privacy of individuals the names of students from Years 7 to 11 in photographs are never published next to photographs on the website or in school brochures. Names of students do appear next to photographs in the 'yearbooks' produced as souvenirs for Year 11 and Year 13 students. These books are sold only to members of these year groups. Names of students may be published in the local media if school events are photographed and reported. Anyone who has any concerns about the school policy on photographs of students is invited to contact the school.

Visits to the school

Prospective parents are very welcome to visit us during a school day for a tour of the school in action. Appointments can be made by telephoning the school on 01242 235555.

Facilities and resources

We are a 'technology enhanced learning' school, where students are encouraged to bring a tablet device to lessons to use in their learning. We are extremely fortunate in our buildings and our extensive facilities include the following:

- A contemporary study centre with computers for student use
- Wireless network throughout the school with the ability for all students, staff and volunteers to access the internet using their own devices
- Computer suites with specialist facilities for Computer Science, Design Technology, Film studies, Photography and Music
- Classroom sets of portable laptops and loan iPads for students
- Projection and audio in every classroom, including interactive whiteboards
- All teaching staff have a laptop computer and iPad
- Main School Hall
- Dining Centre
- 5 specialist Art teaching rooms
- Photography Studio
- Roofed Sculpture Court

- Drama Theatre
- Music Studio
- Lecture Theatre
- Sixth Form Common Room and independent study area
- Reading Centre
- Careers Room
- Gymnasium
- Four-court Sports Hall
- Three-court Sports Hall
- Fitness Suite
- Floodlit Astro turf and practice area
- 7 hard courts for tennis/netball
- Extensive playing fields
- Specialist subject teaching rooms including 12 science laboratories and 9 Design Technology rooms
- Learning Support area with computers for student use
- Support Room, the school's inclusion area
- Medical room
- Physiotherapy room



School uniform 2017-18

Girls, Years 7 to 11

Every article of clothing must be plainly and permanently marked with the owner's name

- Navy blue blazer with ***Bournside** badge
- ***Bournside** school tie (green and blue stripes plus Year colour). **For Year 7 2017 the stripe will be yellow**
- Navy blue or black skirt at least knee length, appropriate for school. 'A line' or 'pencil' skirts are allowed but skirts must not have a high lycra content. A centre back vent only is allowed.
- Black, full length tailored trousers with straight leg and side or front zip, maximum width at ankle 22 cm
- White shirt, regular or fitted – must button at the neck. Short shirt-style sleeves are allowed, but not cap sleeves
- Navy blue V-necked pullover
- Navy ankle socks, navy 3/4 socks, navy, black or natural-coloured plain tights
- Black or dark brown leather shoes, plain style, low heel (no platforms, boots or trainers)
- Green or navy blue apron for **Technology**

General

Rings and other jewellery are not to be worn, but one small "sleeper" or small, plain stud-type earring may be worn in either one or both ear lobes.

Hairstyles must be neat and tidy. Use of hair dye to achieve unnatural colours or unnatural colour combinations is not permitted. Hair should not be beaded. Hair accessories should be discreet. Hair should not be excessively short or cut with lines or patterns.

**Make-up must be discreet.
Nail varnish is not allowed.**

Physical Education

COMPULSORY

- ***Bournside** white polo shirt with Bournside badge
- Navy blue 'skort'
- ***Bournside** emerald green hockey socks
- White short sport socks
- Predominantly white lace up trainers
- Shin pads

OPTIONAL

- ***Bournside** micro fleece half zip top with Bournside badge and white piping
- Navy tracksuit bottoms
- ***Bournside** white base-layer
- ***Bournside** navy blue hooded top with Bournside badge – for after school sports only
- ***Bournside** Sport polo shirt- for after school sports only
- ***Bournside** GCSE PE Polo shirt (Key Stage 4 only) for indoor PE lessons
- ***Bournside** Leadership polo shirt (Key Stage 4 only) for leadership lessons within core games
- Gum shields are recommended for contact sports. (Please seek advice from your dentist)
- Students benefit from having their own hockey stick and tennis racket (not compulsory)

School uniform 2017-18

Boys, Years 7 to 11

Every article of clothing must be plainly and permanently marked with the owner's name

- Navy blue blazer with ***Bournside** badge
- ***Bournside** school tie (green and blue stripes plus Year colour) **For Year 7 2017 the stripe will be yellow**
- Dark grey or black trousers
- Dark socks
- White plain shirt with long or short sleeves
- Navy blue V-necked pullover
- Plain black or dark brown leather shoes of conventional pattern (not boots or trainers)
- Green or navy blue apron for **Technology**

General

Rings and other jewellery are not to be worn, but one small "sleeper" or small, plain stud-type earring may be worn in either one or both ear lobes.

Hairstyles must be neat and tidy. Use of hair dye to achieve unnatural colours or unnatural colour combinations is not permitted. Hair should not be beaded. Hair accessories should be discreet. Hair should not be excessively short or cut with lines or patterns.

**Make-up must be discreet.
Nail varnish is not allowed.**

Physical Education

COMPULSORY

- ***Bournside** white polo shirt with Bournside badge
- Navy blue shorts
- ***Bournside** rugby/football top – navy/green fully reversible
- ***Bournside** emerald green rugby/football socks
- Rugby/Football boots. It should be noted that studs of the screw-in type must conform to the safety standards set by the Rugby Football Union
- White short sport socks
- Predominantly white lace up trainers for indoor wear
- Shin pads
- Gum shields are recommended for contact sports. (Please seek advice from your dentist)

OPTIONAL

- ***Bournside** micro fleece half zip top with Bournside badge and white piping
- Navy blue tracksuit bottoms
- White cricket trousers
- White cricket jumper
- ***Bournside** black base-layer
- ***Bournside** navy blue hooded top with Bournside badge – for after school sports only
- ***Bournside** GCSE PE Polo shirt (Key Stage 4 only) for indoor PE lessons
- ***Bournside** Leadership polo shirt (Key Stage 4 only) for leadership lessons within core games

Uniform suppliers

***Bournside items can be purchased from either of the following suppliers:**

Schooltogs

252 High Street, Cheltenham, GL50 3HF
Tel: 01242 523632 www.schooltogs.com

The Schoolwear Company

Unit 1, Lansdown Industrial Estate, Gloucester Road, Cheltenham, GL51 8PL
Tel: 01242 285999 www.theschoolwearcompany.co.uk