



Beamont Collegiate Academy

Year 7 September 2020

Transition Handbook

Dear Parent/Carer

Year 6 Induction Evening – July 2020

Please refer to the Presentations on the website:

bca.warrington.ac.uk

- Academy Menu - Transition

This area of the website should provide you with information that will help you to plan ahead for September and find out more about the Virtual Transition activities.

If you are unclear about any information presented to you please do not hesitate contact the Transition Team AskTransition@bca.warrington.ac.uk

As part of our pastoral system, each student is allocated a form tutor who is your first point of contact regarding any concerns or issues. When your child's form tutor is unavailable then the Progress Leader, Mrs Robertson is the next point of contact. Mrs Rixham, Assistant Principal is the Senior Leadership link for the year group. Mrs Ivins, Transition Coordinator will continue to support the cohort during their first few terms at BCA. Tutor groups are mixed ability and do not impact upon any future banding or class allocation. This will be allocated over the next week.

Year 7 Tutor Team

	Name	Subject they teach
7B	Mr Geraghty	Geography
7E	Mr Jones	Music
7A	Ms Hankinson	Maths
7M	Ms Larner	English
7O	Mrs Russell	English
7N	Miss McLear	MFL (Languages)
7T	Miss Crossan	History

Mrs Robertson will be arranging for virtual meetings with tutor groups over the coming weeks.

Virtual Transition Activities

This week we would usually welcome our new year group into school for the day. As we are unable to this year, subject areas have provided challenges for students to complete.

They can be found on the Transition area of the website and are supported by a booklet posted out with this pack.

Start of Term, September 2020

Year 7 pupils will start school on Friday 4th September 2020.

A further letter will be sent out to all BCA students at the end of the term outlining the start of term arrangements. The Academy website and social media pages are an excellent way to keep up to date.

On their first day at BCA students will complete the necessary induction tasks with their Progress Leader and their tutors and meet the other members of their tutor group in person.

The pupils will be given their timetable for the year and taught lessons will begin later in the day.

The academy day will finish at **2.35pm** for formal teaching and **3.35pm on Wednesdays** to enable students to participate in the compulsory enrichment activities on offer. Should you wish to drop off or collect your child, please be aware that parking onsite is restricted at the start and end of the school day to ensure the safety of our students. Alternative meeting points should be agreed in advance.

The school day on a Friday is slightly different to accommodate staff training in the morning. Pupils should arrive no later than 9.20am with school finishing at 3.15pm

All absences from school must be confirmed with a written note from parents and a phone call to the school attendance office on the morning of the absence (579502).

Term Dates 2020/2021

Training Day	Thursday 3rd September 2020
Start of School Year	Friday 4 th September 2020
Close for Autumn Half Term	Friday 16 th October 2020
School Re-opens	Monday 2nd November 2020
Close for Christmas Holiday	Friday 18 th December 2020
Training Days	Monday 4th January 2021
Start of Spring Term	Tuesday 5 th January 2021
Close for Spring Half-Term	Friday 12 th February 2021
School Re-opens	Monday 22 nd February 2021
Close for Easter Holiday*	Thursday 1 st April 2021*
Start of First Summer Term	Monday 19 th April 2021
May Day Public Holiday	Monday 3 rd May 2021
Close for Summer Half-Term	Friday 28 th May 2021
School Re-Opens	Monday 7 th June 2021
Training Day	Friday 2nd July 2021 (Walking Day)
End of School Year	Wednesday 28 th July 2021
Training Days	Thursday 29th 2021 Friday 30th July 2021

**Easter weekend; Good Friday 2nd April and Easter Monday 5th April 2021 falls within the 2 week April holiday period*

Beamont Collegiate Academy – School Day

Time	Breaks/lunch	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-8:50		Tutor Time	Tutor Time	Tutor Time	Tutor Time	9.30am School Starts
8:50-9:50		Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1 9:30-10:30
9:50-11:10	KS3 Break: 9.50 – 10.10	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2 10:30-11:50 *Break 10.30
11:10-12:10		Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3 11:50-12:50
12:10-1:35	KS3 lunch: 12.10-1.35	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4 12:50-2:15
1:35-2:35		Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5 2:15-3:15
2:35-3:35		Optional Enrichment /booster	Optional Enrichment/ booster	Compulsory Enrichment/ booster	Optional Enrichment/ booster	Optional Enrichment/ booster

Entry to the building is via the Pupil Entrance. Students are currently offered a free breakfast from 8am in the BCA Diner. Hot food can be purchased at break times. Students may bring a packed lunch, or sandwiches can be purchased. Alternatively, hot meals are served in the dining rooms.

Please note that Beamont Collegiate Academy continues to benefit from a BIOMETRIC cashless system that allows pupils to pay for their academy meal and other food and drinks without the need to carry cash.

At the end of the day a number of enrichment activities will take place. The sports areas are open to pupils for clubs and practises, details of which are given in advance. **Please note the change to the school day on Wednesdays for the Compulsory enrichment activity for all students.** Your son/daughter will be able to opt for a different enrichment activity each term and we will still offer some enrichment activities on other nights of the week.

Are you BCA Ready?

Getting to know the building and the lesson timetable

It is important that you reassure your child that they will soon get to know their way around the building. Although the building looks large in comparison to the primary school building, the layout is easy to navigate. A map of the layout of the building will be given to your child and can be found on the website.

How can parents help on a daily basis?

It is important that your child knows what lessons take place on a particular day. Pupils will have a copy of their timetable; they will also be given a spare copy to keep at home. There are two useful places to place your child's timetable;

- On the fridge, with a fridge magnet
- On the child's bedroom wall

Wherever you decide is the best place for you, it is necessary that you and your child can read the timetable on a daily basis. This will help to plan for the following day. You may also find it useful to colour code the timetable. For example;

- Red squares show PE lessons – PE kit is needed that day.
- Blue squares show Food Technology lessons – ingredients are needed that day.

To help with basic organisation, it is useful for your child to memorise their timetable. This will speed up the process of getting to lessons on time when in school as well as preparing for the next day when at home.

Beamont Collegiate Academy operates on a 2 week timetable. Your child will be given his/her timetable on their first day in school. On this timetable:

Week 1 is represented by: 1Mon, 1Tues, 1Wed, 1Thurs, 1Fri

Week 2 is represented by: 2Mon, 2Tues, 2Wed, 2Thurs, 2Fri

Details shown on the timetable will include the subject to be studied, the room and the teacher initials.

Organising books and equipment

It is important that you have a good system for storing books and equipment in the home. Your child also needs a place to work quietly to help him/her complete homework.

Help your child by providing a space at home where they can put everything to do with school. Equip them with the tools they need at home as well as for school. Students must have a bag and a pencil case with them each day. A folder is also useful to store additional materials and protect exercise books.

We suggest that you use a folder or plastic wallet in which to store any letters or papers which relate to the Academy so that these are then easily accessible when needed.

Keep up to date with events and key messages in the following ways:

- Check the Website which is updated regularly
- Follow us on Facebook
- Find your favourite departments on Twitter.

When your child starts Beamont Collegiate Academy:

- Have a routine for emptying their bag each night.
- Ask about any letters or documents which he/she may have been given to take home.
- Check your emails regularly
- Encourage your child to complete all homework set.
- After homework is completed, encourage your child to put everything in their bag for the following day.
- The rest of the evening is then free and school is over for that day.

School Uniform

The Academy uniform requirements are listed on the school website. Ensure that you familiarise yourself with the code of dress that is expected.

As all the pupils are wearing the same clothing, it is important that all items of clothing, including shoes and training shoes for PE, are labelled with your child's name, or initials and tutor group. Permanent marker pen or iron-on labels are useful for this task. Lost items which are not labelled cannot be identified and therefore cannot be returned to the correct person.

Here are helpful tips regarding uniform:

- Label all items as soon as they are purchased. A good place for the name is on the white label at the back of the neck or down the inside seam.
- Have some spare items, (especially a spare school tie) so that your child does not worry about not being properly dressed if items are temporarily misplaced.
- Encourage your child to change out of his/her uniform as soon as he/she gets home and to hang it up ready for the next day.
- Check each night if your child has PE the next day. If so, get your child to put his/her PE kit together

School Uniform

- Plain black knee length skirt, pinafore dress or plain black trousers. No Tube skirts.
- White school shirt with collar to fasten at the neck
- School blazer
- Grey sleeveless jumper with maroon edge (optional)
- School tie with appropriate year colour – RED
- Black shoes (All students will be expected to wear black leather/leather look school shoes. Sports named shoes e.g. Converse, Nike, Vans, Adidas and canvas/pump style shoes etc are **not** acceptable)
- Black or white socks or black tights

*if students are not 'BCA Ready' on arrival to the academy you will be asked to come to school with the correct uniform.

Jewellery

- One pair of gold stud earrings only worn in the ear lobe
- No other jewellery will be permitted apart from a wrist watch
- **NO** body or facial piercings are allowed
- Long hair must be tied back at all times.

Sportswear

- School sports shirt black/maroon
- Plain black shorts
- School PE socks
- Training shoes
- Black tracksuit bottoms (optional)

All items of clothing should be clearly labelled

School uniform items can be purchased from **Warrington Schoolwear, Buttermarket Street**. Tel 01925 576868

The Academy do not sell uniform directly.

Physical Education (PE)

Please be aware that the PE department operates the following policy;

If your child has an injury that prevents them from taking part in PE or if they are unwell, they are still required to bring a full PE kit to the lesson, accompanied with a note.

They will **not** be expected to take an active part in the lesson, but will still be required to take on roles such as coach, leader, choreographer and organiser.

Some lessons do still go on outside when the weather is bad and as a result your child will not get his/her uniform wet and muddy if he/she changes into his/her PE kit.

School Equipment

Basic Classroom Equipment	<p>As an absolute minimum pupils are required to arrive at lessons with the following items;</p> <ul style="list-style-type: none">• Pen• Pencil• Eraser• Ruler• Calculator,• Felt pens or coloured pencils• Maths set
Other Equipment and Resources	<p>Pupils will be expected to remember to bring a PE kit on the days they are timetabled for PE lessons.</p> <p>Pupils are notified in advance if they need ingredients for Food Technology lessons. Details should be recorded in the pupil notebooks provided by the academy.</p>
Storage and Carrying	<p>It is essential that every pupil has a means of carrying equipment and sportswear to school.</p> <p>Therefore, every pupil must have their own bag.</p>
	<p>To assist with the identification of missing items, please help us by ensuring that ALL clothing and equipment is clearly marked. Permanent Marker-Pens can be purchased from all stationary shops as can iron on labels for uniform.</p>
Mobile phones	<p>Mobile phones should not be used in lessons and should be switched off and placed in the pupil's bag.</p> <p>If emergency contact by parents is necessary, this should be done via the school reception team. (579500)</p>

Home Learning

Guidance for Pupils

- Make sure your homework timetable/task/booklet is displayed at home to allow you to check what work you should be set.
- Try to do your homework at the same time each night and get into a routine. It is a good idea to get your homework done as soon as you get home from school. This then leaves you time for to enjoy your evening once it is finished.
- Make sure you have equipment at home to enable you to do your homework.

Guidance for Parents

- Homework is an important part of your child's overall education.
- Agree a homework routine. A good time is after a short break when your child returns home from the Academy. Agree with your child that other activities e.g. TV/computer games/seeing friends, will only be possible after homework is finished.
- Be prepared to invest time establishing the homework routine. It will pay dividends later. Your child might find it easier to do homework after school in the school library.
- If there is no access to ICT at home your child can attend Homework Club to use the school computers.
- If required, contact school explaining any difficulties your child may have. If there is a problem with the level of the work, the teacher needs to know.
- If your child constantly forgets to write clear instructions, contact his/her tutor and explain the problem. The tutor will make sure that other teachers know to check your child's planner when homework is set.

Key Contacts:

School phone number **01925 579 500**
Attendance: Press 1
Reception Press 5

School email address mail@bca.warrington.ac.uk

[Questions prior to September: AskTransition@bca.warrington.ac.uk](mailto:AskTransition@bca.warrington.ac.uk)

Senior Leadership Link	Mrs Rixham
Year 7 Progress Leader	Mrs Robertson
BCA SENDCo	Mrs Richards
Transition Coordinator	Mrs Ivins
Safeguarding Lead	Mr Reynolds
Mental Health Support	Mrs Stamp
Early Help Support	Mrs Whitfield

Staff are seen by appointment only unless immediate support is required.

Please contact main reception - see above or email

AskYear7@bca.warrington.ac.uk