



**Blatchington
Mill School**

Involvement, Achievement & Care

WELCOME!

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WELCOME TO BLATCHINGTON MILL SCHOOL

The materials in this booklet have been put together to provide relevant information about Blatchington Mill School. We hope that it will also provide an easy form of reference during your time at 'Blatch'.

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THE SCHOOL DAY

We believe that punctuality is extremely important. Students are expected to be at school before the first bell and to arrive promptly for lessons throughout the day.

	8:40 - 9:00	9:00 - 9:50	09:50 - 10:10	10:10 - 11:00	11:00 - 11:50	11:50 - 12:40	12:40 - 13:20	13:20 - 14:10	14:10 - 15:00
Year 7	Form	Period 1	Break	Period 2	Period 3	Period 4	Lunch	Period 5	Period 6
Year 9	Form	Period 1	Break	Period 2	Period 3	Period 4	Lunch	Period 5	Period 6
Year 11	Form	Period 1	Break	Period 2	Period 3	Period 4	Lunch	Period 5	Period 6
	8:40 - 9:00	9:00 - 9:50	09:50 - 10:40	10:40 - 11:00	11:00 - 11:50	11:50 - 12:40	12:40 - 13:20	13:20 - 14:10	14:10 - 15:00
Year 8	Form	Period 1	Period 2	Break	Period 3	Period 4	Lunch	Period 5	Period 6
Year 10	Form	Period 1	Period 2	Break	Period 3	Period 4	Lunch	Period 5	Period 6

Our assembly and form time programme is a central part of how we support students' overall wellbeing in school whilst continuing to fuel their interest in the ever changing and exciting world around us. Form tutors use this time to mentor students - celebrating successes and addressing any areas of concern - so that every member of our community can learn with confidence and thrive academically, socially and emotionally as part of our Blatch family.

Form tutors will also check that all students are wearing their uniform with pride and are ready to learn with all of their correct equipment. The weekly form time programme includes: a whole year group assembly, wellbeing activities, current affairs quizzes, dedicated drop everything and read time, and IAG (Information, Advice and Guidance linked to planning for the future).

Students are encouraged to take part in extra activities after 3pm.



THE CURRICULUM

Every student has an equal opportunity to study all the courses on offer within the school. In this way we aim to minimise stereotyping. The Curriculum meets the demands of the National Curriculum (NC).

In the first year at Blatchington Mill School, children are taught in form groups for most subjects. The timetable operates over a two week cycle with each day being divided into 6 periods. Links between subjects are stressed wherever possible. For example, Information Technology will be met not only in special lessons but throughout the Curriculum.

The period allocation per **fortnight** is as follows:

	Year 7	Year 8	Year 9
Art	2	2	2
Design	2	2	2
Drama	2	2	2
English	8	8	8
French or Spanish	6	6	6
Food	2	2	2
Geography	4	3	4
History	3	4	4
Computing	2	2	2
Mathematics	8	8	8
Music	2	2	2
RE	2	2	2
PSHE	3	3	2
Physical Education & Dance	6	6	6
Science	8	8	8



STUDENT CODE OF CONDUCT– Guidance for parents/carers

To help students understand what it takes to sustain a brilliant school community and what is expected of them, we have outlined a Student Code of Conduct. This indicates the behaviours we expect of every student, which they agree to by being members of Blatchington Mill School. Our expectations and standards are rightly very high because every child deserves a safe and stimulating environment in which to learn and all parents expect when they send their children to us to learn.

Students will be familiar with many of these from our Blatch Basics, a mnemonic we introduce to students when they start with us in year 7 and reinforce through pastoral time and lessons to help students recall some of the behaviours and attitudes required to fully access learning. Blatch Basics forms the basis of many of the routines we use in school to develop good habits amongst our learners. Our Code of Conduct is reasonable and fair, drawn from our experience and knowledge of what it takes to create a thriving, inclusive school.

In the classroom we follow our Blatch Basics

- Be on time to and fully equipped for lessons so everyone can begin learning promptly.
- Attempt work straight away, give your best effort and make it possible for all students to learn.
- Sit in the place designated by the member of staff and move between lessons in an orderly way.
- Involve yourself in your learning - focus in your lesson on what you need to improve and complete homework to consolidate your learning.
- Contribute to the lesson in a positive way so that everyone can learn and you can be recognised for the right conduct and effort.
- Speak kindly and respectfully to all and look after the classroom and whole school environment.



BLATCH BASICS

B	Be on time to and fully equipped for lessons so everyone can begin learning promptly.
A	Attempt work straight away, give your best effort and make it possible for all students to learn.
S	Sit in the place designated by the member of staff and move between lessons in an orderly way.
I	Involve yourself in your learning - focus in your lesson on what you need to improve and complete homework to consolidate your learning.
C	Contribute to the lesson in a positive way so that everyone can learn and you can be recognised for the right conduct and effort.
S	Speak kindly and respectfully to all and look after the classroom and whole school environment.



Around our school site we:

- wear the **correct uniform** at all times to show our commitment to having an inclusive school that focuses on who you are, not what you look like.
- **take responsibility** for our actions and **behave with self-control** so that everyone can be proud of our community. As an inclusive school we support our students by teaching them to develop greater self-control as appropriate, including any students who may have additional needs.
- **respect and appreciate other students and staff**, their work, views, property and individuality.
- follow the **rules on mobile phones**, which means not using them in school at any time and accepting the consequence of a confiscation if you do.
- ensure you do not bring any prohibited items to school.
- **accept that the school will take decisions on the behaviour of individuals or groups of students** in accordance with “Brilliant Blatch Behaviour” in order to sustain a calm, inclusive and purposeful environment. As a supportive school we will always support students when they make mistakes but students are expected to follow instructions given by staff and accept consequences for certain behaviours that fall below our standards

Community Values at BMS

Our Student Code of Conduct outlines our reasonable expectations of students so that all students have the calm, purposeful environment they deserve. However at Blatchington Mill School we are more ambitious than this, we want our students to **develop behaviours and attitudes that will help them to thrive in their lives beyond school, supporting others and contributing positively to society.**

Our students are marvellous ambassadors for our school and their effort and conduct contributes to a thriving school community. We share with students the values that make our community special so that every one of them can display Brilliant Blatch Behaviour and live up to our motto of Involvement, Achievement and Care.

Our community values are that BMS students will:

- Seek to **better themselves** and the school community so that we continue to **improve together** and embrace **positivity toward learning**.
- Develop a **determined work ethic, resilience and self regulation** in order to **take responsibility** for **creating solutions and successful futures** for themselves.
- Be motivated by **service** and **kindness** to others and contributions to causes beyond themselves so that our school is defined by **positive relationships** and genuine **inclusivity**.
- Act with **respect and emotional intelligence** towards one another.

These values are underpinned by the ethos that **every student in our community can conduct themselves in a way that promotes their own wellbeing and success, supports their peers to succeed and contributes to a thriving school community.**

This goes beyond the individual and recognises that we all come from different contexts - as a school we aspire to be greater than brilliant individuals but rather be a community that supports everyone, all the time. What students need in order to display these values is the **right guidance, messages, opportunities, challenges and boundaries - promoted and applied consistently**.



Work Ethic - Reporting behaviour and effort in lessons.

We seek to promote and recognise outstanding effort and behaviour because it leads to fantastic learning and a thriving school community. In assembly, lessons and tutor time we often speak to students about how the right conduct, positivity towards learning and being well prepared for lessons will support them to be the best version of themselves. Alongside this we make clear the support that is available to them, from high quality lessons and teacher feedback to guidance from tutors and the year office.

We operate a reporting system that allows students and their parents and carers to know how well their child is doing in each of their subjects according to the teacher's professional judgement. We know that parents and carers value this information so that they can support at home and that students want to see where their effort is being recognised and know exactly where they can improve even further.

This reporting system is called: *Work Ethic*.

Students are judged using three *Work Ethic* categories:

1. Behaviour for Learning

- The extent to which a student's behaviour allows them to learn and be successful in a subject.
- The extent to which a student respects fellow students and their teacher through the right behaviour that allows everyone to learn.

2. Attitude to Learning

- The effort a student puts into their learning in each subject so they can achieve.
- The quality of work and desire to improve that is displayed by a student.

3. Readiness for Learning

- The frequency at which a student arrives at lessons on time, fully equipped and wearing full uniform so that they are ready to engage fully in the lesson.
- The completion of and standard of homework and revision.

They receive **grades** for each category:

4. Outstanding - an *aspirational* grade to recognise excellent effort, behaviour or readiness for learning that a student brings to their studies, which will result in outstanding progress in their learning over time.

5. Good - *acceptable* attitude, behaviour or readiness that is consistent and will lead to reasonable progress over time.

6. Improvement needed - attitude, behaviour or readiness for learning is *not good enough* and is *limiting* the student's success in the subject. Students with this grade for any category will have been supported by their teacher to improve and you should have been made aware of this through home school contact so that we can work together to guide the student to outstanding.

Students get two *Work Ethic* and *Progress* reports per year and they are used by staff to assess where students may need additional support or guidance to improve their outcomes.



EQUIPMENT

We require students who travel to school by bicycle to wear a cycle helmet. Bicycles should be placed in the cycle shelters provided and secured with an adequate lock.

NB. We strongly recommend cycles are insured either separately or by extending your Home Contents Insurance.

No skateboards or scooters are to be brought into school and mobile phones should not be used. All prohibited items will be confiscated.

Basic equipment each student is expected to have with them;

Item	When do students need it?
Blue or black pens (x2 or more)	All subjects
A coloured pen (x1 red or green)	All subjects for redrafting, reflection & peer assessment
HB Pencils (x2)	Maths, Science, Art, Design, Textiles, Geography & more.
Highlighter (at least 1)	All subjects for reading and understanding key texts.
Ruler	All subjects
Protractor	Science, Maths and Design
Scientific calculator	Science and Maths
Colouring pencils (a selection of 8-10)	Art, Design, Geography & more.
Hair elastic (students with long hair)	For all subject practicals: Food, P.E, Science, Design,
Gluestick	All subjects

Students do not need a compass or scissors - these are used less regularly and will be provided by the subject teacher.

Reading book - Every BMS student is a member of the R.I.C (library) and can borrow any two books at a time. All students are required to carry a reading book in their school bag.

Research & Information Centre (RIC)

The RIC library provides excellent study resources and is an ideal place to do homework. We are open before school, at break, during lunch and after school until 4.00pm Monday to Thursday, 3.30pm on Fridays.

The Eclipse library catalogue can be accessed from any computer on the school network.



SCHOOL UNIFORM

School is a formal education setting so a high standard of personal appearance is expected of all members of the Blatch community. Uniform is important because it is inclusive, it ensures that the background or financial means of each family are not noticeable and students can focus on schooling rather than what to wear. Our guiding principles for the uniform are: value for money, durability, inclusivity and comfort.

Tutors will check that the correct Uniform is being worn. If there are temporary problems concerning the wearing of the correct school uniform, a note of explanation to the Tutor is required from a parent/carer.

Buying School Uniform online

School Uniforms can be purchased online from the [Khalsa Schoolwear website](#). We have a stock of ties that can be purchased in school from the finance office.

Uniform Guidelines

The Uniform Guidelines can be found on our website under Uniform Policy.

Item	Guidance
Shoes	A guide to appropriate footwear for the formal school setting can be found here . Black formal/dress shoes must be worn. Shoes with a high heel are not acceptable. Boots, including ankle boots are not permitted. Canvas shoes or trainers are not permitted and shoes should not have logos on them (e.g. sports brands).
Socks	Plain black, dark grey, or plain white socks. Other coloured or patterned socks are not acceptable.
Tights	Plain black, grey or flesh-coloured tights. Other coloured or patterned tights are not acceptable.
Skirts	Grey skirt, purchasable from Khalsa Schoolwear. Skirts must be worn at full length and should rest on or below the knee. No other styles or makes of skirt except the school skirt are acceptable.
Trousers	Plain dark grey formal trousers purchasable from Khalsa Schoolwear or other retailers which matches those on the Khalsa website (this includes most supermarkets). Chinos are not permitted. Trousers should be worn at full length and not rolled up.
Shorts	Plain dark grey formal shorts purchasable from Khalsa Schoolwear or other retailer which meets specifications are permitted in the Summer term only.
Shirt and Tie	Formal white shirt with a collar. Shirt should be tucked in.



	BMS school Tie – maroon / silver striped.
Jumper	Grey V-neck jumper with maroon stripe and BMS logo purchasable from Khalsa Schoolwear. Only school grey v-neck jumpers are permitted. No non-school jumpers allowed, including hoodies.
Headscarves	Where headscarves are worn as a religious observance, they must be plain black, grey or maroon.
Piercings	One small stud per ear is permitted. Earrings, if worn, should be one small earring per ear. Large rings should not be worn for safety reasons. Large earrings, nose-studs and other piercings are not permitted. No facial piercings or tongue piercings to be worn in school.
Make-up	Students may wear light or minimum make-up. False eyelashes and excessive make-up is not acceptable.
Hair	Hair colour should appear natural. Extreme styles of hair are unacceptable. Please contact the Year office prior to any changes if you are unsure.
Outdoor clothing	We strongly recommend that all students have an outdoor coat which needs to be removed when indoors. Hoodies, including those with zips, are not acceptable and must not be worn to school in place of an outdoor coat.
School bag	Every student requires an appropriate size backpack or school bag. This needs to be big enough to hold a school chromebook, A4 folders or books.
Hats	Hats are not permitted in school, unless worn when extremely cold and classrooms are being ventilated (Covid)

If these guidelines present difficulties for religious beliefs, we will be pleased to discuss them.



PE kit

With our PE kit we have chosen a kit that allows students to participate effectively in sport at school in comfort but that also doubles up as a team kit our students can use at fixtures or sports day when representing Blatch. This avoids parents or school having to purchase an additional kit for fixtures.

Currently, based on feedback, we have moved away from the use of changing rooms, making pupils more comfortable by not having to change in school and maximising learning time. This means on your child's PE days the PE kit performs an important safeguarding function like our uniform does - it makes our pupils easily identifiable and those without uniform also easy to spot around the site.

We have limited the number of items that are branded - the minimum needed to make students identifiable. These are competitively priced and all other uniform items can be purchased from any store so long as they match the items on the uniform website (e.g. grey trousers, shirts, PE socks, etc)

Compulsory Items:

- PE T-shirt – Khalsa
- PE shorts, sports leggings, or skort (not a skirt) from Khalsa (or own plain black sports leggings / loose fitting plain black skort) Skorts must be worn at full length and rest just above the knee
- PE jumper (Khalsa) or a plain black jumper (no hoodies)
- Rain jacket (Khalsa or a plain black rain jacket)
- White sports socks (not trainer socks) with plain black long football socks to be worn for football, hockey and rugby
- Sport trainers – black or white sports trainers. Other colours are not acceptable

Optional:

- Tracksuit bottoms (Khalsa or own plain black ones)
- Baselayers – can be any colour
- Gum shield - highly recommended for rugby (a necessity if you want to participate in contact rugby) and hockey which all students participate in during year 7, 8 and 9. We sell them for £1 in September in the PE department or you can purchase your own elsewhere. If you come to our hockey or rugby club these are a necessity.
- Shin pads - highly recommended for hockey in year 7, 8 and 9 and football in year 8 and 9. Again if you want to go to our hockey or football club these are a necessity.
- Boots - highly recommended for rugby in lessons and a necessity if you want to play contact rugby in lesson or club and if selected a necessity for school football teams.

Please make sure all items of uniform are clearly labelled.



STUDENT SERVICES

Absences:

Our preferred way for you to report student absence is via [studybugs](#).

Report an absence online using [Studybugs](#)

Alternatively, you can leave a voice message on 01273 736244 (answerphone only) choose Option 1 giving your child's name, form and reason for absence. If your child is unwell, **please notify us on every day of sickness, unless you state the expected length of absence.** The school operates a texting system to advise parents/carers if their child is marked absent at morning registration. The objective of this is to ensure both the safety of your child and to keep unauthorised absence to a minimum. Please save our time and yours by letting us know if a student is absent.

Leave of Absence Form:

These can be obtained from Student Services for all requests (including single days). They should be returned, ideally, 10 days before the absence. Only in exceptional or unavoidable circumstances, which do not normally include taking holidays in term time, is the Head Teacher able to authorise a child's leave of absence during term time. Any absence from school, whether authorised or unauthorised, has a detrimental effect on a child's education. **A Fixed Penalty Notice may be issued for any unauthorised absence in a school year.**

Students Leaving the Building:

If a student has to leave school, in school time, for any reason (ie. dental/doctor appointment/college interview), please ring, or email in advance, or supply evidence either by way of a written note or appointment card. If a student does not have written confirmation, it will be necessary for Student Services to telephone home before the student is allowed to leave the school premises.

Lost Property:

Lost property can be claimed through Student Services. **Please make sure all belongings are clearly labelled with your child's full name, and if possible their form group.** This is so we can return the lost item to the owner. Unclaimed items are displayed at the end of each half term and any unclaimed items will be donated to charity during the half term break.

School Meals:

We have a Cashless System in our school canteen where the students register for a Biometric account. In the exceptional circumstances of a student not having permission for a unique Biometric signature they will be issued with a Smart Card.

Mobile phones: At Blatchington Mill mobile phones are not to be used in school by students. This includes anywhere on the school grounds from the start of the school day. Mobile phones often do not support positive social behaviours, facilitate cyberbullying, create unhelpful distractions and are not effective in supporting learning. It is also clear that many students have plenty of screen time outside of school and that a school that does not permit phone use can more easily promote other



valuable forms of communication and socialising. The overwhelming majority of UK schools adopt the same policy of not permitting phone use in school, this is alongside countries that have banned them altogether in schools.

The features of a phone that do support learning (e.g. internet access) are easily accessed in the suite of Chromebooks and other equipment we have in many classrooms to be used at the discretion of the teacher.

If a student uses a phone in school, the phone is visible or is heard, it will be confiscated for 24 hours* (overnight) and returned at the end of the next school day. It is a student's responsibility to turn it off and leave it in their bag or inside pocket each day.

**Repeated infringements will result in a confiscation period of more than 24 hours, and may result in the withdrawal of this agreement to allow the student to bring their mobile device to school.*

Parents and carers will be informed via message of any confiscation and are able to contact the school to speak to their child or pass on a message. It is vital that parents and carers support this policy so that students understand that school is for learning and to promote an environment that is not dominated by phones and other screens.

The same rule applies to headphones and to smart watches (if used as a phone) and applies even if a child is communicating with a parent or carer.

If for any reason parents wish to contact their children during school hours they are warmly invited to contact the school via phone to reception, email to the Year Office, to specific staff or Student Services. We advise against contacting a child on their mobile as they will be unable to respond in school. We are always glad to pass on messages as appropriate or if the situation requires enabling you to speak to your child. Often this is much more appropriate than calling a child's phone, which can create a distraction and in some cases does not enable us to support students.

Children can collect their phones from the SLT member of staff in R&R the following day after a confiscation. Phones will not be handed back to students on the same day as a confiscation. Parents are welcome to discuss confiscations with the YOs if they call the school.

The school accepts no responsibility for replacing lost, stolen or damaged mobile devices, either in school or while travelling to and from school.

General:

If you need to bring items into school for your child (ie. P.E. kit, homework, packed lunch, etc.), please make sure they are clearly marked with your child's name and form and handed into a reception point.



FIRST AID AND MEDICAL CONDITIONS

Blatchington Mill has a 'duty of care' for all children when they attend school, which encompasses many different aspects of their time with us.

Part of our responsibility extends to providing reasonable reaction to perceived medical needs, either resulting from injuries sustained at school or other prevailing conditions.

There is a section on the admission form requesting medical information, which you should have completed.

The First Aid staff will assess students who are not feeling well or have injured themselves and deal with them appropriately - contacting parents/carers if they feel the student needs to go home or if they are concerned about the illness or injury. It must be stressed that staff are only First Aid trained and therefore, cannot diagnose medical conditions. These should be referred to your GP or the hospital.

The First Aid staff do not have the resources or capacity to take students to A&E. Therefore, your help in this matter would be appreciated as it is a parent/carer's responsibility to ensure their child's health needs are met.

STUDENTS SHOULD NOT CONTACT PARENTS/CARERS BEFORE BEING SEEN BY FIRST AID STAFF.

If a student feels unwell or has been injured they should go to the First Aid Room before leaving the school site. This is to ensure we know where they are for their own safety.

We would ask you not to send your child to school if he/she is unwell. The school's First Aider cannot dispense drugs or give a diagnosis.

It is very important that you keep us updated with any medical condition your child has or develops during their time at Blatchington Mill School to ensure their safety and well-being, and to allow us to treat them appropriately if necessary.

Due to the size of the school and the number of students, it is not possible to restrict certain items of food or materials. Please ensure that if your child has a serious illness or allergy they have their medication (including inhalers) to hand (existing medication can be applied by the First Aider only in specifically agreed cases).

Please ensure medication is in the correct packaging from the pharmacist, with clear instructions and that the First Aid Officer also has a supply in case of emergency. **All EPIPEN'S and other medicines must be checked by parents/carers on a regular basis and when out of date, are to be collected by parents/carers for disposal. It is not the responsibility of the First Aider to check the 'Use By Date' on medicines.**

If you have any queries, please contact the First Aid Room on 01273 736244 ext 263 or 01273 221263. The mobile number for the Medical Room is 07740 177641, and you might find it helpful to save it to your contacts.



CASHLESS SYSTEM IN THE CANTEEN

We have a Cashless System in our school canteen where the students will be registered for a Biometric account, this saves students carrying cash around.

At the heart of the cashless system, computer software allows the system to recognise each individual student, hold individual cash balances, record cash spent and received, record where money is spent, on what food, on any specific date and time of day.

The student simply places their finger on a scanner at the point of sale; a display will show the server the student's name, class and current cash balance held within the system. The selected food items will be entered into the system from an itemised keyboard while the amount spent and the new cash balance will show on the display.

Parents/carers can make payments via the online payment service [here](#) or by giving your son or daughter cash in order to top up at one of two onsite machines. The easiest way is to use the on-line facility, which shows the balance on the account and also details what has been bought!

Cash is entered into the system via Revaluation Machines. Students will be given training on how to top up their accounts with cash. Revaluation Machines are located by the school canteen as well as in the centre Music Foyer and are set to accept 10p – 20p – 50p - £1 - £2 coins together with £5 - £10 - £20 notes. Please note we are unable to provide change. Students will place their finger onto the reader to top up their accounts.

Students will be able to check the current balance held in the system at any time by using the Revaluation Machines. Students place their finger on the scanner and this will display their current balance. If there is no need to deposit any money, just press the red button to finish. Also, a Remote Display at the point of sale will show the new balance when the food service is finished.

Students who are eligible for Free School Meals will have £2.90 credited to their account every day. We strongly encourage any family who may be eligible for free school meals to register via the link on the Brighton and Hove website.

www.brighton-hove.gov.uk/content/children-and-education/schools/school-meals



EATING IN SCHOOL

MORNING BREAK/LUNCH BREAK

Blatchington Mill operates a cafeteria system from the East Wing Canteen as well as two satellite locations; the Quad Pod and the Snack Shack. We include choices for vegetarians, vegans and specific diets; religious, medical or otherwise. Drinks, filled rolls, healthy snacks are available at break, and hot meals and snacks are also available at lunchtime. Do let your Year Office know if you would like to discuss dietary needs.

PACKED MEALS

Your child may bring a packed lunch.

DURING LESSONS

Students are not allowed to eat or drink (other than water) during lessons. The chewing of gum is **not** allowed in school at any time.

LUNCH AT HOME

Students are not allowed to leave the school premises at lunch time. If you require your son/daughter to leave the school premises to eat their lunch at home please provide a request in writing to their Year Office. A special lunch pass will be provided for this purpose only and not to enable students to buy and/or eat their lunch at local shops, or leave school for any other purpose.

SAFETY

For safety reasons glass containers must not be brought on to school premises (unless requested by staff).

We place great importance on the appearance of our site and its buildings.

Litter is unsightly and dangerous

Any student who is careless with litter may well be asked to clear it up.



INCENTIVES AND REWARDS

We know that recognising and showing appreciation when students do the right thing, achieve well or go beyond and champion our community values is highly powerful in securing desirable conduct. However we also know that students are motivated by incentives that are both intrinsic and extrinsic. On the one hand intrinsic motivations, **such as an inspiring curriculum and engaging pedagogy, promote an internal desire to think deeply and put in effort by stoking students' interest in their learning**. These are of huge value. Similarly, extrinsic motivations have an important place in schools by offering **external recognition and reward** that students can enjoy through good effort and conduct. In particular we want to reward pupils for displaying BMS community values that allow themselves to really thrive, support others and contribute positively to society through:

- Examples of Blatch students doing great things in assembly.
- Awarding students who have achieved certain levels of work ethic, achievement points or attendance/ punctuality.
- Messages to parents and carers to celebrate achievements and efforts.
- Sharing examples of superb work in class.
- Verbal and written praise for effort in lessons and at Subject Consultation Evenings.
- Rewarding great conduct and effort with achievement points and incentives, like the *Passport* prizes.

PASSPORT

At Blatch we believe in rewarding great conduct and effort, as such we have designed our own reward programme - Passport.

Passport is a system where students accrue Passport Points, which they can exchange for rewards and enhancements that they value (e.g Reward Room passes, vouchers, skip the lunch queue passes, stationary, craft supplies, sports equipment, event discounts, prizes and more).

The power of Passport is not just in the exchange of points for prizes but also the visibility of the points - students like to see how their excellent behaviour and attitude each day translates to more points, which is they can challenge themselves as individuals to accrue or compare with peers. To do this Passport points are recorded centrally and students can view them on their internet browser landing page and on the dedicated Passport page that uses principles of gamification to display totals - the system is updated daily so it is responsive and engaging.

How can students accrue *Passport* points?

Simple - great *Work Ethic!*

Students collect Passport Points for five different behaviours that they do in school and we as a community value highly. These are:



- keeping up good attendance at school;
- being on time to school and lessons;
- having Good or Outstanding work ethic grades from teachers;
- collecting achievement points
- avoiding behaviour points.

Using these 5 categories allows students to really recognise what they are doing well, for example achieving great work ethic grade in a subject. It is specific about where they can improve, perhaps with punctuality for example. Students enjoy this precise feedback and know that the more points they collect the more they are recognised for their success with contact home and the ability to exchange the points for enhancements or items they may want.

At its heart, we want a system that rewards, in a visible, responsive and fun way, all of those students who sustain their efforts over time, doing the right things every day in a way that benefits themselves and others.

We have a Behaviour Policy that outlines our approach to behaviour, including how we encourage students to behave in a way that benefits everyone and the consequences when students behave in a way that disrupts the calm, focused environment that all pupils deserve. Our expectations and standards are very high because each one of our students deserves to be able to learn without disruption - we know this is what parents/carers expect too. It is never right to allow other students to disrupt learning or students' enjoyment of school.

We also have a *Student Code of Conduct* to outline the **behaviours that every student agrees to by coming to Blatchington Mill School**, this includes the *Blatch Basics* - those routines that we insist on because in our experience they are great habits that help all students to be prepared to do their best in class.

Both our Behaviour Policy and Student Code of Conduct can be viewed on our [school website](#).

HOMEWORK

We do not have a blanket approach that establishes the amount of time or frequency with which students should do homework in each subject. Instead each subject has the autonomy to map out when homework is more relevant for their curriculum. This ensures that the homework that is set will have an impact on students' learning. Students will receive a variety of tasks including, reading/literacy based activities; guided practice or independent practice of a particular skill learnt in lessons; retrieval practice; or revision activities. These tasks will be available for viewing through students' Edulink One accounts. We aim to give feedback on homework, through self/peer assessed activities or using whole-class feedback. For students who would like some extra help to complete their homework, or a quiet space to get it done, we provide a homework club every day after school from 3:00-4:30 in the RIC.



SUPPORT

Personal, Social, Health and Economic Education

Blatchington Mill runs a full and very detailed PSHE programme. You can be confident that the issues which may affect students, such as changing schools, study skills, health issues, teenage problems, drug education, career education and relationships will be sensitively examined. We believe that this programme is as important as any other area of our work and all staff work in support of it. If you have any worries or concerns, please do not hesitate to contact Ms Rachel Auld who co-ordinates this work.

Student Support

There are a number of teachers and teaching assistants who support students with special needs. Blatchington Mill School makes provision to support and monitor all students on the SEN register. Liaison and the gathering of information take place before transfer with junior schools, parents/carers and external support agencies. (For further details please contact Ms C Harrington [SENCO]).

Research and Information Centre (RIC)

The RIC is a large, open plan area which combines IT and library facilities to support teaching and learning. All students are automatically members of the RIC from the day they join the school and are encouraged to use it to support their studies, for private research and for reading. The intention is that students become independent learners, aware of all the forms of information available to them; whether written or electronic, living or archive. The RIC staff provide a full induction programme for all Year 7 students and are always on hand to assist with enquiries.

The RIC is open from 08.00am to 4.00pm and students are welcome to use it before school, at break, lunchtime or after school. They may also visit during lesson time with their teacher's permission. The RIC library contains a wide range of fiction books for students to borrow, in addition to an extensive collection of curriculum-linked non-fiction.

The RIC actively promotes reading throughout the school year, hosting regular book fairs as well as competitions and quizzes linked to literacy. We aim to provide a calm and welcoming environment in which students can study or read.

Health Care

A visiting school nurse is usually available to talk to students once a week. Students may make an appointment in the East Wing Medical Room. All Year 7 students are offered a health care interview. We would ask you not to send your child to school if he/she is unwell. The school's First Aider cannot dispense drugs or give a diagnosis. (Please see page 12).



LETTING US KNOW

"Parental responsibility extends beyond securing regular school attendance. Parents should ensure that their children arrive at school on time, properly attired and in condition to learn. Furthermore, they need to see themselves as partners with schools in the education of their children. This means instilling in their children the need to observe schools' codes of conduct and reinforcing this through discipline in the home". *Reprint from Department for Education publication*

SUBJECT SPECIFIC QUESTIONS / CONCERNS

If you have any questions or concerns about your child's progress or homework in a particular subject area, please do not hesitate to contact the class teacher via their @blatchingtonmill.org.uk email.

STUDENTS' CONCERNS

If your child shares any concerns / difficulties in school with you please do share these with us. Once we are aware, we will do all we can to help and support. Your child's form tutor is your first point of contact for more general questions and concerns and they can liaise with the Year Office team as necessary.

CHANGE OF ADDRESS

Please let us know about any change of address, home telephone number, mobile number, work telephone number, email address or other emergency contact. These may be needed for official or emergency purposes.



MONEY MATTERS

Our Educational Visits Coordinator (EVC) supports staff to organise trips and activities and will be your point of contact for payments in relation to these and other online payments.

We recognise that families may experience financial difficulties and want to work with you to reduce the impact of this on a student's education. If you would like to discuss the support that the school may be able to provide please contact the EVC either directly or via the Year Office, all correspondence will be treated in confidence.

We strongly encourage any family who may be eligible for free school meals to register via the link on the Brighton and Hove website.

www.brighton-hove.gov.uk/content/children-and-education/schools/school-meals

We discount trips and activities for Pupil Premium families.

GIFT AID SCHEME

Money raised by the Gift Aid Scheme is used in various ways to help in the range of opportunities offered to our students, many of which would not otherwise be possible. You will have received a letter detailing the Gift Aid Scheme that the PTA, (FAB) as a registered charity, operates on behalf of the school. Gift Aid is an excellent way of helping the school and means that if you are a taxpayer we can claim at least 28p extra for every £1:00 you donate.

LOCKERS

Lockers will be available for hire from late August, information on how to book will shortly be available. The cost is £7.00 per locker (non-refundable) for the period from September 2022 until July 2023. Year 7 students are prioritised until the end of September, when vacant lockers will be offered to other year groups.

All the lockers require a padlock, which is not supplied by the school. Padlocks should be in the range 25mm – 35mm wide. This measurement refers to the width of the body of the lock, not the shackle which will be 3mm – 5mm in diameter in locks of this size. Padlocks should not be of hardened type as we may need to cut them off in the event of the loss of both keys. We suggest you **do not buy combination locks as these are not always secure**. Please retain a spare key for the padlock at home. We also suggest that padlocks are kept on the lockers at all times until the end of the hire period to prevent misuse by other students.

PERSONAL PROPERTY

Please help us by making sure that all clothing, bags and books etc. are clearly marked with your child's name. We cannot be responsible for personal items lost, stolen or accidentally damaged. Parents may wish to add an item to their Household Contents insurance to cover 'clothing and personal effects' of children whilst away from home, and in particular to ensure that bicycles and musical instruments are covered on an "All Risks" basis.



LINKS WITH HOME

THE OPEN DOOR

It is most important that you feel welcome at Blatchington Mill School. Please phone us or email whenever you have any questions or worries. In an emergency, a senior member of staff will be contacted as soon as possible; however, we can help you best if you make an appointment.



INFORMATION WE SEND HOME TO YOU

Reports We report home on your child's progress, giving you information about how well they are achieving in assessments and what their work ethic is like.

Certificates When a student makes a significant effort or achieves something special, he/she will be presented with a reward certificate. There are a wide range of awards for contributions across the curriculum and in other activities and on Edulink under achievements.

Emails/Letters to Parents/Carers We may contact you with details of upcoming trips, to celebrate your child's achievements, or to raise concerns. This preferred form of contact is email.

Consultation Evenings These take place once each year. You will be able to book an appointment with your child's teachers to discuss progress and agree on any assistance or support your child may require.

Celebrations of Achievement We reward our students' achievement in several ways. We send positive messages home when students do especially well and award Achievement points which all go towards Passport prizes. You can also view your child's progress via EduLink. Students are honoured at the end of the Summer term in special assemblies.

Students can receive rewards for punctuality, attendance, homework, effort and achievement. There will be awards for work in the community, in sport and music, as well as special achievements in the classroom.

Other special occasions There are a number of events which you are welcome to attend. For example:-

- The Art and design exhibition
- Concerts and plays
- Friends at Blatchington Mill School Meetings (see school calendar on the portal).
- Open Days (when prospective parents/carers can visit the School)

The FAB Group (Friends at Blatchington Mill)

FAB is our parent and carers group which meets approximately once every half term. This is a group that fundraises for the school, often by running a refreshment stall at our events, it's also a great way to meet other parents and carers. We are currently looking for new members to join so if you'd like to know more or would be willing to volunteer please contact us: sophielewis.fab@outlook.com



EXTENDED CURRICULUM ACTIVITIES

Blatchington Mill School staff give generously of their time to organise a wide variety of activities including Trampolining, Bouldering, Team Sport, Drama, Computing, Science, Art and a variety of Music activities. There are also groups who devote themselves to charitable events and community support.

SCHOOL JOURNEYS AND VISITS

Our students have a wealth of extra educational opportunities, including outings to places such as Museums, Art Galleries and Theatres. The school also offers activities at residential centres and camps, as well as Geography fieldwork. Our Modern Languages team organises study visits to France and Spain. Your child will have every opportunity to join these educational journeys, though it is worth being aware these are often oversubscribed. They are well planned and very carefully supervised. An overview of what is on offer can be found on the school website.

SPORT - Extended Curricular Activities

The Blatchington Mill School Sports Programme caters for students of all levels of ability. Our all-round record of sporting achievements is exceptional, and this reflects the dedication and effort that our staff and students put in after the school day, during nominated lunchtimes. There are teams for all the major sports. All practises and matches are carefully supervised and transport provided when necessary. You will be informed of the fixtures and your child's attendance can be checked by you on Edulink. A high number of our students with sporting abilities are provided with the opportunity of competing at both district and county levels.

MUSIC

All lower school students will study music during timetabled lessons. Music has a high profile in the school and enjoys being housed in a purpose-built department with a wealth of computers and technical equipment that supports education but would also sit comfortably in the professional world of music. The classroom experience must be enjoyable and challenging and the department has worked hard to design schemes of work that provide our students with a broad and relevant music education.

Participating in music after the school day is very much supported by students and staff. A wide range of groups run after school and at lunchtime and the timetable for this will be launched in September.

Practice studios (including a drum studio with practice kits) are also available to students for rehearsing their own performances, perhaps in preparation for one of the many concerts that the department organises or to develop their own musicianship in their own time.

Twelve instrumental teachers visit the school weekly teaching a wide range of orchestral instruments as well as keyboard, guitar (lead and bass), drum kit and voice. Year 7 students will be given an instrumental demonstration by teachers from the Brighton and Hove Music Service during



the first week of term and this will be followed by a taster morning where every student has the chance to try two orchestral instruments. There will be an evening the following week for parents to meet instrumental teachers when you may sign up for a Starter Pack of lessons.

DRAMA

All lower school students will study Drama during timetabled lessons. They are also given the opportunity to take part in extracurricular Drama sessions with clubs being run for each year group. These clubs will run from September to February when they will be replaced by rehearsals for the Lower School Production. As well as this, there are a number of other productions throughout the year that students can be involved in, as well as theatre visits and Drama workshops.

DANCE

Lower school students study Dance as part of their physical education lessons. In addition to this, students are encouraged to become involved in extracurricular dance activities, which take place at lunchtime and after school. Regular performances of musical productions, dance shows and choreographic work take place throughout the year, which students are encouraged to become involved in.



PEOPLE WHO WILL HELP YOU

Senior Leadership Team

Ms K Claydon	Headteacher
Miss E Edmed	Deputy Headteacher – Behaviour and Attendance
Mr B Hughes	Deputy Headteacher – Quality of Education
Ms R King	Deputy Headteacher - Student Development and Safeguarding
Mrs A Crawford	Assistant Headteacher – Barriers to Learning
Ms S Hextall	Executive Business Manager

Year 7 Office

Mr M Bennison	Head of Year
Mrs S Fenton	Assistant Head of Year

Heads of Faculty/Subject

Miss L Mair	Art and Textiles
Mr A Timmins	Computing
Mr P Carbis	Design
Mr A Fitzpatrick	Drama
Mrs J Williams	Food and Nutrition
Mrs K Tracey	Geography
Mr S Webster	History
Mr S Colwill	Mathematics
Mr J King	Media
Mr J Fincham	Modern Foreign Languages
Mrs L Denman	Music
Mrs R Auld	Personal and Social Education
Mr P Mowforth	Physical Education
Mr J Roberts	Religious Education
Mr Q Haque	Science
Ms P Crowcroft	Sociology and Child Development
Miss C Harrington	Student Support (SENCO)

Other School Staff who will help you

Mrs A Brasington	PA to Headteacher
Mrs T Lower	Student Services
Miss L Goodman	First Aid Lead
Miss E Cross	First Aid Assistant
Dr D Ellery	Resource & Information Centre (R.I.C)



TERM/HOLIDAY DATES FOR THE ACADEMIC YEAR 2022/2023

		Winter Term 2022
Thursday 4th September		INSET DAY (School closed to students)
Friday 2nd September		INSET DAY (School closed to students)
Monday 5th September		School opens for Year 7 students only
Tuesday 6th September		School opens for all students: 8.40am
Thursday 13th October		Open Evening Early closure for students)
Friday 14th October		Inset Day (School closed to students and teaching staff)
Friday 21st October		School closes for Half Term: 3.00pm
		Half Term Holiday
Monday 31st October		School opens: 8.40am
Friday 2nd December		Inset Day (School closed to students and teaching staff)
Friday 16th December		School closes for Christmas Holidays: 12.40pm
		Christmas Holiday
		Spring Term 2023
Tuesday 3rd January		School opens: 8.30am.
Friday 10th February		School closes for Half Term: 3.00pm
		Half Term Holiday
Monday 20th February		School opens: 8.40am.
Monday 6th March		Inset Day (School closed to students and teaching staff)
Friday 31st March		School closes for Easter Holidays: 3.00pm
		Easter Holiday
		Summer Term 2023
Monday 17th April		School opens 8.40am
Friday 1st May		May Bank Holiday: School closed
Friday 16th May		School closes for Half Term 3.00pm
		Half Term Holiday
Monday 5th June		School opens: 8.40am
Friday 21st July		School closes for Summer Holidays 12.40pm
		Summer Holiday

The Term/Holiday Dates List for 2022-2023 is on the school website.
Please check regularly for any changes that may occur.



PE DEPARTMENT

GET INVOLVED IN A TEAM OR CLUB IN OUR AFTER SCHOOL ACTIVITIES PROGRAMME FOR YEAR 7s!

Winter Sports: Football, Basketball, Rugby, Netball, Hockey, Badminton and Trampolining.

Summer Sports: Athletics, Cricket, Tennis and Rounder's/Stoolball

We also enter teams into Cross Country, Climbing and Swimming competitions.

We also run interform competitions where you can compete for your form in different activities - so look out for these exciting events!

Contact Mr P Mowforth, Head of PE, if you require further information.





MUSIC DEPARTMENT

**Learn to play a musical instrument!
Instrumental lessons offered in a wide variety of
orchestral, jazz and rock instruments.**

Choose from:

Flute, Clarinet, Saxophone, Trumpet, French Horn, Trombone, Drum Kit, Rock
Guitar, Bass Guitar, Acoustic Guitar, Violin, Cello, Double Bass, Singing,
Keyboard

If your instrument (or the instrument you want to learn) is not listed above
then please visit <https://createmusic.org.uk/> to sign up for and request
lessons.

Demonstration of instruments and Taster Morning for in the Windmill Theatre
in September 2022. Date to be confirmed.

Parents' meeting with Create Music UK in the Windmill Theatre in September.
Date of evening to be confirmed.

Contact Mrs Denman if you require further information on 01273 736244 ext 233.

