

Welcome from Headteacher

Dear Parent/Carer,

Welcome to Bristol Free School

Today is the start of what we aim to be a very happy, enriching and successful journey for your child. We value the trust you have placed in us and look forward to working closely with you in the upcoming years.

We will work tirelessly to ensure your child receives an education which is challenging, supportive and fun; and which leads to a life of opportunity, success and happiness.

We place strong emphasis on the involvement of parents and carers in the education we offer and school life as a whole. We firmly believe that the partnership and cooperation between school and home is key to academic success and the development of well-rounded young people.

Parent involvement begins today and continues through regular contact at subject evenings and events, the school newsletter and the school website. This is a rich, vibrant and caring school. We want your child to take advantage of the amazing opportunities on offer here.

This booklet is designed to provide you with key information that will support a smooth transition. It includes information about our expectations as well as details of key staff who can support your child during their time with us.

As Headteacher of Bristol Free School, I am very much looking forward to meeting and working with you to ensure your child flourishes with us.



Mrs S King
Headteacher



Contents

School Contact information	3
Communicating with Parents/Carers	4
The School Day	5
Curriculum and Careers	6-8
Learning Planner / Reporting/Subject Evenings	9
Homework	10
Uniform	11-14
Essential Equipment Be Prepared for Learning	15
Policies and Procedures	16
House System, Rewards and Behaviour	17
Mobile Devices	18
Key Policies	19-20
-Privacy and Data Protection	
- Anti-Bullying	
-E-Safety	
-Safeguarding	
-Complaints	
School Travel and Access	21
Medication, lockers and Lost Property	22
Catering	23
Free School Meals and Parentpay	24
Fundraising and Friends of Bristol Free School	25

School Contact Information 2020 – 2021

Bristol Free School
Concorde Drive
Bristol
BS10 6NJ

Phone
Main: 0117 959 7200
Attendance: 0117 950 8157 or use



Email
admin@bristolfreeschool.org.uk
Please always use this email and state to which member of staff you wish the email to be directed

Online
www.bristolfreeschool.org.uk
Twitter
[@bristol free](https://twitter.com/bristol_free)

Senior Staff

Head Teacher	Mrs S King
Deputy Headteachers	Mr J Fernandes Mr D East
Assistant Headteachers	Mrs K Conway Mrs S Jenkins Mr R Walker Mr K Smith
SENDCo	Mrs R Parry
Assistant SENDCo	Mrs S Shah
Social Emotional	Mrs H Millard
Mental Health (SEMH) practitioner	

Pastoral Support Team

Behaviour Manager	Mr C Eldridge
Safeguarding and Mental Health Manager	Mrs R Townsend
Mental Health Officer	Ms R Hastings
Behaviour Support Workers	Mr A Ahmed

Communicating with Parents/Carers

We use a great deal of digital communication, so it is very important that you keep us up to date with your contact details.

The school website homepage is used as a notice board for upcoming events a twitter feed to captures live moments in our busy school. We recommend you check the website regularly.



The school newsletter is distributed via email and is published on the homepage of the website.

If we need to make an emergency communication, for example for a school closure due to extreme weather, this notification is sent to you as a text and email, as well as a notice on the website.

To contact anyone at school, please email the main school email admin@bristolfreeschool.org.uk. Emails are forwarded to the appropriate staff member.

Due to the teaching commitments of staff, it is unlikely they will be able to respond to email during the school day. Our aim is to reply to emails within two working days.

The School Day

Students need to arrive on school site via the student gates on Concorde Drive no later than 8:25am to ensure they are not late for the start of the school day at 8:30am. Lessons finish at 3:00 pm, but the school day extends beyond this with a wide range of enrichment activities. We encourage all students to participate in at least one extra-curricular activity as we aim to develop the whole child.

Tutor period		8:30 – 9:00
Period 1		9:00 – 9:50
Period 2		9:50 – 10:40
Break		10:40 – 11:00
Period 3		11:00 – 11:50
Y7 to 9	KS3 lunch	11.50 – 12.30
	Period 4	12.30 – 1.20
Y10 to 13	Period 4	11.50 – 12.40
	KS4/5 lunch	12.40 – 1.20
Period 5		1:20 – 2:10
Period 6		2:10 – 3:00

Tutor Time and Assemblies

Your child will be in their tutor group for the majority of lessons at KS3. The exception is Maths, for which students are in teaching group, according to prior attainment.

The school day starts with tutor time. This is a vital part of the school day as it provides routine, an opportunity for important pastoral topics to be delivered and gives you the reassurance that your child will see their tutor at the beginning of each school day. The Learning Planner is checked at this time and acts as a useful communication tool between home and school.

Year group assemblies, take place once per week. Assemblies provide opportunities for the school community to come together, to listen, share and reflect.

Staff and students present assemblies, which are planned to develop social, spiritual and moral awareness, broaden horizons, raise awareness of local, national and global issues, promote participation

and active responsible citizenship. Assemblies allow space for personal reflection, discovery and celebration of achievements.

If parents wish to withdraw their son/daughter from assemblies, they must meet the Headteacher to discuss their request.

Careers

All students at Bristol Free School will have an aspect of their careers education delivered through the PSHE curriculum. It is our intent to educate students about Careers throughout the journey at Bristol Free School, so it gives them the best opportunity to make informed career choices. Thus, every student at each Year group will have a dedicated term of career lessons delivered through PSHE.

Students will make an educational journey covering the core aspects of careers through the PSHE curriculum and will study the following themes:

Year 7- Introduction to the World of Work- *students will explore the different sectors of career pathways and learn about different job roles.*

Year 8- Employability and Entrepreneurial Skills- *students will learn about the key employability skills and will reflect on their importance and how they can improve their own skills.*

Year 9- Careers and GCSE options- *students will learn about how their GCSE options can be linked to different career pathways. They will also be supported about their GCSE options.*

Year 10-World of Work- *students will learn about the world of work by exploring different job sectors and learning about the applications into the world of work such as cv writing.*

Year 11- Post 16 options and apprenticeships- *students will learn about the different Post 16 pathway options and apprenticeships. They will also be supported in their Post 16 options.*

Curriculum

A fortnightly timetable is in operation with alternate red and blue weeks. Lessons are 50 minutes and are arranged as follows:

Key Stage 3 Curriculum	
Subject	Periods Per Week
English	4
Maths	4
Science	4
Art	1
Computer Science	1
Design Technology	3
Drama	1
Geography	2
History	2
MFL	3
Music	1
Religious Education	1
PSHE	1
Physical Education	2
Tutor Time	5 x 30 minutes (includes 1 assembly)
TOTAL	32.5

Key Stage 4 Curriculum	
Subject	Periods Per Week
English	5
Maths	4
Science	6
Option A	3
Option B	3
Option C	3
Option D	3
Personal Development	1
Physical Education	2
Tutor Time	5 x 30 minutes (includes 1 assembly)
TOTAL	32.5

PSHE & RSE

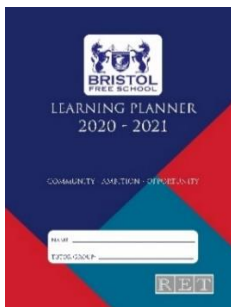
At Key Stage 4 students follow a Personal Development and Ethics programme which encompasses the PSHE, RE and Citizenship requirements. Students will analyse ethical concepts in relation to safety, sex and adult health choices, and consider religious and cultural attitudes towards them. They will continue the spiral curriculum from Key Stage 3 PSHE and focus on their wellbeing and mental health, drugs education and relationships and sex education (RSE). In addition, students will complete a philosophical unit where they will consider big questions surrounding the existence of God, as well as a unit dedicated to the exploration of religion and social justice, with a strong focus on diversity and inclusion.

Learning Planner

All students have a planner, which is their essential learning and personal organiser that we expect students to have at all times. If they are lost, replacements cost £5.

Students will use this planner to track their progress in school and organise themselves to use their time wisely. It is an important communication tool between home and your child's tutor and teachers. The planner has important information about the school and our expectations so do spend time discussing the contents with your child.

We ask parents/carers to sign the planner every week.



Reporting and Subject Evenings

Each academic year you will receive one full written subject report and an interim data only reports. Parents will be sent the interim and written report via email.

There will also be a Subject Evening where you will have an online appointment with your child's teachers. We use School Cloud an online Parents Evening Appointments system to help the evening run smoothly. Subject Evenings will be virtual for the academic year 21-22.

If you are unable to attend, please contact your child's tutor.

We issue regular feedback surveys after subject evenings that we find very helpful in improving the school further.

End of Year Exams

During term 6 of the academic year students in all year groups sit end of year exams. We see this process as vital preparation for the formal GCSE exams all students take in Year 11.

Homework

ClassCharts is the school's online system for setting Homework. All homework is set electronically.



Parents and students' login to access a personal homework area. Students simply use their school network user credentials to access their personal homework area. Full details are provided through a parent and student guide.

Homework Club

Homework club runs Monday to Thursday in the Learning Resource Centre from 3:15 – 4:15pm.

Students can work quietly and use school computers under supervision.



Extra-curricular activities

We are proud of the range of extra-curricular activities offered at BFS and strongly encourage all students in KS3 to participate in at least one after school club. Full details of the range of clubs available are published early in the first term.

Uniform

At Bristol Free School the principle of a uniform is to:

- mark the formality of being educated at Bristol Free School.
- reinforce a sense of shared membership and pride in our School felt by all members of the community.

Compulsory (unless shown as optional):

Daywear - Boys

- **Blazer:** Navy blue blazer with Bristol Free School badge on the pocket (fitted and straight-cut available).
- **Shirt:** Pale blue, long or short sleeved with a staff collar and top button done up, worn with a Bristol Free School tie. They must always be tucked in.
- **Tie:** Navy blue with red detail standard school style. Tie must be worn appropriately and showing a minimum of 15 red stripes.
- **Jumper (optional):** Navy blue V-neck long sleeve with BFS logo. Navy blue jumper with no logos also allowed.
- **School trousers:** Charcoal straight leg school trousers (not light grey or black)
- **Socks:** Black or charcoal with no patterns with trousers.
- **Shoes:** Traditional flat, black sensible shoes – lace up shoes to have black laces

Daywear Girls

- **School trousers or school skirt:** Charcoal straight leg school trousers (not light grey or black) or a pleated charcoal skirt. The skirt should be worn no higher than 5cm above the knee with either tights or socks. When tights are worn with skirts, they should be opaque black or navy, without any pattern. **No skinny trousers or tight skirts, tracksuit bottoms, leggings, jeans or jean-type trousers. See examples below for clarification.**
- **Shirt:** Pale blue, long or short sleeved with a staff collar and top button done up, worn with a Bristol Free School tie. They must always be tucked in.
- **Tie:** Navy blue with red detail, standard school style. Tie must be worn appropriately and showing a minimum of 15 red stripes.

- **Jumper (optional):** Navy blue V-neck long sleeve with BFS logo. Navy blue jumper with no logos also allowed.
- **Headscarf (optional):** Navy blue (optional).
- **Socks or tights:** Black or charcoal with no patterns with trousers. Short white or knee length charcoal with skirts. Plain/neutral or black tights, neutral trainer socks or no socks/tights at all.
- **Footwear:** Traditional flat / low heeled, black sensible shoes – lace up shoes to have black laces

Coats/Outerwear:

Plain and standard school style.

No denim or leather. No extreme commercial logos.

No hooded tops. Coats are not a replacement for blazer

Jewellery:

Watch and maximum of one small plain silver or gold stud per earlobe. No other forms of body piercing. No rings, necklaces, chains or bracelets, including charity bands.

Make-Up:

Discreet foundation, if needed, no other forms of make-up. No nail varnish or artificial nails.

Hairstyle:

Standard school style -no extremes in hair dye or style. Colour must be natural shade.

School Bags:

Rucksacks only, large enough to contain school equipment. No extreme commercial logos. Handbags/shoulder bags/satchels are not allowed.

All items of uniform should be clearly named.

PE Kit



Compulsory:

Polo shirt*: Short sleeve, navy/red with BFS logo
Shorts/Skort: Plain navy blue
Trainers: Sports trainers with non-marking sole
Socks: Plain navy-blue knee length
Shin pads
Gumshield

Recommended:

Boots for football/rugby

Optional:

Trousers/Joggers: Plain navy blue (no logos)
Sweatshirt: Navy/red ¼ zip sweatshirt*, or plain navy pullover jumper (no zip, no hood, no logos)
Base layer: Plain navy blue
BFS rugby shirt*: Long sleeve, navy/red

Compulsory for Extra-Curricular Sport:

Shin pads – football.
Gum shield – rugby.
Boots – football and rugby.

Students in Years 10 and 11 will require all compulsory items of PE kit, regardless of whether they take a KS4 PE option.

All items of uniform should be clearly named.

*These items are only available from Monkhouse Schoolwear,
Unit 1 Simmonds View, Parkway North, Stoke Gifford, Bristol, BS34
8HQ Web: store.famousbranches.com

Note: This was previously known as the Famous School Branches in Henleaze- the shop relocated in June 2020.

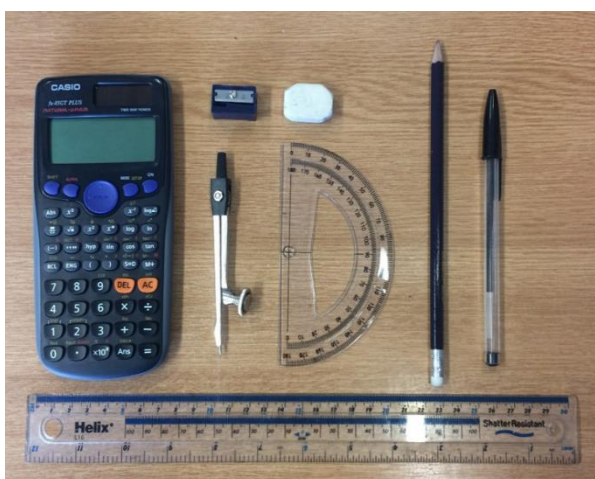
the famous
BY MONKHOUSE
Schoolwear Specialists

Essential Equipment

Be Prepared for Learning

Students must have the following equipment in every lesson.

- ✓ Black biros
- ✓ Red biro for DIRT
- ✓ Pencils
- ✓ Ruler
- ✓ Eraser
- ✓ Sharpener
- ✓ Protractor 180° or 360°
- ✓ Pair of compasses
- ✓ Scientific calculator
- ✓ Glue stick
- ✓ Reading Book
- ✓ Learning Planner



Year 7 and Year 8 will participate in the Accelerated Reading scheme. It promotes reading for pleasure and tracks students reading ages, reading progress and enjoyment of different reading genres.

Our ambition is for BFS students to leave us with a love of reading and an appreciation of stories and curiosity.

Policies and Procedures

Attendance and Punctuality

We know that excellent attendance alongside a strong work ethic will result in successful learning. There is very strong evidence to show those students who attend over 96% of the time have a greater chance of success.

This is why we monitor attendance levels carefully. Our website has lots of information and guidance on what to do if your child is ill, needs a medical appointment or you wish to make a request for term time leave.

We need to know if your child is not able to come to school by 8:30 a.m. Registers close at 9:00 a.m. If we have not received information as to why your child is absent, you will receive a truancy call.

If your child's attendance drops below 95% your child's tutor and Year Leader will work with you to develop a support plan. We know when children do not want to attend regularly this can be a sign that something in or out of school is not going well, so we ask you to work with us positively in this area.

Good punctuality is VITAL. Students arrive at school for 8:25am (first bell). Students need to be in their classroom for morning registration at 8:30 a.m. The school's senior leadership team monitor attendance and punctuality on the gate each morning. Students who are unavoidably late are met at the gate by duty senior team staff who will record their lateness on the registers. Patterns of lateness are dealt with using our Behaviour Policy and will result in detentions and community service.

Term time holidays disrupt learning. We strongly discourage them and only rarely are they authorised in exceptional circumstances.

If you need to seek permission for time off in term time, please complete the request form found on the school website and hand it to the Year Leader.

For more information, visit

www.bristolfreeschool.org.uk/attendance.php

Rewards, Behaviour & House System

We have very high expectations and a very clear Code of Conduct which students are expected to follow. We reward and celebrate sustained effort, hard work, commitment and participation qualities that go towards a child's character development.

Year Leaders hold regular celebration assemblies where the successes of our students are shared with the school community through our new House System. Each student at BFS belongs to a house, represented through our love of local open spaces- Ashton, Blaise, Canford and Durdham. There are termly House Assemblies that run alongside our house competitions, fundraising events for our chosen house charities and, of course, the incredible BFS Sports Day where all houses compete for the BFS Champions Cup!

Work ethic and progress of students is recognised through nominations for 'student of the term'. Staff at BFS award House Points for students who demonstrate our core values – Community, Ambition and Opportunity and encapsulate our positive school ethos.

If a child is not meeting school expectations or has failed to follow the code of conduct, there is a graduated response starting with the teacher/tutor led strategies and escalating through the behaviour system. More information is in the Learning Planner.

If your child receives a detention for a breach of our code of conduct, you will be informed in advance via the Class Charts app. If students fail to attend their detention, and for more serious behaviour incidents, their detention will be 'up-scaled' to a Senior Team Detention on a Friday after school for 60 minutes.

If there are ongoing concerns about your child's behaviour, you will be invited to meet their Year Leader and/or Assistant Headteacher in charge of Behaviour and Rewards to develop a personalised plan to help support them in avoiding repeat issues.



Mobile Devices

We recognise that mobile devices are part of modern everyday society and that many parents like their child to carry these with them for safety reasons.

However, these items can be disruptive to learning and the smooth running of the school.



Therefore, mobile devices are permitted provided the student and parent/carer agree to uphold the rules below.

Mobiles must be switched off during the school day.

Mobile devices must NEVER be used to make or receive phone calls, or use messaging facilities, at any time during the school day (before 3pm); this includes break and lunchtime. **If parents wish to contact their child as a matter of urgency, they should telephone the school and the office staff will pass on any urgent messages.**

Headphones must be put away at the start of the school day.

Mobile devices must not be used to take pictures or videos at any time when in school or on a school activity.

Mobile devices must NEVER be used for any act of unkindness, and the misuse of mobile phones will not be tolerated.

Staff have the right to confiscate any mobile devices.

The school accepts no responsibility for mobile devices on school premises. We recommend that high value items are not bought into school.

Key Policies

All school policies are detailed on the school website:

www.bristolfreeschool.org.uk/policies.php

Key policies to draw your attention to are:

Privacy and Data Protection

For information relating to Data Protection and Confidentiality please see school website

www.bristolfreeschool.org.uk/privacy.php

Please read the **Privacy Notice for Parents and Students** which explains what information we hold and how we use it.

Anti-Bullying

Every student has the right to enjoy a school life free from bullying. The School is, therefore, committed to raising awareness of bullying issues and taking seriously all allegations of bullying.

The school works with students, staff and parents to prevent bullying. For full information please go to:

www.bristolfreeschool.org.uk/Anti-Bullying.pdf

ESafety

Full information around Esafety is available on the school website:

www.bristolfreeschool.org.uk/esafety.php

This is a “one-stop” page that contains lots of information and links to all aspects of Esafety including the school’s Student Safe and Acceptable use of ICT agreement. Please review this with your child.

Safeguarding

We take Safeguarding and Child Protection very seriously.

We believe that all those who come into contact with children and families in their everyday work have a duty to safeguard and promote the welfare of children.

The school's Safeguarding policy and procedures are on the school website.

www.bristolfreeschool.org.uk/safeguarding.php

Mr D East is Designated Safeguarding Lead (DSL)

Mrs S Jenkins is Deputy Designated Safeguarding Lead (DDSL)

Complaints

We very much hope that you will not have any complaints, as we aim to work closely with you to deliver the best possible school experience for your child.

If you do have a concern about any aspect of school life or your child's learning, please do tell us at the earliest opportunity, in order that we can investigate and resolve the issue.

Concerns initially should be directed to your child's tutor via admin@bristolfreeschool.org.uk. If the tutor cannot resolve, then it will be escalated to Head of Year and then Senior Team.

To contact the school please always use the school's main email address admin@bristolfreeschool.org.uk

Full information can be found on the school's website. Please visit: <https://www.bristolfreeschool.org.uk/policies/POLICY%20-%20Complaints.pdf>

School Travel and Access

The main entrance for students is on Concorde Drive.

At the start and end of the school day, the school gate opens at 8am and we expect all students to arrive in school by 8.25am. Students arriving this time are considered late.

Should parents or visitors need to come on site, they must use the Visitor Gate and report to Main Reception.

Concorde Drive gets very busy at the start and the end of the day. Please encourage your child to make their own way to and from school either on foot or using a scooter or bicycle. If there is no alternative but to drive, please park away from the school considering both the safety of our students and neighbours.

Scooters and bicycles can be stored safely in school and need to be secured with a lock. School does not accept any responsibility for bikes and scooters on site.

Students are not permitted to cycle or scoot through the school grounds.

Leaving School during the day

It is not permissible for students to leave school during the school day including break and lunchtimes unless there is a prior arrangement. We will inform you should your child become unwell, and need to be collected.

All medical and dental appointments should be made outside of the school day where possible. If this is unavoidable, please call Student Services or email admin@bristolfreeschool.org.uk

We may ask to see evidence of your child's appointment.

When you come to collect your child, please enter the site via the Car Park Visitor gate and go to Main Reception. Your child will need to sign out at the Student Services desk and will be sent to meet you in the Main Reception.

Medication

If your child has to take medication in school, it must be handed to Student Services with a completed 'Administration of Medicine Form'. This is available from the School office or online:

www.bristolfreeschool.org.uk/Administrationmedicineform.pdf

Please note that it is the responsibility of the student to arrive at Student Services at the correct time for their medication.

Lockers

Lockers are provided and managed by an external supplier – Independent Locker Solutions Ltd.

Students are able to rent a locker on an annual basis from September to July for an annual fee.

Lockers are selected and booked online at www.ilsschools.co.uk
Keys are posted to your home address, so your child can use their locker from the first day they join us.

All rentals are subject to terms and conditions, which are accessible during the booking process.



Lost Property

Please ensure your child's clothing and other items brought into school are labelled with their full name. Named items can be reunited with the child, however, un-named items are more difficult to find.

Please do not allow your child to bring valuable items to school. Your child is responsible for the safekeeping of their property.

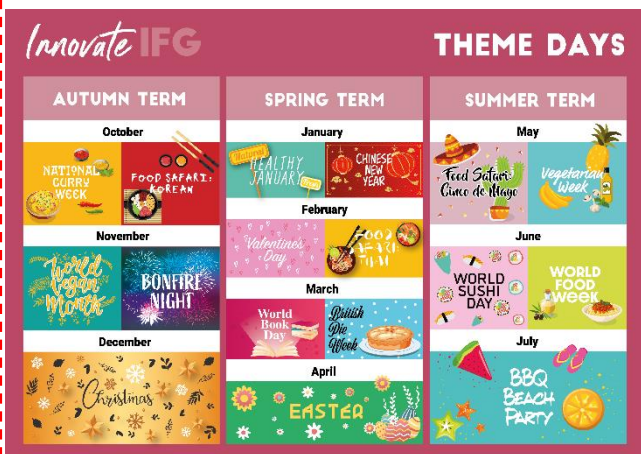


Catering

We are fortunate to have a fantastic catering service provided by Innovate IFG.

Breakfast is available from 8:10 to 8.25am.

There is a “Grab and Go” counter and a hot main meal servery which offers a range of healthy main meals and salads, including special themed events.



Lunchtime is split into two sittings, with first sitting alternating on a weekly basis as follows:

RED week - Year 7, Year 8 and Year 9

BLUE week - Year 10 and Year 11

Free School Meals

If your child is entitled to Free School Meals this is managed sensitively via ParentPay giving your child a daily allowance of £2.50. If the daily allowance is not used in any one day it does not carry forward to the next day.

This allowance can be spent on food items only (not drinks) across the school day at breakfast, morning break or lunchtime. Drinking water is freely available in the Dining Hall and water fountains are around the school.

If you wish for your child to buy drinks or additional food over the £2.50 daily limit, you will need to add credit to your child's ParentPay account.

To find out more about eligibility and how to apply for Free School Meals, please visit the school website:

www.bristol.gov.uk/schools-learning-early-years/travel-and-free-school-meals

Even if your child brings a packed lunch it is worth registering as the school will then be allocated additional Pupil Premium funding, which is targeted to support learning. Further information is available on the website page detailed above.

ParentPay



Cash payments are not accepted for any school purchases including catering or trips. All payments need to be made via the school's online cashless system – ParentPay, which links to the cashless, biometric till-system in the Dining Hall.

You will receive an activation letter with login details in your induction pack. You will need these to set up your ParentPay account in order that you can add credit to your child's account.

Debt is not permissible, and cash is not accepted at all in school, so it is very important that your child's account is always in credit.

Fundraising

Bristol Free School Fund

This has been set up to enable parents and friends of the school to make a donation, to support the enrichment opportunities for all our students, whatever their talent or interest.

The fund enables the school to continue to offer our wide range of extra-curricular activities, as well as provide additional opportunities, equipment and resources.

The fund supports initiatives and resources such as:

- Performing Arts workshops and activities
- Sports and other outdoor activities
- Additional Arts, Crafts and Design Technology materials
- Environmental improvements
- Visiting speakers/authors

The school is very grateful for your donations and details of how to donate will be sent separately.

Friends of Bristol Free School (FoBFS)

All new parents/carers are invited to join FoBFS, which aims to: -

- Support the work of the school and forge good links between staff, parents, students and the local community
- Raise funds for the school through a range of fund-raising activities including Quiz Nights
- Work in partnership to increase links with parents/carers to promote successful learning

Parents/carers are invited to join the committee and/or support our social events, which are so important for the school community.

www.bristolfreeschool.org.uk/fobfs.php

