



BRISTOL GRAMMAR SCHOOL

Information for parents and students
joining the Sixth Form in 2018

Sixth Form

Charter

The Sixth Form is a time for fresh challenges and new friendships, an opportunity to benefit from knowledge and to learn the lessons of experience. Pride, determination, integrity, self-confidence, humour and social awareness form the backbone of what the BGS Sixth Form stands for, and of the personalities we strive to encourage and support.

Sixth-form education is a partnership between the School and its parents and students. For it to be successful there must be a clear understanding of the nature of this interaction and willing cooperation between the parties.

For the School:

- We will provide an environment rich in expectation and built on a culture of support, recognition and communication
- We will deliver high-quality teaching in a positive and productive environment, as well as providing the resources for productive independent study. Individual academic mentoring with Form Tutors will ensure students maximise their potential and nurture the skills essential for university courses
- We will provide the guidance and expertise required to support successful university applications and the awareness to target and prepare for future careers
- We will promote, encourage and expect involvement in a wide range of co- and extracurricular activities underpinned by the values and aspirations of teamwork, leadership and competition
- We will provide the Sixth Form Centre for students to unwind in with their peers in a relaxed, fully-inclusive, social atmosphere.

For Sixth-formers:

- Students are expected to apply themselves conscientiously to their studies, to cooperate with their teachers in the classroom, to meet all commitments placed upon them and to strive to realise their full academic potential
- Students are expected to take pride in the presentation of their work, personal appearance and the impression they give both in and outside the School
- Students are expected to commit themselves to a full range of opportunities and responsibilities beyond the classroom, building on established interests, taking up new and rewarding pursuits, and leading and inspiring younger members of the School community
- In using the Sixth Form Centre, students agree to be bound by its Conditions for Use and to do all they can to assist the smooth running of the Sixth Form
- Students must accept and adhere to the School Rules and show respect for all other members of the School community in the way they conduct themselves.



I am very glad I moved to BGS. I really like the ethics of the School and being surrounded by like-minded people. There is a real community feeling to BGS – everyone wants you to do well, and everybody is happy to help everybody else.”

Alex Conway, OB 2017

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Important Dates

First day of term

Wednesday 5 September

Headmaster's Reception for parents of Lower-sixth students

Tuesday 11 September

Our Mission and Aims

The BGS Mission

We aim high at Bristol Grammar School and are proud to do so, inspiring a love of learning, fostering intellectual independence, and promoting self-confidence and a sense of adventure among our young. We set our sights on excellence in everything we do.

Our purpose is to provide an exceptional education for all our pupils, developing in them a spirit of enquiry and independence of thought through high-quality teaching, warm pastoral care and broad-ranging intellectual, physical and cultural opportunities. We wish to encourage a mature sense of responsibility from an early age, forming well-rounded young people able to use their talents and leadership potential in the service of others, here and in their future lives.

Above all, we are committed to supporting our pupils so that every one of them may achieve their goals and leave BGS as confident, compassionate and ambitious young adults.

Aims

For every individual to:

- achieve their full academic potential through a rich, stimulating and progressive learning experience
- be prepared and motivated to contribute positively and compassionately to the world through the cultivation of our school spirit
- flourish culturally, intellectually, morally, physically, emotionally and spiritually in a happy and nurturing environment through a wide range of far-reaching opportunities.

BGS is Life Changing

Life-changing learning
Life-changing friendships
Life-changing adventure

Welcome

from the Director of Sixth Form

Dear student,

I would like to start by wishing you all the very best of luck for a successful exam season; your hard work will no doubt be reflected in some pleasing results in August. I also hope you are looking forward to a well-earned break from revision and textbooks. Make sure you have a chance to relax and unwind, but do try and plan something productive, such as work experience, over the long summer.

I'm sure you are eager to start your two years in the Sixth Form at BGS and excited about all the opportunities you can get involved with as a Sixth-former. This guide is designed to answer many of your questions on organisation, opportunities and our expectations. We will explore these more on the first day of term on Wednesday 5 September.

A true strength of our Sixth-formers is their drive and determination to involve themselves in the diverse range of activities and clubs on offer at BGS. Sport, music, drama, Duke of Edinburgh, Young Enterprise, Model United Nations, charity and community work are just some of the areas that our students flourish in. There are also opportunities for you to take on responsibility and leadership roles, for example, as part of the Prefect or Peer Mentor team, or within our House system and academic departments.

I'm delighted that we will be working together and hope that I can share in your successes over the coming years. I hope you find this booklet helpful. Remember that my door is always open if you want to talk anything through, or if you have any thoughts on how things are going in the Sixth Form.

I look forward to seeing you all in September,

Justin Harford
Director of Sixth Form
jharford@bgs.bristol.sch.uk



The Sixth Form

Being a BGS Sixth-former

Over the next two years we will help equip you with the fundamental drive, tenacity and resilience needed to succeed, despite the obstacles life may put in your way. Our aim is for you to gain the skill of 'knowing what to do when you don't know what to do', one of Piaget's measures of intelligence.

Being resilient does not mean going it alone: we thrive on the companionship, counsel and trust of our peers and elders. Use this support to help you along the way, and if you get knocked down (we all do), then dust yourself down, look around you and go again ...

Your BGS Sixth Form Challenge:

- Become an expert in your passions
- Enter a competition
- Enrol on an online course: see <www.futurelearn.net>
- Attend a public lecture at the University of Bristol Festival of Ideas
- Nurture your personal and professional network: go and introduce yourself!
- Prioritise quality downtime 'you time'
- Be both a leader and a supportive passenger
- Devote time to the benefit of others and reap the rewards.

What the Sixth Form requires from you

Sixth-form courses represent an important stage of school life. You will need to plan your work carefully and monitor your progress. Teachers and Form Tutors will help to set achievable targets and will give regular assessment of how you are progressing towards reaching them.

You will need to spend at least four hours per subject per week in individual study beyond the classroom for 'A' level, Pre-U and higher level IB subjects, and three hours per week for standard level IB subjects, which includes *ab initio* courses and Mathematical Studies.

You must not commit yourself to any paid employment during the School day, even if you have no lessons. The benefits offered by a part-time job need to be balanced against the impact it will have on your academic studies, in terms of hours and in terms of the quality time and energy you can commit to them. This is especially true as you prepare for exam periods. Talk to your parents/guardians about the best financial strategy for you to adopt.

You will have to manage your social life carefully too: socialising is encouraged, but you should balance your time wisely between work, rest and play.

What if you get it wrong Difficulty in getting to grips with the work

If you find the early stages of the course difficult, don't struggle on your own. ASK your teachers for help. Talk to other students in the group: they may be experiencing similar feelings and you may gain encouragement from mutual support. Make sure your Form Tutor and Head of House are aware of your difficulties. Don't be too quick to give up – anything worthwhile may require some hard work and persistence to make it happen.

If work builds up so you can't meet deadlines

Deadlines are there to be met so you will need to plan what you have to do to meet them. Occasionally you may find that different subjects are expecting assignments to be completed at the same time, and in spite of careful planning it is difficult to meet all your commitments. If this happens you should talk to your teachers about the problem, and discuss it with your Form Tutor; try to negotiate a solution to the problem *in advance*.

Wrong subject choices

For a small number of people it may become apparent in the first few weeks that they have made a wrong choice of subject. If you find yourself in this situation you should initially discuss your doubts with your teacher(s) and Form Tutor. All changes must eventually go through Mr Harford, who has overall control of students' individual curricula. It is very unlikely that we will agree to changes after the Autumn half-term break.

Student top tip:
"If you have a problem, make sure you speak to your Tutor/teachers sooner rather than later – they are there to help!"

The School Day

The School Diary

Term dates are published in the Parent Information area of our website.

A School Diary Key Dates Leaflet is available for every student at the start of each term from their Form Tutor. This is an excellent summary of information about what is going on in the School, listing timings for the School day, events, Parents' Conferences, concerts etc. The leaflet can also be found on the School website.

Parents and students also have electronic access to the School Diary via SIMS Parent and SIMS Student; information will be sent to you early in the Autumn term. Should you have any queries about the Diary, please visit our website or contact the School Office.

Codes for the doors and gates

With the exception of the main entrance gates, all gates around the School are kept locked during the day. Students will be shown the access routes, and given the codes at the beginning of each term.

Parent top tip:

"Support your son/daughter as they find their feet in the first few weeks of the Sixth Form. It's an exciting time as they make new relationships."

The School Day

The Sixth Form Centre opens at 7.45am.

All Sixth-formers should be in School for Registration at 8.30am, regardless of whether they have a free period as their first lesson.

The Sixth Form Centre remains open until 5.30pm and the Library until 6.00pm every day.

Junior Common Room

Sixth-form students have a café in their Junior Common Room (JCR) in the Sixth Form Centre from which they can purchase food and drink. The café is open from 7.45am until 2.00pm.

A wide variety of hot and cold foods is available every day, including cereals, croissants, bacon rolls, pasta, jacket potatoes, salads, sandwiches, fruit and much more.

Times during the School day

8.30am	Registration and Assemblies
8.50am	Period 1
9.55am	Period 2
10.55am	Break
11.15am	Period 3
12.20pm	Period 4
1.10pm	Lunch and co-curricular activities
2.50pm	Afternoon Registration and Period 5
3.50pm	End of School, co-curricular activities begin



Registration and absence

Registration

Students register in their Form-groups in the morning at 8.30am, and at the start of Period 5 in the afternoon. All Sixth-formers should be in School for Registration at 8.30am, regardless of whether they have a free period as their first lesson.

If a student has not registered and we don't have a reason noted for absence, we will send a text to the first parent's nominated mobile number. This text is usually sent at 10.30am, and we would appreciate a SMS reply to the message.

Late registration

Students who arrive after 8.30am or the start of Period 5 should report to the Sixth Form Secretary or at the Student Helpdesk.

Students should not go straight to a lesson before they have registered, no matter how late the arrival.

Three 'lates' in a half-term will usually lead to a detention, unless there are extenuating circumstances; such circumstances should be discussed with the Form Tutor. This sanction is intended to emphasise the importance we place on punctuality.

Absence Procedure

If a child is not well enough to attend School, we ask parents to let us know on the first day (and each subsequent day) of the absence by telephoning 0117 973 6006 before 8.30am.

We ask parents to avoid taking family holidays during term-time, as Sixth Form courses are very intensive and any absence causes disruption to teaching and learning. If this is unavoidable, parents should e-mail Kevan Johnson-Hall in the Student Helpdesk at <kjohnsonhall@bgs.bristol.sch.uk> giving as much notice as possible. In all other cases, the prior permission of Mr Harford should be requested, in writing.

Leave during the School day

Sixth-form students may leave the School site during the day, provided they sign the off-site register in the Sixth Form Centre, and sign themselves back in on their return.

Students are expected to observe the dress requirements and School Rules when out of School. They may not engage in any activity that will bring the School into disrepute.

Missing Games or Activities in the case of illness or injury

Any student seeking to be excused from curriculum Games or Activities must report to the Sports Hall Office or see the Head of Activities and Enrichment in the Staff Room at 10.55am on the day concerned.

If a student is taken ill or gets injured during the morning, they must see the School Nurse and get a written note from her. Students who forget kit, equipment or miss the coach are likely to receive a formal sanction.

Student top tip:

"Teachers treat you much more like an adult: every relationship you make is slightly different, but they all want you to have high expectations of yourself."



Travelling to school

There are a number of buses and coaches that bring students from outlying towns and villages to BGS; a list of contact details for the coach companies is available from the Admissions Office.

Students who cycle to BGS may use the student showers in the Sports Hall. Cycle parking facilities can be found by the Library and behind Leighton's. We recommend that bicycles be securely fastened and that non-secure equipment be stored in students' lockers.

We are unable to offer parking on the main School site.

Use of cars by Sixth-formers

We are keen to promote the independence and individual responsibility that comes with driving a car, while ensuring the personal safety of our students.

Driving lessons

Lessons may be taken during the School day. However, missing School lessons or parts of lessons as a result of driving tuition is not acceptable. Students must arrange driving lessons so that they do not interfere with School commitments.

Student drivers

We understand that it may be convenient for a small number of students to drive to and from School. However, we are conscious that inexperienced drivers are more likely to have accidents and this danger is increased significantly when they carry passengers. We would ask parents to consider carefully whether their son/daughter needs to drive to School.

Driving during the school day

Students should not drive during the School day unless they are travelling home after lessons and have no further School commitments. They should not drive during study periods. No student should offer a lift to another student during the School day in any circumstances, including to or from Failand.

Getting to and from Failand

Coaches are provided to take students to and from the sports ground at Failand for timetabled Games and after-School practices. With prior arrangement from parents, students may go directly home from the sports ground. However, no student will be left at Failand waiting for a lift; such a student will be brought back to School with the rest of the group.

Driving to and from Failand

A student who lives close to the School should use the coaches we provide. Private cars should only be used where there is a genuine necessity (for example, a student who lives in Weston-super-Mare whose journey home would be greatly extended by a trip back into the city centre).

Parents are strongly advised to discuss the use of cars with their son/daughter; the coach service exists for their convenience and safety, and we recommend that they use it.

Students are permitted to park in nominated areas at Failand, but they must be aware that the School will deal with reckless or thoughtless driving by students on its grounds severely.

Running to Failand

If a student wishes to run to Failand they should clear this with their Form Tutor and inform the person who is organising their Games session. Students must leave themselves plenty of time to get to Failand and should always run in pairs.



Care of students at BGS

Pastoral care

Every student has a Form Tutor who will provide them with daily support and guidance as well as more formal one-to-one tutorial sessions at regular intervals over the Lower and Upper Sixth. He/She will follow a student's progress and get to know them well. Support is also readily available from subject teachers, Heads of Houses, Mrs Kent (Deputy Head of Sixth Form), Mr Harford (Director of Sixth Form), Mr Ruck (Head of Higher Education and Careers), Mrs Smith (Higher Education and Careers Advisor), and Mrs Hicks (Sixth Form Secretary).

Parents should normally contact the Form Tutor when sending any information from home, asking any questions or voicing concerns. The Form Tutor, Head of House and Mr Harford can all be contacted by e-mail or by telephone and are always happy to meet parents to discuss any concerns. If parents have any general concerns about the well-being of their son/daughter and want to speak to a senior member of staff, they may contact Miss Fran Ripley, Deputy Head (Students' Holistic Care and One School).

Information about key members of staff can be found at the back of this booklet.

House system

There are six Houses in the School, each named after the current Head of House and identified by a colour that does not change. All new students join one of the Houses, taking into account any family connections, and remain in it during their time at the School.

Students will come into contact with many different members of staff, but the connection to other members of the House, staff and students, remains constant.

The Houses provide a platform for numerous social, cultural and competitive activities. The weekly House Assemblies provide opportunities to mix with students of different ages. There are inter-House competitions in the main sports as well as in squash, badminton, chess, debating, music, drama and dance. The Houses also put on entertainment evenings, raise money for nominated charities, and organise evening social events.

The House system has a long history and is one of the great strengths of BGS. We hope that students will gain maximum enjoyment and benefit from full participation. One of the parts of BGS life that the students look back on most fondly is that of the House; the shared memories and support they enjoyed within their House stay with them forever.

School Counsellor

The Counselling Service at BGS provides professional, confidential one-to-one sessions with a trained BACP-accredited Counsellor who offers a non-judgmental and non-directive approach. Our Counsellor, Ms Niki Gibbs, will help any student to explore and resolve difficulties they may be experiencing and help that student discover alternative approaches, so they can decide how they may be able to improve their situation.

Counselling sessions are confidential unless a student is in danger or at risk of harm. In such circumstances the School Counsellor will liaise with the Safeguarding Lead in School to ensure the student is safe and to put in place any extra support they may need.

Students may contact the Counsellor by e-mail, through members of staff or by visiting the Counselling Room (located opposite the Junior School Hall).

Ms Niki Gibbs
School Counsellor
<ngibbs@bgs.bristol.sch.uk>



Health and Medical information

The School Nurse is available to treat students who become ill, or have an accident, during the School day and will contact parents to arrange collection if their child is not well enough to remain in School.

If your child becomes unwell at Failand or during Activities or a School trip, he/she will be seen by a member of staff who is trained in First Aid.

In the case of a serious accident or illness, we always try to contact the student's parents in order to report the nature of the accident or illness and what action has been taken. If it is necessary for a student to be taken to hospital, he/she will be escorted and the parents will be told as soon as possible.

If your child becomes unwell at home, he/she should be kept there to rest and recover and, if necessary, should be taken to the family's own doctor. Children should not be sent to School with instructions to visit the Nurse.

If medicines need to be taken during the School day, a 'Request to Administer Medication' form should be completed and agreed with the Nurse; this form can be found in the Additional Information area of SIMS Parent. The Nurse is happy to hold spare medication in the Medical Centre.

Please keep the Nurse updated with any changes to your child's health during their time at BGS.

Glynis Moore, School Nurse
<gmoore@bgs.bristol.sch.uk>
0117 933 9896



Learning support

It is the aim of the School to provide every child with the opportunity to achieve their full potential.

Students with exceptional ability all-round or in a particular field may be identified at School entry, by subject teachers working with them in the School, or by routine monitoring by other members of staff. To help identify some specific learning difficulties, especially dyslexia, students are screened for spelling and reading when they join the School. Concerns may also be raised at any stage by teaching staff, students or parents. The pastoral team and the Director of Studies for Students' Learning Needs will then draw up a strategy to support the student: this is always discussed fully with parents and students. Where appropriate, special arrangements for access to examinations (school and public) will be organised.

The School is able to offer the services of specialist teachers who provide one-to-one tuition in English and/or Mathematics for students during the School day. These lessons are very popular.

Charges for in-School tuition are added in arrears to the parents' termly bill.

Some parents prefer to arrange private tuition outside the School day with a specialist teacher of their choice, or at the Bristol Dyslexia Centre, for example.

As a public examination centre, we are required to have an established relationship with any learning specialists who complete assessments for our students, and we will always be pleased to advise on specialist assessment for specific learning difficulties. Parents are then able to arrange specialist teacher or educational psychologist learning assessments independently and let the School know the outcomes if they wish.

After discussion with parents and the Director of Studies for Students' Learning Needs, students for whom English is a second language may also choose to meet with a specialist literacy teacher for some general one-to-one tuition during their first year in the School.

Dr Michael Ransome,
Director of Studies for Students'
Learning Needs
<mransome@bgs.bristol.sch.uk>
0117 973 6006



Sport and Activities

The School offers a wide range of extracurricular opportunities and we will encourage students to maximise their potential, both within and beyond the Sixth-form curriculum.

Sport

All members of the Sixth Form are expected to do something physically active as part of the Sixth-form curriculum. Every Sixth-former has Games on Thursday afternoons, and they are also encouraged to take part in a sport outside of lessons; there are many extra sports groups, practice sessions and matches after School and on Saturdays. With extensive sports facilities at Failand and an impressive on-site Sports Hall, students can participate in many different sports, whether they are keen to take part competitively or just for fun.

Climbing is a popular activity and students of all ages use our climbing wall; fencing lessons are also available from a professional coach. Orienteering takes place on Sunday mornings when the School competes in a local schools' league, which anyone can enter (including parents and siblings). Squash is also popular with students of all abilities, and every effort is made to ensure that anyone who is committed will get a game for the School at some point during the year.

Students can also participate in table tennis, golf, badminton, equestrianism and basketball, and they are welcome to use our newly-refurbished gym. Athletics fixtures are arranged against other schools and students compete against the other Houses on Sports Day. Students from all age-groups may also join the swimming team, who compete in galas throughout the year.

Activities and Clubs

The Activities programme runs on Tuesday afternoons during the Autumn and Spring terms, and offers Sixth-formers a way to broaden their interests and develop skills; the range of opportunities available is extensive.

Students may also choose to complete the Extended Project Qualification (EPQ) in the Upper Sixth.

Sixth-formers can also choose from a full range of extracurricular opportunities in drama, dance, music, debating, public speaking, and the Duke of Edinburgh's Award Scheme.

From September 2018, Activity choices include:

- Badminton
- Climbing
- Fitness
- Food for University
- Model United Nations
- Squash/Gym
- Yoga
- Basketball
- Community volunteering
- Greenpower
- Photography
- Programming
- Stage Crew
- Young Enterprise

Saturdays

The Games/Activities programme provides a wide range of sporting and extracurricular opportunities for students, and Saturdays play an important part in the life of the School. Although there are no timetabled lessons on Saturdays, regular Saturday Games and Activities commitments are compulsory.

House trips, team practices and matches, field trips, society outings, and major dramatic and musical rehearsals/performances all necessitate occasional attendance on Saturdays.

Teams, fixtures and results can be found at:
<www.bristolgrammarschoolsport.co.uk>



Trips and visits

In a typical BGS year we run over two hundred trips, including excursions to the theatre, galleries, museums and overseas visits, as well as House bowling trips or an Sixth Form evening meal. Some trips are open to all or only those in a particular year-group, and some are restricted to students studying a particular subject.

Recent Sixth Form trip destinations have included France, Germany, Italy, Spain, Russia, the USA and many parts of the UK. We try to keep costs modest so that as many as possible can participate; there are payment schedules available for more expensive trips.

All trips and visits are assessed to ensure they can be run safely and are suitable for the age of the students. Each trip has a designated organiser with a senior member of staff as the Base Contact if the trip is out-of-school hours. Parents are asked to provide emergency contact details and consent forms with up to date medical information. The School carries comprehensive travel insurance for students and, in the case of adventurous activities or expeditions, will take the provider's insurance as it is part of their integrated safety-management system.

Information will be sent to parents about the confirmed programme, organisers, dates and costs for each trip or visit throughout the year.

Student top tip:
"Get involved in as many extracurricular activities as you can. This is a great way to make new friends."



Peer Mentoring

The Peer Mentoring system provides an extra avenue of communication for any younger student who wishes to talk through an issue or concern. Students may not always be comfortable discussing their concerns with adults but may feel able to talk to a Sixth-form student who has enough experience and understanding to provide a response different from that of the peer-group.

Students selected to become Mentors are trained to listen carefully and to offer advice, and they receive extensive training for this. A member of staff meets all Peer Mentors once a week to monitor progress.



Performing Arts

Drama

The Drama Department gives students a wide range of opportunities to pursue their passion outside of their academic studies. Our main School production in the Autumn term is always an impressive event; recent productions include *Beasts and Beauties*, *Guys and Dolls*, *Grease*, and *Blood Brothers*, as well as a promenade adaptation of *Alice in Wonderland*.

We also run a House Drama competition where ten-minute plays are written, produced, directed and performed by the students, and offer various drama clubs catering for all year-groups.

Our Sixth-form students take a play to the Edinburgh Festival on average every two years – most recently *The Twisted Fairytale* in 2016 – and we will be heading there again this summer.

The School also has its own Stage Crew, a body of students who are responsible for building the sets, rigging and operating the lights, and producing sound effects.

Speech and Drama lessons

Speech and Drama lessons can be taken individually or in pairs. Requests for lessons should be put in writing to Mrs Jennifer Walker, Director of Drama, at <jwalker@bgs.bristol.sch.uk>.

Dance

The Dance Department is a busy and exciting area of the School. There are many opportunities to get involved in dance, including in modern and contemporary graded and non-graded classes after school and on weekdays. We hold a House Dance Competition and a Whole School Dance Production annually – our recent original production of *Maleficent* was a vibrant display of talent – and participate in competitions and showcases out of school, such as the *Virtuoso* dance competition. Our senior students also have the opportunity to perform at The Tacchi-Morris Arts Centre in their annual Youth Dance Platform, *Spring Forward*.

Music

Music is thriving at BGS. Our large variety of groups – including orchestras, choirs, Music Technology Club, and over twenty smaller chamber ensembles and bands – gives all students, regardless of their level of musical expertise, the chance to develop a love of performing. We offer a variety of stimulating and fun performance events throughout the academic year, ranging from impromptu pop-up lunchtime sessions to evening concerts, as well as prestigious concerts at St George's Bristol and an annual Battle of the Bands competition. The emphasis is always on having fun and participation, and anyone is welcome to join in.



House Dance Competition



Beasts and Beauties
drama production



Spring Concert

Guys and Dolls



Learning at BGS

The curriculum

The BGS timetable is based on ten days each fortnight with five hour-long lessons every day.

All 'A' level and Pre-U students start with four subjects in the Lower Sixth, and will have nine lessons per subject per fortnight. Sixth-formers who have chosen to take Creative Writing as a fifth subject will have four lessons per fortnight; two of these lessons will take place during the lunchbreak. Students will then continue to take four subjects or drop to three for the Upper Sixth.

Students studying the International Baccalaureate will have eight lessons in each of their higher level subjects and five lessons in each of their standard level courses per fortnight. They will also have lessons covering the Theory of Knowledge element of the course.

All Sixth-form students will also have two afternoons dedicated to Games and two afternoons of Activities every fortnight, as well as two Well-being sessions.

Marking and assessment

Teachers will provide regular feedback to students through their work, which informs them of the progress they are making, the way in which they can improve their performance, and praises both effort and progress. Students are encouraged to respond to written feedback from teachers and engage in an ongoing dialogue to continually improve the quality of their work.

Assessment is related to the School's 5-point scale for progress and end-of-term reports, with grades given for attainment on a scale of 1 to 5, 5 being the highest. In the Sixth Form grades and/or the 1–5 scale are used as the basis for assessment.

In addition to assessment marks, teachers award 'Attitude to Learning' grades at each data point. This is an indication of students' engagement with their studies and reveals the extent to which they are enabling themselves to be as successful as they possibly can in their learning.

Reports to parents and Parents' Conferences

Parents are invited to an evening early in the Autumn term to meet with their son/daughter's Form Tutor and hear a presentation from Mr Harford on the year ahead.

In the Lower Sixth there will be two Parents' Conferences – in November and June – where parents and students meet with subject teachers to discuss their son's/daughter's academic progress and future aspirations. In the Upper Sixth Parents' Conferences are held in the Autumn and Spring terms.

Progress reports are regularly sent home to reflect attainment and effort, with predicted grades reflecting present performance. Aspirational UCAS (university entry) predictions are made in the September of the Upper Sixth.

Student top tip:

"Make sure you do your coursework well before the deadline. Leaving work until the last minute puts you under pressure."



Individual study

In the Sixth Form students have the independence to specialise in their chosen subjects; a breadth and depth of interest in and beyond their specifications should motivate their studies as they plan for university courses. We expect students to work closely with their subject teachers as they support and stretch students' learning.

Whatever a student's target grades, we encourage them to aim high, ask lots of questions and ensure proactive communication with their teachers.

Parent top tip:

"Encourage your son/daughter to use their free periods wisely to do independent learning."

The Library

The Library is an essential part of teaching and learning at BGS, providing support for students to undertake study, research and reading throughout the School day and beyond. Comprising over 33,000 books, DVDs, CDs and a variety of printed and online journals and databases, the collection is kept up-to-date and relevant to students' needs. There is also two dedicated terminals for catalogue searches, eleven desktop PCs and sixteen wireless laptops.

For each subject, students should study for at least four hours per week in individual work beyond the classroom for 'A' level, Pre-U and higher level IB subjects, and three hours per week for standard level IB subjects, which includes *ab initio* courses and Mathematical Studies.

The School Library is open from 8.15am to 6.00pm on School days; however, when School finishes early on the last day of term, the Library will close at the same time.

Student top tip:

"Read around the subjects as it will help you to learn the content thoroughly, building on the work you do in lessons. Don't wait for your teachers to tell you to do it – it is part of your independence in the Sixth Form."



Rewards and Sanctions

- Teachers may award students **Praise Points** for particularly good pieces of work, sustained commendable effort or significant improvement; they can also get points for their approach to tasks in lessons. Other members of staff can award points for their participation in different areas of School life. When students reach 25, 50 and 75 points, they will receive a commendation card and a reward in the form of a School privilege. If they achieve 100 points, they will meet the Headmaster who will issue them with a Commendation Card, and they will receive a prize

- **Commendation letters** may be sent home from a member of staff in cases of particularly outstanding work or praiseworthy achievement

- **House Colours** reward success in the many areas of House life, as well as participation and commitment over a period of time

- **School Colours** is a prestigious award and is awarded for excellence in any area of School life; they are usually reserved for members of the Sixth Form. Names and supporting details are put forward by staff to the Colours Committee for consideration by the Headmaster. Boys receive a tie, and girls a badge

- **Half Colours** is a prestigious award for a few of our most talented students who have not quite achieved the demonstrable excellence required for Full School Colours, but who have performed to a very high standard, supported by commitment. School Half Colours may be awarded for contributions to any non-academic area of School life. Students may receive separate sets of School Half Colours in several activities.

- If a student fails to produce homework or if the subject teacher feels they could have done better, they may be required to redo the task. The student, their parents and their Form Tutor will receive an **Incomplete Homework E-mail** notifying them of this decision.

- A **Lunchtime Detention** (thirty minutes) may be given for a misdemeanour that contravenes the School Regulations or guidelines for behaviour or where other attempts to improve behaviour have failed. Parents are not informed by letter but do sign the detention card

- An **After-School Detention** (forty-five minutes) may be considered after three Lunchtime Detentions in a term, or for a single more serious offence. Unauthorised absence at a Lunchtime Detention will also result in an After-School Detention. Parents will have the opportunity to discuss the matters concerned

- A **Headmaster's Detention** (seventy minutes) may be given for a very serious offence, unauthorised absence from an After-School Detention or three after-School detentions. Parents and the student will be invited in to discuss the matters concerned with the Headmaster and their Head of House. Headmaster's Detentions are held after School on Fridays and are supervised by a senior member of staff

- A **Fixed-Term Exclusion** (internal or external), or the Required Withdrawal of a student will be considered in certain circumstances. Parents will be invited in to discuss these matters if this punishment is to be imposed.

If a student receives three Lunchtime Detentions, they will be invited to a Post-detention Interview with a member of the Senior Leadership Team and their Form Tutor to plan a way forward. An agreement will be formed and their progress will then be monitored. A decision will also be made as to whether all future detentions should be After-School detentions.

All students will be supported through disciplinary procedures by one or more staff who have responsibility for them, whether that is their Form Tutor, Head of House, Head of Year or other staff member considered most appropriate in the circumstances.

A full Behaviour Policy can be found on the School website, or is available from the School Office on request.



Higher Education and Careers

We are an open, outward-looking School: we encourage students to explore aspects of life in the wider world and prepare for further study and eventual employment.

Almost as soon as students enter the Sixth Form they are planning their escape. In other words, what will they progress to? Will it be onto university, an apprenticeship, or the world of work at 18? The Careers Department is here to help with the process students will need to go through. Research is key, but so too is discussing their ideas and plans with staff in the Careers Centre, which is very regularly used by members of the Sixth Form.

The choices a student makes for life after school are very much individual and we will work with students on a one-to-one basis through the tutorial programme and in the Careers Centre. Our programme of information and guidance encourages students to research their options via the School's well-stocked Careers Centre, specific software packages, the Internet and practical experience, and to plan ahead for the applications they will submit in the Autumn term of their Upper-sixth year.

All students use computer programmes to help with the decision-making process. Unifrog enables them to research potential higher education courses in the UK and overseas, explore apprenticeship options and consider Massive Open Online Courses (MOOCs), saving their research for later review and action. Meanwhile, the Centigrade higher education questionnaire matches a student's personal interests and attributes to recommended degree courses.

Students considering Oxbridge applications (typically forty a year) are well-supported in the particular requirements of this application process, as are those considering Medicine, Dentistry, or Veterinary Science courses. Equal support is given to those considering higher education overseas, apprenticeships or employment to ensure that students make informed decisions about whichever pathway is the best 'fit' for them.

We also arrange guidance on interview techniques using the support of local business people, Old Bristolians (OBs) and parents who have professional experience of interviewing. Every year we organise careers conferences and networking events covering a host of pathways and popular business sectors – of particular significance is our Lower Sixth Careers Conference, where we attract around thirty OBs who offer current students advice on a wide range of careers and professions.

Our Next Steps Conference, supported by guests from universities, businesses and other organisations introduces students to the intricacies of the university application process and what they can do to stand out from the crowd, and also provides further awareness of the choices available after they leave School. Parents are encouraged to attend our information evenings with advice on how to best support their sons and daughters in making these important decisions.

Mr David Ruck
Head of Higher Education and Careers
<druck@bgs.bristol.sch.uk>

Mrs Alexandra Smith
Higher Education and Careers Advisor
<asmith@bgs.bristol.sch.uk>



Dress code and property

Members of the Sixth Form are expected to maintain a good standard of appearance and to observe these requirements, not only in and around the School but also when coming to or leaving the School, and when leaving the site during the day.

BGS expects Sixth-form students to dress as if they are attending a professional or business interview; smartly wearing a suit sets a professional tone of pride and self-confidence. Our expectations are clearly laid out:

Girls

- A plain, thin-striped or small-checked suit with matching jacket and skirt or matching jacket and trousers, in mid-to-dark grey, dark brown, blue, or black
(Skirts should be knee-length. Slits are inappropriate. Trousers must be tailored in a style consistent with the 'professional' image of the dress requirements)
- A plain, fine-striped or small-checked blouse with collar and sleeves.
Low necklines and layering are not acceptable (Fitted shirts must be long enough to cover the waistband of the skirt or trousers. Longer shirts must be worn inside the waistband of the skirt or trousers)
- Shoes, single colour, dark brown or black, with a sensible heel. Not boots or trainers. Shoes must provide protection to whole foot, and protect adequately from falling objects including chemicals
- A plain V-neck jumper, cardigan or waistcoat (as part of the suit) may be worn in addition to the jacket.

Boys

- A plain, thin-striped or small-checked suit, in a shade of mid-to-dark grey, dark brown, blue, or black, with collar and lapels
- A plain, fine-striped or small-checked shirt with collar, fully buttoned (shirts must be worn inside the waistband of the trousers)
- Ties: all male students wear the Sixth Form tie (this can be purchased online from the School suppliers, Schoolblazer).
Alternatively, School Colours ties and Prefect ties may be worn. County Colours/representative ties may be worn only on the days that a student will participate in the relevant activity and only if still current. An academic award tie, such as an Arkwright Scholar tie, may also be worn
- Shoes, in a single colour, dark brown or black, with a sensible heel. Not boots or trainers. Shoes must provide protection to the bridge of the foot as well as to the sole, and protect adequately from falling objects including chemicals
- A plain V-neck jumper or waistcoat (as part of the suit) may be worn in addition to the jacket, if required.

Games Kit

Girls

- Navy blue BGS 'skort'*
- White OR maroon BGS polo shirt*
- Plain maroon hockey socks
- Plain white socks for Sports Hall games
- Shin pads and mouthguard
- BGS tracksuit – soft shell jacket and training pants*
- BGS waterproof tracksuit top* (*optional*)
- BGS fitness leggings* (*optional*)
- BGS running shorts* (*optional*)
- BGS long-sleeved thermal* (*optional*)
- BGS mid-layer* (*optional*)

Boys

- Navy BGS shorts (either gym or Rugby)*
- White BGS polo shirt OR reversible BGS games shirt*
- Plain maroon Rugby/football socks
- Plain white socks for Sports Hall games
- BGS tracksuit – soft shell jacket and bottoms*
- Shin pads and mouthguard
- BGS waterproof tracksuit top* (*optional*)
- BGS long-sleeved thermal* (*optional*)
- BGS mid-layer* (*optional*)

*denotes items to be purchased from Schoolblazer.

Student top tip:

"Make sure you look smart and feel comfortable. Buy a spare jacket and a few shirts."

Additional dress code rules for boys and girls

- Informal or flamboyant styles and colours are not acceptable. This includes jeans, any denim items, tee-shirts and other items of casual wear, as well as extremes of hair fashion.
- Jewellery may be worn, but not to excess. Body piercing, other than earrings and one discreet nose stud (unless this contravenes a Department's health and safety risk assessments), is unacceptable.
- Large hoops and long pendant earrings are not allowed.
- Sixth-formers may wear subtle make-up in natural colours. The Head of House or Form Tutor will tell students whose make-up is excessive to visit the School Nurse for its removal.
- Hair should be clean and tidy with no extremes of style or colour. Hair must not be cut with anything less than a 'grade 2'
- Excessive hair gel is not permitted
- Scarves may be worn only to and from School and should not be seen in lessons.

Dress is a personal responsibility, but Form Tutors will advise those who fail to observe these guidelines; persistent offenders will be referred to the Mr Harford, or Mrs Kent. The matter may then be raised with parents or the Headmaster. Repeated failure to comply with these requirements may lead to a student being sent home.

The School's official supplier of School uniform and Games kit is **Schoolblazer**: 0333 700 0703, <www.schoolblazer.com>

Games kit

All students must bring a towel in order to shower after Games. For safety reasons, aerosols are not to be used in School or at Failand. Suits should be worn smartly to and from School, including after Games and Activities, unless the School tracksuit is worn instead.

Students participating in Sports Hall/indoor games may choose not to purchase the School tracksuit. BGS 'Tour' or BGS representative sweatshirt/tracksuits will be acceptable.

Mouthguards in sport

No student will be allowed to participate in contact sports unless they are wearing a mouthguard. It is therefore essential that all new students arrive in September with one.

It is preferable that the mouthguard be made to a specific standard by a dental surgeon. Most of the 'self-mouldable' types do not meet the minimum standard recommended, and do not hold the 'CE' mark of approval. Substandard mouthguards not only fail to provide the protection needed: they are potentially dangerous as they can easily be dislodged and inhaled. If a student already has a mouthguard, parents should check that it fits. A child's growth, or a change such as the use of a brace, can affect the fitting and effectiveness of a mouthguard.

Other equipment Calculators

If students are studying Mathematics in the Sixth Form, we strongly recommend that they purchase one of the following calculators:

CASIO FX-991EX (ClassWiz):

This is the latest advanced scientific calculator and is particularly suitable for the 'A' level courses, but not for IB. It offers a wide range of numerical, calculation and statistics functions and a high-resolution display with a fast processor and large memory. It is also the first scientific calculator with spreadsheet functionality. Results and graphs can be viewed on smartphones or tablets using QR codes.

CASIO FX-CG50:

This is Casio's most advanced graphic calculator; it uses the latest display technology with a full-colour, high-resolution backlit screen. It has natural textbook display, innovative picture plot function enabling analysis of images and video, plus an extensive range of functions including dynamic graphs, geometry, spreadsheet and e-Activity. This calculator is suitable for students who are taking 'A' levels or the IB.



Guidance regarding dress associated with religious observance

Students must have due regard for how the clothes they wear affect:

- the health and safety requirements of different areas of the School: for example, long hair must be tied back and items such as a crucifix on a long chain must not be worn in Science laboratories, DT workshops, in the Food & Nutrition kitchens or when participating in Games and PE
- security requirements: individual students must be identifiable in order to maintain good order and so we may easily detect intruders: a hooded top, for example, may never be worn except as part of the Games kit
- teaching and learning: a student's face must remain unobscured so that a teacher can judge their engagement with learning and secure their participation in discussions and practical activities. Hence a niqab, for example, may not be worn.

In line with their religious observance, students may wear a headscarf, skullcap or turban (including rumal, patka, dupatta or chunni). Rastafarians will never be asked to wear borrowed clothing. The modesty of dress in religions such as Judaism, Islam and Plymouth Brethren will always be respected.

A Sikh student who has gone through the Amrit Pahul ceremony may wear a kirpan provided this is clearly ceremonial and not displayed openly, sewn into the

sheath so that it cannot be drawn, and worn under clothing to ensure the highest possible safety at all times. Before a kirpan is worn the parents of the student, and the student, must sign a form available from the School Office on which they agree that it will not be shown in School. The form gives a waiver of indemnity against claims for negligence arising out of simply wearing their kirpan. This will apply only if the kirpan is intentionally misused by the wearer.

If a student and his/her parents would like permission for particular garments or objects to be worn for PE and Games to conform with their religious or cultural traditions, the request should be made in writing to the Director of Sport. Permission will be granted only provided the student can still participate safely. No items of jewellery are permitted.

Students' property

Every article of clothing, including shoes, trainers and Games kit should be clearly and indelibly marked with the student's name. Schoolblazer offers pre-labelling on the uniform they provide.

The student's name, or initials, should also be indelibly marked on personal property, such as their watch, calculator, etc. All mobile telephones should be security-marked inside the cover with a House number and postcode. Please also keep a record of the SIM card number.

Valuables

Students are discouraged from bringing valuable items to School. All Sixth-form students are allocated their own lockers in the Sixth Form Centre for which keys are issued. At the start of a Games lesson valuables should be handed in to the member of staff running that session; they should never be left in bags or coat pockets in the changing rooms.

Students are responsible for the security and safe use of all their personal property, and for property lent to them by the School. We may be able to assist in the temporary storage of valuables, but will not accept responsibility for loss or damage to valuables in circumstances outside the School's reasonable control.

Lost property

The Student Helpdesk Administrator sorts and records all items of lost property that are handed in. Parents and students are e-mailed when items are found and asked to collect them from the Student Helpdesk. Unclaimed unnamed items are held for one half term; any items that are not collected are either sent to the School's Second-hand Uniform Shop or to charity.



Communication

E-mail

Staff e-mail addresses are formed as follows: one initial followed by surname followed by the School's e-mail, for eg <asmith@bgs.bristol.sch.uk>.

Staff will be more than happy to respond to any queries. Staff will respond within two working days. This timescale has been implemented as many colleagues are unable to access their e-mails throughout the school day due to teaching or other commitments. Please contact the School Office should you need to contact a member of staff urgently.

Weekly e-mail

We send out a weekly e-mail on Wednesdays during term-time to all parents. This e-mail includes information that staff feel needs to be reinforced, such as final arrangements for School trips, events, diary dates etc. It also shares good news.

Parent top tip:

"Encourage independent learning and taking more responsibility, as this is a key part of being a successful Sixth-form student and a big step up from Year 11! They should be responsible for completing their work, organising their commitments, etc.."

Letters home

Each term parents and guardians will receive a variety of letters. Letters that require permission slips or parental signatures will always be sent home via 'student post'. Where possible, all other communication will be sent by e-mail, except reports or any sensitive information. If any contact details change, please inform us immediately. You can notify us of these updates by using the data collection option within SIMS parent, or if you'd prefer by e-mail, via the website or by telephone. If parents do not use e-mail, then they should let us know in writing.

Duplicate communications

We are aware that some students do not live with both parents. Unless we receive written notification, reports are sent only to the address where the child normally resides. To request duplicate copies of reports, a letter or e-mail should be addressed to the Headmaster (at <headmaster@bgs.bristol.sch.uk> or by post). We will always inform the parent with whom the child resides of any requests for information from the other parent.

We can send e-mails to both parents' addresses, provided e-mail details are supplied, or weekly e-mails can be viewed on the Parent Portal. Delivery of letters via 'student post' is the responsibility of the individual student: a second copy of any letter is available on request.

SIMS Parent

SIMS Parent gives access to letters home, reports, attendance records and other important information. Over time we intend to add more functionality to the system, so parents should expect it to take an increasing role in their day-to-day contact with the School. You will be sent an e-mail in the early part of the Autumn introducing the system and including information on how to access it.

CareMonkey

CareMonkey is our system for communicating information on School trips, asking for consent and making student medical and contact information available to staff when off-site. You will be sent information on how to create an account close to the start of term.



Student top tip:

"Keep an open mind about your university and career plans – your ideas may change during your two years in the Sixth Form."

BGS community

School Events

We hold numerous whole School events throughout the year ranging from School plays, dance and music recitals to seasonal celebrations and commemorations, such as the Christmas Carol Service, Charter Day and Remembrance Service. Parents are warmly invited to support their children by attending many of these events. There are also less formal events that the students can get involved in, such as House Concerts, dance competitions, House Singing, meals and social trips such as ten pin bowling.

Prize Giving takes place during the Summer term. We award prizes to students from every year-group in the School. Our prize-winners are identified through achievement or endeavour in many areas: academic, sporting, cultural or personal. In one way or another each of our prize-winners has done something remarkable.

Look out for updated information throughout the year on the School website where you can also book for many events; events are advertised in the weekly e-mail.

The School Song

The School Song, *Carmen Bristolense*, represents the very essence of what it is to be a student at BGS, so we have included the words below. We are not asking students to learn it by any means, but there is no harm in familiarising themselves with the words.

The School Song is sung at special occasions, such as our end-of-term Assemblies, and Charter Day – students find that it unites us as one School.

Carmen Bristolense

Nunc universo gaudio
Ludo pensisque functi
Scholam dilectam sedulo
Concelebremus cuncti
Iam quadringentos amplius
Annos laudem meretur
Merendo et durabimus
Dum nostra urbs servetur

(Now with universal joy)
(Having finished with work and play)
(Let us all join together to sing)
(In praise of our beloved school)
(For more than 400 years already)
(She has been earning praise)
(We too shall last by merit)
(As long as our city is preserved)

Sit clarior, sit dignior
Quotquot labuntur menses
Sit primus nobis hic decor
Sumus Bristolenses

(May she be more famous, more worthy)
(However many months pass by)
(Let this be our first cause for pride)
(We are Bristolians)



Old Bristolians' Society

The Old Bristolians' Society enables former students and staff to keep in touch with each other and with the School; it has existed for more than one hundred years. Every student automatically becomes a member of the Society when they leave; members enjoy reunions, social events and dinners, including the annual Dinner in the Great Hall. They can also keep in touch on a variety of social media sites. The Old Bristolians' Sports Club, with its excellent sporting and social facilities, is at the Society's War Memorial Playing Field at Failand.

The Society generously supports the School with donations every year to the Bursary Scheme and special projects, and by awarding grants to students and alumni for development initiatives. The Society also funds a large number of prizes for the students at the end of the year.

Foundation Office

The Foundation Office works with the Old Bristolians' Society to keep in touch with alumni, and runs fundraising appeals. This enables the wider BGS family to give something back to the School so that the next generation of children can benefit from improved resources, facilities and bursaries, which could not be afforded from fee income alone. The Foundation Office has raised money for specific projects, such as The Don Pople Pavilion at Failand, the new War Memorial Panel in the Great Hall, and the refurbishment of the Science laboratories.

The School is extremely grateful for the support it receives from current and former parents, Old Bristolians, staff and Governors as well as from charitable trusts and foundations.

Friends of BGS

The Friends of BGS bring parents, friends and family together for social occasions like the Pot Luck Suppers, Quiz Night, the Parents' Ball and the Jazz Barbecue. It is not primarily a fundraising body, though if events make money the Friends grant it to the School for a wide range of items and activities that enhance the education of our students.

If you would like to be involved with the Friends of BGS, or help with social events, please e-mail <friends@bgs.bristol.sch.uk>

Parent top tip:

"Encourage your son/daughter to take advantage of new activities: DofE, public speaking, volunteering in the Infant School, etc.."



Care and Welfare procedures

Safeguarding and Child Protection

Every student should feel safe and protected from any form of abuse, which means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment. Our policy and our commitment at BGS is to take all reasonable measures to safeguard and promote the welfare of each student in our care.

Miss Fran Ripley, Deputy Head (Holistic Care), is responsible for matters relating to child protection and welfare for the Senior School. If you have any child protection concerns, these should be raised directly with her. There is also a designated Governor for child protection who oversees the School's implementation of the Safeguarding and Child Protection Policy and Procedures. Parents should be aware that the School has a legal obligation to protect all students from abuse and, if an allegation of abuse is made, to consider whether it can be dealt with under the School's internal procedures or whether a referral to Bristol Children's Services or to the police is necessary. In such cases, parents would always be kept as informed as possible.

For the full Safeguarding and Child Protection Policy, please visit our website or contact the School Office.

School Policies

Many of our policies can be downloaded from our website <www.bristolgrammarschool.co.uk>

Copies of all School policies are available on request from the School Office, telephone 0117 973 6006.

E-safety

We want young people to be able to fully exploit the benefits offered by ICT while doing so in a safe manner. Online messaging, social networking and mobile technology effectively means that children can always be 'online'. Consequently, their social lives, and therefore their emotional development, are bound up in the use of these technologies.

The latest e-safety guidance states that the breadth of e-safety issues can be categorised into three areas of risk:

content – being exposed to illegal, inappropriate or harmful material
contact – being subjected to harmful online interaction with other users

conduct – personal online behaviour that increases the likelihood of, or causes, harm.

The purpose of the E-safety Policy is to ensure that the School community is kept aware of the risks as well as the benefits of technology, and knows how to manage these risks and keep themselves and others safe. It details the measures that the School has put in place to support this as well as the rules and restrictions around the use of ICT and other technology at BGS.

Images

It is an implied term of the contract for educational services that exists between the School and the parents of a student that photographs of the student may be taken and used by the School in accordance with normal custom and practice. Such custom and

practice will include: set piece photographs of the School, House, team, theatre cast and snapshots of School activities. It has also been custom and practice for independent schools to use images of their students for marketing purposes, such as in prospectuses, promotional videos, displays on its website, the School newsletters or for internal training purposes. The School's Terms and Conditions specify that parents who do not want their child's photograph or image to appear in any of the School's promotional material must make sure that their child knows this and must write immediately to the Bursar, requesting an acknowledgement of their letter.

Parents, friends and other visitors to the School or a School event such as a sports match, drama production or presentation evening are authorised to take photos and videos. However, these are intended for personal viewing, and should not be made publicly available by uploading to YouTube or similar services. Publication of any such photos or videos would contravene child protection guidelines and may also be in breach of the Data Protection Act. Where a play or concert is subject to copyright and performers' rights restrictions, visitors will not be permitted to take images, photographs or video film.

On a School trip or other event, staff and students are permitted to take photographs, which may then be shared with the group. Individual student photos are taken at the beginning of each year, to form part of the student's record. Photographs are stored and used as per the requirements of the Data Protection Act.

Mobile phones and other personal digital devices

Students are permitted to bring mobile phones into School. However, it is expected that they are used in such a way that they do not interfere with the working atmosphere at the School. Students must not use mobile phones in lessons or when moving around the School site. The use of mobile phones is only permitted at break and lunchtimes within form rooms.

In an emergency where students need to contact home, they must inform a member of staff who will deal with the matter. Students who feel unwell must always see the School Nurse and not simply phone home to arrange to be picked up. In an emergency where parents need to get messages to students, they must contact Reception who will pass on the message.

Mobile phones cannot under any circumstance be taken into examination rooms. This is a breach of exam regulations and will lead to disqualification from the exam and potentially other exams.

Students must appreciate that the use of mobile phones in School is a privilege and misuse will lead to their confiscation, with repeated misuse leading to the removal of this privilege.

Other personal digital devices are allowed. However, their use is restricted to outside of lesson times. As with mobile phones, any misuse will lead to the device being confiscated and then the removal of the ability to use the device in School if persistently misused.

Sex and relationship education

BGS recognises that parents are the key figures in helping their children to cope with the emotional and physical aspects of growing up and in preparing them for the challenges and responsibilities which sexual maturity brings. The sex education provided by BGS aims to be complementary to and supportive of the role of parents.

We provide age-appropriate sex education in all year-groups in Wellbeing lessons; Biology; and Philosophy, Religion and Ethics (PRE). The aim is to provide information and encourage discussion on sexual matters, in a responsible manner, appropriate to the age of the student in preparation for adult life, giving due regard to moral considerations and the value of family life.

Sex and relationship education provides an understanding that positive, caring environments are essential for the development of a good self-image and that individuals are in charge of and responsible for their own bodies. It provides knowledge about

the processes of reproduction and the nature of sexuality and relationships. It encourages the acquisition of skills and attitudes that allow students to manage their relationships in a responsible and healthy manner.

Drugs

The Governors intend that BGS will remain an environment free from drugs and the culture of drugs. We talk to students about the implications and consequences of drug misuse (including alcohol), in age-appropriate sessions. The responsibility for the education of our students is shared with parents and effective communication and cooperation is essential to the implementation of the School's Policy.

Any breach of this policy will be treated as a very serious disciplinary matter. Please refer to the School website for the full policy.



Key contacts

Addresses

Main School site

Bristol Grammar School
University Road
Bristol
BS8 1SR

Tel: 0117 973 6006

Fax: 0117 946 7485

Failand sports ground

The Don Pople Pavilion
Bristol Grammar School Sports
Ground
Clevedon Road
Failand
Bristol
BS8 3TL

Tel: 0127 539 4271

Website

The website is a good source of information and news. Whole-School information such as policies and procedures, contact details for all teaching staff, term dates and details of our Friends of BGS are available on the website.

<www.bristolgrammarschool.co.uk>

School Reception

Senior School Reception is open from 8.00am to 4.30pm Monday to Friday. All visitors, including parents, should report to Reception upon arrival at the School. If you have any questions, or to report an absence, please contact the Receptionist who will be happy to forward your call or give advice on the best person to address an e-mail to.

Mrs Jo Abrams
and Mrs Ivy Fackayan,
Senior School Reception
0117 973 6006
<jabrams@bgs.bristol.sch.uk>



Student Helpdesk

The Student Helpdesk is opposite the main doors of the Senior School. It is open from 8.00am to 4.30pm during term-time. Students and parents can use it to drop off or collect anything left at home.

Kevan Johnson-Hall,
Student Helpdesk Administrator
0117 933 9817
<kjohnsonhall@bgs.bristol.sch.uk>



Sixth Form staff



Justin Harford
(Director of Sixth Form)
and Mrs Claire Kent
(Deputy Head of Sixth Form)



David Ruck
(Head of Higher Education
and Careers)
and Mrs Alexandra Smith
(Higher Education
and Careers Advisor)

Parent top tip:
"Try to limit the usage
of social media while
your son/daughter is
working."

House team

Edwards's House (Blue)

Oliver Edwards
and Lisa-Jane Knights



Hilliard's House (Green)

Matthew Hilliard
and Mrs Claire O'Gallagher



Short's House (Brown)

Andrew Short
and Mrs Ellice Clare



Glenn's House (Red)

Miss Louise Glenn
and Richard Jervis



Niamir's House (Yellow)

Miss Ariana Niamir
and Steve Carruthers



Scott's House (Black)

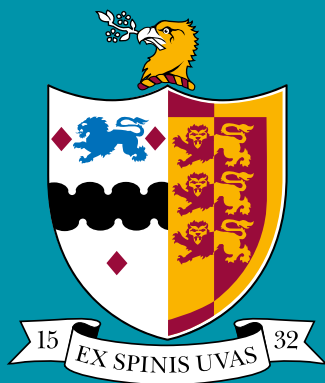
Ben Scott
and Miss Martha Whatmough



Contacting staff

Staff e-mail addresses
are formed as follows:
their first initial followed
by their surname then the
School's address, for eg,
<asmith@bgs.bristol.sch.uk>





Bristol
Grammar
School