



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY



BIG CREATIVE INDEPENDENT SCHOOL

**PARENT / CARER
INFORMATION PACK**

2022 – 2023



BCIS OVERVIEW

Welcome to Big Creative Independent School

This induction pack is designed to give you all the information that you will need while your young person is studying with BCIS for the 2022-2023 academic year. In order for your young person to gain maximum benefit from your course, it is essential that you understand all of this information. If you have any questions, please contact BCIS Course Manager.

BCIS is an alternative to school for year 10 / 11 learners interested in creative Music and Media, who do not feel their current schooling engages them in this area enough for them to succeed.

It is a full time course which runs 5 days a week, led by qualified teachers who are also current industry professionals.

At BCIS we use only the highest spec equipment, including the latest Apple Mac computers and industry professional software leading to high quality results and outcomes.

Our Mission

- To transform the lives of young people through inspirational teaching, providing exceptional access to career opportunities in the creative industries.
- To get disaffected young people back on track in their lives through high quality vocational courses.

Aims & Objectives

The purpose of the BCIS course is to provide year 10 / 11 learners with an alternative method of learning through the mediums of music and media; with the aim of developing these learners into becoming young professionals, equipped with the drive and knowledge to succeed, and thrive in their future endeavours.

BCIS would like to provide your young person with the skills necessary to be a highly driven, well-rounded individual with the ability to think outside the box and be a credit to their environment

BCIS aims to support your young person in the following ways:

1. To help your young person achieve qualifications in maths and English, vocational study and personal and social development
2. Provide opportunities for your young person to develop personally, and have a wider understanding of the world around them and their community
3. Guide your young person in finding a further training course
4. Guide your young person towards a route into the creative industries
5. Provide your young person with the skills they need to find a job
6. Provide your young person with support and guidance in all aspects of job search including CV building, effective letter writing and interview practice.

Your young person's training course is tailored to meet their individual needs and is based on the assessments and interviews carried out during their induction and initial assessment. Should you have any queries regarding your young person's training, please enquire with BCIS Course Manager



Curriculum Outline

BCIS provides a holistic, experiential, immersive learning opportunity that encompasses all aspects of a young person's education.

The curriculum at BCIS builds on the already successful provision at Big Creative Training.

We focus on the creative industry, with heavy emphasis on:

- Personal, social and careers development
- Achievement of the core of mathematics and English
- Solid progression routes

Through the creative subject, learners will develop personal, social and functional skills. Personal and social development will be the beating heart of the learner experience, & not solely based around the achievement of qualifications, but a sound ethical framework permeating all aspects of the school.

The school will be a context in which young people learn from their experiences and become more effective in their decisions and relationships.

Themed Areas:

Our broad but specialised curriculum offer is kept under review in order to respond to the needs of young people and to meet our aims.

Vocational options develop students' skills, knowledge, behaviours and technique's as well as broaden their understanding of the creative industries.

Our themed areas are as follows:

- Maths & English (Functional Skills / GCSE)
- Creative Digital Media Level 2
- Creative Music Industry Level 1
- Personal & Social Development Level 1

Staff Members:

<p>Maths Dionne Williams dionne.williams@bigcreative.education</p>	<p>English Kelly Jordan kelly.jordan@bigcreative.education</p>	<p>Creative Music Industry L1 Calum Macdonald calum.macdonald@bigcreative.education</p>	<p>Creative Digital Media L2 Rohan Green rohan.green@bigcreative.education</p>
<p>Personal & Social Development Carel Tiofack carel.tiofack@bigcreative.education</p>	<p>BCIS Course Manager Justin Bayley carel.tiofack@bigcreative.education</p>	<p>Head of School Ian Morton ian.morton@bigcreative.education</p>	<p>Receptionist Shanice Vigilant shanice.vigilant@bigcreative.education</p>



Timetable:

BCIS Timetable 2022 - 2023						
Time	Hours	MON	TUE	WED	THURS	FRI
09.20 - 10.40	1 hour 20 mins	Maths	Creative Music Industry Level 1	Creative Digital Media Level 2	English	Creative Digital Media Level 2
10.40 - 10.55	15 mins	BREAK				
10.55 - 12.15	1 hour 20 mins	English	Creative Music Industry Level 1	Creative Digital Media Level 2	Maths	Creative Digital Media Level 2
12.15 - 13.05	50 mins	LUNCH				
13.05 - 14.25	1 hour 20 mins	Creative Music Industry Level 1	Skills for Employment, Training & Personal Development (PSD Level 1)	Self Development	Sports	Creative Digital Media Level 2
14.25 - 14.40	15 mins	BREAK				
14.40 - 15.30	50 mins	Creative Music Industry Level 1	Skills for Employment, Training & Personal Development (PSD Level 1)	Self Development	Sports	Creative Digital Media Level 2

Big Creative Training / Big Creative Independent School Address:

Uplands House, Uplands Business Park C
Blackhorse Lane
Walthamstow, London
E17 5QJ

- BCIS Support number: **07578 590 327**
- BCIS Centre number (reception): **02038 735 800**
- BCIS Course Manager number: **07575 053 994**



Qualification Offer:

You will work towards the following qualifications:

Qualification	Awarding Body
<p>Maths and English Functional Skills / GCSE</p> <p>BCIS offers GCSE and Functional Skills (FS) in math's and English. FS are practical skills in English and math's that will help your young person get the most out of work, education and everyday life. You will need the functional skills you learn in order to be able to fully benefit from your course. If you currently have a D or a level 2 then you will take a GCSE in that subject.</p>	Pearsons
<p>Level 1 Extended Certificate - Creative Music Industry</p> <p>Your young person will develop their creative side with a focus on writing, making beats and arranging songs for recording and performing. Learners will also Learn about music industry business such as job roles, contracts and generating revenue. DJ'ing and sound engineering skills are also on offer.</p>	Rock School
<p>Level 2 Extended Certificate - Creative Digital Media</p> <p>Your young person will learn to use industry standard programmes as well as equipment to produce their own productions. They will gain skills in video production, graphic design and photography. Media learners will also have access to high profile trips and guest speakers.</p>	Rock School
<p>Level 1 Award - Personal & Social Development</p> <p>Learners will be prepared for their next steps as well as the big world that they are soon to become a part of. Your young person will develop employment and social skills as well as gaining a deeper understanding about the society we live in, and a deeper understanding of themselves; identifying the role they will play in life.</p>	NOCN
<p>Sports / P.E</p> <p>Once per week, learners will participate in sports, which we believe is essential for their overall well-being. Not only does sports promote physical health, but it also provides a great outlet for stress and a chance for students to bond with their peers. We encourage all learners to get involved in sports sessions which contain a variety of physical activities.</p>	Non-accredited

Training program lasts for 39 taught weeks

Year 10 learners: 5th September 2022 - 14th July 2023

Year 11 learners: 5th September 2022 - 30th June 2023



The BCIS Course:

Induction & Initial Assessment: Induction is a 1-week period at the beginning of the course that enables learners to find out all about the course and also helps BCIS to evaluate their learning needs. It will also be the period where learners get to know their peers, the BCIS staff team and find out what they will be learning.

Individual Learning Plan: The ILP is the document that will accompany your young person throughout their training with BCIS, and will hold all the details of their personalised targets and outcomes from their monthly reviews and progression information. This information will be shared with you via email.

Travel Support: Both 11-15 Zip Oyster photocard and 16+ schemes are being reviewed due to the coronavirus pandemic. There may be changes to free bus and tram travel in the near future. BCIS student services will be available to assist learners with travel support throughout the academic year. For more information please visit the TFL website.

Timekeeping: Learners are expected to attend all sessions on time. Learners will be expected to be ready to start morning sessions at 9.20am. If they are not ready by this time, or if they are late back from lunch or a break, this could have a negative impact on their Dojo points, and they could be held subject to our disciplinary procedure.

School Attire: Learners here at BCIS are not required to wear school uniform during their training throughout the academic year. Whilst this allows learners the opportunity to express themselves as individuals, it must be done so in an appropriate way. It is particularly important that learners recognise that BCIS is still a working environment, and further that their attire does not cause embarrassment to staff, students and other members of the school community.

The following items are prohibited:

See-through clothing, for example see-through blouses / string vests	Clothing which reveals underwear
Strapless or 'string-strapped' tops.	Flip-flops or backless footwear, due to health and safety issues
Clothing which is revealing; for example, T-shirts exposing bare midriffs or cut-off shorts / hot pants or ripped clothing.	High-heeled shoes
Leggings	Clothing with offensive slogans or wording
If learners are wearing a hooded top they MUST NOT have their hood up whilst onsite.	Shorts, skirts and dresses, if worn, should be of at least mid-thigh length

It is recognised that this dress code will not cover all issues that may arise. Learners may seek to wear, for example, items which have not been covered by the above guidelines, but which are against the tenor of the dress code. In such a case, or given any issue of dispute, the final arbiter is a senior member of staff; such as BCIS course manager or head of school.

All students are expected to arrive at school wearing clothing in accordance with this dress code. Should they not do so, the learner will be sent home to change into appropriate clothing.

Free School Meals: If your young person is eligible, free school meals will be provided at lunchtime in the common room. Learners are welcome to bring their own packed lunch if need be. If you feel your young person is eligible, but is not currently receiving free school meals, please discuss this with the BCIS course manager.



Breakfast Club: There will be a free breakfast club available to all BCIS learners every day from 8.30am to 9.15am. If your young person arrives between these times, they will be able to have a free healthy breakfast provided by BCT. Learners will be required to tidy up after themselves.

Studio Access: Studio time will be available for all learners on a specific time and date. Please keep in mind; free studio usage time is a privilege and the decision to be used by learners will be based on tutor's discretion. Studio usage becomes mandatory when linked to your young person's music / media qualifications.

Parent / Carers Evening: Parents / carers will be invited to come into the centre to meet the BCIS staff team, and see some of the work your young person has been doing. If you are not able to attend, please inform the BCIS course manager.

Enrichment Opportunities: There will be a range of opportunities for your young person to take part in during the year. This will include sports day, trips and industry guest speakers. There will also be evening opportunities, master classes, lots of events and other exciting things happening.

Personal Problems: If your young person has any personal issues, either practical or emotional, they should speak to the BCIS course manager who will help them in every possible way. If your young person feels they will need further assistance, we can arrange for them to meet with a professional in the relevant area. Learners can also meet with the student welfare and guidance officer, counsellor or mentor. If you or your young person feels they require a referral, please contact BCIS course manager.

Job or Training Search: One of the purposes of the BCIS course is to provide learners with the skills needed to help them to find a job or further training in today's competitive market. In order to prepare learners for this, an important part of their course includes sessions where they will cover:

- Effective CV writing
- Letter writing and application forms
- Interview practice
- Practical job and course search

This is a compulsory part of the course, learners must attend all sessions.

There will be careers and progression events where learning is temporarily suspended in order for students and staff to focus on exploring career options and planning for future success. These events are typically organised by educational institutions or professional organisations, and all learners and staff are expected to attend. They typically involve a variety of activities such as networking with professionals, learning about different career paths, and gaining valuable skills and knowledge that can be applied to future career endeavours.

Plagiarism: Plagiarism is defined as submitting as your own work something which is in part or completely from the work of others without acknowledging the source. If your young person uses someone else's work as part of their own, for example in researching a subject, they must make that clear. Tutors can help with this. Learners caught cheating will be subject to the disciplinary procedure. As a result, this could mean a suspension from the individual qualification or a possible total ban from all qualifications with that awarding body. If your young person is in any doubt about this, they should ask for help.



Health & Safety: We regard our learners welfare, health and safety as very important. Please encourage your young person to:

- Read and obey all the notices concerning safety
- Report any hazards or dangers which they see to a member of staff
- Report any defects in facilities or equipment to a member of staff
- Report any accidents which befall them to their course tutor
- Comply with all health and safety requirements of their placement provider
- Take note of Details regarding their first aider which will be given during their health and safety induction

Fire: In the event of a fire, learners are to leave the building in an orderly fashion by the nearest exit and assemble outside the main entrance by bus stop. Learners will need to wait there until a roll call has been taken and they are given further instructions. Under no circumstances must a young person stop to collect their personal belongings or make any attempt to re-enter the building unless they are given permission to do so.

Complaints Procedure: We hope that you and your young person will enjoy your time with us, however, if at any time you or your young person have a grievance relating to the course, please use the complaints procedure which is available on the BCT website under public policy: <http://www.bcepolicies.com/>

Offsite Procedure: BCIS learners are not allowed off site at any point during the School day. Any learners found off site at any time during school hours will be held subject to the disciplinary procedure.

Snacks & Refreshments: Snacks and refreshments will be held in the BCIS fridge. Your young person's items can also be stored here throughout the day. Learners will be able to obtain items with vouchers, which can be awarded via the Dojo points system.

Please remember that if you have any queries or questions then do not hesitate to contact BCIS Course Manager.

Previous Exam Results:

Subject	2021 - 2022 Results
English	90% of learners achieved Level 1 or above
Maths	60% of learners achieved EL3 or above
Vocational Subjects	80% of learners achieved

**Please note, results represent learners who were with BCIS till the end of the academic year.*



BCIS Attendance & Behaviour Standards

Ensuring good attendance and behaviour is an essential part of supporting learners to progress and achieve. BCIS aims to strike a balance between rewards to encourage good behaviour, and sanctions to ensure that poor behaviour is challenged and that there are implications for learners who don't comply.

Illness & Authorised Absence: We understand that from time to time learners are ill or need to be away for other reasons and require time off from their training course. Should this be the case, parents / carers are expected to make contact with BCIS as soon as possible.

If your young person is running late, or if they are going to be absent for the day, parents / carers are expected to communicate with the course manager by 9.40am. If no communication has been made from home to school, BCIS staff will attempt to make contact, and get / give updates on current situations with your young person.

The contact number for BCIS reception is **020 3873 5800**, alternatively you can contact support staff on **07578 590 327**. Please note parents may endure a fine for continuous absence.

Lateness: If your young person is late, they will need to visit the Course Managers office, or student services to be registered; learners will also need to complete a late slip before they enter the classroom. Once they have entered the classroom they must give their late slip to the lead tutor for accurate registration. Late slips will record how many minutes / hours a learner is late by, as well as how many points they have lost due to lateness.

- 5 minutes late, 1 point will be lost
- 10 minutes late, 3 points will be lost
- 15 minutes late or more, 5 points will be lost

This could ultimately lead to learners losing acquired privileges.

Behaviour & Standards: Whilst your young person is on their training course, they will meet other trainees from a variety of different backgrounds and abilities. Learners are expected to be respectful of others at all times. Any disruptive or abusive behaviour will be dealt with under the terms of the disciplinary procedure.

Group rules will be agreed during induction and will be signed by all learners, and placed on the wall of the classroom for reference.

Mobile Phones: Mobile phones are banned from all training sessions unless the tutor permits usage for coursework. Learners are expected to place their phone(s) in a phone sleeve located in the classroom, and retrieve it at the end of any session.

If you need to contact your young person, please use the BCIS support number 07578 590 327, alternatively you can contact the training centre number which is 020 3873 5800.

- Tutors may return mobile phones during class if there is a specified activity for which phones are needed
- Phones are to be stored in designated location in class (sleeve on wall)
- Tutors will supervise the dropping off and returning of phones to ensure that phones are given back to the correct person
- Please use contact numbers above in the case of an emergency

Disciplinary / Positive Rewards Procedure

Positive Reinforcement Scheme: BCIS utilises the online Dojo points system for reinforcing positive behaviour from learners. Dojo points are given out during sessions and rewards will be awarded depending on how many Dojo points learners have accumulated (points are reset each term). Please note that 15 Dojo points will be taken away if a learner moves up the disciplinary procedure.

15 Points	Learners will be awarded a Memory Card & a Snack Voucher
25 Points	A learner can reduce their disciplinary stage
35 Points	Learners will be awarded with a pair of headphones to use in class
55 Points	Learners will be awarded with 3x Snack Vouchers
80 Points	Learners will be awarded with 1x Lunch time meal (£10 max spend)
100 Points	Learners will be awarded with a £20 Voucher to spend at their favourite store
130 Points	£30 Cash sent to parent / carers account
160 Points	A learner will be able to grant up to 10 points to their peers

Behaviour Disciplinary: The following types of behaviour can move a learner up the disciplinary procedure; *please note, SEN needs are taken into consideration in line with the BCIS behaviour policy:*

Truancing from class / school	Not following tutors instructions	Being rude / having an attitude towards tutor	Bullying	Continues Play fighting
Continuously not wearing I.D	Wearing hood in building	Deception	Using mobile phone in class	Eating / drinking in class against tutors wishes

Disciplinary Stages:

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7
Verbal Warning 1	Verbal Warning 2 Meeting with Head	First Letter of concern	Written Warning Meeting with parents & local authority SMC Introduced	3 day fixed term exclusion	5 day fixed term exclusion	Withdrawal



Special Measures Contract (SMC): In the case of a learner reaching stage 4, BCIS will introduce a special measures contract at stage 4 meeting with parents / carers. The aim being to help the learner understand what behaviour needs to be rectified, to outline strategies in order for the learner to meet expectations, and for the learner to help staff understand how to best engage with them to meet expectations.

SMC will remain in place for 10 working days pending a review; if a learner has met at least 75% of targets at stage 4 by the time of review, the contract will be retracted. If the learner has not met expectations of targets, then the contract may be extended. In the case of which a learner is seen to not be meeting targets during contract period, BCIS staff have the right to escalate disciplinary to the next stage and instate a new contract for this stage. In special circumstances, a special circumstances contract may be introduced which will come with added stipulations such as reduced timetable, a report, banned offsite privileges or regular searches.

If a learner has achieved 25 Dojo points, the learner will be able to contact the BCIS course manager to reduce 1 disciplinary stage.

Misconduct: In the case of misconduct such as swearing at tutors, threatening behaviour or sexual misconduct, learners will go straight to stage 6.

Gross Misconduct: In cases of gross misconduct such as violence, racism, sexism, harassment or abuse, theft, weapons, drugs and alcohol learners go straight to stage 7.

Non-completion of Work: If learners are of serious concern regarding progress of work, they may need to stay behind after school (Ketchup Club) and catch up with work with an allocated member of staff. Parents / carers will be contacted beforehand in order to gain consent. It is important that all learners continue to make good progress here at BCIS in order to not fall behind with qualifications, and ultimately risk failing the course.



Authorised Attendance

Authorised Absence: There are specific situations where a learner's attendance will be authorised. Examples of these situations are listed below; this list is not exhaustive, and there may be other occasions where a young person's attendance is authorised that are not detailed here.

At least two day's advance notice should be given to BCIS course manager for some of these occasions if you wish for your young person to receive authorization for their absence.

A learner's attendance will not be authorised for some of these situations if evidence is provided after events have taken place.

Deception: In the event that any learner deliberately attempts to deceive BCIS staff in connection with attendance, details of this behaviour will be passed on, and learner will be held subject to the disciplinary procedure.

Reason	Evidence Required
General Holiday	Only allowed during timetabled holiday periods
Medical or dentist appointment, which cannot be arranged outside attendance hours	Appointment letter or doctor's note and tutor authorisation
Occasional care for a person if the learner has agreed caring responsibilities	Course manager must be informed when caring responsibilities begin
Religious Holiday	Tutor authorisation
Relevant career-related open day or an interview	Invitation letter and tutor authorisation
Extra-curricular activities	Tutor authorisation
Funeral or wedding (1 day per occurrence)	Letter from parent or guardian and tutor authorisation
Severe disruption to transport	Tutor authorisation. Checks will be made to confirm disruption
Court attendance, probation meeting, police station appointment or similar	Letter from court, probation officer, police and tutor authorisation
A visit to a university either to attend an open day or for interview, or a career-related interview.	Open day invitation Open day letter
An appointment with an adviser (Although these should normally be scheduled to avoid disruption to studies).	Email confirmation
Territorial Army / Cadet Forces / Reserve Forces events.	Invite Letter

Tutors and course managers are entitled to turn down any applications for authorised absence if they are considered to be unreasonable. Consideration will be given based on repetitions of the same or similar absence as well as other relevant factors.

If I know that my young person will be absent, what should I do (this includes sickness)?

Parents / carers are expected to let the course manager know as soon as they become aware that their young person will not be able to attend for any reason. Parents / carers will need to give a reason for their young person's absence, and provide proof of this absence as detailed above. Course manager will check this evidence, mark the register accordingly and if necessary, discuss any concerns with the parent / carer. If a learner is ill during the day, and has to go home, parents / carers will be contacted in an attempt to gain consent in order to allow the learner to leave the site.



Bullying

At BCIS, we believe that every learner has the right to a safe and respectful learning environment. We have a zero tolerance policy for bullying and take all reports of bullying seriously. BCIS has implemented policies and procedures to prevent and address bullying, as well as providing education and training for students and staff. We encourage all students to speak up if they or someone they know is being bullied and provide support for those who have been affected by bullying. Together, we can create a community where every student feels safe, respected, and valued.

The 'Learner Induction Pack' provided to BCIS learners during their induction, acts as a contract. Part of this contract serves to prove student knowledge about the definition of bullying, the consequences for bullying, and in turn to inform parents of BCIS policy regarding aggressive and inappropriate behaviour among students.

By signing the 'Learner Induction Pack', a BCIS learner understands that:

- Bullying can be physical, verbal, or emotional
- Bullying consists of, but is not limited to: name-calling, violence, theft, rumours, exclusion, threats, intimidation, put-downs and pranks. This can include using the Internet for any of these purposes
- Students should all be treated with the courtesy and equality regardless of age, gender, race, religion, orientation, size, disability, intelligence, athletic ability or popularity

BCIS Learner pledges to uphold the following rules:

- To abide by the schools policy concerning bullying and harassment
- To report incidents of bullying to a trusted teacher or staff member
- To stand up for victims of bullying
- To encourage others to treat all student with respect and courtesy
- To help make the school a place where everyone feels safe, heard, and respected.

BCIS Learner understands that any incidents of bullying will result in the following consequences:

1. First report of bullying: Verbal warning or written warning, sent home
2. Second report of bullying: 3 day fixed term exclusion
3. Third report of bullying: 5 day fixed term exclusion
4. More than 3x reports of bullying: Learners placement will be withdrawn



BCIS Search & Confiscation Policy

1. BCIS security staff can search a learner for any item banned under BCT / BCIS rules, if the learner agrees.
2. BCIS security staff are authorised to search learners or their possessions, without consent, where they suspect the learner has certain prohibited items. The items that can be searched for under this power are knives or weapons, alcohol, illegal drugs and stolen items.
3. BCIS security staff can seize any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to BCT / BCIS discipline.

Refusal To Agree To A Search:

1. If a learner refuses to be screened, then BCIS may refuse to have the learner on the premises
2. In order to ensure the safety of all BCT / BCIS learners, learners refusing to cooperate with a search can receive a written warning or be suspended or excluded.

What Can Be Searched For:

Knives or weapons, alcohol, illegal drugs and stolen items (referred to in the legislation as 'prohibited items').

Who Can Search?

- BCT Security Staff (Genesis)
- BCT / BCIS Heads of School, Tutors and Site Managers

The member of staff conducting the search must be the same sex as the learner being searched; there must be a witness (a BCT / BCIS staff member) and, if at all possible, they should also be the same gender as the learner being searched.

Establishing Grounds For A Search:

1. BCT security staff can only undertake a search without consent if they have reasonable grounds for suspecting that a learner may have in his or her possession a prohibited item.
2. BCT / BCIS security staff / tutor must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other learners talking about the item or they might notice a learner behaving in a way that causes them to be suspicious.
3. BCT / BCIS staff can view CCTV footage in order to make a decision as to whether to conduct a search for an item.

The Power To Seize & Confiscate Items:

1. BCT security staff has the power to confiscate, retain or dispose of a learner's property as a disciplinary penalty, where reasonable to do so.
2. The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the



circumstances. Where any article is thought to be a weapon it must be passed to the police.

Items Found As A Result Of A Search:

1. If any prohibited items are found during a search, then the learner will be subject to the BCIS disciplinary policy and may receive a written warning or be suspended or excluded.
2. If a learner is found to be carrying a weapon or drugs then this is gross misconduct and the learner will be excluded immediately and reported to the police.



BCIS I.D Card Policy

Your young person will be issued with an ID card on completion of enrolment. The expiry date on the card will be the anticipated end date for a learners programme of study at the time of issue.

As An ID Card Holder, Learners Are Expected To:

- Wear their I.D card visibly at all times when they are on college premises
- Show their I.D card on request to staff. Learners will be asked to present their I.D card when accessing facilities and also to gain entry into formal examinations
- Use their I.D cards responsibly. The I.D card is unique to every learner, and is non-transferrable. Learners should never allow anyone else to borrow or use their I.D card
- Only have one card. If a learner loses their card, and receives a replacement, and then finds their old card, they will need to hand in the old card to the reception
- Ensure that their I.D card is always attached to the lanyard which represents BCIS

Please Note:

- ID cards remain the property of Big Creative Training at all times
- If a learner finds a card on campus, they will be expected to hand it in immediately to reception
- If a learner loses their card, or feels it has been stolen, it is important that the learner reports this to reception straightaway

College Card Photo: Learners are not required to provide a photo for their I.D cards. Learners' photo will be taken on the day that they complete their BCIS enrolment.

Interruption Of Studies, Suspension Or Withdrawal: All cards must be surrendered if a learner is suspended, withdrawn or excluded.

Forgotten Cards:

- If a learner forgets their card, they will be issued with a temporary pass which must be worn at all times whilst they are on the premises, and must be returned at the end of the day
- If a learner forgets their I.D card more than once, they may be sent home to get their I.D card

Lost Or Stolen Cards:

- We know things don't always go to plan, so we offer 1 free replacement if an I.D card is lost or stolen during a learners program of study. BCIS learners are to make contact with the BCIS course manager in order to arrange a replacement I.D card
- Once a learner has had a free replacement, and their card is lost or stolen again, learners will be charged a fee of £3 for every future replacement

Damaged Cards:

- If an I.D card is damaged as a result of reasonable wear and tear, learners are to bring the I.D card to their course manager who will arrange for a free replacement
- Please note we reserve the right to charge £3 for the replacement if an I.D card has been wilfully damaged



BCIS Acceptable Use Policy

This acceptable use policy is intended to ensure: That young people will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.

Google Classroom: Learners will access the majority of their work via Google Classroom. The comment section is only to be used for work related queries. Any learner found to be using the comment section to banter, bully or disrupt will be held subject to the disciplinary procedure.

Social Media: Social media apps, like 'Tik Tok', 'Snapchat' & 'Instagram', are all applications where a learner can create a profile all about themselves, and send messages to other people. It's important for learners to know how to stay safe online and what to do if they feel bullied, or if somebody is being inappropriate towards them.

Safe Surfing: The Internet is a great place for learners to chat to friends, show photos and have fun, but it's important for learners to know how to stay safe too.

Cyber Bullying: it is important for learners to know that cyberbullying is when people are nasty or threaten someone online or via mobile phone and other devices.

Mobile Phone Safety: Mobile phones are a great way for learners to keep in touch with their mates. Learners should contact a member of staff, if someone they don't know gets in touch with them via their mobile phone, or if they are being bullied through their mobile phone.

Please encourage your young person to understand the following:

01. BCT Media Centre systems are to be used in a responsible way, to ensure that there are no risks to learner safety or to the safety and security of the Centre and other users.
02. The BCT Media Centre will monitor all use of equipment, email use and other digital communications.
03. Usernames and passwords are to be handled with care - Learners should not share, nor try to use any other person's username and password.
04. When communicating on-line, to be aware of "stranger danger".
05. To not disclose or share any personal information about themselves or other people when on-line; except in line with the BCIS programme of study.
06. To immediately report any unpleasant or inappropriate material, messages or anything that makes them feel uncomfortable online.
07. Everyone has equal rights to use technology as a resource, and that the BCT Media Centre systems are primarily intended for educational use, and are not to be used for personal or recreational use, unless given permission to do so by a member of staff.
08. Learners are not to steal, disable or cause any damage to BCT media Centre equipment, or the equipment belonging to others.
10. BCIS learners are to respect others' work and property, and are not to access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.



11. BCIS learners are to be polite and responsible when communicating with others, to not use strong, aggressive or inappropriate language, and to appreciate that others may have different opinions.
12. Learners are not to distribute media resources of anyone without their permission.
13. The BCT Media Centre has a responsibility to maintain the security and integrity of the technology it offers its learners, and also to ensure the smooth running of the Centre.
14. If a learner chooses to use their own devices in the educational environment, they are to follow the rules set out in this agreement, in the same way as if the learner was using BCT Media Centre equipment.
15. To understand the risks, and not to try to upload, download or access any materials which are illegal, inappropriate or which may cause harm or distress to others. Learners must also understand that they are not to try to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.
16. Learners are to immediately report any damage or faults involving equipment or software to members of staff, however the damage may have happened.
17. Learners are to only use chat and social networking sites with permission, and at the times that are allowed within the BCT Media Centre rules, when using the Internet for research or recreation.
18. Where work is protected by copyright, learners are not to try to download copies (including music and videos).
19. To understand that the BCT Media Centre has the right to take action against a learner if they are involved in incidents of inappropriate behaviour or misuse of equipment that are covered in this agreement. This also applies to when a learner is out of school and is using the BCT media Centre facilities (examples would be cyber-bullying, use of images or personal information).
20. If a learner fails to comply with this Acceptable Use Policy Agreement, they may be held subject to disciplinary action. This may include loss of access to the BCT media Centre, detentions, suspensions, and contact with parents / carers. In the event of illegal activities, Police will be contacted.



Policy on the use of face coverings for learners

- BCIS learners must comply with the government guidance on face coverings in education at all times
- Learners can wear face coverings at their discretion. It is recommended that face coverings are only worn in indoor communal areas where social distancing cannot be safely observed
- Learners who are wearing face coverings when they arrive will need to remove their face covering so their identity can be checked. If a learner wants to continue wearing a face covering on entering the building, they will be given a disposable medical grade face covering which will be available at reception
- Learners working in studios are asked to wear face coverings apart from when they are doing vocal performances
- It is vital that face coverings are worn correctly and that all learners follow the guidance on how to put on, remove, store and dispose of face coverings to avoid inadvertently increasing the risks of transmission
- Safe wearing of face coverings requires cleaning of hands before and after touching – including removing or putting them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully
- On the basis of current evidence, face coverings will not generally be necessary in the classroom even where social distancing is not possible. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided
- If you feel strongly that you want to wear a face covering in class this will be allowed, however it will have to be a medical grade face covering supplied by BCT / BCIS for learners
- If your young person has a medical reason why they are not able to wear a mask, we ask that this be communicated by emailing:
coronavirusreporting@bigcreative.education



Term Dates

Big Creative Independent School
Term Dates
Our School term dates for 2022 – 2023

TERM 1	Autumn Term 1	First Day	Monday 5th September 2022
		Last Day	Friday 21st October 2022
		INSET DAY(S)	TBC
	Holiday	October Half Term	24th October 2022 - 28th October 2022
	Autumn Term 2	First Day	Monday 31st October 2022
		Last Day	Friday 16th December 2022
		INSET DAY(S)	TBC
Holiday	Christmas Half Term	19th December 2022 - 30th December 2022	
TERM 2	Spring Term 1	First Day	Tuesday 3rd January 2023
		Last Day	Friday 10th February 2023
		INSET DAY(S)	TBC
	Holiday	February Half Term	13th February 2023 - 17th February 2023
	Spring Term 2	First Day	Monday 20th February 2023
		Last Day	Friday 31st March 2023
		INSET DAY(S)	TBC
Holiday	Easter Half Term	3rd April 2023 - 14th April 2023	
TERM 3	Summer Term 1	First Day	Monday 17th April 2023
		Last Day	Friday 26th May 2023
		INSET DAY(S)	TBC
	Holiday	June Half Term	29th May 2023 - 2nd June 2023
	Summer Term 2	First Day	Monday 5th June 2023
		Last Day	Friday 14th July 2023 (Year 11 learners finish on 30th June 2023)
		INSET DAY(S)	TBC



Learner Privacy & Consent

Please confirm you have read the [Privacy notice for learners and parents](http://www.bcepolicies.com/public-documents/) available here:

<http://www.bcepolicies.com/public-documents/>

I confirm

Marketing Consent:

BCT / BCIS produces printed and online publicity material to promote the services that we offer. This includes prospectuses, websites and social media.

All images are stored securely on BCT's servers or kept securely on CD or DVD at the BCT premises and we ensure that we comply with all UK data protection legislation regarding the processing and storing of images.

BCT will never print your young persons full name next to their image in print or digital formats.

You have the right to remove your young persons images, or the right to change your mind in accordance with the GDPR policy, which is also available at the link above.

Please indicate below consent to your young persons audio, image or video being used for promotional and / or marketing purposes online or in print.

I consent

I do not consent

"Please note that we will process your young persons data in line with GDPR legislation, and our privacy notice which is available at <http://www.bcepolicies.com/public-documents/>

By applying for this course you are confirming that you have read and understood the privacy notice".



Parent / Carers Terms and Conditions

I confirm that I have read and understood the induction pack relating to my young persons course and that I have understood the course terms and conditions in relation to the following areas:

- Hours of participation and timetable
- Behaviour standards
- Qualification, employment, enrichment and pastoral information
- Term Dates
- Previous results
- Absence and what to do if I my young person is unwell
- Bullying contract
- Free school meals and other support available
- Disciplinary procedures
- Privacy notice
- Search & Confiscation Policy
- I.D Card policy
- Acceptable use Policy
- I understand that I will not be charged any fees for my young person attending the BCIS course

I confirm that I have had the opportunity to discuss the following with BCIS staff:

- My young persons suitability of the learning programme
- The specific support available to my young person
- The nature of the procedures involved in the process of advice and guidance for my young person

Parent / Carer Sign	
Parent / Carer Name	
Date	
Course Manager Sign	
Course Manager Print Name	
Date	
Name Of Course	

Filing requirements:

- Original to remain in student's folder, photocopy to remain with parent / carer

Last updated	Next review	Person responsible
November 2022	August 2024	JB