



BIG CREATIVE  
EDUCATION  
APPRENTICESHIPS  
TRAINING  
ACADEMY



# BIG CREATIVE INDEPENDENT SCHOOL INDUCTION PACK

2022 – 2023

Learner Name	
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## BCIS OVERVIEW

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### Welcome to Big Creative Independent School

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

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 you 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 your environment

BCIS also aims to help you decide on what you want to do when you complete your KS4 provision, which could be any of the following:

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

Your training course is tailored to meet your individual needs and is based on the assessments and interviews carried out during your induction and initial assessment. Should you have any queries regarding your training then please enquire with your lead tutor.



## Staff Members:

<b>Maths</b> Dionne Williams	<b>English</b> Kelly Jordan	<b>Creative Music Industry L1</b> Calum Macdonald	<b>Creative Digital Media L2</b> Rohan Green
<b>Personal &amp; Social Development</b> Carel Tiofack	<b>Deputy Head of School</b> Justin Bayley	<b>Head of School</b> Ian Morton	<b>Receptionist</b> Shanice Vigilant

## Timetable:

BCIS Timetable 2022 - 2023						
Time	Hours	MON	TUE	WED	THURS	FRI
09.20 - 10.40	1 hour 20 mins	English	Creative Music Industry Level 1	Creative Digital Media Level 2	Maths	Creative Digital Media Level 2
10.40 - 10.55	15 mins	BREAK				
10.55 - 12.15	1 hour 20 mins	Maths	Creative Music Industry Level 1	Creative Digital Media Level 2	English	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

### Training Centre Address:

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

BCIS Course number: **07578 590 327**  
 BCIS Centre number: **02038 735 800**  
 Deputy Head of School Number: **07575 053 994**



## Qualification Offer:

You will work towards the following qualifications:

Qualification	Type of Qual	Awarding Body
Functional Skills / GCSE	Maths & English	OCR
L1 Extended Certificate - Music Practitioner	Music Production / Performance	Rock School
L2 Extended Certificate - Creative Digital Media	Creative Digital Media	Rock School
Level 1 Certificate in Skills for Employment, Training and Personal Development	Personal & Social Development	NOCN
Sports / P.E	Sports	Non accredited
Self Development Programme	Personal & Social Development	Non accredited
"This is Me" Project	Multimedia & PSD	Non accredited

Your training program lasts for 39 taught weeks

## The BCIS Course:

**Maths and English:** BCIS offers GCSE and Functional Skills (FS) in math's and English. FS are practical skills in English and math's that will help you 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.

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

**Individual Learning Plan:** The ILP is the document that will accompany you throughout your training with BCIS, and will hold all the details of your personalised targets and outcomes from your monthly reviews and progression information.

**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 you with travel support throughout the academic year. For more information please visit the TFL website.

**Timekeeping:** You are expected to attend all sessions on time. You will be expected to be ready to start morning sessions at 9.20am. If you are not ready by this time, or if you are late back from lunch or a break, this could have a negative impact on your Dojo points, and you 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 you are wearing a hooded top you <b>MUST NOT</b> have your 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 you are eligible, free school meals will be provided at lunchtime in the common room. You are welcome to bring your own packed lunch if need be. If you feel you are eligible, but are not currently receiving free school meals, please discuss this with your 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 you arrive between these times you will be able to have a free healthy breakfast provided by BCT. You will be required to tidy up after yourself.

**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 music / media qualifications.

**Parent / Carers Evening:** Your parents or carers will be invited to come into the centre to meet your tutors and see some of the work you have been doing. This is a great chance to share your work with the important people in your lives. If your parent or carer is not able to come and you would like to bring a friend or someone else that would be fine.

**Enrichment Opportunities:** There will be a range of opportunities for you 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 you have any personal issues, either practical or emotional, please talk to your Deputy Head of School who will help you in every possible way. If you feel you need further assistance we can arrange for you to meet with a professional in the relevant area. You can also meet with the student welfare and guidance officer, counsellor or mentor. If you require a referral, please let a BCIS staff member know.



**Job or Training Search:** One of the purposes of BCIS courses is to provide you the skills needed to help you find a job or further training in today's competitive market. In order to prepare you for this an important part of your course includes sessions where you 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 and you must attend all sessions.

There will be careers and progression day where all learning will stop and the centre will be taken over by careers options. All learners and staff will be expected to attend.

**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 you use someone else's work as part of your own, for example in researching a subject, you must make that clear. Your tutors can help you 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 you are in any doubt about this please ask for help.

**Health & Safety:** We regard your welfare, health and safety as very important. Please ensure that you:

- Read and obey all the notices concerning safety
- Report any hazards or dangers which you see to a member of staff
- Report any defects in facilities or equipment to a member of staff
- Report any accidents which befall you to your course tutor and ensure that they are entered in the accident book which is held by your first aider
- Comply with all health and safety requirements of your placement provider
- Details of your first aider will be given during your health and safety induction

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

**Complaints Procedure:** We hope that you will enjoy your time with us, however, if at any time you have a grievance relating to your training then you should use the complaints procedure which is available on the BCT website.

**Offsite Procedure:** Any learners found offsite 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 items can also be stored here throughout the day. You will also 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 ask a member of staff.**



## BCIS Attendance & Behaviour Standards

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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 people are ill or need to be away for other reasons and require time off from their training course. Should this be the case, please inform your tutors / the Deputy Head of School as soon as possible.

Parents / carers are expected to make contact with BCIS if a learner is running late, or if a learner is going to be absent for the day. If no communication has been made from home to school, BCIS staff will attempt to make contact, and get / give update on current situation with particular learner.

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 continues absence.

**Lateness:** If you are late, you will need to visit the Deputy Heads office, or student services to be registered, you will also need to complete a late slip before you enter the classroom. Once you have entered the classroom you must give your late slip to the lead tutor. Your late slip will record how many minutes / hours you were late by, as well as how many points you have lost.

- 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 you are on your training course you will meet other trainees from a variety of different backgrounds and abilities. You 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 must be agreed during induction and printed out A3, signed by all learners and placed on the wall of the classroom for reference. The following headings are to be used:

- What learners can expect from BCT / BCIS
- What BCT / BCIS can expect from learners
- What learners can expect from each other

**Mobile Phones:** Mobile phones are banned from all training sessions unless your tutor says you can use them for research or as part of your course. You will be expected to place your phone in phone sleeve, and retrieve at the end of any session. If someone close to you needs to contact you they can phone tutor phone 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
- If anyone needs to contact you in an emergency, please give them our reception number / BCIS course number.

## Disciplinary Process

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**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.

**Disciplinary Behaviour:** The following types of behaviour can move a learner up the disciplinary procedure:

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 meeting with parents / carers. The aim being to help the learner understand what behaviour needs to be rectified, outline strategies in order for learner to meet expectations, and for learner to help staff understand how to best engage with learner to meet expectations.

SMC will remain 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 learner has not met expectations of targets then 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 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.

Learners will have the ability to reduce disciplinary stages by using their dojo points, it costs 25 dojo points to move down a stage (please see Deputy Head of School regarding this).

**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

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**Authorised Absence:** There are specific times when you will be authorised if you do not attend training, these times are listed below; this list is not exhaustive, and there may be other occasions when you are authorised that are not detailed here.

At least two day's advance notice should be given to your tutor by your parent / carer for all of these occasions if you wish to receive authorisation. You will not be authorised if you provide evidence of these events after they have happened.

**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 you will be 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 I will be absent what should I do (this includes sickness)?

Your parent / carer will need to let staff members (Tutors / Deputy Head of School) know as soon as you become aware you will not be able to attend for any reason. You will need to give staff a reason for your absence and provide proof of this absence as detailed above. Staff will check this evidence, mark the register accordingly and if necessary, discuss any concerns with you, or with your parent / carer. If you are ill during the day and have to go home, you must let your tutor know, your tutor will attempt to gain consent from your parent / carer in order to allow you to leave site.

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## Learner Agreement

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**(To be completed in a group session)**

What should learners expect from their peers?

1.
2.
3.

What should learners expect from BCIS?

1.
2.
3.

What should staff team expect from learners?

1.
2.
3.



## Bullying

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This contract serves to prove student knowledge about the definition of and consequences for bullying, and to inform parents of BCIS policy regarding aggressive and inappropriate behaviour among students.

**By signing this contract, this 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

**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.

**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 then 3x reports of bullying: Learners placement will be withdrawn



## BCIS Search & Confiscation Policy

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1. BCIS security staff can search a learner for any item banned under BCT 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 co-operate 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; and there must be a witness (a BCT / BCIS staff member) and, if at all possible, they should 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

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You will be issued with an ID card on completion of enrolment. The expiry date on the card will be the anticipated end date for your programme of study at the time of issue.

### As An ID Card Holder You Are Expected To:

- Wear your card visibly at all times when you are on college premises.
- Show your card on request to staff. You will be asked to present your card when accessing facilities and also to gain entry into formal examinations.
- Use your card responsibly. The card is unique to you and is non-transferrable. You should never allow anyone else to borrow or use your card.
- Only have one card. If you lose your card and get a replacement and then find your old card, you will need to hand in the old card to the reception.
- Your I.D Card must always be attached to the lanyard which represents BCIS.

### Please Note:

- ID cards remain the property of Big Creative Training at all times.
- If you find a card on campus, please hand it immediately to reception
- If you have lost your card or it has been stolen it is important that you report it straightway to reception.

**College Card Photo:** You are not required to provide a photo for your card. Your photo will be taken on the day that you complete your BCIS enrolment.

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

### Forgotten Cards:

- If you forget your card you will be issued with a temporary pass which must be worn at all times while you are on the premises, and must be returned at the end of the day.
- If you forget your card more than once you may be sent home to get your card

### Lost Or Stolen Cards:

- We know things don't always go to plan, so we offer 1 free replacement if your card is lost or stolen during your programme of study. Visit reception and we will be able to issue you with a replacement
- Once you have had your free replacement, if your card is lost or stolen again you will be charged a fee of £3 for every future replacement.

### Damaged Cards:

- If your card is damaged as a result of reasonable wear and tear, please bring the card to the reception and we will replace it free of charge
- Please note we reserve the right to charge £3 for the replacement if your card has been wilfully damaged.



## BCIS Acceptable Use Policy

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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:** You will access the majority of your work via Google Classroom. The comment section is only to be used for work related queries. Anyone 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 you can create a profile all about yourself and send messages to other people. It's important to know how to stay safe online and what to do if you feel bullied or if somebody is being inappropriate towards you.

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

**Cyber Bullying:** Cyber bullying is when people are nasty or threaten someone online or via mobile phone and other devices.

**Mobile Phone Safety:** Mobiles are a great way to keep in touch with your mates. If someone you don't know gets in touch with you on your mobile, or if you are being bullied through your phone, you should tell someone who could help you.

01. I understand that I must use BCT Media Centre systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the Centre and other users.
02. I understand that the BCT Media Centre will monitor my use of the equipment, email and other digital communications.
03. I will treat my username and password with care – I will not share it, nor will I try to use any other person's username and password.
04. I will be aware of "stranger danger", when I am communicating on-line.
05. I will not disclose or share personal information about myself or other people when I am on-line; except in line with my programme of study.
06. I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
07. I understand that everyone has equal rights to use technology as a resource and I understand that the BCT Media Centre systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
08. I will not steal, disable or cause any damage to BCT media Centre equipment, or the equipment belonging to others.
09. I will act as I expect others to act toward me.
10. I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.



11. I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
12. I will not take or distribute media resources of anyone without their permission.
13. I recognise that BCT Media Centre has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the Centre.
14. I understand that, if I do use my own devices in an educational environment, I will follow the rules set out in this agreement, in the same way as if I was using BCT Media Centre equipment.
15. I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
16. I will immediately report any damage or faults involving equipment or software, however this may have happened.
17. I will 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, I will not try to download copies (including music and videos)
19. I understand that the BCT media Centre also has the right to take action against me if I am involved in incidents of inappropriate behaviour or misuse of equipment, that are covered in this agreement, when I am out of school and where they involve my use of the BCT media Centre facilities (examples would be cyber-bullying, use of images or personal information).
20. I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be subject to disciplinary action. This may include loss of access to the BCT media Centre, detentions, suspensions, and contact with parents and in the event of illegal activities involvement of the police.





## Policy on the use of face coverings for learners

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- 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 you want to continue wearing a face covering on entering the building you 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 you have a medical reason why you are not able to wear a mask we ask that this be communicated by emailing: **coronavirusreporting@bigcreative.education**



## Learner Privacy & Consent

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Please confirm you have read the privacy notice 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, website 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 a your full name next to your image in print or digital formats.

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

### Consent to have my audio, image or video used for promotional and / or marketing purposes online or in print

I consent

I do not consent

*"Please note that we will process your 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"*



## Student's Terms and Conditions

I confirm that I have read and understood the induction pack relating to my 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 hours and employment, enrichment and pastoral hours
- Absence and what to do if I am unwell
- Learner agreement
- 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 attending my course

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

- My suitability of the learning programme
- The specific support available to me
- The nature of the procedures involved in the process of advice and guidance.

<b>Student Sign</b>	
<b>Student printed name</b>	
<b>Date</b>	
<b>Tutor Sign</b>	
<b>Tutor Print Name</b>	
<b>Date</b>	
<b>Name Of Course</b>	

### Filing requirements:

- Original to remain in student's folder
- Please photocopy and place copy in learner file

Last updated	Next review	Person responsible
August 2022	August 2023	JB