



**Birmingham**  
Independent College



# BIRMINGHAM INDEPENDENT COLLEGE (BIC)

## Parent & Student Handbook 2018/2019

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## 1. Welcome

Welcome to Birmingham Independent College (BIC). We are very pleased that you have joined our small and successful college. This document outlines key information at BIC. It includes some key points that will be helpful to you during the academic year.

## 2. Our Vision

Our vision is to provide high quality academic teaching and learning experiences alongside targeted vocational and employment training. Our individual learning plans are designed to ensure students achieve their maximum potential, towards their chosen career destination whether that be, in a vocational or academic pathway.

## 3. Our Aims

- To nurture and celebrate the unique worth of each student so that all students are empowered to fulfil their potential where their given talents may lie
- To prepare students to enjoy life to the full in this wonderful, exciting world by introducing them to as many different, challenging and enjoyable experiences as possible
- To develop our students into spiritually aware, articulate, literate and numerate people so that they can access all that life has to offer
- To seek excellence in all that we do and have high academic standards as well as rigorous, consistent expectations of good behaviour
- To be fully inclusive and strive for the highest standards in teaching and learning
- To encourage all members of our college community to own the education of our young as a joint venture among parents, community and college

## 4. Term Dates 2018-2019

### Autumn Term 2018

Term Starts: Monday 3 September 2018

Half-Term: Monday 29 October 2018 to Friday 2 November 2018

Term Ends: Friday 21 December 2018

### Spring Term 2019

Term Starts: Monday 7 January 2019

Half-Term: Monday 18 February 2019 – Friday 22 February 2019

Term Ends: Friday 12 April 2019

### Summer Term 2019

Term Starts: Monday 29 April 2019

Half-Term: Monday 27 May 2019 – Friday 31 May 2019

Term Ends: Tuesday 22 July 2019

## 5. Some important dates for the College Year

Important Dates	Dates
Parents' Day	20 December 2018, 11 April 2019, 18 July 2019
Exam Week	4 to 7 December 2018 and 1 to 12 July 2019
College Visits/Trips	Week before end of term - tbc

## 6. Contacting BIC

The college is open Monday to Friday from 8.30am to 4.00pm during term-time. The office telephone is usually open for calls every day of the holidays as well, unless otherwise stated.

Your first point of contact is:

**Ms Vivienne Lambert**

She is the Operations Manager and can be contacted by telephone on **0121 507 0904** or **07486 888054**. You can also leave a message for Ms Lambert on the telephone or email [info@biccollege.org](mailto:info@biccollege.org).

The college address is:

Birmingham Independent College  
Albert Hall  
Witton Road  
Aston  
Birmingham  
B6 5NU

The college website is [www.bicollege.org](http://www.bicollege.org)

The college email is: [info@bicollege.org](mailto:info@bicollege.org).

If Ms Lambert is not available please contact Ms McIntosh, Head of College.

Please ensure that you return your BIC Parent's Information Pack (or admission referral form) on the first day of the first day at college. Within the pack are details that the college needs: your home address, telephone number, parents or guardians' work telephone numbers, mobile numbers and email addresses. Telephone numbers are very important as we do, on occasion, need to contact parents or guardians urgently.

## 7. The College day at BIC

The college day starts with registration at 8.45am and finishes at 2.30pm. There is a morning break for 15 minutes between 11.00am to 11.15am and lunchtime is between 1.00pm and 1.30pm. Students must arrive at college on time and be in their class at the start of every lesson. Students will get a class timetable on the first day at college.

Students will follow one of the timetables outlined below unless assessments dictate otherwise :

### ESOL TIMETABLE

- ESOL (English for Speakers of Other Languages)
- Functional English
- Functional Maths
- Information Technology
- Citizenship
- Food Technology
- PSHE (Personal, Social and Health Education)

## PROGRESSION TIMETABLE (additional to the ESOL timetable)

- GCSE English Language
- GCSE Maths
- BTEC Health and Social Care

## 8. College Uniform

All students **MUST** wear our college uniform.

### **Boys Uniform**

- Green BIC Hoodie (purchased from BIC for £20.00)
- A white shirt
- A black v-necked jumper (optional)
- Black trousers
- Black socks
- Black shoes

### **Girls Uniform**

- Green BIC Hoodie (purchased from BIC for £20.00)
- A white shirt
- A black v-necked jumper or cardigan (optional)
- Black trousers or black skirt
- Black socks or tights
- Black shoes

These items can be bought in a number of places including Primark, Tesco, Asda, Marks and Spencer. Please ensure that you take pride in your appearance.

## Sports Uniform

All students will do sports as part of their PSHE lessons. For sports, all students should wear comfortable/loose clothes with trainers. Long hair should be tied up. More advice will be given on the first day of college.

- Green BIC Hoodie (purchased from BIC for £20.00)
- A white top
- A black jog bottoms
- Black or White trainers

## 9. Equipment

You must bring the following equipment to college every day:

- Writing pens (black, blue and red)
- Writing books/paper
- Pencils
- Rubber/Eraser
- Ruler
- An English dictionary
- Lever arch folder(s)
- A calculator

Students will be given exercise books so it is important that you have a large bag for your college work.

At home it is recommended that you have:

- A bi-lingual dictionary for your first language e.g. Spanish/English
- A thesaurus

## 10. Homework/Pink Slipped/Permission Slips

Homework is an important part of your education. We believe that it helps you learn faster. You will get regular homework, including tests each week. It is important that you **always remember to do your homework.**

Students must:

- listen to homework instructions in class
- copy down instructions for the task and deadline date into the homework diary
- ensure that homework is completed and handed in to meet the deadline
- try and do **their** best (homework must be completed by the student)
- inform the class teacher of any difficulties

Parents and guardians can also support their children with their homework by:

- Providing somewhere quiet to do homework with a table and a chair
- Encouraging them to avoid leaving homework until the last minute
- Checking that they take their homework to college

If you do not complete your homework the following sanctions will apply:

- If a student fails to complete any piece of homework they will be given a 'YOU'VE BEEN PINK SLIPPED' to take home. This slip means that a student has not handed in homework and this will be recorded on their file. On receiving a Pink Slip students will be given an extra piece of homework and will need to hand in both pieces of homework the college next day.
- If the student received 2 Pink Slips (fails to complete homework more than 2 times within a 2-week period) a letter of warning is sent home and the student will meet with Miss McIntosh, the Head of College, to discuss ways to organise and manage homework.
- If this behaviour continues, the student will face a week of sanctions. This will include a meeting with Miss McIntosh, parents and the student to discuss further action. This may result in the student staying later at college, detention for 10

minutes at lunchtime or other appropriate sanctions to help students recognise the importance of homework.

**Students are not allowed to leave the building under any circumstance between the hours of 8.45am and 2.30pm, unless authorised to do so.**

**During class times students should only leave their lesson with a permission slip.**

## 11. Attendance

Parents/carers must make sure their children receive a full-time education that meets their needs.

Where children are not receiving a full-time education, and there isn't a good reason why not, parents may have to pay a fine. Parents may also have to attend court where they could receive both a fine and a criminal record.

In order to do well in school, children must:

- attend regularly, and
- be punctual

### **Did you know?**

- 5 minutes late every day means around 3 ½ days of education are missed
- a score of 90% in a test would be a good result but 90% attendance means that a child will have missed around 100 lessons over a school year.

### **Sanctions for lateness**

Arrival after 8.45am could lead to students receiving sanctions. For every 5 minutes that a student arrives after 8.45am they will receive a 20 minutes detention on the day of lateness. If a student arrives later than 9.15am parents/carers will be contacted and asked for a written statement as to why their child is late. Unless a valid reason is given students arriving after 9.15am will be given an hours detention on the date of lateness.

For persistent lateness, more than 2 times in a month, which incurred a detention, parents will be contacted to attend a meeting to discuss ways of improving their child's attendance.

## 12. BIC Code of Conduct

At BIC we foster strong and positive relationships with every student by promoting attitudes of tolerance, mutual respect and confidence. We expect students to try their best and commit themselves to the highest standards of behaviour.

We expect our students to:

- Learn without disruption
- Respect themselves and others, their points of view, irrespective of their race, gender, religion or background
- Do their best
- Be polite and courteous to teachers and other students
- Act with honesty and responsibility
- Be punctual
- Have a positive approach to all aspects of college life

We will not tolerate:

- Using telephones during the college day – phones must be handed to the admin staff at the beginning of the day and will be handed back at the end of that day
- Using gadgets (MP3, Tablets etc) during the college day
- Dressing inappropriately and immodestly
- Wearing jewellery (only small stud earrings or a small watch)
- Social networks/accessing chat rooms
- Bright coloured lipstick (natural coloured lip gloss)
- Using a computer or network for a purpose not permitted by the college
- Physical contact
- Bullying of any kind
- Any type of violence
- Vandalism, graffiti, or littering
- Cruel or insensitive behaviour
- Possession of or dealing in drugs or alcohol
- Smoking cigarettes
- Any signs of disrespect from any member of the community
- Arriving late to college or to lessons
- Leaving the college without permission or missing lessons

In the unlikely event that students engage in behaviour that is contrary to our expectations, sanctions will be applied.

**CHEWING GUM IS NOT ALLOWED IN THE BUILDING!**

**FOOD AND DRINK ARE NOT ALLOWED IN CLASSROOMS!**

### 13. Facilities

- Toilets - there are separate male and female toilets on the ground floor
- Food - students must bring their own snacks and lunch unless other arrangements have been made directly with BIC

### 14. Leave of absence/holidays/illness

If you are unable to attend college during term-time (e.g a medical appointment, family emergency) please contact college **before the day**. It is very important that you attend college every day so **please avoid taking family holidays in term-time**. Medical appointments, where possible, should be made after college has finished.

If you miss college you must make time to catch up on any missed work and be available for extra lessons if necessary.

### 15. Free School Meals

If you believe you are entitled to free school meals please speak to Ms Lambert, who will make the necessary checks and confirm if you will receive free school meals.

### 16. Free Bus Travel

Students who are referred to BIC from Birmingham's Pupil Placement, only, may be entitled to free bus travel. If your registered address is more than 3 miles away from the college's address (B6 5NU) you may be entitled to apply for a free bus pass. The pass will be available to use during term time.

If you are entitled and are aged 15 years old or under, you will be asked to purchase a child monthly bus pass and then bring it into college so it can be reimbursed to your parent/guardian. If you think you are entitled to apply for a bus pass please speak to Ms Lambert.

If you are entitled and are aged 16 years old you will need to apply for a student travel card from Travel West Midlands. If you are 16 years old you are classed as an adult and will have to pay adult prices to travel on public transport. However, a travel card will entitle you to travel at child prices.

If you want to apply for a travel card you will be given a unique verification number, which you will need to apply for the travel card on-line, you will have to pay a fee of £10 for the card. This card can be used until you are 18 years old, if you are still in education, for travel during term time. When you have received your card you must purchase a child monthly bus pass and then bring it into college so it can be reimbursed to your parent/guardian. If you think you are entitled to apply for a bus pass please let Ms Lambert know.

## 17. Growth Mindset

In February 2016 BIC launched its Growth Mindset programme. This programme aims to establish a 'growth mindset' in all of our students. In contrast to a 'fixed mindset', a 'growth mindset' recognises that nobody's intelligence is fixed. It embraces the potential that talents and abilities can be developed through effort, good teaching and persistence. At BIC, failure is viewed as an opportunity to learn and improve abilities; and of utmost importance is resilience and determination to keep going in the face of a challenge.

We work to develop a growth mindset in our students in order to avoid the fixed mindset that often limits their learning potential. We want our students to achieve their full potential, **to be the best that they can**, and our Growth Mindset programme helps turn a 'can't do' attitude into a 'can do' attitude. We expect our students' families to support this mindset and we will send out further guidance to help you do this.

## 18. BIC Mobile Phone/Devices Policy

Students are not allowed to have mobile phones/or devices whilst in school.

All students **MUST** put their mobile phones and/or devices into their named mobile phone container as soon as they arrive at college.

Student mobile phone containers are held at reception and will be locked away until the end of the college day.

Students who do not hand in their mobile phone and/or devices will have it/them taken away from them and have it returned at the end of the next college day (parents will be informed) - plus 1 hour detention as a sanction.

If a student does not hand in their mobile phone and/or devices for a second time their phone will be taken away from them and return when their parent/carer comes into college and collects it – plus 1 hour detention for 3 days.

If a student does not hand in their mobile phone and/or devices for a third time their phone will be taken away from them and return when their parent/carer comes into college and collects it, at which point the students sanctions will be formerly reviewed.

# BIRMINGHAM INDEPENDENT COLLEGE

## POLICIES INDEX

**COPIES OF THESE POLICIES ARE AVAILABLE BY ASKING THE HEAD OF COLLEGE OR THE OPERATIONS MANAGER**

	<b>CURRENT DATE</b>	<b>NEXT REVIEW</b>
<b>ADMISSIONS POLICY (including SEN)</b>	<b>SEPT 18 (yearly)</b>	<b>AUG 19</b>
<b>ACCESSIBILITY PLAN</b> <ul style="list-style-type: none"> <li>- The Disability Discrimination (Prescribed Times and Periods for Accessibility Strategies and Plans for Schools) (England) Regulations 2005</li> <li>- Equality Act 2010</li> <li>- Equality Act 2010 and schools</li> </ul>	<b>JAN 17 (tri-yearly)</b>	<b>JAN 20</b>
<b>ANTI-BULLYING POLICY</b>	<b>FEB 18 (bi-yearly)</b>	<b>JULY 19</b>
<b>ATTENDANCE POLICY (including SEN)</b>	<b>SEPT 18</b>	<b>AUG 19</b>
<b>BEHAVIOUR POLICY</b> <ul style="list-style-type: none"> <li>- Ensuring good behaviour in schools – (DfE)</li> <li>- Behaviour and Discipline in schools (DfE) Jan 16</li> <li>- Use of reasonable force – July 13</li> <li>- Searching, screening and confiscation – (Dfe) Jan 18</li> <li>- Exclusion from maintained schools, academies and pupil referral units in England - (DfE) Sept 17</li> </ul>	<b>FEB 18 (bi-yearly)</b>	<b>AUG 20</b>
<b>COMPLAINTS POLICY</b> <ul style="list-style-type: none"> <li>- The Education (Independent School Standards) (England) Regulations 2014</li> </ul>	<b>SEPT 17 (bi-yearly)</b>	<b>AUG 19</b>
<b>CURRICULUM PLAN (including SEN)</b>	<b>SEPT 18 (annually)</b>	<b>SEPT 19</b>
<b>DATA PROTECTION POLICY (including GDPR)</b> <ul style="list-style-type: none"> <li>- Quick 'How to Comply' Checklist from ICO (Information</li> </ul>	<b>May 18 (bi-yearly)</b>	<b>AUG 19</b>

<b>Commissioner's Office)</b> <ul style="list-style-type: none"> <li>- Quick guide to the employment practices code – ICO</li> <li>- In the picture: A data protection code of practice for surveillance cameras and personal information</li> <li>- Data Protection Act 1998</li> </ul>		
<b>E-SAFETY POLICY (including ICT handbook)</b>	<b>July 18 (bi-yearly)</b>	<b>July 20</b>
<b>EDUCATIONAL VISITS POLICY</b>	<b>JAN 16 (bi-yearly)</b>	<b>AUG 18</b>
<b>FIRE DRILL/EVACUATION PROCEDURES</b>	<b>MAR 17 (bi-yearly)</b>	<b>MAR 19</b>
<b>FIRST AID POLICY</b>	<b>MAR 17 (bi-yearly)</b>	<b>MAR 19</b>
<b>GRIEVANCE PROCEDURE</b>	<b>AUG 16 (bi- yearly)</b>	<b>AUG 18</b>
<b>HEALTH AND SAFETY POLICY</b> <ul style="list-style-type: none"> <li>- The management of health and safety at work regulations 1999</li> <li>- Health and Safety at Work etc. Act 1974</li> </ul>	<b>MAR 17 (bi-yearly)</b>	<b>MAR 19</b>
<b>INTIMATE CARE POLICY</b>	<b>MAY 18 (bi yearly)</b>	<b>MAY 20</b>
<b>MARKING, ASSESSMENT, RECORDING AND REPORTING POLICY</b>	<b>SEPT 16 (bi yearly)</b>	<b>SEPT 18</b>
<b>MEDICAL NEEDS POLICY</b> <ul style="list-style-type: none"> <li>- Supporting pupils with medical conditions – (DfE) May 2014</li> <li>- Supporting pupils at school with medical conditions – (DfE) Dec 15</li> </ul>	<b>MAY 18 (bi yearly)</b>	<b>MAY 20</b>
<b>NO PLATFORM FOR EXTREMISM</b> <ul style="list-style-type: none"> <li>- <i>No Platform Policy (from Birmingham City Council)</i></li> </ul>	<b>SEPT 15 (yearly)</b>	<b>AUG 16</b>
<b>RISK MANAGEMENT POLICY</b>	<b>MAR 17 (bi-yearly)</b>	<b>MAR 19</b>
<b>SAFEGUARING POLICY</b> <ul style="list-style-type: none"> <li>- Keeping children safe in education – (DfE) Sept 2016</li> <li>- Use of reasonable force – (DfE) July 2013</li> </ul>	<b>SEPT 18 (bi yearly)</b>	<b>SEPT 19</b>
<b>SAFER RECRUITMENT POLICY</b>	<b>JAN 17 (bi-yearly)</b>	<b>JAN 19</b>
<b>STUDENT AND PARENT HANDBOOK 2018/2019</b>	<b>SEPT 18 (yearly)</b>	<b>AUG 19</b>
<b>SPIRITUAL, MORAL, SOCIAL AND CULTURAL DEVELOPMENT (SMSC)</b> <ul style="list-style-type: none"> <li>- Improving the spiritual, moral, social and cultural (SMSC) development of pupils (DfE) Nov 2013</li> </ul>	<b>FEB 18 (bi yearly)</b>	<b>FEB 20</b>
<b>TEACHING AND LEARNING OBSERVATION</b>	<b>FEB 18 (yearly)</b>	<b>JAN 19</b>
<b>WHISTLE BLOWING POLICY</b>	<b>FEB 18 (bi yearly)</b>	<b>JAN 20</b>