

“Aspiration, Innovation, Motivation”

General Information

2018 – 2019

We aspire, innovate and motivate to ensure all our students develop their gifts and talents to the full.

Bourne Community College were recently awarded Gold Rights Respecting School status by UNICEF UK. The Gold Award is the highest accolade given to schools that demonstrate a deep commitment to promoting and realising children’s rights at all levels of school life.



TRANSITION AND ADMISSION TO A NEW SCHOOL

Moving from one school to another, either from primary to secondary or from a different part of the country, can be a daunting experience. We make careful arrangements to support all students who come to our school.

Moving from Junior School to Secondary School...

One of our senior staff is responsible for Primary School Liaison. Each child is visited in his or her Primary School and the child will therefore know a key member of staff on arrival at the Bourne. Discussions take place about friendship groups and particular strengths, needs and interests.

Once a child has been allocated a place at Bourne Community College, his/her family is invited to a Welcome Evening in order to meet their Form Tutor, Student Manager and Leader of Year. This meeting is invaluable for parents and carers who will have the opportunity to discuss the individual needs of their child with our staff.

Moving to Bourne Community College from a different area during secondary education...

The majority of students change schools in September. However, some students transfer to the Bourne during the year. A date will be arranged to discuss the transfer and to have the opportunity to look around. We make careful arrangements for the transition to our College and ensure that each child in this position is nurtured through the first few weeks by staff and fellow students. Contact is made with the previous school in order to ensure that the child is placed in appropriate subject teaching groups.

Parents who are interested in admission at any time during the year should contact :-

Pupil Admissions Office,	Telephone :	03330 142903
Centenary House,	Fax :	01903 839214
Durrington Lane,	E-mail :	admissions.south@westsussex.gov.uk
Worthing, West Sussex,		
BN13 2QB.		

Transport...

Transport arrangements for students attending Bourne Community College are dealt with by the Transport office based in County Hall, Chichester, PO19 1RQ.

They can be contacted on 01243 753530 or email - School.transport@westsussex.gov.uk.

DAILY TIMETABLE

8.25 am	Entry bell
8.30 am	Registration
8.45 am	Lesson 1
9.45 am	Lesson 2
10.45 am	BREAK
11.05 am	Lesson 3
12.05 pm	Lesson 4
1.05 pm	LUNCH
1.40 pm	Lesson 5 (including registration)
2.45 pm	End of Lessons

KEY DATES

Inset Days

Monday 3rd September 2018

Friday 5th October 2018

Friday 8th February 2019

Monday 22nd July 2019

Tuesday 23rd July 2019

Term Dates

Autumn Term 2018
Tuesday 4 th September - Wednesday 19 th December
Half Term: Monday 22 nd October - Friday 28 th October
Christmas Holiday: Thursday 20 th December - Wednesday 2 nd January
Spring Term 2019
Thursday 3 rd January - Friday 5 th April
Half Term: Monday 18 th February - Friday 22 nd February
Easter Holiday: Monday 8 th April - Monday 22 nd April
Summer Term 2019
Tuesday 23 rd April - Friday 19 th July
Half Term: Monday 27 th May - Friday 31 st May
Summer Holiday: Monday 22 nd July - September 2019
Term starts Monday 2 nd September 2019 (Inset days TBC)

UNIFORM

*School Blazer	Navy blue blazer with school crest.
*Skirt (girls)	Tartan, pleated skirt.
Trousers (girls/boys)	Black, conventional, formal style from school wear range. Corduroy, canvas, denim, cropped, tightly or highly fitted, casual styles or trousers with 'buckle' belts or any other form of decoration are not acceptable. Trousers MUST cover the ankle.
*Shorts (optional)	May be worn during summer term. Only those purchased from Skool Kit are acceptable.
Polo Shirt (optional)	Light blue (summer term only).
Blouse/ Shirt	Plain pastel blue with collar and sleeves (no denim). Shirts must be worn tucked in. T-shirts are not to be seen under shirts or blouses.
*Pullover (optional)	Navy blue jumper with School crest (must not be tucked into skirts/trousers).
Socks/Tights	Plain black or navy socks/tights.
Shoes	Plain ALL black, full shoe. Flat heeled, sensible style (no branded trainers or sports shoes). Logos and coloured laces are not acceptable. Shoes must be leather/leather type and able to be polished. NO canvas shoes.
*School Tie	Ties (optional for girls), must be worn correctly.
Coat	Suitable for cold/wet weather, to be worn over the school blazer.

PE KITS

Female - Compulsory List

White Bourne PE top*
Bourne skort or navy shorts*
Short white sports socks
SPORTS TRAINERS

Optional
Bourne Leggings*

Male - Compulsory List

Navy/white Bourne rugby shirt*
White Bourne PE top for games*
Navy shorts
Long, navy football socks
Short white sports socks
Football boots
Shin Pads
SPORTS TRAINER

Optional for both:

Bourne sports jumper*

Bourne base layer*

Bourne training tracksuit bottoms*

Gum guards are advisable for some activities and are available from the PE Department.

No vest tops

*Please note, these items are only available from our uniform stockists.

UNIFORM STOCKISTS

Skoolkit
The Meridian Shopping Centre
Elm Lane
Havant
PO9 1UN
02392 455 795 www.skoolkit.co.uk

Game, Set & Match
Unit 1 Beaver Trade Park, Quarry Lane
Chichester
PO19 8NY
01243 538 800
www.gsam.co.uk

RULES CONCERNING APPEARANCE

- Extremes of hair colour and styles are not permitted - hair should be no shorter than Grade 2.
- Make-up is not permissible in Years 7, 8 & 9. Subtle make-up is only permissible in Years 10 & 11.
- One pair of small, plain ear studs may be worn. Apart from watches no other jewellery may be worn.
- Piercings (other than those mentioned above) and/or tattoos are not permitted under any circumstances.
- False nails are not permitted under any circumstances. Nail varnish is not permitted.
- The school will take no responsibility for any items brought onto the premises. If items that are worn do not meet the school rules they will be confiscated and returned at the end of every half term with a written letter from the parents.

EQUIPMENT LIST

It is your responsibility to ensure you have all the right equipment for your lessons. Please do not expect staff to provide you with the basics.

You will need the following for most lessons:-

- Black pen and pencil
- Red and green pen
- Highlighters
- Ruler
- Pencil sharpener
- Eraser
- Scientific calculator
- Colouring pencils
- Protractor
- Compass
- Reading book
- A bottle of water

All equipment and kit must be carried in a suitable bag

MOBILE PHONES

- Mobile phones are allowed during break and lunch time only, and must be returned to the student's bag and turned off or silent before arriving at their next lesson. Mobile phones must be kept in students' bags during lessons.
- Any mobile phone seen or heard by staff during a lesson will be confiscated and kept in a secure place until the end of the day.
- Any ear/head phones on display during or to/from lessons either worn or coming through an item of clothing will be confiscated and kept to the end of the day.
- Teachers may give permission for students to use mobile phones and or ear/head phones as part of a planned teaching and learning activity. This will be clearly communicated before phones or earphones are allowed out of bags.
- If a student brings their mobile phone to school they do so at their own risk and it is their responsibility. The school will not be held liable for loss or damage and this will not be investigated by staff.
- Should a student be found using their phone without permission or inappropriately, it will be confiscated until the end of the day.
- If a student refuses to hand over their device, they will be isolated.

ANTIBULLYING

Bullying is not tolerated at Bourne Community College. Bullying is repeated intimidation of a victim that is intentionally carried out by a person or a group in order to cause physical and/or emotional harm. It is everyone's responsibility to prevent it happening. The School will react firmly and promptly where bullying is identified.

Bullying can be reported to any member of staff as well as Prefects, Peer Mediators, another student, also by completing the online form on the Bourne Portal, or by texting the bullying Helpline. www.bourneportal.eu/esafety.htm

Bourne Bullying Text/Phone

07546 125598

Every message dealt with in confidence

HOMEWORK POLICY

The purpose of homework is to encourage students:

- To develop skills, motivation and confidence to study effectively on their own.
- To consolidate and reinforce skills and understanding developed in college.
- To extend college learning.
- To encourage involvement of parents/carers in the learning of students.
- To enable students to meet particular demands of external examinations.

The suggested time allocation for homework is:

- At Key Stage 3 (Years 7, 8 and 9) students might normally expect homework to last between 3 - 5 hours per week.
- At Key Stage 4 (Years 10 and 11) an extended length of time is required depending on all of the courses being taken.

EXAMINATION ENTRY POLICY

Bourne Community College is committed to entering all students for the qualifications and examinations that make up their Key Stage 4 programme of study.

Our students' commitment is to ensure that, as well as engaging in all the lessons and revision programmes, they complete all required work and assessments which will contribute to their final exams at the end of Key Stage 4.

CAREERS EDUCATION

Careers education serves to develop student self-awareness, raise awareness of the challenges of the working world and encourage a recognition of life-long learning. Careers Education is delivered through the Personal Development Programme. Use is made of longer timetabled sessions, including whole days, to promote dynamic approaches to this aspect of their programme.

The College has a Careers Resource Area within the College library. This includes reference books, CD ROMs and a computerised database for individual use. The College has strong partnerships and links with local Colleges, Universities and Local Educational Partners, including local businesses, to promote opportunities to broaden student horizons and experiences.

RIGHTS RESPECTING SCHOOL THROUGH UNICEF



We are delighted to have achieved the Level 2 Award from UNICEF. As a Rights Respecting School, the values underpin our whole school philosophy, ethos, leadership and management.

The best interests of the child are a top priority in all our actions. Our school leaders are committed to placing the values and principles of the U.N. Convention at the heart of all policies and practice.

Rights Respecting values and an understanding of global citizenship and sustainability inform our practice.

The school has an inclusive and participatory ethos based on the Convention. This is made known to the children and adults, who use this to share understanding of work for global justice and sustainable living.

RRSA Ambassadors and adults collaborate to develop and maintain a Rights Respecting school community in all areas. Every child has the right to say what they think in all matters affecting them and to have their views taken seriously. Young people develop their confidence through their experience of an inclusive Rights Respecting school community, play an active role in their own learning and speak and act for the rights of all, to be respected locally and globally.

COLLEGE PROCEDURES

Security

We are a Rights Respecting School and we respect one another's personal belongings. As a result we have few problems with theft. We do advise students to take care of their own property at all times and to follow the instructions of staff in respect of security in changing rooms.

We cannot take responsibility for any items, particularly those which should not be in College.

Valuables

iPods, MP3 Players, hand held computer consoles and large sums of personal money are not permitted in the College.

Bourne Cafe

The Bourne Café produces an in house daily cafeteria service for students and staff.

The Canteen Manager and her team create a nutritious hot main meal each day of the week, with a variety of desserts. Students and staff may also choose from a choice of Jacket Potatoes, Pasta and sandwiches. The Café is open for breakfast, break and lunchtime.

As a College we encourage all students and staff to eat balanced meals in the knowledge that this will contribute to a healthy lifestyle and support concentration in lessons and activities.

No energy, sports or fizzy or canned drinks are permitted on school site. Only water or juice are allowed. Chewing gum is also not permitted in school.

Bourne Community College operates a 'Cashless System' for catering and School trips. Payments for these can be made by logging into Parent Pay from the Bourne E-Portal.

Inspection of Documents

Relevant documents may be examined at the main College office. These include minutes of Governors' meetings; Curriculum Documents; College Policies. Many are also available online on our website www.bourne.org.uk

Punctuality

Punctuality is an important part of self discipline and is essential to good time management. We expect students to be on time for all lessons. Morning sessions start at 8.25 am and afternoon sessions start at 1.40 pm.

Attendance

The proper place for your son/daughter on a College day is at College. If he/she is not in College then there must be a justifiable reason. A written note, telephone call or email is needed to the Attendance Officer,

Mrs. S. Vincent (01243 375691 ext. 220), before 8.45am on the first day of absence.

Holidays in Term Time

The College community is committed to raising standards and believes that this can only be achieved through regular attendance in order to achieve full potential.

N.B. The School will not authorise holidays in term time for any student due to the changes in the law in 2013.

Charging for College Activities

Education during normal College hours is free of any compulsory charge. However, requests may be made for voluntary contributions to allow students to take part in special events and if they wish to keep materials purchased by the College. Examination fees are paid by the College; however in certain circumstances, these may be recovered from parents e.g. for non attendance.

Residential and extra curricular activities will incur a charge. Limited financial assistance may be available, please contact Mrs Murray Brown, Assistant Headteacher in the first instance via email: jmurraybrown@wsgfl.org.uk or telephone 01243 375691 ext 227.

CONTACTING THE COLLEGE

Please ring Reception, where our Office Staff will then either put you through to the most suitable member of staff or pass on a message if they are not available.

The Student Support Managers are usually the first point of contact.

Student Manager (Year 7 and Year 8)	Mrs S Hudson	Ext 218
Student Manager (Year 9)	Mrs S Whitlock	Ext 223
Student Manager (Year 10 and Year 11)	Mrs R Tibbetts	Ext 214

Reception is open between 8.00am and 3.30pm. There is an answer phone, if our Receptionist is not available.

COMPLAINTS PROCEDURE

Please ring Reception, details will be taken of your concern and the relevant member of staff will get in touch as soon as possible. If you are still unhappy alert the Headteacher. There is also a formal complaints procedure with a letter to the Chair of Governors if there is still no resolution.

Misunderstandings and mistakes do occur and we will try to rectify these as soon as possible.



Headteacher : Mrs Yvonne Watkins BA (Hons)

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Southbourne,
Hampshire,
PO10 8PJ

Telephone: 01243 375691
e-mail: office@bourne.org.uk

Twitter: @BourneCCollege

www.bourne.org.uk