

# Becket Keys Family Handbook

'Faith in learning'



How to make the most of being part of  
Becket Keys Church of England School

## Faith in Learning

Our motto is 'Faith in Learning'.

Like all good schools we believe in the power of learning to change lives. A desire to learn is inside all of us, but some people can let a low starting point, fear or low self-esteem stand in the way of their learning potential. We believe that purposeful practice can enable anyone to make progress in any area they wish to develop. Whether you want to learn to speak Mandarin, play an instrument or a particular sport, you can learn to do it!

We also seek to put faith into learning and learn about faith. We believe that faith should be central to everyone's life. We encourage those of the Christian faith, support those of other faiths and challenge those of no faith. We believe it benefits everyone to learn to prioritise and develop faith and spirituality. This is central to our school.

## Seven Values

We have seven values at Becket Keys and we expect everyone to aim to live by these values.

Our three overarching values of Respect, Responsibility and Forgiveness are underpinned by four characteristics: be caring, be fair, be honest and be trustworthy.

Behaviour at Becket Keys Church of England School is 'impeccable' (OfSTED 2014) as a result of everyone living by these seven values.

## Chapel

Our chapel is available for students and staff every day. It is a special space for quiet reflection and prayer. Students can light a candle and say a prayer with a member of our chaplaincy team, or with a member of staff.

It is also possible for students to light candles and pray at the start of collective/tutorial worship every day.

Parents, grandparents and other family members are encouraged to join us for special services at different times of the year. Please do come and join us if you can.

## Worship at Becket Keys

Worship is really important at Becket Keys and is part of our daily life at school. We ensure that worship is taken seriously; we also pride ourselves on the quality of our singing!

Key elements for whole school collective worship include:

- **The Greeting:** 'In the name of the Father, and of the Son and of the Holy Spirit. AMEN'. Our tradition is to cross ourselves as this is said. A candle may be lit already, or may be lit at this point. Other greetings are sometimes used, for example: 'The Lord be with you,' we respond: 'And also with you.'
- **An opening prayer** – could be read by a student.
- **A hymn/song** – everyone sings and sings with gusto! Students who play instruments are encouraged to play in collective worship.
- **A reading** – should be read by a student. At the end of this the reader says: 'This is the word of The Lord,' and we reply: 'Thanks be to God'.
- **A message** – delivered by staff and/or students.
- **A closing prayer** – often The Lord's Prayer – said according to the Anglican 1928 Book of Common Prayer tradition.

*Our Father who art in heaven,  
hallowed be thy name.  
Thy kingdom come.  
Thy will be done on earth as it is in heaven.  
Give us this day our daily bread,  
and forgive us our trespasses,  
as we forgive those who trespass against us,  
and lead us not into temptation,  
but deliver us from evil.  
For thine is the kingdom, and the power,  
and the glory, for ever and ever. Amen.*

- **Notices** - if a member of the clergy is present a blessing may be said after the notices. Our tradition is to cross ourselves at the end of the blessing.

**We also have a School Prayer:** Heavenly Father, we pray that Becket Keys Church of England School will be a blessing to the people of Brentwood. Encouraged by the example of Peter, Thomas of Canterbury and all your saints, may its students know the beauty of your truth; may its staff know the joy of your service; may its head teacher and governors be led by a vision of your kingdom; and, together, may the school community know your Holy Spirit in its midst. This we ask through Jesus Christ our Lord. Amen



## The School Site

Our school site is quite big, but it is easy enough to find your way around and everyone will help and guide anyone who appears to be lost or on site for the first time.

**Rooms** are all named with the letter of the building e.g. R for Runcie and then the number of the floor e.g. 0 for ground floor or 1 for first floor. Then the number of the room 1,2,3,4 etc

- R01 = Runcie Building, Ground Floor, Room Number 1
- C13 = Carey Building, First Floor, Room Number 3
- W32 = Williams Building, Third Floor, Room Number 2
- J11 = Justin Welby Building, First Floor, Room Number 1

There are signs all round the school to point you in the right direction and to help you know which floor you are on. However, if you are ever unsure, please just ask. Everyone is happy to help.

### Buildings:

1. **Sports Hall** – Brand new building near the car park. It is all in one building and there are male and female changing rooms, toilets and showers. A state of the art multi-use sports hall with Olympic standard flooring.
2. **The Carey Building** – The Carey Building is in the centre of the school site. Remember C for Carey and C for centre. That may help. In The Carey building you will find:
  - Main reception
  - Toilets
  - The Library
  - The ICT Suite
  - English and MFL classrooms
3. **The Runcie Building** – This exciting building has a huge shield on it and is on the right hand side as you walk in. Remember R for Runcie. R for Right Hand Side. This building has the Drama studios, the Dance studio, the Music suites, practice rooms and recording studio; it is also home to the Art/Textiles rooms. You will do lots of creative subjects in this building.
4. **The Williams Building** – This building is the biggest and most complicated building. It is home to:
  - The Main Hall (our place of worship)
  - The Bistro, Café and Orangery (places to eat)
  - The Science, Technology and Food/Nutrition labs
5. **The Justin Welby Building** – The new building across the front of the school grounds
  - Sixth Form Deli, Silent Study Area, Chapel
  - Humanities and Mathematics

It is not hard to get used to our school site and everyone really enjoys all the moving around and the different classrooms. We look after our school and follow these simple rules to keep it safe and beautiful for everyone to share:

- No litter – if you see some, pick it up and keep our school looking smart
- Walk on the left hand side at all times
- No chewing gum, fizzy drinks or liquid Tippex
- Only eat in the Bistro, Café or Orangery (Courtyard in the Summer)
- If you find something broken or untidy, report it to a member of staff straight away

## The School Day

07.30am	Parts of school open for students (Bistro and corridors with lockers) and clubs
08:30am	Lesson 1 (inc registration)
09:20am	Lesson 2
10:10am	Break
10:35am	Collective Worship – assembly/tutor time – including prayer
11:00am	Lesson 3
11:50am	Lesson 4
12:40pm	Lunch and clubs
1:30pm	Lesson 5 (inc registration)
2:20pm	Lesson 6
3:10pm	Break
3:20pm	Extra Curricular clubs
4:30pm	School closes for students unless engaged in a specific extracurricular activity

### Registration and Lateness

Students are registered in every lesson electronically by the teacher. Names will not be called, it will 'just happen!' If late, students simply apologise to the teacher quickly and respectfully and then get on with the lesson.

However, the number of minutes late will be recorded, and if students are regularly late, their tutor will work with them to improve.

At 8:28am all students head to lessons and our school gates are closed and locked. Students arriving late for school will be noted by a senior member of staff and they will be asked to make up the time at lunchtime in a detention.

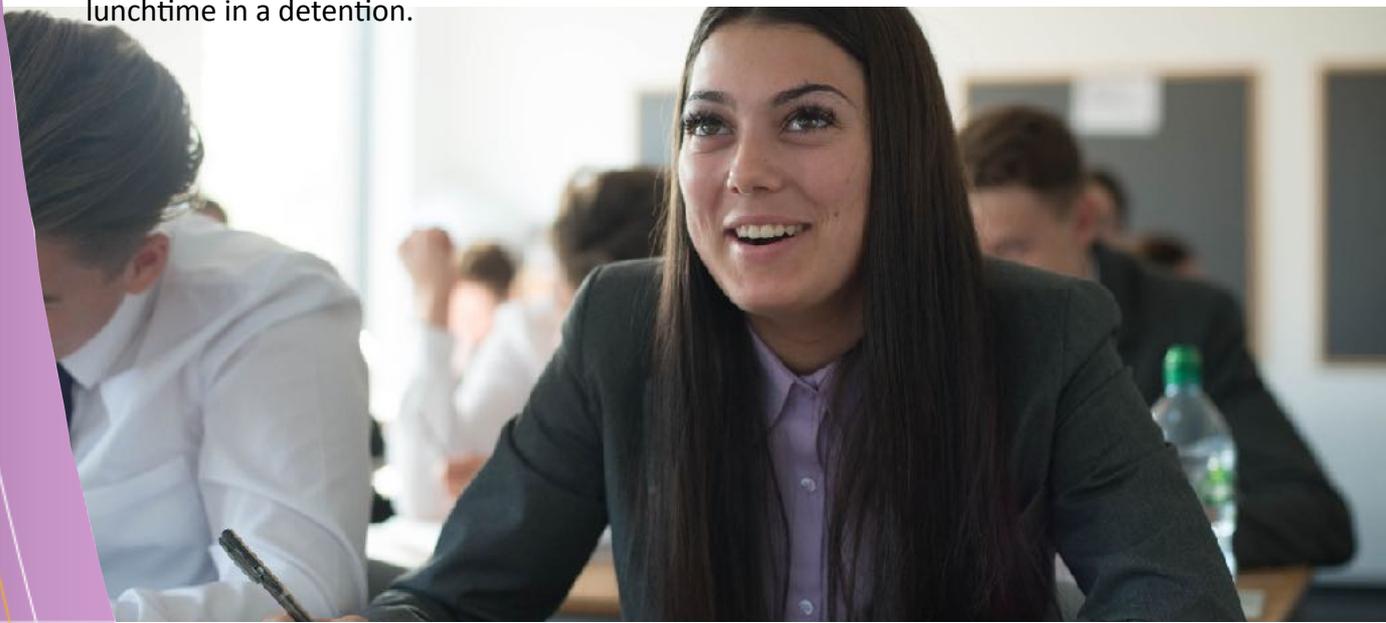
Students who are regularly late will be spoken to by their head of year after school in a head of year detention.

Persistent lateness can result in further follow-up and even legal action and fines.

### Frequently Asked Questions:

What if I can't avoid being late?!

- *If lateness is unavoidable due to traffic or problems out of your control, parents need to contact the school to let us know. No detention will be given in such circumstances.*



## Medical Support

Our Medical Room is staffed by First Aiders who will deal with first aid issues and illnesses which arise during the day. The students may bring their own **prescribed** medication (e.g. spare asthma inhalers) with them, these can be kept in the Medical Room cupboard with a signed note from their parents. Non-prescribed medication, if accompanied by a letter from their GP can also be kept here.

## Travelling to School

The best ways to travel to our school are walking or cycling. We have a fantastic secure area for bikes and we run courses each year for those students who want to learn more about cycling safely to and from school. Cyclists must wear a helmet and must walk with their bikes on the school site.

Another great way to travel to Becket Keys is by bus or train. Brentwood and Shenfield stations are both within walking distance of our school. We help students to find others to walk with them to and from bus stops and train stations in the morning and afternoon.

Driving is not a great idea in Brentwood and certainly not in Sawyers Hall Lane! The roads are busy and travel times are long. We do not encourage anyone to drive into our road, particularly during these times: 8:15am to 9:45am and 2:30pm and 4pm. With six schools in our cul-de-sac, traffic can be a danger to the safe arrival and departure of our students and the pupils of the neighbouring schools.

If parents need to drive and drop off their son/daughter, then safe places to drop off include: Brentwood Centre (free), Sainsbury's (free to shoppers or small charge), Doddinghurst Road and the adjoining roads – where legal to do so, Brentwood Car parks (fees apply), Artichoke Pub. Drivers should not come into Sawyers Hall Lane or the adjoining roads; it is dangerous and too busy to do so. These are all short 5-10 minutes walk away and make a positive difference to our local school community.

## Extra Curricular Activities

There are nearly 100 clubs and societies every week. Students here attend at least one each week and many aim to do something every day, if they can. The school website shows what is running. The activities are also advertised in the newsletter that comes out each week on a Friday.

We look to make links with community organisations and parents to improve the provision of clubs and societies.

Students can try a club for a few times before making a commitment to join. Students need to study the timetable carefully and speak to their tutors about any questions they may have. They should not feel any nerves about coming along to a club for the first time. All are very welcoming and encouraging and are keen to have new members. Lunchtimes are a good opportunity to speak to staff about clubs. Whilst sitting eating lunch, students can raise questions and seek clarification about the clubs. They can also see timings and details about many clubs on the TV screens around the school.

### Frequently Asked Questions:

What if I cannot make it?

- *Please speak to the teacher in charge and apologise for your absence in advance.*
- *If you regularly do not make it to a club, you may lose your place.*

Is there a charge?

- *Most clubs are free*



## Sport

In Year 7, 8 and 9 a wide variety of sports are covered in PE. Older students may have options to choose from. Fixtures are played in many sports and the calendar is organised locally between schools.

	Autumn/Winter Lessons	Summer Lessons
Boys	Rugby, basketball, gymnastics, orienteering, badminton, trampolining	Athletics, cricket
Girls	Hockey, netball, gymnastics, orienteering, trampoline, dance, cheerleading, basketball	Athletics, cricket, rounders

## Open Door Policy

Our school runs an open door policy with regards to lessons. Teachers keep their doors open and senior leaders of the school visit lessons on a daily basis. Students and teachers are used to their lessons being seen and welcome the support that the senior leadership team offers. Other teachers regularly walk round as well.

## Student Council

The Student Council meets regularly to discuss key issues and to help make decisions. Each form elects Council members and there is an executive group who organise the meetings and speak on the behalf of the Council.

## The Curriculum

In Year 7 students study: Art, Drama, English, Geography, History, Mandarin, Mathematics, Music, PE, PSHE, RE, Science, Spanish, Technology and Textiles.

Many subjects are taught in mixed ability groups at this stage, with the exception of Mathematics. These subjects are set by ability using the Key Stage 2 SATS in the first instance. Sets are constantly reviewed and students may move if they seem to be in the wrong set. All sets provide students with the opportunity to achieve high standards; the focus is on being in a set which enables optimum progress. Each set follows very similar content, but materials can be taught in different ways and at slightly different levels to suit the class as a whole. Individual needs should always be met where possible. Teachers' planning always takes into account students' individual learning needs.

Students follow a similar curriculum in Year 8 and 9 and choose their options for the start of Year 10.

## Target Setting

In Years 7,8 and 9 we convert KS2 entry levels into Levels to measure progress and set targets. Average students will start at Level 1. Students are usually expected to make 2 sub-levels of progress per year. In other words moving from a 1 to a 1+ would be one sub-level of progress and would not equate to school expected progress for most students at Becket Keys Church of England School. A student starting at a 1 would need to move to a 2- to have made school expected progress. Greater than expected progress is to make a whole level of progress in one year. This is very difficult to do and unusual, but it can happen in certain subjects, if students really apply themselves well.

Student attainment levels are formally assessed every one or two terms (we run a 6 term year) depending on the subject. Levels are reported home to parents regularly via reports and parents' evenings. Less formal feedback is also given using Satchel One and in students' books. Where progress is slow, we will monitor closely and speak to parents and students about what is going wrong and what needs to be put in place to support more rapid progress.





## Homework

Homework at Becket Keys should:

1. Consolidate learning from lessons.
2. Facilitate communication between students and parents about their learning.
3. Provide a framework for students to take increasing responsibility for their personal study.
4. Be organised in such a way to help students manage their learning – time bound, spread across the week, and supported in school.

Students should, as a matter of course, complete at least 10 minutes a day of own choice reading.

### The following times are a guide for Lower School Students (per week)

<b>RELIGIOUS STUDIES</b>	30 mins	<b>SCIENCE</b>	40 mins (2x20)	<b>MUSIC</b>	40 mins occasional	<b>MANDARIN &amp; SPANISH</b>	60 minutes (6x10)
<b>ENGLISH</b>	60 mins (2x30 mins)	<b>ART</b>	40 mins	<b>GEOGRAPHY</b>	40 mins	<b>WEEKLY ESTIMATE:</b>	450 MINS OR 7H 30 M
<b>MATHS</b>	60 mins (2x30mins)	<b>DESIGN &amp; TECHNOLOGY</b>	40 mins	<b>HISTORY</b>	40 mins		

At **Key Stage 4**. All subjects will set between 1 and 2 hours per week.

### Frequently Asked Questions:

How do parents and students communicate with teachers about homework?

- We use 'Satchel One' (check it out via our website).
- Teachers set, mark and record homework grades on this website.
- Students can check what there is to do and complete certain tasks online; they can also check their marks and ask questions.
- Parents can see what has been set and see how their son/daughter is getting on with their work.

What happens if students do not do homework?

- Valuable learning does not take place.
- Teachers monitor homework completion and communicate with students and parents about this via Satchel One
- Students could be asked to complete important tasks during breaks, lunchtimes and after school to help them keep up.

## The Restaurant

Everyone enjoys the good food at Becket Keys. Qualified chefs cook the most amazing food in our Bistro, Café, Deli Bar and Orangery.

Students and staff pay using their thumbprint, which is scanned on their first day. Credit can be added via the school website portal.

The Bistro is open for Breakfast Club (7:30am to 8:25am), Break Time (10:10 to 10:35am) and at Lunch Time (12:40 to 1:30pm).

No bags are allowed in the Bistro, Café and Orangery. These need to be left in lockers or bag racks. The Deli Bar is only for Sixth Formers.

### Frequently Asked Questions:

How much are you allowed to spend each day?

- *You can spend as much as you like; £5 is normally the most you should need in a day.*
- *The lunchtime meal deal is the best value.*

How can students make healthy choices?

- *There is a salad bar and fruit available every day.*
- *The meal deal is a perfect healthy balance every day.*

What happens if the account is not topped up in time?

- *Students who are overdrawn can, in an emergency, be allowed an overdraft of £2 – this can only happen occasionally and parents will be notified if we are withdrawing this feature from their account due to over reliance.*

When do I go in for lunch?

- *Year 10 and 11 go first every day (12:40 to 1:00).*
- *Year 7,8, and 9 go second every day (1:00 to 1:30).*
- *Last 5 minutes is open to all for drinks and small snacks.*

You will be able to see what your son/daughter has been spending money on each day and it is worth looking at least once a week to start with to review how good their choices have been!

Students sit with friends and staff while eating and talk to each other. Good manners are upheld, including not leaving the table until everyone has finished.

Sixth Formers can use the Deli Bar all day every day.

## ParentPay

Our ParentPay system is used for quick and easy payments. Parents will have an access code sent to them when their son/daughter joins the school and will then be able to easily make payments and top up their school dinner account.

Check the balance on the account weekly and top up in plenty of time. Credit can be added instantly.

Remember an emergency £2 overdraft can only be used occasionally.

## Ready for Learning

'Faith in Learning' is our motto. Learning can only happen if our students arrive ready for learning!

We expect students to bring with them a basic stationery set.

### Stationery:

- Clear Ruler
- 180 deg Clear Protractor
- Pencils
- Pens (Blue, Black and Red)
- Rubber
- Compass
- Glue Stick
- Whiteboard Pens
- Calculator Casio fx GT85x

### Frequently Asked Questions:

*What if I forget my stationery set?*

*Two options:*

*Borrow from another student.*

*Purchase from the school.*

## Uniform Details

Our students are frequently complimented on how smart and well-presented they look in their uniforms. Our smart appearance is a walking advert for our school. The entire uniform list is available on our school website ([www.becketkeys.org](http://www.becketkeys.org) – in 'The School' drop-down section). However, here are a few key reminders:

1. Coats: All coats should be **plain black**, without coloured flashes, logos or slogans. They should be smart, sensible and hard-wearing.
2. Hair: Hairstyle is an important aspect of the image central to the individual and the image the individual creates for Becket Keys. For boys, there should not be any extreme hairstyles. i.e. - not less than grade 2 in length; not dyed; no shapes cut into the hair e.g. stripes; no long hair; it should be smart and must be cut above the collar. Girls at Becket Keys should also have sensible hairstyles. There should be nothing extreme and hair must not be dyed (not even natural colours). Long hair is tied back at all times, with hairbands and clips that are neutral, black or Becket Keys colours. Older girls can have some of their hair down (Year 10 and 11). Sixth Form girls can have all their hair down.
3. Bags: Year 7 and 8 students must have the school bag from SmartyPants. Older students can choose their school bags, but they must be **plain black** without big commercial logos on. School bags must be big enough to hold at least two A4 ring binders, a pencil case and water bottle.
4. Skirts: All girls at Becket Keys wear our purple tartan skirt. It must be worn no higher than 5cm above the knee.
5. Shoes: For both boys and girls, traditional flat, black shoes must be worn. Lace-up shoes (which are preferable to Velcro shoes) should have black laces. No "shoe-trainers" or boots should be worn. Girls – no heels, no ballet shoes, no sandals.
6. Jewellery: Wearing a watch for school is a good idea; however, no other jewellery is permitted for boys. Girls are allowed to wear a single pair of earrings and they must be gold or silver studs. No other jewellery items (including additional ear piercings) are acceptable. **REMEMBER: all jewellery must be removed for PE lessons. Therefore, if students are planning on getting their ears pierced, they need to do so at the start of the 6 week holiday so they have healed suitably before starting at school. SMART WATCHES (eg Apple Watch) ARE NOT ALLOWED.**
7. Makeup: No make up for girls in Year 7,8 or 9. Older girls may wear simple and discreet make-up - no nail varnish. No false nails, eye-lashes or fake tan - ever!

## PE Kit

Students enjoy wearing the excellent Becket Keys' PE Kit. They do need all the items listed on the uniform page of the website – please check. Students must bring their PE kit even if they are not able to do PE! They still get changed and help as a coach, referee or observer.

### Frequently Asked Questions:

Why do I sometimes see students wearing the wrong uniform?

- *When uniform is lost, students may need to wear an alternative for a short period, until it is found.*
- *Sometimes families cannot immediately afford a new item when something is lost.*

Why can't I have a different coloured coat/bag? Why can't I wear this piece of jewellery?

- *Consistency is important and helps present a smart image.*
- *Rules on these things help students not to feel pressure to spend a lot of money on additional items, jewellery, make-up and so on. It is supportive.*

Where is the lost property department?

- *Lost property is kept at Reception.*
- *If items are named, they are returned to the student.*
- *If they are unnamed, we keep them for the legally required time then dispose of property appropriately.*



## Presentation of Written Work

- Underline dates and titles with a ruler.
- No scribbling out – just one neat line through a mistake.
- Careful handwriting is important. Mostly write in pen and draw in pencil.
- No sheets sticking out of books and certainly none falling out of the book.
- Leave a few lines for teacher comments at the end of a piece of work.

Students who can successfully use a fountain pen are usually the neatest in the school. If you intend to excel, get a fountain pen!

## Mobile Phones

Students can bring a mobile phone to school, but it must be switched off once on the school site in the morning. If it is seen or heard during the school day it will be confiscated, until the end of the day, over night (or maybe longer). If this keeps regularly happening the student will not be allowed to bring it to school.

Students are allowed to use their phone after school before the extra curricular activities start (i.e. between 3:10 and 3:20pm) but this must be done outside the buildings on the playground.

### Frequently Asked Questions:

How do parents contact students if they are not allowed to use their mobile phone?

- *Parents can send their son/daughter a text knowing that it will not be seen until 3:20pm.*
- *Parents can call the school and ask for a message to be passed on.*

What if a student really needs to make a call?

- *Students can speak to a member of staff and request permission to make a call – if necessary, we will allow a student to use our own school phones or use their own mobile.*

What if a student forgets to turn their phone off?

- *Students may ask for permission to get their phone out and switch it off.*
- *If this keeps happening – it may be confiscated.*

## Other valuables

No other valuables allowed. We take no responsibility for them unless handed in to reception and kept in our safe.

## ICT

- Students use iPads, PCs and laptops as regular tools in learning
- Students have free access after school at homework club; this is often extended to lunchtimes
- Everyone is allocated a network storage area for their own work.
- Everyone has filtered access to the internet.
- All internet and computer usage is monitored carefully
- Parents are informed if we are concerned about student usage
- Future use may be withheld where necessary



## Communication and Collaboration

Families at this school work with us in genuine partnership. We aim to facilitate excellence in this area by ensuring that we always value parents and students. Some of the ways we demonstrate this are:

- Newsletters are sent out every Friday via e-mail.
- Telephone calls are answered promptly.
- Emails are responded to within 24 hours.
- Requests to meet are accommodated quickly.
- Facilitating modern communication systems – Twitter, Messaging and Apps
  - ▶ Follow us on @BecketKeys, @BecketKeysTrips, @BecketKeysPE, @BecketKeysArt @BecketKeysMusic, @BecketKeys6th
  - ▶ Satchel One and StudyBugs Apps are invaluable
  - ▶ Face to Face – Parents’ Evenings, Workshops, Eucharists, Sports Days, Concerts etc.

Please note however, that it is not always possible to just turn up at school and expect to see a teacher. Please call/email to book an appointment.

Parents who would like to support our school community are encouraged to do so! We welcome many volunteers each week into the school. Some come every week, others come just to do something special. Parents read the newsletter and look to see what is going on and how they can get involved. We are always looking for people to help in the library and the technology labs. If you are interested, please contact [office@becketkeys.org](mailto:office@becketkeys.org).

## Pastoral Care

Students at Becket Keys Church of England School are known by name and valued as individuals. Tutors see their forms every day after break and often sit with students from their form at lunchtime in The Bistro. Students are advised about how to raise concerns with their tutors and other staff whom they may want to talk to. All teachers are trained to listen and respond regardless of whether they are officially part of the ‘pastoral care team’ or not.

Visiting clergy and trained counsellors also offer a different opportunity for pastoral care.

## Key Staff

At the time of writing, the following key staff are involved in the pastoral care of your son/daughter in addition to the form teacher:

Head of Year 7 & 8: Scott Pethers  
Head of Year 9: Lynn Noble  
Head of Year 10: Nicola Brown  
Head of Year 11: Sam Ellis  
Head of 6th Form: Ross Peggs  
Deputy Head of 6th: Kerry Course

## Senior Leadership Team:

**Debbie Cavalier:** Special Educational Needs, Medical Needs, Disability, More Able Students, Safeguarding Designated Lead

**Nina Chapman:** Finance and Operations

**Gus Fenn:** Data and tracking, Deputy Safeguarding Lead

**Dave Hughes:** RET Science Advisor, teaching and learning

**Ross Peggs:** Head of Sixth Form

**Andy Scott-Evans:** Head Teacher

**Emma-Jane Sharp:** Staffing and development; community and worship

**Jamie Shields:** Pastoral care – curriculum and students

**Sally Trebess:** Curriculum and students



## Safeguarding

Student safety is paramount. All staff are trained regularly in safeguarding, namely:

- Health & Safety;
- Emergency aid and medical care;
- Critical incidents especially fire;
- Dealing with child protection concerns.

From time to time we involve other professionals in supporting students who are at risk. If students are worried about anything they can talk to anyone in a Becket Keys' lanyard. Everyone is trained.

## Residential Trips

In Year 7, students travel to Cornbury Park for a Bushcraft residential trip. This is a very popular trip and we hope all students can attend. To support this we offer a small bursary for families on low income (in receipt of free school meals).

In Year 8, students go to Madrid or China, depending on MFL chosen.

In Year 9 they go to Bude in Cornwall.

A ski trip to America is organised for Years 10&12.

Year 11 students studying History and Geography attend course related residential trips.

We also organise trips for small groups of older students to other countries.

All our trips are very popular and exceptionally well run with student safety and enjoyment paramount. See website for more details.

## Equality & Inclusion

Staff are trained in equality and inclusion and our approach is to carefully teach these principles to students as well. We expect all our community to treat one another with respect at all times.

## Subject Support

High quality subject teaching, day in and day out is what enables rapid, sustained progress and enjoyment in learning. Students indicate any need for further subject support during the lesson by asking for help; they stay behind at the end of the lesson to seek some clarification and they can access after school support in homework club. Most subjects also run drop in sessions to ensure students feel well supported.

### Frequently Asked Questions:

How do parents contact the school?

- Use the website to email a member of staff directly.
- 01277 286600 or [office@becketkeys.org](mailto:office@becketkeys.org)

Who do I contact?

- If the need is subject based - contact the subject teacher.
- Anything else should go to the form teacher in the first instance.

## Reports and Communication

Parents are given details about PS Connect which we use to send specific information to you about your son/daughter. This is how you will receive reports and timetables.

## Parents' Evenings

Parents' evenings are organised via the website with parents able to book appointments with the teachers they most want to see. Additional parent meetings are arranged for students who are not making good progress or whose behaviour for learning needs improvement. Parents may also request meetings where they have concerns.



## Absence

Please remember that you have to notify us before 8.30am on each day your son/daughter is absent due to illness. Parents can advise the school that their son/daughter will be absent via the website: [studybugs.com](http://studybugs.com). It is also possible to download a free App to do this quickly and easily.

Parents can also report absence (including lateness and medical appointments) in the following ways:

Student Absence Voicemail:  
01277 286612

Student Absence Text Number  
07860 005061

Email: [office@becketkeys.org](mailto:office@becketkeys.org)

### **ABSENCE: - see website for more details**

Requests for 'authorised exceptional circumstance' absence can be made using the form available from the office. Such requests are only authorised if it is the same sort of circumstance that would affect a teacher's ability to attend school. RULE OF THUMB: 'Would a teacher be allowed to have this absence?'

Therefore, a holiday will not be authorised. Teachers are not allowed holidays during term time regardless of what their husband or wife does for a living.

Any requests need to be made with at least a month's notice.

## Friends of Becket Keys (FOBK)

The 'Friends of Becket Keys' are a group of parents and staff who further advance the sense of community within the school by organising a Quiz Night, a Christmas Ball and a Wine Tasting Night. The group also raises funds to invest in resources and facilities for the benefit of the students, over and above that which would be available from the usual funding available to our school.

## Prayer Meetings

Prayers are said at the start of every day (8am) at Becket Keys Church of England School.

- Mondays: Whole Staff Prayers
- Tuesdays: Senior Leadership Team Prayers
- Wednesdays: Open Staff Prayers
- Thursday: Whole Staff Prayers
- Friday: Senior Leadership Team Prayers

We are always happy to add a prayer need to our school prayers. Please let us know if you would like us to do this for you:

[office@becketkeys.org](mailto:office@becketkeys.org). Similarly, each week we send a prayer email round to staff, governors and those who wish to receive it. If you would like an email telling you what we are praying for this week, please let us know: [office@becketkeys.org](mailto:office@becketkeys.org).

There is a weekly prayer meeting for parents and friends of the school on Wednesdays at 11:15am. This time of quiet reflection allows us to 'centre' our school week on a solid foundation of prayer.

## The School Fund

The School Fund is requested from parents as a voluntary donation, via Parent Pay, three times a year. This year we will be requesting £32 each time. This money is used to help keep our special 'independent school feel' and allow our school to achieve higher standards than would otherwise be possible. We update parents by letter three times a year on how the money is being spent so parents can see what a difference the money is making. New computers, playground equipment, coaches to sporting and music events, new instruments, new equipment in Science, PE, Food, Drama and so on. It makes a huge difference.





## The Head Teacher's Challenge

A list of challenges is set for students to do over the summer holidays in Year 7, 8 and 9 - students should try to attempt as many as possible! The three challenges are included in this handbook over the next three pages.

### Frequently Asked Questions:

What if a student can't complete them all?

- *Students should aim to do as many as possible; they do not have to do them all.*

When do students hand in their list?

- *The date for return is printed on the lists, but they can be handed in at any time to form teachers.*

What if we have an evidence folder?

- *Bring this in to show your tutor.*

Is there a prize?

- *The experience is the prize! There is no specific prize, however, students who complete the challenges well are more likely to be chosen for opportunities and experiences later on. It was part of the selection process for: being a ball boy/girl at Wembley, for going to Shanghai, for meeting special guests. All candidates for prefects and head boy and head girl will be asked to comment on what they did for the challenges in their interviews.*
- *The head teacher writes a letter to all students who complete the challenges for them to keep.*

# Becket Keys C of E School Head Teacher's Challenge Stage 1

Student Name: \_\_\_\_\_

Form: \_\_\_\_\_

How many of the following can you complete by the first week back in September?

- Learn to say hello in at least 7 languages.
- Teach a younger child how to play a game, then play it with them.
- Learn how to score in tennis.
- Run 2km, time it. Spend a week training. Run 2km again and try to beat your time.
- Research an historic artefact or building from your local area. Write about it.
- Learn a joke off by heart.
- Learn a poem off by heart.
- Design and carry out a 10-minute work-out plan.
- Take a photograph of yourself doing something you have never done before.
- Take a picture of a landscape close to your home. Now draw/paint it.
- Write 50 words about yourself.
- Telephone a relative and read them your 50 words.
- Build a tower of 1p coins. Can you make it over 20cm tall? How tall can you go? How many 1p coins did you use?
- Give some money to a charity.
- Go out and pick up 50 pieces of litter.
- Try a new food you have never experienced before.
- Come up with a general knowledge quiz of 10 questions. Research the answers. Do the quiz with your family. See who wins.
- Come up with a money saving technique/idea.
- Look up a recipe, buy the ingredients, prepare and cook a meal for your family.
- Learn all of your times tables – what's  $6 \times 7$ ?  $81 \div 9 =$
- Learn to count to 10 in Chinese Mandarin.
- Write a bio for a teacher at Becket Keys using the information you have seen from the videos that have been sent to you. Try to contact them through the school website.
- Read the complete Gospel of St Mark.
- Grow a plant from seed, take a photo every week until the plant flowers.
- Learn to juggle.
- Make a collage of our school badge at least A4 size.
- Go for a long walk. Draw a map of the route you took.
- Have an online meeting with friends/family. Make a note of what you discussed and the order it took place. These are called 'minutes'.
- Send this form by post to me at Becket Keys. Buy the stamp and envelope, walk to the post box and post it yourself. **DO NOT SEND THE EVIDENCE YET. BRING IT WITH YOU TO GIVE TO YOUR FORM TEACHER IN SEPTEMBER.**

This is a true and accurate record of my achievements.

Signed: \_\_\_\_\_ (Signature of student)

Verified by: \_\_\_\_\_ (Signature of parent/carer)



## Becket Keys C of E School Head Teacher's Challenge Stage 2

(24 new tasks to try!)

Student Name: \_\_\_\_\_

Form: \_\_\_\_\_

- Learn to say hello, please and thank you in at least 7 languages
- See an original statue or sculpture in a gallery (on-line or in reality)
- Visit a museum or a local landmark and learn five new facts
- Write 100 words about a member of your family that is alive today
- Telephone the relative and read them your 100 words
- Send the relative a hand written copy of the text decorate and/or add a photograph
- Build a tower with matchsticks. Can you make it over 20cm tall? How tall can you go? How many matchsticks did you use? Take a photo of you and your tower.
- Give some money to charity
- Go out and pick up 75 pieces of litter
- Try a new vegetable you have never experienced before
- Buy something in a charity shop – insist on paying them double!
- Watch the 6 o'clock news every weekday for a fortnight
- Attend an Easter service at a CofE church and speak to the vicar – tell him or her that you are doing the Becket Keys Head Teacher's Challenge
- Send the Vicar a card wishing them a Happy Easter
- Read a Bible passage or a prayer in church at a Sunday service
- Look up a new recipe, buy the ingredients, prepare and cook a meal for your family, invite at least two extra adult guests and tell them what it is like being at Becket Keys. Prepare invitations and menus. Decorate the table and take a photograph.
- Be able to answer any times table question (up to 12 x 12) in 2 seconds or less
- Read the complete Gospels of St Matthew and St Luke
- Work out an experiment you can do with chocolate! Do the experiment, write it up and give it to Mr Hughes
- Learn to do a magic trick
- Go a whole week without watching TV or playing any electronic games. See what else you can do: read, exercise, help around the house, write a story, practise an instrument
- Go to the library: borrow and read 3 books that you have never read before: one novel, one play, one non-fiction book. Also read an entire newspaper or magazine from cover to cover.
- Compete in the Brentwood Fun Run or assist in some way with clearing up, serving drinks, welcoming guests and directing them

This is a true and accurate record of my achievements.

Signed: \_\_\_\_\_ (Signature of student)

Verified by: \_\_\_\_\_ (Signature of parent/carers)

**Return to your form tutor in the first week back in September**



## Becket Keys C of E School Head Teacher's Challenge Stage 3

Student Name: \_\_\_\_\_

Form: \_\_\_\_\_

- Know how to say hello, please and thank you in at least 7 languages – be ready to be tested at any time and always know the answer.
- Sketch an original statue or sculpture in a gallery (on-line, if necessary).
- Sketch a famous building in London or another major city (on-line, if necessary).
- Visit a museum you have never been to before and learn five new facts. Write to the museum thanking them for the experience and offering your support for their work in some way.
- Write 1000 words about a member of your family who is alive today.
- Send the relative a copy of the text (handwritten or typed up).
- Start a vegetable garden. Large or small, it does not matter. Grow some vegetables from seed. Take photos of them at various stages. Harvest them and cook them. Invite some friends and family to try them.
- Do something significant for our school – represent the school in a team on a regular basis, assist the school play (or be in it!), offer to do a regular job in school (stick to it).
- A favourite from last year: Buy something in a charity shop – insist on paying them double! Go back to the same shop if you can. See if they remember you!
- Watch the 6 o'clock news every weekday for a fortnight.
- Take on a regular role in church – you could hand out books, set out chairs, join the choir or maybe ask the Vicar about becoming a 'server' for example.
- Another favourite from last year: Look up another new recipe, buy the ingredients, prepare and cook a meal for your family invite at least two extra adult guests and tell them what it is like being at Becket Keys. Prepare invitations and menus. Decorate the table and take a photograph.
- Read the complete Gospels: St Matthew, St Mark, St Luke and St John
- Go a whole fortnight without watching TV or playing any electronic games. See what else you can do: read, exercise, help around the house, write a story, practise an instrument
- Read a classic novel by Dickens. Read it from cover to cover. Tell your English teacher which one you read. See if they can test you on it.

This is a true and accurate record of my achievements.

Signed: \_\_\_\_\_ (Signature of student)

Verified by: \_\_\_\_\_ (Signature of parent/carer)

**Return to your form teacher in the first week back in September**



Finally, some advice for new students. Moving to a new school can be a challenge and can be daunting. Whilst it is exciting there is a lot to take on board. To help everyone settle it is important to remember the basics! For example, thinking through how to approach new friends and ways to introduce yourself and ask questions about other students can help you feel ready to make new acquaintances! Making sure you are dressed smartly makes a real difference to how you feel about your readiness for the day ahead. Getting your bag organised before going to bed can help you to feel ready in the morning.

Someone recently told me about an acronym that they find useful – see if it works for you and your family: SELFIE!

**SLEEP WELL**

**EAT WELL**

**LIMIT SCREEN TIME**

**FRESH AIR**

**INVEST TIME IN PRAYER/MEDITATION**

**EXERCISE**

I have been involved in schools and teaching for 20 years now and time and time again I find that I can predict those students who will do well when I survey the amount of sleep they get and the amount of screen time they indulge in. I sit each day and see what students are eating, this is a predicting factor as well. Finally, I examine how much they read. These are the fundamental basics and they make a huge difference. Get these things right and so much else will fall into place!

I hope that this guide has helped you to feel more ready for joining Becket Keys. We want students to feel confident and excited about joining our school. I would welcome any comments that you have about this handbook and your experience of the first few weeks at Becket Keys Church of England School. Please keep in touch!

Mr Scott-Evans  
**Head Teacher**



**How to make the most of being part of  
Becket Keys Church of England School**