

Prospectus

Information



Welcome to Bedford Academy



This is a great time to be studying at Bedford Academy in our fantastic building which completely reflects our initial vision and has been purposefully designed to exemplify the Learning Village concept which works so well. Each Village has its own designated wing, with the Science and Technology Village in its own 'penthouse style' accommodation above. With a central hub accommodating the 'whole-of-school' communal areas - the school hall, theatre, dining facilities, and administration centre - I believe that the design has truly achieved a feeling of lightness, openness and transparency so that no part of the school could ever seem excluded or isolated.

We are committed to giving your child the best learning experience possible and to improving their life chances. Our academic results have shown year on year increases since the opening of the Academy and we are confident that the learning atmosphere we create not only helps our students to raise their academic attainment but also raises their enjoyment of learning and their level of skills. Bedford Academy is a place of learning that students want to attend and that parents put at the top of their list of choices for this crucial stage in their child's education.

We will give your child a learning experience that you will find nowhere else; it will be absolutely unique. Our dedicated staff deliver lessons in an environment that is challenging, friendly and attuned to your child's individual needs.

At Bedford Academy we recognise the important part that parents play in their child's education and we develop an active partnership with you to ensure that every child is nurtured to reach their full potential in a culture of ambition and respect, where no one gets left behind. We want your child to be able to think for themselves and about others, to be able to challenge themselves and make good judgements, to believe in themselves and to recognise their capacity to realise their dreams. We know this is possible at Bedford Academy.

Our focus on continually improving all aspects of Academy life ensures that our students receive the very best education and as you read through this prospectus, we hope you will share our confidence in the high standards of education we provide.

C. Smith

Claire Smith
Principal



Our Sponsors

Bedford Academy is sponsored by The Harpur Trust with its outstanding reputations and proven successful experience in education both on a local and national scale. Our unique relationship with our sponsor enables us to secure the best education and chances for our students.

The Harpur Trust is one of the largest charities in the UK with three charitable objectives: the promotion and provision of education; the relief of those who are sick or in need, hardship or distress; the provision of recreational facilities with a social welfare purpose within the town of Bedford and the surrounding area. The Harpur Trust can only conduct activities in pursuit of its charitable objectives.

The Harpur Trust has provided grants to local schools for several specialist projects over the past few years including: School Counselling Partnership, Early Intervention Project, Creative Arts Project and equipment for schools including ICT Suites.

Further information can be found at: www.harpurtrust.org.uk



Vision

The Academy will transform educational outcomes by providing exciting, new and different opportunities for learning and applied learning. As a vibrant and successful centre of learning, with the highest standards of attendance and behaviour, it will bring about a substantial increase in the educational attainment, expectations and aspirations of students and the whole community.

Our Values



Student Focus

We seek to achieve a high quality learning experience for every student.



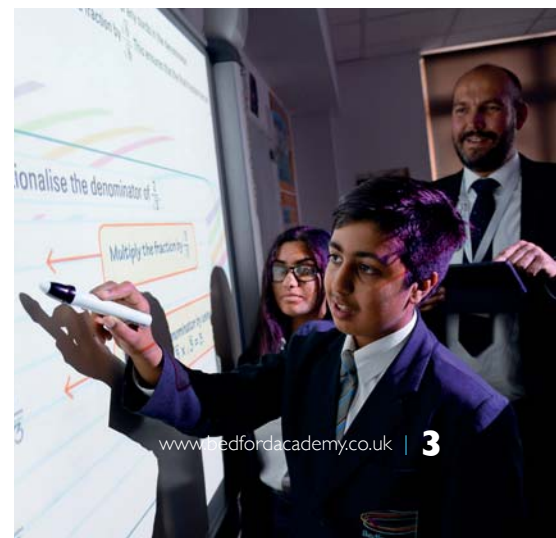
High Performance

We strive for high levels of performance in everything we do.



Respect, Openness and Honesty

We treat everyone with respect, encourage openness and honesty. We recognise each others' contributions and achievements.





What Makes Us Special?

Bedford Academy is a state funded independent school for students aged 11-18. We use our independence to be innovative and to constantly improve.

At Bedford Academy we do things differently;

- Students have a 30-hour week. This means that over a year they have an extra six weeks of learning compared with most schools.
- We believe in spending extra time on Maths and English to ensure the highest standards of literacy and numeracy.
- Lessons are one and a half hours long, allowing students to become absorbed in learning rather than wasting time by moving from class to class. We structure lessons carefully to make sure that there are a variety of activities, learning is active and meets students' needs.
- Students are encouraged to attend before and after school enrichment activities, meaning that the Academy is open from 7.30am until 5.35pm.
- Excellent food facilities are available, with a range of tasty and nutritious dishes on offer, cooked on site by our own staff.
- Our superb IT facilities provide enough computers for every student to use.
- The Academy is organised into Learning Villages. Year 7 have their own Village and from Year 8 students are tutored vertically, in small groups within their Learning Village so that they are mentored, supported and have opportunities to lead. Students move between Learning Villages to receive their specialist teaching and use specialist equipment.

- The Academy believes in promoting reading and the love of books and has an excellent Independent Learning Centre situated in the atrium right in the hub of the school.
- Our 'Access' centre provides a student centred approach to additional support. It acts as an Academy within the Academy for students that require more intensive support at any time.
- Our in-house careers team work hard to ensure students have the right independent information, advice and guidance to progress to their next life stage.
- We provide a 'Stage not Age' approach to our curriculum where students are able to progress through their qualifications at a pace appropriate for them rather than according to their age alone.



Organisation Structure

The Academy organisation structure consists of 5 Learning Villages based upon the following combinations of subjects:

- Communications (English and World Languages)
- Maths and Business (includes Computer Science)
- Humanities and Year 7
- Science and Technology
- Arts and Sport

Year 7 have their own Learning Village. From Year 8 each student is assigned to a Learning Village, which will form their pastoral base for their time with us. Each Village has its own designated wing, with the Science and Technology Village in its own 'penthouse style' accommodation above the centre of the building. Students are organised in vertical tutor groups with students from all years. This enables peer mentoring, easy integration into the Academy and reduces bullying. Students move between the Learning Villages for their lessons to ensure they get the specialist teaching they need.

Pastoral and mentoring support is provided by the staff in their Learning Village. If, however, students require additional support, our Access department provides SEN support, language development, behaviour support, counselling and alternative curriculum provision.

In the Sixth Form, students remain part of the Learning Village structure for their pastoral support needs. As older students, they have a separate Sixth Form area which is used as a social space and for independent learning.

Term Dates

The Academy operates a similar term structure to Bedford Borough Council schools. From time to time training days may vary.

TERM DATES 2016/2017

Autumn Term 2016

Term Starts

Tuesday 6th September

Staff Training Days

Monday 5th September

Monday 31st October

Wednesday 7th December

Half Term

Monday 24th October - Friday 28th October

Term Ends

Friday 16th December

Spring Term 2017

Term Starts

Tuesday 3rd January

Half Term

Monday 13th February - Friday 17th February

Term Ends

Tuesday 4th April

Summer Term 2017

Term Starts

Wednesday 19th April

Staff Training Day

Tuesday 18th April

Half Term

Monday 29th May - Friday 2nd June

Term Ends

Friday 21st July

TERM DATES 2017/2018

Autumn Term 2017

Term Starts

Tuesday 5th September

Staff Training Days

Monday 4th September

Monday 30th October,

Wednesday 6th December

Half Term

Monday 23rd October - Friday 27th October

Term Ends

Wednesday 20th December

Spring Term 2018

Term Starts

Wednesday 3rd January

Staff Training Day

Tuesday 2nd January

Half Term

Monday 12th February - Friday 16th February

Term Ends

Thursday 29th March

Summer Term 2018

Term Starts

Tuesday 17th April

Staff Training Day

Monday 16th April

Half Term

Monday 28th May - Friday 1st June

Term Ends

Friday 20th July

Timings of the Academy Day

Times	Activity
7.30am	Academy Opens
8.30am	Tutor Time / Assembly
8.55am	Period 1 + Staggered Break Break 1: 8.55am - 9.15am Break 2: 9.25am - 9.45am Break 3: 9.50am - 10.10am Break 4: 10.20am - 10.40am
10.40am	Period 2
12.10pm	Period 3 + Staggered Break Break 1: 12.10pm - 12.40pm Break 2: 12.40pm - 1.10pm Break 3: 1.10pm - 1.40pm Break 4: 1.40pm - 2.10pm
2.10pm	Period 4
3.35pm	Enrichment Activities
5.35pm	End of Extended Day



Teaching and Learning

Our philosophy of education means that learning is considered to be a partnership between students, staff and parents. We have high expectations for both staff and students.

At Bedford Academy lessons last for 1 hour and 30 minutes. Our staff are trained in the latest teaching and learning approaches so that lessons are vibrant, active and support students' learning. The extended learning time gives the opportunity for students to be able to explore ideas, develop skills in depth, and consolidate learning.

Our lessons are based on the following principles:

STUDENT BASED PLANNING

All lessons are differentiated to ensure that students of all abilities and aptitude can fulfil their potential. Students' prior attainment and potential are used to prepare lessons which cater for their needs. Learning and lessons are structured to ensure that students are placed at the centre of learning.

VARIETY OF ACTIVITY

All lessons contain a variety of learning activities and tasks to ensure that students are at all times engaged and challenged. Students have the opportunity to transfer and reinforce knowledge and skills using a variety of techniques.

ACTIVE LEARNING

We aim to develop life-long learners and independent thinkers. Active learning is central to students' experience in the classroom. At Bedford Academy students are encouraged to think, question and reason, to develop the skills of independence and see the teacher as a facilitator of learning.



Gifted and Talented

UNLOCKING POTENTIAL

Bedford Academy nurtures the talents of every student. We recognise that some students are especially talented in one area in particular, such as sports or music, and that other students have outstanding academic gifts across a wide range of subjects. As part of our personalised learning curriculum, these students take part in the Gifted and Talented programme. The programme incorporates a wide range of enrichment activities, a stretching experience in our classrooms, and close monitoring of each student's progress, achievement and participation.

"Being part of the Gifted and Talented programme encourages us to reach our full potential."

Year 11 Student

CLASSROOM PROVISION

At Bedford Academy, we recognise that it is important for Gifted and Talented students to work at an appropriate pace and in a variety of settings. We instil in our students the skills and strategies that enable them to become more independent, creative and self-sufficient searchers of knowledge.

"The Gifted and Talented programme challenges you to try new things, mental & physical, learn new skills and it's a great way for like-minded students to connect."

Year 11 Student

ENRICHMENT

We offer a regular Gifted and Talented enrichment programme as a key component of the provision for Gifted and Talented students. Our enrichment offering involves activities outside of the normal classroom, which enable our students to widen their experience and develop specific skills. Often enrichment is led by our Gifted and Talented students for like-minded students.

"The new Gifted and Talented enrichment is great fun and a brilliant way of recognising people's talents outside of the classroom."

Year 12 Student



Exciting Challenging Curriculum

Designed for the future, Bedford Academy students study a broad and balanced range of subjects. Our curriculum is structured to meet the needs of all our students to ensure all accelerate their progress in learning. We will prepare our students to meet the challenges of life in our fast changing world.

KEY STAGE 3: YEARS 7 AND 8

Core Subjects	Foundation Subjects	
English Mathematics Science Personal and Cultural Development Physical Education	Art Drama Food Technology French Geography	History Computer Science Music Religious Studies Resistant Materials

Students will study all the foundation subjects during Years 7 and 8. This will ensure they are able to make the best possible decision about the Option subjects they wish to choose for their Key Stage 4 curriculum. Students will have the opportunity to learn French.

KEY STAGE 4: YEARS 9, 10 AND 11

Core Subjects	Optional Foundation Subjects	
English Mathematics Science Personal and Cultural Development Physical Education	Art and Design Business Studies Child Development Dance Drama Food Technology French Geography Graphic Design Health and Social Care History	Hospitality and Catering Computer Science Media Studies Music PE Performing Arts Religious Studies Resistant Materials Sociology Sport Textiles

During Year 9 students will be supported by individual advice and guidance to make choices about the foundation subjects they wish to study in Years 10 and 11. Students would usually choose three or four subjects in which to specialise, in addition to their core curriculum. All students who wish to can study all the English Baccalaureate subject areas.

KEY STAGE 5: YEARS 12 AND 13

A Level Subjects	BTEC National (Level 3) Subjects
Biology Chemistry Economics English Literature Geography Government and Politics History Maths Media Studies Photography Physics Psychology Sociology	Art and Design Business Creative Media Health and Social Care ICT Performing Arts Science Sport

Our Sixth Form provision is rapidly expanding, with new courses being added to our curriculum every year. We are very excited to be able to offer such a wide range of Level 3 courses; students would normally choose three or four different subjects. In addition to Level 3 courses, students will also have the opportunity to retake GCSEs in English and Mathematics should they wish to improve their grades.

SUPPORT, ENRICHMENT AND EXTENSION

Students' individual needs are well supported and benefit from additional in lesson support if required, or can have additional curriculum time for literacy and numeracy lessons.

Students are expected to attend at least one enrichment activity per week. This may be further support for their classwork or an experience of trying something new. Students may work towards an accredited qualification or it may be purely recreational. Our enrichment programme is very broad and is constantly evolving to provide our students with as many different opportunities as possible.

Many students successfully complete qualifications in home languages other than English and are encouraged to do so when they are ready. We also encourage students to complete other qualifications early where appropriate, so that they can continue to challenge themselves with higher levels of study.





Access

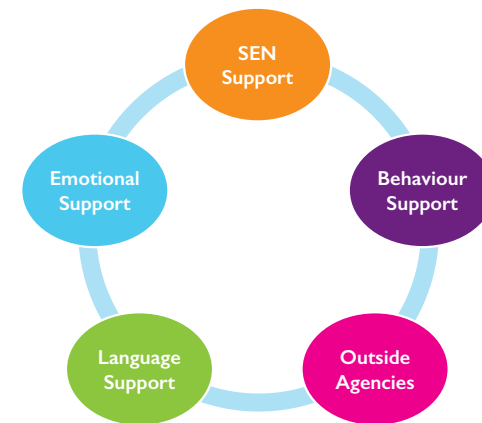
Our Academy is a happy and welcoming one. Our students thrive in a supportive and safe environment in which everyone has respect for each other. All students require support with their learning at one time or another and in the majority of cases this support is provided through the Learning Village structure. However, some students require additional support to reach their full potential and this is provided through Access.

Access provides fully integrated support for students with additional needs, be those emotional, behavioural, special educational or additional language needs.

This co-ordinated support is provided either in class or through small group or individual programmes.

Our Access staff are highly qualified, experienced and very approachable. They work closely with subject teachers and Learning Village Leaders to review the impact interventions are having on individual students. From time to time, students also require the support of outside agencies to ensure their needs are met. Our Access staff liaise with the appropriate outside agencies to provide a joined up service for our students.

At Bedford Academy we believe that all students, with the appropriate support, can be successful.



Homework and Extended Learning

Bedford Academy's approach to extended learning takes account of the additional learning hours in the Academy's formal teaching week and the enrichment programme.

We acknowledge that:

- Students who take part in additional study support activities outside of their normal learning get better GCSE results than their peers of equal ability who do not participate. These students score an average of 3.5 grades more on their best GCSE results and they gain one more A*-C pass (Source: National Youth Agency & University of Strathclyde).
- As students progress through the Academy, they are increasingly expected to learn effectively on their own, managing their own study time by Sixth Form.

Homework and Extended Learning at Bedford Academy will:

- Be given on a flexible schedule as determined by the Director of Learning for each course studied but attempt to follow an agreed timetable set out at the beginning of each academic year.
- Be given when extended learning will enhance the learning of students in a topic, subject or course.
- Not focus on quantity but the quality of the extended learning (homework) task; there are no fixed time limits or duration expectations.
- Be mindful of students' commitments to enrichment activities, ability and home circumstances when setting a piece of work. However, work that does not require engaging thought because it is too short or cursory will be avoided.

- Be able to be completed in the Independent Learning Centre during enrichment time or at Breakfast Club.
- Consist of a specific, well explained task or project with a fair deadline made clear to students.
- Have details recorded by students' in their planners.
- Take account of students' interests and abilities.
- Take a variety of forms and may not be written.
- Be assessed in an appropriate form and feedback be given to the student.
- Be formally monitored and reviewed by senior and middle leaders for effectiveness.



Enrichment

We believe that it is important for students to make the most of their time at the Academy and we are proud of the varied activities and opportunities available to students during the academic year.

All our students are expected to take part in at least one session from our enrichment programme per week but with so many to choose from, many stay for more!

Enrichment programme activities are based on sports, arts, science and technology, music and languages to name just a few. We are pleased to be able to offer students the opportunity to learn new languages including Bengali, Italian, Polish and Urdu.

We have a range of arts based activities including our very own film, pottery, music, choir and drama clubs. Students have the opportunity to take part in our Academy performances to which parents and the local community are invited.

Whole Academy events allow students to take part in activities beyond the classroom, to have fun and enrich students' experience. Events include themed days, presenting assemblies, sports day, productions and concerts. Students help to organise events for the local community such as a bingo evening and a summer BBQ.

Enriching the lives of our students comes in many forms, not just extra-curricular clubs. Residential, day and short trips encourage students to experience different environments, cultures and to meet new people, giving opportunities to increase their organisational skills, personal initiative and self-confidence.

Some of the opportunities students have been fortunate to attend include going to theme parks, visiting the BBC, London art galleries and theatres, cruising the Thames and going on the London Eye, to name just a few.

Visiting speakers provide course and tutorial-related talks. These often provide awareness for students beyond the expertise of Academy staff and insights into different approaches to learning.

Tutorial time provides activities focused on students' skills including:

- Literacy
- Careers information, advice and guidance
- Bullying and pastoral matters

Citizenship activities based in Learning Villages encourage student participation in events such as Children in Need and Comic Relief, where fundraising develops students' planning, decision making and organisational skills.





Careers, Information, Advice and Guidance

It is really important that students experience a broad programme of careers education to help them widen vocational knowledge, raise aspirations and enable them to make an informed choice about their next steps and career direction.

We aim to do this by a range of activities including employer talks, visits to local and national events, such as, college visits, careers fairs and one-to-one careers appointments with our impartial adviser.

The careers calendar of events caters for every year group and is delivered by a dedicated in-house Careers, Information, Advice and Guidance team.

Some of the activities that take place throughout the year include:

- A programme of Careers Education delivered at Tutor Time
- “The Real Game” immersive day for Year 9
- Visiting speakers from local companies
- Careers assemblies supported by Bedford College and apprenticeship providers
- C.V. writing for all Year 11 and Sixth Form
- Army Careers visit
- Online diagnostic resources including Fast Tomato and Higher Ideas
- Sixth Form careers and university fairs

- “Industry Day” for all Year 10 and Sixth Form
- Internship programme of visiting speakers for Sixth Form students
- UCAS advice, guidance and on-going support with University applications
- Careers Advisor meeting available for every student
- Programme of speakers to inform Year 11 students about choices available to them i.e. college, Sixth Form, apprenticeships.



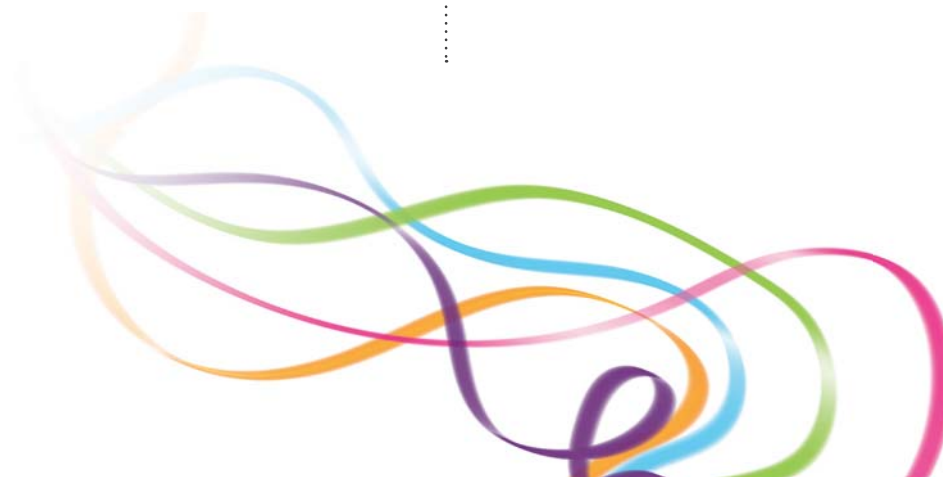
Sixth Form

We believe that the Sixth Form is the pinnacle of our students’ education and forms the bridge to adulthood. Bedford Academy Sixth Form provides the right opportunities and continual support to enable our students to progress to University and successful future careers.

Our Sixth Formers benefit from more teacher contact hours for their subjects than any other Sixth Form in Bedford. We recognise leadership skills as a vital tool in succeeding in a modern global community and provide students with opportunities to develop these through the senior prefect team and vertical tutoring system. Sixth Formers have opportunities to take on community projects, charity work and mentoring roles for younger students.

Students in the Sixth Form study up to four Level 3 courses and these may be a mix of A Levels and BTEC qualifications. Students also follow a core PPD course and have access to Sixth Form sport and enrichment activities each week.

A Sixth Form prospectus is available on the Bedford Academy website or from the school Reception.



Academy Standards and Expectations

PREPARATION FOR LEARNING

All students are expected to arrive at school fully equipped and prepared to learn.

To enable this, all students are expected to bring with them:

- A pencil case
- Blue and black pens
- HB pencils
- Sharpener
- Rubber
- 15cm Ruler
- Pair of compasses
- Protractor
- Scientific calculator (this need not be expensive)
- Set of coloured pencils

The Sponsor, Governors and staff of Bedford Academy believe that exemplary standards are important in reflecting our high expectations. These standards and expectations are there to ensure that students are not distracted from their learning. We appreciate your support in instilling and enforcing these standards for all students.

LATENESS

Lateness to lessons disrupts the flow of a lesson, the learning of the student and that of other students; punctuality is a life skill and one that is always requested in future employer references. If a student arrives late to lesson without a note that is timed, dated and signed by a staff member, behaviour points are awarded and students may be sanctioned.

Students who are late to school (after 8.30am) will be given a late detention during lunchtime on the following day. Lates after the register closes are classed as absences.

MOBILE PHONES AND MUSIC DEVICES

We recognise that many students may wish to use their mobile phone and music device at break and lunchtime; these must be switched off and in bags by the time they enter the Academy building. If any student has a mobile phone or music device out within the Academy building, it will be confiscated. We therefore recommend that students do not bring these items into the Academy; students that choose to bring these items in do so entirely at their own risk.

PROCESS FOR CONFISCATED ITEMS

If an item is confiscated, the following will occur:

- The first time an item is confiscated the item will be retained at Reception until the end of the day and may be collected by the student.
- The second time an item is confiscated the item will be retained by Reception for three days unless collected by a parent or carer. The item will not be returned to the student before the expiration of three days.
- The third time an item is confiscated the item will be retained by the Academy until a meeting between the parent or carer of the student and their Learning Village Leader or Tutor is attended.

It is important that all students respond appropriately if any item is confiscated. Any student who refuses to hand over an item that is being confiscated will face further sanctions in line with our Behaviour for Learning policy. Thank you for your support with this policy.

DETENTIONS

Students at Bedford Academy follow a 'Think Positive' approach to behaviour. Students are awarded Achievement Points for demonstrating positive behaviour and Behaviour Points for negative behaviour. We recognise that if students maintain a positive points balance, their conduct around the Academy is positive and they are rewarded for this.

If students find themselves with a negative points balance they will be expected to attend 60 minute after school detentions on Tuesdays and Thursdays, until a positive points balance is restored.

For serious breaches of the Bedford Academy Behaviour Policy, students will also be expected to complete a Senior Leadership Team detention for 60 minutes after school on a Friday.

For students who consistently display Bedford Academy Character, detentions are never a worry.





Attendance

At Bedford Academy we believe that for our students to gain the greatest benefits from their education, it is vital that they attend regularly. Our students should be on time, every day the Academy opens, unless the reason for absence is absolutely unavoidable.

It is very important that families recognise their responsibility to ensure their child attends school regularly and on time. 98% attendance is a realistic and achievable target for all students and allows for the occasional emergency or sickness absence.

You may think that 90% in an exam is great, but for attendance it is not very good at all:

90% attendance	=	½ a day a week missed
90% attendance	=	Four weeks missed every year
90% attendance	=	½ a school year missed every five years

For every 17 missed days a year = 1 GCSE grade drop in achievement; this could be the difference between a C and a D grade in Maths or English!



PARENT/GUARDIAN RESPONSIBILITY

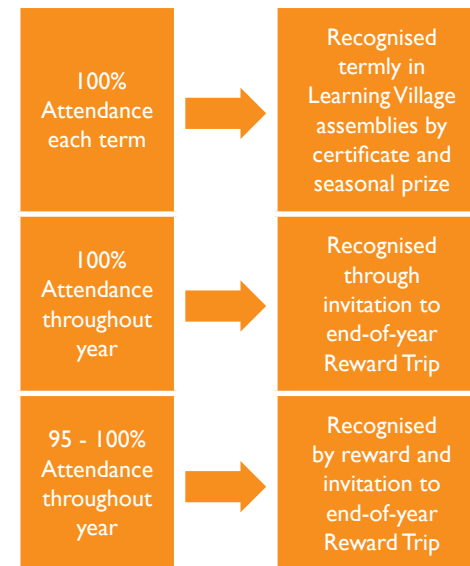
- Only let your son/daughter stay at home if they are genuinely ill.
- Make medical appointments outside of Academy hours.
- If your son/daughter is going to be absent please contact the Academy before 8.45am on (01234) 301500 ext. 238 or email attendance@bedfordacademy.co.uk, to advise us of the reason for absence and when you expect the student to return to school.
- Ensure that holidays are taken in Academy holiday periods only, never in term time. A Fixed Penalty Notice may be issued to parents if students take holiday during term time.
- Talk to your son/daughter about the Academy and how they feel about it. They are more likely to attend and enjoy it if they feel supported and listened to.

WHAT TO DO IF THERE IS A PROBLEM WITH YOUR SON/ DAUGHTER'S ATTENDANCE

- Talk calmly to your son/daughter and listen to their explanation. Contact their tutor or Learning Village Leader to address the reason for their non-attendance.
- Your son/daughter's welfare is important to us. We can help you resolve issues and can offer support for you and your child. You are not alone.
- Be supportive to your child in the run up to tests and be aware of coursework deadlines.
- Help your child catch up with missed work. A missed day should not mean missed work.

ATTENDANCE REWARDS SYSTEM

The Academy aims to support and encourage strong attendance by offering the following incentives and positive reinforcement to students:



There are also weekly attendance competitions in each Learning Village and a Whole Academy Attendance Race, both of which are rewarded.



Rewards

At Bedford Academy our standards are high. We believe that no goal is beyond possibility for our students and we encourage their aspirations and achievements by use of rewards.

Our students are proud of their achievements and are motivated by our personal Achievements Points system. Students are rewarded with points for:

- 100% attendance
- Outstanding classwork or homework
- Outstanding effort
- Academic achievement
- Participation in enrichment
- Representing the Academy.

At the end of the year students exchange their points for a reward.

END OF TERM CELEBRATION OF REWARDS

The end of each term is a highlight for all. Our students are recognised for their achievements in front of their peers during celebration assemblies. Teachers and Form Tutors nominate students for both academic and pastoral based rewards. Our students thoroughly enjoy these events and are inspired to do their best the following term to secure a reward for themselves.

END OF YEAR CELEBRATION OF REWARDS

During the summer term reward trips take place and special awards are made. Students who have achieved the highest standards of attendance, achievement, effort and participation are rewarded and invited to take part in these exciting events.



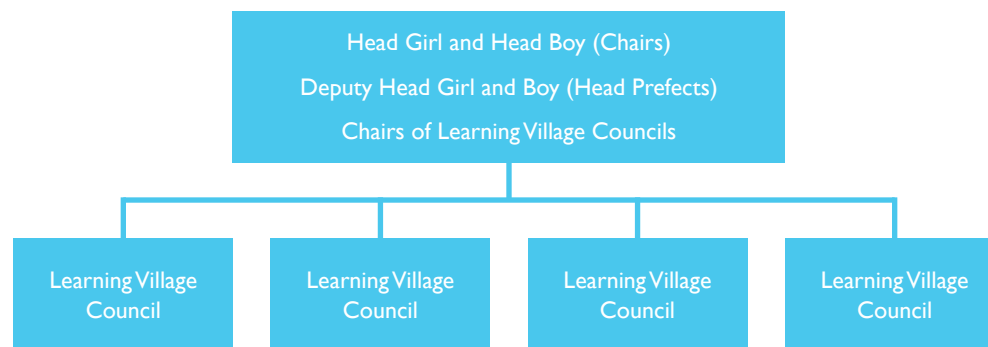
Student Voice

Student Voice is the set of systems through which young people give their opinions and suggestions on Academy life in an open, honest, secure yet constructive way.

At Bedford Academy we believe that all students are entitled to contribute actively in shaping the educational experience they and their fellow students receive.

Bedford Academy is committed to placing Student Voice at the centre of lesson planning and design of the wider curriculum.

ACADEMY COUNCIL



Students are elected by their peers to sit on the Learning Village Council. Representatives from the Learning Village Council then take their ideas and feedback to the Academy Council.





Anti-Bullying

Bedford Academy encourages students to show respect in their relationships with all members of the Academy's community.

The Academy takes a zero-tolerance approach to bullying - this includes all forms of bullying relating to race, religion and culture, homophobic bullying, bullying related to special educational needs and disabilities, sexist and sexual bullying, and the use of cyber technology to bully.

We encourage students to:

- Say NO to BULLYING
- Know and understand what bullying means and the consequences of bullying-type behaviour

- Be active not passive - speak out and report incidents
- Listen to, support and help bullied students
- Take personal responsibility
- Take collective responsibility
- Develop loyalty to the Academy and students within it.

ANTI-BULLYING MENTORS

The mentor scheme is aimed at ensuring students time at Bedford Academy is not only a success academically, but that students also feel safe, happy and fully supported. We appreciate that, at times, talking to an adult can be hard so we have students fully trained to support our young people who feel they need someone to talk to.

Our mentors are able to:

- Assess the extent of bullying and effectiveness of existing strategies
- Lead anti-bullying groups
- Provide peer support and a peer buddy
- Lead anti-bullying conferences and awareness weeks
- Lead anti-bullying assemblies
- Lead anti-bullying competitions
- Manage 'safe zones' in the academy.



Parent Partnership

PARENTS MAKE A DIFFERENCE

Parents, carers and families are by far the most important influences on children's lives. We believe that where parents take on a supportive role in their child's learning, both at home and in partnership with the school, their children do better and achieve more. These benefits can be long-lasting and extend to better health, relationships and improved employment.

PARENT FORUM AND PARENT SUPPORT GROUPS

We aim to develop an active partnership with our parents to ensure that every child is nurtured to reach their full potential. Information shared with teachers assists them in adapting their teaching to suit the learning styles of students and to take account of any particular needs they may have.

FAMILY SUPPORT MANAGER

Our Family Support Manager is available throughout the school day to support families with concerns they may have around issues that occur outside of school but may well affect your child at the Academy. The Family Support Manager can provide support and information in regards to such matters as housing benefits, employment and parenting.

PARENT GOVERNOR

Our Parent Governor sits on the Governing Body and is a representative parent who holds a unique position of having a parental viewpoint of the Academy. The Parent Governor is available to discuss issues raised by parents and is actively involved in the life of the Academy.



Financial Difficulty Procedures

The Academy provides a free education to all students but also provides a number of additional services and activities for which charges will be made. The Academy is committed to the belief that no student should be at a disadvantage if their parents/carers are in receipt of benefits.

The Academy is able to offer financial assistance to those students for whom the Academy receive pupil premium or whose parents or guardians are in receipt of one of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (Income Related)
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190 (subject to review*))
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- Guarantee element of State Pension Credit.

*This threshold is provided by the Department of Education (DFE) and is subject to change.

MEAL ALLOWANCE

- A free meal allowance per day will be allocated to eligible students against the cost of a main meal.
- The Academy restaurant will provide a main meal option with dessert and drink (water) that does not exceed the daily free meal allowance. However, students will be able to make alternative choices and to use the free

meal allowance in part payment for their chosen meal. Extras, such as drinks or extra dessert, above the allowance value will need to be paid for by parents/carers.

- The Academy reserves the right to reclaim any Academy benefits that are overpaid as a result of any financial misinformation received.

UNIFORM AND SPORTS KIT

Assistance with the provision of uniform will be provided for those students whose parents are in receipt of Free School Meals.

TRIPS AND VISITS

Deposits should, in all cases, be paid in full by the parent/carer. To apply for assistance with the remaining amount, a letter should be sent to the Director of Finance stating the reasons for the application. Reference should be made to the Academy's Charging and Remissions policy for further guidance.

OTHER ENQUIRIES

All financial assistance queries should be made in writing to the Director of Finance. They will be considered on the grounds of the pupil premium/benefit criteria outlines above.





Student Uniform

We are proud of our students and want them to look their best at all times. All students are expected to wear the full Academy uniform.

All items are available by order from the Academy's uniform shop based in reception. The Academy accepts school uniform vouchers.

Current price list for uniform is available on our website or via the Academy Reception.



	GIRLS	BOYS
Provided	Academy School Bag	Academy School Bag
Only available from Academy Shop	UNIFORM: Navy Blazer with Academy Badge Charcoal Grey V-Neck Jumper with Navy Stripe Academy Skirt OR Charcoal Grey Trousers (religious/medical reasons only)	UNIFORM: Navy Blazer with Academy Badge Charcoal Grey V-Neck Jumper with Navy Stripe Charcoal Grey Trousers Academy Tie
	PE KIT: Academy Track Suit Jogging Bottoms Academy Polo Shirt Academy Shorts Academy Socks Academy Football/Rugby Top PE Bag with Bedford Academy Badge	PE KIT: Academy Track Suit Jogging Bottoms Academy Polo Shirt Academy Shorts Academy Socks Academy Football/Rugby Top PE Bag with Bedford Academy Badge
Available at other stores	Plain Black Socks or Tights Plain Black School Shoes Proper Winter Coat - Black or Grey (no denim, leather or large logos) Trainers for PE (Hockey Boots optional) Open Neck White Blouse	Black Socks Plain Black School Shoes Proper Winter Coat - Black or Grey (no denim, leather or large logos) Trainers for PE (Football Boots optional) Long Sleeve White Shirt



Uniform Standards

All students are expected to be in FULL Academy uniform whilst inside the Academy building. Full Academy uniform includes correctly worn ties, tucked in shirts, blazers, skirts at knee length and school shoes.

Students must also have the Academy bag with them each day; additional bags may be used to carry PE kit or cooking ingredients if required.

Inappropriate items of clothing, jewellery and hair accessories will be confiscated.

In addition:

- Hair styles must be in keeping with the smart appearance of our uniform and be of a conventional length and colour (unnatural hair colours and markings cut into the hair are not appropriate).
- Excessive make-up and coloured nail varnish are not permitted.
- Students may wear a wrist watch and one pair of plain silver or gold colour studs in their earlobe only (except for during PE); no jewellery is to be worn in any body piercings; additional jewellery or hair accessories will be confiscated.
- Visible tattoos, including henna tattoos, are not permitted.
- Students are expected to wear plain black school shoes not trainers, boots or sandals.
- Shoes must not be open-toe, resemble trainers or have any logos.
- Hooded tops, caps and bandannas are not appropriate clothing and must not be brought to the Academy site.

The only exceptions to the uniform policy are as follows:

- Students with a genuine reason for incomplete uniform must bring a note of explanation from home; students will then be loaned the missing uniform item or shoes from our fully maintained, cleaned and marked stock. Please note failure to return loan stock will result in costs of replacement being sought from the family.
- Students unable to wear uniform for medical reasons must provide a note of explanation to their Learning Village Leader; a uniform pass for the appropriate period of time will usually be issued in these circumstances.





Academy Dining

Bedford Academy understands the importance of providing students with healthy and nutritious food which enhances levels of concentration and achievement.

Our Executive Chef constantly refreshes the menus and provides food of the highest quality in our restaurant on a daily basis. Each day the Academy offers free breakfast during break time, of cereal and fruit, to every student.

We provide nutritious and substantial snacks to buy at break as well as providing appetising and satisfying lunches. Our menus comply with the standards set by the Food Standards Agency to assist our students to make healthy choices in their diet. The food reflects a variety of tastes and cultures and we will always provide a vegetarian option. Students who wish to bring a packed lunch from home may do so, eating either in the restaurant or on one of the outside benches.

Our bistro style restaurant provides a modern and relaxed environment in the main atrium at the heart of the school where students can enjoy breakfast, break and lunch and socialise with their friends. Lunch times are staggered to ensure that queues are minimised. Doors open out onto a designated external dining area for al fresco dining during late spring and summer.



AN EXAMPLE OF A WEEKLY MENU

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST BREAK	Free of charge to ALL students = cereal, milk, yoghurt, fruit, water. Additional items to purchase include porridge, bacon rolls, cheese and bean wraps, egg muffins, toast, crumpets, range of drinks.				
MAIN MEALS	Meatballs with Spicy Tomato Sauce	Gammon and Pineapple	Roast Chicken with stuffing	Pork Kebabs with Pitta Bread	Battered Fish
VEGETARIAN	Mozzarella and Basil Tart	Sweet Chilli Noodles	Cheese and Broccoli Pasta Bake	Vegetable Tagine with Cous Cous	Look out for our Specials Board!
VEGETABLE / SALAD	A selection of fresh vegetables and salad available daily				
HOT DESSERTS	Eves Sponge with Custard	Caramel Tart	Meringue Nest with Fruit Berries	Raspberry Cheesecake	Ice Cream with Wafers and Chocolate Sauce
GRAB AND GO	Pizza and Pasta selection, Jacket Potato (topped with hot and cold fillings) and a range of sandwiches, baguettes and salads. Other available items include yoghurts, fruit bags, crudités, cheese and biscuits, cakes, tray-bakes, muffins and doughnuts.				



Free School Meals (FSM) can be claimed by those students whose parents are in receipt of Income Support or Income-based Jobseeker's Allowance, or Income-related Employment and Support Allowance or Child Tax Credit or Working Tax Credit Run-on (available for 4 weeks after you stop qualifying for Working Tax Credit) or Universal Credit or support under Part VI of

the Immigration and Asylum Act 1999 or the guaranteed element of State Pension Credit.

If you feel you may be eligible for FSM, you can contact Bedford Borough Council Education Welfare Service and request an application form to be sent to you or apply online via www.bedford.gov.uk

The Academy operates a biometric cashless system for catering. Your child will have an account which can be charged via cash, cheque or online via ParentPay. If you require further information on cashless catering please contact the Finance department at the Academy.

Student Admissions

Bedford Academy will consider all applications for places. Admissions into the Academy are organised in conjunction with Bedford Borough Council.

Each year the Council distributes information packs via local Primary and Middle Schools on the admissions process for Secondary Schools. Places need to be applied for and a completed application form needs to be returned to the Council by 31st October. Places will then be allocated and parents will be informed the following spring. We anticipate reaching our full admission number each year therefore you are advised to put Bedford Academy as your first choice if you wish to secure a place for your child.

ENTRY INTO OTHER YEARS

Contact Bedford Borough Council Admissions Service for an application form. All applications will be considered and if the year group applied for has a place available the Academy may admit the child.

Bedford Borough Council
School Admissions Service

T: 01234 718120

E: admissions@bedford.gov.uk

Contacts

We welcome enquires about the Academy, please do not hesitate to contact us:

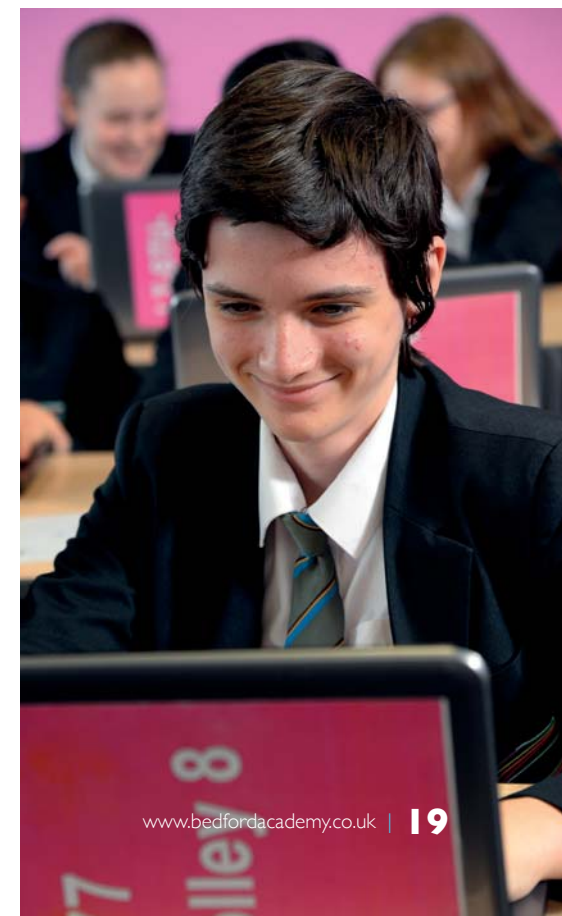
Principal	Mrs Claire Smith
Vice Principal	Mrs Tara Collins
Vice Principal	Mr George Lewis
Vice Principal	Mr Scott McGregor
Vice Principal	Ms Emma Orr
Director of Operations	Mrs Lisa Archer
Director of Finance	Ms Alison Bealey

LEARNING VILLAGES ARE OVERSEEN BY AN ASSISTANT PRINCIPAL:

Maths and Business	Miss Victoria Horlock
Communications	Mr Sam Farmer
Humanities and Year 7	Mr Chris Deller
Science and Technology	Mr Paul Hickson
Arts and Sports	Miss Kim Bradley
Sixth Form	Mrs Rachel Lovett

GOVERNORS:

Chair of Governors	Mr Hanif Patel
Vice Chair of Governors	Mrs Christine Highams
Parent Governor	Mr Simon Forbes
Staff Governor	Ms Emma Orr
Governor	Mr Alistair Melvill
Governor	Mrs Susan Clark
Governor	Mr Mervyn Weeden
Governor	Mr Tony Wildman
Governor	Ms Emma Lowe
Governor	Mr Charles Baily
Associate Governor	Mr David Wilson
Associate Governor	Mr Steve McLellan
Clerk to the Academy Trust	Mrs Michelle Bye-Gannon



What Our Students Have To Say

“My lessons are varied. I give presentations, get involved in group work, and use the video equipment. This all happens in one lesson!”

Year 11 Student

“My favourite lessons are the ones including animation, trailers, and the debate lessons.”

Year 10 Student

“My lessons go really quickly; sometimes I’m surprised when the teacher says we only have five minutes left.”

Year 9 Student

What Our Parents Have To Say

“The feedback I get from my child suggests that she is appreciated and listened to. She highly respects her teachers and the help given.”

“My child is very happy at school. This leads us to believe that there is a very nurturing atmosphere, which allows the children to feel comfortable.”

“Setting expectations has brought more focus to Sanjay’s development and studies.”

“My child had no self-confidence and this school has helped him and the family achieve that. Thank you!”

“The Academy encourages attendance and enrichment activities which are main factors in achieving high standards of progress.”

“Thank you for helping Daniel settle in and make a fantastic start at this school. The staff are so dedicated and hard working and this really shows.”



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