



BAYSIDE COMPREHENSIVE SCHOOL
GIBRALTAR

www.baysideschoolgibraltar.gi

Parents Handbook
2021/ 22



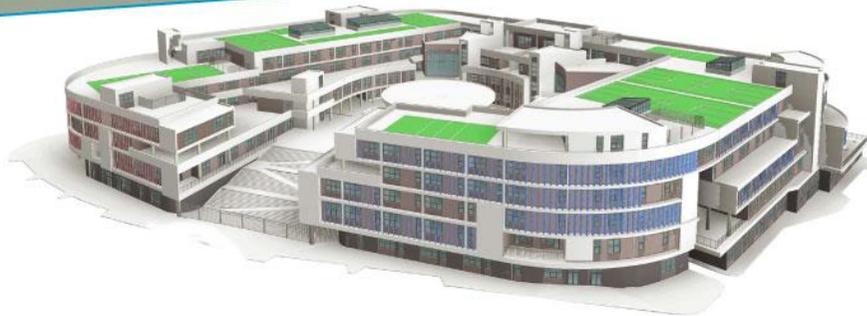
Cover artwork by Adam Sacristan (Year 11)



BAYSIDE COMPREHENSIVE SCHOOL

G I B R A L T A R

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Headteacher's Address

The start of a new academic year is always exciting for students, staff and parents. When school resumes in September 2021 we will hopefully be in a position to look ahead with optimism and positivity. The last two years have been challenging, for reasons well known to us, and so we must make a fresh start and look forward to making the most of the many opportunities that will come our way after the summer break. As parents, you can certainly rely on our staff to have students' best interests at heart. As I have said on many occasions, close collaboration between staff and parents is paramount. In this respect our doors will always remain open should you feel there is a need at any particular time to discuss any issues with us.

This year I would like to welcome our new intake from St Bernard's, Bishop Fitzgerald and Loreto Upper Primary schools. These students came on their familiarisation visits recently and no doubt will be excited at the prospect of starting in their new school. They will be made to feel very welcome and we will make every effort to allay any apprehensions that some of them may have when they join us.

Finally, it is with a tinge of sadness and nostalgia that I will be retiring in September after so many years in Bayside School. As I look back on my career in education I suddenly realise how privileged I was to work with so many students and so many dedicated teachers along the way. My very best wishes to all of you.



Michael Tavares
July 2021

Ethos

Bayside is a caring school which embraces difference. We are committed to providing the best educational opportunities we possibly can to allow all our pupils to maximise their potential. This means focusing on the wellbeing of every child to ensure they are safe, healthy, achieving, nurtured, active, respected, responsible and included.



Pastoral Team

Our team is committed to looking after the wellbeing of our pupils and delivering the school's ethos. We can be contacted via email or via the school secretary.



Mrs Gaynor Lester, Deputy Head (Pastoral)
glester@baysideschoolgibraltar.gi



Mrs Denise Marsden, Senior Teacher (Pastoral)
dmarsden@baysideschoolgibraltar.gi



Mr Julian Guilliano, SENCo
jguilliano@baysideschoolgibraltar.gi



Mr Damian Sene, Head of Year 11
dsene@baysideschoolgibraltar.gi



Mr Yamal Sebtaoui, Head of Year 10
ysebtaoui@baysideschoolgibraltar.gi



Mr James Edmunds, Year 12/13 Co-ordinator
jedmunds@baysideschoolgibraltar.gi



Mr Jonhenry Mauro, Head of Year 8
jmauro@baysideschoolgibraltar.gi



Mr Ian Canepa, Head of Year 9
icanepa@baysideschoolgibraltar.gi



Mrs Marie Holmes, Head of Year 7 Ag.
mholmes@baysideschoolgibraltar.gi

Organisation

Each year group is divided into 8 forms and assigned a form tutor.

BX	BY
GX	GY
RX	RY
YX	YY

The form tutor will be the first point of contact for the pupils. They will work with the Head of Year to look after the wellbeing of our pupils.

These form groups will be linked to the pupils' houses and the reward system.

The form tutor will carry out the following duties:

- Register pupils at 09:00 and 13:45
- Monitor attendance
- Monitor punctuality
- Collect notes for absences
- Deliver school notices and information
- Deliver the PSHE curriculum



Curriculum

In Years 7 - 9, the pupils will be accessing the following curriculum:

Subjects	Periods
English	4
Maths	4
Science	3
Spanish	2
History	2
Geography	2
Design & Technology	2
Art	2
ICT/Computing	2
Physical Education	2
PSHE	1
Religious Education	1
Music	1
Drama/Dance	1
French/Literacy	1
Total	30

For the KS4 and KS5 curriculum, please refer to the school's website.

Lesson Times are as follows:

TIME	PERIOD
09:00-09:10	Morning registration
09:10-10:00	Lesson 1
10:00-10:45	Lesson 2
10:45-11:05	BREAK
11:05-11:55	Lesson 3
11:55-12:45	Lesson 4
12:45-13:45	LUNCH
13:45-13:55	Afternoon registration
13:55-14:40	Lesson 5
14:40-15:30	Lesson 6



Policies

The specific school's policies are available upon request from Mr Tavares or Mrs Lester. In this section we have tried to summarise the main points and the essence of the policies.

The school has a positive behaviour policy which is rooted in the following principles:

- Respect
- Actively listening to all parties
- Take all incidences seriously
- Explaining and reasoning rather than admonishing
- Mediating
- Fairness and clarity
- Reassurance
- Support



Discipline and anti-bullying: Prevention

The school's response needs to start well before the point where a child has been bullied.

1. Gather intelligence

- ▶ Be aware of issues between pupils and develop strategies to deal with them
- ▶ Identify vulnerable pupils who could be bullied
- ▶ Be/become aware of history between pupils

2. Respect and value difference

- ▶ Embedded in the curriculum e.g. PSHE/RE
- ▶ Ensure that our lessons are inclusive and that differences are not highlighted negatively
- ▶ Ensure our language is inclusive and appropriate e.g. explain to boys that using the term 'that's so gay' is not acceptable

3. Create an ethos of good behaviour

- ▶ Line up in an orderly manner before going into class and stand behind your chairs before you leave.
- ▶ Put your hand up rather than shout out.
- ▶ Walk in the corridors rather than run.
- ▶ Speak to teachers and other pupils with respect
- ▶ Collective responsibility for behaviour, etc.

4. Involve parents

- ▶ Parents need to be clear that the school does not tolerate bullying
- ▶ Parents need to feel confident that the school will take any complaint about bullying seriously and that the issue will be resolved in a way which protects their child.



5. Involve pupils

- ▶ Pupils need to be clear that the school does not tolerate bullying
- ▶ Pupils need to feel confident that the school will take any complaint about bullying seriously and that they will be protected
- ▶ Pupils need to understand the part they play to prevent bullying including when they find themselves as bystanders.

6. Protective Behaviours

Has two themes:

1. *We all have the right to feel safe all the time.*
2. *There is nothing so awful that we can't talk about it with someone.*

Protective behaviours is a practical and down to earth approach to personal safety.

It encourages self-empowerment and brings with it the skills to avoid becoming a target by allowing pupils to recognise and trust their intuitive feelings and to develop strategies for self-protection.

Rewards & Sanctions

Sanctions

- Mainly verbal warnings and conversation
We prefer to resolve situations through discussion and for the pupils to reflect on their own behaviour and understand why they have let themselves down.
- Written letters to parents if there is a persistent issue, either behaviour or academic
These are by way of information and not a punitive measure.
- Detentions – break and after-school – for either a persistent issue or a serious incident
- Isolation or suspension for very serious issues



TECHNICAL BLUES

GRAMMAR GREENS



Rewards

- House system
- Passport
- Points can be gained for effort, attainment and service to the school.

We will reward academic pursuits as well as those in the arts and sport.



LOURDES REDS

ST JAGO'S YELLOWS



Attendance

Regular attendance at school is a legal requirement up to the age of 15. Any student who is attending school for less than 85% of the time is failing to meet the required standards and will be reported to the Education Adviser in charge of pupil welfare. In cases where the attendance is very poor, the Department of Education may enter into legal proceedings and/or the child may be referred to the Care Agency.

In Years 11 to 13, although attendance to school is no longer legally compulsory, it is vital as students complete their GCSE and A-Level courses. Frequent and long absences may result in the child not being entered for GCSE and A-level exams.

Parents need to provide a note to explain their child's absence from school.

An email to the school is also acceptable.

These are the procedures the school will be following. We do this to safeguard your child and hope that we will have your full support.

- 1 If a student is absent for more than four days, his parents or guardians should be contacted by his Form Tutor or Head of Year. The reason for the absence and the call should be recorded on SIMs.
- 2 If the student is regularly or chronically absent, once the form tutor has spoken to the parents, the Head of Year should contact them himself and record the issue on SIMs so that a letter outlining the concern is issued.
- 3 If the absenteeism continues, the Head of Year should inform the Deputy Headteacher (Pastoral), who will contact the parents herself, perhaps arranging a meeting.
- 4 If the absenteeism should still continue, the Headteacher will meet the parents with the Deputy Headteacher (Pastoral) and/or Head of Year.
- 5 Should the problem persist the Deputy Headteacher (Pastoral) will pass on this information to the Education Adviser (Pupil Welfare) who will investigate further.



Mobile phones

The use of mobiles is not allowed in class. However, pupils may use mobiles in the classroom where the teacher has given permission for the mobiles to be used to enhance the learning. We acknowledge that technology, including mobiles, can be used positively to support learning and we therefore allow students to carry mobiles in school.



Recording or filming and taking photographs is expressly forbidden *unless* the teacher has given them consent and it is part of their learning.

Please note that mobiles and other digital devices are **FORBIDDEN** and **EXPRESSLY DISALLOWED** in examinations for both students and teachers.

The use of mobiles in examinations by students could result in disapplication and is considered malpractice. The use of mobiles in examinations by teachers could compromise our integrity as an examinations centre and the individual teacher could also be accused of malpractice.

In the event of a student inappropriately using a mobile in school, the item will be confiscated, placed in a labelled envelope and given to Mrs Lester, Deputy Headteacher (Pastoral).

Students should be asked to report to Mrs Lester at 15:30.

The mobiles of persistent offenders will only be returned to parents.

Please note that the school will not assume responsibility for lost or stolen items.

SEN

Our school's SEN Policy will continue to be revised in line with the SEN Code of Practice (DFES 2006).

The main aim of the Policy:

To have 'Principles of Inclusion' at the heart of all working practices at our school.



The Learning Support Facility (LSF) offers a learning environment for students with Severe Learning Difficulties and for students with profound and multiple learning difficulties.

The Alternative Learning Centre (ALC) offers a learning environment for students who are at risk of leaving full time education e.g. students with severe social and emotional behavioural difficulties, school phobics.

Library and Alternative Recreational Areas

The library will be available for all students as a place of study and a centre for reading.



There will be alternative recreational areas where the students can go at break time if they prefer quieter and calmer spaces.

There will be indoor and outdoor alternative spaces for our pupils. We will have games and books available for them in these areas and older 'buddies' will be there to support our students.

Uniform 2021-22

Winter Uniform

- White plain shirt or white polo shirt, preferably with school badge.
- Grey trousers
- Or grey skirt
- Or navy blue plain tracksuit bottoms



When the weather requires:

- Navy blue sweatshirt or jumper (including cardigans), preferably with school badge, over shirt.
- Or navy blue zip-up fleece preferably with school badge
- Or plain navy blue hoodie, preferably with school badge

AND one of



Footwear

- We ask that all footwear be a plain colour as much as possible. Trainers are allowed. No heels allowed.

Students in years 12 & 13 may wear a navy blue polo shirt instead of a white one.

Jewellery and long nails

Watches and earrings (studs not hoops) are allowed in school. We do not allow jewellery which dangles, be it earrings, necklaces, etc. for health and safety reasons.

Very long nails are unacceptable on grounds of health and safety and would hinder the learning in certain subjects e.g. music and ICT where the long nails interfere with the keyboards.

Uniform 2021-22 continued

Summer Uniform

- White plain shirt or white polo shirt, preferably with school badge.
- Plain navy blue shorts (knee length)
- Plain canvas shoes
- No flip flops allowed

Please note that pupils may wear the winter uniform in summer should they prefer this.

For PE, drama & dance:

- White plain T-shirt.
- Black shorts (including elasticated shorts such as cycling shorts).
- Navy blue plain tracksuit bottoms; navy blue tracksuit top or navy blue sweatshirt.



and



+



or



with



or



or



+



Long hair needs to be tied back for practical lessons in science, PE, drama & dance and food preparation & nutrition.

Jewellery will need to be removed for PE, drama and dance.

For reasons of health and safety students should change into their PE and drama before the lesson and then change after the lesson. They can come into school wearing their tracksuits on days when they have PE and drama

Student responsibility team 2021-22

Head Boy

Aryan Dhanwani

Head Girl

Mariana Fernandes Chambel

Deputy Head Boy Joey Sacarello

Deputy Head Boy Jesse Figueras

Deputy Head Boy Joseph Garcia

Deputy Head Boy David Lester



Post holders in Bayside

Headteacher

Mr M Tavares

Deputy Head (Pastoral)

Mrs G Lester

Deputy Head (Academic)

Ms M Noguera

Deputy Head (Organisation)

Mr S Lester

Senior Teacher (Curriculum)

Mrs A Benitez

Senior Teacher (Pastoral)

Mrs D Marsden

Post 16 Coordinator

Mr J Edmunds

Assistant to Post 16 Coordinator

Pending

Admin. & Learning Resources Coordinator

Mr C Golt Ag

Special Educational Needs Coordinator

Mr J Guilliano

Assistant to SENCo

Pending

Teacher in charge in the Learning Support Facility (LSF)

Ms S Duarte

Alternative Learning Centre Coordinator

Mr N Ramos

Vocational Coordinator

Mr M Gilfillan Ag

Head of Year 7

Mrs M Holmes Ag

Head of Year 8

Mr J Mauro

Head of Year 9

Mr I Canepa

Head of Year 10

Mr Y Sebtaoui

Head of Year 11

Mr D Sene



Post holders in Bayside

Heads of Department

Mathematics	<i>Mrs N Olivares Ag</i>	Chemistry	Mr A Cassaglia
English	Mr A Bonavia	Modern Foreign Languages	<i>Mr K Santos Ag</i>
Science Coordinator / Head of Biology	Mr A Gerada	History	Ms N Shoesmith
Spanish	Ms S Zammit	Geography	<i>Mrs L Linares Ag</i>
Religious Education	Mr D Olivero	Art & Design	Mr P Parody
Design & Technology Coordinator / Head of product design	Mr A Hewitt	Information & Communication Technology	<i>Ms R Martos Ag</i>
Food	<i>Mr J Taylor Ag</i>	Drama	Mr J Felice
Textiles	<i>Mr P Perez Ag</i>	Music	Ms K Madden
Physical Education	Mr S Pereira	Business Studies	Mrs N Coitiño
Physics	Mr S Harrison	Sociology	Mr C Bishop

Assistant to Heads of Department

Mathematics	<i>Mr S Duarte Ag</i>
English	Mrs A Jessen
Science	Ms K Lucas
Spanish & MFL	Mr M Bossino
Art & Design	Mr K Ullger



School Calendar

Autumn Term

Start of Term	Wednesday 1st September 2021
National Day Holiday	Friday 10th September 2021
Full days begin	Monday 13th September 2021
Mid-Term	Monday 25th October 2021 to Friday 29th October 2021
End of Term	Wednesday 22nd December 2021

Spring Term

Start of Term	Friday 7th January 2022
Early Spring Bank Holiday	Monday 21st February 2022
Mid-term	Tuesday 22nd February 2022 to Friday 25th February 2022
End of Term	Friday 26th March 2022

Summer Term

Start of Term	Tuesday 19th April 2022
Workers' Memorial Day	Thursday 28th April 2022
May Day	Monday 2nd May 2022
Spring Bank Holiday	Thursday 2nd June 2022
Platinum Jubilee	Friday 3rd June 2022
Queen's Birthday	Monday 20th June 2022
Start of Summer Hours	Monday 21st June 2022
End of Term	Friday 8th July 2022
AS & A2 Results	Thursday 18th August 2022
GCSE Results	Thursday 25th August 2022

Please note that all dates are subject to change and need to be confirmed

INSET dates have yet to be decided

Department of Education

Department of Education:

23 Queensway

Tel: 20078638, 20075987, Fax 20071564

Minister of Education:

The Hon Dr John Cortes

Director of Education:

Mrs Jackie Mason

Professional Support Staff

Senior Education Adviser:

Ms Keri Scott

Education Advisers:

Mrs Jackie Linares

Mr Stuart Borastero

Mr Christopher Gomila

Special Needs Education Adviser:

Ms Monique Bacarese-Hamilton

Educational Psychologists:

Ms Sarah Sheehan

Mrs Kate Llufrio

