

Front cover painting by Hannah Vaughan (Year 11)



# Parents Handbook

2023/2024

[www.baysideschoolgibraltar.gi](http://www.baysideschoolgibraltar.gi)



# BAYSIDE COMPREHENSIVE SCHOOL

## G I B R A L T A R

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## *Headteacher's Address*

Starting in a new school can be a daunting prospect at the best of times, particularly for young students coming into an unknown environment. By September, though, we will have met and addressed all new students and I am confident that any apprehensions will have been allayed by then.

Bayside is a caring school where we strive to look after the best interests of our students, provide all the necessary pastoral support and guidance, and foster effective learning and study habits. Indeed, our aim is to provide all students with the best possible opportunities to fulfil their potential and, at the same time, promote personal values that will help them become responsible and upstanding members of our community.

In order to achieve our educational aims we need to work in partnership with parents and, as such, we must rely on your support and cooperation. Our common goal should be the students' personal well-being and guiding them through a successful, meaningful and personalised school journey. I certainly look forward to working in close collaboration with all of you. Please allow me to end this foreword by wishing all students happy, productive and rewarding years at Bayside School.



Gaynor Lester

July 2023



## ***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 Analise Benitez, Deputy Head (Pastoral)  
[abenitez@baysideschoolgibraltar.gi](mailto:abenitez@baysideschoolgibraltar.gi)



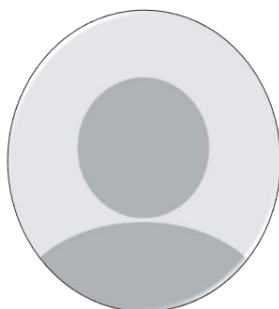
Mr Julian Guilliano, Senior Teacher (Pastoral)  
[jguilliano@baysideschoolgibraltar.gi](mailto:jguilliano@baysideschoolgibraltar.gi)



Ms Sarah Duarte, SENCo Ag  
[sduarte@baysideschoolgibraltar.gi](mailto:sduarte@baysideschoolgibraltar.gi)



Mrs Natalie Coitiño, Head of Year 10  
[ncoitiño@baysideschoolgibraltar.gi](mailto:ncoitiño@baysideschoolgibraltar.gi)



Head of Year 11 - Pending



Mr Damian Sene, Year 12/13 Co-ordinator Ag  
[dsene@baysideschoolgibraltar.gi](mailto:dsene@baysideschoolgibraltar.gi)



Mrs Marie Holmes, Head of Year 7  
[mholmes@baysideschoolgibraltar.gi](mailto:mholmes@baysideschoolgibraltar.gi)



Head of Year 8 - Pending



Mr J Mauro, Head of Year 9  
[jmauro@baysideschoolgibraltar.gi](mailto:jmauro@baysideschoolgibraltar.gi)

## *Organisation*

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

<b>BX</b>	<b>BY</b>
<b>GX</b>	<b>GY</b>
<b>RX</b>	<b>RY</b>
<b>YX</b>	<b>YY</b>

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
<b>Total</b>	<b>30</b>

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 Mrs Lester. In this section we have tried to summarise the main points and the essence of the policies.

The school has a positive and restorative 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





## ***Our Approach to Positive Behaviour Management***

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

### 1. Gather intelligence

- ▶ Be aware of issues between pupils and develop strategies to deal with them
- ▶ Identify vulnerable pupils who could encounter additional issues.
- ▶ 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 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 of the school's expectations with regards to behaviour
- ▶ Parents need to feel confident that the school will take any complaint seriously. 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 certain behaviours e.g. bullying or aggression
- ▶ Pupils need to feel confident that the school will take any complaint seriously and that they will be protected
- ▶ Pupils need to understand the part they play to prevent inappropriate behaviour 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 & Consequences*

### *Consequences*

- 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 16. 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 bring mobiles into school. However, they should be kept in their bags unless they have been given permission by their teachers to use them.



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 the Deputy Headteacher (Pastoral).

Students should be asked to report to the Deputy Head (Pastoral) 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.

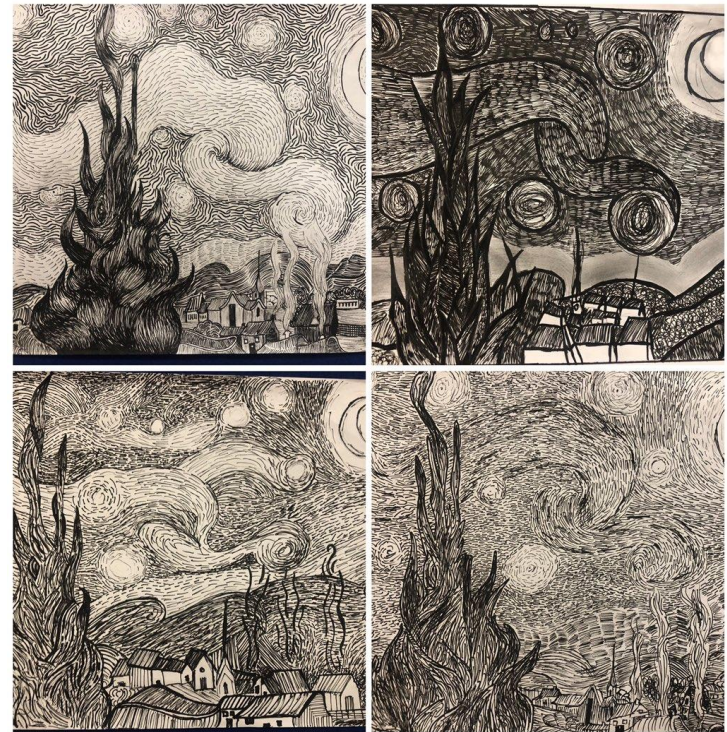


The Learning Support Facility (LSF) offers a learning environment for students with Severe Learning Difficulties and for students with profound and multiple learning difficulties.

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 which could lead to emotionally-based school avoidance.

## ***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 2022-23***

### **Winter Uniform**

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



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 2022-23 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 2022-23*

Head Boy

*Sebastian Diaz Mateos*



Deputy Head Boy

*Matvey Celecia*

Deputy Head Boy

*Pablo Kussner*

Deputy Head Boy

*Ohad Shay*

Deputy Head Boy

*Abraham Greenberg*



We have an extended responsibility team which includes a representative for each year group, to facilitate the young people's voice, representatives for the different subject areas and team leaders for the prefects. They are a wonderful asset to the school and they work hard to be positive role models for the younger pupils in our school.

## ***Post holders in Bayside***

Headteacher

Mrs G Lester

Deputy Head (Academic)

Mr S Lester

Deputy Head (Organisation)

Mr J Edmunds

Deputy Head (Pastoral)

Mrs A Benitez

Senior Teacher (Curriculum)

Mr Y Sebtaoui

Senior Teacher (Pastoral)

Mr J Guillianio

Post 16 Coordinator

*Mr D Sene Ag*

Assistant to Post 16 Coordinator

*Pending*

Admin. & Learning Resources Coordinator

*Mr C Golt Ag*

Special Educational Needs Coordinator

*Ms S Duarte Ag*

Assistant to SENCo

*Pending*

Teacher in charge in the Learning Support Facility (LSF)

*Pending*

Alternative Learning Centre Coordinator

*Mr F Warwick Ag*

Vocational Coordinator

Mr M Gilfillan

Head of Year 7

Mrs M Holmes

Head of Year 8

*Pending*

Head of Year 9

Mr J Mauro

Head of Year 10

Mrs N Coitiño

Head of Year 11

*Pending*





## *Post holders in Bayside*

### *Heads of Department*

Mathematics	Mrs N Olivares	Biology	Ms S Brosco
English	Mrs A Jessen	Modern Foreign Languages	Mr K Santos
Science Coordinator / Head of Chemistry	<i>Mr A Cassaglia Ag</i>	History	Ms N Shoesmith
Spanish	Ms S Zammit	Geography	Mrs L Linares
Religious Education	Mr D Olivero	Art & Design	Mr K Ullger
Design & Technology Coordinator / Head of product design	<i>Mr N Ramos Ag</i>	Information & Communication Technology	Mr J Cumbo
Food	Mr J Taylor	Drama	<i>Pending</i>
Textiles	Mrs C Ullger	Music	Ms K Madden
Physical Education	Mr S Pereira	Business Studies	<i>Ms D Palmero Ag</i>
Physics	<i>Ms C Marsden Ag</i>	Sociology	Mr D Casciaro

### *Assistant to Heads of Department*

Mathematics	Mr K Mercieca
English	<i>Pending</i>
Science	Ms K Lucas
Spanish & MFL	Mr M Bossino
Art & Design	<i>Mrs N Garcia &amp; Ms P Imossi Ag</i>



## *School Calendar*

### *Autumn Term*

Start of Term	Friday 1 <sup>st</sup> September 2023
National Day Holiday	Monday 11 <sup>th</sup> September 2023
Full days begin	Tuesday 12 <sup>th</sup> September 2023
Mid-Term	Monday 30 <sup>th</sup> October 2023 to Friday 3 <sup>rd</sup> November 2023
End of Term	Friday 22 <sup>nd</sup> December 2023

### *Spring Term*

Start of Term	Monday 8 <sup>th</sup> January 2024
Early Spring Bank Holiday	Monday 12 <sup>th</sup> February 2024
Mid-term	Tuesday 13 <sup>th</sup> February 2024 to Friday 16 <sup>th</sup> February 2024
End of Term	Wednesday 27 <sup>th</sup> March 2024

### *Summer Term*

Start of Term	Monday 8 <sup>th</sup> April 2024
Workers' Memorial Day	Monday 29 <sup>th</sup> April 2024
May Day	Wednesday 1 <sup>st</sup> May 2024
Spring Bank Holiday	Monday 27 <sup>th</sup> May
King's Birthday	Monday 17 <sup>th</sup> June 2024
Start of Summer Hours	Monday 21 <sup>st</sup> June 2024
End of Term	Tuesday 9 <sup>th</sup> July 2024
A-Level Results	Thursday 15 <sup>th</sup> August 2024
GCSE Results	Thursday 22 <sup>nd</sup> August 2024

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:

Ms Keri Scott

### *Professional Support Staff*

Senior Education Adviser:

Ms Melba Noguera

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

