



BIG CREATIVE  
EDUCATION  
APPRENTICESHIPS  
TRAINING  
ACADEMY

BIG CREATIVE TRAINING  
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BIG CREATIVE INDEPENDENT SCHOOL

LEARNER INDUCTION PACK  
2025 – 2026

Learner Name:



## Welcome to Big Creative Independent School

This information pack is designed to give you all the information that you will need whilst you are studying with BCIS for the 2024 - 2025 academic year. In order for you to gain maximum benefit from the course, it is essential that you understand all of this information. If you have any questions, please contact the BCIS Course Manager.

BCIS is an "Alternative Provision" for KS4 learners who have an interest in the Creative Industries, who do not feel their current schooling engages them in this area enough for them to succeed.

It is a full time course which runs 5 days a week, led by qualified teachers who are also current industry professionals.

At BCIS we use only the highest spec equipment, including the latest Apple Mac computers and industry professional software leading to high quality results and outcomes.

### Our Mission

- To transform the lives of young people through inspirational teaching, providing exceptional access to career opportunities in the creative industries.
- To get disaffected young people back on track in their lives through high quality vocational courses.

### Aims & Objectives

The purpose of the BCIS course is to provide year 10 / 11 learners with an alternative method of learning through the mediums of music and media; with the aim of developing these learners into becoming young professionals, equipped with the drive and knowledge to succeed, and thrive in their future endeavours.

BCIS would like to provide you with the skills necessary to be a highly driven, well-rounded individual with the ability to think outside the box and be a credit to your environment.

BCIS also aims to help you decide on what you want to do when you complete your Key Stage 4 provision, which could be any of the following:

1. Provide you with a route into the creative industries
2. Provide you with the skills you need to find a job
3. Provide you with help finding a further training course
4. To help you to achieve qualifications in maths and English, vocational study as well as personal and social development
5. Provide you with support and guidance in all aspects of job search including CV building, effective letter writing and interview practice.
6. Provide opportunities for you to develop personally, and have a wider understanding of the world around you and your community.

The training course is tailored to meet your individual needs and is based on the assessments and interviews carried out during your induction and initial assessment. Should you have any queries regarding your training, please enquire with the BCIS Course Manager.



## Staff Members

| Staff Name         | Position            | Email address                                |
|--------------------|---------------------|----------------------------------------------|
| Ian Morton         | Head of School      | ian.morton@bigcreative.education             |
| Justin Bayley      | BCIS Course Manager | justin.bayley@bigcreative.education          |
| Carel Tiofack      | PSD Lead Tutor      | carel.tiofack@bigcreative.education          |
| Rohan Green        | Media Lead Tutor    | rohan.green@bigcreative.education            |
| Jhene Debuse       | Music Lead Tutor    | jhene.debuse@bigcreative.education           |
| Sanchia C. Singh   | Science Lead Tutor  | sanchia.campbell-singh@bigcreative.education |
| Alexandra Marquez  | Safeguarding Lead   | alexandra.marquez@bigcreative.education      |
| Nour Kassem        | Receptionist        | nour.kassem@bigcreative.education            |
| Francine Corbin    | SENCO               | francine.corbin@bigcreative.education        |
| Rafael Reciocuevas | Maths Lead Tutor    | rafael.reciocuevas@bigcreative.education     |
| Kelly Jordan       | English Lead Tutor  | kelly.jordan@bigcreative.education           |
| Katherine Trutwein | BCIS Support        | katherine.trutwein@bigcreative.education     |

## Timetable

| BCIS Timetable 2024 - 2025 |                         |                     |                                                                           |                                            |                                           |
|----------------------------|-------------------------|---------------------|---------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------|
| Time                       | MON                     | TUE                 | WED                                                                       | THURS                                      | FRI                                       |
| 09.20<br>10.40             | English                 | Maths               | Skills for Employment,<br>Training & Personal<br>Development<br>(Level 1) | Creative<br>Digital<br>Media<br>(Level 2)  | Creative<br>Digital<br>Media<br>(Level 2) |
| 10.40<br>10.55             | - 15 minute break       |                     |                                                                           |                                            |                                           |
| 10.55<br>12.15             | Maths                   | English             | Skills for Employment,<br>Training & Personal<br>Development<br>(Level 1) | Creative<br>Digital<br>Media<br>(Level 2)  | Creative<br>Digital<br>Media<br>(Level 2) |
| 12.15<br>13.05             | - 50 minute lunch break |                     |                                                                           |                                            |                                           |
| 13.05<br>14.25             | Sports<br>(Offsite)     | Combined<br>Science | Skills for Employment,<br>Training & Personal<br>Development<br>(Level 1) | Creative<br>Music<br>Industry<br>(Level 1) | Creative<br>Digital<br>Media<br>(Level 2) |
| 14.25<br>14.40             | - 15 minute break       |                     |                                                                           |                                            |                                           |

|                |                     |                                      |                                                                     |                                      |                                     |
|----------------|---------------------|--------------------------------------|---------------------------------------------------------------------|--------------------------------------|-------------------------------------|
| 14.40<br>15.30 | Sports<br>(Offsite) | Creative Music Industry<br>(Level 1) | Skills for Employment, Training & Personal Development<br>(Level 1) | Creative Music Industry<br>(Level 1) | Creative Digital Media<br>(Level 2) |
|----------------|---------------------|--------------------------------------|---------------------------------------------------------------------|--------------------------------------|-------------------------------------|



### Training Centre Address:

Uplands House, Uplands Business Park C, Blackhorse Lane, E17 5QJ

BCIS Course number: **07578 590 327**  
BCIS Centre number: **02038 735 800**  
Course Manager number: **07575 053 994**

### Qualification Offer

You will work towards the following qualifications:

| Qualification                                                          | Topic Covered                  |
|------------------------------------------------------------------------|--------------------------------|
| Functional Skills / GCSE                                               | Maths & English                |
| Creative Music Industry - L1 Certificate                               | Music Production / Performance |
| Creative Digital Media - L2 Extended Certificate                       | Creative Digital Media         |
| Skills for Employment, Training & Personal Development - Level 1 Award | Personal & Social Development  |
| Sports / P.E                                                           | Sports                         |
| Self Development Programme                                             | Personal & Social Development  |
| Combined Science                                                       | Science                        |

### Please note:

- Year 10 training program lasts for **38** taught weeks
- Year 11 training program lasts for **36** taught weeks

## Term Dates

|            |               |                     |                                                                                                    |
|------------|---------------|---------------------|----------------------------------------------------------------------------------------------------|
| TER<br>M 1 | Autumn Term 1 | First Day           | Wednesday 4th September 2024                                                                       |
|            |               | Last Day            | Friday 18th October 2024                                                                           |
|            | Holiday       | October Term Half   | 21st October 2024 - 25th October 2024                                                              |
|            | Autumn Term 2 | First Day           | Tuesday 29th October 2024                                                                          |
|            |               | Last Day            | Thursday 19th December 2024                                                                        |
|            | Holiday       | Christmas Term Half | 23rd December 2024 - 3rd January 2025                                                              |
| TER<br>M 2 | Spring Term 1 | First Day           | Tuesday 7th January 2025                                                                           |
|            |               | Last Day            | Thursday 13th February 2025                                                                        |
|            | Holiday       | February Term Half  | 17th February 2025 - 21st February 2025                                                            |
|            | Spring Term 2 | First Day           | Monday 24th February 2025                                                                          |
|            |               | Last Day            | Thursday 3rd April 2025                                                                            |
|            | Holiday       | Easter Half Term    | 7th April 2025 - 21st April 2025                                                                   |
| TER<br>M 3 | Summer Term 1 | First Day           | Tuesday 22nd April 2025                                                                            |
|            |               | Last Day            | Friday 23rd May 2025                                                                               |
|            | Holiday       | June Half Term      | 26th May 2025 - 30th May 2025                                                                      |
|            | Summer Term 2 | First Day           | Tuesday 3rd June 2025                                                                              |
|            |               | Last Day            | Friday 27th June 2025 (Year 11 learners finish)<br>Friday 11th July 2025 (Year 10 learners finish) |

## Planned INSET Dates (dates subject to change):

- Monday 2nd September 2024
- Tuesday 3rd September 2024
- Monday 28th October 2024
- Monday 6th January 2025
- Friday 14th February 2025



## The BCIS Course

### Maths and English:

BCIS offers GCSE's and Functional Skills in both maths and English. Functional skills are essential skills that young people need to succeed in their personal and professional lives. You will be given the opportunity to take functional skills exams throughout the year, which will help you to benefit even further on the BCIS course.

### Induction & Initial Assessment:

Induction takes place at the beginning of the course and will enable you to find out all about the course, and also helps BCIS to evaluate your learning needs. It will also be the period where you get to know your fellow students, the BCIS staff and find out what you will be learning throughout the academic year.

### Individual Learning Plan:

The ILP is the document that will accompany you throughout your training with BCIS, and will hold all the details of your personalised targets and outcomes from your monthly reviews.

### Timekeeping:

You are expected to attend all your sessions on time. You will be expected to be ready to start morning sessions at 9.20am. If you are not ready by this time, or if you are late back from lunch or a break, this could have a negative impact on your Dojo points, and you could be held subject to our disciplinary procedure.

### School Attire:

You are not required to wear school uniform during your training throughout the academic year. Whilst this allows learners the opportunity to express themselves as individuals, it must be done so in an appropriate way. It is particularly important that learners recognise that BCIS is still a working environment, and further that your attire does not cause offense or embarrassment to staff, students and other members of the school community.

### The following items are prohibited:

|                                                                                                                             |                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| See-through clothing, for example see-through blouses / string vests                                                        | Clothing which reveals underwear                                            |
| Strapless or "string-strapped" tops.                                                                                        | Flip-flops or backless footwear, due to health and safety issues            |
| Clothing which is revealing; for example, T-shirts exposing bare midriffs or cut-off shorts / hot pants or ripped clothing. | High-heeled shoes                                                           |
| Leggings                                                                                                                    | Clothing with offensive slogans or wording                                  |
| If you are wearing a hooded top you <b>MUST NOT</b> have your hood up whilst onsite.                                        | Shorts, skirts and dresses, if worn, should be of at least mid-thigh length |

It is recognised that this dress code will not cover all issues that may arise. Learners may seek to wear, for example, items which have not been covered by the above guidelines, but which are against the tenor of the dress code. In such a case, or given any issue of dispute, the final arbiter is a senior member of staff; such as BCIS

Course Manager or Head of School.

You are expected to arrive at school wearing clothing in accordance with this dress code. Should you not do so, your parent / carer will be contacted, and you will be sent home to change into appropriate clothing.



### **Free School Meals:**

If you are eligible, free school meals will be provided at lunchtime in the common room. You are welcome to bring your own packed lunch if need be. If you feel you are eligible, but are not currently receiving free school meals, please discuss this with the BCIS Course Manager.

### **Breakfast Club:**

There will be a free breakfast club available to all BCIS learners everyday from 8.30am to 9.15am. If you arrive between these times you will be able to have a free healthy breakfast provided by BCT. All learners are required to tidy up after themselves.

### **Studio Access:**

Studio time will be available for all learners on a specific time and date. Please keep in mind; free studio usage time is a privilege and the decision to be used by learners will be based on

tutor's discretion. Studio usage becomes mandatory when linked to learners music / media qualifications.

### **Parent / Carers Day:**

Parents / Carers will be invited into the centre to meet tutors and see some of the work you have been doing. This is great chance for you to share your work with your families. If your parent or carer is not able to attend, a family friend will be sufficient, provided prior notice is given.

### **Enrichment Opportunities:**

There will be a range of opportunities for you to take part in during the year. This will include sports day, trips, lunch time and after school clubs as well as meeting with industry guest speakers.

### **Personal Problems:**

If you have any personal issues, either practical or emotional, please talk to BCIS staff, who will help you in every possible way. If you feel you need further assistance, we can arrange for you to meet with a professional in the relevant area. Learners can also meet with the student welfare and guidance officer, counsellor or mentor. If you require a referral, please inform a BCIS member of staff.

### **Job or Training Search:**

One of the purposes of the BCIS course, is to provide learners with the skills needed to find a job or further training in today's competitive market. In order to prepare learners for this, an important part of the course includes sessions where you will cover:

- Effective CV writing
- Letter writing and application forms
- Interview practice
- Practical job and course search

This is a compulsory part of the course and all learners must attend all sessions.

There will also be a careers and progressions day where all learning will stop, and you will have the opportunity to speak with professionals from the creative industries or other educational establishments.

### **Plagiarism:**

Plagiarism is defined as submitting as your own work, something which is in part, or completely from the work of others without acknowledging the source. If you use

someone else's work as part of your own, for example in researching a subject, you must make that clear. If you commit plagiarism, you could be held subject to the disciplinary procedure. This could mean a suspension from the individual qualification, or a possible total ban from all qualifications with that awarding body.



### **Health & Safety:**

We regard your welfare, health and safety as very important. Please ensure you:

- Read and obey all notices concerning safety
- Report any hazards or dangers which you see to a member of staff
- Report any defects in facilities or equipment to a member of staff
- Report any accidents which befall you to a member of staff
- Comply with all health and safety requirements of Big Creative Training

Please note: Details of first aiders will be given during your health and safety induction.

### **Fire:**

In the event of a fire, all learners must leave the building in an orderly fashion by the nearest exit and assemble outside the main entrance by bus stop. All individuals will remain at this safe point until a roll call has been taken, and further instructions provided. Under no circumstances must learners stop to collect personal belongings or make any attempt to re- enter the building, unless given permission to do so.

### **Complaints Procedure:**

We hope that you will enjoy your time with us, however, if at any time you have a grievance relating to the training, please utilise the complaints procedure which is available on the BCT website (<https://bigcreative.education/>)

### **Offsite Procedure:**

Any learners found offsite at any time during school hours will be held subject to the disciplinary procedure. This could lead to a fixed term exclusion.

### **Snacks & Refreshments:**

Snacks and refreshments will be held in the BCIS fridge. Your items can also be stored here throughout the day. You will also be able to obtain items with vouchers, which can be received via the Dojo points system.

### **Google classroom, Google Drive & The Academic Year Planner:**

Whilst studying at Big Creative Independent School, you will be provided with a school-linked Gmail account.

This account grants access to Google Classroom, where the majority of your coursework can be found, as well as Google Drive for saving and storing your work. Additionally, the account provides access to the Academic Year Planner, a comprehensive document outlining the academic calendar, including important dates, the student timetable, and grading criteria.

The planner also details the Class Dojo Rewards Points system, curriculum plans for all subjects, and a marking key to help students understand the codes used in workbook assessments.

As a Google document, the Academic Year Planner can be accessed from home, allowing both students and parents to stay informed throughout the academic year. This document is particularly useful for parents, as it provides detailed information on key dates, grading criteria, the Class Dojo Rewards Points system, curriculum plans, and other important aspects of the school year.



## BCIS Attendance & Behaviour Standards

Ensuring good attendance and behaviour is an essential part of supporting learners to progress and achieve. BCIS aims to strike a balance between rewards to encourage good behaviour, and sanctions to ensure that poor behaviour is challenged, and that there are implications for learners who do not comply.

### Illness & Authorised Absence:

We understand that from time to time you may be ill, or may need to be away for other reasons and require time off from your training course. Should this be the case, please inform your tutors / the Course Manager as soon as possible.

Parents / Carers are expected to make contact with BCIS if a learner is running late, or if a learner is going to be absent for the day. If no communication has been made from home to school, BCIS staff will attempt to make contact, and get / give update on current situation with particular learner.

The contact number for BCIS reception is **020 3873 5800**, alternatively you can contact support staff on **07578 590 327 (a text to this number will also be sufficient)**.

Please note, parents / carers may endure a fine for continues absence.

### Lateness:

If you are late, you will need to complete a punctuality slip upon entering the classroom; this must be handed to a member of staff upon completion. Punctuality slips will record how many minutes / hours you was late by, as well as how many points you have lost.

- 5 minutes late, 1 point will be lost
- 10 minutes late, 3 points will be lost
- 15 minutes late or more, 5 points will be lost

This could ultimately lead to learners loosing acquired privileges.

### Behaviour & Standards:

Whilst you are on the BCIS course, you will meet other trainees from a variety of different backgrounds and abilities. Learners are expected to be respectful of others at all times. Any disruptive or abusive behaviour will be dealt with under the terms of the disciplinary procedure.

Group rules will be agreed during induction and printed out on A3 paper, signed by all learners and placed on the wall of the classroom for reference.

### Mobile Phones:

Mobile phones are banned from all training sessions unless tutor gives permission to use them for research or as part of your course. You will be expected to place your phone in phone sleeve, and retrieve at the end of any session. If you should ever need your parent / carer to contact you whilst at school, they can contact **07578 590 327**, alternatively they can contact the training centre number.

- Tutors may return mobile phones during class if there is a specified activity for which phones are needed
- Phones are to be stored in designated location in class (sleeve on wall)
- Tutors will supervise the dropping off and returning of phones to ensure that phones are given back to the correct person
- If anyone needs to contact you in an emergency, please give them our reception number / BCIS support number.

- If you state that you do not have a phone, but then reveal a phone during lesson, you will be held subject to the disciplinary procedure for deception.
- Learners are not permitted to charge their mobile phones in class

## Disciplinary Process

### Positive Reinforcement Scheme:

BCIS utilises the online Dojo points system for reinforcing positive behaviour from learners. Dojo points are given out during sessions and rewards will be awarded depending on how many Dojo points learners have accumulated (points are reset each term). Please note that 15 Dojo points will be taken away if a learner moves up the disciplinary procedure.

Parents / Carers will be invited to join the online Class dojo system via email, where you will be able to keep up to date with point accumulation.

| CLASS DOJO REWARDS |                                               |
|--------------------|-----------------------------------------------|
|                    |                                               |
| <b>15 Points</b>   | 1GB Memory Card & Snack Voucher               |
| <b>25 Points</b>   | Awarded Headphones / Reduce Disiplinary Stage |
| <b>55 Points</b>   | 3x Snack Vouchers                             |
| <b>80 Points</b>   | 1x Lunch Time Meal (£10 Max spend)            |
| <b>100 Points</b>  | £20 Voucher to spend at favourite store       |
| <b>130 Points</b>  | £30 Voucher of your choice                    |
| <b>160 Points</b>  | Donate up to 10 points to your peers          |

### Disciplinary Behaviour:

The following types of behaviour can move a learner up the disciplinary procedure:

|                               |                                   |                                               |                             |                                                  |
|-------------------------------|-----------------------------------|-----------------------------------------------|-----------------------------|--------------------------------------------------|
| Truanting from class / school | Not following tutors instructions | Being rude / having an attitude towards tutor | Bullying                    | Continues Play fighting                          |
| Continuously not wearing I.D  | Wearing hood in building          | Deception                                     | Using mobile phone in class | Eating / drinking in class against tutors wishes |

### Disciplinary Stages:

| Stage 1                        | Stage 2                                                           | Stage 3                       | Stage 4                                                                                                                                                                           | Stage 5                    | Stage 6                    | Stage 7    |
|--------------------------------|-------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|------------|
| 1 <sup>st</sup> Verbal Warning | 2 <sup>nd</sup> Verbal Warning<br><br>Meeting with Course Manager | 'Letter of Concern' sent home | 'Written Warning Letter' sent home<br><br>Meeting with parents / carers & Local Authority (can also include staff from dual school)<br><br>'Special Measures Contract' Introduced | 3 Day Fixed Term Exclusion | 5 Day Fixed Term Exclusion | Withdrawal |

### Special Measures Contract (SMC):

In the case of a learner reaching stage 4, BCIS will introduce a 'Special Measures Contract'. The aim being to help the learner understand what behaviour needs to be rectified, outline strategies in order for learner to meet expectations, and for learner to help staff understand how to best engage with them to meet expectations.

SMC will remain for 10 working days pending a review; if a learner has met at least 75% of targets at stage 4 by the time of review, the contract will be retracted. If learner has not met expectations of targets then contract may be extended. In the case of which a learner is seen to not be meeting targets during contract period, BCIS staff have the right to escalate disciplinary to the next stage and instate a new contract for this stage. In special circumstances, a 'Special Circumstances Contract' may be introduced which will come with added stipulations such as reduced timetable, banned offsite privileges or regular searches.

You will have the ability to reduce disciplinary stages by using your dojo points, it costs 25 dojo points to move down a stage (please see course manager regarding this).

### Misconduct:

In the case of misconduct such as swearing at tutors, threatening behaviour or sexual misconduct, learners will be escalated directly to stage 6.

**Gross Misconduct:**

In cases of gross misconduct such as violence, racism, sexism, harassment or abuse, theft, being found in possession of weapons, drugs or alcohol, learners will be escalated directly to stage 7.

**Non-completion of Work:**

If you are of serious concern regarding progress of work, you may need to stay behind after school (Ketchup Club) and catch up with work with an allocated member of staff. Parents / Carers will be contacted beforehand in order to gain consent. It is important that all learners continue to make good progress here at BCIS in order to not fall behind with qualifications, and ultimately risk failing the course.

## Authorised Attendance

### Authorised Absence:

There are specific times when your absence will be authorised if you do not attend training, these times are listed below; this list is not exhaustive, and there may be other occasions when your absence is authorised which are not detailed here.

At least two day's advance notice should be given to course manager by parent / carer for all of these occasions if you wish to receive authorisation. Your absence will not be authorised if the School is provided with evidence of these events after they have taken place.

### Deception:

In the event that any learner deliberately attempts to deceive BCIS staff in connection with attendance, details of this behaviour will be passed on and said learner will be held subject to the disciplinary procedure.

| Reason for absence                                                                                           | Evidence Required                                                    |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| General Holiday                                                                                              | Only allowed during timetabled holiday periods                       |
| Medical or dentist appointment, which cannot be arranged outside attendance hours                            | Appointment letter or doctor's note and tutor authorisation          |
| Occasional care for a person if the learner has agreed caring responsibilities                               | Course manager must be informed when caring responsibilities begin   |
| Religious Holiday                                                                                            | Tutor authorisation                                                  |
| Relevant career-related open day or an interview                                                             | Invitation letter and tutor authorisation                            |
| Extra-curricular activities                                                                                  | Tutor authorisation                                                  |
| Funeral or wedding (1 day per occurrence)                                                                    | Letter from parent or guardian and tutor authorisation               |
| Severe disruption to transport                                                                               | Tutor authorisation. Checks will be made to confirm disruption       |
| Court attendance, probation meeting, police station appointment or similar                                   | Letter from court, probation officer, police and tutor authorisation |
| A visit to a university either to attend an open day or for interview, or a career-related interview.        | Open day invitation<br>Open day letter                               |
| An appointment with an adviser (Although these should normally be scheduled to avoid disruption to studies). | Email confirmation                                                   |
| Territorial Army / Cadet Forces / Reserve Forces events.                                                     | Invite Letter                                                        |

Tutors and course managers are entitled to turn down any applications for authorised absence if they are considered to be unreasonable. Consideration will be given based on repetitions of the same or similar absence as well as other relevant factors.

Parents / Carers will need to make contact with course manager via phone call or text, as soon as possible, to inform staff that their young person will not be able to attend for any reason.

Parents / Carers will need to give staff a reason for the absence and provide proof of this absence as detailed above. Staff will check this evidence, mark the register accordingly and if necessary, discuss any concerns with parent / carer. If a learner

falls ill during the school day, and wants to go home, course manager must be informed, who will attempt to gain consent from parent / carer in order to allow learner to leave site. Due to age of consent, learners are not able to excuse themselves from School.



## **BCIS Search & Confiscation Policy**

BCIS security staff can search a learner for any item banned under BCT rules, if the learner agrees. BCIS security staff are authorised to search learners or their possessions, without consent, where they suspect the learner has certain prohibited items. The items that can be searched for under this power are knives or weapons, alcohol, illegal drugs and stolen items. BCIS security staff can seize any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to BCT / BCIS discipline.

### **Refusal To Agree To A Search:**

If a learner refuses to be screened, then BCIS may refuse to have the learner on the premises. In order to ensure the safety of all BCT / BCIS learners, learners refusing to co- operate with a search can receive a written warning or be suspended or excluded.

### **What Can Be Searched For:**

Knives or weapons, alcohol, illegal drugs and stolen items (referred to in the legislation as 'prohibited items').

### **Who Can Search?**

- BCT Security Staff (Genesis)
- BCT / BCIS Heads of School, Tutors and Site Managers

The member of staff conducting the search must be the same sex as the learner being searched; and there must be a witness (a BCT / BCIS staff member) and, if at all possible, they should be the same gender as the learner being searched.

### **Establishing Grounds For A Search:**

BCT security staff can only undertake a search without consent if they have reasonable grounds for suspecting that a learner may have on his or her possession a prohibited item.

BCT / BCIS security staff / tutor must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other learners talking about the item or they might notice a learner behaving in a way that causes them to be suspicious.

BCT / BCIS staff can view CCTV footage in order to make a decision around conducting a search for an item.

### **The Power To Seize & Confiscate Items:**

BCT security staff has the power to confiscate, retain or dispose of a learner's property as a disciplinary penalty, where reasonable to do so.

The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances. Where any article is thought to be a weapon it must be passed to the police.

### **Items Found As A Result Of A Search:**

If any prohibited items are found during a search, then the learner will be held subject to the BCIS disciplinary procedure and may receive a written warning or be

suspended or excluded.

If a learner is found to be carrying a weapon or drugs, this will be considered as gross misconduct and the learner will be excluded immediately and reported to the police.



## BCIS I.D Card

Learners will be issued with an ID card on completion of enrolment. The expiry date on the card will be the anticipated end date of programme of study at the time of issue.

As an ID card holder, you are expected to:

- Wear your card visibly at all times when you are on college premises.
- Show your card on request to staff. Learners will be asked to present their card when accessing facilities and also to gain entry into formal examinations.
- Use card responsibly. The card is unique to you and is non-transferrable. Learners should never allow anyone else to borrow or use their card.
- Learners are to only have one card. If card is lost or stolen, and you are provided with a replacement, and then old card is found, you will need to hand in the old card to reception.
- ID Cards must always be attached to the orange lanyard which represents BCIS.

### Please Note:

- ID cards remain the property of Big Creative Training at all times.
- If you find a card on campus, you are to hand it immediately to reception
- If you have lost your card or it has been stolen, it is important that you report it to reception immediately.

### College Card Photo:

Learners are not required to provide a photo for their ID card. A photo will be taken on the day that you complete BCIS enrolment.

### Interruption Of Studies, Suspension Or Withdrawal:

All cards must be surrendered if a learner is suspended, withdrawn or excluded.

### Forgotten Cards:

- If you forget your card, you will be issued with a temporary pass which must be worn at all times whilst you are on the premises, and must be returned at the end of the day.
- If a learner forgets their card more than once, they may be sent home to retrieve card.

### Lost Or Stolen Cards:

- We know things don't always go to plan, so we offer 1 free replacement if a card is lost or stolen during your programme of study. You should visit your course manager, where you will be issued with a replacement.
- Once a learner has had a free replacement, if your card is lost or stolen again, you will be charged a fee of £3 for every future replacement.

### Damaged Cards:

- If a card is damaged as a result of reasonable wear and tear, learners should bring their card to the reception or course manager, and we will replace it free of charge
- Please note we reserve the right to charge £3 for the replacement if a card has been wilfully damaged.



## BCIS Acceptable Use Policy

This acceptable use policy is intended to ensure that young people will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.

### Google Classroom:

Learners will access the majority of their work via Google Classroom. The comment section is only to be used for work related queries. Anyone found to be using the comment section to banter, bully or disrupt will be held subject to the disciplinary procedure.

### Social Media:

Social media apps, like 'Tik Tok', 'Snapchat' & 'Instagram', are all applications where people can create a profile all about themselves and send messages to other people. It's important for you to know how to stay safe online and what to do if you feel bullied, or if somebody is being inappropriate towards you.

### Safe Surfing:

The Internet is a great place for young people to chat to friends, show photos and have fun, but it's important for them to know how to stay safe too.

### Cyber Bullying:

Cyber bullying is when people are nasty or threaten someone online or via mobile phone and other devices.

### Mobile Phone Safety:

Mobile phones are a great way for young people to keep in touch with their mates. If someone that you do not know gets in touch with you on your mobile, or if you are being bullied through your phone, you should tell someone who could help.

### Please do ensure you are aware of the following:

01. I understand that I must use BCT Media Centre systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the Centre and other users.
02. I understand that the BCT Media Centre will monitor my use of the equipment, email and other digital communications.
03. I will treat my username and password with care – I will not share it, nor will I try to use any other person's username and password.
04. I will be aware of "stranger danger", when I am communicating online.
05. I will not disclose or share personal information about myself or other people when I am online; except in line with my programme of study.
06. I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it

online.

07. I understands that everyone has equal rights to use technology as a resource, and I understand that the BCT Media Centre systems are primarily intended for educational



use, and that I will not use the systems for personal or recreational use unless I have permission to do so.

08. I will not steal, disable or cause any damage to BCT media Centre equipment, or the equipment belonging to others.
09. I will act as I expect others to act toward me.
10. I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
11. I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
12. I will not take or distribute media resources of anyone without their permission.
13. I recognise that BCT Media Centre has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the Centre.
14. I understand that, if I do use my own devices in an educational environment, I will follow the rules set out in this agreement, in the same way as if I were using BCT Media Centre equipment.
15. I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
16. I will immediately report any damage or faults involving equipment or software, however this may have happened.
17. I will only use chat and social networking sites with permission and at the times that are allowed within the BCT media Centre rules when using the Internet for research or recreation
18. Where work is protected by copyright, I will not try to download copies (including music and videos)
19. I understand that the BCT media Centre also has the right to take action against me if I am involved in incidents of inappropriate behaviour or misuse of equipment, that are covered in this agreement, when I am out of school and where I involve my use of the BCT media Centre facilities (examples would be cyber-bullying, use of images or personal information).
20. I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be held subject to disciplinary action. This may include loss of access to the BCT Media Centre, suspensions, contact with parents /

carers, and in the event of illegal activities, involvement of the police.

## Grading Criteria

| Creative Music Industry Level 1  |                      |                                        |                  |             |
|----------------------------------|----------------------|----------------------------------------|------------------|-------------|
| Size of Vocational Qualification |                      | Size of GCSE Equivalent                | Vocational Grade | GCSE Grade  |
| Complete 1 Unit                  | AWARD                | 0.5 of a GCSE                          | Distinction      | Grade 3     |
|                                  |                      |                                        | Merit            | Grade 2 / 3 |
|                                  |                      |                                        | Pass             | Grade 1 / 2 |
| Complete 2 Units                 | CERTIFICATE          | 1 Full GCSE                            | Distinction      | Grade 3     |
|                                  |                      |                                        | Merit            | Grade 2 / 3 |
|                                  |                      |                                        | Pass             | Grade 1 / 2 |
| Complete 3 Units                 | EXTENDED CERTIFICATE | A full GCSE and an extra 0.5 of a GCSE | Distinction      | Grade 3     |
|                                  |                      |                                        | Merit            | Grade 2 / 3 |
|                                  |                      |                                        | Pass             | Grade 1 / 2 |

| Creative Digital Media Level 2   |                      |                                        |                  |                 |
|----------------------------------|----------------------|----------------------------------------|------------------|-----------------|
| Size of Vocational Qualification |                      | Size of GCSE Equivalent                | Vocational Grade | GCSE Grade      |
| Complete 1 Unit                  | AWARD                | 0.5 of a GCSE                          | Distinction      | Grade 7 / 8 / 9 |
|                                  |                      |                                        | Merit            | Grade 5 / 6     |
|                                  |                      |                                        | Pass             | Grade 4 / 5     |
| Complete 2 Units                 | CERTIFICATE          | 1 Full GCSE                            | Distinction      | Grade 7 / 8 / 9 |
|                                  |                      |                                        | Merit            | Grade 5 / 6     |
|                                  |                      |                                        | Pass             | Grade 4 / 5     |
| Complete 3 Units                 | EXTENDED CERTIFICATE | A full GCSE and an extra 0.5 of a GCSE | Distinction      | Grade 7 / 8 / 9 |
|                                  |                      |                                        | Merit            | Grade 5 / 6     |
|                                  |                      |                                        | Pass             | Grade 4 / 5     |



## Learner Privacy & Consent

Please confirm you have read the privacy notice available here:

<https://www.bcepolicies.com/public/>

I confirm

☐

## Marketing Consent:

BCT / BCIS produces printed and online publicity material to promote the services that we offer. This includes prospectuses, websites and social media.

All images are stored securely on BCT's servers or kept securely at the BCT premises and we ensure that we comply with all UK data protection legislation regarding the processing and storing of images.

BCT will never show your full name next to your image in print or in digital formats.

You will have the right to remove any images, or the right to change your mind in accordance with the GDPR policy, which is also available at the link above.

## Consent to have audio, image or video used for promotional and / or marketing purposes online or in print

I consent

☐

I do not consent

☐

*"Please note that we process data in line with GDPR legislation and our privacy notice which is available at <https://www.bcepolicies.com/public/>*

*By applying for this course, you are confirming that you have read and understood the privacy notice".*



## Student's Terms and Conditions

I confirm that I have read and understood the induction pack relating to my course and that I have understood the course terms and conditions in relation to the following areas:

- Hours of participation and timetable
- Behaviour standards
- Qualification hours and employment, enrichment and pastoral hours
- Absence and what to do if I am unwell
- Learner agreement
- Bullying contract
- Free school meals and other support available
- Disciplinary procedures
- Privacy notice
- Search & Confiscation Policy
- I.D Card policy
- Acceptable use Policy
- I understand that I will not be charged any fees for attending my course

I confirm that I have had the opportunity to discuss the following with BCIS staff

- My suitability of the learning programme
- The specific support available to me
- The nature of the procedures involved in the process of advice and guidance.

|                             |                                                         |
|-----------------------------|---------------------------------------------------------|
| <b>Student Sign</b>         |                                                         |
| <b>Student printed name</b> |                                                         |
| <b>Date</b>                 |                                                         |
| <b>Tutor Sign</b>           |                                                         |
| <b>Tutor Print Name</b>     |                                                         |
| <b>Date</b>                 |                                                         |
| <b>Name Of Course</b>       | Big Creative Independent School (Alternative Provision) |

## Filing requirements:

- Original to remain in student's folder
- Please photocopy and place copy in learner file

| Last updated | Next review | Person responsible |
|--------------|-------------|--------------------|
| July 2025    | July 2027   | JB                 |