



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY



Big Creative Independent School

Guardian Information Pack

2025 - 2026



Welcome to Big Creative Independent School

This information pack is designed to give you all the information that you will need whilst your young person is studying with BCIS for the 2025 - 2026 academic year. In order for your young person 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 your young person 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 their environment

you can expect BCIS to support with the following:

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

The training course is tailored to meet your young person's individual needs and is based on the assessments and interviews carried out during their induction and initial assessment.

Should you have any queries regarding your young person's training, please enquire with the BCIS Course Manager

Staff Members

Wider Staff team		
Staff Name	Position	Email Address
Ian Morton	Head of School	ian.morton@bigcreative.education
Justin Bayley	Course Manager	justin.bayley@bigcreative.education
Kelly Jordan	Head of English & Maths	kelly.jordan@bigcreative.education
Francine Corbin	Special Education Co-ordination Officer (SENCO)	francine.corbin@bigcreative.education
Alexandra Marquez	Designate Safeguarding Lead (DSL)	alexandra.marquez@bigcreative.education
Nour Kassem	Receptionist	nour.kassem@bigcreative.education
Kews Chulakasevee	Careers Advice & Information Guidance Officer (CIAG)	kews.chulakasevee@bigcreative.education

Teaching Team		
Staff Name	Position	Email Address
Carel Tiofack	Personal & Social Development Tutor / Physical Education Tutor	carel.tiofack@bigcreative.education
Jason Goodchild	Maths Tutor	jason.goodchild@bigcreative.education
Oliver Hayes	English Language Tutor / English Literature Tutor	oliver.hayes@bigcreative.education
Sinead Sommers	English Literature Tutor	sinead.sommers@bigcreative.education
Sanchia Campbell-Singh	Science Tutor	sanchia.campbell-singh@bigcreative.education
Jhene Debuse	Music Tutor	jhene.debuse@bigcreative.education
Rohan Green	Media Tutor	rohan.green@bigcreative.education
Tyrese Brown	BCIS Support Tutor	tyrese.brown@bigcreative.education
Katherine Trutwein	BCIS Support Tutor	katherine.trutwein@bigcreative.education



Timetable

Big Creative Independent School Timetable 2025-26						
TIME	DURATION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:20am - 10:40am	1 hour 20 minutes	Maths (Room 3)	English (Room 2)	Personal & Social Development (Room 16)	English Literature (Room 16)	Creative Digital Media Level 2 (Room 16)
10:40am - 10:55am	15 mins	MORNING BREAK				
10:55am - 12:15pm	1 hour 20 minutes	English (Room 2)	Maths (Room 3)	Personal & Social Development (Room 16)	English Literature (Room 16)	Creative Digital Media Level 2 (Room 16)
12:15pm - 1:05pm	50 minutes	LUNCH BREAK				
1:05pm - 2:25pm	1 hour 20 minutes	Physical Education (Offsite)	Combined Science (Room 16)	Personal & Social Development (Room 16)	Creative Music Industry Level 1 (Room 16)	Creative Digital Media Level 2 (Room 16)
2:25pm - 2:40pm	15 minutes	AFTERNOON BREAK				
2:40pm - 3:30pm	50 minutes	Physical Education (Offsite)	Creative Music Industry Level 1 (Room 16)	Personal & Social Development (Room 16)	Creative Music Industry Level 1 (Room 16)	Creative Digital Media Level 2 (Room 16)

BCIS Address:

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

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

Qualification Offer

Your young person will work towards the following qualifications:

Type of Qualification	Topic Covered	Possible Grade Achievement
Functional Skills	Maths and English	Entry Level 3 Level 1 Level 2
GCSE	Maths, English Language and English Literature	Grade 1 - 9
Creative Music Industry Level 2 Certificate	Music Production & Performance	Half or full Grade 4 - 9
Creative Digital Media Level 2 Certificate	Creative Digital Media	Half or full Grade 4 - 9
Skills for Employment, Training & Personal Development Level 1 Certificate	Personal & Social Development	Half or full Grade 1 - 3

Please note:

- Year 10 training program runs for a duration of **38** taught weeks
- Year 11 training program runs for a duration of **36** taught weeks

BCIS Curriculum Plan & Policy

At BCIS, we believe in keeping guardians informed about the subjects and topics that your young person will be exploring throughout the academic year.

By sharing our curriculum plans, we aim to provide transparency and encourage a collaborative approach to supporting your young person's learning journey.

On the BCIS website (www.bcis.education), under policies, you can find detailed information about the subject areas and key topics that will be covered in the coming months. We hope this will help you stay engaged with your young person's education, and foster meaningful conversations about their progress.

Please note, here you can also find our Curriculum Policy, which will provide you with an overview around our approach and intent regarding the education provided here at BCIS

Term Dates

Term 1	Autumn Term Part 1	First Day	Thursday 4th September 2025
		Last Day	Friday 24th October 2025
	October Half term		Monday 27th - Friday 31st October 2025
	Autumn Term Part 2	First Day	Monday 3rd November 2025
		Last Day	Friday 19th December 2025
Christmas Holidays		Monday 22nd December 2025 - Friday 2nd January 2026	
Term 2	Spring Term Part 1	First Day	Monday 5th January 2026
		Last Day	Friday 13th February 2026
	February Half Term		Monday 16th - Friday 20th February 2026
	Spring Term Part 2	First Day	Monday 23rd February 2026
		Last Day	Friday 27th March 2026
Easter Holidays		Monday 30th March - Friday 10th April 2026	
Term 3	Summer Term Part 1	First Day	Monday 13th April 2026
		Last Day	Friday 22nd May 2026
	May Half Term		Monday 25th - Friday 29th May 2026
	Summer Term Part 2	First Day	Monday 1st June 2026
		Last Day	Friday 10th July 2026

Planned INSET Dates (dates subject to change):

- Wednesday 3rd September 2025
- Friday 21st November 2025
- Monday 5th January 2026
- Monday 13th April 2026



General Information

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. Your young person will be given the opportunity to take functional skills exams throughout the year, which will help them to benefit even further from the BCIS course.

Induction & Initial Assessment:

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

Individual Learning Plan:

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

Timekeeping:

Your young person is expected to attend all their sessions on time. They will be expected to be ready to start morning sessions at 9.20am. If your young person is not ready by this time, or if they are late back from lunch or a break, this could have a negative impact on their Dojo points, they could be given detention, and they could be held subject to our disciplinary procedure.

School Attire:

Learners here at BCIS are not required to wear school uniform during their 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 their attire does not cause offense or embarrassment to staff, students and other members of the school community. Please ensure you review the following table with your young person.

The following items are prohibited:

- See-through clothing, for example see-through blouses / string vests
- Strapless or string-strapped tops
- Clothing which reveals underwear
- 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 **MUST NOT** 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.

All Learners are expected to arrive at school wearing clothing in accordance with this dress code. Should they not do so, the guardian will be contacted, and the learner may be sent home to change into appropriate clothing, and return to school.



Free School Meals:

If your young person is eligible, free school meals will be provided at lunchtime in the common room. Learners are welcome to bring their own packed lunch if need be. If you feel your young person is eligible, but is 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 daily from 8.30am to 9.15am. If learners arrive between these times they 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.

Guardians Day:

Guardians will be invited into the centre to meet tutors and see some of their young persons work. This is a great opportunity for your young person to share their work with their families. If a Guardian 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 your young person 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 your young person has any personal issues, either practical or emotional, please encourage them to talk to BCIS staff, who will help them in every possible way. If you feel your young person needs further assistance, we can arrange for them to meet with a professional in the relevant area. Learners can also meet with the student welfare and guidance officer, counsellor or mentor. If your young person requires 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 they 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 your young person 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 your young person uses someone else's work as part of their own, for example in researching a subject, they must make that clear. If your young person commits plagiarism, they 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 young person's welfare, health and safety as very important. Please encourage your young person to:

- Read and obey all notices concerning safety
- Report any hazards or dangers which they see to a member of staff
- Report any defects in facilities or equipment to a member of staff
- Report any accidents which befall them 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 young person's 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 their personal belongings or make any attempt to re-enter the building, unless given permission to do so.

Complaints Procedure:

We hope that your young person will enjoy their time with us, however, if at any time you or your young person 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 young person's items can also be stored here throughout the day. They 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 Guide:

Whilst studying at Big Creative Independent School, your young person will be provided with a school-linked Gmail account. This account grants access to Google Classroom, where the majority of their coursework can be found, as well as Google Drive for saving and storing their work. Additionally, the account provides access to the Academic Year Guide, a comprehensive document outlining the academic calendar, including important dates, the student timetable, and grading criteria.

The Academic Year Guide 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 Guide can be accessed from home, allowing both students and guardians to stay informed throughout the academic year. This document is particularly useful for guardians, 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 people are ill or need to be away for other reasons and require time off from their training course. Should this be the case, please inform your young persons tutors as soon as possible.

Guardians 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 obtain / provide an update on the current situation with a 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, guardians may endure a fine for continued absence.

Lateness:

If a learner is late, they 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 your young person was late by, as well as how many points they 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 losing acquired privileges.

If a learner is 20 minutes or more late to class, they will be given a 20 minute detention after school.

Behaviour & Standards:

Whilst your young person is on the BCIS course, they 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 the tutor gives permission to use them for research or as part of their course. Your young person will be expected to place their phone in a phone sleeve, and retrieve it at the end of any session. If you need to contact your young person, please contact **07578 590 327**, alternatively you 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 a learner states they do not have a phone, but then reveals a phone during lesson, they 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. 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.

Guardians 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	
20 Points	Memory Card & Snack Voucher
55 Points	Awarded Headphones / Reduce Disciplinary Stage
90 Points	3x Snack Vouchers
120 Points	1x Lunch Time Meal (£10 Max spend)
200 Points	£20 Voucher to spend at favourite store
250 Points	£30 Voucher of your choice
300 Points	Donate up to 10 points to your peers

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

Truancing from class / school	Not following tutors instructions	Being rude / having an attitude towards tutor	Bullying	Continuous 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
1st Verbal Warning	2nd Verbal Warning Meeting with Course Manager	Letter of Concern sent home	Written Warning Letter sent home Meeting with Guardians & Local Authority (Can also include dual school) Special Measures Contract Introduced	3 Day Fixed Term Suspension	5 Day Fixed Term Suspension	Withdrawal of placement

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 the learner has not met expectations of targets then the 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 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.

Learners will have the ability to reduce disciplinary stages by using their 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 learners are of serious concern regarding progress of work, they 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.

Attendance

Authorised Absence:

There are specific times when your young person's absence will be authorised if they do not attend training, these times are listed below; this list is not exhaustive, and there may be other occasions when your young person's absence is authorised which are not detailed here. At least two day's advance notice should be given to the course manager by the guardian for all of these occasions if you wish to receive authorisation. Your young person's absence will not be authorised if the School is provided with evidence of these events after they have taken place.

Deception:

In the event where any learner deliberately attempts to deceive BCIS staff in connection with attendance, details of this behaviour will be passed on and they will be 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 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 college or university either to attend an open day or for an interview, or a career-related interview.	Open day invitation Open day letter
An appointment with an adviser (Although these should normally be scheduled outside of class hours 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.

Guardians will need to make contact with the 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.

Guardians 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 the guardian.

If a learner falls ill during the school day, and wants to go home, the course manager must be informed, who will attempt to gain consent from the guardian in order to allow the learner to leave the 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
- 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 in 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 have 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 subject to the BCIS disciplinary policy and may receive a written warning or be suspended or excluded.

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

I.D Card Policy

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

As an I.D card holder, your young person is expected to:

- Wear their card visibly around their neck at all times when they are on college premises.
- Show their 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 your young person and is non-transferrable. Learners should never allow anyone else to borrow or use their card.
- Learners are to only have one card. If a card is lost or stolen, and your young person is provided with a replacement, and then an old card is found, your young person will need to hand in the old card to reception.
- I.D Cards must always be attached to the orange lanyard which represents BCIS.

Please Note:

- I.D cards remain the property of Big Creative Training at all times.
- If a learner finds a card on campus, they are to hand it immediately to reception
- If your young person has lost their card or it has been stolen, it is important that they report it to reception immediately.

College Card Photo:

Learners are not required to provide a photo for their I.D card. A photo will be taken on the day that your young person completes their BCIS induction.

Interruption Of Studies, Suspension Or Withdrawal:

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

Forgotten Cards:

- If a learner forgets their card, they will be issued with a temporary pass which must be worn at all times whilst they 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 the 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 young person's programme of study. They should visit their course manager, where they will be issued with a replacement
- Once a learner has had a free replacement, if their card is lost or stolen again, they 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 your young person to know how to stay safe online and what to do if they feel bullied, or if somebody is being inappropriate towards them.

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 your young person does not know gets in touch with them on their mobile, or if they are being bullied through their phone, they should tell someone who could help them.

Please do ensure your young person is aware of the following:

01. My young person understands that they must use BCT Media Centre systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the Centre and other users.
02. My young person understands that the BCT Media Centre will monitor their use of the equipment, email and other digital communications.
03. My young person will treat their username and password with care – they will not share it, nor will they try to use any other person's username and password.
04. My young person will be aware of "stranger danger", when they are communicating on-line.
05. My young person will not disclose or share personal information about themselves or other people when they are on-line; except in line with their programme of study.
06. My young person will immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it on-line.
07. My young person understands that everyone has equal rights to use technology as a resource, and they understand that the BCT Media Centre systems are primarily



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

08. My young person will not steal, disable or cause any damage to BCT media Centre equipment, or the equipment belonging to others.
09. My young person will act as they expect others to act toward them.
10. My young person 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. My young person will be polite and responsible when they communicate with others, they will not use strong, aggressive or inappropriate language and they appreciate that others may have different opinions.
12. My young person will not take or distribute media resources of anyone without their permission.
13. My young person recognises that BCT Media Centre has a responsibility to maintain the security and integrity of the technology it offers them and to ensure the smooth running of the Centre.
14. My young person understands that, if they do use their own devices in an educational environment, they will follow the rules set out in this agreement, in the same way as if they were using BCT Media Centre equipment.
15. My young person understands 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 they try to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.
16. My young person will immediately report any damage or faults involving equipment or software, however this may have happened.
17. My young person 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, My young person will not try to download copies (including music and videos).
19. My young person understands that the BCT media Centre also has the right to take action against them if they are involved in incidents of inappropriate behaviour or misuse of equipment, that are covered in this agreement, when they are out of school and where they involve their use of the BCT media Centre facilities (examples would be cyber-bullying, use of images or personal information).
20. My young person understands that if they fail to comply with this Acceptable Use Policy Agreement, they may be held subject to disciplinary action. This may include loss of access to the BCT Media Centre, suspensions, contact with guardians, and in the event of illegal activities, involvement of the police.

Grading Criteria

Vocational Grading System					
Size of Vocational Qualification		Size of GCSE Equivalent	Vocational Grade	Level 1 GCSE Grade	Level 2 GCSE Grade
Complete Core Unit	AWARD	0.5 of a GCSE	Distinction	Grade 3	Grade 6
			Merit	Grade 2	Grade 5
			Pass	Grade 1	Grade 4
Complete Core Unit + 1 Unit	CERTIFICATE	1 Full GCSE	Distinction	Grade 3	Grade 6
			Merit	Grade 2	Grade 5
			Pass	Grade 1	Grade 4

Maths & English Grading System		
Functional Skills Equivalent	New GCSE Grade	Old GCSE Grade
Level 2	Grade 5	C
	Grade 4	
Level 1	Grade 3	D
	Grade 2	E
Entry Level 3	Grade 1	F
		G
Entry Level 2	Pre GCSE	U
Entry Level 1		Pre GCSE



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 young person's full name next to their image in print or digital formats.

You and your young person 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".

Last updated	Next review	Person responsible
July 2025	July 2027	JB