



BIG CREATIVE  
EDUCATION  
APPRENTICESHIPS  
TRAINING  
ACADEMY



**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 2025 - 2026 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.

BCIS empowers young people to grow by creating a supportive, inclusive space where they reshape their narrative and develop into resilient, respectful, and motivated individuals.

The provision 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

you can expect BCIS to support with the following:

- Provide you with a route into the creative industries
- Provide you with the skills you need to find a job
- Provide you with help finding a further training course
- To help you to achieve qualifications in maths and English, vocational study as well as personal and social development
- Provide you with support and guidance in all aspects of job searching, including CV building, effective letter writing and interview practice
- 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

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

You will work towards the following qualifications:

Type of Qualification	Topic Covered	Possible Grade Achievement
<b>Functional Skills</b>	Maths and English	Entry Level 3 Level 1 Level 2
<b>GCSE</b>	Maths, English Language and English Literature	Grade 1 - 9
<b>Creative Music Industry Level 2 Certificate</b>	Music Production & Performance	Half or full Grade 4 - 9
<b>Creative Digital Media Level 2 Certificate</b>	Creative Digital Media	Half or full Grade 4 - 9
<b>Skills for Employment, Training &amp; Personal Development Level 1 Certificate</b>	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 your guardians informed about the subjects and topics that you 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 learning journey.

On the BCIS website ([www.bcis.education](http://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 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

<b>Term 1</b>	Autumn Term Part 1	First Day	Thursday 4th September 2025
		Last Day	Friday 24th October 2025
	<b>October Half term</b>		<b>Monday 27th - Friday 31st October 2025</b>
	Autumn Term Part 2	First Day	Monday 3rd November 2025
		Last Day	Friday 19th December 2025
	<b>Christmas Holidays</b>		<b>Monday 22nd December 2025 - Friday 2nd January 2026</b>
<b>Term 2</b>	Spring Term Part 1	First Day	Monday 5th January 2026
		Last Day	Friday 13th February 2026
	<b>February Half Term</b>		<b>Monday 16th - Friday 20th February 2026</b>
	Spring Term Part 2	First Day	Monday 23rd February 2026
		Last Day	Friday 27th March 2026
	<b>Easter Holidays</b>		<b>Monday 30th March - Friday 10th April 2026</b>
<b>Term 3</b>	Summer Term Part 1	First Day	Monday 13th April 2026
		Last Day	Friday 22nd May 2026
	<b>May Half Term</b>		<b>Monday 25th - Friday 29th May 2026</b>
	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. You will be given the opportunity to take functional skills exams throughout the year, which will help you to benefit even further from 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 peers, 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 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. You could be given detention, and you could be held subject to our disciplinary procedure.

### School Attire:

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

### 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. You 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 will be expected to arrive at school wearing clothing in accordance with this dress code. Should you not do so, your guardian will be contacted, and you may be sent home to change into appropriate clothing, and return to school.



### **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 daily 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 specific times and dates. Please keep in mind; free studio usage time is a privilege and the decision for its usage will be based on tutor's discretion. Studio usage becomes mandatory when linked to your music / media qualifications.

### **Guardians Day:**

Your guardians will be invited into the centre to meet tutors and see your work. This is a great opportunity for you to share your work with the people closest to you. If your 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 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 a BCIS member 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 feel 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 you with the skills needed to find a job or further training in today's competitive market. In order to prepare you 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 you are expected to 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, therefore, please ensure you do the following:

- 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 you stop to collect your 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 Suspension', or even withdrawal of placement.

#### **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 Guide:**

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 Guide, a comprehensive document outlining the academic calendar, including important dates, your 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 you 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 your 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 for you, please inform your tutors as soon as possible.

Your guardian(s) will be expected to make contact with BCIS if you are running late, or if you are going to be absent for the day. If no communication has been made from home to school, BCIS staff will attempt to make contact with your guardian(s), and obtain / provide an update on the current situation..

The contact number for BCIS reception is **020 3873 5800**, alternatively your guardian 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 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 were 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

Lateness could ultimately lead to you losing acquired privileges.

If you are 20 minutes or more late to class, you will be given a 20 minute detention after school.

### 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 your 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 your course. You will be expected to place your phone in a phone sleeve, and retrieve it at the end of any session. If your guardian needs to contact you, 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 you state that you do not have a phone, but then reveal a phone during the lesson, you will be held subject to the disciplinary procedure for deception
- You are not permitted to charge your 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 point's you have accumulated (points are reset each term). Please note that 15 Dojo points will be taken away if you move up the disciplinary procedure.

Your guardians will be invited to join the online Class Dojo system via email, where they will be able to keep up to date with your point accumulation.

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



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	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 learners to meet expectations, and for learners 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 55 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 there is a serious concern regarding the progress of your work, you may need to stay behind after school (Catch-up Club) and catch up with work with an allocated member of staff. Your guardian(s) 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 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 the course manager by your guardian 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 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 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 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.

Your guardian(s) will need to make contact with the course manager via phone call or text, as soon as possible, to inform staff that you will not be able to attend for any reason.

Your guardian(s) 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 your guardian(s).

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

You will be issued with an I.D card during your 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, you are expected to:

- Wear your card visibly around your neck at all times when you are on college premises.
- Show your card on request to staff. You may be asked to present your card when accessing facilities, and also to gain entry into formal examinations.
- Use your card responsibly. The card is unique to you and is non- transferrable. You should never allow anyone else to borrow or use your card.
- You are to only have one card. If your card is lost or stolen, and you are provided with a replacement, and then your old card is found, you 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 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:**

You will not be required to provide a photo for your I.D card. A photo will be taken on the day that you undergo BCIS induction.

### **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 it must be returned at the end of the day.
- If you forget your card more than once, you 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 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 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:**

You will access the majority of your 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 all young people 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 on-line.
05. I will not disclose or share personal information about myself or other people when I am on-line; 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 on-line.
07. I understand 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 the 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 outside of school and where I involve the 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 my guardian(s), 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 full name next to your image in print or 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