

OUR
VALUES

DETERMINATION
RESPONSIBILITY
ADAPTABILITY
CURIOSITY
RESPECT



A PARENT'S GUIDE TO BOW SCHOOL 2026 - 2027

**BOW
SCHOOL**



OUR | WORLD READY
VISION | CAREER READY



Welcome to Bow School

Dear Parents/Carers,

A huge welcome to you, and your child, as you join the Bow School Family. We are delighted that you are joining us and are very excited about the future for your young person.

Bow is a school focused on our desire to support each and every child on their journey towards being world and career ready.

This means achieving not only academic success, but also developing the skills and experience, through our personal development curriculum, to take their place in the world beyond school with the confidence, character and charisma to be a truly successful, contributing member of society.

We will achieve this through working in partnership with you, with your child and with partners from beyond the school itself. Partners in education, business, the arts, sciences, technology and many other 'industries' – our hope is to deliver an exciting, engaging and challenging curriculum which inspires your young person not only to dream, but to fulfil these dreams and realise their potential.

This handbook seeks to provide you, and your child, with some crucial information which will support a successful start to secondary school. It explains some of the organisational information you and they will need to know, such as information about our expectations, our vision and our values.

I do hope that you find this useful and looking forward to celebrating your child's success with you over the coming months and years.

Best wishes,

Mr. Danny Lye
Headteacher

Contents

Vision and Values	pg 3
Attendance and Punctuality	pg 4
Rewards and Uniform	pg 5
Organisation & Behaviour Sanctions	pg 6
Mobile Phones	pg 7
Safeguarding and Medical	pg 8
Anti-Bullying School	pg 9
Pastoral Care and Wellbeing	pg 10
Communication with Bow	pg 11
A Rights Respecting School	pg 12



VISION AND VALUES

At Bow School, our vision and values underpin all that we do. Our vision is where we want every student to be when they leave our school and Sixth Form, both in their mindset, and with a portfolio of experience. We want every student to be World and Career Ready.

We aim to achieve our vision through effective teaching, lessons built around the future woven into our curriculum and a strong enrichment programme filled with mentoring and advice, workshops and lectures, trips and visits, experiences and partnerships all designed to harness young people's energy, skills and experience to open doors to life beyond Bow School.

Chosen by our school community, our core values of Adaptability, Respect, Responsibility, Curiosity and Determination define the expectations of everyone at Bow School. By living and breathing our school values, we can provide everyone in our community with the best springboard to success.

Determination

- ▶ Working hard to maximise opportunities
- ▶ Embracing challenges with a positive attitude
- ▶ Understanding that making mistakes is an essential part of learning
- ▶ Keeping going when things are difficult or challenging

Adaptability

- ▶ Being prepared, organised and using time well
- ▶ Being prepared to try different approaches to learning
- ▶ Being prepared to work with a wide range of people
- ▶ Working well independently and with others

Curiosity

- ▶ Being inquisitive about the world and questioning what we see
- ▶ Investigating how things work
- ▶ Learning more about the people around us
- ▶ Understanding and embracing the possibilities available to achieve a successful future

Respect

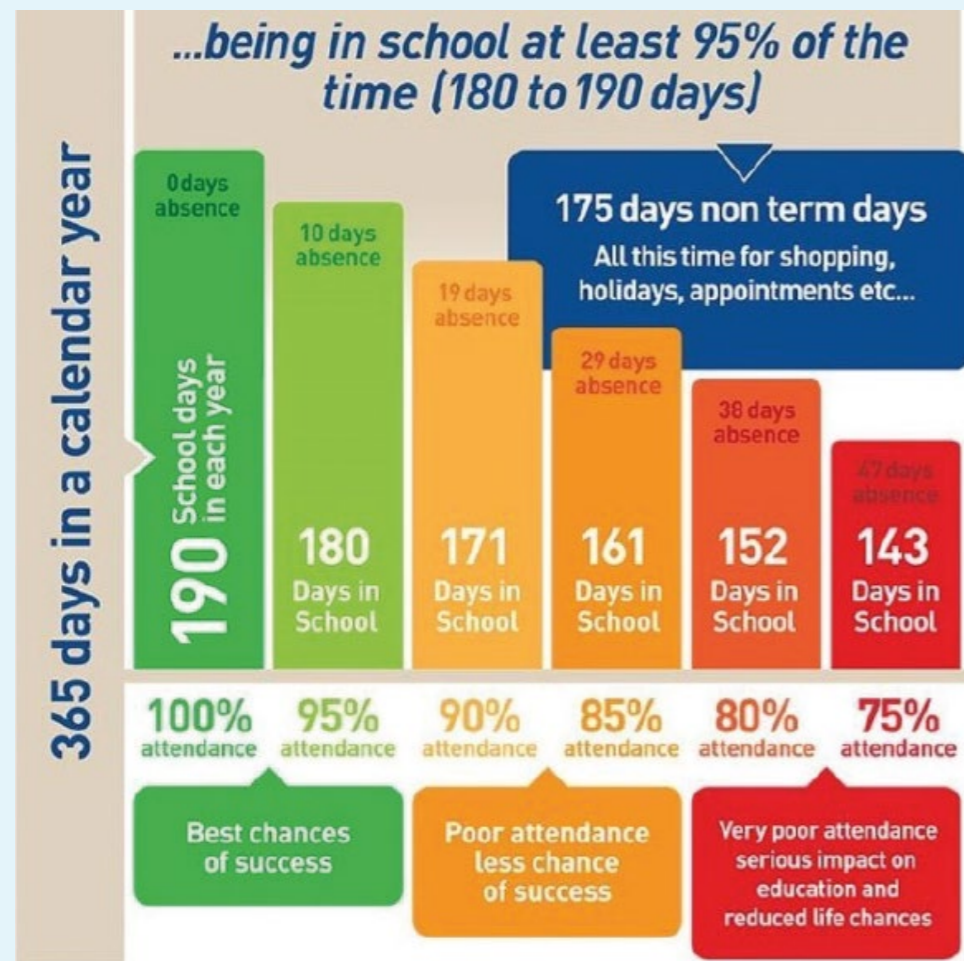
- ▶ Valuing others and the contribution they make
- ▶ Embracing diversity and understanding that this improves our community
- ▶ Being aware of and showing sensitivity to other people's feelings
- ▶ Sharing in and celebrating others' successes

Responsibility

- ▶ Being responsible citizens
- ▶ Owning and learning from our mistakes
- ▶ Taking ownership of our behaviour and attitude
- ▶ Taking ownership of our learning and progress

ATTENDANCE AND PUNCTUALITY

We are committed to good attendance and punctuality from all of our students as this is an integral part of becoming world and career ready. Research shows there is a direct link between excellent attendance outstanding academic achievement.



- ▶ We expect all students to achieve at least 97% attendance.
- ▶ Students are to arrive at school by 8:30am so they have plenty of time to get to registration.
- ▶ Holidays during term school will not be permitted.
- ▶ Should your child be absent from school, please telephone the attendance team, no later than 8am, and explain the reason for the absence.
- ▶ Our absence line number is 0207 536 5525.
- ▶ All medical and dental appointments should be booked (where possible) outside of school time.
- ▶ If an appointment has to be made during school hours, please book it at the start or the end of the day to limit the amount of learning time missed. Proof of Hospital, doctors or dentist appointments to be brought to school before the absence.

Punctuality

- ▶ Students are expected to be lined up outside the main entrance at 8.25am.
- ▶ Students who arrive late to school will be sanctioned with a B2 (a lunchtime detention, lunch will be provided). Students who arrive after 10.30am will automatically receive a 60 minute detention after school. If your child has a valid reason please provide them with a note.
- ▶ Students are expected to make their way promptly to lessons via the most direct route. Lateness to lessons after 3 minutes will result in a B1 (30-minute detention).
- ▶ Regular lateness to school/lessons may result in a parent meeting, a meeting with the attendance team or a fixed penalty notice.

REWARDS AND UNIFORM

More often than not, our students model exemplary behaviour. With this in mind, we are looking to continually praise and reward positive behaviours. Students are rewarded for demonstrating exceptional standards of behaviour and effort both in and around the school in the following ways:

- ▶ Verbal praise
- ▶ Achievement points logged on Arbor
- ▶ Students are rewarded milestone badges and certificates for achieving 150, 300, 500 and 700 achievement points
- ▶ Achievement postcards sent home for progress and effort in subjects
- ▶ Termly award assemblies for subject achievement, 100% attendance and value awards
- ▶ Positive phone calls home
- ▶ Headteacher end of term celebration breakfast
- ▶ Jack Petchey Awards
- ▶ Annual Celebration Event in Summer Term

Uniform

Key to a successful time at school is being well prepared for learning. High standards of dress are required at all times, reinforcing the standards of appearance and behaviour that are needed to meet and maintain high expectations.

Dress Code

- ▶ Plain white shirt
- ▶ Grey trousers
- ▶ Grey pleated skirt with black tights or black/white socks
- ▶ School salwar
- ▶ School tie (Lower: Silver, Upper: Blue)
- ▶ School jumper/cardigan
- ▶ Bow School blazer
- ▶ Black school shoes
- ▶ School headscarf (optional)
- ▶ All students must wear their lanyard, specific to their year group

PE Kit

Kit must be brought to school on days when PE takes place.

- ▶ Navy blue Bow school rain jacket (optional)
- ▶ Navy blue Bow school polo top
- ▶ Navy blue shorts
- ▶ Navy blue socks
- ▶ Trainers



Branded school uniform can be purchased from Khalsa Schoolwear. Please scan the QR code or visit <https://khalsaschoolwear.co.uk/school/bow-school>



ORGANISATION & BEHAVIOUR SANCTIONS

B1 Behaviours

30 Min Reflection + Phone Call Home by Teachers and staff

These are low level behaviours that affect the learning environment. The focus is often on minor distractions or unintentional disengagement.

In the classroom

- ▶ Individual not on task or following Instructions
- ▶ Disruption to others learning
- ▶ Failure to self-regulate after R/F
- ▶ Late to lesson

Around the school

- ▶ Late to school
- ▶ Encouraging negative behaviour
- ▶ Line up infringement
- ▶ Littering
- ▶ Physical contact
- ▶ Rudeness
- ▶ Unacceptable behaviour on school corridors (noise/running/pushing/shoving)

B3 Behaviours

60 Min Reflection + Phone Call Home by Pastoral Team

These behaviours go beyond low or minor or disruptions and typically involve more persistent or escalated actions.

In the classroom

- ▶ Leaving classroom without permission
- ▶ Defiance or open challenge to staff authority
- ▶ Inappropriate language (e.g. swearing)
- ▶ Throwing objects
- ▶ Repeated failure to comply with seating plans or classroom routines

Around the school

- ▶ Refusal to follow instructions from staff in shared or communal areas
- ▶ Repeatedly out of bounds or in unsupervised areas without permission
- ▶ Inappropriate physical contact or play fighting
- ▶ Refusal to comply with behaviour expectations during fire drills, assemblies, or line-ups

B4 Behaviours

60 Min Reflection

(1+ Day Internal Suspension) + Phone Call Home / Reintegration

B5 Behaviours

Min 1 Day Suspension (Internal/External) + Reflective Task + Reintegration Meeting

All B4/B5 Behaviours are reported to the relevant pastoral lead for investigation before a recommendation for sanction is made and authorised by the relevant Deputy Headteacher/Headteacher.

These are incidents that may cause significant disruption, undermine the school's values, or present risk to others in the school, or to the learning environment.

- ▶ Failure to comply with B3-level sanction
- ▶ Disruptive behaviour during tests or assessments that affects others' ability to concentrate
- ▶ Failure to follow expectations in the Ready to Learn (RTL) room
- ▶ Escalating verbal confrontation with staff or peers
- ▶ Involvement in unsafe behaviour in school buildings or grounds (e.g. tampering with fire alarms, throwing items)
- ▶ Bringing dangerous/banned items into school (e.g. lighters, laser pointers)
- ▶ Theft of school or personal property
- ▶ Repeated truancy

These are incidents which represent the most serious types of behaviours which might occur, typically these actions are deliberate, dangerous, or malicious and significantly undermine the school's values.

- ▶ Arson
- ▶ Physical Assault/Violent Behaviour
- ▶ Possession of Illegal or Banned Substances
- ▶ Possession of a Weapon.
- ▶ Significant Health and Safety Issue
- ▶ Bullying
- ▶ Discriminatory Language/Actions.
- ▶ Verbal Abuse or Targeted Threats
- ▶ Bringing the School into Disrepute
- ▶ Vandalism
- ▶ Sexual Behaviour/Language
- ▶ Malicious Allegations Against Staff or Students
- ▶ Organising or Inciting Serious Misconduct
- ▶ Targeted Swearing

MOBILE PHONES

We recognise that mobile phones, cameras and digital devices are now an integral part of our culture and can be of considerable values, particularly in relation to personal safety. However, balanced with this is the need to safeguard children and staff from cyber bullying, inappropriate use of the internet, the misuse of social media and the distraction from learning that these can cause.

As such, we operate a No Mobile Phone Policy.

- ▶ Phones and airpods should not be seen (or heard) on the school premises.
- ▶ If they are seen or heard they will be confiscated.
- ▶ Phones, that students may have to and from school, must be switched off and placed in their bag before they enter the school site.
- ▶ Refusal to hand over a phone or non-compliance with the policy may result in further sanctions being applied.
- ▶ All phones brought onto the school site are at the child's own risk.
- ▶ Lost or stolen items are not considered the school's responsibility.
- ▶ Parents who need to communicate with their child during the school day, are encouraged to do so by telephoning main reception who will be more than happy to pass on a message.

We understand that many parents want to ensure their children are safe and easily reachable as they travel to and from school. While smartphones may seem like the ideal solution for communication, we encourage parents to consider non-internet-enabled mobile phones instead. These phones provide the essential feature of staying in touch without the distractions or risks associated with internet access. Not only are they more affordable, but they are also less likely to attract unwanted attention and limit exposure to inappropriate content, offering an added layer of safety for your child.



SAFEGUARDING AND MEDICAL

Nothing is more important to us than ensuring our students can safely access a quality education.

We are committed to safeguarding and promoting the welfare of all our students. At Bow School we have a team of 23 designated staff who oversee and lead on safeguarding across the school. Our dedicated staff and Governors all share this commitment. Our school has policies and procedures in place for safeguarding our pupils, all of which are in accordance with local authority and statutory guidance. Click on the QR code for more details about our Safeguarding and Child Protection policy.



As part of our collective mission to keep our children safe in education, we work in close partnership with other agencies including, external safeguarding providers, the health authority and social services, all of which share our commitment in safeguarding children and young adults.

If you have any concerns, no matter how small they may seem about the safety or welfare of any child please contact the safeguarding team by emailing safeguarding@bow-school.org.uk or click on the QR code below to report any concerns on our Your Voice matters platform.



Medical

The school has a number of staff who are trained first aiders. These first aiders support any students, staff or visitors who require first aid. Students with specific medical needs will be supported within the scope of the school's 'supporting pupils at school with medical needs policy'. This includes provision to ensure that:

- ▶ All students with allergies or asthma have an individual health care plan
- ▶ Appropriate medications and/or emergency medications are available on site (where appropriate provided by parents).
- ▶ In order to support the effective use of this policy parents are required to:
 - ▶ Attend all appointments with the school nursing service and/or the school in respect of their child's medical condition and individual health care plan
 - ▶ Ensure that the school and school nursing service is kept up to date with any changes to their child's medical condition and/or other pertinent information.
 - ▶ Provide, where appropriate, medication (or other equipment) required to support their child with their medical condition (e.g. emergency inhalers, spacers etc)
 - ▶ Provide, where appropriate any copies of individual health care plans provided by the child's GP, Specialist or other medical professional.

ANTI BULLYING SCHOOL

We aim to provide a welcoming and supportive environment for all of our students and staff. We believe that everybody has the right to feel safe, in a community free from the fear of being harassed, threatened or hurt. At Bow School we are committed to working with pupils, students, staff, governors and parents to create a community where bullying is not tolerated.

We recognise that bullying is an issue which can take place in any school community, and, as a result we take this very seriously. We never underestimate the harm that bullying can cause to the emotional wellbeing, the learning, and the development of those involved. We are committed to delivering effective responses to bullying behaviour that are based on responsibility, accountability, compassion and support.

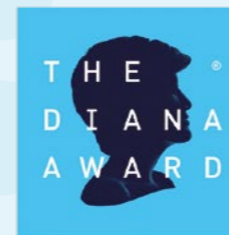
Bow School is a place where everyone has a right to be themselves, to be included, and to learn in a safe, happy, and harmonious environment. Everyone at Bow School is expected to treat each other with respect and kindness. We want all of our students to become responsible citizens and prepare them for life in modern Britain. The values that we place on this are those that will be expected of our pupils throughout their time at Bow School, by society, and in the world of work or further study.

Since September 2022 we have been working closely with The Diana Award and the United Against Bullying Alliance to raise awareness to staff and students around what bullying is and how to challenge bullying in all of its forms. All staff complete an annual anti-bullying training session to raise awareness of the different types of bullying and potential indicators. Alongside our training to staff, we have also created a team of 42 Student Ambassadors (Anti Bullying, Mental Health and Peer Mentors) whose role is to work closely with the Safeguarding Team and act as a support to students during break and lunch times.

We regard bullying as a serious safeguarding issue and all allegations of bullying will be thoroughly investigated by the pastoral team. All confirmed cases of bullying will result in an exclusion from school.

Students must adhere to the behaviour policy. Issues will be dealt with swiftly.

Bullying is treated as a serious incident.



PASTORAL CARE AND WELLBEING

All students have access to high quality pastoral care which aims to support them in being happy, making progress and achieving success while at school. This care is delivered through our commitment to ensuring that each and every child is able to have access to an adult, at school, who knows them well and can advocate for them when they need support.

As a result, each student has access to two tutors, whom they meet twice each day. Tutors act as a key worker for their tutor group supporting them throughout their time at school, helping them to reflect on their learning, their achievements and, where necessary, their conduct.

In addition to the support of their tutor(s) each child has access to a Head of Year, and their non-teaching Assistant Head of Year, who oversees the support and pastoral care for the year group to which they are assigned. Each year group is also overseen by a member of the school's Senior Leadership Team. This team of tutors, Assistant Head of Year and Head of Year are key contacts for parents throughout their time with the school.

Year 7 - year7@bow-school.org.uk

Year 8 - year8@bow-school.org.uk

Year 9 - year9@bow-school.org.uk

Year 10 - year10@bow-school.org.uk

Year 11 - year11@bow-school.org.uk

Sixth Form - sixthform@bow-school.org.uk

Wellbeing

As a key part of the care we offer to students, we pride ourselves in the support we have in place for young people's emotional wellbeing. We know that happy children are better enabled to learn, and make progress, than those who experience sadness or anxiety. On this basis, we know that emotional wellbeing of children is just as important as their physical health.

We support the emotional wellbeing of all young people by:

- ▶ Ensuring all young people are taught strategies to manage and support their wellbeing during PSHE lessons
- ▶ Delivering an end of term wellbeing sessions through Kooth focusing on different emotional wellbeing themes
- ▶ Ensuring all staff complete training on supporting the mental health of young people
- ▶ Using a pyramids of need approach to support all young people that is personalised to their level of need.
- ▶ Using our Mental Health Ambassadors and Peer mentors to support the emotional wellbeing of young people across all year groups
- ▶ Working closely with our external safeguarding providers offering 1-2-1, group sessions and workshops across the school.
- ▶ Offering a drop in service with Place2be every lunch time for all students.



COMMUNICATION WITH BOW



At Bow School we use the Arbor Parent Portal to share information about your child with you. Once logged into the application you can see your child's:

- ▶ Attendance
- ▶ Achievement points
- ▶ Behaviour points and detentions
- ▶ Achievement and progress information

The Arbor application can be added to your phone or tablet to ensure you never miss out any news about your child. The Arbor app also allows you to top up payment cards and update your child's contact information (priority contact and email addresses) online. Click on the QR code below to access the Arbor app parent portal.



Parents Meetings

There may be times where you would like to meet a member of staff or the pastoral team to discuss your child and their progress at Bow School. To arrange a meeting please email the address above, detailing your child's name, tutor group and the member of staff you would like to see you. The relevant member of staff will contact you back within two working days to schedule a date and time.

Please be mindful school staff often have very busy schedules and, therefore, meetings or discussion are more likely to be able to take place if scheduled in advance.

Information Evenings

Alongside annual parent's evenings, at key transition points throughout your child's education you will be invited to attend events to discuss your child and their next steps. A list of the transition events includes:

- ▶ Year 7 Welcome Evening
- ▶ Year 9 Options evening
- ▶ Year 11 Information Evening
- ▶ Sixth Form Open Evening



A RIGHTS RESPECTING SCHOOL

We are proud to be recognised as a silver UNICEF Rights Respecting School. This means embedding the UN Convention on the Rights of the Child into our policies, and our practice. In 2023 we were recognised for our work on promoting knowledge and understanding of the convention throughout the school community.

All aspects of school life relate to at least one of the 54 conventions and as a school we promote this through lessons, assemblies and our pastoral programme and our personal development curriculum.

1 DEFINITION OF A CHILD	2 NO DISCRIMINATION	3 BEST INTERESTS OF THE CHILD	4 MAKING RIGHTS REAL	5 FAMILY GUIDANCE AS CHILDREN DEVELOP	6 LIFE, SURVIVAL AND DEVELOPMENT	7 NAME AND NATIONALITY
8 IDENTITY	9 KEEPING FAMILIES TOGETHER	10 CONTACT WITH PARENTS ACROSS COUNTRIES	11 PROTECTION FROM KIDNAPPING	12 RESPECT FOR CHILDREN'S VIEWS	13 SHARING THOUGHTS FREELY	14 FREEDOM OF THOUGHT AND RELIGION
15 SETTING UP OR JOINING GROUPS	16 PROTECTION OF PRIVACY	17 ACCESS TO INFORMATION	18 RESPONSIBILITY OF PARENTS	19 PROTECTION FROM VIOLENCE	20 CHILDREN WITHOUT FAMILIES	21 CHILDREN WHO ARE ADOPTED
22 REFUGEE CHILDREN	23 CHILDREN WITH DISABILITIES	24 HEALTH, WATER, FOOD, ENVIRONMENT	25 REVIEW OF A CHILD'S PLACEMENT	26 SOCIAL AND ECONOMIC HELP	27 FOOD, CLOTHING, A SAFE HOME	28 ACCESS TO EDUCATION
29 AIMS OF EDUCATION	30 MINORITY CULTURE, LANGUAGE AND RELIGION	31 REST, PLAY, CULTURE, ARTS	32 PROTECTION FROM HARMFUL WORK	33 PROTECTION FROM HARMFUL DRUGS	34 PROTECTION FROM SEXUAL ABUSE	35 PREVENTION OF SALE AND TRAFFICKING
36 PROTECTION FROM EXPLOITATION	37 CHILDREN IN DETENTION	38 PROTECTION IN WAR	39 RECOVERY AND REINTEGRATION	40 CHILDREN WHO BREAK THE LAW	41 BEST LAW FOR CHILDREN APPLIES	42 EVERYONE MUST KNOW CHILDREN'S RIGHTS
43-54 HOW THE CONVENTION WORKS	CONVENTION ON THE RIGHTS OF THE CHILD					

Please click on the QR code below for more details about what it means to be a Rights Respecting School.

