



# PARENT/CARER'S HANDBOOK

2025 – 2026

# WELCOME FROM THE HEADTEACHER

We take great pleasure in welcoming you and your child to Bridge Learning Campus (BLC). We are very proud of our school community, the ethos of which supports all pupils to grow in confidence, to aim high and to achieve their full potential, both academically and personally. We know that with your support this will be a very successful year for your child.

We believe that confidence is the key to future success. This is why everything we do at BLC is designed to help our pupils to become confident individuals who always represent our values. Our curriculum supports this ambition and, with the high expectations we have of our pupils (and of ourselves too), I am very excited at the prospect of what your child will experience and achieve as part of our community.

Our school website [www.bridgelearningcampus.org.uk](http://www.bridgelearningcampus.org.uk) has all of the most up to date information. This handbook is designed to give you some of the essential information you need as well as some more detail about how we will help your child to learn, grow and flourish with us.

We look forward to meeting you and working in partnership with you during your child's learning journey at Bridge Learning Campus.

Please do not hesitate to contact the school with any questions.



**MR R MAULE**  
Headteacher

# OUR VALUES



**BUILD**



**RESPECT**



**INSPIRE**



**DARE**



**GRAFT**



**EMPOWER**

Our school family is a community that educates and empowers. Building confidence from the first steps to the next steps.



# CONTACT INFORMATION

---

## ADDRESS:

Bridge Learning Campus,  
William Jessop Way, Hartcliffe,  
Bristol, BS13 0RL

## Special Educational Needs Team

[SEN@blc.school](mailto:SEN@blc.school)

## Wellbeing concerns

[wellbeing@blc.school](mailto:wellbeing@blc.school)

## MAIN TELEPHONE CONTACTS:

Primary 0117 9030356  
Secondary 0117 3534472

## Admissions

[join@blc.school](mailto:join@blc.school)

## GENERAL EMAIL:

[enquiries@blc.school](mailto:enquiries@blc.school)

## SOCIAL MEDIA:

### Twitter (X)

[@Bristol\\_BLC](https://twitter.com/Bristol_BLC)

### Instagram

[@bridgelearningcampus](https://www.instagram.com/bridgelearningcampus)

## CONTACTS:

### Attendance Team

[attendance@blc.school](mailto:attendance@blc.school)

### Facebook

[Bridge Learning Campus](https://www.facebook.com/BridgeLearningCampus)





## ARBOR

We use Arbor as our school MIS & communication system. We ask parents/carers to sign up to the Arbor Parent Portal where you can view e-mails, SMS and In-App messages and be kept up to date about your child's life at school. The Parent Portal works on Google Chrome

(computer or laptop) and you can download the Arbor App from the App Store or Google Play Store on your phone (Android 5.0; iOS 10.0 and upwards). Wait for your welcome email from us telling you Arbor is ready - you won't be able to log in before. For help with logging in please contact the school office. [www.arbor-education.com](http://www.arbor-education.com)





# TIMINGS OF THE SCHOOL DAY

## START:

- Nursery to Year 6 – 8:30 am
- Year 7 to Year 11 – 8:35 am

## END:

- Nursery – 3:00 pm
- Reception to Year 11 – 3:10 pm

# TERM DATES 2025–2026

## TERM 1:

Monday 1st September to Friday 24th October 2025

## TERM 2:

Monday 3rd November to Friday 19th December 2025

## TERM 3:

Monday 5th January to Friday 13th February 2026

## TERM 4:

Monday 23rd February to Thursday 2nd April 2026

## TERM 5:

Monday 20th April to Friday 22nd May 2026

## TERM 6:

Monday 1st June to Tuesday 21st July 2026

# INSET DAYS

- Monday 1st September and Tuesday 2nd September 2025
- Monday 3rd November 2025
- Monday 23rd February 2026
- Friday 26th June 2026
- Monday 20th and Tuesday 21st July 2026



# CULTURE & ETHOS

---

## OVERVIEW

We like to reward good behaviour and encourage others to follow a positive example. There are termly rewards and pupils with the best attendance and behaviour participate in special events within their Pastoral team. Praise is the most important strategy and we aim to recognise pupils who are performing well and those that contribute to our school community.

We expect all members of our school community, including all staff and pupils, to uphold our BRIDGE values in everything we do. (See page 3)

Pupils are rewarded for consistently demonstrating these values and for making positive contributions to our school community. This might include rewards for:

- Excellent effort in class or in homework.
- Representing the school in a competition.
- Excellent, or significantly improved attendance/punctuality
- Helping others.
- Acting as a positive role model.
- Outstanding achievement.
- Work in the community.

Our Anti-Bullying Ambassadors have devised an Anti-Bullying Pledge and our whole school community signs up to this. "We, as members of the Bridge Learning Campus Community, pledge to be kind to each other. We will always endeavour to treat each other with a high level of respect. We will have the compassion not to bully and the courage not to be a bystander. It is our responsibility to help those being bullied and to report bullying."

As partners in the education and development of your child we ask you to support the school fully. Pupils are expected to follow the BLC pupil code of conduct; this is known as The BRIDGE Way. Children must be mindful of others, throughout the school, and be prepared to take responsibility for their own actions. The BLC Behaviour Policy is shared with all pupils, parents/carers and placed on our school website.



# EQUALITY, DIVERSITY, INCLUSION AND BELONGING

---

At BLC there has been a clear focus on equality, diversity, inclusion, and belonging (EDIB) here at our school. This is an important issue that we take very seriously, and we have been working diligently to ensure that all of our students feel welcome, included and valued.

Over the course of the past several years, our staff has participated in various training programs and workshops, hosted by external agencies such as Diverse Educators and Representation Matters. These training programs have equipped us with the tools necessary to address issues of EDIB in our classrooms and create a positive and inclusive learning environment for all of our students.

We have also developed clear policies and procedures to address any issues that may arise in the context of EDIB. Our goal is to promote a culture of respect and understanding, where every member

of our community feels safe and happy. We actively teach about allyship and its importance to us at BLC.

Involving our students is also an important part of our strategy. We have established a Student Council specifically for EDIB, whose role is to provide direct input into our EDIB strategy and give voice to key issues of concern to our students. All students are encouraged to contribute to this effort, and we aim to provide them with opportunities to celebrate diversity and engage in meaningful dialogue about EDIB.

We are committed to providing our staff and students with the necessary resources and training to promote EDIB in our school. We believe that it is our collective responsibility to foster a culture of respect and understanding that values diversity and supports inclusivity.



# REWARDS AND SANCTIONS

---

## PRIMARY

Our Primary pupils use Class Dojo to record and promote good behaviour. Class teachers will reward students with the highest Dojo points each week and weekly and termly prizes are given to pupils with the best behaviour for learning and attendance.

Our behaviour system ensures that disruption to learning is minimised. Age appropriate warnings and sanctions will be given for pupils who are not following expectations.

## SECONDARY

Our Secondary pupils are given reward points relating to the BRIDGE Way. The prestigious Bronze, Silver and Gold awards and badges are given for those students achieving the highest number of rewards. We look forward to seeing pupils wearing their badges with pride!

The Bridge Way is the Behaviour System used across the whole school campus. In Secondary, Students are given up to two warnings when they are failing to meet expectations, if they receive a third warning they are sent to the Intervention room for two hours plus a break, where they will be expected to complete their allocated learning.

If a student is sent to the Intervention

room after lunch they will be expected to complete their time in the Intervention room until 3.10pm, (Parents/carers will be informed of this beforehand via parent mail/text/email).

Classcharts is a behaviour monitoring tool which staff use to log Behaviour and Achievement points for students.

Parent/carers are all provided with a login for this app which can be downloaded onto mobile devices, this enables parents/carers to track behaviour and achievement during the school day. If a student is unsuccessful in the Intervention room, they may be moved to the Target room where they will be expected to stay all day, whilst also completing their allocated learning.

At BLC we will not allow the learning of others to be affected by the behaviour of individual students.





# PARENTS & CARERS – WHO TO TALK TO

If you need to speak to someone about a learning related issue, these are the best routes to follow – and if it needs to go further we will pass it on.

## PRIMARY (NURSERY TO YEAR 6)

For any child protection or very sensitive concerns, speak to one of the Primary Pastoral Team leads Miss Moore/Mrs Tarling (Year N - Year 6) or Mr Pitt (Designated Safeguarding Lead).

## PROBLEMS WITH LEARNING & LESSONS:

- Your first point of contact is your child's class teacher.
- If that doesn't help, please contact Mrs Cheshire (Assistant Headteacher.) or Mrs Broad (Assistant Headteacher).

## PROBLEMS WITH FRIENDSHIPS OR HEALTH:

- Your first point of contact is your child's class teacher.
- If that doesn't help, speak to your child's pastoral lead Miss Moore/ Mrs Tarling (Nursery to Year 6) or Miss Davis (Assistant Pastoral Lead Nursery - Year 6) or Ms McArdle.

## AND IF THAT DOESN'T HELP, SPEAK TO ONE OF OUR PRIMARY BASED LEADERSHIP TEAM;

- Mrs Carter
- Mrs Cheshire

- Mrs Broad

If your child is in Secondary (Year 7-11) for any child protection or very sensitive concerns, speak to your child's Pastoral Lead:

- Miss Lee (Year 7)
- Mr Trudgen (Year 8)
- Miss Saunders (Year 9)
- Mr Young (Year 10)
- Mrs Harrison (Year 11)
- Mr Pitt (Designated Safeguarding Lead)
- Ms Johnson (Deputy Designated Safeguarding Lead)

## TO DISCUSS LEARNING & LESSONS:

- Your first point of contact is your child's class teacher.
- If that doesn't help, speak to the Head of Department or, if the concerns are about a number of subjects, your child's Pastoral Lead.
- Mr Pitt and Mrs Hazel (Deputy Headteachers) are available to help with persistent issues.

## TO DISCUSS FRIENDSHIPS OR HEALTH ISSUES:

- Your first point of contact is your child's tutor.
- If that doesn't help, speak to the Pastoral Team.
- And if further support is needed, speak to one of our Leadership Team Miss Joslin, Mrs Hazel, Mr Pitt or Mr Jackson.



# ARBOR PAY

---

We've chosen Arbor to help us manage our school using Arbor's free Parent Portal and Arbor App.

Arbor is a simple, smart and cloud-based MIS (Management Information System), which helps us work faster, smarter and more collaboratively as a school. The Arbor App and Parent Portal mean we can keep you informed about your child's life at school in a much more accessible way, you can log into Arbor to see and update your child's information, get live updates and make payments or bookings on the go!

The Parent Portal works on Google Chrome (computer or laptop), and you can download the Arbor App from the App Store or Google Play Store on your phone (Android 5.0; iOS 10.0 and upwards).

## HOW TO GET STARTED:

Wait for your welcome email from us telling you Arbor is ready - you won't be able to log in before...

- Click the link in your welcome email to set up your password.
- Go to the App or Google Play Store on your phone and search 'Arbor'.
- Click 'Install' on Android or 'Get' on iPhone then open the App Enter your email, select the school, then enter your password Accept the Terms & Conditions and enter your child's birthday.

## NEED HELP USING ARBOR?

Contact the school office if you have questions about Arbor, the App or Parent Portal. Tell us the type and model of your phone, e.g., an iPhone SE, and include screenshots or screen recordings.

To safeguard student data in line with General Data Protection Regulations (GDPR), Arbor only works directly with schools.

## SOME TIPS TO TRY:

Ensure your username is the email address you use for Arbor. Ask us to check the email address linked to your account.

Reset your password from the login page or ask us to do this. If the login email was sent to you more than 96 hours ago, the password link will have expired. Ask us to send it again.

Ask the school office to check that your email address has not been used twice - e.g., on another guardian or child's profile.

Enter the birthday of one of your children to log in.

Only relatives who are Primary Guardians of a child can access the Arbor App. Ask us to check you can access Arbor.

# PAYMENTS

## HOW TO PAY FOR ITEMS?

Once logged into your account, you will be able to find various sections, depending on what you wish to pay for. Accounts will take you to meal account top ups, Trips will take you to any school trips which may need consent or payment, and School Shop will contain any other items such as locker keys or book bags.

All payments are visible on each account, and you are also able to see a running total of spending for meals.

Payments are made by card only.

## OTHER FEATURES:

Arbor also allows you to track your child's attendance, timetable, as well as book

time slots for progression evenings when required. Just click on the relevant section for a closer look.

Contact the school office if you have questions about Arbor, the App or Parent Portal.





# HOME LEARNING & PARENT COMMUNICATION

---

Home learning plays an important part in our students journey through the curriculum and we place great emphasis on it's use as a learning tool. We have several ways to support home learning and parent/teacher communication, depending upon the year group or key stage. The online platforms that we use are outlined below, alongside information on the Home Learning Journals and knowledge organisers that we use in Secondary.

## PRIMARY (NURSERY TO YEAR 6)

### CLASS DOJO:

ClassDojo is an online platform which is used to connect teachers and parents from Nursery to Year 6. Teachers often share messages or work via the Class Story feature. They also award children positive behaviour dojos, which parents are notified about. Parents are invited to join ClassDojo to access messages and learning from teachers. Children also have personal accounts where they too can access learning set by the teacher and upload images and videos to share their home learning to their portfolios. ClassDojo is available by accessing the website <https://www.classdojo.com> or by downloading an app for Apple or Android

devices. It is a great platform to keep connected with school and class updates.

## SECONDARY (YEAR 7 TO YEAR 11)

### MICROSOFT:

We use Microsoft 365 for our secondary pupils' school online platform. Pupils will be able to use Office 365 software to access their documents, school email and other learning software such as Hegarty maths, TimesTable Rockstars. Students will be able to view their home learning tasks on Teams, and these should also be written into their knowledge organisers. Not only will their Microsoft accounts help pupils' learning but it will also help them to develop essential employability skills.

### CLASSCHARTS:

Classcharts is a Behaviour monitoring system which staff use to log students Behaviour and Achievement points throughout the Academic year. Parents/ carers will also be provided with their child's login details, which they can use to download the app onto their phones and track behaviour and achievement live throughout the day to end. Classcharts is also a great platform to keep connected with secondary school activities.

## HOME LEARNING JOURNALS AND KNOWLEDGE ORGANISERS

A knowledge organiser (KO) sets out the important, useful and powerful knowledge on a topic on a single page. We have adopted their use at BLC to support home learning and revision throughout each key stage. This is because, for pupils to succeed in a particular area, they must have a foundation of factual knowledge. They need to be able to understand those facts in context and organise knowledge in order to help them remember it and

apply it correctly in lessons and exams. Using knowledge organisers as a way to enable this, in a much more systematic way than traditional revision guides and textbooks, will help BLC pupils to learn great study skills and gain a deeper knowledge and understanding of the topics they are studying. In Years 7-11, these knowledge organisers can be found in the home learning journal that each pupil receives at the beginning of the school year. Should pupils lose these journals, they will be asked to pay £10 to replace them.





# ATTENDANCE & PUNCTUALITY

---

## ATTENDANCE & PUNCTUALITY:

Attendance and Punctuality is extremely important throughout our whole school campus and we recognise the impact Attendance can have on your child's learning experience. Here at Bridge Learning Campus, we are dedicated to raising standards and pupil attainment and encouraging all students to achieve a school attendance target of 95%. Research consistently shows that higher levels of school attendance directly contribute to various aspects of a child's development and success.

As a school we believe that, in order to facilitate the highest possible standards of education and to secure the best possible outcomes for students, excellent attendance is essential. To achieve this, we pride ourselves on building a culture of good school attendance, setting high expectations with our students and families and working together to build positive relationships.

To support our students and families, we have adopted a 'Graduated Response' to monitoring and celebrating school attendance. Our approach is a framework of interventions which promotes excellent standards, clear expectations/responsibilities and a robust system in place to identify where early support is needed.

If you would like further information about our school approach or have questions regarding your child's attendance, please contact Miss Allen – Attendance Manager across campus on [kallen@blc.school](mailto:kallen@blc.school) or please choose from one of the options below:

### PRIMARY ATTENDANCE

Miss James – Attendance Administrator  
0117 9030356 – Option 1  
[attendance@blc.school](mailto:attendance@blc.school)

### SECONDARY ATTENDANCE

Mrs Belsten – Attendance Administrator  
0117 9030356 – Option 2  
[attendance@blc.school](mailto:attendance@blc.school)

Miss Baker – Home to School Outreach  
Support Worker Across Campus

Miss Morse – Attendance & Welfare Officer  
Across Campus

## PUNCTUALITY:

Punctuality in school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time, ready to learn.

### PRIMARY:

All children should be outside their classroom door by 8:25am, ready for the doors to open at 8:30am. Classroom doors



will close promptly at 8:40am. Registration will close at 8:50am for Primary & 9:00am for Nursery.

All pupils who arrive at school after the closing of registration must sign in on our Entry System, entering through our reception, this will be recorded as Late on our registers for that session. All children who attend school late must be accompanied by a parent/carer (Primary). Should your child arrive after 9:05am they will have arrived after the closing of our morning registers and will receive a U code, this equates to an unauthorised absence for that session and will affect your child's attendance.

## SECONDARY:

All pupils should arrive by 8.35am, ready to line up with their tutor group for "Ready to Learn" and the start of their school day. Students who arrive after this time will be recorded as L on their register. Should your child arrive after 9:05am they will have arrived after the closing of our morning registers and will receive a U code, this equates to an unauthorised absence for that session and will affect your child's attendance.

The attendance team will regularly monitor and analyse all pupil attendance and punctuality, identifying any pupils who may require additional support. Should your child continue to attend school late, your case may be escalated through our attendance framework or in some cases, referred to the Educational Welfare Service.

## ABSENCES

### Reporting Student Absence

All student absences MUST be reported by no later than 8:00am. This can be done either by email to: [attendance@blc.school](mailto:attendance@blc.school) or by calling 0117 9030356 and then dial option 1 for primary absence or option 2 for secondary absence, this will transfer you to the attendance team. Please note that the phone lines are open from 8:00am – 3:10pm every day.

Please ensure you leave a clear explanation when reporting your child's absence, as this will directly affect the coding used on their register.

## ILLNESS

Children can attend school with minor ailments, (toothache, headache, stomachache, colds, sore throats) over the counter medicine can be given before school and during if you contact our school nurse.

If your child is too unwell to attend school, parents/carers must inform us by 8:00am, giving a full reason for their absence. Where an absence hasn't been reported, parents will be contacted during the morning requesting a response and reason for absence. If this is not forthcoming, the absence will be classed as unauthorised and will affect your child's attendance.

## APPOINTMENTS

Wherever possible, all medical and dental appointments should be made outside of school time. Also, it is expected that every effort is made to minimise the amount of time that the child is absent from the



appointment, i.e. not leaving until just before the appointment and returning immediately afterwards. Where the school is concerned about the child's absence, they may request confirmation of medical appointments, or evidence to support their absence.

## MANAGING ABSENCE/ ATTENDANCE

We have a specialist team within the school, who meet on a regular basis to discuss students' attendance, identify any concerns and implement any necessary actions, support or interventions needed.

Should we identify high levels of absence, or concerning levels of illness, parents/ carers will be contacted in a variety of different ways to address these concerns. This may include phone calls, emails, letters or arranging school meetings.

We have a duty to work alongside Bristol City Council where attendance remains a significant concern to ensure that we get additional professional support to improve attendance where necessary.

## SUPPORT

A child who attends school will spend most of their time with their class teachers, tutors, friends and other school staff. We encourage open and consistent communication with our families to ensure we provide the best possible care for your child. There are many different reasons families may want additional support, and we work closely with many different outside agencies and have access to a wealth of professional services who are able to support your current needs.

## REQUESTS FOR LEAVE OF ABSENCE DURING TERM TIME:

### New regulations for School Attendance from September 2024 are now in effect

Current legislation states that headteachers must not grant approval for leave during term time, including holidays, unless there are exceptional circumstances.

Any parent wishing to request a leave of absence in exceptional circumstances will need to apply via our school website or request a 'Leave of Absence' form from either reception. Please email any questions to [attendance@blc.school](mailto:attendance@blc.school)

Requesting a leave of absence does not mean that the absence will be automatically authorised. Parent/Carer should submit the Absence request forms as soon as leave is anticipated; and wherever possible, at least 2 weeks before the absence.

If a parent/guardian takes a student out of school on holiday during term time and that absence is unauthorised for **10 or more continuous sessions, the school will request a Penalty Notice** be issued by the local authority.

We strongly discourage holidays being taken in term time as learning is disrupted and the lost time is detrimental to the educational progress of the child. In exceptional circumstances. Each request will be assessed on an individual basis.

Please refer to the updated Penalty Notice leaflet for further information.



# SEND & INFORMATION

---

## PRIMARY:

All children should be outside their entry point by 8:25am, ready for the doors to open at 8:30am. Classroom doors will close promptly at 8:40am.

Reception children will enter via the door next to the Nursery entrance, but will be picked up from their classroom doors.

Year 1 to Year 4 children will arrive and be picked up from their own classroom doors.

Year 5 and Year 6 children will enter via the KS2 playground and be picked up from there at 3:10pm.

Any children arriving after 8:40am must enter via the front entrance and be signed in on our Entry System. This will be recorded as Late in the registers. Children must be accompanied by a parent/carer when arriving after this time.

## HOW DOES BRIDGE LEARNING CAMPUS KNOW IF PUPILS NEED EXTRA HELP?

At Bridge Learning Campus, we get to know our pupils well and carefully monitor their progress across all areas of school life. If a child is finding something challenging—whether in their learning, communication, behaviour, or emotional wellbeing—their teacher will identify this through ongoing observations, assessments, and daily interactions. We also value the input of parents and

carers, so if you have any concerns, we encourage you to share them with us.

Teachers work closely with our SEND (Special Educational Needs and Disabilities) team to plan the right support for each child. This may include small group work, additional adult support, or access to specific resources tailored to their needs. In some cases, further assessments or input from external professionals may be used to help us understand the best way forward.

If additional support is needed, we'll always involve you in the process and keep you updated. Our goal is to ensure every child feels supported, included, and able to reach their full potential.

## HOW WILL THE CURRICULUM BE MATCHED TO MY CHILD'S NEEDS?

At Bridge Learning Campus, all teachers are responsible for meeting the needs of every pupil, including those with special educational needs and disabilities (SEND). We adapt the National Curriculum to ensure it is accessible and appropriate for each individual child.

Teachers use ongoing assessment and their knowledge of each pupil to plan lessons that offer the right level of challenge and support. This may involve using different resources, grouping pupils by ability for some subjects, or providing extra adult support within the classroom.



We follow the principles of the National Curriculum Inclusion Statement, which focuses on:

- Setting suitable learning challenges
- Responding to pupils' diverse needs
- Overcoming potential barriers to learning

Most pupils' needs can be met in the mainstream classroom through high-quality, adaptive teaching. For children with more complex needs, we offer a range of additional support, such as small group work, individual intervention, and a dedicated transition class where needed.

Our SEND team works closely with teachers to make sure the support in place is effective and regularly reviewed. Our aim is to ensure every child can take part, make progress, and achieve their full potential.

## HOW IS THE DECISION MADE ABOUT HOW MUCH AND WHAT TYPE OF SUPPORT MY CHILD WILL RECEIVE?

At Bridge Learning Campus, decisions about support are based on your child's individual needs and the progress they are making. All pupils' needs are first met through high-quality teaching in the classroom. If further support is needed, this may include small group work or one-to-one support, depending on their targets.

We follow a tiered approach, and pupils with additional needs are closely monitored. Some children will have a Pupil Profile or Pupil Learning Plan to set and review targets. If your child has an Education, Health & Care Plan (EHCP),

their support will be clearly outlined and reviewed regularly, including through an Annual Review with the SENDCO, parents, and other professionals.

All support is planned by teachers in partnership with the SENDCO and shared with parents, so you know how your child is being supported and how you can help at home.

Who can I contact for further information?

If you have any questions or would like more information about support for pupils with SEND, please get in touch:

- For children in Nursery to Year 6 (Primary Department), please contact Ms Treneman.
- For children in Year 7 to Year 11 (Secondary Department), please contact Ms Rudd or Ms Berry.

You can reach our SEND team by calling the school reception, who will pass your query to the right member of staff. Alternatively, you can email us directly at: [SEN@blc.school](mailto:SEN@blc.school)

Bridge Learning Campus is part of Bristol's Local Offer for children and young people with SEND. **You can find more information here:**

- [Bristol Local Offer](#)
- [For Parents and Carers](#)



# UNIFORM

---

For information regarding all uniform, please [click here](#) for our Uniform Code, which can also be found on our website. At Bridge Learning Campus we offer a small number of pre-loved second hand items of uniform for families that may need this support. If you would like to discuss this further please contact your child's Head of Year in the first instance.

# SCHOOL LUNCHES

---

All children buy lunch through our cashless system, see the Arbor Pay information on page four. If your child is entitled to a free school meal and is in Year 3 and above please claim your entitlement by applying through Bristol City Council. Children in Nursery to Year 2, please see the school office for a Pupil Premium Checker form and return this to us. We will carry out the check for you by liaising with the Local Authority.

In Secondary we use a biometrics system. By taking an image of your child's thumb print we can turn this information into a digital signature. When using the school canteen, your child will simply place their finger on the scanner, which will match their thumb print with the unique digital signature held in the database.

This process helps speed up the queues for our students during break and lunch times.

Please ensure you have completed

the Biometrics consent form. This is your permission for your child's thumb print to be taken in school.

Children may also bring packed lunches but there are a number of items that are banned and will be confiscated immediately. This is to reinforce healthier eating choices at school. These include any fast-food and all fizzy AND any high-sugar drinks.

Should your child suffer with any food allergies, please contact us as soon as you can before their start date.



# SCHOOL PERFORMANCE BOARD (SPB)

As is the case with all multi academy trusts the legal responsibility for governance of the Trust and its schools sits with the Members and the Board of Directors (trustees). It is for the Board to decide how and to what level it wishes to delegate any responsibility to a local body or committee.

The trust has in place several groups to ensure that there is a strong link between the Board and its schools or academies.

A School Performance Board (SPB) oversees and scrutinises the quality of education at Bridge Learning Campus, and this group reports to the main board through its committee structure.

The School Performance Board at BLC is chaired by Mr M Steer. If you wish to contact the chair for any reason please do so by contacting Mrs J Frederiks Davies Clerk, Bridge Learning Campus, William Jessop Way, Hartcliffe, Bristol, BS13 0RL.



## COMPLAINTS

We fully appreciate that no matter what we do, there will be times where communication breaks down, someone makes a mistake or you feel let down. We always want to put matters right as soon as we can. It is always worth trying to resolve the problem before making a formal complaint.

However, should this be an avenue you wish to pursue, please email the Executive Assistant Mrs Jacqui Frederiks Davies [jfrederiks-davies@blc.school](mailto:jfrederiks-davies@blc.school)

