

Year 7 Handbook

BECKFOOT
OAKBANK
SCHOOL



A very warm welcome



Welcome to Beckfoot Oakbank! We are so pleased that you are joining us in September 2026.

A huge welcome from all staff and students, we're all really looking forward to starting this next part of your school journey with you.

Starting secondary school is a very exciting time and usually one that most young people are ready for, but we also understand that you and your child are probably feeling both excited and nervous about joining us in equal measures. We aim to make the transition from primary school to Beckfoot Oakbank as smooth as possible.

We know from experience that young people are more likely to achieve their full potential if they are content and comfortable in their surroundings, self-confident and well-motivated. We also know the importance of a successful partnership between home and school in achieving this, so we actively encourage the support and input of all families. Together, we want to make sure that your child is happy, safe, and learning skills to equip them for the future, and together we can make that happen.

Chris Ray
Head of School

Who knows my child?

At the heart of our school is a caring and dedicated team. The staff listed below are key contacts for your child's time with us and are always happy to offer support, guidance, or a friendly conversation whenever needed. You can view our wider team on our website here: <https://www.beckfootoakbank.org/about/staff-and-governors/>

- Executive Headteacher
 - Head of School
 - Deputy Headteacher
 - Deputy Headteacher
 - Deputy Headteacher
 - Deputy Headteacher
 - Deputy Headteacher
 - Assistant Headteacher
 - Assistant Headteacher
 - Assistant Headteacher
 - Associate Assistant Headteacher
 - Associate Assistant Headteacher
 - Associate Assistant Headteacher
 - Associate Assistant Headteacher
 - Associate Assistant Headteacher
 - Year 7 Team Leader
 - Assistant Year 7 Team Leader
 - SENDCO
 - Designated Safeguarding Lead
- Andrew Burton
Chris Ray
Sam Reeves
Joel Woodier
James Hunter
Melissa Maddison
Nathan Bulley
Annette Holder
Liam Hazelgreen
Danielle Towler
Chris Thacker
Simon Clegg-Murtagh
Lisa Ward
Maria Humpherson
James Ickringill
- Linda Tomlinson-Askham
Eleanor Lockwood
Annette Holder
Melissa Maddison



The Beckfoot Oakbank Way

The Oakbank Way describes how we do things here at Beckfoot Oakbank. Our local protocols are written in conjunction with Beckfoot Trust policies, which are available on the link below. At Beckfoot Oakbank, we are truly committed to our Trust missions of creating remarkable schools where no child is left behind.

Our school sentence is: “Beckfoot Oakbank ensures that every child succeeded in education, had a great career and enjoyed life.”

We live our values of enjoy, learn, succeed, they are central to our school community and culture.

- **Enjoy:** We enjoy belonging to Beckfoot Oakbank
- **Learn:** We are all here to learn
- **Succeed:** we are determined to succeed

Learning Habits

In our school and in lessons, we expect all students to follow our learning habits so that all students can make progress in lessons and develop positive habits for life. We will always support students to develop these great learning habits.

1. **Learning Habit 1 - Positive response:** Using good manners, ‘please’ and ‘thank you’, opening doors, tidying up.
2. **Learning Habit 2 - Perfect uniform:** Our uniform allows us to demonstrate pride as part of our Beckfoot Oakbank community.
3. **Learning Habit 3 - On task behaviour:** Working hard, taking part, turn taking, following our learning modes, following instructions first, every time.
4. **Learning Habit 4 - Punctual to school and lessons:** Arrive to school before 8.20am, arrive to lessons punctually.
5. **Learning Habit 5 - Equipped for success:** Bag, pen, pencil, ruler, planner, timetable, knowledge organiser, mobile phones not seen or heard.
6. **Learning Habit 6 - Learning beyond the classroom:** Students will be expected to complete learning tasks beyond the normal lesson time.

Behaviour

Routines

We use a range of consistent routines to help students succeed and develop strong learning habits every day. These include line-ups, 3-2-1 transitions, clear lesson entry and exit routines, the movement whistle, and different learning modes. Students are taught and practise these routines through morning meetings, tutor time, assemblies and lessons.

Additional support

We support all students to develop positive behaviours and strong learning habits, with staff modelling these every day. If a student needs extra help, we work closely with them and their family to create a personalised support plan. This may include things like morning check-ins, extra practice of key habits, support from a tutor or senior leader, and regular contact with home. Our aim is always to work together to help every student feel confident, supported and ready to succeed.

Behaviour in and out of lessons

We expect all students to make positive choices and to arrive at lessons on time, ready to learn. Our teachers carefully plan lessons so that every child is supported to succeed and make good progress. If expectations are not met, staff use clear and consistent routines to guide students and help them get back on track.

Outside of lessons, we also expect students to behave positively at all times. This includes moving around the school, during break and lunchtime, at the end of the day, and when taking part in activities both on and off site.



Rewards



We encourage all students to work hard because it helps them to grow, succeed and feel proud of their achievements. We also know that recognition and praise are important in building confidence and motivation.

We celebrate students who live out our values of enjoy, learn, succeed in a variety of ways. Success is recognised through morning meetings, assemblies and our school newsletter.

Rewards may include:

- Achievement points for demonstrating positive learning habits
- Positive phone calls home
- 'Tutee of the week' postcards
- Community tickets for contributing positively to school life
- Surprise 'pop-up' rewards
- Attendance rewards, including recognising improvements
- Opportunities to take part in trips and activities
- Summer reward events
- Certificates to celebrate achievements

Through these approaches, we aim to create a positive culture where effort is valued, success is shared and every student feels recognised and encouraged to be their very best.

Communicating with you

ClassCharts

We use ClassCharts to keep in touch with families and to share important information about homework, student achievements and behaviour points.

You will receive your login details soon. In the meantime, please download the ClassCharts Parent App so you are ready for September. We will then provide you with a unique code to access your child's information.

Contacting us

If you have any queries or concerns, please email us at office@beckfooakbank.org. We aim to respond within 48 hours.

Our Reception is open during term time from:

- Monday to Thursday: 7:30am - 4:00pm
- Friday: 7:30am - 3:00pm

We encourage families to use ClassCharts for communication wherever possible. For day-to-day queries, please contact your child's Year Team in the first instance. If you would like to meet with a member of staff, please arrange an appointment by email or, if urgent, by telephone. Unfortunately, it is not usually possible for staff to meet with parents without a prior appointment.



Mobile Phones

We want all students to feel calm, focused and ready to learn throughout the school day. Mobile phones and other electronic devices can sometimes make it harder for young people to concentrate, as notifications on apps can interrupt learning. They can also take attention away from building confidence and forming positive face-to-face friendships.

Spending too much time on devices may also affect wellbeing, including sleep, feelings of anxiety, and how young people feel about themselves. Encouraging in-person interaction helps students develop important social skills and healthy relationships with others.

To support both learning and wellbeing, we ask that:

- Mobile phones and all other electronic devices (such as smart watches, earphones, music players, and tablets) are not used or visible during the school day.
- Year 7 students will place their mobile phones in a secure pouch at the start of the school day. These pouches will remain locked until the end of the day, helping students to stay focused on learning and supporting positive mental health and wellbeing.
- We intend to extend the use of secure pouches to other year groups over time. Until this is in place, students in other year groups should ensure that mobile phones are switched off and kept out of sight throughout the school day.
- If a device is seen or heard, it will be handed in and stored securely until the end of the day. On a second and subsequent occasion, a parent will be required to collect the device. The student will then continue their day as normal.

By working together, we can create a positive, respectful environment where every student can enjoy, learn and succeed.



Our uniform

Our uniform allows us to demonstrate pride as part of our Beckfoot Oakbank community.

Our uniform can be bought at the following stores:

- Whittakers Schoolwear: 5 Low Street, Keighley, BD21 3PJ
- Top Trends: 97 Cavendish Street, Keighley, BD21 3DG
- myclothing.com (for the polo shirts, jumpers and cardigans)

- **Polo shirt:** All students should wear the polo shirt for their year group, featuring the school logo. This year, year 7 students will wear black polo shirts.
- **Jumper or cardigan:** Students may wish to wear a jumper or cardigan with the school logo. Please note that other jumpers, including PE hoodies, are not part of the school uniform.
- **Trousers and skirts:** Trousers must be plain black. Jeans, cargos pants, leggings and shorts are not allowed. Skirts should be a suitable length and must be worn with thick black tights. Tube or Lycra skirts are not permitted.
- **Shoes:** Shoes should be fully black and made of leather or a leather-like material. Trainers are acceptable if they are completely black. suede, nubuck, canvas shoes and boots are not allowed.
- **Socks:** Socks should be plain black, grey or white. Trainer socks should not be worn.
- **Bag:** All students need a school bag that is large enough to carry their equipment in, including an A4 folder.

Expectations

- **Makeup and nails:** Students are welcome to wear discreet makeup. This includes natural looking eyelashes and subtle nail varnish. False or acrylic nails are not permitted.
- **Earrings and piercings:** Small stud earrings may be worn. Large hoops or dangling earrings are not allowed. Students may wear one small nose stud or ring. Multiple nose piercings, as well as eyebrow and septum piercings are not permitted.
- **Jewellery:** Jewellery should be kept simple. Necklaces shouldn't be visible, and rings and bracelets should be minimal.
- **Health and safety:** For safety reasons, jewellery must be removed during PE and practical lessons. Students with longer hair must tie it back for PE and practical lessons.
- **Hair:** Hair should be natural with no bright or unnatural colours.

PE uniform

- **Clothing:** Students are required to wear plain black shorts, tracksuit bottoms, leggings or a skort. These should be unbranded, or with a small logo no bigger than a matchbox size. Students require a red and black polo shirt with the school logo, or our reversible black multi-sport shirt if preferred.
- **Layering options:** Students may also wear the red school hoodie or the black and red quarter zip top with the school logo, depending on the weather. Base layers are also advisable for winter months; anything can be worn under a school branded PE top.
- **Socks and footwear:** Plain red sports socks must be worn. Students should also wear suitable sports trainers. Please note that plimsolls, Converse and Vans are not suitable for PE.
- **Hair:** Students with shoulder-length or long hair should bring a hair bobble to tie their hair back for activities.
- **Comfort:** Students are welcome to wear suitable non-uniform items under their PE kit if they prefer for comfort.
- **Jewellery and piercings:** All jewellery and piercings must be removed during PE lessons. If piercings are healing or infected, parental contact is required to agree on a date they can be removed, and pupils will partake in a non-performing role in the meantime.

Please note, we expect all students to take part in PE lessons, either as a performer, coach, referee or scorer, therefore, kit must be worn at all times irrespective of illness or injury.

Please note, students are advised to bring safety equipment (gum shields, shin pads etc.) when required. We would recommend a mouth guard is used for all contact sports.



Equipment



All students must have a school bag large enough to carry an A4 size folder. They must also have the following equipment:

- A tough bag (provided by school)
- A clear pencil case
- 2 black pens
- 1 purple pen
- 1 pencil
- 1 rubber
- A calculator (provided by school)
- Knowledge organiser (provided by school)
- Red morning meeting book (provided by school)

All textbooks, exercise books and folders must be looked after properly. Any student who causes damage to school property will be liable to charge for repair or replacement.

Lost Property

Students should make every effort to look after their property and should have their belongings clearly labelled.

Any items found will be taken back to the atrium, where students can identify and claim back their belongings. We encourage names in all pieces of uniform and coats to ensure they are all swiftly returned.

Attendance and absence

Reporting absence

If your child is unable to attend school for any reason, please let us know as soon as possible by phone or email explaining the situation. This helps us ensure your child is safe and allows us to keep their attendance record accurate. When calling, please select **Option 1** to report an absence, or email our attendance team on Attendance@beckfooakbank.org. When your child returns to school, please provide a note explaining the reason for their absence, along with any medical evidence if available, so that we can authorise it correctly.

We carefully monitor attendance each day to support every pupil's wellbeing and success. If we become concerned about a child's attendance, or reach the third consecutive day of absence, a home visit may be conducted. These visits are carried out in a supportive and respectful way, with the aim of talking with families, checking on the child's wellbeing, and offering support where needed.

Illness or accidents

If your child feels unwell or has an accident while at school, they should let a member of staff know straight away. A trained first aider will care for them. If your child is too unwell to remain at school or requires hospital treatment, we will contact you promptly and make appropriate arrangements. For your child's safety, students must not leave the school premises without permission. Those who are going home, will require collection by an appropriate adult.

Holidays in term time

We kindly ask families not to take holidays during term time, as this can disrupt learning and progress, and may affect assessments or exams. As a general rule, leave for holidays during term time cannot be authorised. If a holiday is taken, the absence will be recorded as unauthorised and may result in a fine.

If your child needs time off for any other reason, please complete an absence request form on the link below at least two weeks in advance.

<https://bradford.gov.uk/LOAForm>

Punctuality

Students must be in school by 8.20 am at the very latest. The register for the first session will be taken as soon as possible after this time and will be kept open until 8.50 am. If pupils are not on time, they will receive a late mark and parents/carers will be informed of this via ClassCharts. If pupils arrive more than 30 minutes late, without good reason, they will receive an unauthorised absence.

Equipment

Every learner is expected to complete homework weekly on Educake, our online learning platform. The homework is self-marking, and they will receive feedback on their strengths and weaknesses immediately allowing them to focus on the areas they need to develop.

Educake can be accessed online: <https://www.educake.co.uk/>

- Select student login from the top right of the screen
- Log in using 'sign in with Microsoft'
- Your child's username is their login to their school account with
- @beckfootoakbank.org added to the end of it, and their password remains the same as their school account

How to support your child's learning

- If you are at home with your child, where possible, please support them to do their very best. Take an interest in their work by asking them what they have learnt, without immediate feedback like they'd receive in the classroom, some students can lose their motivation.
- Please speak to your child about the work they have completed each day and try to reward their hard work, your interest will motivate your child to keep learning and do their best.



Extracurricular



We are proud to be a vibrant and welcoming school where learning goes beyond the classroom. Alongside their academic studies, children have many opportunities to take part in activities that enrich and enhance their school experience. We offer a wide range of extracurricular activities, and at the start of each term, students will be invited to sign up for after-school and lunchtime clubs that interest them. These activities are a great way for students to try new things, develop their skills, and build friendships.

Past activities include:

- Art club
- Humanities club
- Football
- Basketball
- Samba band
- Choir
- Guitar Group
- Cricket
- Netball
- Orchestra
- Cheerleading
- Science Club
- Drama Club
- Lego Club
- Dungeons and Dragons Club

FAQs

What should I do if I have lost something?

Lost property is kept in Student Reception. If you have lost something, let your year team know. All property should be clearly marked with your name.

What should I do if I have forgotten my homework/PE kit/essential equipment?

Apologise to your teacher before the subject lesson if possible, or at the start. For PE, you can borrow some spare kit from the PE Office.

What should I do if I'm being bullied or know someone who is?

Tell somebody - inform your form tutor, year team, or a teacher. Do not keep it to yourself.

What should I do if I feel unwell?

Tell your teacher. They will arrange for you to see a first aider from Student Reception.

What should I do if I have to take some medication?

This medication should be clearly labelled with your name and given to Student Reception, who will store it safely until you need it. The only exceptions are if you have an inhaler for asthma, in this case you should keep one inhaler with you and provide a spare one to Student Reception. If you require an EpiPen for allergies, you should keep this with you, spares can be held at Student Reception if needed.

What if I don't have my correct uniform?

Bring a note from home to explain why. Speak with your form tutor at morning line up where you can borrow the items you need.

What if I forget my locker key?

Go to Student Reception at break or lunch.

What if I have no dinner money?

Speak to your tutor, year team or a member of staff on duty.

Beckfoot Trust
Wagon Lane
Bingley
West Yorkshire
BD16 1EE

Telephone: 01274 771444

Email: beckfoottrust@beckfoot.org

