BIG CREATIVE EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY

BIG CREATIVE INDEPENDENT SCHOOL

Big Creative Independent School

Student Induction Pack

2026 - 2027

Student Name:

BIG CREATIVE EDUCATION APPRENTICESHIPS TRAINING ACADEMY

Welcome to Big Creative Independent School

This induction pack is designed to give students all the information needed whilst studying with BCIS for the 2026 - 2027 academic year. In order for students to gain maximum benefit from the course, it is essential that the following information is understood.

BCIS is an Alternative Provision for KS4 students 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 though high quality vocational courses.

Aims & Objectives

The purpose of the BCIS course is to provide year 10 / 11 students with an alternative method of learning though the mediums of music and media; with the aim of developing students into becoming young professionals, equipped with the drive and knowledge to succeed, and thrive in their future endeavours.

BCIS would like to provide students with the skills necessary to be highly driven, well-rounded individuals with the ability to think outside the box and be a credit to their environment.

You can expect BCIS to support students with the following:

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

The training course is tailored to meet the individual needs of each student, and is based on the assessments and interviews carried out during the induction period.

If students have any queries regarding their course, they should enquire with the BCIS Course Manager.

Staff Members & Contact Information

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	oliver.hayes@bigcreative.education
Sanchia Campbell-Singh	Science Tutor	sanchia.campbell-singh@bigcreative.education
Reiss Tibby	Music Tutor	reiss.tibby@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

BIG CREATIVE EDUCATION APPRENTICESHIPS TRAINING ACADEMY

BCIS Timetable

Big Creative Independent School Timetable 2026-27						
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)**	**Creative Music Industry Level 2 (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)**	**Creative Music Industry Level 2 (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)**	**SETPD Level 2 (Room 16)**	**Creative Music Industry Level 2 (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)**	**Combined Science (Room 16)**	**SETPD Level 2 (Room 16)**	**Creative Music Industry Level 2 (Room 16)**	**Creative Digital Media Level 2 (Room 16)**

BCIS Address & Contact Numbers

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

BCIS Support Tutor number:

07578 590 327

Guardians should use this number to report absences or lateness, as well as to get in contact with their young person during the school day.

BCIS Reception number:

020 3873 5800

Course Manager number:

07575 053 994

Qualification Offer

Students will work towards the following qualifications:

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

Please note:

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

BCIS Curriculum Plan & Policy

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

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

On the BCIS website (www.bcis.education), under policies, detailed information about the subject areas and key topics that will be covered in the coming months can be found. Curriculum plans can also be found in students' Academic Year Guide. We hope this will help students to stay engaged with their education, and foster meaningful conversations about their progress.

Our Curriculum Policy can also be found here, which will provide students with an overview of our approach and intent regarding the education provided here at BCIS.

BIG CREATIVE EDUCATION APPRENTICESHIPS TRAINING ACADEMY

Term Dates

Term 1	Autumn Term Part 1	First Day	Wednesday 2nd September 2026
		Last Day	Friday 23rd October 2026
	October Half term		**Monday 26th - Friday 30th October 2026**
	Autumn Term Part 2	First Day	Monday 2nd November 2026
		Last Day	Friday 18th December 2026
	Christmas Holidays		**Monday 21st December - Friday 1st January 2027**
Term 2	Spring Term Part 1	First Day	Monday 4th January 2027
		Last Day	Friday 12th February 2027
	February Half Term		**Monday 15th - Friday 19th February 2027**
	Spring Term Part 2	First Day	Monday 22nd February 2027
		Last Day	Friday 26th March 2027
	Easter Holidays		**Monday 29th March - Friday 9th April 2027**
Term 3	Summer Term Part 1	First Day	Monday 12th April 2027
		Last Day	Friday 28th May 2027
	May Half Term		**Monday 31st May - Friday 4th June 2027**
	Summer Term Part 2	First Day	Monday 7th June 2027
		Last Day	Friday 16th July 2027

Planned INSET Dates (dates subject to change)

- Friday 23rd September 2026
- Monday 4th January 2027
- Monday 12th April 2027
- Monday 7th June 2027
- Friday 2nd July 2027

General Information

Maths and English

BCIS offers GCSE and Functional Skills qualifications in both Maths and English.
Functional Skills qualifications develop essential skills that students need to succeed in their personal, educational and professional lives. Students will have the opportunity to take Functional Skills examinations throughout the academic year.

Induction & Initial Assessment

Induction takes place at the beginning of the course and provides students with an opportunity to learn more about their programme of study. It also enables BCIS to assess individual learning needs and identify any appropriate support. Induction is also an opportunity for students to become familiar with their peers, the BCIS staff team and the curriculum for the academic year.

Individual Learning Plan

The Individual Learning Plan (ILP) is a key document that accompanies each student throughout their training at BCIS. It records individual targets, progress and intended outcomes, including information discussed and agreed during monthly reviews.

Timekeeping

Students are expected to attend all sessions punctually and be ready to begin morning sessions at **9:20am**. Students who are not ready to begin at this time, or who return late from lunch or scheduled breaks, may receive a negative impact on their Dojo Points. Persistent or significant lateness may result in detention and/or action under the BCIS disciplinary procedure.

Detentions

Students arriving **20 minutes late or more** will be required to complete a detention. Detentions can be completed by attending an approved lunchtime club or after school. Students may use Dojo Points to cancel a detention or to reduce it to 10 minutes, subject to the required points being available. Failure to attend a scheduled detention without an agreed reason may result in further disciplinary action. Where a student is unable to attend detention due to a valid reason, their guardian must contact the BCIS Course Manager as soon as possible to discuss an alternative arrangement. Students and guardians should not assume that a detention has been cancelled or rearranged until this has been confirmed by the Course Manager.

School Attire

Students are not required to wear a school uniform during their training throughout the academic year. While this provides students with an opportunity to express their individuality, clothing must remain appropriate for an educational and professional environment.
Students should recognise that BCIS is a working environment and ensure that their clothing does not cause offence, embarrassment or discomfort to staff, other students or other members of the school community.

Prohibited Clothing and Footwear:

- See-through clothing, including see-through blouses or string vests.
- Strapless or string-strapped tops.
- Clothing that exposes underwear.
- Flip-flops or backless footwear, due to health and safety considerations.
- Revealing clothing, including T-shirts that expose the midriff, cut-off shorts, hot pants or excessively ripped clothing.
- High-heeled shoes.
- Leggings.
- Clothing displaying offensive slogans, images or wording.
- Hooded tops worn with the hood up while on site.
- Shorts, skirts and dresses that are shorter than mid-thigh length.

This dress code cannot reasonably cover every situation that may arise. Students may choose to wear items that are not specifically listed above but which are considered inconsistent with the overall

expectations of the dress code.
Where there is uncertainty or disagreement regarding appropriate attire, the final decision will rest with a senior member of staff, such as the BCIS Course Manager or Head of School.

Students are expected to arrive at school dressed appropriately and in accordance with this dress code. Where a student arrives in clothing that does not meet these requirements, their guardian may be contacted. The student may be required to return home to change into appropriate clothing before returning to school

Free School Meals

Students who are eligible for free school meals will be provided with a lunchtime meal in the common room. Students are also welcome to bring a packed lunch if required. Any student who believes they may be eligible for free school meals but is not currently receiving them should speak with the BCIS Course Manager.

Breakfast Club

A free breakfast club will be available to all BCIS students each weekday from **8:30am to 9:15am**.
Students arriving during these hours will be able to access a free, healthy breakfast provided by BCT.
All students are expected to tidy away after themselves and leave the area clean and presentable.

Studio Access

Studio time will be available to students at designated times and on specified dates.
Access to the studio outside of timetabled requirements is a privilege and is subject to tutor discretion.
Students are expected to follow all relevant studio rules and staff instructions.
Where studio use forms part of a student's Music or Media qualification, attendance and participation may be mandatory.

Guardians Day

Guardians will be invited to attend the centre to meet tutors and view students' work. Guardians' Day provides an excellent opportunity for students to share their progress and achievements with the people closest to them. Where a student's guardian is unable to attend, a family friend may attend instead, provided that prior notice is given to BCIS.

Enrichment Opportunities

Throughout the academic year, students will have opportunities to participate in a range of enrichment activities, which may include:

- Sports Day.
- Educational trips and visits.
- Lunchtime clubs.
- After-school clubs.
- Meetings and sessions with industry guest speakers.
- Other activities designed to support students' personal, educational and professional development.

Personal Problems and Student Support

Students experiencing personal, practical or emotional difficulties are encouraged to speak with a member of the BCIS staff team. Staff will provide appropriate support and guidance wherever possible. Where further assistance is required, BCIS may arrange for a student to meet with an appropriate professional or specialist.

Students can also access support from the Student Welfare and Guidance Officer, counsellor or mentor. Any student who believes that a referral may be beneficial should speak with a member of BCIS staff.

Job and Training Search

An important purpose of the BCIS programme is to provide students with the knowledge, skills and confidence required to progress into employment, further education or further training in today's competitive environment. As part of this preparation, students will participate in sessions coverin

- Effective CV writing.
- Letter writing and application forms.
- Interview preparation and practice.
- Practical job and course searching.

These sessions form a compulsory part of the course, and students are expected to attend all scheduled sessions. BCIS will also be involved in a Careers and Progressions week. During this period, normal learning activities will pause to provide students with the opportunity to meet and speak with professionals from the creative industries, employers and representatives from educational establishments.

Plagiarism

Plagiarism is the submission of work as a student's own when it has been copied, in whole or in part, from another person's work without appropriately acknowledging the source.
Where students use another person's work as part of their own work, including when researching a subject, the source must be clearly acknowledged.
Plagiarism is a serious academic matter and may result in action under the BCIS disciplinary procedure. Depending on the circumstances, this could result in suspension from an individual qualification or, in serious cases, the withdrawal of access to qualifications provided by the relevant awarding body.

Health & Safety

BCIS considers the welfare, health and safety of all students to be extremely important. Students are therefore expected to:

- Read and follow all notices and instructions relating to health and safety.
- Report any hazards or dangers to a member of staff.
- Report any defects involving facilities or equipment to a member of staff.
- Report any accidents or injuries to a member of staff as soon as possible.
- Comply with all health and safety requirements and procedures established by Big Creative Training.

Details of designated first aiders will be provided during the health and safety induction.

Fire Safety

In the event of a fire or fire alarm, all students must leave the building calmly and in an orderly manner using the nearest available safe exit.
Students must assemble outside the main entrance, by the bus stop, and remain at the designated assembly point until a roll call has been completed and further instructions have been provided.
Students must **not** stop to collect personal belongings or attempt to re-enter the building unless specifically authorised to do so by an appropriate member of staff or the emergency services.

Complaints Procedure

BCIS hopes that all students will have a positive and successful experience during their time at the school. However, if a student has a complaint or grievance relating to their training or experience at BCIS, the formal complaints procedure should be followed.

The complaints procedure is available on the BCT website: https://bigcreative.education/

Offsite Procedure

Students are expected to remain on site during designated school hours unless they have been given permission to leave by an appropriate member of staff.
Any student found off site without authorisation during school hours may be subject to the BCIS disciplinary procedure. Depending on the circumstances, this could result in a Fixed-Term Suspension or, in serious cases, withdrawal of the student's placement.

Snacks & Refreshments

Snacks and refreshments will be available in the BCIS fridge. Students may also store their own appropriate food items in the fridge throughout the day.
Additional items may be obtained using vouchers earned through the Dojo Points system.

Students are expected to keep the fridge and surrounding area clean and tidy and to respect other students' belongings.

Google Classroom, Google Drive & The Academic Year Guide

While studying at BCIS, students will be provided with a school-linked Gmail account.
This account provides access to **Google Classroom**, where the majority of students' coursework and learning materials will be available. Students will also have access to **Google Drive**, which can be used to save and organise their work.

The school-linked account also provides access to the **Academic Year Guide**, a comprehensive document containing important information about the academic year, including:

- The academic calendar and key dates.
- Students' timetables.
- Grading criteria.
- The Class Dojo Rewards Points system.
- Curriculum plans for all subjects.
- The marking key used in workbook assessments.
- Other important information relating to the academic year.

As the Academic Year Guide is a Google document, it can be accessed from home. This enables students and their guardians to remain informed throughout the academic year.

The guide is particularly useful for guardians, as it provides a central source of information about 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 students 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 students who do not comply.

Illness & Authorised Absence

We understand that from time to time students can fall ill or need to be away for other reasons, and require time off from their training course. Should this be the case, guardians will need to inform tutors as soon as possible.
Guardians will be expected to make contact with BCIS if a student is running late, or 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 guardians, and obtain / provide an update on the current situation.

The contact number for BCIS reception is **020 3873 5800**, alternatively, guardians 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

Students will be required to complete a punctuality slip upon entering the classroom if more than 5 minutes late; which must be handed to a member of staff upon completion. Punctuality slips will record how many minutes / hours students were late by, reason for lateness as well as how many points have been 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 students losing acquired privileges.

Behaviour & Standards

Whilst on the BCIS course, students will meet other trainees from a variety of different backgrounds and abilities. Students 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 students, and placed on the wall 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 the course. Students are expected to place phones in a phone sleeve, and retrieve it at the end of any session. Phones should be kept away throughout the school day, including during break periods. If guardians need to contact their young person, they will need to contact **07578 590 327**, alternatively, guardians can contact reception.

- Tutors will supervise the dropping off and returning of phones to ensure that phones are given back to the correct person.
- If a student states that they do not have a phone, but then reveals a phone during the school day, the student will be held subject to the disciplinary procedure for deception.
- Students are not permitted to charge their mobile phones in class

Disciplinary Process

Positive Reinforcement Scheme

BCIS utilises the online Dojo points system for reinforcing positive behaviour. Dojo points are given out during sessions and rewards will be awarded depending on how many Dojo point's students accumulate (points are reset each term). Please note that 15 Dojo points will be taken away if a student moves up the disciplinary procedure.

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

Class Dojo Rewards

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

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

The following behaviours can move a student up the disciplinary stages:

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

Special Measures Contract (SMC)

In the case of a student reaching stage 4, BCIS will introduce a 'Special Measures Contract'. The aim being to help the student understand what behaviour needs to be rectified, outline strategies in order for students to meet expectations, and for students 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 student has achieved at least a 75% target success rate at stage 4 by the time of review, the contract will be retracted. If a student has not met expectations of targets, the contract will be extended. In the case of which a student 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.

Students 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, students 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, students will be escalated directly to stage 7.

Non-completion of Work

If there is a serious concern regarding the progress of work, students may need to stay behind after school (Catch-up Club) and catch up with work with an allocated member of staff. Guardians will be contacted beforehand in order to gain consent. It is important that all students continue to make good progress here at BCIS in order to not fall behind with qualifications, and ultimately risk failing the course.

Absence Procedure

Authorised Absence

There are specific times when absences will be authorised; these times are listed below. This list is not exhaustive, and there may be other occasions when absences are authorised which are not detailed here.
At least two day's advance notice should be given to the course manager by guardians for all of these occasions in order to receive authorisation. Absences 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 student 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 student has agreed caring responsibilities	Course Manager must be informed when caring responsibilities begin
Religious Holiday	Tutor authorisation
Relevant career-related open day or an interview	Invitation letter and tutor authorisation
Extra-curricular activities	Tutor authorisation
Funeral or wedding (1 day per occurrence)	Letter from guardian and tutor authorisation
Severe disruption to transport	Tutor authorisation. Checks will be made to confirm disruption
Court attendance, probation meeting, police station appointment or similar	Letter from court, probation officer, police and tutor authorisation
A visit to a college or university either to attend an open day or for an interview, or a career-related interview.	Open day invitation Open day letter
An appointment with an adviser (Although these should normally be scheduled outside of class hours to avoid disruption to studies).	Email confirmation
Territorial Army / Cadet Forces / Reserve Forces events.	Invite Letter

Tutors and course managers are entitled to turn down any applications for authorised absence if they are considered to be unreasonable.

Consideration will be given based on repetitions of the same or similar absence as well as other relevant factors.

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

Guardians will need to give staff a reason for the absence and provide proof of this absence as detailed above. Staff will check this evidence, mark the register accordingly and if necessary, discuss any concerns with guardians.

If a student falls ill during the school day, and wants to go home, the course manager must be informed, and will attempt to gain consent from guardians in order to allow the student to leave the site.

Due to age of consent, students are not able to excuse themselves from School.

BCIS Search & Confiscation Policy

Student Searches

Security staff may conduct searches of students or their possessions for items prohibited under BCT/BCIS rules. Where there is no reasonable suspicion that a student is carrying a prohibited item, a search may only be conducted with the student's consent. Where there is reasonable suspicion that a student is in possession of a prohibited item, consent is not required. Any prohibited, banned or otherwise harmful item identified during a search may be confiscated by security staff where it is considered necessary to protect the safety, welfare or discipline of the BCIS community.

Refusal To Agree To A Search

If a student refuses to be screened, then BCIS may refuse to have the student on the premises. In order to ensure the safety of all BCT / BCIS students, students 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 student 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 student 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 student 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 students talking about the item or they might notice a student 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

Security staff have the power to confiscate, retain or dispose of a student’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.

Prohibited Items Found

If any prohibited items are found during a search, the student will be held subject to the BCIS disciplinary policy and may receive a written warning or be suspended.

If a student is found to be carrying a weapon or drugs, this consitutes as gross misconduct and the student will be withdrawn immediately and reported to the police.

Student Identification Cards

Students will be issued with an I.D. card during induction. The expiry date shown on the card will reflect the anticipated end date of the student's programme of study at the time of issue.

As an I.D. card holder, students are expected to:

- Wear their I.D. card visibly around their neck at all times while on the premises.
- Present their I.D. card when requested by a member of staff. Students may be required to show their card when accessing facilities or entering formal examinations.
- Use their I.D. card responsibly. Each card is unique to the individual student and is non-transferable. Students must not allow another person to use their card.
- Hold only one active I.D. card. If a replacement card is issued and the original card is subsequently found, the original must be returned to Reception.
- Ensure that their I.D. card remains attached to the official orange BCIS lanyard at all times.

Please Note:

- I.D. cards remain the property of Big Creative Training at all times.
- Any I.D. cards found on campus must be handed to Reception immediately.
- Lost or stolen I.D. cards must be reported to Reception immediately.

I.D. Card Photo

Students will not be required to provide a photograph for their I.D. card. A photograph will be taken as part of the BCIS induction process.

Interruption of Studies, Suspension or Withdrawal

I.D. cards must be surrendered where a student's programme of study is suspended, withdrawn or terminated.

Forgotten Cards

- Students who arrive without their I.D. card will be issued with a temporary pass, which must be worn at all times while on the premises and returned at the end of the day.
- Repeatedly forgetting an I.D. card may result in the student being required to return home to retrieve it.

Lost or Stolen Cards

- Students are entitled to **one free replacement** if their I.D. card is lost or stolen during their programme of study. A replacement can be obtained through the Course Manager.
- Following the free replacement, a **£3 charge** will apply for each subsequent replacement card.

Damaged Cards

- Where an I.D. card is damaged through reasonable wear and tear, students should present the card to the Receptionist or the Course Manager and a replacement will be issued free of charge.
- BCIS reserves the right to charge **£3** for a replacement where a card has been deliberately or negligently damaged.

BCIS Acceptable Use of Technology Policy

This policy sets out the rules and expectations for students using technology, digital platforms, internet services and school equipment during their studies at BCIS.

The purpose of these rules is to ensure that technology is used safely, responsibly and primarily for educational purposes.

Google Classroom

Students will access the majority of their coursework through Google Classroom. The comment sections within Google Classroom must only be used for appropriate, course-related communication. Students must not use these areas for personal conversations, banter, bullying, harassment or disruptive behaviour. Misuse may result in disciplinary action.

Use of Technology

Students are expected to:

- Use BCIS computers, devices, networks, accounts and digital platforms responsibly and primarily for educational purposes.
- Keep usernames and passwords secure and never share them or attempt to access another person's account.
- Respect the privacy, files and digital work of other students and staff. Students must not access, copy, delete, alter or distribute another person's work or files without permission.
- Communicate respectfully and appropriately when using email, messaging services, Google Classroom or other digital platforms.
- Not use technology to bully, threaten, harass, intimidate or offend another person.
- Not access, download, upload, create or distribute illegal, offensive, inappropriate or harmful material.
- Not attempt to bypass, disable or interfere with BCIS filtering, security systems or other technical controls.
- Not install unauthorised software, applications or programmes on BCIS equipment or attempt to make unauthorised changes to devices or network settings.
- Not damage, misuse, steal or interfere with BCIS technology or equipment belonging to another person.
- Report any damage, faults, security concerns or inappropriate content or communications to a member of staff as soon as possible.
- Respect copyright and intellectual property and only download, copy or use digital content where appropriate permission has been obtained.
- Only use personal devices, social media, messaging services or other non-educational platforms during lessons where this has been specifically permitted by a member of staff.
- Follow the same technology and online safety expectations when using personal devices on BCIS premises as when using BCIS equipment.

Online Safety and Social Media

Students should take appropriate steps to protect their own privacy and the privacy of others when using the internet or social media. Personal information, images or other content relating to students, staff or members of the BCIS community must not be shared without appropriate permission.

Online bullying, harassment, inappropriate communication or the misuse of images or personal information may be treated as a disciplinary matter, including where such behaviour takes place outside of BCIS but directly involves BCIS students, staff, systems or facilities.

Monitoring and Security

BCIS reserves the right to monitor the use of its technology, network, email systems and digital platforms where appropriate to maintain safety, security and the effective operation of its systems. Students must cooperate with reasonable requests relating to the security and appropriate use of technology.

Breaches of the Policy

Failure to follow these rules may result in disciplinary action. Depending on the nature and seriousness of the breach, consequences may include removal or restriction of access to BCIS technology, contact with a student's guardian, suspension or other action under the BCIS disciplinary procedure.

Where technology is used in connection with illegal activity, BCIS may refer the matter to the appropriate external authorities, including the police where necessary.

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:

- BCIS mission, aims and objectives
- Staff contact information
- BCIS timetable
- Qualification offer
- Term dates
- General information
- Attendance & behaviour standards
- Disciplinary process
- Absence procedure
- Search & confiscation policy
- Student identification cards
- Acceptable use of technology policy
- Privacy & consent notice
- 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.

Student Sign	
Student printed name	
Date	
Tutor Sign	
Tutor Print Name	
Date	
Name Of Course	Big Creative Independent School (Alternative Provision)

Filing requirements:

- Original to remain in student's folder
- Please photocopy and place copy in student file

Last updated	Next review	Person responsible
July 2026	July 2028	JB