

Parents' Information Booklet 2026 - 2027



Subject to amendments by Sept 2026



Blackfen School for Girls

Raising aspirations - releasing potential

Blackfen Vision

Blackfen School is a thriving and successful school community. We offer challenging learning within a supportive, respectful and inclusive environment.

We believe in raising aspirations and inspiring a belief that 'anything is possible'. We nurture the values of resilience, confidence and responsibility, so that our students are ready to contribute positively to the wider community, now and in the future.

Our mission statement is:

Raising aspirations – releasing potential

Our Core Values are:

Respect

Resilience

Responsibility

The School Day



Breakfast is available in our canteen every morning from 7.45am to 8.25am

Time	Session
8.20am	Arrival at School
8:30am – 8:40am	Morning Registration
8:40am – 9:40am	Lesson 1
9:40am – 10:40am	Lesson 2
10:40am – 11:00am	Tutor Time/Assemblies
11:00am – 11:30am	Break (30 mins)
11:30am – 12:30pm	Lesson 3
12:30pm – 13:30pm	Lesson 4
13:30pm – 14:10pm	Lunch (40 mins)
14:10pm – 15:10pm	Lesson 5

After school clubs (including homework club which runs every day are from 3.10pm – 4.15pm)

The school week totals 32.5 hours as required by the Department for Education



Blackfen School for Girls

Raising aspirations - releasing potential

Cashless System



Blackfen school is a 'cashless' school and ALL payments for trips, activities, and lunch are made using our cashless payment system.

All purchases from the canteen are made using our Biometric system which is linked to Wisepay. Student funds are added via a parental account and full details of items purchased are available by logging into your account. Parents/carers will be provided with details on how to log in to the system.



Download The New WisePay App

View organisation code here



Trip and Visit Payments



Food and Drink Payments



Donations



Classroom Sales



Ticket and Event Bookings

The Benefits to Parents and students

1. Funds deposited can only be spent on lunch
2. The risk of losing lunch money is taken away
3. Parents can set up limits for the child
4. Children do not need to carry cash on them
5. Low balance reminders can be set up

Parent Communication



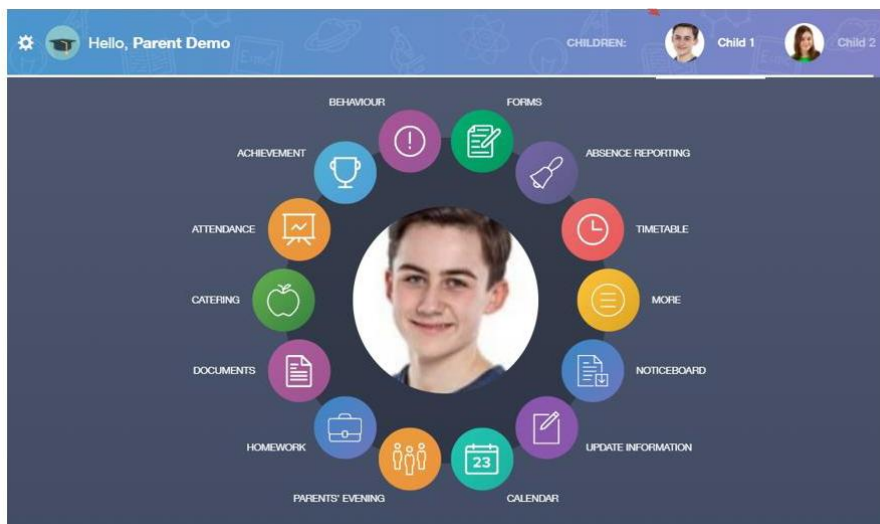
At Blackfen school we use the Edulink app to improve home/school communication and to allow parents/carers to take a more informed view of their children's progress at school.

Edulink is a free parent app that give you a multitude of communication and information features to stay in touch with what is going on at school, including your child's attendance, behaviour, achievements and homework.

We are also able to send you messages directly to the Edulink app relating to important information about your child's education and to remind you of events that are taking place at school.

Homework is set on Edulink so please check your child's homework regularly!
Should your child be ill or have a medical appointment, you can notify us via the attendance button.

You will receive a notification if we send you a message and there is no charge for messages you send us.



Please find the Parent Guide to Edulink in the on our Website.

You will receive a log in via email once your child starts.

DICE programme

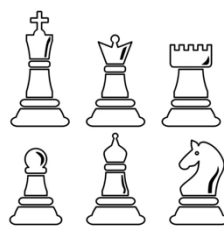


DICE is the name for the extra-curricular programme at Blackfen School.

In its framework, Ofsted recognises that the curriculum is extended in different ways beyond formal lessons. The special feature of the extra-curricular programme at Blackfen School is its inclusion of high challenge and scholarship set in the context of growth mindset. The programme supports the school aim of 'raising aspirations and releasing potential' in all of our students, but other benefits might include:

- Improving attitudes to learning and academic performance.
- Enabling students to explore interests and create broader perspectives of themselves and the society in which they live and will work in, as young adults.
- Enjoying social opportunities, making friends, developing social skills.
- Enjoying and benefiting from a break from formal learning.
- Developing other life skills, which might be useful on sixth form and college / university / apprenticeship applications, as well as goal setting; teamwork; time management; prioritisation; problem solving; analytical thinking; leadership; public speaking.

Clubs are updated every term and will be on the school website.



**The DICE programme is published EACH TERM on our Website and on student TEAMS.
Clubs are free and usually run between 3.10pm – 4:20pm.**

Expectations for Learning

Our Rules for Learning encompass the expectations set out in our Behaviour Policy which you can find on the Website and is updated regularly.

Students are asked to:

- Follow instructions quietly and respectfully at the first time of asking (doing as I am told when I am told to do it). First time, every time. Be responsible.
- Make learning a team effort. Students have the right to learn; teachers have the right to teach. Be respectful and responsible.
- Be ready to learn – Student Planner on desk and all necessary equipment ready for learning and straight on with starter tasks. Be responsible.
- Take pride and strive for constant improvement. Be resilient and responsible.
- Respect all staff and students at all times. Be respectful and responsible.



REWARDS @ BSfG

AWARDS RECEIVED

- ★ 25 points ~ Sweets OR Chocolate OR Pen
- ★ 50 points ~ 'Jump the Lunch Queue' voucher
- ★ 75 points ~ Stationery pack
- ★ 100 points ~ 100 badge and certificate
- ★ 150 points ~ £5 Amazon voucher
- ★ 200 points ~ £10 Amazon voucher

- ★ Achieve 3 x 100 points (3 100 badges and certificates, not 300 points) across any Key Stage and get a £20 Amazon Voucher

Additionally, each term, one student per community ~ randomly selected from the top 20 students with the most reward points ~ will be awarded a £10 One for All gift card

EVERY REWARD POINT COUNTS!!

HOW DOES IT WORK?

- ★ Every term, your Reward (Achievement) Points will be added up and, via your tutor, you will be told your total points for the term
- ★ You have the choice to 'cash in' your points for a prize for that term, OR 'bank' your points for a higher prize next time
- ★ If a student does not meet the minimum points for a prize, their points are automatically banked

- ★ Throughout the year there will be competitions ~ individual and community ~ for you to get involved in
- ★ At the end of the academic year, all points are added together, and the Community Shield is awarded to the Community who have gained the most Reward Points

WHAT DO YOU GET REWARDED FOR?

- ★ Attendance
- ★ Clubs and Extra-Curricular Activities
- ★ Positive Growth Mindset
- ★ Progress and Achievement
- ★ Competition participation and winning
- ★ Sports Day participation and winning
- ★ Receiving a Jack Petchey Award
- ★ Positive behaviour, e.g. good organisation and being polite and helpful
- ★ Effort, e.g. in work, with yourself, to improve
- ★ Random Acts of Kindness
- ★ Being resilient ~ facing (and overcoming) challenges
- ★ Positive contribution to the wider school community

Questions? See the Rewards PPT on Teams

School uniform

At Blackfen school we believe that the uniform should reflect the school motto 'Raising Aspirations, Releasing Potential', and should visibly demonstrate that our students are aiming for excellence in everything they do. We expect the very highest standards of dress for all students.



Full details of our uniform expectations can be found on our website.

Our Uniform suppliers are Caseys Schoolwear in Blackfen.

We also have a range of second hand uniform that is donated back to us. Please get in contact with the school office for more information.

UNIFORM & EQUIPMENT

Our school's uniform consists of:

- **Skirt** - Pleated (permanent pleated) navy skirt: knife pleat, stitched knife pleat, double kick pleated, box pleated, (Stain resistant recommended) and/or regular fit plain navy trousers. REQUIRED (refer to uniform images at end of the school's uniform policy on our school website).
- **Shirt** - White blouse/shirt. REQUIRED
- **Sweatshirt** - Regulation navy or red school V-neck sweatshirt with the Blackfen embroidered name. No other sweatshirt may be worn. OPTIONAL
- **Cardigan** - Regulation navy or red school cardigan with Blackfen embroidered name. No other cardigans may be worn. OPTIONAL
- **Blazer** – A regulation blazer with school badge and the student's community flash on the central pocket. REQUIRED
- **Socks/Tights** - Socks may be black or navy; alternatively, tights may be worn and should be navy, black, or a shade of own natural skin tone; **leggings of any colour may not be worn**; socks/tights must be worn with shoes. **NO WHITE SOCKS.**
- **Shoes** - Shoes should be: leather or leather-look; black, flat, plain and sensible i.e., not stilettos, no heels above 2 inches, nothing above the ankle bone and no large platforms; no form of Vans or Converse trainers are permitted, even if they are leather; trainers, boots, canvas style, leisure or backless shoes are not acceptable, (refer to uniform images – end of policy)
- **Outerwear** - Outerwear for all year groups should consist of a **plain black or navy** coat, jacket, raincoat, anorak/cagoule or duffle coat, large logos or brand names are not permitted and may be confiscated; denim, fur/ fake fur, leather/leather look or suede jackets are not allowed; hats, scarves, gloves are optional. Hijabs must be **plain black, red or navy.**
- **School bag** – Bags must be sturdy and large enough to comfortably hold A4 books. A backpack is strongly advised.
- **Hair decorations** - Hair decorations are optional, must be discreet. NOTE: in some subjects (e.g., Science, Technology etc) students will be expected to tie their hair back for safety reasons.
- **Nails and Eyelashes** – Nail extensions/nail varnish and eyelash extensions are **NOT** allowed under any circumstances to enable IT to be used effectively, writing equipment to be held correctly and for safety reasons in lessons (e.g., Technology, Science and PE).
- **Jewellery** – only **ONE** small pair of stud earrings allowed (see below for religious jewellery). A watch (no smart watches) may be worn and are encouraged, to be able to get to lessons on time and use as a mathematical resource.
- **Religious Symbols** - One religious symbol may be worn discreetly e.g., religious symbol on necklace to reflect faith worn under blouse/shirt, religious bangle.
- **Sunglasses** - Sunglasses can only be worn outside when sunny. They should not be seen in school buildings.

Physical Education/Dance Kit

- (Macron Andromeda) Navy round neck sports t-shirt with school badge. REQUIRED
- (Macron Mesa) Navy Shorts. OPTIONAL
- (Macron) Navy Leggings. REQUIRED
- (Macron Nile) Navy Midlayer with school badge. OPTIONAL
- (Macron Kasai) Navy joggers OPTIONAL

- Navy Football Socks and white trainer socks.
- Trainers

Students must bring a note from home to explain if they are excused from PE for any reason. They must also still bring their PE Kit to school so that they can get changed and take part as an umpire, coach or organiser. Failure to bring a note or their PE kit will result in a sanction.

Students are not permitted to roll up the sleeves on their blazer and/or roll up the waistband of their skirt.

Uniform Policy Images:

Skirts:

- pleated (permanent pleated) navy skirt: knife pleat, stitched knife pleat, double kick pleated, box pleated, (Stain resistant recommended).



Knife Pleat



Stitched Knife Pleat



Double Kick Pleated (front & back)



Box Pleat

Unwanted & Second-Hand Uniform

The school is very grateful to parents who donate their daughters old school uniform. The school continues to keep a selection of donated school uniform and we accept donations from parents. Please contact the school office for any uniform requirements you may have. Donations can be made via Wisepay or via a card reader at school parents evenings.

Uniform Policy Images:

Shoes:

- shoes should be: leather or leather-look; black, flat, plain and sensible i.e., not stilettos, no heels above 2 inches, nothing above the ankle bone and no large platforms; no form of Vans or Converse trainers are permitted, even if they are leather; trainers, boots, canvas style, leisure or backless shoes are not acceptable.

A selection of the type of school uniform accepted:



Where to purchase Uniform:

Caseys

246 Blackfen Road, Sidcup, Kent. DA15 8PW

Ph 020 8850 8645

www.caseysschoolwear.co.uk

High street stores for shirts/blouses, skirts, socks

Note: Blazer, Sweatshirt & Cardigan ONLY available from school uniform shops

PE uniform also available from:

Macron

95-97 Bellegrove Road, Welling, Kent, DA16 3PG

Ph. 020 8303 7793

www.macronlondonsoutheast.com/blackfen-school-for-girls-161-c.asp

Description in brackets

Caseys– as above

Note: PE leggings CANNOT be bought from high street stores, in order to maintain quality and thickness

Other Matters

Contacting the school

If you have any concerns regarding your child's education, please do not hesitate to contact the school.

To do this you can:

- Write a note in the student planner
- Contact the appropriate member of staff via Edulink Communications
- Send an email to admin@blackfen.bexley.sch.uk.

Your email will be directed to the relevant member of staff and you will receive a response within 3 school days (72 hours). In the event of you contacting the school during a school holiday period, the response time may be longer.

- Telephone the school (020 8303 1887) and arrange a call back from the Teacher, Form Tutor or SSO (Student Support Officer).

Teachers will endeavour to call parents/carers back within 72 hours of the message being relayed.

Please note that without an appointment it is unlikely that staff will be available to see you. For any appointments you will be called back with a time and date from the member of staff concerned which is suitable to both parties.

Attendance and Punctuality

Parents/carers must report unplanned absence by 8.00am on first day of absence (and each subsequent day of absence) in one of the following ways:

- Use Absence Reporting on Edulink App
- Call 0208 303 1887 and press 1 for student absence

Students are to remain on site throughout the school day.

Students leaving the site for a legitimate purpose, must have a note written by the parent and agreed by their Student Support Officer, and must sign out, and in on their return. Students should arrive by 8.20am so that they are ready to begin their school day at 8.30am.

Detentions

Students who are late to school receive a 15-minute detention at break time on that day.

After school, students may be detained for 10 minutes without prior notice. 24 hours' notice will be given for longer sanctions and emails are sent home to parents to advise.

Students are responsible for remembering to attend their detentions and we will remind them about these on the day via registration.

Details of all Detentions can be found under the Behaviour icon on the Edulink App.

Items prohibited on school site

In order to provide a pleasant, safe, clean and tidy environment for everyone, tippex bottles, thick marker pens, chewing gum, aerosols and glass bottles should not be brought into school and litter should be placed in the bins provided. School books should be clean and free from graffiti.

No **high energy drinks** should be brought into school and will be confiscated.

Audio speakers are not permitted in school.

Smoking by any student on school premises, or possession of cigarettes, smoking paraphernalia, Vapes, matches, lighters or E-cigarettes is strictly forbidden.

Mobile devices (Phones, wireless earbuds; anything that can connect to the internet) must remain switched off and at the bottom of their rucksack, bag or in the zipped pocket of their blazer before entering the school gates. Students must adhere to the school's acceptable user agreement for mobile phone use.

Sanctions will come into force if a student is seen with their mobile device on school site at any time in line with the school behaviour and mobile devices policy (see school website for full information).

(See Behaviour Policy for a comprehensive list of prohibited items).

Medication - Students should not carry any medication on their person. Medication should be kept safe in the school office, with a signed parental consent form. Students **MUST NOT** share medication with anyone else.

Lifesaving medication, such as Epipens and Asthma inhalers, should be kept with individuals at all times.

Money – All money is carried at the owner's risk. Students are advised to keep money on their person. Any large sums of money should be given into the office for safekeeping.

Financial difficulty – in cases of financial difficulty please contact the school either through the PA to the Headteacher, the Form Tutor, the Student Welfare Team, the Deputy Headteacher or the Headteacher for assistance or advice.

Items to bring to school everyday

- Reading book
- School Planner
- Pencil Case containing:
 - Black or Navy Blue Pen (Biro or Fountain pen or similar) + spare
 - Pencil + spare (including a 2H pencil for art)
 - Eraser
 - Pencil Sharpener
 - Protractor
 - Ruler (30 cm ruler)
 - Pair of Compasses
 - Scientific Calculator - Casio
- Black dry wipe pen
- Coloured pencils (recommended good value art set: https://www.amazon.co.uk/Evolution-Original-Graphite-ECOLutions-colouring/dp/B01EQ0XJJS/ref=sr_1_25?dchild=1&keywords=colouring+pencils&qid=1594214384&sr=8-25)

- Round topped/safety scissors
- Glue stick
- Highlighter(s)
- Fine liner (For technology)



You will find more information including curriculum maps and policies on our website www.blackfenschoolforgirls.co.uk

020 8303 1887

admin@blackfen.bexley.sch.uk