



BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Mandy Bearne, Acting Headteacher

Telephone: 0116 287 9921 Website: www.brookvalegroby.com

Information for new students and parents/carers 2020



**Welcome to the
Brookvale Groby Learning Campus**

Our Motto: Work Hard, Be Kind

Welcome from our Head Teachers To all Parents, Carers and Students

From Acting Headteacher, Mandy Bearne



Welcome to the Brookvale Groby Learning Campus and the start of your 5/7 years with us. Brookvale Groby is an exciting place to be, full of rich learning opportunities and great futures.

I have had the great pleasure of being Head for the last year. This has been an unprecedented year for everyone and it is unfortunate that we have not been able to offer our usual high standard of transition arrangements for your child.

However, this welcome pack is your guide to everything you need to know about getting ready for the new academic year. Read the information carefully and contact us if there is anything that you are unsure about. We believe in working in partnership with home in order to provide the highest quality education we can for every student.

kindest Regards, Mandy Bearne

From New Headteacher August 2020, Will Teece



I am delighted to accept the position of Head at BGLC from August 2020. Thank you to Mandy for her support to us all during this transition period.

I look forward to working with all parents, carers and students and staff in the coming years, to progress with high standards in all areas of schooling.

Please do not worry about the new start for your child. We will put in additional steps at the start of the new term to ensure that every student is able to settle into the school environment at BGLC and familiarise themselves with new friends, teachers and activities.

All good wishes, Will Teece

The School Day



Time	Lesson
8.40am-9.00am	Registration
9.05am-10.00am	Lesson 1
10.05am-11.00am	Lesson 2
11.00am-11.20am	Break
11.25am-12.20pm	Lesson 3
12.25pm-1.25pm	Lesson 4
1.25pm-2.05pm	Lunch
2.10pm-3.10pm	Lesson 5

Parent Partnership Meeting 29 June 2020

3.00pm via video conferencing

Due to the unprecedented Covid 19 situation we will be holding our traditional partnership meeting via the internet.

It is an opportunity to hear a presentation from the Acting Headteacher, Mandy Bearne who will introduce you to life on campus and to our expectations as a school.

The presentation will also be available on our website following the live presentation.

We may consider holding a meeting for a limited number of parents on the evening of June 29 but only if we are confident we can do so safely.

Timeline for start at BGLC

1. Set up your ParentPay account, and remember:

Load money onto cashless catering if you would like your child to use the canteen for break or for school dinners at the beginning of the new term—see page 12.

2. Place on School Bus

Let us know by email to our office team:

Reception@brookvalegroby.com if you would like to use one of our bus services so we can set up the deposit payment item on your ParentPay account—see page 12

3. Parent Partnership Meeting Monday 29 June

View the video conference at 3pm - see page 3.

4. Learning Camp

Arrange for your child to join us for their **Learning Camp session**.

More details will be issued —see page 5

5. Pay **balance for Autumn Term Bus** by **3 July**.

6. After enjoying a long summer holiday, students join us on

Wednesday 26 August.

We will issue instructions by email about what your child should do on the first day of term.

REMINDER: Student photos will be taken on Thursday 27 August.

Learning Camp July 2020

We are still awaiting opening instructions from the Department of Education about the possibility of a year 6 transition day this year. It is unlikely that our Learning Camp days will operate as they normally would do this year but we will do all that we can to ensure you child has a smooth transition.

The Learning Camp is the name that we give to our Year 6 welcome days, and has been designed to support your child through the transition from Primary to Secondary education.

There will be taster lessons as well as lessons based on our motto of 'Work Hard, Be Kind'. Our aim is to introduce your child to our learning and social expectations here at Brookvale Groby in order they feel confident and ready to learn for the start of Year 7. If we get the go ahead then we will send out instructions about how Learning Camp will be organised at the end of June.

“What should my child bring to Learning Camp?”

Please bring a pen, pencil, ruler and water bottle plus a packed lunch.

“What should my child wear on Learning Camp Days?”

We are aiming for all our new students to make friends from other primary schools during these days, so please no primary school uniform. Instead, please send your child in practical clothing such as jeans, T-shirt, jumper or sweatshirt and flat shoes or trainers. No revealing clothes or high heel shoes.

Parents please note: Whilst we are happy for parents/carers to walk onto campus to accompany your child, **parents are not allowed to drive on to campus for drop offs or collections between 8:15am and 3:30pm**, to allow access for the buses to the site and to maintain safety for all students.

Uniform Guide

In Years 7-11 we expect all students to wear full school uniform. We want to make sure that students and parents are completely clear about what is and is not allowed so that money is not wasted by purchasing inappropriate items.

We strongly recommend that all items of uniform are named so that they can be returned to the student if lost.

We believe uniform is important for several reasons:

- It encourages the students to "dress for success", to feel pride in the school and feel part of the school community.
- It reduces the scope for competitive dressing, which can be a source of much unhappiness for some children.

Uniform Rules

If a student attends school in uniform that does not comply with our guidelines they will be asked to change into other items provided by the campus, or asked to remove an item that is inappropriate. Failure to comply with a request will lead to further sanctions.

Jewellery

- One pair of small sleeper or stud earrings is permissible.
- No tongue or facial piercings/rings/bangles/bracelets/necklaces.
- A standard watch is permissible—but not an iphone/apple watch.

Make-up

- Light make-up is permitted, however, it must be discreet.
- No false eyelashes.
- If staff decide that make-up is too noticeable, removal will be requested.

Nails

- No acrylic/false nails.
- No nail varnish (other than clear) is permitted.

Other Accessories

Belts, hairbands etc. need to be plain black and discreet.

Outer Wear

Hoodies may not be worn as a school coat.

All outside wear must be removed in school lessons, assemblies etc.

Key Stage 3



In Key Stage 3 (Years 7, 8, 9) students wear a bright blue jumper/cardigan and tie. Replacement ties can be purchased from Reception.

PE Kit



Our Campus PE kit is the same from Years 7 to 11. It is available only from **Uniform Direct**.

Uniform Specification

To ensure you purchase items appropriate to our specification

Item	Guidance
V-neck jumper or cardigan with school logo.	All students must have a school logo jumper or cardigan. <i>The school jumper or cardigan must always be the next layer after the white shirt. They should not be tucked into skirts or trousers when worn. A jacket, hoodie or coat must not be worn as a replacement for the school jumper or cardigan.</i>
Clip-on tie.	A tie must be worn at all times (including break and lunchtime) except when participating in PE.
Plain black tailored, formal school trousers for males or females.	We do not allow: denim, rivets, leggings, low-waisted trousers, chinos, trousers that are tight on the legs or made of a stretchy material, trousers made of any fabric other than standard school trouser fabric, nor any trousers that follow a current fashion trend.
Knee length plain black formal pleated skirt.	Skirts must be fully pleated or pleated with a front plain panel. No stretchy skirts/skater skirts/pencil skirts.
White formal school shirt with stiff collar and short/long sleeves.	Shirts must be buttoned up to the neck. Shirts must be long enough to be tucked into trousers/skirts at all times. Long sleeves can be rolled up to the elbows, but short sleeves must not be rolled up. They must not have a designer logo on.
Plain black flat or low heel school shoes or plain black trainers. Below the knee, smart, black, low heeled, polishable boots are permitted in the winter months.	No sandals, high heels, wellingtons, doc-martins. The soles of all shoes/boots must be black. Trousers cannot be tucked into boots.
Socks and Leg Coverings.	Socks must be plain black with no frills. Tights must be plain, black opaque. If black leggings are worn under a skirt, they must be with ankle socks long enough so that the ankle is not showing.
PE Kit. Campus Polo Shirt and Campus Hoodie. Navy shorts/jogging bottoms. Navy socks.	Compulsory Campus PE Polo Shirt and Campus Hoodie. Shorts or jogging bottoms must be plain navy.
Dance kit.	Dance students may wear a black leotard and dance leggings in preference to the standard PE Kit.
Trainers and socks for PE.	Can be any colour but must be different from items worn during the school day.

How to Purchase Uniform

BGLC branded Ties/Cardigans/Jumpers/PE tops/PE hoodies can be purchased from our designated supplier Uniform Direct, see below.

All other items, can be purchased from any retailer, providing they comply with our uniform guidelines. Please refer to the specifications list.

Online

From our designated supplier, Uniform Direct:

www.uniform-direct.com



In store (The store will remain closed until retail outlets are allowed

to re-open as directed by the Government, potentially in line with the schools and possibly as early as 1st June 2020. In the meantime, please place orders online.)

Direct from the Uniform Direct shop

in Leicester City Centre: **CURRENTLY CLOSED**

54-56 Humberstone Gate Leicester, LE1 3PJ*

Open 9am to 5:30pm Monday to Saturday

Tel: 0116 2511844

*The Uniform Direct shop is located next to Sainsburys and should not be confused with another uniform supplier located on the corner of Charles Street, which does not stock our uniform.



Notice to Parents/Carers

- Uniform Direct will continue to offer all parents the opportunity to order online.
- Orders may on occasions trip over the usual 3-5 working days although the majority will leave us within this time.
- We recommend that any parents wishing to make contact with us directly should do so initially by email through customerservices@uniform-direct.com
- We have taken off the delivery charge for all orders over £25 to further assist those parents who wish to purchase uniform online during this period.
- We will continue to offer prepaid labels for parents to return items that don't fit, either when purchased or should a child have a growth spurt between order and start of school. Please email requests for prepaid labels.
- There will be regular updates on our website as further announcements are made by the Government.

Please be assured that we are fully stocked with uniform ready for the September 2020 intake and schools and parents can be confident that all of this year's stock has arrived with us already, the global situation has not affected us as we always order early to ensure all products are received into stock in advance for our schools and parents.

We are also proactive in keeping up to date with Government guidelines and we plan to reopen in time to ensure that when our schools return every student will have been able to access their uniform ready for their next academic year. Kind regards, Uniform Direct

During Term Time

The only stock held on Campus is ties. (£5 each). If you have any questions about the uniform guidance and purchasing information, please contact:

Mrs Debbie Lee, Student Services Manager— dlee@brookvalegroby.com

Term Dates 2020-21

Autumn Term 2020

<i>School Opens</i>	Wednesday 26 August 2020
August Bank Holiday	Monday 31 August 2020
Half Term	Monday 19 - Friday 23 October 2020
Staff Training Day	Friday 16 October 2020 (no students)
School Closes	Friday 18 December 2020

Spring Term 2021

<i>School Opens</i>	Monday 4 January 2021
Half Term Holiday	Monday 15 - Friday 19 February 2021
School Closes	Friday 26 March 2021

Summer Term 2021

<i>School Opens</i>	Monday 12 April 2021
May Day (School Closed)	Monday 3 May 2021
Half Term Holiday	Monday 31 May - Friday 4 June 2021
School Closes	Friday 9 July 2021

LEAVE OF ABSENCE IN TERM TIME IS NOT AUTHORISED BY BGLC BECAUSE:

Government guidelines prevent Headteachers from granting any leave of absence during term time, unless there are exceptional circumstances. A family holiday during term-time does not fall under the category of 'exceptional circumstances' and we are, therefore, unable to grant leave of absence for a family holiday request.

If a student has absences recorded as a result of an unauthorised absence, Leicestershire County Council will be advised of this matter and may be requested to issue Penalty Notices in line with our policy.

Transport to Campus

It is the responsibility of parents/carers to organise transport to campus for their child. However, as we welcome students from a wide area, we organise several fee-paying services to assist parents with these arrangements. Students are dropped off and picked up in the campus grounds. Students are issued with a photo ID bus pass and replacements cost £5.00.

BLUE	LFE/Hinckley Road/Aikman Ave/Newfoundpool/A50 Heathley Park
GREEN	New Parks/A50 Glenfield
YELLOW	Glenfield – Elmtree Avenue & Station Road
RED	LFE/Kirby Muxloe/Glenfield- Elmtree Avenue & Station Road
PURPLE	Markfield/Newtown Linford/Anstey/Glenfield
ORANGE	Kirby Muxloe : This is a <u>Pay the Driver</u> Service, so there is no need to pre-book. Our partner bus company, G H Watts, provides this service. The cost is £1.50 per journey or £12 for a week's pass.

Please refer to our website for routes and times. **To reserve a place on any of these buses, please contact Reception at the school: Reception@brookvalegroby.com**

Places are allocated on a first come, first served basis. Payment is to be made in advance, a term at a time, as per the schedule below. Deposit to be paid by 12 June via ParentPay, then the balance by 3 July. Failure to pay by the due date will result in the pass being revoked.

Term	Due By	CITY ROUTES: BLUE GREEN YELLOW RED PURPLE (Glen)	PURPLE ROUTE (excluding Glenfield)
Deposit for a place on the Service	12 June 2020	£50	£50
Autumn: 26 AUG to 18 DEC 2020	3 July 2020	£140	£208
Spring: 4 JAN to 26 MAR 2021	11 December 2020	£138	£187
Summer: 12 APR to 9 JUL 2021	19 March 2021	£147	£200
TOTAL		£475	£645

Cycle

We provide bicycle racks where students can leave their bikes during the day. We encourage all students to lock their bike securely to the rack. Students must not cycle on the campus for safety reasons. Students must walk with their bike when entering and leaving the campus.

Leicestershire County Council Transport

Some students are eligible for free transport. This can be due to a number of reasons such as a family's circumstances, a child having special needs or the distance travelled to school. If you think your child might be eligible for free transport please contact LCC's Passenger Transport Department on 0116 305 0002 transportassessments@leics.gov.uk

Parentpay is an online system offering three main functions for our parents/carers:

1. Communication

Our Campus uses ParentPay as our primary means of communication between the campus and parents/carers. Almost all correspondence and documentation is issued by email, which is why we ask that parents set up a ParentPay account.

2. Catering

The campus operates a cashless system for students purchasing food and refreshments. Adding money to a student's lunch account is a simple online process and the preferred method.

Students can also load cash onto their account using the machine in school.

Students are issued with an ID card with a lanyard and use this to record their catering choices and spending on a daily basis, which parents can then monitor.

If this card is lost by a student we make a £5 charge to issue a replacement.

3. Other Payments

We also use ParentPay as an easy means for parents/carers to pay for other items - trips/lockers/study materials etc.

How to Set up Your ParentPay Account

Please refer to letter enclosed for instructions on how to set up your ParentPay account.

Google Classroom for “Smart Parents”

To provide our parents/carers with information about their child at school, we use an online package, called “Smart Parents”, from Realsmart.



The system provides access to the following:

- Student timetable
- Attendance
- Behaviour and achievements
- Homework tasks

Parents are provided with a link to Smart Parents.

You will be issued with the **student user name**, and **PIN**, along with instructions, early in the new term.

Parents create their own user ID on the smartparents website.

The user ID is associated with the student username and PIN.



User guides on other aspects of using the website will be in the Docs tab on the site: www.realsmart.co.uk

Student Lockers

Lockers are available for students to use and we ask that payment is made online via ParentPay.

However, we do not have sufficient lockers to issue one to each student, therefore, availability is limited.

PLEASE NOTE:

Payment for lockers will be made available via Parentpay in August.

Locker keys will be issued to students in the first week of the new term in September.



Medical Conditions and Medication

If your child has a medical condition, please ensure it is specified on their admission form, a meeting will then be arranged for you to come to campus to meet Mrs Parke, PA to Deputy Headteacher [Pastoral] and an Individual Health Care Plan will be put in place, if required.

Parent/Carers are responsible for ensuring that students who have been diagnosed with Asthma must carry their own inhaler with them at all times. We also encourage students to bring in a spare, named, in-date inhaler, which can be kept in the main Campus Reception.

Students who have been prescribed an Adrenaline Auto Injector (AAI) must carry their own AAI with them at all times, [two, if this is what has been prescribed], including for trips, PE and away sporting fixtures. In addition to this a spare, named, in-date, AAI can be kept at Campus Reception. An Emergency Action Plan must also be completed by the prescribing doctor and this will need to be in school before the student starts. Parents/Carers are responsible for checking all medication is in-date.

For further information, please see our Supporting Students with Medical Needs Policy and Procedure 2020-2023, on our website.

Please do not hesitate to contact Debra Parke, if you have any questions about medication in school email: dparke@brookvalegroby.com.

Care and Support for Students

Pastoral Support

Our **Pastoral Support Team** is here to help students with a variety of issues such as support, mentoring, and signposting. They also act as a close link with parents, carers, students and staff.

Heads of Years are non-teaching staff and are accessible to parents/carers for ongoing support of your child in conjunction with tutor. If a student has any queries or concerns, their tutor Head of Year or Tutor is the first point of contact.

SEND Support

Our **SEND team** offers a range of support—these could include:

- In-class support
- One-to-one, individual support
- Small group work
- Mentoring
- Oasis lunchtime group
- Educational psychology
- Specialist careers advice
- Autism outreach team
- Visual /Hearing impairment team
- Special considerations for public examinations

The Learning Hub

SEND staff are based in the learning hub - a zone on campus dedicated to providing an area where SEN students can go at break and lunchtimes, and feel comfortable and supported.

Our dedicated team of learning support assistants and SEND admin staff are available to provide support for our SEND students.

Campus Catering

We provide healthy nutritious food, freshly cooked on our premises. Water is available throughout the day.

Breakfast Club is open daily from 8am to 8.35am. Selling toast, drinks and other breakfast items.

Break is 11am to 11.25am. Toast, paninis, and breakfast items are available.

Lunch is served between 1.25pm and 2.00pm
Students can buy a traditional hot dinner or jacket potatoes with vegetables or salad .
A vegetarian option is always available.

Filled baguettes or sandwiches are also on offer.

Packed lunches can be eaten in any of our dining halls.

Key Stage 3 students are based in the Brookvale building at break and lunchtime, in the Hall or Dining Hall.

Key Stage 4/5 students are based in the Groby building, Reception area and Dining Hall.

Does your child have a food intolerance or allergy? If so our Catering Manager will be happy to discuss individual arrangements for your child. Contact the office for assistance.

Free School Meals

Students eligible for free school meals use the cashless system in exactly the same way as everyone else.

If you are not sure if you are eligible for free school meals please visit **www.brookvalegroby.com**, 'parents' tab. Please do take the time to apply, even if your child may not wish to eat in the canteen. Every successful application brings additional funding to the school for the benefit of all students.

All students **transferring to Brookvale Groby from a City school** will need to re-apply for their free school meal entitlement with Leicestershire County Council by completing the form on the link on our website.

Equipment for Learning

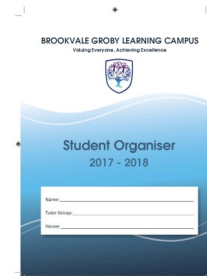


All students must have a bag large enough to hold all equipment, including an A4 size folder.

You **MUST** bring the following basic equipment to all **lessons** and **exams**:

- ◆ Black Pen
- ◆ Purple Pen
- ◆ Pencil
- ◆ Ruler
- ◆ Calculator

- ◆ Student Organiser—Each student will be issued with a student diary at no charge, however, if it is lost £2.50 will be charged for the replacement.



School Shop

We have a wide range of stationery items and revision guides available to purchase on campus in various locations. Please see our website for further details.

Eg. READY-MADE EQUIPMENT PACKS AVAILABLE £1.50



Access to Campus

Due to Health and Safety considerations, our site access is barrier controlled.

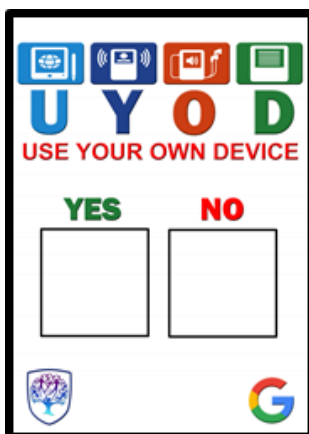
Parents are not allowed to drive on to campus for drop offs or collections between 8:15am and 3:30pm, to allow access for the buses to the site and to maintain safety for all students.



Website Information

Our website www.brookvalegroby.com contains a great deal of useful information for parents/carers and students. Please use it for reference whilst your child is at the campus. Information includes the curriculum, extra-curricular activities, staff contact details, assessment and progress

No Phone Zone



Mobile phones must not be visible or switched on at school between 8.30am and 3.10pm. This includes mobile devices such as watches that are also mobile phones.

We do, however, have a Use Your Own Device policy. This means that, at the discretion of the teacher, we do allow students to use their own device for a specific learning activity, when instructed. This poster is used in all classrooms as an indicator for students.

Family Information Service

This free, impartial service is available to answer your questions and support families on a variety of issues, e.g. behaviour, childcare, welfare benefits and schools. Tel 0116 305 6545, www.leics.gov.uk/family

School Contact Information



General Enquiries

School Reception Office: 0116 287 9921
reception@brookvalegroby.com

Transport/Uniform/ParentPay queries

Student Services Manager: Debbie Lee - 0116 281 7001(direct line)
dlee@brookvalegroby.com

Medical Queries

Pastoral Services Manager: Debra Parke - 0116 2879921 ext 292
dparke@brookvalegroby.com

Pastoral/Student Queries

Head of Year 7: Tina Rumming
trumming@brookvalegroby.com

Head of Year 8: Donna Bee
dbee@brookvalegroby.com

Head of Year 9: Joe Rumming
jrumming@brookvalegroby.com

Head of Year 10: Jo Clarke
jclarke@brookvalegroby.com

Head of Year 11: Jayne Jordan
jjordan@brookvalegroby.com

Attendance Support Officer: Andrea Lovell - 0116 2879921 ext 231
absence@brookvalegroby.com

SEN/Learning Support Queries

SENDSCO: Michelle Tointon
mtointon@brookvalegroby.com

Finance/Catering Queries

Business Director: Helen Smart
hsmart@brookvalegroby.com

Our Motto: Work Hard, Be Kind



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