



BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Will Teece, Headteacher

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

Information for new students and parents/carers



Welcome to the Brookvale Groby Learning Campus

Our Motto: Work Hard, Be Kind

Brookvale Groby Learning Campus

Ratby Road

Groby Leicester LE6 0FP

T: 0116 2879921

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www.brookvalegroby.com

Welcome to all Parents, Carers and Students

We have a caring, disciplined, family atmosphere. All our students are known and treated as individuals. We have high standards, and we place particular emphasis on school uniform 11-16, exemplary behaviour, attendance and punctuality.

We are extremely proud of our excellent results which are consistently above national averages. More able students thrive here, with a good proportion gaining the highest levels at GCSE and A Level, and high rates staying on into the Post 16 Centre, and then going to university.

We provide a wide range of courses from the start of secondary school aged 11 through to GCSE and A Level, with specialist teachers skilled in the delivery of each subject. We achieve excellent outcomes by our focus on each individual student and their learning strengths and needs. We strongly encourage all students to participate fully in the breadth of extra-curricular activities available such as sport, music and drama.

We value all our staff, and we ensure their skills and knowledge are second to none through a comprehensive professional learning programme.

We welcome you to our campus community.
Will Teece, Headteacher



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

Term Dates

Please see our website for term dates.

STUDENT 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.

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 .



Key Stage 4

In Key Stage 4 (Years 10 ,11) students wear a navy jumper/cardigan and tie.



PE Kit

Our Campus PE kit is the same for 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

Direct from the Uniform Direct shop
in Leicester City Centre:

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.

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

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
PINK	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.

The routes shown above are typical of those we offer each year. For more information , please refer to the Transport section on our website.

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

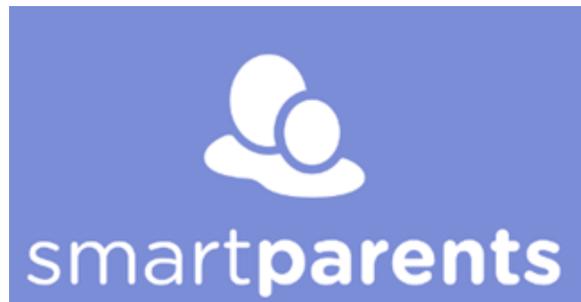
We also use ParentPay as an easy means for parents/carers to pay for other items - trips/lockers/study materials etc.

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:

For Year 7 new starters, 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 Miss Beth Smith, First Aid Lead 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 Beth Smith if you have any questions about medication in school email: bsmith2@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 the 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

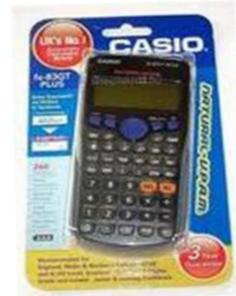


All students must have a bag large enough to hold all equipment, including an A4 size folder.

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.

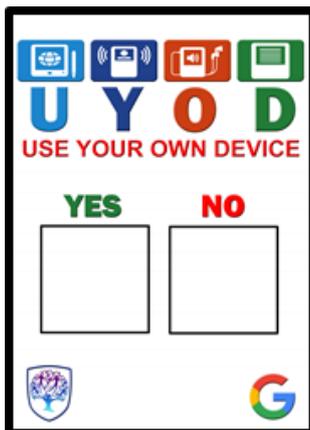
Parents are not allowed to drive on to campus for drop offs or collections between 8:15am and 3:30pm, to allow access for the buses to the site and to maintain safety for all students.



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

First Aid Lead: Beth Smith- 0116 2879921 ext 221
bsmith2@brookvalegroby.com

Pastoral/Student Queries

Our Year Heads move up each year with their year group:

Heads of Year: Tina Rumming
trumming@brookvalegroby.com
Donna Bee
dbee@brookvalegroby.com
Joe Rumming
jrumming@brookvalegroby.com
Jo Clarke
jclarke@brookvalegroby.com
Jayne Jordan
jjordan@brookvalegroby.com

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

SEN/Learning Support Queries

SENDCO: Michelle Tointon
mtointon@brookvalegroby.com

Finance/Catering Queries

Business Director: Helen Smart
hsmart@brookvalegroby.com

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