



BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

POST 16 PARENT/STUDENT HANDBOOK 2020/21



'Work Hard, Be Kind'

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HANDBOOK CONTENTS

Welcome to Post 16 at Brookvale Groby Learning Campus. This handbook will provide you with useful information so please read carefully through all the sections. We will contact you regularly through email so please ensure we have your up-to-date contact details. Students will be contacted through their college emails (@brookvalegroby.com) and also via the Post 16 Classroom & Tutor Classrooms. Please make sure you check both of these regularly.

What you will find in this handbook:

- Key Staff and Contact Information
- Access to Campus
- The School Day
- Term Dates
- Dress Code Guidelines
- Attendance Procedure Guidelines
- Exam Charging Policy
- Printing Charges
- Lanyard/ID Card Charges
- Bursary
- Tutor Role
- Tutorial/PDP
- P16 Study Expectations
- Enrichment/Work Experience
- Subject Calendars
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KEY STAFF AND CONTACT INFORMATION

We have a dedicated team of staff who oversee the day to day running of Post 16. These are the key members of staff and the tutors who will be working with you this year:

- | | | |
|--------------------|--------------------------|--|
| ● Michelle Cheadle | Head of Post 16 | MCheadle@brookvalegroby.com |
| ● Christopher Bugh | SLT link to Post 16 | CBugh@brookvalegroby.com |
| ● Gemma Smith | Student Support Officer | GSmith@brookvalegroby.com |
| ● Jo Wells | Post 16 Administrator | JWells@brookvalegroby.com |
| ● Adam Goodger | Post 16 Lead Tutor | AGoodger@brookvalegroby.com |
| ● Catriona Purdon | Oxbridge and Early Entry | cpurdon@brookvalegroby.com |

Post 16 Tutor Team - Year 12

Ana Hall	Mark Ryman	Mark Lord	Deborah Law	Varinder Singh
Emma Brayne/Kalpa Madlani		Ruth Smith/Sarah Gibson		Valarie Turner

Post 16 Tutor Team - Year 13

Ian Maynard-Smith/Sarah Gibson	Caralee Duffin	Ross Dixey	Fran Nolan
Jill Brown	Robert Rayner/Louise Wilson	Sarah Dixon	Hannah Daynes





ACCESS TO CAMPUS

Due to Health and Safety considerations, parents are not allowed to drive on to campus for drop off or collection between 8:15am and to 3:30pm to allow access for the buses to the site and improve safety for all students. Due to the limited number of parking spaces, students are not permitted to park their cars on campus.

It is an expectation that your lanyard is worn at all times for safeguarding and access to buildings.

THE SCHOOL DAY

Time	Lesson
8.40am-9.00am	Tutorial
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

ACADEMIC YEAR 2020 - 2021

AUTUMN TERM (76 school days)

August Bank Holiday:	Monday 31 August 2020
Open:	Wednesday 26 August 2020 (this is subject to change)
Mid-Term Break	Monday 19 to Friday 23 October 2020
Teacher Training Day	Friday 16 October 2020 (NO STUDENTS)
Close	Friday 18 December 2020

SPRING TERM (55 school days)

Open	Monday 4 January 2021
Mid-Term Break	Monday 15 to Friday 19 February 2021
Close	Friday 26 March 2021

SUMMER TERM (59 school days)

Open	Monday 12 April 2021
May Day	Monday 3 May 2021
Mid-Term Break	Monday 31 May to Friday 4 June 2021
Close	Friday 9 July 2021





DRESS CODE GUIDELINES

Students must wear clothing that is clean, smart and modest and does not cause offence or embarrassment:

- A Lanyard and ID card are required to be worn at all times;
- Tops that are strapless, cropped or have shoe-string straps are NOT permitted. Vests for boys are NOT permitted;
- Tops should NOT be sheer or see through and should NOT reveal cleavage or mid-riff;
- No offensive slogans or images to be worn on clothing;
- Tights and leggings must only be worn under a skirt or dress of mid-thigh length or longer;
- Underwear should not be visible (this includes bra straps);
- Hats, caps and hoods should not be worn inside the building;
- Footwear needs to be appropriate and safe to wear within a working environment;
- Shorts may be worn in summer only, but must be tailored and mid thigh or longer;
- Smart sportswear is permitted.

Students who are in breach of the dress code will be asked to go home and change, if they live close by, or be provided with alternative clothing to be worn for the day. Repeated breach of the dress code will result in a sanction being imposed. Dress code is at the back of this booklet.

ATTENDANCE PROCEDURE GUIDELINES

- If you are ill and unable to attend school, students or his/her parents should phone and leave a message on the absence line (0116 287 9921 option 1) by 9am each day you are absent or emailed to post16@brookvalegroby.com
- All absences that are not notified to us will be recorded as unauthorised.
- Appointments with the doctor/dentist or driving lessons and theory tests need to be arranged out of college time. Appointments taken during lesson time will not be authorised.
- Hospital appointments and Driving tests will be authorised if proof of the appointment is produced and given to the Post 16 Office.
- Attendance will be monitored daily and emails will be sent to parents to chase any unauthorised absence.
- Individual subject attendance will be monitored closely throughout the year and in line with our exams charging policy students who fall below 90% attendance will be charged accordingly.

Holiday Requests: Requests for leave of absence for a holiday during term time at Brookvale Groby Learning Campus will not be authorised.

Please ensure that you inform the Post 16 Team initially of all planned absences and then your teachers/tutor to gather any missed work.





EXAM CHARGING POLICY

To support our emphasis on good attendance and its correlation to exam success, we have adapted our charging policy. A student whose attendance in a subject is below 90% (without providing evidence of extenuating circumstances such as medical reasons) at the point exam entries are made in February of Year 13 will be charged the full amount of the exam entry. An entry will not be made to the exam board without the full payment of £90 per subject. If a student is below 90% in all 3 subjects they will be charged the full amount of £270 in order for the entries to be placed with the exam board.

If a student's attendance drops below 90% after February of Year 13 and it continues to deteriorate up until the exams, then the student will be invoiced for the full amount of the exam entry costs.

PRINTING CHARGES

Printer credits are required by all students to print out work in an IT room. All students are allocated £2.50 credit towards printing costs at the start of the year. Graphics and Photography students will get £5 credit. The cost of printing is approx 2p for black and white and approx. 7p for colour approx. Students who run out of printer credits will be able to top up through Parent Pay for any amount. To print your work you need to select the "Post 16 Print" printer when you send the document.

REPLACEMENT LANYARD/ID CARD CHARGES

Students will be supplied with a Lanyard and ID card when they start in Post 16. They are required to wear their lanyard at all times whilst on campus for safeguarding purposes. Should they lose their ID card/Lanyard then there will be a replacement charge of the following:

ID Cards - £5 charge for replacement

Lanyards - £1 for replacement

Should students forget to bring their lanyards/ID cards to college then they will be given a temporary replacement for the day. Temporary replacement lanyards are available from the Post 16 Office and need to be returned at the end of the college day, otherwise they will be charged. If a student has to borrow a lanyard for a prolonged period of time or continues to forget their lanyards further sanctions will be put in place.

BURSARY

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education. There are 2 types of bursary:

Bursary A - For young people in care and young people in receipt of income support and disabled young people in receipt of PIP.

Bursary B - For young people in a low income household where Universal Credit/Tax Credit is claimed.

Application forms are emailed out to all students at the beginning of the year and also available at the Post 16 Office. An appointment will then be booked for you with the Finance Team where you will need to take your completed form and a copy of the appropriate evidence of benefit/household income.

The bursary is linked to your attendance and students falling below the accepted attendance figure will have their payment placed on hold until their attendance improves.





TUTOR ROLE

The role of a tutor is to support you through your Post 16 journey. They are your first port of call for any issues that may arise and they will also be responsible for your personal development during your two years. Tutors will closely monitor your attendance and academic progress and support you through your academic studies. In addition, Tutors will guide you through the VESPA programme, a series of activities that will help you to grow as an individual and support you in your academic success and the PSHE programme.

TUTORIAL AND PERSONAL DEVELOPMENT PROGRAMME (PDP)

The majority of your personal development here at Post 16 will be covered during tutor time and assemblies. It is important that you attend these sessions as the PDP programme will cover topics and issues relevant to your age group. We follow a program called VESPA - The A level Mindset, which coaches students to develop key competencies such as time management, organisational skills, commitment, motivation and exam and study techniques which will all help them to be successful students and achieve at A level. You will also follow a PSHE programme which will cover topics such as finance, health, relationships and lifestyle, British values.

The skills you gain from following these programmes and having discussions with your peers in the tutor group are skills necessary to your studies at Post 16 and Post 18.

The schedule follows a termly pattern and **you are expected in tutor time/assembly all week at 8.40am.**

<u>Year 12</u>			
Monday	PDP (VESPA)	PHSE	Revision/Study/1 to 1
Tuesday	PDP (VESPA)	PHSE	Revision/Study/1 to 1
Wednesday	Assembly	Assembly	Assembly
Thursday	PDP (VESPA)	PHSE	Revision/Study/1 to 1
Friday	PDP (VESPA)	PHSE	Revision/Study/1 to 1

The PDP program is part of your Post 16 Program of Study and as a student you are expected to attend all tutor times, assemblies and enrichment days , as well as lessons, arrive on time and be prepared to learn. Attendance to PDP is closely monitored and non-attendance is sanctioned and an email sent home. Should a student miss continued sessions of their PDP they will be referred to the Attendance Clinic with the Lead Tutor and may be placed on an attendance contract or further sanctions put in place.

NB. All of our school policies can be found on our website. Students who are not adhering to our policies will be invited to attend a meeting with a member of the Post 16 Team to discuss any issues and where appropriate parents will also be invited to attend.





POST 16 STUDY EXPECTATIONS

- Students are expected to attend all lessons, tutor time and assemblies / PDP. Attendance to lessons/tutor time/assemblies and extra study sessions will be monitored and challenged and parents informed daily.
- Students are expected to be punctual to college, tutor time, assemblies and lessons. Problems with punctuality will be monitored, challenged and sanctions put in place.
- Students are expected to attend lessons with all the equipment required to study. Folders need to be kept organised and homework is to be completed and handed in on time.
- To be successful at Post 16, students need to be studying independently outside of lessons for an approx. 5 hours per subject per week. Students will need to keep a record of their independent work and staff will be monitoring this.
- Students are expected to use their study time effectively to complete independent work and homework. Silent and quiet Post 16 study areas are available for you to use. Year 12 students are encouraged to be in college full time (8.40am to 3.10pm) and to make the most of the Post 16 Study areas.
- Students are expected to engage with the enrichment activity offer and complete a minimum of a Bronze Award, a Blue Award and a Red Award.
- Students are expected to follow the dress code and also wear a lanyard, which is visible at all times whilst on the campus. Students will be challenged by staff if not wearing a lanyard or adhering to the dress code and will be sent to the Post 16 office to collect a temporary lanyard or borrow appropriate clothing.
- Students are expected to follow all rules and expectations of the campus and Post 16.

ENRICHMENT/WORK EXPERIENCE

Enrichment is a vital part of our Post 16 Study Program and ensures that all students engage in something on top of their academic program to enhance their communication, teamwork and leadership skills. These are essential skills that will help them during their Post 16 journey and are vital when applying for their Post 18 options to university/college, work or an apprenticeship. Our offer of at least gaining Bronze, Blue and Red awards encapsulates all of these skills and allows students to develop them whilst experiencing new and exciting activities. Students can then choose to what level to take their enrichment activities with Silver and Gold Awards available.

Work Experience is a great opportunity for students to gain extra skills outside of college. Students can undertake work experience within a sector that they are interested in, which they can develop at university or within an apprenticeship. A work placement with an employer can gain students not only skills but also employer references that can be used for Post 18 applications and for some students a part time job. We have had many students who have secured employment through their work experience placement as they have enjoyed their placement and impressed the employers. Our Work Experience week takes place during the last week of the summer term and students can find their own work experience via family/friends or use the LEBC for a self-placement or to find them a placement at a charge. Details will be discussed during an assembly and through your tutor.

Every level of achievement will be recognised by the Post 16 Team at Brookvale Groby Learning Campus.





ENRICHMENT AWARDS

Bronze Award Enrichment Activities

1 x MOOC
 1 x College Show
 10 hours x Mentoring
 10 hours x Sporting Activity
 10 hours x General Volunteering
 Bronze Level - Student Ambassador
 Bronze Level - Future Teachers

Silver Award Enrichment Activity

NCS - Spring or Autumn Programme
 2 x MOOCs
 2 x College Shows
 20 hours x Mentoring
 20 hours x Sporting Activity
 20 hours x General Volunteering
 Silver Level - Student Ambassador
 Silver Level - Future Teachers

Gold Award Enrichment Activity

NCS - Summer Programme	3+ x MOOCs
30+ hours x Mentoring	30+ hours x Sporting Activity
3+ x College Shows	Ratby Primary LSA or R2R
Camps International	30+ hrs x General Volunteering
Gold Level - Student Ambassador	Gold Level - BBBS
Gold Level - Future Teachers	

Purple Award Qualification Activity

Core Maths
 Extended Project Qualification
 Gold Arts Award

Blue Award Work Experience/Placement

LEBC Work Experience Full Placement/Self Placement
 Family/Friends Work Experience
 30+ hrs of Regular Volunteering in a Workplace
 Duke of Edinburgh (any level)
 Young Enterprise
 "Study With" Virtual Reality Project
 Whitby Drama Tour

Platinum Award Elite Activity

Elite Sporting Activity
 Forces/Cadet Activities

Red Award

Enrichment Inset Day (July)
 Young Drivers Awareness





SUBJECT CALENDARS

All subjects will produce a subject calendar which will be provided by the subject teacher in the Google suite. The calendars include details of the main topic areas to be covered as well as the dates of key assessments. Students should file these calendars in their folders and refer to them at regular intervals in order to help them to manage their time and independently read ahead of topic matter to be covered.

INDEPENDENT LEARNING LOGS

Students in Year 12 are expected to complete weekly logs of the independent work that they carry out in addition to homework set by their teacher. The logs are designed to support students to structure their time, which is one of the crucial challenges facing Year 12 students after having previously had full timetables. Tutors will check the logs approximately every two weeks and teachers will also monitor on a half-termly basis.

AND FINALLY...

A level study is very different to GCSE. There is much more emphasis placed on independent study and reading around the subject. It is important that you get into good study habits from the start. Time management and organisation is key to succeeding at this level.

Your teachers, tutors and the Post 16 team are here to encourage and support you over the next 2 years. If you need support, advice or information please do not hesitate to ask.

A warm welcome to Post 16 and good luck with your A level studies





Post 16 Dress Code 2020-21

Students must wear clothing that is clean, smart and modest and does not cause offence or embarrassment.

	Specific guidelines	
	<p>Tops should NOT be strapless, cropped or have shoe-string straps. Sheer or see-through tops or tops that show cleavage or the midriff are NOT permitted.</p> <p>No inappropriate words or images on T-shirts.</p>	
	<p>Tights and leggings can only be worn under a skirt or dress of mid-thigh length or longer.</p> <p>Skirt and dress length needs to be mid-thigh or longer.</p>	
	<p>In the Summer term only, shorts are acceptable as long as they are tailored and mid-thigh length or longer.</p>	
	<p>Smart Sportswear is permitted.</p>	
<p>Lanyards are to be worn and visible at all times</p> 		
<p>Students who are in breach of the dress code will be reminded of the code and given a form of clothing to borrow for the day, if available, or sent home to change.</p> <p>Thank you for your continued support</p>		

