



BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

POST 16 PARENT/STUDENT HANDBOOK 2021/22



'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:

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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 Attendance Officer | JWells@brookvalegroby.com |
| ● Adam Goodger | Post 16 Lead Tutor | AGoodger@brookvalegroby.com |
| ● Dina Gajjar | Oxbridge and Early Entry | DGajjar@brookvalegroby.com |

Post 16 Tutor Team - Year 12

Ian Maynard-Smith	Caralee Duffin	Ross Dixey	Fran Nolan/Sarah Holmes
Jill Brown	Sarah Dixon	Hannah Knight	

Post 16 Tutor Team - Year 13

Ana Hall	Mark Ryman	Mark Lord	Deborah Law	Emma Brayne/Elaine Dawson
Ruth Smith	Valarie Turner			

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 2021 - 2022

AUTUMN TERM - 78 school days

Open:	Wed 25 August 2021
August Bank Holiday	Mon 30 August 2021
Mid-Term Break	Mon 18 to Fri 22 October 2021
Close	Tues 21 December 2021

SPRING TERM - 63 school days

Open	Wed 5 January 2022
Mid-Term Break	Mon 14 to Fri 18 February 2022
Close	Fri 8 April 2022

SUMMER TERM – 49 school days

Open	Mon 25 April 2022
May Day	Mon 2 May 2022
Mid-Term Break	Mon 30 May to Fri 3 June 2022
Close	Fri 8 July 2022

TEACHER DAYS

Flexible days when staff are required to be on Campus but when students are not:

- Monday 23 August 2021
- Tuesday 24 August 2021
- Monday 25 October 2021





POST 16 STUDY EXPECTATIONS

- Year 12 students are expected to be in college full time (8.40am to 3.10pm)
- Students are expected to attend all lessons, tutor time and assemblies / Enrichment hour. Attendance to lessons/tutor time/assemblies/enrichment 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 to use.
- Students are expected to engage with the enrichment activity offer and complete a minimum of a Bronze, Blue, Orange & 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.
- Students will be asked to read and sign our BGLC Learning Agreement and adhere to the terms outlined in the agreement at all times.

ATTENDANCE PROCEDURE GUIDELINES

- If you are ill and unable to attend school, students or their parents/guardians should report this on the Weduc App, phone and leave a message on the absence line (0116 287 9921 option 1) by 9am each day you are absent or email 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 Attendance Officer.
- Attendance will be monitored daily and emails will be sent to parents to inform them of 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.

Post 16 Dress Code 2021-22





As Post 16 students you are our role models to the rest of the campus. We want you to be able to flourish and express your individuality and therefore we do not have a uniform like the rest of the school. This freedom is a privilege and therefore we have a dress code that we ask you to abide by at all times.

Students must wear clothing that is smart and modest, suitable for a learning environment and does not cause offence or embarrassment.

Smart: clean, tidy, and well dressed

Modest: to wear appropriate clothing without being too revealing

Headwear

Hats and Hoods can be worn outside but need to be removed when entering the building.

Tops

Tops should be smart and modest covering all underwear, midriffs, cleavage and back. Tops must have straps and straps must be at least 5 cm in width.

(If your top moves up/rides up when you walk then this will be deemed as too short)

(Tops with inappropriate wording or images are not acceptable.)

Bottoms

Trousers, Jeans and jogging bottoms need to be smart and in a good state of repair.

(No rips or holes)

Tight fitting bottoms such as leggings and cycling shorts (mid thigh-length or longer) can only be worn under a skirt or dress of mid-thigh length or longer.

Shorts should be smart and in a good state of repair. The length of the shorts needs to be mid-thigh length or longer. Please note that shorts (incl. cycling shorts) are permitted for the Summer term only.

To measure mid-thigh length stand up straight and place your hands, palms in, on the side of your legs. The length of your garment should be 3cm lower than the tip of your fingers at all times. If your garment moves up from this point when you walk (ie. rides up) then this will be deemed as too short.

Footwear

Footwear needs to be suitable and safe for the learning environment. Flip flops and sliders are not permitted.

Phones & Earphones Rule

Phones and Earphones should not be visible when in lessons or anywhere in the campus buildings. Phones and Earphones can only be used in the Post 16 Common Room and Study Room G43 only.

Lanyards are to be worn and visible at all times

Students who are in breach of the dress code will be reminded of the code and offered a form of clothing to borrow for the day, if available, or sent home to change. Phones and Earphones will be confiscated if used outside of the designated areas.

Thank you for your continued support





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 September 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.

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

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. Details will be discussed during an assembly and through your tutor.

POST 16 REWARDS

The BGLC POST 16 CARE STAR AWARDS

	Community	Aspiration	Resilience	Excellence
1 Star Award	10	10	10	100
2 Star Award	15	15	15	150
3 Star Award	20	20	20	200

Certificates for the CARE Star Awards are awarded to students who gain the requisite number of reward points in each category at each level. Badges will be awarded for the achievement of each level from 1 to 3 stars.

Caught Working Hard Cards

This card can be given to any students who has been ‘caught working hard’ either in class or outside of class independently. Staff are able to recognise students' hard work by issuing them with a ‘Caught Working Hard Card’. We will hold a termly draw from the box and students will be awarded prizes.

Act Of Kindness Card

This card can be given out to students for any act of kindness that you may witness on campus. The smallest amount of kindness should be recognised and rewarded. Staff are able to reward students for being kind to someone with an ‘Act of Kindness’ Card. Students will then be issued with a point per card and the students with the most points each term will be awarded a prize.

Awards Assemblies will be held each term to include the above alongside Tutor Stars & Subject Stars

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
30+ hours x Mentoring
3+ x College Shows
Camps International
Gold Level - Student Ambassador
Gold Level - Future Teachers

3+ x MOOCs
30+ hours x Sporting Activity
Ratby Primary LSA or R2R
30+ hrs x General Volunteering
Gold Level - BBBS

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)
Peter Jones Tycoon Enterprise Competition
Whitby Drama Tour

Platinum Award Elite Activity

Elite Sporting Activity
Forces/Cadet Activities

Red Award

Enrichment Inset Day (July)
Young Drivers Awareness

Orange Award

Morrisby Career Planning
(10 hours Minimum)





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

