



Post 16

Parent & Student Handbook
2022/23

BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence



'Work Hard, Be Kind'

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<http://www.brookvalegroby.com/>

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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 Google Classroom & Tutor Google Classrooms. Please make sure you check both of these daily.

What you will find in this handbook:

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

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
- Vicki Varney SLT link to Post 16 vvarney@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
- Catriona Purdon Oxbridge and Early Entry cpurdon@brookvalegroby.com

Post 16 Tutor Team - Year 12

Stephen Taylor-Fox	Deb Law	Mark Lord	Ana Hall
Gwen Goodger	Dave Brentnall	Ebony Pulling	

Post 16 Tutor Team - Year 13

Ian Maynard-Smith	Caralee Duffin	Sarah Dixon	Hannah Knight
Ross Dixry	Jill Brown	Emma Brayne	



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-9.10am	Tutor time and reading programme
9.15am-10.10am	Lesson 1
10.15am-11.10am	Lesson 2
11.10am-11.30am	Break
11.35am-12.30pm	Lesson 3
12.35pm-1.30pm	Lesson 4
1.30pm-2.10pm	Lunch
2.15pm-3.10pm	Lesson 5

ACADEMIC YEAR 2022 - 2023

AUTUMN TERM - 74 school days

Open:	Tuesday 30th August 2022
August Bank Holiday	Monday 29th August 2022
Mid-Term Break	Monday 17th to Friday 21st October 2022
Close	Friday 16th December 2022

SPRING TERM - 58 school days

Open	Wed 4th January 2023
Mid-Term Break	Monday 20th to Friday 24th February 2023
Close	Friday 31st March 2023

SUMMER TERM – 58 school days

Open	Monday 17th April 2023
May Day	Monday 1st May 2023
Mid-Term Break	Monday 29th May to Fri 2nd June 2023
Close	Thursday 13th July 2023

TEACHER DAYS

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

- Wednesday 24th and Thursday 25th August 2022
- Tuesday 3rd January 2023



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, assemblies, and enrichment sessions. Attendance to lessons/tutor time/supervised study/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. Punctuality will be monitored, and if it falls below our expectations you will be 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 approximately 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 throughout the school day.
- Students are expected to engage with the enrichment programme 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 2022-23

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.

*These fees are subject to change, depending on the fees set by examining bodies.

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 the campus website for any amount of their choosing. 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 lanyard, 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.

ENRICHMENT/WORK EXPERIENCE

Enrichment is a vital part of our Post 16 Study programme and ensures that all students engage in something on top of their academic programme 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.

Throughout your time at BGLC you will have at least one 1:1 with our dedicated Careers Advisor. This will provide you with impartial advice for your future Post 18 options. Our Careers Advisor will also invite you to a Careers Google Classroom, where regular updates provide you with information about employment, apprenticeships, and enrichment opportunities.

In Year 12 you will visit a local UCAS Exhibition. This gives you a great opportunity to speak to universities and colleges around the country.

Our campus uses Unifrog to track destinations and allow you to log your enrichment and work experience opportunities. You will be provided with a login at the start of your BGLC journey.



ENRICHMENT AWARDS

Here is an example of the rewards we recognise for your enrichment:

<p><u>Bronze award</u> 1 x MOOC 1 x Campus Show 10 hours x Mentoring 10 hours x Sporting activity 10 hours x General volunteering 10 hours x extracurricular activities/clubs Bronze Level - Student Ambassador Bronze Level - Future Teachers</p>	<p><u>Silver award</u> NCS - Spring or Autumn Programme 2 x MOOCs 2 x Campus Shows 20 hours x mentoring 20 hours x Sporting activity 20 hours x General volunteering 20 hours x extracurricular activities/clubs Silver Level - Student Ambassador Silver Level - Big Brothers, Big Sisters (BBBS)</p>
<p><u>Gold award</u> NCS - Summer Programme 3 x MOOCs 3 x Campus Shows 30 hours x mentoring 30 hours x Sporting activity 30 hours x General volunteering 30 hours x extracurricular activities/clubs Gold Level - Student Ambassador Gold Level - Big Brothers, Big Sisters (BBBS)</p>	<p><u>Blue award</u> LEBC work experience 30+ hours regular volunteering in a workplace Duke of Edinburgh (any level) Peter Jones Tycoon Enterprise Competition Drama Tour</p>
<p><u>Purple award</u> Core Maths Extended Project Qualification Gold Arts Award</p>	<p><u>Platinum Award Elite</u> Elite sporting activity Forces/Cadet activities</p>
<p><u>Orange award</u> Career planning (10 hours minimum)</p>	<p><u>Red award</u> Enrichment inset day Young drivers awareness</p>

ENRICHMENT CALENDAR 2022-23

This is subject to change

		Year 12 Week 1	Year 13 Week 2
29 Aug - 02 Sep	1		
05 Sep - 09 Sep	2	06/09/21 - Army	Personal statement advice - Uni of Leics
12 Sep - 16 Sep	3	Making the most of A Levels - Uni of Leics	
19 Sep - 23 Sep	4		CV - ASK - Navjoyt Kaur
26 Sep - 30 Sep	5	CV - ASK - Navjoyt Kaur	
03 Oct - 07 Oct	6		Apprenticeship - ASK - Navjoyt Kaur
10 Oct - 14 Oct	7	Apprenticeship - ASK - Navjoyt Kaur	
17 Oct - 21 Oct		Mid Term Break	
24 Oct - 28 Oct	8		Parliament week
31 Oct - 04 Nov	9	Parliament week	
07 Nov - 11 Nov	10		HSBC - banking 101
14 Nov - 18 Nov	11	HSBC - understanding interest	
21 Nov - 25 Nov	12		Mocks
28 Nov - 02 Dec	13	Sheena Pirbhai - inspirational (Speakers for Schools)	Mocks
05 Dec - 09 Dec	14		Stress less (VVA)
12 Dec - 16 Dec	15	HSBC - banking 101	
19 Dec - 23 Dec		Christmas & New Year Break	
26 Dec - 30 Dec			
02 Jan - 06 Jan	16		Animal aid
09 Jan - 13 Jan	17	Animal aid	
16 Jan - 20 Jan	18		British Red Cross - 1 hour training - youth first aid
23 Jan - 27 Jan	19	British Red Cross - 1 hour training - youth first aid	
30 Jan - 03 Feb	20		Nottingham Trent - student finance
06 Feb - 10 Feb	21	Nottingham Trent - Researching Post 18 Options	
13 Feb - 17 Feb	22		Bowling
20 Feb - 24 Feb		Mid Term Break	
27 Feb - 03 Mar	23	DMU life at uni	
06 Mar - 10 Mar	24	National Careers Week	
13 Mar - 17 Mar	25	Exams and Revision Techniques will be delivered by Becci Williams - Nottingham Trent	
20 Mar - 24 Mar	26		Food / therapeutic art
27 Mar - 31 Mar	27	Derby UCAS convention and reflection task	
03 Apr - 07 Apr		Easter Break	
10 Apr - 14 Apr			
17 Apr - 21 Apr	28		Food
24 Apr - 28 Apr	29	Cancelled for mock revision	
01 May - 05 May	30	Mocks	Photo shoot
08 May - 12 May	31	Harsh Patel - Founder, ApnaKey Space Science turned Entrepreneur	Exams No more enrichment sessions
15 May - 19 May	32		
22 May - 26 May	33	Leics uni - make the most of open days	
29 May - 02 Jun		Mid Term Break	
05 Jun - 09 Jun	34		
12 Jun - 16 Jun	35	Guest speakers HE Fair	
19 Jun - 23 Jun	36		
26 Jun - 30 Jun	37	Sports day	
03 Jul - 07 Jul	38	Induction day ambassadors	
10 Jul - 14 Jul	39	Springlakes & Young driver day	

THE ROLE OF THE TUTOR

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.

From 2022 all Post 16 tutors will be based on the Groby building. This is for a number of reasons:

- You will be close to the Head of Post 16.
- All tutors will be located near each other.
- Students will be surrounded by those in their own year group.

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 programme 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.

V

Vision

They know what they want to achieve.

E

Effort

They work hard and put in many hours of proactive independent study.

S

Systems

They organise their learning resources over time.

P

Practice

They practice and develop their skills

A

Attitudes

They respond constructively to setbacks.

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 PDP programme is part of your Post 16 programme of study, and as a student you are expected to attend all tutor times, assemblies and enrichment sessions, 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 repeated 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.

Our tutor programme works on a 3 week cycle, as the table below shows:

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

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.

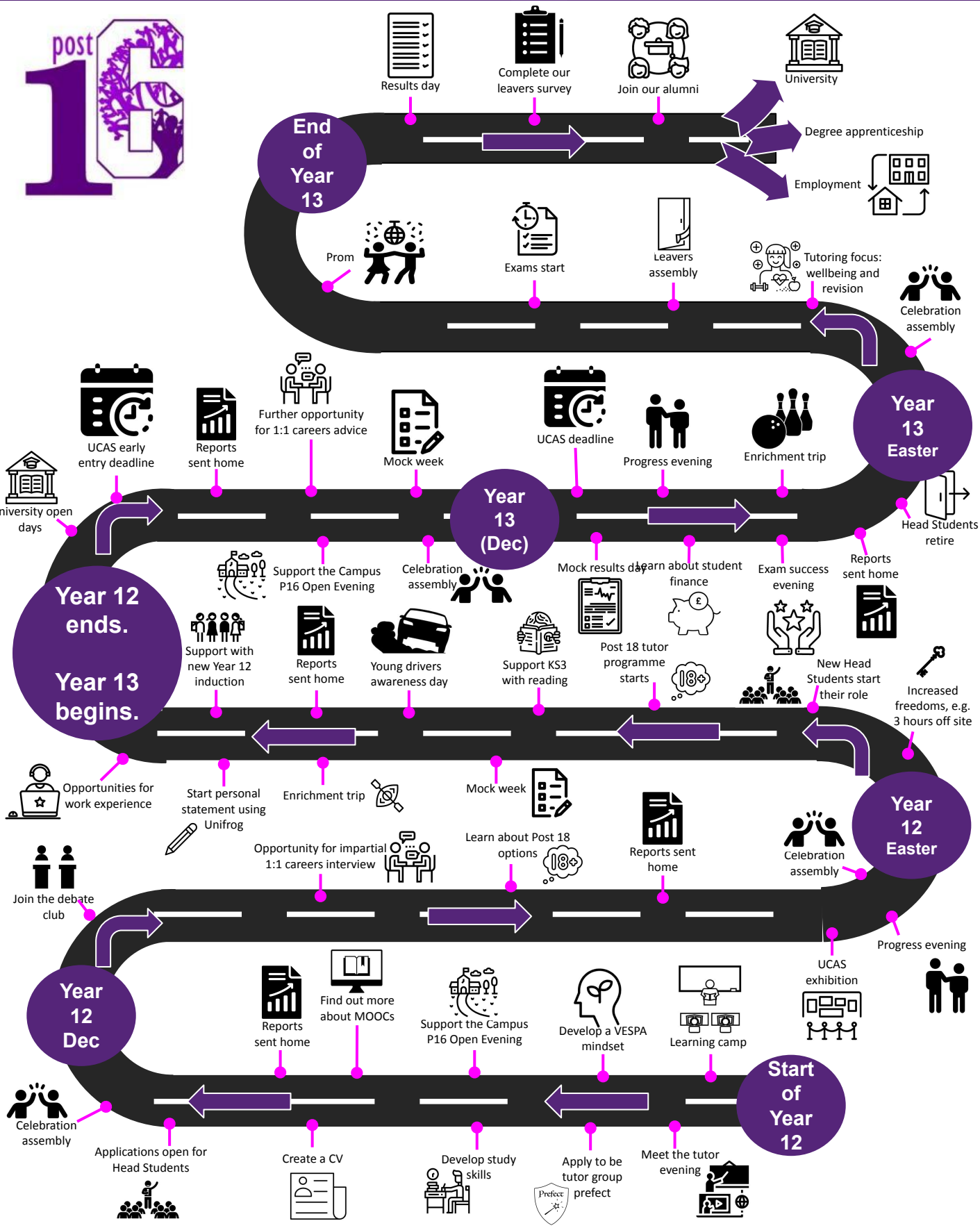
**Awards Assemblies will be held each term to include the above alongside Tutor Stars & Subject Stars.
Every level of achievement will be recognised by the Post 16 Team at Brookvale Groby Learning Campus.**



Post 16 Learning Journey



post
16



SUBJECT CALENDARS

All subjects will produce a subject calendar which will be provided by the subject teacher in the Google Classroom. 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

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.

Students in Post 16 will be scheduled for one hour of supervised study per week. This will be on your timetable and monitored by the Post 16 team. During this time you could complete homework, do a MOOC, read around the subject etc.

ORGANISATION

We have high expectations of organisation at Post 16. Your teachers will tell you whether you will need a folder, dividers, etc. Your teachers will provide you with the calendar, specification, PLCs and worksheets. There will be regular folder checks to ensure you are keeping organised - as already mentioned in the VESPA section for Systems, organisation is essential for success.

To help you prepare for your final exams in the Summer of Year 13 we will send home regular reports. You will also have assessments and mock exams. Our Post 16 Progress Mentor will analyse the data from these assessments, and interventions may be put into place if you fall below your targets.

You will have regular progress meetings with yourself and your parents, as well as an Exam Success Evening in Year 13. We encourage you to attend these sessions to help you to track your progress.

PLCs

In each of your subjects you will be provided with a Personalised Learning Checklist. This is a list of the topics you will have been taught. You will be expected to RAG these topics (Red, Amber, Green) based on your confidence level. If you are struggling, your teacher will put interventions in place to support your achievement.



EXTENDED SUPPORT

Your teachers will provide you with additional support/revision sessions. These may be at lunchtime or after school. For most students these are voluntary, while for some these are compulsory (e.g. if you are not meeting your target grades in assessments).

READING

New for 2022 we have introduced a tutor time reading programme. Throughout the week you will have 4 sessions of reading; two mornings will be from a book, carefully selected, and appropriate to your age group. The remaining two sessions will be from broadsheet newspapers or directed by your subject teachers.

Your teachers will be setting regular reading, through the Google Classroom. There are many benefits of reading, e.g. improved focus and concentration, better writing skills, stronger analytical skills, vocabulary expansion, improved knowledge and stress reduction.

AND FINALLY...

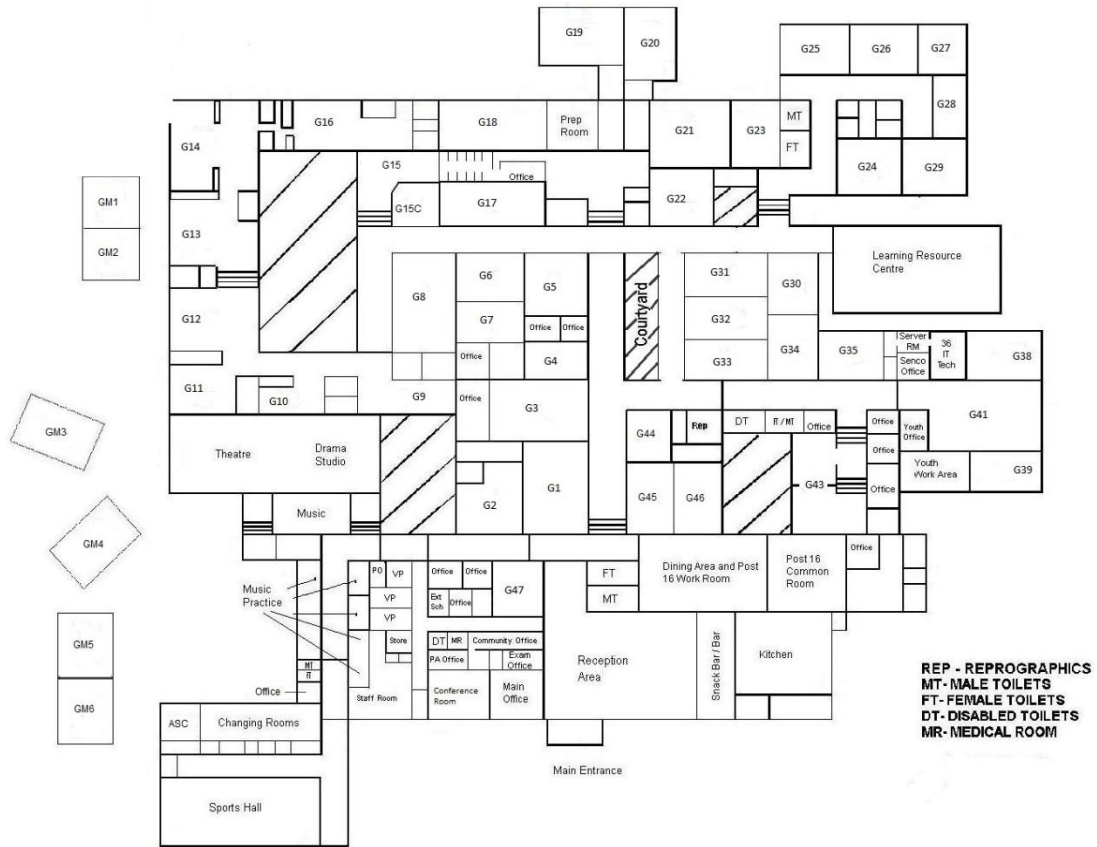
A Level study is very different to GCSE. There is much more emphasis placed on independent study and reading around the subject. It is important that you get into good study habits from the start. Time management and organisation is key to succeeding at this level. We will kickstart these study habits early in Year 12, with guest speakers from local universities providing talks on developing these skills.

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



GROBY BUILDING



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