



# Post 16

Parent & Student Handbook  
2023/24

## BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence



*'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 campus email address (@brookvalegroby.com) and also via the *Post 16 Google Classroom & Tutor Group Google Classroom*. 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
- Post 16 study expectations
- Attendance procedure guidelines
- Dress code
- Exam charging policy
- Printing charges
- Lanyard/ID card charges
- Bursary
- The role of the tutor
- Personal Development Programme
- Enrichment/Work Experience
- Subject calendars
- PLCs
- Sign in app
- Learner agreement

## 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                 | <a href="mailto:mcheadle@brookvalegroby.com">mcheadle@brookvalegroby.com</a> |
| • Vicki Varney       | Assistant Headteacher - Post 16 | <a href="mailto:vvarney@brookvalegroby.com">vvarney@brookvalegroby.com</a>   |
| • Gemma Smith        | Student Support Officer         | <a href="mailto:gsmith@brookvalegroby.com">gsmith@brookvalegroby.com</a>     |
| • Emma Woolley       | Post 16 Admin Officer           | <a href="mailto:ewoolley@brookvalegroby.com">ewoolley@brookvalegroby.com</a> |
| • Adam Goodger       | Post 16 Lead Tutor              | <a href="mailto:agoodger@brookvalegroby.com">agoodger@brookvalegroby.com</a> |
| • Stephen Taylor-Fox | Post 16 Progress Leader and HPA | <a href="mailto:sfox@brookvalegroby.com">sfox@brookvalegroby.com</a>         |
| • Gwen Goodger       | Enrichment coordinator          | <a href="mailto:ggoodger@brookvalegroby.com">ggoodger@brookvalegroby.com</a> |

### Post 16 Tutor Team - Year 12

Ian Maynard-Smith	Caralee Duffin	Sarah Dixon	Gwen Goodger
Ross Dixey	Jill Brown	Emma Brayne	Sarah Mayo

### Post 16 Tutor Team - Year 13

Charlotte Farrer	Deborah Law	Mark Lord	Ana Hall	Sarah Gibson
Rachel Hunter	Dave Brentnall	Ebony Pulling	Pete Temperton	



## 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 and the front gate.

## 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 2023 - 2024

### AUTUMN TERM

Open:	Thursday 31st August 2023 (Yr12 start 4th Sept)
August Bank Holiday	Monday 28th August 2023
Mid-Term Break	Monday 16th to Friday 20th October 2023
Close	Friday 22nd December 2023

### SPRING TERM

Open	Monday 8th January 2024
Mid-Term Break	Monday 19th to Friday 23rd February 2024
Close	Friday 22nd March 2024

### SUMMER TERM

Open	Monday 8th April 2024
May Day	Monday 6th May 2024
Mid-Term Break	Monday 27th May to Friday 31st May 2024
Close	Friday 12th July 2024

### TEACHER DAYS

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

- Tuesday 29th and Wednesday 30th August 2023
- Friday 8th December 2023



## **POST 16 STUDY EXPECTATIONS**

- Students are expected to follow all rules and expectations of the campus and Post 16.
- 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 use our Sign In App system daily for safeguarding purposes.
- 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 borrow a temporary lanyard.
- Students will cover the statutory requirements for RE and PSHE as part of the Post 16 programme of study.
- 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, your parents/guardians should report this by phone and leave a message on the absence line (0116 2879921) by 9am each day you are absent.
- 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 Admin Officer or [post16@brookvalegroby.com](mailto:post16@brookvalegroby.com)
- Attendance will be monitored daily, and emails will be sent to parents to inform them of any unauthorised absence. It is essential that you use the sign in app to register your attendance each day.
- 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

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

If you are challenged by a member of staff for not adhering to the dress code you will be asked:

- To put on an item of clothing so you are within the dress code.
- You will be issued with a warning point through Arbor.
- An email will be sent to your parents informing them of the infringement.



## **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 £100\* per subject. If a student is below 90% in all 3 subjects they will be charged the full amount of £300\* 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 approximately 2p for black and white and approximately 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. Students will be asked to leave something in return for borrowing a lanyard as a deposit and they will collect this at the end of the day when they bring back their lanyard. 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. We also encourage our students to participate in virtual work experience, and 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. We also ensure that students get the opportunity to visit at least one university in Year 12 as part of their preparation for next steps.

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><b><u>Bronze award</u></b></p> <p>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><b><u>Silver award</u></b></p> <p>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><b><u>Gold award</u></b></p> <p>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><b><u>Blue award</u></b></p> <p>LEBC work experience  30+ hours regular volunteering in a workplace  Duke of Edinburgh (any level)  Peter Jones Tycoon Enterprise Competition  Drama Tour</p>
<p><b><u>Purple award</u></b></p> <p>Core Maths  Extended Project Qualification  Gold Arts Award</p>	<p><b><u>Platinum Award Elite</u></b></p> <p>Elite sporting activity  Forces/Cadet activities</p>
<p><b><u>Orange award</u></b></p> <p>Career planning (10 hours minimum)</p>	<p><b><u>Red award</u></b></p> <p>Enrichment inset day  Young drivers awareness</p>

Students use Unifrog to track enrichment opportunities throughout their time at BGLC. We ask students to keep their own record in the *Activities* section of their Unifrog profile. At regular intervals, we will give students rewards and certificates to recognise their achievements.

You will find a copy of the enrichment calendar on the wall in your tutor room.



## **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.

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.

<b>V</b>	<b>Vision</b> They know what they want to achieve.
<b>E</b>	<b>Effort</b> They work hard and put in many hours of proactive independent study.
<b>S</b>	<b>Systems</b> They organise their learning resources over time.
<b>P</b>	<b>Practice</b> They practice and develop their skills.
<b>A</b>	<b>Attitudes</b> 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 has a weekly schedule, as the table below shows:

<b>Monday</b>	<b>VESPA activities</b>
<b>Tuesday</b>	
<b>Wednesday</b>	<b>Assembly</b>
<b>Thursday</b>	<b>PSHE programme</b>
<b>Friday</b>	

You will also have dedicated 1:1s with your tutor, who will help you monitor and evaluate your academic and personal progress.

## **POST 16 REWARDS**

**The BGLC POST 16 CARE STAR AWARDS**

	<b>Community</b>	<b>Aspiration</b>	<b>Resilience</b>	<b>Excellence</b>
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.

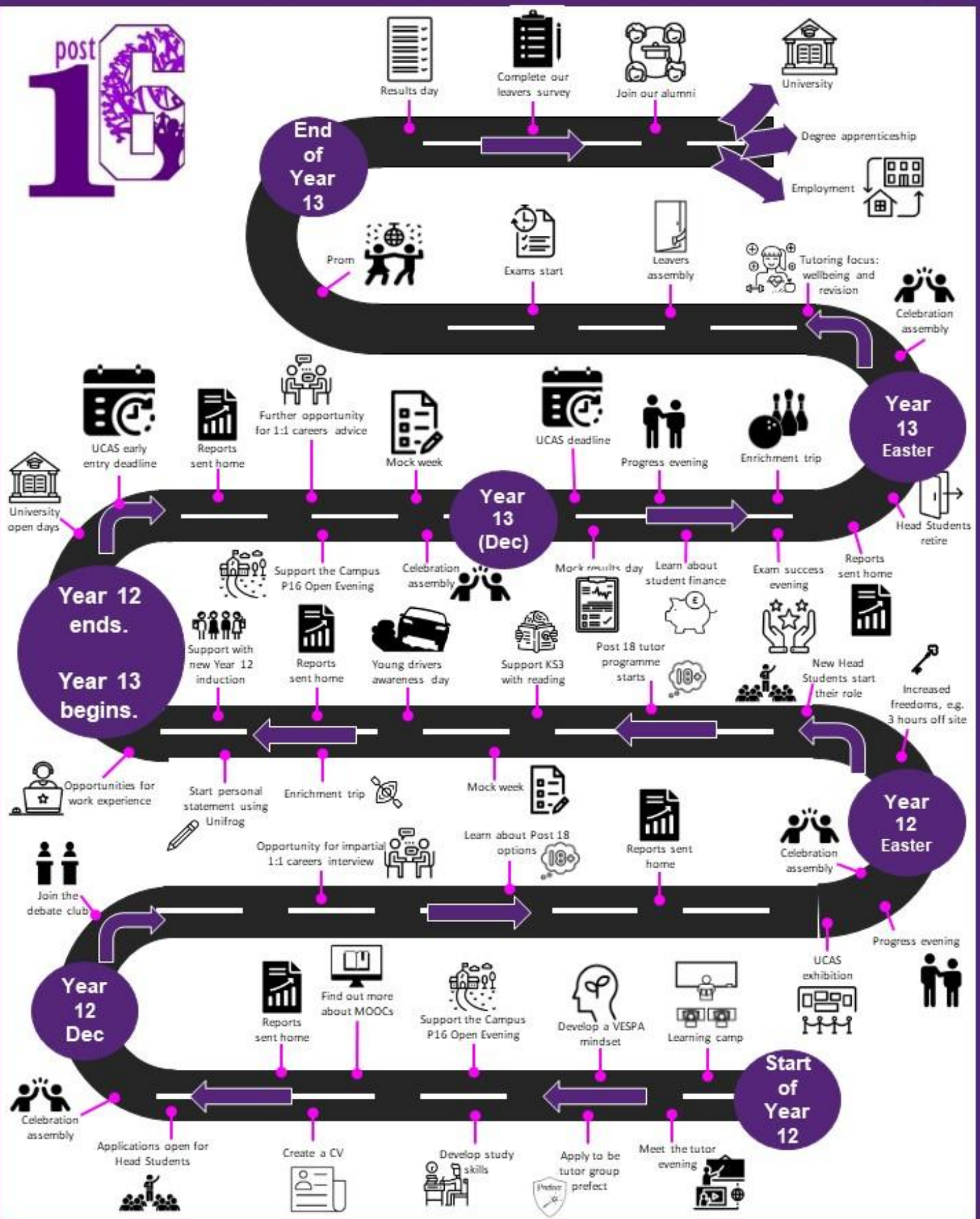
### **Act Of Kindness card**

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



## **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 silent 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, your RE tasks, read around the subject etc. The session is registered by a member of staff and students enjoy having this dedicated hour of study and focus time.

## **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**

In 2022 we introduced a tutor time reading programme. Throughout the week you will have 4 sessions of reading; three mornings will be from a book, carefully selected, and appropriate to your age group. The remaining sessions will be a Unifrog activity.

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.

## **UNIFROG**

Unifrog is the complete destinations platform. Each student will be given a personalised login and will be able to track achievements, activities, careers opportunities and more. Each week students will be set a task on Unifrog, and students will be expected to engage with the activities set. Unifrog accounts stay active after completion of Post 16 and will enable students to create CVs, applications for University/Apprenticeships in the future.

## **RELIGIOUS EDUCATION**

We follow the Leicestershire SACRE for Religious Education, where students are expected to study 10 hours of RE over the two years of study. Students will be set tasks to complete and work will be monitored by the SLT link for Post 16 and the RE Lead Teacher.





## **BGLC Learning Agreement - Post 16**

Studying at Brookvale Groby Learning Campus comes with responsibilities. We have high expectations of all of our students to ensure that they can maximise their full learning potential and be prepared for those all-important next steps in life, whether that is higher education, an apprenticeship or employment. We are fully committed to supporting the personal and educational needs of all students by providing the highest level of academic and pastoral support.

This agreement is a reminder to students, their parents/carers, and our staff of the individual and collective responsibilities to ensure the students reach their full potential, both academically and as young adults. Students are embarking on a two-year programme of study which begins in September 2024 and completes in July 2026. The average planned hours of study are 680.

BGLC Post 16 aims to:

- Offer a wide range of courses and subjects taught by high quality teachers and subject specialists.
- Provide good teaching, resources, facilities and environment to support students to maximise their potential.
- Monitor the progress of students regularly and provide clear updates and reports to parents/carers throughout the academic year including with regards to attendance.
- Provide a comprehensive programme of study for each student that includes their academic subjects, enrichment opportunities and personal development.
- Offer our personal development programme over the two years of Post 16 which includes following the A Level mindset programme VESPA, information relating to careers advice and guidance, PSHE, RE and British values.
- Offer an enrichment programme which allows students opportunities to gain skills through activities such as Work Experience, Online Courses, Student Leadership, Volunteering and Duke of Edinburgh to name a few and achieve awards.
- Provide high quality transition both into Post 16 and onto Post 18 which includes a transition package into Post 16; Induction Days, Google Classroom, summer tasks and Higher Education and apprenticeship support programme as part of our PDP (personal development programme).
- Praise and reward students regularly for good attendance, consistent effort and quality work, recognising when they go above and beyond.
- Report matters of concern to both the student and their parents in order to resolve any issues quickly.
- Respond to any parent / student queries as quickly as possible, aiming to do so within 48 hours.
- Offer a safe and tolerant environment for students to learn in which discrimination and bullying of any kind is not accepted.
- Support students' academic achievement and personal wellbeing including signposting to external support services if appropriate.
- Give students the opportunity to exercise responsibility and leadership.
- Provide appropriate records about students to future employers and higher educational establishments.

As part of our enrolment students must follow our expectations below which form part of our Student Learning Agreement:

- Students attend college **full time** for all timetabled commitments, including tutor time, assemblies, additional wider study support sessions, careers and enrichment sessions and all study sessions. Full time is 8.40am to 3.10pm every day, 25 hours of lessons per week.
- Students must use the Sign In App each day, when arriving and when leaving the site.
- Students are allowed to leave the campus at lunchtime (1.30 - 2.10pm) should they wish to have lunch off campus with parental consent. Students need to ensure they sign out using our sign in system and swipe their ID card on the gate system.
- Students need to dress appropriately for an educational setting, ensuring clothing adheres to the dress code and wearing a lanyard with ID cards at all times.
- Follow the published protocols for absence, maintain a good level of attendance (96%+) and be punctual to all lessons/sessions/tutor time.
- Maintain appropriate standards of behaviour, ensuring respect is shown to staff, other students, buildings and facilities.
- Adhere to all school policies including the Acceptable Use of ICT Policy.
- Engage fully in our tutor and personal development programme including tutor time, face to face 1 to 1 sessions and assemblies.
- Check school email accounts, student notice boards, social media and Google Classrooms daily to stay abreast of current information, important updates and work set by their teachers.
- Be organised, self motivated, proactive and resilient with regards to their studies.
- Complete all work set by the appropriate deadlines and to the best of their ability, ensuring it is their own work. This includes classwork, homework, coursework and any online learning.
- Work independently and conscientiously throughout the course to prepare for examinations.
- Actively seek help and guidance from teaching staff and others in the pursuit of their studies. Effectively utilise independent study periods to engage in independent study and revision.
- Manage their time and workload effectively ensuring that their studies are prioritised over part-time work and other commitments.
- Accept that the use of or being under the influence of alcohol and/or drugs is strictly prohibited.
- Accept financial responsibility for any property committed to the student's care or to ensure its return in good condition at the end of the course.
- Attend all examinations and do so in compliance with exam board regulations.
- Accept financial responsibility for non-attendance at examinations.
- Take advantage of the opportunities provided by Brookvale Groby Learning Campus.

### **Probationary Period**

Please be aware that Post 16 at BGLC has a probationary period and all students are classed as being on probation during the first 6 weeks of the new academic year. This applies to both Year 12 and Year 13. During this period the student's attendance, punctuality, attitude, aptitude and performance will be assessed. BGLC reserves the right to withdraw students who do not have acceptable levels of attendance or punctuality, who are unable to demonstrate the required levels of attitude to learning, aptitude and performance for the subjects which they are studying and/or who do not meet the expectations outlined above.

**By enrolling at BGLC both parents and students confirm their acceptance of these expectations and will sign their agreement on the enrolment form.**



## **WHAT HAPPENS NEXT?**

Please find a copy of all of our policies and procedures on our [website](#).

Over the summer you must complete two tasks, both are found within the Google Classroom, with attached instructions:

1. Passport to Sixth Form
2. Online Safety Certificate for Key Stage 5

There is also the optional task of reading the PiXL progression booklets, also found in the Google Classroom.

You will be automatically added to the Google Classroom. If for some reason you are not added, the code for the Classroom please email [post16@brookvalegroby.com](mailto:post16@brookvalegroby.com)

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**GCSE results day:** Thursday 24th August 2023

**Registry day:** Wednesday 30th August 2023

- 9.30am - 12.30pm in the Groby building.
- You will be greeted by a member of the Post 16 team who will check your GCSE results.
- Please bring evidence of your GCSE results to sign on to your chosen courses.
- If you are placed on a waiting list, for example due to class sizes, we will confirm your place by 1st September

**First day of Year 12:** Monday 4th September, 8.40am.

**Photos:** Tuesday 5th September

**Army team building day:** Wednesday 6th September (please wear trainers and clothes suitable for exercise).

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## **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, and over the two years of study you and your parents will have the opportunity to meet your tutor and have progress meetings.

**A warm welcome to Post 16 and good luck with your A Level studies.**

