



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Will Teece, Headteacher

Telephone: 0116 287 9921 Website: [www.brookvalegroby.com](http://www.brookvalegroby.com)

## Information for New Students and Parents/Carers 2024-2025



### A WARM WELCOME TO BROOKVALE GROBY



Welcome to all students who are being offered their place at our amazing school!

We are looking forward to welcoming your parents and guardians into a partnership with our school for the next 5 or 7 years.

[www.brookvalegroby.com](http://www.brookvalegroby.com)

## Welcome to Brookvale Groby Learning Campus

Please keep this booklet for your reference

#### Key Dates (details to follow):

- ◆ Monday 1st July 2024 Parent Information Evening-Meeting
- ◆ 3rd and 4th July 2024 Transition Learning Camps (Students attend both days)

Our Motto: Work Hard, Be Kind

Brookvale Groby Learning Campus  
Ratby Road, Groby Leicester LE6 0FP  
T: 0116 2879921, [www.brookvalegroby.com](http://www.brookvalegroby.com)  
E: [Reception@brookvalegroby.com](mailto:Reception@brookvalegroby.com)

## Welcome to all Parents, Carers and Students

It is a real privilege for me to welcome you to our amazing campus and the BGLC family. We are very proud to have been judged Outstanding in 2014 (Brookvale) and Good with Outstanding Features in 2016 (Groby).

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

a decent human being as much as academic success. We seek to develop and nurture the whole, so every child can fulfil their true potential.

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

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

All our staff are valued and we ensure their skills and knowledge are second to none through a comprehensive professional learning programme.

It is a huge decision to make when choosing a secondary school for your child, and we are delighted that you have chosen us. Your child will be in safe hands and always encouraged to be their best.

A very warm welcome to our campus community.

**Mr Will Teece, Headteacher**





## Website Information

Our website [www.brookvalegroby.com](http://www.brookvalegroby.com) contains a great deal of useful information for parents/carers and students. Please use it for reference whilst your child is at the campus. Information includes the curriculum, extra-curricular activities, staff contact details, assessment and progress evening and much more! Most of the information for Year 6 transition can be found under the Year 6 VIP tab.



## The School Day



<b>Registration/Assembly</b>	<b>8.40am - 9.00am</b>
<b>Tutor Time Reading Programme</b>	<b>9.00am - 9.10am</b>
<b>Period 1</b>	<b>9.15am - 10.10am</b>
<b>Period 2</b>	<b>10.15am - 11.10am</b>
<b>Break</b>	<b>11.10am - 11.30am</b>
<b>Period 3</b>	<b>11.35am - 12.30pm</b>
<b>Period 4</b>	<b>12.35pm - 1.30pm</b>
<b>Lunch</b>	<b>1.30pm - 2.10pm</b>
<b>Period 5</b>	<b>2.15pm - 3.10pm</b>

# Access to Campus

For the Health and Safety of all our students and staff, our site access is barrier controlled.



Whether the barrier is closed or open, all visitors to campus **MUST** use the intercom located on the yellow barrier post to announce their arrival and purpose of the visit.

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

The pedestrian gate is closed at 9am, so if students arrive after that time, they will need to press the intercom (which is answered by the Reception staff) to be let in.



## Campus 3C's

Across our campus we focus on 3C's

**Currency** - The best possible outcomes for all students

**Character** - Developing the whole student through a strong and purposeful character curriculum

**Culture** - Creating a thriving community in which students thrive, feel safe and progress

We want all of our students to feel Valued, Loved, Encouraged and Equipped. We achieve this through high academic standards and robust pastoral care that ensures that every child's needs are known and met. Our campus has a culture of kindness and excellence as embodied by our motto "Work hard, be kind".

We want all of our students to leave with the skills, qualifications and character traits to excel in any field of endeavour they choose.

Character education is hugely important on our campus and we follow a nationally recognised accreditation scheme called the Edge. During their time with us, Students will work through the different levels of this award from Apprentice to Master. This scheme focuses on developing:

**L**eadership - **O**rganisation - **R**esilience - **I**nitiative - **C**ommunication

We know that developing the whole student to achieve their potential will lead to confident citizens

## **ACADEMIC YEAR 2024-25**

### **AUTUMN TERM – 77 school days**

Open	Thurs 29 August 2024
August Bank Holiday	Mon 26 August 2024
Mid-Term Break	Mon 21 to Fri 25 October 2024
Close	Fri 20 December 2024

### **SPRING TERM - 64 school days**

Open	Tues 7 January 2025
Mid-Term Break	Mon 17 to Fri 21 February 2025
Close	Fri 11 April 2025

### **SUMMER TERM – 49 school days**

Open	Mon 28 April 2025
May Day	Mon 5 May 2025
Mid-Term Break	Mon 26 to Fri 30 May 2025
Close	Fri 11 July 2025

## **Term Dates**

Please see our website for term dates.

### **STUDENT LEAVE OF ABSENCE IN TERM TIME IS NOT AUTHORISED BY BGLC BECAUSE:**

Government guidelines prevent Headteachers from granting any leave of absence during term time, unless there are exceptional circumstances. A family holiday during term-time does not fall under the category of 'exceptional circumstances' and we are, therefore, unable to grant leave of absence for a family holiday request.

If a student has absences recorded as a result of an unauthorised absence, Leicestershire County Council will be advised of this matter and may be requested to issue Penalty Notices in line with our policy.

# Uniform Guide

In Years 7-11 we expect all students to wear full school uniform.

We want to make sure that students and parents are completely clear about what is and is not allowed so that money is not wasted by purchasing inappropriate items.

*We strongly advise that all items of uniform are named so that they can be returned to the student if lost.*

We believe uniform is important for several reasons:

- It encourages the students to "dress for success", to feel pride in the school and feel part of the school community.
- It reduces the scope for competitive dressing, which can be a source of much unhappiness for some children.
- It is practical and relatively inexpensive.

# Uniform Rules

***If a student attends school in uniform that does not comply with our guidelines they will be asked to change into other items provided by the campus, or asked to remove an item that is inappropriate. Failure to comply with a request will lead to further sanctions.***

## **Jewellery**

- One pair of small sleeper or stud earrings is permissible.
- No tongue or facial piercings/rings/bangles/bracelets/necklaces.
- A standard watch is permissible—but not an iphone/apple watch.

## **Make-up**

- Light make-up is permitted, however, it must be discreet.
- No false eyelashes.
- If staff decide that make-up is too noticeable, removal will be requested.

## **Nails**

- No acrylic/false nails.
- No nail varnish (other than clear) is permitted.

## **Other Accessories**

Belts, hairbands etc. need to be plain black and discreet.

## **Outer Wear**

Hoodies may not be worn as outer wear.

All outside wear must be removed in school lessons, assemblies etc.

***Lanyards and ID cards are to be worn at all times around campus.***

## Key Stage 3

Years 7, 8, 9

Students wear a bright blue jumper/cardigan and tie.



## Key Stage 4

Years 10 and 11

Students wear a navy jumper/cardigan and tie.



**Ties** can be ordered via our online School Shop (on Abor) for £6, collection by the Student from Reception during break or lunchtime.

**Knitwear and PE shirt/hoodie** limited quantities of second hand items (subject to availability). A voluntary monetary donation would be gratefully received.

Contact Reception for more details.

## PE Kit

Our Campus PE kit is the same for Years 7 to 11.

It is available only from **Uniform Direct**.



# Uniform Specification

To ensure you purchase items appropriate to our

Item	Guidance
V-neck jumper or cardigan with school logo	All students must have a school logo jumper or cardigan. <i>The school jumper or cardigan must always be the next layer after the white shirt. They should not be tucked into skirts or trousers when worn.</i> <i>A jacket, hoodie or coat must not be worn as a replacement for the school jumper or cardigan.</i>
Clip-on tie	A tie must be worn at all times (including break and lunchtime) except when participating in PE.
Plain black tailored, formal school trousers for males or females	<b>We do not allow:</b> denim, rivets, leggings, low-waisted trousers, chinos, trousers that are tight on the legs or made of a stretchy material, trousers made of any fabric other than standard school trouser fabric, nor any trousers that follow a current fashion trend.
Pleated or partly pleated skirt	Skirts must be fully pleated or pleated with a front plain panel. No stretchy skirts/skater skirts/pencil skirts.
White formal school shirt with stiff collar and short/long sleeves	Shirts must be buttoned up to the neck. Shirts must be long enough to be tucked into trousers/skirts at all times. Long sleeves can be rolled up to the elbows, but short sleeves must not be rolled up. They must not have a designer logo on.
Plain black flat or low heel school shoes or plain black trainers. Below the knee, smart, black, low heeled, polishable boots are permitted in the winter months.	No sandals, high heels, wellingtons, doc-martins. The soles of all shoes/boots must be black. Trousers cannot be tucked into boots.
Socks and Leg Coverings	Socks must be plain black with no frills. Tights must be plain, black opaque. If black leggings are worn under a skirt, they must be with ankle socks long enough so that the ankle is not showing.
PE Kit Campus Polo Shirt and Campus Hoodie. Navy shorts/jogging bottoms. Navy socks.	Compulsory Campus PE Polo Shirt and Campus Hoodie. Shorts or jogging bottoms must be plain navy.
Dance kit	Dance students may wear a black leotard and dance leggings in preference to the standard PE Kit.
Trainers and socks for PE	Can be any colour but must be different from items worn during the school day.
Lanyard and ID card	Students must wear their lanyard and ID card at all times around campus other than for PE.



# How to Purchase Uniform

BGLC branded Ties/Cardigans/Jumpers/PE tops/PE hoodies can be purchased from our designated supplier Uniform Direct.

All other items, can be purchased from any retailer, providing they comply with our uniform guidelines. Please refer to the specifications list.

## Online

From our designated supplier, Uniform Direct:

[www.uniform-direct.com](http://www.uniform-direct.com)



## In store

Direct from the Uniform Direct shop in Leicester City Centre:  
54-56 Humberstone Gate Leicester, LE1 3PJ\*  
Open 9am to 5:30pm Monday to Saturday  
Tel: 0116 2511844



**OPEN LATE 8TH-11TH JULY 2024.  
ALSO OPEN ON SUNDAYS DURING THE SUMMER HOLIDAYS  
FROM 30TH JUNE TO 1ST SEPTEMBER.**

\*The Uniform Direct shop is located opposite Subway and should not be confused with another uniform supplier located on the corner of Charles Street, which does not stock our uniform.

## During Term Time

The only **new items** of uniform held on Campus are ties. (£6 each).

**We also have limited supplies of some second-hand items which are available on request. There is no charge for these items, but a money donation would be gratefully received.**

# Travelling to Campus

## Walk

This is, of course, the best way for students to get to school—its good for their health and wellbeing, has no impact on CO<sup>2</sup> emissions, and minimises congestion outside the campus entrance.

## Cycle

We provide bicycle racks where students can leave their bikes during the day. We encourage all students to lock their bike securely to the rack. Students must not cycle on the campus for safety reasons. Students must walk with their bike when entering and leaving the campus.

## By Car

If you have to bring your child to campus by car, be considerate to other road users by not blocking access to the campus entrance. **Parents/Carers are not allowed on campus to drop off or pick up their child at the start/end of the school day.**

## School Bus

It is the responsibility of parents/carers to organise transport to campus for their child. However, as we welcome students from a wide area, we organise several fee-paying services to assist parents with these arrangements. Students are dropped off and picked up in the campus grounds. Students are issued with a photo ID bus pass and replacements cost £5.00. These can be ordered online via Arbor or paid for by cash at reception.

The key areas and routes our buses currently cover:

**Desford / Kirby Muxloe / Glenfield**

**LFE / Kirby Muxloe / Glenfield**

**LFE/Braunstone / Western Park/ New Parks / Glenfield**

**Markfield / Newtown Linford / Anstey**

For more information on routes and prices, please refer to the Transport section on our website.



## Leicestershire County Council Transport

Some students are eligible for free transport. This can be due to a number of reasons such as a family's circumstances, a child having special needs or the distance travelled to school. If you think your child might be eligible for free transport please contact LCC's Passenger Transport Department on 0116 305 0002 [transportassessments@leics.gov.uk](mailto:transportassessments@leics.gov.uk)

# Communications

With Students: A student bulletin is read out during tutor time each morning, which contains useful information for students about events and activities in school.

With Parents/Carers: BGLC uses **email** as our primary means of communication between the campus and parents/carers. Emails may be sent directly from google or via Arbor, for which parents are issued with a login and password.



The dashboard is the first screen that you will see when you log into Arbor. This gives a quick glance of the student's daily timetable, behaviour points, meals, notices, current attendance and progress.

- Student profile - this can be accessed by clicking the **View Student Profile** button on your homepage. This allows you to see basic information about your child, and highlights any unread notices or actions needing to be completed. You will be able to amend details such as your contact details, medical information, consents, dietary requirements or allergies, and so on.
- Accounts - this section loads the student's current Meals and other top - up account balances.
- Statistics - this section shows information about the student's attendance, achievement and behaviour points and progress statistics for the current term.
- School Shop - this section includes learning resources, replacement ID cards/ties, trip deposits, equipment for learning and other ad hoc payment items.

## Payments

### Catering

The campus operates a cashless system for students purchasing food and refreshments. Adding money to a student's lunch account is a simple online process on Arbor and the preferred method.

Students scan their ID card at the catering till to record their purchase each day so it is important that every student has their ID card. If this card is lost, a replacement costs £5. These can be ordered through the school shop on Arbor or with cash from reception. Any student without an ID card is sent to the back of the queue.

### Other Items

For payments such as trips/resources/activities, these can also be made via Arbor.

# Medical Conditions and Medication



## Students with Medical Conditions

If your child has a medical condition, please ensure that it is specified on their admission form, a meeting will then be arranged for you to come to campus to meet our First Aid Lead and an Individual Health Care Plan will be put in place, if required.

Parent/Carers are responsible for ensuring that students who have been diagnosed with Asthma must carry their own inhaler with them at all times. We also encourage students to bring in a spare, named, in-date inhaler, which can be kept in the main Campus Reception.

Students who have been prescribed an Adrenaline Auto Injector (AAI) must carry their own AAI with them at all times, [two, if this is what has been prescribed], including for trips, PE and away sporting fixtures. In addition to this a spare, named, in-date, AAI can be kept at Campus Reception.

An Emergency Action Plan must also be completed by the prescribing doctor and this will need to be in school before the student starts. Parents/Carers are responsible for checking all medication is in-date.

For further information, please see our Supporting Students with Medical Needs Policy and Procedure 2023-2025, on our website.

Please do not hesitate to contact the First Aid Lead, Beth Morrison, if you have any questions about medication in school email: [bmorrison@brookvalegroby.com](mailto:bmorrison@brookvalegroby.com).

## Student First Aid

We have a team of qualified first aiders to provide care to our students. If they are able to, a student should come to Reception to receive first aid, but of course, staff will go to them if they are incapacitated and unable to move.

## Painkillers

We are not allowed under any circumstances to issue painkillers to students - paracetamol/ibuprofen. However, you may send in your child to school with one dose per day that they can keep on their person.

## Temporary Mobility Issues

If your child incurs an injury or has an operation, whereby they have to use crutches or have limbs in plaster/brace/boot, please contact our first aid lead to arrange for a risk assessment to be carried out. This is to ensure that they can get around campus safely during their period of immobility and needs completing with parent/carers before the student returns to school.

# Care and Support for Students

## Pastoral Support

Our **Pastoral Support Team** is here to help students with a variety of issues such as support, mentoring and signposting. They also act as a close link with parents, carers, students and staff.

Heads of Years are non-teaching staff and are accessible to parents/carers for ongoing support of your child in conjunction with the tutor. If a student has any queries or concerns, their Head of Year or Tutor is the first point of contact.

## SEND Support

Our **SEND team** offers a range of support—these could include:

- In-class support
- Key workers
- Small group work
- Mentoring
- Educational psychology
- Hub Lunchtime group
- Specialist careers advice
- Autism outreach team
- Visual /Hearing impairment team
- Special considerations for public examinations



## The Learning Hub

SEND staff are based in the learning hub - a zone on campus dedicated to providing an area where SEND students can go at break and lunchtimes, and feel comfortable and supported.

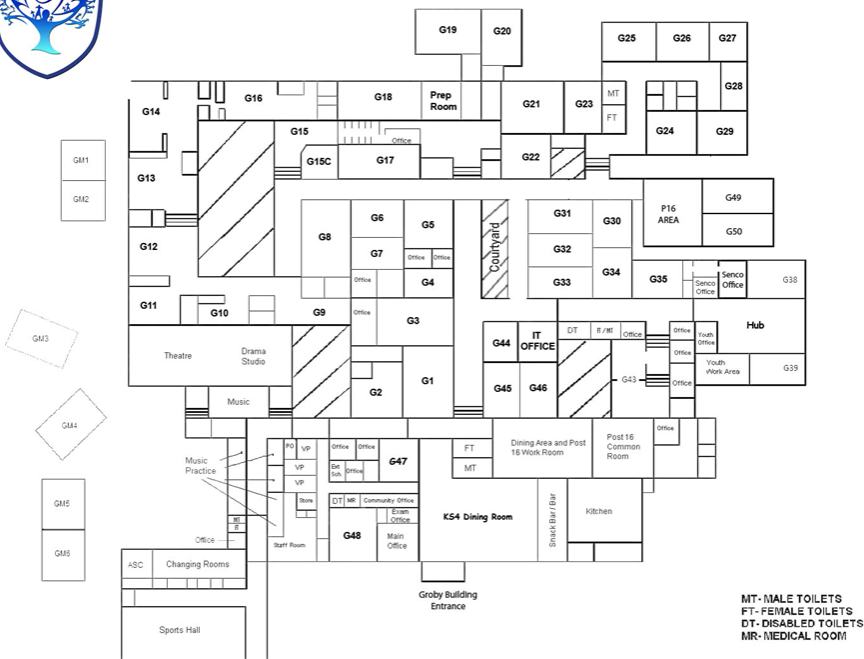
Our dedicated team of learning support assistants and SEND admin staff are available to provide support for our SEND students.

# Getting around Campus

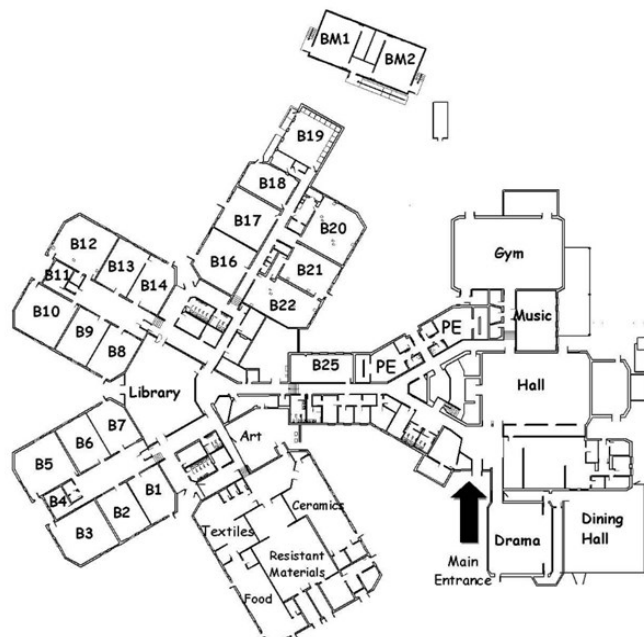
We have a large campus, but do not worry. Students are provided with a map in their organiser and soon get to know their way around. Classroom numbers are prefixed with B or G according to which building they are in.



GROBY BUILDING



BROOKVALE BUILDING



# Campus Catering

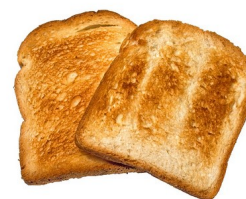
We provide healthy nutritious food, freshly cooked on our premises. Students are encouraged to use a refillable bottle for water.



**Breakfast Club** open daily from 8am to 8.35am. Selling toast, drinks and other breakfast items.

**Break** is 11.10am to 11.30am. Toast, paninis and other items are available.

**Lunch** is served between 1.30pm and 2.10pm. Students can buy a traditional hot dinner or jacket potatoes with vegetables or salad. A vegetarian option is always available.



Filled baguettes or sandwiches are also on offer. The full menus are available online and daily information is read out to students each morning.

Packed lunches can be eaten in allocated canteens. There are 4 dining areas on campus and students are directed to the location associated with their year group.



*Does your child have a food intolerance or allergy?*  
If so our Catering Manager will be happy to discuss individual arrangements for your child.  
Contact Reception for assistance.

## Free School Meals

Students eligible for free school meals use the cashless system in exactly the same way as everyone else.

Please [click here](#) for the link to the Free School Meal application form from Leicestershire County Council.

# Equipment for Learning

## LANYARD

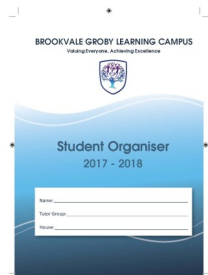
Each student is issued with a lanyard and ID badge which are both coloured according to their year group. Students are expected to wear these at all times whilst on campus (other than during PE). Green is the colour for new Year 7s (2024).



If the lanyard and ID card is lost, order a replacement for £5 from Reception or online via the school shop on Arbor.

## STUDENT PLANNER

Each student will be issued with a student diary/planner. If it is lost, we charge £2.50 for a replacement.



## BAG and PE Kit

All students must have a bag large enough to hold all equipment, including an A4 size folder. PE kit is needed for PE lessons. Please ensure that all items are named.



## STATIONERY

Students **must** bring the following basic equipment to all **lessons** and **exams**:

Black Pen      Purple Pen      Calculator  
Pencil          Ruler



## STATIONERY FOR SALE

At Reception we hold a stock of basic stationery items—pens/pencils/erasers/rulers.

These are available to purchase at break or lunchtime.

As most items are 10p or 20p, we take cash for these.



## Other Resources

Revision guides and other learning aids are available through school, at discounted prices. These will be advertised to parents/carers by letter, to include the details of the item and how to make payment via Arbor.



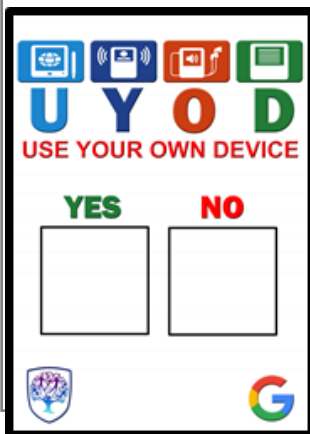
# Student Information Posters

The following information is on display in classrooms to remind students of our expectations

## No Phone Zone

Mobile phones must not be visible or switched on at school between 8.30am and 3.10pm. This includes mobile devices such as watches that are also mobile phones.

We do, however, have a Use Your Own Device policy. This means that, at the discretion of the teacher, we do allow students to use their own device for a specific learning activity, when instructed. This poster is used in all classrooms as an indicator for students.



## Campus Code

### Students must:



- Arrive on time to lessons
- Listen to the member of staff without interrupting
- Follow instructions without argument
- Sit where they are told to sit
- Keep shirts tucked in and ties on at all times
- Bring the correct equipment to all lessons (contained in a bag that will hold A4 folders)

### Students must not:



- Eat or drink in lessons (bottled still water allowed dependent on subject)
- Wear outdoor clothes in the classroom
- Wear a hat inside the building
- Smoke **ANYWHERE** on campus

#### YEARS 7, 8 9

- Wear makeup in school
- Have mobile phones out between 8:30am – 3:10pm

#### YEARS 10, 11

- Apply makeup in lesson time
- Have mobiles out between 8:30am – 3:10pm

## Notice of Confiscation Procedure

If seen in lessons, the following will be confiscated until the end of the school day:

- Mobile phones
- MP3/iPod
- Headsets
- Makeup/Mirror
- Any other items not relevant to the lesson





If confiscated a second time, your parents will be required to collect them

**Keep them out of sight**

# Student Information Posters

## UNIFORM AND BEHAVIOUR POLICY

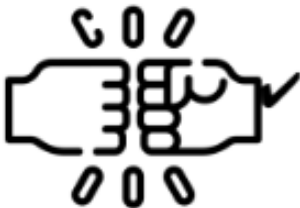
	<ul style="list-style-type: none"><li>✓ Black school trousers or black pleated school skirt</li><li>✓ Plain white shirt – tucked in</li><li>✓ School Tie</li><li>✓ School jumper (not PE hoody)</li><li>✓ All black shoes – no coloured logos</li></ul>
	<ul style="list-style-type: none"><li>✓ Black socks no logos</li><li>✓ Lanyard</li> <li>✓ One pair of small earrings</li><li>✓ Subtle make-up (no fake lashes/nails)</li></ul>



✓ We are polite. We say good morning and thank you.



✓ We are kind to others in our words and actions.




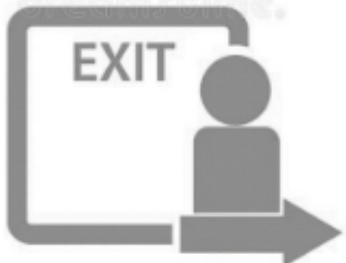
✓ We respect each other and our differences.



✓ We speak out and challenge when we hear things that are not right.

# Student Information Posters

## CLASSROOM ROUTINES

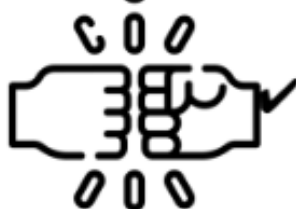
	<ul style="list-style-type: none"><li>✓ Enter classroom quietly</li><li>✓ Coats off</li><li>✓ Equipment out</li><li>✓ Stand silently behind your chair</li><li>✓ Uniform checked</li><li>✓ Greet the teacher</li></ul>
	<ul style="list-style-type: none"><li>✓ Pack away quietly and quickly</li><li>✓ Stand behind your chair silently</li><li>✓ Student of the lesson</li><li>✓ Thank teacher</li><li>✓ Exit classroom in an orderly fashion</li></ul>



✓ We are polite. We say good morning and thank you.



✓ We are kind to others in our words and actions.



✓ We respect each other and our differences.



✓ We speak out and challenge when we hear things that are not right.

# Homework, Student Planners and Knowledge Organisers



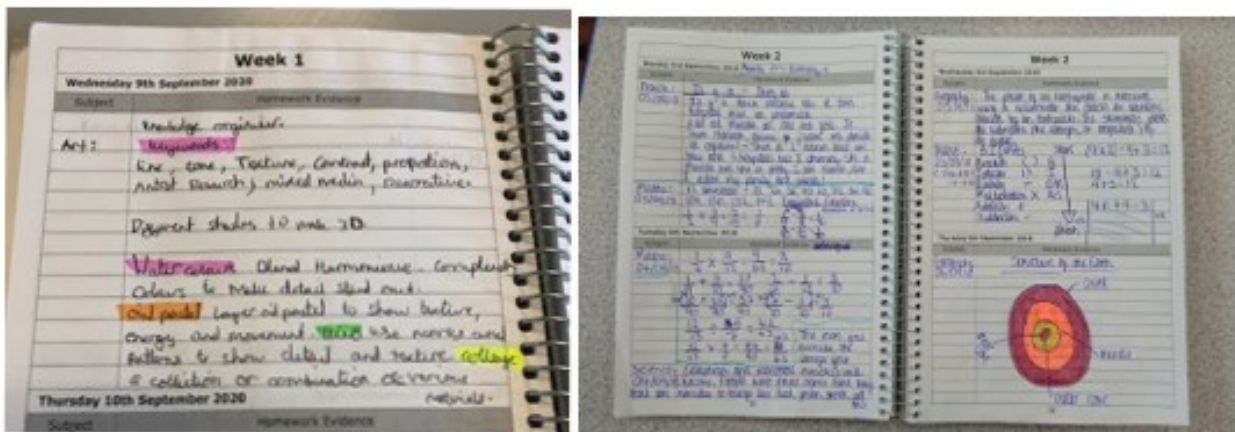
## KS3

In Years 7 - 9, you will be expected to complete daily homework activities to support your learning. As a minimum, you will engage in **20 minutes of Maths, 20 minutes of Reading and 20 minutes of a Knowledge Organiser self-testing activity** per school day. You may be set additional tasks depending on the needs of your subjects.

**Maths:** You will be set a minimum of one Hegarty Maths task per week in addition to a section to revise from your Knowledge Organiser. Additional tasks will be set by the class teacher to further support your learning.

**Reading:** Each week you will need to record details of your reading in your Student Planner. You have the freedom to choose what to read. However, form tutors, librarians and English staff will be happy to help with resources and recommendations.

**Knowledge Organisers:** All subjects will issue Knowledge Organisers and will direct you to relevant sections to work on each week. You will be expected to complete self-testing activities which need to be evidenced in your planner and will be checked by tutors on Monday mornings and subject teachers on a frequent basis. Here are some examples of self-testing in student planners:



Students may also choose to show their tutors evidence of additional self-testing in other exercise/note books. Teachers may also direct students to apps and websites.



# Google Applications

At Brookvale Groby Learning Campus, you may find that you'll be asked to use some Google applications to support your learning. Below are some of the most common and what they do.



## Google Drive

Google Drive is the place that you will be able to store any work you do using Google applications. It means all your work is stored in the cloud and you can access it from anywhere. Google Drive allows you to store documents, images, video and music.

## Google Docs

This is Google's word processor. It allows you to create documents electronically that can be shared between classmates and teachers. It's an easy way to write assignments and essays and share with your teacher from anywhere.



## Google Sheets

This is Google's spreadsheet application. It allows you to store data, create graphs, use formulas to analyse data and much more. Just like Docs, it can be worked on anywhere and can be shared with others.

## Google Slides

Presentations are often an important part of the work you will do at BGLC. Slides will allow you to create slide presentations to use in class as a way of presenting your findings, presenting digital work or to present in front of the class. It can be shared with others too.



## Google Classroom

This is a digital classroom that teachers will use to share work, lesson materials, revision, assignments, announcements and much more. You can find out what homework you have and even submit your work to the teacher. This is used a lot in class and for your homework.

# Online resources



Quizlet



# Classes and Timetabling

## Tutor Group

Each student is allocated to a tutor group and this is not something we will change unless there are very exceptional circumstances. We appreciate that moving to secondary school is a big deal for many of you and you might want to be in a group with all your friends from primary school. This simply isn't possible, when there are 240 students in the year group and 9 tutor groups.

## Timetable

Every student is given a printed two week timetable, showing Week A and Week B:

Details show the Subject, Key Stage, Year Group, Class Code e.g. 7R1/Ma, Room e.g. G05 and the Teacher

### Room Location

eg. BTE = beginning with B is a room in the Brookvale building, this is Textiles room

e.g. G01 = beginning with G is a room in the Groby building, this is Room 1

Students move around campus from lesson to lesson, according the subject listed on their timetable.

Example of how a Year 7 timetable will appear on the student's profile Calendar in Arbor once classes are assigned (late August):

	6 Monday	7 Tuesday	8 Wednesday	9 Thursday	10 Friday
08:00					
08:40-09:10	08:40-09:10	08:40-09:10	08:40-09:10	08:40-09:10	08:40-09:10
09:00	09:15-10:10 Maths (KStg3): Year 7: 7R1/Ma	09:15-10:10 Geography (KStg3): Year 7: 7x/Gq3	09:15-10:10 Music (KStg3): Year 7: 7x/Mu3	09:15-10:10 Geography (KStg3): Year 7: 7x/Gq3	09:15-10:10 English (KStg3): Year 7: 7R1/En
10:00			10:15-11:10 Spanish (KStg3): Year 7: 7XA/Sp	10:15-11:10 Maths (KStg3): Year 7: 7R1/Ma	10:15-11:10 French (KStg3): Year 7: 7XA/Fr
11:00			11:35-12:30 Citizenship (KStg3): Citizenship (KStq3)	11:35-12:30 Drama Graphics (KStg3): Year 7:	11:35-13:30 Tech and Art (KStg3): Year 7: 7XR/Ta
12:00			12:35-13:30 Science (KStg3): Year 7: 7x/Sc3	12:35-13:30 PE (KStg3): Year 7: 7x/Pe3	
13:00					
14:00	14:15-15:10 Computing (KStg3): Year 7: 7x/Cp3	14:15-15:10 Science (KStg3): Year 7: 7x/Sc3	14:15-15:10 Maths (KStg3): Year 7: 7R1/Ma	14:15-15:10 English (KStg3): Year 7: 7R1/En	14:15-15:10 Science (KStg3): Year 7: 7x/Sc3
15:00					

Maths (KStg3): Year 7: 7R1/Ma

Course : Maths (KStg3): Year 7:  
7R1/Ma

Date : Mon, 06 Mar 2023

Time : 09:15 - 10:10

Room : G05

Staff : Stephen Taylor-Fox

# Frequently Asked Questions

## If a student loses their belongings what should they do?

Come along to one of the hatches at Reception during break or lunch time and staff will check the lost property stock. **Parents/Carers - please ensure all your child's belongings are named so the Reception team can re-unite items with their owner.**

## What should a student do if they feel ill or are injured?

Students should come to Reception (or a First Aider will come and see them if it is not safe for them to move). They will then be assessed and treated and if they need to go home, one of the Reception team will contact their Parent/Carer. **Students should not contact parents themselves please.**

## How do I notify the school that my child has an appointment in school time (medical/dental etc.)?

By phone: 0116 2879921 - choose option 1 for Attendance.

By email: [Attendance@brookvalegroby.com](mailto:Attendance@brookvalegroby.com)

## How do I notify the school that my child is ill and is unable to attend?

By phone: 0116 2879921 - choose option 1 for absence.

By email: [Attendance@brookvalegroby.com](mailto:Attendance@brookvalegroby.com)

**Please notify us by 9.30am, otherwise an email message will be sent to the Primary Carer to enquire about your child's absence.**

## Do you have lockers on campus for students to use?

Sadly no, as we have almost 1500 students we do not have capacity to provide lockers for them. Students need to carry their belongings with them.

## How do I get an urgent message to my child when they are at school?

Please phone Reception, 0116 2879921 - choose option 3, and speak to a member of the office team. We will get a message to them. **Please do not text or phone them directly as students are not allowed to use their phone.**

# School Contact Information



## General Enquiries

School Reception Office: 0116 287 9921  
*reception@brookvalegroby.com*

## Transport/Uniform/Admin queries

Student Services: Alison Hardy 0116 287 9921 ext 278  
*ahardy@brookvalegroby.com*

## Medical Queries

First Aid Lead: Beth Morrison - 0116 2879921 ext 239  
*bmorrison@brookvalegroby.com*

## Head of Year—Pastoral

Our Heads of Year move up each year with their year group, other than Mrs Rumming who remains as Head of Year 7.

Tina Rumming—0116 287 9921 ext 234  
*trumming@brookvalegroby.com*

## Attendance

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

## SEND/Learning Support Queries

SEND/CO Michelle Tointon - 0116 2817054  
*mtointon@brookvalegroby.com*

## Finance/Catering Queries

Business Director: Helen Smart  
*hsmart@brookvalegroby.com*

**Our Motto: Work Hard, Be Kind**