



**IMPORTANT
INFORMATION
FOR PARENTS OF
YEAR 9**

2021-2022

Aspire and Achieve

Progress Leader: Mr Briggs

Pastoral Support Worker: Mrs Lumb

Beginning Year 9 is an exciting time for our year group, and I am looking forward to working with you all to help you to achieve your potential.

After such a strange year it is important that we return with positivity and optimism about the year ahead.

A new year means a new start and a chance to show an increased level of maturity towards school and your learning. Our high standards of work, behaviour and uniform, both in and outside of the classroom and the way we support each other as a team, will prove to be a sound basis upon which to build and ensure success.

Year 9 offers so many opportunities and choices. It is vital that you use the information and advice on offer to allow you to make the right decisions. The choices you make this year may affect your future so do not take them lightly.

The GCSE courses begin in June so it is essential that we prepare for these challenges as soon as we start the autumn term in September. The past two years have proven to be extremely positive and I am confident that we, as a year group, will continue to work in the same way.

Thank you for your continuing support.

Mr Briggs

Form Teachers

9L Miss K Cross
9E Miss Galvin
9A Mr Keegan
9R Miss L Taylor
9N Miss Huggett
9S Mr Nortcliffe
9T Mrs Temelkovski
9U Mrs Wardlaw
9D Mr McPhail
9Y Miss Meura

Attendance

Attendance is vital to learning and is checked daily to ensure absences are quickly spotted and, if necessary, investigated. If you are unable to attend school, please ask your parent/carer to telephone reception on 01422 374791 to give details, leave a message on 01422 328926 or email absence@bbs.calderdale.sch.uk

On your return to school, you must catch up on any work that you have missed. Our attendance target is 97% and most students achieve this figure.

Punctuality

Always make sure you are on time for registration and for the start of lessons.

- Registration is at 9am and 1.40pm. If you do not arrive on time, you will be marked late.
- If you arrive late you must go to reception and sign the lates book – you must NOT go straight to lesson.
- If you are late without a valid reason you will serve a lunchtime detention.

Holidays/Absences

Government guidance states that schools should only authorise an absence if there are exceptional circumstances. For your information the Department for Education guidance says:

*“Headteachers have the discretion to grant leave, but they should **only do so in** exceptional circumstances. If a headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. **This leave is unlikely, however, to be granted for the purposes of a family holiday.**”*

Parents are requested to avoid booking holidays during term time. If a request for an absence is made, parents must explain (in writing) what these circumstances are. All requests are now considered by the Deputy Head.

Lunchtime

All meals, whether it is a school dinner or packed lunch, must be eaten in the dining hall, small hall or outside. **All students** are expected to eat their lunch on school premises.

Temporary school closure

This happens rarely but may be necessary for a number of reasons, for example heating failure or bad weather. If the decision is taken to close the school, the Headteacher will inform students and, if possible, parents - usually through the local media (Radio Leeds). Students will not be released unless parents know about the closure and give permission for them to leave school premises.

Safety

We believe that all children have the right to be provided with a safe, clean, secure and supportive environment in order that they are able to thrive and develop into mature and responsible adults. It is our duty as adults and as professionals to provide this and to support and challenge families to achieve this. It is at the core of everything that we stand for.

The welfare of our students is paramount and all members of staff in the school have a responsibility to report anything that might indicate that a child may be at risk of or suffering significant harm.

As outlined in DfE guidance, the school reserves the right to search students and confiscate any prohibited items, for example weapons, alcohol, illegal drugs, tobacco and cigarette papers or stolen items. This also applies to any item where a member of staff has reason to believe that it may be linked to a criminal offence, eg a mobile phone containing indecent images.

Problems and Help

If you have a problem, always ask for help. There are lots of people in school you can talk to - teachers, your Form Tutor, Progress Leader, Pastoral Support Worker or the Health Care Assistants, circumstances allowing.

- If you've lost something - see the Health Care Assistants Mrs Bell or Mrs Brearcliffe.
- If someone is being unpleasant - talk to your Form Tutor or a teacher.
- If you don't understand your homework - see your subject teacher or try Homework Club in Learning Support.
- If you don't feel well - Go to the Medical Room. If this is locked, try Reception.

Safeguarding

Keeping safe and staying safe is very important. If you have a personal safety worry about yourself or a friend, you can talk to your Form Tutor, Progress Leader or a member of the Safeguarding Team – Mrs Puddephatt, Mr Tague, Mr Ball, Mrs Shenton, Mrs Leonard or Miss Potter.

If you require additional wellbeing support or help, please refer to the school website for the full range of support available.

Health

If you feel unwell or have an accident you must tell a teacher straight away. You will then be sent to the Medical Room, circumstances allowing. If you are too ill to stay in school or if hospital treatment is necessary, your parents will be contacted to make suitable arrangements. Under no circumstances should you leave school or go home without permission from your Progress Leader.

- Please note that Paracetamol is **not** provided within school. However, in some situations the Health Care Assistant may administer Paracetamol to students, but only if **prior written** consent is provided. This can be done either in a letter to the Health Care Assistant or e-mail, to admin@bbs.calderdale.sch.uk. **This is a**

LEGAL requirement and without written permission, medication cannot be given. Unfortunately, verbal permission is not adequate.

- If you are aware your child may require pain relief or needs to take prescription medication during school hours, the Health Care Assistant will store this in a secure cabinet. All medication must be sent with written consent, in the original box and in respect of prescription medication, with the chemist's label clearly showing your child's name and the dosage information.

Doctors/Dentists

If you have to leave school premises for a medical or dental appointment you must bring a note from your parents and get it signed by your Progress Leader. Before you leave you must show the note at reception and sign out. If you return later, remember to sign back in.

Expectations

At the Brooksbank School we have high expectations of your work and behaviour which will help build and sustain your sense of confidence and self-worth.

Equipment

You are expected to arrive for lessons with all the correct equipment:

- Pens
- Scientific calculator
- School bag
- Pencil
- Ruler
- PE kit – when appropriate
- Reading book
- Knowledge Organiser
- Planner

Knowledge Organiser

The booklet should be brought to school every day and students should try at least five sections for homework each week. The booklet should be signed by parents and will be checked regularly by teachers.

Uniform

We expect all students to maintain our high standards of uniform by following our simple dress code. **For full details of our uniform please see the Uniform Leaflet.** If you or your parents are unsure about the rules concerning any aspect of our uniform or rules concerning appearance, please check with your Progress Leader.

You must wear correct school uniform:

- School jumper – this **MUST** be worn in the building – students should ask staff if they wish to take it off during the lesson.
- *Plain black skirts - should be **appropriate for school in terms of length, design and material**. They should be approximately knee-length. They should not be tubestyle or made of Lycra-type material. *Plain black school trousers (no visible fashion label) – the current fashion trends/extremes (leggings/skinny legged etc) are not acceptable. Jeans or jean-type trousers are **NOT** allowed. *These items can be purchased from the online shop.
- Plain black school shoes **ONLY**, leather or leather effect to be worn. They should be suitable for a busy working environment. (No boots, ankle or otherwise, trainers, canvas pumps/canvas shoes of any description, **no logos**, colours/stripes.)
- One pair of stud earrings (not ear-stretcher or similar type) and a plain wristwatch are the only form of jewellery allowed. No other piercing is permitted, including nose

studs – stating that the hole will heal up is not a reason for a students to keep a piercing in against school rules.

- Hairstyles – no extremes of fashion (either colour or design) are allowed. If unsure, please contact school **before** a visit to the hairdresser. Only natural colours are allowed.
- Mobile phones are tolerated in school but not encouraged. If such devices are brought to school, they may **only be used outside at break and lunchtimes**. If they are spotted inside school, they will be confiscated and stored in a safe place until their return at the end of the day. If this happens on more than three occasions it may be confiscated for longer and parents contacted about its return.
- Make-up will be tolerated if kept to a minimum. If it is judged to be excessive, students will be asked to remove it. **Nail varnish and false eyelashes should not be worn. Acrylic /shellac nails are not allowed.**

Behaviour and Conduct

At Brooksbank we have high expectations of your behaviour and personal conduct. You are expected to be courteous and considerate of others at all times. Students are expected to follow the school rules and Code of Conduct to ensure we have a happy, safe and well-ordered community.

Detention

In Year 9 there will be **after school** detentions for inappropriate behaviour or learning approach. We will where possible give notice of this. To be placed in detention is a serious matter and logged on student's behaviour record. We hope it enables students to reflect on their work and behaviour and to avoid making mistakes in the future.

Outside school

When students are on their way to or from school, we expect the highest standards of behaviour. We expect them to be polite and use appropriate language and behaviour, both on buses and in the community around school. Any out of school incidents which are reported – and where students are not under adult supervision - will be looked into.

E-mail

As a school we are making greater use of email and mobile phones/texting to communicate with parents. This allows us to email information about a range of things, especially during the current coronavirus pandemic, and including school trips, payment deadlines, reminders about parents' evenings, etc.

Target Setting and Review

On two occasions throughout the year subject staff will enter data on students' Learning Approach, Homework and Organisation and Progress. This data will be sent home to parents/carers and an additional copy will be issued to students.

Homework

Once or twice a week	Once every week	Once every week
English	Geography	Art
Maths	History	RE
Science	Technology	Music
	Modern Foreign Languages	*ICT as appropriate*

Curriculum Information

Exam preparation

The Year 9 exams will be in January and will be an important indicator as to what subjects students choose in the summer. It is important that they are well prepared so full attendance at school and thorough revision is necessary.

Extending the Curriculum

There will be an opportunity for students to participate in several trips this year as a reward for effort grades, good teamwork and gaining credits in recognition of good work. There are also numerous after school clubs and sports for all students to join. Research carried out in school tells us that students who attend extra-curricular clubs are more confident and successful in the classroom and later in their chosen careers.

Careers Education and Guidance

In Year 9 the careers programme centres on the Progress File. This is a folder that records student successes in school and helps to set targets and plan for the future. Students will be looking at option choices and also introduced to the Careers Library and shown how to retrieve information.

Careers staff are always on hand to help and advise you and the Careers Library is open every day, the best time to pop in would be during lunchtimes.

The Careers Adviser will be available on the Guidance Evenings.

Guidance for GCSE Courses

In February you will receive a guidance booklet which explains the choices which are open to you and describes the courses you would follow in each subject. The January Parents' Evening gives a chance for parents to discuss your progress with your teachers, and the opportunity for you and your parents to find out from your teachers how well they think you would cope with examination work in the different subjects.

At an interview shortly afterwards, you will have an interview and opportunity to discuss your choices and circumstances allowing, parents are invited to attend to support you in making the correct decisions.

Once you have chosen your course you will not be able to change your mind unless there are exceptional circumstances.

Rewards

You can receive credits for many different aspects of your life in school, attendance, correct equipment, learning approach, citizenship activities, good work in lessons, high quality homework etc.

Positive action will gain you credits. Your credits will be added up regularly throughout the year. There will also be a termly draw and an end of year reward, details of which will be published later in the year. Forms with the most credits are rewarded each half term with a free lunch.

We also celebrate success in Achievement Assemblies and our annual Prize Giving Evening where nominated students will receive prizes.

Exceptional effort is also rewarded following our Target Setting and Review sessions held three times over the year.

SCHOOL TERM DATES 2021/22

	CLOSE	OPEN
Term commences		Tuesday 7th September 2021
Autumn Half Term	Friday 22 nd October 2021	Tuesday 2 nd November 2021
Christmas	Friday 17 th December 2021	Tuesday 4 th January 2022
Feb Half Term	Friday 18 th February 2022	Monday 28 th February 2022
Easter	Friday 8 th April 2022	Monday 25 th April 2022
May Day	Monday 2 nd May 2022	
Spring Bank	Thursday 26 th May 2022	Monday 6 th June 2022
Summer	Friday 22 nd July 2022	
Staff Training Days	Monday 6 th September 2021 Friday 1 st October 2021 Monday 1 st November 2021 Monday 25 th July 2022 Tuesday 26 th July 2022	