



**IMPORTANT  
INFORMATION FOR  
PARENTS OF  
YEAR 10**

**2021-2022**

*Aspire and Achieve*

## Progress Leader: Mr A Smith

### Pastoral Support Worker: Mr Wilson

#### Welcome to Year 10!

Year 10 is an extremely important and challenging year. You may need **help, advice, and support** with the challenges that GCSE courses will present. We will do all we can to provide this support at school. You must make sure that you work hard and seek help and support when you need it. The start of your GCSE courses needs to be positive, and you need to make sure you get off to a flying start and avoid falling behind with coursework and homework. The next two years will fly by, and you need to make sure that you make the most of the time you have. Your attendance, punctuality and learning attitude will be more important now, than ever. Don't hope for it, work for it!

The key to success is:

- **Completing coursework to deadlines**
- **Being organised and having the correct equipment every day**
- **Not losing coursework and important pieces of work**
- **Attending school at all times**

Mr A Smith

#### Form Teachers

10L Miss Barlow  
10E Ms Goacher  
10A Mrs Webster  
10R Mr Kenyon  
10N Miss Hynes  
10S Mr Lomas  
10T Mr Westwood  
10U Miss Davenport  
10D Mr Webb  
10Y Mrs Hafeez

## 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](mailto: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](mailto: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
- Pencil
- Reading book
- Scientific calculator
- Ruler
- Knowledge Organiser
- School bag
- PE kit – when appropriate
- 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 attached.**

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 tube-style 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 student 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 must be 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 student 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.

## Outside school

When students are on their way to or from school, we expect the highest standards of behaviour. We expect you 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 investigated.

## 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. It is also particularly useful during Year 10 and Year 11 for us to remind you of upcoming external exams and Non-Educational Assessments.

## Target Setting and Review

Three times per 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.

## Advice to Students

At the beginning of Year 10 you will be set **minimum target grades** for every subject you are taking. This information is based on your previous three years' work. Every time you will receive a progress and learning approach grade, you should check it against your target grade in that subject to see if you are working hard enough and at the right level. Be honest with yourself about how hard you are working and how much time you are putting in to your work at home. If any of your learning approach grades are below 4 then it strongly suggests that you could improve your eventual grade by working harder and finding more time to do school work at home. You will not get a grade 4 in KS4 for just being pleasant and polite; you must meet set criteria, which is different to that in KS3 and reflects the additional learning approach required for success at GCSE.

## Coursework

Some subjects have a significant percentage of marks for coursework or a special assignment or project.

Your teachers will give you plenty of guidance about this. Some subjects produce separate leaflets about major projects.

Remember it is your responsibility to:

- Make sure that you do your coursework in plenty of time and that you do your best work.
- Hand your coursework in on time – your teachers will give you details of the deadlines.

For our part, in accordance with the Code of Practice for Coursework and external qualifications, The Brooksbank School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understandings and skills.
- Staff responsible attend training sessions.
- Work is carried out to the specification of the exam boards.

## Homework

Twice a week (minimum)	Once a week (minimum) – all other subjects
English	
Maths	
Science	
Modern Foreign Languages	

## Careers and Education Guidance

Your form period work will include a careers programme and individual research sessions using the facilities in the Careers Library. You will also receive individual help from your form tutor, Careers Adviser and the Careers Co-ordinator.

Along with your form tutor, Mrs Booth organises the careers work you do in form period. The careers adviser works alongside your form tutor and Mrs Booth to offer you specialist help and guidance. She also offers "drop-in clinics" at lunchtimes in the Careers Library, which is in the LRC.

Your parents will support you in helping you to decide about your future and in making your decisions. They will listen to your reasons for choosing a particular path, help you

investigate alternatives and get support from specialist advisers. They can take the opportunity to speak to careers staff at parents' evenings and go with you to open evenings. By being aware of the following dates and deadlines, your parents can help you plan for the next stage in your life.

### Careers Dates to Remember

September	Career's programme is integrated into the Form Period (see Progress Files)
October & November	Year 10 students begin to explore a variety of career routes with the help of form tutors
May	Year 10 Parents' Evenings

### Exams

At the end of Year 11 students will take **all** their GCSE external exams. The dates of external exams are fixed nationally by the exam boards and we have no control over them. If students miss an exam for any reason, we cannot re-arrange it for a different date – the only option is to re-sit it a year later. The timings of the final exams in Year 11 can vary. Again, it is vital that students check the dates of their final exams with subject teachers.

### Coursework (Cwk), Non-Examination Assessments (NEA) and Onscreen Tests

During the next two years students may be required to take a number of Coursework (**Cwk**) and/or Non-Examination Assessments (**NEA**) and/or Onscreen Tests depending on which KS4 programme they study. The results of these assessments count towards a student's final grade. The timing of these assessments will depend upon each department and will be spread throughout the time of the two-year programme. It is vital that students **check the dates and times** of their Coursework (Cwk) and Non-Examination Assessments (NEA) and Onscreen Tests with subject teachers and make themselves available for **ALL**.

### 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 students 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

<b>Term commences</b>	
<b>Autumn Half Term</b>	Friday 22 <sup>nd</sup> October 2021
<b>Christmas</b>	Friday 17 <sup>th</sup> December 2021
<b>Feb Half Term</b>	Friday 18 <sup>th</sup> February 2022
<b>Easter</b>	Friday 8 <sup>th</sup> April 2022
<b>May Day</b>	Monday 2 <sup>nd</sup> May 2022
<b>Spring Bank</b>	Thursday 26 <sup>th</sup> May 2022
<b>Summer</b>	Friday 22 <sup>nd</sup> July 2022

### OPEN

Tuesday 7 <sup>th</sup> September 2021
Tuesday 2 <sup>nd</sup> November 2021
Tuesday 4 <sup>th</sup> January 2022
Monday 28 <sup>th</sup> February 2022
Monday 25 <sup>th</sup> April 2022
Monday 6 <sup>th</sup> June 2022

### Staff Training Days

Monday 6 <sup>th</sup> September 2021
Friday 1 <sup>st</sup> October 2021
Monday 1 <sup>st</sup> November 2021
Monday 25 <sup>th</sup> July 2022
Tuesday 26 <sup>th</sup> July 2022