



**IMPORTANT
INFORMATION FOR
PARENTS OF
YEAR 11**

2021-22

Aspire and Achieve

Progress Leader: Mrs Bassinder

Pastoral Support Worker: Mrs Tordoff

Year 10 was a very strange year – it was not what anyone expected. However, there have been some amazing achievements along the way. One student raised a considerable sum for the local hospice and other students were helping provide food parcels at the local hospital, as well as working hard to attend all lockdown lessons. There were various performances at the beginning of the year and all students involved were fantastic and had a brilliant time.

You will find that Year 11 is a very demanding and short year. It is vital that you work hard, organise yourself well and keep up to date with coursework and homework. Regular attendance is also vital in achieving success; you should be aiming for at least 97%.

Coursework is an essential component in GCSE courses. Failure to submit the required coursework could drastically limit the grade you are able to achieve. At the rear of this booklet, you will find details of the coursework requirements for all subjects.

As well as working hard to ensure that you get the best possible set of GCSE grades this year, you also need to put time in to planning your **future**. Your form tutor and the careers service will support you in this. You will also find out what we have to offer here at Brooksbank in the Sixth Form. There will be an open evening, circumstances allowing, for you and your parents in November and further information will be provided in due course.

We celebrate your hard work and commitment with a prom at the end of Year 11. This is a highly anticipated event which makes a wonderful memory, so do all that you can to ensure that you are a part of this fantastic evening.

Mrs Bassinder

Form Teachers

11L Miss Kitcher
11E Miss Roberts
11A Miss Malik
11R Mrs Simpson
11N Mr Mills
11S Miss Benton
11T Mr Lee
11U Mrs Robertshaw
11D Mr Vine
11Y Miss Miskiewicz

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 paper 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 one of the drop-in sessions publicised in Departments.
- 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
- Pencils
- Ruler
- Scientific Calculator
- Planner
- Reading book
- School bag
- PE kit – when appropriate
- Knowledge Organiser

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 watch 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

In this, your final year, you want to do well and get the best possible grades, but how do you know if you are on track? Firstly, look at your Target grades. You were set a **minimum** target grade at the start of Year 10. During the first term your progress, estimated GCSE and learning approach grades from your teachers will be reviewed. You will also get the opportunity to discuss these with your form teacher who will help you to set targets for improvement.

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 Guidance and Education

A careers programme and individual research sessions will be organised for Year 11 students using the facilities in the Careers Library. You will also receive individual help from your form tutor, Careers Adviser and the Careers Co-ordinator.

How can parents help?

- Ensure the best possible attendance at school. Good attendance results will be an extremely important factor in a student's exam success. Email or phone the absence line first thing in the morning if your child is absent.
- Ensure your son or daughter prepares fully for the exam periods and begins revision in plenty of time.
- Attend parents' evenings as this is the last opportunity to meet staff before the GCSE's. Attend the open evening about the sixth form.

- Provide a warm, well-lit comfortable space for homework, away from the distractions of everyday family life, including television.
- Talk to your daughter/son regularly about their work and homework.
- Encourage and expect high learning approach grades and challenge your son/daughter to achieve demanding but realistic levels. Praise and reward them when they are doing well.
- While you can help gather evidence and materials for project work, read early drafts and give your views about improvements, DO NOT be tempted to do any of the work for them. Rather than helping it could lead to the cancellation of the exam. Teachers are required by the exam board to check that coursework is the student's own work. They do this by comparing it with work done in class.
- Support school in supporting your child.

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**.

Mock Exams – Dec 2022

These are taken very seriously in school and are used as an indication of your final performance at GCSE. They help us to produce **reference requests** for a sixth form place, a training place or a job.

You must also take them seriously and start your revision for them well in advance of the end of the autumn term. October half term is a good time to start. The more thoroughly you prepare for your mock exams, the easier you will find it to prepare for your final examinations.

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.

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	