

Welcome to Brooke Weston Academy

Academic Year 2019-2020



A valued member of the

Brooke Weston Trust





Ofsted

*'Brooke Weston Academy
provides students with an
outstanding education.'*

2011



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Welcome to your new school

I look forward to welcoming you to the Brooke Weston Academy family in September 2019. I am sure that you are very excited and enthusiastic about the challenge which lies ahead.

At Brooke Weston Academy, we understand that beginning at your secondary school is a huge change for you. No doubt you will be extremely excited and eager, but will also have some concerns about joining Brooke Weston Academy.

This booklet has been designed to give you some important information that will be helpful to you before you join us in September. There is information about the school day, uniform and equipment you will need. In addition there are also some questions that you may want to be answered. If this booklet does not answer your questions, then your tutor at Brooke Weston Academy will be ready to help and guide you when you arrive.

At Brooke Weston Academy we work very hard to educate, challenge, socialise and support our students to achieve their full potential. I hope that you will make the very best of all the opportunities that we have to offer you. I am very much looking forward to welcoming you to Brooke Weston Academy.

Mr Peter Kirkbride
Principal





Mission Statement

The skills you will learn at Brooke Weston Academy will be the foundation for your future. You will study a wide range of academic subjects and develop essential skills such as self-confidence, self-reliance and the ability to communicate. The staff at the Academy are committed to giving you the very best teaching and learning opportunities. Our school community is a safe, welcoming place where staff and students respect and support each other and always do their best.

Uniform



You will be expected to be smart and properly dressed at all times. Your full uniform must be worn during normal lessons and there is a hard wearing PE kit for all your sport and dance activities.

Jeans, cord trousers and training shoes are not part of the Academy uniform and should not be worn. Belts, if worn, should be plain, black with no studs. Underwear worn beneath white shirts should be plain white or flesh coloured. Hair should be neat, tidy and natural in colour; extreme styles must be avoided.

Any jewellery worn should be in moderation and should not present a health and safety hazard. Earrings may be worn but body piercing jewellery should not be visible. Appropriate outdoor footwear, not plimsoles, are required with the sports uniform. Please ensure that all uniform is marked clearly with your name.

There is always a great deal of sports uniform that ends up in lost property and most can be reclaimed if items are labelled clearly.

*Trousers must not be flared, bootlegged, skinny fit or of Lycra or denim. They must be straight leg, with a centre crease.



Boys' Uniform	Girls' Uniform
White shirt	White shirt (standard not fitted)
Academy tie	Academy tie
Plain black trousers*	Plain black skirt/trousers*
Plain, black leather shoes (no adornments) and black socks	Plain, black leather shoes (no adornments) and black socks
Academy jumper	Academy jumper



Boys' Sport Uniform	Girls' Sport Uniform
Track pants	Track pants
Hoodie	Hoodie
Polo shirt	Polo shirt
Sports shorts	Skorts (Skirt/Short)
Socks	Socks

Sample sizes of uniform and sportswear in all sizes will be available on the activity evenings in April together with information on placing an order for your child.

Ties are also available at the Academy and may be purchased from the Finance office.

The Academy Day



You should arrive at the Brooke Weston Academy before 08:30 and be ready for a prompt start to lessons at 08:35. If you arrive after 08:35, you will be registered as late. Your Academy day is split into 5 lessons of 1 hour and 15 minutes, with 15 minutes for breakfast and 30 minutes for lunch. The Academy is open from 07:30 daily, closing at 18:00 from Monday to Thursday and 16:05 on Friday.

If you wish to remain after 16:05 to complete extra work, work with teachers or take part in extra-curricular activities, you are expected to use our website to 'sign on' and register your presence in case of emergency or parental enquiry. Supervision before 08:15 and after 17:00 is informal and you are expected to behave responsibly.



If you are unable to behave appropriately you will be refused access to the Academy during these times.

Activity			Times
Lesson 1	Includes 15 minute breakfast taken in rotation by different classes		08:35 – 10:05
Assembly	Lower School Assembly. Monday, Tuesday, Thursday, Friday		10:05 – 10:20
Lesson 2			10:20 – 11:35
Tutor Time	Lower School Tutor Time. Wednesday 11.20am to 11.50am		11:35 – 11:50
Lesson 3	Includes 30 minute lunch taken in rotation by different classes		11:50 – 13:35
Lesson 4			13:35 – 14:50
Lesson 5			14:50 – 16:05
16:05	End of school day		16:05
16:15	Buses depart from Academy		16:15
Post 16:05	Monday to Thursday only. Private study time. Extra curricular activities.		16:05 – 18:00
Post 18:00	All students to vacate the premises by 18:00		18:00 –



Extra-Curricular Activities



There are a number of after school clubs and activities that you can take part in once you join Brooke Weston Academy. These include:

Sporting Activities

Choir

Creative Writing Group

Dance Company

Russian Club

KS3 maths

String Group

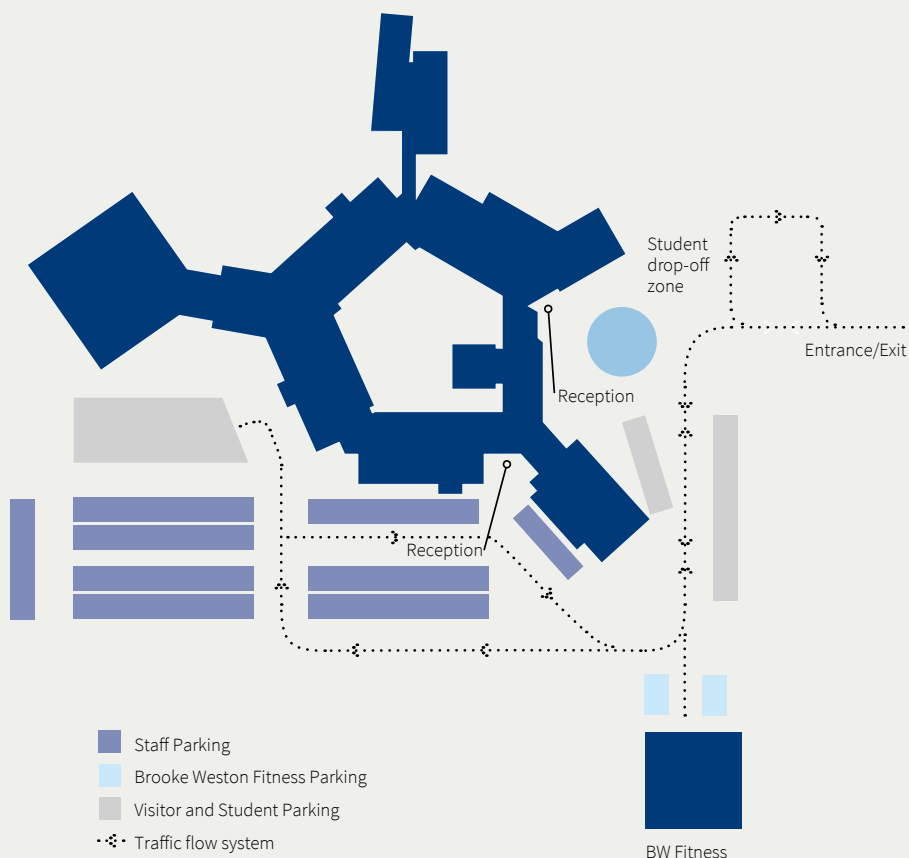
Musical

Orchestra

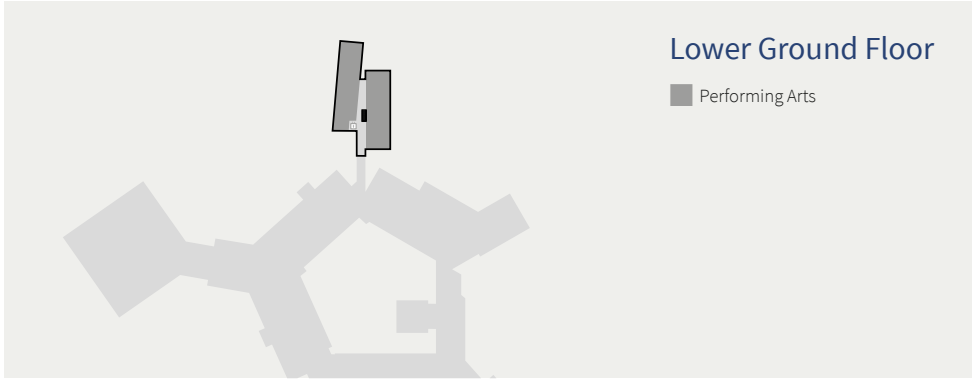
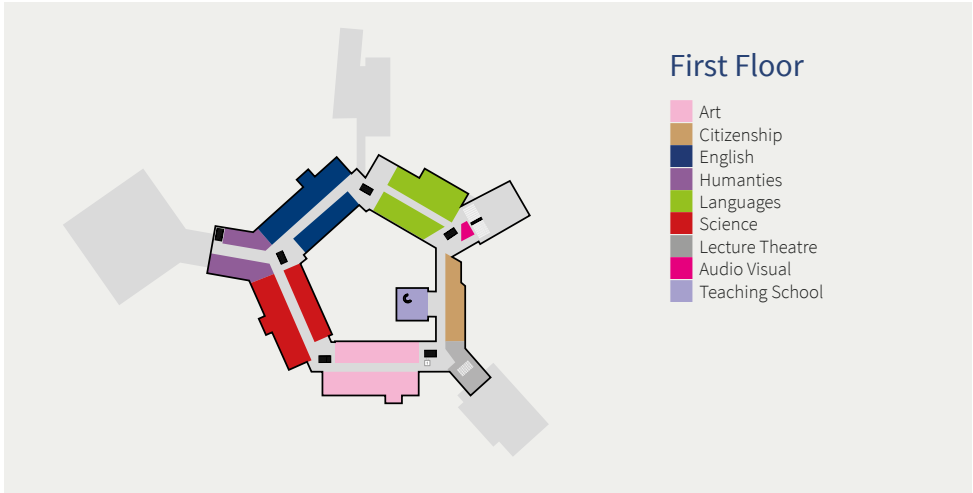
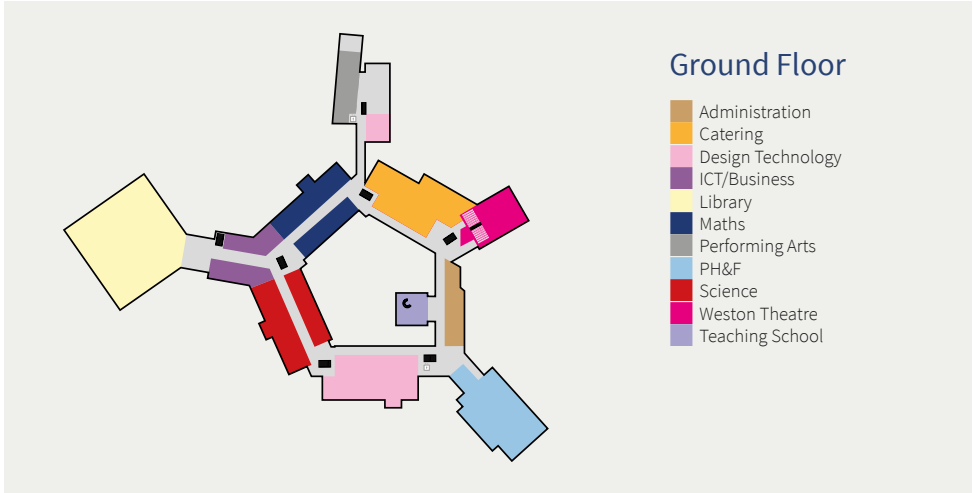
Chess Club

Homework Club

Maps – Access & Parking



- Please do not arrive to collect your child before 3.50pm
- Follow the one way system and do not park on the yellow lines, zebra crossings, coned off areas or any other out of bounds areas, for example directly outside reception
- Ensure that your parking is not obstructing others from leaving the site, for example do not stop on the zebra crossings to collect your child. This will avoid slowing down the movement of traffic
- Only use the disabled spaces if you are displaying a disabled badge. We have four spaces on site and these must be kept available for parents and visitors who need them
- Please do not use your car horn on site
- Be vigilant for those students walking and using the zebra crossings. Please adhere to speed limits and follow instructions of staff on duty.



The Role of the Tutor



Your tutor is the person that you go to if you have any worries or concerns while at Brooke Weston Academy. You will see your tutor every day at tutor time which takes place at 11.35, apart from Wednesdays when they begin at 11.20, in your tutor room. A parent consultation evening is arranged for each year group during the academic year when parents are able to visit the Academy to speak to staff.

Should your parent need to speak to your tutor at any other time, they can leave a message at reception and your tutor will endeavour to contact them as soon as possible.

Some tutors may organise tutor trips for their form and have in the past included trips to the theatre, Ten Pin Bowling, Alton Towers, Bounce and restaurants. The trips normally take place during the last few weeks of a term either after the end of the Academy day or at weekends. A charge is made for these activities determined by transport and entry costs etc.

I felt a little apprehensive about joining secondary school but I didn't need to worry as everybody here is so welcoming and friendly. I have made lots of new friends and am enjoying all of the new subjects and teachers I have.

Year 7 student





Residential trips



At Brooke Weston Academy, we believe that time spent away from home with other students and with members of staff is an important way of building relationships that make the Academy a good place to study and work. Brooke Weston Academy has offered trips to places such as Normandy, Paris, Berlin, Madrid and Costa Brava to name but a few. In Year 7 you will have the opportunity of attending a residential centre for outdoor pursuits at the Pioneer Centre in Kidderminster from 30th September to 2nd October.

Equipment & Expectations

You need to make sure that you have the following basic equipment with you each day:

Stationery: Black or blue pen, pencil, rubber, pencil sharpener

Calculator for maths lessons

Brooke Weston Academy smart card

Exercise books for each lesson

Reading book for English lessons



Smart Cards



The Academy uses a smart card system to enable a secure and safe environment for students and staff. The smart card is used:

- to register you when entering the building,
- as your bus pass,
- to purchase your meals in the restaurant,
- when you borrow books and laptops from the library.

The first issue of a smart card is supplied by Brooke Weston, with any replacement smart cards charged at £5.00 per smart card. Replacement smart cards may be ordered from the Finance Office.

When you attend the transfer day during the summer term, you will have your photographs taken for your smart card, so please ensure you wear a white shirt on transfer day.

You are expected to remember to bring your smart card with you every day as you will need it for day-to-day access.

Lockers



You will be given a locker on your first day at Brooke Weston Academy. This is where you can keep all of your personal belongings. It is your responsibility to buy a padlock for it and it is a good idea to give a spare key to your tutor to look after just in case you lose or forget yours.

Mobile Phones



Please note that if you bring your mobile phones into Brooke Weston Academy, it must be switched off and left in your locker at all times during the day.

The school takes no responsibility for mobile phones which are brought into the Academy and we advise you not to bring it in at all.

If you need to contact your parents during the school day you should go to the finance office and request that they contact them for you.

Food



During period 1, you have 15 minutes allocated for your breakfast. Similarly, you will have 30 minutes for lunch which will take place during period 3. You will be taken down for breakfast and lunch by your teacher. The in-house catering is provided by Partnership Catering. A variety of meals for both breakfast and lunch are available from the restaurant or coffee lounge.

There is a selection of cereals, fresh fruit, yoghurts and cooked breakfasts available in the morning and salads, sandwiches, filled rolls and a choice of hot meals for lunch. Menus are on display in the restaurant and on the Brooke Weston Academy website.

You are able to purchase meals using your smart card or bring in a packed lunch from home. If you wish to bring your own packed lunch you are also able to use the restaurant and coffee lounge.



Food (Information for parents)



Each smart card is individual to the student and contains information that enables payments to be recorded and credited to the account and for the cost of meals to be deducted from it.

Students are able to credit their smart card for meal purchases at either of the cash loaders which are situated outside the main entrance to the restaurant and opposite the entrance to the Library.

In due course credits will be able to be paid to students' smart cards via WisePay, a secure online payment service which allows

parents to make payments using their debit or credit cards

Your WisePay account information will be sent out as soon as it becomes available. Please note that we are unable to provide meals for students unless they are purchased using the smart card, so please ensure that your child has their smart card with them at all times.

Financial Information (Information for parents)

Please note that all students have two separate financial accounts: a Brooke Weston Academy account for general charges and a separate Partnership Catering account for meal purchases.

Brooke Weston Academy Account



Students accounts enable parents and students to purchase items from the Academy. All of these items will appear on the statement sent to you at the end of each term.

Transactions include:

- Transport
- Residential trips
- Tutor trips
- Text books
- Replacement smart cards
- Ties
- Telephone Payments
- Standing order payments
- Internet payments
- Wisepay online payments
- Any credit against cancelled charges

We are currently able to accept payments via internet banking or debit/credit card payments over the phone; please contact the Finance Office for details.

In due course your log in details for WisePay will be advised to you and you will be able to use this method of payment.

Accounts should be settled within 14 days of the statement date. If you have any queries concerning your child's account, please notify the Finance Office immediately so that they may be resolved as quickly as possible.



Wisepay



The Wisepay system gives you the ability to make payments into your son/daughter's catering account or Brooke Weston account, using a debit or credit card. Please note that your Brooke Weston statement will always be the definitive account to refer to in order to confirm any monies outstanding to Brooke Weston; WisePay is simply an alternative method of payment.

Finance Office

Students are able to make payments to their Brooke Weston Academy at the following times: 8.15am till 10.00am and 11.45 till 1.30pm and 4.05pm until 4.30pm. The Finance Office is open for all parental enquiries from 08.15 until 16.45 daily. Please do not hesitate to contact us should you require information on any Academy financial matters.



WisePay





The Wisepay system gives you the ability to make payments into your son/daughter's catering account or Brooke Weston account





Free School Meals

To register for financial assistance please contact Northamptonshire County Council direct at:

-  northamptonshire.gov.uk
-  “free school meals”
-  01604 366656
-  freeschoolmeals@northamptonshire.gov.uk

All eligible benefits are checked using the online checking system provided by the Department for Education, which connects with your benefit.

The Academy reserves the right to reclaim any Academy benefits that are overpaid as a result of any financial misinformation received.

The use of the smart card system for meals ensures total confidentiality for those students receiving meal credits. Breakfast and Lunch credits amounting to £4.25 (*subject to change) will be credited daily to the student’s account (please note that any unused credit is removed from the account daily). Should your child require any extras, such as additional drinks, extra dessert etc. which are over and above the amount of credit issued, and you will need to ensure that extra payment is made to their smart card.

Sales Statement Explained

Sales Statement

This statement is for a student's Brooke Weston Account. Details of student's catering accounts are not shown on the statement and we are unable to transfer funds between them.

Contact Details

If you have a questions.

Account Number

To identify each student, a unique Academy roll number is allocated. For identification purposes please quote the Account Number when making all payments.

Statement

List of individual transactions by date and type of payment.

Ageing Summary

Summary of transactions and confirmation of balance.

Payment Details

Payment details and registration information. Post-dated cheques cannot be accepted.

STATEMENT



Parent or Guardian of A Student
Mr & Mrs P Student
99 Corbyside Road
CORBY
Northamptonshire
NN18 1AA

From...
Brooke Weston Academy
Coomb Road
Gretton
CORBY
Northants
NN1881A

Tel: 01536 396366
Email: dfaller.brookeweston.org

Account No	12345
Date	01/01/2016

Date	Description	Our Ref.	Status	Value
01/09/2015	Balance Outstanding 01/09/2015	BWGJ8	Open	11.75
30/10/2015	Payment-Paris	BWNR47	Open	(75.00)
15/12/2015	Wisepay-Card	BWNR544	Open	(5.00)
15/12/2015	New IDCard	BWTB1173	Open	5.00
29/01/2016	Wisepay-Normandy Deposit	BWTB1971	Open	75.00
29/01/2016	2nd Charge Normandy	BWTB1973	Open	60.00
29/01/2016	3rd Charge Normandy	BWTB1975	Open	60.00

Total 131.75

	0-30 Days	31-60 Days	61-90 Days	Over 90 Days	Balance
Ageing Summary:	195.00	0.00	0.00	(63.25)	131.75

Please make payment to Bank Account: Brooke Weston Academy Sort Code: 401812 & Account No: 91329456
Please make cheques payable to Brooke Weston Academy

VAT Registration Number: 120 4612 66

Registered office: Brooke Weston Trust. Coomb Road. Great Oakley, CORBY, Northants, NN18 8LA
Registered in England No: 02400784

Version 4.0 Build 002

Total

The amount due for payment on the account. Red text in parenthesis signifies that the account is in credit. This may happen from time to time when payments are made by standing order and will balance out over the year. You can choose to make a payment even if your account is in credit, with any over payment set against future charges.





Student Absence



High levels of attendance are expected at Brooke Weston Academy and our minimum expectations are at a level of 97%. If you are ill, your parent must contact the school and let us know that you will not be attending that day.

It is also your responsibility to contact your teachers to ask them for any work that you will have missed when you return to school.

If your parent has not notified Brooke Weston Academy of your absence, they may be contacted either by telephone or letter seeking an explanation for your absence.

A text message will be sent to parents daily regarding any un-explained absence.

Your parent can contact the school by:



Phone reception on **01536 396366**



BW App for iOS or Android

FAQs

Where is lost property?

Lost property is in the Weston Theatre and is open from 08:00 – 08:30 daily. Please ensure all clothing is named to enable items to be reclaimed.

What do I do if I forget my locker key?

It is your responsibility to buy a padlock for your locker and it is a good idea to give a spare key to your tutor to look after just in case you lose or forget yours. Speak to your tutor if you have forgotten your key to get the lock cut off.

What happens if I forget my smart card?

It is important that you take care to remember your smart card as you use it to sign in, it is your library card, has details of your bus on it and it is also used to purchase your food. If you do, however forget your smart card, sign in at reception and collect a food voucher from the finance office.

What happens if I have an appointment during school time?

In the first instance, try not to! Where this is unavoidable let both reception and your tutor know, and bring in an appointment slip for your tutor which they should sign before taking to reception when leaving the Academy.

What happens if I forget my lunch?

Collect a food voucher from finance, and have it signed by a Vice Principal.

Will I get lots of homework?

You are likely to be given some homework to complete each day, but it is up to individual teachers to set homework when they think it is necessary. It is a good idea to buy yourself a homework diary or note pad to write down your homework and deadlines.

How do I report an incident on the bus?

You should inform your tutor or a member of the Senior Leadership Team as soon as possible.

How do I contact my child at school?

In an emergency, please contact reception if it is necessary for you to inform your child of a change or delay of pick-up times etc. Although we always try to deliver these messages in time, we are unable to guarantee this after 15:30 and ask that this service be used for emergencies only.

What are the rules about make-up and nail polish?

Discreet and appropriate for a business environment.

Can mobile phones be used at school?

No, if you choose to bring a mobile phone to school it must be kept in your locker.





Key Members of Staff



Shaun Strydom
Senior Vice Principal

Welcome to Brooke Weston Academy, an extraordinary school built on respect, hard work and dedication. There is so much to get involved in and I know that you will relish in the opportunities presented to you.



Mrs Annable
SENCo / Senior Assistant Principal

Hello! Welcome to Brooke Weston Academy, I am sure that you are going to have a wonderful time over the next few years. At Brooke Weston Academy you will be given the opportunity to try new things, study different subjects and make lots of new friends.

I understand that some of these things may be a worry and you might be concerned about what you would do if you find some parts of school difficult. I work with other staff to make sure that if you struggle with any part of the school day, from making friends to reading and writing, we can help you make progress just the same as every other student. I look forward to seeing you.



Beena Sisodia
Vice Principal

Welcome to Brooke Weston Academy. We are an amazing school who will provide you with a wealth of opportunities to be the best that you can be. Whilst starting a new school can be daunting, it is also very exciting. You will be able to experience a wide range of subjects, extra-curricular activities, make new friends and be a part of a very special school community. A community where everyone looks after each other, respects one another and are kind towards each other. Through your journey at Brooke Weston Academy your safety, well-being and happiness will be paramount to us and whilst we have high standards and expectations, we will take care of you, support you and guide you to be your best self and achieve your full potential. I look forward to you joining the Brooke Weston family.



Wanda Gerard
Senior Assistant Principal & Student Care Team

Welcome to Brooke Weston Academy. I am part of the Student Care team that ensures all of our students are happy and fully understand the expectations that we have of them to enable them to enjoy their days at Brooke Weston.

Key Members of Staff



Camilla Kerr

Student Care Leader for Year 7 & 8
& Year 6 Transition Coordinator

We are so pleased to welcome you into the Brooke Weston family. My role is to ensure you are able to make the most of the wonderful opportunities you will be offered. We have a huge support network within the Academy starting with your tutor who will be with you throughout your academic life.

My advice would be: be kind, take risks and make the most of your experience here.



Leaha Rae

Student Support Coordinator

I'm Miss Rae and I work as part of the Student Care team. Student Care is a place where your safety and wellbeing is at the heart of everything we do.

We are there to provide you with advice and guidance for any worries or concerns you may have, however big or small you feel they may be.


Notes



Brooke Weston Academy
Coomb Road
Great Oakley
Northamptonshire NN18 8LA

Tel: 01536 396366

Email: enquiries@brookeweston.org

 @BWAcademy2016

 BrookeWestonAcademy

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A valued member of the

Brooke Weston Trust

