



Brooke Weston

Welcome

2023 - 2024





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 2023. 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 Shaun Strydom
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 plimsols, 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.



Boys' Uniform	Girls' Uniform	Boys' Sport Uniform	Girls' Sport Uniform
White shirt	White shirt (standard not fitted)	Track pants	Track pants
Academy tie	Academy tie	Hoodie	Hoodie
Plain black trousers*	Plain black skirt/trousers*	Polo shirt	Polo shirt
Plain, black leather shoes (no adornments) and black socks	Plain, black leather shoes (no adornments) and black socks	Sports shorts	Skorts (Skirt/Short)
Academy jumper	Academy jumper	Socks	Socks

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






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.



School Day	Details		Times
Period 1	Includes 15 minute breakfast		08:35 – 10:00
Tutor Time	Assembly/Tutor time		10:00 – 10:25
Period 2	70 minute lesson		10:25 – 11:35
Period 3	Includes 30 minute lunch		11:35 – 13:15
Period 4	70 minute lesson		13:15 – 14:25
Period 5	70 minute lesson		14:25 – 15:35
School ends	End of school day: Monday, Tuesday, Thursday and Friday		15:35
School ends	Wednesday (due to elective for all students)		16:30
Post 16	Monday, Tuesday and Thursday only. Private study time.		15:35 – 17:00
All students to vacate the premises			17:00

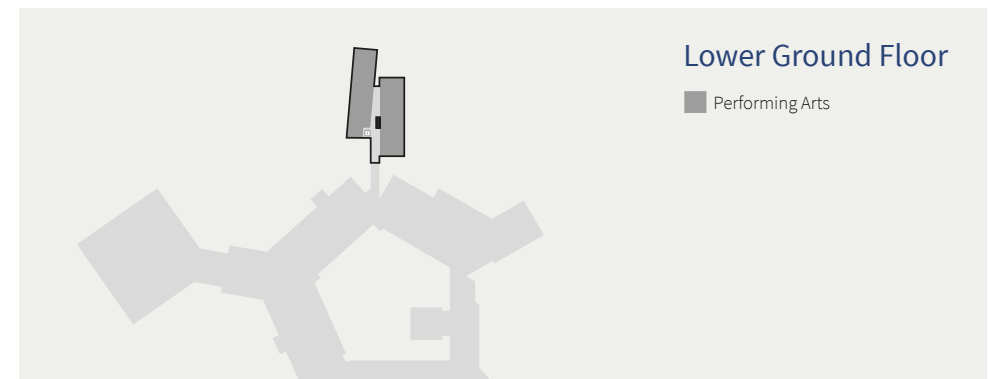
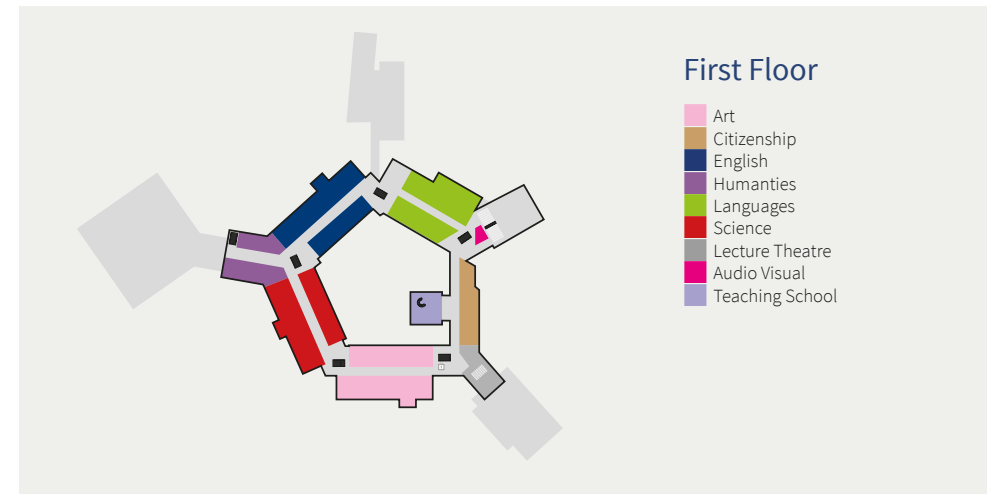
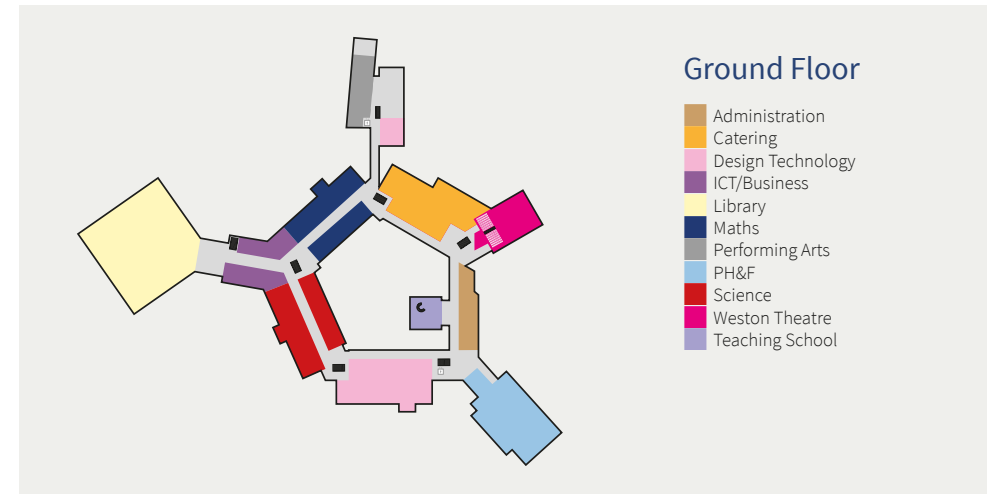
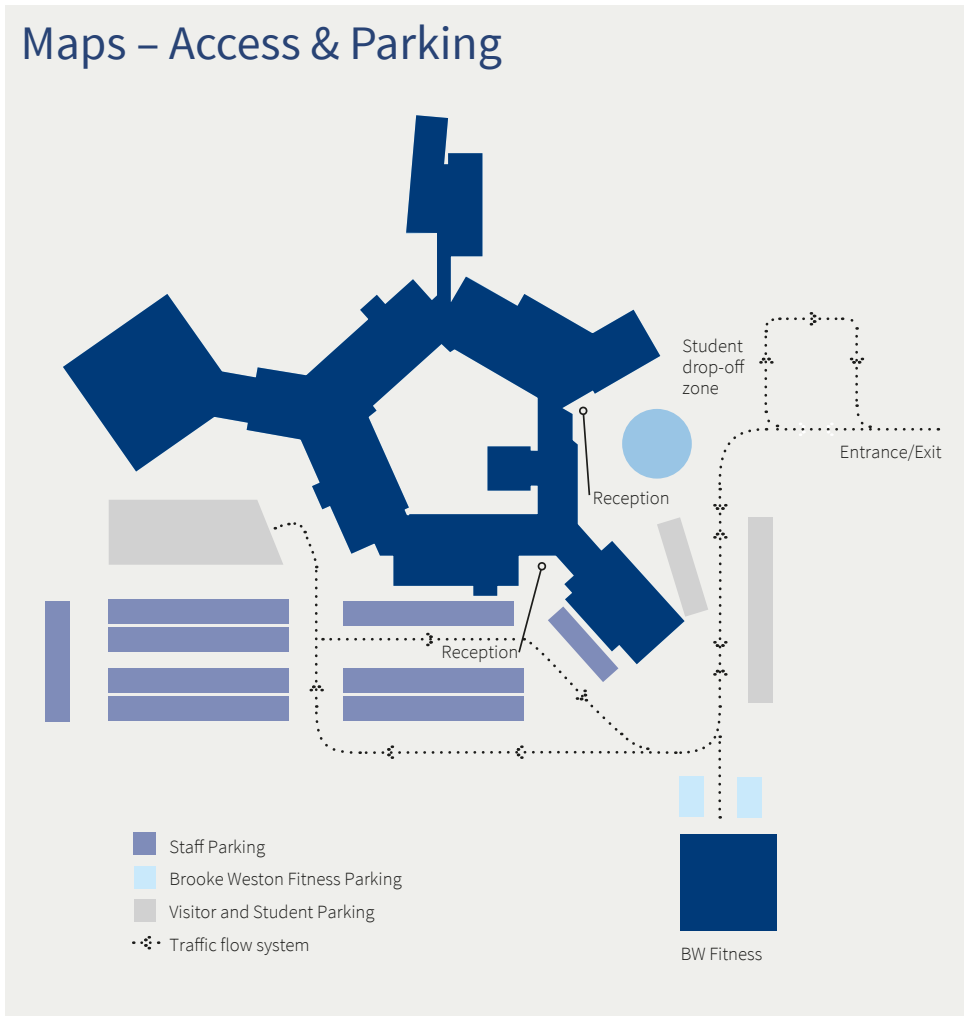


At Brooke Weston Academy, we understand the importance of enabling every student to engage in enriching extra-curricular activities. Our elective provision has been purposefully designed to allow each student to expand their experience and support personal growth beyond the academic achievements enjoyed in our classrooms.

Every student will participate in our elective programme, and this will take place every Wednesday afternoon. Each elective offer will be led by our dedicated staff body and external facilitators, all of whom are specialists in their field.



Maps – Access & Parking



- ▶ Please do not arrive to collect your child before 3.15pm Monday, Tuesday, Thursday or Friday or 4.15pm Wednesday.
- ▶ 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 10.00, 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 members of staff is an important way of building relationships that make the Academy a good place to study and work. Brooke Weston offers residential trips for Year 7 to the Pioneer Centre. Year 8 residential to Normandy. Year 9 to 13, Paris, Costa Brava, Sorrento and Paris.

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

Lockers

6 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.

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.

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 the 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.

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

Wisepay



Wisepay enables parents and students to purchase items from the Academy.

Transactions include:

- ▶ Transport
- ▶ Catering
- ▶ Residential trips
- ▶ Tutor trips
- ▶ Replacement smart cards
- ▶ Music payments
- ▶ Online Shop to purchase items such as: ties, textbooks, calculators etc

Two payment kiosks are also located in school to enable students to add additional cash onto their catering accounts. One kiosk is

conveniently located near the restaurant and the second kiosk is located near to the library.

Finance Office

Students can visit the Finance office to discuss their Brooke Weston Academy account at the following times:

- ▶ 11.30pm till 12.55pm (daily)
- ▶ 15.30pm until 15.50pm (Mon, Tues, Thurs)
- ▶ 16.30pm until 16.45pm (Weds)

The finance office is open for all parental enquiries from **08:30 until 16:00 daily**. Please do not hesitate to contact us should you require information on any Academy financial matters.





Checklist for September

- Pencil case
- Blue and Black pens
- Highlighters
- Pencils
- Pencil sharpeners
- Rubber
- Ruler
- Reading book
- Calculator
- Lock and key or code
- Lanyard
- Smart card

Free School Meals

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

- northamptonshire.gov.uk
- "free school meals"
- 01604 366656
- freeschoolmeals.ncc@northnorthants.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.



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



Kate Jeyes
Vice Principal/Lead DSL
Kate.Jeyes@brookeweston.org

Welcome to Brooke Weston Academy! Brooke Weston is a fantastic school which 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 a very exciting part of your educational journey.

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. This is a community where everyone looks after each other, respects one another and are kind towards each other. Throughout your journey at Brooke Weston Academy your safety, well-being and happiness is paramount to us. 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. We look forward to you joining our Brooke Weston family.



Mrs Annable
SENCo / Senior Assistant Principal
Angeline.Annable@brookeweston.org

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.



Mr Browne
Assistant Principal Raising Standards
Lead Year 7 & Year 8
Jonathan.Browne@brookeweston.org

Welcome to Brooke Weston Academy! We recognise that transition from Year 6 to Year 7 is extremely daunting, but rest assured we have an experienced team of tutors, support staff and Year 8 Ambassadors to help answer any concerns over getting lost, making new friends, homework and fitting into the Brooke Weston Way. We have planned an exciting year ahead, with our Year 7 residential to the Pioneer Centre, which will help you make new friends and bond as a tutor group with your new tutor.

You will have opportunities to join new clubs, represent the academy at tournaments and even have some work experience opportunities within your first year. Brooke Weston is an amazing school where you can become anything you want to be and receive the right help and guidance at every stage of your educational journey. I look forward to meeting you all and finding out about your future aspirations.



Mrs McGifford
Senior Student Support Officer
Year 7 & Year 8
Lisa.McGifford@brookeweston.org

I'm Mrs McGifford and I work as part of the Student Care team. Student Care is a supportive environment where all students are valued and respected and given a safe environment to share any concerns or queries they may have. Within Student Care we provide support and guidance for to help you achieve your goals and aspirations.



RIGHT PLACE,
RIGHT TIME,
RIGHT THING...

THE BWA WAY



Brooke Weston Academy is different because of its ethos, which centres on mutual respect, hard work and results in a calm and productive atmosphere. Everyone is expected to respect each other and the school environment. Teachers and students work towards a common aim. We refer to this as “The Brooke Weston Way” which will be taught explicitly through the year 7 induction.

ASPIRE

- ▶ Participate – answer and ask questions
- ▶ Challenge yourself
- ▶ Help others
- ▶ Ask for help
- ▶ Complete all extended learning activities set

RESPECT

- ▶ Be on time
- ▶ Sit and stay in your assigned seat – sit up!
- ▶ Hands up to be heard
- ▶ Follow staff instructions – first time, every time
- ▶ Stand behind your chair, be silent until dismissed

ENGAGE

- ▶ Be ready and equipped
- ▶ Get started – copy down your title, date and start your first activity
- ▶ Actively listen and track your teacher
- ▶ Listen to others
- ▶ No distractions i.e. phones

We **ARE** Brooke

Brooke Weston Academy: Special Educational Needs Pledge The Golden Thread



Curriculum

- ▶ Ambitious, knowledge rich and rigorous curriculum design for all
- ▶ Underpinned by our values of Excellence, Resilience and Ambition
- ▶ Smaller class sizes for required groups
- ▶ Faculty SEND representatives
- ▶ Enhanced by Assistive Technology in lessons
- ▶ Numeracy and Literacy pathway providing a bespoke route to accelerated progress

Pedagogy

- ▶ Built on high expectations and aspiration
- ▶ No opt out strategies for all with embedded approaches for maximising intrinsic motivation
- ▶ A commitment to support holistic learning: oracy, written and verbal expression in every lesson
- ▶ Quality first teaching for all
- ▶ No curriculum narrowing for children with SEND
- ▶ Baseline testing for all to inform support strategies in SEMH, reading, spelling and maths

Examples of Targeted Support

- ▶ Literacy, numeracy and dyslexia pathways with a bespoke tiered approach.
- ▶ Plus 1, Power of 2
- ▶ Toe by Toe, Stareway to spelling
- ▶ Fresh Start Read Write Inc
- ▶ Post 16 mentors
- ▶ Multi lingual TA's with strong support in languages

Wider Strategies

- ▶ BWA Elective Programme ensures every student has access to enriching extra curricular opportunities
- ▶ Preparing for Adulthood agenda covered within the RSE curriculum
- ▶ Working relationship with Northants Parents Form Group and the Information, Advice and Support Service
- ▶ Outstanding communication home and professionals

Access

- ▶ Parental Liaison Co-ordinator
- ▶ Emotional Literacy Support Assistant (ELSA)
- ▶ DfE trained Assistive Technology Lead
- ▶ Accessible hygiene room with automatic toilet, changing table and hoist
- ▶ Small group and 1:1 intervention as required
- ▶ Post 3.30pm homework club
- ▶ 1:1 careers meeting for students with EHCP's

Brooke Weston Academy's Safeguarding Pledge: Safeguarding is Everyone's Responsibility

1 Safeguarding Policy

The aim of the Academy safeguarding policy is to:

- ▶ Ambitious, knowledge rich and rigorous curriculum design for all
- ▶ protect you from any ill treatment or harm and prevent anything that affects your health and/or development
- ▶ Offer a safe and supportive environment and able to build trusted relationships
- ▶ Ensure all adults are aware of and clearly understand their safeguarding responsibilities
- ▶ Ensure all students have the best life chances beyond the Academy
- ▶ Ensure everyone shares the commitment to create a culture of vigilance

2 Prevention

- ▶ Everyone will understand, recognise and report the signs of abuse and any safeguarding concerns
- ▶ You will be taught about all aspects of safeguarding on and offline through tutor times, lessons, assemblies and external speakers
- ▶ There will be a consistent understanding of acceptable and safe behaviour towards each other "The BWA Way"
- ▶ We will ensure that you stay safe on the school systems by monitoring and filtering content and through PSHE and IT curriculum

3 Protection

- ▶ We will make sure everyone knows who to and how to report their worries.
- ▶ We will provide you with protection from ill treatment and neglect regardless of age, special needs or disability, racial or cultural heritage, religious belief, gender or sexual orientation.
- ▶ All adults will be sufficiently trained to respond appropriately and sensitively to safeguarding concerns.
- ▶ We will have qualified and experienced staff as Designated Safeguarding Lead (Mrs Jeyes).

4 Support

- ▶ You have the right to be heard and your wishes and feelings will be sought and influence decision making.
- ▶ All incidents and allegations will be listened to, taken seriously and responded to appropriately.
- ▶ We will have systems of support for all students.
- ▶ We will provide advice, guidance and support around safeguarding concerns.

5 Working Together

- ▶ We will work closely with parents carers and other agencies to safeguard and promote your welfare
- ▶ We will listen and ensure your voice is heard.
- ▶ We will be your advocate professionals meetings when you are unable to attend
- ▶ We will develop and maintain links with relevant external agencies in all matters relating to safeguarding
- ▶ We will assess the risks and issues in the wider community as part of the safeguarding curriculum.






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Email: enquiries@brookeweston.org

 @BWAcademy2016

 BrookeWestonAcademy

 brookewestonacademy

A valued member of the

Brooke Weston Trust

