



BROOKFIELD COMMUNITY SCHOOL

Brookfield Community School

Chatsworth Road

Chesterfield

Derbyshire

S40 3NS

01246 568115

enquiries@brookfieldcs.org.uk

www.brookfieldcs.org.uk

Headteacher: Mr K Hirst

31st August 2023

Dear Parent/Carer

Sixth Form at Brookfield Community School

Now that we have reached the end of summer, I would like to take this opportunity to officially welcome you as Brookfield sixth form parents and to inform you of some of our expectations and procedures that are specific to the sixth form. We want our students to leave as successful young adults with the skills, attributes and qualifications necessary to thrive in the modern world. Brookfield is committed to excellence with values to be respectful, resilient and ambitious at all times.

We believe in having a strong working relationship with home and your child. They will be asked, on their first day, to read and sign a home school agreement which covers the contents of this letter but I would be grateful if you could share the contents prior to their first day with us.

On Monday 4th September 2023, Year 12 students should report to the main hall at 8.25am. Year 13 students are to go to their respective form rooms (see overleaf).

Punctuality and Attendance

Punctuality is an important life skill and Brookfield students are expected to be on time at all times. The school day is as follows:

Period 1	Period 2	Break	Period 3	Tutor Time	Lunch	Period 4	Period 5
08.30- 09.30am	09.30- 10.30am	10.30- 10.50am	10.50- 11.50am	11.50- 12.15pm	12.15- 12.55pm	12.55- 13.55pm	13.55- 14.55pm

The vast majority of our students are always punctual to school and lessons, meeting and exceeding their attendance target of 96%. The link between good attendance and academic progress is very clear and we ask that sixth form students catch up any missed work but we would advocate keeping missed lessons to an absolute minimum including holidays, etc. In the case of absence e.g. illness, medical appointment etc. then please call **01246 568115** before 8.30am to advise us of the reason.

Students should be in school by 08.25am and use their lanyard to swipe in accordingly. If your child is absent or late we will text you to let you know. Sixth form students have the privilege of being able to leave the school site at break and lunchtime as long as they have signed out and back in accordingly using their lanyard. Should they lose their lanyard then a replacement will cost £5 from the sixth form office.

Uniform

I have included our sixth form dress code for your reference and I would ask that you ensure your child is aware of the code prior to their first day. It is very important that this code is adhered to as students who fail to meet the expectations outlined will be sent home to change into appropriate clothing. We would like to inform you of our jewellery policy of two studs (ears) and a watch, this is all that is permitted.

Stellar Programme

The Stellar programme is an exciting opportunity for all our sixth form students to enrich their studies and get involved in a wide range of activities. This will allow them to develop confidence and employability skills, experience new challenges and engage with different

people outside of their subject areas. Their enrichment activities, which include opportunities like volunteering at school events, mentoring students in lower years, charity events, sporting activities and Young Enterprise to name but a few. The Stellar programme is compulsory and runs throughout all Redhill Academies. Students will have time allocated on their timetable to complete activities and a booklet to record their achievements, with an emphasis on completing a depth of experiences to achieve either bronze, silver or gold recognition for their endeavours. The Stellar Fair will see the official launch on the programme on the 20th September 2023.

School email and Show my Homework (SMH)

All students should be checking their Brookfield emails daily as well as the Show My Homework platform. This is a crucial tool to keep up with homework tasks, notices of up and coming events and Post 18 opportunities. It is also a useful way for a parent to have access in order to view homework tasks set, notices and deadlines set by teaching staff. The Satchel One App can be downloaded onto a mobile phone or desktop computer.

Independent Study Periods

Sixth form students have a number of independent study periods on their timetable. These non-teacher contact periods and will appear as a blank period. Students should use this time productively to complete homework, create revision materials, and complete extended reading as well as researching Post 18 options. They will always have work they could be doing.

They are a number of study spaces available for sixth formers, including the library, the silent and quiet study rooms too. Using their lanyards they can also access photocopiers on the corridors of school. All students will receive an independent study guide with tips, advice and recommended reading for each of their subjects. Students can always speak to their subject teachers for more support and guidance.

Mobile Phones

Students should only use their mobile phones in designated sixth form areas. They should not have them out in corridors, lesson time or tutor time. When on independent study periods, mobile phones should only be used for educational purposes or listening to music with headphones. They should not be used to play games unless it is break or lunchtime. Students can expect to have their phone confiscated if they are being used inappropriately.

Contact Details

Year 12 - Head of Year: Mrs S Nash

12CEA	Mrs Clare Ashley/Ms H Johnson	C.Ashley2@brookfieldcs.org.uk
12CJ	Mr C James	C.James@brookfieldcs.org.uk
12DJ	Miss D Judd	D.Judd@brookfieldcs.org.uk
12DSB	Mrs D Brooker	D.Brooker@brookfieldcs.org.uk
12JMC	Mr J Cameron/Mr N Stewart	J.Cameron@brookfieldcs.org.uk
12NPD	Mr N Davey	N.Davey@brookfieldcs.org.uk

Year 13 - Head of Year: Mr M Ebbage

13HR	Mrs H Rippin/Mrs N Smith	H.Rippin@brookfieldcs.org.uk or N.Smith@brookfieldcs.org.uk	13HR in Room S1
13HEC	Miss H Cooke/Mr J Blood	H.Cooke@brookfieldcs.org.uk	13HEC in Room S2
13JB	Mrs J Booker	J.Booker@brookfieldcs.org.uk	13JB in Room E1
13KEC	Mrs K Cohen/Mrs N Smith	K.Cohen@brookfieldcs.org.uk or N.Smith@brookfieldcs.org.uk	13KEC in Room S5
13MEH	Mrs M Hopkinson	M.Hopkinson@brookfieldcs.org.uk	13MEH in Room S3
13RQN	Mrs R Quinn/Mr B Anderson	B.Anderson@brookfieldcs.org.uk or R.Quinn@brookfieldcs.org.uk	13RQN in Room S4

Sixth Form Pastoral Support

Mrs R Morse R.Morse@brookfieldcs.org.uk
Mrs H Mason H.Mason@brookfieldcs.org.uk

If you have any queries or concerns please contact us.

Yours faithfully

A Williams

M Robinson

Ms A Williams
Assistant Headteacher

Mr M Robinson
Deputy Headteacher

Enc: Sixth Form uniform policy

Sixth Form Dress Code

All students and parents sign the Home School Agreement at the start of the year and therefore agree to follow the Dress Code.



Smart jacket	Denim, leather or leather look, logos
Smart jumper or cardigan	Hoodies, sweaters, offensive logos or images
Smart shirt, blouse or dress (not skin tight or too short)	Tassels, logos, low cut, exposed midriff, polo shirts, strappy tops, off the shoulder tops
Smart trousers or skirt	Shorts, leggings, denim, jeggings, lycra, tracksuits, sweater material leather or leather look
Ties of own choice (compulsory for males)	No offensive logos or images
Smart shoes or boots	Trainers, pumps, stilettos, flip flops, beach sandals, Uggs
Stud earrings only	Facial piercings, hooped/long earrings
Natural coloured hair	Unnatural colours, skin heads

Any students not adhering to the dress code will be spoken to. If the issue arises again parents will receive a text message and students may be sent home to change. The Head of Year will be informed.



Brookfield
Community School