



**BROOKFIELD
COMMUNITY
SCHOOL**

Brookfield Community School

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Headteacher: Mr K Hirst

3rd February 2025

Dear Parent/Carer

Route Exams and Passport to Prom

I am writing to inform about the plans for supporting and preparing students over the next few months for their exams in May, and also about the Y11 Passport to Prom initiative.

As you know, the students had a Mock Result session earlier this term, which provided them with an appreciation of the process that takes place in August. This session was really positive, and resulted in the students having a clearer view of how they should approach the run up to their exams. Students were reminded that the Academic Enrichment sessions are still being delivered by teachers at lunchtime and after school, and I would really appreciate it if you could continue to encourage your child to attend as many sessions as possible.

After the February Half Term holiday students will have assessments in all of their subjects. These assessments are not taking place in the Sports Hall but in class in their lesson time. The assessment period is from Monday 24th February and Friday 14th March. Their teachers will inform them of when their specific assessments are – and it will also be indicated on ClassCharts. Due to the logistics of assessments taking place in their timetabled lessons time, providing extra time for students with access arrangements is challenging. We will endeavor to provide this extra time, but it may require students completing their extra time at lunchtime or after school. Teachers will also, however, take this into account when providing a grade. Please note that to enable students to complete a full English exam on Tuesday 4th March the students will not finish their exams until at least 3:15pm.

Route to Exams

Our Route to Exams process will start next half term too. This programme of assemblies begins the count down to the exams and we know from previous years that it is a real benefit to the students. I will provide you with further details of our Easter School provision, the exam period and the Route to Exam programme in the Spring Term.

Passport to Prom Rewards

We are introducing our Year 11 Passport and Prom initiative from Monday 24th February 2025. This passport is being introduced to encourage all students to be responsible for their own achievements, organisation and academic potential over the last few months of their compulsory education at Brookfield.

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Equality and Achievement

The passport encourages all students to:

- Have excellent attendance - 96% from the 24th February onwards.
- Be punctual to school and to lessons – with no late detentions. School starts at 8:30am and students should arrive by 8:25am.
- Regularly attend and engage in the academic enrichment sessions that are offered at lunchtime and afterschool – at least 24 sessions attended.
- Behave and respond appropriately at all times, in line with the school expectations.

Students that, between 24th February and 2nd May 2025, attend 24 Academic Enrichment sessions, have an attendance of 96%, no late detentions and have fewer than 5 behaviour points will be entered in to a draw to receive a free ticket to the Prom.

Five names in total will be drawn.

It is important to note however:

1. The school reserves the right to remove any students from the Prom guest list at any point. Poor behaviour, suspensions, lateness to school and lessons and attendance below 90% will be taken into consideration when making the final decision.
2. Students who fail to attend their GCSE examinations, without a genuine reason, in the Summer Series will automatically lose their invitation to the Prom.
3. In addition to this, parents/carers may receive an invoice for each examination missed. As a guide, the current costs per paper entered are approximately £50.

The Year 11 Prom is a very special event in the life of the school; attendance is a privilege and it is not an automatic right for a student. Please encourage your child to apply themselves to this programme, as we know that high attendance in lessons and engagement with the Academic Enrichment sessions have a direct correlation to students' outcomes in the summer.

I hope this gives you an idea of the planning that is taking place in school to support and encourage your son/daughter for the remainder of this important school year. Please contact me if you have any questions regarding this on r.mason@brookfieldcs.org.uk.

Yours sincerely,



Mrs R Mason
Deputy Headteacher