BOS Parent Handbook

BELIEVE
ACHIEVE
SUCCEED

The Dean Trust
Believe Achieve Succeed

Welcome to Broadoak School which belongs to the family of high performing schools in The Dean Trust.

The Dean Trust's core values include the offer of an academic curriculum, a strong emphasis on excellent discipline and the belief that every pupil deserves to benefit from the very best learning experience.

Broadoak School is a growing school. Increases in pupil numbers over the last three years have led to extra classes in each year group as well as additional staffing to support the growth.

Broadoak School has a great reputation for quality education, particularly within the fields of Vocational Education in which we are recognised as being outstanding practitioners nationally.

With its traditional values and high aspirations, Broadoak School is a world class learning environment in the heart of a caring community that pupils, parents and carers can be proud of.

We are delighted that you are considering entrusting your child to Broadoak School. Our aim is to work in partnership with all parents and we will always be pleased to meet with you and discuss your child's education. This school welcomes each child to be part of a community in which all concerned endeavour to provide a happy, safe and stimulating environment.

We hope this prospectus gives you a flavour of the work we do. To really appreciate Broadoak School, please take the time to come and see what we have to offer and have any questions answered.

We look forward to welcoming you to Broadoak School.

Mr John Knowles
Headteacher

Mr John Knowles
Headteacher

Mr Andrew Shakos
Executive Headteacher

WELCOME
TO BROADOAK SCHOOL

SCHOOL UNIFORM

We hope that parents will understand the reasons which underlie school uniform regulations, and we welcome their co-operation in seeing that they are observed. It is important that pupils should become accustomed to being tidy, well-groomed and suitably dressed for different kinds of activity.

The compulsory school uniform consists of:

BOYS	Blazer	Burgundy with The Dean Trust Broadoak badge
	Trousers	Tailored plain black trousers
	Shirt	Plain white
	Tie	Clip on, school colours
	Socks	Plain black or dark grey
	Shoes	Plain, all black flat heeled with black soles and black laces
	(boots or over the ankle style, trainers, trainer style and canvas shoes are not allowed)	
GIRLS	Blazer	Burgundy with The Dean Trust Broadoak badge
	Skirt	Plain black, elasticated waist, box pleated, knee length
		NOT pencil or tight lycra style
	Trousers	Tailored plain black trousers full length
		NOT fitted slimline style, skinny fit, linen or leggings
	Shirt	Plain white
	Tie	Clip on, school colours
	Tights	Plain black
	Shoes	Plain, all black, flat heeled with black soles and black laces
	(boots or over the ankle style, trainers, trainer style and canvas shoes are not allowed)	
Optional Jumper		Grey with The Dean Trust logo.

Pupils may wear a jumper but **only** underneath (not as a replacement for) the school blazer. They **must** be purchased through the official school uniform supplier.

Pupils in Year 10/11 undertaking practical courses may be required to purchase additional items.

NB: If for some medical reason a pupil cannot wear shoes then he/she may be allowed to wear a pair of **completely black trainers**. In this event, a doctor's note should be provided.

PHYSICAL EDUCATION KIT

BOYS Black and burgundy polo shirt and black and white shorts with The Dean Trust Broadoak School logo, plain black football socks and trainers.

Optional: Black fleece with The Dean Trust Broadoak School logo
Track pants with The Dean Trust Broadoak School logo

GIRLS Black and burgundy polo shirt and black and white shorts with The Dean Trust Broadoak School logo, plain black football socks and trainers.

Optional: Black fleece with The Dean Trust Broadoak School logo
Track pants with The Dean Trust Broadoak School logo

All items must be purchased the official school uniform supplier.

Official uniform suppliers for all uniform and PE kit with the exception of socks and trainers.
Monkhouse, Stretford Arndale Centre, Stretford, Manchester M32 8AE
Petite Modes, 9 Tatton Road, Sale, Cheshire M33 7EB

EQUIPMENT FOR SCHOOL

All pupils must bring the following items to school, sanctions will be applied for failing to meet equipment standards

Item	School standard	Not allowed
Bag	Sturdy and large enough to carry all belongings	Fashion bags or 'man' bags/ Cross body bags Plastic bags Carrying belongings in blazer Pockets
School Planner	Well cared for and signed by parent/carer	
School pencil case	Basics: Two black ink pens One green ink pen Two pencils Eraser Rigid ruler	Blue pen for written work Correction fluid Felt tip pens
Optional other equipment	coloured pencils scientific calculator dictionary	

BANNED ITEMS

Under no circumstances must the following be brought into school:

Weapons
Alcohol
Drugs and 'legal highs'
Stolen items
Tobacco, cigarette papers, e-cigarettes
Fire lighting equipment
Fireworks or explosives of any kind
Offensive or harmful material or items
Chewing gum
Laser pens or LED torches
Cans, fizzy drinks, energy drinks, sports drinks
Aerosols of any kind (other than essential medication)
Fidgit Spinners
Pencil Sharpeners

Broadoak School Uniform, Appearance and Standards

Uniform

Box pleat skirt with elasticated waist worn with black tights. Minimum skirt length on or just above the knee

Plain black tailored trousers

Shirts must be tucked in

NO Pencil or lycra skirts
Rolling up/folding over skirts
Jumpers tucked in

NO Canvas, denim, slimline or skinny fit trousers

Plain black shoes
Polishable
Flat
Black soles
Black laces

NO Trainer or trainer type shoes
Patterns or colours
Boots (ankle or higher)
Pumps or canvas shoes
Heels

NO Caps
Hoodies or sweatshirts
Fashion belts or large buckles

Compulsory equipment

School Bag

Pupil Planner

Pencil Case containing:
Two Pencils
Eraser
Ruler
Two black pens
One Green pen
Optional
Scientific Calculator
Coloured pencils

Haircuts, facial hair and hair accessories

no.2 cut as a minimum and faded or blended into hair style
natural in colour
neat and tidy
longer than shoulder-length hair must be tied back with a small plain black hair adornment

NO Undercuts or shaving at no1
Extreme styles such as: 'steps' shaving side or all of head patterns lines
Extreme or unnatural colours, 'tip dying'
Loose long hair
Shaved eyebrows
Facial hair

Not allowed confiscated if seen

NO Nail varnish or false nails
Make up, false tan , false lashes

NO Jewellery rings, bracelets, necklaces

NO Piercings ears, nose or tongue
Retainers or covering plasters

Wristwatch only

NO Mobile phones, ipods, ipads, tablets, iwatches, headphones, airpods or similar

NO Fizzy Drinks

NO Energy Drinks

NO Chewing Gum

UNIFORM AND PERSONAL APPEARANCE

School regulations apply for the following items

Item	School standard	Not allowed
Blazer	Worn at all times to and from school and around school.	Taking it off without permission in the classroom
tie	Worn at all times	Taking it off at any time other than for PE
shirt	Plain white, pointed collar	Patterned/ logo shirt, any other collar
Skirt	Elasticated waist, plain black box pleated length on knee	Above knee, any alternative skirt, rolling up skirts
Trousers	Plain black tailored (ready-made crease)	Any fashion trousers e.G fitted slimline or skinny fit, cropped, trailing on the floor (health & safety), jeans or canvas style
Shoes	Plain black only, polishable, flat	Shoes with sports logo, looking like trainer or shoe, patterned shoes, boots (ankle or higher) trainers, pumps, canvas shoes, heels
Socks/tights	Girls: plain black tights Boys: plain dark grey or black socks	Patterned tights, leggings
belt	Plain black	***Fashion belts
Coat/Jacket	Dark plain	***Hoodies or sweatshirts
Headwear	Black simple small hair slide, hair band	***Fashionable or coloured hair adornments, items with glitter, flowers, slogans etc

Item	School standard	Not allowed
Hairstyles	No.2 Cut as a minimum and faded into hair style, natural in colour, neat and tidy, longer than shoulder length hair must be tied back with plain black hair adornment	Undercuts or shaving at No.1 or below are not permitted, extreme styles such as: 'steps', shaving side or all of head, patterns, lines, 'tip dying', loose long hair, extreme or unnatural colours, shaved eyebrows
Makeup	Completely free of make-up.	Any type of make-up, fake tan, false eyelashes, make-up bag/items
Nails	Plain, acceptable length, natural	Nail varnish, false nails
Jewellery	Wristwatch only (At own risk)	*** Earrings, studs, facial or tongue piercings, piercing retainers, rings, bracelets, necklaces. Plasters can not be worn to cover jewellery/piercings
Mobile phones*, ipods, ipads, tablets, iwatches headphones, airpods or similar		**Will be confiscated if seen or heard, (including head/earphones). If earphones/airpods are seen the mobile phone will also be confiscated

Please note: The Headteacher reserves the right to decide what is and what is not acceptable.

Sanctions will be applied for failure to meet school standard. Each day staff will check that pupils are dressed and presented in an appropriate manner for school

***These items will be confiscated and held in the school safe. **All mobile devices will be confiscated if seen or heard anywhere on the school site (includes the use of head/earphones) and held in the school safe.

Parents/carers may collect any confiscated items on any school day between 3.30pm - 4.00pm. Otherwise pupils may collect the items themselves on Fridays only btween 3.30pm - 4.00pm.

Please note that we do not accept written or telephone requests from parents/carers regarding collection of confiscated items.

*Mobile phones: In an emergency parents/carers can contact Student Services. If a pupil needs to contact home they may see a member of staff from Student Services who will facilitate this. During the school day pupils may hand phones in for safekeeping in the school safe.

ORGANISATION AND TEACHING ARRANGEMENTS

The curriculum and pupils' academic attainment is the responsibility of the Headteacher and the Senior Leadership Team. Academic meetings occur half termly to discuss issues and developments.

Where possible pupils are grouped separately for English, Mathematics, Science and PE. Pupils are grouped using baseline data from Key Stage 2 or teacher assessments at the end of each year. Such arrangements ensure that teaching and learning is tailored to meet the needs of all pupils with some baseline assessment at the start of Year 7.

At Key Stage 4 pupils remain in ability groups for English, Mathematics and Science but are placed in mixed ability groups for all option subjects based on their pathway.

The timetable is based on a 30 period week is currently 25 hours and 25 minutes.

CURRICULUM ORGANISATION

KEY STAGE 3

Our Key Stage 3 curricular opportunities provide skills and understanding in a wide range of subjects to help pupils to best identify their interests and achievements which can inform their choices later on in school. Pupils will be given an attainment descriptor when they join in Year 7 which they will then work towards during their five years at Broadoak.

KEY STAGE 4

Towards the end of Year 9, pupils and parents, in consultation with the staff, are invited to opt for a choice of subjects to be studied in Years 10 and 11. There are compulsory subjects which all pupils must study making up the core curriculum. Pupils will be asked to select either History or Geography as their Humanities choice for GCSE.

CORE CURRICULUM - studied by all pupils

	Number of lessons
English	5
Mathematics	5
Science	5
Physical Education	2
History/Geography	3
Personal Development	1

OPTION SUBJECTS

- Performing Arts
- Health and Social Care
- Enterprise (Business Studies)
- Construction
- Music
- Hairdressing and Beauty Therapy
- Computer Science
- Creative iMedia
- Cambridge National Sport
- RE
- GCSE PE
- Art
- 3D Design
- Hospitality and Catering
- Engineering
- Triple Science
- Photography

ATTENDANCE AND PUNCTUALITY

At Broadoak School we are committed to improving attendance and punctuality as this will have an impact on your child's attainment.

Pupils should aim to be at school for 8.30am. They are expected to be in their form rooms in advance of registration, ready for the start of the school day at 8:40am.

Pupils who are late for school will be automatically placed in detention that lunchtime for 20 minutes.

In an effort to encourage excellent attendance, it is our policy to telephone parents on the first day of a pupil's absence. This system is a genuine attempt to stop truancy and prevent pupils being at risk by wandering the streets without their parents' knowledge. A telephone message from home is required everyday of a pupil's absence is vital to inform us that your child will be absent and will prevent us from contacting home.

Pupils who achieve 100% attendance for the school year will be rewarded by the school.

The school day is planned as follows:

8.40 a.m - 9.10 a.m	Form Time/ Assembly
9.10 a.m - 10.00 a.m	Period 1
10.00 a.m - 10.50 a.m	Period 2
10.50 a.m - 11.10 a.m	BREAK
11.10 a.m - 12.00 a.m	Period 3
12.00 a.m - 12.50 p.m	Period 4
12.50 p.m - 1.30 p.m	LUNCH
1.30 p.m - 2.20 p.m	Period 5
2.20 p.m - 3.10 p.m	Period 6

PASTORAL ARRANGEMENTS

At Broadoak School we pride ourselves on outstanding pastoral care, which begins prior to the pupil starting at Broadoak with very close liaison with our partner primary schools, parents and carers.

For the purpose of pastoral care the school is divided into five year groups. The Assistant Headteacher, Mr F Mackintosh leads the Pastoral Team, together with the Heads of Year, who in turn are supported by two Pupil Welfare Officers and a team of Form Tutors.

The Pastoral System has the added dimension of a house system running vertically through Years 7 - 11 which promotes academic and sporting competition. Once a child gains a place at the school they are allocated to a house and form where they are looked after by a team of people dedicated to their well-being, inextricably linked with pastoral care and the emotional development of pupils.

HEAD OF YEAR

Each Head of Year has responsibility for the welfare and progress of all pupils within their year group. They are the member of staff who parents should contact to seek advice, discuss problems or raise matters of specific concern.

FORM TUTOR

Form Tutors have day to day responsibility for between 20-30 pupils. Their main role is to monitor pupils' attendance, punctuality, general well-being and to organise and run form time activities. During form time Tutors will also run a range of activities designed to support the pastoral development of pupils. It is to the Form Tutor that parents will send their routine correspondence. The Form Tutor will generally remain with their form for the duration of their time at school.

PREPARED FOR LEARNING

Every morning members of the Senior Leadership Team and Pastoral Teams 'meet and greet' pupils as they arrive at school. This gives staff the perfect opportunity to welcome pupils into school at the start of every school day. As pupils enter school they are asked to show that they are appropriately prepared for the school day by having a school bag, a fully stocked pencil case and a pupil planner. Pupils without a pupil planner, a fully stocked pencil case or a school bag will undertake a lunchtime detention.

- Form Tutors will check pupils' planners at the start of each week. Pupils without parental signatures will be detained by Form Tutors after school for 20 minutes.
- The Heads of Year and the Senior Leadership Team will conduct random planner checks every half term. Pupils without up to date planners including parental and pupil signatures will be identified and sanctioned.

EARLY HELP

As part of our Early Help offer, we work very closely with a number of outside agencies such as 42nd Street, Talkshop, Engage, CAMHS and Trafford agencies. Our Pupil Welfare Officers form an integral part of our Pastoral team and can help with referrals to such agencies as well as working with our children in school, offering support, mentoring and advice.

CHILD PROTECTION

Parents should be aware that the school will take reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a pupil may be subject to ill treatment, neglect or abuse, staff will follow Trafford's Strategic Safeguarding Partnership's guidelines and procedures. This may include the referring of a situation to Social Care to share their concerns.

We are also an Encompass School. This means that we work with the police who report to us, when a young person has experienced any domestic abuse. This helps us to provide support to children who may be affected by their experiences.

The school has a designated Safeguarding Lead: Mr F Mackintosh.

The Safeguarding Policy is available on the website or from the school on request.

SPECIAL EDUCATIONAL NEEDS

Parents of children with special needs are no different to any other parents in pursuit of an environment where a pupil is most likely to thrive: where they will feel happy, safe and secure and benefit from the kind of teaching, support and pastoral care that enables them to reach their potential. Pupils' work and progress is closely monitored throughout the year. Parental support and assistance at home is invaluable at this stage and can greatly enhance the work done in school.

Provision is in place for Year 7 pupils with more complex learning needs, they will receive specialist support for literacy and numeracy within a highly supportive and nurturing environment. Our pupil support team work in class, in small groups and on a 1:1 basis to meet the needs of all our pupils. This support continues throughout the key stages and is tailored to the age, ability and SEND of every pupil. We feel that such an arrangement benefits those who require additional support, whilst also allowing us to challenge the pupils who can work to a high level independently. We aim to encourage all pupils, regardless of their SEND, to become confident, independent learners.

In Years 10 & 11 support is provided for those that require it for both core and option subjects. The curriculum is varied and tailored so that all pupils can enjoy success. In some circumstances, pupils in both Key Stage 3 and Key Stage 4 may be entitled to support in examinations. This is known as Access Arrangements and depends on a student's difficulty and level of need. Formal; assessments take place early in year 10 and are based on the child's normal way of working throughout Key Stage 3.

PERSONAL DEVELOPMENT

Personal Development is combined with Citizenship and Careers Education in specialist lessons throughout Key Stage 3. This includes: Drugs Education and Sex and Relationship Education at appropriate points in Key Stage 3and Key Stage 4. Social, moral, spiritual and cultural guidance is embedded throughout the whole school curriculum and contributes to our holistic approach to individual pupils and their wellbeing.

Form time is also utilised for the delivery of additional content, whilst themed events and extra-curricular activities are enjoyed to enhance the experiences of our learners overall. The Personal Development curriculum is driven by the aim to create happy, healthy, responsible and ultimately successful individuals.

CAREERS EDUCATION

Careers Education, Information, Advice and Guidance is provided in accordance with the Gatsby Benchmarks to pupils from Years 8-11. This is provided in the form of distinct lessons, the use of pastoral time, lunchtime drop-ins, 1:1 guidance interviews and various events.

We believe passionately in the importance of impartial careers guidance, this is underpinned by specialist and highly effective careers information, advice and guidance to help pupils make the most suitable choices meeting their academic needs and future aspirations and we enjoy strong links with Further Education Colleges, Sixth Forms, Training Providers and Universities.

Pupils from Year 9 onwards will engage in guidance interviews to support their decision-making process, with the aim that all pupils in Year 11 are able to secure a place in further education or training. The specific needs and aspirations of each individual pupil will be recognised throughout the process. Work Experience placements are also completed for one week as a key part of our Key Stage 4 programme towards the end of Year 10 alongside practice interviews in Year 11.

WORK RELATED LEARNING

At Broadoak School we understand the importance of preparing our young people for the world of work and the value of experiences in vocational settings. We provide a unique range of vocational subjects which facilitate a variety of career options post-16. We also utilise strong links with Further Education Colleges, Sixth Forms, Training Providers and Universities.

Broadoak School Behaviour Sanction Staircase

First Verbal Warning

- Strategy used to address unacceptable behaviour which is affecting the learning of others and stopping the teacher teaching.
- Pupil spoken to by the teacher with an explanation of why the behaviour is not acceptable.
- Pupil informed that this is their first warning

Final Verbal Warning

- Pupil fails to engage following the behaviour management strategy.
- Pupil spoken to by the teacher with an explanation of why the behaviour is unacceptable.
- A final verbal warning is issued. Pupil informed that if they disrupt /affect the learning of others on one more occasion then they will be removed.

Pupil Removed

Pupil behaviour is still unacceptable and is affecting the learning of others and stopping the teacher teaching.

- Pupil spoken to by the teacher with an explanation of why the behaviour is still unacceptable and why they are getting removed
- 45 minute after-school detention with class teacher
- If the pupil does not leave the class when removed or if the pupil fails to go to Student Services, they will be placed into INTEX the following day.
- If the pupil fails to attend or complete the remove detention to an acceptable standard, they will be placed into INTEX the following day
- If a pupil 'Self Removes' from a lesson they will be placed into INTEX the following day
- If a pupil is 'Red Card' Removed then the pupil will go straight into INTEX for the rest of the day and will complete a further day in INTEX.

Sanctions

DETENTIONS

Detentions are given to pupils whose effort, attitude or behaviour fall below the expectations of staff at Broadoak School.

Staff may detain pupils at lunchtime or after school for up to 30 minutes without giving notice to parents, although the school endeavours to inform parents of every detention.

Detentions of up to 1 hour after school can be given for more serious misdemeanours, parents will be contacted if children are to be detained for over 30 minutes. The policy is to operate the normal school sanctions including detentions after school and at lunchtime. A full list of sanctions is available from school.

We operate a 'REMOVE' model where pupils, who despite verbal warnings from staff continue to disrupt a lesson, are removed. Pupils who are removed from lessons and those who self remove will automatically receive a 45 minutes after-school detention. Parents of pupils removed from lessons will receive a text message and a phone call home to inform them of the sanction.

Pupils who:

- receive a 'Red Card' remove
- self remove from a lesson
- fail to attend the 45 minutes detention with the class teacher that day
- refuse to go to Student Services when they are told to
- do not complete 45 minutes detention to an acceptable standard

will automatically be placed into INTEX the following day.

Pupils who receive 3 removes in a week will also be placed into INTEX with the Inclusion Officer.

INTEX starts at 10am and finishes at 4pm. Work provided in INTEX will be taken from a bank of work supplied by Curriculum Managers. Work must be completed to a high standard, pupils failing to meet the standards expected in INTEX will have a further sanction imposed.

- A disruptive pupil is uncooperative and prevents both themselves and other pupils in class from working.
- A disruptive pupil takes up the teachers attention and prevents the teacher from giving the other pupils the attention that they need.
- The Governments states: **Disruptive pupils affect the learning of others due to their behaviour, these pupils could be costing other pupils up to an hour of learning a day or 38 days (nearly 8 weeks) a year.**

Pupils who blatantly disregard the standards of behaviour expected of them or behave in an anti-social manner may be sent to another educational establishment for a period of time, or be temporarily or permanently excluded from the school in accordance with the procedure formulated by the Local Governing Body. In such cases parents would be kept fully informed and involved.

A serious view is taken of any anti-social behaviour committed by our pupils on the way to or from school. Pupils are expected to remain on the premises during lunchtime.

Rewards

Look out for **praise postcards** on your doorstep!

Be a **'Star of the Week'**!

Be a **'Pupil of the Month'**!

Be the **'Pride of the ILS'**!

Earn **badges** to honour your achievements!

Use Points make Prizes stamps in the **school shop** which is open every day- see board for times!

Enter **prize draws** with your achievements!

Be awarded **certificates and trophies**!

Win places on **half termly and termly reward trips** with your high standards of attendance, punctuality and behaviour! You need 95% attendance for the term, no lates and no removes, no days in INTEX or stepouts during the term.

Work hard together with other pupils in your form group to win **form challenges** and **end of term prizes and activities**!

Earn **departmental badges** for outstanding work,attitude and progress!

Points Make Prizes System

Good work and attitude are rewarded through the 'Points Make Prizes' system and the awarding of certificates and prizes. A conscious effort is made to recognise individual achievements and to suitably reward good behaviour and attendance.

Pupils can receive a maximum of 5 points per lesson.

When a Point is awarded staff will place a stamp in the weekly 'POINTS MAKE PRIZES' diary section of the planner.

Points can be awarded for lots of different reasons, for example:

- Excellent contribution or homework
- Excellent contribution to the lesson
- Supporting others in their learning
- Outstanding progress

During the first form period of each week, you will be asked to transfer your weekly points total to the POINTS MAKE PRIZES TALLY, then make sure it is signed by your form tutor. IF YOU DO NOT HAVE YOUR PLANNER YOU WILL NOT BE ABLE TO RECEIVE YOUR POINTS.

BONUS POINTS

Each week you can be awarded additional points for high standards of attendance , punctuality and behaviour.

You can be awarded:

an additional 5 bonus points per week if you have been in school all week and arrived on time to both morning registration and period 5

an additional 3 bonus points per week for no removes during the week

an additional 5 bonus points per week for planner and equipment checks all correct

You will also be able to receive bonus points if you are awarded **STAR OF THE WEEK OR PUPIL OF THE MONTH.**

- **Pupils who are awarded 'STAR OF THE WEEK' are given 5 bonus points.**
- **Pupils who are awarded 'PUPIL OF THE MONTH' are given 20 bonus points**

EXCHANGING POINTS

Points can be exchanged for a variety of rewards in the School Reward Shop throughout each half term.

If a pupil wants to spend their points they must ensure that they have their POINTS MAKE PRIZES TALLY signed by their form tutor.

Prizes include:

Free ticket to Prom

£5 Trafford Centre voucher

£10 iTunes voucher

£10 Tesco voucher

Movie with popcorn and Pic & Mix with a friend

Queue jump pass for a week

£10 Trafford Centre voucher

£15 iTunes voucher

£15 Tesco voucher

Online Systems

Google Drive

What is Google Drive?

Google Drive is an online cloud computing solution where you can store, share, and collaborate on school work from any mobile device, tablet, or computer with an internet connection.

Whilst at Broadoak you are given free cloud access to many of the Google apps by using your school email address.

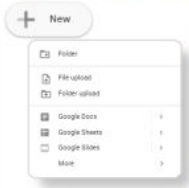
How can I access Google Drive?

Go to a web page, this works best in Chrome if you have it, and sign in using your school Email and password.

Once signed in click on the Waffle to access apps. For Google Drive click on the App that says "Drive".

We mainly use Google Drive and Google Classroom at Broadoak.

Top Tip: You can do this on any device – computer, tablet and phone. On a tablet or phone you will find it easier to download the google apps!



Google Drive works as your storage area for all your other files created in the different Google apps. From google drive you can create new files or folders using the + icon, or you can upload documents and files.

Top Tip 1: Try to keep your google drive tidy with folders and well labelled files. You can move things by right clicking on a file or folder and selecting Move To.

Top Tip 2: To create a new document such as a Google Slide, go to the location first you want to create this in google. Then select the + button and it will automatically be saved in the location you are in.

Need more help?
Scan this QR code with your phone's camera

Google Classroom

How can I access Google Classroom?

Go to **classroom.google.com** and sign in using your school Email and password.

Top Tip: You can do this on any device – computer, tablet and phone. On a tablet or phone you will find it easier to download the app

2. Your teacher has given you a class code, use this code to add yourself to the class. Click on the + symbol at the top right and enter the code. You may have already done this in school or your teacher may have sent you a request to join instead.

How do I find my work?

Your teacher will upload assignments and content to your classroom via the **Classwork** tab. Click on the **Classwork** tab to see these.

Under the classwork tab you can open the work by clicking on any of the listed items and then choosing the "view assignment" option at the bottom of the popup window.

*Top Tip: Your teacher may also add messages to you in the **Stream.** Its always good to check this. The Stream works a little bit like a live feed page such as Facebook.*

Any worksheets your teacher wants you to complete will appear under the "Your Work" section.

Any supportive resources will appear under the assignment section with the instructions

Need more help?
Scan this QR code with your phone's camera.

Online Systems

Bromcom VLE

What is Bromcom VLE

Bromcom is an online application which is used within school to store information on pupils, such as attendance, gardes, behaviour and extra-curricular.

Whilst at Broadoak you will have access to the pupils portal (Bromcom VLE) with your BOS school login (e.g. BOS22X08). Within the platform you will see all homework as well as be able to sign up for extra curricular clubs and see positive behaviour points.

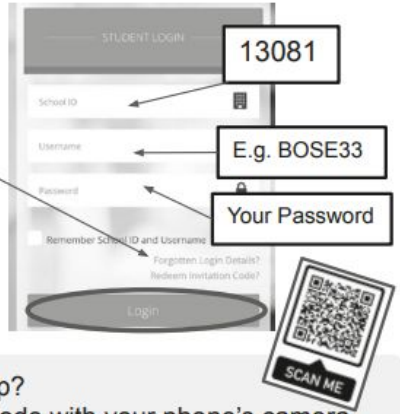
How can I access Bromcom VLE?

Step 1 - Go to tech Bromcom VLE webpage or download the app to your phone (https://www.bromcomvle.com/)

Step 2 - Enter your school ID Username and Password to log in.

If you forget your password you can reset it via the forgotten login in details and it will send you an email to your school email account (BOSF33@thedeantrustmoodle.org)

If you need any support with Bromcom please see IT support, who are located between classroom B1 and B2.



Need more help?
Scan this QR code with your phone's camera

My child at school app

My Child at School (MCAS) is a web-based portal that the school is using to give parents access to information on their child through a web page or App. You can view information including Homework, Trips and attendance.

For support with the MCAS app please see student services.

Help -
https://www.broadoakschool.co.uk/parents-pupils/my-child-at-school-app/

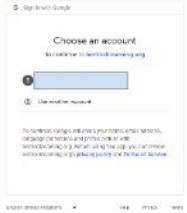
https://www.mychildatschool.com/MCAS/MCSParentLogin	
Username	Password
The email address you have shared with Broadoak school.	Set by you. If you need a reset this can be done via the MCAS app.

Need more help?
Scan this QR code with your phone's camera

SCAN ME

Online Systems

Carousel-learning	Carousel Learning enables pupils to practise retrieval and saves teachers from constant marking as pupils can self-mark their work within Science. https://www.carousel-learning.com/ Access through a link on the Science Google classroom. Username: Your full name as it is shown on Bromcom E.g. Samsmith Password: No password required if you follow the links

Sparx Maths	In the classroom and at home, Sparx Maths is a complete solution that improves pupils' progress in maths through personalised learning. https://sparxmaths.com/ Username: Your full name E.g. **samsmith** Password: Has been set by your Maths teacher. For a reset please see the teacher. E.g. **Broadoak**
Bedrock learning	Bedrock Learning is a complete literacy improvement solution, encompassing Tier 2 & Tier 3 vocabulary, grammar and disciplinary literacy. https://bedrocklearning.org/ Username: Log in with Google (Same login as Google classroom) Password: Same password as Google 

The Dean Trust
Believe Achieve Succeed

Key Dates

School Year Calendar 2023-24

Welcome Evenings

Year 11	Monday 11th September
Year 10	Monday 18th September
Year 7	Monday 2nd October

School Events

Open Evening	Wednesday 27th September
Awards Evening -Class of 2023	Thursday 19th October

Parents' Evenings	**Week Beginning**
Year 10	Thursday 7th December
Year 11	Thursday 18th January
Year 9	Thursday 1st February
Year 9 Options Evening	Thursday 8th February
Year 8	Thursday 29th February
Year 7	Thursday 14th March

Examinations

External	Thursday 9th May onwards

Term Dates 2023-24

Autumn Term	
Tuesday 5th September 2023	Friday 20th October 2023
Monday 30th October 2023	Friday 22nd December 2023
Spring Term	
Monday 8th January 2024	Friday 9th February 2024
Monday 19th February 2024	Thursday 21st March 2024
Summer Term	
Monday 8th April 2024	Friday 24th May 2024
Monday 3rd June 2024	Thursday 18th July 2024

School closed to pupils for staff training
Monday 4th September 2023
Friday 22nd March 2024
Friday 28th June 2024 (Trust INSET Day)

School closed to pupils and staff for Bank Holiday
Monday 6th May 2024

Ready to Learn

At the **start** of lessons, we show we are 'Ready to Learn' by:

- Being greeted by your teacher at the door
- Having the Do Now/Starter activity ready
- Unpacking your planner, pencil case and resources
- Completing the 'Do Now' activity, independently and silently (unless told not to by the teacher)
- Remaining in silence for the teacher to complete the register
- Reviewing (checking) the Do Now/Starter as a group

Ready to Leave

At the **end** of lessons, we show we are ‘Ready to Leave’ by:

- The teacher counting down for the last task to be finished
- Packing away all equipment and remaining seated, in silence
- Standing behind our chairs, in silence, when asked
- Having our uniform checked by the teacher
- Checking the space around us for litter or equipment
- Being dismissed, by row/table, by the teacher
- Leaving in a calm and orderly way

Shared Language

“The Broadoak Way”

“If we let you off, we let you down”

“Habits for success”

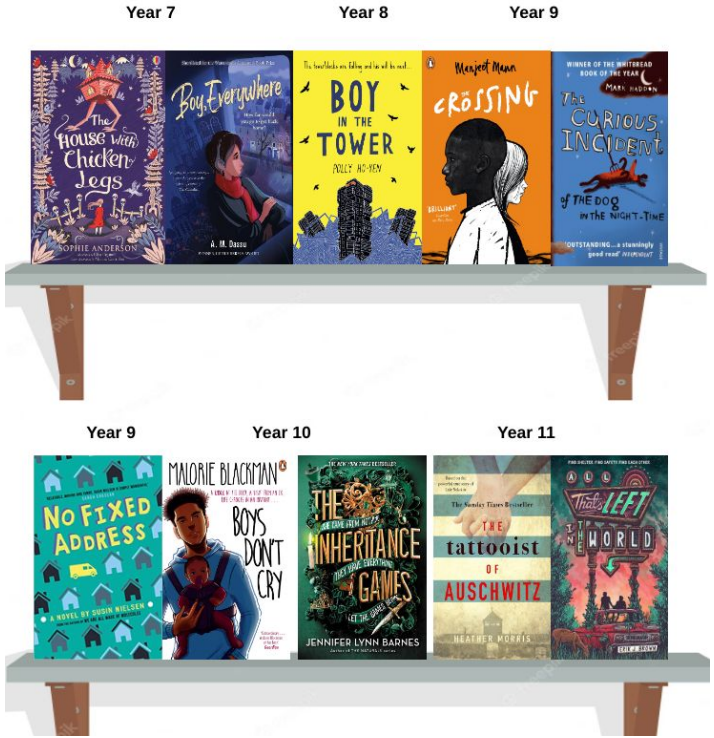
“First Time, Every Time”

“Stop and Fix”

“Respectful, Ready, Responsible”

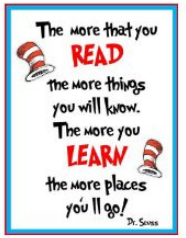
These are simple expectations that staff at Broadoak will use to support positive learning and results

Reading



Why do we do form time reading?

Did you know that if you read for 20 minutes every day, you are exposed to about 1.8 million words of text every year? Reading also helps to reduce stress and recent research has proven that listening to a strong reader whilst they read a book out loud can help to improve the strength of our own reading.



What is the aim of form time reading?

Through form time reading we aim to expose all students to at least 2 fiction books per year. Books have been carefully selected to enhance students' understanding of the world that they live in; improve their ability to empathise with different situations and to have knowledge of different genres and types of fiction books.

When does form time reading take place?

At Broadoak as part of our PD curriculum we dedicate two form times per week to the skill of reading. One form time is dedicated to nonfiction reading via First News and the second is dedicated to reading our form time fiction books.

How is form time reading structured?

Each student has a copy of the book and is expected to follow along as their form tutor reads the text out loud to them. Each book has a dedicated PowerPoint that encourages students to unpick the harder vocabulary that they are exposed to and also to recap and recall parts of the text that they have already read.

Students can count their form time book towards our *'Let's BOS Reading'* challenge, where they will be awarded with either bronze, silver or gold.

Useful Links

- School Website - https://www.broadoakschool.co.uk/
- School Twitter - @BroadoakSch
- Online safety advice and support - https://broadoakschool.onlinesafetyhub.uk/
- School Policies - https://www.broadoakschool.co.uk/governance/policies/

Broadoak School

Part of The Dean Trust group of schools

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