



THE BROOK MEAD WAY



Proud to
be part of

The Mead
Educational Trust



BROOK MEAD
ACADEMY

In this guide you will find useful information on the following:

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Principal's welcome



I am delighted to welcome you to Leicester's newest secondary school, Brook Mead Academy, which opened its doors to its founding cohort in late August 2021. Although the newest secondary school in Leicester, Brook Mead is within the Mead Educational Trust which celebrates its 10 year anniversary this year. The school arises from a close association with Rushey Mead Academy named the best state-funded secondary school in Leicester and Leicestershire in the Real Schools Guide 2024 and Ofsted outstanding since 2007. I worked at Rushey Mead for over two decades and was Principal there. At Brook Mead, we will also be working closely with our near neighbours at Castle Mead Academy, the first Free School within the Mead Education Trust who recently was also graded as outstanding by Ofsted.

Our school has a citywide catchment so all families within the city are able to apply for a place. The school will grow organically each year to a full capacity of 1200, with year groups of 240 from 2024. Eventually, our school will be situated in the west of the city, having secured a large site on the corner of Fosse Road North and Groby Road. This means the school will benefit from excellent transport links across the city and county.

At Brook Mead, we are Building Better Futures Together! Staff and scholars are united in a mission to excel and secure the best possible future for each scholar by laying the foundations for high academic achievement and all-round personal development. Our scholars follow the *Brook Best Pledge; Work Hard, Be Kind and help to Build A Better Future*. We are unashamedly ambitious for each and every child, determined to:

- help our scholars to excel,
- unearth and nurture talent and
- develop active citizens with a strong sense of social responsibility.

Our ambition is to offer scholars the best provision possible in secondary education. Therefore, our curriculum in each subject is carefully crafted and sequenced; our subject leaders are experts and enthusiasts bursting to take our scholars on epic journeys through each subject domain. We want our scholars to enjoy learning and knowledge for its own sake. We have an extended school day so that ALL scholars benefit from a strong extracurricula offer to develop wider aspects of themselves, be they musical, sporting, literary or artistic.

We will also support scholars in all aspects of their development, welcoming children from all backgrounds and starting points. As an inclusive school, there is support for those with additional needs. Our pastoral provision and staff support scholars to meet our high expectations. The highly structured and carefully thought through routines for each part of the day are explicitly taught to scholars and applied consistently making for a safe and happy school.

I cannot wait to meet and welcome our new cohort and get going on our exciting journey at Brook Mead! We are still able to function as a small school with our split site accommodation until 2025 when we move to our new permanent building. This makes transition to secondary easier for children. It means we can cherish and challenge each scholar. As a new Free School, we also had our first Ofsted inspection in March 2024 and we were also graded as outstanding in all areas.

Rita Hindocha
Principal

1. When does school start for my son/daughter?

This academic year, school starts on **Thursday 29th August 2024.**

Your child should arrive by 8.20am for an 8:25am start. Staff will be on hand to help Year 7s line up in tutor groups and take them into assembly or tutor rooms. On this day, we will only have year 7 on site so that they can get used to the school in a calmer way on their first day.

2. What is the best way for my son/daughter to get to school?

We urge all scholars to **walk, cycle or use public transport** to get to and from school as part of our promotion of a healthy and sustainable lifestyle. Travelling by car is not desirable. If you do drop off or collect your child from school, **please park well away from the site** as there is very bad congestion at the start and end of the day which is a hazard to all members of the school community and local residents. The safest place to park is within the car park of the **Tesco superstore** on Narborough Road. Please allow extra time for traffic due to congestion. Cycle sheds are provided to store bikes during the school day. We ask that bikes are regularly checked and maintained in good working order.

3. What are the times of day?

Monday - Thursday			
	Year 7 and Year 9		Year 8 and Year 10
7.45m - 8.20am	Site opens for Breakfast Club		
8.25am			
8.27am	Morning address		
8.30 - 8.50am	Registration		
8.50am - 9.40am	Lesson 1		
9.40am - 10.30am	Lesson 2		
10.30am - 10.50am	Break	10.30am - 11.20am	Lesson 3
10.50am - 11.40am	Lesson 3	11.20am - 11.40am	Break
11.40am - 12.30pm	Lesson 4		
12.30pm - 1.20pm	Lunch	12.30pm - 1.20pm	Lesson 5
1.20pm - 2.10pm	Lesson 5	1.20pm - 2.10pm	Lunch
2.10pm - 3pm	Lesson 6		
3pm - 3.40pm	Brook Bonus Time		

Friday 2024-2025			
	Year 7 and Year 9		Year 8 and Year 10
7.45m - 8.20am	Site opens for Breakfast Club		
8.25am	Hand up, begin line up		
8.27am	Morning address		
8.30 - 8.50am	Registration		
8.50am - 9.40am	Lesson 1		
9.40am - 10.00am	Break	9.40am - 10.30am	Lesson 2
10.00am - 10.50am	Lesson 2	10.30am - 10.50am	Break
10.50am - 11.40am	Lesson 3		
11.40am - 12.30pm	Lunch	11.40am - 12.30pm	Lesson 4
12.30pm - 1.20pm	Lesson 4	12.30pm - 1.20pm	Lunch
1.20pm - 2.10pm	Lesson 5		

BROOK MEAD UNIFORM



What is the school uniform?



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UNIFORM EXPECTATIONS



1. All scholars will wear the Brook Mead Academy blazer with a white shirt and Brook Mead tie. Shirts must be buttoned to the neck and **ALWAYS tucked in**. Ties must be tied correctly with the length meeting the waistband of the trousers or skirt.
2. All scholars must wear either the grey trousers or the BMA checked skirt (**supplied by Uniform Direct**) at all times. The original shape of the trousers **must not** be altered (15cm leg width).
3. In warmer weather, scholars are permitted to wear grey shorts instead of the grey trousers. **formal**
4. In colder weather, scholars can wear a bottle green knitted V-neck jumper over their shirt and under their blazer.
5. Skirts must be worn to the correct length (always below the knee).
6. A smart plain jacket, overcoat or shawl may be worn over the top of the blazer (not instead of the blazer). *No hoodies, denim or sports or tracksuit jackets are permitted at any time.* Outdoor wear should only be worn outside.
7. Jewellery must be discreet with only small, stud like nose and ear piercings being permitted.
8. Headscarves, turbans and other religious headwear must be plain grey, black or racing green in colour.
9. False nails, false eyelashes or excessive make up is not permitted in school.
10. Black, grey or flesh coloured tights or leggings to the ankle may be worn under the skirt.
11. Footwear should be plain black with **no logos or patterns**. **Trainers are not permitted** and should only be worn during PE. Heels must not be higher than 3cm.
12. Students must have their ID badges and lanyards with them at all times.
13. Blazers may be removed during break and lunch time **ONLY**. After playing outside, blazers should be put back on and shirts tucked in.

FOOTWEAR EXPECTATIONS



- Footwear should be **plain black with no logos or patterns**. Trainers should not be worn.
- Scholars can wear trainers for **PE only**.
- The school will issue plain black plimsoles to any scholar wearing incorrect footwear.

PE UNIFORM EXPECTATIONS



1. **All scholars** will wear the Brook Mead Academy polo shirt (supplied by Uniform Direct).
2. Plain black shorts or tracksuit bottoms should be worn (*only small logos allowed*).
3. All scholars should have adequate sport footwear such as trainers. Trainers can be any colour.
4. Additionally, scholars may also wear the Brook Mead ¾ zip jumper, Brook Mead PE football socks or the Brook Mead PE pro-running leggings (all supplied by Uniform Direct).

- **Leggings are only permitted under shorts. They are not to be worn otherwise.**

4. Where can I buy uniform/PE kit?

Please note you will be able to purchase uniform directly from our supplier, Uniform Direct, 54-56 Humberstone Gate, Leicester, LE1 3PJ. Uniform will **not** be available to purchase from Brook Mead Academy directly. You can also buy uniform directly from the **Uniform Direct** website [Brook Mead Academy \(uniform-direct.com\)](http://Brook Mead Academy (uniform-direct.com))

5. Scholar identity card

All scholars will be issued with a free ID card, cardholder and a lanyard when they join our academy. Scholars must visibly wear their ID card every day as part of their academy uniform. For scholars, the ID card enables them to be:

- Easily identified by staff
- Print from the academy computer network
- Borrow books from the library
- Purchase drinks and food via our cashless operating system.

If the scholar ID card, cardholder or lanyard is lost or damaged, parents are asked to purchase a new one through the School Shop on MCAS.

6. Lunch - Catering

Catering services are provided by Chartwells across All TMET schools.

Working in partnership with the Trust, they deliver freshly prepared menus and help promote healthy eating through their Food Union brand together with regular theme days and street food options.

Chartwells promise to offer freshly prepared, tasty and nutritionally balanced food which will be excellent value for money.

Chartwells take food allergies seriously. If any scholar has an allergy, intolerance or a medical condition that calls for a special diet - however simple or complex - their team of nutritionists will ensure they are fully and safely catered for with special menus, procedures and training. They will work closely with each scholar and their family to create an individual menu, developing special food offers to deal with common allergens as well as looking after more complex dietary needs (see medical dietary requirements form below).

If scholars do not wish to eat a school lunch, they are able to bring a healthy packed lunch. We like to support families by supporting healthy eating habits at school. Therefore, we like our scholars to bring only water to school rather than fizzy or sugary drinks.

If your child has a medical dietary requirement, please collect a copy of the form below from the academy office.

MEDICAL DIET REQUEST FORM



Please complete all parts of this request form in full or your application will not be processed. If you require assistance with understanding or completing this form, please contact the school for assistance.

If your child has a dietary requirement but does not require an adapted medical diet menu supported by Chartwells then there is no need to complete this request form.

Chartwells allergen reports, declaring the presence of the 14 mandatory Food Information Regulations allergens, and nutrient counts (including carbohydrates, protein and fat) are available for all Chartwells recipes on current menus. Please ask the kitchen team or request them from your local Chartwells contact.

Part A: Medical Diet Information (to be completed by the Parent/Guardian)

Child's First Name Child's Surname

Child's Date of Birth Child's School Year Group

Parent/Guardian Name Parent/Guardian's Phone number

Parent/Guardian's Email

School Name

School Address

School Postcode

Medical Diet (please tick all that apply):

14 Main Allergens

<input type="checkbox"/> Celery	<input type="checkbox"/> Fish	<input type="checkbox"/> Mustard	<input type="checkbox"/> Soya
<input type="checkbox"/> Cereals containing Gluten	<input type="checkbox"/> Lupin	<input type="checkbox"/> Nuts	<input type="checkbox"/> Sulphites
<input type="checkbox"/> Crustaceans	<input type="checkbox"/> Milk	<input type="checkbox"/> Peanuts	
<input type="checkbox"/> Eggs	<input type="checkbox"/> Molluscs	<input type="checkbox"/> Sesame	

Other allergens

<input type="checkbox"/> Bananas	<input type="checkbox"/> Coconuts	<input type="checkbox"/> Oranges	<input type="checkbox"/> Tomatoes
<input type="checkbox"/> Beans	<input type="checkbox"/> Kiwis	<input type="checkbox"/> Peas	<input type="checkbox"/> Pineapples
<input type="checkbox"/> Chickpeas	<input type="checkbox"/> Lentils	<input type="checkbox"/> Strawberries	

Other Allergy or Other Food Requirement (please print below)

My child requires an autoinjector (e.g. EpiPen) for their medical diet (please tick if this applies)

My child also requires their medical diet to be (please tick all that apply):

<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Vegan	<input type="checkbox"/> Pork Free	<input type="checkbox"/> Beef Free	<input type="checkbox"/> Halal
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Version 1

1/2

Part B: Supporting Documentation (to be provided by the Parent/Guardian)

1 I confirm that I am attaching medical evidence confirming the medical diet requested in part A (please tick one or more as appropriate):

- Doctor/Dietitian Letter or note
- Other medical professional Letter or note
- Professional medical care or Allergy Action plan
- Chartwells Medical Evidence Support Form

2 Please attach a recent colour passport style photo of your child for identification purposes.

Please attach photo here

If completing form digitally, please click link below to attach a photo

[Attach](#)

Please refer to the Chartwells Medical Diet policy for more information: <https://loveschoolmeals.co.uk/medical-diets>

For medical evidence requirements See section 4.0 'Medical Diet Requests & Processing' For identification of pupils See section 6.0 'Identification of Customers with Medical Diets'

Part C: Terms and Conditions

By completing this medical diet request form, parents/guardians are consenting for an adapted Chartwells medical diet menu to be prepared for their child and for their child to be identified as having a dietary requirement in accordance with the identification system operated at the school. The medical diet menu will continue until Chartwells are notified in writing otherwise. You will receive a copy of the medical diet menu and are required to notify any discrepancies immediately. If you do not notify any discrepancies prior to the menu start date, this will signify the acceptance of the medical diet menu. It is the parent/guardian's responsibility to inform Chartwells in the case of any changes to the medical diet requested for their child. If Chartwells becomes aware of any other medical diet requirement which has not been notified through a request form with supporting evidence, service may be refused.

Chartwells can provide a jacket potato with a suitable topping from the date of receipt of a medical diet request until the date a medical diet menu has been confirmed for a child. Otherwise, pupils must provide a packed lunch meal as an interim measure.

Chartwells reserve the right to decline a medical diet request if a risk assessment considers the medical risk too high, or the request process is not completed in full (for example if insufficient medical evidence is provided). In these circumstances, Chartwells may refuse to provide any diet to the pupil.

Chartwells will process the personal data you have supplied, in accordance with the data protection laws that apply to the UK. We do so to protect the vital interest of your child. We will only share this personal data with those people or organisations that may require it to keep your child safe and healthy. We will keep this personal data for no longer than is necessary, and at most for 3 years after they leave the school named on this form. Under UK data protection legislation, you have certain rights in relation to your personal data. These are more clearly stated on the full Privacy Notice on our corporate website. This statement is only intended as a summary Privacy Notice. Please use the link to see our full Privacy Notice: <https://www.compass-group.co.uk/about/privacy-policy>

Please read Chartwells full medical diet policy here: <https://loveschoolmeals.co.uk/medical-diets>

I consent to Compass processing this personal data for the purpose of providing a medical diet and I confirm that I have read and understood the above

Parent/Guardian Name

Signature Date

Please return this completed form with supporting medical evidence to your school for it to be returned to Chartwells. For any medical diet queries, or to obtain a hard copy of the full medical diet policy, please contact: chartwells.medicaldiets@compass-group.co.uk



Version 1

2/2

7. How do I pay for school lunches?

As we operate a cashless catering system, scholars will have to use their ID cards to purchase food or drink, as money will not be accepted. £2.35 is a sufficient amount for a balanced and healthy meal each day. You will be able to top up your child's ID card remotely at home. This will happen through our BROMCOM platform which runs a **parent app** called **MyChildAtSchool [MCAS]**. We will be in touch when this is ready and give you information about downloading the app. The app will also give you information about your child's attendance, reward points, school meals and many other things. The app enables you to see how much credit your child has on their card, as well as seeing what your child has had to eat each day. If your child is entitled to **Free School Meals**, the card will be automatically credited with the correct amount each day, please note that Free School Meals allowance cannot be carried over to

the next day. Our parents guide to MCAs is attached.

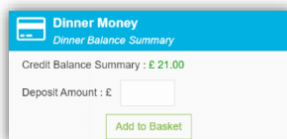


MCAS Parent Guide MyChildAtSchool [MCAS]



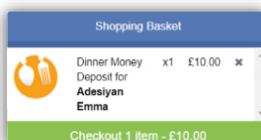
Dinner Money

The Dinner Money option is accessible only as a Widget.



The **Widget** displays the current **Credit Balance Summary** and gives the option to top-up the **Balance**.

To do this enter the amount in the **Deposit Amount** box and click the **Add to Basket** button. The **Shopping Basket** icon on the top bar will now display that you have 1 item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking on the **X** to the right.



8. Who is eligible for free school meals?

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earning income of no more than £7,400.
- Income Support.
- Income-based Job Seekers Allowance.
- Income-related Employment and Support Allowance.
- Support under Part 6 of the Immigration and Asylum Act 1999.
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit).
- Child Tax Credits (with no Working Tax Credit) with an annual income of no more than £16,190.

How do I apply for free school meals?

- Online at www.leicester.gov.uk/freeschoolmeals
- By telephone on 0116 454 1009. Make sure you have your National Insurance number to hand.
- By post - you can also pick up an application form from Brook Mead Academy, or from any of Leicester City Council Customer Service Centres.

9. Trips and Clubs

Parents will be informed of any trips and sports fixtures that take place throughout the school year. These can be accessed through MCAS app which will enable you to pay for academy trips and sport clubs where necessary.

10. Attendance at Brook Mead Academy

Every scholar at Brook Mead Academy is set a target of 100% attendance

If a child is going to do well at school, it is vital that they attend each day. Therefore, scholars should only be absent if they are too ill to come to school. Our

expectation is 100% attendance for all scholars with a minimum attendance of 96% (7.5 days of absence.) If absence is *unavoidable* then the parent/carer should telephone the school in the morning of the first day of absence and every absent day thereafter. Phone calls should be made before 8:25am. Generally, unless your child has a temperature of over 38C, is vomiting or has diarrhoea, they should be fine to attend school with suitable over-the-counter medication.

Please note that government guidelines have changed for the 2024/25 academic year and the threshold for a penalty fine is now 10 sessions (each school day is two sessions) of unauthorised absence within a ten-week rolling period.

Brook Mead Academy prioritises working with families to support better attendance and penalty fines for unauthorised absences are used as a last resort.

Attendance Ladder



11. Punctuality

All scholars should be on school site by 8:20am, ready for the first whistle at 8:25am. If a scholar is late twice in one week, they will receive a 30 minute after-school detention. If they continue to be late, parents/carers will be asked to attend a meeting with a member of our Senior Leadership Team to discuss any issues preventing your child from attending school on time.

12. Holidays in term time will not be authorised.

If there are **exceptional** circumstances, parents should complete an 'exceptional scholar leave' form explaining the necessity for the request, including any necessary evidence.

13. What if my child is ill?

If your child is unwell, please telephone the academy on 0116 4827195 and press option 1 by 8:30am to let us know on each day of absence. If you have not phoned in and your child is not at school, an automatic text message will be sent to you to alert you to the absence. **Please note that the school's Family Support Worker routinely conducts a safe and well check on the school's behalf when a child is absent.** When you call, please be specific about the reason rather than simply notifying us that your child is unwell. This will help us provide support upon your child's return.

14. Accidents and Illness

If a scholar has an accident or feels unwell, they must tell a member of staff straight away. If they are too ill to remain at school then their parents/carers will be contacted by one of our office team.

15. Administration of Medicine

If a scholar is required to take medication during school hours, you will need to contact the school office to complete an Administration of Medicines Request form which can be found in our policy regarding supporting pupils and administration of medicines on our website or a copy can be obtained from the academy office.



Administration of Medicines Request Form

To: The Principal of Brook Mead Academy

Re: Administration of Medicines Request Form

From: The parent/guardian of (Full Name)

My child has been diagnosed as having They are considered fit to attend the academy but require the following prescribed medicine of to be administered during academy hours.

I allow/do not allow for my child to carry out self-administration (delete as appropriate).

I allow/do not allow for my child to carry the medication upon themselves (delete as appropriate).

Could you please therefore administer the medication as indicated below?

- Dosage:
- Time:
- This is to take effected from/...../..... to/...../..... . Please inform staff if this is a long term medication.

The medicine should be administered by mouth/ in the ear/nasally/other: (delete as appropriate).

I understand that Brook Mead Academy cannot administer a spare adrenaline auto injector without the consent of a medical practitioner and parent/carer.

I undertake to update Brook Mead Academy with any changes in routine, use or dosage or emergency medication and to maintain an in-date supply of the prescribed medication.

I understand that Brook Mead Academy cannot undertake to monitor the use of self-administered medication of that carried by the child and that the academy is not responsible for any loss of/or damage to any medication.

I understand that if I do not allow my child to carry the medication it will be stored by Brook Mead Academy and administered by staff with the exception of emergency medication which will be near the child at all times.

I understand that staff may be acting voluntarily in administering medicines to children.

Signed: | Date:

Name of Parent/Guardian: (Please print)

BROOK MEAD HOMEWORK



16. Homework

At Brook Mead Academy we run a homework club most lunchtimes so that scholars can get support and access to computers. There is also homework help each day from 8:10-8:25am.

We communicate homework via an app called Satchel One. This will allow you to see your child's completed, upcoming and overdue homework in full detail. You'll see instructions for the task, how long it should take and any useful resources to help you support your child's home learning with confidence.

If they fail to complete the work in that time, scholars will be given one deadline extension per term. If homework is still incomplete, they will be directed to our lunch time homework club. If it is still not completed, a detention will be issued. A parents guide to SatchelOne is enclosed with this booklet.



17. What equipment does my child need on their first day?

There are a number of items that a scholar needs in order to be able to take a full and active part in learning at Brook Mead. These are:

- pencil case (preferably clear)
- 2x black or blue pens
- green pen
- pencil
- ruler
- sharpener
- eraser
- highlighter

We will provide a complete set to every scholar on their first day. If they lose an item or wish to purchase more, you will be able to purchase this from our school shop using the MCAS app.

In addition to the above, scholars will need:

- Casio Fx83GTX calculator (can be purchased from school)
- PE kit including trainers or alternative PE shoes (if required)
- suitable school bag
- Reusable water bottle

18. The library

We have a library filled with high-quality fiction and non-fiction books. Most importantly, we have a qualified librarian, Ms Peploe, who can advise on the selection of books available. She also runs special reading events. Scholars can borrow three books at a time for up to three weeks.





Year 7 Recommended Titles and Authors

Reading other titles by these authors is also encouraged!

The Girl Who Speaks Bear by Sophie Anderson
 The Wizard of Oz by L. Frank Baum
 The Magisterium series by Holly Black and Cassandra Clare
 Cogheart series by Peter Bunzl
 The Secret Garden by Frances Hodgson Burnett
 Cherry Crush by Cathy Cassidy
 Look Into My Eyes by Lauren Child
 How to Train Your Dragon by Cressida Cowell
 Class Act by Jerry Craft
 Who Let the Gods Out series by Maz Evans
 Grimms' Fairy Tales by Jacob and Wilhelm Grimm
 Not My Fault by Cath Howe
 High Rise Mystery by Sharna Jackson
 A Nest of Vipers by Catherine Johnson
 Skulduggery Pleasant series by Derek Landy
 The Call of the Wild by Jack London
 Show Us Who You Are by Elle McNicoll
 Ultimate Football Heroes by Matt and Tom Oldfield
 Anisha, Accidental Detective by Serena Patel
 Seven Ghosts by Chris Priestley
 Look Both Ways by Jason Reynolds
 The Explorer by Katherine Rundell
 Bunny vs Monkey by Jamie Smart
 Murder Most Unladylike series by Robin Stevens
 The Kid Who Came from Space by Ross Welford



19. Scholar emails

All scholars will be allocated their own Brook Mead email address. All students are expected to check their email every day for key important messages from their teachers. Scholars will be shown how to access their emails by their Computer Science Teacher.

20. What if my child is interested in learning to play a musical instrument?

In music lessons scholars have the opportunity to learn about different musical traditions and instruments. In practical lessons they have the opportunity to play keyboard, percussion instruments and guitar. There are various afterschool clubs for students to take part in. If you would like your son/daughter to have lessons to learn to play an instrument, please contact Mr Larsen Our Curriculum Leader of Music: Slarsen@brook-tmet.uk

21. What about rewards and consequences?

At Brook Mead Academy, the role of rewards in recognising and promoting the Brook Best Pledge and our core values is a key part of developing the potential of our scholars.

At Brook Mead, we will use merits to reward and celebrate positive behaviour. Merits will be awarded for:

- Acts of kindness and respectful behaviour
- Attendance and punctuality to school
- Effort in lessons
- Quality of homework
- Exceptional quality of work in lessons
- Exceptional developments of personal attributes as shown in reading, sporting, musical and performance opportunities
- Excelling Brook Bonus Time activities
- Showing leadership and initiative

In addition to merits, golden tickets will be awarded by staff for:

- Exceptional work in lessons
- Golden tickets are worth 5 merits and will give scholars the opportunity to skip the lunch queue once in a week with one friend.

Platinum tickets are awarded at the end of every week for the top 5 scholars in each year group based on total positive behaviour points. Platinum tickets enable queue jump at lunchtimes for a whole week with a friend!



BROOK MEAD CLASSROOM EXPECTATIONS



22. Classroom expectations

We wish to ensure that every child is safe, happy and free to learn and make progress. Therefore, we do not tolerate any behaviour which might cause offence, harm or disrupt the learning or safety of others. Our sanction system is simple, fair, swift and transparent and is underpinned by our belief that it is our teachers “right to teach” and our scholars “right to learn”.

Demerit 1 (D1)	<ul style="list-style-type: none"> • First verbal warning following 1st incidence of minor disruption/failure to follow instructions in a lesson.
Demerit 2 (D2)	<ul style="list-style-type: none"> • Final verbal warning following 2nd incidence of minor disruption/failure to follow instructions in a lesson.
Demerit 3 (D3) – Removed from classroom and issued with a same day 30 minute after-school detention.	<ul style="list-style-type: none"> • 3rd incidence of minor disruption/failure to follow instructions in a lesson leading to removal to the Reflection Room for the remainder of the lesson or; • Deliberate defiance e.g. deliberately ignoring a member of staff’s instructions, refusing to hand over a prohibited item, leaving a classroom without permission, refusal to wear appropriate uniform, intentionally poor body language, kissing teeth, tutting, muttering, walking away, inappropriate language/gestures at a member of staff, attempting to argue with a member of staff. • Bullying, discriminatory or anti-social behaviour. • 2nd occurrence of missing homework. • 3 instances of “D2’s” within one week will result in a detention but not a removal.

23. What is the system for detentions?


Detentions are issued when a scholar receives a D3 and are sat on the day that they are issued when they are logged before 3pm (same day detentions). Detention runs from 3.40 until 4.10pm, on a Monday/Tuesday/Wednesday/Thursday and 2.10-2.40pm on a Friday. There will be a text message sent to parents/carers on the day of the detention. As much notice as possible will be given. Scholars will be escorted to detention by their P7 teacher if the scholar refuses to attend the detention, the sanction will escalate to a D4 which involves the scholar spending the next break, lunch and after-school session in the Reflection Room.

24. What are the classroom rules at Brook Mead Academy?

At Brook Mead, we have expectations and routines which we teach our scholars.

At Brook Mead Academy we always “STAR” in class...

S	T	A	R
We SIT up straight	We TRACK the speaker	We ANSWER in full sentences	We RESPECT the speaker



At Brook Mead, we take STEPS to be polite...

S	T	E	P	S
We use titles SIR/MISS	We say THANK YOU	We say EXCUSE ME	We say PLEASE	We SMILE



Behaviour for Learning

We wear our BMA uniform with pride;
tie on, shirt tucked in.



We make sure we have the correct
equipment for learning every day.



We do not use mobile phones in school,
we keep them in our bags all day.



We wear our lanyards at all times.
We show we belong by having our lanyard
on!



We are polite and speak to each other with
respect, at all times. We do not swear or
use inappropriate language.



We are always on time to lessons.
When arriving to lessons: we line up, in
single file, quietly outside of our classroom
and wait for our teacher.



We follow staff instructions first time,
every time.



We focus 100% on learning.

100%

25. What are the rules in relation to mobile phones?

The use of mobile phones/devices is not permitted and will lead to the device being confiscated. Mobiles phones/devices that are seen by staff, in use or not, will be confiscated. A D3 detention will also be issued. If a scholar needs to call home, they can do so from the main academy office. A D4 will be issued to a scholar if they are found using their phone on the school site. On the third occasion of a mobile phone/device being confiscated, only a parent/carer is able to collect the item. Smart watches are not permitted. Traditional watches may be worn.

Mobile devices/headphones must be switched off and stored in bags. Scholars must not use a mobile device or headphones anywhere in school during the school day.

26. Loss or Damage to school property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including but not limited to premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

27. Bullying

Any form of bullying or harassment against another member of the school community is not acceptable and will not be tolerated at Brook Mead Academy. All staff will take immediate action with any case of bullying. Any unkind behaviour towards another scholar will result in a D3. Another action against the same scholar will be deemed as bullying and will

result in internal exclusion. A school Anti-Bullying policy is in place and available to view on our website. Scholars are urged to report bullying to any member of staff they feel comfortable with. It will then be followed up.

28. How does the school help my child settle in?

Transition work goes on months before the start of the new year. For new Year 7s, we communicate with primary schools and their year six teachers and SENDCOs and we gather all of the information, we need to allow our scholars to learn really well. Scholars spend a lot of time in tutor groups on the first few days. There are activities to help them get to know each other and make friends.

New scholars are tracked and closely monitored in the first few weeks of term by all of our staff, who work with our scholars to identify any learning needs. Form tutors and subject teachers play a key role in also monitoring new scholars closely.

Our team are experts in transition, and between us we have done it many times before, so your child is in good hands!

29. Use of information Technology and Computer

Digital technology has become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools which open up new opportunities for everyone.

These technologies can stimulate discussion, promote creativity and give access to a wealth of information. Young people have an entitlement to safe internet access. Brook Mead Academy also recognises that personal devices such as mobile phones, tablets and cameras are becoming ever more common and a part of everyday life. However, we are aware of and guard against online harms with a strong IT filter system.

Our Acceptable Use Policy and Agreement is intended to ensure that:

- Young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- Young people learn the importance of ICT safety and security.
- School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety when using ICT at home or in school:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will ensure that my username and password is kept private and will not use anyone else's email, username, or password.
- I will be aware of the danger of communicating with strangers online and will inform a trusted adult if I feel unsafe or worried about communication.
- I will not disclose or share personal information about myself or others when on-line.
- I will report immediately to a trusted adult any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I understand that I am responsible for any content (images, messages etc) that I put on social networking sites and that it is unacceptable to use these to insult, embarrass or bully any other member of our school community.

I understand that everyone has equal rights to use technology as a resource. Therefore:

- I understand that the schools ICT systems are intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not try to use the school ICT systems for internet shopping, file sharing, or video broadcasting (e.g. YouTube).
- I will act as I expect others to act toward me.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files.

- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have opinions that are different to mine.
- I will not take or distribute images of anyone without their permission.

When using the internet, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music, videos, images, and other property)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- When using information of any kind from the internet in my own work, I will acknowledge the source in my work.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not use any devices on the network to gain unauthorised access to any other systems on the network.
- Mobile phones will be out of sight and switched off during school. I also understand that the school can take no responsibility for the security of such devices.
- I will immediately report any damage or faults involving equipment or software that I use, regardless of how the fault or damage happened. If the fault is due to misuse on my part, I agree my parents/carer will be responsible for paying for the cost of repair. I will treat all equipment with respect and ensure that I do no purposeful damage.
- I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not use the school ICT systems to access or try to access chat and social networking sites or other sites on the school's internet filter list.

I understand that I am responsible for my actions, both in and out of the academy:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement when I am out of school and where they involve other members of the school community (examples would be cyber-bullying, use of images or personal information and unauthorised access).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to sanctions in line with the schools Behaviour Management Policy. This may include loss of access to the school network/internet/email, temporary confiscation of personal equipment, detentions, exclusions, and contact with parents. In the event of any illegal conduct or activities the school will also inform the police in line with our statutory duties.

For scholars who need a device to learn from home

The school will try to ensure that scholars have good access to ICT to enhance their learning and will, in return, expect all scholars to agree to be responsible users.

Device Loan Agreement – Scholars & Parents



- 1.1 This agreement is between **Brook Mead Academy** and (insert parent/carers name) "the parent/carer" of (insert scholar name) the "Scholar" of tutor group
- 1.2 It governs the use and care of devices loaned to the scholar, be it supplied directly by the school, or via any other laptop funding scheme. This agreement covers the period from the date the device is issued through to the return date of the device to the school.
- 1.3 All issued device shall remain the sole property of the school and is governed by the Trust's/School's policies.
- 1.4 The school is lending the scholar a device for the purpose of doing school work from home.
- 1.5 The school will monitor your engagement with the homework and classwork set by your teachers. If there is an indication that despite having a device at home, you are failing to meet deadline and completing your work, we will reserve the right to take back the device and redistribute to another scholar.
- 1.6 This agreement sets the conditions for taking the device home and is intended to guide and protect both the scholar and the school.

Damage/loss

- 2.1 By signing this agreement, the parent/carer agrees to take **full responsibility** for the loaned device issued to the scholar and I have read this agreement and understand the conditions of the agreement.
- 2.2 The parent/carer and scholar understand they are responsible for the device at all times whether on the School's property or not.
- 2.3 If the device is **damaged, lost or stolen**, the parent/carer will immediately inform the school on **0116 482 7195** or by emailing the school office info@brook-tmet.uk and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the device. If the device is stolen, the parent/carer will also immediately inform the police and pass on the crime number to the school.
- 2.4 The parent/carer understands that device is covered by the school insurance for accidental damage and I agree that I will pay **£250** in the event of an accident or theft that takes place whilst the device is signed out to my care to cover the excess cost.
- 2.5 The parent/carer and scholar agree to keep the device in good condition and to return it to the school on their demand with reasonable wear and tear.
- 2.6 Every care and consideration will be made by myself and my child to look after and protect the device, this includes, but is not limited to the following measures:
- Computer and Internet access will only be made through my child's school login, which should not be made available to any other person.
 - Will not download files from the Internet unless directed by a teacher.
 - Ensure that the device is used in a safe way, ideally at a table.
 - Keep the device in a secure place when not in use.
 - Will not eat or drink around the device.
 - Will not lend the device to family or friends.
 - Will not allow software to be installed on the device unless with the prior agreement of the Academy Trust.
 - Will not leave the device in a car or on show at home, or leave it unsupervised in unsecured areas.
- 2.7 In order to effectively administer all of its computer systems against attack by viruses, spyware and hackers, the school reserves the right to scan, review and delete any files that may be held on its computer systems. This may at times necessitate the monitoring of an individual's computer and/or internet activity. In any circumstances, personal privacy and confidentiality will be strictly observed at all times.

Acceptable use

- 3.1 The parent/carer accepts that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but understands that the school takes every reasonable precaution to keep scholars safe and to prevent scholars from accessing inappropriate materials.

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Device Loan Agreement – Scholars & Parents



KS3 and KS4 Scholar Acceptable Use Agreement

These rules will keep everyone safe and help us to be fair to others.

- I will only use the loaned device for appropriate school activities and learning and am aware that the school can monitor my internet use.
- I will engage with the homework and classwork set by my teacher and I fail to do so, the device will be taken away and reallocated to another scholar.
- I will not download or save files that can harm the school network or device or be used to circumvent installed security tools.
- I will only edit or delete my own files and not view, or change, other people's files or user areas without their permission.
- I will keep my logins, IDs and passwords secret and change my password regularly.
- I will use the Internet responsibly and will not visit web sites that are inappropriate for my key stage.
- I will only e-mail or contact people I know, or those approved as part of learning activities.
- The messages I send, or information I upload, will always be polite and sensible. All messages I send reflect on me and the school.
- I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file.
- I will not give my personal information that could be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me.
- If I see anything I am unhappy with or I receive a message that makes me feel uncomfortable, I will not respond to it but I will save it and talk to a trusted adult.
- I am aware that some websites, games and social networks have age restrictions and I should respect this.
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.

I have read and understand these rules and agree to them.

SCHOLAR'S FULL NAME	
SCHOLAR SIGNATURE	
DATE	

Device Loan Agreement – Scholars & Parents



- 3.2 The parent/carer understands that the school can, if necessary, check my child's computer files and the Internet sites they visit and if there are concerns about my child's e-safety or e-behaviour they will contact me.
- 3.3 **Social networking and media sites:** the parent/carer understand that the school has a clear policy on "The use of social networking and media sites" and I support this.
- 3.4 The parent/carer understands that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.
- 3.5 The parent/carer will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.
- 3.6 The parent/carer understands that the school will monitor their child's engagement with the homework and classwork set by their teachers. If there is an indication that despite having a device at home, your child is failing to meet deadline and completing their work, the school will reserve the right to take back the device and redistribute to another scholar.

Personal use

- 4.1 The parent/carer agrees that the scholar will only use this device for educational purposes and not for personal use and will not loan the device to any other person.

Data protection

- 5.1 The parent/carer agrees to take the following measures to keep the data on the device protected.
- Keep the device password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
 - Make sure my child locks away the device if it's left inactive for a period of time
 - Will not share the device among family or friends
 - Will update antivirus and anti-spyware software as required
 - Install the latest updates to operating systems, as prompted
- 5.2 If I need help doing any of the above, I will contact the TMET IT helpdesk on the email helpdesk@tmet.uk

Return date

- 6.1 The parent/carer will return the device in a good condition and reasonable wear and tear to the school within 7 days of being requested to do so.
- 6.2 The parent/carer will ensure the return of the device to the school if the scholar no longer attends the school.

Consent

By signing this form, the parent/carer confirms that I have read, understood and agree to the terms and conditions set out above. I understand that should the device be damaged, lost or stolen, I will be responsible for settling the £250.00 insurance excess. I will ensure that I and my child adhere to the terms of the loan.

SCHOLAR'S FULL NAME	
PARENT/CARER'S FULL NAME	
PARENT/CARER'S SIGNATURE	
DATE	

Device Loan Agreement – Scholars & Parents



TMET Device Loan form for Scholars

To be filled out by staff signing out the device.

DETAILS OF SCHOLAR	
NAME	
CLASS	
YEAR GROUP	
ADDRESS	
PARENT'S TELEPHONE NUMBER	
PARENT'S EMAIL	
LOAN DETAILS	
LOAN DATE	
DATE RETURNED	
DEVICE DETAILS	
TYPE	
MAKE	
MODEL	
SERIAL NUMBER	
ASSET NUMBER	
DEVICE CONDITION	
ACCESSORY DETAILS	
DESCRIPTION	QUANTITY
PARENT/CARER'S FULL NAME	
PARENT/CARER'S SIGNATURE	
SCHOLAR SIGNATURE	
DATE	

30. Safeguarding

At Brook Mead Academy we are committed to creating a happy and safe environment for all members of our academy community and ensure that robust systems are in place to identify and support any scholar experiencing, or at risk of experiencing abuse or harm.

We explicitly teach our scholars about how to be safe through the curriculum, assemblies and workshops and will ensure that parents/carers are kept up to date and informed about safeguarding issues through regular communication and E-Bulletins.

Everyone working in or for Brook Mead Academy will always act in the best interests of the child and we have a statutory responsibility to share information with other agencies when necessary. In most cases, we will endeavour to inform parents/carers of our intention to request support, however, in some cases, we may be advised not to. If you would like to know more, please refer to our website or talk to one of our Designated Safeguarding Leads (DSL).

[Safeguarding - Brook Mead Academy | Leicester | TMET \(brook-tmet.uk\)](#)

Mrs Evans	Leader of Safeguarding and Designated Safeguarding Lead (DSL)
Mrs Aylmer-Teago	Lead Behaviour and Safeguarding Officer (Deputy DSL)
Ms Hindocha	Principal (Deputy DSL)
Miss Walker	Assistant Principal (Deputy DSL)
Mr Chohan	Assistant Head of Year (Deputy DSL)
Ms Meman	Assistant Head of Year (Deputy DSL)
Miss Noton	Assistant Head of Year (Deputy DSL)
Mr Palmer	Assistant Head of Year (Deputy DSL)
Ms Samuel	Assistant Head of Year (Deputy DSL)

31. Team around the year group

We are committed to ensuring that your child is happy, learning and flourishing in year 7 to this end, we have a whole team to support them.

Senior leaders attached to the year group	Mrs S Evans
Head of Year	Mrs Z Azeez
Assistant Head of Year 7	Mrs M Meman
Behaviour and Learning Mentor for Year 7 & 8	Mr Bahadur
Tutor list for year 7	
7 Danube	Miss Bile
7 Euphrates	Mr Johnston
7 Kikori	Miss Makda
7 Mississippi	Mr Bensley
7 Orinoco	Miss Edwards
7 Thames	Miss Bhogaita
7 Yangtze	Miss D'Souza
7 Zambezi	Miss Bakour/ Miss Scarff

If you need information or support, please email year7pastoral@brook-tmet.uk

32. Brook Mead Academy contacts:

Address:	31 Augustine Road Leicester LE3 5QS	2 Bruce Street Leicester LE3 0AF
Telephone:	0116 482 7195	
Email:	Info@brook-tmet.uk	
Website:	www.brook-tmet.uk	
Facebook:	Brook Mead Academy	
Twitter:	@BrookMeadAcad	
Instagram:	@BrookMeadAcad	

Our main reception desk will help you if you need to drop items into school for your child or to get a message to them during the school day. They will also be able to help you contact to the following key staff:

Name	Role
Ms R Hindocha	Principal
Mrs G Bartlett	Assistant Principal – Assessment and Curriculum
Mrs S Evans	Assistant Principal – Safeguarding and Attendance
Mr D Hardy	Assistant Principal – Teaching and Learning
Mrs J Morgan	Assistant Principal – Personal Development
Ms H Walker	Assistant Principal – Behaviour, Culture and Logistics
Mrs S Macadam	Academy Manager
Mrs D Aylmer-Teago	Lead Behaviour and Safeguarding Officer
Ms M Pancholi	SENDCO
Miss Z Azeez	Head of Year 7
Miss E Robb	Head of Year 8
Mr H Malik	Head of Year 9
Miss L Samuel	Assistant Head of Year
Miss M Meman	Assistant Head of Year 7
Mr B Palmer	Assistant Head of Year 8
Mr A-R Chohan	Assistant Head of Year 9
Miss L Noton	Assistant Head of Year 10