

# Welcome Parents/Carers of Year 6 to The Bromfords School and Sixth Form College



**The Bromfords School  
and Sixth Form College**



## **Key Staff**

Tutors are the first point of contact for you or your child's for any concerns or questions.

7.1	Mr Ian Morrison
7.2	Ms Sally Wieland
7.3	Mrs Christine Keen
7.4	Mrs Gabby Atkins
7.5	Mrs Jayne Menlove
7.6	Miss Emma Cowell
7.7	Miss Francesca White
7.8	Mrs Elizabeth Shaw

Head of Year – Mrs Dixon, her role is to support your child throughout their journey at Bromfords

[dixony@bromfords.essex.sch.uk](mailto:dixony@bromfords.essex.sch.uk)

Head of Lower School – Mrs Clout liaises with the tutor team and Mrs Dixon to ensure your child is safe, happy and successful.

[cloutr@bromfords.essex.sch.uk](mailto:cloutr@bromfords.essex.sch.uk)



## **What does the Head of Year Do?**

- Support and facilitate your child's learning and progress as well as their social needs and personal development.
- Mrs Dixon is really looking forward to working with both you and your child, building strong and supportive relationships, which we believe are key for our young people to reach their full potential.
- Mrs Dixon will be working very closely with Mrs Clout who is Head of Lower School, we will endeavour to help your child in any way that we can to make their transition from Primary School to Secondary School as smooth and easy as possible. We will always try our hardest to make them feel happy, safe and secure.
- At Bromfords, we are committed to challenging and stretching students of all abilities and needs. Along with Mrs Clout, Mrs Dixon will be tracking and monitoring your child's academic progress throughout the year.
- Mrs Dixon will work closely with you, your child and teaching staff to ensure that your child is given the right opportunities and support needed for them to develop and progress.
- To give your child the best chance at success we would just like to take this opportunity to remind you that attendance plays a very important role and is paramount to their success, if they are not in school they cannot learn.
- Mrs Dixon will be working closely with our School Attendance Officer, monitoring attendance and punctuality. If our expectations regarding attendance and punctuality are not met we have various procedures in place to work with you and your child to make improvements.



## **Key information**

- We are very lucky to be working with an exceptionally strong tutor team and we are sure your children will thrive in their care. The relationship between student and tutor is one that we consider to be very important and it is hoped that they will continue with the same tutor as they move through the school years.
- There will be 8 tutor groups in this year group with 28-30 students in each group. Due to the large number in each group they have now been set and there is no room for manoeuvre, but rest assured tutor time is a small portion of each day which lasts only 25 minutes.
- The main aim of the tutor is to ensure that your child is ready for the school day and hopefully resolve any issues that need resolving before attending their first lesson. There will be various activities for students to take part in during form time which will help them develop their emotional and social well-being. Once a week the whole year group will attend an assembly.
- The packs you have received in the post contain a parents guide which has lots of useful information and highlights our expectations regarding uniform and equipment. I would just like to draw your attention to a few things, we have a no jewellery policy, including no earrings, please do not allow your child to have their ears pierced at a time that doesn't leave them enough time to heal as they will be asked to remove them even if the argument is 'they will close up and I've wasted my money'.



## The Bromfords School and Sixth Form College

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- A plain wristwatch can be worn but if it is a smart watch all notifications need to be turned off. We do not allow acrylic nails or painted nails, again we will be asking for these to be removed by the next day. Please ensure that all 'holiday nails' are removed before September.
- Students can only wear leather or leather looking sturdy shoes with a low heel. No trainers of any kind, boots or canvas shoes. This is partly due to high expectations of uniform but also for the safety of your child who will be working in Science and tech workshops where their footwear needs to be worthy of protecting them.
- If your child does not have the correct equipment or uniform for any reason then please write a note in their planner so they can show their form tutor.
- If the problem continues then your child will be given a sanction.
- The best way to ensure your child does not get into trouble is to communicate with us, keep us informed of any problems or concerns that you have.



## **Some advice from Mrs Dixon**

- Students need to come to school with a sensible sized bag, big enough to carry A4 books or folders. Fashion bags are not acceptable. Please do not listen to your child when they say everyone has one or everyone is doing it (this will not be the case).
- Last year we introduced the new school trousers along with the new school blazer. This means that all Year 7's (and Year 8's) if they choose to wear trousers will be wearing exactly the same ones, this will stop any questions regarding fit or tightness or how skinny they are. These trousers should not be taken in at the leg to make them look narrower, again please do not listen when they come home and tell you everyone is doing it.
- If your child brings any personal items into school it is entirely their responsibility to keep them safe and look after them. We do confiscate phones if they ring during a lesson or students are caught using them at any time other than break or lunch.
- Confiscated phones must be picked up by a parent from the Main School Reception at the end of the school day. Earphones should not be on school site.



# The Bromfords School and Sixth Form College

## PRIDE

In the Classroom	Around the school premises
Preparation Respect Inclusion Dedication Engagement	Punctuality Respect Inclusion Dedication Environment

Our Positive Behaviour Policy is constructed to uphold the above rights and responsibilities and our expectations of **PRIDE** at all time.

### PRIDE in the classroom represents:

**Preparation** – all students must have the correct equipment, uniform and a school bag of appropriate size;

**Respect** – all students must show respect towards their peers, staff and other adults, including the use of respectful language;

**Inclusion** – all students must embrace an ethos and culture which supports equality and diversity for all. No form of prejudice or discrimination will be tolerated. All students must be supportive of the views/beliefs of others and respond in a manner that is appropriate, demonstrating support and kindness to their peers;

**Dedication** – all students must demonstrate a dedicated attitude to their learning which includes completing all work to the best of their ability, completing all homework, arriving on time, and undertaking any additional extra-curricular opportunities where appropriate;

**Engagement** – all students must fully engage in lessons, making the most of every opportunity provided for them. This will be demonstrated through contribution to class discussion, completing all work to a high standard, listening to staff and/or peers and behaving in a manner that is appropriate at all times.

### PRIDE outside of the classroom represents:

**Punctuality** – all students must be on time to lessons (within 5 minutes of the bell);

**Respect/Inclusion** – as above

**Dedication** – all students must support the school ethos and expectations of behaviour outside the classroom and in the wider community. This includes occasions where any student is representing the school at sporting fixtures or other external events;

**Environment** – all students must treat the school premises appropriately including not dropping litter, no vandalism, following one way systems and treating the surroundings with respect.



## The House System

- We operate a positive behaviour policy here at Bromfords, students are awarded achievement points for exceeding expectations.
- Achievement points are House points thus, for every achievement point a House Point is allocated to their house.
- Achievement points are awarded via Edulink, and are monitored by tutors. The students who have the highest number at the end of each half term go into a lottery and prizes are awarded to three randomly chosen students during our termly rewards assembly.
- Achievement points are given for outstanding work and effort, improved attendance, house competitions and taking part in extra-curricular activities.
- There are four houses Aqua, Terra, Ignis and Ventus, the colour logo on your child's tie denotes which house they are in. Aqua is blue, Ignis is red, Ventus is yellow and Terra is green.
- Competitions and opportunities to win house points run through the year, including sports day and the house cup is awarded to the winning house at the end of year assembly.
- We promote success, and as a result those who adhere to the positive behaviour system are rewarded, such as Pizza lunches, cinema afternoons, free lunches, bowling trips and more.





## **EduLink**

- This is an online platform that we use to communicate with all parties, including students, staff and parents/careers.
- Staff set homework online via EduLink, homework is also written, by students, into their student planner, to avoid any issues with accessing it on the app.
- Parents also have access to this platform so you will also be able to monitor your child's homework, achievement points and behaviour points as well as their attendance.
- Homework for your child during their first couple of years at Bromfords allows them to develop key skills such as planning and organisation. Staff set menu activities which means your child often has choices to what homework tasks they complete and they have deadlines which they must meet. Often these deadlines are over an extended period of time which leads them to have to manage their time effectively.