



GROBY COMMUNITY COLLEGE
Achieving Excellence Together

Moving On...

**Transferring to
Groby Community College
in 2013**

Guide for Parents and Students

Introduction

The move from High School to Community College is an important event for young people and their parents. Mixed feelings are likely, including excitement and anxiety. There will be many questions. We work closely with Brookvale, South Charnwood and any other High Schools to make the transition smooth and successful.

This leaflet aims to offer an overview of the process, answer the questions that we are most often asked and provide a calendar of events.

Contact Information

If you have any queries about any aspects of the transfer process, staff at the College will be happy to help. Please telephone us on the numbers below to make an enquiry, or if you wish, you may prefer to make an appointment to come in to discuss matters in person.

Ms Debbie Lee, Transfer Co-ordinator

Debbie is a senior administrator and looks after all aspects of the transfer process.

T. 0116 2879921 ext 286 email: Dlee@grobycoll.com

Direct Line 0116 2817001

Mr David Brentnall, Information Advice & Guidance Co-ordinator

Dave is a Science teacher who also has responsibility for transfer and career guidance.

T. 0116 2879921 email: Dbrentnall@grobycoll.com

Ms Sue Varnam, SENCO

Sue is our SENCO and also co-ordinates the flexible learning provision for students.

T.0116 2879921 ext 240 email: Svarnam@grobycoll.com

Groby Community College

Ratby Road

Groby LE6 OGE

www.grobycoll.com

What contact will parents and students have with the College staff between now and the new school year in 2013?

Hopefully you will have been to our college open evening in October and have made an application via the allocations department at County Hall for a place at Groby Community College for year 10 intake in 2013.

As we are not notified by allocations where students have places until 1 March 2013, we are not able to contact you directly until then. However, please feel free to contact Debbie Lee at Groby if you have any queries.

Students from non-feeder schools can sometimes feel isolated once they have made the decision to choose Groby College for their key stage 4 education. To resolve this we will be inviting all such students with their parents to the college after 1 March to have a look round and have an opportunity to ask any questions you have about moving to the college.

If you are particularly anxious or do not wish to wait until March you may prefer to contact us now to make an appointment to have a look around. Please contact Debbie Lee for this also.

SENCO staff at high schools will contact the college to share information about students that will be joining us. Students with special educational needs will have extra contact with staff from Groby College's learning support team before they start in the new academic year.

In July, all students come and spend three working days at an induction experience at the College – 3, 4, 5 July 2013.

What subjects will students study?

Students will be issued with our college subjects booklet which will provide detailed information about what subjects they can study.

These are:

- 'Core' subjects (mandatory subjects which all students study)
- 'Option' subjects (other subjects for which you can indicate a choice)

There are two pathways which have different core and option subject implications, these are:

MAIN PATHWAY	(the majority of students will follow this pathway and it includes the ENGLISH BACCALAUREATE)
FLEXIBLE PATHWAY	(a few students will be guided to follow this pathway)

Students will receive guidance and advice from High School staff about which pathway is most suitable for them.

The main pathway involves core subjects (English, Maths, Science, PE, Life skills) with three additional option subjects being studied. Those students wishing to follow an English Baccalaureate path will need to choose a language (French , German or Spanish) and either History or Geography.

Students with special educational needs, or those who may not cope with the study involved in a traditional timetable will be guided to the flexible pathway. Such students will be issued with an additional booklet, providing details about the variances this pathway offers. Students with their parents will be invited to meet with Ms Varnam, SENCO, to discuss the most appropriate combination of learning choices to meet the needs and learning style of the student.

Whichever pathway they take, students need to think about which subjects they enjoy studying and are prepared to work hard in, as these will give the greatest chance of successful and fulfilling studies. They should also talk to parents to ensure they are making appropriate choices.

Once choices have been made, students will have to complete the form issued with the subjects booklet, which has to be submitted to the college. Students will have sample lessons in their option subjects during induction.

How are students placed in a tutor group?

Students will be placed in a tutor group with other students following the advice given by High School staff. We try to balance gender and ability where possible.

- We have 36 tutor groups that contain students from all years.
- There will be 8 or 9 Year 10 students in each tutor group, plus students from year 11, 12 and 13.
- Students **are not** asked to nominate friends to be placed with, in a tutor group.
- Students normally stay in the same tutor group throughout their time at the College.
- Students will meet as a tutor group most mornings for registration and occasionally for other activities.
- Each tutor group is allocated to a HOUSE.
- There are 4 houses:
 - BARDON (BA)**
 - BROOMBRIGGS (BR)**
 - BEACON (BE)**
 - BIRCH (BI)**

Each house has a Head of House and Assistant Head of House, who support the pastoral care of students in conjunction with tutors. They also have a House Leader who co-ordinates house activities and competitions.

How are students placed in Subject Groups?

Students are allocated to a cohort (teaching group), where each cohort follows a different timetable in the week. These cohorts are identified by X, Y and Z.

The cohorts are balanced in terms of gender and ability.

English, PE, Life skills plus option subjects are taught in mixed ability groups organised by the relevant head of faculty or department.

Mathematics and Science are setted by ability within each cohort.

How do we obtain information about students?

As Key stage 4 is a critical time in the education of all students we try to ensure that as much accurate information about them is acquired from their High School.

We do this in several ways and to gain knowledge in these areas:

- Student database - electronic transfer of data held on the from the High school e.g.address, parental contact information, SEN status.
- Attendance data whilst at High School - through liaison with specific attendance personnel.
- Background information about behaviour and attitude to learning – through consultation with Year Heads and pastoral support workers.
- Learning ability – through High School teacher assessment (TAs)
- Personal/medical background – by information being supplied by high school staff through meetings or reports.
- Transition Co-ordinator, Zoe Meadowcroft, gathers student background information from high school, through regular liaison with high school colleagues.

Please remember:

- If there is any information you feel we would benefit from knowing, please get in touch by contacting the staff as detailed on the first page.
- Please feel free to initiate communication with us about any matter if it impacts on a student's education and welfare.
- We also issue data sheets as part of our admission pack for parents/students. These should be completed and returned to the College. Extra information such as medical details can be added to this.

Schedule of Transfer Events

December 2012

- Subject booklets are issued to help students begin to make their option choices, to students at Brookvale and South Charnwood High Schools. These are also available on our college website www.grobycoll.com or available upon request to Debbie Lee.

January 2013

- Students at feeder schools will have assemblies providing guidance on subject choices and take part in an interview with GCC staff.

February 2013

- Students from Brookvale High School and South Charnwood High School should submit their subject choices form*– the deadline for forms to Debbie Lee, at Groby College, is Friday 14 February 2013.

March 2013

- 1 March 2013: Parents and schools are notified by letter from the Leicestershire Education Authority about school placements.
- A letter is also issued from our Principal to welcome parents and students to the Groby family and provided initial information about uniform and general transfer guidance.
- Students from non-feeder schools are sent a subjects booklet, if they have not already requested it.
- Students from non-feeder schools are invited to submit their subject choices form*. They will also have an interview with GCC staff.
- Staff at the College liaise with High School staff to gather information about students and use data to make allocations for subject choices, as well as tutor and teaching groups.

***The subject allocations will not be made until all forms are received, to ensure no priorities are given to feeder school students. A final deadline of Friday 29 March will apply to options submissions for all students.**

May 2013

- Letters are issued notifying students about which pathway and option subject choices have been allocated.

June 2013

- Students are sent a letter notifying them of tutor group, house and teaching group allocations.
- Parents and students will be invited to come to the college on a given date to view and purchase uniform.
- Students are sent a letter to invite them to attend Induction with details about the three days, plus other important admission documentation.
- Assemblies will take place at the High School to give students information about induction days.

July 2013

- **Monday 1 July:** A pre-induction information evening for parents and students.
- **Wednesday 3 — Friday 5 July:** All students from High Schools attend Groby Induction Days.

August 2013

- **Thursday 29 August:** Start of Term for Year 10 & 11 students.

September 2013

- Students settle in and have core lessons plus lessons in their chosen option subjects. If they wish to change their option subject, they may do so if it is possible with consideration of group numbers and timetable restrictions.
- To change options, parents will need to submit a request in writing, with a reason for the change.
- It will not be possible for changes to be made after the end of September as too much work will have been missed.

