

Post-16 Student & Parent Handbook

INTRODUCTION

Welcome to CTC Kingshurst Academy Post-16!

Success in Post-16 requires a whole new approach to studying and learning. It offers new opportunities and experiences, and should prepare you for success in further education or employment. Learning at this level requires total commitment and motivation, as well as a mature and responsible approach. Get this right and you should be able to achieve your best with the support of your teachers and tutors.

This handbook is intended as a guide to both Post-16 students and parents/carers of sixth form students. It also forms the basis of the conditions which must be agreed to upon accepting a place in Post-16 at the CTC Kingshurst Academy. You will be asked to sign the attached letter to confirm that you have read and agree to the conditions of acceptance.

Finally we hope that you will enjoy the experiences and benefits that your studies will bring and look forward to you achieving your best in our successful Post-16.

John Bowers
Director of Post-16

GENERAL GUIDELINES

PARTNERSHIP

Parents/Carers have a very important role to play in the three-way partnership you are entering into. In Post-16 we do not subscribe to the view that Post-16 students are entirely independent decision makers. Indeed it is our view that **students entering Post-16 do so in a deliberate partnership with their parents or carers**, who retain an active responsibility for development and progress. Your Parents have supported you throughout the compulsory stages of education and are encouraging you to continue your studies. Even though you are older, their support is still essential and they will want to share with you the important moments and decisions throughout Post-16, as well as encouraging you to achieve your full potential. Primarily we will try to deal with students directly as young adults, but out of courtesy information will be shared with parents or carers. We reserve the right to share with and involve Parents/Carers even though you are older and in voluntary education. This will happen automatically through reports and consultation evenings, but there is also an open invitation to parents to contact us at any time and this is very much encouraged. **Contact can be made directly to teaching staff for subject specific issues or through the Personal Tutor.**

PROGRESS MONITORING

Students will be monitored throughout the course and at regular intervals progress will be assessed. If a student is deemed to be making unsatisfactory progress parents will be notified by either the subject leader, Personal Tutor or Head of Faculty. Entrance to examinations will only be made available to those students that have fulfilled the course requirements and made sufficient progress to pass the course. The decision to enter a student into an examination lies with the Head of Faculty and Head of Post-16. Where a student fails to make adequate progress parents will be notified in advance. Where a student fails to make sufficient progress to pass a course the decision to allow the student to continue further lies with the Head of Faculty and Head of Post-16.

PSHE & GUIDANCE

All students are required to take part in the PSHE, Curriculum Days and Post-16 Forum. This will deal with a range of personal, social and health issues relevant to 16/18 year olds and includes topics such as personal safety, driver safety, healthy eating etc. Towards the end of Year 12 the focus shifts towards university and careers guidance. This session is also an essential communication channel for all students.

PRIVATE STUDY

The balance between taught lessons and private study changes when students move into Post-16. **It is expected that students study individually or in study groups for approximately 5 hours per week in each subject outside of timetabled lesson time.** We encourage students to use the study facilities offered by the school. Post-16 students have access to the Common Room and the I.C. is open to them all day, as well as after school. They will obviously also need a place to study at home, if possible with a small notice board for timetables, reminders etc.

COMMUNICATION

It is vital that students take some responsibility for keeping up to date with important announcements. This is particularly important in Post-16 where students are beginning to take some responsibility for their own futures. Students should check the Notice Board outside the Common Room daily, attend all forums and PSHE sessions, and all morning registration sessions. Students must register in the afternoon, unless they have made alternative arrangements with their tutor. As these are made on an individual basis and at the discretion of the tutor, students must have this authorised by both parents and tutor.

Who to approach if you find yourself in difficulties.

Whenever you are unsure about what you should do about something connected with college your personal tutor is the first person to talk to. In addition to your personal tutor you can approach your Head of Faculty or Head of Faculty, John Bowers or Medina Griffiths. The college also has a wide range of support services. The following list shows the people who work within this area and their responsibilities.

Damon Hewson	Principal
Helen Dean	Vice Principal
John Bowers	Director of Post-16
Medina Griffiths	Post-16 Student Education Manager
Suzanne Cornelius	Careers Coordinator
Helen Cunningham	Careers Advisor
Sue Beathe	Student Welfare

Disability and Individual Needs

The college is committed to monitoring that disabled students are treated fairly and all reasonable adjustments to provision are made. Students with individual learning needs are offered specific support. For further information contact our SEN Coordinator.

Student Union

All students have the opportunity to take part in elections for the Student Union. Those elected will play an active role in decisions affecting the Post-16 community as a whole. The Student Union enables students to air fresh views on a variety of issues. There will be regular meetings with staff to advise or assist with any action which may be required. The Student Union debates issues to try and solve any Post-16 problems, organise social events, encourage others to become involved in charities and the local community. Serving on the Student Union provides the student with valuable experience and is also an excellent addition to any university and job application/reference.

COMMUNITY SERVICE

We expect all students to undertake some form of Community Service during their time in Post-16. This could involve for example:

- Helping younger students in school e.g. with reading, maths etc.
- Carrying out a specific community project
- Charity fund raising
- Carrying out school based voluntary duties

This community service should be carried out in the students' own time. The school will assist with the organisation of these activities, but will also expect each student to take on some responsibility for this themselves.

Students are also expected to assist with open evenings, acting as student guides, etc. and support Year 6 students during their transition.

APPROACH/BEHAVIOUR

Clearly all Post-16 students are expected to behave in responsible manner at all times. When coming to lessons students should come in a positive frame of mind with appropriate equipment for each lesson. Points worthy of particular note include the following:

- The school is a no smoking site and students should not smoke on school premises.
- The Common Room is an area set aside for Post-16 use only. The space should be respected and kept clean and tidy at all times.
- Students who choose to drive to school do so at their own risk. When using the school car park they should drive responsibly.
- Students should generally behave in an appropriate manner, with respect to others and the school environment.

If students behave in a way that is considered to be irresponsible in any way they will face disciplinary action in line with the Post-16 disciplinary procedure.

MOBILE PHONES AND IPODS/ MP3 PLAYERS

Post-16 students are allowed to bring mobile phones and iPods/ MP3 players into school, but do so at their own risk. The school does not accept any liability for the loss or theft of such items. While students are allowed to bring in phones and MP3s they will be for use only in the Post-16 common room and should not be used generally around the rest of the school. Mobile phones should be switched off during lessons, registration, forums, etc.

DRESS CODE

There are few restrictions on dress in Post-16, however students are asked not to wear clothing that is too revealing or offensive in any way to other members of the community. T-shirts with offensive slogans or motifs are not allowed. In summer shorts must be of an appropriate length. Flip-flops may not be worn in college as they present a health and safety risk in busy corridors, classrooms and stairways. Students wearing them will be asked to go home and return wearing suitable footwear. Post-16 students may wear hats in the Post-16 common room but should not wear these around school generally.

Smoking

Is not permitted on the premises and students are asked to refrain from smoking in the immediate vicinity of the college as it gives a bad impression to members of the public, and a poor example to younger students. Students must not therefore smoke in the roads and alleyways near college.

PART-TIME EMPLOYMENT

We understand that many students need to earn money in part-time employment and that this can provide valuable experience for them. We strongly recommend that they work a **maximum of 10 hours** per week. Any more than this is likely to prevent them from making a sensible balance between study, social life, exercise and work.

HOLIDAYS

Students should avoid booking holidays during school time as this will have a negative effect on studies, results and attendance records. In accordance to government guidelines no holiday can be authorised during term time.

COMMON ROOM

Students are free to use the Common Room for social purposes at virtually all times of the day. This area is not staffed as such but students are required to respect this area and keep it tidy.

ADVICE

An open door policy operates in Post-16 whereby student or parents can seek advice at any time. Obviously there may be times where staff may not be available immediately; however, both students and parents can seek advice on any issue. This may involve advice on procedures, study skills, university applications, job applications or careers. We also have a Careers Co-ordinator who offers individual careers advice on an appointment basis.

TIMINGS OF THE SCHOOL DAY

ATTENDANCE GUIDELINES

By accepting a place in Post-16 at the CTC Kingshurst Academy I agree to the following conditions regarding attendance:

- You must attend **all the lessons** which make up your programme of study. If you are in receipt of the bursary, you won't receive a payment for that week, even if you miss one session (without a valid reason).
- Bursary recipients – Holidays are considered to be unauthorised absences. Payments will therefore be suspended for this period
- You must register **every morning** (unless authorised by your Head of Faculty).
- You must attend every registration if you are in school at that particular registration time.
- Good attendance is essential if you are to succeed in the job market or progress to higher education. Most employers and universities require the school to comment on attendance in references. Where attendance is unsatisfactory it is our duty to report this truthfully and honestly.
- Employment and driving lessons must be outside of the college day (8.30 a.m. – 3.00 p.m.)

Attendance will be monitored closely by Subject Teachers, Group Tutors and Heads of Faculty.

AUTHORISED AND UNAUTHORISED ABSENCE

However, in some cases the school will consider an absence to be 'authorised'. When an absence is **authorised**, those bursary recipients will still receive their bursary payment as though you had attended in full.

PLANNED ABSENCE

If you know that you are going to be absent from school, you should apply for 'authorised absence' at least 2 days before that date. For example, you could gain authorised absence for a hospital appointment – other examples are listed below. In this case you must complete the absence form available from the Post-16 Registrar, and get it signed by the teachers whose lessons you are missing, before returning it to the Post-16 Registrar.

If you know that you need to be away, but you *don't* apply for an **authorised absence** and you miss one of your classes, we will always assume you don't have permission to be away and the absence will be marked down as unauthorised. Bursary recipients will not get their bursary payment.

UNPLANNED ABSENCE

However, if you are ever away for a reason that you couldn't have predicted, the school will consider whether your absence was really unavoidable - **but you must let them know on the day you're away before 10am. You should phone Rachel Flynn.** Unless you have a really good reason why you *can't* contact them on the day, they will consider your absence **unauthorised** (which will mean that bursary students will not receive their payment).

Examples of reasons to apply for 'authorised absence':

- (a) a medical appointment which can't be arranged outside school hours
- (b) a particular need to look after a family member or another person who you have caring responsibilities for (NB this would be a one off incident and not happen regularly)
- (c) a religious holiday, [subject to school approval](#)

- (d) a visit to a university either to attend an open day or for an interview, [subject to school approval](#)
 - (e) an appointment Careers Adviser (although you should arrange these outside of lessons).
 - (f) a work experience placement which is part of a course, and which you don't receive a wage for
 - (g) if you're taking part in a significant extra-curricular activity, such as community service, drama, music, sport or volunteering. **Authorised absence** will only be given where the activity reflects a significant level of personal achievement (e.g. taking part in a regional or national event), or for some other one-off event.
 - (h) a probation meeting
 - (i) going to a funeral of a close relative/friend
 - (j) severe problems with your transport (for example, where you travel to school by bus and heavy snow means there is no practical way of getting to school)
 - (k) a driving test
 - (l) a school representatives' meeting e.g. Governors' meeting
- You will be asked to give evidence to support your absence where you can e.g. show your appointment card if you have a medical appointment.

This list is not complete and the college has the right to make the final decision on whether an absence is authorised or unauthorised.

Reasons that are not generally acceptable for authorised absence:

- (a) holidays
- (b) part or full-time work which isn't part of your programme of study
- (c) leisure activities
- (d) birthdays or similar celebrations
- (e) babysitting younger brothers or sisters
- (f) shopping
- (g) driving lessons

Again, this list is not complete and the school has the right to make the final decision on whether an absence is authorised or unauthorised.

Sickness

Absence due to sickness needs to be explained or evidenced in some way. Bursary students will not be paid if they are absent at all during the week even if due to illness, unless the absence is authorised. Also the school is entitled to turn down an application for **authorised absence** if [there is a pattern to your absences, you are absent a lot or if they have reason to doubt you!](#) If you are ill you will need to ring the school before 10am. [Please contact Rachel Flynn. If you ring school before 10am it could prevent your bursary being stopped.](#)

Illness during the College Day

If a student feels ill during the college day they should not leave without seeing the college nurse/ first aider and then obtain a Post-16 Self-Certification form. One obvious reason for this is our need to know the whereabouts of our students in case of emergency. If this procedure is not followed, this will be classed as an unauthorised absence.

Study leave

Absence due to study leave is clearly "authorised". Bursary recipients will receive their bursary payment during official study leave.

General authorisations

Sometimes the college may give you a general authorisation of absence in some circumstances – for example, severe weather [or where a class can't run due to illness or industrial action of teachers and/or support staff or problems with your school building.](#)

LEAVING CLASSES EARLY OR ARRIVING LATE

If lateness becomes a problem it will become a disciplinary issue. All students need to be punctual. BURSARY recipients have to attend **all** the sessions on time. If you leave a session early or arrive more than 5 minutes late without a valid reason then your bursary payment could be stopped.

ATTENDANCE RECORDS

Accurate electronic attendance records will be kept in the form of:

- Tutor Register – recording daily attendance. Recorded by the tutor and held by the main office.
- Reasons for Absence – recording each individual's reason for absence.
- Lesson Register – will identify absence from specific lessons. Tutors notified, and absence recorded.

Post-16 Contract

SUMMARY OF KEY POINTS

As a Post-16 student of CTC Kingshurst Academy I agree to:

- Maintain an excellent record of attendance – above 95%
- Be responsible for getting details of the work covered and set (during my absence) immediately on my return to school.
- Sign in and out of when I have not been registered by my tutor, recognising that this is an essential health and safety requirement. (Urgent messages for you will be put on the Post-16 Urgent Notice Board.)
- Behave responsibly in the Post-16 common room according to its code of behaviour (on the notice board).
- Follow the appropriate procedures if I am having problems or am thinking of changing course.
- Respect the school's policy of not allowing smoking on the school site.
- Keep my tutor informed about the number of hours of paid employment I do each week.
- Fill in a registration form if I intend to park a car on the school site and drive safely when using the school car park.
- Hand in work by the deadline set, or request any extension to a deadline (or help with work) well in advance.
- Bring the appropriate equipment and materials to lessons.
- Check the Post-16 Notice Board every day.
- Take part in Community Service or equivalent activities.
- Students must not behave in any way on or off the premises which brings the College into disrepute. They should respect the authority of all staff and not disrupt the learning of others.
- Students must not bring visitors on site unless they have prior appointment and are properly booked in at reception. Disciplinary action will be taken against students who break this rule.

This guide/contract comes with an accompanying letter which both students and parents/carers are required to sign and return to college in order to confirm that the conditions are agreed to upon accepting a place at CTC Kingshurst Academy Post-16.

Student/Parent Agreement

I have read the handbook and I agree that the rules outlined in them are reasonable and that I will endeavour to abide by them.

I agree to accept these conditions of attendance, and understand that disciplinary action may take place if I do not meet these requirements.

I understand that if my attendance falls below 95% without good reason my continuation on my chosen course may be in jeopardy.

I agree to abide by coursework guidelines. I understand that failure to meet agreed deadlines may result in non submission of my work to the examination board.

I have read and agree to abide by the *Academic Honesty Policy*. I understand that plagiarism will not be tolerated and may result in immediate exclusion (which will include the withdrawal from any exams and coursework will not be submitted)

If I am in receipt of a bursary payment I also understand that my payment will be stopped if I do not satisfy the conditions.

Student Name:.....

Signed:.....

Parent/Carer Name.....

Signed:.....

Date:.....

Please sign and return this form to Medina Griffiths