

# Welwyn & Hatfield

## 14-19 Consortium

### NOTES FOR STUDENTS

2017-18



Please read carefully and keep safe for reference throughout your time in the Sixth Form

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Welcome to the Sixth Form! The purpose of these notes is to give you essential information regarding Consortium matters. Please keep this document for reference throughout the year. You can also find a copy of this document on our website and on school websites: [www.welwynhatfieldconsortium.org.uk](http://www.welwynhatfieldconsortium.org.uk)

You will be required to sign a student contract the details of which are laid out below:

### **Post 16 Learning Contract**

As a member of the Welwyn & Hatfield Consortium, < School Name> will provide:

- 1.A learning programme that is appropriate to you and meets your needs
- 2.Transport to consortium sites between lessons
- 3.A friendly, caring and supportive learning environment
- 4.A <Tutor> that provides pastoral support, monitors your progress and sets appropriate targets with you.
- 5.Teaching and facilities appropriate to the courses offered.
- 6.Ongoing monitoring through parents' evenings, written reports and interim assessments.
- 7.A full and varied enrichment programme.
- 8.Opportunities to develop interpersonal skills and hold positions of responsibility.
- 9.Information and support regarding progression routes Post-18
- 10.Opportunities to feedback on Consortium provision are instrumental in the ongoing development of our offer.

As a <School Name> Sixth Form student, you will:

1. Attend school on all days other than when absence is unavoidable through illness or other reason authorized by <Ho6th name>.
  - a.Notify <Ho6th name>, Head of Sixth Form regarding any known absence. (Please note driving lessons, dental appointments and doctor appointments should be made out of school time.)
  - b.Explain any unplanned absence by immediately contacting the school
2. Take responsibility for my own learning:
  - a.Be punctual to all sessions.
  - b.Meet all work deadlines.
  - c.Use private study time in school and at home effectively. An absolute minimum of 5 hours per subject per week.
- 3.Adhere to home school's sixth form dress code and respect the dress code of other teaching sites. (Appendix C)
4. Always sign in and out and wear my ID badge at anytime when on a school site.
5. Pay for my exam entry if I do not attend the exam without a valid reason deemed acceptable by the Exams Officer.
6. Take an active part in the life of the school in its widest sense by involving myself in Sixth Form activities, setting a good example to younger year groups and fundraising.
7. Be respectful and polite to all members of the schools' community.
8. Treat the school environment with respect and maintain the Sixth Form area in a clean and presentable state.

## **STUDENT ATTENDANCE AND PUNCTUALITY**

- You must sign in and out at all sites you visit and wear your lanyard at all times.
- After any absence, you should check with subject staff and catch up on any missed work.
- All registers will be taken on the Consortium Progresso website, which will be regularly monitored by the Post 16 Teams.

## **STAFF ABSENCE**

- If for any reason a teacher is unable to teach a class, work will be set.
- If a teacher has not arrived after 15 minutes and no work has been set, please check with the departmental or school office for further information.

## **PRIVATE STUDY**

- Students will normally return to their home base for private study but, where appropriate, arrangements can be negotiated with your Head of Sixth Form for you to work elsewhere.

## **EXAMINATIONS AND COURSEWORK**

- Dates for exam entry forms to be completed at your home site are shown on the consortium calendar.
- Entry forms must be signed and agreed by teachers for each of your subjects.
- Students are responsible for ensuring that their exam entry and coursework deadlines are met.

## **MOBILE PHONES**

- Mobile phones must be turned off during lessons and used according to the school site policy.

## **PAID EMPLOYMENT**

- We advise spending no more than 12 hours per week in employment. This should not during schools hours and should not impact any aspect of your education or school commitments.

## **BEHAVIOUR**

- Please familiarise yourself with the Actions & Consequences Document. (Appendix A)

## **STUDENT CONCERNS**

- If you have any concern in connection with your subject, you should initially discuss this with your subject teacher. If this concern is not resolved, you should refer to your Head of Sixth Form.
- Any other concerns you have should be referred to your personal tutor and/or <Ho6th>.

## **STUDENT MONITORING AND REVIEW: Course changes**

- If you wish to make a subject course amendment, a form must be filled in and approved by both your A Level Teacher and, <Ho6th>.
- If you propose to discontinue your studies in any subject you must first speak to your <Ho6th>.

## **STUDENT PROGRESSION (Appendix B)**

- Your academic progress will be monitored by your home site.
- The overall responsibility for monitoring your progress rests with your Tutor and <Ho6th>
- Progression to Year 13 is not automatic, but dependent on your level of achievement as well as conforming to high standards of work, attendance and behaviour (see attached criteria, Appendix B).

**PLANNING**

- Subject staff will supply you with information on what you will be taught during each term and what deadlines there are.
- You are responsible for recording and meeting all important work deadlines.
- If you are unsure what you will be doing through the year, ask your subject teacher.

**DRIVING TO OTHER SITES**

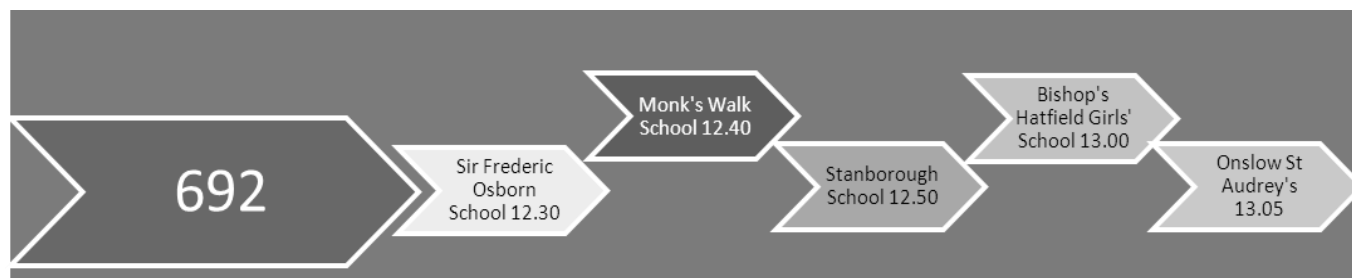
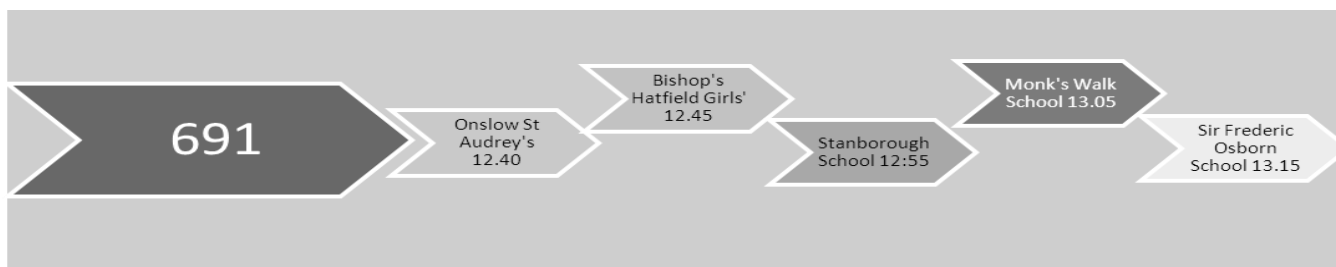
- If you wish to take a car or motorcycle to another establishment, you may only do so after consultation with the Head of Sixth Form there, who will explain the regulations in force with regard to parking, registration etc. There is no parking available for students except at Monk’s Walk School.
- Where on-site parking is available, you will need to complete a Student Parking Notification form at each site you visit for teaching.

**TRANSPORT**

- If you are travelling to another establishment you are expected to make your own way there first thing in the morning, and to make your own way home at the end of the day.
- At lunchtime, free transport will be provided.
- If you are travelling between Welwyn and Hatfield Schools, you will need to take the appropriate bus. See the routes below:

	<b>691</b>		<b>692</b>
Onslow St Audrey’s School	12:40	Sir Frederic Osborn School	12:30
Bishop’s Hatfield Girls’ School	12:45	Monk’s Walk School	12:40
Stanborough School	12:55	Stanborough School	12:50
Monk’s Walk School	13:05	Bishop’s Hatfield Girls’ School	13:00
Sir Frederic Osborn School	13:15	Onslow St Audrey’s School	13:05

**Any failure of normal service should be reported directly to the Duty Inspector at University Bus (Tel: 01707 255766) and the Consortium Office notified.**



## **FIRE AND EMERGENCY EVACUATION PROCEDURE**

1. You must read the *Fire and Evacuation Notice* which is displayed in every Consortium classroom, laboratory, workshop or changing area.
2. You must follow the instructions for evacuating the building and assembling at the relevant assembly point. If you are taught at another site you must familiarise yourself with the emergency procedures of that school.

## **TEACHING TIMES**

The start of morning and afternoon sessions may vary from site to site. For your first few weeks aim to be at your morning teaching site at 8.30am and the afternoon site by 1.00pm. Individual teaching staff will confirm start and finish times with students.

<b>SCHOOLS</b>	<b>MORNING</b>	<b>AFTERNOON</b>
Bishop's Hatfield Girls' School	8.55 – 12.35	1.20 – 3.00
Monk's Walk School	9.00 – 12.30	1.20 – 3.20
Onslow St Audrey's School	9.00 – 12.20	1.05 – 3.05
Sir Frederic Osborn School	8.45 – 12.00	1.30 – 3.30
Stanborough School	8.40 – 12.30	1.30/2.00 – 3.30

## **DIRECTORY**

<b>Name of Centre</b>	<b>Telephone</b>	<b>Member of Staff in Charge</b>
Bishop's Hatfield Girls' School	01707 275 331	Mrs E. James
Monk's Walk School	01707 322 846	Mrs P. Furness
Onslow St Audrey's School	01707 264 228	Mrs K. Llewellyn
Sir Frederic Osborn School	01707 351 350	Ms. S. Minoughan
Stanborough School	01707 321 755	Mr W. Maidment

## **AND FINALLY .....**

If you are finding things difficult or you have a concern, don't wait. Talk to your Subject Teacher, Personal Tutor or Head of Sixth, whoever you feel is appropriate so that the problem can be solved and you can concentrate effectively on your studies.

***Good luck and have a successful and enjoyable year!***

# **APPENDIX A**

## **ACTIONS AND CONSEQUENCES**

## APPENDIX B

### Progression to Year 13 (2017-2018)

Progression to Year 13 is not automatic and students will need to have demonstrated their commitment to a further year of study through a variety of criteria. The main criterion for progression within a subject area will be achievement.

It is expected that a student wishing to continue into Year 13 will meet the following criteria:

Criteria	Measures
<b>Advanced Level Achievement</b>	<ul style="list-style-type: none"><li>• Achieve a D in the summer examination in each subject.</li></ul>
<b>BTEC Achievement</b>	<ul style="list-style-type: none"><li>• Average a merit grade in coursework modules, complete all modules set and pass the external examination at the end of Year 12.</li></ul>
<b>Attendance</b>	<ul style="list-style-type: none"><li>• Under normal circumstances an attendance figure of at least 95% would be expected of any student wishing to progress to Year 13.</li></ul>
<b>Punctuality</b>	<ul style="list-style-type: none"><li>• Less than 5% latest</li></ul>
<b>Coursework/ homework</b>	<ul style="list-style-type: none"><li>• A record of meeting required deadlines.</li></ul>
<b>Attitude</b>	<ul style="list-style-type: none"><li>• Commitment towards their studies and an attitude that contributes towards a positive learning environment, showing respect for Staff, students and the wider community.</li></ul>

In exceptional circumstances and in liaison with the subject teacher, schools may recommend a student to progress who has not met the criteria. Each case will be treated individually by the School.



## **APPENDIX C – Dress Code**

# APPENDIX D – Post 16 Safeguarding

Safeguarding you as a Post 16 student is very important to us. You have more freedom than your younger peers, and with that comes additional responsibility.

## Identification

- You will be issued with an ID badge. It is compulsory for you to wear these at all times, and at all consortium schools. Students without appropriate identification could be turned away from the relevant school if recognisable identification cannot be produced.

## Registration

- It is your responsibility to ensure that you register using the appropriate system for each school. This also serves as the fire register, so it is imperative that records are accurate.
- Attendance to your classes is also monitored by the class teacher.
- Fire procedures are displayed in all consortium post 16 study areas. Please make yourselves aware of these on the first visit to each school.

## Movement around the consortium

- You will make your own way to and from schools at the start and end of the day.
- At lunchtime, you can make your own way to offsite lessons, or use the free consortium bus.
- The consortium bus, like all public transport, is subject to the health and safety guidelines of the relevant transport company.

(If you make your own way to offsite lessons, then you do so under the responsibility of your parents, as you do when journeying to and from school in the normal school day). Schools operate a transparent system of shared safeguarding checking for staff across all consortium schools).

- If you have any concerns of a safeguarding nature linked to offsite schools you should speak to the school's Head of Sixth Form in the first instance, (their office is signposted in their post 16 study area), or to your Head of Sixth Form asap.
- The most up to date designated safeguarding lead for all consortium schools can be found on the front page of the individual school's website.

## Life skills

- It is important to us that you receive an appropriate diet of pastoral support within our post 16 offer.
- These sessions will include guest speakers, which cover a wide range of issues including the promotion of support to avoid safeguarding issues, and to raise awareness, for our young people.
- For example, awareness of FGM, radicalisation, e-safety, mental health support systems, LGBT information, homelessness and various health and sexual health information sessions.

If you have any questions or safeguarding concerns please contact < Name >