



**BILBOROUGH**  
SIXTH FORM COLLEGE

# Support for Students



A Guide for  
Year 12  
Parents and  
Carers  
2018-2020

[www.bilborough.ac.uk](http://www.bilborough.ac.uk)

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**BILBOROUGH**  
SIXTH FORM COLLEGE

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## **Bilborough College**

Dear Parent or Carer

I'm delighted that you and your child are giving us the opportunity to help them take the next important career step. The team here at Bilborough Sixth Form College takes very seriously our responsibility to provide an environment where students are challenged to release their full potential and create their own exciting and rewarding futures.

We know that the formula for success, whether students are on an A Level course, a BTEC Extended Diploma programme or a mixed programme, involves application, hard work and a positive mindset. We will do our utmost to provide the right blend of support and challenge to meet each individual's needs and give them the best chance of making this happen.

We place great value on developing an active partnership with parents and carers from the start and so communication is vital. In this Guide you will find important information about some of the arrangements we have made to support good communication with you. We hope it will serve as a useful point of reference over the next two years.

Moving from the familiar environment of school to another larger institution with different expectations and ways of working for students can present a challenge. Students need and deserve help in getting to know new people and discovering where to find support, in becoming familiar with new ways of studying and coming to terms with a greater emphasis on independent work. We will do all we can to make sure the transition is as easy as possible.

Personal Tutors provide support for students as well as covering any individual questions or problems that might be raised. Please feel free to get in touch yourself via email or phone at any time; it's what we are here for.

I look forward to seeing you in College in the near future.

With best wishes

Chris Bradford  
Principal

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## Welcome to Bilborough College

We hope that your son or daughter is beginning to settle down to life at College and that they are enjoying the challenge of studying at this level. The transition from school to college, and from GCSE to A Level / BTEC is not an easy one and we want to do all we can to support your son or daughter in this process.

At Bilborough College we value each student as an individual and our aim is to help each one achieve their full academic potential through high quality teaching and student support. We hope that you find the information in this guide useful in supporting your son or daughter as they embark on their studies.

### How to contact the College

The address, telephone number and web address of the College are given on the front of this booklet. College reception is open from 7.45am to 4.45pm during term time. There is an answer phone for telephone messages received outside these hours. The email addresses of individual staff at the college follow the format of **first name.surname@bilborough.ac.uk** or you may email **enquiries@bilborough.ac.uk** and the email will forward to the appropriate member of staff.

### Parent / Carer Advantage

Parent Advantage allows you to access secure information online including progress reports, attendance data etc about your son or daughter. We also use Parent Advantage to keep you informed of all the "Bilborough Extra" events going on in college so that you can encourage your son/daughter to make good use of the opportunities. In order to 'sign up' to Parent Advantage we need your email contact details. If you do not think we have these then please email the personal tutor and ask them to ensure we have your details recorded on our system.

## **Attendance and Reporting Student Absence**

Good attendance is vital for success at this level. We know that whatever grades students achieve at GCSE, they are capable of achieving high grades at college. One major factor that affects achievement is attendance and we expect students to aim for at least 95% attendance. Regardless of the reasons for absence, national data tells us that students with attendance less than 85% achieve on average one grade lower in each subject than students with higher attendance. However, we appreciate that there may be times when students are unavoidably absent through illness. If this is the case, please notify us by using the "absence" button on either Parent or in the case of students, Student Advantage. This system allows you to select parts of a day or a full day. Once we have been notified we will update the registers with the appropriate marks. If we are notified of absence via Parent or Student Advantage, then a response email will be generated acknowledging receipt of the notification. If you are unable to notify us by Student/Parent Advantage you can either phone college reception on (0115 8515000) or email [absence@bilborough.ac.uk](mailto:absence@bilborough.ac.uk). However, our preference is that we are notified through Student/Parent Advantage. This is really important to help us manage student absences and chase up any that are not authorised. Persistent poor attendance may well lead to students being charged or withdrawn from external exams.

Please note we will not authorise holidays in term time and we will require GP notes to cover sickness beyond 7 days. Frequent short term absences will require a meeting with the tutor and parents.

## **Contacting Personal Tutors**

The Personal Tutor should always be the first point of contact if you have any concerns regarding your son or daughter's progress. The email addresses of the Personal Tutors can be found on pages 3 and 4. If you are unable to contact staff by email please telephone the College. A message will be passed on for the tutor to phone you back when they are available.

## **The College Website**

The College website contains useful information about the College. Parent Advantage can be accessed via the website and includes copies of any generic correspondence sent home, as well as newsletters, invitations to Progress Review evenings etc. The website will also be used to communicate extraordinary events such as College closures due to extreme weather conditions. You can also follow us on Twitter and Facebook for the most up to date information.



# The Tutoring System

## Tutoring Teams

The tutor groups are split into 2 tutoring teams. Each team consists of a Lead Personal Tutor and a team of Personal Tutors. The Lead Personal Tutor has oversight of the tutors and students within their team.

## Personal Tutors

The Personal Tutor should always be the first point of contact if you or your son or daughter has any concerns or you need to contact somebody at the College. There is a photo gallery at the beginning of this booklet with contact details. You can email the Personal Tutor at any time and they will either email or phone you back. If the Personal Tutor is unavailable, you can always contact the Lead Tutor or Head of Student Services. The Lead Tutor deals with any persistent issues relating to attendance, commitment, etc.

## How to decipher the tutor group code e.g. 12CW e3

12	CW	e3
Year 12	tutor = Caroline Waterhouse	Block E3 on timetable is the time of the tutor group session.

## How do Personal Tutors support their tutees?

All students have a lesson allocated on their timetables for tutoring. This will be used to deliver vital information and a tutorial programme tailored to support students' learning and progression. There will also be scheduled tutorial 1:1 reviews. Attendance at both tutor group lessons and 1:1 tutorial reviews is compulsory.

## Tutor Group Sessions

Students must attend, these sessions cover a wide range of activities, ranging from supporting the transition from Year 11, study skills, safeguarding and prevent agenda, personal safety, sexual health sessions, tax and legal responsibilities through to careers education and advice. Essential paperwork and notices will also be given out at these sessions.

# The Tutoring System

## Formal 1:1 Reviews

We strongly believe that the 1:1 support we provide to students is vital to their success at College. All students will have at least one formal review with their personal tutor on a termly basis. This time will be spent monitoring personal and academic progress, setting targets and discussing progression plans. Students are expected to plan in advance for these sessions and to record agreed targets afterwards as appropriate.

## Supporting Students

Although tutor time is a dedicated 90 minute slot on the student timetable, we strongly encourage all students to seek out their tutor (either in person, or by email) at any point if they have any issues or concerns. The tutor is very much the professional / critical friend who will support and walk alongside students in the two years they are here with us.

## Parent / Carer Evenings and End of Year Report

The first opportunity to meet your son or daughter's personal tutor will be at our **Parent / Carers' Introduction Evening** held at the end of September/beginning of October.

In February there will be the opportunity to accompany your son or daughter to **a subject progress review evening**.

In July you will receive an **in-depth progress report** which becomes the basis of the college reference for the student.

## Student Monitoring System / Cause for Concern

All students sign a copy of the Student Agreement at enrolment (see page 38); if students do not keep to the agreement then measures will be put in to place to support them to get back on track. Initially any issues will be dealt with by the relevant subject teacher or tutor.

Ongoing concerns will lead to students being dealt with in line with the student disciplinary process.

## **Intervention/Disciplinary Process**

**Stage 1** – verbal warning by tutor and/or teaching staff; parents informed; details placed on student log so all staff are aware.

**Stage 2** – Tutor/ Curriculum Manager contract and letter home (also logged)

**Stage 3** – Lead Tutor/ Head of Faculty contract and letter home (logged)

**Stage 4** – Senior Management Contract. Parents to attend where possible. Logged.

**Stage 5** – Withdrawal/ Appeal to panel consisting the Principal, with representatives of the Senior Management Team/Pastoral and/or Curriculum Team.

Please note at all stages our intention is to work with the student and help them get back on track. However, if a student fails to respond positively then we will do all we can to help them find an alternative to continuing at college.

## The Curriculum

All students at Bilborough College are full time students and as such will be timetabled for a minimum of 15 hours per week. The remaining time is dedicated to independent study.

### A Levels

Students will have enrolled on three or four A level subjects. Students have the opportunity of adding one of our extended studies options to their programme of study either in year 12 or year 13. Currently these options include; Maths Studies (level 3 maths qualification), Extended Project Qualification (equivalent  $\frac{1}{2}$  A level), Trinity Guildhall or the Gold Arts Award, GCSE Spanish, National Citizenship Service, Duke of Edinburgh Gold Award Scheme, Young Enterprise or Work Experience.

All A levels specifications are fully 'reformed' and are 2 year courses. Students will sit the examinations in the summer of 2020.

Throughout the 2 years there will be regular 'formal assessments' taking place and all students will sit 'end of year' examinations in the summer of 2019. The results from these exams will inform their UCAS/A level predicted grade

Success in the summer end of year examinations is a good indicator of potential to succeed at A level.

# The Curriculum

## Applied General Courses (BTEC and CTEC)

The college offer consists of two-year diploma courses of varying sizes, from a 1 A Level equivalent taken alongside other A Level or BTEC subjects (BTEC Extended Certificate Cambridge Technical Diploma or BTEC Subsidiary Diploma), to a full-time course equivalent to 3 A Levels (BTEC Extended Diploma). Assessments are graded at Pass, Merit or Distinction by the teacher rather than A-E as in A Level exams.

Extended Diplomas are available in: Business, Performing Arts, Sport, and Applied Science

1 A Level equivalent Diplomas are available in: Business, Performing Arts, Sport, Public Services, Applied Science, Applied Law, Creative Digital Media and ICT.

A small number of students study a Double Diploma (2 A Level size) in Sport or Business alongside 1 A Level subject.

BTEC courses are mainly assessed through coursework, which starts straight away in Year 12 and the exam board has strict rules regarding meeting deadlines and working independently. This is both challenging and rigorous and can take some getting used to compared with other qualifications. Some of the courses also involve an exam (Performing Arts, ICT and Creative Digital Media). All the assignments and exams must be passed to complete the qualification.

## Target Grades and Achievement

There is a wealth of information about how students are likely to perform in A Level and BTEC qualifications, and the best predictor in general is GCSE results. We use national data to show students the grades that they are likely to achieve on average based on their GCSE scores and we encourage them to set their own target grade to work towards, which should be aspirational i.e. well above average. We use this grade, along with national data, to help students review their progress and to aim high.

This system is used by many schools and colleges and has been proven to be a reliable and effective way of providing initial targets for students. Average GCSE scores are arrived at by calculating the total GCSE score for a student and then dividing by the total number of full

GCSEs undertaken. This is then used to produce a Minimum Target Grade for the student against which their progress is regularly reviewed. Every subject has the same minimum target grade.

Minimum Target grades are not a limit to students' potential and we would encourage students to set their own individual targets. Many students have higher aspirations and go on to exceed their minimum target grade.

# The Curriculum

## Success on a 2-year linear programme

Now that all our courses are spread over two years, it is more important than ever that students know how to get the best results at the end. It is easier to focus on the end product (results) than engage in learning and part of our job is to help students to develop effective learning habits.

The key to success for students is to attend and engage fully in all lessons, put effort into homework tasks, work effectively with others as part of a team, develop successful revision strategies as well as practise those skills that are specific to each subject such as problem solving, technical skills, essay writing and evaluation.

When we review student progress, we take into account all work they have done and their attitude to learning.

## Progression from Year 12 to Year 13

Students are on a 2-year linear programme so the assumption is that they remain at college for the duration of their course. However

- Students must prove themselves to be serious and committed which is demonstrated through excellent attendance at lessons, completion of homework and coursework to given deadlines, good results in formal assessments and a commitment to our Core Expectations.
- BTEC students need to have successfully completed all Year 12 assignments.

## **The Curriculum**

### **Bilborough Extra**

The College offers a wide range of activities for students outside of lessons. Enrichment activities range from sporting activities, writing for the College magazine and taking part in theatre / music productions to juggling. We strongly recommend students make the most of what is on offer. There are also visiting speakers, work experience opportunities and subject workshops.

We expect all students to engage in the Bilborough Extra Programme and encourage students to participate for at least 1 hour per week. Students will log their activities on Student Advantage each term and these details will strongly support progression to employment and/or university.

### **The Transition from GCSEs to Level 3 Programme of Study Skills for Success Programme**

The transition from GCSE to study at this level is not easy. Not only is the level of work so much harder but there is also a greater expectation that students work more independently and take greater ownership of their learning.

A Year 12 student is only 6 weeks away from having been a Year 11 student and we don't expect them to have fully developed their academic skills over the summer.

Skills for Success Programme is a College-wide initiative to ease the transition from GCSE to A Level and to empower students to learn and achieve. Both personal tutors and subject teachers will be helping students to start to develop the skills and mindset needed to succeed at this level.

Students need to realise that success at this level means engaging with the learning process both inside and outside of the classroom. Students need to make good use of their non-contact time and prepare in advance for lessons and follow up work covered in lessons.



## Shape up: Transition to Bilborough

### This is the message we have sent out to all year 12 students

This is a 4-week program which we will be running across all subjects and tutor sessions to give you some guidance about making the most of your time here and helping you to make the sometimes tricky move from school and GCSEs to College and A Levels/BTEC courses. Your teachers and tutors are here to help you – so please do talk to us if you are finding the transition difficult.



Each week has a different focus: -

**Week 1 (17<sup>th</sup> Sept): Organisation** – are your folders sorted? Have you a homework system in place?

**Week 2 (24<sup>th</sup> Sept): Acting on Feedback** – what feedback can you expect from each of your subjects? What do you do with the feedback once you have it? Do you know where to find help?

**Week 3 (1<sup>st</sup> Oct): Planning for Success** – how are your courses structured and assessed? Do you know what skills you need to develop in order to achieve success? How can you acquire these skills?

**Week 4 (8<sup>th</sup> Oct): Independent Study** – have you got into a good routine? Do you have somewhere to go to study? Are you spending enough time doing independent work? What sort of independent work should you be doing?

If you have any questions, please talk to your teachers or tutor. We are all here to help.

## Supporting Learning

### College Assessment Policy

Homework is set on a regular basis to help students find the level they are working at and for teaching staff to suggest ways in which students can improve. It is expected that your son or daughter will complete the assignments on time and to the best of their ability. It is an acknowledged fact that those who complete all homework to a good standard gain better exam grades than those who do not.

Subject teachers track homework progress very carefully and systematically follow up non-completion. All students are expected to update their subject homework record on a weekly basis.

Continued failure to do homework may result in a student being required to pay for their own exam entries.

We are serious about homework; we expect students to be serious too. We trust you will support us in reinforcing this policy.

What counts as homework?

- Formal written assessed tasks eg answering questions, essays, past papers.
- Preparatory work for forthcoming lessons.
- Review of work already covered.

### College Coursework Policy

Coursework is an integral part of formal assessment for many courses. All coursework must be handed in by the pre-arranged College deadlines and these are **non-negotiable**. If students are ill on the deadline date they need to inform the College immediately and obtain a doctor's certificate. Occasionally there are very exceptional circumstances which could justify an extension to the deadline date.

Students should seek advice from subject staff should they wish for an application for an extension to be considered. This extension needs to be applied for at least 10 days in advance and should be supported by parents. (Draft Coursework dates can be found on the College website).

## BTEC Course Policies

The exam board sets out rules to ensure that assignments are taken seriously by teaching centres and students. Teachers assess student work against criteria and this leads to a Pass, Merit or Distinction for each piece of work. Each student receives a course handbook to explain the rules and we would advise you to read this to help support your child. The key points to take note of are:

- Students take part in lessons to prepare them for completing an assignment successfully and understand the criteria. Each assignment has a deadline and students are allowed one submission. If students have met the deadline and it is judged that they can improve without further guidance, they are allowed one re-submission. They then have another deadline to meet to improve their work. Once they submit this work, they cannot have any further attempts.
- If a student does not pass the assignment after a re-submission or they miss a deadline, they are required to complete a brand new assignment (called a retake) based on the same criteria, with one submission and are limited to a Pass. If they don't pass, then they fail the unit and in most cases the entire course.
- Students are required to sign a statement for each assignment to verify that their work is their own. Teachers will check that sentences and paragraphs are unique by using software that compares their work to material on internet sites and the work of other students. There are sanctions if work is found to be unoriginal. Repeated plagiarism leads to failing the qualification.
- Students should discuss deadlines with teachers and exceptional circumstances are taken into account. If workload becomes high, then students can be tempted to take shortcuts and use other people's work to meet deadlines. We can only help if they let us know in advance that they are struggling.

## Supporting Learning

### Subject Support

All subject departments offer subject support sessions in addition to normal timetabled lessons.

The availability of these sessions is made known to all students through individual subject departments and we strongly recommend that students make good use of this support. Students who do, usually get better grades.

We also recommend that students use subject support to enable them to achieve their full potential in assessed homework.

Some students will be allocated a time to attend subject support, for example if they are currently working well below their minimum target grade or achieved below what was expected at A Level. If a time is allocated it is expected that they attend.

### Staff Absence

When teaching staff are absent, the College makes every effort to ensure that students have work set for them to do.

We do not use agencies to cover short term absence due to the specialist expertise needed at this level. We find it more effective to rely on our own staff and the ability of students to work independently. When staff are out of College for a planned absence, on a training course or a College related visit, work is set in advance. If students mention "cancelled lessons" this will not mean they have no work to do, as we expect students to work independently and they will have been informed of what they are expected to do.

In cases when an extended period of staff absence for illness occurs, the College makes formal arrangements and set procedures are put into place.

## Supporting Learning

### Accessing College Devices, Internet and email

The Internet is an extremely valuable educational resource and the College is committed to providing access to it and to developing students' familiarity with information technology and its many applications.

Each time students log on to a computer they are asked to accept the College rules for the use of our computer systems.

All access to any college device and the Internet is closely monitored and the rules make it clear how seriously the College would regard attempts to access unacceptable material. This also proves to be a useful strategy to ensure safeguarding.

Students also have an email account at College and are encouraged to use this as a method of communication with staff. Students are required to check their college email daily so as not to miss any important information.

### Moodle

This is our Virtual Learning Environment which can be accessed from all PCs in College and home via the College website.

Moodle contains all course materials including course outlines, materials from lessons, past papers and extension materials. Students should access Moodle regularly as part of their learning programme. Some subjects have discussion forums and some homework can be submitted online. Subject areas on Moodle usually contain useful links to other learning websites.

Why not get your son or daughter to show you their Moodle pages?

### Subject Progress Reviews

Students will be required to evaluate their own progress in all their subject areas on a termly basis. Staff regularly monitor student performance and will hold progress reviews with students. These may be more frequent if it appears that they are underperforming or struggling. In the Spring term there will be a review evening when you will be invited to accompany your son or daughter to discuss their progress in individual subjects.

## Supporting Learning

### Formal Assessments/Mock Exams/Data Collection points

Student work in all subjects should be assessed regularly throughout the 2 years, with a mixture of peer assessment, teacher assessment and formal assessments in subjects that have external examinations. Progress to date is summarised with a progress grade.

1. Early indicators based on the transition from school in Sept/Oct
2. 1<sup>st</sup> progress grade by Dec 2018
3. 2<sup>nd</sup> progress grade by Feb 2019
4. End of Year A Level Exams – May 2019
5. Mock A Level Exams – planned for January 2020
6. Final progress grade – planned for March/April 2020

It is vitally important all students take these assessment opportunities seriously.

### Independent Study

It is the College's expectation that all students spend approximately 4 hours per week completing homework and independent study for **each** of their subjects/units of work. Students will not succeed at this level unless they are prepared to do this and highly successful students tell us that they regularly study for over 20 hours a week. Some of this work will need to be completed at home but most students have at least 10 hours of study time in the week's timetable. We expect them to make good use of this time and the facilities within College to ensure they reach their potential.

**The Library and Information Centre** (LIC) is open from 8.30am – 4.30pm Monday to Friday and we strongly advise students to make good use of the facility and the many resources available. There is also a **Study Room** and **Study Zone** where students can work under supervision when not in lessons. Sometimes a teacher will specifically timetable students to attend certain sessions. This is intended to help support the students in developing good independent study habits. Students can also drop in and use the facilities at any time when they want a place of peace and quiet to focus on homework or independent study. Study Zone facilities are available up to 6pm every day. However, students will then have to make their own travel arrangements for getting home.

## Working with Parents and Carers

The College expects that students will accept responsibility for their own learning and academic progress. Nevertheless, there is a continuing role for parents to play in supporting that progress and the College will liaise with parents at all times, taking into account the needs and wishes of individual students.

### The College Provision

You can expect the College to provide:

- A parents' and carers' information booklet explaining how the College functions.
- A personal link with the College via your son or daughter's Personal Tutor.
- An invitation to accompany your son or daughter to their annual Progress Review Evening.
- Contact from the Personal Tutor should the College become concerned about your son or daughter's attendance or progress.
- An appointment with the tutor if either you or we need to discuss an aspect of your son or daughter's progress.
- Copies of the College's complaints procedure, on request.
- Access to certain information on Parent Advantage e.g. attendance, timetables etc.

# Working with Parents and Carers

## Your contribution

- To be aware of the contents of the Parents' and Carers' Handbook and other College documents.
- To inform us if you become concerned about any aspect of your son or daughter's progress.
- To inform us of any changes in personal circumstances, for example change of address, telephone number or domestic situation.
- To contact us concerning absences for your son or daughter from the College.
- To avoid taking holidays in term time.

## Parent/Carer Voice

It is important to us that you have the opportunity to give us your views on all aspects of College life and that those views should have an appropriate response. There are several ways that your views can be heard, including:

- Directly to appropriate staff
- By responding to any questionnaire which may be sent to you or which you may be asked to complete

We hope that your son or daughter will be happy and successful at College and that you will also be satisfied with our support systems.

We promise to listen carefully to any concerns or complaints which you may have about the College. If you should be dissatisfied, an informal approach to the Personal Tutor or to one of the Directors of Faculty or Assistant Principal Guidance and Support may help to resolve the matter. You may also write directly to the Principal.

Email:

Assistant Principal: [karen.lowe@bilborough.ac.uk](mailto:karen.lowe@bilborough.ac.uk)

Principal: [chris.bradford@bilborough.ac.uk](mailto:chris.bradford@bilborough.ac.uk)



## Other Support for Students

### Learning Support

**Kirsty Lockton** is the Learning Support Manager.

Learning Support offer support to students who might have specific learning needs such as Dyslexia and Dyspraxia and students with long-term physical health conditions. Reasonable adjustments are made for all students with identified support needs to ensure access to the curriculum. Where appropriate, students receive a summary of strategies to develop throughout their studies and to prepare for the future. Support can be offered through the Study Room as an opportunity to practice and develop skills.

If a student has previously had exam arrangements they do not automatically follow them here to College, once a student has disclosed a previous exam arrangement or learning need we will arrange to complete appropriate testing with them to ensure the exam arrangements are in place at Bilborough.

Further information can be obtained from Kirsty, please email [kirsty.lockton@bilborough.ac.uk](mailto:kirsty.lockton@bilborough.ac.uk)

### Health and Welfare Issues

**Helen Ginns-Farrow** is the Welfare Officer.

She has a wealth of information to support, advise and guide students through their time at college. She is based in Student Support so she is easy to find and you don't need an appointment.

As well as advice on bursaries Helen can support students who live independently, are parents, are in care or care leavers and students who are young carers. She also contacts with many organisations outside of college.

**Jenny Waters/ Catherine Wharton** are the Wellbeing Coaches.

She offers mental health and wellbeing support in college, as well as support to attain excellent academic progress. The issues and needs addressed include; anxiety, depression, eating disorders, self-harm, suicide ideation, and others. The Wellbeing Coach also works with students lacking in motivation, difficult family circumstances and stress. NB This support is offered in the contract of the Fitness to Study policy (see below).

## **Student Counselling Service**

The College has a team of College Counsellors. This is a confidential service. Students can make a self-referral by email or by logging on to the student portal. Alternatively, they can ask their Personal Tutor or student support to do so on their behalf.

## **Other Support for Students**

### **First Aiders**

If students feel unwell during a College day they should report to the main reception. There are medical rooms and a number of College staff who are qualified First Aiders and work to a weekly rota. The College does not employ a nurse and First Aiders are unable to dispense painkillers. Students must not go home when feeling unwell without first seeing a member of staff and obtaining a "sick" mark for the attendance register. This is important so that we can ensure their welfare before they leave College premises.

### **Fitness to Study**

We are committed to tailoring our education to individual needs and promoting inclusivity and equality of opportunity. It is important, however, to be clear about what is reasonable in an educational setting and the limits to the individual support that can be provided within a sixth form college. Our staff provide outstanding care for all students, but there will be times when a student's physical or mental health are so affected that they are no longer able, despite the support provided both within the College and externally, to maintain reasonable academic progress.

Ideally, a clear consensus would always emerge about the best way forwards, but this will not always be the case. There will be occasions where the College believes that it has exhausted the support options available, it has made reasonable adjustments in all aspects of College life, but the student is unable to maintain their fitness to study. These situations impact negatively both on the student, since their welfare is at risk, and on the College, since there is an excessive demand on resources. If the College reaches a decision, after consultation with the student, parents / guardians and medical professionals, that a student should withdraw then this will be actioned. In these situations, we would always assure students and their parents or carers that the best interests of the individual student and their welfare are at the centre of decisions. A full copy of the Fitness to Study policy can be obtained from the Student Support department

### **Bursary Fund**

A limited amount of funding is available to assist those students on total household incomes of £25,000 or less which may prevent them from continuing in education. Collect an application form from Student Support or down-load one from the college website if you need to apply. Please call 0115 8515000 extension 2016 or 2208 if you require further information. Our Bursary Policy and Guidelines can be found on the College website.

## **Exams**

Few people actually look forward to examinations but they are a pivotal part of College life. It is essential that students are aware of all examination arrangements relating to their course.

The College provides students with all the necessary information but ultimately students must take responsibility for making sure that that they are entered for the right examinations, that they turn up in the right place at the right time and that they abide by the rules and regulations associated with each examination.

### **STUDY LEAVE Year 13**

Students on BTEC courses continue their programme of study until the end of June 2020.

Formal teaching for exam based courses finishes just before the start of the external exam period. Some students opt to revise at home using guides and learning resources provided by teachers and staff are happy for students to do this if time is used effectively. However, the college does run a structured revision programme during the exam period. Class teachers are available during normal lesson time to help and support students in their examination preparation and will also support via email and Moodle.

### **Entry for Exams**

The College pays for entries but if a student's attendance falls below 90% we reserve the right to withdraw the student from exams and / or charge for entries.

Students are required to check provisional statements of entry printed by the College and those issued by the Awarding Bodies, and have the responsibility to inform the College of any errors or omissions.

Cheating in any examination, internal or external, or in assessed coursework is regarded by the College as a serious matter. Cheating may result in disqualification by the awarding body concerned. The term "cheating" covers a wide range of breaches of the regulations, including possession of mobile phones, notes in an examination and plagiarism in coursework.

The Rules and Regulations governing a particular examination are always made clear to candidates and must be strictly adhered to.

The College Examination Officer can be contacted on 0115 8515000 extension 2036.

# Careers and Progression

## Careers Team

The Careers Team are located in the Student Support Services area within the College. Students can book individual careers appointments with our Careers Advisors or attend drop in sessions during lunchtimes. There is a dedicated section on the College Moodle, which students can use to access useful information and resources to help with their decision-making. Information can also be found in the Library and Information Centre.

Many events, talks and fairs are organised throughout the year covering university choices, apprenticeships and employment options. Personal Tutors will also work closely with individual students on career and progression planning.

We will regularly put information on parent advantage to help you support your son/daughter whilst at college, and there will be a Higher Education Information Evening for parents at Nottingham University in the spring/summer term. We are aware that the options available are confusing, and you are welcome to contact us at any time with any questions.

# Student Behaviour

## The Bilborough Core Expectations

### CURRICULUM EXPECTATIONS: All students will...

#### All students will...

<ul style="list-style-type: none"><li>• Have a workbook, a folder or an e-portfolio (and bring appropriate sections to every lesson) which contains the following;<ul style="list-style-type: none"><li>a. Key course information (booklets, glossaries, mark schemes, etc).</li><li>b. Evidence of sufficient, recently completed homework.</li><li>c. A feedback / improvement sheet which records any comments from teachers (both written and verbal) and where students set targets to make improvements. Students will complete this sheet after each piece of formal written feedback and ideally whenever feedback of any sort is given.</li><li>d. Notes and feedback from subject reviews.</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Complete at least 4 hours homework per week for each subject studied</li></ul>
<ul style="list-style-type: none"><li>• Engage fully in lessons, participating actively in the tasks set and completing them all to the very best of their ability.</li></ul>
<ul style="list-style-type: none"><li>• Attend all subject support sessions and study zone sessions when directed by staff.</li></ul>
<ul style="list-style-type: none"><li>• Ideally maintain a 100% attendance record and understand that the consequences of falling below 90% attendance will be a letter home and ultimately being asked to pay for examination entry where continued poor attendance has not been authorised with a valid reason. Be punctual for all lessons</li></ul>
<ul style="list-style-type: none"><li>• Engage honestly and openly with any surveys, questionnaires or focus groups relating to the course. Inform tutors and subject teachers of any possible barriers to their success in order that all parties can work together.</li></ul>
<ul style="list-style-type: none"><li>• Expect to be placed on a curriculum contract or a tutor contract if they are unable to manage the above and understand that they can be asked to leave college if they get onto a Final Contract and are making insufficient progress in fulfilling the above requirements.</li></ul>
<ul style="list-style-type: none"><li>• Engage fully with the tutorial programme by attending and fully participating in all 1:1 reviews and tutorial sessions</li></ul>
<ul style="list-style-type: none"><li>• Complete at least 1 (and ideally more than 1) enrichment activity each year.</li></ul>

## **Other Student Expectations**

Students who attend College do so voluntarily. Having opted to join Bilborough they must accept responsibility for their own actions and progress. A signed Student Agreement (see page 40) commits students to the standards of behaviour we expect for students. Our aim is to be a friendly learning community. Students and staff are expected at all times to treat everyone with respect and courtesy.

## **Student Behaviour**

### **Health and Safety**

Students are required to exercise personal responsibility for the safety of themselves and others. They must take particular care and be aware of the safety issues concerning balconies.

### **Student lanyards**

Students **must** wear their ID lanyards at all times. Students must show their ID to any member of staff if requested. If on occasions, a student forgets their lanyard they can obtain a temporary one from student support which they must return at the end of the day. If the ID and lanyard is lost or stolen then a replacement must be purchased. The present cost for a replacement ID card is £2.50 and replacement lanyard is £1.

### **Smoking, Drugs and Alcohol**

Students must not have in their possession, or consume, alcohol or drugs on the College site, or enter the College having consumed alcohol or drugs. Immediate suspension and disciplinary action will follow if this occurs.

This excludes students who need to carry or consume prescription drugs for medical reasons. Barbara Coy the Learning Support Team administrator needs to be aware of any students in this category.

The College strongly discourages smoking. However, we are aware that some students do smoke and in order to avoid any potential safety issues with students smoking off site we have a designated smoking area which students must keep to. Please note that the Welfare Office in Student Support can provide information on agencies that help students.

## **College property**

Students are expected to treat all College property with respect and will be asked to make good, or pay for making good, wilful or careless damage. All litter should be placed in the bins provided. If all students act in a responsible manner, the College remains a clean, tidy and healthy community for all.

All books, equipment and other materials issued to students on loan become the responsibility of the student, who is expected to return them in good condition. Loss or damage, other than normal wear and tear, will be charged for at the actual cost of repair or replacement.



## Safeguarding

Bilborough College is committed to safeguarding and promoting the welfare of young people and expects its staff and those associated with the college to share this commitment.

The college does its utmost to actively promote Safeguarding and Wellbeing. We will not tolerate bullying or harassment of any kind. Student awareness raising sessions are carried out as part of the tutorial programme. In addition to advice on all aspects of Wellbeing, sessions will deal with bullying, harassment and cyber bullying. Your son/daughter will also receive information relating to the Prevent Duty and extremism as well as Child Sexual Exploitation. We encourage students to share with us any concerns they have about their own wellbeing or that of another student. Likewise, if you have concerns regarding the safety/wellbeing of your son/daughter or any other student in college then please contact a member of the Safeguarding Team.

The named persons to contact with regard to safeguarding are:

Karen Lowe

email: karen.lowe@bilborough.ac.uk

Michelle Harvey

email: michelle.harvey@bilborough.ac.uk

Helen Ginns-Farrow

email: Helen.ginns-farrow@bilborough.ac.uk

Or by asking for one of the above on Tel: 0115 8515000.

### Useful Websites:

Prevent

<https://www.gov.uk/report-terrorism>

<http://www.nottinghamshire.police.uk/site-page/how-can-prevent-team-help-me>

Online Safety

<http://ceop.police.uk/>

<http://www.thinkuknow.co.uk/>

Wellbeing

<http://www.nhs.uk/Tools/Pages/Wellbeing-self-assessment.aspx>

## The 'PREVENT' Strategy

The UK threat level from terrorism has been at 'Severe' since August 2014 meaning that an attack on the UK mainland is 'highly likely'. Schools, colleges and universities have become key places targeted for recruitment into radicalisation.

**The Counter Terrorism Strategy** known as 'Contest'.

This strategy consists of four main elements:

**Protect** – To make possible attacks harder

**Prepare** – The emergency services have prepared for an attack

**Pursue** – Police and intelligence services will pursue suspects

**PREVENT** – To stop people from becoming terrorists/supporting terrorism

**PREVENT** operates in 'non criminal space' meaning that people being supported by the Prevent team have not necessarily committed a crime. Working with Prevent would not generate a criminal record and will not show up on CRB/DSB checks. The aim is to support people *before* they become involved in any illegal activities. The person involved cannot be forced to engage with the programme – they have the choice, but most do chose to engage.

**CHANNEL** is a national multi-agency scheme involving local authorities, statutory partners, the police and the local community to identify individuals at risk of being drawn into terrorism and to develop the most appropriate support plan utilising specialist interventions. Channel does not just deal with the ideology of the individual, but unpicks the reasons behind it to lead them towards a non violent view of the world.

**Colleges, schools and universities have certain responsibilities to prevent people becoming involved in terrorism in the new counter-terrorism bill.**

There is no checklist or single profile in identifying someone vulnerable to radicalisation, however some common signs in a college setting would be:

- Decline in the standard of work, missing lessons
- The individual's views become increasingly extreme regarding another section of society or government policy
- They are observed downloading, viewing or sharing extremist propaganda from the web
- They become withdrawn and focused on one ideology

- The individual becomes increasingly intolerant of more moderate views
- The individual may change their appearance e.g. tattoos with specific symbolism, their health may suffer (including mental health) and they may become isolated from family, friends, peers or social groups.
- The individual expresses a desire/intent to take part in or support extremist activity

### The 'PREVENT' Strategy

Obviously some of the above could simply be teenage behaviour, and it is therefore vital that we raise and record concerns as in any other safeguarding issue, so that a picture can be built up and reported if necessary. The majority of young people that have already been found to have been radicalised already had previous vulnerabilities such as mental health issues, domestic violence and involvement from social care, substance misuse and going missing from home. Again these issues could reflect any number of our students and therefore it is important that our safeguarding strategies are robust and used appropriately.

It is important to remember that radicalisation is about ideology, not religion, and can also apply to right-wing extremists.

**Ofsted** have been issued with a handbook, and will be looking at 'whether learners are suitably protected from the risks associated with radicalisation and extremism'

**Any** concerns about a student or their behaviour is reported via the normal safeguarding procedures. We have close links with the local Prevent Co-ordinator as well as the Nottinghamshire Prevent Police Team.

## Equality and Diversity

At Bilborough we value every individual who forms part of our College community. We aim to create an environment in which people treat each other with mutual respect regardless of age, disability, race, colour, ethnicity, nationality, religion or belief, gender or sexual orientation.

As a College we are committed to eliminating discrimination and encouraging diversity amongst our workforce and our students.

- We will aim to eliminate discrimination, harassment and victimisation against anyone with protected characteristics
- We will advance equality of opportunity and foster good relations between all members of the College and the communities we serve
- We will promote awareness of Equality and Diversity issues through curriculum Delivery
- We will monitor all aspects of our provision with the aim of continuously improving equality of opportunity
- We will actively challenge expressions of prejudice and take action to stop discriminatory practices or behaviour
- We will provide appropriate learning support for all those students identified as being in need of it
- We will continue to develop ways of encouraging students from protected groups to apply to the College
- We will seek to appoint staff and governors to reflect the diversity of the community we live in
- We will actively promote the use of Bursary Funding to increase student

## **General Information**

### **Student Planner**

Year 12 students receive an Academic Planner at the beginning of the academic year. Students are advised to use this for recording details of assignments set and date when these are due and for recording their progress and noting advice given at subject reviews.

### **College Hours / Timetable**

Lessons take place from 8.50am to 4.10pm. The College Refectory opens at 8.30am. College facilities are only open to students when staff are available to supervise. Sports activities and performance rehearsals regularly take place after College hours. Students are strongly encouraged to use College facilities during study blocks.

### **Fees and Expenses – (excludes International Students)**

Essential text books and materials are provided free of charge, unless they are kept by the student after the course or annotated for use throughout. Students are expected to pay towards the cost of field trips and visits, although the charges for these are kept to a minimum.

Examination fees are normally paid by the College. However, if attendance falls below 90% then the College reserves the right to withdraw or charge the student. Any resit examinations must be paid for by the student.

## General Information

### Mobile Devices

Students who bring such items into College do so at their own risk. They must be switched off in all lessons, in study facilities and on College visits, unless students have been given specific permission to use them. In other parts of the College, i.e. the refectory, they may be used in a manner that does not cause annoyance to others. They must not be taken into any examinations.

Tablets/IPads can log onto the college wireless network.

### Insurance

The College Corporation will not accept liability for loss or damage to private property or personal belongings whilst on College premises other than that which arises through the negligence of the College or its employees. Students should make their own provision for all their property for example by "all risks" insurance. In particular, bicycles should be insured as well as padlocked.

### Student Executive

The College is affiliated to the National Union of Students. Every year the Student body elect an executive committee which organises a number of social events for students. Any parties organised by the Student Executive are **student affairs and not Bilborough College events**. We would like parents and carers to be aware of this as College staff do not attend or supervise these events. If your son or daughter mentions Bilborough College parties you need to know this means "Student Executive" parties!

# Transport and Parking Information

## Visiting the College

If you have an appointment at the College, you will be able to park in the College car park as there are a limited number of parking spaces reserved for visitors, including disabled parking bays, situated near the main entrance.

## Dropping off and picking up students

We **strongly recommend** that students are dropped off and picked up in the lay-bys on Bilborough Road. College Way is a busy road at the start and end of the day and can easily become congested.

We would prefer you not to stop at the mini roundabout at the College gates to drop students off, as this tends to cause severe disruption to traffic flow, and is likely to cause accidents. If you have to drop off or pick up in the neighbouring estate, we ask that you do so with due consideration for our neighbours, by not parking across driveways etc.

## Student Parking

There is **no** student parking available on site and the College strongly recommends the use of public transport or College buses. Parking in the local area is not recommended and is done at the students' own risk. College takes no responsibility for any loss or damage to any vehicle.

If students do choose to park locally we ask again that they show full consideration for our neighbours, avoiding driveways and double parking.

## Bus Information

The College buses are run by Skills Coaches. We aim to offer a convenient, reliable and friendly service. However, please be aware that factors outside our control, such as traffic conditions, weather and accidents, may occasionally cause delays. In these circumstances we aim to keep students updated by text message.

Copies of the current College bus timetables can be found on our website. Should you have any issues or concerns regarding any of the College bus services, please contact Sheila Hayward on:

tel: 0115 8515000

email: [sheila.hayward@bilborough.ac.uk](mailto:sheila.hayward@bilborough.ac.uk)

Details of public service buses can be found on [www.triptimes.co.uk](http://www.triptimes.co.uk)

## Student Agreement

At enrolment your son or daughter signed the following agreement:



**BILBOROUGH**  
SIXTH FORM COLLEGE

### Student Agreement

#### Section A – Core Expectations

At Bilborough we have high expectations of all our students. We want to work with you to ensure that when you leave us you have achieved your potential at this stage of your education and have enjoyed your time with us.

In order to provide you with the best supportive environment we believe we need to work in partnership with you, your teachers, tutors and parents/carers.

Staff and students share responsibility for creating a positive learning environment.

The following sets out what Bilborough College expects of you:

- ❖ You are respectful of all members of the College community treating each other with dignity and respect.
- ❖ You wear your College lanyard with ID card at all times.
- ❖ You attend all timetabled lessons and tutorials.\*
- ❖ You attend subject support sessions and study room sessions as directed.\*
- ❖ If you are ill you must authorise using Student Advantage each morning of absence.\*
- ❖ You arrive on time at the start of all classes.
- ❖ You engage fully in lessons, actively participating in all tasks set.
- ❖ You organise your time effectively and complete all work to the best of your ability and by set deadlines.
- ❖ You complete at least 4 hours homework per week for each subject/ unit studied.
- ❖ You keep mobile devices switched off in lessons unless directed otherwise by staff.
- ❖ You abide by College policies (eg Safeguarding, IT, Health & Safety, Bullying and Harassment).
- ❖ You are respectful of the College premises and use College resources sensibly.
- ❖ You keep the College tidy and put litter in bins provided.
- ❖ You uphold rules governing use of lifts which are to be used only by those students carrying a valid student lift pass.
- ❖ You keep any local rules drawn up by curriculum areas (e.g. food/drink)
- ❖ Any part-time work you undertake does not clash with College commitments.



## Section B – Consent to contact home

We believe it is important to maintain contact with your parents/guardians as they continue to support you in full time education. This means we will provide them with access to certain information e.g. attendance & progress grades via the parent portal. We will also invite them to **accompany you to parents' evenings, and also send out progress reports, newsletters etc.** Staff will also contact them if we have any concerns about your commitment or progress which we feel we have not been able to resolve with you. We will also respond to any concerns or queries that your parent/guardian might raise with us regarding your progress during your time with us

### Student Agreement

1. I have read and understood the Student Expectations.
2. I understand that if I do not keep to its terms then disciplinary action may be taken in order to best support me in my studies.
3. I understand that if my attendance is less than 95%\* and/or I fail to hand in coursework, the College is entitled to either withdraw me from the course or charge for examination entries.
4. As a Bilborough student I agree to contact with my parent/guardian as described above.

**Signature .....**                      **Date.....**

If you are unwilling for us to liaise with your parents/carers you need to notify us in writing, and also nominate an alternative name and address as a contact point for College system. If you choose not to give permission for contacting parents/carers we will contact them to inform them of your decision.

If things go wrong:-

We very much hope that things don't go wrong. We have very few rules and the vast majority of students want to do their very best and succeed whilst with us and know that keeping to the Core Expectations is the way to achieve this. However If you do default on our Core Expectations then you can expect some or all of the following to be implemented

- ❖ Your tutor/teachers will discuss progress with you and implement measures to support you to get back on track.
- ❖ Sanctions will be imposed by subject teachers/ curriculum managers; for example compulsory attendance at a study room/ subject support session to complete outstanding work
- ❖ Continued failure to abide by the terms of the agreement, students will be placed on a Lead Tutor Contract / Final contract
- ❖ Continued failure to meet expectations could result in you being asked to leave college
- ❖ You may be asked to pay all/part of examination fees if attendance falls below 95%\*
- ❖ Your parent/guardians will be contacted and invited into college for a meeting.

\*The Attendance Policy states that NO holidays are to be taken in term time and that college will require a doctor's note to cover long term sickness of more than 5 days.

**A FUTURE LESS ORDINARY**

## COLLEGE TIMETABLE

<b>DAY</b>	<b>8.50-10.20</b>	<b>break</b>	<b>10.40-12.10</b>	<b>12.10-1.00</b>	<b>1.00-2:30</b>	<b>break</b>	<b>2:40-4:10</b>
MON	A		B	lunch	C		D
TUES	E		F	lunch	B		A
WED	D		C	lunch	Enrichment		
THURS	F		E	lunch	A		B
FRI	C		D	lunch	E		F

# Bilborough College

## 2018-2019

### Academic Year Calendar

July 18						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 18						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 18						
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30						

October 18						
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28	29	30	31			

November 18						
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December 18						
Su	M	Tu	W	Th	F	Sa
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30	31					

January 19						
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February 19						
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March 19						
Su	M	Tu	W	Th	F	Sa
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31						

April 19						
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28	29	30				







May 19						
Su	M	Tu	W	Th	F	Sa
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June 19						
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July 19						
Su	M	Tu	W	Th	F	Sa
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August 19						
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25	26	27	28	29	30	31

### USEFUL DATES

-  Shaded dates = **College Holidays** for students
-  Year 13 students in college
-  Year 12 Introduction days
-  All Students in college
-  INSET day college closed
-  Mock Exam Weeks - Year 13

### Parents/Carers Evenings

- Year 13:
- 22nd November 2018
  - 27th November 2018
  - 3rd December 2018



## How to Succeed at Bilborough

The advice from our students past and present is valuable information! They have already done this and they are telling you what you must do to reach your untapped potential.

### Practice Makes Perfect

Our courses are demanding. They demand that you put in hours of practice and get used to making mistakes.

LIFE is not  
about falling  
down, it's  
about GETTING  
BACK UP  
AGAIN

**F**    *First*  
**A**    *Attempt*  
**I**    *In*  
**L**    *Learning*

Never be afraid to fail  
Anyone who is successful has failed many times before picking themselves up to try again.

### Believe you can change

Your brain can change to take on more information if you let it so keep an open mind. Exams (at this level) are not passed by natural ability, you will get high grades from dedicating hours to practice and from challenging yourself.



### Natural Talent

You might think that others in your classes are naturally more intelligent or gifted than you are. However, all the evidence shows that it is hard work and never giving up that are important at college and in life.

**“HARD WORK BEATS  
TALENT WHEN TALENT  
DOESN'T WORK HARD”**  
-TIM NOTKE