



**BILBOROUGH**  
SIXTH FORM COLLEGE

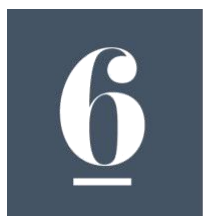
# Support for Students



A Guide for  
Parents and  
Carers  
2023-2024

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

College Way, Bilborough Road,  
Nottingham, NG8 4DQ.  
Tel Number: 0115 8515000



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## **Bilborough College**

Dear Parent or Carer

We are delighted that you and your young person are giving us the opportunity to help them take the next important step in their educational journey. The team here at Bilborough takes very seriously our responsibility to provide an environment where students experience strong personal development alongside academic success.

We know that the formula for success involves enthusiasm, hard work, and a positive mindset. We will do our utmost to provide the right blend of support and challenge to meet everyone's needs and give them the best chance of making this happen.

We place great value on developing a strong partnership with parents and carers from the start and we aim to be open and transparent in how we share information with parents. In this Guide we will explain 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 school environment to a college one, 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.















Skills and Progression Teachers provide support for students, as well as covering any individual questions or problems that might be raised. Please feel free to contact them if the need arises via email or phone.

I look forward to working with you over the next 2 years.






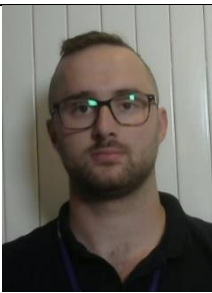








With best wishes

David Shaw  
Principal

# Student Support Team

 <p>Michelle Harvey Assistant Principal Student Support Services <a href="mailto:Michelle.harvey@bilborough.ac.uk">Michelle.harvey@bilborough.ac.uk</a></p>	 <p>Jill Hay Assistant Principal Student Engagement and Progression <a href="mailto:Jill.hay@bilborough.ac.uk">Jill.hay@bilborough.ac.uk</a></p>	 <p>Monique Norcliffe Student Support Manager <a href="mailto:Monique.norcliffe@bilborough.ac.uk">Monique.norcliffe@bilborough.ac.uk</a></p>	 <p>Helen Ginns-Farrow Welfare Officer <a href="mailto:Helen.ginns-farrow@bilborough.ac.uk">Helen.ginns-farrow@bilborough.ac.uk</a></p>
 <p>James Quested Head of Bilborough Extra <a href="mailto:James.quested@bilborough.ac.uk">James.quested@bilborough.ac.uk</a></p>	 <p>Kirsty Lockton Learning Support Manager <a href="mailto:Kirsty.lockton@bilborough.ac.uk">Kirsty.lockton@bilborough.ac.uk</a></p>	 <p>Helen Smith Learning Support Teacher <a href="mailto:Helen.smith@bilborough.ac.uk">Helen.smith@bilborough.ac.uk</a></p>	 <p>Tamika Shelukindo Wellbeing Coach <a href="mailto:Tamika.shelukindo@bilborough.ac.uk">Tamika.shelukindo@bilborough.ac.uk</a></p>
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 <p>Elizabeth Dark Careers Manager <a href="mailto:Elizabeth.dark@bilborough.ac.uk">Elizabeth.dark@bilborough.ac.uk</a></p>	 <p>Joanna Zielinska Work Experience Co-ordinator <a href="mailto:Joanna.zielinska@bilborough.ac.uk">Joanna.zielinska@bilborough.ac.uk</a></p>	 <p>Amy Dominic Careers Administrator <a href="mailto:Amy.dark@bilborough.ac.uk">Amy.dark@bilborough.ac.uk</a></p>	

# Skills and Progression Teachers (SPT)

 <p>Emma Collins <b>Lead SPT</b> <a href="mailto:Emma.collins@bilborough.ac.uk">Emma.collins@bilborough.ac.uk</a></p>	 <p>Gemma Chapman <b>Lead SPT</b> <a href="mailto:Gemma.collins@bilborough.ac.uk">Gemma.collins@bilborough.ac.uk</a></p>	 <p>Joanna Tillotson <b>SPT</b> <a href="mailto:Joanna.tillotson@bilborough.ac.uk">Joanna.tillotson@bilborough.ac.uk</a></p>	 <p>Rashida Hassanali <b>SPT</b> <a href="mailto:Rashida.hassanali@bilborough.ac.uk">Rashida.hassanali@bilborough.ac.uk</a></p>
 <p>Andrew Felfoldi <b>SPT</b> <a href="mailto:Andrew.felfoldi@bilborough.ac.uk">Andrew.felfoldi@bilborough.ac.uk</a></p>	 <p>Will Parkin <b>SPT</b> <a href="mailto:Will.parkin@bilborough.ac.uk">Will.parkin@bilborough.ac.uk</a></p>	 <p>Selina Greaves <b>SPT</b> <a href="mailto:Selina.greaves@bilborough.ac.uk">Selina.greaves@bilborough.ac.uk</a></p>	 <p>Adela Martinez-Torres <b>SPT</b> <a href="mailto:Adela.martinez-torres@bilborough.ac.uk">Adela.martinez-torres@bilborough.ac.uk</a></p>
 <p>Nikki Baines <b>SPT</b> <a href="mailto:Nikki.baines@bilborough.ac.uk">Nikki.baines@bilborough.ac.uk</a></p>	 <p>Farzana Karim <b>SPT</b> <a href="mailto:Farzana.karim@bilborough.ac.uk">Farzana.karim@bilborough.ac.uk</a></p>	 <p>Caroline Bradshaw <b>SPT</b> <a href="mailto:Caroline.bradshaw@bilborough.ac.uk">Caroline.bradshaw@bilborough.ac.uk</a></p>	 <p>Abii Banjoko <b>SPT</b> <a href="mailto:Abii.banjoko@bilborough.ac.uk">Abii.banjoko@bilborough.ac.uk</a></p>
 <p>Emma Walkers <b>SPT</b> <a href="mailto:Emma.walkers@bilborough.ac.uk">Emma.walkers@bilborough.ac.uk</a></p>	 <p>Katie Stray <b>SPT</b> <a href="mailto:Katie.stray@bilborough.ac.uk">Katie.stray@bilborough.ac.uk</a></p>		

## Welcome to Bilborough College

We hope that your child 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 young person 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 young person as they embark on their studies.

### How to contact the College

College Way, Bilborough Road, Nottingham, NG8 4DQ.

Tel Number: 0115 8515000

[enquiries@bilborough.ac.uk](mailto:enquiries@bilborough.ac.uk)

The email addresses of individual staff at the college follow the format of **first name.surname@bilborough.ac.uk**.

### Parent / Carer CEDAR

CEDAR allows you to access secure information online including progress reports, attendance data etc about your young person. If you have not received an email with details of access, please email [cedarparent@bilborough.ac.uk](mailto:cedarparent@bilborough.ac.uk)

### Attendance and Reporting Student Absence

One major factor that affects achievement is attendance and we expect students to aim for at least 95% attendance. However, we appreciate that there may be times when students are unavoidably absent through illness. If this is the case, **parents/carers and students** can notify us by using the "absence notification procedures on CEDAR". Once we have been notified the registers will be updated with the appropriate mark. An automatic email is generated when a student is absent or when you or your young person have updated the registers using CEDAR. If you are unable to notify us by CEDAR, you can phone the college reception on (0115 8515000). It is important to help us manage student absences and chase up any that are not authorised. Persistent poor attendance will lead to students being 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 SPT and parents.

### Contacting Your young person's Skills and Progression Teacher (SPT)

The SPT should always be the first point of contact if you have any concerns regarding your young person's progress. If you are unable to contact staff by email, please telephone the College. A message will be passed on for the SPT to phone you back when they are available.

### The College Website

The college website contains useful information about the College. CEDAR can be accessed via the website and includes copies of any generic correspondence sent home, as well as newsletters etc. The website is also 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 Skills and Progression System

### Skills and Progression Teachers

SPTs should always be the first point of contact if you or your young person 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. If the SPT is unavailable, you can always contact the Lead SPT, Student Support Manager, or the Assistant Principal of Student Support Services. They will deal with any persistent issues relating to attendance, commitment, health study support needs etc.

### How to decipher the SPT group code e.g., 12JT e3

12	JT	e3
Year 12	SPT = Joanna Tillotson	Block E3 on timetable is the time of the SPT group session.

### How do Skills and Progression Teachers support their students?

All students have one 90-minute Skills and Progression lesson each week. These lessons will usually involve 45 minutes of delivery, and a further 45 minutes of guided study time where the teachers deliver vital information and a programme tailored to support students' learning and progression. Students must attend all of these. These sessions cover a wide range of activities, ranging from study skills, safeguarding and prevent agenda, personal safety, sexual health sessions, tax, and legal responsibilities through to careers education and advice. There will also be regular 1:1 review with their SPT during which they will discuss personal and academic progress, set targets, and explore progression plans. The SPT is very much the professional/critical friend who will support and walk alongside students in the two years they are here with us.

We strongly encourage all students to seek out their SPT (either in person, or by Teams/email) at any point, if they have any issues or concerns during their time at college. Parents/carers can contact the student's SPT if they have any questions or concerns.

### Consultation Evenings and End of Year Report

The first opportunity to meet your child's SPT will be at our **Parent / Carers' Introduction Evening** held at the end of September/beginning of October.

### Student Monitoring System / Cause for Concern

All students sign a copy of the Student Agreement at induction (see page 25 - 28); 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 SPT. Ongoing concerns will lead to students being dealt with in line with the student intervention process.

### **Intervention Process**

Occasionally, staff raise concerns with regards to students' attendance, commitment, and attitude, failing to meet deadlines, etc. The aim of the intervention process is to work with the student to help them to get back on track.

Please note: If a student fails to respond positively, or they have not been able to maintain their studies due to a decline in health, despite reasonable adjustments, 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 will be timetabled for a minimum of 15 hours per week. The remaining time is dedicated to independent study, and it is expected that students dedicate 5 hours towards each subject to support their in-class learning. The following sections aim to explain the structure of our range of qualifications.

### A Levels

Students enrolled on three A level subjects or will be on a mixed programme of A Levels and other Level 3 qualifications such as BTEC diplomas. All A levels specifications are 2-year courses. Students will sit the examinations in the summer of 2024. Students have the opportunity of adding one of our extended studies options to their programme of study either in year 1 or year 2. Currently these options include Maths Studies (level 3 maths qualification), Extended Project Qualification (equivalent  $\frac{1}{2}$  A level), Trinity Guildhall Level 8 or the Trinity Gold Arts Award.

### Applied General Courses (BTEC)

If your child is not taking a programme of pure A Level courses, they will be studying a mixture of A Levels and vocational courses, such as BTECs, or a full-time BTEC Extended Diploma course. Their programme will be the same size, value, and duration as 3 A Levels. Individual assessments are graded at Pass, Merit or Distinction by the teacher rather than A\*-E as in A Level subject (the one exception is Criminology, with grades A\*-E).

### Progression from Year 1 to Year 2

Students are on a 2-year linear programme, 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 Student Expectations.
- BTEC students need to have successfully completed all Year 1 assignments.

### Bilborough Attributes

Bilborough has always been at the forefront in developing well-rounded students. Bilborough **Attributes** is a college-wide initiative providing the ideal student journey where students achieve top grades and personal growth to prepare them for life beyond Bilborough. We believe these attributes are vitally important for well-rounded students and they run throughout our core practices.

#### The Six Key Attributes

Get things done.

Adapt my approach.

Communicate effectively.

Act with integrity

Think creatively.

Remain positive.

**Everyone** is responsible for developing these across the college.

## **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, taking part in theatre / music productions, Duke of Edinburgh, Young Enterprise, National Citizen Service 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 Unifrog each term and these details will strongly support progression to employment and/or university.

## Supporting Learning

### Assessment of Learning and Progress

Homework is set on a weekly basis so that students are consolidating their learning, researching topics, or testing their knowledge and skills. This work is crucial in helping students recognise the standard of their work and for teaching staff to direct students as to how to improve. It is expected that your young person will complete the assignments on time and to the best of their ability. We know that students who put effort into their homework gain better exam grades than those who do not, and we expect to set around 5 hours a week of activity for each course.

Subject teachers track homework progress carefully and systematically follow up non-completion. Homework will be set as an assignment in Microsoft TEAMS and so there is no excuse for not knowing what has been set. Continued failure to do homework may result in a student being required to pay for their own exam entries.

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

What counts as homework?

- Formal written assessed tasks e.g., answering questions, essays, past papers.
- Preparatory work for forthcoming lessons and assessments.
- Review of work already covered.
- Wider reading / researching.
- Creative and collaborative group tasks
- ...and so much more.

### College Coursework Policy

Coursework or Non-Exam Assessment (NEA) 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 letter. We accept that there are a small number of very exceptional circumstances that 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 are published in advance by courses).

### BTEC Course Policies

As these courses consist of assignments graded by teachers, the exam board sets out rules to ensure that assignments are taken seriously by teaching centres and students. Work is assessed 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 may be 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 re-take) based on the same criteria, with one submission and are limited to a Pass. If they do not pass, then they fail the unit and, in most cases, the entire course. We will write to you if your child requires a re-take.
- Students must sign a statement for each assignment to verify that the 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 considered. 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.

### **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 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.

### **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, college platforms 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 are encouraged to access the college's email and Teams platform for communication with staff. Students are required to check their college email/Teams daily so as not to miss any essential information.

If your young person requires advice re the use of college systems, photocopying, scanning etc please ask them to speak with student support, their SPT or [helpme@bfmat.ac.uk](mailto:helpme@bfmat.ac.uk)

### SharePoint

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

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

Why not get your child to show you?

### Formal Assessments/Data Collection points

Student work in all subjects is 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 an OCTA (On Course to Achieve) grade.

1. 1<sup>st</sup> OCTA grade 16<sup>th</sup> October 2023
2. 2<sup>nd</sup> OCTA grade by 11<sup>th</sup> December 2023
3. 3<sup>rd</sup> OCTA grade 5<sup>th</sup> February 2024
4. 4<sup>th</sup> OCTA grade 25<sup>th</sup> March 2024
5. Final OCTA grade Y12 20<sup>th</sup> May 2024

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

### Independent Study

It is the College's expectation that all students build up to an average of 5-6 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 can adjust to this; 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 effective 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 effective use of the facility and the many resources available. There is also a **Study Room** and **two Study Zones** where students can work when not in lessons. Sometimes a teacher will specifically timetable students to attend certain Study Room 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 Monday to Thursday. 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 consult 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 child's Skills and Progression Teacher (SPT).
- An invitation to accompany your child to their annual Consultation Evening.
- Contact from the SPT should the College become concerned about your child's attendance or progress.
- An appointment with the SPT if either you or we need to discuss any aspect of your child's progress.
- Copies of the College's complaints procedure, on request.
- Access to certain information on CEDAR e.g., attendance, timetables etc.

### 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 child'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 child from the College.
- To avoid taking holidays in term time.

### Parent/Carer Voice

It is important to us that you can 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 young person 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 SPT or to the Lead SPT may help to resolve the matter. You may also write directly to the Assistant Principal or Principal.

Email:

Assistant Principal of Student Support Services: [michelle.harvey@bilborough.ac.uk](mailto:michelle.harvey@bilborough.ac.uk)

Principal: [david.shaw@bilborough.ac.uk](mailto:david.shaw@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 Learning Support 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, she is easy to find, and you do not 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 has contacts with many organisations outside of college.

**Tamika Shelukindo** and **Debra Brown** are the Wellbeing Coaches.

They offer 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 as part of the intervention procedures of the Health Study Support Plan (HSSP, 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 they can ask their SPT or student support to do so on their behalf.

### 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. This is important so that we can ensure their welfare before they leave College premises.

### Health Study Support Plan (HSSP)

We are committed to tailoring our education to individual needs and promoting inclusivity and equality of opportunity. However, it is important, 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 / carers, 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, which is issued when the HSSP is first established, 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 £29,000 or less (+£1000 for each addition dependent under 18). Free college meals for income under £22,000. All bursary students are eligible for a laptop loan during their period of study with us. Please follow this [link](#) and complete the application process. Please call 0115 8515816 if you require further information. Our Bursary Policy and Guidelines can be found on the College website.

## Exams

Few people 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 students must take responsibility for making sure 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 2024.

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. Class teachers are available during normal lesson time to help and support students in their examination preparation and will also support via email.

### **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 exam 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 Support

The Careers Team are in the Student Support Services area within the College. Students can book individual careers appointments with our Careers Adviser and can drop in to chat to our Work Experience co-ordinator. We make effective use of the Unifrog platform, where students can research university and apprenticeship options, record activities they have done and the employability skills they achieve, and access information on careers linked to their subjects. There is specialised support for students interested in Medicine/Veterinary Science/Dentistry, and for students interested in applying to Oxford and Cambridge.

Each year we hold an Apprenticeship and Higher Education Information Evening. Many other events, talks and visits are organised throughout the year covering university and other higher education choices, apprenticeships, and employment options, to ensure our students make informed choices. We host a Careers and Higher Education fair in college each year.

SPTs work closely with individual students on career and progression planning, and teaching staff embed careers in the curriculum into their schemes of work. We regularly put information on the website to help you support your child whilst at college, but we are aware that the options available are confusing. Students and parents are welcome to contact us at any time with any questions, you can request your own log on for our digital platform 'Unifrog' to access information about progression options. If you are interested, please email [Elizabeth.dark@bilborough.ac.uk](mailto:Elizabeth.dark@bilborough.ac.uk) to request log on instructions.

### Work Experience

One of our expectations is that all students take part in relevant work experience during their time with us. Our Y12s take part in our Work-related Experience and Progression (WREP) Week in May, which is face to face and virtual and involves many local and national employers and universities, as well as curriculum-based progression activities. (If any of you feel that you could offer work experience to our students, please contact [Joanna.Zielinksa@bilborough.ac.uk](mailto:Joanna.Zielinksa@bilborough.ac.uk)). This all helps to widen access to opportunities for all students, and make sure that they make an informed choice once they leave Bilborough College.

**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 5 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 room 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 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 SPTs and subject teachers of any 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 SPT contract if they are unable to manage the above and understand that they can be asked to leave college if they get onto a level 3 SLT Intervention and are making insufficient progress in fulfilling the above requirements.</li> </ul>
<ul style="list-style-type: none"> <li>• Engage fully with the SPT programme by attending and fully participating in all 1:1 reviews and group sessions.</li> </ul>
<ul style="list-style-type: none"> <li>• Complete at least two enrichment activity each year.</li> </ul>
<ul style="list-style-type: none"> <li>• There is an expectation that all students engage in work experience opportunities.</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 25 and 28) commits students to the standards of behaviour we expect for students. Our aim is to be a friendly learning community. Students and staff are always expected to treat everyone with respect and courtesy.

### **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**

Both students and staff **must** always wear their ID lanyards, they cannot gain access to the building without their ID and will be required to return home. Students must show their ID to any member of staff if requested. If the ID and lanyard is lost or stolen, then a replacement must be purchased using Wisepay. The present cost for a replacement ID card and lanyard is £3.50.

### **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. The Learning Support Team need to be aware of any students in this category.

The College strongly discourages smoking. However, we are aware that some students do smoke and 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 should they require support to stop smoking.

### **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 SPT group lessons. In addition to advice on all aspects of Wellbeing, sessions will deal with bullying, harassment, and cyber bullying. Your child will also receive information relating to the Prevent Duty, extremism, and radicalisation, FGM, County Lines, healthy relationships 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 child or any other student in college then please contact a member of the Safeguarding Team.

### Parent/carers and safeguarding.

Parents are issued with a **parent/carer safeguarding bulletin** at regular intervals throughout the year. In addition, Parents can attend **online live safeguarding events** throughout the academic year. If you are unable to attend, you can watch a recording of the event on the college website. Topics have included, Harmful Sexual Behaviours (Child on Child Abuse), Mental Health, Online Safety, what a Parent/Carer should know about Pornography, Supporting our LGBTQ Young People and many more. If you would like to suggest a particular safeguarding issue, please email [michelle.harvey@bilborough.ac.uk](mailto:michelle.harvey@bilborough.ac.uk) and we will try to accommodate requests.

The named persons to contact regarding safeguarding are:

**Contact College 0115 8515000, ask for  
the Safeguarding Team**



Michelle Harvey  
DSL  
**EXT 1056**



Monique Norcliffe  
Deputy DSL  
**EXT 1065**



Helen Ginns-Farrow  
Deputy DSL  
**EXT 2016**



Helen Smith  
**EXT 2040**



James Quested  
**EXT 3204**



Helen Maddison  
**Reception**



Gemma Chapman  
**Reception**



Ryan Sainty  
**Reception**

A copy of Bilborough College's Safeguarding Policy can be found on the [college website](#)



### **Useful Websites:**

Harmful Sexual Behaviours - **Contact the NSPCC Helpline** on [0808 800 5000](tel:08088005000) or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

Prevent - Act Early' safeguarding website

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

[How can the Nottinghamshire Prevent team help me?.](#)

Online Safety

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

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

<https://nationalonlinesafety.com/>

Young Minds – Parents Helpline

<https://youngminds.org.uk/find-help/for-parents/parents-helpline/>

Shout 24/7 Free , confidential, anonymous service – text support to get you to a calmer and safe place <https://giveusashout.org/>

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

Support for parents/carers with online safety <https://parentsafe.lgfl.net/>

### **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, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, 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 needing 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 engagement.

## General Information

### 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

Essential textbooks 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 the student. Any resit examinations must be paid for by the student.

### 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.

All mobile devices can log onto the college wireless network.

### Insurance

The MAT Board 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. 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 child 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 must drop off or pick up in the neighbouring estate, we ask that you do so with 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. For further information please see the Student Parking Policy on the college website.

### Bus Information

The College buses are run by Skills Coaches. We aim to offer a convenient, dependable, 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 reception on: tel: 0115 8515000 email: [reception@bilborough.ac.uk](mailto:reception@bilborough.ac.uk)

## Student Agreement

At Induction, your young person signed the following agreement:

### Student Agreement and Code of Conduct

**Student Name:**

#### Section A – Student 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. We want all to enjoy working in a purposeful, adult environment and to establish positive working relationships with each other. We pride ourselves on the ethos and culture of the college. Bilborough has always been at the forefront in developing well-rounded students. Bilborough **Attributes** is a college-wide initiative providing the ideal student journey where students achieve top grades and personal growth to prepare them for life beyond Bilborough. We believe these attributes are vitally important for well-rounded students and they run throughout our core practices. The key attributes include, get things done, adapt my approach, communicate effectively, act with integrity, think creatively, remain positive. Staff and students share responsibility for creating this positive learning environment across college. As members of the college community, we require all students to abide by the following code of conduct.

To show consideration and respect for others and for the College environment.

- Speak to **all** members of the College community and visitors to the college with respect and behave in an appropriate and courteous manner.
- Treat the College premises with respect and use College resources sensibly.
- Keep the College tidy and put litter in bins provided.
- Use the college turnstiles in an appropriate manner, failure to do so will result in a disciplinary.
- Respect the rules governing the use of lifts (students can only use them if they have a valid lift pass).
- Respect the rules governing the use of the LIC/Study Zones and breakout areas in college acknowledging that these are private study spaces for students not in lessons (e.g., mobile phones on silent).  
Smoking (including e-cigarettes) is not permitted anywhere on the college site, except the designated smoking area.

-

- When using social media, behave in a courteous manner, respecting the privacy and feelings of others always and do not transmit communications or images which may cause distress.  
Be respectful of the community in which we live – e.g., if you drive to
- college be sensitive about where and how you park and how you interact with residents. Celebrate and respect individuality and
- diversity.  
Maintain an appropriate dress code for college.

To help ensure a safe and secure learning environment.

- Always wear your college lanyard with ID card.
- Do not invite non-students onto the college premises. If you are bringing visitors in for a legitimate purpose, ensure they are signed in at reception and wear a visitor's badge for the duration of their visit.  
Always act in accordance with the college's policies and expectations,
- including the health and safety policy, acceptable use of IT, anti-bullying/harassment and equality and diversity, coursework, and plagiarism.
- Do not have in your possession: weapons or anything that can be used as an offensive weapon; alcohol or controlled substances.
- Do not enter the college site or participate in college activities under the influence of alcohol or drugs.
- Do not climb over the perimeter fence into the college grounds, enter only by the gated entrance.
- If you have any concerns about yourself or others, please see a member of the safeguarding team or report using the anonymous reporting tool, Whisper, located on the student portal.

### **To accept responsibility for your own learning**

- Attend **all** timetabled lessons, including skills and progression (SP)
- lesson. Less than 95% attendance could lead to you being withdrawn from the examinations. Attend subject support and study room
  - sessions as directed.
  - Attend all appointments with your SP teacher or other staff, if you cannot attend, contact them in advance.
  - There is an expectation that you will attend interventions as required and complete them to support your own learning and progression.
  - Participate in Bilborough Extra activities (enrichment/careers related).
  - There is an expectation that you will participate in work experience.
  - Arrive on time at the start of all classes and stay until the end of the lesson.  
Ensure you are properly equipped (e.g., files, pens, stationary etc) and appropriately dressed (no hats, coats in class unless there are good reasons for doing so) for lessons.
  -

- Mobile phones should always be switched off in lessons unless otherwise instructed by staff member.
- Engage fully in lessons, actively participating in all tasks set.
- Organise your time effectively, completing all work to the best of your ability and by set deadlines.
- Complete at least 5 hours homework/assignment completion per week for each subject/unit studied.
- It is your responsibility to check college emails and teams daily - they are an important part of college communication.
- Keep to any local rules drawn up by curriculum areas (e.g., food/drink). Ensure that College activities take priority during the college day and
- any part-time work you undertake does not clash with college commitments. We recommend that you should work no more than 10-12 hours per week outside of college.
- Do not take holidays in term time and avoid making personal appointments in lesson time.

If you are too ill to attend college, **you** or your **parent/carer** should certify your absence on CEDAR, or by telephone, with a clear reason for absence.

### **Section B – Consent to contact home.**

We believe it is important to maintain contact with your parents/carers as they continue to support you in full time education. This means we will provide them with access to certain information e.g., attendance & OCTA grades using our online system. We will also invite them to accompany you to consultation Afternoon/Evenings, and send out 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/carer might raise with us regarding your progress during your time with us.

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 do not go wrong. We have very few rules and most students want to do their absolute best and succeed whilst with us and know that keeping to the Student Agreement is the way to achieve this.

However, if you do default on our Student Agreement then you can expect some or all the following to be implemented:

- Your SP and subject 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 will lead to intervention/disciplinary measures being put in place.  
Continued failure to meet expectations could result in you being asked to leave
- college.
- You may be withdrawn from the examinations if attendance falls below 95%\*
- Your parent/carers 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 7 days.

#### Student Agreement

- I have read and understood the Student Agreement. \*
- I understand that if I do not keep to its terms then intervention action may be taken to best support me in my studies. \*
- 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. \*
- As a Bilborough student I agree to contact with my parent/guardian as described above.



## 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 2023-2024

## Academic Year Calendar

August 23						
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		

September 23						
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

October 23						
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				

November 23						
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		

December 23						
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						

January 24						
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			

February 24						
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		

March 24						
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						

April 24						
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				

May 24						
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	

June 24						
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						

July 24						
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 24						
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

September 24						
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					

- Holidays
- Last day for Year 13 (provisional)
- Last day for year 12s (provisional)
- Y13 Progression Day (all Y13 in college)
- Y12 Induction Days (Y12 students invited in for one of the 2 days)
- INSET
- Start of normal timetable



# BILBOROUGH

SIXTH FORM COLLEGE

## 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

Be who you are, become who you want to be.